

**Notice of City Council  
AGENDA**

**April 23, 2024 at 6:00 PM**

**NOTICE IS HEREBY GIVEN** that a Meeting of the Montgomery City Council will be held on **Tuesday, April 23, 2024**, at **6:00 PM** 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 under Agenda/Minutes and then select **Live Stream Page (located at the top of the page)**. The meeting will be recorded and uploaded to the City’s website.

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE TO FLAGS**

**PRESENTATION OF PROCLAMATION**

The city council will present the Montgomery Historical Society with a proclamation for their Magnolia House Event.

**VISITOR/CITIZENS FORUM:**

Citizens are invited to speak for three (3) minutes on matters relating to City Government that relate to agenda or non-agenda items. Prior to speaking, each speaker must be recognized by the Presiding Officer. All speakers should approach the podium to address Council and give their name and address before sharing their comments. City Council may not discuss or take any action on an item, but may place the issue on a future agenda.

**CONSENT AGENDA:**

- 1.** Approval of the following minutes:
  - (a) City Council Workshop 03-25-2024.
  - (b) City Council Meeting 04-09-2024.
- 2.** Review Quarterly Investment Report

**CONSIDERATION AND POSSIBLE ACTION:**

- 3.** Consideration and possible action regarding the response to the Request for Qualifications for the Town Creek Wastewater Treatment Plant Expansion to 0.3 MGD project and authorizing the City Administrator to negotiate a professional services contract for the same.
- 4.** Consideration and possible action authorizing the City Engineer to begin design of the FM 1097 Sanitary Sewer Relocation project.
- 5.** Consideration and possible action on acceptance of a Utility and Economic Feasibility Study for a proposed 86-acre single family residential development by Morning Cloud Investments (Dev. No. 2403).

- [6.](#) Consideration and possible action on acceptance of a Utility and Economic Feasibility Study for a proposed 108-acre single family residential development by Tri-Pointe Homes Texas, Inc. (Dev. No. 2409).
- [7.](#) Call for a General Workshop, Joint Planning & Zoning Commission and City Council Workshop, Budget Workshops and Special Meeting to Adopt FY25 Budget
- [8.](#) Consideration and Possible Action on Adding a Finance Technician Position to the City Organizational Chart.

**DEPARTMENTAL REPORTS:**

- [9.](#) Public Works March 2024 Report
- [10.](#) Utility Operations March 2024 Report
- [11.](#) Court Report March 2024
- [12.](#) Review Police Department and Code Enforcement Report
- [13.](#) Review Financial Reports
- [14.](#) Review City Engineer's Report
- [15.](#) City Administrator Report

**EXECUTIVE SESSION:**

Adjourn into Closed Executive Session as authorized by the Texas Open Meetings Act, Chapter 551 of the Government Code of the State of Texas.

The City Council 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:

**551.074** (personnel matters), - City Secretary Recruitment

**POSSIBLE ACTION FROM EXECUTIVE SESSION:**

Consideration and appropriate action on items discussed in Executive Session.

**COUNCIL INQUIRY:**

Pursuant to Texas Government Code Sect. 551.042 the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to the recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place on the agenda of a future meeting.

**ADJOURNMENT**

/s/ Nici Browe

Nici Browe, City Secretary. TRMC



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 Friday, April 19, 2024 at 10:00 a.m.

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*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.*

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**City Council Workshop  
MINUTES  
March 25, 2024 at 5:00 PM**

**CALL TO ORDER**

Mayor Byron Sanford called the meeting to order at 5:00 p.m.

- |               |                 |                       |
|---------------|-----------------|-----------------------|
| Present:      | Byron Sanford   | Mayor                 |
|               | Carol Langley   | City Council Place #1 |
|               | Casey Olson     | City Council Place #2 |
|               | Sara Countryman | City Council Place #3 |
|               | Cheryl Fox      | City Council Place #4 |
|               | Stan Donaldson  | City Council Place #5 |
| Also Present: | Gary Palmer     | City Administrator    |
|               | Maryann Carl    | Finance Director      |
|               | Diana Titus     | Deputy City Secretary |

**WORKSHOP ITEMS:**

1. Discussion of a Private Road Acceptance Policy for the City of Montgomery

Mr. Palmer said if you recall back in February during one of their meetings on the public comment section of the agenda a couple gentlemen came from one of their subdivisions asking about the possibility of the City taking over their private street. He said he was looking at this and it is not an uncommon issue for cities to get these types of requests. You will have developers that come in and build streets that are then dedicated to the City from the City to accept prior to everyone moving in. It then goes through a pretty vigorous inspection process through the City for them to accept which is criteria they have to take streets into their system. Then you will have developers, through the allowance of the City build private streets. These streets are not inspected by the same standards that normally would be if they were going to be taken into the City system. Sometimes you will get streets that are substandard that over time start having issues and subdivisions would want the city to take that over. You may have a case where in this case most of the residents did not know it was a private street so they are asking the City to take it over for one reason or another, but like anything else they need to have a policy in place to make sure they go through some sort of deliberate process where they do an analysis and making sure that whatever they are taking into their public system that everyone is going to use is acceptable of our standards and meets the standards of other agencies as well.

Mr. Palmer continued the direction made for him when the gentleman came and spoke was to put something together, workshop it, and then see what Council wants to do with it from there. In the packets he developed a draft policy and maybe for their purposes it is best to focus on #2 which is the Specific Criteria for Acceptance. The rest just talks about the application process and some of the standards they would be looking at.

Councilmember Cheryl Fox asked how did all the other cities and Stan and Byron's subdivision by the high school and Buffalo Springs become City and not have any kind of policy in place. How did that happen.

Mr. Palmer said if they were developed and went through their development process or WGA is analyzing their plans or they are going to Planning Commission all of that is inspected through the plans to make sure they meet our specs and then once approved will also have the inspectors go out there and inspect it while the construction is going on and do all the testing to make sure they are meeting our standards. Once they do there is typically a period after they are done developing until the time we accept it into our system there is a period of about a year they go through before they take full acceptance without a warranty and he thinks there is usually a warranty period or some sort of bond that is put up after that to make sure they are not incurring costs or favors of that system they accepted into their public system. There are two ways you can do it. You can do it that way where you go through the process on the front end or if you are wanting to develop as a private road and the City allows you to do that then that is a whole different process. They would not be inspecting those like they would if they were going to be coming into our streets. For example you may have sidewalk widths that differ from widths required if it was a public sidewalk and street widths that differ from what was required for a publicly accepted street. It is two different processes.

Councilmember Cheryl Fox asked who would actually answer for the ones say for where Byron and Stan live who would answer for how those streets were accepted. She asked if it were the engineers who were there at the time.

Mr. Palmer said yes it depends on what process they went through. He is assuming when those subdivisions were developed it went through our planning process. They were originally planned to be City streets and they dedicated those streets over to the City after the development was done.

Councilmember Sara Countryman said with Buffalo Springs their streets were private and not until 2014-2015 did they become public but none of that is according to our City. She asked if what Mr. Palmer is saying is that the City Engineers approve it up front, the developer builds it and then later on the development decides to come in and be taken in by the City and that those standards could be two different standards.

Mr. Palmer said yes if you are going to build a private street.

Councilmember Sara Countryman said she always thought the idea was to turn it over.

Councilmember Casey Olson said Mr. Lefevre turns it over to the neighborhoods and then says it is on you.

Councilmember Stan Donaldson said his concern is the fact that the people who live there were under the impression they were not private streets so there was some kind of miscommunication. They were bamboozled into something they did not plan on. He said he respects the fact they need criteria to set up an orderly process to take these people in but this process here puts an undo burden on the people at Lake Creek Village.

Mr. Palmer said yes you have to do a lot to be accepted in the public system.

Councilmember Sara Countryman asked if they could start making every street has to be public unless it is behind a gate.

Councilmember Casey Olson said you put the policy in place that says if you want it to be a public street you must follow these guidelines and if not you will not be allowed to be public.

Councilmember Sara Countryman said she thinks they should take in these streets and then moving forward apply this process because these streets were built without a process in place and Mr. Lefevre typically builds, accepts, and turns them over.

Mayor Sanford said that led them to two or three years ago when a situation came up about the lighting in his neighborhood. There was a corner that was completely dark and he asked engineers to go out there and they came back and said the poles were supposed to be 375 and they are not so obviously there is a gap. Then he asked the engineers and that is why he made the point you are going to have to go out before you pass open this warranty in the dark to check what is number four on lighting. He said he is hoping this is the type of thing and he agrees with Councilmember Sara Countryman, from this point forward they move forward on the policy. He said his hope is that a policy like this gives our staff some teeth to go back out because the fact of the matter is he asked Midsouth to pay for it and all kinds of people to pay for it and no one came back to pay for it. He said he thinks a lot of them assumed that if you were gated you were private otherwise you are going to get connected because that is part of the development. Mayor Sanford said he thinks they should not hold anything against the current need and then move forward with this policy.

Councilmember Stan Donaldson said he totally agrees and wants to go ahead and grandfather Lake Creek Village in and set the criteria for the future problems but he does not see any reason to burden Lake Creek Village with this type of system at all.

Councilmember Sara Countryman said it is her understanding their streets are actually in pretty good shape other than there is a hairline at which Terracon stated that if you pulled it up it would weaken it more than it does with the hairline and they have streets with three inch gaps.

Councilmember Casey Olson said they need to understand what is there for infrastructure as far as what is there for the storm sewer and storm drains and what did he put in which he believes there is some information out there.

Mr. Palmer said he has a report they provided but does not know from how long ago.

Councilmember Casey Olson said if they just blanket take it in and take the burden off the neighborhood the neighborhood cannot go back to Mr. Lefevre and sue him for poor building practices. At some point they need to make sure what they are getting is worth the risk and then if it is not they have to leave some of that liability on the neighborhood, not all of it but some of it so they at least have the teeth to go back to Mr. Lefevre and say he has to fix this. We cannot do it as a City because it is private and they volunteered after he turned it over to give it to us so that means we accept that liability. He said he is not willing to do that without leaving them some kind of go back to the builder.

Councilmember Sara Countryman asked if they can just accept the streets and then leave the drainage part in question and go back and do some due diligence on the drainage.

Mr. Palmer asked is the drainage the big issue.

Councilmember Sara Countryman said she does not know.

Councilmember Casey Olson said that is the thing. They do not have any information.

A Lake Creek Village resident said they have water flow from Memory Park, Buffalo Springs, and the Library area that comes flowing down through their neighborhood. He said he lives at Racetrack Lane and there has been a storm or two where water has come over their street and his fear is that it is not their water. It is not draining from their neighborhood but every other neighbor from other streets within the City of Montgomery. If that is washed away how are they going to get out of their neighborhood.

Councilmember Casey Olson said he is not concerned with the surface but is more concerned with what they cannot see, the drains and pipes underground. They just replaced \$700,000 worth of storm drain that collapsed because they put in a subpar product.

A Lake Creek Village resident asked if it was the product or stabilization.

Councilmember Casey Olson said it was the product as they put in plastic.

Councilmember Casey Olson said his issue is if they take it on and accept that liability they can no longer go back to the builder and say they put in garbage because they have the option to say no. If they leave some of the liability with the neighborhood they can go back to the builder.

Councilmember Sara Countryman asked for how long.

Councilmember Casey Olson said he does not know.

Councilmember Sara Countryman asked how long has the HOA been there.

A Lake Creek Village resident said they took over in 2019 but it was built in 2016 which was only section one with two streets. He said the upper end is even newer.

Councilmember Sara Countryman said we have had some significant storms in those eight years.

A Lake Creek Village resident said he has water come over the corner but Mr. Lefevre told him the lake is like 157 feet down from here, do you think your house is going to get water when there is that drainage right there going down under Lone Star Parkway. The entire lake would have to fill up and back up and flood in your neighborhood. He said their biggest problem they have seen is the water coming from Buffalo Springs and from up by the Library and Montgomery. He said he sent an email recently regarding all this muddy and mirky water that came off the construction site and who knows what was in that. He said they are catching whatever comes in. The neighbor right across from them spent thousands of dollars trying to keep the water from Buffalo Springs coming and flooding his backyard and swimming pool. Mr. Lefevre also told him these streets are better than anything the City even has.

Councilmember Sara Countryman said she would agree with that.

A Lake Creek Village resident said when he came here there was no indication until after he bought the house that this is a private community. He said he has lived here since 1983 and said those streets down there are not a concern, the drainage or sewage maybe.

Councilmember Casey Olson said the sewage has to be built to spec but storm drains do not.

A Lake Creek Village resident asked if that is where it is coming from under the streets.

Councilmember Casey Olson said if they had to go in and tear up those big heavy concrete streets to fix the storm drains because they have nice curbs and sidewalks there those drains go somewhere.

A Lake Creek Village resident said he has been here since 2017 and he loves the neighborhood but he is going to put his foot down regarding blocking off a passage through their community. He said he is tired of people speeding through the neighborhood, running stop signs, and little kids out there playing and riding electric scooters down through the neighborhood. He said he is thinking where they live in the city limits of the City of Montgomery, Texas they are voters and they pay their taxes. It is time those streets belong to the City. Either that or they put up some sort of gate going in.

Councilmember Casey Olson said those concrete drains that run underneath the sidewalk and go somewhere are buried somewhere. He said there should be some engineering information that will tell them.

Councilmember Sara Countryman asked if Mr. Palmer has that information.

Mr. Palmer asked when they did that study.

A Lake Creek Village resident (Larry Finke) said he has the original material.

Mr. Palmer asked Larry Finke how long ago was that.

Larry Finke replied the report was dated August, 2016. He said Terracon did Section One and Buffalo Springs. Randy Roan Construction did the postal and all the testing.

Mr. Palmer asked with it being eight years old is it still valid.

Councilmember Casey Olson said it does not matter as no one went in there and changed the piping and that is what we are looking for.

Mr. Palmer asked if this is boring samples.

Councilmember Casey Olson said he is more looking at what is underneath the road. The roads are not an issue.

Larry Finke said he had a civil engineer look at it.

Mr. Palmer asked did they camera the system.

Larry Finke said no they did not camera the system. He said they took the results and went from there.

Councilmember Casey Olson said he wonders if Mr. Lefevre has it.

Councilmember Sara Countryman said for sure he would have it. He made it. Does he not have plans.

Larry Finke said no he has been trying.

Councilmember Sara Countryman asked if could he not provide how he constructed the materials.

Larry Finke said they have that. The 6,000 psi is what Mr. Lefevre told him the concrete was but knows there is a concern about underground drainage.

Larry Finke said the water in that section you can walk through it.

Councilmember Casey Olson said up on the hill is where it comes down and asked what did he put in the ground.

Councilmember Sara Countryman said surely he did not change.

Larry Finke said some of that runs into the pond at Memory Park and some of it dumps below where Rusty lives where the retention pond is.

Councilmember Sara Countryman asked if those were concrete by his house.

Councilmember Casey Olson said right where they drive over yes.

A Lake Creek Village resident said that is where they see the water coming from.

A Lake Creek Village resident said if there was something drastically wrong he would not be up here trying to sell you on this.

Councilmember Casey Olson said he is not worried about the drainage at the bottom in the first section because of all of that is above ground. It is everything that is underground that comes off the hills of their own neighborhood.

Councilmember Sara Countryman said it is all going out to that concrete pipe that goes out to the lake.

Councilmember Casey Olson said which they know works.

Councilmember Sara Countryman said she still stands by she thinks they should take it in.

Councilmember Casey Olson said he is not against it; he just wants some more information.

Councilmember Stan Donaldson said he understands where Councilmember Casey Olson is coming from but his question is how in the world do they get a subdivision that is built inside the City, how are they able to do that without any engineering oversight from the City itself from back in 2015 because today you cannot even put a fence up without the City getting involved. How did they get away with that in 2015.

Councilmember Casey Olson said because the City gave him a license to do what he wanted for 20 years.

Councilmember Sara Countryman said the PID just expired. They had no say on anything. He just had architectural oversight and that is it.

Councilmember Casey Olson said when the State allows you to build private neighborhoods within city limits, he just claims that is his private neighborhood and he can do what he wants, you do not get to tell me, it is on them and then he leaves. The homeowners in the City are then stuck with his problem.

Mr. Palmer said this is not a City of Montgomery issue. Mr. Palmer said it is a way for developers to take money. They know they can come in and develop and then are gone. Five years later when the road is falling apart and that person is gone, the City is still here.

Councilmember Casey Olson said that is why they want to put things like this in place that says the builder has to sign off that they understand they will never be a part of the City if they do not endorse this.

Councilmember Casey Olson said he would just like more information to see what they are getting into.

Mayor Sanford said it is possible they may be looking at some sort of caveat that they are all for this with a contingency to move forward in a certain way.

Mr. Palmer said they have two issues. They have a policy issue and a Lake Creek Village immediate issue. He said he recommends at a minimum to get the HOA to camera the system. He said if you are willing to look at this as accepting this road and accept the data Larry Finke gave us for the road condition and willing to say okay the road is fine, at a minimum he thinks they need to get the system underground camera.

Councilmember Sara Countryman said either that or track down Mr. Lefevre for the drainage material list.

Mr. Palmer said he is not going to track down Mr. Lefevre.

Mayor Sanford said they may be looking at something with a contingency statement based on a camera study.

Mr. Palmer said they do not have a policy in place and can bring that forward and if everyone is okay when the footage comes back and it looks like the system is good you can accept the system and then they can enact this policy for any future roads, private roads that want to become accepted into the system have to go through this process.

Councilmember Sara Countryman asked when they camera the system are they looking at materials or deficits, what are they looking at.

Councilmember Casey Olson said they are going to see conditions, to see if it is still in good shape or is it starting to collapse.

A Lake Creek Village resident asked if there is anything the City can do to force the developer to be honest. He said he bought a house inside the city limits of Montgomery and lived in two houses within the city limits of Humble. When you buy a house in the city you do not own the street.

Councilmember Sara Countryman said she understands and 10-15 years ago this city was a completely different place than it is today. We are growing up. You could have literally drawn a neighborhood on a napkin from Ransom's and turned it in.

Councilmember Casey Olson said there are things they can do including policies like this one. The rezoning process they are going through currently but right now it does not exist.

A Lake Creek Village resident said he attended several meetings when the Buffalo Springs bridge flooded out and remembers hearing a lot about Mr. Lefevre's deals with the City.

Mayor Sanford said it is his neighborhood too. He wanted to address the safety and once he had the Chief of Police making certain rounds and now that western part is developed and there is a phase five about to come in and Chief is working on it. He is going to have to get regulars instead of a two patrol at a time. It is going to end up being three otherwise they cannot get around. He said just the Chief's presence has slowed them down and they actually stop at stop signs every now and then.

Mr. Palmer asked if they are good with having a camera and sending it back to the City.

Larry Finke said yes.

Councilmember Sara Countryman asked Mr. Muckleroy what it generally costs for televising and if it is by foot.

Mr. Muckleroy, Public Works Director said it is always by foot but it depends on the project size. If it is less overall footage it is going to cost more per foot for mobilization.

Councilmember Sara Countryman asked Mr. Muckleroy if there is a company he recommends over another.

Mr. Muckleroy said there are several good companies.



Mr. Palmer said they will wait on this and once this gets resolved bring it back.

Mr. Palmer said all they are asking for is to camera the infrastructure underneath the road and when accepted to consider part of approval process.

## 2. Discussion regarding Finance Tech position

Mr. Palmer said when they were putting the budget together one of the things they discussed a few times was a finance tech position to add to the organizational chart. They did not have a lot of data behind that at that time and told you they would be coming back possibly mid-year if they felt they needed a position. He said they do need the position with everything being overbuilt and happening. You have seen the increase in escrow and finance stuff but not just a separation of duties of internal control but also Maryann needs help. With Nici retiring May 31<sup>st</sup> she has been helping with the AP stuff so they are going to be without anyone. We really need this position. He asked Maryann to present data to everyone and explain further.

Maryann Carl, Finance Director said one of the things she did was to look at other cities and figure out what their size is, she knows what she hears out there and how many people they have in their departments. She said typically when she does something like that she takes a look at cities by population. Her next step is how else can she break this down for what they are looking at. In this case, she wants to see where they are at year-to-date sales figures because it gives them an idea of what that community looks like as far as from a finance perspective. The green line on there is them (the City). As far as population goes the City's sales tax figures are higher than anyone else below them, which is fantastic. They are super healthy in that area. The next thing she looked at was what is the operating budget, what do they have for utilities, and what does their debt service look like to try and get a pool of cities she can compare to. The only thing lesser than them which really is not comparable is Splendora. She is not even sure if Splendora has a full-time city hall. They are not a part of her government finance group so she did not get any response from them in trying to gain information nor did she get a response from her phone calls to try and figure out how many people they handle and have handling finance. She said again, she does not know that necessarily they are comparable for what they are talking about.

She said strictly looking at sales tax, next would be Magnolia, Hedwig Village, Waller, Oak Ridge North, and Shenandoah. Ms. Carl said the minimum size is Montgomery at one, but minimum is two all the way up to five positions that have some level of work in finance so whether it is from A/P, or payroll all is overseen by a director in finance.

Ms. Carl said everyone is aware of some of the challenges she has encountered since coming here with the way the conversion occurred from Quick Books to Incode and is still working to try and resolve some of those things. She said there are a lot of extra things that are still taking place and still more of those things that need to take place but this just gives you an idea of some of the duties of what she does that are not the same duties as what the finance tech person would be doing. The oversight on utility billing, the posting of the daily receipt transactions, and all of that stuff that comes from the utility window all comes through her office. She reviews the deposits, makes sure that everything is in line, makes sure everything is posting correctly which are working out good. There are the monthly reconciliations she has been doing with the monthly reports as there are a lot of things that go into that. She said not just into the bank rec side but they also do general ledger reconciliation whether that be with their payroll deductions that come from employees. There is a lot of background type work that happens.

Ms. Carl said on the accounts payable side they do have a great setup right now where the departments admin put in their a/p which is fantastic. It still takes a lot of work on their side with reviewing those to ensure they are coded correctly and making sure they are coming out of the correct bank accounts for payments. They need to make sure they are using the correct vendor as they have a lot of duplication in their vendor setup which they are trying to eliminate. It also brings them to the processing of the 1099's at year-end of doing vendor verification every time they have a new vendor setup.

Ms. Carl said on the payroll side department heads and their admins are responsible for making sure all the time is in and approved, it comes over to their side and they do interface within payroll and ensure they have everything correct with deductions and hours. Also included is the follow-up that goes with that like the bi-weekly payroll processing, quarterly reporting, and processing of W-2s at year end.

Ms. Carl said they do not collect the property taxes here but they get daily reports from the tax office. They have to enter those reports into their system and reconcile those monthly. There is a variety of two-way communication with the tax office routinely with updates and requesting information from us which is another huge function in the finance world.

Ms. Carl said court is on a different Incode system. All of their cash transactions have to be manually entered in the finance office so they can get those recorded correctly into the budgeting system so that you see that information on those reports. They do the quarterly report filing for them as well so Ms. Duckett, Court Administrator gives them all of that information and they enter that information into the Comptroller's office and ensure that what they are seeing on their side of the finance system corresponds with the things that are one the court side. While Ms. Duckett does a reconciliation of the court itself, they are doing a reconciliation on the finance piece of that.

Ms. Carl said in regard to investments and banking as you know as the Investment Officer it is her job to make sure that the funds are going in the right place and getting the City a relatively good return.

Ms. Carl said the budget is a constant and there are two seasons. There is budget and audit and they blur together. She said she is constantly working on that and constantly working to clean out when things do get into the wrong general ledger account and has actually been doing a lot of that this month so they are ready starting next month to start getting ready for our budget preparation.

Ms. Carl said you have just seen them come through audit. There are two parts that are a part of audit. The interim audit, which technically should take place in June and July and the year-end audit which is what they just completed. She said they need to get on that cycle so they are not doing everything all at one time because it is really labor intensive for everybody involved. They are working with the auditors to get them into that twice a year type schedule and that is one of the things that they will be doing.

Ms. Carl said there are a lot of things they rely on the auditors for that we really should be doing but we just do not have the manpower to do some of those things like general informational pieces that we should be passing onto them instead of them having to do discovery and then request it from them.

Ms. Carl said in regard to continuous training she is one test away from having her certified government finance officer certification through the Government Finance Organization. As a part of that, there will be 75 CEU's that are needed over a 36 month period and bi-annually she has to do the Public Funds Investment Act training.

She said they have a lot to do in goals in the finance department. Pull cash conversion they just completed in February but there are a bunch of other things including some of the things that still need to be converted in the Tyler system as well as working with the court on the streamlining of importing those payments. They also need to update the financial policies. She said there are a whole bunch of things that are important to have done and to have in place that will make your finance area more efficient and improving its transparency for all.

Right now some of the additional duties that Nici performs has to do with the initial processing of payroll, the vendor setup, the employee payroll setup, invoice entry for the admin side, and check processing which she prints and gets everything signed. Between her and Diana they work on the filing for the vendor files.

As far as the number of transactions they perform they are pretty consistent over when she looks back and sees what they have been doing over the past three years. They are pretty consistent in the number of

transactions they are handling each month. She thinks the biggest thing is that making sure has not always been the case that things are put properly in the correct line items and they still see that they miss them but they are working towards that.

Councilmember Casey Olson said his only problem is what they wanted to do because they talked about this during the budget season and everybody was like let us look at it again halfway through, they are there. The only issue he has is the wage. He would like to see \$22 an hour to \$25 an hour and that is it.

Councilmember Casey Olson said he has read this and he understands. If you are in the private you are absolutely right but in government that is high because in private they have to pay their own insurance and match their own 401k's. They do not have to do that here so he would like to see it lower.

Ms. Carl said according to the TML salary survey the low end for a finance tech position is \$23.39.

Councilmember Casey Olson said he would like to see them in the \$45,000 to \$46,000 to start range. He said he is all about wanting to promote and giving people raises and that is something they want to do and that is a big issue to make sure they can do that. He said if you do some compound interest and bring them on at \$52,000 in 10 years they are making \$70,000 a year.

Ms. Carl said you are also relying on someone to have some pretty specific knowledge when you are talking about using the Incode system and also having an idea of some of the payroll functions. A lot of times that is difficult to get someone that has that kind of knowledge and skill set at that level.

Councilmember Sara Countryman asked should HR being doing payroll.

Ms. Carl replied not generally. They do the HR functions but not the general piece of that.

Councilmember Sara Countryman said when Ms. Carl came on they did an upgrade for \$78,000 for Incode and it was supposed to be doing a lot of automation and it was set up wrong and now Ms. Carl has it going well as she has heard from several meetings. Her understanding is a lot of this was automatically happening because of what Incode is able to provide you with this supersonic new upgrade they did.

Ms. Carl said absolutely but they still have to have human beings behind it.

Councilmember Sara Countryman said and you always will have to have it but you are not going to be neck deep, just ankle deep because the software is doing it for you.

Ms. Carl said you still have to do all of the input.

Councilmember Sara Countryman said that is what all the department heads are doing, all of the input for what they spend and all of their PO's and invoices and they give it to you and you scan it to make sure it is done.

Ms. Carl said right now she does not have the capability to scan it. They do not even have that feature within Incode to be able to scan it and get it into the system so that is the next piece they need to implement.

Councilmember Casey Olson said he is not against the position he just thinks they need to start it where they have room to grow with it and not start where they are handcuffed out the gate.

Mayor Sanford said he thinks the timing would be good in conjunction with interviewing whoever they are going to hire for City Secretary. Sometimes certain jobs do rub together and you might be able to negotiate the two spots that can really enhance both positions because of the skill sets you might come across in interviewing those two positions.

Mayor Sanford said he agrees with Councilmember Casey Olson that you need room to grow on the pay scale.

Mr. Palmer said they will bring this back to the regular meeting with that adjustment in salary and the job description.

Councilmember Carol Langley asked if there is no one here to help out other than Nici.

Mr. Palmer said we are going to have to find the capacity somewhere if we need to but right now no they do not have anyone who has the skill set to do this.

Councilmember Carol Langley asked when Ms. Carl was hired they knew she was not going to be able to do what is on the job description. She was hired to do these things and now is being asked to fund another position that she is not ready to fund so she is a no.

Mr. Palmer said they need help and that is the bottom line.

Ms. Carl said on the other side of it honestly a major piece of that is that internal control and having that internal separation.

Councilmember Carol Langley said she thinks Ms. Carl is doing a great job and is not worried about that. It is where is this person going to sit, where is this person working at. She said she thinks they have someone here to help. Is there someone other than Nici who can help her.

Mr. Palmer said there are four of them. There is Dave, Maryann, Nici, and himself and that is it. Diana is the Deputy City Secretary and she is doing minutes right now and other things. Right now they have no help. Everyone is aware of the growth they are under. They have to do the capacity now or otherwise they are going to be scrambling.

Councilmember Casey Olson said it did not get called out in the job description but one thing where they really lacked and had issues before Ms. Carl came was our process control. If you are issuing a PR you are asking for a purchase order and someone needs to do that. He said he gets it Councilmember Carol Langley how back in the day you would write a check and roll on but that is an extremely irresponsible way to handle money and that is how they developed the problems they had. He said if they continue to hold on to the way they were continually doing them, how they did it in the past, they understaffed and were not doing it correctly.

Councilmember Carol Langley said she did not bring up the past and do not do that to her.

Councilmember Casey Olson said he is just repeating as you are saying pull somebody out of the hat but there is not anyone there. They have to hire someone and the only way to have processes is to split the job duties up and there is no one to do it.

Councilmember Stan Donaldson said she is upset and he can understand because when they hired Ms. Carl they were actually hiring two people they did not know about because it has been that way from the get-go. He said he thinks she has a fair stance to make that we did not hire two people. We hired one person to take the job of a person that made less money that was doing everything and now we have to add another person to help her. We have essentially doubled our cost in accounting.

Mr. Palmer said you have to remember that stuff was not getting done.

Councilmember Casey Olson said the one person they paid less he was not worth the money given him and he was not doing the job.

Councilmember Stan Donald said he knows Ms. Carl needs help and he is between a rock and a hard place.

Councilmember Sara Countryman said again they are taking on another title in a city that cities our size and like us do not have. They are the only city that has an assistant city administrator and HGAC.

Councilmember Casey Olson said Magnolia is 400 people larger than Montgomery and sales tax is less than them. He said they are running more dollars through and making more transactions than a city larger than them and they have more staff.

Mayor Sanford said it is only going to get more complex as we go through the higher criteria for development deals. He said he thinks the position is needed and that would be his recommendation. Part of the reason he is saying that is because of the obvious growth of the City. Just look at the map and you will see. All these things that are simultaneously going on is going to be a nightmare moving forward. The good side is the tax money that comes with that especially the sales tax this time next year. He said on a regular basis when he would come in the office the prior person before Ms. Carl had a table and he would go in and meet someone who would come in and help him with 9,000 sticky notes all around his desk. If that was the case a year and a half ago and Ms. Carl has come in and literally reinvented the wheel in a better way to have checks and balances that they did not have before. Yes, there has been some streamlining and Incode is what it is, she needs another level of that and things will get better. It is just going to be a nightmare for Ms. Carl and she is not going to be able to do the things in his opinion that she needs to be free to do which is to get them going down the track with these funds that come in and out and make sure there are two sets of eyes on cash. He said he does not know if they even have two sets of eyes on cash besides just signatures.

Ms. Carl said Ms. Nici Browe is that person for her.

Mayor Sanford said in this transition you need a secretary; you look for skill sets and try to reshape with those two positions to cover more so you are not coming to them in six months and saying we need more now. Hiring good people, well qualified, you know the job descriptions are here which were not here a year ago at all. Again, he would recommend it but with Councilmember Casey Olson's standard on the pay.

Mr. Palmer said he will bring this back to the regular meeting and Council can formally consider the position.

### 3. Discussion on Adding a Water Operations Advisory Position to the Organizational Chart

Mr. Palmer said he has put in front of everyone an email exchange between himself, TML, and Mr. Villarreal where they discuss the position, whether it should be contract or volunteer. Mr. Palmer said he talked with Mr. Villarreal today and basically he said yes if you are going to do a volunteer they can do that, if you want to do a contractor which is what he and TML are recommending they would need to have liability insurance and that to him is largely because of the cyber security component that would be attached to this position and the data. He said whatever direction Council chooses is fine with him.

Councilmember Sara Countryman said she thinks Mr. Randy Burleigh has been doing it for eight years and they all have trust in him.

Councilmember Casey Olson said it is not that they do not trust Mr. Burleigh, it is how much things get hacked. He said to give an example, everyone including himself received emails from the Director of the Gulf of Mexico that had his picture on it and everything about it was exactly as what they would normally expect to receive from him, but it was fraud.

Councilmember Sara Countryman said Mr. Burleigh is just looking at data, he is not sending and receiving information. He is just looking at data to see if there are any issues.

Mr. Palmer asked what is it that you want him looking at. If it is something they can give him that is static they can give him an excel file that does not have the sensitive data on it and that would eliminate the need for any cyber issues.

Councilmember Sara Countryman said she knows he was able to get ahead of some things and he can see differences in usage. She does not know if that is static or live.

Mr. Palmer said he thinks with the new system they have eliminated that problem because you can go on and see it hourly.

Councilmember Sara Countryman asked Mr. Muckleroy if he would be looking at live data in their network.

Mr. Muckleroy said he is looking at billing reports, not live data. Mr. Burleigh gets the billing report and he is putting it in his spreadsheet and analyzing the trends. To use your house for an example, he is looking at your house by the month and sees you only use 5,000 gallons a month and this last month it dropped to 1,000 gallons so maybe there is a problem with the meter. That is what Mr. Burleigh is looking at. He said it is specific to addresses and account numbers but that is probably where the security risk comes from.

Councilmember Sara Countryman said maybe not list the names with the addresses and maybe he can go to you or billing and say 502 Smith Street looks like there has been a drop or a significant increase and you may want to reach out to them as customer service and say you may have a leak.

Mr. Muckleroy said they do the leaks off of Beacon with the more live data. Mr. Burleigh is not finding a leak a month to a month and a half later on the billing cycle. He is looking for meter inaccuracies. They still keep up with the leaks on it. Part of what you may not know is when Mr. Burleigh was doing this up to the point he stopped doing it, for about four to six months before that he was training Nicole out at their office to do what he was doing which was his goal all along to get someone on city staff to be doing it. He was teaching Nicole how to do it and they have still been doing what Mr. Burleigh was teaching Nicole how to do.

Councilmember Sara Countryman said she thinks he is still valuable and did more than that.

Mr. Muckleroy said he is not arguing that at all and is not saying that. It is not that it was dropped off and not getting done. Mr. Burleigh came in and sat with Nicole and then started letting her do it on her own and sending him what she found and he walked through a couple of months like that until he felt comfortable with her taking care of it.

Councilmember Sara Countryman asked Mr. Palmer if she read where he said it would be up for renewal every October.

Mr. Palmer said yes the last paragraph.

Councilmember Sara Countryman said then why then not start it and then as a volunteer as a static to use whatever he used to pull before and do the same thing. She says she does not think it was a security issue because it was static.

Mr. Muckleroy said he was getting an excel report. He said you would need to talk with Ms. Browe or Ms. Carl on the specifics of which columns he would get because he was getting confidential information before. He was getting addresses. He said he does not know that much about the billing cycle to know. You should be able to take all that out where it would just show a meter number which would work for them because they can look the information up.

Ms. Carl said the other thing to note is that in prior to being in Incode 10 the previous Incode system that was used had a different level of reporting. Reporting now when you do billing this is one of the things Ms. Kristen McCain does when she does billing. There is a part of that process that gives you the variance and so all you have to do is the variance. You can see the consumption month over month and if you have someone who all of a sudden jumped 1,000 percent more in water usage they drill into that and figure out why and this is something Ms. McCain automatically does.

Mr. Muckleroy said that was not being looked at before and that was part of the problem.

Ms. Carl said that is a part of that process. Sometimes it is something as simple as they were a new customer last month and this is their first full month of billing, but you look at all of those anomalies a reduction or an increase and so with all of those things this system gives you that whereas with the old system you did not have that same kind of feature.

Councilmember Sara Countryman said she feels that since they have not had Mr. Burleigh look it over and it is just her feeling that there have been a lot more mistakes and issues going on so going back to have him looking at the billing would be good. She said she got called from a resident about billing two weeks ago, they were a property manager and yet they received three different bills. The conversation was not a good conversation, but it does not matter that is another thing and Mr. Palmer can handle that.

Councilmember Stan Donaldson said it does matter because they have had people come in saying they have high water bills.

Councilmember Sara Countryman said yes, and then there was a water bill that was zero.

Councilmember Sara Countryman said she just feels like they have all asked for him and so they should do it now and then they have until the end of the year to do it again in October to see if there is any value or if there is anything different. She definitely thinks that all of them have agreed they would like him back.

Councilmember Casey Olson said one of the other things that he feels where they have a large gap is they know that Mr. Muckleroy's team is stretched thin so they hire outside and go with Hays Utility. He said he does not know if their preventative maintenance plan or program is set up where they can actually make sure it is happening. That comes with education and time. We do not want our guys there doing the work because we do not have enough guys but we need them to go by there once a month and know what they are looking at. He said what flagged him again was the last Hays Utility report where the worker was trying to dig a hairball out that was the size of a dog. That means the maintenance was not getting done and someone did not catch it. We did not know what we were looking at when we were in there looking around because those gauges should have told them there is a flow problem, there is a pressure problem and you do not have a hairball that size that you have to go and dig out. He said he is not asking the guys to do the maintenance but they need to make sure it is getting done.

Mr. Muckleroy said exactly what Councilmember Casey Olson is saying is the main reason for him asking for the other position this year. His intent was to enable Mr. Standifer to dedicate more time to watching over what the contractors are doing. He said they do not watch them as they do not have enough time in the day to watch over them. Now that they have gone with Hays and have uncovered some stuff that the previous contractor was not doing it just makes him want to watch even more. He said he feels much better about Hays than he did with H2O the last year, not the whole time as they use to do a great job for them. When a certain employee left a year and a half ago everything went downhill and they saw it going downhill. They were still being told yes this is being done but he cannot have someone over there eight hours a day watching over them.

Councilmember Casey Olson said if they develop preventative maintenance plans where once a month they check certain things and now they are efficient, you will not need to watch them 24 hours a day to make sure they are doing their job. You are just circling back behind them checking what they are checking. He said he does not see that development and does not think they have preventative plans in place.

Mayor Sanford asked do they concur there is a valuable resource there and many of these things they have been asking to be done have been done a time or two. The recommendations of the attorney is there is this option of being informal.

Mr. Palmer said he thinks at this point their recommendation is if they are going to be dealing with sensitive data then it should be a contractor that is covering the City liability wise. He thinks they can practice in a way where they are not giving sensitive data, still using Mr. Burleigh as a resource and keeping it a volunteer position as they can always change it if they need to. He said this to him is a very simple, very basic job description, something for them to go off of.

Mayor Sanford said he is okay with it and sounds like most of them are.

Councilmember Cheryl Fox said she is okay with it but it almost sounds to her like it is open to the public and not specifically to Mr. Burleigh.

Mr. Palmer said they cannot craft a job description for one person.

Councilmember Cheryl Fox asked if it is going to be posted for anyone.

Mr. Palmer said no.

Councilmember Sara Countryman said it is just giving him the structure and backbone.

Mr. Palmer said it does not say volunteer position and he does not think they are going to be required to have a public posting.

Councilmember Casey Olson said as far as Mr. Burleigh having access to private information he does not think he needs it. He would much rather see him working on our processes and helping them build maintenance plans he can hand over so Mr. Muckleroy and his team can critique it and then say they can do this, this is a plan they can follow for years, here are the records they have been checking, and they can go back in trend.

Mr. Palmer said any data he needs they should be able to sort out all the sensitive information.

Mr. Palmer said he thinks this covers exactly what Council is asking for in keeping it a volunteer position.

Councilmember Casey Olson asked if it is still yearly.

Mr. Palmer said he put that in there as that language is kind of permissive as it just says upon recommendation of the city administrator. His thought was if this turns into a problem he wants to be able to bring it back to Council. However, if come October and they are going along and doing fine he is not going to bring a recommendation.

Councilmember Casey Olson said Mr. Burleigh has to understand even though he is a volunteer he is volunteering and that means he is volunteering to also get along with people.

#### 4. Discussion regarding alternate source for monthly sales tax tracking



Mr. Palmer said they receive a report every month from SRI and are charged a certain amount of money. Ms. Carl has found another company that gives them comparable and better data for cheaper.

Ms. Carl said the service they receive from SRI runs \$16,800 a year. She said there are other entities out there that do a similar type thing and HDL Companies is one of them. She worked with them previously but they approached the City before she was even here. When she came on board they told her they provided some information. She said she would look because she did not even know what SRI gave them at this point and had not even seen a report. Ms. Carl said she wanted to present this so Council could see the comparable report that HDL has available and their service is \$4,800 for the year, which is significant savings. She thinks you still receive all the components everyone is used to seeing in the SRI report plus there are some additional enhanced features they have.

Councilmember Sara Countryman said SRI does a great job and she likes their year over year, the top 25, and thinks they are easy to read.

Ms. Carl said for the HDL report, the sales tax snapshot gives you several of the things that are found in the SRI report. The first report on the top the sales tax net payments to actual budgeted is the same kind of data you will see on page five of the SRI report as well as the one next to it the sales tax net payment to actual. Right now ours is a blank because we are in a test setting. They have our data but we are not a true client so they do not have our budget uploaded and that information is also on page five. The next box on the left the top 10 taxpayers is comparable to information you see on page five of SRI. On the right hand side that sales tax net payment trend is information comparable to what you see on page nine of an SRI report. These are actuals where as on page nine you see the mean and median which is a little different and it is in a graph form.

Ms. Carl said the next items are not items you currently see with SRI reports. You do not see a sales tax net payment change year over year graphic.

Councilmember Sara Countryman asked what does that mean.

Ms. Carl responded basically what it is telling you is that when you see red that this year you are getting this much less than you had in the previous year same period.

Councilmember Sara Countryman said this looks like to her from February 22<sup>nd</sup> to December 23<sup>rd</sup> there were four months that they received less money than they had in the past.

Ms. Carl said yes the previous year.

Ms. Carl said the next two charts down below are your sales tax collections by industry segment. She said from her perspective in the finance and budgeting piece that is a really big deal for them to look at because by industry segment you can tell a lot of things. They know if they are getting Home Depot and they can expect to see a lot there where some of the other industry segments you would not necessarily see that kind of thing.

Ms. Carl said to the right of that is the industry segment collection trend year over year change. Based on that information you can see that if you looked at the retail trade say in December and you see in the little red square it is negative 13.3 which that meant in December of 2023 you had 13 percent less retail than you did in December of 2022.

Ms. Carl said on the next page the sales tax trend payment is similar information you find on page five and six in the SRI report.

The next segment the sales tax net payment they do not have a visual like that in SRI. The next one is the monthly sales tax net payment. The information is on page seven of the SRI report but this is just a different way of seeing a number. The red line is your 12 month moving average on the monthly sales tax net

payment. The blue columns represent your money and that is your rolling monthly average. The next one the red and green the red is the change in the net payments.

Ms. Carl said what she thinks is unique for HDL is a part of what you have with them is first of all these reports are literally in a client portal.

Councilmember Sara Countryman asked if they would have access to that.

Ms. Carl said city staff would have access.

Ms. Sara Countryman asked if they wanted something they would then need to go through city staff.

Ms. Carl responded yes.

Ms. Carl said when they see those anomalies and those big dips they can actually go into another part of the portal and search those parameters to find out exactly what led them to that.

Councilmember Sara Countryman asked if they have quarterly payers and monthly payers. She commented SRI has that and she likes being able to see it.

Ms. Carl said that is what you see on the monthly sales tax net payment. All the peaks you see are the quarterly files.

Ms. Carl said this page gives you the sales tax payment detail and she does not see anything comparable to this with SRI. Essentially what you are looking at is you have your current period which gives you comparison to January 2023, January 2024 and what the percentage difference is and then the same prior fiscal year to date and they are trying to get 11 percent more at this point.

Ms. Carl said these are interest – prior period, future period, and audit and are not a part of your regular collection. Audit is exactly that. If the Comptroller office is performing an audit and they say you owe more sales tax or you paid too much sales tax you will find that in here. For future period if someone is paying in advance which you see this sometimes with retailers who have one person who does this recording for them they will do an average and pay an advance payment because they are not going to be there next month to make that payment. The same is true on the prior period. If there was an adjustment in a prior period that will show up here. Those things are the outlier pieces but this current period what you are seeing here when you see this trend for us is just our organic growth.

Councilmember Sara Countryman said for instance there is a retailer she found out they are not getting any of their sales tax. She asked if they should have future period that should be astronomical once they find that.

Ms. Carl said that would depend on how big they are.

Councilmember Sara Countryman said they have never received any sales tax from them since they have been opened for three years. That will have to be reallocated over to the City and that should be a big bump. She asked if they would see that in the future period or the prior period.

Ms. Carl said the prior period.

Councilmember Sara Countryman asked if that would go to 2022 dates and 2023 dates.

Ms. Carl said it will not matter at that point. She said when a business that is turned over to the Comptroller which HDL also does that as they do research every month and identify and notify the Comptroller and it is a lengthy process. Once they are notified, you would get that payment and we would get a supplemental report from HDL that would show them who that taxpayer is and the amount they are giving on the

confidential side of it and they would see those net results in there but it would be mixed with other entities as well.

Ms. Carl said if money coming in is not the City's money we do not want it because it will come back to bite us. She said HDL has a whole research team that works on that and that identification is done through multiple platforms. It is done with their research teams, it is done by them actually pulling all the data from the Comptroller's office to be able to look at what businesses are in the area, who is registered as a taxpayer and they use other data bases and data sets to gain that information. If the City identifies someone but are not so sure we turn that over to HDL and they do all the research and the behind the scenes work on that.

Mr. Muckleroy said it happened with the HEB money.

Councilmember Stan Donaldson asked what is our agreement with SRI.

Ms. Carl said it is a 30-day.

Councilmember Sara Countryman asked Mr. Palmer if he has used HDL.

Mr. Palmer said he has not.

Councilmember Sara Countryman said she looked HDL up and they are not a Texas company.

Ms. Carl said HDL is based in California and started there in 1983 but they have an office here in Houston and all their people are local Houston folks.

Mayor Sanford said he sees more color, the same information, concisely done and they do the same services for less, why would they not do it.

Ms. Carl said one of the things she talked with Mr. McCorquodale about was the fact that when he has to pull the information for those sales tax rebates he has to work with SRI and get that information from them whereas with the City portal they have access to all that information.

Ms. Carl said the sales trend is not something they get with SRI but thinks is quite interesting. She said you can see a snapshot of your neighbors and how they are doing and you can see where things are trending. The comparison data is there for you to see.

Ms. Carl said one of the things she wanted to point out is she knows SRI mentioned the issue of Home Depot and seeing Home Depot money. She said she went back and drilled into it through the HDL information and they see the first time Home Depot is hitting their report is March of 2023. What happens with large companies is they do not reach your report until they have \$60,600 in taxable sales then they will be individually listed on the confidential reports. In looking at the trend on Home Depot it is evident that that Home Depot money is the result of construction happening in Montgomery. It is not necessarily someone buying items and taking it home, it could have been the construction of Dutch Brothers or Popeyes. It is literally large orders delivered here and being taxed here.

Ms. Carl said as far as these reports you do see some of that in the top 25. You have that on this report from HDL which is the top 30.

Ms. Carl said this is another option she wanted to present to Council.

Councilmember Sara Countryman said HDL has a bigger footprint than SRI and seems to be a very widely used platform and company with many more employees and SRI was hard to find. Not that it matters, but she is always worried about companies going out of business. She said she thinks SRI is pretty easy to read but she also thinks she has been used to reading them for six years.

Ms. Carl said she thinks SRI's main clientele are like MUD districts and we are an outlier to what they typically cater towards.

Councilmember Carol Langley asked if this company would come to their meetings.

Ms. Carl said they will not necessarily come to their meetings. They are very confident that their information is pretty self-explanatory. We have unlimited consultations with them so if there is something anyone thought was needed to be looked at more in depth they can certainly request that and she knows they would not be opposed to that.

Ms. Carl said the other pieces that they provide to them at the staff level will have to do with forecasting and budgeting pieces to help them with their budgeting for sales tax. There are actually a bunch of different tools they have available.

Councilmember Carol Langley asked if those are all in this price.

Ms. Carl responded yes.

Councilmember Cherly Fox asked if they would have a contract with them for a certain amount of time.

Ms. Carl said there is an agreement that she believes is a two year agreement.

Mayor Sanford said they are all on consensus on this side of the table as you are getting the same information at least for \$12,000 less so the question he has and what Councilmember Carol Langley was trying to get to is, is it a two year locked in price.

Ms. Carl said she does know the annual fee is \$4,800 and is billed in advance. They are a little different as far as what they are giving them is the data that is coming from the Comptroller's office. They are taking the City's data and putting it into the system which gives them this report. She said she does not know how you would be dissatisfied with what they are providing because the data they are giving you is from the Comptroller's office.

Councilmember Sara Countryman said the \$12,000 difference is having SRI at their meetings which sometimes they have questions but it is not all the time. She thinks it is something that when they look at the agenda they can certainly reach out to staff and say we have a question about that, could you work on the answer by Tuesday.

Ms. Carl said she can say they are absolutely willing to participate if they cannot be here in person. They would be able to participate via Zoom call if you had questions or wanted to know whatever additional information you think would be helpful for you. She said for instance in the workshop setting if you wanted them to present to you about certain types of industry that may be beneficial or have questions about how sales tax works in a certain industry or what you would expect to see or even forecasting.

Councilmember Sara Countryman said maybe they could come in once a year and give them an update.

Councilmember Sara Countryman asked if Home Depot is retail or construction and is HEB retail or food services.

Ms. Carl said it is retail. She said she can actually get a breakdown for them.

Ms. Carl said one of the things they do a little bit differently after Covid was how they group and categorize the different industries because there were some things that were really strange trends that were happening during Covid. They do have a list of that and they could look at it in more detail if you wanted to.

Mayor Sanford said as far as tomorrow night if Ms. Carl could get that information settled so they know they are entering a two-year contract with a \$12,000 less price.

Ms. Carl said she does not have this on tomorrow night's agenda.

Mr. Palmer said at that level he can approve it.

Councilmember Stan Donaldson asked what is the time table as they are coming to the end of the first quarter and does it make any difference if they cut them off now or wait until the end of the second quarter.

Mayor Sanford said it is 30 days.

Councilmember Casey Olson said they could save some money for the rest of the year.

Councilmember Stan Donaldson said they could technically stop it at the end of this month.

Mayor Sanford said sure.

**ADJOURNED at 6:31 P.M.**

Submitted by: \_\_\_\_\_  
Diana Titus, Deputy City Secretary  
Reviewed by:

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Nici Browe TRMC, City Secretary

\_\_\_\_\_  
Mayor, Byron Sanford

**City Council  
MINUTES  
April 09, 2024, at 6:00 PM**

**CALL TO ORDER**

Mayor Byron Sanford called the meeting to order at 6:00 p.m.

- |               |                 |                       |
|---------------|-----------------|-----------------------|
| Present:      | Byron Sanford   | Mayor                 |
|               | Carol Langley   | City Council Place #1 |
|               | Casey Olson     | City Council Place #2 |
|               | Sara Countryman | City Council Place #3 |
|               | Stan Donaldson  | City Council Place #5 |
| Absent:       | Cheryl Fox      | City Council Place #4 |
| Also Present: | Gary Palmer     | City Administrator    |
|               | Alan Petrov     | City Attorney         |
|               | Chris Roznovsky | City Engineer         |

**INVOCATION**

Mayor Byron Sanford provided the Invocation.

**PLEDGE OF ALLEGIANCE TO FLAGS**

**ANNOUNCEMENT**

Presentation of a Proclamation in honor of Kelvin Arnsworth, citizen and business owner of City of Montgomery who recently passed away.

**VISITOR/CITIZENS FORUM:**

No member of the public addressed City Council.

**CONSENT AGENDA:**

1. Approval of the following:  
  
City Council Meeting Minutes 03-26-2024

Councilmember Stan Donaldson moved to approve the consent agenda as presented. Councilmember Casey Olson seconded the motion. **Motion Passed (4-0).**

**CONSIDERATION AND POSSIBLE ACTION:**

2. Consideration and possible action on: AN ORDINANCE OF THE CITY OF MONTGOMERY, TEXAS, ORDERING A PUBLIC HEARING CONCERNING AMENDING ARTICLE III,

"IMPACT FEES" OF CHAPTER 90 "UTILITIES" OF THE CITY CODE OF ORDINANCES BY ADOPTING NEW IMPACT FEES FOR WATER AND WASTEWATER IMPROVEMENTS THAT ARE ATTRIBUTABLE TO NEW DEVELOPMENT IN THE CITY'S PROPOSED WATER AND WASTEWATER IMPACT FEE SERVICE AREA WITHIN THE CORPORATE BOUNDARIES OF THE CITY; PROVIDING OPEN MEETING AND EFFECTIVE DATE PROVISIONS; AND PROVIDING FOR RELATED MATTERS.

Mr. Chris Roznovsky, WGA City Engineers introduced this item and explained that per the city's code of ordinances a public hearing for the impact fee must be held, in order to call the public hearing, it is required to be ordered by the City Council.

Councilmember Casey Olson moved to call the Public Hearing for the impact fees as presented. Councilmember Carol Langley seconded the motion. **Motion Passed (4-0).**

3. Consideration and possible action on calling a Public Hearing related to a Special Use Permit application for an event venue at 504 Caroline Street.

Mr. Dave McCorquodale, Planning & Development Director informed the Council that the applicant is wanting to use the property to host events, per our zoning ordinance, this is not within the list of permitted uses, therefore the only route left for the city and applicant is to obtain a Special Use Permit.

Councilmember Sara Countryman stated she disagreed.

Councilmember Sara Countryman and Councilmember Casey Olson had an extensive back and forth discussion regarding the Special Use Permit. \*\*\***The discussion can be viewed at the following link: <https://www.montgomerytexas.gov/citycouncil/page/city-council-23> [beginning of video]**\*\*\*

4. City Alcoholic Beverage Permit for Lupe Tortilla Mexican Restaurant, located at 20269 Eva Street, Montgomery, Texas, 77356.

Ms. Nici Browe, City Secretary, presented this item. She informed the City Council that the new construction of Lupe Tortilla is now ready to apply for their TABC and City Alcoholic Beverage Permit. The representative is present should the council wish to ask any questions. The City Secretary has signed and stamped the TABC application, and the City Application has been provided for City Council approval. Ms. Browe reminded the Council that the city permit cannot be issued until the city is in receipt of the TABC permit.

Councilmember Sara Countryman moved to approve the application of the alcohol beverage permit for the new Lupe Tortilla as presented. Councilmember Carol Langley seconded the motion. **Motion Passed (4-0).**

5. Public Hearing on amending Chapter 90, utilities, Article II, Water and Sewer Service, Division 2, Service rates and charges, section 90-57 – Returned Check charge; AND amending Section 90-61 and 90-62 discontinuation or refusal of water service for failure to pay bills and discontinuance of water service upon request of consumer.

Ms. Browe introduced this item and explained that there is a housekeeping item with regards to return check fees and discontinuation of service fees, to bring the city's fees in compliance with the State.

In order to address any fee, change the city must hold a public hearing. The hearing notice was published in the paper in accordance with the local government code.

**Mayor Bryon Sanford opened the public hearing at 6:35 P.M.**

No members of the public addressed the city council.

**Mayor Byron Sanford closed the public hearing at 6:36 P.M.**

- 6. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS, AMENDING CHAPTER 90, UTILITIES, ARTICLE II, WATER AND SEWER SERVICE, DIVISION 2, SERVICE RATES AND CHARGES, SECTION 90-57, RETURNED CHECK CHARGE; AND AMENDING SECTION 90-61 AND 90-62, DISCONTINUATION OR REFUSAL OF WATER SERVICE FOR FAILURE TO PAY BILLS AND DISCONTINUANCE OF WATER SERVICE UPON REQUEST OF CONSUMER, RESPECTIVELY, OF THE CODE OF ORDINANCES OF THE CITY OF MONTGOMERY, TEXAS; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE UPON PUBLICATION AND APPROVAL BY CITY COUNCIL.

Ms. Browe introduced this item and explained that this is the ordinance that goes with the public hearing.

Councilmember Carol Langley asked if it was posted in the paper and when it becomes effective.

Ms. Browe responded it becomes effective upon council’s approval and the legal notice was published ahead of time.

Councilmember Casey Olson moved to approve the ordinance as presented. Councilmember Stan Donaldson seconded the motion. **Motion Passed (4-0).**

- 7. Consideration and possible action on award of the construction contract for the 2023 Sanitary Sewer Rehabilitation Phase 2 project.

Mr. Chris Roznovsky presented this item and explained to the city council about the split phases and the resizing to 12” pipe. He stated that there has been TXDOT approval. There were five bids submitted by March 27<sup>th</sup> and the costs ranged from \$118,000 to \$308,000. He stated that they have worked with the lowest bidder before in other cities and had a good experience with them.

Councilmember Sara Countryman asked if they had worked with Montgomery County before?

Chris Roznovsky responded for another public entity, and they had no concerns and completed within 35 days as they predicted.

Councilmember Casey Olson stated he has some concerns about their timeline, it’s half the time of the others.

Councilmember Sara Countryman stated she sees that and that it is almost too good to be true.

Mr. Roznovsky stated that this does have a short timeline, however in the contract there is liquidated damages.

Councilmember Sara Countryman said but will they suddenly send in a change order for \$200,000?

Councilmember Stan Donaldson asked what the “qualified” statement means.



Mr. Roznovsky responded that it means that they have submitted with their bids, references, and we check up on prior projects they have worked on.

Councilmember Sara Countryman inquired if all have worked in Houston and or Montgomery?

Mr. Roznovsky stated he knows all with the exception of #2.

Councilmember Sara Countryman asked about a warranty, one year?

Mr. Roznovsky responded yes as well as a performance bond.

Councilmember Casey Olson moved to approve and award the bid to Bulchi in the amount of \$119,871 and a completion timeline of 35 calendar days. Councilmember Sara Countryman seconded the motion. **Motion Passed (4-0).**

8. Consideration and possible action on approval of the Final Plat for Montgomery Bend Section Two (Dev. No. 2203).

Mr. Chris Roznovsky introduced this item explaining that Montgomery Bend is underway, the planning and zoning had heard the final plat for section 2, there has been no opposition to the development. There is worth noting that the impact fees are part of this, the current fees not the new at this point.

Councilmember Casey Olson moved to approve the final plat of Montgomery Bend Section 2 as presented. Councilmember Carol Langley seconded the motion. **Motion Passed (4-0).**

9. Consideration and possible action on acceptance of a Feasibility Study for a proposed 56-acre single family residential development by Taylor Morrison of Texas, Inc. (Dev. No. 2404).

Mr. Chris Roznovsky introduced this item and provided the council with a summary of the original thoughts of 211 homes with 45 ft, the feasibility has found that there could be 190 lots, with 55 ft lot measurements and a 10-foot building set back. The lift station 10 improvement project is included in this study, currently funded by Pulte, with Taylor Morrison coming on the pumps would need to be upsized. This would be approximately \$300,000, the same as was originally accounted for. He added that this is the acceptance of the feasibility study only, not any plat or development thereof.

Councilmember Stan Donaldson asked what the definition of Completed is.

Mr. Roznovsky responded that after construction, we will come back and approve the infrastructure and the city will take it over, thus becoming public.

The Detention Pond is a MUD regulated/owned.

Councilmember Sara Countryman moved to accept the feasibility study as presented. Councilmember Stan Donaldson seconded the motion. **Motion Passed (4-0).**

10. Consideration and Possible Action on a Lease of Real Property, The Bandstand and Related Parking Area, Located at the NE Corner of College Street and McCown

Mr. Gary Palmer, City Administrator, presented this item and reminded the council that the city had a lease for a long time with Mr. Jacobs, however, it had since expired. Since that time, Mr. Jacobs has

acquired additional land that would be included in the lease. The event season is approaching, and the city utilizes that property a lot for events.

He added that Mr. Jacobs has negotiated with staff and today he is asking for the cost of the lease, which is \$1.00 annually and the city covers his ad valorem taxes, which is approximately \$1500.00 annually. Mr. Palmer stated that it is the staff's recommendation to approve the lease.

Councilmember Sara Countryman moved to approve the lease as presented. Councilmember Carol Langley seconded the motion. **Motion Passed (4-0).**

11. Consideration and Approval of Adding a Volunteer Water Operations Advisory Position to the Organizational Chart.

Mr. Palmer reminded the City Council that this item has been workshopped and as requested has been placed on the council agenda for council's consideration.

Councilmember Sara Countryman approved adding a volunteer water operations advisory position. Councilmember Casey Olson seconded the motion. **Motion Passed (4-0).**

12. Consideration and Possible Action on Adding a Finance Technician Position to the City Organizational Chart.

Mr. Palmer stated that again this item has been discussed and shown there is a need for this position, Ms. Maryann Carl is here to answer any question regarding the position.

Councilmember Sara Countryman moved to table this item until the next council meeting as Councilmember Fox is not here and had several questions regarding this item. Councilmember Stan Donaldson seconded the motion. **Motion Passed (3-1). Councilmember Casey Olson voted against.**

**EXECUTIVE SESSION:**

Adjourn into Closed Executive Session as authorized by the Texas Open Meetings Act, Chapter 551 of the Government Code of the State of Texas.

Sections 551.074 (personnel matters), City Secretary Position.

Mr. Gary Palmer advised the City Council that this item had been discussed in a workshop so there was no need to meet.

The City Council did not go into executive session.

**POSSIBLE ACTION FROM EXECUTIVE SESSION:**

**COUNCIL INQUIRY:**

Councilmember Casey Olson and Councilmember Sara Countryman continued the discussion regarding special use permit for 504 Caroline Street and the impact on other existing businesses that also hold events. **\*\*discussion at the following link: <https://www.montgomerytexas.gov/citycouncil/page/city-council-23> [minute 43:53] \*\***

**ADJOURNMENT**

Councilmember Sara Countryman moved to adjourn the meeting. Councilmember Casey Olson seconded the motion. Motion Passed (4-0).

## **The meeting was adjourned at 7:05 P.M.**

Date Approved: \_\_\_\_\_

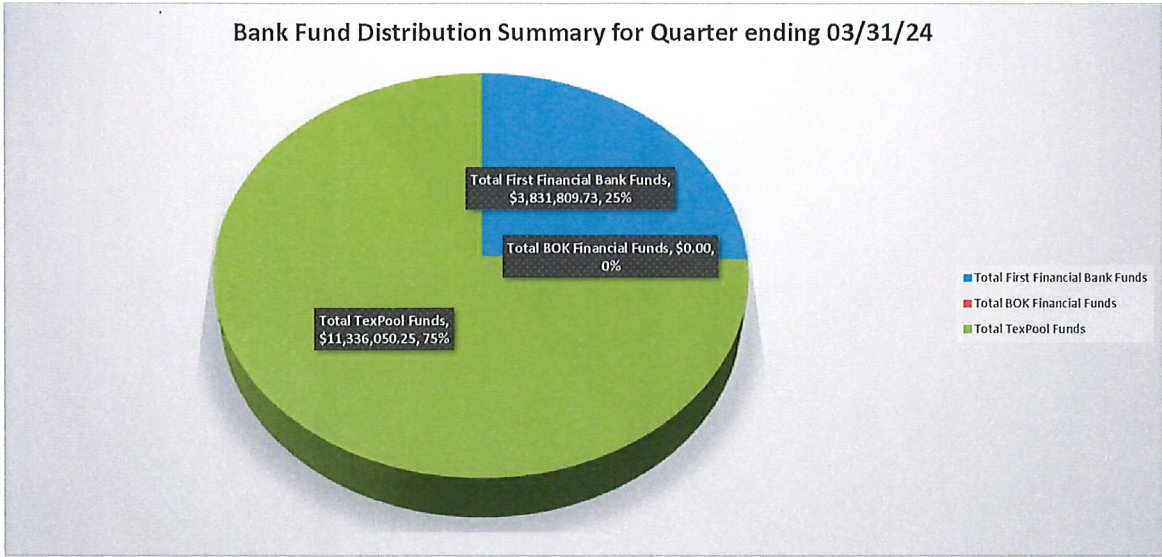
Submitted by: \_\_\_\_\_  
Nici Browe, City Secretary. TRMC

\_\_\_\_\_  
Mayor, Byron Sanford



**City of Montgomery Quarterly Investment Report**  
From January 1 - March 31, 2024

Summary of Funds held at First Financial Bank						
Investments	Beginning Values as of 01/01/24	Ending Values as of 03/31/24	Quarterly Activity	Quarter Interest Earned	YTD Interest Earned	% of Funds
General Fund Checking	\$596,553.67	\$1,803,942.17	\$1,207,388.50	\$867.12	\$867.12	
Utility Fund Checking	\$1,138,420.35	\$1,000,145.84	-\$138,274.51	\$748.21	\$748.21	
MEDC Fund Checking	\$360,370.73	\$750,264.70	\$389,893.97	\$307.61	\$307.61	
Capital Projects Fund Checking	\$881.20	\$232.38	-\$648.82	\$0.24	\$0.24	
Grant Fund - General Checking	\$10.03	\$10.03	\$0.00	\$0.00	\$0.00	
Grant Fund (1) Checking	\$10.03	\$10.03	\$0.00	\$0.00	\$0.00	
Grant Fund (2) Checking	\$10.03	\$10.03	\$0.00	\$0.00	\$0.00	
Hotel Occupancy Fund Checking	\$22,961.12	\$27,365.29	\$4,404.17	\$13.09	\$13.09	
Police Asset Forfeiture Fund Checking	\$13,280.96	\$13,285.91	\$4.95	\$4.95	\$4.95	
Court Security Fund Checking	\$3,342.88	\$3,344.12	\$1.24	\$1.24	\$1.24	
Court Technical Fund Checking	\$26,595.76	\$26,608.99	\$13.23	\$13.23	\$13.23	
Police Drug & Misc Fund Checking	\$10,698.11	\$10,702.10	\$3.99	\$3.99	\$3.99	
Debt Service Fund checking	\$48,862.49	\$56,258.39	\$7,395.90	\$3,757.30	\$3,757.30	
Home Depot Escrow Fund Checking	\$139,540.06	\$139,629.75	\$89.69	\$86.75	\$86.75	
<b>Total First Financial Bank Funds</b>	<b>\$2,361,537.42</b>	<b>\$3,831,809.73</b>	<b>\$1,470,272.31</b>	<b>\$5,803.73</b>	<b>\$5,803.73</b>	<b>25%</b>
Summary of Funds held at BOK Financial						
Investments	Beginning Values as of 01/01/24	Ending Values as of 03/31/24	Quarterly Activity	Quarter Interest Earned	YTD Interest Earned	% of Funds
Series 2017A TWDB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Series 2017B TWDB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total BOK Financial Funds</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
Summary of Money Market Funds held at TexPool						
Investments	Beginning Values as of 01/01/24	Ending Values as of 03/31/24	Quarterly Activity	Quarter Interest Earned	YTD Interest Earned	% of Funds
General Fund Reimbursement	\$378,409.50	\$383,459.28	\$5,049.78	\$5,049.78	\$5,049.78	
Utility Fund	\$1,855,471.76	\$1,880,232.60	\$24,760.84	\$24,760.84	\$24,760.84	
General Fund	\$2,366,631.69	\$2,398,213.88	\$31,582.19	\$31,582.19	\$31,582.19	
MEDC Reimbursement	\$252,740.12	\$256,112.95	\$3,372.83	\$3,372.83	\$3,372.83	
MEDC General	\$1,493,205.44	\$1,513,131.88	\$19,926.44	\$19,926.44	\$19,926.44	
Debt Service Fund	\$523.15	\$530.43	\$7.28	\$7.28	\$7.28	
Capital Projects American Rescue Plan	\$359,089.75	\$363,881.71	\$4,791.96	\$4,791.96	\$4,791.96	
MEDC Downtown	\$213,618.16	\$216,468.82	\$2,850.66	\$2,850.66	\$2,850.66	
Capital Projects Infrastructure	\$49,876.40	\$50,541.93	\$665.53	\$665.53	\$665.53	
Capital Projects Mobility	\$10,680.13	\$10,822.64	\$142.51	\$142.51	\$142.51	
Capital Projects Building	\$733,475.88	\$743,263.88	\$9,788.00	\$9,788.00	\$9,788.00	
Certificates of Obligation Series 2023	\$0.00	\$3,519,390.25	\$3,519,390.25	\$19,390.25	\$19,390.25	
<b>Total TexPool Funds</b>	<b>\$7,713,721.98</b>	<b>\$11,336,050.25</b>	<b>\$3,622,328.27</b>	<b>\$122,328.27</b>	<b>\$122,328.27</b>	<b>75%</b>
<b>Total City Funds</b>	<b>\$10,075,259.40</b>	<b>\$15,167,859.98</b>	<b>\$5,092,600.58</b>	<b>\$128,132.00</b>	<b>\$128,132.00</b>	



Compliance Statement: This report is presented in accordance and is in compliance with the City of Montgomery's Investment Policy and meets the requirements set forth in Texas Government Code Chapter 2256.023

All Funds are completely insured and/or Collateralized.

  
Maryann Carl, Finance Director

Date: *April 5, 2024*

**Montgomery City Council  
AGENDA REPORT**

<b>Meeting Date:</b> April 23, 2024	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action regarding the response to the Request for Qualifications for the Town Creek Wastewater Treatment Plant Expansion to 0.3 MGD project and authorizing the City Administrator to negotiate a professional services contract for the same.

**Recommendation**

Staff concurs with the City Engineer and recommends a motion to select Halff Associates as the most qualified submittal and to authorize the City Administrator negotiate a professional services contract for the project.

**Discussion**

Issue:

The city issued a Request for Qualifications in January of this year related to the engineering design for the Town Creek Wastewater Treatment Plant expansion project. The city received three submittals which were reviewed by the city engineer. After review, the engineers recommend selecting Halff Associates as the most highly qualified provider.

Regulations:

The Texas Commission on Environmental Quality regulates the design and permitting of wastewater facilities in the state. A qualified engineering firm is required. TLGC Chapters 2269 & 2254 regulate the RFQ process itself and contains several key provisions:

- Notice of publication requirements to ensure all firms have opportunity to submit
- When procuring architectural, engineering, or surveying services a city shall first select the most highly qualified provider based on demonstrated competence and qualifications.

Analysis:

City staff defers to the City Engineer for technical analysis of the submissions that were reviewed in accordance with the scoring criteria in the published RFQ.

Recommendation:

Staff concurs with the City Engineer and recommends a motion to select Halff Associates as the most qualified submittal and to authorize the City Administrator negotiate a professional services contract for the project.

**Approved By**

Assistant City Administrator & Planning & Development Director	Dave McCorquodale	Date: 04/16/2024

**Summary of Qualifications Scoring**  
For  
Professional Engineering Services for the  
**Town Creek Wastewater Treatment Plant Expansion to 0.3 MGD**  
City of Montgomery, Texas

	Qualifications and Availability (10%)	Proposed Staff (30%)	Project Experience (40%)	Project Approach (20%)	Weighted Score (Max = 10)
<b>Baxter &amp; Woodman Consulting Engineers</b>	6.5	8.8	8.5	8.8	<b>8.5</b>
<b>Bleyl Engineering</b>	5.9	7.7	7.9	8.1	<b>7.7</b>
<b>Half Associates, Inc.</b>	8.5	8.5	8.9	8.6	<b>8.7</b>

February 21, 2024

# CITY OF MONTGOMERY

## Statement of Qualifications

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Professional Engineering Services for the Town Creek Wastewater Treatment Plant Expansion to 0.3 MGD





Office of the City Secretary  
 City of Montgomery City Hall  
 101 Old Plantersville Rd.  
 Montgomery, TX 77316

February 21, 2024

**RE: Professional Engineering Services for the Town Creek Wastewater Treatment Plant  
 Expansion to 0.3 MGD**

Dear Members of the Evaluation Committee:

Halff appreciates the opportunity to present our qualifications for the Town Creek Wastewater Treatment Plant (WWTP) Expansion project. Halff is a Texas-registered professional design firm with more than 70 years of experience in the engineering field working directly for municipal governments and agencies across Texas and the U.S.

Our proposed team is perfectly suited to be your partner for this effort. In the attached Statement of Qualifications, we demonstrate our ability to confidently deliver the proposed WWTP design. As you review our submission, please consider the following:

**Similar WWTP Experience.** Our Project Manager, Preston Dillard, and our Technical Design Lead, Mike Marlar, have designed treatment facilities of both similar size and scope to the Town Creek plant. They have over 75 years of combined knowledge and experience and have worked on modifications/rehabilitations/reconstructions of WWTPs in this size range. This gives them the insight to provide the City with a plant that is custom designed to fit your needs and wants and backed with proven engineering for practical functionality.

**Local Commitment.** With offices in both Conroe and Houston, and employees who live in Montgomery County and even call the City of Montgomery home, Halff has a vested interest in the growth and success of your community. Our Principal-in-Charge, Lance McLeod is a native of the Houston region with a long history of serving municipalities and agencies in Montgomery County well. Because of our local presence, we are passionately and personally committed to bringing solutions for this project to the City that benefit your citizens. Our Project Team members further have additional dedicated local staff available as resources when needed and are committed to continuing our history of quality and effective service to you.

**One-Team Advantage.** We believe fostering strong relationships built on trust and transparency is the key to our proven track record of successful project delivery. This is true both with our clients and within the firm itself. Our corporate philosophy builds on this trust to actively and readily share work as needed amongst our offices across Texas and the U.S. This "one-team" approach provides Halff with both the flexibility and potential deep bench of industry professionals to give our clients exceptional service specifically tailored to their needs and those of the project. Our Project Team reflects this advantage to deliver a WWTP for the City that you can be confident in and proud of once in operation.

We are committed to being responsive and proactive to your needs and serving as your partner and advocate. **We encourage you to contact the references listed in our qualifications about our dedication, responsiveness, and client care.** As the primary contact for these services, I am authorized to commit Halff to a contractual agreement. If you have any questions, please feel free to contact me at 817.764.7504 or by email at pdillard@halff.com. Likewise, you may also contact our Principal-in-Charge, Lance McLeod, PE, PMP, at 713.829.4785 or lmcLeod@halff.com. We are excited for this opportunity and look forward to working with you.

Sincerely,

Preston Dillard, PE  
 Project Manager

Lance McLeod, PE, PMP  
 Principal-in-Charge

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# Item 1: Qualifications and Availability

## a. Company Information

**Legal name of firm:** Halff Associates, Inc.

**Location of office conducting the work:** 100 I-45 North, Suite 260, Conroe, TX 77301

**Contact person:** Preston Dillard, PE will serve as the Project Manager and primary point of contact for the City of Montgomery.

**Date of Firm Formation:** Halff was founded in 1950.

**Legal Business Description:** Texas Corporation

ESTABLISHED  
-1950-

32  
OFFICES

ENR  
TOP 500  
RANKING  
NO 85

1,400  
EMPLOYEES

## b. Availability and Commitment, Reporting Responsibilities and Interfacing with the City

Halff operates as a one-team family of professionals not only across Texas, but across the U.S. as well. That represents a potential resource pool of over 1,400 employees readily available to assist on any particular project. The Halff team assembled for this effort is poised and ready to work on this project at your earliest convenience. The Principal-in-Charge, Lance McLeod, has the full backing of the firm to commit the resources needed so that our Project Manager, Preston Dillard, is able to provide the City with services throughout design and construction to keep the project on schedule and on budget.

All personnel listed on the organizational chart are available and committed to work on this project for its duration through construction.

**As Project Manager, Preston will serve as the City’s primary contact for the plant expansion, with Lance and the lead technical designer, Mike Marlar, available to interface with the City as well at your discretion.** All members of the team will report to Preston for direction and coordination. Preston, Mike, and other support staff as necessary, will meet with the City virtually as often as you require to keep the project on track. Scheduled in-person meetings can also be conducted with Preston and staff when needed, and it is recommended that such meetings occur at project milestones as a minimum.

## c. Statement of Interest

With local offices in Conroe and Houston, and Floodplain Assessment/Modeling Lead, Ryan Londeen, a resident citizen of the City of Montgomery, Halff has a vested interest in supporting the City with our services to help you achieve the positive growth, quality of life, resiliency, and sustainability of your community and the region as a whole. We are very active in Montgomery County, working for multiple public entities, agencies and municipalities within the county on infrastructure projects that enhance the lives of residents throughout.

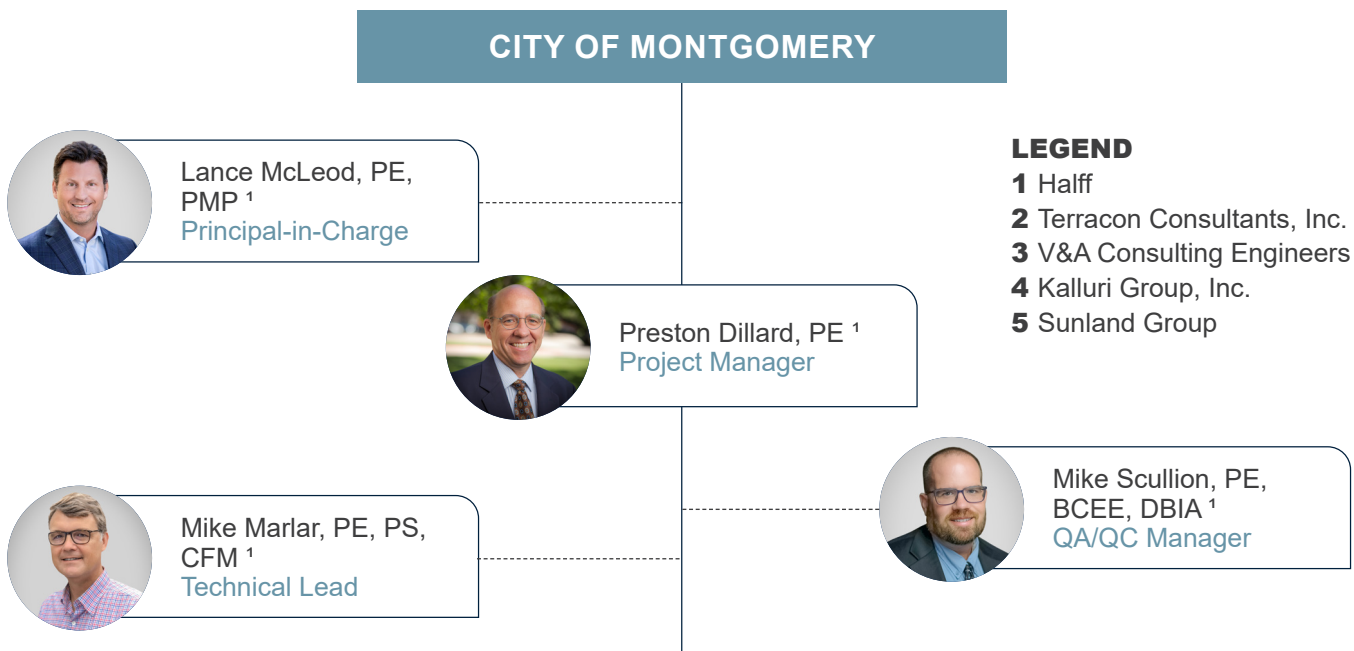
Halff has successfully designed treatment plant expansions that are nearly identical to the size, character, and needs of your Town Creek wastewater treatment plant project. Adding to our local presence and specifically applicable wastewater treatment plant experience is our further ability to readily obtain design and construction resources from across the firm to support the project. This combination of firm traits make us uniquely qualified to deliver the Town Creek Wastewater Treatment Plant Expansion successfully in partnership with the City.



## Item 2: Proposed Staff

### a. Organizational Chart

The Halff team is composed of talented and experienced professionals who share a common vision for quality, aesthetics and economy. Each team member’s specific role in this project is identified in the organization chart below and detailed professional experience for each team member is presented on the pages that follow.



Technical Staff		
<b>Floodplain Assessment/Modeling</b> Ryan Londeen, PE, CFM <sup>1</sup>	<b>Environmental/Permitting</b> Richard (Rick) Howard, PWS <sup>1</sup>	<b>Corrosion Protection</b> Christopher Sheldon, PE, CP4 <sup>3</sup>
<b>Survey</b> Malcolm Martin, RPLS <sup>1</sup>	<b>Construction Services Administration</b> Jim Bielstein, PE <sup>1</sup>	<b>Electrical</b> Stacy Jordan, PE <sup>4</sup>
<b>Funding Specialist</b> Elizabeth Range-Pendel <sup>1</sup>	<b>Geotechnical Engineering</b> Rebecca Rice, PE <sup>2</sup>	<b>Cost Estimation</b> Stuart Hoevelman, CPE <sup>5</sup>
<b>Structural</b> Jim Miller, PE <sup>1</sup>	<b>Odor Control</b> Vaughan Harshman, PE <sup>3</sup>	

### b. Key Personnel and their Primary Offices

At Halff, we believe in a culture based on teamwork, which is why we have enabled a robust and successful work-share process that allows for personnel from several offices to work together on projects, regardless of location. **Our team personnel resumes, beginning on the following page, provide the office location in which our team personnel operate out of.**

## c. Resumes



### Preston Dillard, PE

Preston has extensive experience including master planning, asset management, program management, water and wastewater conveyance, treatment planning, and design. He has provided facility master plans for treatment facilities; master plans for wastewater collection systems and water distributions systems; asset management plans; prepared regional water plans; conducted reclaimed water studies; prepared design plans, specifications, and cost estimates; and conducted construction administration for a variety of treatment and conveyance infrastructure components. He has completed projects for a multitude of clients across Texas as well as Oklahoma and Florida, including municipalities and river authorities.

#### ROLE

Project Manager

#### LOCATION

Fort Worth, TX

#### EDUCATION

BS, Civil Engineering,  
Texas A&M University

#### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer,  
Texas No. 79277

#### REPRESENTATIVE PROJECT EXPERIENCE

##### **Town of Northlake, Catherine Branch WWTP, Northlake, TX.**

Project Manager responsible for designing a 0.25 MGD wastewater water treatment plant (to be accomplished in two, 0.125 MGD phases), a 1.0 MGD lift station, and 250 lf of an 8-inch force main, and 500 lf of a 10-inch effluent outfall. The lift station is located close to Catherine Branch, and will pump wastewater from the interceptor located near the Branch to the WWTP site. The outfall pipeline will convey treated effluent from the WWTP to the Branch. Once sufficient growth occurs in the drainage basin, the WWTP and lift station will be removed/abandoned, and flows routed by gravity via a new interceptor to the TRA Denton Creek WWTP. The preliminary design was sized based upon the service area and flow projections. The design criteria was established, and process calculations and equipment sizing conducted, as well as solids disposal options. Halff is preparing the discharge permit through TCEQ.

##### **Big Fossil Creek Lift Station and Sewer Line, Richland Hills, TX.**

Project Manager for this design project. It consisted of a new, 2-MGD lift station (submersible pumps) and 10-inch force main to convey the City's wastewater flows into the Fort Worth collection system. A new, 5,000 lf collection line was also part of the project, to convey flows to the new lift station. Pipeline ranges in sized from 6-inch to 18-inch in diameter. Construction cost for the facility was \$2.5 million.

##### **Ten Mile Creek WWTP Improvements, Trinity River Authority of Texas, Ferris, TX.**

Project Manager for master plan that assessed the need for plant capacity expansion through the year 2040, identified rehabilitation needs, determined improvements needed for enhancing the plant's ability to process and manage bio-solids, determined procedures for managing wet-weather flows, identified the impacts of increased flows and process modifications on regulatory requirements and evaluated energy recovery opportunities into a CIP. \$61 million in improvements were identified and planned for the near term.



**Mike Marlar, PE,  
PS, CFM**

### ROLE

Technical Lead

### LOCATION

North Little Rock, AR

### EDUCATION

MS, Civil Engineering, University of Arkansas

BS, Civil Engineering, University of Arkansas

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No.139284

Mike's 41 years of project experience includes the design and construction of major water systems, distribution, master planning, treatment, water supply, wastewater systems, treatment plants and pipeline projects, land developments, land surveying, storm drainage systems and flood plain management, fuel systems, road and street improvement projects.

- **Bull Shoals Treatment Plant Improvement and Collection Rehabilitation, City of Bull Shoals, AR.** Project Manager responsible for assisting the City in acquiring funding, preliminary and final design, bid letting and construction engineering for a \$9 million wastewater treatment plant and collection system rehabilitation. The new treatment plant treats 500,000 gallons per day of wastewater and includes mechanical screening, activated sludge process, clarification, secondary clarification, UV disinfection, disc filtration, flow measurement and discharge to the White River below the Bull Shoals Dam. The project also included the rehabilitation of existing sewer collection lines and 16 lift stations.
- **Arkansas Natural Resources Commission, Gravel Ridge WWTP Improvements, Sherwood, AR.** Project Manager responsible for the planning and designing a new treatment system to meet current National Pollutant Discharge Elimination System (NPDES) permit limitations. The new treatment process included mechanical screening, extended aeration/activated sludge process, clarification, UV disinfection, tertiary filtration and flow measurement.



**Mike Scullion, PE,  
BCEE, DBIA**

### ROLE

QA/QC Manager

### LOCATION

Tavares, FL

### EDUCATION

MS, Civil and Environmental Engineering, Ohio State University

BS, Civil and Environmental Engineering, Ohio State University

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No.140216

- Michael brings extensive wastewater, water utility experience, and grant funding experience to the team. He has more than 18 years of experience in water and wastewater projects, conveyance projects, lift stations, and extensive funding assistance, including state Revolving funds (SRF) for projects.
- **Water & Wastewater System Master Plan, Mount Dora, FL.** Project Manager responsible for preparing water, wastewater, and reclaimed water master plans so that infrastructure is in place to service growth in the City's service area over the next 20 years. Half analyzed the existing infrastructure, developed 20-year population and flow projections, and prepared a new capital wastewater and reclaimed water line maps.
  - **Arbennie Pritchett WRF Expansion, Okaloosa County, FL.** Project Manager for the expansion of the Arbennie Pritchett WRF from 10 to 15 MGD. The expansion consisted of the construction of an oxidation ditch, secondary clarifier, RAS pump station, UV disinfection train, and effluent pump.
  - **Garney Companies, Inc., GPU WWTP Phase 2, The Villages, FL.** Project Manager for this project involving design, permitting and construction administration services for a new 2.0 MGD wastewater treatment plant to serve The Villages. The project is being initially constructed as a 2.0 MGD facility with capabilities for expansion to 4.0 MGD to accommodate anticipated future growth in the service area.





**Lance McLeod,**  
PE, PMP

### ROLE

Principal-in-Charge

### LOCATION

Houston, TX

### EDUCATION

BS, Bioengineering, Texas A&M University

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 85520

Project Management Professional (PMP), Texas No. 1792788

Lance has more than 30 years of engineering and project management experience, which includes water/wastewater systems design, large-diameter water/wastewater design, utilities program management, utilities master planning, hydraulic/hydrologic analyses, stormwater facilities design, and civil site design. His responsibilities have included studies, analysis, and design of site and regional sanitary sewer systems, water transmission systems, and site and regional storm drainage systems.

- **San Jacinto River Authority, Integrated Odor Control Plan for Wastewater Treatment Facility No. 1, The Woodlands, TX.** Project Manager responsible for a technical study of odor creation and options for odor containment/suppression at SJRA WWTF No1 and the immediate sanitary collection system adjacent to the plant.
- **San Jacinto River Authority, SJRA Lift Station No. 13 Rehabilitation, The Woodlands, TX.** Project Manager responsible for preliminary design, final design, bidding, and construction phase services for the rehabilitation of SJRA Lift Station No. 13.
- **City of Conroe, Gravity Main Replacement – Upper Stewart Creek Phase 1, Conroe, TX.** Project Manager for the design of approximately 11,000LF of large diameter FRP sanitary sewer to replace aging infrastructure in the upper Stewart Creek basin of the City of Conroe wastewater collection system.



**Ryan Londeen,**  
PE, CFM

### ROLE

Floodplain Assessment/Modeling

### LOCATION

Conroe, TX

### EDUCATION

BS, Civil Engineering, Texas A&M University

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 127074

Ryan has 11 years of experience in conducting drainage studies and performing complex hydraulic modeling in the region. Through his local experience in Montgomery County, he has developed close ties with local cities and agencies and has a thorough understanding of how to get drainage studies completed and approved in a timely manner. He specializes in FEMA floodplain studies, FEMA map revisions (CLOMR/LOMR), master drainage plans, roadway drainage design, drainage criteria updates, and hydrologic and hydraulic modeling. His hydraulic modeling experience includes water distribution modeling, sewer collection modeling, hydrologic modeling, unsteady 1D/2D riverine modeling, and 1D/2D urban drainage modeling.

- **White Oak Creek Tributary 1 LOMR, Montgomery County, TX.** Project Manager for the H&H analysis of White Oak Creek West Tributary No. 1. The analysis included hydrology for a 0.135 square mile watershed, hydraulic modeling for 1-mile of creek, floodway analysis, and FEMA floodplain map change.
- **MCMUD 24 Drainage Study, Montgomery County, TX.** Project Manager for a drainage impact analysis for a 90-acre residential development in Montgomery County partially located within the floodplain of White Oak Creek. This project included the hydrologic analysis of White Oak Creek's 26-square mile watershed, and a riverine hydraulic analysis to demonstrate no adverse impacts to flood levels due to development in the floodplain.



## Malcolm Martin

### RPLS

#### ROLE

Survey

#### LOCATION

Houston, TX

#### EDUCATION

AS, Geomatics Engineering Technologist, Nova Scotia Community College - Centre of Geographic Science

#### REGISTRATIONS/ CERTIFICATIONS

Registered Professional Land Surveyor, Texas No. 6962

Malcolm brings extensive experience in survey analyzing, computing, and resolving property boundaries, managing land survey seismic crew equipment, conducting residential surveys such as boundary and topographical, and completing several ALTA/ACSM surveys across Texas, both as the field surveyor and AutoCAD drafter.

- **City of Houston, Storm Water Maintenance Branch, Houston, TX.** Survey Lead responsible for performing technical support services, including a wide variety of services consisting of complex stormwater modeling, development of drainage guidelines and criteria, updating and providing support related to the HouStorm software, staff education, and performing technical reviews.
- **Harris County Flood Control District, Buffalo Speedway-ACPS, Houston, TX.** Survey Lead responsible for surveying tasks associated with the design and reconstruction of the Buffalo Speedway Bridge over Brays Bayou. Survey worked with our Public Works Team to confirm they had the information needed in their design. The intent was to raise the bridge, providing additional capacity to the bayou to help reduce flooding in the area as well as adding a turn lane and wider sidewalks to the bridge structure. The project also included reconstruction of North and South Braeswood near the bridge location to match the proposed width and elevation of the proposed bridge.



## Liz Range-Pendel

#### ROLE

Funding Specialist

#### LOCATION

Austin, TX

#### EDUCATION

BS, Public Policy, University of Texas at Austin

Liz began her career in grants consulting at a nonprofit agency and transitioned to a private grant consulting firm specializing in local, state, and federal opportunities for municipalities, counties, councils of government, transportation authorities, and water districts. Liz has extensive knowledge in a broad range of grant programs covering planning, parks, trails/active transportation, water and wastewater infrastructure, conservation, economic development, public health, public safety, hazard mitigation, and more. She works with clients to develop long-term funding strategies for key projects, positioning them desirably with funding agencies and competitive advantages for grant awards.

- **City of Austin, Fallwell Lane BRIC Grant Application and BCA, Austin, TX.** Halff supported the development of the grant application, and developed the benefit cost analysis, cost estimate, and preliminary design plans for the City of Austin's Fallwell Lane project for FEMA's Building Resilient Infrastructure and Communities program. The City requested \$50 million to prevent Austin Energy's Sand Hill Energy Center and Austin Water's South Austin Regional WWTP from failure due to a major flood event. The proposed project included multiple complex components that the Team simplified through narrative and exhibits throughout the application, including 1) raising the flood walls/ flood protection levee around the utility plants and extending the levee to SH 130, and 2) mitigation through Onion Creek channel benching, acquiring mitigation drainage easements to allow for flood flows to spread out before breaching the levee, and internal drainage mitigation at the AW-SAR WWTP.



## Jim Miller, PE

### ROLE

Structural

### LOCATION

Houston, TX

### EDUCATION

MS, Civil Engineering (Structural), Texas A&M University

BS, Civil Engineering (Structural), Texas A&M University

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 113116

Jim has been involved in the design of various structures including bridges, buildings, retaining walls, foundations, and miscellaneous structures. His experience includes reinforced concrete design, prestressed concrete design, and structural steel design. His ability to clearly and thoughtfully present issues and solutions aids clients in decision-making processes.

- **City of Frisco, W Rowlett Creek Wastewater, Frisco, TX.** Structural Engineer responsible for design and construction documents for multilevel tied-back gabion retaining walls. This project included the alignment analysis and schematic design of 18,600 lf of a new 10" through 36" wastewater interceptor.
- **Sardis Water Association, Water Treatment Facility, Mabelvale, AR.** Halff designed a water system that serves more than 5,000 customers in southern Pulaski and eastern Saline County. This project involved a new water treatment facility which included chemical coagulation and mixing, clarification and filtration units, new wells and service pumps. The design of this project included two deep wells, pumping to an aerator with detention tank, high service pumps, pressure filters, filter backwash settling ponds, various chemical applications, and piping to the existing distribution system.



## Richard (Rick) Howard, PWS

### ROLE

Environmental/Permitting

### LOCATION

Houston, TX

### EDUCATION

MA, Biology, Baylor University

BS, Biology, Baylor University

### REGISTRATIONS/ CERTIFICATIONS

Professional Wetland Scientist, No. 2792

Rick has a rich education in basic and applied ecology, including population and landscape ecology, remote sensing, and organismal biology. He has supported a number of business lines including mitigation, transmission, commercial and residential land development, oil and gas, and state and local government organizations.

- **Dow Chemical Company, Harris Reservoir Expansion Environmental Impact Statement (EIS), Brazoria County, TX.** Environmental Scientist responsible for supporting EIS assessment services to determine the degree to which the project's proponent is abiding by applicable regulatory requirements. This work involves reviewing previously completed work on behalf of USACE, developing supplemental data including stream assessments, and aiding in the development of decision documents for USACE.
- **Harris County Engineering Department, Market Street Fish Relocation, Harris County, TX.** Environmental Scientist responsible for flood damage to the Market Street bridge over the Lake Sandy inlet during Hurricane Harvey. He assisted in removing excess sediments and performing bridge repairs and led a team in identifying and relocating fish from the waterbody following the installation of coffer dams. Work was completed under guidance from TPWD.



## Jim Bielstein, PE

### ROLE

Construction Services Administration

### LOCATION

Conroe, TX

### EDUCATION

BS, Mechanical Engineering, Texas Tech University

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 87630

Jim brings experience in planning and designing municipal utility systems for multiple municipalities throughout the region. His experience includes planning-to-construction project management, design and management of design and project rep teams, proposal, subcontracting, scope development, risk assessment, and the development of bid-ready plans and specifications.

- **City of Conroe, American Rescue Plan, Conroe, TX.** Team Leader responsible for the planning and design for the replacement of 15- to 18-inch sanitary sewers in the Silverdale Creek area. This project involved upsizing the sanitary sewers to 18- to 21-inches using trenchless methods due to access and requires coordination with City Engineering and Operational staff, Entergy (transmission corridor), multiple pipeline companies (easement), TxDOT and UPRR.
- **City of Huntsville, Sanitary Sewer Rehabilitation Huntsville, TX.** Half was contracted by the City of Huntsville to perform all civil and environmental services for this project to replace or upsize sanitary sewers in 8 separate locations throughout the City, totaling almost 5,200 linear feet. These sewers ranged in size from 6- to 12-inches and experienced numerous flow obstructions due to damaged joints, tree roots, service connection failures, etc. Half had to coordinate closely with the City, the Texas Department of Criminal Justice, and TxDOT on many of the sewer lines.



## Rebecca Rice, PE

### ROLE

Geotechnical



### LOCATION

Houston, TX

### EDUCATION

Master of Engineering, Civil Engineering, Texas A&M University

BS, Civil Engineering, Texas A&M University

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 132914

Rebecca serves as a Geotechnical Engineer in Terracon's Houston office and is the geotechnical lead for public entities. Her responsibilities include developing field programs and coordinating with field personnel in the implementation of soil boring programs. She is responsible for developing laboratory testing programs, evaluating laboratory and field data, and providing recommendations for design and construction. Recommendations based on test data include site grading, foundations, and pavements.

- **MC MUD 119 1.08 MGD Replacement – Montgomery County, TX.**
- **Huntsville McGary Creek Lift Station – Huntsville, TX.**
- **MC MUD 88 Wastewater Treatment Plant Improvements, Montgomery County, TX.**

**TERRACON is a 100 percent employee-owned consulting engineering firm providing quality services to clients. Since 1965, Terracon has evolved into a successful multidiscipline firm specializing in Environmental, Facilities, Geotechnical Engineering and Materials Testing. Terracon currently has more than 5,000 employees in more than 175 locations and 42 states nationwide.**



**Vaughan  
Harshman, PE**

#### ROLE

Odor Control



#### LOCATION

Houston, TX

#### EDUCATION

BS, Chemical Engineering, University of South Florida  
MBA, University of Florida

#### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 52651

With over 38 years of working in the wastewater industry, Vaughan has worked on a wide variety of projects, all focused on improving infrastructure and mitigating the effects of odor. Vaughan's broad project experience ranges from field investigation to detailed design to complete program management. He believes in a comprehensive approach to wastewater odor management and has managed system-wide programs with dozens of odor and corrosion control locations and as many as ten different technologies. Vaughan serves on the WEF and FWEA Air Quality and Odor Control Committees and has served as chair of both.

- **City of Kyle Wastewater Treatment Plant Expansion Phase 2, Kyle, TX.**
- **City of Sugar Land CCW2311 Lift Station Odor Control Study, Sugar Land, TX.**
- **City of Austin Westbank Lift Station Odor Control Facility Assessment, Austin, TX.**



**Christopher  
Sheldon, PE, CP4**

#### ROLE

Corrosion Protection



#### LOCATION

Houston, TX

#### EDUCATION

BS, Structural Design and Engineering Technology, Pennsylvania State University

AAS, Civil Technology, State University of New York, Delhi

#### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 112184

Chris has over 35 years of experience, specifically 25 of those in the area of corrosion control relating to cathodic protection. He has exceptional leadership skills with an extensive knowledge of utility corrosion control, including engineering design, construction, and project management. Proven technical support skills managing a wide variety of groups and teams while developing best practices. Dedicated to providing high quality results and meeting schedules at the lowest cost.

- **City of Houston above Grade Crossings Small Diameter Waterline Coating System Management. Houston, TX.**
- **West Harris County Regional Water Authority Surface Water Supply Project (SWSP) Cathodic Protection. Houston, TX.**
- **West Harris County Regional Water Authority Cathodic Protection Survey and Monitoring. Houston, TX.**

**V&A CONSULTING ENGINEERS, INC. (V&A) is a consulting firm founded upon corrosion engineering as a core discipline by Jose Villalobos in May of 1979. V&A has over 43 years of corrosion engineering experience, including cathodic protection (CP), and specializing in evaluating, rehabilitating, and preserving municipal infrastructure. V&A delivers engineering services for projects involving corrosion engineering, condition assessment, coating system management, civil/environmental engineering, construction engineering and inspection, data science, flow monitoring, odor control, and surveying and mapping.**





## Stacy Jordan, PE

### ROLE

Electrical



### LOCATION

Houston, TX

### EDUCATION

BS, Electrical Engineering, Texas A&M University, College Station

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer, Texas No. 148233

Master Electrician, Texas No. 459442

Stacy has more than 21 years of experience in electrical, instrumentation and control systems. Responsible for various aspects of design, coordination, integration, implementation, and troubleshooting. Drawing from the construction experiences as an electrician and as a project manager to make sound design, feasibility, scheduling, and sequencing decisions. Experience with coordinating and performing electrical/control system upgrades and replacements with minimal impacts on active process facilities. Merging these qualifications to place an emphasis on a complete and working system for the overall project.

- **SJRA Wastewater Treatment Plant Improvement Projects, The Woodlands, TX.**
- **SJRA Woodlands Wastewater Consolidation Study, The Woodlands, TX.**
- **City of Houston 69th Street WWTP, Houston, TX.**

**KALLURI GROUP, INC. (KGI)** is one of the few small MBE engineering consulting companies based in Houston that specializes exclusively in the design of water and wastewater treatment plants. KGI designed process, mechanical, piping, electrical, instrumentation, controls, SCADA, Safety/Security elements for more than 100 major water and wastewater treatment facilities in and around City of Houston.



## Stuart Hoevelman, CPE

### ROLE

Cost Estimation



### LOCATION

Houston, TX

### EDUCATION

BS, Construction Management Technology, University of Houston

### REGISTRATION

Certified Professional Estimator, 1.4-000208-1217

Stuart is the Project Controls Manager of Sunland Group, Inc. (Sunland) with more than 20 years in the construction industry. Stuart's experience lies in estimating, preconstruction management, and project management. Stuart's vast knowledge and experience have equipped him with the unique ability to prepare conceptual and competitive estimates that set the gold standard in the industry. His acumen extends to developing and estimating the scope of work for change orders, so that even unforeseen alterations are handled with precision. His excellence is further solidified by his certification as a Certified Professional Estimator (CPE) recognized by the American Society of Professional Estimators (ASPE).

- **San Jacinto River Authority, Lake Conroe Operations and Maintenance Facility, Conroe, TX.**
- **City of Austin, Austin Energy New Downtown District Cooling Plant #3, Austin, TX.**

**SUNLAND GROUP, INC. (SUNLAND)** is a woman-owned, A/E/C multidisciplinary firm offering a range of design, management, development, and digital consulting services. Our mission is to create incomparable value for our clients in the planning, management, design, and construction of projects. We complete our work with a level of knowledge, integrity, quality, and commitment to exceed client expectations.

## d. Staffing by Area of Expertise

Half is a full-service engineering firm designed, engineered, planned, constructed – and purposed – for people. Since 1950, we’ve been creating smart solutions that improve lives and communities by turning ideas into reality. The firm provides services throughout the Southeast from 32 offices in Texas, Arkansas, Oklahoma, Louisiana and Florida. **The firm’s staff of 1,400 includes engineers, planners, scientists, and surveyors.** Half is ranked #85 in Engineering News-Record magazine’s list of the top 500 design firms in the United States. The firm was founded in Dallas in 1950 by Albert H. Half, PhD-Eng., PE. Today, Half preserves Dr. Half’s legacy of integrity, dedication to client service, and commitment to quality. Half develops smarter solutions for a variety of market sectors. No matter the size or scope of the project, every one of our solutions is designed with a single purpose: our client’s success.

PRACTICE AREA	NUMBER OF STAFF FIRM-WIDE
Civil Engineer	445
Water Resources Engineer	72
Planner: Urban/Regional	33
Environmental Scientist	40
Structural Engineer	16
Construction Services	45
Landscape Architect	50
Land Surveyor	151
Electrical Engineer	14
Mechanical Engineer	21
Transportation Engineer	72
Geologist	7
CADD Technician	87
Geographic Information Systems	44
Administrative	187
Other	143
<b>Total Count</b>	<b>1,427</b>

## e. Current Workload of the Firm

We have reviewed our workload and specifically the current workloads of the personnel proposed for this project. The proposed personnel are finishing current assignments and are prepared to dedicate their efforts to this project. Half has more than enough capacity to perform the tasks required to complete this project for the City of Montgomery in a timely and efficient manner. The general anticipated availability of the key staff members is shown in the table below.

## f. Staff Availability to Perform

Half’s personnel are committed to the successful completion of this project. We will be ready to begin service within 24 hours of the NTP. Additionally, our main office is located within 16 miles of the wastewater treatment plant, and our staff can be on project location within 30 minutes of notification.

PROJECT TEAM AVAILABILITY		
Personnel	Nature/Role	Available
Preston Dillard, PE	Project Manager	60%
Lance McLeod, PE, PMP	Principal-in-Charge	35%
Mike Scullion, PE, BCEE, DBIA	QA/QC Manager	45%
Mike Marlar, PS, CFM	Technical Lead	50%
Ryan Londeen, PE, CFM	Floodplain Assessment/Modeling	40%
Malcolm Martin, RPLS	Survey	25%
Elizabeth Range-Pendel	Funding Specialist	20%
Jim Miller, PE	Structural	20%
Richard (Rick) Howard, PWS	Environmental/Permitting	20%
Jim Bielstein, PE	Construction Services Administration	35%
Rebecca Rice, PE	Geotechnical	30%
Vaughan Harshman, PE	Odor Control	30%
Christopher Sheldon, PE, CP4	Corrosion Protection	30%
Stacy Jordan, PE	Electrical	25%
Stuart Hoevelman, CPE	Cost Estimation	30%





# Item 3: Project Experience

## a. Company Profile

Halff is a full-service engineering firm designed, engineered, planned, constructed – and purposed – for people. Since 1950, we’ve been creating smart solutions that improve lives and communities by turning ideas into reality. The firm provides services throughout the Southeast from 32 offices in Texas, Arkansas, Oklahoma, Louisiana and Florida. The firm’s staff of 1,400 includes engineers, planners, scientists, and surveyors. Halff is ranked #85 in *Engineering News-Record* magazine’s list of the top 500 design firms in the United States. The firm was founded in Dallas in 1950 by Albert H. Halff, PhD-Eng., PE. Today, Halff preserves Dr. Halff’s legacy of integrity, dedication to client service, and commitment to quality. Halff develops smarter solutions for a variety of market sectors. No matter the size or scope of the project, every one of our solutions is designed with a single purpose: our client’s success.

Halff was founded on a core tenet: Focus on people, treat them well and success will follow. It’s no wonder, then, that our employees, and the culture they create, define us. We are members of a company built on integrity, technical knowledge and commitment to client service.

## HALFF’S UNIQUE QUALIFICATIONS

Halff understands there are many important qualifications to selecting a qualified engineering firm. Halff has assembled a highly-qualified team with a proven history of working together and specialized experience in all aspects of the anticipated project. Our team is committed to the success of the project and will apply our knowledge and experience to:

- Be available and immediately responsive.
- Listen to and understand your objectives, goals and constraints
- Understand the regulatory and permitting requirements associated with the project
- Provide varying options for each design problem to enable selection of solutions which best fit your needs

These factors will contribute to a successful project that meets your needs, goals, milestones, budget and schedule.

## HALFF BY THE NUMBERS

**ESTABLISHED -1950-**

**32 OFFICES**

**1,400 EMPLOYEES**



## b. Similar Projects

# Bull Shoals Treatment Plant Improvement and Collection Rehabilitation - 16 Pump Stations

City of Bull Shoals | Bulls Shoals, AR



Half worked with the City of Bull Shoals to replace the existing Wastewater Treatment Plant and upgrade the existing collection system. **The firm assisted the City of Bull Shoals secure \$9 million in grants and loans to fund the project.** Four million dollars of the funding is being provided through a USDA grant. Half developed a comprehensive preliminary engineering report (PER) for the project for the City to use in pursuing project funding. The PER included an assessment of the project options' environmental impact and preliminary cost estimations. The design of the projects was completed in Spring 2018. Attention to detail was imperative during this design process. Developing a grading plan that conformed to the rugged terrain and making sure the adjacent White River was protected during construction were the primary goals of the design team in developing construction drawings and planning the construction phasing. The new plant has been designed so the existing plant can stay in service until the new plant was activated. The existing collection system's rehabilitation includes open-trench replacement of over 1.5 miles of existing sewer mains. The mains selected for replacement follow the alignment of valley streams that drain to the White River—decades of erosion resulted in shallow, exposed, and susceptible to inflow and infiltration (I&I). The new lines were designed with adequate cover and watertight manholes to reduce the City of Bull Shoals I&I issues. Our firm assisted the City of Bull Shoals with construction and contract management after the groundbreaking. Half prepared project reports, pay requests, change orders, and close-out documents. The firm also provided full-time construction observation throughout the project.

**Services Provided:** Wastewater Treatment Plant Design, Cost Estimating, Environmental, Permitting, and Construction Administration

### Reference

David Nixon  
Mayor  
870.421.8783  
[dnixon@cityofbullshoals.org](mailto:dnixon@cityofbullshoals.org)

Winner of the 2021 ACEC  
Arkansas Engineering  
Excellence Award



# Gravel Ridge Wastewater Treatment Plant Improvements

Arkansas Natural Resources Commission | Sherwood, AR



The Gravel Ridge Sewer Improvement District (SID) No. 213 of Pulaski County provides wastewater service to more than 1,500 customers in northern Pulaski County and treats its wastewater with facultative lagoons. The Arkansas Department of Environmental Quality (ADEQ) permits this facility, and the current treatment process is out of compliance. SID No. 213 retained Halff to plan and design a new treatment system to meet current National Pollutant Discharge Elimination System (NPDES) permit limitations. An integral part of the new treatment plant design included a new 1.5 MGD plant influent lift station. The lift station was a submersible (wet well) design and included an integral valve vault to house fittings, valves, and flow monitoring equipment. The station was designed to have the capability of either discharging to the head of the treatment process or an equalization basin during times of increased flow. Automated control valves and SCADA integration allow for remote control of the station flow and discharge location. The new treatment will include mechanical screening, extended aeration/activated sludge process, clarification, UV disinfection, tertiary filtration, and flow measurement for \$5 million. Halff assisted with the application of funds through the Arkansas Department of Agriculture Natural Resources Division (NRD) Revolving Loan Fund Program. To stay in compliance with grant requirements, Halff staff members documented the American Iron and Steel (AIS) and Davis-Bacon compliance as required by the Environmental Protection Agency. We will maintain the records for the AIS and Davis-Bacon programs on the construction site for review by ANRC. Construction phase services included an on-site resident project representative to provide daily site visits for at least 3 hours per day during the project's construction.

**Services Provided:** Wastewater Treatment Plant Design, Environmental, Permitting, and Construction Administration

#### Reference

Dan Bernal  
Sewer Improvement District No. 213  
501.392.6108  
grsid213@gmail.com

# Catherine Branch Wastewater Treatment Plant, Lift Station and 15- to 21-Inch Trunk Line

Town of Northlake | Northlake, TX



Halff is designing a 0.25 MGD wastewater water treatment plant (to be accomplished in two 0.125 MGD phases), a 1.0 MGD lift station, 250 lf of an 8-inch force main, and 500 lf of a 10-inch effluent outfall. The lift station is close to Catherine Branch and will pump wastewater from the interceptor near the Branch to the WWTP site. The outfall pipeline will convey treated effluent from the WWTP to the Branch. Once sufficient growth occurs in the drainage basin, the WWTP and lift station will be removed/abandoned and flows routed by gravity via a new interceptor to the TRA Denton Creek WWTP. The preliminary design was sized based on the service area and flow projections. The design criteria was established, and process calculations, equipment sizing, and solids disposal options were conducted. Halff also prepared the discharge permit through TCEQ.

Additionally, Halff performed a route study for the Town of Northlake to determine the best alignment for a wastewater interceptor along Catherine Branch. Three alignments were evaluated based on impacts on land use, permitting requirements, conflicts with existing utilities, environmental concerns, number of easements and cost, and construction cost. The Town selected the recommended alignment, and the preliminary design is underway. This project includes traditional survey, drone survey, railroad and TxDOT permitting, easement preparation, easement acquisition, environmental engineering, geotechnical engineering, and subsurface utility engineering. The interceptor ranges from 15- to 21-inch and is 12,000 lf.

**Services Provided:** Wastewater Treatment Plant Design, Survey, Environmental, SUE, Permitting, Geotechnical Engineering, and Construction Administration

#### Reference

Drew Corn  
Town of Northlake  
(940) 648-3290  
DCorn@town.northlake.tx.us





## Item 4: Project Approach

### a. Designing the Project

This project involves the planning and design of improvements to the existing wastewater treatment plant known as the Montgomery Town Creek WWTP. The following are initial preliminary design considerations and potential issues that may need to be addressed. It is noted that additional design considerations will be developed after meeting with the treatment plant operations personnel and other city officials.



### DESIGN CONSIDERATIONS

1. Consider current and future design flows to the WWTP. Currently, the design flow is estimated at 0.30 million gallons per day (MGD) with a maximum future expansion to 0.60 MGD. We recommend acquiring three years of flow data to verify design and future maximum flows.
2. Preliminarily, it would be in the City's best interest to consider constructing a new wastewater treatment facility to replace the existing one. In the past three (3) years, Halff has engineered two Wastewater Treatment Plants (WWTP) rated at 0.50 MGD that involved implementing a new facility while keeping the existing WWTP in operation until the new Plant was online. Afterward, the existing facility was demolished. Both of these facilities have been in compliance with NPDES permit limitations since start up. We are currently designing a third WWTP rated at 0.75 MGD that will involve demolishing the existing facility. This plant is scheduled to go online in February, 2025.
3. We recommend wastewater quality testing of the influent raw wastewater for BOD, TSS and Ammonia Nitrogen to verify the strength of the wastewater rather than simply estimating it. It has been our experience that identifying the actual quality of the wastewater will enhance design and the treatment process.
4. The existing pump (lift) station can be utilized but will need to be modified and resized in order to serve as the influent lift station into the new treatment units and to enable the WWTP to better handle wet weather flows.
5. We recommend the structures to handle the treatment processes be concrete basins which will enhance to design life of the facility (also in line with City preference).
6. Involvement of the treatment plant operator during the design process and receiving his/her recommendations will aid in development of the plant to enhance its overall performance. On all of our WWTP project, we interact with the Operator as an important team member which will result in a better final product.
7. If some form of SCADA system is considered, Halff has experience with SCADA implementation. We have designed computer monitoring and automation systems at all of our recent WWTPs. We will work with the City and operations staff to design the level of electronic instrumentation, SCADA and/or other technologies desired.
8. Halff has significant experience assisting clients with government funding for water and wastewater projects. We helped our most recent WWTP projects receive funding from the following sources:
  - City of Bull Shoals, Arkansas WWTP 0.50 MGD
    - \$ 7.5 million project
    - \$ 5 million in grant USDA Rural Development
    - \$ 1.5 million in grant EDA; \$ Remaining in loan from USDA Rural Development

#### Item 4: Project Approach

- Gravel Ridge SID 213, Pulaski County, Arkansas 0.50 MGD
    - \$ 8.5 million project
    - Arkansas Dept. of Agriculture, Natural Resources Div. Loan
- 9. Halff will conduct a preliminary design meeting with City staff and the Operator to discuss design considerations, funding, site conditions, TCEQ permitting, other permitting, bidding process, and other items of interest related to the project.
- 10. At a minimum, Halff will conduct additional design meetings with City staff and the Operator at designated deliverable milestones for the project. Milestone deliverables will be provided at City discretion, but we recommend at least two (60% and 90%) prior to finalizing the plan set.
- 11. All final plans and bid documents will be submitted to appropriate reviewing agencies and the Texas Commission of Environmental Quality (TCEQ) for final review and approval. Documents will be submitted to any funding agencies that provide funding for the project.
- 12. Halff will assist the City in the advertisement, bid process, receipt of construction bids, and recommendation of award at the discretion of the City.
- 13. Halff will conduct a preconstruction conference with the City and contractor.
- 14. Halff will provide Construction Administration and Observation during the project and will conduct construction progress review meetings on a monthly basis with the City and contractor.
- 15. At a minimum, Halff will conduct substantial completion and final completion walkthroughs of the contractor's efforts and create final record drawings from the contractor as-built information.
- 16. Halff will conduct post construction services for the client, if requested to follow up on the performance of the WWTP and project.



## b. Potential Issues and Resolutions

Issues related to a WWTP project can vary, but certain critical items should be identified in order to provide a positive outcome. Additional items will be added to this list after meeting with the client include:

1. Verification of the design and peak sewer flows. Acquiring the most recent annual data related to sewer flows (summer time dry weather and inclement weather flows) are necessary to achieve a successful treatment process.
2. Verification of the strength of the wastewater quality for BOD, TSS, Ammonia Nitrogen and possibly a few other parameters are important to determine the actual characteristics of the wastewater to be treated. Often, this is not conducted, but estimated and from our experience estimates can be significantly out of range, causing problems later in the treatment process.
3. Halff will provide Technical Design Memorandums identifying the optimum sizing of units of treatment, especially the activated sludge process basin.
4. Identification of wet weather flows and how those flows can be handled without initially going through the treatment process by holding wet flows in an equalization basin, if possible. This may not be necessary if the wet weather flows are not significant.

Item 4: Project Approach

5. Hydraulic flow analysis – Verify all units of treatment are at elevations adequate to allow the maximum peak flow to flow through the process without impeding flow or backing water up. A hydraulic flow diagram will be provided as part of the construction plans.
6. Provision of Auxiliary power to enable the WWTP to operate during power outages. We understand the City has a preference for a natural gas generator to serve this purpose.
7. Good drainage design and site planning. Often, a WWTP can operate and treat efficiently but not paying attention to other design consideration such are grading, erosion control and drainage can cause other problems such as water ponding issues.
8. Provide a geotechnical study and report to identify subsurface soil conditions and any subsurface issues for all structural foundations that may need to be addressed during design.

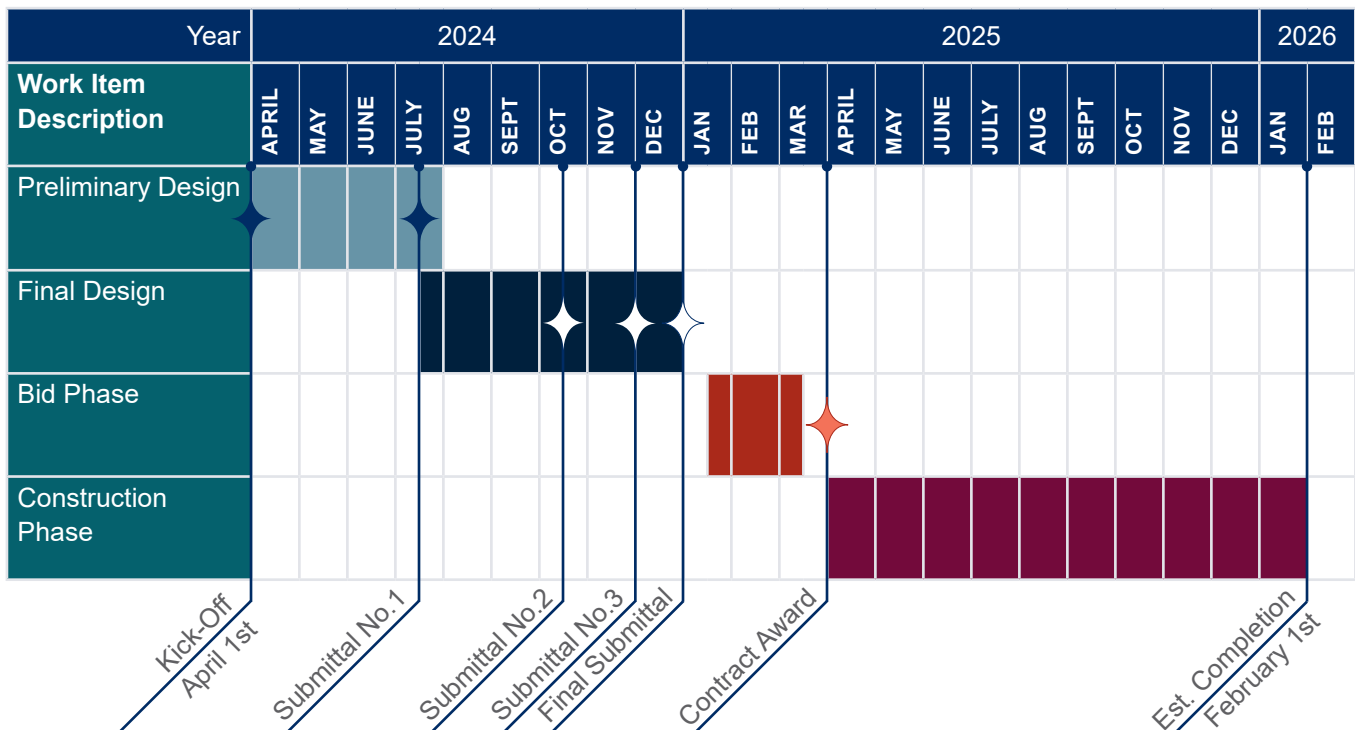
### c. Project Leadership and Reporting Responsibilities

Leadership for this effort consists of the Project Principal in Charge, Lance McLeod and the Project Manager Preston Dillard. Primary support for Preston will come from Mike Marlar as the lead technical designer, and Mike Scullion as QA/QC Manager. The other technical leads on the project are identified for City review in the organizational chart on Page 3 of this SOQ.

As previously mentioned in this SOQ, Preston will serve as the City’s primary contact for the plant expansion, with Lance and the lead technical designer, Mike Marlar, available to interface with the City as well at your discretion. All members of the team will report to Preston for direction and coordination. Preston, Mike, and other support staff as necessary, will meet with the City virtually as often as you require to keep the project on track. Scheduled in-person meetings can also be conducted with Preston and staff when needed, and it is recommended that such meetings occur at project milestones as a minimum.

## CITY OF MONTGOMERY: TOWN CREEK WWTP ANTICIPATED SCHEDULE

(Note: All dates are projected and based on estimate of Notice to Proceed of approximately April 1, 2024)





### d. Construction Phase Services and Interface

During the construction phase of the project, our proposed PM, Preston, will remain integral to the project as the Engineer of Record to maintain continuity until construction of the facilities through initial start up is complete. Working in concert with the Halff Team’s construction services administrator, Jim Bielstein, Preston will oversee Halff’s involvement with construction observations, and responses to Requests for Information (RFIs), Construction Submittals, and any Change Order requests.

Halff recommends that the City receives such communications from the construction contractor either directly, or in tandem with Halff to make sure the City is at least aware that such correspondence has taken place (City discretion). In the former case of direct City receipt, the City has the option to either review the communication themselves first, or simply pass the information along to the Halff Project Team. Regardless of the City’s preference here, the Halff Project Team will take the lead on responding to these contractor communications, with the recommended responses being sent first to the City for approval by staff before final routing to the contractor (again, either forwarded directly from the City, or from the Halff Team with the City copied, at City’s discretion). Halff will keep a log of all such communications to be made part of the permanent official project record upon completion.

Lastly, Halff will conduct formal walk-throughs during any designated partial completion milestones agreed upon with the City, and for both substantial and final completion of construction. At those sessions, Halff will note any issues or concerns to be conveyed to the contractor to be addressed for City acceptance of the facilities. Halff will then take the as-built information from the contractor to provide the City with a final set of record drawings for your records and use.

**Our ultimate goal is to deliver a product that will improve the quality of life for the citizens of the City of Montgomery and exceed your expectations. We will sincerely work to achieve that outcome.**





We improve lives and communities  
by turning ideas into reality.



**Halff**  
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Conroe, Texas 77301  
936.756.6832  
[halff.com](http://halff.com)

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> April 23, 2024	<b>Budgeted Amount:</b> \$0
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action authorizing the City Engineer to begin design of the FM 1097 Sanitary Sewer Relocation project.

**Recommendation**

Staff recommends authorizing the city engineer to begin design for the project.

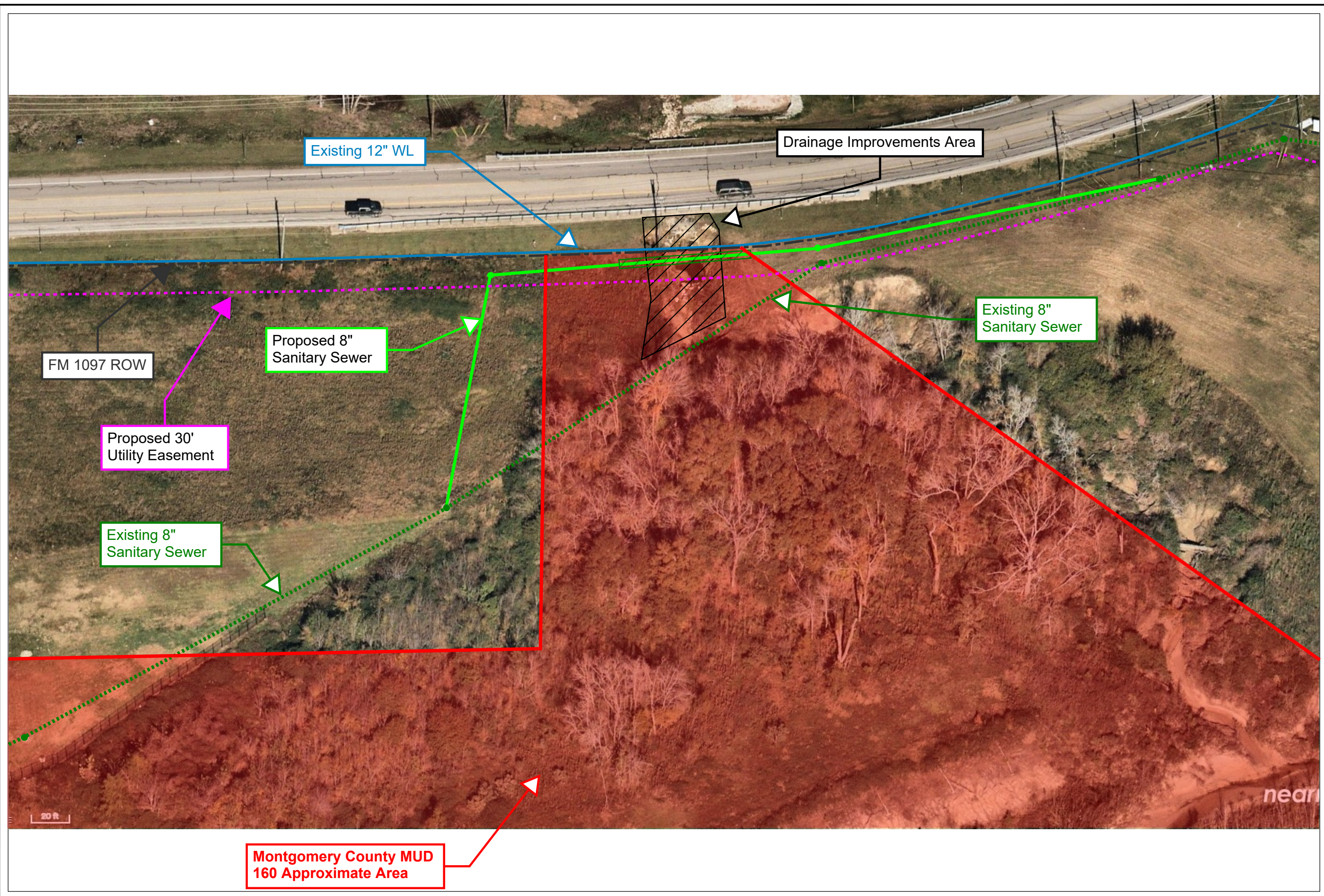
**Discussion**

The engineer's memo is attached.

**Approved By**

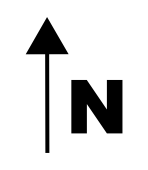
Assistant City Administrator & Planning & Development Director	Dave McCorquodale	Date: 04/17/2024





**FM 1097 Sanitary Sewer Improvements**

**City of Montgomery**



**Montgomery County MUD 160 Approximate Area**





**Engineer's Opinion of Probable Cost**  
**FM 1097 Sanitary Sewer Improvements**  
**City of Montgomery**  
4/18/2024

Item No.	Description	Quantity	Unit	Unit Price	Cost
<b>BASE ITEMS</b>					
<b>General</b>					
1	Mobilization, Bonds, and Insurance	1	LS	\$ 10,000	\$ 10,000
2	Site Preparation & Restoration	1	LS	5,000	5,000
3	Construction Staking	1	LS	6,000	6,000
4	Trench Safety System	500	LF	1	500
5	Plug & Abandon Existing Sanitary Sewer Line	1	LS	8,000	8,000
6	SWPPP	1	LS	2,500	2,500
7	Traffic Control	1	LS	5,000	5,000
<b>Sanitary Sewer</b>					
8	8-Inch SDR-26 PVC Gravity Sanitary Sewer	500	LF	60	30,000
9	12" Steel Casing for 8-Inch Gravity Sewer	120	LF	180	22,000
10	4' Sanitary Sewer Manhole	2	EA	5,000	10,000
11	Core into Existing Manhole	2	EA	3,000	6,000
12	Concrete Abutment	2	EA	7,000	14,000
13	Bypass Pumping	1	LS	\$ 5,000	\$ 5,000
<b>Base Items Subtotal</b>					\$ 124,000
<b>Contingencies (20%)</b>					\$ 25,000
<b>Engineering (Surveying, Design, Constr., etc.)</b>					\$ 51,500
<b>Reimbursable Expenses</b>					\$ 16,000
<b>Total</b>					<b>\$ 216,500</b>
<b>ALTERNATE ITEMS</b>					
<b><u>TxDOT Drainage Improvements</u></b>					
14	Additional Mobilization, Bonds, and Insurance	1	LS	\$ 15,000	\$ 15,000
15	Import High Clay Content Fill	1,500	CY	24	36,000
16	Regrade Existing Creek	1	LS	25,000	25,000
17	3'x5' Reinforced Box Culvert	120	LF	450	54,000
18	Cementitious Grout Reinforced Rip Rap	400	SY	\$ 240	\$ 96,000
<b>Alternate Items Subtotal</b>					\$ 226,000
<b>Contingencies (20%)</b>					\$ 46,000
<b>Additional Engineering (Design, Constr., etc.)</b>					\$ 25,000
<b>Total</b>					<b>\$ 297,000</b>

## 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.

# FM 1097 Sanitary Sewer Improvements

## City of Montgomery

**Request:** Council Authorization on April 23, 2024

This proposal is submitted pursuant to and in accordance with that certain Professional Services Agreement dated May 25, 2021, by and between Ward, Getz & Associates, LLP and the City of Montgomery (the “City”).

WGA understands that the City has interest in relocating an existing sanitary sewer line that is currently in danger of failing due to progressing erosion of a Town Creek tributary. We understand the City would also like to stabilize the existing portion of the creek that runs near the City’s existing public utilities. We understand the City would prefer TxDOT to handle the drainage improvements portion of the project as it is partially within TxDOT ROW. The City does not own the land where improvements to are to be made but we understand the City has recently agreed to enter into an agreement with the landowner, Montgomery County MUD No. 160 that allows for the City to perform work in an emergency scenario. Additional easements will be required from the adjacent landowners to proceed with the project. WGA recommends moving forward with the below scope for the improvements project to avoid potential bypass pumping costs upon failure of the existing line.

### SCOPE OF WORK

- *Preliminary Phase Services*
  - *WGA will create a preliminary sanitary sewer layout and coordinate with the City’ staff and the City’s operator Hays Utility Services (“Hays”) to delineate the most appropriate alignment.*
  - *Coordinate with adjacent property owners and surveyor to obtain and required easements.*
  - *Coordinate with TxDOT on jurisdiction and responsibility for performing drainage improvements to adjacent creek area experiencing heavy erosion.*
  - *Determine final scope of work with City staff.*
- *Design Phase Services*
  - *Update scope and engineer’s opinion of probable construction cost as needed.*
  - *Coordinate with City staff for efforts to determine and receive funding for costs associated with the project.*
  - *WGA will develop drawings and specifications for the successful construction of the Sanitary Sewer Improvements project. Design changes initiated by the City after the design is complete may result in a request for additional authorization. Also, additional authorization may be requested for any TxDOT required design requirements due to work being performed within their right-of-way.*

- *Construction Administration*
  - *Coordinate advertising for bids, hold a pre-bid conference, answer questions from bidders, hold bid opening, prepare bid tabulation, and prepare recommendation of award.*
  - *Prepare construction contracts and coordinate execution of the same.*
  - *Issue notice to proceed and hold pre-construction meeting.*
  - *Review of construction submittals and RFIs.*
  - *Preparation of pay estimates, change orders, and other associated construction documents.*
  - *General oversight and coordination of construction contracts.*
- *Field Project Representation*
  - *Onsite inspection by a Field Project Representative for approximately 6 hours per week (including travel time) during active construction for the duration of the projected contract period of performance (60 calendar days.)*
  - *Onsite inspection by the project team throughout the duration to attend periodic site visits, final walkthrough inspections, etc.*
- *Reimbursable Expenses*
  - *Includes construction materials testing, advertising expenses, and other reimbursable expenses.*
  - *Includes surveying services to be performed by a subconsultant.*
- *Additional Services*
  - *If required, WGA will develop drawings and specifications for the successful construction of drainage improvements along the eroded area of the creek to protect the utilities adjacent to FM 1097.*
  - *Discuss with City drainage consultant to determine the most cost-effective long-term solution for drainage improvements of the creek for protection of existing and proposed utilities and the roadway of FM 1097.*

**ENGINEERING COST**

The cost to perform the scope of services described above is as follows:

Preliminary Phase	\$ 5,000	(Time and Material)
Design Phase (Not including drainage)	\$ 18,000	(Time and Material)
Bid Phase	\$ 5,500	(Time and Material)
Construction Administration	\$ 13,000	(Time and Material)
Field Project Representation	\$ 10,000	(Time and Material)
Reimbursable Expenses	\$ 16,000	(Time and Material)
Additional Services (Drainage Improvements if required)	\$ 25,000	(Time and Material)

**WGA requests the City’s authorization to proceed with the design of the sanitary sewer and drainage improvements project along FM 1097 on a time and materials basis, as described above, for a total estimated cost of \$67,500 (\$92,500 if drainage design and construction is required).**



**SCHEDULE**

Authorization to Proceed	1 Calendar Day*
Preliminary (Survey, Easement & TxDOT Discussions)	45 Calendar Days
Design	60 Calendar Days
Approvals & Permitting	30 Calendar Days
Bid Phase	30 Calendar Days
Contracts	21 Calendar Days
Construction	60 Calendar Days
<b>TOTAL DURATION</b>	<b>247 Calendar Days</b>

\*If approved, the effective start date is the day after authorization is received.



Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> April 23, 2024	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action on acceptance of a Utility and Economic Feasibility Study for a proposed 86-acre single family residential development by Morning Cloud Investments (Dev. No. 2403).

**Recommendation**

Accept the Feasibility Study as presented.

**Discussion**

City Council authorized the city engineer to prepare a Feasibility Study for this proposed 86-acre single family residential development on January 23rd. The Study is attached for review and the engineer will be in attendance to present the results to City Council.

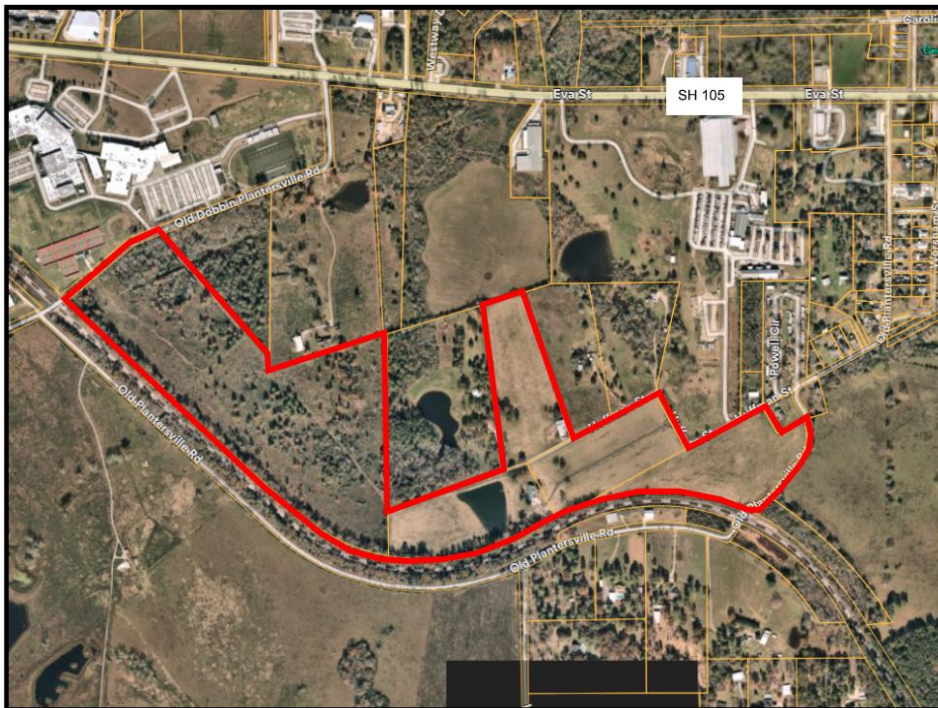
As a reminder, acceptance of the Feasibility Study does not constitute acceptance or approval of the project. Acceptance of the Study means the City Council believes the Study was prepared in accordance with good engineering practices and based on accurate data.

<b>Approved By</b>		
Assistant City Administrator & Planning & Development Director	Dave McCorquodale	Date: 04/17/2024

**MORNING CLOUD INVESTMENTS  
FEASIBILITY STUDY  
(Dev. No. 2403)**

**FOR**

**THE CITY OF MONTGOMERY**



**WGA PROJECT NO. 00574-137**

**APRIL 2024**

**PREPARED BY**



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## OVERVIEW

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- 1 Executive Summary
- 2 Introduction
- 3 Analysis

### **Exhibits:**

- A: Tract Boundary
- B: Preliminary Site Plan
- C: Water and Wastewater Usage Projection
- D: City of Montgomery Impact Fee Table
- E: Escrow Calculation
- F: Offsite Public Infrastructure Cost Estimate
- G: Proposed Thoroughfare Plan
- H: Excerpt from Montgomery County Thoroughfare Plan
- J: City Zoning Map

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## 1 EXECUTIVE SUMMARY

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Morning Cloud Investments (the “Developer”) has requested the City of Montgomery (the “City”) to perform a feasibility study for the City to serve a future single-family development on a 86.45 acre tract along Old Plantersville Road, also referred to as the Stowe tract. The tract is not located entirely within City limits and would need to be fully annexed prior to receiving utility service.

This development would consist of approximately 246 65-foot wide single-family lots for in-city service at full build out. The final land plan may affect the estimated costs and revenues associated with the development.

The analysis shows that after the completion of the City’s Water Plant No. 2 Improvements project currently in approvals the City will have the water capacity to serve the development, and existing developments, for the next few years but will need additional water plant capacity to serve all existing and proposed developments at full build out. We recommend the City move forward with an improvements project at Water Plant No. 3 to add a booster pump to increase the City’s water service capacity to 730,000 gpd.

The analysis also shows that the City will have the sanitary sewer capacity to serve the proposed development, existing developments, and committed developments at full build out when the Town Creek Crossing WWTP plant project is completed.

The estimated total costs that will be associated with the development are:

Escrow Account	\$65,000
Offsite Public Infrastructure Improvements	\$490,000
Water Impact Fee	\$277,000
Wastewater Impact Fee	\$618,200
<b>Total Estimated Costs</b>	<b>\$1,450,200</b>

Based on information provided by the Developer the estimated a total assessed valuation for the development would be approximately \$94,000,000 (average of \$400,000 per home) at full build out, assuming that 95% of homeowners receive a 20% in reduction in their assessed valuation due to a Homestead Exemption. Based on the City’s estimated current tax rate (\$0.0970 debt service and \$0.3030 for operations and maintenance) financially, the development will bring in approximate tax revenues as shown below:

Operations and Maintenance	\$ 86,621
Debt Service	\$ 270,579
<b>Total Estimated Annual Tax Revenue</b>	<b>\$ 357,200</b>

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## 2 INTRODUCTION

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This undeveloped tract is located along Old Dobbins Plantersville Road and Old Plantersville Road, south of State Highway 105, partially inside the City’s limits, and partially outside of the City’s limits and within the City’s ETJ. The portion of the tract outside the City’s limits will require annexation prior to receiving service. As a reminder, it is our understanding that a portion of the tract was previously located in Dobbins-Plantersville WSC, but as part of the 2011 Settlement Agreement was removed from the CCN’s service boundary. An exhibit showing the Tract’s boundary in relation to the City’s surrounding facilities is enclosed as **Exhibit A**. A preliminary site plan is enclosed as **Exhibit B** and indicates the Developer’s intentions to subdivide the Tract into approximately 246 – 65’ wide single-family lots. Upon annexation, the Tract will need to be zoned completely as Residential (R-1). An exhibit showing the zoning of the tract and surrounding area is included as **Exhibit J**.

A variance request approved by the City of Montgomery City Council will be required for any lot parameters that do not meet minimum specifications outlined in the City of Montgomery Code of Ordinances. This includes but is not limited to a 75-foot lot width, 120-ft lot depth, minimum lot area of 9,000 sq-ft, and side yard of 10-ft.

Based on information from the Developer, construction of the development is planned to be complete in 2028. The estimates included in this feasibility are based on the anticipated land use provided by the developer at the time of the study. The final land plan may affect the estimated costs and revenues associated with the development. It is our understanding the Developer is looking to create a PID as a reimbursement vehicle to support the development.

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## 3 ANALYSIS

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### Water Production and Distribution

The Tract is located partially within the City. The portion only within the City's ETJ would need to be annexed into the City before receiving water service. The City is currently obtaining approvals of a water plant improvements project at the existing Water Plant No. 2 to restore the capacity of the City's water system. Upon completion, the City will have three (3) active water wells and two existing water plants with a capacity of 2,500 connections or 568,000 gallons per day per Texas Commission on Environmental Quality ("TCEQ") requirements. The City is also in the preliminary planning stage for future Water Plant No. 4 that includes an elevated storage tank and increased water well capacity. The project is expected to be constructed in 2025 or 2026 depending on the rate of development.

The current average daily flow ("ADF") in the City is approximately 444,000 gpd. Inclusive existing connections, ultimate future projected connections within current platted developments, and developments that are currently in design, the City has committed approximately 796,700 gpd and 2,336 connections. A copy of the updated water usage projections is included as **Exhibit C**. Once the Water Plant No. 2 Improvements Project is complete, the City will have committed approximately 140% of the total ADF capacity and 93% of the connection capacity.

The City previously ran an analysis of the existing water facilities to determine the most economically advantageous improvements to increase water service capacity. The addition of a booster pump to Water Plant No. 3 would increase the City's ADF capacity to approximately 730,000 gpd and a capacity of 2,500 connections. We recommend the City move forward with making this improvement but do not expect the Developer to be responsible for costs associated with this project due to the impact fees assessed for the Development as described later in this study.

Based on the proposed lot count and the estimated usage per single family connection, the Tract's estimated water capacity requirement is approximately 55,350 gpd. Inclusive of existing connections, platted developments, developments currently underway, other developments in feasibility, and this development, the City will have committed approximately 1,150,720 gpd or 203% of the total ADF capacity and 133% of the connection capacity at full build out. Based on the projections shown in **Exhibit C**, the City would need additional water plant capacity around 2026 if a booster pump is added to Water Plant No. 3.

There is a current waterline extension project creating a loop from SH 105 along Old Dobbins Plantersville and Old Plantersville Road. The project extends a 12-inch line along Old Dobbins Plantersville Road and Old Plantersville Road connecting to the existing 8-inch waterline along Old Plantersville Road and the 12-inch waterline along State Highway 105. Construction of the waterline project is expected to be completed in Q4 2024, before the development will need to connect for water service.

The ultimate alignment of waterlines interior to the Tract will depend on the final land plan of the proposed development. However, the City will require the waterline to connect the 12-inch waterline along Old Dobbins Plantersville Road to the 8-inch waterline along Old Plantersville Road upon the development being built out completely. Additionally, the Developer will be responsible for installing an 8-inch waterline

terminating at the most northern point of the proposed thoroughfare as described later in this study, as shown in **Exhibit G**. These waterlines and connections will need to be placed in public utility easements located along the public ROW or placed within public ROW interior to the development and constructed per all applicable City and TCEQ design criteria. The developer is responsible for all costs associated with easement acquisitions and recordation.

The Developer is responsible for providing engineered plans and specifications for the water distribution system interior to the development and the public waterline for the connections to the City Engineer for review and approval prior to commencing construction, and to obtain all required Planning and Zoning Commission, City Council and development approvals and permits.

### **Sanitary Sewer Collection and Treatment**

The City's existing wastewater facilities include 18 public lift stations and two (2) wastewater treatment plants (one of which is currently decommissioned). The Stewart Creek Wastewater Treatment Plant (TPDES Permit No. WQ0011521001) has a permitted capacity of 400,000 gpd. The current ADF at the Stewart Creek Wastewater Treatment Plant is 234,000 gpd or 59%.

Inclusive of existing connections, platted developments, and developments which are in design or under construction, the City has committed approximately 502,250 gpd or 125% of existing permitted capacity at full build out. Based on projected build out we do not expect to exceed the allowance until late 2025. A copy of the wastewater usage projections is included as **Exhibit C**.

Based on the City's historical usage for similar types of development and information from the Developer, the Tract's estimated sanitary sewer capacity requirement is 36,900 gpd (1,107,000 gallons per month) at full build out. Inclusive of existing connections, platted developments, developments currently underway, other developments in feasibility, and this development, the City will have committed 757,000 gpd or 189% of existing permitted capacity.

The TCEQ requires the City to initiate design of a wastewater treatment capacity expansion when the ADF exceeds 75% of the City's 400,000 gpd permitted capacity for 3 consecutive months. Anticipating this requirement to be triggered, the City has recently received qualifications for the design of a 0.3 MGD WWTP to replace the existing Town Creek WWTP that is currently decommissioned. Additionally, the TCEQ requires the commencement of the construction phase of the expansion after 3 consecutive months of ADF exceeding 90% of the permitted capacity (360,000 gpd). Upon selection of an engineer for design of the Town Creek WWTP, the City will move forward with design and ultimately construction to provide capacity for the proposed development and future committed developments. Based on the projections shown in **Exhibit C**, the City would exceed the 700,000 gpd capacity around 2027.

An analysis of the City's surrounding sanitary sewer facilities determined the Developer will be responsible for constructing a public lift station within the development and force main with multiple feasible routes for ultimate discharge. The Developer will be responsible for sizing the on-site lift station to accept the portion of gravity sanitary flow if and when the land to the north develops. The final decision for the force main route will be subject to conversations between the Developer and the City.



The first option is to construct a force main along Old Dobbins Plantersville Road and SH 105 discharging at an existing sanitary sewer manhole shown in Exhibit A. The benefit of this option is the force main would be located nearly entirely within public ROW, and would require a small number of easements. The Developer will be responsible for all costs associated with the on-site sanitary sewer lift station, force main, and required easements. Additionally, the Developer will be responsible for the costs associated with upsizing the existing 8-inch sanitary sewer line that will accept the flow from the proposed force main. An estimated cost for this option is shown in **Exhibit F**.

The second option is to locate the force main north along Old Plantersville Road discharging at the existing sanitary manhole just south of New Montgomery Cemetery. The referenced manhole also acts as the discharge point of the existing 4-inch force main effluent from the City's Lift Station No. 4 as well as the future discharge point of the 6-inch force main effluent from future Lift Station No. 16 proposed to serve the Redbird Meadows development. The benefit of this option is a shorter force main route and eliminating having to pump sanitary flow more than once. However, the proposed route would require a number of easements from the property owners along the route due to multiple existing utilities within the public ROW and existing easements. Additionally, the Developer will be responsible for the costs associated with upsizing the existing 8-inch sanitary sewer line that will accept the flow from the proposed force main south of SH 105.

The third option is to coordinate with the property owners north of the tract to route the force main along the future thoroughfare road's ROW to SH 105 and then east to the manhole referenced in option 1. Similarly, the Developer would be responsible for upsizing the gravity line downstream of the manhole from an 8-inch to a 12-inch. This route would likely be the shortest in length, but the Developer would likely have the most difficulty obtaining easements due to the properties being mostly undeveloped. The Developer will be responsible for all coordination to obtain required easements.

The ultimate alignment of sanitary sewer lines interior to the Tract will depend on the final land plan of the proposed development. However, the City will require a gravity line with sufficient depth to serve a portion of the potential development north of the tract to be extended to the northern most point of the proposed thoroughfare as described later in this study. These sanitary sewer lines will need to be placed within public utility easements located along the public ROW or placed within the public ROW interior to the development and constructed per all applicable City and TCEQ design criteria.

The Developer is responsible for providing engineering plans and specifications for the sanitary sewer conveyance system interior to the development, the sanitary sewer extension, lift station, and force main to the City Engineer for review and approval prior to commencing construction. The Developer is also responsible for obtaining all Planning and Zoning Commission, City Council, and development approvals and required permits.



## Drainage

The onsite storm sewer system will be designated public and accepted by the City upon completion of the development. Any detention ponds will remain the responsibility of the Developer. All drainage and detention improvements must be designed per the city's Code of Ordinances requiring compliance with the City's floodplain regulations and all applicable Montgomery County Drainage Criteria Manual Standards. Failure to design and construct the drainage facilities per Montgomery County Criteria potentially jeopardizes eligibility for acceptance by the City. The Developer will also be required to perform and submit a drainage study showing the development's impact on the drainage downstream of the Tract and on adjacent properties. The drainage study must be submitted to the City for review and approval prior to approval of the construction plans.

The Developer is responsible for providing engineering plans and specifications for the drainage and detention system interior to the development to the City Engineer for review and approval prior to commencing construction, and to obtain all required Planning and Zoning Commission, City Council, and development approvals and permits.

## Paving and Traffic Planning

Per the preliminary land plan submitted by the Developer, the streets are proposed to be public and accepted by the City. The Developer is responsible for providing engineered plans and specifications for the roads interior to the development to the City Engineer for review and approval prior to commencing construction, and to obtain all required Planning and Zoning Commission, City Council, and development approvals and permits.

Currently, the preliminary land plan provides for two (2) proposed connections to Old Dobbins Plantersville Road and Old Plantersville Road to provide access to the entire 246-home subdivision. The Developer will need to perform a TIA for their impact on the City's roadway system and coordinate with Montgomery County on the connection to Old Dobbins Plantersville Road.

Per the City and Montgomery County's most recently adopted thoroughfare plan, the current land plan considers the planned extension of Westway Drive by providing an access easement through the site. However, based on our discussions with BNSF railway, the current alignment of the road is not feasible due to the railroad being unwilling to grant an additional crossing of their facilities unless multiple existing crossings nearby are closed or an overpass is constructed. The ultimate alignment of the public collector road will depend on the final land plan and coordination with the City and Montgomery County. The City suggests coordinating with the County to modify the thoroughfare plan to connect NR 211 with Westway drive within the planned Development, as shown in **Exhibit G**. The City recommends the collector have a 70-foot dedicated ROW with 36-foot-wide pavement as is being done with the improvements to Buffalo Springs Drive currently in construction.

Finally, the Developer must also provide access to the property adjacent to the north (MCAD Property ID: 270662) due to the property being landlocked if no access is given. Based on the preliminary land use plan provided, this requirement is being fulfilled as shown in **Exhibit B**. Any changes to the land use plan must consider and fulfill this requirement.

**Development Costs**

The Developer will need to engineer and construct the on-site and off-site water, sanitary sewer, paving, and drainage facilities to serve the proposed Tract.

The Developer will also need to pay water and wastewater impact fees to the City. The impact fees will be assessed at the time of recordation of the final plat and collected prior to receiving water and sanitary sewer taps. Enclosed as **Exhibit D** is Table 1.1 of the 2017 Revisions to the Montgomery Impact Fee Analysis Report. It is important to note that the City is currently undergoing revisions to their water and wastewater impact fees and is proposing an increase of approximately 9% to each.

The estimated ADF provided by the developer requires the equivalent use of 246 5/8 – inch water meters per the current table.

An escrow agreement has been entered into between the Developer and the City and funds have been deposited to cover the cost of this feasibility study. An estimated additional \$65,000 will be required to cover the City’s remaining expenses for the development, which includes administrative costs, legal fees, plan reviews, developer and construction coordination, construction inspection, and one year warranty expenses. This number is for general planning only and subject to change based on size and number of phases of the development. The fees calculation can be seen in **Exhibit E**.

Below is a summary of the estimated costs associated with the development:

<b><i>ESTIMATED COSTS</i></b>	
Escrow Account	\$65,000
Offsite Public Infrastructure Improvements	\$490,000
Water Impact Fee	\$277,000
Wastewater Impact Fee	\$618,200
<b>Total Estimated Costs</b>	<b>\$1,4,200</b>

These estimates are based on the projected water and wastewater usage provided by the developer. The actual costs will depend on the final land plan, final design, and actual construction costs.

**Financial Feasibility**

The Developer estimates the average home price to be \$400,000, with the total assessed value (A.V.) at full development to be approximately \$94,000,000 assuming that 95% of homeowners receive a 20% in reduction in their assessed valuation due to a Homestead Exemption. Based on the estimated total A.V. and assuming 95% collection, the in-city development would generate approximately \$86,621 per year in debt service revenue, and approximately \$270,579 per year in operations and maintenance revenue. These estimates are based on the City’s \$0.0970/\$100 valuation debt service tax rate and the \$0.3030/\$100 valuation Operations & Maintenance (O&M) tax rate.

This report is our engineering evaluation of the funds required to complete the anticipated future capital improvement for this Tracts and of the potential increase in tax revenue to the City. This report is not intended to be used for the issuance of municipal financial products or the issuance of municipal securities. The City's Financial Advisor(s) can address potential recommendations related to the issuance of municipal financial products and securities.

It is our understanding that the Developer is interested in Planned Improvement District (PID) to reimburse eligible public infrastructure.

Thank you for the opportunity to complete this feasibility study and offer our recommendations. Please contact me or Mr. Austin Gee should you have any questions.

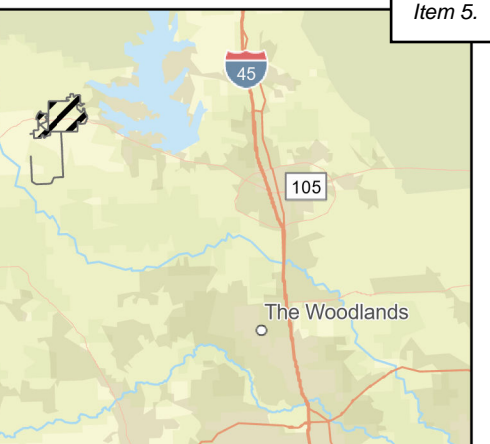
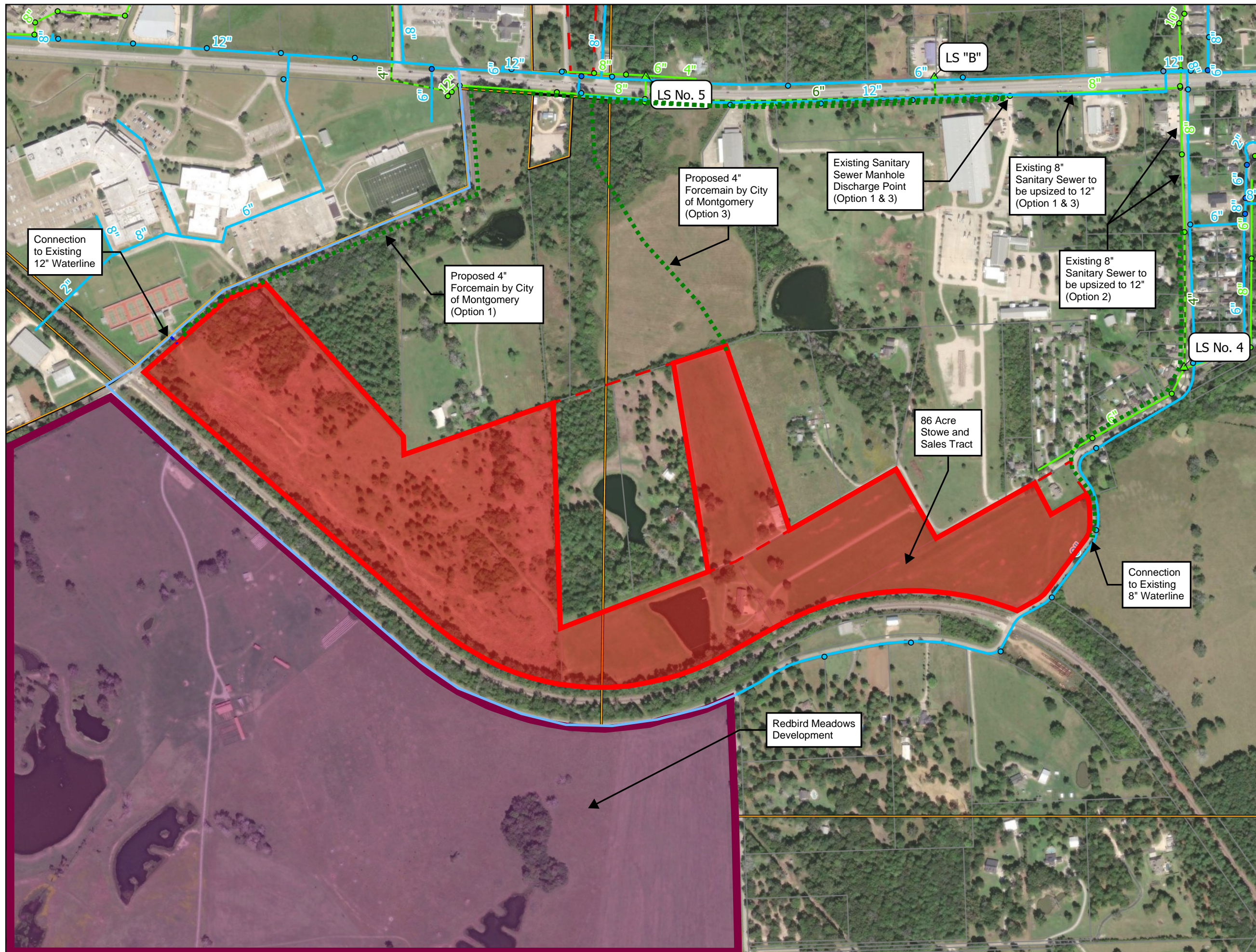


Sincerely,

Chris Roznovsky, PE  
City Engineer

CVR/akg





### Legend

- Jurisdictional Boundary
- Parcel Boundary
- Montgomery ETJ
- Montgomery City Limits
- Subject Tract
- Water Infrastructure
  - wMain
  - wLateral
  - wControlValve
  - wFittings
  - wHydrant
- Sanitary Sewer Infrastructure
  - Lift Station
  - Treatment Plant
  - ssGravityMain
  - ssManhole
  - ssPressurizedMain

## EXHIBIT A STOWE AND SALES TRACT BOUNDARY

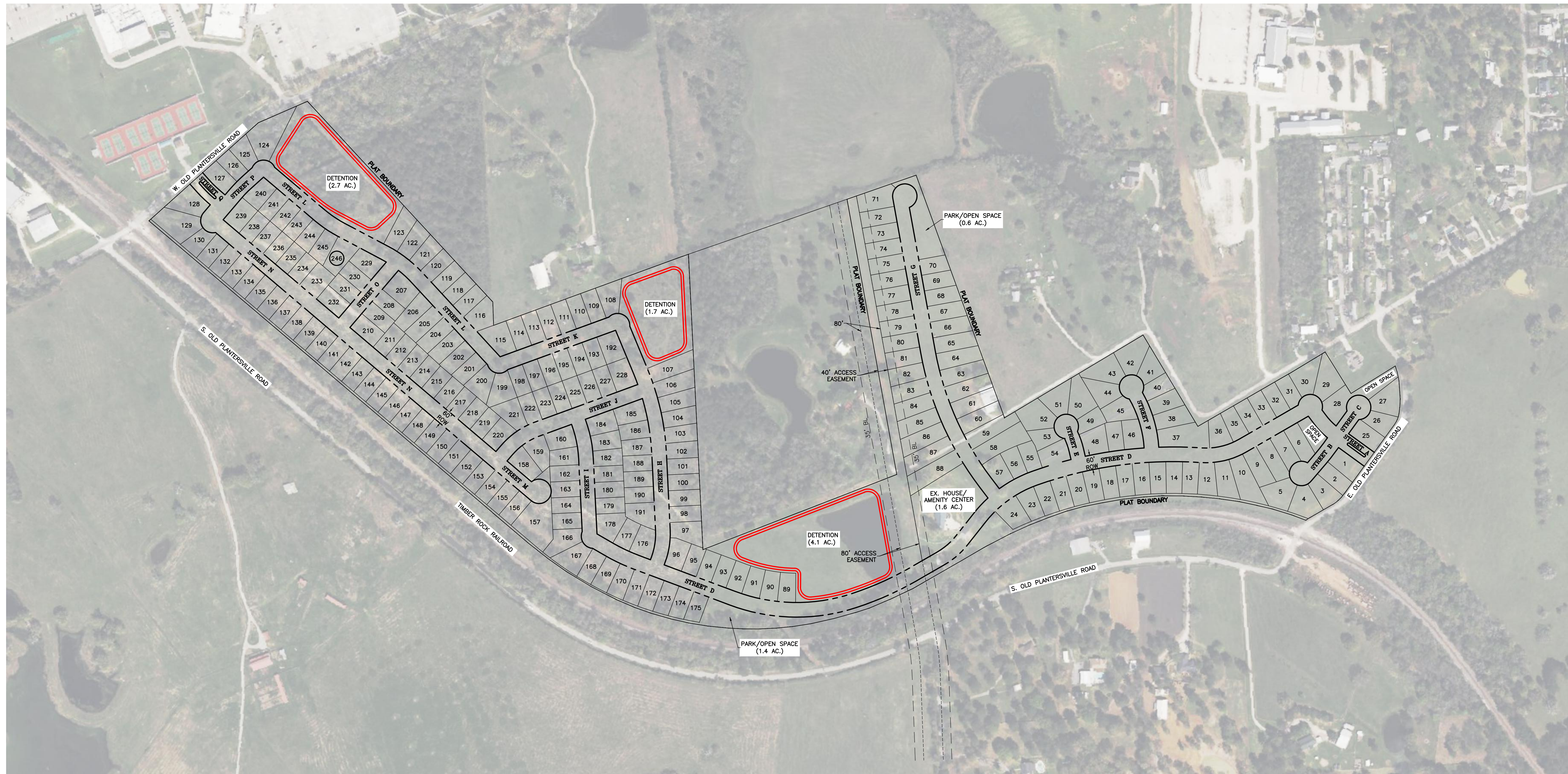
City of Montgomery  
Proposed Development



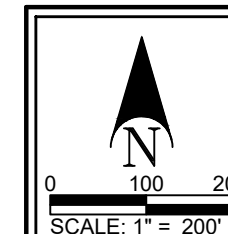
Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.





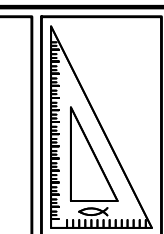


SITE DATA TABLE	
LOT COUNT	246 LOTS
TYP. LOT DIMENSION	65' x 120'
MIN. LOT DIMENSION	65' x 110'



PROJECT NAME:	STOWE & SALES 86-ACRE
PROJECT NUMBER:	13341
PREPARED FOR:	
DATE:	FEBRUARY 27, 2024

PRELIMINARY LANDPLAN



**BLEYL ENGINEERING**  
 TEXAS FIRM REGISTRATION NO. F-678  
 100 NUGENT STREET, CONROE TEXAS 77301  
 PHONE 936-441-7833 FAX 936-760-3833  
 WWW.BLEYLENGINEERING.COM







	Development Info & Capacities																				
	Current Connections	Ultimate Connections	Water		Wastewater		2024			2025			2026			2027			2028		
			Current Actual	Ultimate	Current	Ultimate	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary
<b>Commercial Platted and Existing</b>																					
Buffalo Run, Section 1	1	6	1,000	10,000	650	6,500	2	3,600	2,340	2	3,600	2,340	1	1,800	1,170						
Longview Greens Miniature Golf	1	1	1,400	1,400	910	910															
Summit Business Park, Phase 1	3	6	1,300	6,000	845	3,900	1	1,567	1,018	2	3,133	2,037									
Prestige Storage (SBP Res. D)	1	1	225	225	146	146															
McCoy's	1	1	750	750	488	488															
AutoZone	1	1	360	360	234	234															
McCoy's Reserves B & D	-	2	-	5,000	-	3,250	1	2,500	1,625	-	-	-	1	2,500	1,625	-	-	-	-	-	-
Pizza Shack	1	1	4,900	5,000	3,185	3,250															
CareNow & Other Suites	3	3	1,200	1,500	780	975															
KenRoc (Montgomery First)	-	3	-	12,000	-	7,800	1	4,000	2,600	1	2,500	1,625	1	2,500	1,625						
Wendy's	1	1	1,300	1,300	845	845															
Dusty's Car Wash	1	1	17,000	17,000	11,050	11,050															
ProCore Developments	1	1	1,500	1,500	975	975															
Christian Brothers	1	1	225	225	146	146															
Madsen and Richards	1	1	225	405	146	263															
Kroger	2	2	4,500	5,000	2,925	3,250															
Burger King	1	1	1,450	1,450	943	943															
Buffalo Springs Shopping, Ph. I (Reserve B)	1	1	6,300	6,300	4,095	4,095															
Buffalo Springs Shopping, Ph. I (Reserve A2)	-	1	-	3,000	-	1,950	1	3,000	1,950												
Buffalo Springs Shopping, Ph. I (Reserve E)	-	1	-	3,000	-	1,950															
Buffalo Springs Shopping, Ph. I (Reserve D)	-	1	-	6,000	-	3,900				1	6,000	3,900									
Spirit of Texas Bank	1	1	2,100	2,100	1,365	1,365															
Heritage Place	1	1	360	360	234	234															
Home Depot (Buffalo Springs Shopping, Ph. 2, Reserve J)	1	1	33,600	33,600	21,840	21,840	1	33,600	26,880												
Buffalo Springs Shopping, Ph. 2	-	2	-	8,000	-	5,200	1	4,000	2,600				1	4,000	2,600						
BlueWave Car Wash	1	1	7,000	7,000	4,550	4,550															
Brookshire Brothers	2	2	1,500	1,500	975	975															
Ransoms	1	1	1,500	1,500	975	975															
Heritage Medical Center	1	1	600	1,200	390	780															
Lone Star Pkwy Office Building	2	2	400	720	260	468															
Old Iron Work	1	1	225	225	146	146															
Apache Machine Shop	1	1	225	225	146	146															
Montgomery Community Center (lone Star)	1	1	850	850	553	553															
Jim's Hardware	1	1	225	225	146	146															
Town Creek Storage	1	1	225	225	146	146															
Lake Creek Village 3 Commercial (Res A & B)	-	5	-	25,000	-	16,250				1	5,000	3,250	2	10,000	6,500	-	-	-	-	-	-
Waterstone Commercial Reserves	3	11	1,000	16,000	650	10,400	1	1,875	1,219	1	5,000	3,250	1	1,875	1,219	1	1,875	1,219	1	1,875	1,219
Lupe Tortilla	-	1	-	6,000	-	3,900															
Discount Tire	-	1	-	225	-	146	1	225	146												
Express Oil and Tire	1	1	225	225	146	146															
Popeyes	1	1	1,450	1,450	943	943															



	Development Info & Capacities																						
	Current Connections	Ultimate Connections	Water		Wastewater		2024			2025			2026			2027			2028				
			Current Actual	Ultimate	Current	Ultimate	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary		
<b>Future Development in Feasibility/Design</b>																							
Red Bird Meadows (Future Phases)	-	495	-	111,375	-	74,250							30	6,750	4,500			50	11,250	7,500	90	20,250	13,500
Nantucket Housing (Stewart Creek) (Units)	-	385	-	60,000	-	50,000							385	60,000	50,000								
Superior Properties (Units)	-	98	-	21,680	-	17,990							40	8,849	7,343								
Superior Properties (Commercial)	-	4	-	17,262	-	14,350							3	12,947	10,763								
Morning Cloud Investments (Single Family)[Stowe and Sales Tract]	-	246	-	55,350	-	36,900							20	4,500	3,000			90	20,250	13,500	46	10,350	6,900
Taylor Morrison (Single Family)	-	190	-	42,750	-	28,500							50	11,250	7,500			70	15,750	10,500			
Tri-Pointe Homes (Single Family)[Cheatham-Stewart Tracts]	-	136	-	30,600	-	20,400							25	5,625	3,750			50	11,250	7,500			
HEB Grocery (Commercial)	-	1	-	15,000	-	12,450							1	15,000	12,450								
<b>Subtotal</b>	-	982	-	354,017	-	254,840				138	43,170	32,355	685	146,147	112,685			276	62,100	41,400	136	30,600	20,400
<b>Committed Plus Feasibility</b>	1,501	3,318	439,370	1,150,722	273,523	757,085																	
<b>Total Projected Committed Volumes Plus Feasibility</b>							1,790	584,865	360,138	2,168	749,619	468,045	3,098	974,265	632,193	3,484	1,063,874	691,429	3,627	1,098,807	714,064		
<b>Potential Future Development (Within Current City Limits)</b>																							
Summit Business Park, Phase 2	-	6	-	4,400	-	2,860							2	1,467	953								
Moon Over Montgomery	-	15	-	3,375	-	2,194												15	3,375	2,194			
Waterstone, Section 3	-	20	-	4,500	-	2,925							10	2,250	1,463								
Waterstone Section 4	-	23	-	5,175	-	3,450							15	3,375	2,250			8	1,800	1,200			
J. Allen Kent (19.6 Ac)	-	126	-	28,350	-	18,900							50	11,250	7,500								
Peter Hill 5.7 Acre Feasibility	-	5	-	5,000	-	3,250	1	1,000	650	1	1,000	650	1	1,000	650			2	2,000	1,300			
Porter Farms Tract	-	92	-	20,700	-	11,960							38	8,550	4,940			30	6,750	3,900	30	6,750	3,900
Olde Montgomery Food Gardens	-	1	-	2,180	-	2,180												1	2,180	2,180	1	2,180	2,180
<b>Commercial</b>																							
South FM 149 Corridor		2,258		813,000		650,400																	
West SH 105 Corridor		1,376		495,000		396,000																	
East Buffalo Springs Corridor		2,031		731,000		584,800																	
East Lone Star Parkway Corridor		7,035		2,532,708		2,026,170				18	6,480	5,184	33	11,880	9,504			34	12,240	9,792	34	12,240	9,792
East SH 105 Corridor		810		292,000		233,600																	
<b>Residential</b>																							
Southeast Corridor		1,430		357,500		286,000																	
Southwest Corridor		397		99,250		79,400							41	10,250	8,200			42	10,500	8,400	42	10,500	8,400
Western Corridor		471		117,750		94,200				47	11,750	9,400	45	11,250	9,000			30	7,500	6,000	30	7,500	6,000
Northern Corridor		106		26,500		21,200							38	9,500	7,600			38	9,500	7,600	30	7,500	6,000
<b>Multi-Family</b>																							
SH 105 Corridor		117		23,000		18,400																	
FM 149 Corridor		807		61,000		48,800																	
<b>Institutional</b>																							
<b>Industrial</b>																							
Old Plantersville Rd Corridor		213		76,000		60,800																	
FM 1097 Corridor		608		219,000		175,200																	
West Lone Star Parkway Corridor		1,499		540,000		432,000																	
<b>Planned Development</b>																							
Plez Morgan Corridor		103		25,750		20,600							21	5,250	4,200			21	5,250	4,200	21	5,250	4,200
East Lone Star Parkway Corridor		384		96,000		76,800												48	12,000	9,600	48	12,000	9,600
<b>Subtotal</b>	-	19,933	-	6,579,138	-	5,252,089	1	1,000	650	126	32,730	24,197	294	76,022	56,260	220	58,915	44,586	236	63,920	50,072		
<b>Total Projected Committed Volumes Plus Feasibility, Plus Potential In-City</b>							1,791	585,865	360,788	2,295	783,349	492,892	3,519	1,084,017	713,300	4,125	1,232,540	817,121	4,504	1,331,394	889,829		

**Table 1.1 September 2017 ESFC Table for Commonly Used Meters**

<b>Meter Size</b>	<b>Maximum Continuous Operating Capacity (GPM)</b>	<b>Equivalent Single Family Home (ESFC)</b>	<b>Maximum Assessable Water Fee (\$)</b>	<b>Maximum Assessable Waste Water Fee (\$)</b>	<b>Maximum Assessable Fee (\$)</b>
5/8"	15	1.00	1,126	\$2,513	\$3,639
3/4"	25	1.67	1,881	\$4,198	\$6,079
1"	40	2.67	3,001	\$6,711	\$9,712
1 1/2"	120	8.00	9,006	\$20,103	\$29,112
2"	170	11.33	12,755	\$28,471	\$41,226
3"	350	23.33	26,264	\$58,626	\$84,890
4"	600	40.00	44,942	\$100,517	\$145,429
6"	1,200	80.00	90,064	\$201,035	\$291,099
8"	1,800	120.00	135,096	\$301,552	\$436,648

**ESCROW AGREEMENT, SECTION 2.03 ATTACHMENT**

**BY AND BETWEEN**

**THE CITY OF MONTGOMERY, TEXAS,**

**AND**

**Morning Cloud Investments / Solid Bridge Development**

**Dev. No. 2403**

THE STATE OF TEXAS                    ⊃

COUNTY OF MONTGOMERY            ⊃

As per section 2.03, the Feasibility Study completed an estimate of the additional escrow amount, which was determined for administration costs, legal fees, plan reviews, developer coordination, construction coordination, construction inspection, and warranty of services. The required additional amount is below:

Administration	\$ 7,500
City Attorney	\$ 7,500
City Engineer	\$ 50,000
<hr/>	
TOTAL	\$ 65,000



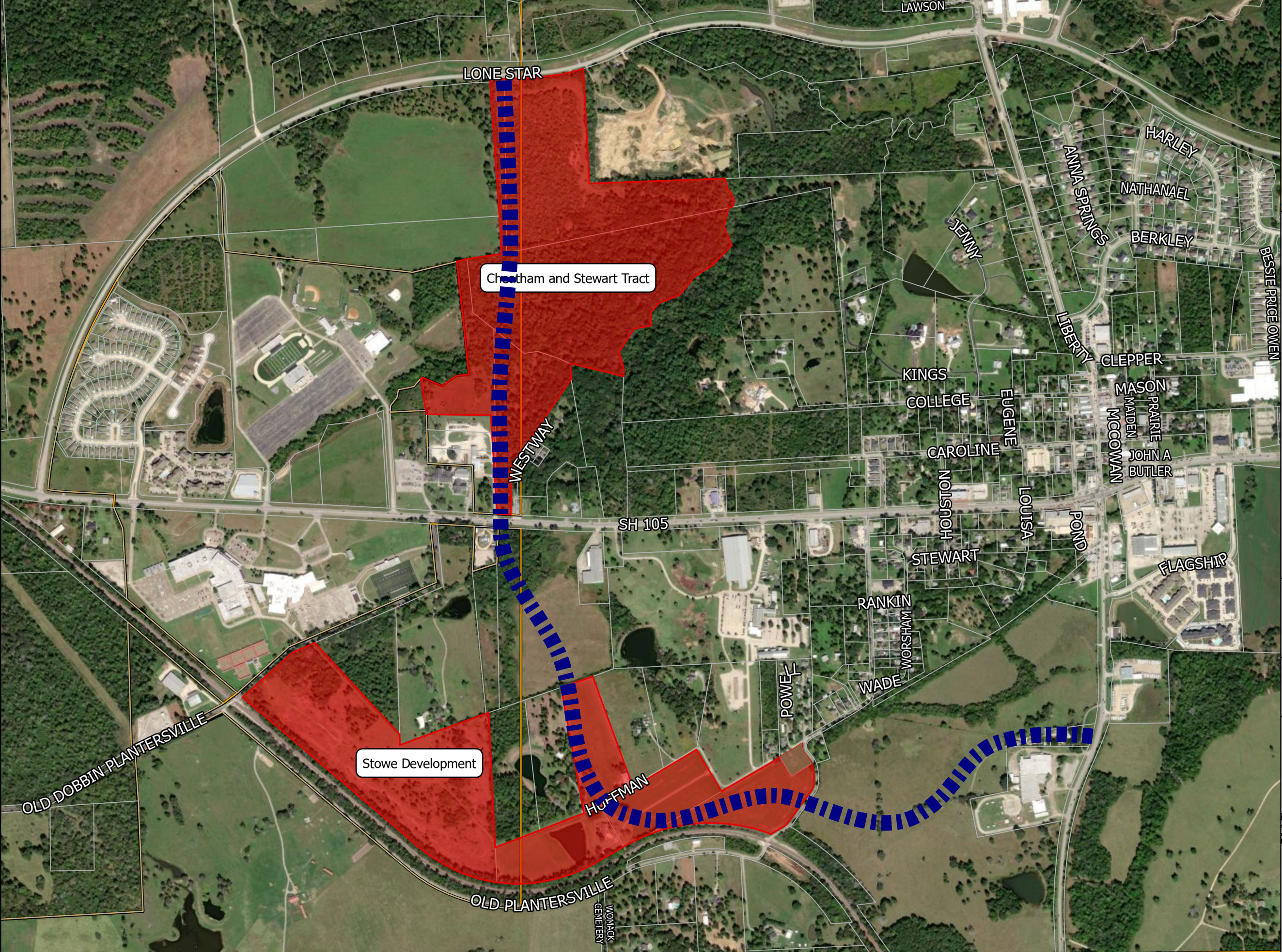
**EXHIBIT F**  
**Preliminary Cost Estimate**  
**Public Sanitary Sewer Improvements**  
**Morning Cloud Investments Tract**  
4/17/2024

Item No.	Description	Quantity	Unit	Unit Price	Cost
<b>General</b>					
1	Mobilization, Bonds, and Insurance	1	LS	\$ 30,000	\$ 30,000
2	Construction Staking	1	LS	12,000	12,000
3	Trench Safety System	5,300	LF	1	5,300
<b>Sanitary Sewer (Force Main Route Option 1)</b>					
4	4" Sanitary Sewer Forcemain	5,300	LF	45	239,000
5	Core into Existing Manhole	1	EA	2,000	2,000
6	Pressure Release Valve	3	EA	4,000	12,000
7	Upsize 8-Inch to 12-Inch Gravity (Via Pipe Bursting)	900	LF	\$ 60	\$ 54,000
				<b>Construction Subtotal</b>	<b>\$ 354,000</b>
				<b>Contingencies (15%)</b>	<b>\$ 54,000</b>
				<b>Engineering (Surveying, Geotech, etc.)</b>	<b>\$ 82,000</b>
				<b>Total</b>	<b>\$ 490,000</b>

## 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.
- 3 This is not a proposal for engineering services but an estimate for planning purposes.





**Legend**

Jurisdictional Boundaries

- Parcel Boundary
- Montgomery City Limits
- Montgomery ETJ

Proposed Development

- Proposed Development
- Proposed Collector Road

**PROPOSED THOROUGHFARE PLAN**

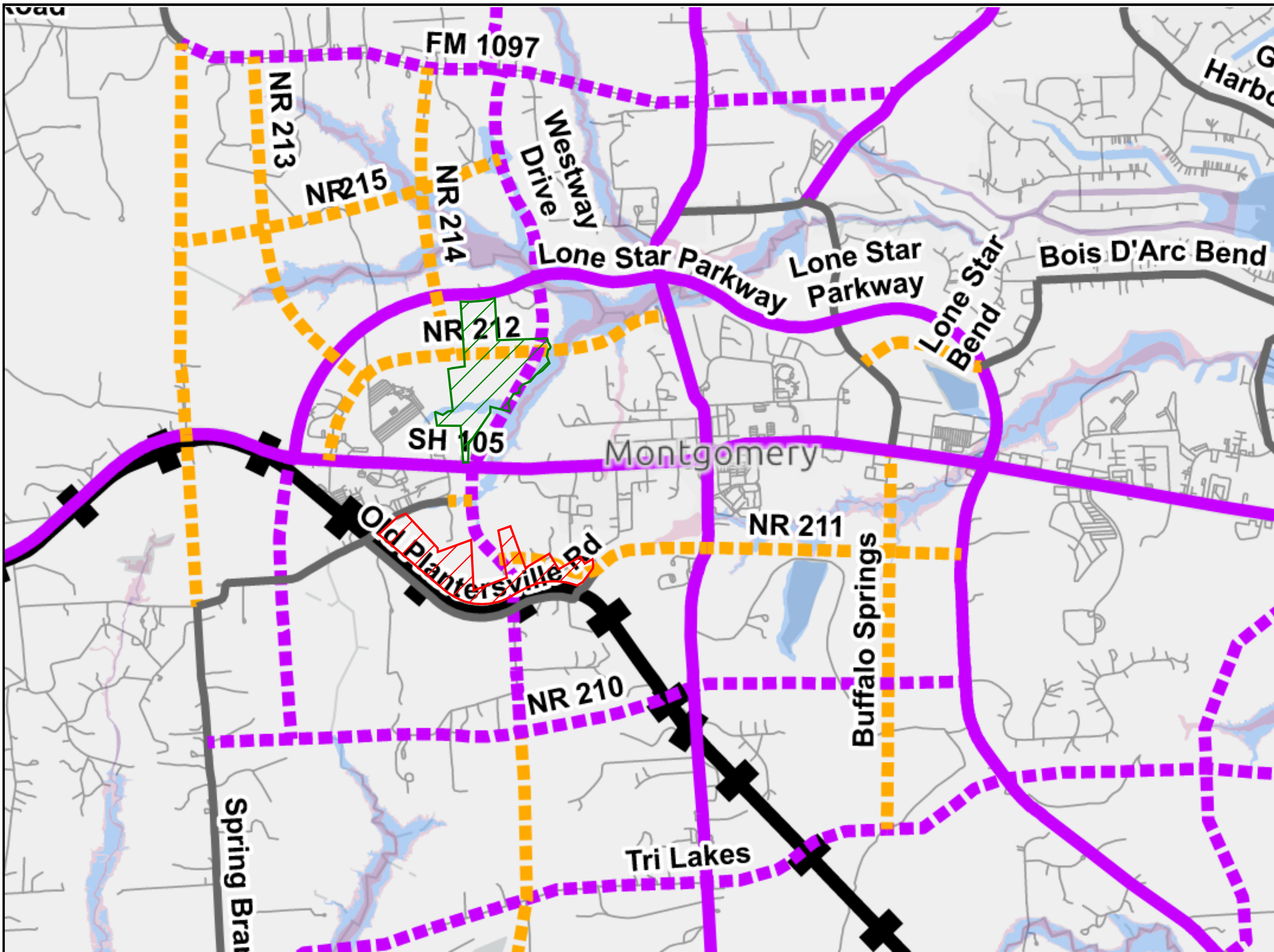
City of Montgomery  
Proposed Development



Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.







- Railroad
- ROAD CLASSIFICATION**
  - Existing Thoroughfare
  - - - Proposed Thoroughfare
  - Existing Collector
  - - - Proposed Collector
- FLOOD PLAIN**
  - 100 Year Flood Plain
  - Floodway
  - 500 Year Flood Plain
- DEVELOPMENTS**
  - Tri Pointe Homes Tract
  - Morning Cloud Investments Tract

**EXHIBIT H -  
EXCERPT FROM  
MONTGOMERY COUNTY  
THOROUGHFARE PLAN**

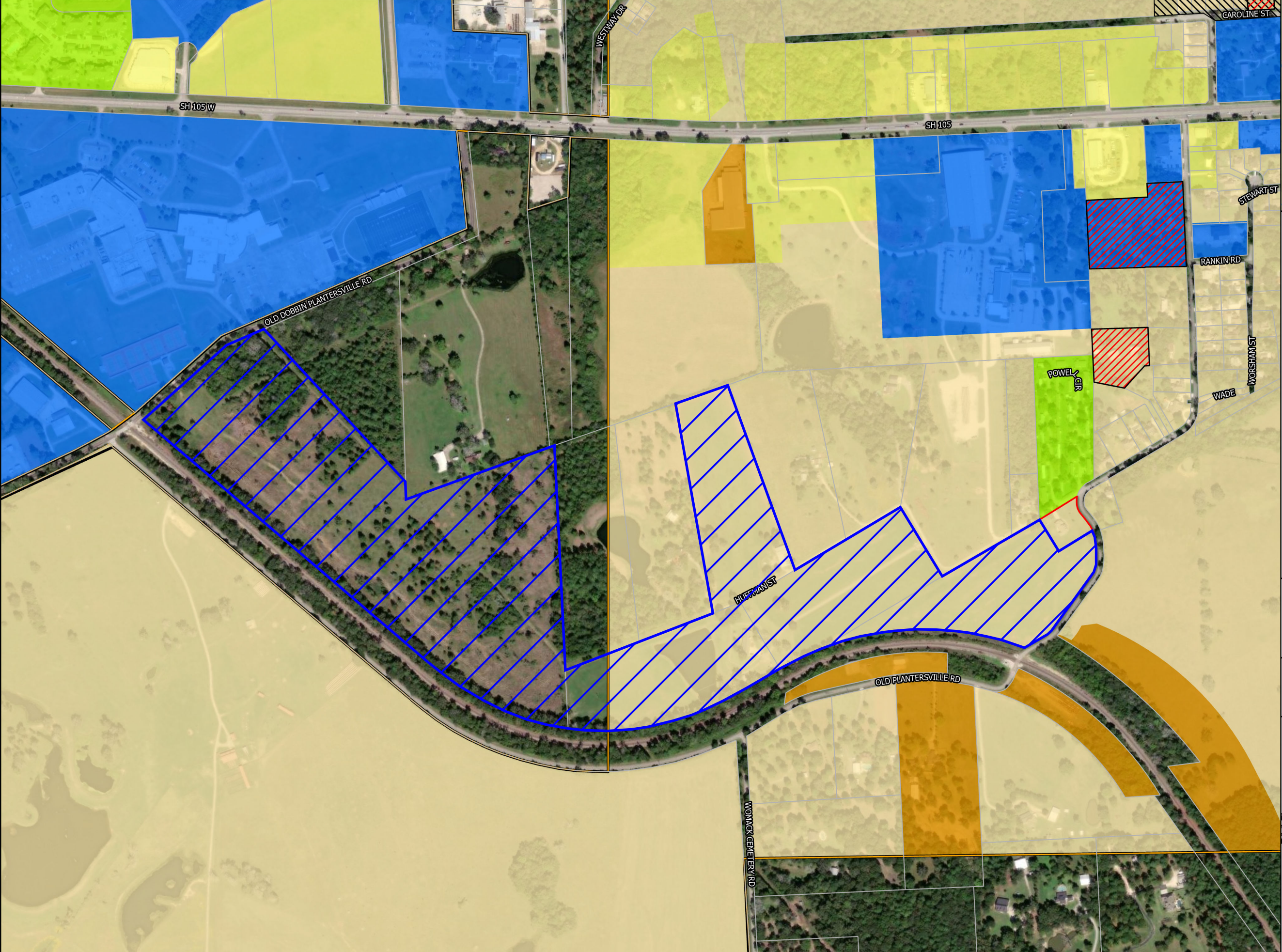
Feasibility Study



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### Legend

- Jurisdictional Boundaries**
  - Parcel Boundary
  - Montgomery City Limits
  - Montgomery ETJ
- Historical Preservation**
  - Historical Landmark
  - Historical District
- Zoning Classification**
  - Residential (R1)
  - Planned Development (PD)
  - Multi-Family (R2)
  - Institutional (I)
  - Industrial (ID)
  - Commercial (B)
- Proposed Development**
  - Stowe Development

## EXHIBIT J - CITY ZONING MAP

City of Montgomery  
Proposed Development



Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.





Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> April 23, 2024	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action on acceptance of a Utility and Economic Feasibility Study for a proposed 108-acre single family residential development by Tri-Pointe Homes Texas, Inc. (Dev. No. 2409).

**Recommendation**

Accept the Feasibility Study as presented.

**Discussion**

City Council authorized the city engineer to prepare a Feasibility Study for this proposed 108-acre single family residential development on March 12th. The Study is attached for review and the engineer will be in attendance to present the results to City Council.

As a reminder, acceptance of the Feasibility Study does not constitute acceptance or approval of the project. Acceptance of the Study means the City Council believes the Study was prepared in accordance with good engineering practices and based on accurate data.

**Approved By**

Assistant City Administrator & Planning & Development Director	Dave McCorquodale	Date: 04/17/2024

**TRI POINTE HOMES  
FEASIBILITY STUDY  
(Dev. No. 2409)**

**FOR**

**THE CITY OF MONTGOMERY**



**WGA PROJECT NO. 00574-143**

**APRIL 2024**

**PREPARED BY**



---

## OVERVIEW

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- 1 Executive Summary
- 2 Introduction
- 3 Analysis

### **Exhibits:**

- A: Tract Boundary
- B: Preliminary Site Plan
- C: Water and Wastewater Usage Projection
- D: City of Montgomery Impact Fee Table
- E: Escrow Calculation
- F1: Public Water Improvements Cost Estimate
- F2: Lift Station No. 5 Cost Estimate
- G: Proposed Thoroughfare Plan
- H: Excerpt from Montgomery County Thoroughfare Plan
- J: City Zoning Map



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## 1 EXECUTIVE SUMMARY

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Tri Pointe Homes Texas, Inc. (the “Developer”) has requested the City of Montgomery (the “City”) to perform a feasibility study for the City to serve a future single-family development on a 108.8-acre tract between Lone Star Parkway and SH 105, also known as the Cheatham-Stewart Tract. The tract is not located entirely within City limits and would need to be fully annexed prior to receiving utility service.

This development would consist of approximately 136 90-foot wide single-family lots for in-city service at full build out. The final land plan may affect the estimated costs and revenues associated with the development.

The analysis shows that after the completion of the City’s Water Plant No. 2 Improvements project currently in approvals the City will have the water capacity to serve the development, and existing developments, for the next few years but will need additional water plant capacity to serve all existing and proposed developments at full build out. We recommend the City move forward with an improvements project at Water Plant No. 3 to add a booster pump to increase the City’s capacity to 730,000 gpd.

The analysis shows that based on sanitary sewer capacity of Lift Station No. 5, the lift station will need additional capacity to serve all existing and proposed developments at full build out. The analysis also shows that the City will have the sanitary sewer capacity to serve the proposed development, existing developments, and committed developments at full build out when the Town Creek Crossing WWTP plant project is completed.

The estimated total costs that will be associated with the development are:

Escrow Account	\$56,000
Lift Station No. 5 Improvements	\$1,193,000
Offsite Public Infrastructure Improvements	\$404,000
Water Impact Fee	\$153,150
Wastewater Impact Fee	\$341,800
<hr/>	
<b>Total Estimated Costs</b>	<b>\$2,147,950</b>

Based on information provided by the Developer the estimated a total assessed valuation for the development would be approximately \$115,000,000 (average of \$700,000 per home) at full build out, assuming that 95% of homeowners receive a 20% in reduction in their assessed valuation due to a Homestead Exemption. Based on the City’s estimated current tax rate (\$0.0970 debt service and \$0.3030 for operations and maintenance) financially, the development will bring in approximate tax revenues as shown below:

Operations and Maintenance	\$ 105,973
Debt Service	\$ 331,027
<hr/>	
<b>Total Estimated Annual Tax Revenue</b>	<b>\$ 437,000</b>

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## 2 INTRODUCTION

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This undeveloped tract is located between Lone Star Parkway and State Highway 105 (“SH 105”), partially inside the City’s limits, and partially outside of the City’s limits and completely within the City’s ETJ. The portion of the tract outside the City’s limits will require annexation prior to receiving service. As a reminder, it is our understanding that a portion of the tract was previously located in Dobbin-Plantersville WSC, but as part of the 2011 Settlement Agreement was removed from the CCN’s service boundary. An exhibit showing the Tract’s boundary in relation to the City’s surrounding facilities is enclosed as **Exhibit A**. A preliminary site plan is enclosed as **Exhibit B** and indicates the Developer’s intentions to subdivide the Tract into approximately 136 – 90’ wide single-family lots. Upon annexation, the Tract will need to be zoned completely as Residential (R-1). An exhibit showing the zoning of the tract and surrounding area is included as **Exhibit J**.

Based on information from the Developer, construction of the development is planned to be complete in 2028. The estimates included in this feasibility are based on the anticipated land use provided by the developer at the time of the study. The final land plan may affect the estimated costs and revenues associated with the development.

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## 3 ANALYSIS

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### Water Production and Distribution

The Tract is located partially within the City. The portion only within the City's ETJ would need to be annexed into the City before receiving water service. The City is currently obtaining approvals of a water plant improvements project at the existing Water Plant No. 2 to restore the capacity of the City's water system. Upon completion, the City will have three (3) active water wells and two existing water plants with a capacity of 2,500 connections or 568,000 gallons per day per Texas Commission on Environmental Quality ("TCEQ") requirements. The City is also in the preliminary planning stage for future Water Plant No. 4 that includes an elevated storage tank and increased water well capacity. The project is expected to be constructed in 2025 or 2026 depending on the rate of development.

The current average daily flow ("ADF") in the City is approximately 444,000 gpd. Inclusive existing connections, ultimate future projected connections within current platted developments, and developments that are currently in design, the City has committed approximately 796,700 gpd and 2,336 connections. A copy of the updated water usage projections is included as **Exhibit C**. Once the Water Plant No. 2 Improvements Project is complete, the City will have committed approximately 140% of the total ADF capacity and 93% of the connection capacity.

The City previously ran an analysis of the existing water facilities to determine the most economically advantageous improvements to increase water service capacity. The addition of a booster pump to Water Plant No. 3 would increase the City's ADF capacity to approximately 730,000 gpd and a capacity of 2,500 connections. We recommend the City move forward with making this improvement but do not expect the Developer to be responsible for costs associated with this project due to the impact fees assessed for the Development as described later in this study.

Based on the proposed lot count and the estimated usage per single family connection based on the City's historical data, the Tract's estimated water capacity requirement is approximately 30,600 gpd. Inclusive of existing connections, platted developments, developments currently underway, other developments in feasibility, and this development, the City will have committed approximately 1,086,750 gpd or 191% of the total ADF capacity and 167% of the connection capacity at full build out. Based on the projections shown in **Exhibit C**, the City would need additional water plant capacity around 2026.

Upon completion of the proposed improvements and based on the projected ADF, including this Tract, the City is projected to have sufficient water production capacity to meet the demand of the development within the City for the next couple of years. As the existing and upcoming developments build out, the City is prepared to expand their water production and distribution capacity.

There are existing 12-inch waterlines located along the Tract's frontage of SH 105 as well as approximately 1600-feet east of the closest property boundary along Lone Star Parkway. The City requires the Developer to extend the waterline along Lone Star Parkway to the western property boundary. The Developer will be responsible for all costs of design and construction to extend the 12-inch waterline along Lone Star Parkway, as shown in **Exhibit A**.

Additionally, the City will require a 12-inch waterline to run through the tract to connect the 12-inch waterlines along Lone Star Parkway and SH 105 upon the development being built out completely, to create a looped waterline. These waterline connections will need to be placed in public utility easements located along the public ROW or placed within public ROW interior to the development and constructed per all applicable City and TCEQ design criteria. The developer is responsible for all costs associated with easement acquisitions and recordation.

The Developer is responsible for providing engineered plans and specifications for the water distribution system interior to the development and the public waterline for the connections to the City Engineer for review and approval prior to commencing construction, and to obtain all required Planning and Zoning Commission, City Council and development approvals and permits.

### **Sanitary Sewer Collection and Treatment**

The City's existing wastewater facilities include 18 public lift stations and two (2) wastewater treatment plants (one of which is currently decommissioned). The Stewart Creek Wastewater Treatment Plant (TPDES Permit No. WQ0011521001) has a permitted capacity of 400,000 gpd. The current ADF at the Stewart Creek Wastewater Treatment Plant is 234,000 gpd or 59%.

Inclusive of existing connections, platted developments, and developments which are in design or under construction, the City has committed approximately 502,250 gpd or 125% of existing permitted capacity at full build out. Based on projected build out we do not expect to exceed the allowance until late 2025. A copy of the wastewater usage projections is included as **Exhibit C**.

Based on the City's historical usage for similar types of development and information from the Developer, the Tract's estimated sanitary sewer capacity requirement is 20,400 gpd (855,000 gallons per month) at full build out. Inclusive of existing connections, platted developments, developments currently underway, other developments in feasibility, and this development, the City will have committed 757,000 gpd or 189% of existing permitted capacity.

The TCEQ requires the City to initiate design of a wastewater treatment capacity expansion when the ADF exceeds 75% of the City's 400,000 gpd permitted capacity for 3 consecutive months. Anticipating this requirement to be triggered, the City has recently received qualifications for the design of a 0.3 MGD WWTP to replace the existing Town Creek WWTP that is currently decommissioned. Additionally, the TCEQ requires the commencement of the construction phase of the expansion after 3 consecutive months of ADF exceeding 90% of the permitted capacity (360,000 gpd). Upon selection of an engineer for design of the Town Creek WWTP, the City will move forward with design and ultimately construction to provide capacity for the proposed development and future committed developments. Based on the projections shown in **Exhibit C**, the City would exceed the 700,000 gpd capacity around 2027.

An analysis of the City's surrounding sanitary sewer facilities determined the most effective option to provide sanitary service to the entire tract is by directing flow to the City's Lift Station No. 5. The proposed sanitary sewer capacity of the Development will cause the City's Lift Station No. 5 to exceed capacity at full buildout and will need to be upsized from approximately 240 gpm to 420 gpm. Due to the location and condition of Lift Station No. 5, a new Lift Station must be constructed in a separate location in place of the

existing facility. The Developer will be responsible for dedicating land sized for a public sanitary sewer lift station site as well as contributing to the cost for design and construction of the proposed lift station. The estimated preliminary cost for the improvements is shown in **Exhibit F2**. However, an additional inspection and analysis of Lift Station No. 5 will need to be performed to prepare a final estimated cost of improvements. It is also important to note that the developer is only estimated to utilize approximately 32% of the capacity of the proposed lift station and the City may consider a development agreement to address a cost sharing with the City or other developers.

The ultimate alignment of sanitary sewer lines interior to the Tract will depend on the final land plan of the proposed development. These sanitary sewer lines will need to be placed within public utility easements located along the public ROW or placed within the public ROW interior to the development and constructed per all applicable City and TCEQ design criteria.

The Developer is responsible for providing engineering plans and specifications for the sanitary sewer conveyance system interior to the development, the sanitary sewer extension, lift station, and force main to the City Engineer for review and approval prior to commencing construction. The Developer is also responsible for obtaining all Planning and Zoning Commission, City Council, and development approvals and required permits.

## **Drainage**

The onsite storm sewer system will be designated public and accepted by the City upon completion of the development. Any detention ponds will remain the responsibility of the Developer. All drainage and detention improvements must be designed per the city's Code of Ordinances requiring compliance with the City's floodplain regulations and all applicable Montgomery County Drainage Criteria Manual Standards. Failure to design and construct the drainage facilities per Montgomery County Criteria potentially jeopardizes eligibility for acceptance by the City. The Developer will also be required to perform and submit a drainage study showing the development's impact on the drainage downstream of the Tract and on adjacent properties. The drainage study must be submitted to the City for review and approval prior to approval of the construction plans.

The Developer is responsible for providing engineering plans and specifications for the drainage and detention system interior to the development to the City Engineer for review and approval prior to commencing construction, and to obtain all required Planning and Zoning Commission, City Council, and development approvals and permits.



## Paving and Traffic Planning

Per the preliminary land plan submitted by the Developer, the streets are proposed to be public and accepted by the City. The Developer is responsible for providing engineered plans and specifications for the roads interior to the development to the City Engineer for review and approval prior to commencing construction, and to obtain all required Planning and Zoning Commission, City Council, and development approvals and permits.

Currently, the preliminary land plan provides for two (2) proposed connections to Lone Star Parkway and SH 105 to provide access to the entire 136-home subdivision. The Developer will need to coordinate with Montgomery County and TxDOT on the impact of the proposed development on those roads.

Per the City and Montgomery County's most recently adopted thoroughfare plan, the current land plan does not consider the planned extension of Westway Drive. The ultimate alignment of the public collector road will depend on the final landplan and coordination with the City and Montgomery County. The Developer will be required to coordinate with the City to provide right-of-way dedicated for the planned collector. The City has determined a proposed route for the collector that satisfies this development and others planned at the time of this study as shown in **Exhibit G**. The alignment of the proposed collector is modified from the most recent Montgomery County Thoroughfare Plan as shown in **Exhibit H**. Based on our discussions with BNSF railway, the proposed Westway Drive is not feasible due to the railroad being unwilling to grant an additional crossing of their facilities along Old Plantersville Road unless multiple existing crossings nearby are closed or an overpass is constructed. The point of intersection with SH 105 is fairly fixed however the point of intersection with Lone Star Parkway can vary must be on this tract. The City recommends the collector have a 70-foot dedicated ROW with 36-foot-wide pavement to match the improvements to Buffalo Springs Dr currently in construction.

## Development Costs

The Developer will need to engineer and construct the on-site and off-site water, sanitary sewer, paving, and drainage facilities to serve the proposed Tract.

The Developer will also need to pay water and wastewater impact fees to the City. The impact fees will be assessed at the time of recordation of the final plat and collected prior to receiving water and sanitary sewer taps. Enclosed as **Exhibit D** is Table 1.1 of the 2017 Revisions to the Montgomery Impact Fee Analysis Report. It is important to note that the City is currently undergoing revisions to their water and sanitary sewer impact fees and is proposing approximately a 9% increase.

The estimated ADF provided by the developer requires the equivalent use of 136  $\frac{5}{8}$  – inch water meters per the current table.

An escrow agreement has been entered into between the Developer and the City and funds have been deposited to cover the cost of this feasibility study. An estimated additional \$56,000 will be required to cover the City's remaining expenses for the development, which includes administrative costs, legal fees, plan reviews, developer and construction coordination, construction inspection, and one year warranty expenses. This number is for general planning only and subject to change based on size and number of phases of the development. The fees calculation can be seen in **Exhibit E**.

Below is a summary of the estimated costs associated with the development:

<b><i>ESTIMATED COSTS</i></b>	
Escrow Account	\$56,000
Lift Station 5 Improvements	\$1,193,000
Offsite Public Infrastructure Improvements	\$404,000
Water Impact Fee	\$153,150
Wastewater Impact Fee	\$341,800
<b>Total Estimated Costs</b>	<b>\$2,147,950</b>

These estimates are based on the projected water and wastewater usage provided by the developer. The actual costs will depend on the final land plan, final design, and actual construction costs.

### Financial Feasibility

The Developer estimates the average home price to be \$700,000, with the total assessed value (A.V.) at full development to be approximately \$115,000,000 assuming that 95% of homeowners receive a 20% in reduction in their assessed valuation due to a Homestead Exemption. Based on the estimated total A.V. and assuming 95% collection, the in-city development would generate approximately \$105,973 per year in debt service revenue, and approximately \$331,027 per year in operations and maintenance revenue. These estimates are based on the City's \$0.0970/\$100 valuation debt service tax rate and the \$0.3030/\$100 valuation Operations & Maintenance (O&M) tax rate.

This report is our engineering evaluation of the funds required to complete the anticipated future capital improvement for this Tracts and of the potential increase in tax revenue to the City. This report is not intended to be used for the issuance of municipal financial products or the issuance of municipal securities. The City's Financial Advisor(s) can address potential recommendations related to the issuance of municipal financial products and securities.

Thank you for the opportunity to complete this feasibility study and offer our recommendations. Please contact me or Mr. Austin Gee should you have any questions.



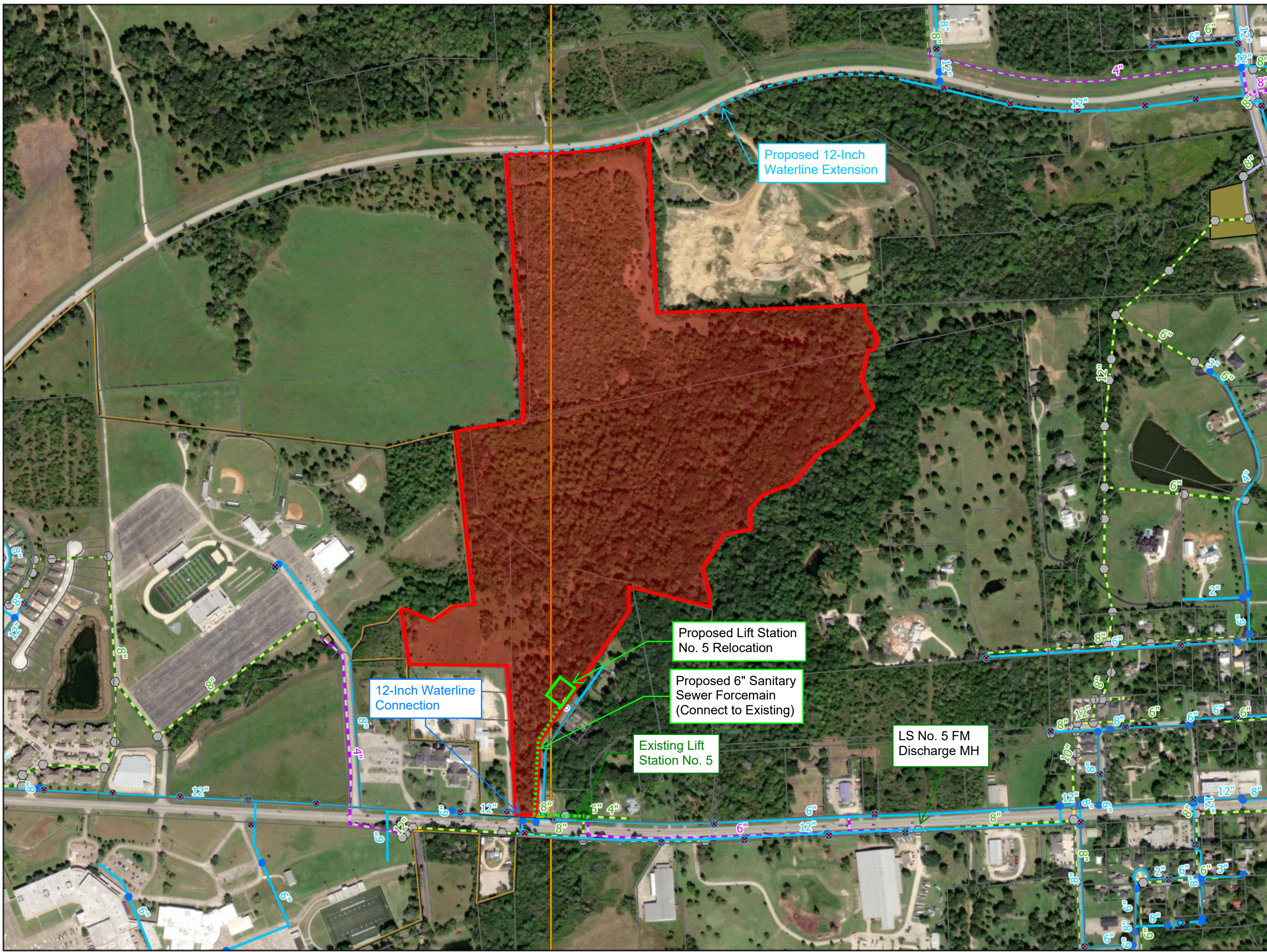
Sincerely,

Chris Roznovsky, PE

City Engineer

CVR/akg





- Legend**
- █ Cheatham-Stewart Tract
  - █ City ETJ
  - City Limits
  - Tax Parcel
- Water Infrastructure**
- Hydrant
  - Water Main Valves
  - Water Main
  - Water Plant Facility
- Sanitary Sewer Infrastructure**
- Sanitary Sewer Manhole
  - Sanitary Sewer CCTV
  - Sanitary Sewer Gravity Main
  - Sanitary Sewer Lateral
  - Sanitary Sewer Pressurized Main
  - █ Sanitary Sewer Water Treatment Plant

## Cheatham-Stewart Tract

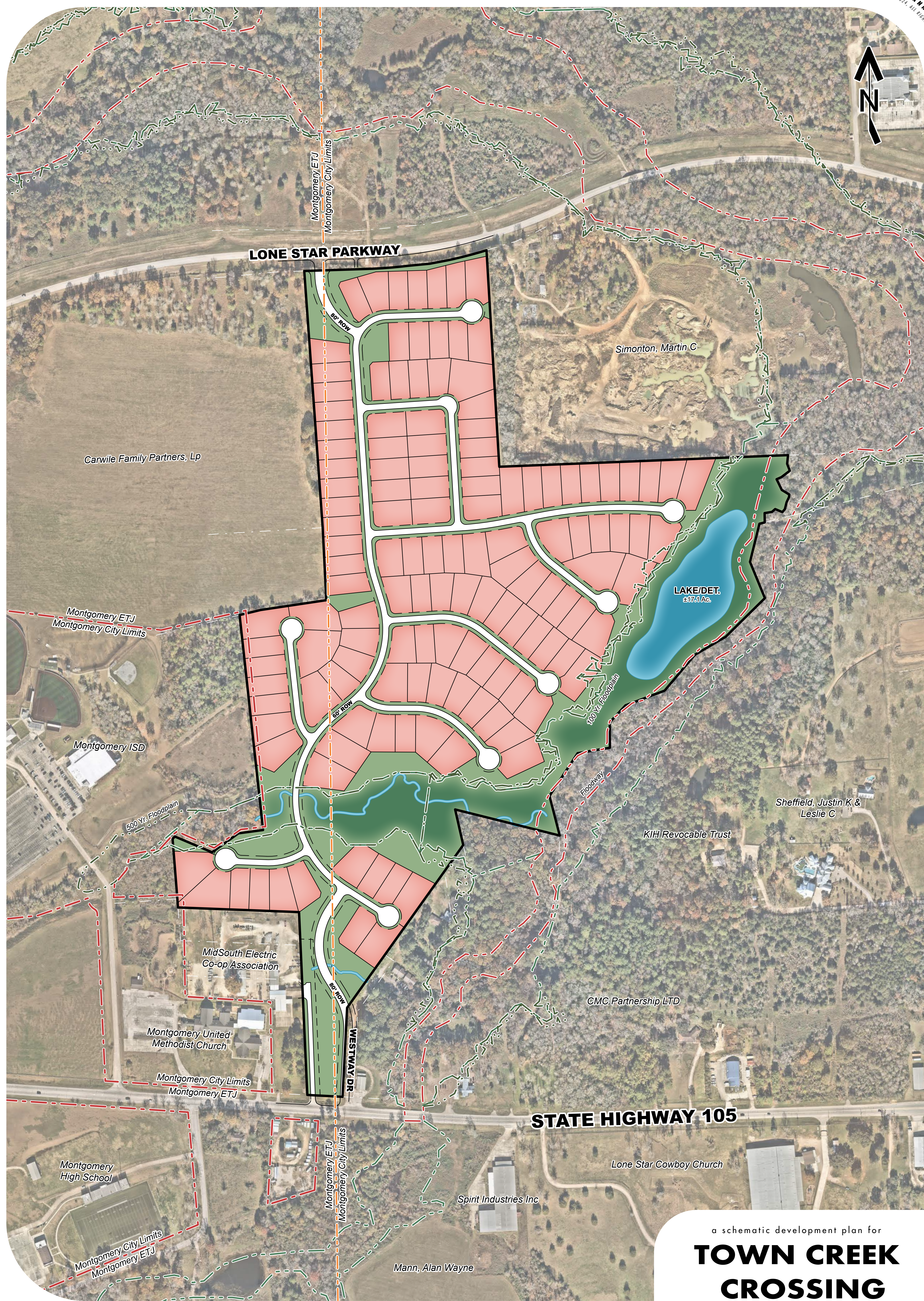
### Feasibility Study



Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.







**LOT SUMMARY**

	90'x175'	136 LOTS	100%
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**TOTAL 136 LOTS**

THIS DRAWING IS A GRAPHIC REPRESENTATION FOR PRESENTATION PURPOSES ONLY AND IS NOT FOR COMPUTATION OR CONSTRUCTION PURPOSES. SAID DRAWING IS A SCANNED IMAGE ONLY AND IS SUBJECT TO CHANGE WITHOUT NOTICE. META PLANNING + DESIGN MAY OR MAY NOT INTEGRATE ADDITIONAL INFORMATION PROVIDED BY OTHER CONSULTANTS, INCLUDING BUT NOT LIMITED TO THE TOPICS OF ENGINEERING AND DRAINAGE, FLOODPLAINS, AND/OR ENVIRONMENTAL ISSUES AS THEY RELATE TO THIS DRAWING. NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE PHYSICAL DESIGN, LOCATION, AND CHARACTER OF THE FACILITIES SHOWN ON THIS MAP ARE INTENDED. ADDITIONALLY, NO WARRANTY IS MADE TO THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

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**OPTION B**

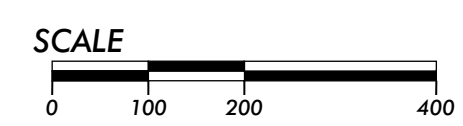
a schematic development plan for  
**TOWN CREEK CROSSING**

**±108.8 ACRES OF LAND**

prepared for  
**TRI POINTE HOMES**



24285 Katy Freeway, Ste. 525  
Katy, Texas 77494  
Tel: 281-810-1422



HOU-1301  
FEBRUARY 14, 2024









	Development Info & Capacities																													
	Current Connections	Ultimate Connections	Water		Wastewater		2024			2025			2026			2027			2028											
			Current Actual	Ultimate	Current	Ultimate	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary									
<b>Future Development in Feasibility/Design</b>																														
Red Bird Meadows (Future Phases)	-	495	-	111,375	-	74,250							30	6,750	4,500			50	11,250	7,500	90	20,250	13,500							
Nantucket Housing (Stewart Creek) (Units)	-	385	-	60,000	-	50,000							385	60,000	50,000															
Superior Properties (Units)	-	98	-	21,680	-	17,990							40	8,849	7,343															
Superior Properties (Commercial)	-	4	-	17,262	-	14,350							3	12,947	10,763															
Morning Cloud Investments (Single Family)[Stowe and Sales Tract]	-	246	-	55,350	-	36,900							20	4,500	3,000			90	20,250	13,500	46	10,350	6,900							
Taylor Morrison (Single Family)	-	190	-	42,750	-	28,500							50	11,250	7,500			70	15,750	10,500										
Tri-Pointe Homes (Single Family)[Cheatham-Stewart Tracts]	-	136	-	30,600	-	20,400							25	5,625	3,750			50	11,250	7,500	66	14,850	9,900							
HEB Grocery (Commercial)	-	1	-	15,000	-	12,450												1	15,000	12,450										
<b>Subtotal</b>	-	982	-	354,017	-	254,840				138	43,170	32,355	685	146,147	112,685			276	62,100	41,400	136	30,600	20,400							
<b>Committed Plus Feasibility</b>	1,501	3,318	439,370	1,150,722	273,523	757,085	2024			2025			2026			2027			2028											
							Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary									
							1,790	584,865	360,138	2,168	749,619	468,045	3,098	974,265	632,193	3,484	1,063,874	691,429	3,627	1,098,807	714,064									
							<b>Total Projected Committed Volumes Plus Feasibility</b>																							
<b>Potential Future Development (Within Current City Limits)</b>																														
Summit Business Park, Phase 2	-	6	-	4,400	-	2,860							2	1,467	953															
Moon Over Montgomery	-	15	-	3,375	-	2,194												15	3,375	2,194										
Waterstone, Section 3	-	20	-	4,500	-	2,925							10	2,250	1,463															
Waterstone Section 4	-	23	-	5,175	-	3,450												8	1,800	1,200										
J. Allen Kent (19.6 Ac)	-	126	-	28,350	-	18,900							50	11,250	7,500															
Peter Hill 5.7 Acre Feasibility	-	5	-	5,000	-	3,250	1	1,000	650	1	1,000	650	1	1,000	650			2	2,000	1,300										
Porter Farms Tract	-	92	-	20,700	-	11,960												30	6,750	3,900										
Olde Montgomery Food Gardens	-	1	-	2,180	-	2,180												1	2,180	2,180										
<b>Commercial</b>																														
South FM 149 Corridor		2,258		813,000		650,400																								
West SH 105 Corridor		1,376		495,000		396,000																								
East Buffalo Springs Corridor		2,031		731,000		584,800																								
East Lone Star Parkway Corridor		7,035		2,532,708		2,026,170				18	6,480	5,184	33	11,880	9,504	34	12,240	9,792	34	12,240	9,792									
East SH 105 Corridor		810		292,000		233,600																								
<b>Residential</b>																														
Southeast Corridor		1,430		357,500		286,000																								
Southwest Corridor		397		99,250		79,400							41	10,250	8,200	42	10,500	8,400	42	10,500	8,400									
Western Corridor		471		117,750		94,200				47	11,750	9,400	45	11,250	9,000	30	7,500	6,000	30	7,500	6,000									
Northern Corridor		106		26,500		21,200							38	9,500	7,600	38	9,500	7,600	30	7,500	6,000									
<b>Multi-Family</b>																														
SH 105 Corridor		117		23,000		18,400																								
FM 149 Corridor		807		61,000		48,800																								
<b>Institutional</b>																														
<b>Industrial</b>																														
Old Plantersville Rd Corridor		213		76,000		60,800																								
FM 1097 Corridor		608		219,000		175,200																								
West Lone Star Parkway Corridor		1,499		540,000		432,000																								
<b>Planned Development</b>																														
Plez Morgan Corridor		103		25,750		20,600							21	5,250	4,200	21	5,250	4,200	21	5,250	4,200									
East Lone Star Parkway Corridor		384		96,000		76,800													48	12,000	9,600									
<b>Subtotal</b>	-	19,933	-	6,579,138	-	5,252,089	1	1,000	650	126	32,730	24,197	294	76,022	56,260	220	58,915	44,586	236	63,920	50,072									
							2024			2025			2026			2027			2028											
							Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary	Connections	GPD Water	GPD Sanitary									
							1,791	585,865	360,788	2,295	783,349	492,892	3,519	1,084,017	713,300	4,125	1,232,540	817,121	4,504	1,331,394	889,829									
							<b>Total Projected Committed Volumes Plus Feasibility, Plus Potential In-City</b>																							



**Table 1.1 September 2017 ESFC Table for Commonly Used Meters**

<b>Meter Size</b>	<b>Maximum Continuous Operating Capacity (GPM)</b>	<b>Equivalent Single Family Home (ESFC)</b>	<b>Maximum Assessable Water Fee (\$)</b>	<b>Maximum Assessable Waste Water Fee (\$)</b>	<b>Maximum Assessable Fee (\$)</b>
5/8"	15	1.00	1,126	\$2,513	\$3,639
3/4"	25	1.67	1,881	\$4,198	\$6,079
1"	40	2.67	3,001	\$6,711	\$9,712
1 1/2"	120	8.00	9,006	\$20,103	\$29,112
2"	170	11.33	12,755	\$28,471	\$41,226
3"	350	23.33	26,264	\$58,626	\$84,890
4"	600	40.00	44,942	\$100,517	\$145,429
6"	1,200	80.00	90,064	\$201,035	\$291,099
8"	1,800	120.00	135,096	\$301,552	\$436,648

**ESCROW AGREEMENT, SECTION 2.03 ATTACHMENT**

**BY AND BETWEEN**

**THE CITY OF MONTGOMERY, TEXAS,**

**AND**

**Tri Pointe Homes Texas, Inc.**

**Dev. No. 2409**

THE STATE OF TEXAS                    ⤵

COUNTY OF MONTGOMERY            ⤵

As per section 2.03, the Feasibility Study completed an estimate of the additional escrow amount, which was determined for administration costs, legal fees, plan reviews, developer coordination, construction coordination, construction inspection, and warranty of services. The required additional amount is below:

Administration	\$ 7,500
City Attorney	\$ 7,500
City Engineer	\$ 41,000
<hr/>	
TOTAL	\$ 56,000



**EXHIBIT F-1**  
**Preliminary Cost Estimate**  
**Offsite Public Water Improvements**  
**Cheatham-Stewart Tract**

4/18/2024

Item No.	Description	Quantity	Unit	Unit Price	Cost
<b>General</b>					
1	Mobilization, Bonds, and Insurance	1	LS	\$ 20,000	\$ 20,000
2	Construction Staking	1	LS	8,000	8,000
3	Trench Safety System	2,460	LF	1	2,460
4	SWPPP	1	LS	7,500	7,500
<b>Water</b>					
5	12-Inch C900 PVC Waterline	2,460	LF	65	159,900
6	12-Inch PVC Waterline (trenchless with 20" Steel Casing)	140	LF	350	49,000
7	12-Inch Gate Valve	5	EA	3,000	15,000
8	12-Inch Wet Connect	1	EA	4,500	4,500
9	Flush Valve	5	EA	5,000	25,000
10	2-Inch Blow Off Valve and Box	1	EA	\$ 2,000	\$ 2,000
				<b>Construction Subtotal</b>	\$ 293,000
				<b>Contingencies (15%)</b>	\$ 44,000
				<b>Engineering (Surveying, Geotech, etc.)</b>	\$ 67,000
				<b>Total</b>	<b>\$ 404,000</b>

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.
- 3 This is not a proposal for engineering services but an estimate for planning purposes.





**EXHIBIT F-2**  
**Preliminary Cost Estimate**  
**Lift Station No. 5 Improvements**  
**Morning Cloud Investments Tract**  
4/18/2024

Item No.	Description	Quantity	Unit	Unit Price	Cost
<b><u>Site Work</u></b>					
1	Site Grading	1	LS	\$ 7,500	\$ 7,500
2	Clearing and Grubbing	0.1	AC	10,000	1,000
3	Site Fence	150	LF	55	8,250
4	Manual Swing Gate - 15-Foot Wide	1	EA	2,500	2,500
5	Flexible Base Site Paving - 7-Inch Thick	37	SY	75	2,775
6	Demolition of Existing Lift Station Wet Well and Piping	1	LS	75,000	75,000
7	Mobilization and Bonds	1	LS	50,000	50,000
<b><u>Stormwater Pollution Prevention</u></b>					
8	Concrete Truck Washout	1	LS	1,500	1,500
9	Stabilized Construction Access	1	LS	1,500	1,500
<b><u>Structural</u></b>					
10	Excavation	25	CY	53	1,325
11	Structural Backfill	22	CY	150	3,300
12	Electrical/Controls and Valve Pad Concrete Slabs	15	CY	750	11,250
13	Concrete Pipe Supports	2	EA	1,875	3,750
14	6-Foot Diameter x 25-Foot Deep Lift Station Wet Well	1	LS	201,250	201,250
<b><u>Pump Station Mechanical and Yard Piping</u></b>					
15	Pump Hatches	2	EA	2,500	5,000
16	Submersible Pumps	2	EA	35,000	70,000
17	6-Inch DI Discharge Pipe and Header	35	LF	100	3,500
18	6-Inch DI Riser Pipe	50	LF	150	7,500
19	4x6 DI Reducer	2	EA	1,000	2,000
20	6-Inch DI 45-Degree Bend	6	EA	1,000	6,000
21	6-Inch DI 90 Degree Bend	3	EA	1,750	5,250
22	6x6 Tee	4	EA	3,000	12,000
23	6-Inch Swing Check Valve	2	EA	4,400	8,800
24	6-Inch Manual Plug Valve	3	EA	3,300	9,900
25	Combination Air Valve Assembly	3	EA	2,750	8,250
26	6-Inch Flex Coupling	2	EA	750	1,500
27	Adjustable Pipe Support	3	EA	275	825

**Electrical**

28	50kW Generator	1	LS	115,000	115,000
29	Electrical Improvements & Appurtenances	1	LS	77,000	77,000

**Sanitary Sewer**

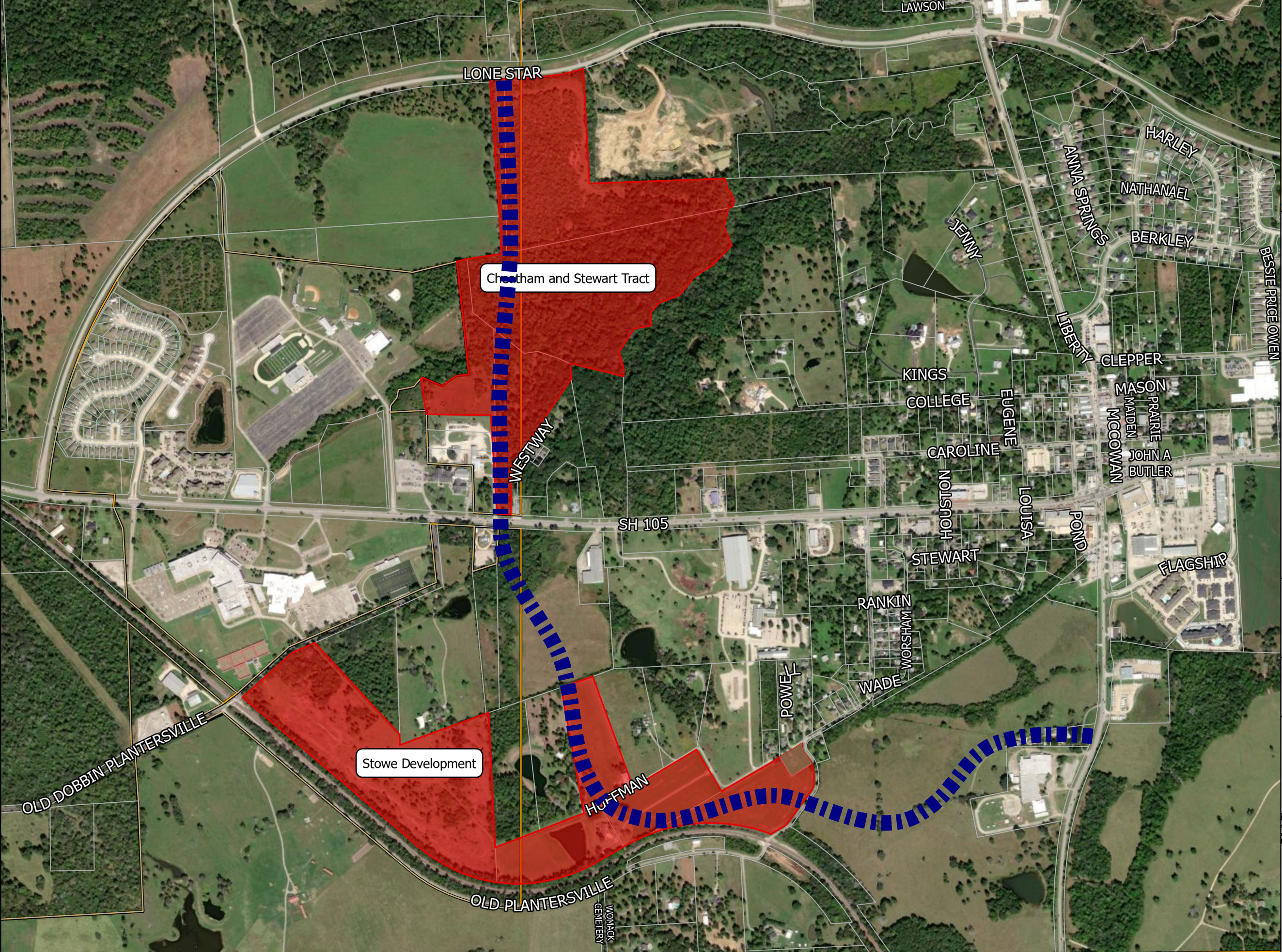
30	4-Foot Diameter Sanitary Manhole, All Depths	4	EA	4,000	16,000
31	8-Inch SDR 26 Gravity Sanitary Sewer	1,030	LF	45	46,350
32	6-Inch C900 Sanitary Sewer Force Main	1,200	LF	50	60,000
33	Connection of Proposed 6-Inch Force Main to Existing Force Main	1	EA	3,000	3,000
34	Temporary Bypass Pumping	1	LS	\$ 35,000	\$ 35,000

<b>Construction Subtotal</b>	\$	864,000
<b>Contingencies (15%)</b>		130,000
<b>Engineering (20%)</b>		199,000
	<b>\$</b>	<b>1,193,000</b>

## 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.
- 3 This is not a proposal for engineering services but an estimate for planning purposes.





### Legend

- Jurisdictional Boundaries**
- Parcel Boundary
  - Montgomery City Limits
  - Montgomery ETJ
- Proposed Development**
- Proposed Development
  - Proposed Collector Road

## PROPOSED THOROUGHFARE PLAN

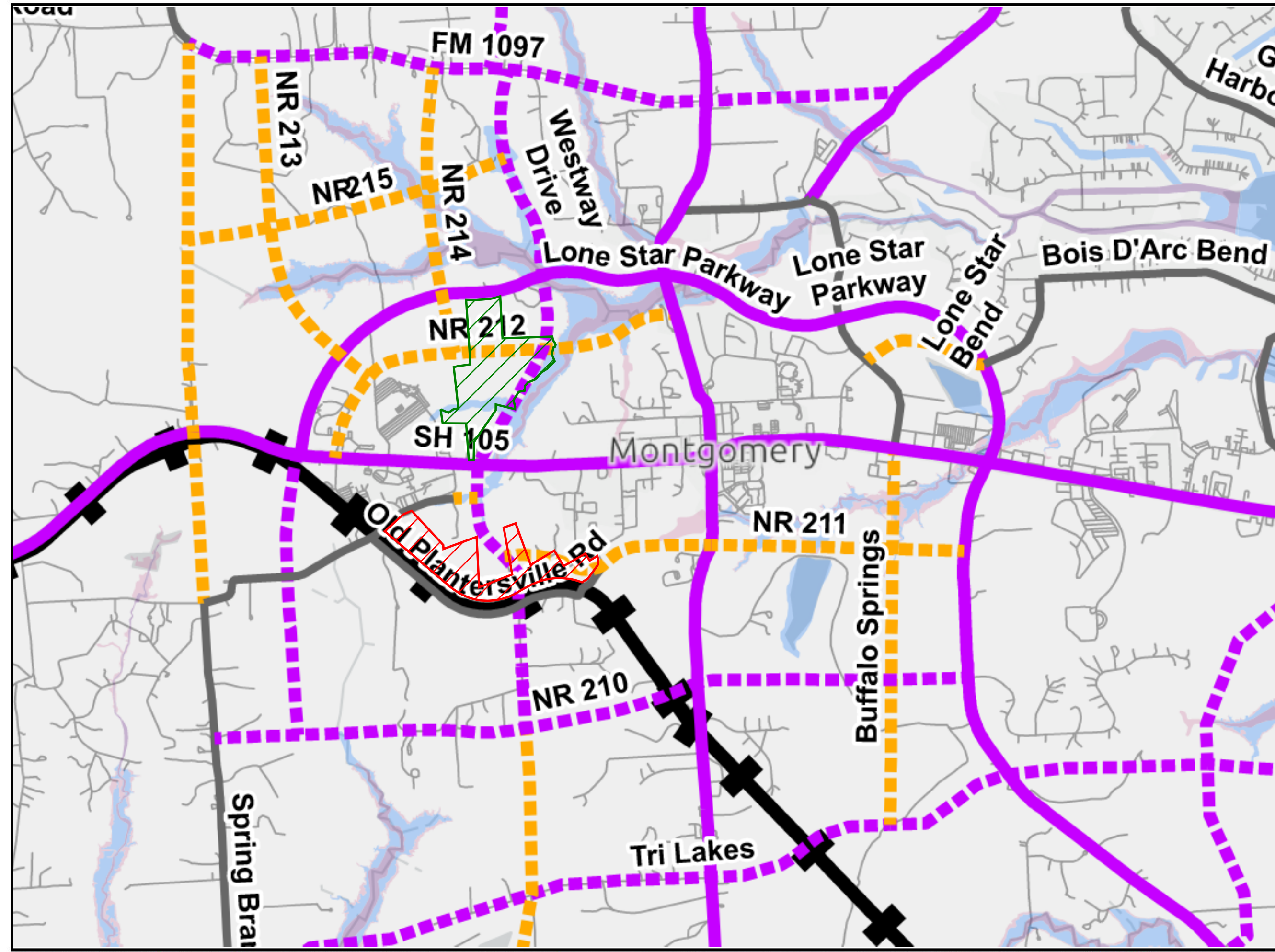
City of Montgomery  
Proposed Development



Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.







- Railroad
- ROAD CLASSIFICATION**
  - Existing Thoroughfare
  - Proposed Thoroughfare
  - Existing Collector
  - Proposed Collector
- FLOOD PLAIN**
  - 100 Year Flood Plain
  - Floodway
  - 500 Year Flood Plain
- DEVELOPMENTS**
  - Tri Pointe Homes Tract
  - Morning Cloud Investments Tract

**EXHIBIT H -  
EXCERPT FROM  
MONTGOMERY COUNTY  
THOROUGHFARE PLAN**

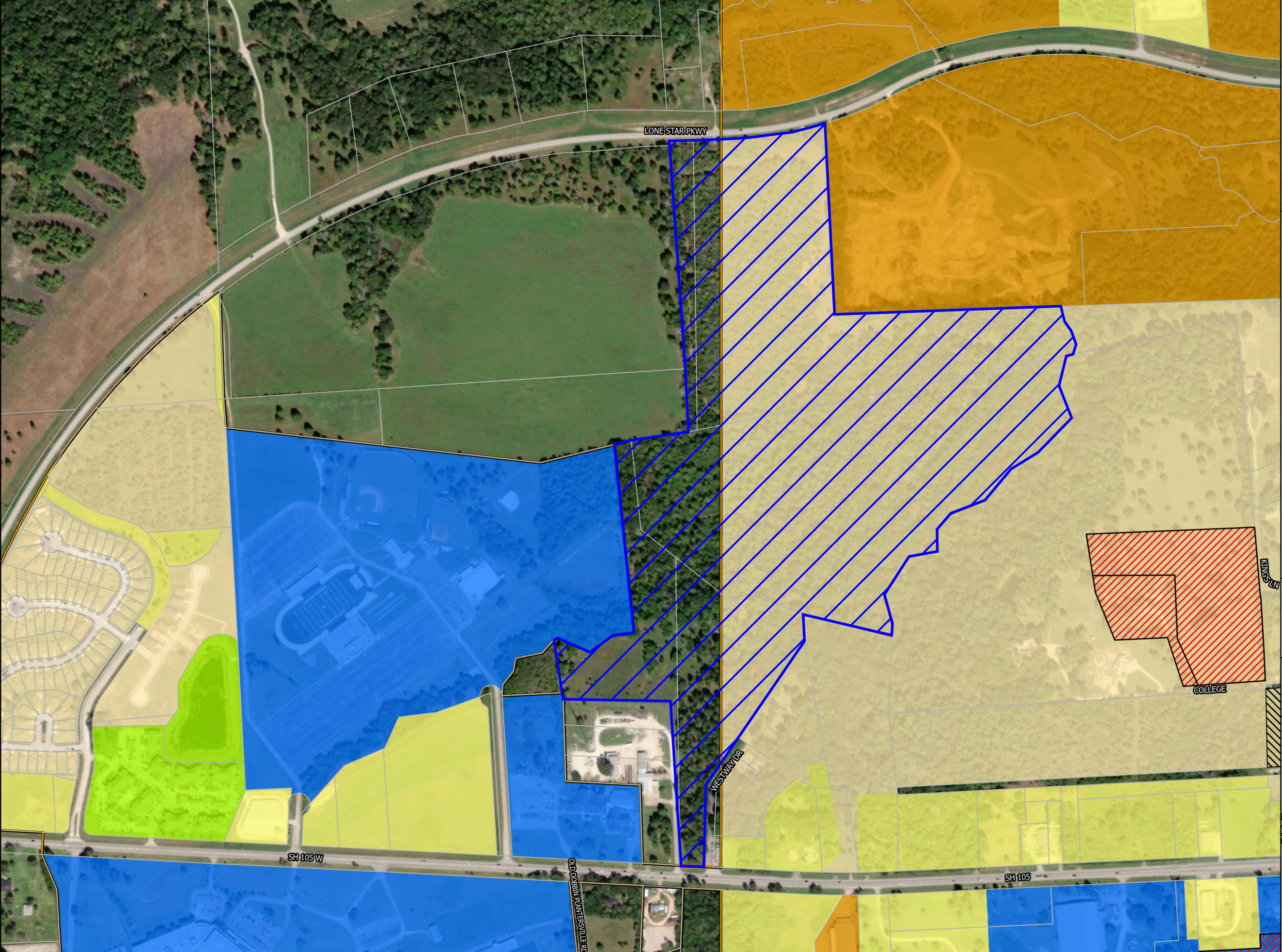
Feasibility Study



Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.







**Legend**

- Jurisdictional Boundaries
  - Parcel Boundary
  - Montgomery City Limits
  - Montgomery ETJ
- Historical Preservation
  - Historical Landmark
  - Historical District
- Zoning Classification
  - Residential (R1)
  - Planned Development (PD)
  - Multi-Family (R2)
  - Institutional (I)
  - Industrial (ID)
  - Commercial (B)
- Proposed Development
  - Cheatham and Stewart Tract

**EXHIBIT J - CITY ZONING MAP**

City of Montgomery  
Proposed Development



Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.





Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> April 23, 2024	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b> G. Palmer

**Subject**  
 Call for a General Workshop, Joint Planning & Zoning Commission and City Council Workshop, Budget Workshops and Special Meeting to Adopt FY25 Budget

**Recommendation**  
 Approve the proposed City Council Workshop dates and Special Meeting as Proposed

**Discussion**  
 The attached table indicates the date/time and need for the workshop. We need one workshop on 5/14 (immediately following the Regular Meeting) to discuss the Crime Prevention and Control District proposal. We need a joint workshop with the Planning and Zoning Commission to review the KKC Citywide Planning Project on Wednesday 5/15. We need several budget workshops, and one special called meeting on 9/16 to adopt the FY25 Budget and Tax Rate.

<b>Approved By</b>		
		Date:
City Administrator	Gary Palmer	Date: April 16, 2024



<b>Proposed General Workshop, Budget Workshop, and Special Called Meeting</b>	
<b>Workshop May 14 (Tuesday) Immediately following the Regular Council Meeting</b>	Crime Prevention and Control District Discussion
<b>Workshop May 15 (Wednesday) @5pm</b>	Joint Workshop between the City Council and Planning and Zoning Commission: Planning Project Discussion/Feedback/Update
<b>Workshop May 16 (Thursday) @5pm</b>	Budget Workshop w/Council
<b>Workshop June 10 (Monday) @5pm</b>	Budget Workshop w/Council
<b>Workshop July 8 (Monday) @5pm</b>	Budget Workshop w/Council
<b>Workshop August 12 (Monday) @5pm</b>	Budget Workshop w/Council
<b>Special Called Meeting September 16 (Monday) @5pm</b>	Budget Public Hearing & Tax Rate Public Hearing Adopt Budget & Tax Rate

**Montgomery City Council**  
**AGENDA REPORT**

Tabled from April 09, 2024 to April 23, 2024

<b>Meeting Date:</b> April 9, 2024	<b>Budgeted Amount:</b> See below
<b>Department:</b> Administration	<b>Prepared By:</b> Maryann Carl

**Subject**

Consideration and Possible Action on Adding a Finance Technician Position to the City Organizational Chart.

**Recommendation**

Approve the addition of the Finance Technician position.

**Discussion**

The role of Finance Technician is essential for the continued success of the Finance functions at the City and a job description for this position is attached. Based on feedback during the Council Workshop on March 25<sup>th</sup>, we will be seeking to fill this position with a starting range of \$22-\$23/hour, \$45,760-\$47,840/annually, estimated cost including taxes and benefits, \$59,488-\$62,192.

Considering we would not have someone in this position until sometime in May, the impact to FY2024 budget would be \$24,786-\$35,913, including taxes and benefits.

<b>Approved By</b>		
Finance Director	Maryann Carl	Date: 4/2/2024
City Administrator	Gary Palmer	Date: 4/2/2024

**CITY OF MONTGOMERY, TEXAS - Job Description – FINANCE TECHNICIAN**

---

**April 9, 2024**

---

**Identification:**

**Position Title:** Finance Technician  
**Department:** Administration/Finance  
**Immediate Supervisor:** Finance Director  
**FLSA:** Non - Exempt  
**Pay Grade:** \$45,760 - \$47,840

**SUMMARY:**

Performs the accounts payable and payroll activities, as well as workers compensation, property and liability, and unemployment insurance related activities. Performs a variety of clerical and cashier duties and ensures accurate and efficient handling of billings, cash receipts, and clerical and customer relations services.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computations, report and letter preparation, and decisions making within scope of responsibility.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties described below are indicative of what the Finance Technician may be asked to perform; other duties may be assigned:

**Accounting and Clerical**

- Processes vendor payments and ensures proper coding of department invoices.
- Prepares payroll and updates payroll files.
- Assists with resolving discrepancies with vendors.
- Performs vendor set-up in financial software.
- Maintains vendor files and scans invoices into financial software.
- Sorts and distributes mail.
- Orders supplies.



- Performs all other duties as assigned.

### **QUALIFICATIONS, EXPERIENCE, AND/OR CERTIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent (GED).
- 1-year relevant course work beyond high school from junior college or technical school, or 1-year relevant experience.

### **Work Environment**

Employees work under typical office conditions, and the noise level is usually moderately quiet.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Montgomery retains and reserves any or all rights to change, modify, amend, add to or delete, form any section of this document as it deems, in its judgment, to be proper.



101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

Telephone: (936) 597-6434

## Public Works Department

### Monthly Report for March 2024

#### Water

- Completed monthly cutoff list for nonpayment.
- Completed monthly leak notification door hangers.
- Completed monthly meter verification list.
- Completed monthly check of idle meter list for consumption. No issues were found.
- Completed 11 work orders for activate/deactivate service.
- Completed 4 work orders for endpoint maintenance issues.
- Completed 7 work orders for water leaks.
- Completed 10 work orders for miscellaneous water issues.
- Completed 10 work orders for water taps.
- Performed maintenance on Water Well #2 valves to repair leak.
- Performed maintenance check on Water Well #3 of TCEQ Inspection List prior to inspection.
- Assisted hydrant rental contractor adjust volume.
- Repaired main leak on 105.
- Assisted residents on Berkley and Peninsula Point.
- Replaced gate valve on Stewart Street.
- Replaced meter and endpoint on Shepperd.
- Replaced meter on Racetrack.
- Assisted Discount Tire contractor locate meter.
- Repaired irrigation line to flower bed at Welcome Sign.

#### Wastewater

- Completed 4 work orders for sewer taps.
- Removed weeds around lift station #12.
- Replaced batteries in both keypads at WWTP#2.
- Met with Randy Roan to discuss repair options for sewer line on FM1097.

#### Streets/Drainage/ROW

- Completed 2 work orders for Street ROW – Ditch/Drainage.
- Completed daily utility locates as necessary.
- Completed daily removal of bandit signs as necessary.
- Completed items for weed patrol.
- Removed builder signs including 4' x 8' signs on FM1097 and SH 105.
- Replaced culvert on Prairie St.
- Repaired stop sign at the intersection of Town Creek Crossing and Buffalo Springs Dr.

PUBLIC WORKS

FIRST RESPONDER

- Installed 45 on safety end for drainage at 110 Harley.
- Discussed with resident regarding their concern about drainage on Pond Street.
- Cleaned up area following fire hydrant repair on Pond and Caroline.
- Striped sharp curve on Harley.
- Added asphalt to edge of road on Old Plantersville.
- Repaired pothole south of speedhump on Community Center drive south of the park.
- Repaired pothole behind Lincoln Elementary on Community Center Drive.

### **Building/Facility/Vehicle/Equipment Maintenance**

- Conducted weekly Safety Inspection Reports.
- Completed monthly light bulb check at all facilities.
- Delivered cases of water to City Hall as requested.
- Completed weekly cleaning of Community Center.
- Completed weekly pre-trip inspections of crew trucks.
- Completed monthly check of all irrigation systems and made repairs as necessary.
- Completed 11 work orders for general-City Hall maintenance.
- Treated the Community Center grounds for ants.
- Delivered and disassembled barricades for Sip N Stroll events.
- Delivered, Setup, and removed barricades for Mudbugs Festival.
- Painted bump stops on the north side of the Community Center.
- Replaced public parking sign and signpost at the entrance of the Community Center.
- Removed debris and leaves from gutters at Community Center.
- Replaced rubber strip at transition from carpet to hallway tile in Asst. City Administrator's office.
- Replaced all batteries for irrigation controllers.
- Replaced aerator on sink faucet at City Hall.
- Relocated name plates outside of City Administrator and City Secretary offices.
- Built a three-drawer lateral filing cabinet for City Secretary's office.
- Removed trash from both sides of Lonestar Parkway from 105 to 149.
- Treated the PW office porch to prevent wasps.
- Organized the PW shop sign shelf.
- Watered recently planted plants at Community Center.
- Inspected and registered PW2301.
- Replaced brake pads on PW1801.
- Replaced light connector on PW1502 dump trailer.

### **Parks/Recreation**

- Posted all park reservation notices.
- Completed 25 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 1,183 visitors and provided 81 tours for the month.
- Cut up and remove fallen limbs from Cedar Brake Park and Memory Park.
- Performed spring maintenance on rose bushes at Community Center.
- Picked up and placed table to hold Fernland Park model.
- Repaired Crane Cabin front porch steps and stump on the far-right corner of front porch positioning at Fernland Historical Park.
- Repaired sink in Men's restroom at Homecoming Park.
- Assisted Rotary in re-installed walking library at Memory Park.
- Removed debris following Lake Conroe Rotary Club workday at Memory Park.
- Delivered load of soil to Memory Park.
- Treated for ants at Cedar Brake Park, Fernland Historical Park, Homecoming Park, and City Hall.





**General**

- Attended weekly Leadership Team meetings.
- Completed 13 work orders for maintenance-general issues.
- Completed monthly safety meeting with department and safety officer.
- Attended bi-weekly conference calls with utility operator and engineer.
- Operated Heavy Trash weekend on March 2 & 3.
- Removed Texas flags displayed for the Texas Flag competition.
- Prepared grounds of Community Center for Community Garage Sale including numbered and outlined spaces,
- Reset signpost by rose bushes.
- Treated all facilities for rodents including City Hall, Water Plant 2, Water Plant 3, and Lift Stations.
- Rinsed the AC condenser coils at the Community Center, Fernland Historical Park, Sewer Plant 2, Water Plant 2, and Water Plant 3.
- Met with local Eagle Scout to discuss potential project.
- Preconstruction meeting for Buffalo Springs & SH 105 Traffic Signal.
- Preconstruction meeting for Lift Station No. 10 Force Main Improvements
- Attended quarterly Area PW Director Breakfast.
- Attended On-site Preconstruction Meeting – Lift Station 10 Improvements.
- Participated in preparation for TCEQ Inspection with new operator.





Water and Wastewater Operations and Management  
 375 Lake Meadows Drive, Montgomery, Texas 77356  
 Ph:936-588-1166

**CITY OF MONTGOMERY**  
**MONTHLY OPERATIONS REPORT**

DATE  
 04/17/24

<u>METER COUNT</u>	
<i>Total</i>	<b>1,257</b>

<u>CONSUMPTION</u>		
<u>02/29/24</u>	<u>to</u>	<u>03/31/24</u>
Billed Consumption		10,929,091
Estimated Flushing		450,000
<b>Total</b>		<b>11,379,091</b>

Plant Pumpage      11,958,100

Accountability      **95.16%**

	<u>Well #2</u>	<u>Well #3</u>	<u>Well #4</u>
Well Pumpage	N/A	3,244,100	8,714,000
Calculated Well GPM	N/A	515	1297
Avg Well Run Hours	N/A	3.4	3.7

# CITY OF MONTGOMERY

DATE  
04/17/24

## MONTHLY OPERATIONS SUMMARY

### WASTEWATER TREATMENT PLANT

March 2024

TPDES Permit # WQ0014737001

Expires: 06/01/2027

NPDES Permit # TX0128031

	Effluent Quality Data: Reported for		March-24	Excursion
	<u>Reported</u>	<u>Permitted</u>	<u>Annual Average</u>	
BOD 5 Average	2.81 mg/l	10.00 mg/l	3.07 mg/l	NO
TSS Average	2.68 mg/l	15.00 mg/l	6.73 mg/l	NO
NH3	0.07 mg/l	2.00 mg/l	2.28 mg/l	NO
CL2 Res Min	1.26 mg/l	1.00 mg/l	1.11 mg/l	NO
CL2 Res Max	3.95 mg/l	4.00 mg/l	3.84 mg/l	NO
Oxygen	8.27 mg/l	4.00 mg/l	7.26 mg/l	NO
Flow Average	<b>0.212 mgd</b>	0.400 mgd	0.224 mgd	NO

Effluent Quality Compliant with Discharge Permit ?

YES

The plant was operated within all parameters of our permit.

No violation notices were received from any other local agency.



**CITY OF MONTGOMERY**  
**MONTHLY OPERATIONS SUMMARY**  
 GROUND WATER PERMIT PUMPAGE  
 March 2024

LONE STAR GROUNDWATER CONSERVATION DISTRICT  
 PERMIT #OP-04072101D/HUP040 & 13012801B AWS - 01/01/24 - 12/31/24

	"Gulf Coast Aquifer" - Jasper		Catahoula Aquifer	
Jan-24	2,623,000		7,890,000	
Feb-24	2,380,000		7,436,000	
Mar-24	3,244,100		8,714,000	
Apr-24				
May-24				
Jun-24				
Jul-24				
Aug-24				
Sep-24				
Oct-24				
Nov-24				
Dec-24				
<b>Total Pumpage</b>	8,247,100	8.87%	24,040,000	26.71%
<u>2024 Permitted Withdrawal:</u>	<u>92,930,000</u>		<u>90,000,000</u>	

**Permit Summary Gulf Coast Aquifier**

Historical Use Permit Amount:	92,930,000
2024 Permitted Withdrawal:	92,930,000

**Alternative Water Summary**

City of Montgomery - Alternate Water Source Permit:	90,000,000
Total 2024 GRP AWS Permitted Withdrawal:	90,000,000

# City of Montgomery Municipal Court Report March 2024

Kimberly Duckett  
Court Administrator



# Comparison Chart

## Citations and Revenue January 2022 - 2024

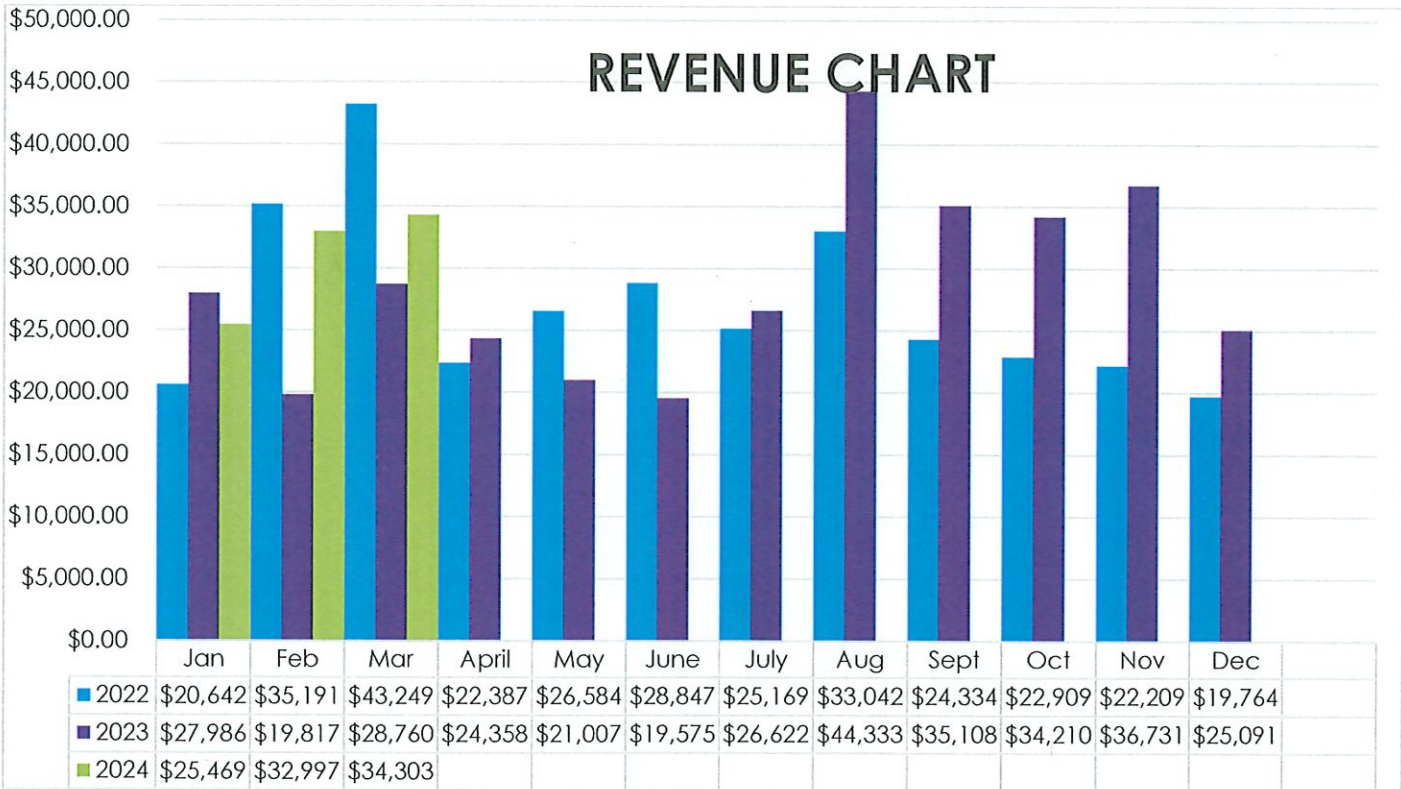
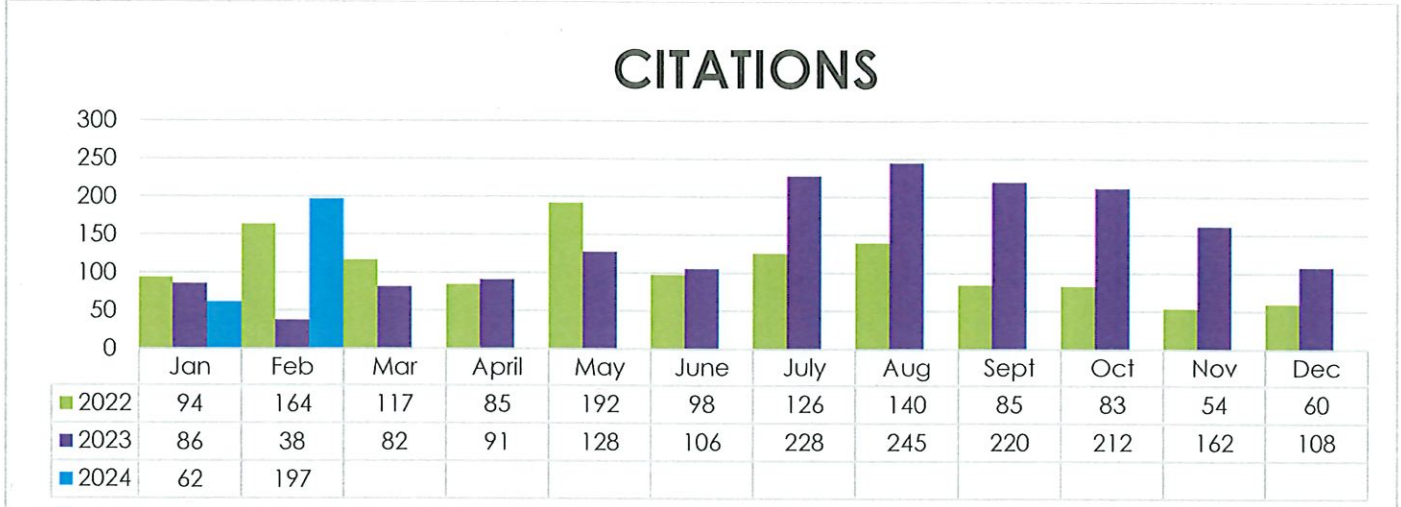
	2022	2023	2024
<i>Jan</i>	94	86	62
<i>Feb</i>	164	38	197
<i>Mar</i>	117	82	
<i>April</i>	85	91	
<i>May</i>	192	128	
<i>June</i>	98	106	
<i>July</i>	126	228	
<i>Aug</i>	140	245	
<i>Sept</i>	85	220	
<i>Oct</i>	83	212	
<i>Nov</i>	54	162	
<i>Dec</i>	60	108	

**Totals**            1298            1706            259

	2022	2023	2024
<i>Jan</i>	\$20,642.12	\$27,986.26	\$25,469.91
<i>Feb</i>	\$35,191.59	\$19,817.26	\$34,303.88
<i>Mar</i>	\$43,249.60	\$28,760.79	
<i>April</i>	\$22,387.94	\$24,358.01	
<i>May</i>	\$26,584.71	\$21,007.77	
<i>June</i>	\$28,847.75	\$19,575.84	
<i>July</i>	\$25,169.19	\$26,622.80	
<i>Aug</i>	\$33,042.07	\$44,333.70	
<i>Sept</i>	\$24,334.09	\$35,108.51	
<i>Oct</i>	\$22,909.59	\$34,210.67	
<i>Nov</i>	\$22,209.38	\$36,731.64	
<i>Dec</i>	\$19,764.02	\$25,091.27	

**Totals**    \$324,332.05    \$343,604.52    \$59,773.79







# Montgomery Police Department

Chief Anthony Solomon

## Activity Report

March 1, 2024 – March 31, 2024

### Patrol Division

• Calls for Service	-	85
• Total Reports	-	37
• Citations Issued	-	189
• Warnings Issued	-	377
• Arrests	-	17
• Accidents	-	17

### Breakdown by Offense Category

• DWI/DUI	-	7
• Drug Arrests/Citations	-	7
• Dog Bite	-	1
• Theft	-	1
• Assault	-	1
• Warrant Arrests	-	6
• Criminal Mischief	-	1
• Fraud	-	1

### Investigation Division

Total number of assigned cases to C.I.D. for the month: 3

### Personnel/Training

- All officers participated in Less Lethal Impact Munitions and Stop Stick training.
- All officers participated in Standardized Field Sobriety Testing refresher course.
- Officer Mayhugh attended Active Attack Integrated Response (AAIR) training.

### Major Incidents

- On March 21, Sergeant Graves conducted a traffic stop that resulted in the arrest of a subject for felony Manufacture or Delivery of a Controlled Substance. Inside the vehicle Sergeant Graves located a small scale, numerous small zip baggies, and several controlled substances in various quantities including Meth, PCP, heroin, fentanyl, and amphetamines. As a result of the drug

seizure, the suspect's 2021 Ram 1500 has been seized by the City of Montgomery and is going through the asset forfeiture process with the District Attorney's Office.

### **Upcoming Events**

- The Citizens Police Academy is currently running through the end of May.

### **Traffic and Safety Initiatives**

- During the month of March, officers participated in TxDOT's Spring Break Impaired Driving Mobilization. Officers worked extra hours to maintain a presence in the city and remove impaired drivers from the road to keep our citizens safe.





# City of Montgomery

101 Old Plantersville Rd.  
Montgomery, TX 77316  
936-597-6866



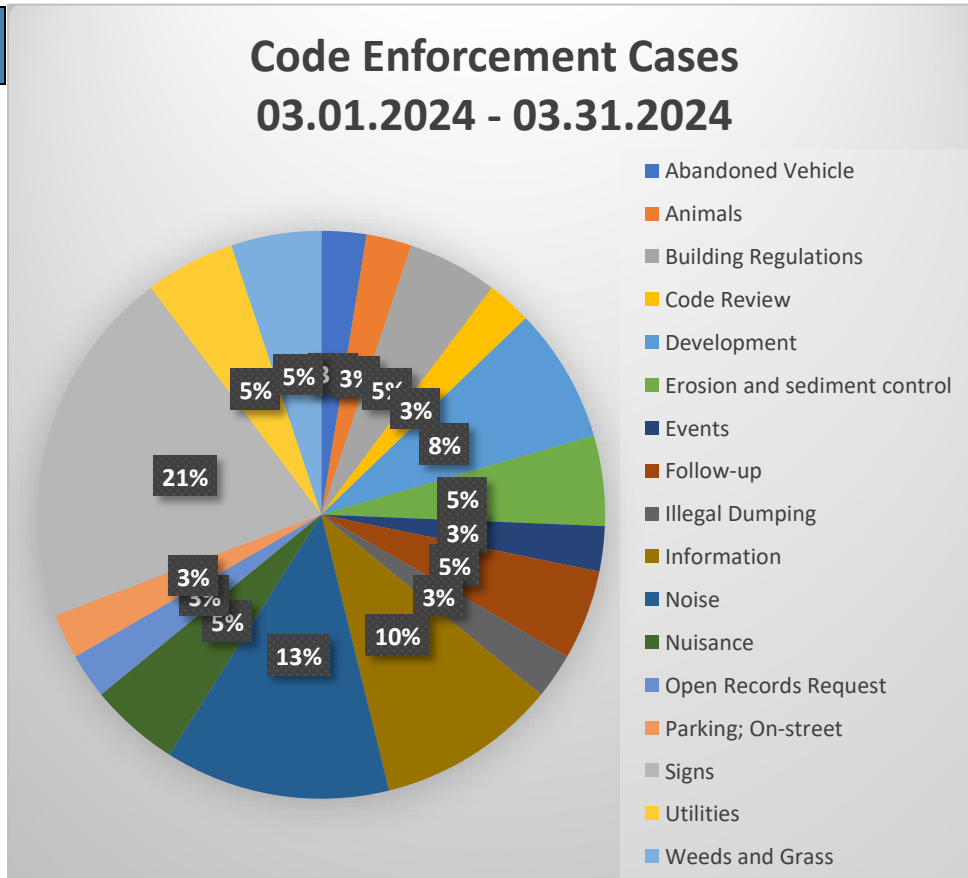
March 2024  
Code Enforcement Officer  
Monthly Report

Mission: To uphold and enforce the Codes and Ordinances established and adopted by the City Council to ensure the health, safety, and welfare of residents, property owners, business owners, and visitors by investigating and inspecting public or private locations for compliance through proactive, prompt, and reasonable enforcement of the codes. Code Enforcement emphasizes achieving voluntary code compliance by educating the public via clear and open communication and cooperation.

Activity:

Nature of Call	Group Total
Abandoned Vehicle	1
Animals	1
Building Regulations	2
Code Review	1
Development	3
Erosion and sediment control	2
Events	1
Follow-up	2
Illegal Dumping	1
Information	4
Noise	5
Nuisance	2
Open Records Request	1
Parking; On-street	1
Signs	8
Utilities	2
Weeds and Grass	2

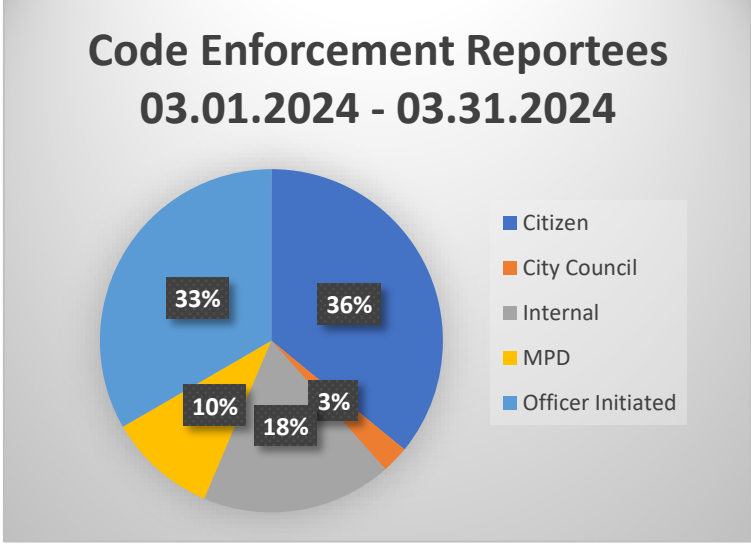
**Total Records: 39**



REP Type	Group Total
----------	-------------

Citizen	14
City Council	1
Internal	7
MPD	4
Officer Initiated	13

**Total Records: 39**



Violations issued: 0  
Warnings issued: 0

Community outreach: Participated in Coffee with a Cop



# City of Montgomery

## Financial Report

As of March 31, 2024



Item 13.

City of Montgomery, TX

# Budget Report

## Group Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - General Fund</b>						
<b>Revenue</b>						
00 - Revenue	5,921,740.00	5,921,740.00	507,915.84	4,201,435.01	-1,720,304.99	29.05%
<b>Revenue Total:</b>	<b>5,921,740.00</b>	<b>5,921,740.00</b>	<b>507,915.84</b>	<b>4,201,435.01</b>	<b>-1,720,304.99</b>	<b>29.05%</b>
<b>Expense</b>						
10 - Administration	2,177,362.00	2,177,362.00	126,844.11	608,807.00	1,568,555.00	72.04%
11 - Police	2,559,776.00	2,559,776.00	196,213.03	1,051,784.80	1,507,991.20	58.91%
12 - Public Works	866,915.00	866,915.00	59,782.09	283,247.72	583,667.28	67.33%
13 - Court	317,687.00	317,687.00	20,818.13	140,731.85	176,955.15	55.70%
<b>Expense Total:</b>	<b>5,921,740.00</b>	<b>5,921,740.00</b>	<b>403,657.36</b>	<b>2,084,571.37</b>	<b>3,837,168.63</b>	<b>64.80%</b>
<b>Fund: 100 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>104,258.48</b>	<b>2,116,863.64</b>	<b>2,116,863.64</b>	<b>0.00%</b>
<b>Fund: 150 - Montgomery PID</b>						
<b>Revenue</b>						
00 - Revenue	40,000.00	40,000.00	0.00	18,158.60	-21,841.40	54.60%
<b>Revenue Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>18,158.60</b>	<b>-21,841.40</b>	<b>54.60%</b>
<b>Expense</b>						
15 - Montgomery PID	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%
<b>Expense Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>100.00%</b>
<b>Fund: 150 - Montgomery PID Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,158.60</b>	<b>18,158.60</b>	<b>0.00%</b>
<b>Fund: 200 - Capital Projects</b>						
<b>Revenue</b>						
00 - Revenue	0.00	0.00	37,737.45	443,060.15	443,060.15	0.00%
20 - Capital Projects	0.00	0.00	0.00	3,500,000.00	3,500,000.00	0.00%
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>37,737.45</b>	<b>3,943,060.15</b>	<b>3,943,060.15</b>	<b>0.00%</b>
<b>Expense</b>						
20 - Capital Projects	0.00	0.00	32,623.75	647,441.16	-647,441.16	0.00%
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>32,623.75</b>	<b>647,441.16</b>	<b>-647,441.16</b>	<b>0.00%</b>
<b>Fund: 200 - Capital Projects Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5,113.70</b>	<b>3,295,618.99</b>	<b>3,295,618.99</b>	<b>0.00%</b>
<b>Fund: 300 - Water &amp; Sewer</b>						
<b>Revenue</b>						
00 - Revenue	4,281,550.00	4,281,550.00	294,178.34	1,862,416.45	-2,419,133.55	56.50%
<b>Revenue Total:</b>	<b>4,281,550.00</b>	<b>4,281,550.00</b>	<b>294,178.34</b>	<b>1,862,416.45</b>	<b>-2,419,133.55</b>	<b>56.50%</b>
<b>Expense</b>						
30 - Water & Sewer	4,281,550.00	4,281,550.00	367,322.71	1,601,912.21	2,679,637.79	62.59%
<b>Expense Total:</b>	<b>4,281,550.00</b>	<b>4,281,550.00</b>	<b>367,322.71</b>	<b>1,601,912.21</b>	<b>2,679,637.79</b>	<b>62.59%</b>
<b>Fund: 300 - Water &amp; Sewer Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-73,144.37</b>	<b>260,504.24</b>	<b>260,504.24</b>	<b>0.00%</b>
<b>Fund: 400 - MEDC</b>						
<b>Revenue</b>						
00 - Revenue	1,167,000.00	1,167,000.00	100,956.22	746,427.36	-420,572.64	36.04%
<b>Revenue Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>100,956.22</b>	<b>746,427.36</b>	<b>-420,572.64</b>	<b>36.04%</b>
<b>Expense</b>						
40 - MEDC	1,167,000.00	1,167,000.00	44,855.20	289,204.00	877,796.00	75.22%
<b>Expense Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>44,855.20</b>	<b>289,204.00</b>	<b>877,796.00</b>	<b>75.22%</b>
<b>Fund: 400 - MEDC Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>56,101.02</b>	<b>457,223.36</b>	<b>457,223.36</b>	<b>0.00%</b>
<b>Fund: 500 - Debt Service</b>						
<b>Revenue</b>						
00 - Revenue	899,847.00	899,847.00	42,607.84	4,172,824.41	3,272,977.41	363.73%

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Item 13.

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue Total:</b>	<b>899,847.00</b>	<b>899,847.00</b>	<b>42,607.84</b>	<b>4,172,824.41</b>	<b>3,272,977.41</b>	<b>363.73%</b>
<b>Expense</b>						
50 - Debt Service	895,557.00	895,557.00	0.00	4,305,546.25	-3,409,989.25	-380.77%
<b>Expense Total:</b>	<b>895,557.00</b>	<b>895,557.00</b>	<b>0.00</b>	<b>4,305,546.25</b>	<b>-3,409,989.25</b>	<b>-380.77%</b>
<b>Fund: 500 - Debt Service Surplus (Deficit):</b>	<b>4,290.00</b>	<b>4,290.00</b>	<b>42,607.84</b>	<b>-132,721.84</b>	<b>-137,011.84</b>	<b>3,193.75%</b>
<b>Fund: 600 - Grant Acct</b>						
<b>Revenue</b>						
00 - Revenue	0.00	0.00	0.00	0.02	0.02	0.00%
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>0.02</b>	<b>0.00%</b>
<b>Fund: 600 - Grant Acct Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>0.02</b>	<b>0.00%</b>
<b>Fund: 700 - Court Security</b>						
<b>Revenue</b>						
00 - Revenue	0.00	1,500.00	22.54	114.31	-1,385.69	92.38%
<b>Revenue Total:</b>	<b>0.00</b>	<b>1,500.00</b>	<b>22.54</b>	<b>114.31</b>	<b>-1,385.69</b>	<b>92.38%</b>
<b>Expense</b>						
70 - Court Security	0.00	1,500.00	0.00	75.00	1,425.00	95.00%
<b>Expense Total:</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>75.00</b>	<b>1,425.00</b>	<b>95.00%</b>
<b>Fund: 700 - Court Security Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>22.54</b>	<b>39.31</b>	<b>39.31</b>	<b>0.00%</b>
<b>Fund: 750 - Court Technology</b>						
<b>Revenue</b>						
00 - Revenue	690.00	690.00	34.02	175.58	-514.42	74.55%
<b>Revenue Total:</b>	<b>690.00</b>	<b>690.00</b>	<b>34.02</b>	<b>175.58</b>	<b>-514.42</b>	<b>74.55%</b>
<b>Expense</b>						
75 - Court Technology	0.00	0.00	952.00	952.00	-952.00	0.00%
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>952.00</b>	<b>952.00</b>	<b>-952.00</b>	<b>0.00%</b>
<b>Fund: 750 - Court Technology Surplus (Deficit):</b>	<b>690.00</b>	<b>690.00</b>	<b>-917.98</b>	<b>-776.42</b>	<b>-1,466.42</b>	<b>212.52%</b>
<b>Fund: 800 - Hotel Occupancy</b>						
<b>Revenue</b>						
00 - Revenue	5,030.00	5,030.00	4.63	5,176.05	146.05	2.90%
<b>Revenue Total:</b>	<b>5,030.00</b>	<b>5,030.00</b>	<b>4.63</b>	<b>5,176.05</b>	<b>146.05</b>	<b>2.90%</b>
<b>Expense</b>						
80 - Hotel Occupancy	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%
<b>Expense Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100.00%</b>
<b>Fund: 800 - Hotel Occupancy Surplus (Deficit):</b>	<b>30.00</b>	<b>30.00</b>	<b>4.63</b>	<b>5,176.05</b>	<b>5,146.05</b>	<b>17,153.50%</b>
<b>Fund: 850 - Police Asset</b>						
<b>Revenue</b>						
00 - Revenue	0.00	0.00	1.69	9.92	9.92	0.00%
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.69</b>	<b>9.92</b>	<b>9.92</b>	<b>0.00%</b>
<b>Fund: 850 - Police Asset Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.69</b>	<b>9.92</b>	<b>9.92</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>5,010.00</b>	<b>5,010.00</b>	<b>134,047.55</b>	<b>6,020,095.87</b>	<b>6,015,085.87</b>	<b>20,061.59%</b>

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Item 13.

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - General Fund	0.00	0.00	104,258.48	2,116,863.64	2,116,863.64
150 - Montgomery PID	0.00	0.00	0.00	18,158.60	18,158.60
200 - Capital Projects	0.00	0.00	5,113.70	3,295,618.99	3,295,618.99
300 - Water & Sewer	0.00	0.00	-73,144.37	260,504.24	260,504.24
400 - MEDC	0.00	0.00	56,101.02	457,223.36	457,223.36
500 - Debt Service	4,290.00	4,290.00	42,607.84	-132,721.84	-137,011.84
600 - Grant Acct	0.00	0.00	0.00	0.02	0.02
700 - Court Security	0.00	0.00	22.54	39.31	39.31
750 - Court Technology	690.00	690.00	-917.98	-776.42	-1,466.42
800 - Hotel Occupancy	30.00	30.00	4.63	5,176.05	5,146.05
850 - Police Asset	0.00	0.00	1.69	9.92	9.92
<b>Report Surplus (Deficit):</b>	<b>5,010.00</b>	<b>5,010.00</b>	<b>134,047.55</b>	<b>6,020,095.87</b>	<b>6,015,085.87</b>

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# Pooled Cash Report

City of Montgomery, TX  
For the Period Ending 3/31/2024

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
<a href="#">100-11111-00000</a>	Claim on Cash - General Fund 100	1,436,789.18	740,609.17	2,177,398.35	
<a href="#">150-11111-00000</a>	Claim on Cash - PID Fund 150	18,383.60	0.00	18,383.60	
<a href="#">200-11111-00000</a>	Claim on Cash - Construction Fund 200	188,691.73	(15,927.49)	172,764.24	
<a href="#">300-11111-00000</a>	Claim on Cash - Water & Sewer Fund 300	582,311.70	(77,255.02)	505,056.68	
<a href="#">400-11111-00000</a>	Claim on Cash - MEDC Fund 400	878,923.49	47,675.78	926,599.27	
<a href="#">500-11111-00000</a>	Claim on Cash - Debt Service Fund 500	(122,286.32)	42,605.36	(79,680.96)	
<a href="#">550-11111-00000</a>	Claim on Cash - General Long Term Debt Fund 550	0.00	0.00	0.00	
<a href="#">600-11111-00000</a>	Claim on Cash - Grant Acct Fund 600	20.06	0.00	20.06	
<a href="#">700-11111-00000</a>	Claim on Cash - Court Security Fund 700	3,422.88	22.54	3,445.42	
<a href="#">750-11111-00000</a>	Claim on Cash - Court Technology Fund 750	27,018.08	34.02	27,052.10	
<a href="#">800-11111-00000</a>	Claim on Cash - Hotel Occupancy Fund 800	27,360.66	4.63	27,365.29	
<a href="#">850-11111-00000</a>	Claim on Cash - Police Asset Fund 850	13,284.22	1.69	13,285.91	
<b>TOTAL CLAIM ON CASH</b>		<u>3,053,919.28</u>	<u>737,770.68</u>	<u>3,791,689.96</u>	
<b>CASH IN BANK</b>					
<b>Cash in Bank</b>					
<a href="#">999-11100-00000</a>	Pooled Cash - Operating	1,033,051.69	739,431.01	1,772,482.70	
<a href="#">999-11101-00000</a>	Pooled Cash - Grant	10.03	0.00	10.03	
<a href="#">999-11102-00000</a>	Pooled Cash - PD Drug & Misc	10,700.74	1.36	10,702.10	
<a href="#">999-21100-00000</a>	Pooled Cash - Construction	232.35	0.03	232.38	
<a href="#">999-21101-00000</a>	Pooled Cash - Home Depot Escrow	139,600.19	29.56	139,629.75	
<a href="#">999-31100-00000</a>	Pooled Cash - Water & Sewer	992,239.99	2,862.60	995,102.59	
<a href="#">999-41100-00000</a>	Pooled Cash - MEDC	751,260.39	(4,612.74)	746,647.65	
<a href="#">999-51100-00000</a>	Pooled Cash - Debt Service	56,210.78	47.61	56,258.39	
<a href="#">999-61100-00000</a>	Pooled Cash - Grant 1	10.03	0.00	10.03	
<a href="#">999-61101-00000</a>	Pooled Cash - Grant 2	10.03	0.00	10.03	
<a href="#">999-71100-00000</a>	Pooled Cash - Court Security	3,343.70	0.42	3,344.12	
<a href="#">999-71101-00000</a>	Pooled Cash - Court Tech	26,604.48	4.51	26,608.99	
<a href="#">999-81100-00000</a>	Pooled Cash - HOT	27,360.66	4.63	27,365.29	
<a href="#">999-81101-00000</a>	Pooled Cash - PD Forfeiture	13,284.22	1.69	13,285.91	
<b>TOTAL: Cash in Bank</b>		<u>3,053,919.28</u>	<u>737,770.68</u>	<u>3,791,689.96</u>	
<b>Wages Payable</b>					
<a href="#">999-12007-00000</a>	Wages Payable	0.00	0.00	0.00	
<b>TOTAL: Wages Payable</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>TOTAL CASH IN BANK</b>		<u>3,053,919.28</u>	<u>737,770.68</u>	<u>3,791,689.96</u>	
<b>DUE TO OTHER FUNDS</b>					
<a href="#">999-12320-00000</a>	Due To Other Funds	3,053,919.28	737,770.68	3,791,689.96	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>3,053,919.28</u>	<u>737,770.68</u>	<u>3,791,689.96</u>	
<b>Claim on Cash</b>	3,791,689.96	<b>Claim on Cash</b>	3,791,689.96	<b>Cash in Bank</b>	3,791,689.96
<b>Cash in Bank</b>	3,791,689.96	<b>Due To Other Funds</b>	3,791,689.96	<b>Due To Other Funds</b>	3,791,689.96
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>ACCOUNTS PAYABLE PENDING</b>					
<a href="#">100-12099-00000</a>	Accounts Payable Pending	58,223.69	53,057.03	111,280.72	
<a href="#">150-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">200-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">300-12099-00000</a>	Accounts Payable Pending	12,572.18	2,712.33	15,284.51	
<a href="#">400-12099-00000</a>	Accounts Payable Pending	0.00	500.00	500.00	
<a href="#">500-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">550-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">600-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">700-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">750-12099-00000</a>	Accounts Payable Pending	0.00	952.00	952.00	
<a href="#">800-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">850-12099-00000</a>	Accounts Payable Pending	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		<u>70,795.87</u>	<u>57,221.36</u>	<u>128,017.23</u>	
<b>DUE FROM OTHER FUNDS</b>					
<a href="#">999-11320-00000</a>	Due From Other Funds	<u>(70,795.87)</u>	<u>(57,221.36)</u>	<u>(128,017.23)</u>	
<b>TOTAL DUE FROM OTHER FUNDS</b>		<u>(70,795.87)</u>	<u>(57,221.36)</u>	<u>(128,017.23)</u>	
<b>ACCOUNTS PAYABLE</b>					
<a href="#">999-12000-00000</a>	Accounts Payable Control	<u>70,795.87</u>	<u>57,221.36</u>	<u>128,017.23</u>	
<b>TOTAL ACCOUNTS PAYABLE</b>		<u>70,795.87</u>	<u>57,221.36</u>	<u>128,017.23</u>	
<b>AP Pending</b>	128,017.23	<b>AP Pending</b>	128,017.23	<b>Due From Other Funds</b>	128,017.23
<b>Due From Other Funds</b>	128,017.23	<b>Accounts Payable</b>	128,017.23	<b>Accounts Payable</b>	128,017.23
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>



# Pooled Cash Report

City of Montgomery, TX  
For the Period Ending 3/31/2024

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
<a href="#">100-11201-00000</a>	Claim on Pooled Investments - General Fund	2,769,170.32	12,502.84	2,781,673.16	
<a href="#">150-11201-00000</a>	Claim on Pooled Investments - PID	0.00	0.00	0.00	
<a href="#">200-11201-00000</a>	Claim on Pooled Investments - Construction	4,666,829.66	21,070.75	4,687,900.41	
<a href="#">300-11201-00000</a>	Claim on Pooled Investments - Water & Sewer	1,871,781.50	8,451.10	1,880,232.60	
<a href="#">400-11201-00000</a>	Claim on Pooled Investments - MEDC	1,976,788.41	8,925.24	1,985,713.65	
<a href="#">500-11201-00000</a>	Claim on Pooled Investments - Debt Service	527.95	2.48	530.43	
<a href="#">550-11201-00000</a>	Claim on Pooled Investments - Long Term Debt	0.00	0.00	0.00	
<a href="#">600-11201-00000</a>	Claim on Pooled Investments - Grants	0.00	0.00	0.00	
<a href="#">800-11201-00000</a>	Claim on Pooled Investments - HOT	0.00	0.00	0.00	
<a href="#">850-11201-00000</a>	Claim on Pooled Investments - Police Assets	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<u>11,285,097.84</u>	<u>50,952.41</u>	<u>11,336,050.25</u>	
<b>CASH IN BANK</b>					
<b>Cash in Bank</b>					
<a href="#">997-11210-00000</a>	Pooled Inv - General Fund Reimb	381,735.74	1,723.54	383,459.28	
<a href="#">997-11230-00000</a>	Pooled Inv - General Fund	2,387,434.58	10,779.30	2,398,213.88	
<a href="#">997-21110-00000</a>	Pooled Inv - ARPA	362,246.15	1,635.56	363,881.71	
<a href="#">997-21140-00000</a>	Pooled Inv - Infrastructure	50,314.78	227.15	50,541.93	
<a href="#">997-21150-00000</a>	Pooled Inv - Mobility	10,773.98	48.66	10,822.64	
<a href="#">997-21160-00000</a>	Pooled Inv - Building Fund	739,923.16	3,340.72	743,263.88	
<a href="#">997-21170-00000</a>	Pooled Inv - TR C of O 2024	3,503,571.59	15,818.66	3,519,390.25	
<a href="#">997-31200-00000</a>	Pooled Inv - Utility Fund	1,871,781.50	8,451.10	1,880,232.60	
<a href="#">997-41110-00000</a>	Pooled Inv - MEDC General	1,506,330.79	6,801.09	1,513,131.88	
<a href="#">997-41120-00000</a>	Pooled Inv - MEDC Reimb	254,961.76	1,151.19	256,112.95	
<a href="#">997-41130-00000</a>	Pooled Inv - MEDC Downtown	215,495.86	972.96	216,468.82	
<a href="#">997-51110-00000</a>	Pooled Inv - Debt Service	527.95	2.48	530.43	
<b>TOTAL: Cash in Bank</b>		<u>11,285,097.84</u>	<u>50,952.41</u>	<u>11,336,050.25</u>	
<b>TOTAL CASH IN BANK</b>		<u>11,285,097.84</u>	<u>50,952.41</u>	<u>11,336,050.25</u>	
<b>DUE TO OTHER FUNDS</b>					
<a href="#">997-12320-00000</a>	Due To Other Funds	11,285,097.84	50,952.41	11,336,050.25	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>11,285,097.84</u>	<u>50,952.41</u>	<u>11,336,050.25</u>	
<b>Claim on Cash</b>	11,336,050.25	<b>Claim on Cash</b>	11,336,050.25	<b>Cash in Bank</b>	11,336,050.25
<b>Cash in Bank</b>	11,336,050.25	<b>Due To Other Funds</b>	11,336,050.25	<b>Due To Other Funds</b>	11,336,050.25
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>



Item 13.

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
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City of Montgomery, TX

# Check Report

By Check Number

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP General-AP General Fund</b>						
1038	Accurate Utility Supply, LLC	03/06/2024	Regular	0.00	17,402.00	34377
1125	Always Answer	03/06/2024	Regular	0.00	78.78	34378
1284	Badger Meter	03/06/2024	Regular	0.00	1,387.75	34379
1786	Frank Cody Skyvara	03/06/2024	Regular	0.00	6,655.00	34380
5430	Hydro Clear Services LLC	03/06/2024	Regular	0.00	5,415.00	34381
4551	Texas Excavation Safety System, Inc.	03/06/2024	Regular	0.00	97.75	34382
4822	UniFirst Holdings, Inc.	03/06/2024	Regular	0.00	225.92	34383
4860	Verizon Connect NWF, Inc	03/06/2024	Regular	0.00	95.70	34384
4901	Vulcan Materials Company	03/06/2024	Regular	0.00	154.91	34385
4910	Waller County Asphalt	03/06/2024	Regular	0.00	267.30	34386
5502	Areli Meza	03/08/2024	Regular	0.00	480.00	34387
1939	Dataprose LLC	03/08/2024	Regular	0.00	1,003.45	34388
3578	Montgomery Central Appraisal District	03/08/2024	Regular	0.00	4,279.00	34389
3778	Optimum Computer Solutions, Inc	03/08/2024	Regular	0.00	3,062.61	34390
3818	Optiquest Internet Services, Inc	03/08/2024	Regular	0.00	2,204.12	34391
4088	Rick Hanna, CBO Partners LLC	03/08/2024	Regular	0.00	4,650.00	34392
5502	Areli Meza	03/15/2024	Regular	0.00	240.00	34393
5091	Charlie Diggs Entertainment	03/15/2024	Regular	0.00	50.00	34394
1831	Consolidated Communications	03/15/2024	Regular	0.00	5.00	34395
5545	Jennifer Dotson	03/15/2024	Regular	0.00	150.00	34396
4088	Rick Hanna, CBO Partners LLC	03/15/2024	Regular	0.00	17,402.26	34397
4700	TML - IRP	03/15/2024	Regular	0.00	18,481.10	34398
4801	Tyler Technologies	03/15/2024	Regular	0.00	1,651.07	34399
5049	Ward, Getz and Associates	03/15/2024	Regular	0.00	50,062.50	34400
4926	Waste Management	03/15/2024	Regular	0.00	28,739.71	34401
1038	Accurate Utility Supply, LLC	03/21/2024	Regular	0.00	1,050.00	34402
1133	Amazon Capital Services	03/21/2024	Regular	0.00	85.95	34403
5540	Cherry Crushed Concrete	03/21/2024	Regular	0.00	50.50	34404
1778	Coburn's Conroe Inc.	03/21/2024	Regular	0.00	422.17	34405
1831	Consolidated Communications	03/21/2024	Regular	0.00	1,730.32	34406
1876	Crown Paper and Chemical Inc.	03/21/2024	Regular	0.00	225.00	34407
2206	Entergy	03/21/2024	Regular	0.00	16,767.66	34408
3226	LDC	03/21/2024	Regular	0.00	169.61	34409
2130	PVS DX, Inc.	03/21/2024	Regular	0.00	110.00	34410
4844	USA BlueBook	03/21/2024	Regular	0.00	367.14	34411
4859	Verizon	03/21/2024	Regular	0.00	373.94	34412
5049	Ward, Getz and Associates	03/21/2024	Regular	0.00	26,942.81	34413
4955	Weisinger Materials, Inc.	03/21/2024	Regular	0.00	130.00	34414
4975	Wex Bank	03/21/2024	Regular	0.00	1,340.11	34415
1038	Accurate Utility Supply, LLC	03/21/2024	Regular	0.00	5,600.00	34416
1133	Amazon Capital Services	03/21/2024	Regular	0.00	480.53	34417
1778	Coburn's Conroe Inc.	03/21/2024	Regular	0.00	441.69	34418
2117	DSHS Central Lab MC2004	03/21/2024	Regular	0.00	410.00	34419
2206	Entergy	03/21/2024	Regular	0.00	325.30	34420
2402	Ger Nay Pest Control	03/21/2024	Regular	0.00	140.00	34421
5485	Hays Utility North Corporation	03/21/2024	Regular	0.00	127,332.74	34422
5430	Hydro Clear Services LLC	03/21/2024	Regular	0.00	4,555.00	34423
3364	Magna Flow International, Inc	03/21/2024	Regular	0.00	20,564.91	34424
3436	McCoy's Building Supply Corporation	03/21/2024	Regular	0.00	513.24	34425
3775	O'Reilly Automotive, Inc.	03/21/2024	Regular	0.00	393.23	34426
3848	Pathmark Traffic Equipment	03/21/2024	Regular	0.00	139.90	34427
1133	Amazon Capital Services	03/22/2024	Regular	0.00	321.61	34428
1328	Belt Harris Pechacek LLLP	03/22/2024	Regular	0.00	21,980.00	34429
5549	Gary Crowe	03/22/2024	Regular	0.00	985.40	34430

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5548	Haley Tucker	03/22/2024	Regular	0.00	50.00	34431
2610	Houston Chronicle	03/22/2024	Regular	0.00	246.50	34432
3818	Optiquet Internet Services, Inc	03/22/2024	Regular	0.00	1,264.38	34433
4088	Rick Hanna, CBO Partners LLC	03/22/2024	Regular	0.00	9,833.24	34434
5497	Shaniqua Harris	03/22/2024	Regular	0.00	150.00	34435
4343	Southwest Solutions Group	03/22/2024	Regular	0.00	247.75	34436
4371	Staples Business Credit	03/22/2024	Regular	0.00	44.95	34437
3450	Medical Air Services Association	03/22/2024	Regular	0.00	168.00	34438
1549	Card Service Center	03/22/2024	Regular	0.00	8,294.29	34439
1831	Consolidated Communications	03/26/2024	Regular	0.00	155.51	34440
2206	Entergy	03/26/2024	Regular	0.00	1,256.94	34441
2507	Hahn Equipment Co. Inc.	03/26/2024	Regular	0.00	5,924.31	34442
2566	Hercules Industries, Inc.	03/26/2024	Regular	0.00	278.97	34443
2850	Jim's Hardware	03/26/2024	Regular	0.00	947.77	34444
2130	PVS DX, Inc.	03/26/2024	Regular	0.00	765.19	34445
5550	The Reinalt-Thomas Corporation	03/26/2024	Regular	0.00	240.00	34446
5551	Untied Flow Technologies HoldCo, LLC	03/26/2024	Regular	0.00	10,816.30	34447
4844	USA BlueBook	03/26/2024	Regular	0.00	225.65	34448
1072	Aflac	03/01/2024	Bank Draft	0.00	2,222.08	DFT0000572
3789	Office of the Attorney General	03/08/2024	Bank Draft	0.00	830.77	DFT0000575
2174	IRS - EFTPS	03/13/2024	Bank Draft	0.00	2,756.12	DFT0000576
2174	IRS - EFTPS	03/13/2024	Bank Draft	0.00	11,784.72	DFT0000577
2174	IRS - EFTPS	03/13/2024	Bank Draft	0.00	8,146.65	DFT0000578
4709	TMRS	03/11/2024	Bank Draft	0.00	32,964.14	DFT0000579
4705	TML-Health	03/07/2024	Bank Draft	0.00	35,513.46	DFT0000580
3789	Office of the Attorney General	03/22/2024	Bank Draft	0.00	830.77	DFT0000582
2174	IRS - EFTPS	03/27/2024	Bank Draft	0.00	22,418.93	DFT0000583
1072	Aflac	03/25/2024	Bank Draft	0.00	2,222.08	DFT0000584

Bank Code AP General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	149	72	0.00	439,099.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	48	10	0.00	119,689.72
EFT's	0	0	0.00	0.00
<b>Total</b>	<b>197</b>	<b>82</b>	<b>0.00</b>	<b>558,789.16</b>



Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP MEDC-AP MEDC Account</b>						
1007	A & A Plants and Produce	03/08/2024	Regular	0.00	250.00	2516
1646	Cheryl Fox	03/08/2024	Regular	0.00	150.00	2517
5544	Meagan Tuttle	03/08/2024	Regular	0.00	100.00	2518
3591	Montgomery County ESD #2	03/08/2024	Regular	0.00	100.00	2519
4023	Rebecca Huss	03/08/2024	Regular	0.00	250.00	2520
4195	Sales Revenue, Inc.	03/08/2024	Regular	0.00	2,800.00	2521
5262	Slice of Amish	03/08/2024	Regular	0.00	150.00	2522
4859	Verizon	03/08/2024	Regular	0.00	443.61	2523
5145	Kevin Smith.	03/15/2024	Regular	0.00	350.00	2524
1549	Card Service Center	03/22/2024	Regular	0.00	178.25	2525

Bank Code AP MEDC Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	10	0.00	4,771.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>11</b>	<b>10</b>	<b>0.00</b>	<b>4,771.86</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	82	0.00	443,871.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	48	10	0.00	119,689.72
EFT's	0	0	0.00	0.00
	<b>208</b>	<b>92</b>	<b>0.00</b>	<b>563,561.02</b>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash - Operating	3/2024	563,561.02
			<b>563,561.02</b>



City of Montgomery, TX

# Budget Report

## Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
<b>Fund: 100 - General Fund</b>						
<b>Revenue</b>						
<b>Department: 00 - Revenue</b>						
<a href="#">100-00-14010-0000000</a>	Mixed Beverage Tax	25,000.00	25,000.00	1,630.57	12,848.65	-12,151.35 48.61 %
<a href="#">100-00-14020-0000000</a>	Franchise Tax	95,000.00	95,000.00	0.00	86,117.61	-8,882.39 9.35 %
<a href="#">100-00-14030-0000000</a>	Ad Valorem Taxes - Current	1,414,900.00	1,414,900.00	20,549.26	1,396,802.47	-18,097.53 1.28 %
<a href="#">100-00-14035-0000000</a>	Ad Valorem Taxes - Delinquent	0.00	0.00	16.23	9,469.38	9,469.38 0.00 %
<a href="#">100-00-14050-0000000</a>	Penalties & Interest - Current	10,000.00	10,000.00	1,673.99	2,128.37	-7,871.63 78.72 %
<a href="#">100-00-14055-0000000</a>	Penalties & Interest - Delinquent	0.00	0.00	5.96	2,779.86	2,779.86 0.00 %
<a href="#">100-00-14060-0000000</a>	Rendition Penalties	100.00	100.00	44.86	553.43	453.43 553.43 %
<a href="#">100-00-14070-0000000</a>	Sales Tax	2,300,000.00	2,300,000.00	181,873.70	1,380,143.22	-919,856.78 39.99 %
<a href="#">100-00-14080-0000000</a>	Sales Tax ILO AdVal Tax	1,100,000.00	1,100,000.00	90,936.86	690,071.59	-409,928.41 37.27 %
<a href="#">100-00-14110-0000000</a>	Building Permits/MEP	395,000.00	395,000.00	150,747.00	253,643.00	-141,357.00 35.79 %
<a href="#">100-00-14120-0000000</a>	Vendor/Beverage Permits	2,500.00	2,500.00	150.00	1,335.00	-1,165.00 46.60 %
<a href="#">100-00-14130-0000000</a>	Sign Fees	3,000.00	3,000.00	50.00	1,250.00	-1,750.00 58.33 %
<a href="#">100-00-14140-0000000</a>	Plats, Zoning, Misc.	3,000.00	3,000.00	500.00	5,199.00	2,199.00 173.30 %
<a href="#">100-00-14150-0000000</a>	Culverts	1,000.00	1,000.00	126.75	126.75	-873.25 87.33 %
<a href="#">100-00-14210-0000000</a>	Community Building Rental	15,000.00	15,000.00	525.00	6,750.00	-8,250.00 55.00 %
<a href="#">100-00-14230-0000000</a>	Right of Way Use Fees	6,000.00	6,000.00	0.00	2,787.71	-3,212.29 53.54 %
<a href="#">100-00-14340-0000000</a>	Child Belt/Safety	100.00	100.00	0.00	75.00	-25.00 25.00 %
<a href="#">100-00-14360-0000000</a>	Fines	164,250.00	164,250.00	19,159.48	110,974.52	-53,275.48 32.44 %
<a href="#">100-00-14400-0000000</a>	Judicial Efficiency	90.00	90.00	4.42	22.36	-67.64 75.16 %
<a href="#">100-00-14530-0000000</a>	Wrecker Service Fees	250.00	250.00	0.00	0.00	-250.00 100.00 %
<a href="#">100-00-14570-0000000</a>	Lease Funds - PD	1,050.00	1,050.00	3,051.05	3,051.05	2,001.05 290.58 %
<a href="#">100-00-14600-0000000</a>	Shop with a Cop	2,500.00	2,500.00	140.00	5,178.00	2,678.00 207.12 %
<a href="#">100-00-14650-0000000</a>	Unanticipated Income	30,000.00	30,000.00	777.14	17,850.68	-12,149.32 40.50 %
<a href="#">100-00-14660-0000000</a>	Credit Card Fees	0.00	0.00	180.23	180.23	180.23 0.00 %
<a href="#">100-00-14670-0000000</a>	Interest Income	1,500.00	1,500.00	353.83	1,164.32	-335.68 22.38 %
<a href="#">100-00-14680-0000000</a>	Interest on Investments	40,000.00	40,000.00	12,502.84	73,432.79	33,432.79 183.58 %
<a href="#">100-00-14950-0000000</a>	Admin from MEDC	275,000.00	275,000.00	22,916.67	137,500.02	-137,499.98 50.00 %
<a href="#">100-00-14960-0000000</a>	Admin from Court Security	1,500.00	1,500.00	0.00	0.00	-1,500.00 100.00 %
<a href="#">100-00-14980-0000000</a>	Admin from Capital Projects	35,000.00	35,000.00	0.00	0.00	-35,000.00 100.00 %
	<b>Department: 00 - Revenue Total:</b>	<b>5,921,740.00</b>	<b>5,921,740.00</b>	<b>507,915.84</b>	<b>4,201,435.01</b>	<b>-1,720,304.99 29.05%</b>
	<b>Revenue Total:</b>	<b>5,921,740.00</b>	<b>5,921,740.00</b>	<b>507,915.84</b>	<b>4,201,435.01</b>	<b>-1,720,304.99 29.05%</b>
<b>Expense</b>						
<b>Department: 10 - Administration</b>						
<a href="#">100-10-16002-0000000</a>	Health Insurance	85,144.00	85,144.00	5,779.00	32,444.58	52,699.42 61.89 %
<a href="#">100-10-16003-0000000</a>	Unemployment Insurance	70.00	70.00	622.03	672.74	-602.74 -861.06 %
<a href="#">100-10-16004-0000000</a>	Workers Comp	1,738.00	1,738.00	300.20	1,264.35	473.65 27.25 %
<a href="#">100-10-16008-0000000</a>	Payroll Taxes	50,161.00	50,161.00	3,228.51	18,532.38	31,628.62 63.05 %
<a href="#">100-10-16009-0000000</a>	Wages	632,944.00	632,944.00	44,289.85	268,364.41	364,579.59 57.60 %
<a href="#">100-10-16010-0000000</a>	Overtime	697.00	697.00	0.00	92.97	604.03 86.66 %
<a href="#">100-10-16011-0000000</a>	Employee Assistance Program	500.00	500.00	0.00	0.00	500.00 100.00 %
<a href="#">100-10-16012-0000000</a>	Retirement Expense	65,265.00	65,265.00	4,528.20	27,546.13	37,718.87 57.79 %
<a href="#">100-10-16101-0000000</a>	Advertising / Promotion	6,500.00	6,500.00	350.00	547.21	5,952.79 91.58 %
<a href="#">100-10-16102-0000000</a>	Legal Notices & Publications	3,500.00	3,500.00	246.50	3,694.25	-194.25 -5.55 %
<a href="#">100-10-16103-0000000</a>	Recording Fees	2,000.00	2,000.00	0.00	1,000.00	1,000.00 50.00 %
<a href="#">100-10-16104-0000000</a>	Community Relations	4,000.00	4,000.00	21.65	1,179.39	2,820.61 70.52 %
<a href="#">100-10-16105-0000000</a>	Codification	3,000.00	3,000.00	0.00	2,749.78	250.22 8.34 %
<a href="#">100-10-16106-0000000</a>	Records Mgt / Retention	2,000.00	2,000.00	0.00	2,112.00	-112.00 -5.60 %
<a href="#">100-10-16107-0000000</a>	Records Requests FOIA Program	2,500.00	2,500.00	0.00	6,237.00	-3,737.00 -149.48 %
<a href="#">100-10-16108-0000000</a>	Vendor Subscriptions	2,500.00	2,500.00	247.75	298.75	2,201.25 88.05 %



Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
<a href="#">100-10-16202-0000000</a>	General Consultant Fees	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">100-10-16209-0000000</a>	Records Shredding	1,000.00	1,000.00	0.00	286.00	714.00	71.40 %
<a href="#">100-10-16210-0000000</a>	Inspections/Permits	300,000.00	300,000.00	31,885.50	113,810.25	186,189.75	62.06 %
<a href="#">100-10-16213-0000000</a>	Legal Fees	90,000.00	90,000.00	0.00	21,262.47	68,737.53	76.38 %
<a href="#">100-10-16216-0000000</a>	Audit Fees	36,000.00	36,000.00	21,980.00	31,395.00	4,605.00	12.79 %
<a href="#">100-10-16239-0000000</a>	Printing & Office supplies	7,000.00	7,000.00	498.42	2,202.44	4,797.56	68.54 %
<a href="#">100-10-16242-0000000</a>	Postage/Delivery	3,500.00	3,500.00	17.70	1,063.81	2,436.19	69.61 %
<a href="#">100-10-16243-0000000</a>	Telephone	12,000.00	12,000.00	613.80	3,984.56	8,015.44	66.80 %
<a href="#">100-10-16244-0000000</a>	Tax Assessor Fees	16,000.00	16,000.00	4,279.00	8,864.00	7,136.00	44.60 %
<a href="#">100-10-16245-0000000</a>	Election	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00 %
<a href="#">100-10-16249-0000000</a>	Computer/Technology	37,500.00	37,500.00	2,555.72	28,057.65	9,442.35	25.18 %
<a href="#">100-10-16254-0000000</a>	Software Upgrades	11,000.00	11,000.00	1,470.00	1,720.00	9,280.00	84.36 %
<a href="#">100-10-16257-0000000</a>	Medical Exams & Testing	2,000.00	2,000.00	0.00	286.07	1,713.93	85.70 %
<a href="#">100-10-16404-0000000</a>	Copier/Fax Machine	11,000.00	11,000.00	922.50	6,200.24	4,799.76	43.63 %
<a href="#">100-10-16417-0000000</a>	Capital Pur. Furniture	1,000.00	1,000.00	86.98	86.98	913.02	91.30 %
<a href="#">100-10-16502-0000000</a>	Dues & Subscriptions	4,000.00	4,000.00	0.00	2,321.81	1,678.19	41.95 %
<a href="#">100-10-16503-0000000</a>	Travel & Training Staff	20,000.00	20,000.00	465.00	6,828.21	13,171.79	65.86 %
<a href="#">100-10-16504-0000000</a>	Travel & Training Council	2,500.00	2,500.00	0.00	1,110.05	1,389.95	55.60 %
<a href="#">100-10-16701-0000000</a>	Insurance - Liability	1,855.00	1,855.00	154.59	927.54	927.46	50.00 %
<a href="#">100-10-16702-0000000</a>	Insurance - Property	2,579.00	2,579.00	214.89	1,289.34	1,289.66	50.01 %
<a href="#">100-10-16703-0000000</a>	Insurance - Bond	500.00	500.00	0.00	425.00	75.00	15.00 %
<a href="#">100-10-17001-0000000</a>	Misc Expenses - Other	1,000.00	1,000.00	3.00	413.52	586.48	58.65 %
<a href="#">100-10-17006-0000000</a>	Transfer to Surplus	183,109.00	183,109.00	0.00	0.00	183,109.00	100.00 %
<a href="#">100-10-17020-0000000</a>	Misc Expenses - Employee Appreciat..	5,000.00	5,000.00	0.00	1,055.44	3,944.56	78.89 %
<a href="#">100-10-17021-0000000</a>	CC Merchant Fees	0.00	0.00	2,083.32	8,480.68	-8,480.68	0.00 %
<a href="#">100-10-17310-KROGERO</a>	Tax Abatement - Sales Tax Rebate	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
<a href="#">100-10-17320-380AGRO</a>	Tax Abatement - 380 Ad Valorem T...	140,300.00	140,300.00	0.00	0.00	140,300.00	100.00 %
<b>Department: 10 - Administration Total:</b>		<b>2,177,362.00</b>	<b>2,177,362.00</b>	<b>126,844.11</b>	<b>608,807.00</b>	<b>1,568,555.00</b>	<b>72.04%</b>
<b>Department: 11 - Police</b>							
<a href="#">100-11-16002-0000000</a>	Health Insurance	225,774.00	225,774.00	14,673.26	80,737.31	145,036.69	64.24 %
<a href="#">100-11-16003-0000000</a>	Unemployment Insurance	162.00	162.00	1,661.92	1,803.18	-1,641.18	-1,013.07 %
<a href="#">100-11-16004-0000000</a>	Workers Comp	33,127.00	33,127.00	7,604.75	33,804.91	-677.91	-2.05 %
<a href="#">100-11-16008-0000000</a>	Payroll Taxes	106,538.00	106,538.00	6,993.87	43,351.83	63,186.17	59.31 %
<a href="#">100-11-16009-0000000</a>	Wages	1,332,656.00	1,332,656.00	92,240.20	563,061.01	769,594.99	57.75 %
<a href="#">100-11-16010-0000000</a>	Overtime	60,000.00	60,000.00	3,911.90	26,969.93	33,030.07	55.05 %
<a href="#">100-11-16011-0000000</a>	Employee Assistance Program	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-11-16012-0000000</a>	Retirement Expense	143,444.00	143,444.00	9,780.19	60,488.15	82,955.85	57.83 %
<a href="#">100-11-16104-0000000</a>	Community Relations	6,000.00	6,000.00	115.79	6,648.19	-648.19	-10.80 %
<a href="#">100-11-16108-0000000</a>	Vendor Subscriptions	561.00	561.00	0.00	0.00	561.00	100.00 %
<a href="#">100-11-16209-0000000</a>	Records Shredding	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-11-16227-0000000</a>	Gas/Oil	55,000.00	55,000.00	4,522.37	32,221.68	22,778.32	41.42 %
<a href="#">100-11-16229-0000000</a>	Auto Repairs	35,000.00	35,000.00	8,863.28	25,525.12	9,474.88	27.07 %
<a href="#">100-11-16230-0000000</a>	Equipment repairs	5,000.00	5,000.00	400.00	461.88	4,538.12	90.76 %
<a href="#">100-11-16239-0000000</a>	Printing & Office supplies	4,000.00	4,000.00	14.99	942.40	3,057.60	76.44 %
<a href="#">100-11-16241-0000000</a>	Computers/Website	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00 %
<a href="#">100-11-16242-0000000</a>	Postage/Delivery	500.00	500.00	0.00	152.14	347.86	69.57 %
<a href="#">100-11-16243-0000000</a>	Telephone	10,000.00	10,000.00	913.78	5,346.04	4,653.96	46.54 %
<a href="#">100-11-16247-0000000</a>	Mobile Data Terminals	14,000.00	14,000.00	0.00	3,134.34	10,865.66	77.61 %
<a href="#">100-11-16249-0000000</a>	Computer/Technology	45,000.00	45,000.00	3,350.82	22,893.68	22,106.32	49.13 %
<a href="#">100-11-16252-0000000</a>	Code Enforcement	0.00	0.00	0.00	2,500.00	-2,500.00	0.00 %
<a href="#">100-11-16257-0000000</a>	Medical Exams & Testing	1,000.00	1,000.00	300.00	791.99	208.01	20.80 %
<a href="#">100-11-16401-0000000</a>	Radio Fees	6,500.00	6,500.00	0.00	5,081.14	1,418.86	21.83 %
<a href="#">100-11-16402-0000000</a>	Uniforms & Safety Equip	10,000.00	10,000.00	3,207.41	5,816.27	4,183.73	41.84 %
<a href="#">100-11-16403-0000000</a>	Protective Gear	10,500.00	10,500.00	0.00	0.00	10,500.00	100.00 %
<a href="#">100-11-16404-0000000</a>	Copier/Fax Machine	6,000.00	6,000.00	465.00	2,961.11	3,038.89	50.65 %
<a href="#">100-11-16405-0000000</a>	Operating Supplies	6,000.00	6,000.00	244.66	2,648.23	3,351.77	55.86 %
<a href="#">100-11-16411-0000000</a>	Tools, Etc,	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-11-16415-0000000</a>	Emergency Equipment	22,500.00	22,500.00	2,850.00	7,641.93	14,858.07	66.04 %

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Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<a href="#">100-11-16416-0000000</a>	Radios	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-11-16417-0000000</a>	Capital Pur. Furniture	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-11-16502-0000000</a>	Dues & Subscriptions	2,500.00	2,500.00	0.00	1,825.45	674.55	26.98 %
<a href="#">100-11-16503-0000000</a>	Travel & Training Staff	25,000.00	25,000.00	7,489.80	16,702.64	8,297.36	33.19 %
<a href="#">100-11-16701-0000000</a>	Insurance - Liability	25,355.00	25,355.00	2,112.89	12,677.38	12,677.62	50.00 %
<a href="#">100-11-16702-0000000</a>	Insurance - Property	10,006.00	10,006.00	833.85	5,003.10	5,002.90	50.00 %
<a href="#">100-11-16906-0000000</a>	Capital Outlay - Police Cars	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">100-11-16907-0000000</a>	Capital Outlay - Emergency Lights, ...	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
<a href="#">100-11-16910-0000000</a>	Capital Outlay - Vehicle Replacemen...	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-11-16911-0000000</a>	Capital Outlay - Computers Equipm...	25,000.00	25,000.00	1,095.00	7,833.14	17,166.86	68.67 %
<a href="#">100-11-16912-0000000</a>	Capital Outlay - Tyler Public Safety	17,622.00	17,622.00	5,172.10	18,630.60	-1,008.60	-5.72 %
<a href="#">100-11-16913-0000000</a>	Capital Outlay - Radar	8,000.00	8,000.00	0.00	925.00	7,075.00	88.44 %
<a href="#">100-11-16916-0000000</a>	Capital Outlay - Investigate & Testin...	14,000.00	14,000.00	1,289.20	8,908.84	5,091.16	36.37 %
<a href="#">100-11-16917-0000000</a>	Capital Outlay - Ballistic Vests & Shie..	7,560.00	7,560.00	0.00	2,432.78	5,127.22	67.82 %
<a href="#">100-11-16919-0000000</a>	Capital Outlay - Patrol Weapons	41,871.00	41,871.00	16,106.00	16,359.29	25,511.71	60.93 %
<a href="#">100-11-16920-0000000</a>	Capital Outlay - Traffic Equipment	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00 %
<a href="#">100-11-16921-0000000</a>	Capital Outlay - Office Maintenance	11,800.00	11,800.00	0.00	189.00	11,611.00	98.40 %
<a href="#">100-11-17001-0000000</a>	Misc Expenses - Other	0.00	0.00	0.00	315.12	-315.12	0.00 %
	<b>Department: 11 - Police Total:</b>	<b>2,559,776.00</b>	<b>2,559,776.00</b>	<b>196,213.03</b>	<b>1,051,784.80</b>	<b>1,507,991.20</b>	<b>58.91%</b>
<b>Department: 12 - Public Works</b>							
<a href="#">100-12-16002-0000000</a>	Health Insurance	36,907.00	36,907.00	2,365.93	11,337.01	25,569.99	69.28 %
<a href="#">100-12-16003-0000000</a>	Unemployment Insurance	68.00	68.00	341.16	372.14	-304.14	-447.26 %
<a href="#">100-12-16004-0000000</a>	Workers Comp	3,937.00	3,937.00	700.44	3,270.70	666.30	16.92 %
<a href="#">100-12-16008-0000000</a>	Payroll Taxes	14,546.00	14,546.00	1,080.98	5,921.19	8,624.81	59.29 %
<a href="#">100-12-16009-0000000</a>	Wages	184,644.00	184,644.00	13,645.27	75,521.23	109,122.77	59.10 %
<a href="#">100-12-16010-0000000</a>	Overtime	5,500.00	5,500.00	646.03	2,163.75	3,336.25	60.66 %
<a href="#">100-12-16011-0000000</a>	Employee Assistance Program	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-12-16012-0000000</a>	Retirement Expense	16,956.00	16,956.00	1,235.63	6,674.25	10,281.75	60.64 %
<a href="#">100-12-16104-0000000</a>	Community Relations	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-12-16108-0000000</a>	Vendor Subscriptions	561.00	561.00	0.00	0.00	561.00	100.00 %
<a href="#">100-12-16208-0000000</a>	Mowing	140,000.00	140,000.00	6,655.00	33,705.00	106,295.00	75.93 %
<a href="#">100-12-16217-0000000</a>	Engineering	110,000.00	110,000.00	19,212.50	35,505.00	74,495.00	67.72 %
<a href="#">100-12-16224-0000000</a>	City Hall Cleaning	14,900.00	14,900.00	1,200.00	5,929.80	8,970.20	60.20 %
<a href="#">100-12-16225-0000000</a>	Downtown Repairs	1,500.00	1,500.00	771.15	831.61	668.39	44.56 %
<a href="#">100-12-16226-0000000</a>	Maint - Vehicles & Equipment	3,500.00	3,500.00	464.49	1,211.59	2,288.41	65.38 %
<a href="#">100-12-16227-0000000</a>	Gas/Oil	14,000.00	14,000.00	670.06	4,487.20	9,512.80	67.95 %
<a href="#">100-12-16229-0000000</a>	Auto Repairs	6,000.00	6,000.00	0.00	1,569.85	4,430.15	73.84 %
<a href="#">100-12-16230-0000000</a>	Equipment repairs	4,000.00	4,000.00	0.00	353.97	3,646.03	91.15 %
<a href="#">100-12-16231-0000000</a>	Bldg Repairs-City Hall	18,000.00	18,000.00	392.39	2,890.37	15,109.63	83.94 %
<a href="#">100-12-16232-0000000</a>	Street Repairs - Minor	10,000.00	10,000.00	267.30	6,480.18	3,519.82	35.20 %
<a href="#">100-12-16233-0000000</a>	Streets-Preventive Maintenance	7,700.00	7,700.00	0.00	0.00	7,700.00	100.00 %
<a href="#">100-12-16237-0000000</a>	Mosquito Spraying	6,000.00	6,000.00	0.00	957.00	5,043.00	84.05 %
<a href="#">100-12-16238-0000000</a>	Street Signs	3,300.00	3,300.00	207.87	622.06	2,677.94	81.15 %
<a href="#">100-12-16239-0000000</a>	Printing & Office supplies	1,600.00	1,600.00	130.16	469.82	1,130.18	70.64 %
<a href="#">100-12-16241-0000000</a>	Computers/Website	750.00	750.00	0.00	0.00	750.00	100.00 %
<a href="#">100-12-16242-0000000</a>	Postage/Delivery	750.00	750.00	0.00	0.00	750.00	100.00 %
<a href="#">100-12-16243-0000000</a>	Telephone	9,000.00	9,000.00	700.07	4,069.93	4,930.07	54.78 %
<a href="#">100-12-16249-0000000</a>	Computer/Technology	18,000.00	18,000.00	1,250.82	15,229.77	2,770.23	15.39 %
<a href="#">100-12-16255-0000000</a>	Bldg Repairs - Comm Center	5,000.00	5,000.00	485.98	1,882.69	3,117.31	62.35 %
<a href="#">100-12-16256-0000000</a>	Bldg Repairs - 213 Prairie	0.00	0.00	0.00	19,756.07	-19,756.07	0.00 %
<a href="#">100-12-16402-0000000</a>	Uniforms & Safety Equip	4,700.00	4,700.00	112.96	1,246.11	3,453.89	73.49 %
<a href="#">100-12-16405-0000000</a>	Operating Supplies	10,900.00	10,900.00	161.05	1,796.99	9,103.01	83.51 %
<a href="#">100-12-16406-0000000</a>	Streets & Drainage	2,000.00	2,000.00	472.67	472.67	1,527.33	76.37 %
<a href="#">100-12-16407-0000000</a>	Supplies & Equipment - Cedar Break...	2,000.00	2,000.00	56.25	599.56	1,400.44	70.02 %
<a href="#">100-12-16408-0000000</a>	Supplies & Equipment - Homecomi...	2,000.00	2,000.00	56.25	354.30	1,645.70	82.29 %
<a href="#">100-12-16409-0000000</a>	Supplies & Equipment - Fernland Pa...	2,000.00	2,000.00	949.52	1,428.42	571.58	28.58 %
<a href="#">100-12-16410-0000000</a>	Supplies & Equipment - Community...	2,000.00	2,000.00	0.00	89.44	1,910.56	95.53 %
<a href="#">100-12-16411-0000000</a>	Tools, Etc,	3,300.00	3,300.00	309.21	1,742.90	1,557.10	47.18 %

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Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-12-16412-0000000</a>	Supplies & Equipment - Memory Pa...	2,000.00	2,000.00	56.25	326.73	1,673.27	83.66 %
<a href="#">100-12-16413-0000000</a>	Culverts	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-12-16502-0000000</a>	Dues & Subscriptions	2,000.00	2,000.00	35.00	147.38	1,852.62	92.63 %
<a href="#">100-12-16503-0000000</a>	Travel & Training Staff	5,500.00	5,500.00	262.00	1,227.77	4,272.23	77.68 %
<a href="#">100-12-16601-0000000</a>	Park Maint - Memory Pk	10,000.00	10,000.00	0.00	1,089.85	8,910.15	89.10 %
<a href="#">100-12-16602-0000000</a>	Park Maint - Fernland	10,000.00	10,000.00	0.00	173.87	9,826.13	98.26 %
<a href="#">100-12-16603-0000000</a>	Park Maint - Cedar Brake Park	10,000.00	10,000.00	400.03	1,074.87	8,925.13	89.25 %
<a href="#">100-12-16604-0000000</a>	Park Maint - Homecoming Park	10,000.00	10,000.00	0.00	514.79	9,485.21	94.85 %
<a href="#">100-12-16701-0000000</a>	Insurance - Liability	4,694.00	4,694.00	391.19	2,347.14	2,346.86	50.00 %
<a href="#">100-12-16702-0000000</a>	Insurance - Property	1,427.00	1,427.00	118.94	713.64	713.36	49.99 %
<a href="#">100-12-16803-0000000</a>	Utilities - Electronic Sign-City	1,500.00	1,500.00	63.89	353.47	1,146.53	76.44 %
<a href="#">100-12-16804-0000000</a>	Utilities - Street Lights	13,200.00	13,200.00	1,256.94	6,338.02	6,861.98	51.98 %
<a href="#">100-12-16805-0000000</a>	Utilities - Downtown Utilities	1,320.00	1,320.00	119.94	637.09	682.91	51.74 %
<a href="#">100-12-16806-0000000</a>	Utilities - Cedar Brake Park	2,420.00	2,420.00	149.84	910.59	1,509.41	62.37 %
<a href="#">100-12-16807-0000000</a>	Utilities - Homecoming Park	1,650.00	1,650.00	85.04	475.67	1,174.33	71.17 %
<a href="#">100-12-16808-0000000</a>	Utilities - Fernland Park	6,500.00	6,500.00	491.21	2,866.72	3,633.28	55.90 %
<a href="#">100-12-16809-0000000</a>	Utilities - City Hall	14,300.00	14,300.00	833.92	5,142.40	9,157.60	64.04 %
<a href="#">100-12-16811-0000000</a>	Utilities - Community Center Buildi...	6,000.00	6,000.00	699.95	3,303.62	2,696.38	44.94 %
<a href="#">100-12-16812-0000000</a>	Utilities - Memory Park	8,000.00	8,000.00	181.75	2,185.73	5,814.27	72.68 %
<a href="#">100-12-16813-0000000</a>	Utilities - 213 Prairie	1,885.00	1,885.00	90.06	903.36	981.64	52.08 %
<a href="#">100-12-16911-0000000</a>	Capital Outlay - Computers Equipm...	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-12-16922-0000000</a>	Capital Outlay - Public Works Items	10,000.00	10,000.00	0.00	552.00	9,448.00	94.48 %
<a href="#">100-12-16923-0000000</a>	Capital Outlay - General Improvem...	20,000.00	20,000.00	0.00	2,105.36	17,894.64	89.47 %
<a href="#">100-12-16924-0000000</a>	Capital Outlay - Drainage Improvem...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-12-16926-0000000</a>	Capital Outlay - Park Improvements	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
<a href="#">100-12-17001-0000000</a>	Misc Expenses - Other	1,000.00	1,000.00	5.00	85.08	914.92	91.49 %
<a href="#">100-12-17150-0000000</a>	Contract Labor - Streets	0.00	0.00	0.00	830.00	-830.00	0.00 %
<b>Department: 12 - Public Works Total:</b>		<b>866,915.00</b>	<b>866,915.00</b>	<b>59,782.09</b>	<b>283,247.72</b>	<b>583,667.28</b>	<b>67.33%</b>
<b>Department: 13 - Court</b>							
<a href="#">100-13-16002-0000000</a>	Health Insurance	34,433.00	34,433.00	2,506.86	14,902.93	19,530.07	56.72 %
<a href="#">100-13-16003-0000000</a>	Unemployment Insurance	27.00	27.00	660.15	684.83	-657.83	-2,436.41 %
<a href="#">100-13-16004-0000000</a>	Workers Comp	452.00	452.00	100.06	420.23	31.77	7.03 %
<a href="#">100-13-16007-0000000</a>	Crime Insurance	500.00	500.00	40.71	244.26	255.74	51.15 %
<a href="#">100-13-16008-0000000</a>	Payroll Taxes	12,890.00	12,890.00	929.92	5,820.35	7,069.65	54.85 %
<a href="#">100-13-16009-0000000</a>	Wages	166,096.00	166,096.00	12,788.18	78,055.41	88,040.59	53.01 %
<a href="#">100-13-16010-0000000</a>	Overtime	2,400.00	2,400.00	0.00	978.49	1,421.51	59.23 %
<a href="#">100-13-16011-0000000</a>	Employee Assistance Program	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-13-16012-0000000</a>	Retirement Expense	17,355.00	17,355.00	1,309.50	8,113.65	9,241.35	53.25 %
<a href="#">100-13-16104-0000000</a>	Community Relations	400.00	400.00	0.00	0.00	400.00	100.00 %
<a href="#">100-13-16106-0000000</a>	Communications - Records Mgt / Re...	0.00	0.00	0.00	1,512.00	-1,512.00	0.00 %
<a href="#">100-13-16108-0000000</a>	Vendor Subscriptions	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-13-16202-0000000</a>	General Consultant Fees	12,000.00	12,000.00	0.00	410.00	11,590.00	96.58 %
<a href="#">100-13-16205-0000000</a>	Omni Expense	0.00	0.00	0.00	198.00	-198.00	0.00 %
<a href="#">100-13-16207-0000000</a>	Prosecutors Fees	10,000.00	10,000.00	0.00	4,950.00	5,050.00	50.50 %
<a href="#">100-13-16209-0000000</a>	Records Shredding	250.00	250.00	0.00	286.00	-36.00	-14.40 %
<a href="#">100-13-16211-0000000</a>	Judge's Fee	12,000.00	12,000.00	0.00	5,000.00	7,000.00	58.33 %
<a href="#">100-13-16239-0000000</a>	Printing & Office supplies	1,400.00	1,400.00	44.95	445.95	954.05	68.15 %
<a href="#">100-13-16241-0000000</a>	Computers/Website	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
<a href="#">100-13-16242-0000000</a>	Postage/Delivery	2,600.00	2,600.00	0.00	2,512.18	87.82	3.38 %
<a href="#">100-13-16243-0000000</a>	Telephone	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-13-16249-0000000</a>	Computer/Technology	15,000.00	15,000.00	1,250.82	7,857.39	7,142.61	47.62 %
<a href="#">100-13-16402-0000000</a>	Uniforms & Safety Equip	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">100-13-16404-0000000</a>	Copier/Fax Machine	8,000.00	8,000.00	817.50	5,062.96	2,937.04	36.71 %
<a href="#">100-13-16405-0000000</a>	Operating Supplies	2,500.00	2,500.00	0.00	570.34	1,929.66	77.19 %
<a href="#">100-13-16417-0000000</a>	Capital Pur. Furniture	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-13-16502-0000000</a>	Dues & Subscriptions	500.00	500.00	0.00	240.00	260.00	52.00 %
<a href="#">100-13-16503-0000000</a>	Travel & Training Staff	2,000.00	2,000.00	0.00	250.00	1,750.00	87.50 %
<a href="#">100-13-16701-0000000</a>	Insurance - Liability	1,855.00	1,855.00	154.59	927.54	927.46	50.00 %

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Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-13-16702-0000000</a>	Insurance - Property	2,579.00	2,579.00	214.89	1,289.34	1,289.66	50.01 %
<a href="#">100-13-17001-0000000</a>	Misc Expenses - Other	100.00	100.00	0.00	0.00	100.00	100.00 %
	<b>Department: 13 - Court Total:</b>	<b>317,687.00</b>	<b>317,687.00</b>	<b>20,818.13</b>	<b>140,731.85</b>	<b>176,955.15</b>	<b>55.70%</b>
	<b>Expense Total:</b>	<b>5,921,740.00</b>	<b>5,921,740.00</b>	<b>403,657.36</b>	<b>2,084,571.37</b>	<b>3,837,168.63</b>	<b>64.80%</b>
	<b>Fund: 100 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>104,258.48</b>	<b>2,116,863.64</b>	<b>2,116,863.64</b>	<b>0.00%</b>
<b>Fund: 150 - Montgomery PID</b>							
<b>Revenue</b>							
<b>Department: 00 - Revenue</b>							
<a href="#">150-00-15000-0000000</a>	Montgomery PID - Tax Revenue	40,000.00	40,000.00	0.00	18,158.60	-21,841.40	54.60 %
	<b>Department: 00 - Revenue Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>18,158.60</b>	<b>-21,841.40</b>	<b>54.60%</b>
	<b>Revenue Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>18,158.60</b>	<b>-21,841.40</b>	<b>54.60%</b>
<b>Expense</b>							
<b>Department: 15 - Montgomery PID</b>							
<a href="#">150-15-17500-0000000</a>	Montgomery PID - Property Tax Re...	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
	<b>Department: 15 - Montgomery PID Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>100.00%</b>
	<b>Expense Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>100.00%</b>
	<b>Fund: 150 - Montgomery PID Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,158.60</b>	<b>18,158.60</b>	<b>0.00%</b>
<b>Fund: 200 - Capital Projects</b>							
<b>Revenue</b>							
<b>Department: 00 - Revenue</b>							
<a href="#">200-00-24003-0000000</a>	Transfer from MEDC - Other	0.00	0.00	16,666.67	100,000.02	100,000.02	0.00 %
<a href="#">200-00-24203-0000000</a>	Impact Fees Transfer	0.00	0.00	0.00	292,317.00	292,317.00	0.00 %
<a href="#">200-00-24500-0000000</a>	Interest Earned on Investments	0.00	0.00	21,070.78	50,287.08	50,287.08	0.00 %
<a href="#">200-00-24501-0062715</a>	Interest Earned on Investments - 20...	0.00	0.00	0.00	456.05	456.05	0.00 %
	<b>Department: 00 - Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>37,737.45</b>	<b>443,060.15</b>	<b>443,060.15</b>	<b>0.00%</b>
<b>Department: 20 - Capital Projects</b>							
<a href="#">200-20-14940-0000000</a>	Transfer In	0.00	0.00	0.00	3,500,000.00	3,500,000.00	0.00 %
	<b>Department: 20 - Capital Projects Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500,000.00</b>	<b>3,500,000.00</b>	<b>0.00%</b>
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>37,737.45</b>	<b>3,943,060.15</b>	<b>3,943,060.15</b>	<b>0.00%</b>
<b>Expense</b>							
<b>Department: 20 - Capital Projects</b>							
<a href="#">200-20-26100-0000000</a>	Engineering - WWTP Permit Applica...	0.00	0.00	795.00	1,795.00	-1,795.00	0.00 %
<a href="#">200-20-26101-0000000</a>	Engineering - Lift Station 10 Expansi...	0.00	0.00	5,036.25	14,888.75	-14,888.75	0.00 %
<a href="#">200-20-26116-7217320</a>	Engineering - Buffalo Springs Dr. Ro...	0.00	0.00	0.00	35,600.00	-35,600.00	0.00 %
<a href="#">200-20-26120-0000000</a>	Engineering - WP #2 Improvements	0.00	0.00	5,450.00	5,450.00	-5,450.00	0.00 %
<a href="#">200-20-26125-0000000</a>	Engineering - Old Plantersville Force...	0.00	0.00	2,746.25	7,746.25	-7,746.25	0.00 %
<a href="#">200-20-26126-0000000</a>	Engineering - Old Plantersville Wate...	0.00	0.00	5,000.00	8,000.00	-8,000.00	0.00 %
<a href="#">200-20-26130-0000000</a>	Engineering - Sanitary Sewer & Ma...	0.00	0.00	9,418.75	28,556.25	-28,556.25	0.00 %
<a href="#">200-20-26132-0000000</a>	Engineering - Flagship Storm Sewer	0.00	0.00	1,677.50	4,363.25	-4,363.25	0.00 %
<a href="#">200-20-26318-0000000</a>	Wastewater System - Sanitary Sewe...	0.00	0.00	0.00	428,979.60	-428,979.60	0.00 %
<a href="#">200-20-26509-0000000</a>	Roadway System - Downtown Mast...	0.00	0.00	2,500.00	7,250.00	-7,250.00	0.00 %
<a href="#">200-20-26715-0000000</a>	Capital Outlay - Flagship Storm Sew...	0.00	0.00	0.00	104,812.06	-104,812.06	0.00 %
	<b>Department: 20 - Capital Projects Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>32,623.75</b>	<b>647,441.16</b>	<b>-647,441.16</b>	<b>0.00%</b>
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>32,623.75</b>	<b>647,441.16</b>	<b>-647,441.16</b>	<b>0.00%</b>
	<b>Fund: 200 - Capital Projects Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5,113.70</b>	<b>3,295,618.99</b>	<b>3,295,618.99</b>	<b>0.00%</b>
<b>Fund: 300 - Water &amp; Sewer</b>							
<b>Revenue</b>							
<b>Department: 00 - Revenue</b>							
<a href="#">300-00-34110-0000000</a>	Water Revenue	881,000.00	881,000.00	65,968.55	421,856.25	-459,143.75	52.12 %
<a href="#">300-00-34130-0000000</a>	Lone Star Ground Water Revenue	9,000.00	9,000.00	719.32	4,710.51	-4,289.49	47.66 %
<a href="#">300-00-34140-0000000</a>	Application Fee	6,000.00	6,000.00	542.50	2,475.00	-3,525.00	58.75 %
<a href="#">300-00-34150-0000000</a>	Disconnect Reconnect	5,000.00	5,000.00	300.00	6,600.00	1,600.00	132.00 %
<a href="#">300-00-34160-0000000</a>	Sewer Revenue	853,000.00	853,000.00	64,291.15	410,308.90	-442,691.10	51.90 %
<a href="#">300-00-34170-0000000</a>	Tap Fees/Inspections	450,000.00	450,000.00	107,826.33	398,814.10	-51,185.90	11.37 %

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Item 13.

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<a href="#">300-00-34180-0000000</a>	Grease Trap Inspections	25,000.00	25,000.00	2,953.33	15,241.90	-9,758.10	39.03 %
<a href="#">300-00-34190-0000000</a>	Late Charges	18,200.00	18,200.00	1,243.00	9,898.92	-8,301.08	45.61 %
<a href="#">300-00-34200-0000000</a>	Returned Check Fee	1,000.00	1,000.00	250.00	1,000.00	0.00	0.00 %
<a href="#">300-00-34210-0000000</a>	Backflow Testing	16,000.00	16,000.00	0.00	0.00	-16,000.00	100.00 %
<a href="#">300-00-34220-0000000</a>	Solid Waste Revenue	229,500.00	229,500.00	22,915.37	134,236.43	-95,263.57	41.51 %
<a href="#">300-00-34320-0000000</a>	Groundwater Reduction Revenue	205,000.00	205,000.00	16,955.40	111,033.45	-93,966.55	45.84 %
<a href="#">300-00-34420-0000000</a>	Impact Fees - Capital Cost	1,500,000.00	1,500,000.00	0.00	292,317.00	-1,207,683.00	80.51 %
<a href="#">300-00-34430-0000000</a>	Interest Income	850.00	850.00	211.60	1,414.60	564.60	166.42 %
<a href="#">300-00-34440-0000000</a>	Interest earned on Investments	70,000.00	70,000.00	8,451.10	49,635.84	-20,364.16	29.09 %
<a href="#">300-00-34450-0000000</a>	Meter Box Replacement	1,500.00	1,500.00	0.00	450.00	-1,050.00	70.00 %
<a href="#">300-00-34460-0000000</a>	EndPoint Charge	500.00	500.00	0.00	185.00	-315.00	63.00 %
<a href="#">300-00-34470-0000000</a>	Miscellaneous Revenue & ETS Reve...	8,000.00	8,000.00	842.50	5,671.69	-2,328.31	29.10 %
<a href="#">300-00-34530-0000000</a>	Utility Contracts	2,000.00	2,000.00	708.19	-3,433.14	-5,433.14	271.66 %
	<b>Department: 00 - Revenue Total:</b>	<b>4,281,550.00</b>	<b>4,281,550.00</b>	<b>294,178.34</b>	<b>1,862,416.45</b>	<b>-2,419,133.55</b>	<b>56.50%</b>
	<b>Revenue Total:</b>	<b>4,281,550.00</b>	<b>4,281,550.00</b>	<b>294,178.34</b>	<b>1,862,416.45</b>	<b>-2,419,133.55</b>	<b>56.50%</b>

Expense

Department: 30 - Water &amp; Sewer

<a href="#">300-30-16002-0000000</a>	Health Insurance	82,908.00	82,908.00	5,986.67	32,908.39	49,999.61	60.31 %
<a href="#">300-30-16003-0000000</a>	Unemployment Insurance	61.00	61.00	363.95	417.80	-356.80	-584.92 %
<a href="#">300-30-16004-0000000</a>	Workers Comp	7,961.00	7,961.00	1,300.77	6,133.25	1,827.75	22.96 %
<a href="#">300-30-16008-0000000</a>	Payroll Taxes	32,121.00	32,121.00	2,272.12	12,960.67	19,160.33	59.65 %
<a href="#">300-30-16009-0000000</a>	Wages	414,388.00	414,388.00	30,709.32	181,211.82	233,176.18	56.27 %
<a href="#">300-30-16010-0000000</a>	Overtime	5,500.00	5,500.00	646.01	2,183.90	3,316.10	60.29 %
<a href="#">300-30-16012-0000000</a>	Retirement Expense	43,248.00	43,248.00	3,198.92	18,624.61	24,623.39	56.94 %
<a href="#">300-30-36107-0000000</a>	Crime Insurance	500.00	500.00	40.71	244.26	255.74	51.15 %
<a href="#">300-30-36204-0000000</a>	Engineering	133,000.00	133,000.00	25,169.06	72,470.31	60,529.69	45.51 %
<a href="#">300-30-36208-0000000</a>	Operator	126,500.00	126,500.00	4,275.00	24,595.00	101,905.00	80.56 %
<a href="#">300-30-36209-0000000</a>	Billing & Collections	35,000.00	35,000.00	2,391.20	13,219.29	21,780.71	62.23 %
<a href="#">300-30-36210-0000000</a>	Backflow Testing	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
<a href="#">300-30-36211-0000000</a>	Testing	15,000.00	15,000.00	3,849.20	8,399.40	6,600.60	44.00 %
<a href="#">300-30-36214-0000000</a>	Sludge Hauling	100,000.00	100,000.00	20,564.91	32,065.56	67,934.44	67.93 %
<a href="#">300-30-36215-0000000</a>	Printing	1,200.00	1,200.00	48.97	138.33	1,061.67	88.47 %
<a href="#">300-30-36216-0000000</a>	Postage	2,000.00	2,000.00	0.00	230.66	1,769.34	88.47 %
<a href="#">300-30-36217-0000000</a>	Telephone	10,500.00	10,500.00	970.67	5,490.88	5,009.12	47.71 %
<a href="#">300-30-36218-0000000</a>	Tap Fees & Inspections	75,000.00	75,000.00	95,276.37	124,490.46	-49,490.46	-65.99 %
<a href="#">300-30-36221-0000000</a>	Garbage Pickup	225,000.00	225,000.00	28,739.71	151,490.20	73,509.80	32.67 %
<a href="#">300-30-36302-0000000</a>	Advertising/Promotion	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">300-30-36303-0000000</a>	Permits & Licenses	25,000.00	25,000.00	111.00	23,844.70	1,155.30	4.62 %
<a href="#">300-30-36307-0000000</a>	Dues & Subscriptions	2,000.00	2,000.00	35.00	147.37	1,852.63	92.63 %
<a href="#">300-30-36400-0000000</a>	Supplies & Equipment	1,500.00	1,500.00	81.18	127.46	1,372.54	91.50 %
<a href="#">300-30-36401-0000000</a>	Chemicals	45,000.00	45,000.00	2,778.69	21,065.32	23,934.68	53.19 %
<a href="#">300-30-36402-0000000</a>	Copier / Fax Machine	3,000.00	3,000.00	135.00	956.42	2,043.58	68.12 %
<a href="#">300-30-36403-0000000</a>	Operating Supplies	80,000.00	80,000.00	9,482.81	29,667.80	50,332.20	62.92 %
<a href="#">300-30-36404-0000000</a>	Uniforms	4,700.00	4,700.00	112.96	920.06	3,779.94	80.42 %
<a href="#">300-30-36406-0000000</a>	Computer Technology	24,000.00	24,000.00	1,282.88	8,229.32	15,770.68	65.71 %
<a href="#">300-30-36407-0000000</a>	Groundwater Reduction Expenses	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">300-30-36502-0000000</a>	Travel & Training	5,500.00	5,500.00	487.00	2,100.26	3,399.74	61.81 %
<a href="#">300-30-36503-0000000</a>	Employee Relations	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">300-30-36601-0000000</a>	Repairs & Maintenance	300,000.00	300,000.00	55,878.41	172,647.87	127,352.13	42.45 %
<a href="#">300-30-36602-0000000</a>	Vehicle Repair and Maint.	3,500.00	3,500.00	464.50	1,211.53	2,288.47	65.38 %
<a href="#">300-30-36604-0000000</a>	Water & Sewer Items	9,708.00	9,708.00	0.00	552.00	9,156.00	94.31 %
<a href="#">300-30-36605-0000000</a>	Gas & Oil	14,000.00	14,000.00	670.05	4,487.15	9,512.85	67.95 %
<a href="#">300-30-36701-0000000</a>	Liability Insurance	4,694.00	4,694.00	391.19	7,347.14	-2,653.14	-56.52 %
<a href="#">300-30-36702-0000000</a>	Property Insurance	45,677.00	45,677.00	3,806.44	22,838.64	22,838.36	50.00 %
<a href="#">300-30-36801-0000000</a>	Gas For Generators	1,320.00	1,320.00	59.47	324.61	995.39	75.41 %
<a href="#">300-30-36802-0000000</a>	Water Plants	110,000.00	110,000.00	7,012.39	38,258.45	71,741.55	65.22 %
<a href="#">300-30-36803-0000000</a>	WWTP	73,000.00	73,000.00	7,450.39	29,327.19	43,672.81	59.83 %
<a href="#">300-30-36804-0000000</a>	Lift Stations	24,200.00	24,200.00	1,744.02	8,858.79	15,341.21	63.39 %

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**Budget Report**

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">300-30-37000-0000000</a> Utility Projects - Prev Maint	150,000.00	150,000.00	10,653.57	20,796.64	129,203.36	86.14 %
<a href="#">300-30-37003-0000000</a> Utility Projects - Impact Fees Transf...	1,500,000.00	1,500,000.00	0.00	292,317.00	1,207,683.00	80.51 %
<a href="#">300-30-37101-0000000</a> Miscellaneous Expenses - Misc	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">300-30-37102-0000000</a> Miscellaneous Expenses - Bank Cha...	35,000.00	35,000.00	3,465.53	16,111.68	18,888.32	53.97 %
<a href="#">300-30-37202-0000000</a> Other Expense - Transfer to Debt Se...	425,500.00	425,500.00	35,416.67	212,500.02	212,999.98	50.06 %
<a href="#">300-30-37206-0000000</a> Transfer to Surplus	63,764.00	63,764.00	0.00	0.00	63,764.00	100.00 %
<b>Department: 30 - Water &amp; Sewer Total:</b>	<b>4,281,550.00</b>	<b>4,281,550.00</b>	<b>367,322.71</b>	<b>1,601,912.21</b>	<b>2,679,637.79</b>	<b>62.59%</b>
<b>Expense Total:</b>	<b>4,281,550.00</b>	<b>4,281,550.00</b>	<b>367,322.71</b>	<b>1,601,912.21</b>	<b>2,679,637.79</b>	<b>62.59%</b>
<b>Fund: 300 - Water &amp; Sewer Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-73,144.37</b>	<b>260,504.24</b>	<b>260,504.24</b>	<b>0.00%</b>

**Fund: 400 - MEDC**

**Revenue**

**Department: 00 - Revenue**

<a href="#">400-00-44110-0000000</a> Sales Tax Revenue	1,100,000.00	1,100,000.00	90,936.86	690,071.59	-409,928.41	37.27 %
<a href="#">400-00-44230-0000000</a> Interest Income	60,000.00	60,000.00	9,084.36	52,965.77	-7,034.23	11.72 %
<a href="#">400-00-44300-0000000</a> Events Revenue	7,000.00	7,000.00	935.00	3,390.00	-3,610.00	51.57 %
<b>Department: 00 - Revenue Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>100,956.22</b>	<b>746,427.36</b>	<b>-420,572.64</b>	<b>36.04%</b>
<b>Revenue Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>100,956.22</b>	<b>746,427.36</b>	<b>-420,572.64</b>	<b>36.04%</b>

**Expense**

**Department: 40 - MEDC**

<a href="#">400-40-46103-0000000</a> Downtown Dev. Imp.	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00 %
<a href="#">400-40-46104-0000000</a> Utility Extensions	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">400-40-46107-0000000</a> Transfer to Capital Proj	200,000.00	200,000.00	16,666.67	100,000.02	99,999.98	50.00 %
<a href="#">400-40-46111-0000000</a> Streets & Sidewalks	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
<a href="#">400-40-46205-0000000</a> Sales Tax Reimb	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
<a href="#">400-40-46206-0000000</a> Econ Dev Grant Prog	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">400-40-46209-0000000</a> Dntwn & Cor. Fac & Env Enh.	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">400-40-46303-0000000</a> Quality of Life - Events	113,200.00	113,200.00	2,293.61	41,757.02	71,442.98	63.11 %
<a href="#">400-40-46505-0000000</a> Brochures / Printed Lit	4,000.00	4,000.00	0.00	29.85	3,970.15	99.25 %
<a href="#">400-40-46511-0000000</a> Website	6,500.00	6,500.00	0.00	1,055.84	5,444.16	83.76 %
<a href="#">400-40-46514-0000000</a> Social Media Advertising	3,000.00	3,000.00	178.25	291.25	2,708.75	90.29 %
<a href="#">400-40-46515-0000000</a> Historical Signage	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">400-40-46601-0000000</a> Transfers to General Fund	275,000.00	275,000.00	22,916.67	137,500.02	137,499.98	50.00 %
<a href="#">400-40-46603-0000000</a> Miscellaneous Expenses	500.00	500.00	0.00	580.00	-80.00	-16.00 %
<a href="#">400-40-46604-0000000</a> Consulting/Professional Serv	51,800.00	51,800.00	2,800.00	8,400.00	43,400.00	83.78 %
<a href="#">400-40-46607-0000000</a> Travel & Trainings Expenses	8,000.00	8,000.00	0.00	-410.00	8,410.00	105.13 %
<b>Department: 40 - MEDC Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>44,855.20</b>	<b>289,204.00</b>	<b>877,796.00</b>	<b>75.22%</b>
<b>Expense Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>44,855.20</b>	<b>289,204.00</b>	<b>877,796.00</b>	<b>75.22%</b>
<b>Fund: 400 - MEDC Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>56,101.02</b>	<b>457,223.36</b>	<b>457,223.36</b>	<b>0.00%</b>

**Fund: 500 - Debt Service**

**Revenue**

**Department: 00 - Revenue**

<a href="#">500-00-54110-0000000</a> Ad Valorem Taxes - Current	471,847.00	471,847.00	6,593.50	447,557.74	-24,289.26	5.15 %
<a href="#">500-00-54115-0000000</a> Ad Valorem Taxes - Delinquent	0.00	0.00	3.17	3,506.70	3,506.70	0.00 %
<a href="#">500-00-54120-0000000</a> Penalty & Interest - Current	3,000.00	3,000.00	535.88	683.48	-2,316.52	77.22 %
<a href="#">500-00-54125-0000000</a> Penalty & Interest - Delinquent	0.00	0.00	8.53	1,105.07	1,105.07	0.00 %
<a href="#">500-00-54220-0000000</a> Transfers - Water & Sewer Funds	425,000.00	425,000.00	35,416.67	212,500.02	-212,499.98	50.00 %
<a href="#">500-00-54325-0020240</a> Cert of Obligation Proceeds - Series...	0.00	0.00	0.00	3,500,000.00	3,500,000.00	0.00 %
<a href="#">500-00-54400-0000000</a> Other Revenues	0.00	0.00	0.00	3,638.60	3,638.60	0.00 %
<a href="#">500-00-54410-0000000</a> Other Revenues - Interest on Check...	0.00	0.00	47.61	3,818.16	3,818.16	0.00 %
<a href="#">500-00-54420-0000000</a> Other Revenues - Interest on Inves...	0.00	0.00	2.48	14.64	14.64	0.00 %
<b>Department: 00 - Revenue Total:</b>	<b>899,847.00</b>	<b>899,847.00</b>	<b>42,607.84</b>	<b>4,172,824.41</b>	<b>3,272,977.41</b>	<b>363.73%</b>
<b>Revenue Total:</b>	<b>899,847.00</b>	<b>899,847.00</b>	<b>42,607.84</b>	<b>4,172,824.41</b>	<b>3,272,977.41</b>	<b>363.73%</b>

**Expense**

**Department: 50 - Debt Service**

<a href="#">500-50-17151-0000000</a> Transfer Out	0.00	0.00	0.00	3,500,000.00	-3,500,000.00	0.00 %
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Item 13.

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">500-50-56220-0000000</a>	Debt Service Payments - Int. Payme...	228,557.00	228,557.00	0.00	139,746.25	88,810.75	38.86 %
<a href="#">500-50-56230-0000000</a>	Debt Service Payments - Paying Age...	2,000.00	2,000.00	0.00	800.00	1,200.00	60.00 %
<a href="#">500-50-56250-0000000</a>	Debt Service Payments - Principal P...	665,000.00	665,000.00	0.00	665,000.00	0.00	0.00 %
	<b>Department: 50 - Debt Service Total:</b>	<b>895,557.00</b>	<b>895,557.00</b>	<b>0.00</b>	<b>4,305,546.25</b>	<b>-3,409,989.25</b>	<b>-380.77%</b>
	<b>Expense Total:</b>	<b>895,557.00</b>	<b>895,557.00</b>	<b>0.00</b>	<b>4,305,546.25</b>	<b>-3,409,989.25</b>	<b>-380.77%</b>
	<b>Fund: 500 - Debt Service Surplus (Deficit):</b>	<b>4,290.00</b>	<b>4,290.00</b>	<b>42,607.84</b>	<b>-132,721.84</b>	<b>-137,011.84</b>	<b>3,193.75%</b>
<b>Fund: 600 - Grant Acct</b>							
<b>Revenue</b>							
<b>Department: 00 - Revenue</b>							
<a href="#">600-00-64220-0000000</a>	Interest Income	0.00	0.00	0.00	0.02	0.02	0.00 %
	<b>Department: 00 - Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>0.02</b>	<b>0.00%</b>
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>0.02</b>	<b>0.00%</b>
	<b>Fund: 600 - Grant Acct Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>0.02</b>	<b>0.00%</b>
<b>Fund: 700 - Court Security</b>							
<b>Revenue</b>							
<b>Department: 00 - Revenue</b>							
<a href="#">700-00-74110-0000000</a>	Court Fines & Forfeitures - Court Se...	1,500.00	1,500.00	22.12	111.82	-1,388.18	92.55 %
<a href="#">700-00-74210-0000000</a>	Other Revenues - Interest Income	0.00	0.00	0.42	2.49	2.49	0.00 %
<a href="#">700-00-74300-0000000</a>	Transfers	-1,500.00	0.00	0.00	0.00	0.00	0.00 %
	<b>Department: 00 - Revenue Total:</b>	<b>0.00</b>	<b>1,500.00</b>	<b>22.54</b>	<b>114.31</b>	<b>-1,385.69</b>	<b>92.38%</b>
	<b>Revenue Total:</b>	<b>0.00</b>	<b>1,500.00</b>	<b>22.54</b>	<b>114.31</b>	<b>-1,385.69</b>	<b>92.38%</b>
<b>Expense</b>							
<b>Department: 70 - Court Security</b>							
<a href="#">700-70-76120-0000000</a>	Contracted Services - Security Servi...	0.00	0.00	0.00	75.00	-75.00	0.00 %
<a href="#">700-70-76340-0000000</a>	Bailiff Transfer to General Fund	0.00	1,500.00	0.00	0.00	1,500.00	100.00 %
	<b>Department: 70 - Court Security Total:</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>75.00</b>	<b>1,425.00</b>	<b>95.00%</b>
	<b>Expense Total:</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>75.00</b>	<b>1,425.00</b>	<b>95.00%</b>
	<b>Fund: 700 - Court Security Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>22.54</b>	<b>39.31</b>	<b>39.31</b>	<b>0.00%</b>
<b>Fund: 750 - Court Technology</b>							
<b>Revenue</b>							
<b>Department: 00 - Revenue</b>							
<a href="#">750-00-74120-0000000</a>	Court Technology Fees	650.00	650.00	29.51	149.10	-500.90	77.06 %
<a href="#">750-00-74210-0000000</a>	Interest Income	40.00	40.00	4.51	26.48	-13.52	33.80 %
	<b>Department: 00 - Revenue Total:</b>	<b>690.00</b>	<b>690.00</b>	<b>34.02</b>	<b>175.58</b>	<b>-514.42</b>	<b>74.55%</b>
	<b>Revenue Total:</b>	<b>690.00</b>	<b>690.00</b>	<b>34.02</b>	<b>175.58</b>	<b>-514.42</b>	<b>74.55%</b>
<b>Expense</b>							
<b>Department: 75 - Court Technology</b>							
<a href="#">750-75-76320-0000000</a>	Supplies & Equipment - Computer T...	0.00	0.00	952.00	952.00	-952.00	0.00 %
	<b>Department: 75 - Court Technology Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>952.00</b>	<b>952.00</b>	<b>-952.00</b>	<b>0.00%</b>
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>952.00</b>	<b>952.00</b>	<b>-952.00</b>	<b>0.00%</b>
	<b>Fund: 750 - Court Technology Surplus (Deficit):</b>	<b>690.00</b>	<b>690.00</b>	<b>-917.98</b>	<b>-776.42</b>	<b>-1,466.42</b>	<b>212.52%</b>
<b>Fund: 800 - Hotel Occupancy</b>							
<b>Revenue</b>							
<b>Department: 00 - Revenue</b>							
<a href="#">800-00-84100-0000000</a>	Taxes and Franchise Fees	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
<a href="#">800-00-84110-0000000</a>	Taxes and Franchise Fees - Hotel Oc...	0.00	0.00	0.00	5,151.55	5,151.55	0.00 %
<a href="#">800-00-84210-0000000</a>	Other Revenues - Interest on Check...	30.00	30.00	4.63	24.50	-5.50	18.33 %
	<b>Department: 00 - Revenue Total:</b>	<b>5,030.00</b>	<b>5,030.00</b>	<b>4.63</b>	<b>5,176.05</b>	<b>146.05</b>	<b>2.90%</b>
	<b>Revenue Total:</b>	<b>5,030.00</b>	<b>5,030.00</b>	<b>4.63</b>	<b>5,176.05</b>	<b>146.05</b>	<b>2.90%</b>

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Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Expense</b>						
<b>Department: 80 - Hotel Occupancy</b>						
<a href="#">800-80-86200-0000000</a> Tourism Expenses	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<b>Department: 80 - Hotel Occupancy Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100.00%</b>
<b>Fund: 800 - Hotel Occupancy Surplus (Deficit):</b>	<b>30.00</b>	<b>30.00</b>	<b>4.63</b>	<b>5,176.05</b>	<b>5,146.05</b>	<b>17,153.50%</b>
<b>Fund: 850 - Police Asset</b>						
<b>Revenue</b>						
<b>Department: 00 - Revenue</b>						
<a href="#">850-00-84130-0000000</a> Police Asset Forfeitures - Interest	0.00	0.00	1.69	9.92	9.92	0.00 %
<b>Department: 00 - Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.69</b>	<b>9.92</b>	<b>9.92</b>	<b>0.00%</b>
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.69</b>	<b>9.92</b>	<b>9.92</b>	<b>0.00%</b>
<b>Fund: 850 - Police Asset Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.69</b>	<b>9.92</b>	<b>9.92</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>5,010.00</b>	<b>5,010.00</b>	<b>134,047.55</b>	<b>6,020,095.87</b>	<b>6,015,085.87</b>	<b>20,061.59%</b>

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Item 13.

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - General Fund	0.00	0.00	104,258.48	2,116,863.64	2,116,863.64
150 - Montgomery PID	0.00	0.00	0.00	18,158.60	18,158.60
200 - Capital Projects	0.00	0.00	5,113.70	3,295,618.99	3,295,618.99
300 - Water & Sewer	0.00	0.00	-73,144.37	260,504.24	260,504.24
400 - MEDC	0.00	0.00	56,101.02	457,223.36	457,223.36
500 - Debt Service	4,290.00	4,290.00	42,607.84	-132,721.84	-137,011.84
600 - Grant Acct	0.00	0.00	0.00	0.02	0.02
700 - Court Security	0.00	0.00	22.54	39.31	39.31
750 - Court Technology	690.00	690.00	-917.98	-776.42	-1,466.42
800 - Hotel Occupancy	30.00	30.00	4.63	5,176.05	5,146.05
850 - Police Asset	0.00	0.00	1.69	9.92	9.92
<b>Report Surplus (Deficit):</b>	<b>5,010.00</b>	<b>5,010.00</b>	<b>134,047.55</b>	<b>6,020,095.87</b>	<b>6,015,085.87</b>

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## UTILITY/GENERAL FUND REPORT – MARCH 2024

TOTAL REVENUE	
Utilities	\$283,750.88
Permits	\$150,657.00
Vendor/Beverage/ Photography	\$150.00
Sign Fees	\$100.00
Plats/ Zoning	\$500.00
Culverts	\$126.75
Community Building Rental	\$575.00
Community Building Deposit	\$450.00
Lease- PD	\$3,051.05
Unanticipated Income: Donation Fernland, Arrest Fees, Accident Reports	\$777.14
Shop w/a cop	\$140.00
Franchise Fees	\$0.00
Sales Tax Payable	\$11.36
Escrow	\$580,919.40
ROW Fees	\$0.00
Credit Card Fees	\$170.23
Events	\$935.00
Online Payment Fees	\$845.00
<b>Monthly Total:</b>	<b>\$739,407.93</b>

<b>ARREARS</b>			
	<b>60 Days</b>	<b>90 Days</b>	<b>120+ Days</b>
<b>Amount</b>	\$1,394.70	\$409.43	\$1,893.49
<b>GRAND TOTAL:</b>			<b>\$3,697.62</b>

<b>PERMITS</b>	
<b>Type</b>	<b>Permit Total</b>
Building-Residential Addition, Generators	\$ 8,042.00
Plumbing	\$ 2,500.00
Irrigation	\$ 375.00
Building-Commercial Remodel	\$ 132,080.00
Solar	\$ 700.00
Pool	\$ 650.00
Sign	\$ 100.00
Mechanical	\$ 1,750.00
Electrical	\$ 4,560.00
<b>TOTAL</b>	<b>\$ 150,757.00</b>

<b>UTILITIES</b>	
New Water Accts.	22
Disconnected Water Accts.	14
<b>Total Number of Active Accts.</b>	<b>1097</b>

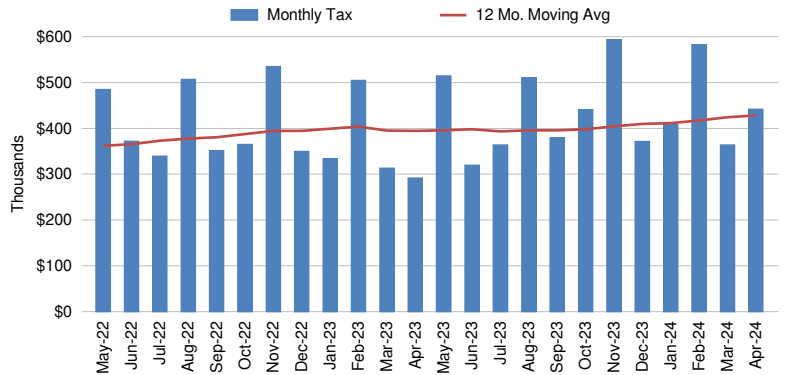
## SALES TAX SNAPSHOT Montgomery

Apr-24

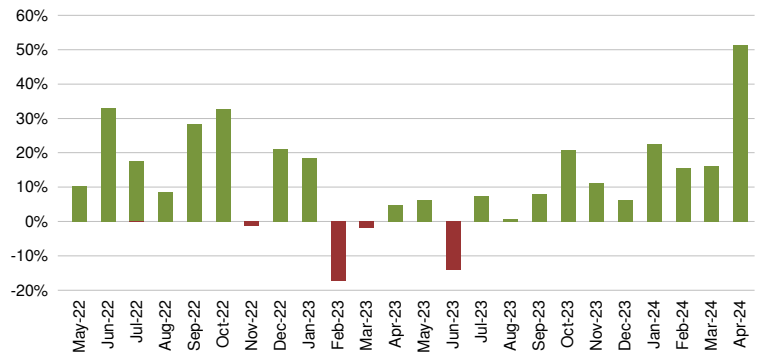
### Sales Tax Net Payments

FY Mo.	FY2023	FY2024	YoY % Change
Oct	\$ 364,693	\$ 440,686	20.8%
Nov	\$ 534,537	\$ 593,535	11.0%
Dec	\$ 349,954	\$ 371,287	6.1%
Jan	\$ 333,333	\$ 408,207	22.5%
Feb	\$ 504,516	\$ 582,824	15.5%
Mar	\$ 313,269	\$ 363,747	16.1%
Apr	\$ 291,741	\$ 441,669	51.4%
May	\$ 514,234		
Jun	\$ 319,648		
Jul	\$ 363,681		
Aug	\$ 510,407		
Sep	\$ 379,179		
<b>FYTD</b>	<b>\$ 2,692,043</b>	<b>\$ 3,201,955</b>	<b>18.9%</b>
<b>FY Total</b>	<b>\$ 4,779,193</b>		

### Sales Tax Net Payments Trend



### Sales Tax Net Payments Change - YoY



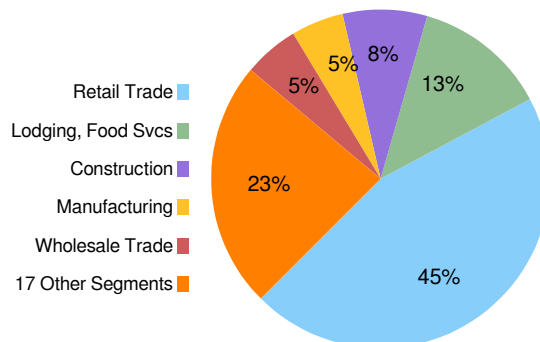
### Top 10 Taxpayers

Rank	Company	FYTD Collections	% Total
1	MCCOY CORPORATION		
2	KROGER TEXAS L.P.		
3	THE OTHER SIDE INC.		
4	RISE COLLECTIVE LLC		
5	GOOGLE LLC		
6	ENTERGY TEXAS INC.		
7	AZZIP ENTERPRISES INC.		
8	BROOKSHIRE BROTHERS INC.		
9	AMAZON.COM SERVICES INC (MARKETPLACE)		
10	PATTERSON-UTI DRILLING COMPANY LLC		
Top 10 Companies		\$ 1,078,924	33.0%
6356	Other Large Companies	\$ 2,140,992	65.5%
	Small Companies/Other	\$ 16,001	0.5%
	Single Local Tax Rate (SLT)	\$ 32,749	1.0%
	<b>Total</b>	<b>\$ 3,268,667</b>	<b>100.0%</b>

### Industry Segment Collections Trend - YoY % Chg

SEGMENT	Nov	Dec	Jan	Feb	Mar	Apr
Retail Trade	-12.9%	-13.3%	20.6%	8.8%	9.7%	23.6%
Lodging, Food Svcs	29.3%	1.4%	16.4%	17.0%	3.6%	18.6%
Construction	160.9%	89.2%	188.2%	-29.6%	81.1%	505.4%
Wholesale Trade	6.0%	6.9%	-21.3%	69.6%	-5.4%	11.7%
Manufacturing	-8.2%	68.9%	-3.5%	11.6%	14.8%	98.3%
All Others	48.2%	14.5%	6.6%	35.9%	19.0%	25.3%
<b>Total Collections</b>	<b>11.7%</b>	<b>6.5%</b>	<b>22.9%</b>	<b>15.6%</b>	<b>16.5%</b>	<b>52.3%</b>

### Sales Tax Collections by Industry Segment







**Montgomery**  
**SALES TAX PAYMENT DETAIL**

**Apr-24**

Fiscal Year: Oct-Sep

<b>COLLECTIONS</b>	<b>Apr-23</b>	<b>Apr-24</b>	<b>Chg. \$ Chg. %</b>	<b>Prior FYTD</b>	<b>Current FYTD</b>	<b>Chg. \$ Chg. %</b>
<b>Current Period</b>	<b>279,647</b>	<b>433,993</b>	<b>154,346 55.2%</b>	<b>2,613,029</b>	<b>3,072,707</b>	<b>459,678 17.6%</b>
Prior Period	7,852	8,699	848 10.8%	39,871	75,319	35,448 88.9%
Future Period	3,285	2,267	(1,018) -31.0%	14,482	37,415	22,933 158.4%
Audit	3,388	2,229	(1,159) -34.2%	46,764	49,233	2,469 5.3%
Unidentified	159	293	134 84.2%	1,481	1,243	(237) -16.0%
Single Local Tax Rate	2,999	4,918	1,919 64.0%	30,195	32,749	2,555 8.5%
<b>TOTAL</b>	<b>297,330</b>	<b>452,400</b>	<b>155,070 52.2%</b>	<b>2,745,821</b>	<b>3,268,667</b>	<b>522,846 19.0%</b>
Service Fee	(5,947)	(9,048)	(3,101) 52.2%	(54,916)	(65,373)	(10,457) 19.0%
Current Retained	(5,828)	(8,867)	(3,039) 52.2%	(53,818)	(64,066)	(10,248) 19.0%
Prior Retained	6,186	7,184	998 16.1%	54,957	62,728	7,771 14.1%
<b>NET PAYMENT</b>	<b>291,741</b>	<b>441,669</b>	<b>149,927 51.4%</b>	<b>2,692,043</b>	<b>3,201,955</b>	<b>509,912 18.9%</b>

**Montgomery**  
**TOP 30 COMPANIES RANK and CHANGE SUMMARY**  
**Apr-24**

Fiscal Year: Oct-Sep

Rank*	Company	NAICS Key	Prior	Current	Change \$	Change %	Current Fiscal YTD % Total Collections
			Fiscal YTD Sales Tax Collections	Fiscal YTD Sales Tax Collections			
1	MCCOY CORPORATION	9					
2	KROGER TEXAS L.P.	9					
3	THE OTHER SIDE INC.	22					
4	RISE COLLECTIVE LLC	4					
5	GOOGLE LLC	11					
6	ENTERGY TEXAS INC.	3					
7	AZZIP ENTERPRISES INC.	22					
8	BROOKSHIRE BROTHERS INC.	9					
9	AMAZON.COM SERVICES INC (MARKETPLACE)	9					
10	PATTERSON-UTI DRILLING COMPANY LLC	2					
<b>TOP 10 LARGE** COMPANIES</b>			<b>905,219</b>	<b>1,078,924</b>	<b>173,704</b>	<b>19.2%</b>	<b>33.0%</b>
11	JIM'S HARDWARE INC.	9					
12	MCKINNEY RESTAURANT 21141 LLC	22					
13	SCHULTZ PET SUPPLY LLC	9					
14	CHEWY INC.	9					
15	O'REILLY AUTO ENTERPRISES LLC	9					
16	HOME DEPOT U.S.A. INC.	9					
17	STARBUCKS CORPORATION	22					
18	BFI WASTE SERVICES OF TEXAS LP	18					
19	K. HOVNANIAN OF HOUSTON II L.L.C.	4					
20	NEW CINGULAR WIRELESS PCS LLC	12					
21	AMAZON.COM SERVICES LLC	9					
22	JEETHO BUSINESS INC.	9					
23	SKIPPER BEVERAGE COMPANY LLC	9					
24	FUBO TV MEDIA INC	12					
25	JKG LEIGH LLC	23					
26	PANDA EXPRESS INC.	22					
27	CHIPOTLE MEXICAN GRILL OF COLORADO LLC	22					
28	THE ECLECTIC TRADING COMPANY	22					
29	WHALECO INC	9					
30	AUTOZONE PARTS INC.	9					
<b>TOP 30 LARGE COMPANIES</b>			<b>1,342,681</b>	<b>1,602,521</b>	<b>259,840</b>	<b>19.4%</b>	<b>49.0%</b>
<b>TOP 100 LARGE COMPANIES</b>			<b>1,833,412</b>	<b>2,274,788</b>	<b>441,376</b>	<b>24.1%</b>	<b>69.6%</b>
<b>6,265 OTHER LARGE COMPANIES</b>			<b>862,673</b>	<b>945,128</b>	<b>82,455</b>	<b>9.6%</b>	<b>28.9%</b>
<b>SMALL COMPANIES &amp; OTHER</b>			<b>19,541</b>	<b>16,001</b>	<b>(3,540)</b>	<b>-18.1%</b>	<b>0.5%</b>
<b>SINGLE LOCAL TAX RATE COLLECTIONS (SLT)</b>			<b>30,195</b>	<b>32,749</b>	<b>2,555</b>	<b>8.5%</b>	<b>1.0%</b>
<b>TOTAL COLLECTIONS</b>			<b>2,745,821</b>	<b>3,268,667</b>	<b>522,846</b>	<b>19.0%</b>	<b>100.0%</b>
<b>STATE COMPTRROLLER FEES</b>			<b>53,778</b>	<b>66,712</b>	<b>12,934</b>	<b>24.1%</b>	<b>2.0%</b>
<b>NET PAYMENTS</b>			<b>2,692,043</b>	<b>3,201,955</b>	<b>509,912</b>	<b>18.9%</b>	<b>98.0%</b>

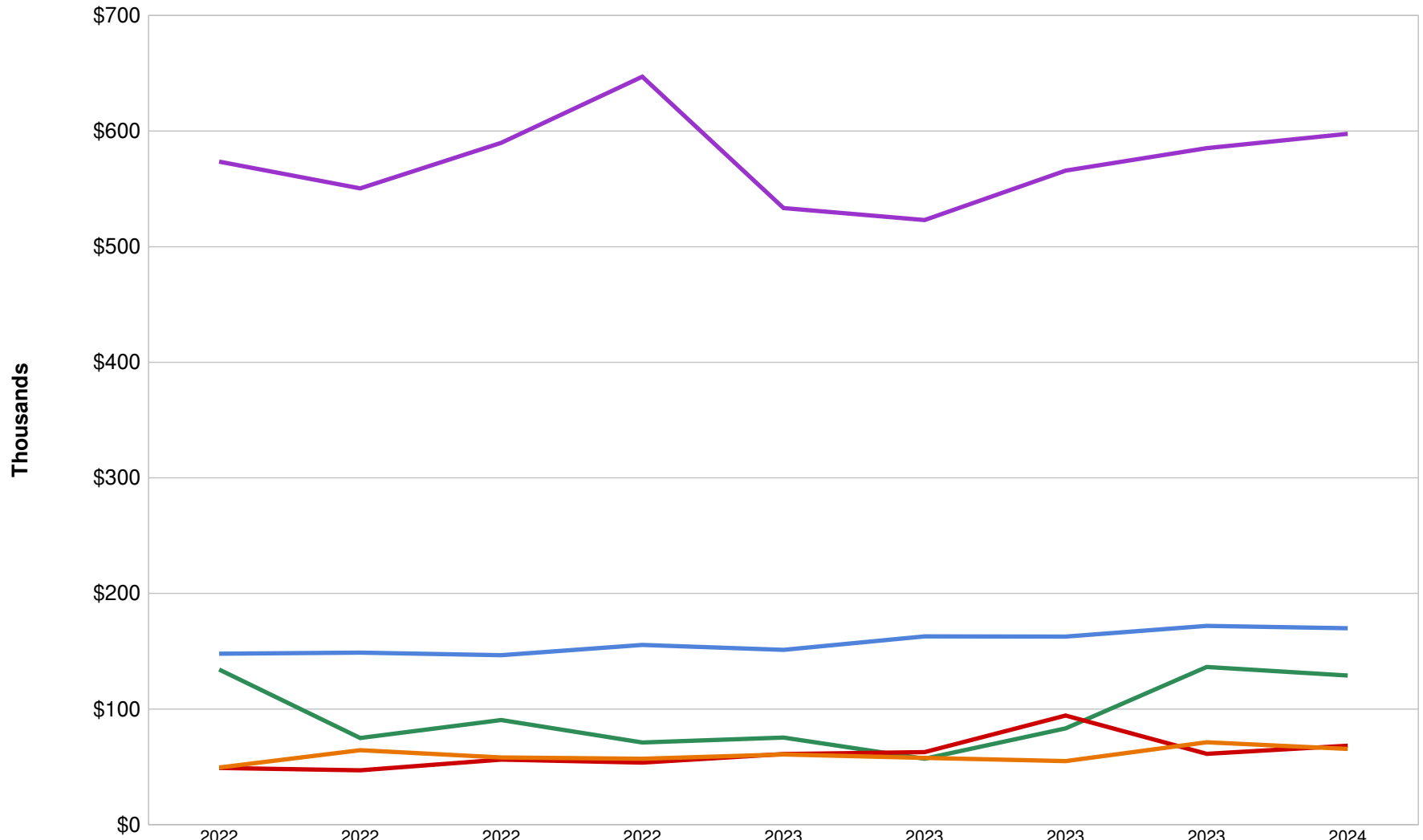
\* Ranked by Total of Last Fiscal Year + Current Fiscal YTD

\*\* Businesses whose detailed sales tax data is available



**Montgomery**

**INDUSTRY SEGMENT SALES TAX TREND**



	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2024 Q1
Retail Trade	573,626	550,377	589,816	646,997	533,344	522,982	565,869	585,273	597,564
Lodging, Food Svcs	147,903	148,876	146,606	155,490	151,234	162,950	162,731	171,969	169,983
Construction	134,245	75,013	90,506	71,077	75,311	57,076	83,316	136,365	129,092
Wholesale Trade	49,134	47,009	56,283	53,592	61,064	62,728	94,340	61,340	68,268
Manufacturing	49,444	64,367	58,209	56,931	60,763	57,818	55,049	71,258	65,438

Data Source:  
Texas Comptroller of Public Accounts

## Montgomery INDUSTRY SEGMENT RANK & CHANGE

Apr-24

Fiscal Year: Oct-Sep

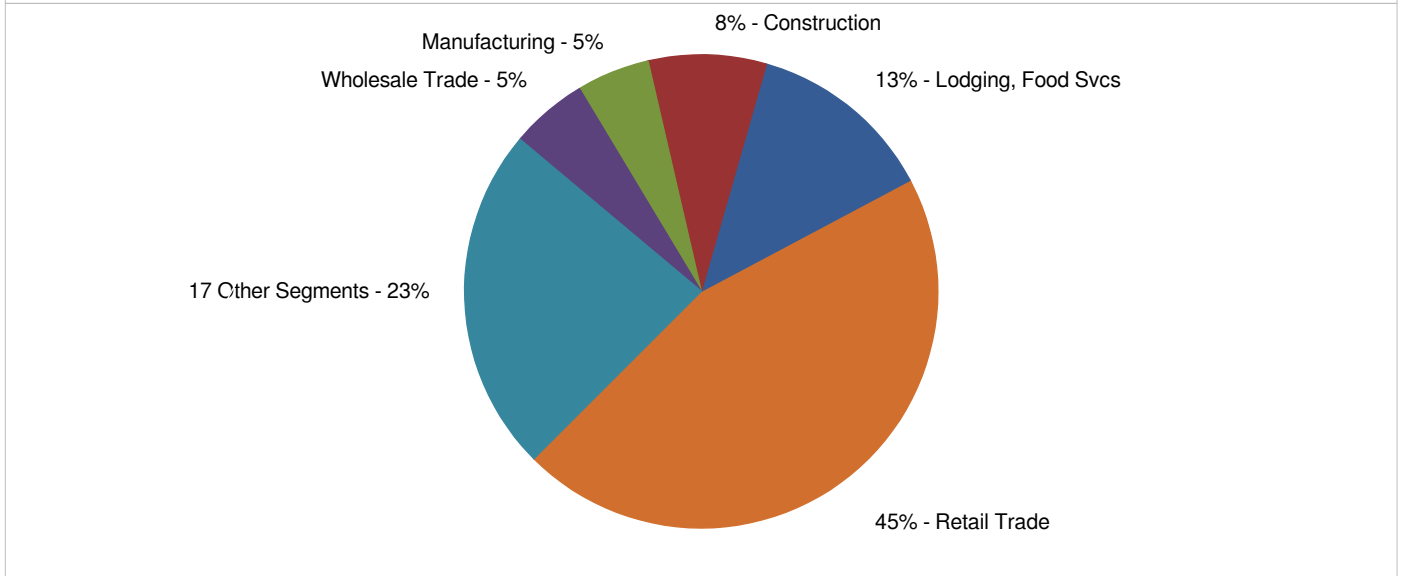
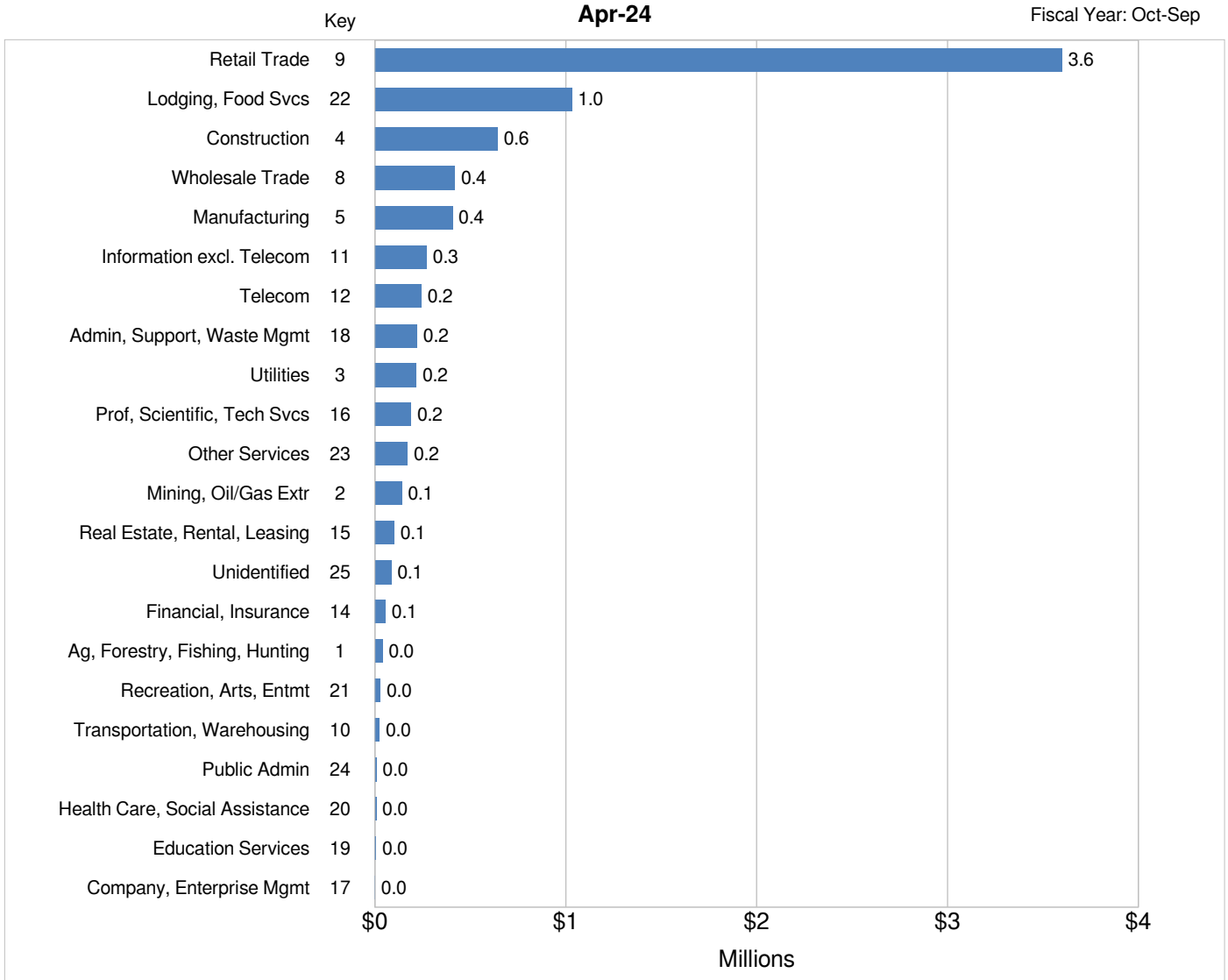
INDUSTRY SEGMENT*	% Total Current YTD Collections	Prior Fiscal YTD Sales Tax Collections	Current Fiscal YTD Sales Tax Collections	Change	
				\$	%
Retail Trade	41.4%	1,301,432	1,332,548	31,116	2.4%
Lodging, Food Svcs	12.4%	356,051	400,470	44,419	12.5%
Construction	11.1%	161,432	356,524	195,092	120.9%
Wholesale Trade	4.6%	131,566	148,494	16,929	12.9%
Manufacturing	5.5%	137,501	175,964	38,463	28.0%
<b>Top 5</b>	<b>75.0%</b>	<b>2,087,982</b>	<b>2,414,001</b>	<b>326,019</b>	<b>15.6%</b>
Information excl. Telecom	4.6%	124,397	149,116	24,718	19.9%
Telecom	2.8%	91,274	90,362	(911)	-1.0%
Admin, Support, Waste Mgmt	2.7%	78,466	87,111	8,644	11.0%
Utilities	2.2%	92,021	70,047	(21,975)	-23.9%
Prof, Scientific, Tech Svcs	2.4%	59,682	77,190	17,508	29.3%
Other Services	2.1%	60,840	66,571	5,730	9.4%
Mining, Oil/Gas Extr	3.6%	6,381	116,362	109,981	1723.6%
Real Estate, Rental, Leasing	1.2%	43,638	38,821	(4,818)	-11.0%
Unidentified	1.3%	1,823	42,886	41,063	2252.7%
Financial, Insurance	1.0%	13,935	31,044	17,110	122.8%
Ag, Forestry, Fishing, Hunting	0.3%	11,041	9,694	(1,347)	-12.2%
Recreation, Arts, Entmt	0.3%	9,204	9,947	743	8.1%
Transportation, Warehousing	0.2%	7,873	7,224	(649)	-8.2%
Public Admin	0.1%	3,185	3,078	(107)	-3.4%
Health Care, Social Assistance	0.1%	2,335	2,955	620	26.5%
Education Services	0.1%	1,790	3,055	1,265	70.7%
Company, Enterprise Mgmt	0.0%	216	452	236	109.2%
<b>All Other</b>	<b>25.0%</b>	<b>608,104</b>	<b>805,915</b>	<b>197,812</b>	<b>32.5%</b>
<b>TOTAL COLLECTIONS</b>	<b>100.0%</b>	<b>2,696,085</b>	<b>3,219,916</b>	<b>523,831</b>	<b>19.4%</b>

INDUSTRY SEGMENT	% Change from same month Prior Year					
	Nov	Dec	Jan	Feb	Mar	Apr
Retail Trade	-12.9%	-13.3%	20.6%	8.8%	9.7%	23.6%
Lodging, Food Svcs	29.3%	1.4%	16.4%	17.0%	3.6%	18.6%
Construction	160.9%	89.2%	188.2%	-29.6%	81.1%	505.4%
Wholesale Trade	6.0%	6.9%	-21.3%	69.6%	-5.4%	11.7%
Manufacturing	-8.2%	68.9%	-3.5%	11.6%	14.8%	98.3%
All Others	48.2%	14.5%	6.6%	35.9%	19.0%	25.3%
<b>TOTAL COLLECTIONS</b>	<b>11.7%</b>	<b>6.5%</b>	<b>22.9%</b>	<b>15.6%</b>	<b>16.5%</b>	<b>52.3%</b>

\* Ranked by Current + Prior YTD Collections

HdL Companies  
**Montgomery**

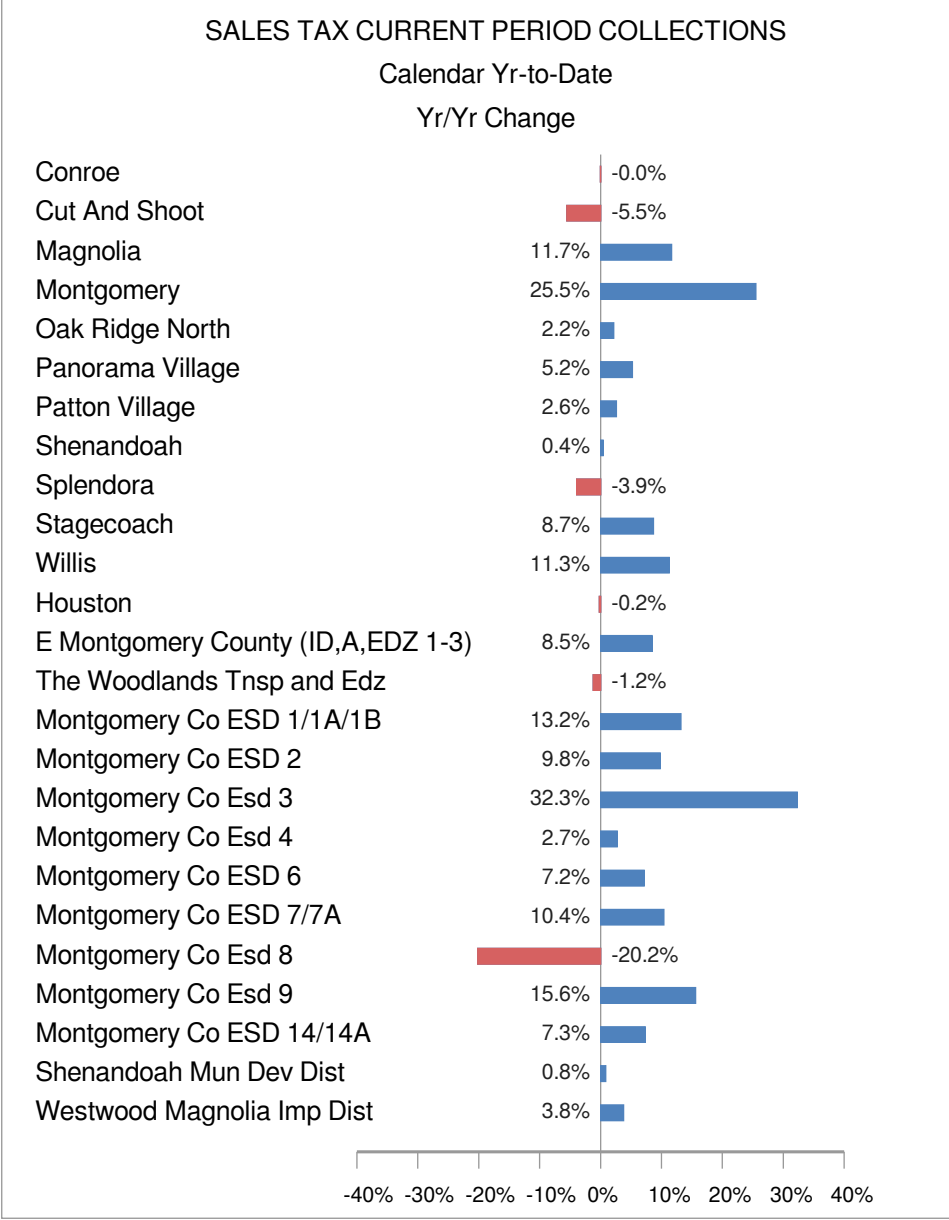
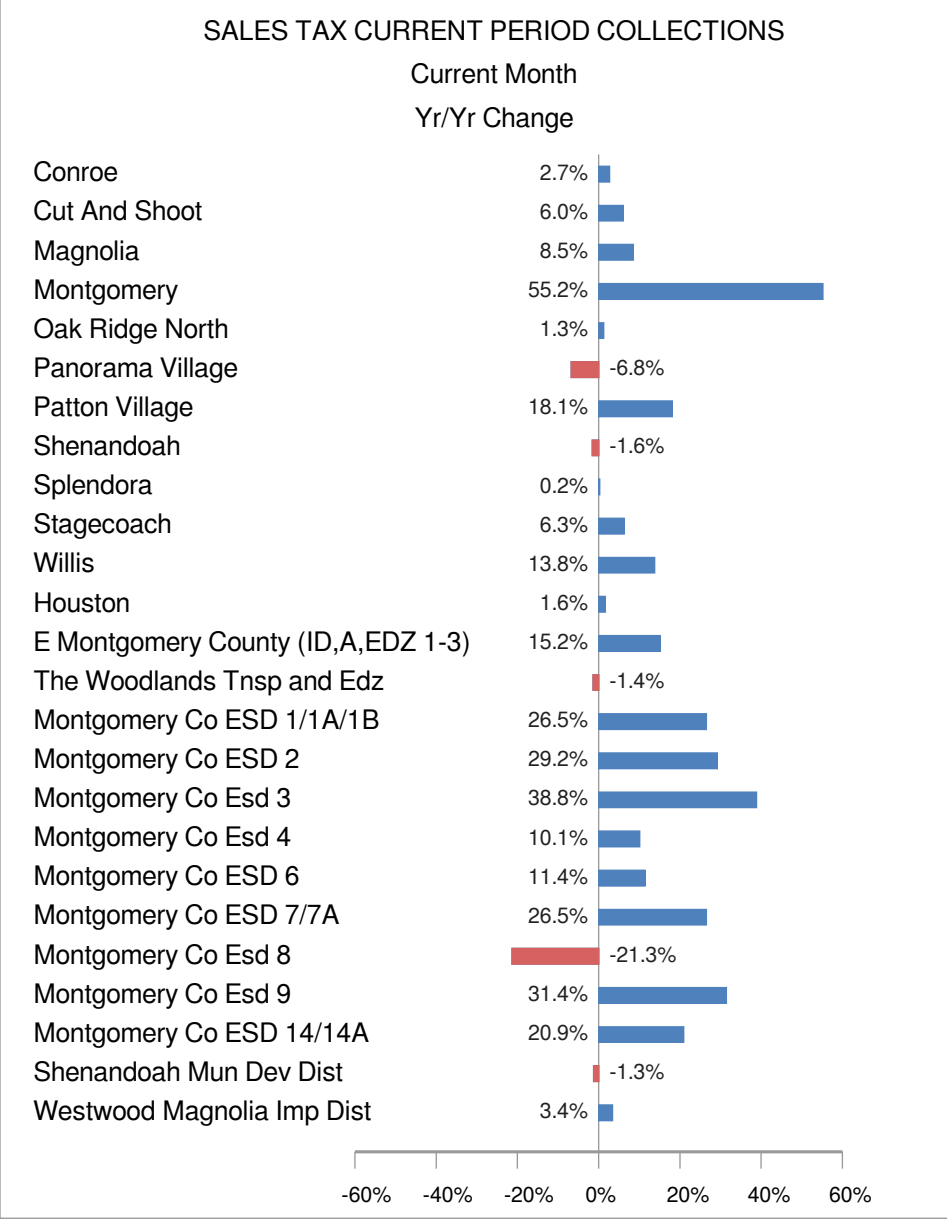
**INDUSTRY SEGMENT SALES TAX RANK & DISTRIBUTION**  
(Prior Fiscal Year + Current Fiscal Year-to-Date)



Data Source:  
Texas Comptroller of Public Accounts



# SALES TAX TREND MONTGOMERY COUNTY Apr-24



Data: Texas Comptroller of Public Accounts

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**NAICS KEY**

<b>Code</b>	<b>Industry Segment</b>
1	Ag, Forestry, Fishing, Hunting
2	Mining, Oil/Gas Extr
3	Utilities
4	Construction
5	Manufacturing
6	Included in Key No. 5
7	Included in Key No. 5
8	Wholesale Trade
9	Retail Trade
10	Transportation, Warehousing
11	Information excl. Telecom
12	Telecom
13	Included in Key No. 11
14	Financial, Insurance
15	Real Estate, Rental, Leasing
16	Prof, Scientific, Tech Svcs
17	Company, Enterprise Mgmt
18	Admin, Support, Waste Mgmt
19	Education Services
20	Health Care, Social Assistance
21	Recreation, Arts, Entmt
22	Lodging, Food Svcs
23	Other Services
24	Public Admin
25	Unidentified

**BUSINESS CODES AND CLASSIFICATIONS**

CATEGORY	SEGMENT	INDUSTRY	DESCRIPTION	NAICS RANGES		
		SEGMENT KEY				
Ag/Mining/Manufacturing	Agriculture & Mining	1	Agriculture, Forestry, Fishing & Hunting		110000 - 119999	
			Mining		210000 - 219999	
	Manufacturing	5	Food & Beverage Product Manufacturing		310000 - 311999	
			Beverage and Tobacco Product Mfrg		312000 - 312999	
			Textile Mills		313000 - 314999	
			Apparel Manufacturing		315000 - 315999	316000 - 319999
			Wood Product Manufacturing		320000 - 321999	326000 - 326999
			Paper Manufacturing & Printing		322000 - 322999	323000 - 323999
			Petroleum, Coal, Chemical Manufacturing		324000 - 325999	327000 - 329999
			Fabricated Metal Product Manufacturing		330000 - 332999	
			Machinery/Equipment/Miscellaneous		333000 - 333999	
			Electrical Equipment, Appliance, and Com		334000 - 339999	
			Service	Utilities	3	Electric Power Generation, Trans & Distb
Natural Gas Distribution		221200 - 221299				
Water, Sewage & Other System		221300 - 221399				
Other Utilities		221000 - 221099				221400 - 221999
Construction	4	Construction			230000 - 239999	
Transportation/Delivery	10	Other Transportation			489000 - 490999	
		Air Transportation			481000 - 481999	
		Rail Transportation			482000 - 482999	
		Water Transportation			483000 - 483999	
		Truck Transportation			484000 - 484999	
		Transit & Ground Passenger Transport			485000 - 485999	
		Pipeline Transportation			486000 - 486999	
		Scenic & Sightseeing Transportation			487000 - 487999	
		Support Activities for Transportation		488000 - 488999		
		Postal Service		491000 - 491999		
		Couriers & Messengers		492000 - 492999	561000 - 561999	
Warehousing & Storage		493000 - 493999				



**BUSINESS CODES AND CLASSIFICATIONS**

CATEGORY	SEGMENT	INDUSTRY SEGMENT KEY	DESCRIPTION	NAICS RANGES
			Waste Management and Remediation Service	562000 - 562998
			Other Transportation	480000 - 480999 494000 - 499999
	Finance & Insurance	14	Finance & Insurance	520000 - 529999
	Real Estate & Rental	15	Real Estate	531000 - 531999
			Passenger Car Rental	532111
			Passenger Car Leasing	532112
			Truck, Utility Trailer, & RV	532120 - 532129
			Consumer Elect & Appliance Rental	532210 - 532219
			Formal Wear & Costume Rental	532220 - 532229
			Video Tape & Disc Rental	532230 - 532239
			Other Consumer Goods Rental	532290 - 532299
			General Rental Centers	532300 - 532399
			Commercial & Industrial Equip Lease	532400 - 532499
			Lessors of Nonfinancial Intang. Assets	533000 - 533999
			Other Real Estate & Rental	530000 - 530999 532000 - 532110 532113 - 532119 532130 - 532209 532240 - 532289 532500 - 532999 534000 - 539999
	Professional/Scientific	16	Other Professional, Scientific, etc	540000 - 549999
			Management of Companies & Enterprises	550000 - 559999
	Educational Services	19	Elementary & Secondary Schools	611100 - 611199
			Junior Colleges	611200 - 611299
			Colleges, Universities, & Prof Schools	611300 - 611399
			Business Schools & Computer	611400 - 611499
			Technical & Trade Schools	611500 - 611599
			Other Schools & Instructions	611600 - 611699
			Educational Support Services	611700 - 611799
			Other Educational Services	610000 - 611099 611800 - 619999
	Health Care & Social	20	Health Care & Social Assistance	620000 - 629999
	Arts, Entertainment, Rec	21	Performing Arts, Spectator Sports	711000 - 711999

## BUSINESS CODES AND CLASSIFICATIONS

CATEGORY	SEGMENT	INDUSTRY SEGMENT KEY	DESCRIPTION	NAICS RANGES
			Museums, Historical Sites, etc	712000 - 712999
			Amusement, Gambling, & Recreation	713000 - 713999
			Other Arts, Entertainment, Recreation	710000 - 710999 714000 - 719999
	Personal & Laundry	23	Other Personal & Laundry Services	810000 - 811999 812000 - 812999 814000 - 814999
	Repair & Maintenance	23	Automotive Repair & Maintenance	811100 - 811199
			Electronic & Precision Equipment	811200 - 811299
			Commercial & Industrial Machinery	811300 - 811399
			Personal & Household Goods Repair	811400 - 811499
			Other Repair & Maintenance	811000 - 811199
Wholesalers	Wholesalers	8	Merchant Wholesalers, Durable	423000 - 423999
			Merchant Wholesalers, Nondurable	424000 - 424999
			Wholesale Electronic Markets & Agents	425000 - 425999
			Other Wholesalers	420000 - 422999 426000 - 429999
Retail	Motor Vehicle & Parts	9	New Car Dealers	441110 - 441119
			Used Car Dealers	441120 - 441129
			Recreational Vehicle Dealers	441210 - 441219
			Motorcycle Dealers	441221
			Boat Dealers	441222
			Tire Dealers	441320 - 441329
			Automotive Parts, Accessories	441300 - 441319 441330 - 441999
			Motor Vehicle and Parts Dealers	441000 - 441109 441130 - 441209 441220 441223 - 441299
	Furniture & Home Furn	9	Furniture Stores	442100 - 442199
			Window Treatment Stores	442291
			Other General Merchandise	452990 - 452999
			Other Furniture and Home Furnishings	442000 - 442099 442200 - 442209 442220 - 442291 442292 - 442298 442300 - 442999
	Miscellaneous Store	9	Florists	453100 - 453199
			Office Supplies & Stationary	453210 - 453219

## BUSINESS CODES AND CLASSIFICATIONS

CATEGORY	SEGMENT	INDUSTRY SEGMENT KEY	DESCRIPTION	NAICS RANGES
			Gift, Novelty & Souvenir Stores	453220 - 453229
			Used Merchandise Stores	453300 - 453399
			Pet & Pet Supplies Stores	453910 - 453919
			Art Dealers	453920 - 453929
			Manufactured (Mobile) Home Dealers	453930 - 453939
			Tobacco Stores	453991
			Miscellaneous Store Retailers	453000 - 453099 453200 - 453209 453230 - 453299 453400 - 453909 453940 - 453990 453992 - 453999
	Electronics & Appliance	9	Outdoor Power Equipment Stores	443130 - 443139
			Computer and Software Stores	443120 - 443129
			Household Appliance Stores	443111
			Radio, Television and Other Electronics	443112 - 443119
			Other Electronics and Appliance Stores	442299 443000 - 443110 443140 - 443999
	Building Material	9	Floor Covering Stores	442210 - 442219
			Outdoor Power Equipment Stores	444210 - 444219
			Home Centers	444110 - 444119
			Paint and Wallpaper Stores	444120 - 444129
			Hardware Stores	444130 - 444139
			Nursery and Garden Centers	444220 - 444229
			Other Building Material Dealers	444000 - 444109 444140 - 444199 444200 - 444209 444230 - 444999
	Sporting Goods, Hobby	9	Other Sporting Goods, Hobby, etc	451000 - 451109 451150 - 451210 451213 - 451219 451230 - 451999
			Sporting Goods Stores	451110 - 451119
			Hobby, Toy, & Game Stores	451120 - 451129
			Sewing, Needlework, & Piece	451130 - 451139
			Musical Instrument & Supplies	451140 - 451149
			Book Stores	451211
			News Dealers & Newsstands	451212
			Prerecorded Tape, Compact Disc	451220 - 451229
	Nonstore Retailers	9	Electronic Shopping & Auctions	454111 - 454112
			Mail Order	454113

**BUSINESS CODES AND CLASSIFICATIONS**

CATEGORY	SEGMENT	INDUSTRY SEGMENT KEY	DESCRIPTION	NAICS RANGES
			Heating Oil & Lquified Petroleum Gas	454310 - 454319
			Direct Selling Establishment	454390 - 454399
			Other Nonstore Retailers	454000 - 454110 454114 - 454199 454200 - 454299 454300 - 454310 454320 - 454389 454400 - 454999
	Apparel Stores	9	Men's Clothing Stores	448110 - 448119
			Women's Clothing Stores	448120 - 448129
			Children's and Infant's Clothing Stores	448130 - 448139
			Family Clothing Stores	448140 - 448149
			Shoe Stores	448200 - 448209 448210 - 448219
			Jewelry Stores	448300 - 448309 448310 - 448319
			Luggage and Leathergoods	448320 - 448329
			Other Clothing Stores	448150 - 448199
	General Merchandise	9	Department Stores (except Discount)	452111
			Discount Department Stores	452112
			Warehouse Clubs & Super Centers	452910 - 452919
			Other General Merchandise Stores	452000 - 452110 452113 - 452999
	Other Retail	9	Other Retail	440000 - 440999 445000 - 450999 455000 - 459999
Miscellaneous	Information	11	Publishing Industries	511000 - 511999
			Internet Publishing and Broadcasting	516000 - 516999
			Software Publishers	511210 - 511219 515000 - 515999
			Wired Telecommunications Carriers	517000 - 517999
			Internet, Web & Data Proc Services	518000 - 518999
			Other Information Services	510000 - 510999 519000 - 519999
	Motion Picture & Srvc	11	Other Motion Picture and Sound	512133 - 512999
			Motion Picture Theaters (except Driveln)	512131
			Drive-In Motion Picture Theaters	512132
			Other Motion Picture and Sound	512000 - 512130
	Governmental/Non-Profit	23	Religious, Grantmaking, Civic	813000 - 813999



**BUSINESS CODES AND CLASSIFICATIONS**

CATEGORY	SEGMENT	INDUSTRY SEGMENT KEY	DESCRIPTION	NAICS RANGES
			Public Administration	920000 - 929999
	Other Misc	0	Other Miscellaneous	999000 - 999998
Accommodation & Food	Accommodation	22	Hotels, Motels, & Inns	721000 - 721999
			Other Accommodation	720000 - 720999 723000 - 729999
	Food Services	22	Food Services and Drinking Places	722000 - 722099
Full-Service Restaurants			722100 - 722199	
Limited-Service Eating Places			722200 - 722211	
Cafeterias & Caterers			722212	
Snack and Nonalcoholic Beverage Bars			722213	
Caterers			722320	
Mobile Food Services			722330 - 722339	
Drinking Places (Alcoholic Beverages)			722400 - 722499	
Other Food Services			722214 - 722309 722310 - 722319 722321 - 722329 722340 - 722399 722500 - 722999	
Not Reported by State			Not Reported by State	0



April 18, 2024

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

Re: Monthly Engineering Report  
City Council Meeting April 23, 2024

Dear Mayor and Council:

The following is a brief summary that describes our activities since the March 26, 2024 Council Meeting:

**Capital Projects:**

- 1. Water Plant No. 2 Improvements** – We are proceeding with the design of the project as authorized at the December 12<sup>th</sup> Council meeting. We expect to be complete with design this month and will open bids for the project in May 2024. As a reminder, the scope of the project is to abandon and replace the existing water well on site, replace the existing ground storage tank and recoat the hydropneumatic tank on site. We submitted the required exception request for the sanitary buffer easement to the TCEQ on March 5<sup>th</sup>.
- 2. Lone Star Groundwater Conservation District (LSGCD) Permit Amendment** – We have received comments from the LSGCD and are addressing comments as they are received.
- 3. Water Plant No. 3 Improvements** – We held the warranty inspection of the interior of the tanks on February 15<sup>th</sup> and will issue a punchlist based on the results of the rover inspection of GST No. 1, once it is received. We are working with the rover inspection contractor to receive the final video edit of the interior inspection prior to payment. We will work with R&B to identify a schedule in addressing the remaining punchlist items.
- 4. 2023 Sanitary Sewer Rehabilitation Phase I** – We received and recommend payment of Pay Estimate No. 4 in the amount of \$52,830.00 to Cruztec, Inc. As of March 13<sup>th</sup>, the contracts was 123% complete by time and 81% complete by value. The contractor is currently completing the pipebursting to upsize the sanitary sewer line through Lone Star Estates and is expected to complete the majority of the work this month.
- 5. 2023 Sanitary Sewer Rehabilitation Phase II** – As a reminder at the April 9, 2024 Council meeting the contract was awarded to Bull-G Construction, LLC. We are preparing contracts for the project and will issue the Notice to Proceed once they are executed by all parties. We anticipate the contractor to mobilize in May 2024.

6. **Lift Station No. 10 Improvements** – The pre-construction meeting was held on March 19<sup>th</sup>, 2024 and the Notice to Proceed was issued on March 26<sup>th</sup>, 2024. The contractor has begun construction of the sanitary sewer force main along Buffalo Springs Dr. As a reminder, this project is being funded by Pulte Homes.
7. **Old Plantersville Waterline Extension** – We have completed the design of the 12" waterline extension and received approval from Montgomery County and TxDOT. We are coordinating with MISD to obtain the necessary easements for the waterline extension, and plan to bid the project once the easements have been acquired from MISD. As a reminder, this project is being funded by Redbird Meadows.
8. **Old Plantersville Force Main Extension** – The City has received the required deposit for the construction phase of this project. We held the pre-construction meeting with the contractor on April 4, 2024 and issued the Notice to Proceed on April 12, 2024. It is our understanding the contractor will mobilize this week of April 22<sup>nd</sup>, 2024. As a reminder, this project is being funded by Redbird Meadows.
9. **McCown St. and Caroline St. Waterline Replacement** – The design is on hold pending completion of the design for the Downtown Improvements project.
10. **Downtown Drainage Master Plan** – We are finalizing our report, including internal reviews and plan to meet with staff to review and discuss next month.
11. **TPDES Permit Amendment (Town Creek Wastewater Treatment Plant)** – The completed application for permit amendment was submitted to the TCEQ in September 2023. We expect to receive the physical copy of the final approval this week. We would expect final to receive the final permit in July 2024.
12. **Buffalo Springs Dr. Road Reconstruction** – As a reminder, the contractor was awarded to Scythe Construction at the March 26, 2024 Council meeting. Upon receipt of the deposit for construction phase services from Home Depot we plan to have the City execute the construction contracts and schedule the pre-construction meeting with the contractor.
13. **Buffalo Springs Dr. & SH-105 Traffic Signal** – We held a pre-construction meeting with Traf-Tex on March 14<sup>th</sup>. The contractor has ordered the required equipment and expects it to be delivered in late July 2024. The contractor expects construction to be complete in early to mid-September 2024.

## Developments:

### 1. Feasibility Studies

- a. **Morning Cloud Investments Tract** - As authorized by Council at the January 23<sup>rd</sup> Council meeting, we prepared a Utility and Economic Feasibility Study for the proposed 86-acre single-family development located along Old Plantersville Road and Old Dobbins Plantersville Road. We plan to present at the April 23, 2024 meeting.
- b. **Taylor Morrison of Texas “Summer Wind” Tract** – As a reminder, the feasibility study was presented and accepted by Council at the April 9, 2024 meeting.
- c. **Tri-Pointe Homes Cheatham-Stewart Tract** – As authorized by Council on March 12<sup>th</sup>, we prepared a Utility and Economic feasibility study for an approximately 136-lot single-family development. We plan to present the study to Council at the April 23<sup>rd</sup>, 2024 meeting.
- d. **HEB Grocery Company Tract** - As authorized by Council on March 12<sup>th</sup>, we are continuing with the preparation of a Utility and Economic feasibility study for a proposed HEB grocery store and commercial area. We plan to present the study to Council at the May 14, 2024 meeting assuming we received the required data from the developer by April 19, 2024.

### 2. Plan Reviews

- a. **Redbird Meadows Phase 1A Water, Sanitary and Drainage** – As a reminder, City Council approved the plans at their March 26, 2024 meeting, and we issued plan approval on March 28, 2024.
- b. **Redbird Meadows MCMUD 215 Lift Station No. 1** – We received revised plans on March 20<sup>th</sup> and will return comments by the end of the month.
- c. **MISD CTE/Ag Complex (Civil)** – We received revised plans on March 5<sup>th</sup> and met with their engineers on April 15<sup>th</sup> to discuss solutions to the erosion control at the proposed drainage outfall. We plan to provide comments once a revised plan set is received.
- d. **Lone Star Mart** – We received revised plans on April 15<sup>th</sup> and returned approved plans on April 16<sup>th</sup>.
- e. **Montgomery Bend Atkins Creek Improvements** – We received revised plans on February 16<sup>th</sup> and after discussions with the engineer, issued a Letter of No Objection on March 28, 2024.
- f. **Montgomery Bend Sec. 3 Water, Sanitary, Drainage & Paving** – We received plans on March 5<sup>th</sup> and returned comments on April 12, 2024.
- g. **Montgomery Bend Sec. 4 Water, Sanitary, Drainage & Paving** – We received plans on March 20<sup>th</sup> and will return comments by the end of the month.



- h. **Lone Star Cowboy Church** – We received plans on March 5<sup>th</sup> and returned comments on April 1, 2024.
- i. **MISD Fuel Station** - We received revised plans on April 8<sup>th</sup> and will return comments by April 22<sup>nd</sup>.
- j. **Hills of Town Creek Sec. 5 Water, Sanitary, Drainage and Paving** – We received revised plans on March 13<sup>th</sup> and returned comments on March 26<sup>th</sup>.

### 3. Plat Reviews

- a. **Superior Properties Preliminary Plat** – We did not receive a revised plat this month.
- b. **Lonestar Parkway Tract Sec. 1 & 2 Preliminary Plats** – As a reminder, the preliminary plats were approved by the Planning & Zoning Commission at their April 8, 2024 special meeting.
- c. **Montgomery Bend Sec. 2 Final Plat** – As a reminder, the final plat was approved by Council at the April 9, 2024 meeting.
- d. **Redbird Meadows Phase 1A Final Plats** – We received final plats for Section 1, 2, and 3 on April 4<sup>th</sup> and are working to complete our review.

### 4. Ongoing Construction

- a. **MUD No. 224 Lift Station (City of Montgomery Lift Station No. 15)** – We held an inspection of the public sanitary sewer lines, storm and paving on April 15<sup>th</sup> and will inspect the sanitary sewer lift station once power has been provided. If the lift station is unable to be inspected prior to May 15<sup>th</sup>, we will re-inspect the public utility lines and paving.
- b. **Montgomery Bend Section 1 Water, Sanitary, Paving, and Drainage** – We held an inspection of the public sanitary sewer lines, storm and paving on April 15<sup>th</sup> and are preparing a punchlist for the contractor to complete prior to acceptance of infrastructure.
- c. **Montgomery Bend Section 2 Water, Sanitary, Paving, and Drainage** – The contractor is continuing construction of the water, sanitary sewer, drainage and paving for the proposed Section 2 of the subdivision.
- d. **Summit Business Park Drainage Line** – We received final as-builts of the project from the contractor on April 10<sup>th</sup>, 2024 and are finalizing documents for City acceptance.

## 5. One-Year Warranty Inspections

- a. **Town Creek Crossing, Section 1** – We held a warranty re-inspection on October 10<sup>th</sup>, and it is our understanding that the contractor is working to address the remaining punchlist items identified at the inspection.
- b. **Villas of Mia Lago, Section 2** – We are continuing to coordinate with the developer to ensure the remaining punch list items are addressed.

## General Ongoing Activities:

### 1. TxDOT:

- a. **FM 1097 & Atkins Creek Drainage Improvements** – It is our understanding that TxDOT will be acquiring all needed right-of-way for the project. We have recently been in correspondence with TxDOT in an effort to move the schedule forward as the condition of the area has worsened.
- b. **Access Management along SH-105 from Grimes County Line to Shepperd Street** – We received 60% plans from TxDOT and are continuing coordination on identifying any potential utility conflicts in their proposed SH- 105 Widening. It is our understanding, the first phase of the project is scheduled to begin in Summer 2026. Construction in Montgomery is included in Phase III of this project.
- c. **FM 1097 and Buffalo Springs Drive Traffic Signal** – It is our understanding the signal is in design. TxDOT does not currently have a construction schedule, but they do not expect construction to begin for a few years.

### 2. Biweekly Operations and Developments Call

– We are continuing the biweekly operations and developments calls with City Staff and City’s operator, Hays Utility North Corporation.

### 3. Emergency Preparedness Plan

–We received comments from the TCEQ on January 31<sup>st</sup> and provided a response on January 31<sup>st</sup>. We are continuing to coordinate with the TCEQ to address all comments until plan approval is received.

### 4. Impact Fee Updates

– We met with the Planning and Zoning Commission at their April meeting to discuss the proposed Land Use Assumptions and Impact Fee Analysis with them in their capacity as the Capital Improvements Advisory Committee (CIAC). The CIAC accepted the Land Use Assumptions and Impact Fee Analysis. Additionally, at the April 9<sup>th</sup> Council Meeting a resolution was set for a public hearing on the Impact Fee updates for their May 28<sup>th</sup> Council meeting. The Impact Fee Analysis, previously present Capital Improvements Plan, and updated Land Use Assumptions have all been made public on the City’s website.

Honorable Mayor and City Council  
City of Montgomery  
Page 6 of 6  
April 18, 2024

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Please let me know if you have any questions.

Sincerely,



Chris Roznovsky, PE  
City Engineer

CVR/zlgt:akg

Z:\00574 (City of Montgomery)\\_900 General Consultation\Meeting Files\Engineer's Reports\2024\04.2024\Review\04-2024  
Engineer's Report.docx

Attachments – Active Developments Map

Cc (via email): The Planning and Zoning Commission – City of Montgomery

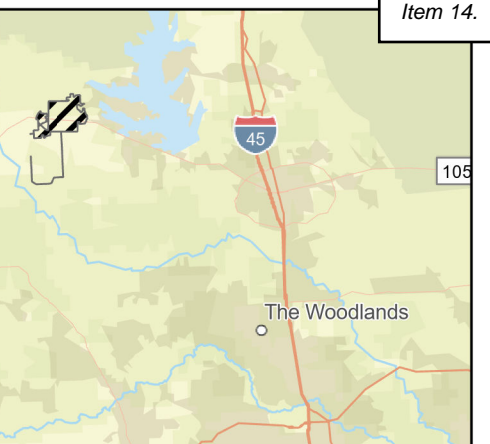
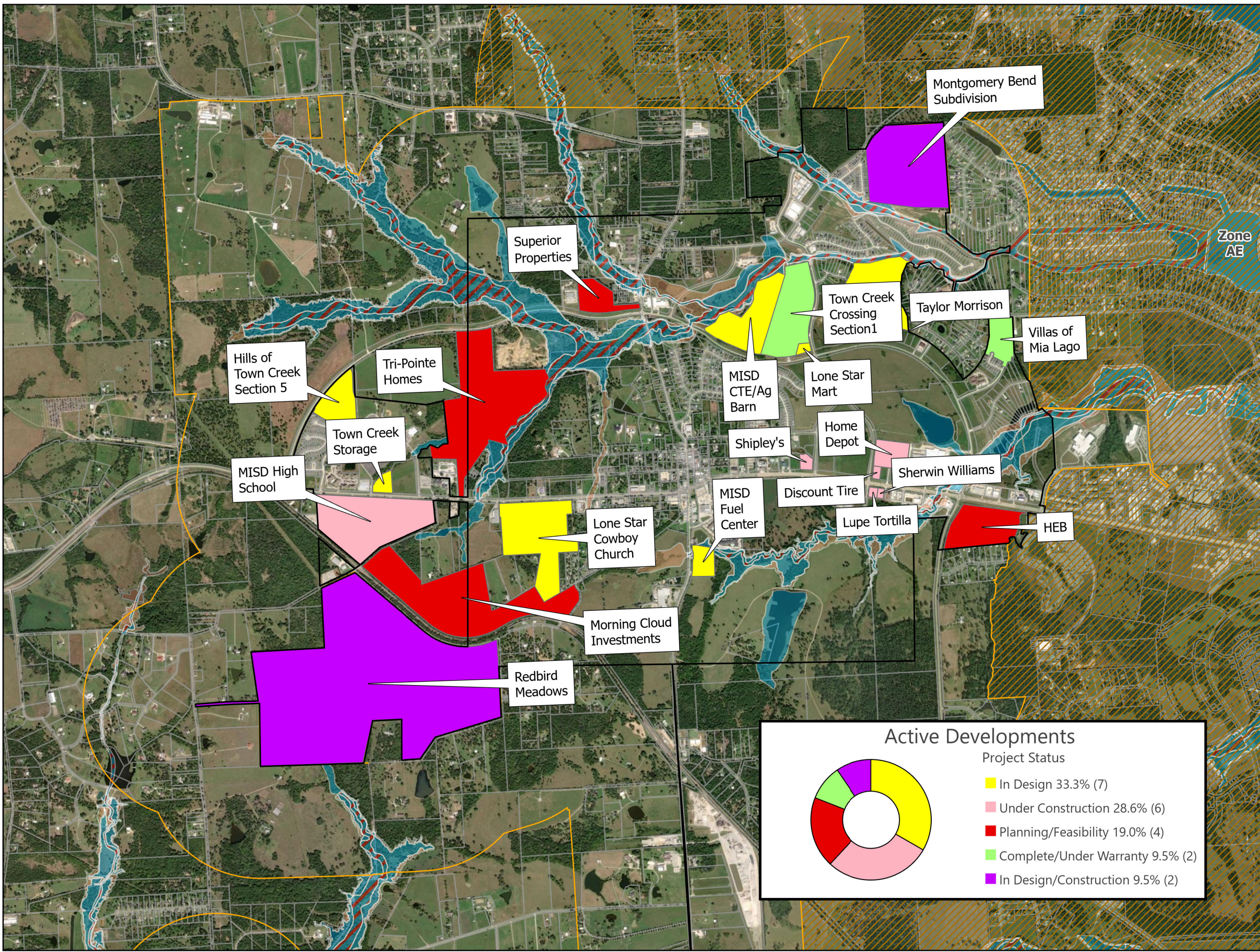
Mr. Gary Palmer – City of Montgomery, City Administrator

Mr. Dave McCorquodale – City of Montgomery, Director of Planning & Development

Ms. Nici Browe – City of Montgomery, City Secretary

Mr. Alan Petrov – Johnson Petrov, LLP, City Attorney



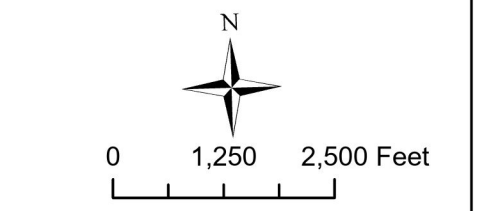


**Legend**

- Parcel Boundary
- Montgomery City Limits
- Montgomery ETJ
- Conroe ETJ

**Development Status**

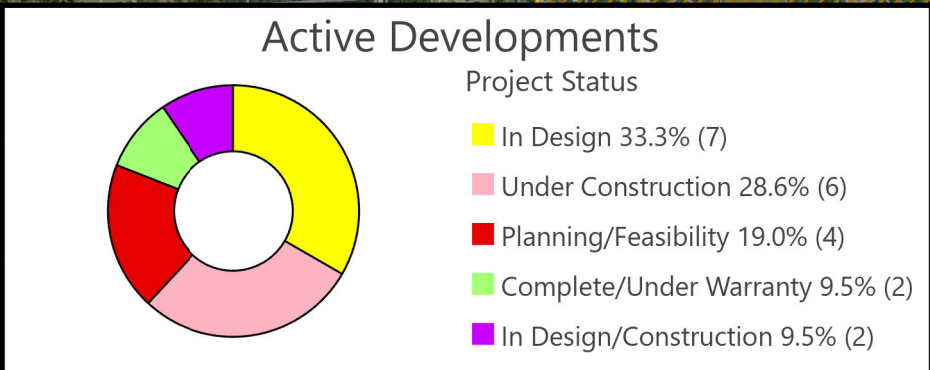
- Complete/Under Warranty
- In Design
- In Design/Construction
- Planning/Feasibility
- Under Construction
- Floodway
- 100-year
- 500-year



Active Developments Map  
April 2024



Disclaimer: This product is offered for graphical purposes only and may not be suitable for legal, engineering, or surveying purposes. The information shown on this exhibit represents the approximate location of property, municipal boundaries or facilities.







April 18, 2024

To: City Council  
From: Gary Palmer, City Administrator  
Subject: Update

I offer the following highlights:

- KKC Planning Project:
  - Held Kick off meeting with staff and set the schedule
  - Holding Master Plan workshops April 29<sup>th</sup> and 30<sup>th</sup> at the Lone Star Community Center to design two large undeveloped areas in the City: Rampy Lake and Stewart Lake areas
  - Holding Direct Stakeholder Meetings on May 14<sup>th</sup> and 15<sup>th</sup> at the Community Building; discussing any needed Interim Ordinance Amendments and the Unified Development Ordinance/Zoning Code Update
  
- MISD CTE Project
  - Cost Share Agreement forthcoming
  - Canopy Variance issue being worked out