

**Notice of Montgomery EDC Regular and Annual Meeting
Montgomery Economic Development Corporation (MEDC)
AGENDA**

January 17, 2022 at 6:00 PM

NOTICE TO THE PUBLIC IS HEREBY GIVEN the Board of Directors will conduct its Montgomery EDC Regular and Annual Meeting scheduled for **6:00 PM on Monday, January 17, 2022**, at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

Members of the public may view the meeting live on the City's website www.montgomerytexas.gov under Agenda/Minutes and then select **Live Stream Page (located at the top of the page)**. The Meeting Agenda Pack will be posted online at www.montgomerytexas.gov. The meeting will be recorded and uploaded to the City's website.

CALL TO ORDER

OPEN PUBLIC COMMENT

ANNUAL MEETING

- [1.](#) Overview of 2021 Goals.
- [2.](#) 2022 Planning Goals.
- [3.](#) Annual Financial Report.
- [4.](#) Election of Officers for 2022.
- [5.](#) Approval of Signors for MEDC Banking Accounts.

APPROVAL OF MINUTES

- [6.](#) Consideration and possible action on approval of minutes for the November 1, 2021 Special Meeting and the November 15, 2021 Regular Meeting.

APPROVAL OF FINANCIAL REPORT

- [7.](#) Financial Report.

CONSIDERATION AND POSSIBLE ACTION:

- [8.](#) Update from Events Coordinator.
- [9.](#) Review of MEDC December Christmas events and consideration of reassigning excess funds remaining from these events.
- [10.](#) Check presentation and report from Charlie Diggs Entertainment from MEDC sponsorship of Montgomery Fall Festival.
- [11.](#) Consideration and possible action for MEDC to sponsor Charlie Diggs Entertainment Montgomery Music & Mudbugs Festival on March 26, 2022, in Montgomery.
- [12.](#) Consideration and possible action to convert the contracted Event Coordinator position to a full-time staff position and amend the annual budget to fund the position.
- [13.](#) Discussion and consideration of a Tax Increment Reinvestment Zone (TIRZ) as an economic development tool.

14. Consideration of an economic development grant application from Heritage Place II for up to \$42,500.

15. Consideration of participation in City of Montgomery Clepper Drive Sidewalk Project.

ECONOMIC DEVELOPMENT REPORTS

16. January 2022 Development Report.

17. Engineer's Report.

EXECUTIVE SESSION

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

18. 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: Section 551.072 (deliberation regarding real property)

POSSIBLE ACTION FROM EXECUTIVE SESSION:

19. Consideration and possible action on matters deliberated in Closed Executive Session.

BOARD INQUIRY

ADJOURNMENT

/s/Richard Tramm _____

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 City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on January 14, 2022 at 3:00 p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

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

MEDC 2021 Goals in Review

1. Continue Work on Downtown Development Planning. The work on the Downtown Master Plan with Gunda Corporation was completed late in the year. The plan was completed after more than a year of work was put into it by the MEDC, Gunda Corporation and City staff. The Plan was adopted by both the MEDC and the City in November 2021.
2. Be able to participate in utility and road extensions, and similar projects. The MEDC contributed \$160,000 towards the work on the downtown waterline upgrade and expansion project. This work adds to the ability to move water across the City, primarily from east to west, and serves helps to support water pressure levels in the water supply lines.
3. Develop Calendar of Events for 2021. After a limited event schedule in 2020 due to the COVID-19 pandemic, 2021 became a bounce back year. Charlie Diggs Entertainment got the events off to a big start in March 2021. After that, events began to return to a more normal part of our 2021 life. Previous events like the Water Party happened and were well attended. Charlie Diggs Entertainment's new Fall Festival brought a lot of Life—and people—to the downtown area in October. I think the highlight of events was having both the Christmas Parade and the Snow Party on the same day in December, thus creating an all-day event along with the events of the Montgomery Historical Society. One item to specifically note is the Fall Festival in which the MEDC sponsorship included a formula for a financial return to the MEDC. I think this is something that should be considered for greater future use.
4. Respond to a changing environment with regard to marketing and tourism. 2021 saw a continued move away from print materials and towards social media advertising. The City's social media accounts continue to expand, with the City's primary Facebook account being followed by over 8,600 people, and several smaller City Facebook accounts also running. The City's events began to utilize QR codes in multiple ways to help limit costs and help with streamlining data collection. At the Snow party the QR codes were used to register participants in a paper-free manner. The MEDC also began contracting services with its current event planner to support MEDC and City event activities. I think one of the high points for the social media were the posts related to the freezing weather associated with Winter Storm Uri in February 2021. Those posts informed people how to turn off their water to prevent addition damage from pipe bursting leaks, provided information on how to reach out for help and passed along information on local shelter space organized by the City and MISD.
5. Training Opportunities. Several attended training on the use of sales taxes in 2021.

MEDC 2022 Planning Goals

1. Continue Progress on Downtown Master Plan. The Plan was adopted in November 2021 and work on sidewalks is in the early phases. The City's Capital Improvement Plan will soon be updated and those updates, plus the Downtown Master Plan, will lead toward the needed upgrades to underground downtown infrastructure that must be completed before road projects and some other surface construction.
2. Explore New Options to Benefit Economic Development. The MEDC, whether directly or indirectly, has the ability to expand its toolbox to help local economic development. One such tool is tax increment financing, which is included for discussion in the regular agenda.
3. Be available to participate in utility and road extension projects that might help add to business or tourism opportunities in 2022. This should always be on the MEDC's plans.
4. Continue to improve and expand the relationships with business owners in the City. Doing this will allow us to better communicate our programs with businesses for coordination and learn their needs.
5. Other Planning Goals:

	2019-20 Actual Budget	2019-20 Adopted Budget	2020-21 Actual Budget	2020-21 Adopted Budget	2021-22 Adopted Budget
Beginning Net Assets (Fund Balance)	\$1,136,997	\$1,136,997	\$1,606,307	\$1,606,307	\$2,168,792
Income					
55000 · Taxes & Franchise Fees					
55400 · Sales Tax	\$786,904	\$654,000	\$1,206,904	\$927,940	\$1,000,000
Total 55000 · Taxes & Franchise Fees	\$786,904	\$654,000	\$1,206,904	\$927,940	\$1,000,000
55300 · Other Revenues					
55391 · Interest Income	\$10,036	\$10,000	\$6,398	\$5,000	\$4,000
55399 · Misc. Income	\$1,251	\$0	\$1,320	\$160	\$250
Total 55300 · Other Revenues	\$11,287	\$10,000	\$7,718	\$5,160	\$4,250
55600 · Events Revenue	\$0	\$0	\$0	\$0	\$0
Total Income	\$798,191	\$664,000	\$1,214,622	\$933,100	\$1,004,250
Expense					
56000 · Pub Infrastructure - Category I					
56000.6 · Downtown Dev Improvements	\$0	\$60,000	\$103,641	\$112,000	\$172,250
56000.7 · Streets & Sidewalks	\$0	\$76,000	\$0	\$10,000	\$40,000
56000.8 · Utility Extensions	\$0	\$50,000	\$0	\$50,000	\$50,000
56000.A · Tsf to Debt Service	\$160,000	\$160,000	\$0	\$0	\$0
56000.B · City Capital Projects	\$0	\$0	\$160,000	\$160,000	\$160,000
56000.C · Future Downtown Dev. Project	\$0	\$0	\$0	\$200,000	\$0
Total 56000 · Pub Infrastructure - Category I	\$160,000	\$346,000	\$263,641	\$532,000	\$422,250
56001 · Business Dev & Ret -Category II					
56001.8 · Sales Tax Reimbursement	\$80,455	\$79,500	\$257,391	\$125,000	\$250,000
56001.9 · Economic Development Grant Prog	\$750	\$20,000	\$20,000	\$20,000	\$20,000
Total 56001 · Business Dev & Ret -Category II	\$81,205	\$99,500	\$277,391	\$145,000	\$270,000
56002 · Quality of Life - Category III					
56002.1 · Walking Tours	\$0	\$1,000	\$0	\$0	\$0
56002.2 · Removal of Blight	\$3,959	\$15,000	\$0	\$15,000	\$15,000
56002.3 · Events	\$14,633	\$34,000	\$515	\$2,265	\$40,000
56100.1 · Neighborhood Water Party	\$38	\$0	\$1,180	\$2,360	\$2,500
56100.5 · Lighting Up Montgomery	\$931	\$1,500	\$2,000	\$2,000	\$4,000
56100.6 · Southern Rum Runners	\$0	\$0	\$0	\$100	\$0
56100.7 · Mudbugs and Music	\$0	\$0	\$6,650	\$6,350	\$0
56100.8 · Christmas Parade	\$0	\$0	\$1,258	\$2,000	\$10,000
56100.9 · Contests/Prizes	\$0	\$1,000	\$217	\$4,000	\$4,000
56100.A · Events/Equipment	\$0	\$0	\$1,921	\$24,000	\$10,000
56100.B · Montgomery Quilt Walk	\$0	\$0	\$772	\$3,000	\$10,000
56100.C · Montgomery Antiques Festival	\$0	\$0	\$4,511	\$4,600	\$10,000
56100.D · Movie Night	\$0	\$0	\$1,496	\$1,925	\$2,500
56100.E · Fernland Dedication	\$0	\$0	\$414	\$2,000	\$0
56100.F · Pet Parade	\$0	\$0	\$128	\$1,000	\$5,000
56100.G · Montgomery Fall Festival	\$0	\$0	\$0	\$9,500	\$0
56100.H · Snow in Historic Montgomery TX	\$0	\$0	\$0	\$20,000	\$20,000
56100.J · Fall Heritage Festival	\$0	\$0	\$0	\$0	\$10,000
56100.K · Trick or Treat Historic Montgomery	\$0	\$0	\$466	\$0	\$5,000
56100.L · Ruck for Veterans	\$0	\$0	\$500	\$0	\$0
56434A · Lone Star Flag Fest	\$0	\$0	\$0	\$0	\$10,000
56002.4 · Downtown Enhancement Projects	\$0	\$30,000	\$2,085	\$30,000	\$30,000
Total 56002 · Quality of Life - Category III	\$19,561	\$82,500	\$24,113	\$130,100	\$188,000
56003 · Marketing & Tourism-Category IV					
56003.5 · Brochures/Printed Literature	\$548	\$9,000	\$1,350	\$4,000	\$4,000
56003.C · Website	\$183	\$3,000	\$405	\$6,500	\$6,500
56003.F · Social Media Advertising	\$466	\$1,000	\$832	\$3,000	\$3,000

	2019-20 Actual Budget	2019-20 Adopted Budget	2020-21 Actual Budget	2020-21 Adopted Budget	2021-22 Adopted Budget
56003.G · Historical Signage	\$0	\$0	\$622	\$2,000	\$5,000
Total 56003 · Marketing & Tourism-Category IV	\$1,197	\$13,000	\$3,209	\$15,500	\$18,500
56004 · Administration - Category V					
56004.1 · Admin Transfers to Gen Fund	\$65,000	\$107,500	\$47,500	\$47,500	\$55,000
56004.3 · Miscellaneous Expenses	\$72	\$500	\$264	\$500	\$500
56004.6 · Consulting (Professional Services)	\$371	\$9,800	\$18,838	\$34,000	\$40,000
56014.1 · Prof Services - Reflective Life	\$0	\$0	\$9,500	\$9,500	\$0
56014.2 · Goat Costume	\$0	\$0	\$6,110	\$7,000	\$0
56004.7 · Travel & Training Expenses	\$1,279	\$5,000	\$1,571	\$10,000	\$10,000
56004.9 · Technology	\$0	\$200	\$0	\$2,000	\$0
56004.A · Office Supplies	\$196	\$0	\$0	\$0	\$0
Total 56004 · Administration - Category V	\$66,918	\$123,000	\$83,783	\$110,500	\$105,500
Total Expense	\$328,881	\$664,000	\$652,137	\$933,100	\$1,004,250
Net Income	\$469,310	\$0	\$562,485	\$0	\$0
Ending Net Assets (Fund Balance)	\$1,606,307	\$1,606,307	\$2,168,792	\$2,168,792	\$2,168,792

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Election of Officers for 2022.

Recommendation

Elect a member of the MEDC Board of Directors for each officer position.

Discussion

The 2021 officer positions are:
 President: Rebecca Huss
 Vice- President: Arnette Easley (term expired)
 Treasurer: Carol Langley
 Secretary: Ryan Londeen

Approved By

City Administrator	Richard Tramm	Date: January 13, 2022

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Approval of Signors for MEDC Banking Accounts.

Recommendation

Approve the signors for MEDC banking accounts.

Discussion

Signature cards must be updated with directors approved to sign checks and other banking documents. Typically, MEDC signors are the officers of the board of directors and the City Administrator. It is important to note that signors should be able to sign checks during working hours at least occasionally. Two signors are required for each check issued by the MEDC.

Approved By

City Administrator	Richard Tramm	Date: January 13, 2022

MINUTES OF SPECIAL MEETING
November 1, 2021
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

President Rebecca Huss called the meeting to order at 5:31 p.m.

- Present: Rebecca Huss – President
 Carol Langley – Treasurer
 Ryan Londeen – Secretary
 Jeff Angelo – Board Member
 Byron Sanford – Board Member
 Dan Walker – Board Member

Absent: Arnette Easley – Vice-President

- Also Present: Richard Tramm – City Administrator
 Julie Davis – City Council
 Sara Countryman - City Mayor
 Lori Sanguedolce – Gunda Corporation
 Kyle Bertrand – Gunda Corporation
 Jim Patterson – White Oak Studios
 Katherine Vu – WGA Consulting Engineers

OPEN PUBLIC COMMENT

No public comment

CONSIDERATION AND POSSIBLE ACTION

1. Consideration and possible action to accept the Downtown Design Master Plan.

Agenda Item presented by Richard Tramm.

Huss noted that there is a quorum of City Council with Ms. Davis in the audience. Tramm noted the meeting notice mentioned the potential of a quorum of City Council and the Planning and Zoning Commission.

Jim Patterson with White Oak Studios and Lori Sanguedolce with Gunda Corporation presented the Downtown Design Master Plan.

Liberty Street Intersection

Huss mentioned that the changes on 149 made by TxDOT are going to happen whether the City wants them or not. This plan is to make sure the City gets what it wants and make it work with the TxDOT improvements. Patterson agreed.

FM-149

Sanford asked about the purpose of the parallel parking spots located along FM-149. Patterson said they explored various parking options along FM-149 and given the limited ROW there is not enough room to do both extensive on street parking and pedestrian walkways. It was a balancing act of on street parking and pedestrian enhancements. TxDOT was also concerned about pull in and back in parking spaces from both a safety and congestion perspective. They tried to strategically place the parallel parking spots for very short term pick up and drop off. Sanford reiterated that it's trying to keep traffic flow easier and increase safety. In an uber world it may make sense to have a few drive-in spots. Londeen reminded everyone that the parallel spots was kind of a compromise to leave some on stream parking for those businesses that have on street parking now. Gunda added that during detailed design, the scope of the parking can change, but they wanted to at least have the idea in the plan so that it can be considered in the future.

Londeen asked why the plan shows overhead electric. Was it a part of the plan to put the electric underground? Patterson said it proved problematic from a cost perspective and it might preempt some of the more impactful things you could do. They did not want to present it as a pre-requisite to having a beautiful venue. Kyle Bertrand with Gunda Corporation said it could be upwards of a \$1,000 a foot to do that. Patterson said there are other things that can be done such as making the poles higher and more uniform and burying the lines in the future is still a possibility.

Huss asked if lights could be strung across 149 if higher polls are put in place. Bertrand said it would have to be approved by TxDOT.

Londeen asked if there is an option for decorative polls. Patterson said there are the standard polls (level 1) and there are upgraded polls (level 2). The City will have to pay the difference for level 2 polls but TxDOT will still manage them. The City could do an even nicer version. The City could get some nicely painted and uniform polls if it is not happy with the current polls.

Bertrand said it comes down to who is going to maintain them. If the City is going to maintain them then they usually require the municipality to have one or two in stock. Huss said the City doesn't have the equipment or personnel to manage the upgraded polls. So, the level 2 seems to be the most feasible. Huss asked the cost for level 2 polls. Bertrand said decorative polls in the City of Huntsville cost 5k a piece. He said they are decorative and any decorative polls will not be maintained by TxDOT. Huss asked if the City could hire a third party to management them. Bertrand said yes.

Q&A

Angelo asked how TxDOT plays a part in this plan and can they reject the City's plans. Sanguedolce said they can reject the plans but they generally don't. They like working with the municipalities to foster good working relationships. They do typically say you have to pony up. Angelo asked if they are slow to react. Sanguedolce said it depends on the project and their priority on it. Angelo asked how you they are ready go. Sanguedolce said TxDOT puts out a plan that lists which road projects are coming up. Bertrand said they met with the director of planning and design when putting together the plan and also coordinated with the local area engineer. They liked what they saw. When Houston Galveston Area Council (HGAC) does a call for projects, the City already has a plan that has been vetted by TxDOT.

Angelo and Huss asked how long it took the City of Tomball plan to get implemented from planning phase to construction. Bertrand said 6 years. The City of Tomball showed really good faith in going through the planning process, developing a plan, and begin implementing the plan. Doing coordination up front and getting buy in really helps.

Angelo asked who oversees the process. Bertrand said usually when a call for projects is done in this area it is through HGAC. There is an application process with a number of documents including objective and cost. That goes through a committee and they sort them out.

Angelo asked what the short-term impacts on the businesses will be when installing things like utilities and drainage. Sanguedolce said it depends on the condition of the utility but contractors can usually go in and make the utility connections while keeping the impact to businesses minimal. Angelo asked what the typical timeline is for making the streetscape improvements. Sanguedolce said there are things that can be done to minimize impacts and ensuring they maintain access to their business. It just requires coordination. Bertrand said some things that can be done include evening pours, coordinating businesses hours, boardwalks, etc. Tramm added that there are improvements that will need to be made to some of the utilities no matter what. He said the improvements will be coordinated so that improvements are made just one time. Huss added that is why she has been opposed to making improvements to McCown because you know that it is rotten underneath and it'd be waste to put new pavement over top the pipes that are leaking. It should be done all at once and at the highest quality.

Angelo asked if there are any creative solutions to parking since that is the biggest problem for Montgomery. Bertrand said going vertical with parking is exponentially more expensive so finding surface solutions is going to be the best option. Londeen added the parking issues is more about event parking which is a different problem than day-to-day parking. Patterson said it is not best to size your parking for your two or three days of highest use. He said the City

probably has move parking capacity downtown right now than you know about and reiterated the public-private partnership with parking. For large events, the City could try to use parking outside of downtown that do not have high loads during those days.

Angelo asked if any thought has been given to a trolley system. Huss said municipal public transport said its too big of a money sink (a public policy disaster). Angelo asked about a 3rd party trolley system. Huss said something like duck tours would be more doable for events. Angelo said that parking will be more and more of an issue as more events happen. It's already a nuisance and will be a greater nuisance. Londeen agreed. Huss said close to downtown is Lincoln Elementary, Montgomery Elementary, etc. could be used for offsite parking. Patterson said that during special events, people are more willing to do different type of parking. Londeen said that a budgeted expense could be added to each event to include shuttling. Huss said some events do have offsite parking but it is not marketed too much. Mapme could be used for showing parking areas specific to each event.

Angelo asked why is McCown first. Sanguedolce said it was identified by staff and the public as being a main corridor for the City. Also, the other improvements like Liberty Street, would take longer. Tramm said the City has complete control of the McCown ROW and so it can be started sooner rather than later.

Londeen said he thinks everyone wants to get started on the Clepper project but the ROW acquisition would delay it for several years. Huss said she doesn't think it will require ROW acquisition. Londeen was curious if just the sidewalk could be done. Huss said the street and sidewalk need to be done together due to grade change issues. Patterson said the crux is drainage because the roadside ditches have to be converted to underground storm. Huss thinks you can maybe do one side of sidewalks without doing the entire project. Sanguedolce advised that everything be designed as a whole and then phase construction. Huss agreed that sidewalks along Clepper is a good project that should get started. Bertrand stressed the need to take a look at the utility plan and the drainage plan. You don't want to find out that you have to make significant drainage improvements to convert the road to underground storm sewer.

Londeen asked if the round-a-bout is a benefit to TxDOT as well as the City, then what does the City have to pitch in for? Sanguedolce said if they want a round-a-bout, then City would just be responsible for the beautification part. Londeen asked if the City is at the mercy of their timeline if the City wants TxDOT to pay for their desired improvements. Bertrand TxDOT will be doing a call for projects soon with a significant budget next year. Huss asked what else could be done other than the plan to get a better standing to get selected for funding. Bertrand said having a plan in place helps a lot. Huss added that moving forward on some of the projects will show the City is serious. Sanguedolce agreed. Bertrand said they can take whatever is approved and review it with TxDOT. Patterson said that just having TxDOT aware of what the City is doing will be beneficial. TxDOT staff seemed receptive to the plan. Huss said the last time they met with TxDOT they were less than enthusiastic.

Londeen asked if TxDOT was okay with all the improvements at 149 and 105. Patterson said yes.

Motion to accept the Downtown Design Master Plan and present to City Council was made by Byron Sanford and seconded by Jeff Angelo. All in favor. (6-0)

2. Consideration and possible action to move forward with elements contained in the Downtown Master Design Plan.

Huss said this is a continuation of the discussion from the previous agenda item.

Huss brought up the Clepper Drive sidewalk improvements on the south side of the road and perhaps grading down the road. Tramm said that includes the City's sidewalk grant application that includes a sidewalk from 149 to Bessie Price Owens and north to past the library. The City has still not heard back on that application. Huss asked where the on-street parking would go along the community center parking. Tramm said he thinks the plan is to put the sidewalk on the north side of Clepper in that area then crossing over to the south side east of the Community Center. Patterson said that is consistent with their conclusions. Huss asked if the project could be completed and under construction by September or August. Tramm said it depends on the scope that the MEDC is participating in and how the project will be funded (grants, 100% by MEDC, etc.). Tramm said staff should have a better answer to the question in the coming weeks once they hear about the status of the application. Everyone agreed the Clepper Sidewalk project is a good idea.

Huss asked if the City is going to go forward on the utility master plan. Tramm said that is part of what is currently being done. The CIP has to be reviewed every five years. Huss asked if it included a catalogue of age and condition of pipes. Tramm said it was pipe sizing. Huss asked if that could be put in the scope of work. Tramm said he thinks that might be possible. WGA indicated yes. Londeen asked to clarify that the utility plan includes size, age, type of pipes. WGA said City Council authorized the sanitary sewer televising which includes the downtown area. This study will include the material, size, and condition of the sanitary sewer lines. As far as water lines in the downtown area, it is truly unknown when the lines were installed. The City has little records of when they were installed other than the size of the lines. When determining where water lines need to be repaired or replaced, they look at where the common leaks are happening or where repetitive repairs are occurring. For determining what lines to increase they look at where growth is happening and projected to be and finding the most efficient route for water line upsizing to meet the demand. Londeen asked if the MEDC moves forward with the McCown Street improvements, could it depend on their recommendation for utility improvements based on the sewer study and their general knowledge of water line condition. Vu said yes.

Sanford said he would like to move forward on the McCown improvements assuming the MEDC could get matching block grants to help fund it and the City would be doing the best it can to help the businesses with implementation. It makes to start on McCown because it's the area that gets the most foot traffic and business during festivals and is the center of town. Tramm said this is one large plan, but it will be attacked in pieces. Things will be done over time and by parcel. It will be done with an eye on how to work with the businesses and with an eye on how to maximize benefit and minimize cost. It will also be implemented in a way that keeps in mind the overall interest of the City.

Sanford said we need to be realistic about the size of automobiles. City residents drive large trucks and SUVs. The radiuses at some of the intersections, such as at the Jacobs property, needs to consider the type of automobile that will be regularly using them. Tramm agreed, not everyone is driving an economy car. It depends on what standard you use and what your roadway width it. You also have to account for everything that is going on at the intersection, not just one-way vehicular traffic.

Huss asked what the first step with reconstruction of McCown Street would be. For instance, it may need to come after the Jacob’s lot—or the Jacobs lot at least considered—because it is at a different elevation. Tramm said there needs to be further discussion internally with staff and the consultants to adequately answer this question.

Huss suggested tabling this item and bringing it up at the next MEDC meeting.

Motion to table this item to the next MEDC meeting was made by Byron Sanford and seconded by Dan Walker. All in favor. (6-0)

EXECUTIVE SESSION

CONSIDERATION AND POSSIBLE ACTION ON ITEMS FROM EXECUTIVE SESSION.

BOARD INQUIRY

Huss asked about the board inquiry item from last meeting regarding the partnership initiative. Sanford said he and Angelo still need to mee on it. It can be discussed at the next meeting.

Walker mentioned that getting McCown street improvements implemented will garner more interest and participation from the local businesses. And the City does own most of that ROW so it wont require land acquisition. Huss agreed. She noted that the new owner of the steakhouse may be wanting to make improvements to this parking area. The City should coordinate with him before he spends money on improvements or is in sync with the plan.

ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Present update on the partnership initiative	Jeff Angelo Byron Sanford	Next MEDC meeting

ADJOURNMENT

Motion by Jeff Angelo and seconded by Ryan Londeen to adjourn the meeting at 7:16 p.m. All in favor. (6-0)

Submitted by: _____ Date Approved: _____

Richard Tramm, City Administrator

Rebecca Huss, MEDC President

MINUTES OF REGULAR MEETING

November 15, 2021

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

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

Present: Rebecca Huss – President
 Arnette Easley – Vice-President
 Ryan Londeen – Secretary
 Byron Sanford – Board Member
 Jeff Angelo – Board Member
 Dan Walker – Board Member

Absent: Carol Langley – Treasurer

Also Present: Richard Tramm – City Administrator
 Amy Brown – Events Coordinator
 Chris Roznovsky (WGA) – City Engineer

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

- 1. Consideration and possible action regarding the minutes of the October 18, 2021 MEDC Regular Meeting**

Motion to approve the minutes as presented was made by Byron Sanford and seconded by Jeff Angelo. All in favor. (6-0)

APPROVAL OF FINANCIAL REPORT

2. Consideration and possible action regarding the Financial Report through October 31, 2021

Presented by Richard Tramm.

President Huss inquired as to what the MEDC had paid Kroger and what the MEDC finally owed. Tramm said that it was a bit smaller than 2017 and a bit more than 2018. It includes Kroger and everything on the property.

President Huss said the gas is not included. Tramm said that's correct.

Angelo asked if the agreement with Kroger is 100% rebate on property tax and 45% on sales tax. Tramm said yes to the 100% but that's for the City. The sales tax rebate is roughly 45% but it is not explicitly stated that way in the contract.

Angelo asked if other development agreements are in place like the one with Kroger. Tramm indicated Shoppes of Montgomery has a similar incentive agreement. He said it is up to the MEDC and the City to negotiate the terms of the contract so that it is beneficial to the City. The City has other agreements in place that are property tax incentives.

Motion to approve the Financial Report through October 31, 2021 was made by Byron Sanford and seconded by Arnette Easley. All in favor. (6-0)

CONSIDERATION AND POSSIBLE ACTION

3. Consideration and possible action to cancel the Regular Meeting of December 20, 2021.

Presented by Richard Tramm. Suggests canceling the meeting due to its proximity to the Holidays.

Motion to cancel the Regular Meeting of December 20, 2021 was made by Ryan Londeen and seconded by Dan Walker. All in favor. (6-0)

4. Update and possible action on Entrepreneurship Partnership between the Montgomery Economic Development Corporation and Montgomery Independent School District

Presented by Byron Sanford. He presented a summary of an article. The information is closely aligned with what the school district is encouraged to do by the state to get school to work initiatives in place. These are long term goals, but schools are being held accountable for taking steps now. MISD has a desire to put a program in place. He had an initial meeting with businesspeople, parents, and city officials a little over a month ago to get things going. The feeling of the group was that this is a necessary idea to get kids into the workplace without taking on a lot of debt. Would like the city to make partnerships with businesses to get this

program going to teach kids working and entrepreneurship skills in order to cultivate the City's own workforce. It is hard to find help currently. Good help has shifted to technical skill jobs. Everything is technology driven now. From a return-on-investment perspective, construction, architecture, transportation, business, finance, engineering, medical, and computer / technology industries have the best returns. Need to target this information at the middle schools. College debt is a national problem. Working early fosters good work ethic and pride. When young people are trained and working early in life, you have a much healthier economic outlook by encouraging savings and reducing debt. The findings of the articles are that the college major is the most important decision. Not college and its alternatives. Elite institutions can pay off but not always. As college attendance and graduation rates increase, employers request higher educational requirements even though the underlying skills required for the job have not changed. College graduates take jobs away from non-college graduates. In summary, the City should find ways to encourage kids to go to work as soon as possible. This can be done with connections to civic clubs, local businesses, and partnerships with the schools. Suggested getting business owners together with Middle schoolers to help create vision with the younger kids. City needs to work closely with the school district as there may be a shared interest.

Angelo said the MISD superintendent is heavily invested in this idea. Angelo sees his own staff as his greatest asset and it is a gift to get good people to work. He wants them to be well trained but coming out of high school they have no understanding of how to handle money. And not everyone is supposed to be college bound. Why incur college debt when you could invest that into your own work? He wants to invest in those people who want to be experiential learners.

Londeen asked what is the next action item on this? Is partnering with the school the next step? Angelo said the wheels of government run a little slow. This is a 1-to-3-year project. The action item is cultivating a list of entrepreneurs who want to say yes to this and help. It's a matter of getting the money in the pockets of those who can build the facilities. Sanford said the MEDC may want to earmark money to invest into this program. Angelo said they are at the mercy of ISD since they have the kids and the vision. It's about building a relationship with them so that the MEDC is aligned with their goals and vision. The MEDC can then partner with them. They are very much on board and the demand is there.

Londeen suggested developing a list of goals for the next 1 to 3 years to measure success. Angelo said finding out that the ISD has the same vision was goal one and it's a good start. He agreed on developing a list of goals and suggested starting small. Need to figure out who is willing and able to support and how can the MEDC support it.

Londeen asked if this would focus on the industries specific to Montgomery including tourism and service. Angelo said that's the low hanging fruit. Getting to the 7th graders introduced to what they may want to be when they grow up before they start making decisions is important.

Easley asked how the program would be funded. Angelo said it would be a combination of funding sources such as the MEDC and corporate donations and sponsorships. It also depends on what field you are talking about.

Walker said you need some goals and timelines established and then run it like a business. Angelo thinks there is synergy to get started before the school district gets started. However, he could use some input from others.

Walker asked if the school district has buildings and facilities to put training equipment in. Sanford said no. Angelo said that is the roadblock right now. If the MISD does it, there is much more oversight. It doesn't mean the MEDC can get something started. Sanford said there was not a consensus on the number of facilities. He suggested it be one place, but it will need to be massive. The MISD has a big vision, but it will require a big budget.

Angelo asked if the school admin building has a fully functioning kitchen. That could be started as a satellite. Angelo said there is a lot to be worked out including who gets in and who doesn't, curriculum, facilities, teachers, etc.

Walker said this concept is being used a lot already it's about selling it to a new area. Angelo said you need to get a bunch of the local businesses together to pull it off.

Easley said you need capital to get it started and suggested soliciting companies for donations. Sanford said he is taking the civic angle and reaching out to civic organizations who may be interested in helping.

Angelo said the labor market is such that it is difficult to find workers. The City may need to grow its own work force. Agreed that a play book is needed.

Huss suggested getting a series of how-to classes (social media, graphic design, marketing, finances, etc.). Getting volunteers from local businesses and entrepreneurs will help develop relationships. It will be a first step to a bigger program.

Angelo asked if the MEDC has access to a contact for the top business leaders in the community. Suggested hosting a round table. Sanford said a round table with business leaders is needed.

Angelo how-to classes would be helpful. People don't know what they don't know. Huss said don't keep businesses volunteers to just Montgomery. The MEDC could reach outside the local community to Conroe, The Woodlands, etc. Suggested reaching out to organizations like Leadership of Montgomery County to get contacts throughout Montgomery County.

Angelo said it goes back to goals and a lot doesn't seem to get done month to month.

Easley suggested getting literature together to get information about the program out to local businesses to get them to volunteer. Angelo said there's no doubt local businesses will want to get involved. It's a matter of getting them to carve out time to volunteer since they are busy running a business.

Easley suggested vetting criteria for the kids such as demonstrating desire to get into the program.

Sanford suggested perhaps the task is of this group is to get local businesses together to volunteer their time to teach that the school can then use to support their program. This will be a benefit to businesses to help them build their own work force. It's necessary to have a close relationship with the school to know what they are doing and thinking.

Angelo said there are all types of businesses in various industries in the community that could be brought into the program. Walker mentioned that the training may even be in those specific shops.

Angelo said there are other organizations like this. Maybe the group should start there. Londeen agreed. Finding out what other models are out there would be a good start. It would be worth doing the research to see what is working. The first goal can be to find a similar program and develop a model from that program for Montgomery.

Angelo said it needs more buy in. The word needs to get out and coming from the MEDC will have a big impact. Having a proven model in place will help even more with buy-in.

Tramm suggested having a separate meeting with Sanford, Angelo, and himself to get decide on next steps. There are at least three distinct things to be discussed further. Some may be best led by MISD while others by MEDC. Angelo said the MISD is working at a slower pace.

Londeen suggested on top of doing research into other programs to use as a model or perhaps hire outside help such as a consulting service that specializes in putting something like this together. Sanford said he would investigate it.

Huss said that you need to realize that there are things outside the budget or availability of the MEDC. Need to focus on the things the MEDC can do and do it well whether its meeting with businesses, student tours, etc. At least until the MISD gets the ball rolling on their program.

Angelo said that this is almost a proof of concept for the MISD.

Huss said getting the big commercial business leaders on board may help get the bond issue passed due to them employing kids in the community and having that connection to their parents.

Moved on without action.

5. Consideration and possible action to amend the Bylaws of the Montgomery Economic Development Corporation

Presented by Tramm.

Angelo asked if it this is a simple rewording of the bylaws? Tramm said not exactly. The language in the bylaws is confusing and is not being followed exactly, in practice. The intent of the statute and the practice has been to have the members serve two-year terms to follow state statute. Huss mentioned that the bylaws are technically illegal, but the MEDC has been working in accordance with the law.

Sanford asked if the change in the bylaws will change anything in practice. Tramm said no.

Tramm mentioned that this will not take effect until City Council approves it.

Motion to amend the Bylaws of the Montgomery Economic Development Corporation to conform to two-year terms was made by Byron Sanford and seconded by Jeff Angelo. All in favor. (6-0)

6. Discussion and consideration to set date for the January 2022 Regular Meeting and the 2022 Annual Meeting of the Montgomery Economic Development Corporation.

Presented by Tramm.

Huss asked if the Tuesday after the scheduled meeting is a free day to use the chamber. Tramm said yes.

Sanford asked if this would be fusing two expected meetings into one. Tramm said yes. The MEDC is required to hold an annual meeting which is typically held in January. The business of that meeting includes a review of the last year, establish goals for the current year, annual financial report, electing board officers, or any other annual business items.

Londeen said he had another commitment on the 18th.

Angelo asked why it can't be left on the Monday the 17th. Tramm said he's okay with that. In the past there was confusion about there being a meeting on a holiday.

Huss said if you schedule it for the 17th, the MEDC still needs to schedule the annual meeting.

Motion to set date for the January 2022 Annual Meeting for January 17th in conjunction with the 2022 Regular Meeting was made by Jeff Angelo and seconded by Byron Sanford. All in favor. (6-0)

7. Consideration and possible action regarding Houston-Galveston Area Council (HGAC) and possible future grant opportunities.

Presented by Tramm.

Huss asked about the footprint of the HGAC. Londeen said it's all the counties around the Houston region.

Huss asked if the Texas Department of Agriculture funded it. A representative from Gunda Corporation chimed in and said they get their money from multiple sources. It is not necessarily their pot of money. They are the grant administrator, essentially. They are given the money by the State or Federal government depending on the program.

Huss asked how the ranking and politics works for the HGAC. Gunda said it depends on the type of grant you are going after. There are different opportunities depending on how they are presented at the time and what fund it's coming from.

Sanford asked if representation on a regular basis helps with getting access to grants. Gunda said they are pretty good about spreading the wealth. Gunda mentioned they have a lot of committees including drainage, transportation, etc. Having a representative attend the meetings does help build relationships and keep the City abreast of grants coming out.

Sanford volunteered his time to help represent the City at HGAC. Huss said it would be helpful to watch how grant funding goes through HGAC and become knowledgeable of that process. Gunda said it will give the City an opportunity to network with the people who are doing the evaluating for the grant funding along with the tips and tricks for getting selected in grant funding. There are people who will help with the grant application process.

Huss indicated that Sanford spending time down at the HGAC meetings would be worthwhile. Sanford suggested attending the meetings and start introducing himself to various members.

Roznovsky and Gunda explained that having more information and planning done on a project better positions the City for funding on the specific project. Huss asked if the City has too many plans going on at once, does it hurt. Gunda said no, not necessarily. Having plans that have been through some vetting will be beneficial. Mentioned it would help to partner with others—like Precinct 2 or TxDOT—such as on projects like SH-105.

Londeen asked if the City has specific needs that it needs help with funding. The grants typically need something tangible with planning and costs. Tramm mentioned that is one of the purposes of the downtown improvement plan. Londeen mentioned that typically you need more information than that such as benefits and costs. These can be developed in separate drainage study or water and sewer study, and he is not sure if the City has done any master plans for that purpose. If not, it may be beneficial to do those studies. Roznovsky said a water master plan, sewer master plan, drainage master plan, and a mobility plan have been done. The water and sewer plans are going through an update currently. Drainage master planning on the large watershed scale is not in place.

Londeen said for drainage related stuff, the beauty contest is centered around social vulnerability and income levels which for the City of Montgomery would be focused on the north side of the City. Also, the large amounts of topography in the City means the flooding issues aren't as bad as say in Harris County. While funding opportunities do exist, it will probably be narrowly focused to the north side of the City. He is not sure if you'd ever get grant funding for projects downtown. Huss said that drainage at the high point of the City should not be the biggest concern. Tramm agreed that there are some criteria for funding the City will not meet, but it doesn't mean there are not some grants the City will not qualify for. There is a lot of costs for the elements lined out in the downtown redesign. Not all of those elements need 100%

outside funding but in targeted areas where grant funding may be available, the City should try to find them.

Huss said that it would be great if Sanford is interested in learning more about HGAC and better position the City internally and externally. Sanford agreed. He would like to get to know what the real needs are so that he can be better focused on the meetings.

Tramm noted that the meetings are near the Galleria area. He said it would be good to reimburse his expenses. He would also be willing to go to some of the meetings as well. Londeen said the intent is to be down there and get to know people, so it makes sense to support that by reimbursing expenses.

Motion that the MEDC reimburse Mr. Sanford for any expenses related to HGAC was made by Jeff Angelo and seconded by Arnette Easley. All in favor. (6-0)

8. Consideration and possible action regarding additional grant opportunities for future projects.

Presented by Tramm.

Huss asked if Gunda knew of other grant writers other than Grant Works. Gunda said yes, there are quite a few. Angelo asked who wins the most. Gunda said they all do well.

Huss said for the most part their fees are paid for by the grant they receive. Tramm said they are not paid unless they perform.

Tramm said they provide advisory services. There is the Texas Mainstreet program which helps provide an economic strategy for volunteers supporting downtown revitalization and historic preservation. If Montgomery wants to pursue that program, it already has a strong and distinct historic identity. There are 90 cities in the program.

Angelo asked if Conroe was in the program. Tramm said yes. Angelo asked if Montgomery could be accepted. Tramm said yes. Application period will end in July.

Angelo asked what the benefits are. Tramm said they provide ties to companies that meet certain designations. They will help give advice with respect to economic revitalization. Main points include economic vitality, design, organization, and reaching out to volunteer groups, and promotion of the community.

Angelo asked if the Mainstreet program would be applied via a grant writer. Tramm said it'd be something the City would do. It costs \$600 annually.

Tramm said there is another group called the Texas Downtown Association, but he doesn't know much about it.

Tramm said that the Mainstreet program does require a full-time staff person to carry on the mandates. This would be something that begins January 2023 so there's a long lead up.

Actual application to the Mainstreet program will come back to the board at a later point.

9. Consideration and possible action to convert the contracted Event Coordinator position to a fulltime staff position and amend the annual budget to fund the position.

Presented by Tramm.

Sanford said he is having trouble getting behind. There are a lot of things that are immeasurable. People need to see infrastructure improvements with their tax dollars. The City is facing 10 to 15 million dollars' worth of infrastructure that people are concerned about. He is concerned about the timing of this and is concerned as a City Council person as well about how the taxpayer's money is being spent. How valuable is it to have someone who is really working in a broader sense than an event coordinator. He would have a hard time justifying someone with that title. He loves the festivals and events, but the MEDC has to be responsible with the taxpayers money. He wants to make sure the big fish to fry is being taken care of. He has gotten some feedback from the tax payers and he just doesn't have a good feeling about it.

Easley suggested redefining and broadening the duties of this position. This person could also go after companies to market them to come here. The structure of the duties could be changed to incorporate the salary. Tramm said he does see other opportunities such as building a database of email addresses for all the downtown businesses to facilitate better communication.

Angelo said—based on the current pay rate of about \$13 per hour—the full-time salary should be \$28k, not \$52k. It seems excessive to triple someone's salary for the same type of work. He believes in paying someone what they are worth but you can't just triple someone's pay just because unless there is a different job requirement that would require that level of pay. He agrees with Sanford that the MEDC needs to be fiduciarily responsible. He is not even sure what the job description is and the MEDC needs to know what it is paying for. Tramm said the intent was not to pay them \$15,000 for 44 hours of work. It is a part time position of about 20 to 25 hours. Angelo said it's still a big jump in pay for the same work.

Angelo asked if it is a 1099 position or an actual staff position. Tramm said it would be a staff position with health and retirement benefits.

Londeen asked if it be kept as a contractor position and just up the hours? He has a hard time justifying a full time "party planner" which is how it would be perceived by the public. The City has a consulting engineer on contract. Having a full-time party planner on staff seems backwards.

Huss said the term "party planner" is denigrating what is going on. It's more of a business liaison than an event coordinator. It is also an interdepartmental coordinator taking a lot of work off

various departments. Angelo suggested having the City pay for the position then. Londeen said it sounds like a full job description is needed. Huss asked if you pay someone less than \$30k a year are you going to get a good person to fill the role who can represent the City well. You get what you pay for and that salary level does not get you an adult professional. Brown is working for the current pay because she cares about the City. Angelo said we are all volunteering to some degree though.

Londeen mentioned that this was initially pitched to help relieve staff but now it's being pitched as a full time position with additional responsibilities. A few months ago, the MEDC didn't have anyone. Huss said part of the reasoning is that the MEDC has increased the level of focus on events in the City. Angelo said he agrees but he is concerned about the optics of it all. Londeen said it is happening too quickly. It's still up in the air whether the City wants to have this many events. Tramm said there more people coming to the City and there are more events. These all bring business and revenue to the City.

Angelo said from an optics perspective, the MEDC needs a job description so that it can hold them accountable for whatever they are getting paid to do. You do want to pay people what they are worth, and you want good people in those position. Suggested an interim position where the position gets paid the same hourly rate but paid for the additional hours. Tramm asked what additional job description the MEDC is looking for in addition to what is presented in the agenda. Angelo said it's vague. Tramm said lots of job descriptions are vague.

Angelo said you if run the numbers on the current position, it's about \$14 an hour. Giving them 44 hours of work does not equate to \$52k. Tramm said it's not a \$14 an hour skill. Angelo said that's what the position is currently being paid though and it was agreed upon when the position was taken. He also doesn't understand why the MEDC is fully responsible.

Walker added that including benefits means the actual cost is above and beyond what is presented. Huss said the transfer would be the \$52k. Anything other than that would come out of the City's budget.

Walker said it would be hard to track labor for the City versus the MEDC. Angelo asked if there is any clear distinction of labor toward the City versus the MEDC. Tramm said—to date—has resulted in a lot less work for City staff with respect to coordinating events. Other Cities have a full-time paid staff position for managing the MEDC.

Angelo asked if he is advocating for this position? He doesn't want to put the staff in a position where they feel overwhelmed. Londeen said if staff is feeling overwhelmed, but the MEDC doesn't want to pay for a full time event's coordinator, then maybe the City needs to have less events. Are the events a priority? Angelo said some of the events are a waste of time. Londeen said it's hard to see the return on investments on something like this. He can't tell if some of the events really are a good return on investment. He'd need more tangible numbers on return on investment to support this position.

Tramm said the events are bringing in business and gave some examples. Angelo pushed back and said that's not always the case. Some of his worst days are during events. So, businesses are impacted differently.

Londeen said now the funding for all the events because we are paying to have someone manage them. It may be worth re-evaluating some of the events with the new dollar amount. Huss said some of the events do not have a quantifiable ROI but they do improve quality of life and market the city as a family friendly city. This will attract families to the city. Londeen asked if each event can have a line item for management so that it can be determined whether the quality-of-life improvement is worth the true price of the event. Huss said that's the kind of government activity that costs more than it's worth.

Londeen said he thought this stuff was being taken care of under the current position and pay. More hours at the same rate would not come out as the presented salary. The job description listed in the agenda is the job duties that were already understood to be taken care of with the current position. Tramm said this new position goes beyond what was presented before.

Easley suggested creating an interim position with a future position based on merit. Angelo agrees. He can't quantify what's been done. The role needs to be defined better and a way to quantify results. It'd be a \$36k position if you doubled the hours, not \$52k.

Londeen said it may be more of a question if it's worth all this money to do these events. Are the events a high priority to where they necessitate a full-time position and if the responsibilities are worth it. Maybe more research is needed to determine how much this position is worth. Angelo said he has two even coordinators. One of them who works 30 to 40 events a year and makes substantially less than 60k to 70k a year. Londeen suggested making a job description with comparable positions to private sector jobs.

Huss said the job description needs to include the main street coordinator position as well. The City obviously does not need a full-time position for that job.

Sanford suggested just continuing the interim the current rate with more hours and not name it the event coordinator. Make the job broader to include more tangibles to justify the job position.

Walker said some of the costs could be spread out too such as the City taking on costs.

Huss said the MEDC needs to be paying for work being done.

Angelo said the MEDC should pay them at the rate they are getting paid now and, in the meantime, develop a business-minded description of their duties so that they can be directed and have something to measure against.

Londeen said everyone has a person in mind for this position, but 5 years from now the position may be open again and the MEDC will need a very clear description of the duties.

Huss suggested calling the position MEDC director. Londeen said it has to have a job description that mirrors the name.

Londeen and Angelo reiterated the need for a clear job description.

Huss added that this person is also responsible for ensuring that the events go on per city ordinances and that the City’s reputation is being protected.

Tramm said he will bring it back to the next meeting. In the interim, he asked for the support to move the contract to \$3,000 a month through the end of January 2022 to match the numbers of hours being worked.

Motion to amend the contract with the event coordinator to raise the rate to \$3000 a month for November, December, and January was made by Jeff Angelo and seconded by Dan Walker. All in favor. (6-0)

10. Consideration and possible action regarding collaboration with the City on the proposed Clepper Drive sidewalk construction.

Presented by Tramm.

Londeen asked for a reason why the sidewalks were not awarded. Tramm said they were not yet given a reason. Staff has a follow up conversation with TxDOT. The City has enough funds to fully pay for portions of the project. Their sidewalk ended at Bessie Price Owens. There is room for MEDC participation to extend the sidewalk further.

Londeen asked when the next opportunity for funding would be. Tramm said two years.

Walker asked if the sidewalks will be impacted by future road improvements. Tramm said the sidewalk would not interfere with it. Londeen asked if there were any utilities there. Roznovsky said that the scope has changed to reflect the long-term goal of a curb and gutter street with a wider 6 to 8 ft sidewalk one side and a 5 to 7 ft sidewalk on the other. The scope was changed to include pre-placed inlets with a swale between the sidewalk and road to account for the future grade change with the curb and gutter street. There is an existing water line, but the plan is to have the sidewalk go on top of it. Londeen asked if there is a plan to upsize the water line. Roznovsky said there isn’t.

Huss asked if it was feasible to improve Clepper Street at the same time the sidewalks are put in. Tramm said that needs further consideration. If the MEDC agrees to support the sidewalk improvements, staff will coordinate with the engineer to decide how that will work with the road improvements including road crossings. He will then bring back the plan to the MEDC.

Walker asked how much funding would be needed from the MEDC. Tramm said somewhere between 35 to 50 thousand for the sidewalk only.

Londeen asked if improving Clepper was including everything that was presented in the master plan. Tramm that's a discussion that needs to happen between MEDC meetings with the Engineer. Roznovsky it will be helpful, as a first look, to determine the scope of where the sidewalk will be going.

Sanford restated from the agenda that this is a key component to connecting downtown.

Huss clarified that the scope is not to stop at Bessie Price Owens but to extend the sidewalk all the way to cross at Fernland. Sanford agreed.

Huss said connecting to 149 is less important.

Motion to collaborate with the City on the proposed Clepper sidewalk construction was made by Byron Sanford and seconded by Ryan Londeen. All in favor. (6-0)

ECONOMIC DEVELOPMENT REPORTS

11. City Engineer's Report

Presented by Chris Roznovsky.

Sanford asked about the food truck park. Roznovsky said that project has been put on hold indefinitely.

Londeen asked if the westbound turn lane is dead. Roznovsky said there is no action on that right now. Issues with ROW were never able to be worked out. There is a new Shipley's being proposed so that may change the issues.

Angelo asked if the new businesses are only Discount Tire and Shipley's. Roznovsky said there will be a feasibility study at the next council meeting for a brewery on Lonestar Parkway across from the sand pit.

Londeen asked if Porter Farms is feasible. Roznovsky said their biggest issues were access and how utilities get on and off the site. He is still moving forward with development. There will need to be variances for lot size, lot width, and compensating green space.

Londeen asked about MUD 179. Roznovsky was the JR Kent development. It has since switched hands to the same ownership as the Waterstone development.

12. City Administrator’s Development Report November 2021

Presented by Richard Tramm

Amy Brown provided an update on events in the City.

Londeen asked if the City is working with the Historic Society on coordination for the Christmas event including marketing. Brown said yes. Huss said her experience from the marketing perspective has been uneven when working with the Society. Londeen said that coordination doesn’t seem to have been great in the past. Huss explained various troubles in the past when trying to coordinate with the Historic Society. Brown said one of the benefits of the permits is that it makes the vendor establish a time for their event. The public assumes these are all City events, but they aren’t.

Londeen said it’d be good if the MEDC handled all the sub-events during the Christmas event. Angelo encouraged further collaboration with the Historic Society. They may be difficult to work with, but their intentions are good and they have good ideas.

Angelo said it sounds like the events have been successful. He thinks there should be some advance planning with respect to the businesses. Having some advance notice and communication—perhaps hyper communication—with businesses would be helpful.

EXECUTIVE SESSION

13. 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 551.072 (deliberation regarding real property).

Convened into executive session at 9:03 PM for the discussion of real property.

Convened back into public meeting at 9:21 PM.

14. CONSIDERATION AND POSSIBLE ACTION ON ITEMS FROM EXECUTIVE SESSION.

Dan Walker made a motion to authorize the MEDC President and City Administrator to enter into real property discussions and seconded by Byron Sanford. All in favor. (6-0)

BOARD INQUIRY

Huss would like to discuss looking at the MEDC sponsoring a TIRZ ideally along 149 and SH-105 to promote 2-3 story historic looking buildings with the bottom floor being sales tax generating and the top two stories either residential or office space. Will need to convince other taxing entities—like the MISD—that this beneficial to them. Tramm will coordinate with the Attorney and bring it back for further discussion. Huss suggested the attorney fees could be something the MEDC sponsors. Tramm said it'd be something that would need its own board. Huss said it would give the City control over what type of development is allowed in the City again.

ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>

ADJOURNMENT

Motion by Jeff Angelo and seconded by Arnette Easley to adjourn the meeting at 9:27 p.m. All in favor. (6-0)

Submitted by: _____ Date Approved: _____

Richard Tramm, City Administrator

Rebecca Huss, MEDC President

**CITY OF MONTGOMERY - MEDC
ACCOUNT BALANCES REPORT
Through December 31, 2021 - For January 2022 Meeting**

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 1,333,794.34		\$ 1,333,794.34
TOTAL INVESTMENTS	\$ -	\$ 839,676.93	\$ 839,676.93
TOTAL MIDC	\$ 1,333,794.34	\$ 839,676.93	\$ 2,173,471.27

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00005			0.03%	\$ 134,790.09
Texpool #00006			0.03%	\$ 504,856.02
Texpool #00010			0.03%	\$ 200,030.82
 Certificates				
 Total Investment Balance				\$ 839,676.93

** Notes:

The Sales Tax Transfer of \$70,369.14 will be transferred on 1/14/2022. This will show on the next report

All Cash Flows and General Ledgers are combined with November & December 2021 Data.
Only the P&L and Balance Sheets are separated out by month.

City of Montgomery - MEDC
Cash Flow Report
As of December 31, 2021

Date	Num	Name	Memo	Amount	Balance
51100 · MEDC Checking					1,177,087.72
11/01/2021	2111	Rebecca Huss	Reimbursement of Expense - Social Media Services	-1,500.00	1,175,587.72
11/05/2021	2112	Abel Aguirre	Pet Parade Security 2021 - Abel Aguirre	-180.00	1,175,407.72
11/05/2021	2113	Jacob McRae	Pet Parade Security 2021- Jacob McRae	-180.00	1,175,227.72
11/05/2021	2114	Joe Belmares	Pet Parade Security 2021 - Joe Belmares	-180.00	1,175,047.72
11/05/2021	2115	Kyle Hensley	Pet Parade Security 2021 - Kyle Hensley	-180.00	1,174,867.72
11/05/2021	2116	Melissa Griffin	Pet Parade Security 2021 - Melissa Griffin	-180.00	1,174,687.72
11/05/2021	2117	Trent Lozano	Pet Parade Security 2021- Trent Lozano	-180.00	1,174,507.72
11/05/2021	2118	Kevin Smith	DJ for Trick or Treat Historic Montgomery	-150.00	1,174,357.72
11/05/2021	2119	Dani Plagens	Pet Parade Photographer - 11/13/2021	-200.00	1,174,157.72
11/10/2021	2120	Amazon Capital Services, Inc	Marketing & Tourism - Social Media Advertising	-78.80	1,174,078.92
11/10/2021	2121	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9399	-787.50	1,173,291.42
11/10/2021	2122	JK Graphics, Inc.	Inv 35883 - Downtown Dev Improvements	-31.50	1,173,259.92
11/18/2021	AL	First Financial Bank	Sales Tax Transfer 11/21	135,240.02	1,308,499.94
11/18/2021	AL	First Financial Bank	Monthly Admin Transfer November 2021	-4,583.33	1,303,916.61
11/19/2021	2123	Kevin Smith	DJ for Pet Parade	-250.00	1,303,666.61
11/19/2021	2124	Byron Sanford	Reimbursement - HGAC Board of Directors Meeting	-93.19	1,303,573.42
11/24/2021	2125	Amazon Capital Services, Inc	Supplies for Events - Candy Cane Markers for Christmas Parade	-39.99	1,303,533.43
11/30/2021	AL		Interest on Checking - November 2021	44.83	1,303,578.26
12/03/2021	2126	Amy Brown	Events Coordinator - November 2021	-2,525.14	1,301,053.12
12/03/2021	2127	David P. Rice	Light up the Park - Santa	-250.00	1,300,803.12
12/03/2021	2128	Rebecca Huss	Reimbursement of Expense - Social Media Services	-1,500.00	1,299,303.12
12/03/2021	2129	Julia Ford	First Place Light Pole - Light up the Park	-75.00	1,299,228.12
12/03/2021	2130	Amanda Mystric	Second Place Light Pole - Light up the Park	-50.00	1,299,178.12
12/03/2021	2131	Jeff and Lisa Waddell	Third Place Light Pole - Light up the Park	-25.00	1,299,153.12
12/03/2021	2132	Lisa Martin	First Place - Residential Lighting Contest	-200.00	1,298,953.12
12/03/2021	2133	Jennifer Olson	Second Place Residential - Light up the Park	-150.00	1,298,803.12
12/03/2021	2134	Paul and Jennifer Brown	Third Place Residential - Light up the Park	-100.00	1,298,703.12
12/03/2021	2135	Pizza Shack	First Place Commercial - Light up the Park	-75.00	1,298,628.12
12/03/2021	2136	Hodge Podge Lodge	Second Place Commercial - Light up the Park	-50.00	1,298,578.12
12/03/2021	2137	Skinner's Carpet	Third Place Commercial - Light up the Park	-25.00	1,298,553.12
12/03/2021	2138	Sugar's Mascot Costumes	Remaining 50% of cost - Goat Costume	-3,330.00	1,295,223.12
12/10/2021	2139	Amazon Capital Services, Inc	Supplies for Events - Light up the Park / Christmas Parade	-294.97	1,294,928.15
12/10/2021	2140	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	-642.00	1,294,286.15
12/10/2021	2141	Sterling Regard Photography	Photography - Snow in Historic Montgomery TX	-200.00	1,294,086.15
12/10/2021	2142	Chris Hoffmeyer	Security - Christmas Parade 2021	-180.00	1,293,906.15
12/10/2021	2143	Daniel Justice	Security - Christmas Parade 2021	-180.00	1,293,726.15
12/10/2021	2144	Greg Carleton	Security - Christmas Parade 2021	-180.00	1,293,546.15
12/10/2021	2145	Jessica Edelman	Security - Christmas Parade 2021	-180.00	1,293,366.15
12/10/2021	2146	Joneatta Brown	Security - Christmas Parade 2021	-180.00	1,293,186.15
12/10/2021	2147	Justin Branch	Security - Christmas Parade 2021	-180.00	1,293,006.15
12/10/2021	2148	Kayvon Behravan	Security - Christmas Parade 2021	-180.00	1,292,826.15
12/10/2021	2149	Kevin Thompson	Security - Christmas Parade 2021	-180.00	1,292,646.15
12/10/2021	2150	Laci Seaton	Security - Christmas Parade 2021	-180.00	1,292,466.15
12/10/2021	2151	Marcus Bolden	Security - Christmas Parade 2021	-180.00	1,292,286.15
12/10/2021	2152	Mark Gallion	Security - Christmas Parade 2021	-180.00	1,292,106.15

City of Montgomery - MEDC
 Cash Flow Report
 As of December 31, 2021

Date	Num	Name	Memo	Amount	Balance
12/10/2021	2153	Reed Edelman	Security - Christmas Parade 2021	-180.00	1,291,926.15
12/10/2021	2154	Riley Zapf	Security - Christmas Parade 2021	-180.00	1,291,746.15
12/10/2021	2155	Shane Towler	Security - Christmas Parade 2021	-180.00	1,291,566.15
12/10/2021	2156	Ice Express	Ice for Snow in Historic Montgomery TX	-11,399.99	1,280,166.16
12/13/2021	2157	Jason Smith	Security - Christmas Parade 2021	-180.00	1,279,986.16
12/14/2021	2158	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9505	-2,747.05	1,277,239.11
12/14/2021	2159	McCoy's Building Supply	EMT Conduit Pet Parade - Invoice 11376026	-7.99	1,277,231.12
12/17/2021	2160	Destinee Lister	Security - Christmas Parade 2021	-180.00	1,277,051.12
12/17/2021	AL	First Financial Bank	Sales Tax Transfer 12/21	72,239.44	1,349,290.56
12/17/2021	AL	First Financial Bank	Monthly Admin Transfer December 2021	-4,583.34	1,344,707.22
12/17/2021	AL	First Financial Bank	Transfer to Utility Fund	-90.00	1,344,617.22
12/17/2021	AL	First Financial Bank	Transfer to General Fund	-7,885.52	1,336,731.70
12/20/2021	2161	Swank Motion Pictures, Inc.	Movie Night - Polar Express - Invoice 003120727	-325.00	1,336,406.70
12/30/2021	2162	Home Depot	Barriers for Snow Party - Invoice 2021217	-204.00	1,336,202.70
12/30/2021	2163	Honey Bucket	Portable Restrooms - MEDC Snow Party	-533.00	1,335,669.70
12/30/2021	2164	NTS Mikedon, LLC	Detour Signs for Christmas Parade - Invoice 1109860	-50.16	1,335,619.54
12/30/2021	2165	Amy Brown	Events Coordinator - December 2021	-3,057.31	1,332,562.23
12/31/2021	AL		Interest on Checking - December 2021	44.95	1,332,607.18
Total 51100 - MEDC Checking				155,519.46	1,332,607.18
TOTAL				155,519.46	1,332,607.18

City of Montgomery - MEDC
Cash Flow Report - Texpool
As of December 31, 2021

Date	Num	Name	Memo	Amount	Balance
51300 · Time Depositsl-MEDC					
11/03/2021	AL		November 2021 Transfer to Texpool Reimbursement Account - Kroger...	-20,833.33	546,489.94
11/30/2021	Int		Interest on Texpool	16.46	525,656.61
12/08/2021	AL		December 2021 Transfer to Texpool Reimbursement Account - Kroger ...	-20,833.34	525,673.07
12/31/2021	Int		Interest on Texpool	16.29	504,839.73
Total 51300 · Time Depositsl-MEDC				-41,633.92	504,856.02
TOTAL				-41,633.92	504,856.02

City of Montgomery - MEDC
Cash Flow Report - Texpool
As of December 31, 2021

Date	Num	Name	Memo	Amount	Balance
		51302 · Texpool - Downtown			200,018.21
11/30/2021	Int		Interest on Texpool	6.23	200,024.44
12/31/2021	Int		Interest on Texpool	6.38	200,030.82
		Total 51302 · Texpool - Downtown		12.61	200,030.82
		TOTAL		12.61	200,030.82

City of Montgomery - MEDC
 Actual to Budget Performance
 November 2021

	Nov 21	Budget	\$ Over Budget	Oct - Nov 21	YTD Budget	\$ Over Budget	Annual Budget
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	135,240.02	120,000.00	15,240.02	203,930.68	185,000.00	18,930.68	1,000,000.00
Total 55000 · Taxes & Franchise Fees	135,240.02	120,000.00	15,240.02	203,930.68	185,000.00	18,930.68	1,000,000.00
55300 · Other Revenues							
55391 · Interest Income	71.05	333.33	(262.28)	140.66	666.70	(526.04)	4,000.00
55399 · Misc Income	0.00	20.83	(20.83)	0.00	41.70	(41.70)	250.00
Total 55300 · Other Revenues	71.05	354.16	(283.11)	140.66	708.40	(567.74)	4,250.00
Total Income	135,311.07	120,354.16	14,956.91	204,071.34	185,708.40	18,362.94	1,004,250.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	2,747.05	14,354.17	(11,607.12)	3,566.05	28,708.30	(25,142.25)	172,250.00
56000.7 · Streets & Sidewalks	0.00	3,333.33	(3,333.33)	0.00	6,666.70	(6,666.70)	40,000.00
56000.8 · Utility Extensions	0.00	4,166.67	(4,166.67)	0.00	8,333.30	(8,333.30)	50,000.00
56000.B · City Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
Total 56000 · Pub Infrastructure - Category I	2,747.05	21,854.17	(19,107.12)	3,566.05	43,708.30	(40,142.25)	422,250.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	20,833.33	20,833.33	0.00	41,666.66	41,666.66	0.00	250,000.00
56001.9 · Economic Development Grant Prog	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Total 56001 · Business Dev & Ret -Category II	20,833.33	20,833.33	0.00	41,666.66	41,666.66	0.00	270,000.00
56002 · Quality of Life - Category III							
56002.2 · Removal of Blight	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
56002.3 · Events							
56100.1 · Neighborhood Water Party	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
56100.5 · Light up Montgomery	1,435.31	1,500.00	(64.69)	1,435.31	1,500.00	(64.69)	4,000.00
56100.8 · Christmas Parade	1,686.39	2,000.00	(313.61)	1,686.39	2,000.00	(313.61)	10,000.00
56100.9 · Contests/Prizes	0.00	333.33	(333.33)	0.00	666.70	(666.70)	4,000.00
56100.A · Events - Equipment	90.00	833.33	(743.33)	180.00	1,666.70	(1,486.70)	10,000.00
56100.B · Montgomery Quilt Walk	0.00	0.00	0.00	171.00	500.00	(329.00)	10,000.00
56100.C · Montgomery Antiques Festival	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56100.D · Movie Night	6.80	208.33	(201.53)	6.80	416.70	(409.90)	2,500.00
56100.F · Pet Parade	1,291.67	5,000.00	(3,708.33)	1,291.67	5,000.00	(3,708.33)	5,000.00
56100.G · Montgomery Fall Festival	0.00	0.00	0.00	8,000.00	0.00	8,000.00	0.00
56100.H · Snow in Historic Montgomery TX	876.19	1,000.00	(123.81)	943.16	1,500.00	(556.84)	20,000.00
56100.J · Fall Heritage Festival	0.00	10,000.00	(10,000.00)	0.00	10,000.00	(10,000.00)	10,000.00
56100.K · Trick or Treat Historic Mont.	571.08	0.00	571.08	1,441.08	5,000.00	(3,558.92)	5,000.00
56434A · Lone Star Flag Fest	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56002.3 · Events - Other	0.00	3,333.33	(3,333.33)	0.00	6,666.70	(6,666.70)	40,000.00
Total 56002.3 · Events	5,957.44	24,208.32	(18,250.88)	15,155.41	34,916.80	(19,761.39)	143,000.00
56002.4 · Downtown Enhancement Projects	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00

	Nov 21	Budget	\$ Over Budget	Oct - Nov 21	YTD Budget	\$ Over Budget	Annual Budget
Total 56002 · Quality of Life - Category III	5,957.44	24,208.32	(18,250.88)	15,155.41	34,916.80	(19,761.39)	188,000.00
56003 · Marketing & Tourism-Category IV							
56003.5 · Brochures/Printed Literature	0.00	333.33	(333.33)	0.00	666.70	(666.70)	4,000.00
56003.C · Website	785.34	541.67	243.67	785.34	1,083.30	(297.96)	6,500.00
56003.F · Social Media Advertising	120.00	250.00	(130.00)	120.00	500.00	(380.00)	3,000.00
56003.G · Historical Signage	0.00	416.67	(416.67)	0.00	833.30	(833.30)	5,000.00
56003 · Marketing & Tourism-Category IV - Other	383.84			383.84			
Total 56003 · Marketing & Tourism-Category IV	1,289.18	1,541.67	(252.49)	1,289.18	3,083.30	(1,794.12)	18,500.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	4,583.33	4,583.33	0.00	9,166.66	9,166.66	0.00	55,000.00
56004.3 · Miscellaneous Expenses	29.99	50.00	(20.01)	29.99	50.00	(20.01)	500.00
56004.6 · Consulting (Professional servi)	3,750.00	3,333.33	416.67	6,750.00	6,666.70	83.30	40,000.00
56004.7 · Travel & Training Expenses	625.98	833.33	(207.35)	625.98	1,666.70	(1,040.72)	10,000.00
Total 56004 · Administration - Category V	8,989.30	8,799.99	189.31	16,572.63	17,550.06	(977.43)	105,500.00
Total Expense	39,816.30	77,237.48	(37,421.18)	78,249.93	140,925.12	(62,675.19)	1,004,250.00
Net Income	95,494.77	43,116.68	52,378.09	125,821.41	44,783.28	81,038.13	0.00

City of Montgomery - MEDC
 Actual to Budget Performance
 December 2021

	Dec 21	Budget	\$ Over Budget	Oct - Dec 21	YTD Budget	\$ Over Budget	Annual Budget
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	72,239.44	65,000.00	7,239.44	276,170.12	250,000.00	26,170.12	1,000,000.00
Total 55000 · Taxes & Franchise Fees	72,239.44	65,000.00	7,239.44	276,170.12	250,000.00	26,170.12	1,000,000.00
55300 · Other Revenues							
55391 · Interest Income	71.72	333.33	(261.61)	212.38	1,000.03	(787.65)	4,000.00
55399 · Misc Income	0.00	20.83	(20.83)	0.00	62.53	(62.53)	250.00
Total 55300 · Other Revenues	71.72	354.16	(282.44)	212.38	1,062.56	(850.18)	4,250.00
Total Income	72,311.16	65,354.16	6,957.00	276,382.50	251,062.56	25,319.94	1,004,250.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	0.00	14,354.17	(14,354.17)	3,566.05	43,062.47	(39,496.42)	172,250.00
56000.7 · Streets & Sidewalks	0.00	3,333.33	(3,333.33)	0.00	10,000.03	(10,000.03)	40,000.00
56000.8 · Utility Extensions	0.00	4,166.67	(4,166.67)	0.00	12,499.97	(12,499.97)	50,000.00
56000.B · City Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
Total 56000 · Pub Infrastructure - Category I	0.00	21,854.17	(21,854.17)	3,566.05	65,562.47	(61,996.42)	422,250.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	20,833.34	20,833.34	0.00	62,500.00	62,500.00	0.00	250,000.00
56001.9 · Economic Development Grant Prog	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Total 56001 · Business Dev & Ret -Category II	20,833.34	20,833.34	0.00	62,500.00	62,500.00	0.00	270,000.00
56002 · Quality of Life - Category III							
56002.2 · Removal of Blight	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
56002.3 · Events							
56100.1 · Neighborhood Water Party	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
56100.5 · Light up Montgomery	1,377.53	2,500.00	(1,122.47)	2,812.84	4,000.00	(1,187.16)	4,000.00
56100.8 · Christmas Parade	5,140.08	8,000.00	(2,859.92)	6,826.47	10,000.00	(3,173.53)	10,000.00
56100.9 · Contests/Prizes	31.05	333.33	(302.28)	31.05	1,000.03	(968.98)	4,000.00
56100.A · Events - Equipment	0.00	833.33	(833.33)	180.00	2,500.03	(2,320.03)	10,000.00
56100.B · Montgomery Quilt Walk	0.00	0.00	0.00	171.00	500.00	(329.00)	10,000.00
56100.C · Montgomery Antiques Festival	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56100.D · Movie Night	325.00	208.33	116.67	331.80	625.03	(293.23)	2,500.00
56100.F · Pet Parade	52.80	0.00	52.80	1,344.47	5,000.00	(3,655.53)	5,000.00
56100.G · Montgomery Fall Festival	0.00	0.00	0.00	8,000.00	0.00	8,000.00	0.00
56100.H · Snow in Historic Montgomery TX	13,146.81	18,500.00	(5,353.19)	14,089.97	20,000.00	(5,910.03)	20,000.00
56100.J · Fall Heritage Festival	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)	10,000.00
56100.K · Trick or Treat Historic Mont.	0.00	0.00	0.00	1,441.08	5,000.00	(3,558.92)	5,000.00
56434A · Lone Star Flag Fest	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56002.3 · Events - Other	0.00	3,333.33	(3,333.33)	0.00	10,000.03	(10,000.03)	40,000.00
Total 56002.3 · Events	20,073.27	33,708.32	(13,635.05)	35,228.68	68,625.12	(33,396.44)	143,000.00
56002.4 · Downtown Enhancement Projects	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00

	Dec 21	Budget	\$ Over Budget	Oct - Dec 21	YTD Budget	\$ Over Budget	Annual Budget
Total 56002 · Quality of Life - Category III	20,073.27	33,708.32	(13,635.05)	35,228.68	68,625.12	(33,396.44)	188,000.00
56003 · Marketing & Tourism-Category IV							
56003.5 · Brochures/Printed Literature	0.00	333.33	(333.33)	0.00	1,000.03	(1,000.03)	4,000.00
56003.C · Website	0.00	541.67	(541.67)	785.34	1,624.97	(839.63)	6,500.00
56003.F · Social Media Advertising	25.00	250.00	(225.00)	145.00	750.00	(605.00)	3,000.00
56003.G · Historical Signage	0.00	416.67	(416.67)	0.00	1,249.97	(1,249.97)	5,000.00
56003 · Marketing & Tourism-Category IV - Other	0.00			383.84			
Total 56003 · Marketing & Tourism-Category IV	25.00	1,541.67	(1,516.67)	1,314.18	4,624.97	(3,310.79)	18,500.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	4,583.34	4,583.34	0.00	13,750.00	13,750.00	0.00	55,000.00
56004.3 · Miscellaneous Expenses	0.00	0.00	0.00	29.99	50.00	(20.01)	500.00
56004.6 · Consulting (Professional servi)	4,500.00	3,333.33	1,166.67	11,250.00	10,000.03	1,249.97	40,000.00
56004.7 · Travel & Training Expenses	107.97	833.33	(725.36)	733.95	2,500.03	(1,766.08)	10,000.00
Total 56004 · Administration - Category V	9,191.31	8,750.00	441.31	25,763.94	26,300.06	(536.12)	105,500.00
Total Expense	50,122.92	86,687.50	(36,564.58)	128,372.85	227,612.62	(99,239.77)	1,004,250.00
Net Income	22,188.24	(21,333.34)	43,521.58	148,009.65	23,449.94	124,559.71	0.00

City of Montgomery - MEDC
General Ledger
 As of December 31, 2021

01/11/22

Type	Date	Num	Name	Memo	Debit	Credit	Balance
51100 - MEDC Checking							1,263,630.90
Bill Pmt -Check	10/01/2021	2094	Amy Brown	Events Coordinator - September 2021		1,518.27	1,262,112.63
Bill Pmt -Check	10/03/2021	2090	Abel Aguirre	VOID: Montgomery Quilt Walk Security (\$360.00)	0.00		1,262,112.63
Bill Pmt -Check	10/03/2021	2091	George Hernandez	VOID: Montgomery Quilt Walk Security (\$630.00)	0.00		1,262,112.63
Bill Pmt -Check	10/03/2021	2092	Jacob McRae	VOID: Montgomery Quilt Walk Security (\$720.00)	0.00		1,262,112.63
Bill Pmt -Check	10/03/2021	2093	Nathaniel Graves	VOID: Montgomery Quilt Walk Security (\$495.00)	0.00		1,262,112.63
Bill Pmt -Check	10/05/2021	2095	Rebecca Huss	Reimbursement of Expense - Social Media Services		1,500.00	1,260,612.63
Bill Pmt -Check	10/05/2021	2096	Amazon Capital Services, Inc	Supplies for Events - Ballot Box with Lock -Quilt Walk		16.49	1,260,596.14
Bill Pmt -Check	10/05/2021	2097	JK Graphics, Inc.	Inv 35901 - Graphics for Quilt Walk - Signs		108.00	1,260,488.14
Bill Pmt -Check	10/05/2021	2098	Swank Motion Pictures, Inc.	Movie Night - Wonder Woman - Invoice 003080348		325.00	1,260,163.14
Bill Pmt -Check	10/06/2021	2099	Charlie Diggs Entertainment	Montgomery Fall Festival - Charlie Diggs		8,000.00	1,252,163.14
General Journal	10/07/2021	AL	First Financial Bank	Sales Tax Transfer 10/21	68,690.66		1,320,853.80
General Journal	10/07/2021	AL	First Financial Bank	Monthly Admin Transfer October 2021		4,583.33	1,316,270.47
General Journal	10/07/2021	AL	First Financial Bank	Transfer to Utility Fund		119.00	1,316,151.47
Bill Pmt -Check	10/12/2021	2100	Rebecca Huss	Reimbursement of Expense - Fernland Dedication		6.41	1,316,145.06
Bill Pmt -Check	10/13/2021	2101	JK Graphics, Inc.	Inv 35953 - Graphics for Quilt Walk - Signs		171.00	1,315,974.06
Bill Pmt -Check	10/13/2021	2102	Swank Motion Pictures, Inc.	Movie Night - Captain Marvel - Invoice 003083026		325.00	1,315,649.06
Bill Pmt -Check	10/14/2021	2103	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9362		2,516.90	1,313,132.16
Bill Pmt -Check	10/18/2021	2104	Amazon Capital Services, Inc	Supplies for Events - Snow in Historic Montgomery TX		66.97	1,313,065.19
Bill Pmt -Check	10/26/2021	2105	Amy Brown	Events Coordinator - October 2021		1,500.00	1,311,565.19
Bill Pmt -Check	10/26/2021	2106	The Kroger Co.	2017-18 True Up / 2019 Tax Year- MEDC Sales Tax Rebate		132,391.00	1,179,174.19
Bill Pmt -Check	10/28/2021	2107	Abel Aguirre	Trick or Treat Historic Montgomery 2021 - Abel Aguirre		180.00	1,178,994.19
Bill Pmt -Check	10/28/2021	2108	Chick-Fil-A	Meals- Fernland Dedication		180.00	1,178,814.19
Bill Pmt -Check	10/28/2021	2109	Melissa Griffin	Trick or Treat Historic Montgomery 2021 - Melissa Griffin		180.00	1,178,634.19
Bill Pmt -Check	10/28/2021	2110	Trent Lozano	Trick or Treat Historic Montgomery 2021- Trent Lozano		180.00	1,178,454.19
General Journal	10/29/2021	AL	First Financial Bank	Transfer to General Fund		1,320.85	1,177,133.34
General Journal	10/29/2021	AL	First Financial Bank	Transfer to Utility Fund		90.00	1,177,043.34
General Journal	10/31/2021	AL		Interest on Checking - October 2021	44.38		1,177,087.72
Bill Pmt -Check	11/01/2021	2111	Rebecca Huss	Reimbursement of Expense - Social Media Services		1,500.00	1,175,587.72
Bill Pmt -Check	11/05/2021	2112	Abel Aguirre	Pet Parade Security 2021 - Abel Aguirre		180.00	1,175,407.72
Bill Pmt -Check	11/05/2021	2113	Jacob McRae	Pet Parade Security 2021- Jacob McRae		180.00	1,175,227.72
Bill Pmt -Check	11/05/2021	2114	Joe Belmares	Pet Parade Security 2021 - Joe Belmares		180.00	1,175,047.72
Bill Pmt -Check	11/05/2021	2115	Kyle Hensley	Pet Parade Security 2021 - Kyle Hensley		180.00	1,174,867.72
Bill Pmt -Check	11/05/2021	2116	Melissa Griffin	Pet Parade Security 2021 - Melissa Griffin		180.00	1,174,687.72
Bill Pmt -Check	11/05/2021	2117	Trent Lozano	Pet Parade Security 2021- Trent Lozano		180.00	1,174,507.72
Bill Pmt -Check	11/05/2021	2118	Kevin Smith	DJ for Trick or Treat Historic Montgomery		150.00	1,174,357.72
Bill Pmt -Check	11/05/2021	2119	Dani Plagens	Pet Parade Photographer - 11/13/2021		200.00	1,174,157.72
Bill Pmt -Check	11/10/2021	2120	Amazon Capital Services, Inc	Marketing & Tourism - Social Media Advertising		78.80	1,174,078.92
Bill Pmt -Check	11/10/2021	2121	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9399		787.50	1,173,291.42
Bill Pmt -Check	11/10/2021	2122	JK Graphics, Inc.	Inv 35883 - Downtown Dev Improvements		31.50	1,173,259.92
General Journal	11/18/2021	AL	First Financial Bank	Sales Tax Transfer 11/21	135,240.02		1,308,499.94
General Journal	11/18/2021	AL	First Financial Bank	Monthly Admin Transfer November 2021		4,583.33	1,303,916.61
Bill Pmt -Check	11/19/2021	2123	Kevin Smith	DJ for Pet Parade		250.00	1,303,666.61
Bill Pmt -Check	11/19/2021	2124	Byron Sanford	Reimbursement - HGAC Board of Directors Meeting		93.19	1,303,573.42
Bill Pmt -Check	11/24/2021	2125	Amazon Capital Services, Inc	Supplies for Events - Candy Cane Markers for Christmas Parade		39.99	1,303,533.43
General Journal	11/30/2021	AL		Interest on Checking - November 2021	44.83		1,303,578.26
Bill Pmt -Check	12/03/2021	2126	Amy Brown	Events Coordinator - November 2021		2,525.14	1,301,053.12
Bill Pmt -Check	12/03/2021	2127	David P. Rice	Light up the Park - Santa		250.00	1,300,803.12
Bill Pmt -Check	12/03/2021	2128	Rebecca Huss	Reimbursement of Expense - Social Media Services		1,500.00	1,299,303.12
Bill Pmt -Check	12/03/2021	2129	Julia Ford	First Place Light Pole - Light up the Park		75.00	1,299,228.12
Bill Pmt -Check	12/03/2021	2130	Amanda Mystric	Second Place Light Pole - Light up the Park		50.00	1,299,178.12
Bill Pmt -Check	12/03/2021	2131	Jeff and Lisa Waddell	Third Place Light Pole - Light up the Park		25.00	1,299,153.12
Bill Pmt -Check	12/03/2021	2132	Lisa Martin	First Place - Residential Lighting Contest		200.00	1,298,953.12
Bill Pmt -Check	12/03/2021	2133	Jennifer Olson	Second Place Residential - Light up the Park		150.00	1,298,803.12
Bill Pmt -Check	12/03/2021	2134	Paul and Jennifer Brown	Third Place Residential - Light up the Park		100.00	1,298,703.12
Bill Pmt -Check	12/03/2021	2135	Pizza Shack	First Place Commercial - Light up the Park		75.00	1,298,628.12
Bill Pmt -Check	12/03/2021	2136	Hodge Podge Lodge	Second Place Commercial - Light up the Park		50.00	1,298,578.12
Bill Pmt -Check	12/03/2021	2137	Skinner's Carpet	Third Place Commercial - Light up the Park		25.00	1,298,553.12
Bill Pmt -Check	12/03/2021	2138	Sugar's Mascot Costumes	Remaining 50% of cost - Goat Costume		3,330.00	1,295,223.12

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	12/10/2021	2139	Amazon Capital Services, Inc	Supplies for Events - Light up the Park / Christmas Parade		294.97	1,294,928.15
Bill Pmt -Check	12/10/2021	2140	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)		642.00	1,294,286.15
Bill Pmt -Check	12/10/2021	2141	Sterling Regard Photography	Photography - Snow in Historic Montgomery TX		200.00	1,294,086.15
Bill Pmt -Check	12/10/2021	2142	Chris Hoffmeyer	Security - Christmas Parade 2021		180.00	1,293,906.15
Bill Pmt -Check	12/10/2021	2143	Daniel Justice	Security - Christmas Parade 2021		180.00	1,293,726.15
Bill Pmt -Check	12/10/2021	2144	Greg Carleton	Security - Christmas Parade 2021		180.00	1,293,546.15
Bill Pmt -Check	12/10/2021	2145	Jessica Edelman	Security - Christmas Parade 2021		180.00	1,293,366.15
Bill Pmt -Check	12/10/2021	2146	Joneatta Brown	Security - Christmas Parade 2021		180.00	1,293,186.15
Bill Pmt -Check	12/10/2021	2147	Justin Branch	Security - Christmas Parade 2021		180.00	1,293,006.15
Bill Pmt -Check	12/10/2021	2148	Kayvon Behravan	Security - Christmas Parade 2021		180.00	1,292,826.15
Bill Pmt -Check	12/10/2021	2149	Kevin Thompson	Security - Christmas Parade 2021		180.00	1,292,646.15
Bill Pmt -Check	12/10/2021	2150	Laci Seaton	Security - Christmas Parade 2021		180.00	1,292,466.15
Bill Pmt -Check	12/10/2021	2151	Marcus Bolden	Security - Christmas Parade 2021		180.00	1,292,286.15
Bill Pmt -Check	12/10/2021	2152	Mark Gallion	Security - Christmas Parade 2021		180.00	1,292,106.15
Bill Pmt -Check	12/10/2021	2153	Reed Edelman	Security - Christmas Parade 2021		180.00	1,291,926.15
Bill Pmt -Check	12/10/2021	2154	Riley Zapf	Security - Christmas Parade 2021		180.00	1,291,746.15
Bill Pmt -Check	12/10/2021	2155	Shane Towler	Security - Christmas Parade 2021		180.00	1,291,566.15
Bill Pmt -Check	12/10/2021	2156	Ice Express	Ice for Snow in Historic Montgomery TX		11,399.99	1,280,166.16
Bill Pmt -Check	12/13/2021	2157	Jason Smith	Security - Christmas Parade 2021		180.00	1,279,986.16
Bill Pmt -Check	12/14/2021	2158	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9505		2,747.05	1,277,239.11
Bill Pmt -Check	12/14/2021	2159	McCoy's Building Supply	EMT Conduit Pet Parade - Invoice 11376026		7.99	1,277,231.12
Bill Pmt -Check	12/17/2021	2160	Destinee Lister	Security - Christmas Parade 2021		180.00	1,277,051.12
General Journal	12/17/2021	AL	First Financial Bank	Sales Tax Transfer 12/21	72,239.44		1,349,290.56
General Journal	12/17/2021	AL	First Financial Bank	Monthly Admin Transfer December 2021		4,583.34	1,344,707.22
General Journal	12/17/2021	AL	First Financial Bank	Transfer to Utility Fund		90.00	1,344,617.22
General Journal	12/17/2021	AL	First Financial Bank	Transfer to General Fund		7,885.52	1,336,731.70
Bill Pmt -Check	12/20/2021	2161	Swank Motion Pictures, Inc.	Movie Night - Polar Express - Invoice 003120727		325.00	1,336,406.70
Bill Pmt -Check	12/30/2021	2162	Home Depot	Barriers for Snow Party - Invoice 2021217		204.00	1,336,202.70
Bill Pmt -Check	12/30/2021	2163	Honey Bucket	Portable Restrooms - MEDC Snow Party		533.00	1,335,669.70
Bill Pmt -Check	12/30/2021	2164	NTS Mikedon, LLC	Detour Signs for Christmas Parade - Invoice 1109860		50.16	1,335,619.54
Bill Pmt -Check	12/30/2021	2165	Amy Brown	Events Coordinator - December 2021		3,057.31	1,332,562.23
General Journal	12/31/2021	AL		Interest on Checking - December 2021		44.95	1,332,607.18
Total 51100 · MEDC Checking					276,304.28	207,328.00	1,332,607.18
51300 · Time Deposits-MEDC							434,919.34
General Journal	10/06/2021	AL		October 2021 Transfer to Texpool Reimbursement Account - Kroger Co.		20,833.33	414,086.01
General Journal	10/28/2021	AL		Transfer to Pay Kroger Payment - 2017/2018 True up & 2019 Regular Payment	132,391.00		546,477.01
General Journal	10/31/2021	Int		Interest on Texpool	12.93		546,489.94
General Journal	11/03/2021	AL		November 2021 Transfer to Texpool Reimbursement Account - Kroger Co.		20,833.33	525,656.61
General Journal	11/30/2021	Int		Interest on Texpool	16.46		525,673.07
General Journal	12/08/2021	AL		December 2021 Transfer to Texpool Reimbursement Account - Kroger Co.		20,833.34	504,839.73
General Journal	12/31/2021	Int		Interest on Texpool	16.29		504,856.02
Total 51300 · Time Deposits-MEDC					132,436.68	62,500.00	504,856.02
51301 · Texpool Reimbursement Acct							204,667.15
General Journal	10/06/2021	AL		October 2021 Transfer to Texpool Reimbursement Account - Kroger Co.	20,833.33		225,500.48
General Journal	10/28/2021	AL		Transfer to Pay Kroger Payment - 2017/2018 True up & 2019 Regular Payment		132,391.00	93,109.48
General Journal	10/31/2021	Int		Interest on Texpool	6.31		93,115.79
General Journal	11/03/2021	AL		November 2021 Transfer to Texpool Reimbursement Account - Kroger Co.	20,833.33		113,949.12
General Journal	11/30/2021	Int		Interest on Texpool	3.53		113,952.65
General Journal	12/08/2021	AL		December 2021 Transfer to Texpool Reimbursement Account - Kroger Co.	20,833.34		134,785.99
General Journal	12/31/2021	Int		Interest on Texpool	4.10		134,790.09
Total 51301 · Texpool Reimbursement Acct					62,513.94	132,391.00	134,790.09
51302 · Texpool - Downtown							200,012.22
General Journal	10/31/2021	Int		Interest on Texpool	5.99		200,018.21
General Journal	11/30/2021	Int		Interest on Texpool	6.23		200,024.44

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General Journal	12/31/2021	Int		Interest on Texpool	6.38		200,030.82
Total 51302 · Texpool - Downtown					18.60	0.00	200,030.82
51150 · Accounts Receivable Audit							407,861.36
Total 51150 · Accounts Receivable Audit							407,861.36
51171 · Due From Gen Fund							5,177.00
General Journal	10/06/2021	AL		To accrue sales tax revenue rec'd 10/21	68,690.66		73,867.66
General Journal	10/07/2021	AL		Sales Tax Transfer 10/21		68,690.66	5,177.00
General Journal	11/16/2021	AL		To accrue sales tax revenue rec'd 11/21	135,240.02		140,417.02
General Journal	11/18/2021	AL		Sales Tax Transfer 11/21		135,240.02	5,177.00
General Journal	12/09/2021	AL		To accrue sales tax revenue rec'd 12/21	72,239.44		77,416.44
General Journal	12/17/2021	AL		Sales Tax Transfer 12/21		72,239.44	5,177.00
Total 51171 · Due From Gen Fund					276,170.12	276,170.12	5,177.00
52000 · Accounts Payable							-142,217.07
Bill Pmt -Check	10/01/2021	2094	Amy Brown	Events Coordinator - September 2021	1,518.27		-140,698.80
Bill	10/01/2021	35883	JK Graphics, Inc.	Inv 35883 - Downtown Dev Improvements		31.50	-140,730.30
Bill Pmt -Check	10/03/2021	2090	Abel Aguirre	VOID: Montgomery Quilt Walk Security (\$360.00)	0.00		-140,730.30
Bill Pmt -Check	10/03/2021	2091	George Hernandez	VOID: Montgomery Quilt Walk Security (\$630.00)	0.00		-140,730.30
Bill Pmt -Check	10/03/2021	2092	Jacob McRae	VOID: Montgomery Quilt Walk Security (\$720.00)	0.00		-140,730.30
Bill Pmt -Check	10/03/2021	2093	Nathaniel Graves	VOID: Montgomery Quilt Walk Security (\$495.00)	0.00		-140,730.30
Bill Pmt -Check	10/05/2021	2095	Rebecca Huss	Reimbursement of Expense - Social Media Services	1,500.00		-139,230.30
Bill Pmt -Check	10/05/2021	2096	Amazon Capital Services, Inc	Supplies for Events - Ballot Box with Lock -Quilt Walk	16.49		-139,213.81
Bill Pmt -Check	10/05/2021	2097	JK Graphics, Inc.	Inv 35901 - Graphics for Quilt Walk - Signs	108.00		-139,105.81
Bill Pmt -Check	10/05/2021	2098	Swank Motion Pictures, Inc.	Movie Night - Wonder Woman - Invoice 003080348	325.00		-138,780.81
Bill	10/06/2021	Fall Festival 2021	Charlie Diggs Entertainment	Montgomery Fall Festival - Charlie Diggs		8,000.00	-146,780.81
Bill Pmt -Check	10/06/2021	2099	Charlie Diggs Entertainment	Montgomery Fall Festival - Charlie Diggs	8,000.00		-138,780.81
Bill	10/06/2021	35953	JK Graphics, Inc.	Inv 35953 - Graphics for Quilt Walk - Signs		171.00	-138,951.81
Bill Pmt -Check	10/12/2021	2100	Rebecca Huss	Reimbursement of Expense - Fernland Dedication	6.41		-138,945.40
Bill Pmt -Check	10/13/2021	2101	JK Graphics, Inc.	Inv 35953 - Graphics for Quilt Walk - Signs	171.00		-138,774.40
Bill Pmt -Check	10/13/2021	2102	Swank Motion Pictures, Inc.	Movie Night - Captain Marvel - Invoice 003083026	325.00		-138,449.40
Bill Pmt -Check	10/14/2021	2103	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9362	2,516.90		-135,932.50
Bill	10/14/2021	19KM-MWVC-CQX3	Amazon Capital Services, Inc	Supplies for Events - Wristbands for Snow in Historic Montgomery		16.99	-135,949.49
Bill	10/15/2021	1DCM-1WRD-KYV9	Amazon Capital Services, Inc	Supplies for Events - Toys for Snow in Historic Montgomery		49.98	-135,999.47
Bill Pmt -Check	10/18/2021	2104	Amazon Capital Services, Inc	Supplies for Events - Snow in Historic Montgomery TX	66.97		-135,932.50
Bill Pmt -Check	10/26/2021	2105	Amy Brown	Events Coordinator - October 2021	1,500.00		-134,432.50
Bill Pmt -Check	10/26/2021	2106	The Kroger Co.	2017-18 True Up / 2019 Tax Year- MEDC Sales Tax Rebate	132,391.00		-2,041.50
Bill	10/28/2021	Trick or Treat 2021	Melissa Griffin	Trick or Treat Historic Montgomery 2021 - Melissa Griffin		180.00	-2,221.50
Bill	10/28/2021	Trick or Treat 2021	Abel Aguirre	Trick or Treat Historic Montgomery 2021 - Abel Aguirre		180.00	-2,401.50
Bill	10/28/2021	Trick or Treat 2021	Trent Lozano	Trick or Treat Historic Montgomery 2021- Trent Lozano		180.00	-2,581.50
Bill Pmt -Check	10/28/2021	2107	Abel Aguirre	Trick or Treat Historic Montgomery 2021 - Abel Aguirre	180.00		-2,401.50
Bill Pmt -Check	10/28/2021	2108	Chick-Fil-A	Meals- Fernland Dedication	180.00		-2,221.50
Bill Pmt -Check	10/28/2021	2109	Melissa Griffin	Trick or Treat Historic Montgomery 2021 - Melissa Griffin	180.00		-2,041.50
Bill Pmt -Check	10/28/2021	2110	Trent Lozano	Trick or Treat Historic Montgomery 2021- Trent Lozano	180.00		-1,861.50
Bill	10/30/2021	Trick Or Treat DJ	Kevin Smith	DJ for Trick or Treat Historic Montgomery		150.00	-2,011.50
Bill	10/31/2021	October 2021	Amy Brown	Events Coordinator - October 2021		1,500.00	-3,511.50
Bill	10/31/2021	Social Media Service	Rebecca Huss	Reimbursement of Expense - Social Media Services		1,500.00	-5,011.50
Bill	10/31/2021	9399	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9399		787.50	-5,799.00
Bill Pmt -Check	11/01/2021	2111	Rebecca Huss	Reimbursement of Expense - Social Media Services	1,500.00		-4,299.00
Bill	11/03/2021	16LA-P176-VH9D	Amazon Capital Services, Inc	Social Media Advertising / Snow In Historic Montgomery TX		78.80	-4,377.80
Bill	11/04/2021	Trick or Treat	Dani Plagens	Trick or Treat Photographer - 11/13/2021		200.00	-4,577.80
Bill	11/05/2021	Pet Parade 2021	Abel Aguirre	Pet Parade Security 2021 - Abel Aguirre		180.00	-4,757.80
Bill	11/05/2021	Pet Parade 2021	Jacob McRae	Pet Parade Security 2021- Jacob McRae		180.00	-4,937.80
Bill	11/05/2021	Pet Parade 2021	Melissa Griffin	Pet Parade Security 2021 - Melissa Griffin		180.00	-5,117.80
Bill	11/05/2021	Pet Parade 2021	Kyle Hensley	Pet Parade Security 2021 - Kyle Hensley		180.00	-5,297.80
Bill	11/05/2021	Pet Parade 2021	Joe Belmares	Pet Parade Security 2021 - Joe Belmares		180.00	-5,477.80
Bill	11/05/2021	Pet Parade 2021	Trent Lozano	Pet Parade Security 2021- Trent Lozano		180.00	-5,657.80

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	11/05/2021	2112	Abel Aguirre	Pet Parade Security 2021 - Abel Aguirre	180.00		-5,477.80
Bill Pmt -Check	11/05/2021	2113	Jacob McRae	Pet Parade Security 2021- Jacob McRae	180.00		-5,297.80
Bill Pmt -Check	11/05/2021	2114	Joe Belmares	Pet Parade Security 2021 - Joe Belmares	180.00		-5,117.80
Bill Pmt -Check	11/05/2021	2115	Kyle Hensley	Pet Parade Security 2021 - Kyle Hensley	180.00		-4,937.80
Bill Pmt -Check	11/05/2021	2116	Melissa Griffin	Pet Parade Security 2021 - Melissa Griffin	180.00		-4,757.80
Bill Pmt -Check	11/05/2021	2117	Trent Lozano	Pet Parade Security 2021- Trent Lozano	180.00		-4,577.80
Bill Pmt -Check	11/05/2021	2118	Kevin Smith	DJ for Trick or Treat Historic Montgomery	150.00		-4,427.80
Bill Pmt -Check	11/05/2021	2119	Dani Plagens	Pet Parade Photographer - 11/13/2021	200.00		-4,227.80
Bill Pmt -Check	11/10/2021	2120	Amazon Capital Services, Inc	Marketing & Tourism - Social Media Advertising	78.80		-4,149.00
Bill Pmt -Check	11/10/2021	2121	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9399	787.50		-3,361.50
Bill Pmt -Check	11/10/2021	2122	JK Graphics, Inc.	Inv 35883 - Downtown Dev Improvements	31.50		-3,330.00
Bill	11/12/2021	Inv 11376026	McCoy's Building Supply	EMT Conduit Pet Parade - Invoice 11376026		7.99	-3,337.99
Bill	11/16/2021	Pet Parade DJ	Kevin Smith	DJ for Pet Parade		250.00	-3,587.99
Bill	11/16/2021	HGAC BOD Meeting	Byron Sanford	Reimbursement - HGAC Board of Directors Meeting		93.19	-3,681.18
Bill Pmt -Check	11/19/2021	2123	Kevin Smith	DJ for Pet Parade	250.00		-3,431.18
Bill Pmt -Check	11/19/2021	2124	Byron Sanford	Reimbursement - HGAC Board of Directors Meeting	93.19		-3,337.99
Bill	11/19/2021	1YJR-9Y6H-DFWN	Amazon Capital Services, Inc	Supplies for Events - Candy Cane Markers for Christmas Parade		39.99	-3,377.98
Bill Pmt -Check	11/24/2021	2125	Amazon Capital Services, Inc	Supplies for Events - Candy Cane Markers for Christmas Parade	39.99		-3,337.99
Bill	11/30/2021	November 2021	Amy Brown	Events Coordinator - November 2021		2,525.14	-5,863.13
Bill	11/30/2021	Social Media Service	Rebecca Huss	Reimbursement of Expense - Social Media Services		1,500.00	-7,363.13
Bill	11/30/2021	36053	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)		642.00	-8,005.13
Bill	11/30/2021	9505	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9505		2,747.05	-10,752.18
Bill	12/01/2021	LUTP Santa	David P. Rice	Light up the Park - Santa		250.00	-11,002.18
Bill	12/01/2021	1FD7-N7VG-D4C9	Amazon Capital Services, Inc	Supplies for Events - Green Elf Costume for Light up the Park		119.98	-11,122.16
Bill	12/02/2021	1st Pl Light Pole	Julia Ford	First Place Light Pole - Light up the Park		75.00	-11,197.16
Bill	12/02/2021	2nd Pl Light Pole	Amanda Mystric	Second Place Light Pole - Light up the Park		50.00	-11,247.16
Bill	12/02/2021	3rd Pl Light Pole	Jeff and Lisa Waddell	Third Place Light Pole - Light up the Park		25.00	-11,272.16
Bill	12/02/2021	1st Pl Residential	Lisa Martin	1st Place - Residential Lighting Contest		200.00	-11,472.16
Bill	12/02/2021	2nd Pl Residential	Jennifer Olson	2nd Place Residential - Light up the Park		150.00	-11,622.16
Bill	12/02/2021	3rd Pl Residential	Paul and Jennifer Brown	3rd Place Residential - Light up the Park		100.00	-11,722.16
Bill	12/02/2021	1st Pl Commercial	Pizza Shack	First Place Commercial - Light up the Park		75.00	-11,797.16
Bill	12/02/2021	2nd Pl Commercial	Hodge Podge Lodge	Second Place Commercial - Light up the Park		50.00	-11,847.16
Bill	12/02/2021	3rd Pl Commercial	Skinner's Carpet	Third Place Commercial - Light up the Park		25.00	-11,872.16
Bill Pmt -Check	12/03/2021	2126	Amy Brown	Events Coordinator - November 2021	2,525.14		-9,347.02
Bill Pmt -Check	12/03/2021	2127	David P. Rice	Light up the Park - Santa	250.00		-9,097.02
Bill Pmt -Check	12/03/2021	2128	Rebecca Huss	Reimbursement of Expense - Social Media Services	1,500.00		-7,597.02
Bill Pmt -Check	12/03/2021	2129	Julia Ford	First Place Light Pole - Light up the Park	75.00		-7,522.02
Bill Pmt -Check	12/03/2021	2130	Amanda Mystric	Second Place Light Pole - Light up the Park	50.00		-7,472.02
Bill Pmt -Check	12/03/2021	2131	Jeff and Lisa Waddell	Third Place Light Pole - Light up the Park	25.00		-7,447.02
Bill Pmt -Check	12/03/2021	2132	Lisa Martin	First Place - Residential Lighting Contest	200.00		-7,247.02
Bill Pmt -Check	12/03/2021	2133	Jennifer Olson	Second Place Residential - Light up the Park	150.00		-7,097.02
Bill Pmt -Check	12/03/2021	2134	Paul and Jennifer Brown	Third Place Residential - Light up the Park	100.00		-6,997.02
Bill Pmt -Check	12/03/2021	2135	Pizza Shack	First Place Commercial - Light up the Park	75.00		-6,922.02
Bill Pmt -Check	12/03/2021	2136	Hodge Podge Lodge	Second Place Commercial - Light up the Park	50.00		-6,872.02
Bill Pmt -Check	12/03/2021	2137	Skinner's Carpet	Third Place Commercial - Light up the Park	25.00		-6,847.02
Bill Pmt -Check	12/03/2021	2138	Sugar's Mascot Costumes	Remaining 50% of cost - Goat Costume	3,330.00		-3,517.02
Bill	12/03/2021	1G1R-3NG7-7QNX	Amazon Capital Services, Inc	Supplies for Events - Santa Suit for Christmas Parade		174.99	-3,692.01
Bill	12/06/2021	MEDC Snow Party	Home Depot	Barriers for Snow Party - Invoice 2021217		204.00	-3,896.01
Bill	12/07/2021	Christmas Parade	Reed Edelman	Security - Christmas Parade 2021		180.00	-4,076.01
Bill	12/07/2021	Christmas Parade	Jessica Edelman	Security - Christmas Parade 2021		180.00	-4,256.01
Bill	12/07/2021	Christmas Parade	Marcus Bolden	Security - Christmas Parade 2021		180.00	-4,436.01
Bill	12/07/2021	Christmas Parade	Chris Hoffmeyer	Security - Christmas Parade 2021		180.00	-4,616.01
Bill	12/07/2021	Christmas Parade	Riley Zapf	Security - Christmas Parade 2021		180.00	-4,796.01
Bill	12/07/2021	Christmas Parade	Kayvon Behravan	Security - Christmas Parade 2021		180.00	-4,976.01
Bill	12/07/2021	Christmas Parade	Shane Towler	Security - Christmas Parade 2021		180.00	-5,156.01
Bill	12/07/2021	Christmas Parade	Laci Seaton	Security - Christmas Parade 2021		180.00	-5,336.01
Bill	12/07/2021	Christmas Parade	Joneatta Brown	Security - Christmas Parade 2021		180.00	-5,516.01
Bill	12/07/2021	Christmas Parade	Justin Branch	Security - Christmas Parade 2021		180.00	-5,696.01
Bill	12/07/2021	Christmas Parade	Greg Carleton	Security - Christmas Parade 2021		180.00	-5,876.01

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	12/07/2021	Christmas Parade	Daniel Justice	Security - Christmas Parade 2021		180.00	-6,056.01
Bill	12/07/2021	Christmas Parade	Mark Gallion	Security - Christmas Parade 2021		180.00	-6,236.01
Bill	12/07/2021	Christmas Parade	Kevin Thompson	Security - Christmas Parade 2021		180.00	-6,416.01
Bill	12/07/2021	Snow Party Photos	Sterling Regard Photography	Photography - Snow in Historic Montgomery TX		200.00	-6,616.01
Bill	12/09/2021	121121COM2	Ice Express	Ice for Snow in Historic Montgomery TX		11,399.99	-18,016.00
Bill	12/09/2021	003120727	Swank Motion Pictures, Inc.	Movie Night - Polar Express - Invoice 003120727		325.00	-18,341.00
Bill Pmt -Check	12/10/2021	2139	Amazon Capital Services, Inc	Supplies for Events - Light up the Park / Christmas Parade	294.97		-18,046.03
Bill Pmt -Check	12/10/2021	2140	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	642.00		-17,404.03
Bill Pmt -Check	12/10/2021	2141	Sterling Regard Photography	Photography - Snow in Historic Montgomery TX	200.00		-17,204.03
Bill Pmt -Check	12/10/2021	2142	Chris Hoffmeyer	Security - Christmas Parade 2021	180.00		-17,024.03
Bill Pmt -Check	12/10/2021	2143	Daniel Justice	Security - Christmas Parade 2021	180.00		-16,844.03
Bill Pmt -Check	12/10/2021	2144	Greg Carleton	Security - Christmas Parade 2021	180.00		-16,664.03
Bill Pmt -Check	12/10/2021	2145	Jessica Edelman	Security - Christmas Parade 2021	180.00		-16,484.03
Bill Pmt -Check	12/10/2021	2146	Joneatta Brown	Security - Christmas Parade 2021	180.00		-16,304.03
Bill Pmt -Check	12/10/2021	2147	Justin Branch	Security - Christmas Parade 2021	180.00		-16,124.03
Bill Pmt -Check	12/10/2021	2148	Kayvon Behravan	Security - Christmas Parade 2021	180.00		-15,944.03
Bill Pmt -Check	12/10/2021	2149	Kevin Thompson	Security - Christmas Parade 2021	180.00		-15,764.03
Bill Pmt -Check	12/10/2021	2150	Laci Seaton	Security - Christmas Parade 2021	180.00		-15,584.03
Bill Pmt -Check	12/10/2021	2151	Marcus Bolden	Security - Christmas Parade 2021	180.00		-15,404.03
Bill Pmt -Check	12/10/2021	2152	Mark Gallion	Security - Christmas Parade 2021	180.00		-15,224.03
Bill Pmt -Check	12/10/2021	2153	Reed Edelman	Security - Christmas Parade 2021	180.00		-15,044.03
Bill Pmt -Check	12/10/2021	2154	Riley Zapf	Security - Christmas Parade 2021	180.00		-14,864.03
Bill Pmt -Check	12/10/2021	2155	Shane Towler	Security - Christmas Parade 2021	180.00		-14,684.03
Bill Pmt -Check	12/10/2021	2156	Ice Express	Ice for Snow in Historic Montgomery TX	11,399.99		-3,284.04
Bill	12/11/2021	Snow Party DJ	Kevin Smith	DJ for Snow Party		225.00	-3,509.04
Bill	12/13/2021	Christmas Parade	Jason Smith	Security - Christmas Parade 2021		180.00	-3,689.04
Bill Pmt -Check	12/13/2021	2157	Jason Smith	Security - Christmas Parade 2021	180.00		-3,509.04
Bill Pmt -Check	12/14/2021	2158	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9505	2,747.05		-761.99
Bill Pmt -Check	12/14/2021	2159	McCoy's Building Supply	EMT Conduit Pet Parade - Invoice 11376026	7.99		-754.00
Bill	12/15/2021	Christmas Parade	Destinee Lister	Security - Christmas Parade 2021		180.00	-934.00
Bill	12/16/2021	1109860	NTS Mikedon, LLC	Detour Signs for Christmas Parade - Invoice 1109860		50.16	-984.16
Bill Pmt -Check	12/17/2021	2160	Destinee Lister	Security - Christmas Parade 2021	180.00		-804.16
Bill Pmt -Check	12/20/2021	2161	Swank Motion Pictures, Inc.	Movie Night - Polar Express - Invoice 003120727	325.00		-479.16
Bill	12/28/2021	0552490050	Honey Bucket	Portable Restrooms - MEDC Snow Party		533.00	-1,012.16
Bill Pmt -Check	12/30/2021	2162	Home Depot	Barriers for Snow Party - Invoice 2021217	204.00		-808.16
Bill Pmt -Check	12/30/2021	2163	Honey Bucket	Portable Restrooms - MEDC Snow Party	533.00		-275.16
Bill Pmt -Check	12/30/2021	2164	NTS Mikedon, LLC	Detour Signs for Christmas Parade - Invoice 1109860	50.16		-225.00
Bill Pmt -Check	12/30/2021	2165	Amy Brown	Events Coordinator - December 2021	3,057.31		2,832.31
Bill	12/31/2021	December 2021	Amy Brown	Events Coordinator - December 2021		3,057.31	-225.00
Bill	12/31/2021	Social Media Service	Rebecca Huss	Reimbursement of Expense - Social Media Services		1,500.00	-1,725.00
Total 52000 · Accounts Payable					184,072.63	43,580.56	-1,725.00
52001 · Accounts Payable Audit							-204,500.00
General Journal	10/06/2021	AL	The Kroger Co.	To accrue Monthly Transfer to Texpool Reimbursement Account for Sales Tax Payable in 2021		20,833.33	-225,333.33
General Journal	11/03/2021	AL	The Kroger Co.	To accrue Monthly Transfer to Texpool Reimbursement Account for Sales Tax Payable in 2021		20,833.33	-246,166.66
General Journal	12/08/2021	AL	The Kroger Co.	To accrue Monthly Transfer to Texpool Reimbursement Account for Sales Tax Payable in 2021		20,833.34	-267,000.00
Total 52001 · Accounts Payable Audit					0.00	62,500.00	-267,000.00
52710 · Due to Utility Fund							-119.00
General Journal	10/07/2021	AL		Transfer to Utility Fund	119.00		0.00
General Journal	10/29/2021	AL		Transfer to Utility Fund	90.00		90.00
General Journal	10/31/2021	AL		Events Equipment - Event Flyers		90.00	0.00
General Journal	11/30/2021	AL		Events Equipment - Event Flyers		90.00	-90.00
General Journal	12/17/2021	AL		Transfer to Utility Fund	90.00		0.00
Total 52710 · Due to Utility Fund					299.00	180.00	0.00
52712 · Due to Gen Fund							-1,140.85

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General Journal	10/07/2021	AL		To accrue Monthly Admin transfer - October 2021		4,583.33	-5,724.18
General Journal	10/07/2021	AL		Monthly Admin Transfer October 2021	4,583.33		-1,140.85
General Journal	10/28/2021	AL		Wages - Larry Evans (Trick of Treat Historic Montgomery)		180.00	-1,320.85
General Journal	10/29/2021	AL		Transfer to General Fund	1,320.85		0.00
General Journal	11/03/2021	AL		To accrue Monthly Admin transfer - November 2021		4,583.33	-4,583.33
General Journal	11/18/2021	AL		Monthly Admin Transfer November 2021	4,583.33		0.00
General Journal	11/30/2021	AL		Home Depot Traffic Cones for Christmas Parade		1,017.00	-1,017.00
General Journal	11/30/2021	AL		Bass Pro Shops - Snow Disc's for Snow Hill		202.25	-1,219.25
General Journal	11/30/2021	AL		Ancestry.com - Website		105.34	-1,324.59
General Journal	11/30/2021	AL		VistaPrint - Trick or Treat Historic Montgomery		116.08	-1,440.67
General Journal	11/30/2021	AL		Light Up the Park / Marketing		1,535.35	-2,976.02
General Journal	11/30/2021	AL		MapMe - Website		470.40	-3,446.42
General Journal	11/30/2021	AL		MapMe - Website		209.60	-3,656.02
General Journal	11/30/2021	AL		Etsy - Snow In Historic Montgomery		478.07	-4,134.09
General Journal	11/30/2021	AL		JDS Industries - Christmas Parade		162.50	-4,296.59
General Journal	11/30/2021	AL		Facebook Ads - Several		179.00	-4,475.59
General Journal	11/30/2021	AL		TEDC Membership - MEDC		525.00	-5,000.59
General Journal	11/30/2021	AL		Jim's Hardware - Entry Knob		29.99	-5,030.58
General Journal	11/30/2021	AL		Amazon - Green Monster Santa Costume		114.90	-5,145.48
General Journal	12/03/2021	AL		To accrue Monthly Admin transfer - December 2021		4,583.34	-9,728.82
General Journal	12/10/2021	AL		Byron Sanford - HGAC Seminar		81.71	-9,810.53
General Journal	12/15/2021	AL		Walmart - Supplies for Light up the Park		4.52	-9,815.05
General Journal	12/15/2021	AL		Facebook Ads - Several		250.00	-10,065.05
General Journal	12/15/2021	AL		Facebook Ads - Several		16.63	-10,081.68
General Journal	12/16/2021	AL		Police Wages for Christmas Parade		1,517.12	-11,598.80
General Journal	12/16/2021	AL		Public Works Wages for Christmas Parade		442.19	-12,040.99
General Journal	12/16/2021	AL		Public Works Wages for Snow in Historic Montgomery TX		484.82	-12,525.81
General Journal	12/16/2021	AL		Public Works Wages for Light up the Park		214.20	-12,740.01
General Journal	12/17/2021	AL		Monthly Admin Transfer December 2021	4,583.34		-8,156.67
General Journal	12/17/2021	AL		Transfer to General Fund	7,885.52		-271.15
Total 52712 · Due to Gen Fund					22,956.37	22,086.67	-271.15
53900 · Unrestricted Net Assets							-2,168,291.05
Total 53900 · Unrestricted Net Assets							-2,168,291.05
55000 · Taxes & Franchise Fees							0.00
55400 · Sales Tax							0.00
General Journal	10/06/2021	AL		To accrue sales tax revenue rec'd 10/21 - 25% of sales tax in GOF		68,690.66	-68,690.66
General Journal	11/16/2021	AL		To accrue sales tax revenue rec'd 11/21 - 25% of sales tax in GOF		135,240.02	-203,930.68
General Journal	12/09/2021	AL		To accrue sales tax revenue rec'd 12/21 - 25% of sales tax in GOF		72,239.44	-276,170.12
Total 55400 · Sales Tax					0.00	276,170.12	-276,170.12
Total 55000 · Taxes & Franchise Fees					0.00	276,170.12	-276,170.12
55300 · Other Revenues							0.00
55391 · Interest Income							0.00
General Journal	10/31/2021	AL		Interest on Checking - October 2021		44.38	-44.38
General Journal	10/31/2021	Int		Interest on Texpool		12.93	-57.31
General Journal	10/31/2021	Int		Interest on Texpool		6.31	-63.62
General Journal	10/31/2021	Int		Interest on Texpool		5.99	-69.61
General Journal	11/30/2021	Int		Interest on Texpool		16.46	-86.07
General Journal	11/30/2021	Int		Interest on Texpool		3.53	-89.60
General Journal	11/30/2021	Int		Interest on Texpool		6.23	-95.83
General Journal	11/30/2021	AL		Interest on Checking - November 2021		44.83	-140.66
General Journal	12/31/2021	AL		Interest on Checking - December 2021		44.95	-185.61
General Journal	12/31/2021	Int		Interest on Texpool		16.29	-201.90
General Journal	12/31/2021	Int		Interest on Texpool		4.10	-206.00

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General Journal	12/31/2021	Int		Interest on Texpool		6.38	-212.38
Total 55391 · Interest Income					0.00	212.38	-212.38
Total 55300 · Other Revenues					0.00	212.38	-212.38
56000 · Pub Infrastructure - Category I							0.00
56000.6 · Downtown Dev Improvements							0.00
Bill	10/01/2021	35883	JK Graphics, Inc.	Inv 35883 - Spiral Bank Booklets	31.50		31.50
Bill	10/31/2021	9399	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9362	787.50		819.00
Bill	11/30/2021	9505	Gunda Corporation	Downtown Design & Streetscape Improvements Plan - Invoice 9505	2,747.05		3,566.05
Total 56000.6 · Downtown Dev Improvements					3,566.05	0.00	3,566.05
Total 56000 · Pub Infrastructure - Category I					3,566.05	0.00	3,566.05
56001 · Business Dev & Ret -Category II							0.00
56001.8 · Sales Tax Reimbursement							0.00
General Journal	10/06/2021	AL	The Kroger Co.	To accrue Monthly Transfer to Texpool Reimbursement Account for Sales Tax Payable in 2021	20,833.33		20,833.33
General Journal	11/03/2021	AL	The Kroger Co.	To accrue Monthly Transfer to Texpool Reimbursement Account for Sales Tax Payable in 2021	20,833.33		41,666.66
General Journal	12/08/2021	AL	The Kroger Co.	To accrue Monthly Transfer to Texpool Reimbursement Account for Sales Tax Payable in 2021	20,833.34		62,500.00
Total 56001.8 · Sales Tax Reimbursement					62,500.00	0.00	62,500.00
Total 56001 · Business Dev & Ret -Category II					62,500.00	0.00	62,500.00
56002 · Quality of Life - Category III							0.00
56002.3 · Events							0.00
56100.5 · Light up Montgomery							0.00
Bill	11/03/2021	16L4-P176-VH9D	Amazon Capital Services, Inc	Santa's Sleigh Letterhead / Envelopes - Snow in Historic Montgomery TX	33.80		33.80
General Journal	11/30/2021	AL		Light Up the Park - Backpacks	1,151.51		1,185.31
Bill	11/30/2021	36053	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	250.00		1,435.31
Bill	12/01/2021	LUTP Santa	David P. Rice	Light up the Park - Santa	250.00		1,685.31
Bill	12/01/2021	1FD7-N7VG-D4C9	Amazon Capital Services, Inc	Supplies for Events - Green Elf Costume for Light up the Park	119.98		1,805.29
Bill	12/02/2021	1st Pl Light Pole	Julia Ford	First Place Light Pole - Light up the Park	75.00		1,880.29
Bill	12/02/2021	2nd Pl Light Pole	Amanda Mystric	Second Place Light Pole - Light up the Park	50.00		1,930.29
Bill	12/02/2021	3rd Pl Light Pole	Jeff and Lisa Waddell	Third Place Light Pole - Light up the Park	25.00		1,955.29
Bill	12/02/2021	1st Pl Residential	Lisa Martin	1st Place - Residential Lighting Contest	200.00		2,155.29
Bill	12/02/2021	2nd Pl Residential	Jennifer Olson	2nd Place Residential - Light up the Park	150.00		2,305.29
Bill	12/02/2021	3rd Pl Residential	Paul and Jennifer Brown	3rd Place Residential - Light up the Park	100.00		2,405.29
Bill	12/02/2021	1st Pl Commercial	Pizza Shack	First Place Commercial - Light up the Park	75.00		2,480.29
Bill	12/02/2021	2nd Pl Commercial	Hodge Podge Lodge	Second Place Commercial - Light up the Park	50.00		2,530.29
Bill	12/02/2021	3rd Pl Commercial	Skinner's Carpet	Third Place Commercial - Light up the Park	25.00		2,555.29
General Journal	12/15/2021	AL		Walmart - Supplies for Light up the Park	4.52		2,559.81
General Journal	12/15/2021	AL		Facebook Ads - Light up the Park	33.60		2,593.41
General Journal	12/15/2021	AL		Facebook Ads - Light up the Park	5.23		2,598.64
General Journal	12/16/2021	AL		Public Works Wages for Light up the Park	214.20		2,812.84
Total 56100.5 · Light up Montgomery					2,812.84	0.00	2,812.84
56100.8 · Christmas Parade							0.00
Bill	11/19/2021	1YJR-9Y6H-DFWN	Amazon Capital Services, Inc	Supplies for Events - Candy Cane Markers for Christmas Parade	39.99		39.99
General Journal	11/30/2021	AL		Home Depot Traffic Cones for Christmas Parade	1,017.00		1,056.99
General Journal	11/30/2021	AL		JDS Industries - Christmas Parade	162.50		1,219.49
General Journal	11/30/2021	AL		Amazon - Green Monster Santa Costume	114.90		1,334.39
Bill	11/30/2021	36053	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	352.00		1,686.39
Bill	12/03/2021	1G1R-3NG7-7QNX	Amazon Capital Services, Inc	Supplies for Events - Santa Suit for Christmas Parade	174.99		1,861.38
Bill	12/07/2021	Christmas Parade	Reed Edelman	Security - Christmas Parade 2021	180.00		2,041.38
Bill	12/07/2021	Christmas Parade	Jessica Edelman	Security - Christmas Parade 2021	180.00		2,221.38
Bill	12/07/2021	Christmas Parade	Marcus Bolden	Security - Christmas Parade 2021	180.00		2,401.38
Bill	12/07/2021	Christmas Parade	Chris Hoffmeyer	Security - Christmas Parade 2021	180.00		2,581.38

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	12/07/2021	Christmas Parade	Riley Zapf	Security - Christmas Parade 2021	180.00		2,761.38
Bill	12/07/2021	Christmas Parade	Kayvon Behravan	Security - Christmas Parade 2021	180.00		2,941.38
Bill	12/07/2021	Christmas Parade	Shane Towler	Security - Christmas Parade 2021	180.00		3,121.38
Bill	12/07/2021	Christmas Parade	Laci Seaton	Security - Christmas Parade 2021	180.00		3,301.38
Bill	12/07/2021	Christmas Parade	Joneatta Brown	Security - Christmas Parade 2021	180.00		3,481.38
Bill	12/07/2021	Christmas Parade	Justin Branch	Security - Christmas Parade 2021	180.00		3,661.38
Bill	12/07/2021	Christmas Parade	Greg Carleton	Security - Christmas Parade 2021	180.00		3,841.38
Bill	12/07/2021	Christmas Parade	Daniel Justice	Security - Christmas Parade 2021	180.00		4,021.38
Bill	12/07/2021	Christmas Parade	Mark Gallion	Security - Christmas Parade 2021	180.00		4,201.38
Bill	12/07/2021	Christmas Parade	Kevin Thompson	Security - Christmas Parade 2021	180.00		4,381.38
Bill	12/13/2021	Christmas Parade	Jason Smith	Security - Christmas Parade 2021	180.00		4,561.38
Bill	12/15/2021	Christmas Parade	Destinee Lister	Security - Christmas Parade 2021	180.00		4,741.38
General Journal	12/15/2021	AL		Facebook Ads - Christmas Parade	50.00		4,791.38
General Journal	12/16/2021	AL		Police Wages for Christmas Parade	1,517.12		6,308.50
General Journal	12/16/2021	AL		Public Works Wages for Christmas Parade	442.19		6,750.69
Bill	12/16/2021	1109860	NTS Mikedon, LLC	Detour Signs for Christmas Parade - Invoice 1109860	50.16		6,800.85
Total 56100.8 · Christmas Parade					6,800.85	0.00	6,800.85
56100.9 · Contests/Prizes							0.00
Bill	12/31/2021	December 2021	Amy Brown	Events Coordinator - December 2021	31.05		31.05
Total 56100.9 · Contests/Prizes					31.05	0.00	31.05
56100.A · Events - Equipment							0.00
General Journal	10/31/2021	AL		Events Equipment - Event Flyers	90.00		90.00
General Journal	11/30/2021	AL		Events Equipment - Event Flyers	90.00		180.00
Total 56100.A · Events - Equipment					180.00	0.00	180.00
56100.B · Montgomery Quilt Walk							0.00
Bill	10/06/2021	35953	JK Graphics, Inc.	Inv 35953 - Graphics for Quilt Walk - Signs	171.00		171.00
Total 56100.B · Montgomery Quilt Walk					171.00	0.00	171.00
56100.D · Movie Night							0.00
General Journal	11/30/2021	AL		Facebook Ads - Movie Night	6.80		6.80
Bill	12/09/2021	003120727	Swank Motion Pictures, Inc.	Movie Night - Polar Express - Invoice 003120727	325.00		331.80
Total 56100.D · Movie Night					331.80	0.00	331.80
56100.F · Pet Parade							0.00
Bill	11/05/2021	Pet Parade 2021	Abel Aguirre	Pet Parade Security 2021 - Abel Aguirre	180.00		180.00
Bill	11/05/2021	Pet Parade 2021	Jacob McRae	Pet Parade Security 2021- Jacob McRae	180.00		360.00
Bill	11/05/2021	Pet Parade 2021	Kyle Hensley	Pet Parade Security 2021 - Kyle Hensley	180.00		540.00
Bill	11/05/2021	Pet Parade 2021	Joe Belmares	Pet Parade Security 2021 - Joe Belmares	180.00		720.00
Bill	11/05/2021	Pet Parade 2021	Trent Lozano	Pet Parade Security 2021- Trent Lozano	180.00		900.00
Bill	11/12/2021	Inv 11376026	McCoy's Building Supply	EMT Conduit Pet Parade - Invoice 11376026	7.99		907.99
Bill	11/16/2021	Pet Parade DJ	Kevin Smith	DJ for Pet Parade	250.00		1,157.99
General Journal	11/30/2021	AL		Facebook Ads - Pet Parade	22.20		1,180.19
Bill	11/30/2021	November 2021	Amy Brown	Events Coordinator - November 2021	111.48		1,291.67
General Journal	12/15/2021	AL		Facebook Ads - Pet Parade	52.80		1,344.47
Total 56100.F · Pet Parade					1,344.47	0.00	1,344.47
56100.G · Montgomery Fall Festival							0.00
Bill	10/06/2021	Fall Festival 2021	Charlie Diggs Entertainment	Montgomery Fall Festival - Charlie Diggs	8,000.00		8,000.00
Total 56100.G · Montgomery Fall Festival					8,000.00	0.00	8,000.00
56100.H · Snow in Historic Montgomery TX							0.00
Bill	10/14/2021	19KM-MWVC-CQX3	Amazon Capital Services, Inc	Supplies for Events - Wristbands for Snow in Historic Montgomery	16.99		16.99

City of Montgomery - MEDC
General Ledger
 As of December 31, 2021

01/11/22

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	10/15/2021	1DCM-1WRD-KYV9	Amazon Capital Services, Inc	Supplies for Events - Toys for Snow in Historic Montgomery	49.98		66.97
General Journal	11/30/2021	AL		Bass Pro Shops - Snow Disc's for Snow Hill	202.25		269.22
General Journal	11/30/2021	AL		Etsy - Snow In Historic Montgomery	478.07		747.29
Bill	11/30/2021	November 2021	Amy Brown	Events Coordinator - November 2021	155.87		903.16
Bill	11/30/2021	36053	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	40.00		943.16
Bill	12/06/2021	MEDC Snow Party	Home Depot	Barriers for Snow Party - Invoice 2021217	204.00		1,147.16
Bill	12/07/2021	Snow Party Photos	Sterling Regard Photography	Photography - Snow in Historic Montgomery TX	200.00		1,347.16
Bill	12/09/2021	121121COM2	Ice Express	Ice for Snow in Historic Montgomery TX	11,399.99		12,747.15
Bill	12/11/2021	Snow Party DJ	Kevin Smith	DJ for Snow Party	225.00		12,972.15
General Journal	12/15/2021	AL		Facebook Ads - Snow In Historic Montgomery TX	88.60		13,060.75
General Journal	12/15/2021	AL		Facebook Ads - Snow In Historic Montgomery TX	11.40		13,072.15
General Journal	12/16/2021	AL		Public Works Wages for Snow in Historic Montgomery TX	484.82		13,556.97
Bill	12/28/2021	0552490050	Honey Bucket	Portable Restrooms - MEDC Snow Party	533.00		14,089.97
Total 56100.H · Snow in Historic Montgomery TX					14,089.97	0.00	14,089.97
56100.K · Trick or Treat Historic Mont.							0.00
Bill	10/28/2021	Trick or Treat 2021	Melissa Griffin	Trick or Treat Historic Montgomery 2021 - Melissa Griffin	180.00		180.00
General Journal	10/28/2021	AL		Wages - Larry Evans	180.00		360.00
Bill	10/28/2021	Trick or Treat 2021	Abel Aguirre	Trick or Treat Historic Montgomery 2021 - Abel Aguirre	180.00		540.00
Bill	10/28/2021	Trick or Treat 2021	Trent Lozano	Trick or Treat Historic Montgomery 2021- Trent Lozano	180.00		720.00
Bill	10/30/2021	Trick Or Treat DJ	Kevin Smith	DJ for Trick or Treat Historic Montgomery	150.00		870.00
Bill	11/04/2021	Trick or Treat	Dani Plagens	Trick or Treat Photographer - 11/13/2021	200.00		1,070.00
Bill	11/05/2021	Pet Parade 2021	Melissa Griffin	Pet Parade Security 2021 - Melissa Griffin	180.00		1,250.00
General Journal	11/30/2021	AL		VistaPrint - Trick or Treat Historic Montgomery	116.08		1,366.08
General Journal	11/30/2021	AL		Facebook Ads - Trick or Treat Historic Montgomery	75.00		1,441.08
Total 56100.K · Trick or Treat Historic Mont.					1,441.08	0.00	1,441.08
Total 56002.3 · Events					35,203.06	0.00	35,203.06
Total 56002 · Quality of Life - Category III					35,203.06	0.00	35,203.06
56003 · Marketing & Tourism-Category IV							0.00
56003.C · Website							0.00
General Journal	11/30/2021	AL		Ancestry.com - Website	105.34		105.34
General Journal	11/30/2021	AL		MapMe - Website	470.40		575.74
General Journal	11/30/2021	AL		MapMe - Website	209.60		785.34
Total 56003.C · Website					785.34	0.00	785.34
56003.F · Social Media Advertising							0.00
Bill	11/03/2021	16L4-P176-VH9D	Amazon Capital Services, Inc	Pajamas for Snow in Historic Montgomery	45.00		45.00
General Journal	11/30/2021	AL		Facebook Ads - Regular Social Media	75.00		120.00
General Journal	12/15/2021	AL		Facebook Ads - Regular Social Media	25.00		145.00
Total 56003.F · Social Media Advertising					145.00	0.00	145.00
56003 · Marketing & Tourism-Category IV - Other							0.00
General Journal	11/30/2021	AL		Marketing - Backpacks	383.84		383.84
Total 56003 · Marketing & Tourism-Category IV - Other					383.84	0.00	383.84
Total 56003 · Marketing & Tourism-Category IV					1,314.18	0.00	1,314.18
56004 · Administration - Category V							0.00
56004.1 · Admin Transfers to Gen Fund							0.00
General Journal	10/07/2021	AL		To accrue Monthly Admin transfer - October 2021	4,583.33		4,583.33
General Journal	11/03/2021	AL		To accrue Monthly Admin transfer - November 2021	4,583.33		9,166.66
General Journal	12/03/2021	AL		To accrue Monthly Admin transfer - December 2021	4,583.34		13,750.00

City of Montgomery - MEDC
General Ledger
 As of December 31, 2021

01/11/22

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 56004.1 · Admin Transfers to Gen Fund					13,750.00	0.00	13,750.00
56004.3 · Miscellaneous Expenses							0.00
General Journal	11/30/2021	AL		Jim's Hardware - Entry Knob	29.99		29.99
Total 56004.3 · Miscellaneous Expenses					29.99	0.00	29.99
56004.6 · Consulting (Professional servi)							0.00
Bill	10/31/2021	October 2021	Amy Brown	Events Coordinator - October 2021	1,500.00		1,500.00
Bill	10/31/2021	Social Media Service	Rebecca Huss	Reimbursement of Expense - Social Media Services	1,500.00		3,000.00
Bill	11/30/2021	November 2021	Amy Brown	Events Coordinator - November 2021	2,250.00		5,250.00
Bill	11/30/2021	Social Media Service	Rebecca Huss	Reimbursement of Expense - Social Media Services	1,500.00		6,750.00
Bill	12/31/2021	December 2021	Amy Brown	Events Coordinator - December 2021	3,000.00		9,750.00
Bill	12/31/2021	Social Media Service	Rebecca Huss	Reimbursement of Expense - Social Media Services	1,500.00		11,250.00
Total 56004.6 · Consulting (Professional servi)					11,250.00	0.00	11,250.00
56004.7 · Travel & Training Expenses							0.00
Bill	11/16/2021	HGAC BOD Meeting	Byron Sanford	Reimbursement - HGAC Board of Directors Meeting	93.19		93.19
General Journal	11/30/2021	AL		TEDC Membership - MEDC	525.00		618.19
Bill	11/30/2021	November 2021	Amy Brown	Events Coordinator - November 2021	7.79		625.98
General Journal	12/10/2021	AL		Byron Sanford - HGAC Seminar	81.71		707.69
Bill	12/31/2021	December 2021	Amy Brown	Events Coordinator - December 2021	26.26		733.95
Total 56004.7 · Travel & Training Expenses					733.95	0.00	733.95
Total 56004 · Administration - Category V					25,763.94	0.00	25,763.94
TOTAL					1,083,118.85	1,083,118.85	0.00

City of Montgomery - MEDC
Balance Sheet

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
51100 · MEDC Checking	1,303,578.26
51300 · Time Depositsl-MEDC	525,673.07
51301 · Texpool Reimbursement Acct	113,952.65
51302 · Texpool - Downtown	200,024.44
Total Checking/Savings	2,143,228.42
Other Current Assets	
51150 · Accounts Receivable Audit	407,861.36
51171 · Due From Gen Fund	5,177.00
Total Other Current Assets	413,038.36
Total Current Assets	2,556,266.78
TOTAL ASSETS	2,556,266.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52000 · Accounts Payable	10,752.18
52001 · Accounts Payable Audit	246,166.66
Total Accounts Payable	256,918.84
Other Current Liabilities	
52710 · Due to Utility Fund	90.00
52712 · Due to Gen Fund	5,145.48
Total Other Current Liabilities	5,235.48
Total Current Liabilities	262,154.32
Total Liabilities	262,154.32
Equity	
53900 · Unrestricted Net Assets	2,168,291.05
Net Income	125,821.41
Total Equity	2,294,112.46
TOTAL LIABILITIES & EQUITY	2,556,266.78

City of Montgomery - MEDC
Balance Sheet

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
51100 · MEDC Checking	1,332,607.18
51300 · Time Deposits-MEDC	504,856.02
51301 · Texpool Reimbursement Acct	134,790.09
51302 · Texpool - Downtown	200,030.82
Total Checking/Savings	2,172,284.11
Other Current Assets	
51150 · Accounts Receivable Audit	407,861.36
51171 · Due From Gen Fund	5,177.00
Total Other Current Assets	413,038.36
Total Current Assets	2,585,322.47
TOTAL ASSETS	2,585,322.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52000 · Accounts Payable	1,725.00
52001 · Accounts Payable Audit	267,000.00
Total Accounts Payable	268,725.00
Other Current Liabilities	
52712 · Due to Gen Fund	296.77
Total Other Current Liabilities	296.77
Total Current Liabilities	269,021.77
Total Liabilities	269,021.77
Equity	
53900 · Unrestricted Net Assets	2,168,291.05
Net Income	148,009.65
Total Equity	2,316,300.70
TOTAL LIABILITIES & EQUITY	2,585,322.47

MEDC Meeting	01/17/2022
Event Coordinator Agenda Report	

EVENT GUIDE FOLDER

In an attempt to create structure for the event process, I have created a folder to hand out to event organizers when they approach the city for information on requirements and/or guidance. In the past, these calls would be directed to either the City Secretary, the Police Department or the front desk. There was little to no consistency on information given. At times, conflicting information was handed out by the different departments.

I took the current City ordinances and created an Events Guide to explain the process, the terms used, code requirements as well as Standard Practices which were created in conjunction with the Police Department to ensure security as well as address issues which we have seen in the past (ie. Property owner complaints, miscommunications, etc.)

The page on the inside cover is a welcome letter to introduce myself and my business card to provide contact information. The goal is to have all communication directed to one person. To have one central hub of communication between the event organizers and the various related city departments.

Behind the Events Guide, inside the back cover, are all of the documents an event organizer may need to provide in order to put on an event in the city. Not all documents apply to every event, but they are all in one place and can be easily accessed. Most are also available on the city website, but until I get the events webpage updated, they are not all in one location.

The more organized and streamlined I can make the event process, the less time is needed addressing confusion with event organizers, City Hall and it's various departments.

2022 EVENT CALENDAR

I have also included the current calendar of events for 2022. This calendar shows all of the internal and external events we are expecting for the year. I currently have two additional external events being discussed which are not at a point where I'm ready to add them to the calendar.

The colored areas mark the expected time required to organize the events. Some events, such as the Christmas Parade, will take longer to organize than other events, such as the Water Party. This is not exact, but a fairly accurate guide. A large event will need at least four to six months to plan. I have already been in discussions on the next Christmas Parade, and certain items will need to be planned out before the calendar's August start time (ie. Route, schedule,

making reservations, etc.). Other large events will have similar issues that will need addressing before the scheduled planning time.

External events are on the calendar because they need a minimum of 60-days in which to begin discussions with event organizers on locations, permits, scheduling, required documents, etc. These events take many phone calls, meetings, and emails with the event organizer, the Public Works Department and Officer Lozano from the police department.

FORMS/APPLICATIONS

Another area I have been addressing is updating the reservation and application forms used by the city. There are a few issues with the current forms:

- Some forms are not as concise and they could be. Some don't ask for important information. Some have not been updated as city code was changed or updated.
- Different event forms go to different departments (ie. Community Center reservation forms go to the front desk, vendor forms go to the City Secretary, event forms are often sent to the Police Department).
- Some forms simply do not exist (ie. There is no form to reserve Fernland Park. People are told by Fernland to contact the Public Works Department. No form is available to let City Hall know if the park is reserved or not).

Forms are another type of communication and also need to have one central hub to make sure everyone is on the same page.

CONCLUSION

My goal is to make the events process orderly and standardized to avoid confusion. Of course, each event is unique, but once we have a list of expectations, rules and requirements in place, that will be the foundation we can work from to help the event organizers create their events.

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Review of MEDC December Christmas events and consideration of reassigning excess funds remaining from these events.

Recommendation

Review the event reports and consider redesignating remaining funds back into the MEDC Annual Budget.

Discussion

Attached are brief financial summaries for three of the December Christmas events funded by the MEDC. Each event was operated under the amount that was budgeted by the MEDC for those events.

<u>Event</u>	<u>Remaining Budget Amount</u>
Light Up the Park	\$1,151.01
Christmas Parade	\$3,199.15
Snow Party	\$5,632.31
Total	\$9,982.47

Approved By

City Administrator	Richard Tramm	Date: January 13, 2022

Light Up the Park
December 4, 2021

Event synopsis - Around 120 families participated in this event (with significantly larger total number of photos with Santa). It included music from Fellowship of Montgomery, lots of volunteers from MHS National Honor Society, cookie donations from Chick-fil-A, backpack giveaways and letters to Santa. This year, we used the QR Code from Beaconstac (121 scans on the 4th) to direct people to sign up for their spot in line via a MailChimp form. At the end of this process, we have the email addresses and cell phone numbers of the participants in this event, which will be valuable for contacting our "customers" in the future. Obviously, the other benefit was that there was a very short actual line to see Santa which most parents and ALL of the children appreciated!

The gross expense of this event was approximately \$2,850, which was primarily awards for the lighting winners and the backpack giveaways. There were revenues of \$275 for a net expense of \$2,575 versus a budget of \$4,000.

Date	Name	Memo	Amount
11/03/2021	Amazon Capital Services, Inc	Santa's Sleigh Letterhead / Envelopes - Light up the Park	33.80
11/30/2021		Light Up the Park - Backpacks	1,151.51
11/30/2021	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	250.00
11/30/2021		Facebook Ad's - Light Up the Park	38.83
11/30/2021		Walmart - Supplies for Light Up the Park	4.52
12/01/2021	David P. Rice	Light up the Park - Santa	250.00
12/01/2021	Amazon Capital Services, Inc	Supplies for Events - Green Elf Costume for Light up the Park	119.98
12/02/2021	Julia Ford	First Place Light Pole - Light up the Park	75.00
12/02/2021	Amanda Mystric	Second Place Light Pole - Light up the Park	50.00
12/02/2021	Jeff and Lisa Waddell	Third Place Light Pole - Light up the Park	25.00
12/02/2021	Lisa Martin	1st Place - Residential Lighting Contest	200.00
12/02/2021	Jennifer Olson	2nd Place Residential - Light up the Park	150.00
12/02/2021	Paul and Jennifer Brown	3rd Place Residential - Light up the Park	100.00
12/02/2021	Pizza Shack	First Place Commercial - Light up the Park	75.00
12/02/2021	Hodge Podge Lodge	Second Place Commercial - Light up the Park	50.00
12/02/2021	Skinner's Carpet	Third Place Commercial - Light up the Park	25.00
12/16/2021		Public Works Wages for Light up the Park	214.20
12/31/2021		Facebook Ad's - Light Up the Park	36.15
			<u>2,848.99</u>
			<u>2,848.99</u>
			<u>2,848.99</u>

Montgomery Christmas Parade

The Montgomery Christmas Parade was at least twice the size as last year's event with around 1,800 participants. There were thousands more lining the route, making this far and away the largest Christmas in Historic Montgomery yet. Organizationally, there are some things that are being looked at for improvement including the parking situation and the line-up logistics. However, the event time worked well, and it is again planned for 10am on the second Saturday in December for next year.

Expenses of around \$6,800 came in less than budgeted (\$10,000) because the expected large ticket item purchase was never identified. The expenses were offset by \$2,635 in revenues from entry fees for the parade. The entry fees have a sliding scale that increases as the time gets closer to the deadline to encourage people to turn in their entries early. It is important for the City's planning purposes to understand the size and nature of the parade participants, so the fee structure is a key part of that. The fees also help offset the security costs that are necessary to ensure safety during such a large event (\$4,400).

Date	Name	Memo	Amount
11/19/2021	Amazon Capital Services, Inc	Supplies for Events - Candy Cane Markers for Christmas Parade	39.99
11/30/2021		Home Depot Traffic Cones for Christmas Parade	1,017.00
11/30/2021		JDS Industries - Christmas Parade	162.50
11/30/2021		Amazon - Green Monster Santa Costume	114.90
11/30/2021	JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	352.00
11/30/2021		Facebook Ads - Christmas Parade	50.00
12/03/2021	Amazon Capital Services, Inc	Supplies for Events - Santa Suit for Christmas Parade	174.99
12/07/2021	Reed Edelman	Security - Christmas Parade 2021	180.00
12/07/2021	Jessica Edelman	Security - Christmas Parade 2021	180.00
12/07/2021	Marcus Bolden	Security - Christmas Parade 2021	180.00
12/07/2021	Chris Hoffmeyer	Security - Christmas Parade 2021	180.00
12/07/2021	Riley Zapf	Security - Christmas Parade 2021	180.00
12/07/2021	Kayvon Behravan	Security - Christmas Parade 2021	180.00
12/07/2021	Shane Towler	Security - Christmas Parade 2021	180.00
12/07/2021	Laci Seaton	Security - Christmas Parade 2021	180.00
12/07/2021	Joneatta Brown	Security - Christmas Parade 2021	180.00
12/07/2021	Justin Branch	Security - Christmas Parade 2021	180.00
12/07/2021	Greg Carleton	Security - Christmas Parade 2021	180.00
12/07/2021	Daniel Justice	Security - Christmas Parade 2021	180.00
12/07/2021	Mark Gallion	Security - Christmas Parade 2021	180.00
12/07/2021	Kevin Thompson	Security - Christmas Parade 2021	180.00
12/13/2021	Jason Smith	Security - Christmas Parade 2021	180.00
12/15/2021	Destinee Lister	Security - Christmas Parade 2021	180.00
12/16/2021		Police Wages for Christmas Parade	1,517.12
12/16/2021		Public Works Wages for Christmas Parade	442.19
12/16/2021	NTS Mikedon, LLC	Detour Signs for Christmas Parade - Invoice 1109860	50.16
			<u>6,800.85</u>

Montgomery Snow Party

The Montgomery Snow Party was a new event that was added to the slate this year. It was very popular, with a little over 300 scans registered by Beaconstac. For this event, our QR code went to a Jotform liability waiver form. This eliminated the need for paper waivers, makes it easier for us to keep track of signatures (if we even need to use the waivers to protect the City), and gives us contact information that we exported into MailChimp and expanded our ability to directly contact our customers without relying on Facebook algorithms. The event was a lot of fun with a DJ, hot chocolate and coffee food truck, and snow that lasted all day.

The largest expense for this event was definitely the snow - over 40,000lbs of ice cost a little over \$10,000 for a total cost of \$14,370 vs a budget of \$20,000.

Name	Memo	Amount
Amazon Capital Services, Inc	Supplies for Events - Wristbands for Snow in Historic Montgomery	16.99
Amazon Capital Services, Inc	Supplies for Events - Toys for Snow in Historic Montgomery	49.98
	Bass Pro Shops - Snow Disc's for Snow Hill	202.25
	Etsy - Snow In Historic Montgomery	478.07
Amy Brown	Vista Print Banner - Snow Party	155.87
JK Graphics, Inc.	Inv 36053 - Graphics for Events - Signs (LUTP) ; (Christmas Parade) ; (Snow Party)	40.00
Home Depot	Barriers for Snow Party - Invoice 2021217	204.00
Sterling Regard Photography	Photography - Snow in Historic Montgomery TX	200.00
Ice Express	Ice for Snow in Historic Montgomery TX	11,399.99
Kevin Smith	DJ for Snow Party	225.00
	Facebook Ads - Snow In Historic Montgomery TX	88.60
	Facebook Ads - Snow In Historic Montgomery TX	11.40
	Public Works Wages for Snow in Historic Montgomery TX	484.82
Honey Bucket	Portable Restrooms - MEDC Snow Party	533.00
	Facebook Ads - Snow In Historic Montgomery TX	25.00
	JotForm - Snow In Historic Montgomery TX	252.72
		<u>14,367.69</u>

Montgomery MEDC
AGENDA REPORT

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Check presentation and report from Charlie Diggs Entertainment from MEDC sponsorship of Montgomery Fall Festival.

Recommendation

No formal action should be needed.

Discussion

Mr. Diggs will be attending to provide a brief report to the MEDC on the Montgomery Fall Festival, a Charlie Diggs Entertainment event that was sponsored by the MEDC.

One element of the MEDC sponsorship was that a portion of the ticket sales proceeds would be returned to the MEDC, which was the first time the MEDC had used this type of sponsorship that can be used as a model for future events. Part of their report will be to provide a check to the MEDC as the final part of that agreement.

Approved By

City Administrator	Richard Tramm	Date: January 13, 2022

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Consideration and possible action for MEDC to sponsor Charlie Diggs Entertainment Montgomery Music & Mudbugs Festival on March 26, 2022, in Montgomery.

Recommendation

Recommendation is to approve the draft agreement with Charlie Diggs Entertainment, including sponsorship of up to \$8,000.00 towards costs of medical personnel and event security, and including a return of funds to the MEDC based on ticket sales to the event.

Discussion

Charlie Diggs Entertainment is planning to hold their second annual Montgomery Music & Mudbugs Festival to be held March 26, 2022, on the eastern side of the City of Montgomery. We have discussed a sponsorship agreement between the MEDC and Charlie Diggs Entertainment for this event that includes a refund of funds to the MEDC based on ticket sales, like the Fall Festival agreement.

It is possible the attendance could be sufficient to cause the return of funds greater than the amount the MEDC pays to sponsor the event, if enough people attend the event. This would be our second use of such an agreement that includes a return to the MEDC.

Approved By

City Administrator	Richard Tramm	Date: January 13, 2022



**Montgomery Economic
Development Corporation**

Charlie Diggs Mudbugs and Music (2022) Contract

This is an agreement between Charlie Diggs Entertainment (CDE) and The Montgomery Economic Development Corporation (MEDC), and the City of Montgomery, Texas (City) for the purpose of street closures and security.

The MEDC and City agree to allow CDE to operate, organize, market and have use of certain portions of Clepper Street and CB Stewart Drive for a festival. The date of this festival shall be Saturday March 26, 2022. This agreement is for a one day/one-time festival.

Location/Barricades/Setup:

The location of the festival will include private property adjacent to Ransom's Steakhouse, with nearby property to be used for parking. Complete or partial street closures are needed on Clepper Street and CB Stewart Drive. Barricades will need to be in place the prior day (March 25, 2022) by CDE with the assistance of the City of Montgomery Public Works department. Maps and outlines will be communicated between Charlie Diggs Entertainment and the Public Works Department. The City, MEDC and CDE will all work to communicate the date, nature of the event and the closure information to all the businesses in the immediate area whose access may be limited by this event.

Barricades/fencing for the festival boundaries will be delivered to the festival site no later than Friday, March 25, 2022, by an outside vendor contracted by CDE. CDE will require the streets mentioned above to be closed to traffic starting at 10 pm on Friday, March 25, 2022. CDE will communicate with the Public Works Department and the MPD to successfully complete the street closures. Festival setup will begin setup on Saturday March 26, 2022, by 7 AM. Takedown and removal of barricades will be begin promptly at the end of the festival. The time allotment for this process is unknown at this time. This task will be the responsibility of CDE.

Payments/Refunds:

The MEDC has agreed to advance to Charlie Diggs Entertainment funds in the amount of \$8,000.00 to be used to contract security personnel, emergency medical teams and crowd control barricades. The advance of funds must be received no later than February 28, 2022. Charlie Diggs Entertainment's intent is to be able to return the MEDC's \$8,000.00 upon completion of a successful event. Such refund will be on the following basis.

Breakdown of reimbursement from CDE to MEDC:

For the first 2000 admission tickets sold, CDE will not need to refund MEDC.

For the next 1000 tickets sold (tickets 2001 – 3000), CDE will refund \$1.00 per ticket sold to MEDC.

For each ticket over 3,000 tickets sold, CDE will refund \$2.00 per ticket sold to MEDC.

(For example, if 5500 total tickets are sold, then CDE would refund \$6,000.00 to MEDC)

Additionally, CDE will provide the MEDC with 20 General Admission tickets that may be used for promotional purposes and 20 General Admission tickets for City staff whose work may have contributed to the event.

Security:

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

Purpose of Festival:

The MEDC’s goal of this festival is to promote and attract new residents, businesses, and economic development to the City of Montgomery. The MEDC agrees to allow CDE to advertise the community, festival, and several sites in the City and surrounding areas. CDE will utilize social media, radio, print and digital ads to achieve this goal. The City of Montgomery logo will be utilized on all advertising. However, it will be accompanied with the CDE name/logo. CDE will not allow any advertisers or sponsors of a dubious nature to be involved with the festival.

3rd Party Vendors:

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

All vendors providing a service to the public will be required to obtain and maintain the proper insurance and permits required by government agencies. Charlie Diggs Entertainment will assume responsibility and clean up if any 3rd party vendors dump illegally, including dumping of grease.

Trash Removal:

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

Awarding of funds raised:

Once CDE receives final accounting record from all sales, payables, all parties will mutually agree on a date for CDE to provide the reimbursement check to the MEDC. This may be a public and publicized event that may include the City of Montgomery Mayor, Council members, MEDC Directors, and CDE team. CDE will notify the City of Montgomery, MEDC, and have ready, a check to be presented within 20 business days.

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

MEDC President

Date

CHARLIE DIGGS ENTERTAINMENT

Charlie Diggs Entertainment Representative

Date

Montgomery MEDC
AGENDA REPORT

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Consideration and possible action to convert the contracted Event Coordinator position to a full-time staff position and amend the annual budget to fund the position.

Recommendation

Consider approval to convert the contracted Event Coordinator position to a full-time staff position and amend the annual budget to fund the position.

Discussion

This item was discussed at the November 2021 MEDC Meeting and was requested to brought back for this meeting with updated information after the November 2021 discussion. The attached job description represents the anticipated scope of duties for this position.

This position was created in June 2021 as a contracted position anticipating an average of 20-25 hours of work per week. Since that time the actual hours worked has averaged 44 hours per week. The primary reason for this difference looks to be the increasing number of events in the area beyond what had previously occurred. It was originally anticipated the contracted position might need to become a full-time staff position, but the need for this occurred quicker than I anticipated. A proposed job description is attached.

At the upper end of the stated salary range, this position would incur a cost of approximately \$40,000 for the remainder of the fiscal year, depending on the exact start date.

This position would be funded by a budget amendment to move \$9,000 from 56004.6 Consulting (Professional Services)—funds that would apply towards the contracted position from March 2022 – September 2022— and to also move \$31,000 in unallocated funds from 56002.3 Events. Both of those amounts (\$40,000 total) would be moved to 56004.1 Administrative Transfers to the General Fund, which is the category. The MEDC funded similar staff positions in this manner in the past. This will temporarily remove most of the remaining unallocated funds from the Events category, however those can be replenished as the MEDC receives surplus tax revenues or other income during the year.

Approved By

City Administrator	Richard Tramm	Date: January 14, 2022



Special Projects Manager

Exempt

Salary Range: \$55,000 to \$65,000 DOQ

Reports to: City Administrator

GENERAL PURPOSE:

The Special Projects Manager's primary function is to assist in the planning, implementation and coordination of economic development programs and goals of the City. This position will provide support to the Montgomery Economic Development Corporation's plan and ensure successful implementation of the MEDC's vision. This position is also responsible for more complex special projects as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Initiate, develop, manage and maintain programs that encourage retention and expansion of existing businesses and industries within the City. Develop and maintain a business retention program that includes face-to-face visits, database of local companies, acting as a business liaison between companies and City departments.
- Research and analysis of social, economic and other data for planning purposes.
- Conduct periodic reviews and essential research for the maintenance of department website, publish materials and social media content.
- Act as a liaison for regional and local organizations and associations.
- Assist with, and monitor, applications for events in the City and economic development projects.
- Schedule and coordinate meetings and events and work on special projects.
- Prepare reports referencing measurable goals, reporting standards and benchmarks aligned with the MEDC mission and objectives.
- Ensure the City is successful in efforts related to developing and maintaining strong working relationships with the Chamber of Commerce, developers, corporate leaders, business owners, public school officials, other regional and state economic development agencies and citizens.
- Represent the City and MEDC at certain events, as needed and assigned.
- Participate in the preparation of the MEDC annual budget.
- Oversee other functions related to Economic Development, special projects, as well as other employees as assigned.
- Management and oversight of completion of special projects as directed by the City Administrator.

Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Management, Planning, Economics, a closely related field or four (4) years of professional experience in Economic Development programs and activities.

Working knowledge of the following areas:

- Economic development, planning and marketing principles.
- Community and local geography.
- City licensing and permitting procedures.
- City budgeting policies.

JOB DESCRIPTION

Special Project Manager

- Research methodology.
- Local business and industries.
- Financial practices and procedures.

Additional Requirement:

- Valid Texas driver's license and acceptable driving record.

Required Skill in:

- Ability to cooperate with staff and the public.
- Ability to maintain a professional manner when dealing with the public.
- Ability to use office equipment, such as, copy machines, typewriters, computers, fax machines, etc.
- Ability to organize, prioritize and carry out office work with minimal supervision.
- Ability to plan, develop and coordinate economic development programs.
- Ability to supervise projects and others, as assigned.

Reasoning Abilities:

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, use tact and diplomacy in dealing with stressful situations.
- Ability to plan work and establish priorities.
- Ability to use good judgement and effectively problem-solve.
- Ability to organize time and resources.
- Ability to respond to complaints and grievances.
- Ability to prepare performance evaluations.

Language/Communication Skills:

- Ability to communicate effectively with other members of the staff, supervisor and the public.
- Ability to communicate effectively in both written and verbal form.

Mathematical Skills:

- Ability to perform basic mathematical calculations without the aid of a calculator.

Physical and Work Environment

The physical environment and the work environment described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job may include physical activities such as reaching, standing, walking, lifting, grasping, talking/listening, seeing/observing and performing repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception and the ability to adjust focus.
- This job is performed inside and outside of an office environment.

Work Environment:

- Repetitive activities (performance or the same physically demanding activity).
- Time pressure (frequent rush jobs, urgent deadlines, etc.).
- Working under distractions (telephone calls, emails, disturbances).
- Unpleasant social situations (necessity of dealing with upset individuals).
- Work occasional nights and weekends in addition to normal weekly hours (may include holidays).

Montgomery MEDC AGENDA REPORT

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Discussion and consideration of a Tax Increment Reinvestment Zone (TIRZ) as an economic development tool.

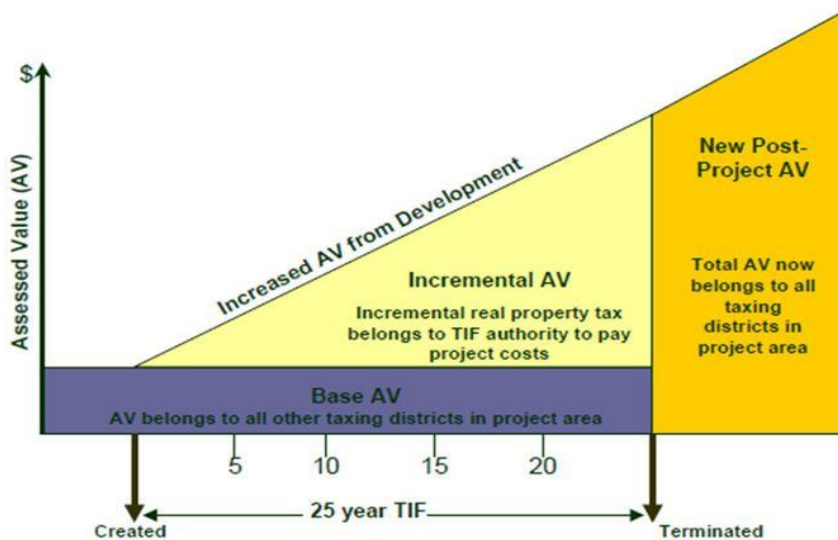
Recommendation

Discuss the item and consider forming a committee to continue discussion and bring recommendations back to the MEDC Board of Directors.

Discussion

At the November meeting, the option of using the TIRZ process to encourage development in Montgomery was discussed.

A TIRZ is a tax abatement tool that local governments can use to encourage growth and fund improvements within a defined area. The funding for this process is captured by the difference between the baseline value of ad valorem tax collected at beginning of the implementation of the TIRZ and the increase in ad valorem tax each year.



Montgomery MEDC AGENDA REPORT

This "captured value" only flows into the TIRZ funding mechanism from properties that are within the TIRZ. Flower Mound has a useful document about TIRZ for more information (<https://www.flower-mound.com/DocumentCenter/View/24418/Flower-Mound-TIRZ-FAQ>)

Originally, TIRZ were used to invest in public infrastructure by the taxing authority but more recently the majority of TIRZ have been intended to be used as reimbursement mechanisms. Cities like San Antonio and McKinney have created TIRZ, collected revenue, and developers have applied for fund reimbursement under terms set out by the TIRZ board (see application from McKinney - <https://www.mckinneytexas.org/DocumentCenter/View/29128/TIRZ-1-Application---162021?bidId=>)

Successful TIRZ also include more than one taxing authority - Montgomery County and Montgomery Independent School District have higher tax rates than the City and would be critical to get on board with any TIRZ that the City sets up.

MEDC does not collect any ad valorem revenue and cannot drive the TIRZ process. However, there is a great deal of work to do on the front end that MEDC could be involved with. Additionally, the cost is anticipated to be \$10-\$15,000, which the MEDC could choose to sponsor.

Suggested next steps: Form a committee to continue this process: propose TIRZ boundaries, propose project criteria, propose project reimbursement rates, etc. Report to MEDC at February meeting.

Additional resources can be found on the Texas Comptroller website at: <https://comptroller.texas.gov/economy/local/ch311/tirz-process.php>

Approved By		
City Administrator	Richard Tramm	Date: January 13, 2022

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Consideration of an economic development grant application from Heritage Place II for up to \$42,500.

Recommendation

Consider the request for approval.

Discussion

Please see the enclosed Economic Development Grant Application for this item.

Mr. Cheatham’s request is for up to \$42,500 of a total project cost of approximately \$85,000. This project includes significant change to landscaping and extended sidewalk space that matches what is currently in place in front of the Heritage II building immediately north of this space. The improved area will also include park-style benches.

I believe this would improve the visual esthetic of the 105 corridor and be a welcome part of the long-term plan to increase sidewalk capacity in this area.

If the MEDC Board is to approve this project, I would recommend the funds come from \$10,000 Economic Development Grants, \$10,000 Streets & Sidewalks, and up to \$22,500 from the excess revenues the MEDC has received in year-to-date income. (Revenues above projections for sales tax income are \$26, 170.12 as of December 31, 2021.)

Approved By

City Administrator	Richard Tramm	Date: January 13, 2022

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



Company Name: HERITAGE PLACE II			
Company Contact: CHRIS CHEATHAM		Title: OWNER	
Best Phone:		Alt. Phone:	
Email Address:			
Physical Address: 21300 EVA STREET, SUITE 210		City, State, Zip: MONTGOMERY, TEXAS 77356	
Mailing Address (if different): P.O. BOX 234		City, State, Zip: MONTGOMERY, TEXAS 77356	
Applicant's years of experience in this business: 25		How long has his business been located in Montgomery? 20 YEARS	
Do you own or lease this facility?		If leased, please provide owner information and a copy of lease agreement.	
<input checked="" type="checkbox"/> OWN <input type="checkbox"/> LEASE		Owner Name: _____ Owner Phone: _____	
Provide a detailed description of the proposed project as "Exhibit A" attached			
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)			\$ 85,000.00
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)			\$ 42,500.00
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")			\$
When will this project begin? ASAP		What is the estimated completion date? MARCH 1, 2022	
Attach all drawings of planned improvements as "Exhibit D"			
Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"			
If this project will employ Montgomery vendors, please supply details as "Exhibit F"			
Applicant's Signature: <u>Chris Cheatham</u> Title: <u>OWNER</u> Date: <u>12/14/21</u>			
OFFICE USE:			
Date Application Received: 12-15-2021	Date Presented to Board: 01-17-2022	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:

Exhibit A

Applicant desires to construct a landscape feature to the property located at 21300 Eva Street that will provide a sanctuary site and improved pedestrian movement along the Eva Street corridor between Houston and Pond Streets. The identified area will have extensive landscaping features, park benches, lighting and enhanced sidewalk access. Applicant will provide ongoing maintenance of the area.

Exhibit B

21300 Eva Street Landscape Construction Costs:

- Sidewalk improvements - \$29,700.00
- Electrical/Street Lamp - \$6,520.00
- Site Work - \$5,500.00
- Fire Hydrant relocation - \$8,100.00
- Finishes/Benches - \$6,500.00
- Landscape - \$19,862.00
- Construction Management - \$7,618.00







Material and Labor Proposal

Company: Cheatham Management
Project ID: HPII
Bid Date: October 7, 2021
Project Details: Below pricing is based on information provided by Cheatham Management and attached scope exhibit.
 We hereby submit estimates for the following.

Bid Item	SF Quantity	Unit Price	Total
Clay Unit Pavers - Supply and place 6" of compacted (1.5 Sack) stabilized sand. Supply and install Pine Hall 4" x 8" x 2-1/4" Full Range Rumbled pavers over 1" sand bed. Make all appropriate cuts, install standard joint sand, install reinforced concrete edge restraint at all exposed edges and compact to completion. Proposal includes using (7) pallets of existing pavers.	1,800	\$16.50	\$29,700.00
Total			\$29,700.00

A down payment of 50% (\$14,850) is required in order to proceed with this project.

Pricing is valid for (60) days.

Excavation to appropriate elevations (9") and haul off excluded.

Price includes material sales tax.

Pedestrian & traffic control by others.

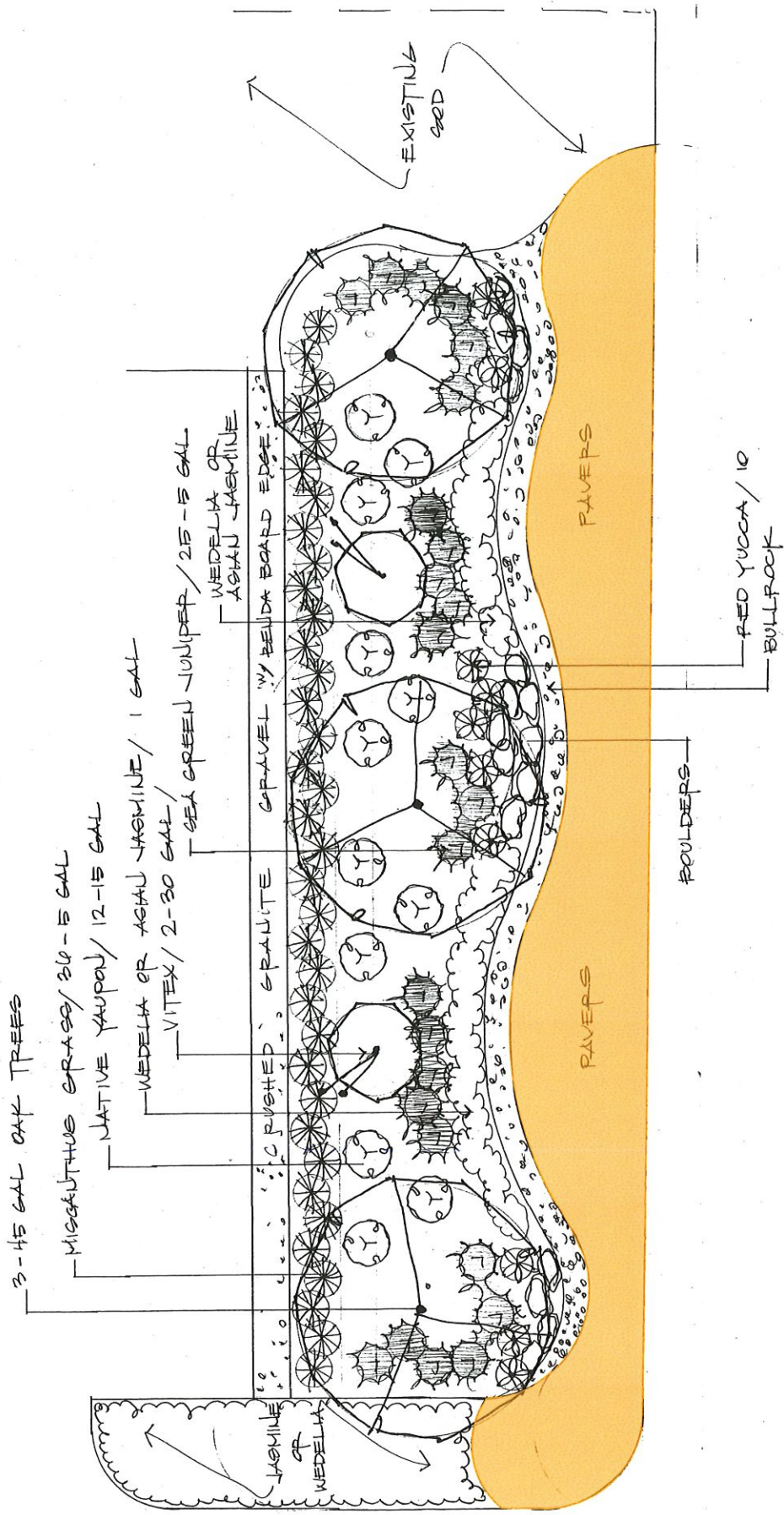
Accepted:

Name

Brent Brasseaux - Vice President

Title

Dani Herrera - Estimator



New Image
 scale 1/8" = 1'-0"

Lancaster Electric, LLC
 10990 Collier Cemetery Rd.
 Montgomery, TX 77316
 281-639-2022

Estimate

TECL# 19547
 Master# 80974

Date	Estimate #
9/7/2021	1790

Name / Address
Cheatham Management Street Light Attn: Chris

Project
Street light

Description	Qty	Rate	Total
A new street light on 105 matching existing - Includes: - Installation of conduit and wiring from existing pole light to new location on east corner of property - Concrete base - Street light as spec (light cost \$ 4,175) - Installation and wiring of pole - Ditchwork Labor and material Fixture cost \$ 4,175 Trencher \$ 475 Materials \$515 2 men a day \$ 1360		6,525.00	6,525.00
		Total	\$6,525.00

If this proposal is accepted, please sign, date and return. Signature _____

November 16, 2021
Mike Muckleroy
Public Works Director
City of Montgomery



Heritage Place #2 Fire Hydrant Relocation

Relocate existing fire hydrant at Heritage Place #2 \$8,100.00

(Using exiting hydrant relocate hydrant with TS&V, existing valve will be disposed of, and a cap installed on the existing tee. The site will need to be excavated the day prior to the TS&V being performed, remainder of work will be completed the same day as the TS&V)

Quotes includes parts and labor to install each tap as described per the TCEQ chapter 290 rules and regulations. Quote excludes permit, bond, engineer fees, steel plate rental, road bores, traffic control, bypassing, dewatering, landscape, concrete, meters, moving or bracing any existing utilities, labs, testing. Quote is good for 30 days.

Michael Williams
Vice President
H2O Innovation O&M

NEW IMAGE LANDSCAPING, INC.

PO BOX 9029
The Woodlands, TX. 77387

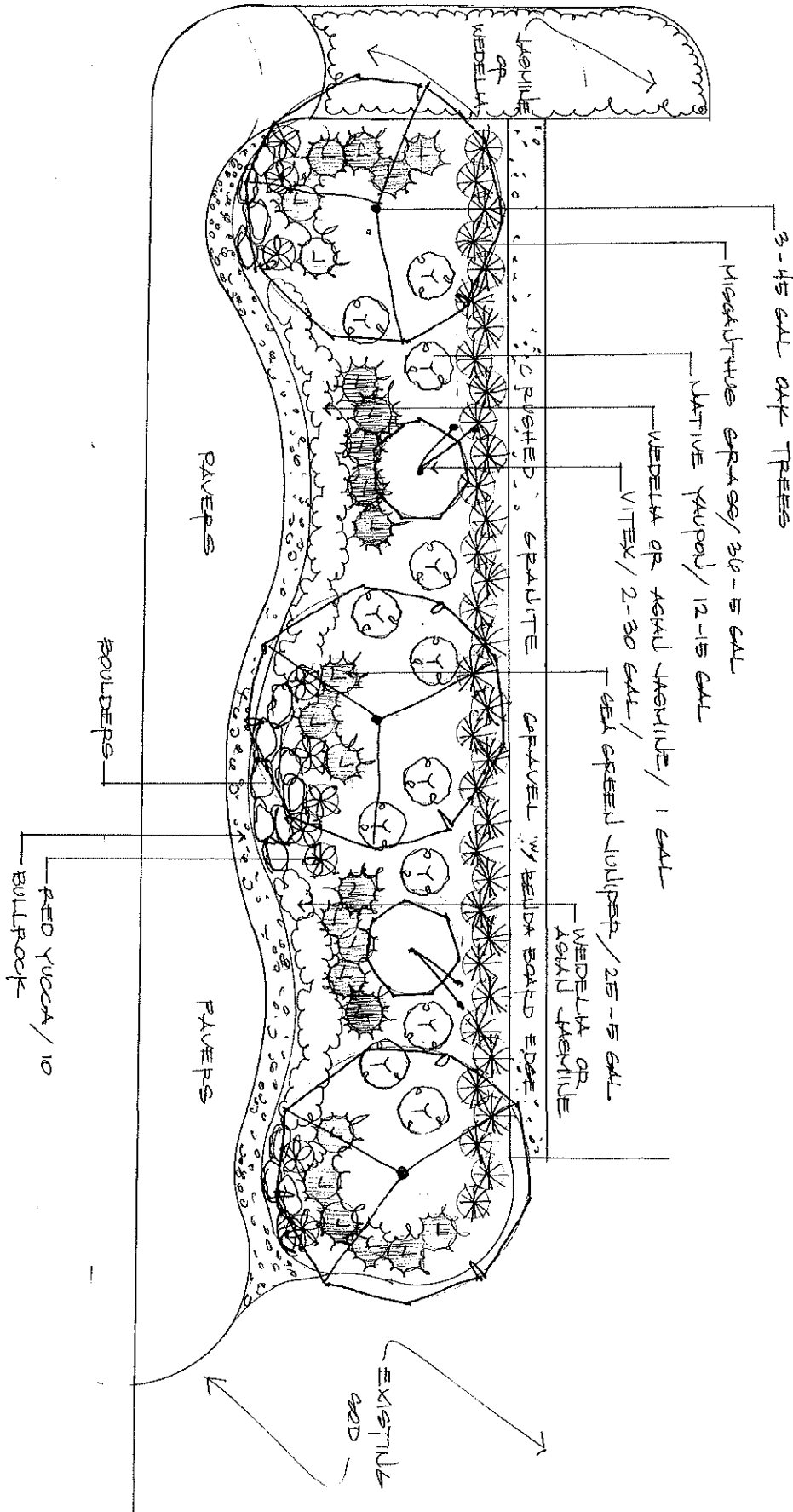
Proposal

DATE	INVOICE #
9/17/2021	3021

BILL TO
Cheatham Management, LLC Chris Cheatham PO Box 234 Montgomery, TX 77356 936-520-7598.

P.O. NO.	TERMS

DESCRIPTION	QTY	RATE	AMOUNT
HP II Park :			
45 Gallon Oaks	3	525.00	1,575.00T
30 Gallon Vitex	2	295.00	590.00T
15 Gallon Native Yaupon	12	95.00	1,140.00T
5 Gallon Miscanthus Grass	36	18.50	666.00T
5 Gallon Sea Green Juniper	25	18.50	462.50T
5 Gallon Red Yucca	10	24.50	245.00T
1 Gallon Asian Jasmine or Wedelia	200	4.25	850.00T
Yards of Soil Mix	48	34.00	1,632.00T
Yards of Hardwood Mulch	18	32.00	576.00T
Pallets of Boulders	5	375.00	1,875.00T
Yards of Granite Gravel with cloth barrier	4	115.00	460.00T
6" Benda Board - to border all beds, dry creekbed and crushed granite	19	84.50	1,605.50T
Yards of Bullrock with barrier cloth	5	115.00	575.00T
Irrigation System - 4 zones - could vary some after inspection of water and electrical source!		2,800.00	2,800.00
Labor - includes spraying and grading		3,800.00	3,800.00
Sales Tax		8.25%	1,010.79
		Total	\$19,862.79



New Image
 scale 1/8" = 1'-0"

Montgomery MEDC
AGENDA REPORT

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Consideration of participation in City of Montgomery Clepper Drive Sidewalk Project.

Recommendation

Consider approval of funds to apply towards the City of Montgomery’s project to add sidewalks along Clepper Drive.

Discussion





The MEDC has budgeted \$40,000 for Streets & Sidewalks in 56000.7. \$10,000 of that may be allocated to another sidewalk use in this meeting. The MEDC also has additional funds in 56000.6 Downtown Development Improvements.

The City is moving forward with adding sidewalks along Clepper Drive form the Historic Downtown area to the Fernland Park area at an initial estimated cost of \$285,000. These sidewalks are an important component of connecting local homes to the Historic Downtown area.

Approved By

City Administrator	Richard Tramm	Date: January 13, 2022

Legend

-  Proposed 6' ADA-Compliant Sidewalk and a Bio-swale Running Along the Sidewalk with Catch Basins
-  Existing Sidewalk
-  Future Potential Sidewalk
-  Proposed ADA-Compliant Curb Ramps

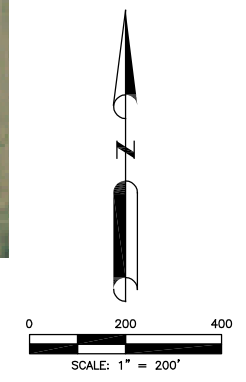


**CLEPPER DR SIDEWALK IMPROVEMENTS
CITY OF MONTGOMERY**



CONSULTING ENGINEERS

WARD, GETZ & ASSOCIATES, PLLC
TEXAS REGISTERED ENGINEERING FIRM F-9756
4526 Research Forest Dr., Suite 175
The Woodlands, Texas 77381
713.789.1900





Engineer's Cost Estimate
Clepper Dr Sidewalks
City of Montgomery
 12/8/2021

Item No.	Description		Unit	Unit Price	Cost	
1	Contractor Mobilization, Bonds, & Insurance	1	LS	\$ 5,000	\$ 5,000	
2	Clear and Grub Right-of-Way	1	LS	5,000	5,000	
3	4.5" Reinforced Concrete Paving (6-FT Sidewalk)	9,840	SF	8	79,000	
4	ADA Pedestrian Ramps	13	EA	1,800	23,000	
5	Type "A" Inlet (catch basin)	8	EA	5,000	40,000	
6	Toe-wall/curb	730	LF	40	29,000	
7	Bio-Swale	1,450	LF	4	6,000	
8	Pedestrian Signage	4	EA	400	2,000	
9	24" White Pavement Marking (Thermo)	272	LF	4	1,000	
10	Reinforced Filter Fabric Fence	1,900	LF	2	4,000	
11	Concrete Truck Washout Area	1	EA	1,000	1,000	
12	Traffic Control	1	LS	2,000	2,000	
13	Tree Protection	1	LS	3,000	3,000	
14	Site Restoration	1	LS	5,000	5,000	
					Construction Subtotal	\$ 205,000
					Contingencies (15%)	\$ 31,000
					Engineering	\$ 20,000
					Construction Phase Services	\$ 14,000
					Reimbursable Expenses (Surveying, Testing, Reproduction, Advertising)	\$ 15,000
					Total	\$ 285,000

Notes:

- 1 All values rounded up to the nearest thousand.
- 2 This estimate is based on my best judgement as a design professional familiar with the construction industry. We cannot and do not guarantee that bids will not vary from this cost estimate.



Development Report January 2022

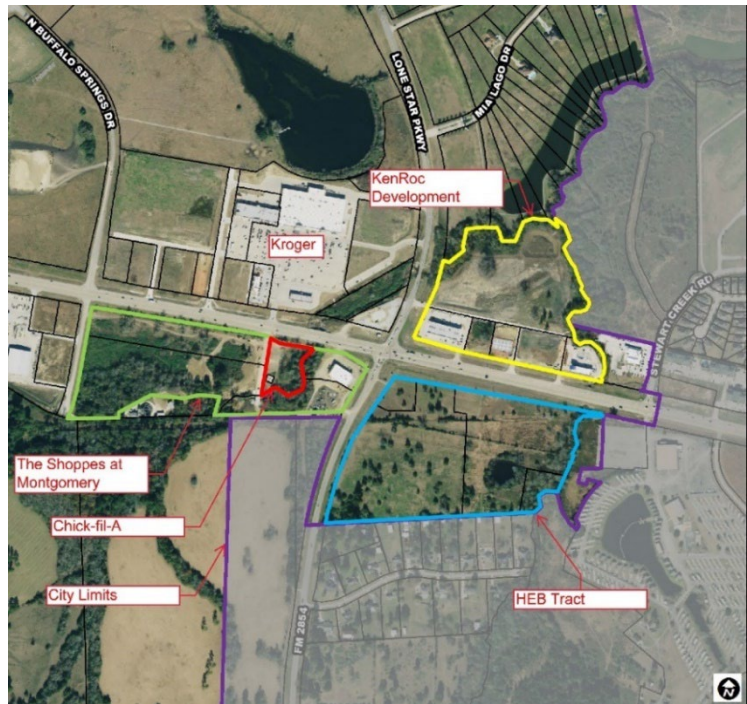
Richard Tramm, City Administrator
Dave McCorquodale, CPM, Assistant City Administrator and
Director of Planning & Development

The first month of 2022 continues the trend of high activity in residential and commercial markets. Residential lot inventory in the City is on the rise with additional homesites recently made available. New developments coming online this year will ensure attractive homesites remain available. Commercial construction activity continues within existing developments on the east end of the City. As the year progresses, we expect an increase in the pace and intensity of new development in the City and are prepared to meet the additional demand on City services.

Commercial Development

East End Commercial –

Construction on the east end of Montgomery continues at a steady pace. The 26-acre Shoppes at Montgomery is active with Panda Express now open. AutoZone is also open next to McCoy’s Building Supply. Several other prospective businesses are discussing locations on the east end of the City. We expect to announce them soon. Wendy’s restaurant and Batteries+Bulbs are now open near AT&T.



Central Business District & Historic Downtown –

No new activity to report.



Residential Development

Existing homesite inventory is available and several new residential subdivisions are under development in the City. 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.

- 39 new homes completed in 2021 (through December 31st)
- 17 new single-family home permits issued in November & December (75 in 2021)

Hills of Town Creek Subdivision – Near Montgomery High School on the west side of the City, this subdivision has 130 single-family homesites. Plans for a new 70-lot section have recently been submitted to the City for review. This new addition will include extending Emma’s Way through to Lone Star Parkway to accommodate additional traffic.

Town Creek Crossing – This addition to the Buffalo Springs Planned Development includes approximately 140 residential homesites and eight commercial reserves. Site work is substantially complete and home construction is currently underway.



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 (completed).
- Water Plant #3 (project underway).
- Lift Station #1 (completed).
- Lift Station #3 Sanitary Force Main Reroute (design complete; process on hold pending final reconciling of cost for above project to determine available funding)

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 identified flood-prevention projects to be implemented with the grant funds. The engineering design work is underway and the City was granted a time extension for the project completion due to the COVID-19 pandemic.

Minimum MUD Standards – During 2019 and 2020, the City considered a framework of standards for MUD's and other Special Purpose Districts in the City Limits and ETJ. As City staff explored establishing minimum MUD standards, it was realized that each situation would need to be considered according to its individual merits. This led to the creation of a set of statements/questions for the City to use in evaluating future special district creation requests. They are:

1. How does the proposed District benefit its residents? (available amenities, etc)
2. How does the proposed District benefit the broader community? (variety of housing options, possible improved commercial development)
3. How does the proposed District benefit the City? (fiscally responsible planning, collaborative relationships with developers).

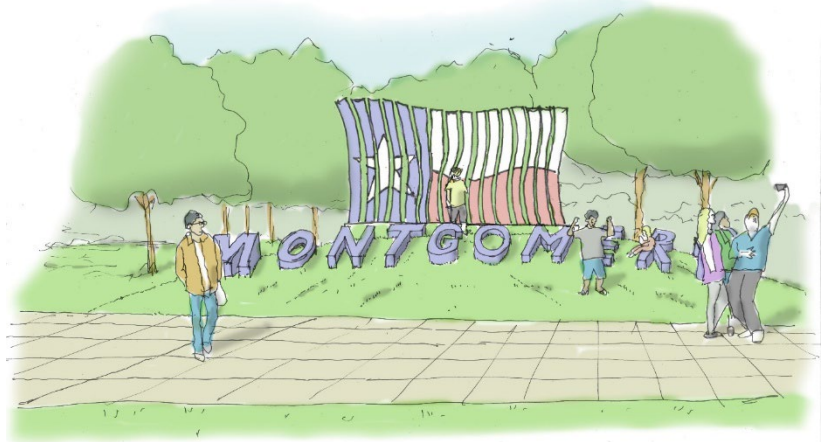
Transportation & Mobility – Several projects are underway to improve mobility in the City for both vehicular traffic and pedestrians.

- FM149 turn lane: The City has been working with TxDOT on a turn lane at the intersection of SH105 & FM149 since early 2019. The turn lane will serve northbound traffic on FM149 turning east on SH105. Work is expected to be completed within three months.
- TxDOT 2022 Safe Routes to School Call for Projects: The City submitted two grant applications last year for TxDOT’s program to improve pedestrian and bicycle facilities on or near TxDOT roads: one along Martin Luther King, Jr. Drive from FM149 to the City limits, and one connecting the downtown to the public library and Memory Park on Bessie Price Owens Drive. The City was not awarded either grant, though TxDOT has announced additional funding and we are watching for updates. In addition to this grant program, TxDOT offers a Safe Routes to School grant program that the City will submit projects for.
- TxDOT SH 105 Access Management Project: TxDOT plans to begin construction of raised medians in key locations between FM 2854 in Montgomery and I-45 in Conroe. This multi-year project will improve safety by reducing cross-traffic turning locations and providing dedicated single-direction turn lanes where the project study identified a need for them. More about the project can be found at: <https://www.txdot.gov/inside-txdot/projects/studies/houston/sh105-access.html>. Click on the Project Tracker to see project details. TxDOT has recently begun construction of a westbound-to-northbound turn lane from SH 105 to Lone Star Parkway and work appears to be approximately 50% complete.
- Clepper Street Sidewalk Project: The City and MEDC are moving forward with a sidewalk project to connect the historic downtown to Fernland Historical Park, the public library, and . Surveying work is expected to be completed this month. Progress updates will be provided as the project moves forward.

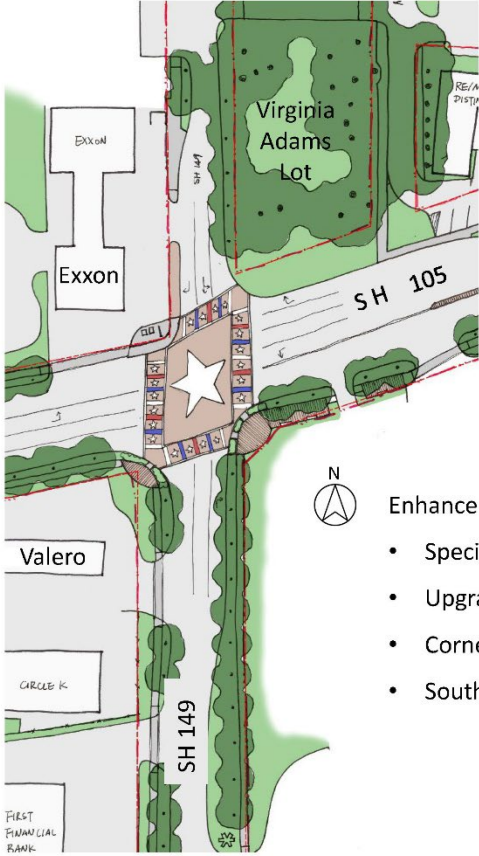
Downtown Improvement Plan – This MEDC-funded project to improve the downtown area began in November 2020 and was adopted by the MEDC and City Council in November 2021. The MEDC worked with TAMU landscape architecture students on visioning for the project and contracted with the Gunda Corporation/White Oak Studio team to lead the design efforts. The team presented the final project document to MEDC on November 1st. Several of the slides from the design team’s work are included below. Initial steps to move key projects forward are underway.



Sketch of Liberty Street



Monument Concept

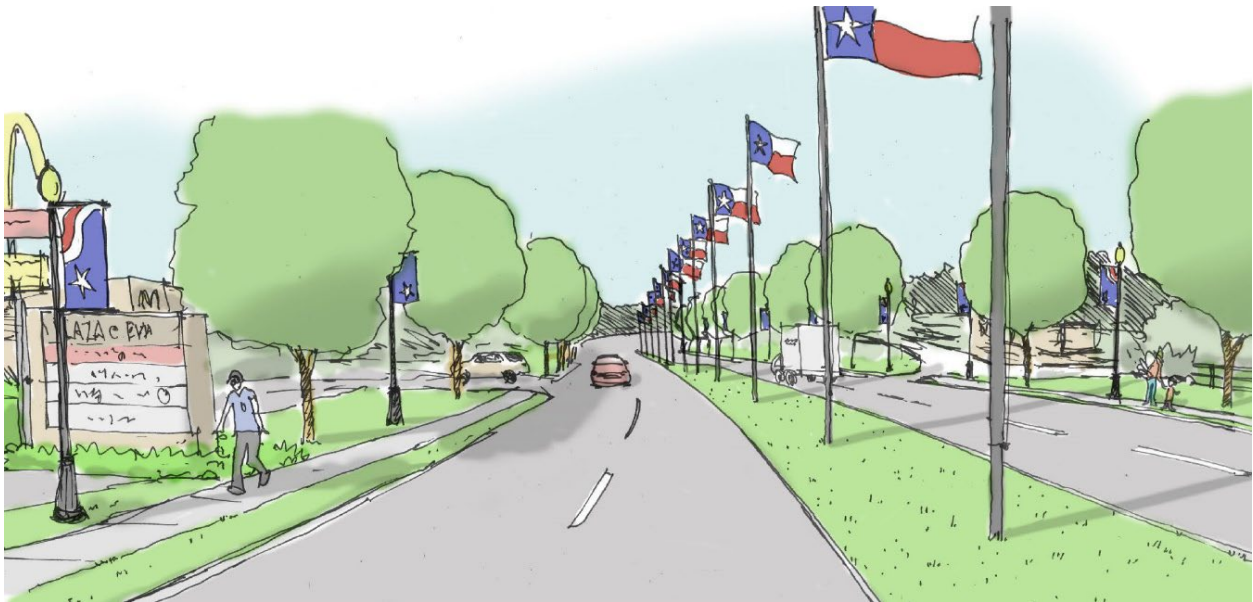


Example of Intersection and Corner Development

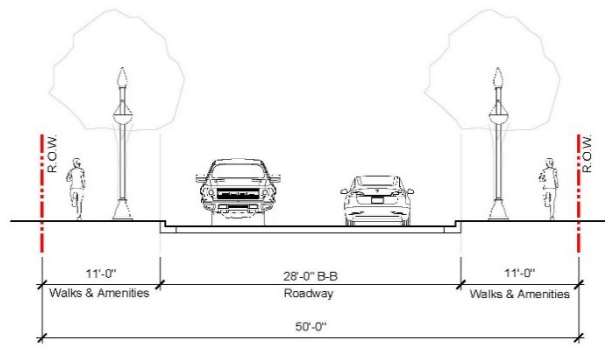
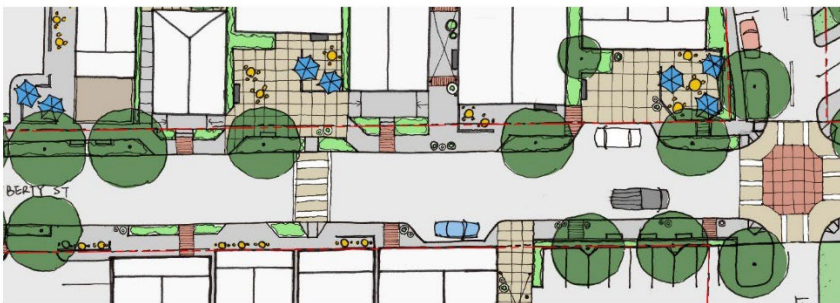
Enhance Downtown Gateway and Increase Awareness of Downtown:

- Special Intersection and Crosswalks Pavement
- Upgraded Traffic Signals and Light Poles
- Corner Landscape & Hardscape Enhancements
- South Gateway Landscape Enhancements along SH 149

SH 105 / SH 149 INTERSECTION IMPROVEMENTS

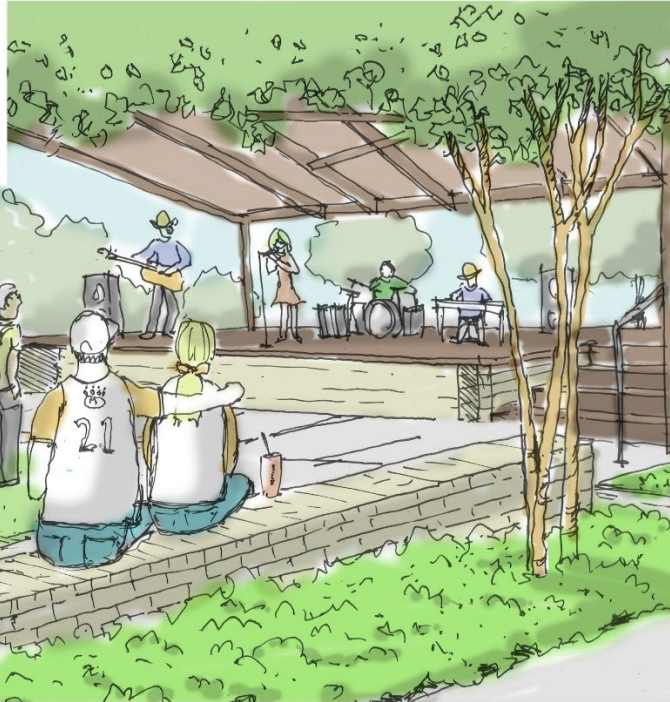


Conceptual sketch of 105/Eva Street at downtown





City Centre – Houston



JACOBS LOT PAVILION & FESTIVAL LAWN



MCCOWN STREET PEDESTRIAN IMPROVEMENTS

Businesses Opened in 2021

- Chandler’s Event Venue; 304 Caroline St
- Lizzy Boutique & Salon; 308 Caroline St
- Starbucks; 20219 Eva St
- 3D’s Deli; 401 College St
- Cotton & Rye Boutique; 304 John A Butler St
- Samplers & Stitchin’; 305 Caroline St.
- AutoZone; 20311 Eva St.
- Heart of Texas Utility Design; 15349 Summit Park Dr.
- Panda Express; 20231 Eva St.
- Hawk Security; 302 John A. Butler St.
- Batteries + Bulbs; 19970 Eva St.
- Wendy’s; 19990 Eva St.





December 9, 2021

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

Re: Monthly Engineering Report
City Council Meeting December 14, 2021

Dear Mayor and Council:

The following is a brief summary that describes our activities since the October 26, 2021 Council Meeting:

Capital Projects:

- 1. **Downtown Waterline Replacement** – It is our understanding the contractor has addressed all punch list items identified at the final inspection and Jones|Carter is preparing the final closeout documents for the project. We received Pay Estimate No. 9 in the amount of \$13,680.00 from Jones|Carter. As of September 29, construction was approximately 92% complete by value.

- 2. **Water Plant No. 3 Improvements** – The contractor completed demolition of the ground storage tank, installed the 15,000 gallon hydropneumatic tank, and is completing the installation of the electrical duct bank. We did not receive a pay estimate this month.



3. GLO Projects

- a. **Ander's Branch Drainage Improvements** – We are continuing to work with Jones|Carter, GrantWorks, and City Staff to determine the final scope of the project as a result of the environmental analysis, preliminary design, and recent regulation changes.
 - b. **Dr. Martin Luther King Jr. Drive Ditch Regrading and Sanitary Sewer Rehabilitation** – We are completing our review of the revised design drawings from Jones|Carter.
 - c. **Water Plant No. 3 Generator** – It is our understanding the plans are in final revisions. We are also waiting to finalize the scope of the other projects to be funded by the GLO to ensure the proper distribution of funds is maintained.
4. **FM 1097 Speed Study** – It is our understanding TxDOT intends to modify the speed limit along FM 1097 per the completed study, pending adoption of a corresponding ordinance by City Council.
 5. **FM 1097 and Buffalo Springs Drive Traffic Signal Warrant Analysis** – We have requested, but not received, a schedule from TxDOT for design and construction of a traffic signal at this intersection.
 6. **SH-105 and Buffalo Springs Drive Traffic Signal Warrant Analysis** – We provided the completed study to TxDOT for their consideration, but have not received a response at this time.
 7. **2022 Sanitary Sewer Cleaning and Televising – Phase 1** – We are proceeding with preparation of the exhibits and bid package for the project, as authorized at the September 28th Council meeting. We plan to present bids at the January 25, 2022 meeting of the City Council.

Developments:

1. **Feasibility Studies** – There are no ongoing feasibility studies at this time.
2. **Plan Reviews**
 - a. **Shipley's** – We received construction plans for the development on November 23rd and plan to return comments this week.
 - b. **Town Creek Crossing, Section 2** – We received the drainage impact analysis report and model on November 17th and plan to return comments this week.
3. **Plat Reviews**
 - a. **Hills of Town Creek Section 4 Amending Plat** – We received the final hard copy of the plat on December 7th and returned the signed plat to City Hall on December 8th.
4. **Ongoing Construction**
 - a. **Town Creek Crossing, Section 1** – We attended a final inspection on October 21st, and it is our understanding the contractor is working to address punch list items identified at the final inspection.

5. One-Year Warranty Inspections

- a. **Villas of Mia Lago, Section 2** – We are continuing to coordinate with the developer to ensure the remaining punch list items are addressed.
- b. **Hills of Town Creek, Section 3** – We plan to discuss this item further at this month’s Council meeting.
- c. **Hills of Town Creek, Section 4** – The warranty period for this project will end on March 24, 2022.

General Ongoing Activities:

1. **Redbird Meadow (Kammerer Tract)** – We await receipt of a phasing plan from the developer’s engineer to allow us to determine the timing of necessary infrastructure improvements to serve the development.
2. **TPDES Permit Renewal** – The permit renewal applications for both the Stewart Creek and Town Creek wastewater treatment plants were submitted to the TCEQ last month and are undergoing administrative review.
3. **FM 1097 & Atkins Creek Drainage Improvements (TxDOT)** – We are coordinating with TxDOT to provide any documentation necessary to determine and prepare the easement area that is to be obtained for the project.
4. **FM 149 & SH-105 North Bound Right Turn Lane (TxDOT)** – It is our understanding the project has been delayed due to utility relocation delays. We are working to receive an update from TxDOT regarding a projected project completion date.
5. **Access Management along SH-105 (TxDOT)** – As you are aware, construction has begun on the access management project along SH-105. Per information found on the TxDOT online portal, the entire project is scheduled to be completed in December 2022. We are working with TxDOT to obtain a more detailed project schedule that will show the timing and duration of the project’s impact within the City limits.
6. **Water Well Performance Reports** – We received the bi-annual water well performance reports as completed by G-M Services. We are reviewing the reports and looking into potential causes for a reduction in efficiency shown at Well Nos. 2 and 3. There are no issues to report at this time on Well No. 4.
7. **Biweekly Operations and Developments Call** – We are continuing the biweekly operations and developments calls with City Staff and H2O Innovations.

Honorable Mayor and City Council
City of Montgomery
Page 4 of 4
December 9, 2021

Please let me know if you have any questions.

Sincerely,



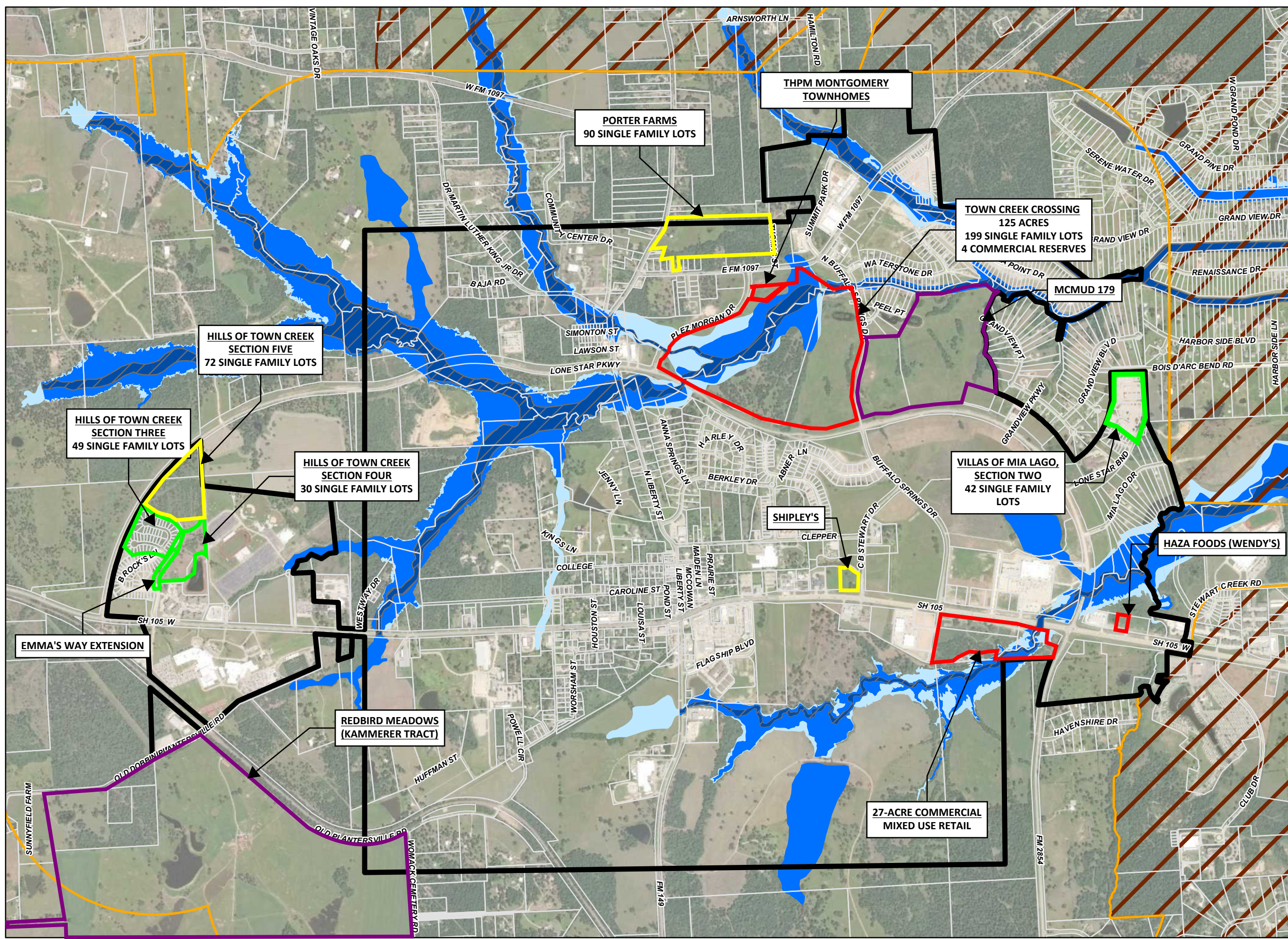
Chris Roznovsky, PE
City Engineer

CVR/kmv

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Attachments - 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



LEGEND

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

ACTIVE DEVELOPMENTS (DECEMBER 2021)

0 750 1,500
Feet

1 inch equals 1,500 feet

Scale: 1 inch equals 1,500 feet