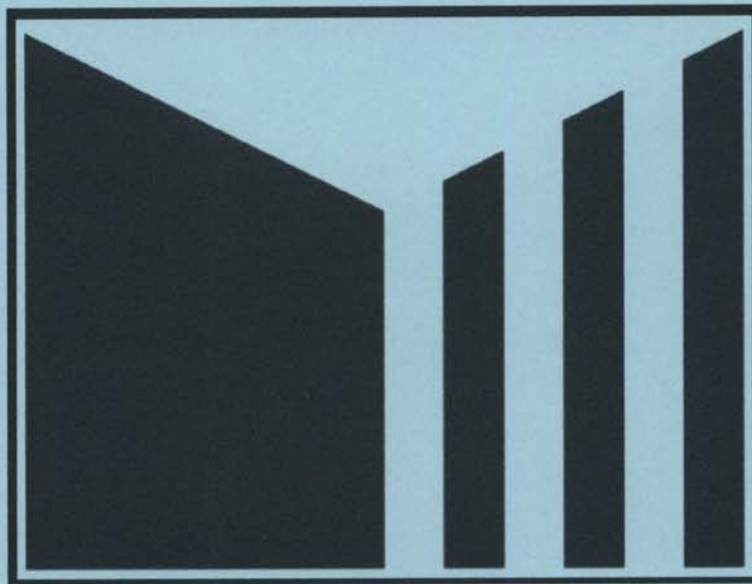


MONTROSE
MANAGEMENT DISTRICT



Agenda and Agenda Materials
Meeting of the Board of Directors

October 14, 2013

MONTROSE MANAGEMENT DISTRICT



NOTICE OF MEETING

TO: THE BOARD OF DIRECTORS OF THE MONTROSE MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that a meeting of the Board of Directors of the Montrose Management District will be held at 12:00 pm on Monday, October 14, 2013, at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, open to the public, to consider, discuss and adopt such orders, resolutions or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

AGENDA

1. Determine quorum; call to order.
2. Approve minutes of meeting held September 9, 2013.
3. Receive public comments.
4. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.
5. Receive and consider District's monthly financial report, including; pay invoices.
6. Receive Executive Director's Monthly Report on District initiatives.
7. Consider proposal for traffic and parking consultation with Walter P. Moore.
8. Consider special parking area application.
9. Consider service agreement between the District and Tawny Tidwell for social media services.
10. Receive report and recommendations from the Marketing and Business Relations committee.
11. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss litigation, and matters related to the same.
12. Reconvene in Open Session and authorize appropriate action by legal counsel related to Item 11 on the agenda.
13. Announcements.
14. Adjourn.



Executive Director

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact the District's Executive Director at (713) 595-1200 at least three business days prior to the meeting so that the appropriate arrangements can be made.

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

2. Approve minutes of meeting held September 9, 2013.

**MINUTES OF THE MEETING
OF
MONTROSE MANAGEMENT DISTRICT
BOARD OF DIRECTORS**

September 9, 2013

Determine quorum; call to order.

The Board of Directors of the Montrose Management District held a meeting on Monday, September 9, 2013, at 12:00 p.m. Noon at 401 Branard Street, 2nd Floor, Room 106, Houston, TX 77006, inside the boundaries of the District, and open to the public. Chairman Wynn called the meeting to order at 12:03 p.m., and the roll was called of the duly appointed members of the Board, to wit:

Position 1: Claude Wynn, <i>Chairman</i>	Position 9: Kathy Hubbard, <i>Treasurer</i>
Position 2: Dana Thorpe	Position 10: Michael Grover
Position 3: Randy Mitchmore, <i>Vice Chairman</i>	Position 11: Bobby Heugel
Position 4: Cassie Stinson, <i>Secretary</i>	Position 12: Brad Nagar, <i>Ass't Sec'y</i>
Position 5: Lane Llewellyn	Position 13: Vacant (Dan Leverett pending)
Position 6: Vacant (Nebo Bandovic pending)	Position 14: David Robinson
Position 7: Vacant (Ryan Haley pending)	Position 15: Vacant
Position 8: Robert Jara (Steve Madden pending)	

and all of the above were present with the exception of Directors Hubbard, Llewellyn, Nagar and Thorpe, thus constituting a quorum. Also present at the meeting were Bill Calderon, Susan Hill, Josh Hawes, Gretchen Larson and Ray Lawrence, all of Hawes Hill Calderon, L.L.P.; Clark Lord, Bracewell & Guiliani, L.L.P.; Patricia Hall, Equi-Tax, Inc.; and Darrell Hawthorne, Municipal Accounts and Consulting, L.P. Others present were Dennis Beeden, District business ambassador; Daphne Scarbrough, Richmond Avenue Coalition; Randall Ellis; Eugene Nosal, Avondale Association; Officer Victor Beserra, Houston Police Department; Johnna Carlson, U.S. Representative Ted Poe's Office; and Therese Alvarez, ASE Security.

Approve minutes of meeting held August 12, 2013.

Upon a motion duly made by Director Mitchmore and being seconded by Director Grover, the Board voted unanimously to approve the minutes of its meeting held on August 12, 2013.

Receive public comments.

Ms. Scarbrough commented that most of the District's assessment payers oppose the reclassification of Richmond Avenue as a transit corridor for METRO on the City's major thoroughfare plan, as is being considered by the Houston Planning Commission.

She said that by favoring the transit corridor re-classification, the Board is out of touch with its constituents. No action was taken.

Receive District's Monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.

The agenda item was postponed until later in the meeting.

Receive and consider Montrose Management District's monthly financial report and pay invoices.

The agenda item was postponed until later in the meeting.

Receive Executive Director's Report on District initiatives.

Mr. Calderon said that the full Executive Director's Monthly Report is included in the Board agenda materials. He then reported on Committee activity, noting that all Committees met this month. He said that the Marketing and Business Relations Committee will have an action item for the Board to consider later in today's meeting. He said that the Committee is working on its proposed FY 2014 budget for presentation to the Board. He said that the District's third in a series of business seminars is scheduled for Sunday, October 13, 2013. The topic is marketing and social media, and almost 100 individuals have registered to attend.

He distributed a marketing promotional postcard for an HEB-sponsored pet adoption event, dated September 9, 2013, hereby attached as Exhibit A. He said the Recycling Committee met on September 3, 2013 and that the next recycling event is scheduled for October 26, 2013. He reported that the recent Business Mixer held on August 22, 2013 at Eleven XI was well attended and that the next mixer will be held on September 22, 2013 at Cuchara. He distributed marketing promotional postcards for both of these business mixers, dated September 9, 2013, hereby attached as Exhibits B and C.

Mr. Calderon asked Mr. Lawrence to report on the Business and Economic Development Committee's initiatives. Mr. Lawrence said that a Real Estate Forum will be held on November 12, 2013 that will target developers, brokers and investors. The Forum will take place at La Colombe d'Or in Le Grand Salon. He said that the event has garnered three sponsors and that additional sponsors are being sought. He said there will be a panel of several, excellent guest speakers and that Chairman Wynn will emcee the event.

Officer Beserra reported for the Public Safety Committee and presented crime statistics for the month. He said that there were a total of 92 arrests during the month of August, including 6 felony arrests. Mr. Calderon said that an inspection report and a graffiti report are both included in the Board agenda materials. He said that increased use of the City's 3-1-1 Hotline to report service and repair requests is resulting in some successes with the Public Works Department. No action was taken.

Receive District's Monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.

Ms. Hall presented the report. She said that the 2012 assessments are 97% collected to date on the east side of the District and 98% collected on the west side of the District. She said that the Harris County Appraisal District's 2013 certified property tax values reflect an increase. She said that lists of the Top Ten Assessment Payers and Ten Largest Delinquent Accounts are included in the Board agenda materials, as well as a report from the District's collections firm. She said that Supplemental Assessment Hearings should be scheduled soon for new properties within the District, as well as properties on which improvements were made during the year. No action was taken.

Consider policy concerning waiver of penalty and interest.

Mr. Calderon said that the Board had voted on this matter at last month's meeting. No action was taken.

Receive and consider Montrose Management District's monthly financial report and pay invoices.

Mr. Hawthorne reviewed the financial statements included in the Board agenda materials. Upon a motion duly made by Director Mitchmore and being seconded by Director Stinson, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

Consider policy on expenditures up to \$4,000.00.

Mr. Calderon explained the need for the policy. He said it would allow for occasional expenditures to be made between scheduled Board meetings, provided that the expenses are deemed necessary by the Chairman, a Committee Chair and the Executive Director. The Board would then be asked to ratify the expenses at its next Board meeting. Following discussion, and upon a motion duly made by Director Jara and being seconded by Director Mitchmore, the Board voted to approve the policy on expenditures up to \$4,000.00.

Receive report and recommendations from the Marketing and Business Relations committee:

- a) Purchase of iPads for the business ambassadors to use in their duties for the District. Budget not to exceed \$1,000.**

Mr. Calderon explained the need for the iPads and said that the devices would be District property. Following discussion, and upon a motion duly made by Director Grover and being seconded by Director Heugel, the Board voted unanimously to approve the

purchase of iPads for the business ambassadors to use in their duties for the District, with a budget not to exceed \$1,000.00.

Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss litigation, and matters related to the same.

The Board convened in Executive Session at 12:31 p.m.

Reconvene in Open Session and authorize appropriate action by legal counsel related to Item #10 on the agenda.

The Board reconvened in Open Session at 12:38 p.m. No action was taken.

Announcements.

Director Stinson said that the Museum Area Municipal Association (MAMA) wishes to thank the District for its recent funding of the Bell Park Restoration Project.

Director Heugel said that a new bar will be opening soon at the location of the former Wendy's restaurant on Westheimer.

No action was taken.

Adjourn.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:41 p.m.



Secretary, Board of Directors
Montrose Management District

List of Exhibits:

- Exhibit A: "Marketing promotional postcard for HEB-sponsored pet adoption event," dated September 9, 2013
- Exhibit B: "Marketing promotional postcard for Eleven XI Business Mixer," dated September 9, 2013
- Exhibit C: "Marketing promotional postcard for Cuchara Business Mixer," dated September 9, 2013

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

4. Receive the Montrose Management District's monthly Assessment Collection Report and Billing and Assessment Summary, Lawsuit and Arbitration Status Detail, and Delinquent Assessment Report.

**MONTROSE DISTRICT EAST ZONE
ASSESSMENT COLLECTION REPORT
September 2013
BILLING AND COLLECTION SUMMARY
FISCAL YEAR
01/01/13 - 12/31/13**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2012	0.12500	\$433,244.20	\$421,295.03	\$11,949.17	97%
2011	0.12500	\$411,351.20	\$408,592.34	\$2,758.86	99%
2010	0.12500	\$402,221.57	\$400,252.36	\$1,969.21	100%
2009	0.12500	\$419,939.17	\$419,901.67	\$37.50	99%
2008	0.12500	\$396,675.13	\$396,650.13	\$25.00	99%
2007	0.12500	\$309,868.58	\$309,849.83	\$18.75	99%

Current Month Activity

Revenue:	<u>Current Month</u>	<u>Year to Date</u>
2012 Assessment Collected	2,546.24	373,508.95
2011 Assessment Collected	1,100.00	-4,532.12
2010 Assessment Collected	250.00	2,045.77
2009 Assessment Collected	0.00	0.00
2008 Assessment Collected	0.00	0.00
2007 Assessment Collected	0.00	0.00
Penalty & Interest	854.68	6,692.86
Overpayments	9.00	21,233.58
Collection Fees	804.75	4,013.37
Court Fees	0.00	0.00
Total Revenue	5,564.67	402,962.41
Overpayments Presented for Refund	9.00	21,234.58
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2012:	346,904,525	Uncertified:	0
ASSESSED VALUE FOR 2011:	329,102,649	Uncertified:	0
ASSESSED VALUE FOR 2010:	321,799,663	Uncertified:	0
ASSESSED VALUE FOR 2009:	336,117,938	Uncertified:	0
ASSESSED VALUE FOR 2008:	317,339,817	Uncertified:	0
ASSESSED VALUE FOR 2007:	322,144,526	Uncertified:	0

Assessment Collection Account: Compass Bank, Account No. 2530962019

ASSESSMENT PLAN PROJECTIONS

YEAR	MAX RATE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2007	0.12500	337,500	320,625	309,849.83	
2008	0.12500	337,500	320,625	396,650.13	
2009	0.12500	337,500	320,625	419,901.67	
2010	0.12500	337,500	320,625	400,252.36	
2011	0.12500	337,500	320,625	408,592.34	
2012	0.12500	337,500	320,625	421,295.03	
2013	0.12500	337,500	320,625		
2014	0.12500	337,500	320,625		
2015	0.12500	337,500	320,625		
2016	0.12500	337,500	320,625		
		3,375,000	3,206,250		375,000

The Projected Levy is based on the rate remaining at 0.12500

Prepared by: Equi-Tax Inc.
Kenneth R. Byrd
Collector for the District

MONTROSE DISTRICT EAST ZONE

September 2013

TOP TEN ASSESSMENT PAYERS

PROPERTY OWNERS	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
PPF AMLI 2221 WEST DALLAS ST LL 200 W MONTROSE ST STE 2200 CHICAGO IL 60606-5070	1269260010001	2221 W DALLAS ST 404 77019	MULTI-FAMILY	58,104,175	72,630.22
UST REALTY COMPANY % UNIV OF ST THOMAS: ATTN PRES 3800 MONTROSE BLVD HOUSTON TX 77006-4626	0261640000027 0261630000021 0261630000001	4100 MONTROSE BLVD 77006 4203 YOAKUM BLVD 77006 4200 MONTROSE BLVD	OFFICE BUILDINGS	12,109,700	15,137.13
4203 MONTROSE LTD 3810 W ALABAMA HOUSTON TX 77027-5204	1277520010001	4203 MONTROSE BLVD 77006	OFFICE BUILDING	8,136,463	10,170.58
RIVERSIDE CPI LLC & REALTY CTR MANAGEMENT INC 1990 S BUNDY DR STE 100 LOS ANGELES CA 90025	0370370010001	220 W ALABAMA ST 131 77006	MULTI - FAMILY	7,521,945	9,402.43
ARMSTRONG CHARLES 5000 MONTROSE BLVD UNIT 22C HOUSTON TX 77006-6564	0140670000002 0140250000001 0140250000002 0140250000005 0140660000002 0140670000001 0140670000003 0140670000004 0140670000005 0140670000006 0140670000009 0180340000001 0180340000002 0180340000003 0180340000011 0140660000004 0180340000012 0261510000011 0261510000020 0261510000021 0261510000027 0442130000001 0140680000009	804 PACIFIC ST 77006 2302 GENESEE ST 12 77006 2308 GENESEE ST 77006 120 FAIRVIEW ST 77006 2401 GRANT ST 77006 802 PACIFIC ST 77006 808 PACIFIC ST 77006 811 PACIFIC ST 77006 925 HYDE PARK BLVD 77006 809 HYDE PARK BLVD 77006 925 HYDE PARK BLVD 77006 1002 CALIFORNIA ST 77006 1004 CALIFORNIA ST 77006 1004 CALIFORNIA ST 77006 1007 MISSOURI ST 77006 907 FAIRVIEW ST 77006 1005 MISSOURI ST 77006 2702 CROCKER ST 77006 2602 CROCKER ST 77006 2605 GRANT ST 77006 805 PACIFIC ST 77006 810 PACIFIC ST 77006 810 HYDE PARK BLVD 77006	VARIOUS COMMERCIAL	6,949,331	8,671.74

September 2013
TOP TEN ASSESSMENT PAYERS

TOP TEN ASSESSMENT PAYERS

[illegible]

MONTROSE DISTRICT EAST ZONE

September 2013					
TOP TEN DELINQUENTS					
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT
FAT PROPERTY 204 MARSHALL ST HOUSTON TX 77006-4500	92 023 070 000 0012	710 COLQUITT ST 16 77006	MULTI - FAMILY	2010 - 2012	3,020.14
FAT PROPERTY 218 HAWTHORNE ST HOUSTON TX 77006-4006	92 037 040 000 0001	502 W ALABAMA ST 25 77006	MULTI - FAMILY	2010 - 2012	1,395.46
FAT PROPERTIES 4918 NEWPOINT DR FRESNO TX 77545-9200	92 037 029 000 0016	406 HAWTHORNE ST 5 77006	MULTI-FAMILY	2011	1,221.14
SPUR APARTMENTS LLC 1525 MARYLAND ST HOUSTON TX 77006-1875	92 008 259 000 0003	219 W ALABAMA ST 32 77006	MULTI-FAMILY	2012	1,193.12
UPSTAIRS DOWNSTAIRS LLC 609 COLQUITT ST HOUSTON TX 77006-5523	92 023 062 000 0013	609 COLQUITT ST 77006	COMMERCIAL BUILDING	2010 - 2012	985.64
205 AVONDALE LLC 6623 EDLOE ST HOUSTON TX 77005-3707	92 004 136 000 0015	205 AVONDALE ST #12 77006	MULTI- FAMILY	2012	860.71
HARRIS DWAYNE & PAULA D 315 W ALABAMA ST STE 200 HOUSTON TX 77006-5177	92 008 260 000 0013	315 W ALABAMA ST 77006	OFFICE BUILDINGS	2012	814.89
HAGERTY THOMAS & VERONICA C/O HAGERTY ADVERTISING GROUP 3611 MONTROSE BLVD HOUSTON TX 77006-4691	92 026 156 000 0016	3611 MONTROSE BLVD #3 77006	COMMERCIAL	2012	775.10
PACIFICA FOUNDATION INC 419 LOVETT BLVD HOUSTON TX 77006-4018	92 026 137 000 0004	419 LOVETT BLVD 77006	COMMERCIAL	2012	718.00
SPARTAN REAL ESTATE LLC 1000 JACKSON BLVD HOUSTON TX 77006-1928	92 018 046 000 0028	1000 JACKSON BLVD 77006	COMMERCIAL WAREHOUSE	2012	717.66

Harris County Improvement District No. 6
Lawsuit and Arbitration Status Summary as of 8/09/2013

Jur 930

Summary

For Tax Years 2007-2012, for the period of June 2009 through July 2013

Settled

312,684,138	Original value of Settled accounts as of 8/09/2013
113	Number of Settled accounts as of 8/09/2013
28,170,337	Reduction in value of Settled accounts
9.01%	Average % reduction in value of Settled accounts

Unsettled

158,002,638	Original value of Unsettled accounts as of 8/09/2013
25	Number of Unsettled accounts as of 8/09/2013

.125 Tax rate per \$100 valuation

\$17,793	Estimated reduction in assessment on 25 Unsettled accounts, based on 9.01% average
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**MONTROSE DISTRICT WEST ZONE
ASSESSMENT COLLECTION REPORT
September 2013
BILLING AND COLLECTION SUMMARY
FISCAL YEAR
01/01/13 - 12/31/13**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2012	0.12500	\$981,125.09	\$962,014.34	\$19,110.75	98%
2011	0.12500	\$884,306.58	\$879,155.84	\$5,150.74	99%
2010	0.12500	\$868,215.84	\$865,428.06	\$2,787.78	99%

Current Month Activity

Revenue:	<u>Current Month</u>	<u>Year to Date</u>
2012 Assessment Collected	2,489.07	898,373.16
2011 Assessment Collected	435.88	8,480.96
2010 Assessment Collected	431.62	2,750.54
Penalty & Interest	816.92	12,916.82
Overpayments	31.56	16,907.36
Collection Fees	841.01	8,042.68
Court Fees	0.00	0.00
Total Revenue	5,046.06	947,471.52
Overpayments Presented for Refund	31.56	15,124.52
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2012:	785,604,741	Uncertified:	0
ASSESSED VALUE FOR 2011:	707,444,837	Uncertified:	0
ASSESSED VALUE FOR 2010:	694,570,294	Uncertified:	0

Assessment Collection Account: Compass Bank, Account No. 2530962086

ASSESSMENT PLAN PROJECTIONS

YEAR	MAX RATE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2010	0.12500	868,216	824,805	\$865,428.06	
2011	0.12500	884,307	840,091	\$879,155.84	
2012	0.12500	981,125	932,069	\$962,014.34	
2013	0.12500		0		
2014	0.12500		0		
2015	0.12500		0		
2016	0.12500		0		
		2,733,648	2,596,965		273,365

The Projected Levy is based on the rate remaining at 0.12500

Prepared by: Equi-Tax Inc.
Kenneth R. Byrd
Collector for the District

MONTROSE DISTRICT WEST ZONE

September 2013					
PROPERTY OWNER	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
WEINGARTEN REALTY INVESTORS 0591-001 P O BOX 924133 HOUSTON TX 77292-4133	0442250000001	2005 W GRAY ST 77019	VARIOUS COMMERCIAL	53,042,829	66,303.54
	0442250000170	1953 W GRAY ST 77019			
	0442250000169	1953 W GRAY ST 77019			
	0442250000168	2028 W GRAY ST 77019			
	0442250000145	2001 W GRAY ST 77019			
	0442250000110	2020 W GRAY ST 77019			
	0442250000105	2010 W GRAY ST 77019			
	0442250000005	2002 W GRAY ST 77019			
	0442250000002	1950 W GRAY ST 77019			
	0442250000171	2017 W GRAY ST 77019			
FINGER FSC MONTROSE LTD 99 DETERING ST STE 200 HOUSTON TX 77007-8259	1215190010001	4899 MONTROSE BLVD 187 77006	MULTI - FAMILY	52,226,295	65,282.87
4310 DUNLAVY LLC 101 BERKSHIRE ST BELLAIRE TX 77401-5309	1286480020001	DUNLAVY 77006	MULTI - FAMILY	36,892,122	46,115.15
	1286480010002	4310 DUNLAVY ST 77006			
	1286480010001	4310 DUNLAVY ST 236 77006			
	0660870040002	4403 WOODHEAD ST 16 77098			
	0660870040001	4403 WOODHEAD ST 77098			
	0660870020006	4315 WOODHEAD ST 8 77098			
WESTHEIMER APARTMENTS LP 5694 MISSION CENTER RD STE 602 SAN DIEGO CA 92108-4324	1286390010001	2001 WESTHEIMER RD 244 77098	MULTI - FAMILY	33,014,000	41,267.50
ANBIL II-R O L P 105 TOWN CENTER RD STE 10 KING OF PRUSSIA PA 19406-2394	0730810030011	1505 W CLAY ST 77019	SHOPPING CENTER	30,462,903	38,078.63
	1170070010001	1422 W GRAY ST 77019			
	1170070020001	1414 WAUGH DR 77019			
	0730810030007	1521 W CLAY ST 77019			
TEXAS ABERCROMBIE FAMILY INT LTD 730 N POST OAK RD STE 110 HOUSTON TX 77024-3854	0441850000002	1701 W ALABAMA ST 77098	VACANT COMMERCIAL	22,965,638	28,707.05
SHEPHERD INV LP 1800 POST OAK BLVD 6 BLVD PLACE STE 400 HOUSTON TX 77056	0442600000001	2075 WESTHEIMER RD 77098	SHOPPING CENTER	14,650,000	18,312.50

MONTROSE DISTRICT WEST ZONE

[illegible]

MONTROSE DISTRICT WEST ZONE

September 2013 TOP TEN DELINQUENT ACCOUNTS					
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT
ROBINSON LENNON C P O BOX 66531 HOUSTON TX 77266-6531	94 026 198 000 0001	13174 HAWTHORNE ST 12 77006	MULTI - FAMILY	2010 - 2012	1,987.61
MCELROY VALERIE & JOHN P O BOX 540101 HOUSTON TX 77254-0101	94 059 173 000 0003	1223 WAUGH DR 77019	COMMERCIAL BUILDING	2011 - 2012	1,961.36
LEVEL HEADED CHOW LLC 4721 N MAIN ST STE Q HOUSTON TX 77009-4400	94 026 198 000 0005	3414 GRAUSTARK ST #8 77006	MULTI - FAMILY	2010 - 2012	1,945.21
EISEMANN MAUDE 5455 JOHN DREAPER DR HOUSTON TX 77056-4230	94 010 167 000 0030	1116 W GRAY ST 77019	COMMERCIAL VACANT	2010 - 2012	1,392.19
SILVERLAKE HOLDINGS PARTNERS 1964 W GRAY ST STE 204 HOUSTON TX 77019-4812	94 132 190 001 0001	1212 WAUGH DR 77019	COMMERCIAL	2012	1,303.79
LA FLORENTINA INC 2033 NORFOLK ST HOUSTON TX 77098-4225	94 052 264 000 0028	1612 COLQUITT ST #6 77006	MULTI - FAMILY	2010 - 2012	1,283.50
PLATINUM GLOBAL LP C/O CST BRANDS INC 1 VALERO WAY SAN ANTONIO TX 78249-1616	94 056 125 000 0031	3519 S SHEPHERD DR 77098	SERVICE STATION	2012	1,144.17
MAXIMILIAN SQUARE LLC 4444 ALTON RD MIAMI BEACH FL 33140-2851	94 056 122 000 0016	3910 MCDUFFIE ST #13 77098	MULTI - FAMILY	2012	894.89
HULDY LTD LLC 103 EASTWAY ST GALENA PARK TX 77547-2840	94 052 060 066 0004	2019 HULDY ST #6 77019	MULTI - FAMILY	2011 - 2012	848.16
MARKANTONIS CALLIE & TR 306 W EDGEWOOD DR STE E FRIENDSWOOD TX 77546-4497	94 038 214 000 0001	1919 W ALABAMA ST 77098	COMMERCIAL	2012	840.90

Harris County Improvement District No. 11
Lawsuit and Arbitration Status Summary as of 8/09/2013

Jur 939

Summary

For Tax Years 2010 & 2012, for the period of September 2010 through July 2013

Settled

456,448,775	Original value of Settled accounts as of 8/09/2013
136	Number of Settled accounts as of 8/09/2013
26,718,897	Reduction in value of Settled accounts
5.85%	Average % reduction in value of Settled accounts

Unsettled

136,856,437	Original value of Unsettled accounts as of 8/09/2013
49	Number of Unsettled accounts as of 8/09/2013

.125 Tax rate per \$100 valuation

\$10,014	Estimated reduction in assessment on 49 Unsettled accounts, based on 5.85% average
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PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.
DELINQUENT ASSESSMENT SUMMARY REPORT
MONTROSE DISTRICT
October 14, 2013

Amounts shown are 2012 base assessment unless indicated. Account numbers and addresses for Montrose District-West Zone are noted in *italics*.

Suit pending:

FAT Property LLC 10-12 assessments \$6,833.07, 502 W. Alabama St. 710 Colquitt St. & 1901 Richmond Ave, 406 Hawthorne St. 5- 0370400000001 0230700000012 & 0571210000012, 0370290000016

Valerie & John McElroy 11-12 assessments \$1,961.36, 1223 Waugh Dr.-0591730000003

Level Headed Chow LLC (was Charles L. & Siriluck Baird) 10-12 assessments \$1,945.21, 3414 Graustark St.-0261980000005

Heirs of Maude Eisemann 10-12 assessments \$1,392.19, 1116 W. Gray St.-0101670000030

La Florentina Inc. 10-12 assessments \$1,283.50, 1612 Colquitt St.-0522640000028

KFC National Management (assessment roll lists Donvein Cao & Nancy Nguyen) 07-10 assessments \$118.75, Block 1, Tracts 15 A & 16 A (north 10 ft. Lots 15 & 16) on Taft St.-0560410000001

Bankrupt, claim filed:

Diane Iannucci dba Sacred Heart Studio, Inc. \$372.97, 327 Westheimer Rd.-0041410000026

If you have any questions, please feel free to contact me.



Carl O. Sandin

PerdueBrandonFielderCollins&Mott LLP 
ATTORNEYS AT LAW

Email: csandin@pbfcml.com

Office: 713-802-6965 (Direct Line)

Mobile: 713-824-1290

Fax: 713-862-1429

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

5. Receive and consider the District's monthly financial report including payment of invoices.



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

Montrose Management District

Bookkeeper's Report

October 14, 2013

Montrose Management District
Cash Flow Report - Checking Account
As of October 14, 2013

Num	Name	Memo	Amount	Balance
BALANCE AS OF 9/10/2013				\$14,318.75
Receipts				
	Interest Earned on Investments		86.30	
	Interest Earned on Investments		86.30	
	Interest		7.96	
	Wire Transfer		25,000.00	
	Wire Transfer		120,000.00	
Total Receipts				145,180.56
Disbursements				
3744	Bankcard Center	Credit Card Expenses	(2,970.41)	
3747	Greater East End Management District	Graffiti Abatement Services	(5,760.00)	
3748	Brittanie Shey Holland	Professional Writing Services	(250.00)	
3749	Verizon Wireless	Cell Phone Expense	(80.08)	
3750	La Colombe d'or Restaurant and Hotel, Inc	Event Deposit	(2,500.00)	
3750a	e-Vision 1 Productions, LLC	MMD Video Archive	(2,750.00)	
3751	Aaron M Day	Security Expense	(2,768.40)	
3752	Adalberto R Ramos	Security Expense	(809.90)	
3753	Brian M Alms	Security Expense	(698.17)	
3754	Chad J Wall	Security Expense	(809.90)	
3755	Chase Cormier	Security Expense	(1,004.61)	
3756	John E Obenhaus	Security Expense	(1,366.05)	
3757	Joseph C Mabasa	Security Expense	(2,660.25)	
3758	Juan Arroyo	Security Expense	(585.59)	
3759	Lee T Jaquarya	Security Expense	(1,789.86)	
3760	Leon Laureano.	Security Expense	(1,459.62)	
3761	Mandy Arroyo.	Security Expense	(1,189.55)	
3762	Ricardo Gonzales	Security Expense	(516.80)	
3763	Richard J Bass	Security Expense	(898.88)	
3764	Todd L Thibodeaux	Security Expense	(894.68)	
3765	Victor Beserra.	Security Expense	(3,318.07)	
3766	Marie Helens Cortes-Matte	Business Ambassador Program Services	(2,983.24)	
3767	Old Republic Title Co	Assessment Refund	(9.00)	
3768	SWF Foods LLC	Assessment Refund	(31.56)	
3769	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
3770	ASE Security Solutions, LLC	Mobile Camera Program	(3,382.50)	
3771	Bracewell & Giuliani LLP	Legal Fees - General Counsel	(6,242.77)	
3772	Comcast	Office Expenses	(90.48)	
3773	Cracked Fox	Graphic Design & Marketing Service	(8,300.00)	
3774	Dennis C. Beedon	Business Ambassador Program Services	(1,782.21)	
3775	e-Vision 1 Productions, LLC	MMD Video Archive	(3,000.00)	
3776	Equi-Tax, Inc.	Tax Services	(1,374.34)	
3777	Greater East End Management District	Graffiti Abatement Services	(5,760.00)	
3778	Harris County Treasurer	Legal Fees	(4,930.56)	
3779	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(17,915.93)	
3780	Houston Arts Alliance	Syndication Services - Pmt 2 of 12	(250.00)	
3781	Houston Chronicle	Legal Notices	(1,639.71)	
3782	Kudela & Weinheimer	District Identity Marker	(717.65)	
3783	Lawrence & Associates	Economic Development	(1,000.00)	
3784	Mr. Dirt of Texas	Street Sweeping Expense	(13,301.00)	
3785	Municipal Accounts & Consulting, I.P.	Bookkeeping Fees	(1,366.40)	
3786	Perdue Brandon, Fielder, Collins & Mott	Delinquent Tax Coll	(7,098.51)	

Montrose Management District
Cash Flow Report - Checking Account
As of October 14, 2013

Num	Name	Memo	Amount	Balance
Disbursements				
3787	Primer Grey	Website Maintenance	(2,000.00)	
3788	Shooter and Lindsey, Inc.	Landscape Maintenance	(1,053.00)	
3789	Verizon Wireless	Cell Phone Expense	(80.08)	
3790	SMC Logistics	Street Lights	(1,050.00)	
3791	Walter P. Moore	West Montrose Mobility Study	(2,850.00)	
3792	Bankcard Center	Credit Card Expenses	0.00	
Wire	United States Treasury	Monthly Payroll Taxes-September	(8,452.34)	
Total Disbursements				<u>(132,942.10)</u>
BALANCE AS OF 10/14/2013				<u><u>\$26,557.21</u></u>

Montrose Management District

Account Balances

As of October 14, 2013

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Operating					
Certificates of Deposit					
POST OAK BANK (XXXX0889)	04/14/2013	10/12/2013	0.30 %	50,000.00	East Zone
POST OAK BANK (XXXX0897)	04/14/2013	10/12/2013	0.30 %	50,000.00	West Zone
ICON BANK (XXXX2931)	05/10/2013	11/06/2013	0.32 %	50,000.00	East Zone
ICON BANK (XXXX2832)	05/10/2013	11/06/2013	0.32 %	50,000.00	West Zone
GREEN BANK (XXXX0169)	07/15/2013	12/12/2013	0.25 %	50,000.00	East Zone
GREEN BANK (XXXX0143)	08/13/2013	02/10/2014	0.30 %	50,000.00	East Zone
GREEN BANK (XXXX0311)	09/10/2013	03/10/2014	0.30 %	50,000.00	East Zone
GREEN BANK (XXXX0210)	09/10/2013	03/20/2014	0.30 %	50,000.00	West Zone
Money Market Funds					
COMPASS BANK-PREMIER (XXXX2019)	03/20/2012		0.20 %	227,937.96	(East Zone) Tax
COMPASS BANK-PREMIER (XXXX2086)	03/20/2012		0.20 %	329,438.80	(West Zone) Tax
Checking Account(s)					
TRADITION BANK (XXXX9069)			0.25 %	26,557.21	Checking Account
Totals for Operating Fund:				\$983,933.97	
Grand total for Montrose Management District:				\$983,933.97	

Montrose Management District
Summary of Pledged Securities

As of October 14, 2013

Financial Institution: COMPASS BANK-PREMIER

Total CDs, MM:	\$557,376.76	Collateral Security Required: Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$726,243.21	Investment Policy Received: Yes
Ratio of pledged securities to investments:	236.27 %	

Financial Institution: GREEN BANK

Total CDs, MM:	\$200,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	

Financial Institution: ICON BANK

Total CDs, MM:	\$100,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	

Financial Institution: TRADITION BANK (Depository Bank)

Total CDs, MM, and Checking Accounts:	\$26,557.21	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	

Montrose Management District
Revenue & Expenditures East Zone
September 2013

	Sep 13	Budget	\$ Over Budget	% of Budget	Jan - Sep 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Sources of Funds									
14110 · Assessments	3,896.24	4,052.00	(155.76)	96.16%	418,808.68	374,408.00	44,400.68	111.86%	424,319.00
14112 · Assessment Refunds	0.00	727.33	(727.33)	0.0%	57.13	6,546.01	(6,488.88)	0.87%	8,728.00
14310 · Penalties & Interest	854.68	833.33	21.35	102.56%	6,692.86	7,500.01	(807.15)	89.24%	10,000.00
14370 · Interest Earned on Temp. Invest	55.24	16.17	39.07	341.62%	493.25	145.49	347.76	339.03%	194.00
14380 · Interest	2.55	2.67	(0.12)	95.51%	18.66	23.99	(5.33)	77.78%	32.00
14390 · Ending FY 2012 Fund Balance	3,264.25	3,264.25	0.00	100.0%	29,378.25	29,378.25	0.00	100.0%	39,171.00
Total Sources of Funds	8,072.96	8,895.75	(822.79)	90.75%	455,448.83	418,001.75	37,447.08	108.96%	482,444.00
Total Sources of Funds									
Business Development									
16124 · Marketing & Public Rel Director	966.40	966.42	(0.02)	100.0%	10,553.60	8,697.74	1,855.86	121.34%	11,597.00
16125 · Marketing & Public Relations	5,138.00	7,397.33	(2,259.33)	69.46%	50,534.86	66,576.01	(16,041.15)	75.91%	88,768.00
16131 · Web Site Development	0.00	384.00	(384.00)	0.0%	0.00	3,456.00	(3,456.00)	0.0%	4,608.00
16135 · Economic Development Services	477.70	1,013.33	(535.63)	47.14%	3,535.54	9,120.01	(5,584.47)	38.77%	12,160.00
16140 · Web Site Main./Host/I.T.	0.00	160.00	(160.00)	0.0%	0.00	1,440.00	(1,440.00)	0.0%	1,920.00
16141 · GIS Services	0.00	320.00	(320.00)	0.0%	1,208.07	2,880.00	(1,671.93)	41.95%	3,840.00
Total Business Development	6,582.10	10,241.08	(3,658.98)	64.27%	65,832.07	92,169.76	(26,337.69)	71.43%	122,893.00
Mobility & Transportation									
17001 · Transportation Inv. Contract	0.00	1,066.67	(1,066.67)	0.0%	0.00	9,599.99	(9,599.99)	0.0%	12,800.00
17010 · Engineering Services	0.00	2,666.67	(2,666.67)	0.0%	0.00	23,999.99	(23,999.99)	0.0%	32,000.00
17030 · Mobility Projects	0.00	4,011.25	(4,011.25)	0.0%	7,390.03	36,101.25	(28,711.22)	20.47%	48,135.00
Total Mobility & Transportation	0.00	7,744.59	(7,744.59)	0.0%	7,390.03	69,701.23	(62,311.20)	10.6%	92,935.00
Project Staffing & Admin									
16150 · Admin & Management	734.56	668.58	65.98	109.87%	6,125.76	6,017.26	108.50	101.8%	8,023.00
16160 · Reimbursable Expenses	105.76	427.83	(322.07)	24.72%	853.23	3,850.51	(2,997.28)	22.16%	5,134.00
16170 · Reimbursable Mileage	210.86	133.75	77.11	157.65%	1,562.53	1,203.75	358.78	129.81%	1,605.00
16180 · Postage, Deliveries	25.39	34.75	(9.36)	73.07%	166.80	312.75	(145.95)	53.33%	417.00
16190 · Printing & Reproduction	182.26	187.17	(4.91)	97.38%	2,261.08	1,684.49	576.59	134.23%	2,246.00
16200 · Public Notices, Advertising	526.19	213.92	312.27	245.98%	526.19	1,925.24	(1,399.05)	27.33%	2,567.00
16210 · Project Management	1,251.52	1,260.75	(9.23)	99.27%	11,263.68	11,346.75	(83.07)	99.27%	15,129.00
16215 · Director Of Services	2,157.00	2,157.00	0.00	100.0%	19,413.00	19,413.00	0.00	100.0%	25,884.00
16220 · Legal Services	2,229.48	641.83	1,587.65	347.36%	44,631.30	5,776.51	38,854.79	772.63%	7,702.00
16250 · Bookkeeping	403.00	417.17	(14.17)	96.6%	4,603.64	3,754.49	849.15	122.62%	5,006.00
16260 · Assess Data Mgmt & Billing Svcs	439.79	588.33	(148.54)	74.75%	5,586.23	5,295.01	291.22	105.5%	7,060.00
16270 · Office Supplies	0.00	80.25	(80.25)	0.0%	0.00	722.25	(722.25)	0.0%	963.00
16280 · Other	1.95	16.08	(14.13)	12.13%	61.90	144.76	(82.86)	42.76%	193.00
16290 · Office Lease Space	387.93	417.17	(29.24)	92.99%	3,482.82	3,754.49	(271.67)	92.76%	5,006.00
16291 · Office Equipment	29.04	66.83	(37.79)	43.45%	265.82	601.51	(335.69)	44.19%	802.00
16340 · Auditing Fees	0.00	0.00	0.00	0.0%	3,555.25	3,530.00	25.25	100.72%	3,530.00

Montrose Management District
Revenue & Expenditures East Zone
September 2013

	<u>Sep 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Sep 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
16530 · Insurance & Surety Bond	0.00	0.00	0.00	0.0%	2,769.07	4,849.00	(2,079.93)	57.11%	4,849.00
Total Project Staffing & Admin	8,684.73	7,311.41	1,373.32	118.78%	107,128.30	74,181.77	32,946.53	144.41%	96,116.00
Security and Public Safety									
15415 · Vehicle Maint. & Operations	571.14	266.67	304.47	214.18%	1,465.84	2,399.99	(934.15)	61.08%	3,200.00
15420 · Contract Public Safety Services	8,680.00	9,866.67	(1,186.67)	87.97%	82,607.36	88,799.99	(6,192.63)	93.03%	118,400.00
15425 · Mobile Camera Program	231.05	1,042.92	(811.87)	22.15%	10,000.63	9,386.24	614.39	106.55%	12,515.00
15430 · Cell Phone	66.26	48.00	18.26	138.04%	735.67	432.00	303.67	170.29%	576.00
16100 · Store Front Equipment	0.00	27.67	(27.67)	0.0%	0.00	248.99	(248.99)	0.0%	332.00
16102 · Public Safety Equipment	26.00	133.33	(107.33)	19.5%	191.78	1,200.01	(1,008.23)	15.98%	1,600.00
16110 · Graffiti Abatement	1,848.40	1,600.00	248.40	115.53%	16,247.42	14,400.00	1,847.42	112.83%	19,200.00
16115 · Nuisance Abatement	0.00	1,333.33	(1,333.33)	0.0%	0.00	12,000.01	(12,000.01)	0.0%	16,000.00
Total Security and Public Safety	11,422.85	14,318.59	(2,895.74)	79.78%	111,248.70	128,867.23	(17,618.53)	86.33%	171,823.00
Visual Improvements & Cultural									
16212 · Beautification Design & Install	2,134.16	9,715.17	(7,581.01)	21.97%	19,229.92	87,436.49	(68,206.57)	21.99%	116,582.00
16213 · Landscape Maintenance	1,053.00	1,250.00	(197.00)	84.24%	9,477.00	11,250.00	(1,773.00)	84.24%	15,000.00
16216 · Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	19,200.00
Total Visual Improvements & Cultural	3,187.16	10,965.17	(7,778.01)	29.07%	28,706.92	98,686.49	(69,979.57)	29.09%	150,782.00
Total Sources of Funds	29,876.84	50,580.84	(20,704.00)	59.07%	320,306.02	463,606.48	(143,300.46)	69.09%	634,549.00
Net Ordinary Revenue	(21,803.88)	(41,685.09)	19,881.21	52.31%	135,142.81	(45,604.73)	180,747.54	(296.34%)	(152,105.00)
Net Ordinary Revenue	(21,803.88)	(41,685.09)	19,881.21	52.31%	135,142.81	(45,604.73)	180,747.54	(296.34%)	(152,105.00)

Montrose Management District
Revenue & Expenditures West Zone
September 2013

	Sep 13	Budget	\$ Over Budget	% of Budget	Jan - Sep 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Sources of Funds									
14110-1 · Assessments.	3,356.57	3,111.71	244.86	107.87%	973,195.55	851,667.38	121,528.17	114.27%	888,245.00
14112-1 · Assessment Refunds.	804.75	1,522.67	(717.92)	52.85%	3,237.22	13,703.99	(10,466.77)	23.62%	18,272.00
14310-1 · Penalties & Interest.	816.92	1,250.00	(433.08)	65.35%	12,916.82	11,250.00	1,666.82	114.82%	15,000.00
14370-1 · Interest Earned on Temp. Inves	117.36	33.83	83.53	346.91%	412.65	304.51	108.14	135.51%	406.00
14380-1 · Interest.	5.41	5.67	(0.26)	95.41%	39.60	50.99	(11.39)	77.66%	68.00
14390-1 · Ending FY 2012 Fund Balance	6,833.25	6,833.25	0.00	100.0%	61,499.25	61,499.25	0.00	100.0%	81,999.00
Sources of Funds	11,934.26	12,757.13	(822.87)	93.55%	1,051,301.09	938,476.12	112,824.97	112.02%	1,003,990.00
Sources of Funds									
Business Development									
16124-1 · Marketing & Public Rel Dir	2,045.10	2,045.08	0.02	100.0%	22,349.90	18,405.76	3,944.14	121.43%	24,541.00
16125-1 · Marketing & Public Relation	10,892.99	15,719.33	(4,826.34)	69.3%	106,607.42	141,474.01	(34,866.59)	75.36%	188,632.00
16131-1 · Web Site Development.	0.00	816.00	(816.00)	0.0%	0.00	7,344.00	(7,344.00)	0.0%	9,792.00
16135-1 · Economic Development Service	1,012.30	2,153.33	(1,141.03)	47.01%	7,464.46	19,380.01	(11,915.55)	38.52%	25,840.00
16140-1 · Web Site Main./Host/I.T..	0.00	340.00	(340.00)	0.0%	0.00	3,060.00	(3,060.00)	0.0%	4,080.00
16141-1 · GIS Services.	0.00	680.00	(680.00)	0.0%	2,547.75	6,120.00	(3,572.25)	41.63%	8,160.00
Total Business Development	13,950.39	21,753.74	(7,803.35)	64.13%	138,969.53	195,783.78	(56,814.25)	70.98%	261,045.00
Mobility & Transportation									
17001-1 · Transportation Inv. Contract.	0.00	2,266.67	(2,266.67)	0.0%	0.00	20,399.99	(20,399.99)	0.0%	27,200.00
17010-1 · Engineering Services.	0.00	5,666.67	(5,666.67)	0.0%	0.00	50,999.99	(50,999.99)	0.0%	68,000.00
17030-1 · Mobility Projects.	0.00	8,488.75	(8,488.75)	0.0%	15,604.97	76,398.75	(60,793.78)	20.43%	101,865.00
Total Mobility & Transportation	0.00	16,422.09	(16,422.09)	0.0%	15,604.97	147,798.73	(132,193.76)	10.56%	197,065.00
Project Staffing & Admin									
16150-1 · Admin & Management	1,554.46	1,414.75	139.71	109.88%	12,963.26	12,732.75	230.51	101.81%	16,977.00
16160-1 · Reimbursable Expenses.	83.20	905.50	(822.30)	9.19%	1,314.21	8,149.50	(6,835.29)	16.13%	10,866.00
16170-1 · Reimbursable Mileage.	447.79	282.92	164.87	158.27%	3,591.10	2,546.24	1,044.86	141.04%	3,395.00
16180-1 · Postage, Deliveries	53.72	73.58	(19.86)	73.01%	327.78	662.26	(334.48)	49.49%	883.00
16190-1 · Printing & Reproduction	387.11	396.17	(9.06)	97.71%	4,564.78	3,565.49	999.29	128.03%	4,754.00
16200-1 · Public Notices , Advertising	1,113.52	452.75	660.77	245.95%	1,259.02	4,074.75	(2,815.73)	30.9%	5,433.00
16210-1 · Project Management	2,648.48	2,639.25	9.23	100.35%	23,836.32	23,753.25	83.07	100.35%	31,671.00
16215-1 · Director Of Services	4,564.67	4,564.67	0.00	100.0%	41,082.03	41,081.99	0.04	100.0%	54,776.00
16220-1 · Legal Services.	4,688.33	1,358.17	3,330.16	345.2%	92,951.43	12,223.49	80,727.94	760.43%	16,298.00
16250-1 · Bookkeeping.	852.00	882.83	(30.83)	96.51%	9,721.36	7,945.51	1,775.85	122.35%	10,594.00
16260-1 · Assess Data Mgmt & Billing Svc	934.55	1,245.00	(310.45)	75.06%	11,862.95	11,205.00	657.95	105.87%	14,940.00
16270-1 · Office Supplies.	0.00	169.75	(169.75)	0.0%	0.00	1,527.75	(1,527.75)	0.0%	2,037.00
16280-1 · Other.	4.07	33.92	(29.85)	12.0%	142.86	305.24	(162.38)	46.8%	407.00
16290-1 · Office Lease Space.	812.07	882.83	(70.76)	91.99%	7,317.18	7,945.51	(628.33)	92.09%	10,594.00
16291-1 · Office Equipment.	61.44	141.50	(80.06)	43.42%	560.80	1,273.50	(712.70)	44.04%	1,698.00
16340-1 · Auditing Fees.	0.00	0.00	0.00	0.0%	7,544.75	7,470.00	74.75	101.0%	7,470.00

Montrose Management District
Revenue & Expenditures West Zone
September 2013

	<u>Sep 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Sep 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
16530-1 · Insurance & Surety Bond.	0.00	0.00	0.00	0.0%	5,796.61	10,151.00	(4,354.39)	57.1%	10,151.00
Total Project Staffing & Admin	18,205.41	15,443.59	2,761.82	117.88%	224,836.44	156,613.23	68,223.21	143.56%	202,944.00
Security and Public Safety									
15415-1 · Vehicle Maint. & Operations.	1,209.54	566.67	642.87	213.45%	3,104.49	5,099.99	(1,995.50)	60.87%	6,800.00
15420-1 · Contract Public Safety Service	18,466.00	20,966.67	(2,500.67)	88.07%	174,210.81	188,699.99	(14,489.18)	92.32%	251,600.00
15425-1 · Mobile Camera Program.	488.95	2,207.08	(1,718.13)	22.15%	21,091.15	19,863.76	1,227.39	106.18%	26,485.00
15430-1 · Cell Phone.	140.81	102.00	38.81	138.05%	1,550.17	918.00	632.17	168.86%	1,224.00
16100-1 · Store Front Equipment.	0.00	55.67	(55.67)	0.0%	0.00	500.99	(500.99)	0.0%	668.00
16102-1 · Public Safety Equipment.	54.08	283.33	(229.25)	19.09%	399.25	2,550.01	(2,150.76)	15.66%	3,400.00
16110-1 · Graffiti Abatement.	3,911.60	3,400.00	511.60	115.05%	34,312.58	30,600.00	3,712.58	112.13%	40,800.00
16115-1 · Nuisance Abatement.	0.00	2,833.33	(2,833.33)	0.0%	0.00	25,500.01	(25,500.01)	0.0%	34,000.00
Total Security and Public Safety	24,270.98	30,414.75	(6,143.77)	79.8%	234,668.45	273,732.75	(39,064.30)	85.73%	364,977.00
Visual Improvements & Cultural									
16212-1 · Identification Design & Install	4,516.34	20,644.83	(16,128.49)	21.88%	40,696.58	185,803.51	(145,106.93)	21.9%	247,738.00
16216-1 · Holiday Design & Install.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	40,800.00
Total Visual Improvements & Cultural	4,516.34	20,644.83	(16,128.49)	21.88%	40,696.58	185,803.51	(145,106.93)	21.9%	288,538.00
Total Uses	60,943.12	104,679.00	(43,735.88)	58.22%	654,775.97	959,732.00	(304,956.03)	68.23%	1,314,569.00
Net Ordinary Revenue	(49,008.86)	(91,921.87)	42,913.01	53.32%	396,525.12	(21,255.88)	417,781.00	(1,865.48%)	(310,579.00)
Net Ordinary Revenue	(49,008.86)	(91,921.87)	42,913.01	53.32%	396,525.12	(21,255.88)	417,781.00	(1,865.48%)	(310,579.00)

Montrose Management District
Revenue & Expenditures Total Zone
 September 2013

	Sep 13	Budget	\$ Over Budget	% of Budget	Jan - Sep 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Street Lights									
14110-1 - Assessments	3,356.57	3,111.71	244.86	107.87%	973,195.55	851,667.38	121,528.17	114.27%	888,245.00
14110 - Assessments	3,896.24	4,052.00	(155.76)	96.16%	418,808.68	374,408.00	44,400.68	111.86%	424,319.00
14112-1 - Assessment Refunds	804.75	1,522.67	(717.92)	52.85%	3,237.22	13,703.99	(10,466.77)	23.62%	18,272.00
14112 - Assessment Refunds	0.00	727.33	(727.33)	0.0%	57.13	6,546.01	(6,488.88)	0.87%	8,728.00
14310-1 - Penalties & Interest	816.92	1,250.00	(433.08)	65.35%	12,916.82	11,250.00	1,666.82	114.82%	15,000.00
14310 - Penalties & Interest	854.68	833.33	21.35	102.56%	6,692.86	7,500.01	(807.15)	89.24%	10,000.00
14370-1 - Interest Earned on Temp. Invest	117.36	33.83	83.53	346.91%	412.65	304.51	108.14	135.51%	406.00
14370 - Interest Earned on Temp. Invest	55.24	16.17	39.07	341.62%	493.25	145.49	347.76	339.03%	194.00
14380-1 - Interest	5.41	5.67	(0.26)	95.41%	39.60	50.99	(11.39)	77.66%	68.00
14380 - Interest	2.55	2.67	(0.12)	95.51%	18.66	23.99	(5.33)	77.78%	32.00
14390-1 - Ending FY 2012 Fund Balance	6,833.25	6,833.25	0.00	100.0%	61,499.25	61,499.25	0.00	100.0%	81,999.00
14390 - Ending FY 2012 Fund Balance	3,264.25	3,264.25	0.00	100.0%	29,378.25	29,378.25	0.00	100.0%	39,171.00
Total Sources of Funds	20,007.22	21,652.88	(1,645.66)	92.4%	1,506,749.92	1,356,477.87	150,272.05	111.08%	1,486,434.00
Total Sources of Funds									
Business Development									
16124-1 - Marketing & Public Rel Dir	2,045.10	2,045.08	0.02	100.0%	22,349.90	18,405.76	3,944.14	121.43%	24,541.00
16124 - Marketing & Public Rel Director	966.40	966.42	(0.02)	100.0%	10,553.60	8,697.74	1,855.86	121.34%	11,597.00
16125-1 - Marketing & Public Relations	10,892.99	15,719.33	(4,826.34)	69.3%	106,607.42	141,474.01	(34,866.59)	75.36%	188,632.00
16125 - Marketing & Public Relations	5,138.00	7,397.33	(2,259.33)	69.46%	50,534.86	66,576.01	(16,041.15)	75.91%	88,768.00
16131-1 - Web Site Development	0.00	816.00	(816.00)	0.0%	0.00	7,344.00	(7,344.00)	0.0%	9,792.00
16131 - Web Site Development	0.00	384.00	(384.00)	0.0%	0.00	3,456.00	(3,456.00)	0.0%	4,608.00
16135-1 - Economic Development Service	1,012.30	2,153.33	(1,141.03)	47.01%	7,464.46	19,380.01	(11,915.55)	38.52%	25,840.00
16135 - Economic Development Services	477.70	1,013.33	(535.63)	47.14%	3,535.54	9,120.01	(5,584.47)	38.77%	12,160.00
16140-1 - Web Site Main./Host/I.T.	0.00	340.00	(340.00)	0.0%	0.00	3,060.00	(3,060.00)	0.0%	4,080.00
16140 - Web Site Main./Host/I.T.	0.00	160.00	(160.00)	0.0%	0.00	1,440.00	(1,440.00)	0.0%	1,920.00
16141-1 - GIS Services	0.00	680.00	(680.00)	0.0%	2,547.75	6,120.00	(3,572.25)	41.63%	8,160.00
16141 - GIS Services	0.00	320.00	(320.00)	0.0%	1,208.07	2,880.00	(1,671.93)	41.95%	3,840.00
Total Business Development	20,532.49	31,994.82	(11,462.33)	64.17%	204,801.60	287,953.54	(83,151.94)	71.12%	383,938.00
Mobility & Transportation									
17001-1 - Transportation Inv. Contract	0.00	2,266.67	(2,266.67)	0.0%	0.00	20,399.99	(20,399.99)	0.0%	27,200.00
17001 - Transportation Inv. Contract	0.00	1,066.67	(1,066.67)	0.0%	0.00	9,599.99	(9,599.99)	0.0%	12,800.00
17010-1 - Engineering Services	0.00	5,666.67	(5,666.67)	0.0%	0.00	50,999.99	(50,999.99)	0.0%	68,000.00
17010 - Engineering Services	0.00	2,666.67	(2,666.67)	0.0%	0.00	23,999.99	(23,999.99)	0.0%	32,000.00
17030-1 - Mobility Projects	0.00	8,488.75	(8,488.75)	0.0%	15,604.97	76,398.75	(60,793.78)	20.43%	101,865.00
17030 - Mobility Projects	0.00	4,011.25	(4,011.25)	0.0%	7,390.03	36,101.25	(28,711.22)	20.47%	48,135.00
Total Mobility & Transportation	0.00	24,166.68	(24,166.68)	0.0%	22,995.00	217,499.96	(194,504.96)	10.57%	290,000.00
Project Staffing & Admin									
16150-1 - Admin & Management	1,554.46	1,414.75	139.71	109.88%	12,963.26	12,732.75	230.51	101.81%	16,977.00
16150 - Admin & Management	734.56	668.58	65.98	109.87%	6,125.76	6,017.26	108.50	101.8%	8,023.00
16160-1 - Reimbursable Expenses	83.20	905.50	(822.30)	9.19%	1,314.21	8,149.50	(6,835.29)	16.13%	10,866.00
16160 - Reimbursable Expenses	105.76	427.83	(322.07)	24.72%	853.23	3,850.51	(2,997.28)	22.16%	5,134.00
16170-1 - Reimbursable Mileage	447.79	282.92	164.87	158.27%	3,591.10	2,546.24	1,044.86	141.04%	3,395.00
16170 - Reimbursable Mileage	210.86	133.75	77.11	157.65%	1,562.53	1,203.75	358.78	129.81%	1,605.00
16180-1 - Postage, Deliveries	53.72	73.58	(19.86)	73.01%	327.78	662.26	(334.48)	49.49%	883.00
16180 - Postage, Deliveries	25.39	34.75	(9.36)	73.07%	166.80	312.75	(145.95)	53.33%	417.00
16190-1 - Printing & Reproduction	387.11	396.17	(9.06)	97.71%	4,564.78	3,565.49	999.29	128.03%	4,754.00
16190 - Printing & Reproduction	182.26	187.17	(4.91)	97.38%	2,261.08	1,684.49	576.59	134.23%	2,246.00
16200-1 - Public Notices, Advertising	1,113.52	452.75	660.77	245.95%	1,259.02	4,074.75	(2,815.73)	30.9%	5,433.00
16200 - Public Notices, Advertising	526.19	213.92	312.27	245.98%	526.19	1,125.24	(1,399.05)	27.33%	2,567.00
16210-1 - Project Management	2,648.48	2,639.25	9.23	100.35%	23,836.32	23,753.25	83.07	100.35%	31,671.00
16210 - Project Management	1,251.52	1,260.75	(9.23)	99.27%	11,263.68	11,346.75	(83.07)	99.27%	15,129.00
16215-1 - Director Of Services	4,564.67	4,564.67	0.00	100.0%	41,082.03	41,081.99	0.04	100.0%	54,776.00
16215 - Director Of Services	2,157.00	2,157.00	0.00	100.0%	19,413.00	19,413.00	0.00	100.0%	25,884.00

Montrose Management District
Revenue & Expenditures Total Zone
September 2013

	Sep 13	Budget	\$ Over Budget	% of Budget	Jan - Sep 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16220-1 - Legal Services.	4,688.33	1,358.17	3,330.16	345.2%	92,951.43	12,223.49	80,727.94	760.43%	16,298.00
16220 - Legal Services	2,229.48	641.83	1,587.65	347.36%	44,631.30	5,776.51	38,854.79	772.63%	7,702.00
16250-1 - Bookkeeping.	852.00	882.83	(30.83)	96.51%	9,721.36	7,945.51	1,775.85	122.35%	10,594.00
16250 - Bookkeeping	403.00	417.17	(14.17)	96.8%	4,603.64	3,754.49	849.15	122.62%	5,006.00
16260-1 - Assess Data Mgmt & Billing Svc	934.55	1,245.00	(310.45)	75.06%	11,862.95	11,205.00	657.95	105.87%	14,940.00
16260 - Assess Data Mgmt & Billing Svcs	430.79	588.33	(148.54)	74.75%	5,586.23	5,295.01	291.22	105.5%	7,060.00
16270-1 - Office Supplies.	0.00	169.75	(169.75)	0.0%	0.00	1,527.75	(1,527.75)	0.0%	2,037.00
16270 - Office Supplies	0.00	80.25	(80.25)	0.0%	0.00	722.25	(722.25)	0.0%	963.00
16280-1 - Other.	4.07	33.92	(29.85)	12.0%	142.86	305.24	(162.38)	46.8%	407.00
16280 - Other	1.95	16.08	(14.13)	12.13%	61.90	144.76	(82.86)	42.76%	193.00
16290-1 - Office Lease Space.	812.07	882.83	(70.76)	91.99%	7,317.18	7,945.51	(628.33)	92.09%	10,594.00
16290 - Office Lease Space	387.93	417.17	(29.24)	92.99%	3,482.82	3,754.49	(271.67)	92.76%	5,006.00
16291-1 - Office Equipment.	61.44	141.50	(80.06)	43.42%	560.80	1,273.50	(712.70)	44.04%	1,698.00
16291 - Office Equipment	29.04	66.83	(37.79)	43.45%	265.82	601.51	(335.69)	44.19%	802.00
16340-1 - Auditing Fees.	0.00	0.00	0.00	0.0%	7,544.75	7,470.00	74.75	101.0%	7,470.00
16340 - Auditing Fees	0.00	0.00	0.00	0.0%	3,555.25	3,530.00	25.25	100.72%	3,530.00
16530-1 - Insurance & Surety Bond.	0.00	0.00	0.00	0.0%	5,796.61	10,151.00	(4,354.39)	57.1%	10,151.00
16530 - Insurance & Surety Bond	0.00	0.00	0.00	0.0%	2,769.07	4,849.00	(2,079.93)	57.11%	4,849.00
16600 - Payroll Expenses	2,676.68	3,290.00	(1,123.32)	64.9%	20,237.90	28,800.00	(8,562.10)	70.27%	38,400.00
Total Project Staffing & Admin	28,966.82	25,955.00	3,011.82	111.6%	352,202.64	259,595.00	92,607.64	135.67%	337,460.00
Security and Public Safety									
15415-1 - Vehicle Maint. & Operations.	1,209.54	566.67	642.87	213.45%	3,104.49	5,099.99	(1,995.50)	60.87%	6,800.00
15415 - Vehicle Maint. & Operations	571.14	266.67	304.47	214.18%	1,465.84	2,399.99	(934.15)	61.08%	3,200.00
15420-1 - Contract Public Safety Service	18,466.00	20,966.67	(2,500.67)	88.07%	174,210.81	188,699.99	(14,489.18)	92.32%	251,600.00
15420 - Contract Public Safety Services	8,680.00	9,866.67	(1,186.67)	87.97%	82,607.36	88,799.99	(6,192.63)	93.03%	118,400.00
15425-1 - Mobile Camera Program.	488.95	2,207.08	(1,718.13)	22.15%	21,091.15	19,863.76	1,227.39	106.18%	26,485.00
15425 - Mobile Camera Program	231.05	1,042.92	(811.87)	22.15%	10,000.63	9,386.24	614.39	106.55%	12,515.00
15430-1 - Cell Phone.	140.81	102.00	38.81	138.05%	1,550.17	918.00	632.17	168.86%	1,224.00
15430 - Cell Phone	66.26	48.00	18.26	138.04%	735.67	432.00	303.67	170.29%	576.00
16100-1 - Store Front Equipment.	0.00	55.67	(55.67)	0.0%	0.00	500.99	(500.99)	0.0%	668.00
16100 - Store Front Equipment	0.00	27.67	(27.67)	0.0%	0.00	248.99	(248.99)	0.0%	332.00
16102-1 - Public Safety Equipment.	54.08	283.33	(229.25)	19.09%	399.25	2,550.01	(2,150.76)	15.66%	3,400.00
16102 - Public Safety Equipment	26.00	133.33	(107.33)	19.5%	191.78	1,200.01	(1,008.23)	15.98%	1,600.00
16110-1 - Graffiti Abatement.	3,911.60	3,400.00	511.60	115.05%	34,312.58	30,600.00	3,712.58	112.13%	40,800.00
16110 - Graffiti Abatement	1,848.40	1,600.00	248.40	115.53%	16,247.42	14,400.00	1,847.42	112.83%	19,200.00
16115-1 - Nuisance Abatement.	0.00	2,833.33	(2,833.33)	0.0%	0.00	25,500.01	(25,500.01)	0.0%	34,000.00
16115 - Nuisance Abatement	0.00	1,333.33	(1,333.33)	0.0%	0.00	12,000.01	(12,000.01)	0.0%	16,000.00
Total Security and Public Safety	35,693.83	44,733.34	(9,039.51)	79.79%	345,917.15	402,599.98	(56,682.83)	85.92%	536,800.00
Visual Improvements & Cultural									
16212-1 - Identification Design & Install	4,516.34	20,644.83	(16,128.49)	21.88%	40,696.58	185,803.51	(145,106.93)	21.9%	247,738.00
16212 - Beautification Design & Install	2,134.16	9,715.17	(7,581.01)	21.97%	19,220.92	87,436.49	(68,206.57)	21.99%	116,582.00
16213 - Landscape Maintenance	1,053.00	1,250.00	(197.00)	84.24%	9,477.00	11,250.00	(1,773.00)	84.24%	15,000.00
16216-1 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	40,800.00
16216 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	19,200.00
Total Visual Improvements & Cultural	7,703.50	31,610.00	(23,906.50)	24.37%	69,403.50	284,490.00	(215,086.50)	24.4%	459,320.00
Total Uses	92,896.64	158,459.84	(65,563.20)	58.63%	995,319.89	1,452,138.48	(456,818.59)	68.54%	1,987,518.00
Net Ordinary Revenue	(72,889.42)	(136,806.96)	63,917.54	53.28%	511,430.03	(95,660.61)	607,090.64	(534.63%)	(501,084.00)
Other Revenues/Expenditures									
Other Revenues/Expenditures									
79000 - Assigned Operating Surplus	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	914,204.00
Total Other Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	914,204.00
Net Other Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	914,204.00

Montrose Management District
Revenue & Expenditures Total Zone
September 2013

	Sep 13	Budget	\$ Over Budget	% of Budget	Jan - Sep 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Net Other Revenue	(72,889.42)	(136,806.96)	63,917.54	33.28%	\$11,430.03	(95,660.61)	607,090.64	(534.63%)	413,120.00

ACCOUNT SUMMARY

Account Number	XXXX XXXX 1351	Previous Balance	\$1,624.01
Credit Limit	\$10,000.00	Payments	\$1,624.01
Available Credit	\$6,820.00	Credits	\$0.00
Statement Closing Date	September 13, 2013	Purchases	\$2,970.41
Payment Due Date	October 03, 2013	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$74.00	Finance Charges	\$0.00
Days in Billing Cycle	30	New Balance	\$2,970.41

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
08/23	08/23	7476807DBKDT3Z74	PAYMENT - THANK YOU	-\$1,624.01
TOTAL XXXXXXXXXX1351				\$1,624.01
JOSHUA HAWES				
08/28	08/28	24110397HGAAXSNEA	MONTROSE CAR CARE 7135242109 TX	\$1,462.68
08/30	08/30	24445717JPHJ18G2	KROGER #349 HOUSTON TX	\$150.00
09/02	09/02	24164077M21XQYTRA	FEDEXOFFICE 00019135 HOUSTON TX	\$27.72
09/05	09/05	24445717RAPH13V142A	KROGER #349 HOUSTON TX	\$200.00
09/06	09/06	2469216750072EMH5	MONTROSE COUNSELING CE HOUSTON TX	\$490.00
09/07	09/07	246921675007YKSK6	MAILCHIMP MAILCHIMP.COM GA	\$15.00
09/10	09/10	24692167X008K001E	COMCAST OF HOUSTON 713-341-1000 TX	\$189.02
TOTAL XXXXXXXXXX1450				\$2,534.42
GRETCHEN LARSON				
08/16	08/16	246921674007SEG59	SQ *CHARLES NICHOLAS FROM Houston TX	\$117.99
09/06	09/06	24692157SRPH12D1A	2DAYPOSTCAR 713-224-8808 TX	\$318.00
TOTAL XXXXXXXXXX1559				\$435.99

See Reverse Side for Important Information About Your Account.

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LA COLOMBE D'OR HOTEL & RESTAURANT
3410 MONTROSE BOULEVARD
HOUSTON, TEXAS 77006

PHONE (713) 524-7999 FAX (713) 524-8923

www.lacolombedor.com

ROOM CHANGE/SETUP FEES:

Room changes and setup fees may apply to your event. Fees will be determined based on individual requirements.

GUEST ROOMS:

We are pleased to offer you and your guests a discount on any of our hotel suites, based upon availability.

DEPOSIT:

To agree and confirm these arrangements on a definite basis, please sign and return this letter with a deposit of \$2,500. This deposit may be paid by credit card, cash, or check, but a credit card is required on file for all events, regardless of the form of payment.

CANCELLATION POLICY:

Please review the following guidelines to examine the fees applied in case of cancellation. Fees will be determined based on your food and beverage estimate. All cancellations must be received in writing.

241-300 days notice	25% of food and beverage estimate
151-240 days notice	50% of food and beverage estimate
91-150 days notice	75% of food and beverage estimate
90 days or less notice	100% of food and beverage estimate

**100% of the total estimated balance for your event must be paid five business days prior. A credit card is required to be on file for all events. If payment is not received five days prior to your event, a \$250.00 late charge will be assessed and charged to your credit card on file. Unless otherwise discussed prior to the event, all additional charges incurred will be charged to this credit card. If paid by cash or check, the 5% rental fee will be waived.

The entire staff of La Colombe d'Or looks forward to making this event a success. If you should have any questions or need additional information, please do not hesitate to call.

Sincerely,

Mary Rosenstein
Sales & Catering Manager

Bill Calderon

Mr. Bill Calderon Date

POSTED
OK # 3150



evipro.com

e-Vision 1 Productions, LLC
2522 Palo Pardo Dr.
Houston, TX 77080
Phone 713-703-4811

To:
Gretchen Larson
Director of Economic Development
Montrose Management District
5020 Montrose, suite 311
Houston, TX 77006
(713) 595.1215

INVOICE

Date: September 1, 2013
Invoice # 16

For: Sep 2013 Video Development

DESCRIPTION	QTY	RATE	AMOUNT
MMO Video Development for SEPTEMBER 2013	1.00	2500.00	\$ 2,500.00
AUDIO EQUIPMENT Aug22/ @ Eleven XI	1.00	250.00	\$ 250.00
SUBTOTAL			\$ 2,750.00
NO SALES TAX @ 8.25%			
OTHER			
TOTAL			\$ 2,750.00

POSTED
OK # 3150

Make all checks payable to e-Vision 1 Productions, LLC

THANK YOU FOR YOUR BUSINESS!



Officer Payroll Report

Print to PDF

Shift Period	Name	Total Hours	Regular Hourly Rate	Hourly Compensation	Salary	Total
Sep-13						
Sep-13	Alms, Brian	18.00	\$42.00	\$756.00	\$0.00	\$756.00
Sep-13	Arroyo, Juan	16.00	\$42.00	\$672.00	\$0.00	\$672.00
Sep-13	Arroyo, Mandy	35.00	\$42.00	\$1,470.00	\$0.00	\$1,470.00
Sep-13	Bass, Richard	24.00	\$42.00	\$1,008.00	\$0.00	\$1,008.00
Sep-13	Beserra, Victor	29.00	\$42.00	\$1,218.00	\$3,500.00	\$4,718.00
Sep-13	Cormier, Chase	30.00	\$42.00	\$1,260.00	\$0.00	\$1,260.00
Sep-13	Day, Aaron	92.00	\$42.00	\$3,864.00	\$0.00	\$3,864.00
Sep-13	Gonzales, Ricardo	15.00	\$42.00	\$630.00	\$0.00	\$630.00
Sep-13	Jaquanya, Lee	57.00	\$42.00	\$2,394.00	\$0.00	\$2,394.00
Sep-13	Laureano, Leon	44.00	\$42.00	\$1,848.00	\$0.00	\$1,848.00
Sep-13	Mabasa, Joseph	88.00	\$42.00	\$3,696.00	\$0.00	\$3,696.00
Sep-13	Oberhaus, John	42.00	\$42.00	\$1,764.00	\$0.00	\$1,764.00
Sep-13	Ramos, Adalberto	24.00	\$42.00	\$1,008.00	\$0.00	\$1,008.00
Sep-13	Thibodeaux, Todd	25.00	\$42.00	\$1,050.00	\$0.00	\$1,050.00
Sep-13	Wall, Chad	24.00	\$42.00	\$1,008.00	\$0.00	\$1,008.00
Period Total		15		\$23,856.00	\$3,500.00	\$27,356.00
Grand Total		15		\$23,856.00	\$3,500.00	\$27,356.00

POSTED
OK # 3150

Marie Cortes		August 31, 2013		Montrose		
Date	Destination	Purpose	Miles Driven	Item	Amount	Bill to Dist (Y/N)
1-Aug		Visit Businesses/Drop off NL & Postcard	19			Y
5-Aug		Board Meeting/Visit Businesses	17			Y
5-Aug		Visit Businesses/Drop off NL & Postcard	16			Y
8-Aug		Visit Businesses/Drop off NL & Postcard	19			Y
9-Aug		Visit Businesses/Drop off NL & Postcard	17			Y
12-Aug		Visit Businesses/Drop off NL & Postcard	20			Y
14-Aug	Texas Con	Roundtrip to Austin 920 Colorado St. 78701	192			Y
21-Aug		Visit Businesses/Drop off NL & Postcard	12			Y
22-Aug		Visit Businesses/Photo Ctr. Business Mixer	15			Y
30-Aug		Checking for closed or new businesses	24			Y
				Phone Aler	\$ 45.00	Y
I certify that the above expenses were incurred and paid by me.			351		\$ 45.00	
Attach evidence of purchase				Business Miles (1) @ 0.585	\$ 196.32	
Signature			Date	Other Expenses (2)		
				Expenses billed to District (Y) \$	45.00	
				Expenses not billed to District \$	-	
Approval			Date	Amount Billed to District	\$ 243.32	
				Total Reimbursement	\$ 243.32	

POSTED
CK # 3766

INVOICE

Marie Helena Cortés
15414 Diana Lane
Houston, Texas 77062
Phone: (832) 388-8218

INVOICE # 0011
DATE: 9/27/13

Bill To :
Names : Montrose District.org
Address : 5020 Montrose Ste. 311
City, State ZIP : Houston, Texas 77006
Phone :

For:
Consulting Services for the Montrose Cultural Designation

DESCRIPTION	AMOUNT
Consulting Services for the Montrose Cultural Designation	
Payment 2	\$1,000
Make all checks payable to Marie H. Cortés If you have any questions concerning this invoice, Contact: Marie Elena at Phone: (832) 388-8218	
TOTAL	\$1,000

POSTED
CK # 3766

Marie Cortes		September 31, 2013		Montrose District		
Date	Destination	Purpose	Miles Driven	Item	Amount	Bill to Dist (Y/N)
3-Sep		Visit Businesses/Drop off NL & Postcard	16			Y
4-Sep		B. A. Meeting/Visit Businesses	20			Y
8-Sep		Board Meeting/Visit Businesses	21			Y
12-Sep		Visit Businesses/Drop off NL & Postcard	18			Y
13-Sep		Visit Businesses/Drop off NL & Postcard	16			Y
15-Sep		Visit Businesses/Drop off NL & Postcard	21			Y
17-Sep	Texas Con	Roundtrip to Austin 920 Colorado St. 78701	20			Y
18-Sep		Visit Businesses/Drop off NL & Postcard	17			Y
19-Sep		Visit Businesses/Photo Ctr. Business Mixer	18			Y
				Phone Aler	\$ 45.00	Y
I certify that the above expenses were incurred and paid by me.			158		\$ 45.00	
Attach evidence of purchase				Business Miles (1) @ 0.585	\$ 94.92	
Signature			Date	Other Expenses (2)		
				Expenses billed to District (Y) \$	45.00	
				Expenses not billed to District \$	-	
Approval			Date	Amount Billed to District	\$ 139.92	
				Total Reimbursement	\$ 139.92	

POSTED
CK # 3766

INVOICE

Marie Helena Cortés-Matte
15414 Diana Lane
Houston, Texas 77062
Phone: (832) 388-8218

INVOICE # 010
DATE: 9/27/13

Bill To :
Names : Montrose District.org
Address : 5020 Montrose Ste. 311
City, State ZIP : Houston, Texas 77006
Phone : (832) 388-8218

For:
October 2013-Business Ambassador Program Services

DESCRIPTION	AMOUNT
Description of services provided: *Visit Montrose Business and fill out surveys *Attend weekly & monthly meetings for Montrose District as needed *Help organize Montrose Mixer as needed (set up & clean up from 5 pm-8 pm) *Drop off and pick up materials as needed *Attend Recycling Committee Meetings, as needed *Attend events at Montrose area businesses as needed *Pass News Letters and Postcards for events *5 hrs. per week of office work (organizing data, writing reports and sending emails)	\$1,600
TOTAL	\$1,600

POSTED
CK # 3766

Make all checks payable to Marie H. Cortés-Matte
If you have any questions concerning this invoice,
Contact: Marie Elena at
Phone: (832) 388-8218

**** OVERPAYMENT OF TAX NOTICE ****

MONTROSE MD EAST
 DATE: 09/16/2013
 TAX YEAR: 2012
 OWNER NAME: MARSHMAN DENNIS L & SUSAN
 ACCOUNT NUMBER: 92/014/029/000/0003
 PAID BY: 909968
 OVERPAYMENT: \$9.00
 DEPOSIT BATCH NO.: 92-297
 RECEIPT NUMBER: 92000092
 CHECK NO.: 500655688
 DATE OF PAYMENT: 08/31/2013
 LEGAL DESCRIPTION
 LT 3 BLK 17
 FAIRGROUNDS EXTN
 2512 GENSSEE ST
 DISTRICT NAME: MONTROSE MD EAST
 OVERPAYMENT AMOUNT: 9.00

REASON: Overpayment

AMOUNT OF CHECK: 366.00 CHECK NO: 500655688
 AMOUNT APPLIED: 357.00 Ref No.:
 DIFFERENCE: 9.00

COMPLETED BY: [Signature] DATE: 9-16
 Refund payable to:
 Address:
 City: lrc275 op State: TX Zip: 77006
 ORIGINAL

POSTED
 CL# 3167



www.equitaxinc.com 17111 Rolling Creek Drive, Suite 200, Houston, Texas 77060
 P.O. Box 73109, Houston, Texas 77273
 Customer Service 281.444.3946 fax 281.440.8304
 DATE: 09/04/2013
 SWF FOODS LLC
 17154 BUTTE CREEK RD STE 200
 HOUSTON TX 77090-2333
 LEGAL DESCRIPTION
 LTS 7 & 8 BLK 61
 HYDE PARK MAIN SEC 3
 2359 S SHEPHERD DR

ACCOUNT NUMBER: 94/052/066/061/0007 Date Processed: 09/04/2013
 TAX YEAR: 2012 RECEIPT NUMBER: 94000482
 REF No.: 0882321 DEPOSIT BATCH No.: RP130904

NOTICE OF CHANGE IN TAX LIABILITY

We have been notified by the Central Appraisal District of a change in the appraisal of your property that has resulted in a change in your tax liability for the 2012 tax year.

The explanation of the change is:

☐ Decrease in Appraised Value ☐ Account Deleted
☐ Exemption(s) Added ☐ Rendition Penalty Waived
☐ Account was Prorated ☒ Other: Cause 2011-64295

This action has resulted in a decrease in the amount of tax you owe. Accordingly, we are issuing you a refund in the amount of \$31.56.

Note: Questions regarding changes in value should be directed to the CAD.

If additional information is needed, call customer service at 281.444.3946.

Very truly yours,

Kenneth R. Byrd, R.T.A.
 Tax Assessor/Collector

POSTED
 CL# 3168



SECURITY SOLUTIONS, LLC
 P.O. Box 750924
 Houston, Texas 77275-0924
 Phone: 877.411.MOBIL(6625) Fax: 713.944.6627

Bill To:
 Montrose Management District
 Josh Hawes
 P.O. Box 22167
 Houston, TX 77227-2167

Invoice Date	Invoice #
10/1/2013	1328

Service Location:
 Anvil Bar & Refuge
 1424 Westheimer Rd.
 Houston, TX 77006

PLEASE PAY THIS AMOUNT \$720.00
 Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here:

ASE Security Solutions, LLC
 P.O. Box 750924
 Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Description	Quantity	Unit Price	Amount
IP MSU (Monthly Fee)	1	600.00	600.00
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00
Pay online at: https://pn.intuit.com/jcbf34i			
Subtotal			\$720.00
Sales Tax (0.0%)			\$0.00
Total			\$720.00
Payments/Credits			\$0.00
Balance Due			\$720.00

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS
 \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE

Billing Inquiries? Call 877-411-6625

Thank you for your business!



SECURITY SOLUTIONS, LLC
 P.O. Box 750924
 Houston, Texas 77275-0924
 Phone: 877.411.MOBIL(6625) Fax: 713.944.6627

Bill To:
 Montrose Management District
 Phyllis Outlines
 P.O. Box 22167
 Houston, TX 77227-2167

Invoice Date	Invoice #
10/1/2013	1329

Service Location:
 Aviazone
 2301 Montrose
 Houston, TX 77006

PLEASE PAY THIS AMOUNT \$575.00
 Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here:

ASE Security Solutions, LLC
 P.O. Box 750924
 Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Description	Quantity	Unit Price	Amount
Standard MSU (Monthly fee)	1	425.00	425.00
Standard Remote Viewing Integration (Monthly Fee)	1	150.00	150.00
Pay online at: https://pn.intuit.com/c23mkbk			
Subtotal			\$575.00
Sales Tax (0.0%)			\$0.00
Total			\$575.00
Payments/Credits			\$0.00
Balance Due			\$575.00

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS
 \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE

Billing Inquiries? Call 877-411-6625

Thank you for your business!

POSTED
 CL# 3170



SECURITY SOLUTIONS, LLC
P.O. Box 750924
Houston, Texas 77275-0924
Phone: 877.411.MOBL(6625) Fax: 713.944.6627

Invoice Date	Invoice #
10/1/2013	1330

INVOICE

Service Location:
Chelsea Market
4611 Montrose Blvd at Chelsea St
Houston, Texas 77006

Bill To:

Montrose Management District
Phyllis Oustine
P.O. Box 22167
Houston, TX 77227-2167

PLEASE PAY THIS AMOUNT \$650.00
Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: _____

ASE Security Solutions, LLC
P.O. Box 750924
Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Description	Quantity	Unit Price	Service Dates	
			Net 30	10/01/2013-10/31/2013
Standard MSU (Monthly fee)	1	500.00		500.00
Wireless Remote Viewing Integration (Monthly Fee)	1	150.00		150.00
Pay online at: https://ipn.intuit.com/zm2dgmw				
			Subtotal	\$650.00
			Sales Tax (0.0%)	\$0.00
			Total	\$650.00
			Payments/Credits	\$0.00
			Balance Due	\$650.00

POSTED
CHK # 3710

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS
\$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.

Billing Inquiries? Call 877-411-6625

Thank you for your business!



SECURITY SOLUTIONS, LLC
P.O. Box 750924
Houston, Texas 77275-0924
Phone: 877.411.MOBL(6625) Fax: 713.944.6627

Invoice Date	Invoice #
10/1/2013	1331

INVOICE

Service Location:
Hollywood Superstore
2409 Grant St # D
Houston, TX 77006

Bill To:

Montrose Management District
Phyllis Oustine
P.O. Box 22167
Houston, TX 77227-2167

PLEASE PAY THIS AMOUNT \$750.00
Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: _____

ASE Security Solutions, LLC
P.O. Box 750924
Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Description	Quantity	Unit Price	Service Dates	
			Net 30	10/01/2013-10/31/2013
Sky Cam System with four cameras (Monthly Fee)	1	600.00		600.00
Wireless Remote Viewing (Monthly Fee)	1	150.00		150.00
Pay online at: https://ipn.intuit.com/17V7nB5				
			Subtotal	\$750.00
			Sales Tax (0.0%)	\$0.00
			Total	\$750.00
			Payments/Credits	\$0.00
			Balance Due	\$750.00

POSTED
CHK # 3710

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS
\$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.

Billing Inquiries? Call 877-411-6625

Thank you for your business!



SECURITY SOLUTIONS, LLC
P.O. Box 750924
Houston, Texas 77275-0924
Phone: 877.411.MOBL(6625) Fax: 713.944.6627

Invoice Date	Invoice #
10/1/2013	1332

INVOICE

Service Location:
Uchi
904 Westheimer Rd
Houston, TX 77006

Bill To:

Montrose Management District
Phyllis Oustine
P.O. Box 22167
Houston, TX 77227-2167

PLEASE PAY THIS AMOUNT \$687.50
Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: _____

ASE Security Solutions, LLC
P.O. Box 750924
Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Description	Quantity	Unit Price	Service Dates	
			Net 30	10/01/2013-10/31/2013
Standard MSU (Monthly fee)	1	500.00		500.00
Remote Viewing Access (Monthly Fee)	1	150.00		150.00
High Pressure Sodium Light Each Upgrade (Monthly Fee)	3	12.50		37.50
Pay online at: https://ipn.intuit.com/6j2w5d5				
			Subtotal	\$687.50
			Sales Tax (0.0%)	\$0.00
			Total	\$687.50
			Payments/Credits	\$0.00
			Balance Due	\$687.50

POSTED
CHK # 3710

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS
\$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.

Billing Inquiries? Call 877-411-6625

Thank you for your business!

Bracewell & Giuliani LLP

ATTORNEYS AT LAW

P.O. Box 848966
Dallas, TX 75284-8566
713.223.2300
TAX ID 74-1024827

Page 1

Montrose Management District
3815 Montrose Boulevard
Suite 211
Houston, Texas 77006

September 12, 2013
Invoice: 21557509
B/A: 04674

Our Matter #: 051914.000001 For Services Through August 31, 2013
General Counsel

			Hours	Rate/Hr	Amount
08/07/13	Handle Montrose Business interests subpoena	Clark Stockton Lord	0.25	513.00	128.25
08/08/13	Draft contracts for Bell Park and Arts Alliance	Clark Stockton Lord	1.50	513.00	769.50
08/08/13	Discussion with C Lord regarding the memorandum of understanding needed for Bell Park; draft same; email correspondence to B Calderon regarding same	Deborah Russell	1.00	295.00	295.00
08/12/13	Prepare for and attend Board meeting.	Clark Stockton Lord	1.75	513.00	897.75
08/16/13	Review subpoena; telephone conference with C Vinson	Clark Stockton Lord	0.50	513.00	256.50
08/22/13	Handle subpoena issues; review production	Clark Stockton Lord	0.50	513.00	256.50
08/27/13	Draft Motion to Quash Subpoena and Motion for Protective Order	Stacianne M. Wilson	4.50	420.00	1,890.00
08/28/13	Telephone conference with C Vinson; review and revise Motion to Quash Subpoena	Clark Stockton Lord	0.50	513.00	256.50
08/29/13	Review and revise Motion to Quash subpoena	Clark Stockton Lord	0.50	513.00	256.50

Summary of Fees

	Hours	Rate/Hr	Amount
Clark Stockton Lord	5.50	513.00	2,821.50
Stacianne M. Wilson	4.50	420.00	1,890.00
Deborah Russell	1.00	295.00	295.00
Total	11.00	409.33	5,006.50

Less Discount

Total Fees for Professional Services

(750.98)

\$ 4,255.52

STATEMENT FOR PROFESSIONAL SERVICES IS PAYABLE UPON PRESENTATION
INVOICE AMOUNT DUE IN UNITED STATES DOLLARS

POSTED
CHK # 3711

877770318357820500090480



Cracked Fox
14715 Carriage Park Dr.
Humble, TX 77396
C: 713.364.4012

Montrose Management District
Attn: Gretchen Larson
5020 Montrose Blvd., Suite 311
Houston, TX

Date	Invoice No.	Terms
09/16/13	393	Net 30
Payments/Credits	Balance Due	
\$0.00	\$2,500.00	

Total	\$2,500.00
-------	------------



Cracked Fox
14715 Carriage Park Dr.
Humble, TX 77396
C: 713.364.4012

Montrose Management District
Attn: Gretchen Larson
5020 Montrose Blvd., Suite 311
Houston, T

Date	Invoice No.	Terms
09/30/13	401	Net 30
Payments/Credits	Balance Due	
\$0.00	\$5,800.00	

Total

Page 1



Cracked Fox
14715 Carriage Park Dr.
Humble, TX 77396
C: 713.364.4012

Montrose Management District
Attn: Gretchen Larson
5020 Montrose Blvd., Suite 311
Houston, TX

Date	Invoice No.	Terms
09/30/13	401	Net 30
Payments/Credits	Balance Due	
\$0.00	\$5,600.00	

Total	\$5,800.00
-------	------------

EXPENSE REPORT

Hawes Hill Calderon, LLP

only that the above mentioned were discussed and handled.

9/30/2013

C:\Users\Roky\Documents\Business Ambassador\September MD expense Sheet Jan

Dennis C. Beeson
2100 Memorial Apt 616
Houston Texas 77007

INVOICE

Montrose District
5020 Montrose Blvd.
Suite 311
Houston Texas 77006

Invoice # 0102013
Invoice Date 10/01/2013
Due Date 10/31/2013

Item	Description	Unit Price	Quantity	Amount
Service	Business Ambassador Contract Agreement	1600.00	1.00	1,600.00
NOTES: Market Research Survey Information gathered via Survey Format by day to day visit's to Montrose Business locations				
Subtotal				1,600.00
Total				1,600.00
Amount Paid				0.00
Balance Due				\$1,600.00



ev1pro.com
e-Vision 1 Productions, LLC
2522 Palo Pinto Dr.
Houston, TX 77080
Phone 713-703-4811

INVOICE

Date: October 1, 2013
Invoice # 17

For: Oct 2013 Video Development

To:
Gretchen Larson
Director of Economic Development
Montrose Management District
5020 Montrose, suite 311
Houston, TX 77006
(713) 595.1215

DESCRIPTION	QTY	RATE	AMOUNT
MMD Video Development for OCTOBER 2013	1.00	2500.00	\$ 2,500.00
AV EQUIPMENT Oct13/Biz Workshop part 3	1.00	500.00	\$ 500.00
Tax exemption			
SUBTOTAL			\$ 3,000.00
NO SALES TAX @ 8.25%			
OTHER			
TOTAL			\$ 3,000.00

POSTED
CL # 3715

Make all checks payable to e-Vision 1 Productions, LLC

THANK YOU FOR YOUR BUSINESS!

<http://www.aynux.com/printInvoice.php>

2/23/2013

Equi-Tax Inc.

Suite 200
17111 Rolling Creek Drive
Houston Texas 77090
281-444-4866

Invoice

DATE	INVOICE #
10/1/2013	45840

BILL TO

The Montrose District
Hawes Hill Calderon LLP
PO Box 22167
Houston TX 77227-2167



Greater East End Management District
P.O. Box 230099
Houston, TX 77223-0099
713-928-9916
equiroz@greastend.com

Invoice

Date	Invoice No.
09/30/2013	9-62
Terms	Due Date
Net 30	10/31/2013

Bill To

Harris County Improvement District #6
Bill Calderon, Executive Director
HCID #6 (Montrose)
P.O. Box 22161-2167
Houston, TX 77227

Amount Due	Enclosed
\$5,760.00	

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	1,374.34
Total	
	\$1,374.34

POSTED
CL # 3716

Please detach top portion and return with your payment

Date	Service	Activity	Quantity	Rate	Amount
09/04/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 21	8	80.00	640.00
09/05/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 29	8	80.00	640.00
09/09/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 24	8	80.00	640.00
09/12/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 16	8	80.00	640.00
09/16/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 22	8	80.00	640.00
09/19/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 31	8	80.00	640.00
Continue to the next page					

POSTED
CL # 3717

Date	Service	Activity	Quantity	Rate	Amount
09/23/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 20	8	80.00	640.00
09/26/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 13	8	80.00	640.00
09/30/2013	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 21	8	80.00	640.00
Total Sites Abated: 217			Total		\$5,760.00

BARBARA J. SCROTT
HARRIS COUNTY AUDITOR
1001 Preston, Suite 800
Houston, Texas 77002
(713) 755-1160



REMIT PAYMENT TO:
Harris County Treasurer
Orlando Sanchez
1001 Preston, Room 652
Houston, Texas 77002

Invoice / Statement No.: AH005979

Customer No.: V00071086

INVOICE

MONTROSE MANAGEMENT DISTRICT
C/O EXECUTOR DIRECTOR
PO BOX 22167
HOUSTON, TX 77227-2167

Amount Due: 4,930.56

Amount Paid: _____

(Please detach and mail this top portion with payment)

DATE	DESCRIPTION	AMOUNT
10/01/13	NOV'13: LEGAL SERVICE	4,930.56
POSTED CK# 3718		

The above amount is for County services. Amounts are due upon receipt of the invoice. If you have any questions, contact Accounts Receivable at 713-755-1160.

REMIT PAYMENT TO: HARRIS COUNTY TREASURER
Orlando Sanchez
1001 Preston, Room 652
Houston, Texas 77002

County Auditor's Form #581
Harris County, Texas (REV. 3/07)

Hawes Hill Calderon LLP
P.O. Box 22167
Houston TX 77227-2167

Invoice

Houston Arts Alliance
3201 Allen Parkway, Suite 250
Houston, Texas 77019
Phone 713-527-9330 Fax 713-630-5210

INVOICE

INVOICE# ARTSHOUND 8-13-1
DATE: AUGUST 21, 2013

TO:
GRETCHEN LARSON
DIRECTOR OF MARKETING
Montrose Management District
c/o HawesHillCalderon LLP
9610 Long Point Road, Suite 100
Houston, TX 77055
RE: ARTSHOUND SYNDICATION

FOR:
Syndication Services August 12th, 2013 through August 12, 2014

Bill To:

MD- Montrose
P.O. Box 22167
Houston, TX 77227

Invoice #: 43014524
Date: 10/1/2013

Page: 1

DATE	DESCRIPTION	AMOUNT
	Professional Consulting, Project Management & Administrative & Mgmt., Marketing & PR Mgmt, Services Mgmt., September 2013	\$15,733.17
	Reimbursable expenses as follows:	
8/30/2013	City of Houston 1/6 invoice	\$0.25
9/4/2013	Harris County Clerk 9/9/2013	\$9.00
8/24/2013	Frys	\$998.00
8/21/2013	Parking	\$9.00
	Verizon - 9/20 -10/19, 2013	\$51.26
	Verizon - J. Hawes - 9/20 -10/19, 2013	\$105.93
	Verizon - J. Hawes - 9/20 -10/19, 2013	\$49.88
	Mileage, R. Hill	\$37.48
	Mileage, G. Larson	\$168.06
	Mileage, J. Hawes	\$244.08
	Mileage, B. Calderon	\$49.68
	In house copies 2467 @ .15 each + 25 sets @ \$1.00 each	\$395.20
	In house postage	\$0.92
	In house color copies 128 @ .50 each	\$64.00
POSTED CK# 3714		
Sales Tax:		\$0.00
Total Amount:		\$17,915.93
Amount Applied:		\$0.00
Balance Due:		\$17,915.93

Terms: C.O.D.

DESCRIPTION	AMOUNT
Annual Artshound Syndication License Fee for agreed upon Zip Codes (77006, 77098, 77019)*	\$ 3,000.00
* Maybe be modified to include up to five additional zip codes throughout the year, as per agreement.	
monthly payment	
POSTED CK# 3780	
TOTAL	\$ 3,000.00

Make all checks payable to Houston Arts Alliance
Payment may be distributed annually or in monthly installments, as per agreement.
If you have any questions concerning this invoice, contact Reginald French, Chief Operating Officer, 713-527-9330

Thank you for your business!

HOUSTON CHRONICLE
chron.com

HOUSTON CHRONICLE
CREDIT SERVICE DEPARTMENT
801 TEXAS AVENUE
HOUSTON, TX 77002

Return Service Requested

4758001241 PRESORT 1202 1 MB 0.005 P1C4

HOUSTON CHRONICLE MGMT DISTRICT

PO BOX 22167
HOUSTON TX 77227-2167

CLASSIFIED ADVERTISING INVOICE/STATEMENT

Advertiser/Client Name: 029817222
Advertiser/Client Name: MONTROSE MGMT DISTRICT
Billed Account Number: 029817222
Billing Date: 09/30/13
Payment Terms: NET 15 DAYS
Current Net Amount: \$1,639.71
Total Amount Due: \$1,639.71
Amount Enclosed: \$
Please call 713-362-7954
to pay by credit card
Please make your checks payable to HOUSTON CHRONICLE

HOUSTON CHRONICLE
P.O. BOX 80085
PRESCOTT, AZ 86304-8085

HOUSTON CHRONICLE

33412013073020000000000298172220200000000001639737

Please detach and return above portion with your payment

HOUSTON CHRONICLE
chron.com

CLASSIFIED ADVERTISING
INVOICE/STATEMENT

HOUSTON CHRONICLE
P.O. BOX 80085
PRESCOTT, AZ 86304-8085
TID #: 76-0556295

Advertiser/Client Name	Advertiser/Client Number	Billed Acct Number	Billing Period	Sales Rep.	Total Amount Due
MONTROSE MGMT DISTRICT	029817222	029817222	09/01/13 - 09/30/13	GUTIERREZ A #0631	\$1,639.71

Date	Newspaper Reference Number	Description/Other Comments and Charges	SAU Size Billed Units	Times Run Rate	Gross Amount	Net Amount
08/27/13	INV:040089002	1240 BIDS & PROPOSALS REQUEST FOR QUALIFICATION	121X1C	1	\$1,634.71	
08/27/13	AD#25853633	815-831 BY BILL CALDERON 001 COPIES AFT CHRG P.O. # B.CALDERON	121L	12.51	\$5.00	\$1,639.71

Summary of Current Activity

Lines: 121
Inches: 1
Gross Amount: \$1,639.71
Current Net Charges: \$1,639.71
Current Payments/Credits:

Current	30 days	60 days	90 days	120 days	Unapplied Amount	Total Amount Due
\$1,639.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,639.71

POSTED
CK # 3181

INVOICE

FEES

Phase	Contract Amount	% Complete	Prior Billings	This Invoice
Schematic Design	\$4,630.00	100%	\$4,630.00	\$0.00
Construction Documentation	\$14,353.00	95%	\$12,917.70	\$717.65
Construction Administration	\$4,167.00	0%	\$0.00	\$0.00
	\$23,150.00		\$17,547.70	\$717.65

Total Amount Due This Invoice: \$717.65

PAYMENTS OUTSTANDING

Invoice #	Invoice Date	Fees	Expenses	Paid to Date	Balance Due
16435	8/13/2013	\$1,148.24	\$0.00	\$0.00	\$1,148.24
		\$1,148.24	\$0.00	\$0.00	

Total Past Due Amount: \$1,148.24

Total Current + Past Due Amount: \$1,865.89

POSTED
CK # 3182

ck to Pay
9.17.13

Thank You!

For questions regarding your bill please call 713-362-7954 or send an e-mail to HOUCONTACTS@CHRON.COM

LAWRENCE & ASSOCIATES
2225A POTOMAC DR.
HOUSTON, TEXAS 77057

October 4, 2013

Montrose Management District
P.O. Box 22167
Houston, TX 77227-2167

INVOICE

Description	Amount
Professional Fees:	
Services as contract Director of Economic Development for September, 2013.	\$1,000.00
Total amount due	\$1,000.00

POSTED
CK # 3183

Thank you,

Ray C. Lawrence

Mr Dirt of Texas (Houston)
3669 Eastex Freeway
Houston, TX 77026
Phone (713)473-2700 Fax (713)473-2701

INVOICE# 38X00001
INV DATE 08/31/13
ACCOUNT# 229281
DUE DATE UPON RECEIPT

Please remit top portion with payment

MONTROSE MGMT DISTRICT
P O BOX 22167
HOUSTON, TX 77227

AMOUNT YOU ARE PAYING
Phone#

SERVICE ADDRESS: MONTROSE
MONTROSE (HOUSTON, TX)

AMOUNT 6,660.50

DATE	LOCATION:	DESCRIPTION	AMOUNT
08/07/13	38X00001	SWEEPING-FLAT SWEEP FLAT RATE	776.00
08/07/13		MAIN LANES	
08/07/13		ORDER/TICKET # 00010965	
08/08/13	38X00001	SWEEPING-FLAT SWEEP FLAT RATE	332.50
08/08/13		ADDITIONAL LANES	
08/08/13		BKE LANES BKE RT, W GRAY ST	
08/08/13		ORDER/TICKET #00011003	
08/21/13	38X00001	SWEEPING-FLAT SWEEP FLAT RATE	776.00
08/21/13		MAIN LANES	
08/21/13		ORDER/TICKET #00011068	
08/22/13	38X00001	SWEEPING-FLAT SWEEP FLAT RATE	776.00
08/22/13		MAIN LANES	
08/22/13		ORDER/TICKET #00011073	

POSTED
CK # 3184

Please include the invoice number on your check.
There will be a \$50.00 charge on all returned checks.

PLEASE NOTE THAT YOUR ACCOUNT HAS A PAST DUE BALANCE

INV#	38X00001	CURRENT	30 DAY	60 DAY	90 DAY	DATE	08/31/13
ACCT#	229281	6,660.50	6,217.00			PAGE	1 OF 1

PLEASE PAY THIS AMOUNT 6,660.50

Mr Dirl of Texas (Houston)
3669 Eastex Freeway
Houston, TX 77026
Phone (713)473-2700 Fax (713)473-2701

INVOICE# 39X00003
INV DATE 09/30/13
ACCOUNT# 229281
DUE DATE UPON RECEIPT



MUNICIPAL ACCOUNTS
& CONSULTING, LP

Invoice

Date	Invoice #
10/1/2013	31187

MONTRÖSE MGMT DISTRICT
P O BOX 22167
HOUSTON, TX 77227

Please remit top portion with payment
AMOUNT YOU
ARE PAYING
Phone#

Montrose Management District
1300 Post Oak Blvd., Suite 1600
Houston, TX 77056

SERVICE ADDRESS: MONTRÖSE
MONTRÖSE (HOUSTON, TX)

AMOUNT 6,660.50

DATE	DESCRIPTION	AMOUNT
09/04/13	LOCATION: MONTRÖSE	
09/04/13	39X00003 SWEEPING-FLAT SWEEP FLAT RATE 09/04/13	776.00
09/04/13	MAIN LANES	
09/04/13	ORDER/TICKET#00011152	
09/05/13	39X00003 SWEEPING-FLAT SWEEP FLAT RATE 09/05/13	332.50
09/05/13	ADDITIONAL LANES:	
09/05/13	BKE LANES, BKE RT, W GRAY ST	
09/05/13	ORDER/TICKET#00011154	
09/18/13	39X00003 SWEEPING-FLAT SWEEP FLAT RATE 09/18/13	776.00
09/18/13	MAIN LANES	
09/18/13	ORDER/TICKET#00011251	
09/18/13	39X00003 SWEEPING-FLAT SWEEP FLAT RATE 09/18/13	776.00
09/18/13	MAIN LANES	
09/18/13	ORDER/TICKET#00011262	

POSTED
CK # 3784

Please include the invoice number on your check.
There will be a \$50.00 charge on all returned checks.

PLEASE NOTE THAT YOUR ACCOUNT HAS A PAST DUE BALANCE

INV# 39X00003	CURRENT	30 DAY	60 DAY	90 DAY	DATE 09/30/13
ACCT# 229281	6,660.50	6,660.50			PAGE 1 OF 1

PLEASE PAY
THIS AMOUNT 6,660.50

Description	Amount
Monthly Bookkeeping	1,000.00
Delivery of documents	30.00
Correspond with Tax Assessor	15.00
Correspond with Victor	30.00
Preparation of monthly payroll taxes	30.00
Prepare report for Gretchen	30.00
Additional time for Board Meeting	60.00
Preparation of additional payables	30.00
Delivery	19.07
Delivery	19.07
Mileage	7.91
Postage	27.60
Copies	61.75
Document Storage & Retention Service	6.00
Total Reimbursable Expenses	141.40
Total	\$1,566.40

POSTED
CK # 3785

200 River Pointe • Suite 240 • Conroe, Texas 77104 • Phone: 936.756.1644 • Fax: 936.756.1844

8834 N. CAPITAL OF TEXAS HIGHWAY, SUITE 150 • AUSTIN, TEXAS 78759 • 512.782.2400 • fax 512.795.9968

1300 Post Oak Blvd. • Suite 1600 • Houston, Texas 77056 • Phone: 713.623.4539 • Fax: 713.629.6859

PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP
Attorneys at Law
1235 North Loop West, Suite 600
Houston, Texas 77008

INVOICE#	IVC00018539
Type	
Date	9/4/2013
Page	1

PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP
Attorneys at Law
1235 North Loop West, Suite 600
Houston, Texas 77008

INVOICE#	IVC00018541
Type	
Date	9/4/2013
Page	1

Bill to:
Montrose Management District W (HCID 11)
c/o Equi-Tax Inc.
P.O. Box 73109
Houston, Texas 77273

Bill to:
Montrose Management District E (HCID 6)
c/o Equi-Tax Inc.
P.O. Box 73109
Houston TX 77273

Description	Ext. Price
Professional Services rendered in the collection of delinquent taxes, penalties and interest August, 2013.	\$4,303.30
Total	\$4,303.30

POSTED
CK # 3786

Description	Ext. Price
Professional Services rendered in the collection of delinquent taxes, penalties and interest August, 2013.	\$1,149.45
Total	\$1,149.45

POSTED
CK # 3786

PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP
Attorneys at Law
1235 North Loop West, Suite 600
Houston, Texas 77008

INVOICE#	IVC00018868
Type	31
Date	9/27/2013
Page	1

PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP
Attorneys at Law
1235 North Loop West, Suite 600
Houston, Texas 77008

INVOICE#	IVC00018868
Type	31
Date	9/27/2013
Page	1

Bill to:

Montrose Management District W (HCID 11)
c/o Equi-Tax Inc.
P.O. Box 73109
Houston, Texas 77273

Bill to:

Montrose Management District E(HCID 6)
c/o Equi-Tax Inc.
P.O. Box 73109
Houston TX 77273

Description	Unit Price
Professional Services rendered in the collection of delinquent taxes, penalties and interest September, 2013.	\$841.01
<div style="text-align: center;">POSTED CL#3186</div>	
Total	\$841.01

Description	Unit Price
Professional Services rendered in the collection of delinquent taxes, penalties and interest September, 2013.	\$804.75
<div style="text-align: center;">POSTED CL#3186</div>	
Total	\$804.75



Invoice ID: 1662
Issue Date: 09/23/2013
Due Date: 09/30/2013
Subject: Monthly Web Maintenance, Content, and Email Retainer

From: **Primer Grey, Inc.**
2119 Dallas St.
Unit C
Houston, TX 77003

Invoice For: **Montrose Management District**

Type	Description	Quantity	Unit Price	Amount
Expense	Monthly Retainer	1.00	\$2,000.00	\$2,000.00
Amount Due			\$2,000.00	

POSTED
CL#3181

INVOICE



Shooter and Lindsey, Inc.
P.O. Box 516
Katy, TX 77492
281-391-3607 Fax: 281-392-5245

INVOICE NUMBER: 8940
INVOICE DATE: September 25, 2013

TERMS: Net 30
ATTN: Vanessa Aviles

SOLD TO:
Name: Harris County Improvement District # 6
Address: P.O. Box 22167
City, State, ZIP: Houston, TX 77227-2167
Re: Montrose Boulevard Esplanades

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Monthly maintenance September 2013	1,053.00	\$1,053.00
<div style="text-align: center;">RECEIVED OCT 02 2013 Municipal Accounts & Consulting</div> <div style="text-align: center;">POSTED CL#3185</div>		SUBTOTAL	1,053.00
Sales Tax Rate: 0.00%		TAX	0.00
		FREIGHT	
		PAY THIS AMOUNT	\$1,053.00

MAKE ALL CHECKS PAYABLE TO:
Shooter and Lindsey, Inc.
Attn: Accounts Receivable
P.O. Box 516
Katy, TX 77492

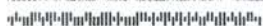
THANK YOU FOR YOUR BUSINESS!



PO BOX 4001
ACWORTH, GA 30101

Manage Your Account & View Your Usage Details	Account Number	Date Due
My Verizon at www.verizonwireless.com	723454988-00001	10/16/13
Address Changed? - go to vzw.com/changeaddress	Invoice Number	9711969239

10000514 31 MS 6.483 **AUTO** 84 8 381 7337 2167 1 1 1000023



MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON, TX 77227-2167

Quick Bill Summary

Aug 22 - Sep 21

Previous Balance (see back for details)	\$80.08
Payment - Thank You	- \$80.08
Balance Forward	\$0.00
Monthly Charges	\$80.00
Usage and Purchase Charges	
Data	\$0.00
Verizon Wireless' Surcharges and Other Charges & Credits	\$0.08
Taxes, Governmental Surcharges & Fees	\$0.00
Total Current Charges	\$80.08

Total Charges Due by October 16, 2013 \$80.08

RECEIVED
OCT 02 2013

Municipal Accounts
& Consulting

POSTED
OK # 3789

Pay from Wireless	Pay on the Web	Questions
#9707 (4782)	My Verizon at www.verizonwireless.com	1 800 822 0204 or *611 from your wireless

VS



MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON, TX 77227-2167

Bill Date September 21, 2013
Account Number 723454988-00001
Invoice Number 9711969239

Total Amount Due by October 16, 2013

\$80.08

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$.

PO BOX 860108
DALLAS, TX 75286-0108



☐ Check here and fill out the back of this slip if your billing address has changed or you are adding or changing your email address.

97119692390107234549880000100000800800000000089



13107 James Ln.
Stafford, TX 77477

Phone # 832-633-5155

smclogistics@yahoo.com

Date	Invoice #
5/10/2013	154

Bill To

Montrose District
Josh Hawes
5020 Montrose, suite 311
Houston, TX 77006

P.O. No.	Terms	Project
	Net 30	

Hours	Description	Rate	# Lights Reported	Amount
10	Survey of burned out street lights May 2013 Montrose District	35.00	87	350.00
We appreciate your prompt payment.				Total \$350.00

POSTED
OK # 3789



13107 James Ln.
Stafford, TX 77477

Phone # 832-633-5155

smclogistics@yahoo.com

Date	Invoice #
9/20/2013	240

Bill To

Montrose District
Josh Hawes
5020 Montrose, suite 311
Houston, TX 77006

P.O. No.	Terms	Project
	Net 30	

Hours	Description	Rate	# Lights Reported	Amount
10	Survey of burned out street lights September 2013 Montrose District	35.00	42	350.00
We appreciate your prompt payment.				Total \$350.00

POSTED
OK # 3790



MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON, TX 77227-2167

Bill Date September 21, 2013
Account Number 723454988-00001
Invoice Number 9711969239

Total Amount Due by October 16, 2013

\$80.08

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$.

PO BOX 860108
DALLAS, TX 75286-0108



☐ Check here and fill out the back of this slip if your billing address has changed or you are adding or changing your email address.

97119692390107234549880000100000800800000000089

WALTER P MOORE

Montrose Management District
PO Box 22167
Houston, TX. 77227-2167

Invoice # : PC30813027
Project : PC31300701
Project Name : Montrose Management District
Special Parking Area
Invoice Group : ""
Invoice Date : 08/25/2013

Attention: Bill Calderon

For Professional Services Rendered through: 8/25/2013

Total Project Fee Authorized	57,000.00
Percent Complete as of: 8/25/2013	5.00
Fee Earned To Date	2,850.00
Less Previous Billings	0.00
Current Billing Amount	2,850.00
Amount Due this Invoice	2,850.00

9.17.13
OK to Bill
PAC

For questions regarding this invoice, please contact Lynell Linton.
Telephone: 713-800-7300 Email: Linton@walmopmoore.com

POSTED
OCT 3 1911

PLEASE REMIT PAYMENT TO ADDRESS NOTED BELOW
1501 MCKINNEY, SUITE 1100 HOUSTON, TEXAS 77010 PHONE: 713-800-7300 FAX: 713-800-7368

MONTROSE MANAGEMENT DISTRICT

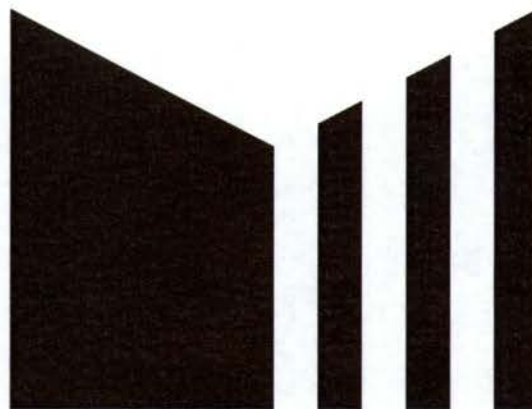
SERVICE PLAN

MONTHLY REPORT

SEPTEMBER 9 – OCTOBER 14, 2013

COMMITTEE ACTIVITY

STAFF ACTIVITY



COMMITTEE ACTIVITY

Business and Economic Development Committee

The committee met on September 24.

Marketing and Business Relations Committee

This committee met on September 25.

Recycling Sub-Committee

The recycling committee met September 3.

Mobility and Visual Improvements Committee

The Mobility and Visual Improvements Committee met on September 16.

Public Safety Committee

The Public Safety Committee met on September 25.

Finance Committee

The Finance Committee met on October 7 and reviewed District invoices and the Delinquent Assessment Report. The committee recommended the approval of District invoices.

STAFF ACTIVITY

SEPTEMBER 9 – OCTOBER 11, 2013

Marketing and Business Relations Committee

The committee met to discuss the proposed 2014 marketing project work plan and budget at their September 24 meeting. The committee discussion and recommendations are included in the September minutes and in the October 14 BOD meeting packet.

The final Business Workshop Seminar will be held October 13 at Underbelly from 2 to 4. The 3rd workshop will feature a panel of marketing experts discussing effective marketing strategies and social media 101. The event has 101 attendees as of this report. Our professional writer will be in attendance to interview the attendees. Our newest team member, Tawny Tidwell who will be performing social media duties, will also be there to tweet and post live.

Business Ambassador Program

The business ambassador visits continue to be well received by the businesses. They have become a resource for the business community on a variety of subjects related to district services. They conducted 35 visits this month and they also worked on final details related to the overall business list so that a baseline of what is considered a “completed visit” could be established.

Recycling Sub-Committee

The bi-annual recycling event is to be held on Saturday, October 26 at the HEB on West Alabama. Staff and the team created signage, postcards and social media pages to advertise the event.

Social Media

TWITTER:

Number of total tweets from September 1 – 30:	73
Increase in Followers for August 2013:	137
Total Followers:	2,026

FACEBOOK:

Total number of ‘likes’: (Up from 352 in August 2013)	385
Total page views this month:	4,627

Top Five Posts (measured in reach):

- 1 - Bridge Lighting Article – 563.
- 2 - Eleven XI Mixer – 163.
- 3 - Houston Tomorrow’s 15th B-day – 150.
- 4 - BARC, Yappy Hour – 130.
- 5 - Executive Director Radio Interview – 124.

Other

Staff is working with area business on locations for the branded bike rack program. In addition, we are working on details regarding marketing for the holiday decorating contest, upcoming mixers, and the final business workshop for the year, the cultural district designation and other projects and programs in support of District outreach.



Shift Period: Sep-13
Total Hours Worked 568:00
Total Miles Driven 1,780

Crime Arrest Activity

Felony Arrests:	6
Misdemeanor Arrests:	61
Charges Filed:	11
Suspects in Jail:	80

Field Activity

Parking Tickets:	0
Citations:	2
BMV Report Cards:	53
Crime Prevention:	667

Patrol Activity

Calls for Service:	230
CIT Calls:	0
Incident Reports:	15
Accident Reports	0
Locations Checked:	1037

Warrants

Felony Warrants:	1
Misdemeanor Warrants:	0
City Warrants:	55
SETCIC Warrants:	7

Arrest Summary

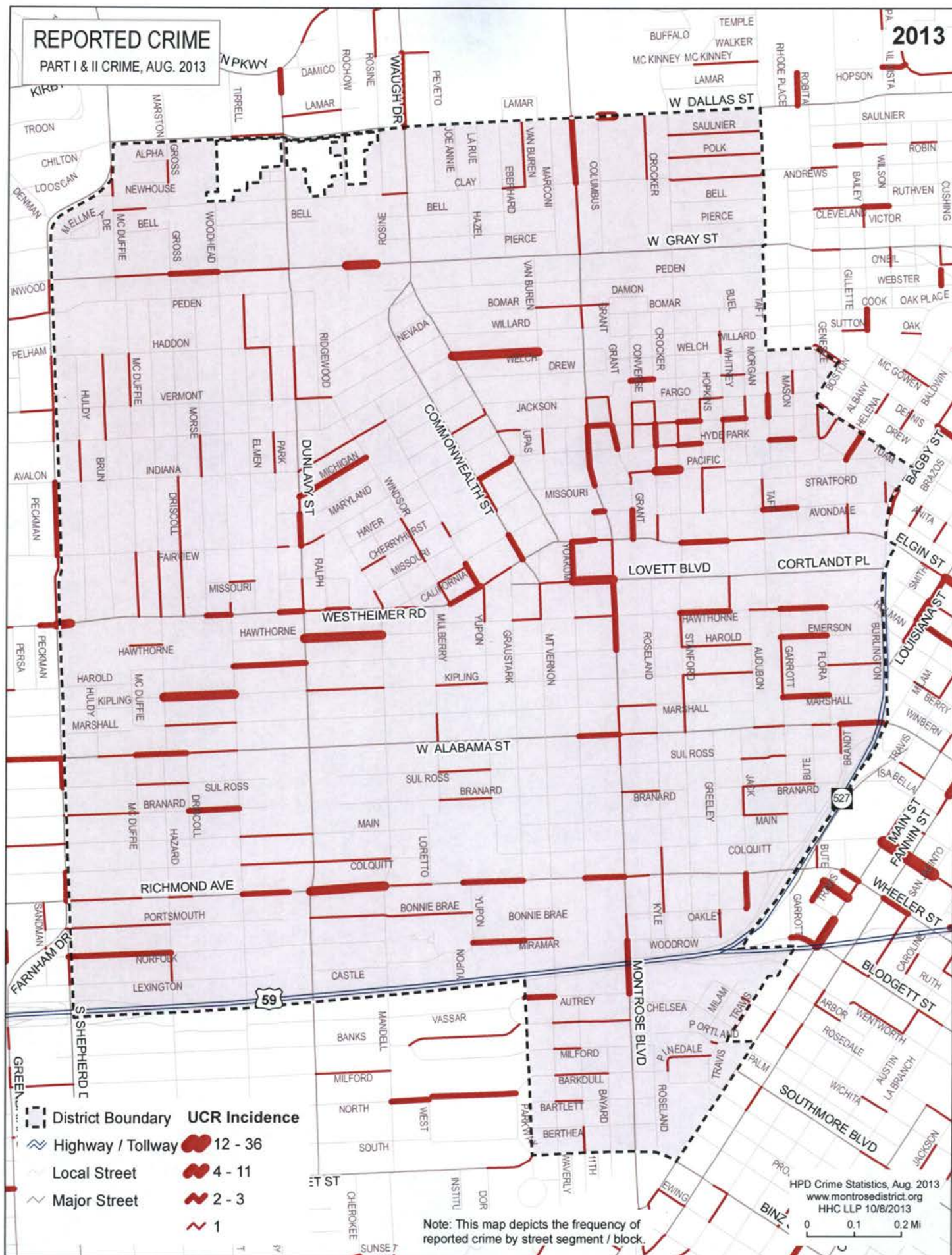
Shift Period Sep-13

Charge	# of Arrests
Assault	3
Assault on a Public Servant	1
City Warrants	15
Criminal Mischief	3
Criminal Trespass	3
Evading Arrest	1
Felony Theft	1
Littering	1
Panhandling	1
Parole Violation	1
Possession of a Controlled Substance	2
Prostitution	1
Public Intoxication	40
Robbery	1
Setcic Warrant	4
Urinating in Public	2
Total Arrests	80

REPORTED CRIME

PART I & II CRIME, AUG. 2013

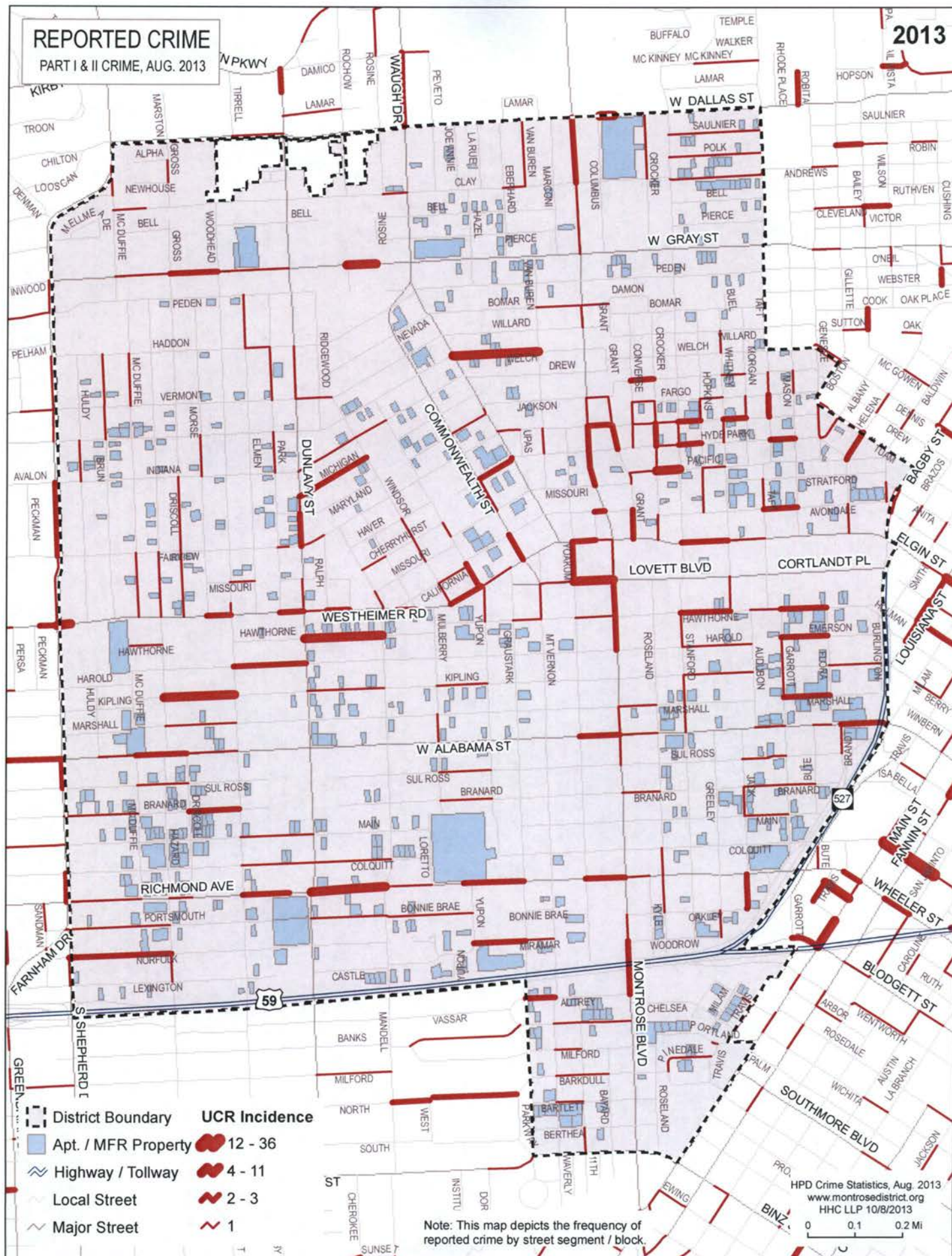
2013



REPORTED CRIME

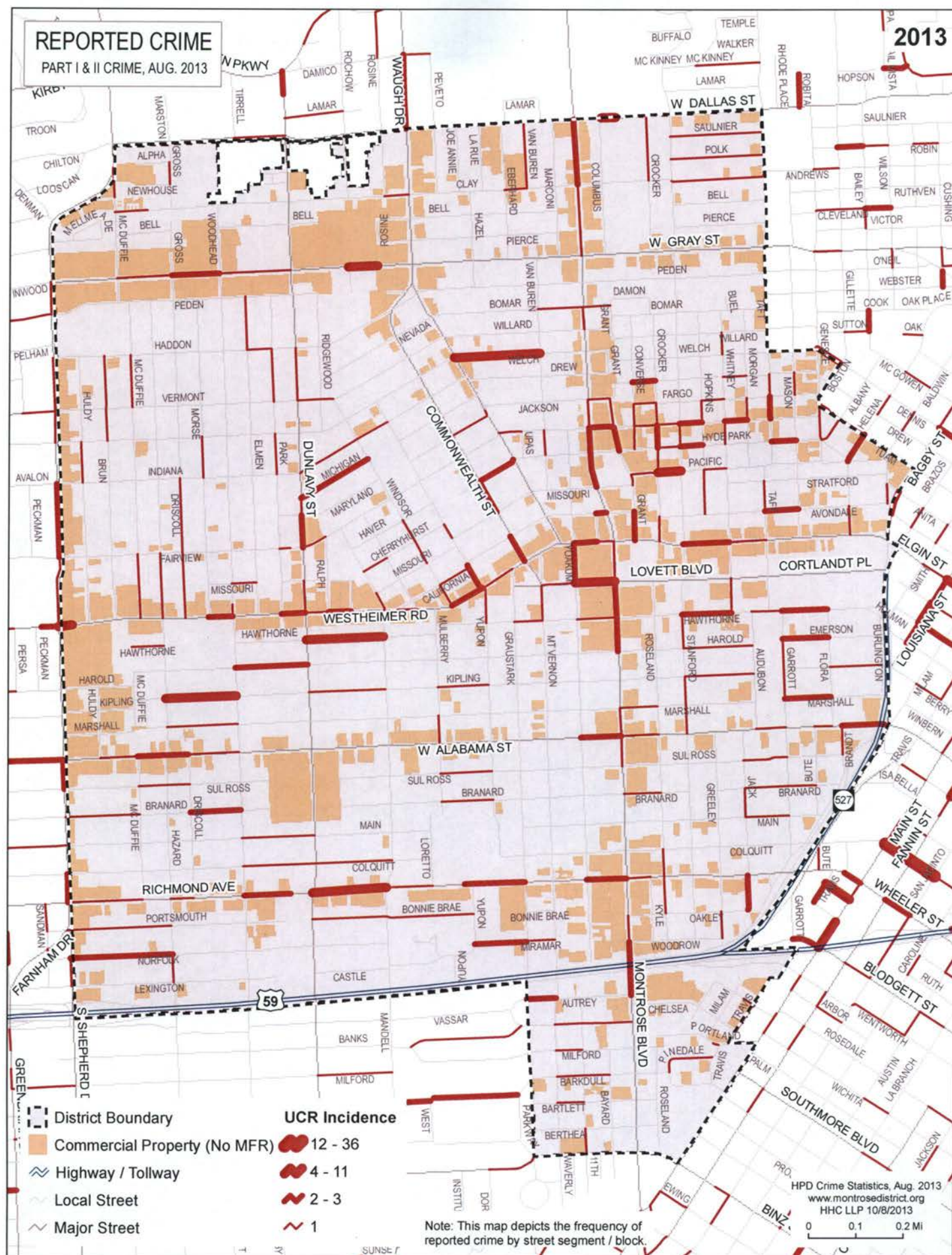
PART I & II CRIME, AUG. 2013

2013



PART I & II CRIME, AUG. 2013

2013



Memorandum

TO: Montrose Management District Board of Directors
FROM: District Executive Director
DATE: September 25, 2013
SUBJECT: Business & Economic Development Committee Meeting Minutes

The Business & Economic Development Committee of the Montrose Management District held its regular monthly meeting on Wednesday, September 25, 2013 in the second floor conference room of Tradition Bank, 5020 Montrose Blvd., Houston, TX 77006. Committee members attending were Claude Wynn, Cassie Stinson, Lane Llewellyn, Charlie Norris, and Steve Madden. Staff present were Bill Calderon and Ray Lawrence. The meeting was called to order at 12:09 PM.

August Meeting Minutes

The August minutes were approved as written.

Status Report on the District Brochure

Mr. Lawrence informed the committee that the final proof was not yet ready. The principal delay resulted from the need to get more pictures based on the list recommended by the committee. It is expected to be completed by sometime next week at which time it will be forwarded to the members for final review prior to publication.

Status Report on the November 12 Real Estate Forum Luncheon

Mr. Lawrence reviewed the details of this event for the benefit of the committee. All the arrangements have been made. The committee asked that a "Save the Date" notice be made available so they could alert their guests. Mr. Lawrence will see if marketing staff can produce a "Save the Date" flyer quickly and if not he will e-mail details of the event to the members.

Mr. Demiano stated that PMRG would like to be a sponsor. That brings the total number of sponsors to five for the event.

Mr. Lawrence appealed to the members for help in improving the invitation list for the event. Mr. Demiano said he would try to provide PMRG's list of CEOs and other top executives of real estate industry firms in Houston.

2014 B&ED Budget

It was agreed that a District video and two luncheons should be included in the 2014 B&ED budget. One luncheon will be in the spring, the other in the fall. This will enable the District to continue the momentum of the November luncheon. One luncheon, probably the spring event, will focus entirely on the retail real estate market.

Announcements and Plans

It was suggested that the committee inform itself of the steps METRO is taking to "reimagine" its bus line network. It was agreed that Susan Young, president of the South Main Association, should be invited to talk at

the October meeting. Susan serves on the volunteer task force working with METRO on this effort. Gilbert Garcia, METRO chairman, will be invited to attend a future meeting.

Mr. Calderon gave the committee an overview of the District's bike rack program. There will be 16 locations in the first phase.

Adjournment

The meeting was adjourned at 1:20 PM.



MONTROSE MANAGEMENT DISTRICT

Cleanup Update

October 2013 meeting of the Board of Directors

Staff inspected the District for overgrown vacant lots, illegal trash dumps, inoperable vehicles and abandoned houses and businesses. Reports were submitted to 311 Help Online for abatement.

Overgrown vacant lots and other violations were found in the following locations in the District:

1210 Peveto - Thank you for your request or comment. Your Tracking Number is: 101001147021.

1335 W. Bell - Thank you for your request or comment. Your Tracking Number is: 101001147030.

1602 Nevada – Thank you for your request or comment. Your Tracking Number is: 101001147037.

1606 Nevada - Thank you for your request or comment. Your Tracking Number is: 101001147039.

1922 Woodhead - Thank you for your request or comment. Your Tracking Number is: 101001147041.

1902 Westheimer - Thank you for your request or comment. Your Tracking Number is: 101001147044.

3615 Montrose - Thank you for your request or comment. Your Tracking Number is: 101001147051.

1707 W. Main – *Had to be submitted by e-mail due to difficulty in identifying address* - Thank you for contacting us. Service Request number 101001147868 has been forwarded to the appropriate department for investigation.

616 W. Pierce - Thank you for your request or comment. Your Tracking Number is: 101001147058.

NEW CONSTRUCTION and DEMOLITIONS IN PROGRESS



New construction at 1226 W. Bell



New demo in the 1200 block of W. Bell



New construction at the corner of Welch and Morse



New construction at the corner of Indiana and Yupon, a former vacant lot

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

6. Receive the Executive Director's Monthly Report on District initiatives.



New construction in a vacant lot on Crocker behind a dog groomer, at W. Gray

- *Evidence regular reporting to Department of Neighborhoods is doing some good:*



NP sign at a vacant lot at Gross and Alpha



NP sign at Woodrow and Roseland

ILLEGAL DUMP SITES



Illegal dump in the vacant lot at Driscoll and Colquitt
Thank you for your request or comment. Your Tracking Number is: 101001147083.

City & State

HOUSTON CHRONICLE | HoustonChronicle.com and chron.com | Tuesday, October 8, 2013 | Section B ***

DEVELOPMENT

City sues over killing of old live oaks

By Brian Rogers

The city of Houston filed suit Monday against a housing developer for cutting down two 100-year-old live oaks that were in Montrose and the Museum District.

City Attorney Dave Feldman said Signature City Homes, which is owned by Barry Gomel, and its contractors on Aug. 17 removed trees that were in the public right of way.

"The timing of the destruction of trees on a weekend raises the suggestion that the developer cut the trees down in an attempt to escape detection and avoid certain community protest and legal action," Feldman said in a news release.

Attorney Brian Cweren, who is representing Signature City Homes, said his client has tried multiple times to resolve the dispute.

"The city instead is

wasting taxpayer resources with frivolous litigation," Cweren said in a statement. "This lawsuit is a cynical election-season stunt. We look forward to sharing with the court the city's conduct in this dispute."

City law prohibits the removal of a tree when at least 50 percent of the trunk is in the public right of way, Feldman said.

The trees, in the 800 block of Bomar and the 1700 block of Blodgett, had

trunks measuring about 36 inches in diameter.

"These defendants placed their own commercial interests ahead of our citizens' right to enjoy these trees," Feldman said. "We have to make it clear to everyone that the public will simply not tolerate this type of conduct."

The city is seeking more than \$500,000 in damages.

brian.rogers@chron.com
twitter.com/brianjrogers

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

7. Consider a proposal for traffic and parking consultation from Walter P. Moore.

WALTER P MOORE

August 19, 2013

Mr. Bill Calderon
Executive Director
Montrose Management District
P.O. Box 22167
Houston, Texas 77227-2167

Re: **Proposal for Additional Traffic Engineering and Parking Consulting Services**
 Comprehensive District Wide Mobility Study
 Montrose Special Parking Area Application
 Walter P Moore Proposal No. 13-1648

Dear Mr. Calderon:

We are pleased to submit this proposal to provide additional traffic engineering and parking consulting services relative to the comprehensive district wide mobility study we have completed for the Montrose Management District in Houston, Texas. This proposal will build on the initial review of parking in the District and develop a complete application to the City of Houston to create a Special Parking Area within the Montrose District. This agreement is presented to establish the basis for commencement of our portion of the Work. Our understanding of the scope of the project is as follows.

Scope of Project

The Montrose Management District has been established to achieve numerous objectives, many of which are mobility-related. It is our understanding that the District wants Walter P Moore to continue work on the comprehensive district wide mobility study by focusing on parking improvement projects within the District.

The project scope will include developing an application for submittal to the City of Houston to create a Special Parking Area within the Montrose District. The scope will also include coordination with the City and other stakeholders.

Scope of Services

We propose that our scope of Additional Services include the services described in the attached Schedule C4C.

We understand that you will provide overall project management for the Project. We will participate in a cooperative effort to assure that our portion of the Project is coordinated with work by others.

Fee

We propose to provide the Additional Services on a time and expense basis in accordance with the terms and conditions as set forth in our agreement for Basic Services dated March 5, 2009 and executed on March 18, 2009.

The proposed maximum fee for this work is as follows:

<u>Montrose Special Parking Area Application</u>	
Special Parking Area Application	\$ 20,000
Meetings with City of Houston (up to 3)	\$ 4,500
Public/Neighborhood Meetings (up to 4)	\$ 10,000
Special Stakeholder Meetings	\$ 5,000
Coordination with District	\$ 7,500
Other Area Improvements	\$ 10,000
TOTAL	\$ 57,000

Miscellaneous reimbursable expenses, such as delivery, local mileage, and printing fees, are estimated to be approximately \$6,000.

Client Supplied Information

In order for us to proceed with the work toward accomplishment of the project schedule, we will need the following information from the Client that we understand will be provided to us prior to commencement:

1. The attached copy of this agreement, executed

We understand that you will furnish us in a timely manner with full information regarding special conditions or criteria for the Project or special services needed, and also make available to us all other pertinent existing data of which you are aware.

Additional Services

Specifically excluded services include design of roadways, intersections, and traffic control devices; design of utility improvements, sidewalks, pedestrian improvements; structural design, surface and garage parking layouts and functional design, traffic signal warrant studies, traffic impact studies, traffic control plans, demolition services, and construction phase services. The services are excluded because the scope is still undefined, the work is not anticipated to be required, or the work is to be provided by others. If it becomes necessary for Walter P Moore to provide any of these or other services beyond the scope of our Basic Services and said services are authorized by the Client, they will be performed for an additional fee on a time and expense basis in accordance with the terms and conditions of our base agreement or upon a fee basis established at such time as the scope of work is defined.

Project Schedule

We will strive toward the achievement of any project schedule that may be determined appropriate for the Project. Our fees are based on the Project being executed in a timely manner without significant delays. We are prepared to begin our work immediately after receipt of an executed copy of this agreement.

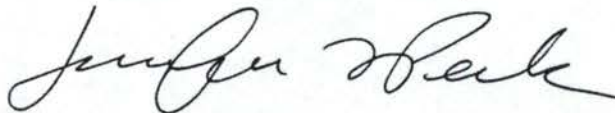
This letter agreement, our original agreement for basic services, and Schedule C4C represent the entire understanding between us with respect to the Project and may only be modified in writing, signed by both of us. If it satisfactorily sets forth your understanding of our agreement, we would

Mr. Bill Calderon
Montrose Management District
August 19, 2013
Page 3

appreciate your signing one of the enclosed copies of this letter agreement in the space provided and returning it to us.

We very much appreciate the opportunity to provide these services to you and look forward to our continued work with you on this important project.

Yours very truly,
WALTER P. MOORE AND ASSOCIATES, INC.



Jennifer L. Peek, P.E., PTOE, PTP
Principal

Accepted this _____ day of _____, 2013.

Company: _____

By: _____

Title: _____

Attachments: Schedule C4C

O:\2013\13-1600 - 13-1699\13-1648 Montrose Special Parking Area\Fee Proposal\13-1648 Montrose District Special Parking Area.docx

SCHEDULE C4C
Scope of Additional Services
Comprehensive District Wide Mobility Study
Montrose Special Parking Area

I. Special Parking Area Application

- A. CONSULTANT will gather additional data within the revised Special Parking Area boundary as discussed in a meeting with the Montrose Management District on August 5, 2013.
- B. CONSULTANT will coordinate mailers to land owners within and within 500 feet of the proposed Special Parking Area. Montrose Management District to provide CONSULTANT with addressed stamped envelopes to all required land owners along with a self-addressed stamped envelope for each land owners' response.
- C. CONSULTANT will coordinate information required for Special Parking Area application. This information will come from Montrose Management District, past District studies and other resources.
- D. CONSULTANT will complete and submit Special Parking Area application to the City of Houston for review and approval.

II. Meetings/Coordination

- A. CONSULTANT will attend up to three meetings with the City of Houston to discuss the Special Parking Area Application.
- B. CONSULTANT will attend up to four total public or neighborhood meetings to discuss the proposed Special Parking Area.
- C. CONSULTANT will prepare limited presentation materials for us in the public or neighborhood meetings.
- D. CONSULTANT will attend meetings, as needed, with special stakeholders as identified by the Montrose District to discuss the proposed Special Parking Area.
- E. CONSULTANT will meet with the Montrose District throughout the project to present progress on the application.

III. Other Area Improvements

- A. CONSULTANT will identify other areas within the District that may be in need of a mobility improvement.
- B. CONSULTANT will prepare conceptual exhibits for potential mobility improvements for review by the District.

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

8. Consider a special parking area application.

WALTER P MOORE

September 13, 2013

Marlene Gafrick
Director, Planning & Development Department
City of Houston
611 Walker, 6th Floor
Houston, Texas 77002

**Re: Montrose Management District
Special Parking Area Application**
Walter P Moore Project No. P03-13007-01

Dear Ms. Gafrick:

Please find enclosed a special parking area application that Walter P Moore completed on behalf of the Montrose Management District. This special parking area is centered on the Westheimer and Montrose intersection, where many commercial and retail establishments are thriving.

We have addressed the requirements of a Special Parking Area as defined by the City of Houston's Code of Ordinances Chapter 26, Section 26-511. After you and your staff has had a chance to review the application, we would be happy to meet with you to discuss any additional information that may be required.

If you have any questions regarding the application, please let us know.

Very truly yours,

WALTER P. MOORE AND ASSOCIATES, INC.

Jennifer L. Peek, P.E., PTOE, PTP
Principal

cc: Bill Calderon, Montrose Management District

P:\P03\2013\P03-13007-01 Montrose Special Parking Area\02_Design and Production\03_Reports, Analysis and Studies\04 Special Parking Area Application\130913 Montrose SPA - Cover Letter.docx

1301 MCKINNEY, SUITE 1100
HOUSTON, TEXAS 77010
PHONE: 713.630.7300 FAX: 713.630.7396

WWW.WALTERPMOORE.COM

Special Parking Area Application

Montrose Management District
Houston, Texas

Interim Review Only
Document Incomplete: Not intended for permit or Construction Engineer: <u>Jennifer L. Peek, P.E.</u> P.E. Serial No. <u>90254</u> Date: <u>October 4, 2013</u> Walter P. Moore and Associates, Inc. TBPE Firm Registration No. 1856
Interim Review Only
Document Incomplete: Not intended for permit or Construction Engineer: <u>Jeremy Rocha, P.E.</u> P.E. Serial No. <u>100059</u> Date: <u>October 4, 2013</u> Walter P. Moore and Associates, Inc. TBPE Firm Registration No. 1856

Prepared for
Montrose Management District

Prepared by
WALTER P MOORE
Walter P. Moore and Associates, Inc.
1301 McKinney, Suite 1100
Houston, Texas 77010

October 2013

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INTRODUCTION

At the request of the Montrose Management District, Walter P Moore conducted a comprehensive parking study within the District focusing on the commercial area centered on the intersection of Montrose Boulevard and Westheimer Road. As shown in **Figure 1**, the study's west/east parameters are between Mandell Street and Taft Street along Westheimer Road and north/south between Missouri Avenue and Harold Street along Montrose Boulevard. The parking study focused on the area's parking supply and demand, walking distances, and parking restrictions/regulations with the goal of submitting an application to be designated as a Special Parking Area as defined by the City of Houston's Code of Ordinances Chapter 26, Section 26-511.



Figure 1: Montrose Management District – Special Parking Area Application Boundary

HISTORY

The Montrose Management District is an area of diverse land uses. Located just west of Downtown Houston, it is bounded by W. Dallas to the north, Taft or Spur 527 to the east, US 59 or Bissonnet to the south, and Shepard to the west. Encompassing an area of approximately one square mile, the District is predominately residential but also includes significant retail, entertainment, and institutional land uses. A significant portion of the retail and entertainment land uses are generally centered on the intersection of Montrose and Westheimer which is the basis for the study focal area.

SPECIAL PARKING AREA APPLICATION

The background requirements of the Special Parking Area application were reviewed and have been grouped into key topics for this report. The sections included in the report are as follows:

- Special Parking Area Boundary
- Notifications and Fee
- Current Parking Requirements and Restrictions
- Existing and Proposed Parking Facilities
- Transit Facilities
- Vehicular Trips
- Parking Supply and Demand
- Employment and Household Demographic Data

SPECIAL PARKING AREA BOUNDARY

The Montrose Management District is an area of diverse land uses ranging from small boutique shops to popular restaurants/bars and from small bungalow homes to large apartment complexes. This type of diversity translates to a complex ever-evolving parking demand with significant additional parking demands in the very near foreseeable future.

The District's rich diversity means that there are multiple core areas of high parking demand. One core of high parking demand and arguably the heart of the District is the centered around the

intersection of Westheimer and Montrose. The bulk of the parking demand within the Westheimer/Montrose core is generated from popular restaurants and bars. The concentration of these parking demand generators in a small core area equate to a high peak parking demand. Because of this concentrated bulk of high generator land uses the Montrose Management District chose the Westheimer/Montrose core as an area to be designated as a Special Parking Area. For the purpose of the Special Parking Area application, the application boundary area utilizes streets as edges instead of parcels. The application boundary includes some of Montrose's most popular restaurants and bars including Katz's, Underbelly, and Anvil. Also included are large commercial developments such as the approximately 3-acre commercial site at the southeast corner of Montrose and Westheimer. The Montrose Management District does contemplate siiking similar designations in other areas of the District in the future.

Figure 1 shows the area within the Montrose Management District applying to be designated as a Special Parking Area as defined by the City of Houston's Code of Ordinances Chapter 26, Section 26-511.

NOTIFICATIONS AND FEE

- 1) Application Fee is enclosed in application package
- 2) **Tab 1** provides the names and addresses of Owners within the proposed Special Parking Area
- 3) **Tab 2** provides the names and addresses of Owners within 500 feet of the proposed Special Parking Area
- 4) Stamped envelopes to each Owner listed in a) and b) are enclosed in application package

CURRENT PARKING REQUIREMENTS AND RESTRICTIONS

As described above many of the parcels within the application area have been grandfathered into older parking code requirements, therefore there are different governing parking codes. If current COH parking code (adopted March 6, 2013) requirements and mobility reductions were applied, the

effective parking ratio, that is the number of occupied spaces during the peak hour divided by total square footage, in this application area is 5.92 spaces per 1,000 SF of development. See Table 1.

A parking analysis was also performed of the same core subarea using "Best Practices" metrics based on experience in the marketplace. These ratios and respective demand calculations are what one would see as a market driven parking recommendation for a successful development; where parking or the perceived lack of parking is a manageable issue. When the best practices ratios for individual parcel are applied the effective parking ratio for the application area is 6.10 spaces per 1,000 SF of development.

Table 1 – Effective Parking Ratios (spaces/1,000 SF)

Effective Parking Ratio (spaces/1,000 SF)	
Based on COH	5.92
Based on Best Practices	6.10

Based on the current number of spaces in the subarea, the required effective parking ratio is not currently met, therefore, the special parking area is being created to address some of the deficiencies.

EXISTING AND PROPOSED PARKING FACILITIES

The parking facilities within the application area are generally self-contained, designated for individual parcel use and are not shared. There are no public structured facilities within the application area. The application area does have sections of metered on-street parking that are at or near capacity during peak parking demand. The metered parking supply is an ever changing variable that makes it hard to predict exact quantities for future use. As the application area evolves and continues to add development additional parking facilities will be required. At this time, there are no known planned structured parking facilities in the area.

TRANSIT FACILITIES

There are many alternative modes of transportation within the application area including bus routes, designated bicycle lanes, walking from adjacent neighborhoods and even a nearby proposed Light Rail Transit line. For the purpose of this application and calculations, a modal split, which is defined as the percentage of persons arriving at a destination in different modes of transportation, of 20% was assumed.

As the application area evolves mode adjustments, adjustments to the base parking ratios based on local transportation characteristics, should be made. This is as the application area continues to improve and development pedestrian friendly sidewalks and connection portals to area businesses the use of different mode of transportation will be embraced by patrons. This in turn will reduce the effective parking ratios currently calculated for the application area.

At the time of this application there are thirteen METRO bus routes that service Montrose Management District. Most of these routes are local routes that stop several times as they pass through the District. Within the application area there are currently three bus routes, Route 42, 81 and 82.

Route 42: Holman Crosstown is a local route. It connects the Montrose area with the Eastwood, Magnolia and Fifth Ward/Denver Harbor Transit Centers, traveling along Westheimer and Montrose.

Route 81: Westheimer-Sharpstown is a local route that connects Downtown with the Sharpstown area traveling along Westheimer.

Route 82: Westheimer-West Oaks is a local route that runs from Downtown to Eldridge and the Energy Corridor along Westheimer.

There is currently a proposed transit corridor which will serve Richmond Avenue to the south. Coupled with METRO bus routes this may alleviate some of the vehicular traffic in the application area.

Table 2 - METRO Ridership Information – Total Boardings

Month	Route 42	Route 81	Route 82
	Holman Crosstown	Westheimer Sharpstown	Westheimer West Oaks
April 2013	1,641	4,853	6,484
March 2013	1,636	4,690	6,232
February 2013	1,758	4,900	6,631
January 2013	1,637	4,715	6,815
December 2012	1,514	4,907	6,832
November 2012	1,794	5,124	7,312
October 2012	1,898	5,222	7,360
September 2012	1,843	4,978	6,888
August 2012	1,439	4,706	6,406
July 2012	1,404	4,606	6,334
June 2012	1,424	4,675	6,441
May 2012	1,473	4,985	6,562
Average	1,622	4,863	6,691

Figure 2 shows the existing bus routes within the application area.

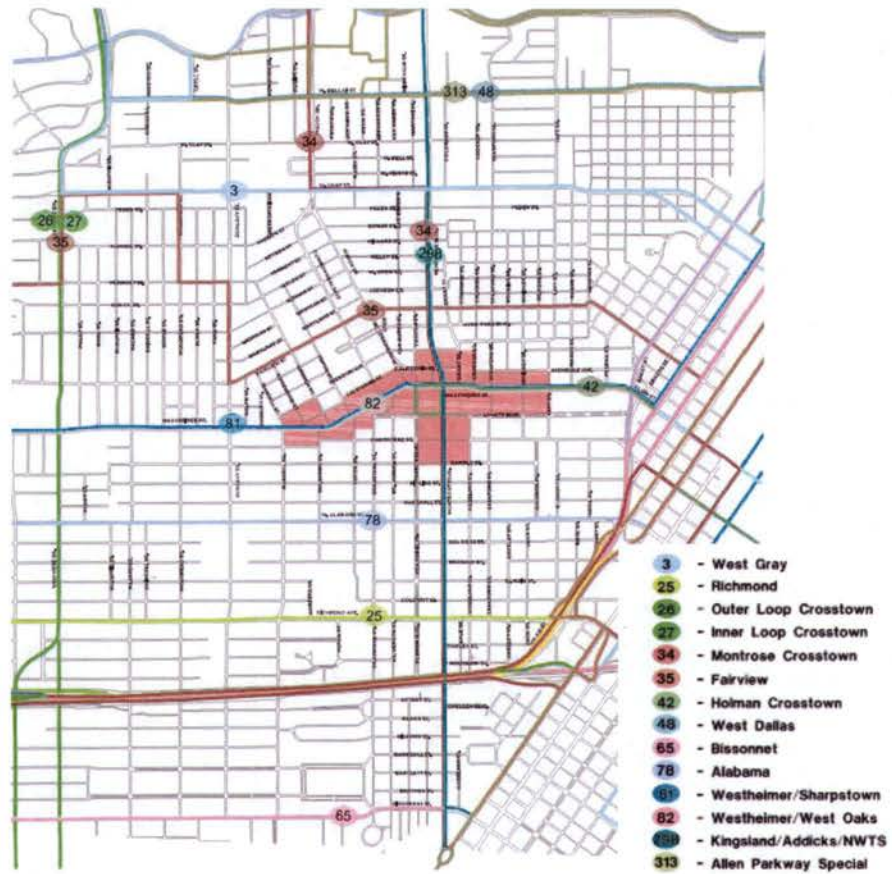


Figure 2: METRO Bus Routes

The Montrose Management District Special Parking Area has several bicycle facilities, including bike lanes, signed bike routes and shared signed roadways. Figure 3 shows the bike routes within the application area. Figure 3 as described above has information on bicycle facilities within application area.

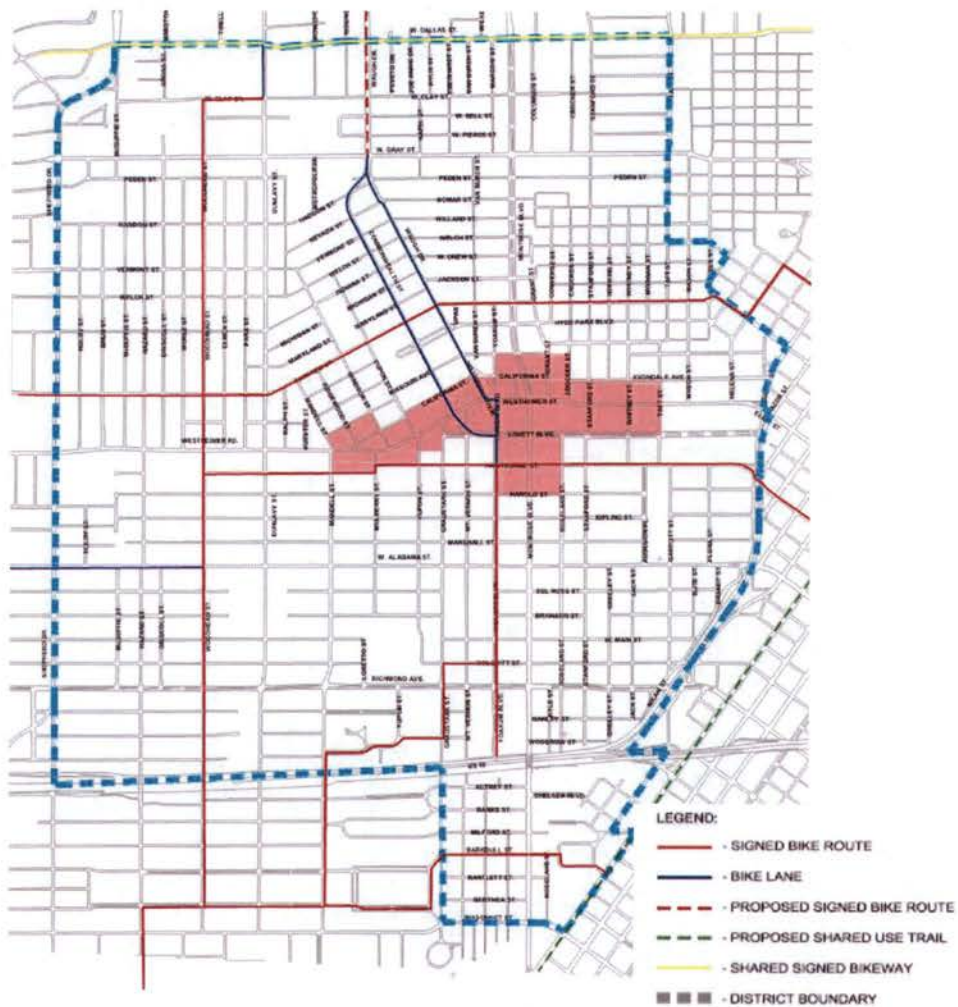


Figure 3: Bicycle Routes

Currently the application area has limited formal taxi service areas and is generally served by patrons calling individual taxi cab companies.

The Montrose Management District currently does not have a shuttle service in place nor are there plans to provide a shuttle service within the near future.

VEHICULAR TRIPS

The approximate number of vehicular trips generated by the existing use classifications within the proposed special parking area was estimated using standard Institute of Transportation Engineer Trip Generation rates. **Table 3** shows the vehicular trips generated within the proposed Special Parking Area.

Table 3: Trip Generation Calculations

General Land Use	ITE Code	Trip Generation Land Use	Size	Unit	Weekday				AM Peak Hour				PM Peak Hour			
					Average Rate	Total	Enter	Exit	Average Rate	Total	Enter	Exit	Average Rate	Total	Enter	Exit
Large Restaurant	931	Quality Restaurant	95,498	square feet	89.95	8,590	4,295	4,295	0.81	77	n/a	n/a	7.49	715	479	236
Take Out Restaurant	933	Fast-Food Restaurant without Drive-through window	12,790	square feet	716.00	9,158	4,579	4,579	43.87	561	337	224	26.15	334	170	164
Neighborhood Restaurant	932	High-Turnover Sit-Down Restaurant	4,000	square feet	127.15	509	255	255	10.81	43	24	19	9.85	39	23	16
Bar	925	Drinking Place	18,951	square feet	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	11.34	215	142	73
Retail	826	Specialty Retail Center	65,982	square feet	44.32	2,924	1,462	1,462	n/a	n/a	n/a	n/a	2.71	179	79	100
Grocery Store	850	Supermarket	42,168	square feet	102.24	4,311	2,156	2,156	3.40	143	89	54	9.48	400	204	196
Beauty Salon/Barber	918	Hair Salon	2,400	square feet	n/a	n/a	n/a	n/a	1.21	3	3	0	1.45	3	1	2
Shopping Center	820	Shopping Center	66,364	square feet	42.70	2,834	1,417	1,417	0.96	64	40	24	3.71	246	118	128
Office	710	General Office Building	19,302	square feet	11.03	213	107	107	1.56	30	26	4	1.49	29	5	24
Clinic	630	Clinic	40,000	square feet	31.45	1,258	629	629	n/a	n/a	n/a	n/a	5.18	207	85	122
Vet Office	640	Animal Hospital/ Veterinary Clinic	2,000	square feet	n/a	n/a	n/a	n/a	4.08	8	6	2	4.72	9	4	5
Health Club/Spa	492	Health/Fitness Club	3,735	square feet	32.93	123	62	62	1.41	5	3	3	3.53	13	7	6
Service Station	945	Gasoline/Service Station with Convenience Market	8	pumps	162.78	1,302	651	651	10.16	81	41	41	13.51	108	54	54
		TOTAL				31,222	15,611	15,611		1,015	567	371		2,497	1,371	1,126

Data from Trip Generation 9th edition

* Where applicable Peak Hour is that of the Adjacent Street, not the Generator

PARKING SUPPLY AND DEMAND

Table 4 shows the parking supply and demand analysis performed for the Special Parking Area based on current, March 6, 2013, City of Houston Parking Codes and marketplace best practices. The purpose of the supply and demand analysis is to determine the current and future amount of parking spaces in relation to demand; shortages or surpluses. In other words, the analysis confirms if the number of available parking spaces is adequate to serve a particular land use, given factors such as price of parking and the availability of alternative travel modes. As stated above, the application area has developed and redeveloped over time and has a multitude of governing parking codes as many parcels within the application area are grandfathered. This further complicates the parking situation as many grandfathered parcels are not obligated to provide current required parking spaces.

The Special Parking Area is a dynamic ever evolving core area within the Montrose Management District. Moving forward, the District is planning for and expects about a 25% growth in development and demand within the next five years. This influx and increase of parking demand can be managed by the designation.

Table 4 – Special Parking Area Supply and Demand – Westheimer and Montrose

Land Use	SF	Parking Ratio based on Houston Municipal Code			Spaces Required	Parking Ratio based on Best Practice			Spaces Required
Large Restaurant	95,498	10.0	Space per	1000 sqft	955	10.5	Space per	1000 sqft	1003
Take Out Restaurant	12,790	4.0	Space per	1000 sqft	52	4.0	Space per	1000 sqft	52
Neighborhood Restaurant	4,000	10.0	Space per	bed	20	10.0	Space per	bed	40
Bar	18,951	14.0	Space per	1000 sqft	266	14.0	Space per	1000 sqft	266
Retail	65,982	4.0	Space per	1000 sqft	264	4.0	Space per	1000 sqft	264
Grocery Store	42,168	5.0	Space per	1000 sqft	211	5.0	Space per	1000 sqft	211
Beauty Salon/Barber	240	8.0	Space per	1000 sqft	2	8.0	Space per	1000 sqft	2
Shopping Center	66,364	4.0	Space per	1000 sqft	266	4.0	Space per	1000 sqft	266
Office	19,302	2.5	Space per	1000 sqft	49	2.5	Space per	1000 sqft	49
Clinic	40,000	3.5	Space per	1000 sqft	140	3.5	Space per	1000 sqft	140
Vet Office	2,000	5.0	Space per	1000 sqft	10	5.0	Space per	1000 sqft	10
Health Club/Spa	3,735	3.5	Space per	1000 sqft	14	3.5	Space per	1000 sqft	14
Service Station	9,928	1.0	Space per	Bay	8	1.0	Space per	Bay	8
Total Existing Demand					2257				2325

Est. Off Street Parking Supply:	572	Transit/Pedestrian Mobility Assume 20% Reduction
Requirement based on COH	2257	1806
Delta	-1685	-1234
Requirement based on Best Practices	2325	1860
Delta	-1753	-1288

EMPLOYMENT AND HOUSEHOLD DEMOGRAPHIC DATA

The Special Parking Area subarea is a commercial hub of a Montrose Management District surrounded by residential neighborhoods and development. Its proximity to Midtown, Downtown, and Uptown ensure the constant influx of patrons visiting the local bars and restaurants. As the District explores and encourages more office development the application area will begin to benefit more from shared parking. It is important to gather the employment and residential data of the area to understand the correlation between the number of residents that live and work in the area. Typically a resident employed within the area would not require a parking space at their residence and place of work, lowering the effective parking ratio.

According to information gathered by ESRI Business Analyst, 2012 there are currently 832 people employed and 459 people residing within the Special Application area.

SPECIAL PARKING AREA – PARKING MANAGEMENT PLAN

The area within the Montrose Management District has developed and redeveloped over several decades. For this reason, there is a diversity of parking issues ranging from:

- Spillover parking from businesses into neighborhoods (day and night)
- Parking on areas used by pedestrians
- Insufficient parking at some retail and entertainment venues
- Insufficient street and/or right-of-way (ROW) width for parking and traffic movement needs
- Parcels being grandfathered into older parking requirements
- Restricted parking for specific parcels
- No shared parking program
- No on-street parking along Westheimer and Montrose

ALTERNATIVE PARKING REGULATIONS

The Montrose Special Parking Area focuses on one primary alternative parking regulation. Currently, Section 26-499 Off-site parking code states:

A parking space required by this article may be provided on off-site parking facilities if the following conditions are met:

- (1) The off-site parking facilities are located less than 250 feet from the tract where the use classification is located except as provided for in items (2) and (3) of this subsection;
- (2) Up to 25 percent of the required number of parking spaces may be provided on off-site parking facilities located:
 - a. Less than 800 feet from a tract where the use classification is located if the building for which the off-site parking is being provided contains less than 30,000 square feet of GFA; or
 - b. Less than 1,000 feet from a tract where the use classification is located if:
 - o The building for which the off-site parking is being provided contains less than 30,000 square feet of GFA; and

- o The director determines in his or her sole professional judgment that sufficient pedestrian amenities mitigate the impact of the extended distance of the off-site parking facilities.
- (3) Up to 75 percent of the required number of parking spaces for a freestanding class 7 use under section 26-492 of this Code may be provided on off-site parking facilities located up to 1,000 feet from a tract where the use classification is located if:
 - a. The off-site parking facilities are used only for valet parking services in accordance with this chapter;
 - b. Valet parking services for the off-site parking facilities must be available during all operating hours of the use classification;
 - c. 25 percent or more of the parking spaces required by this article are located either on-site or on off-site parking facilities located within 250 feet of the tract where the use classification is located; and
 - d. The applicant or responsible party submits an annual certification of valet parking in accordance with the requirements of section 26-502 of this Code.
- (4) The off-site parking spaces required by this article are not already being used to satisfy the parking requirement of a different building or tract.

In the Montrose Special Parking Area, it is requested that **100% of the required off-street parking be allowed to be provided in parking facilities within 1,000 feet of development** instead of 250 feet as current code requires.

This increase in allowable walking distance would be a benefit to the Montrose District as it would allow the District to:

- Increase area for centralized parking
- Increase opportunity for shared parking amongst land Owners
- Allows for developers to "contribute" to centralized parking rather than providing full parking on site

- Potential to reduce effective parking ratios
- Reduce parking spillover into neighborhoods

PROPOSED SHARED PARKING PLAN

The Special Parking Area application subarea is composed of individual land Owners with self-contained parking areas. There is no "shared" parking plan within the area or an active mitigation plan in place. This Special Parking Area is a proposed mitigation plan the District is excited about implementing. The parking study performed by Walter P Moore for the Montrose Management District showed that the application area could benefit from shared or centralized parking. This centralized parking would afford the District with a means of reducing effective parking demand ratios. Walter P Moore analyzed potential central garage locations. Three potential garage areas were located as follows (See Figure 4):

- o Site 1: SW Corner of Westheimer and Stanford
- o Site 2: NW Corner of Westheimer and Montrose
- o Site 3: SW Corner of California and Lincoln (just off Montrose)

A walking distance of 1,000 feet was used in the location analyses. This is a variance of current City of Houston code.

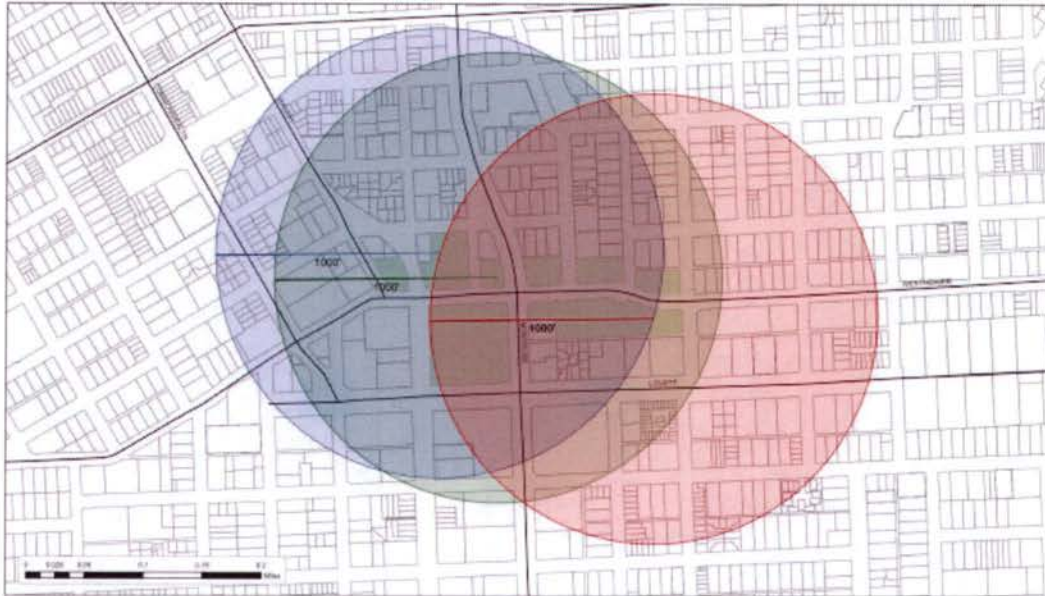
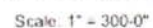


Figure 4: Potential Centralized Parking Garage Locations

PLAN IMPLEMENTATION

The Montrose Management District is prepared to take on the responsibility of implement the provisions of the proposed parking management plan within the special parking area. The District will submit a review of the parking management plan to the commission every two years after the designation of the special parking area. The District understands that if they fail to submit a review for the parking management plan within three years of the designation of the special parking area or the last review for the parking management plan, the provisions of the parking management plan shall not apply within the special parking area and the building official shall issue a building permit or a certificate of occupancy for buildings or tracts that comply with the provisions of this article without reference to the parking management plan.



YOAKUM

YOAKUM BLVD

HYDE PARK BLVD.

CALIFORNIA ST.

GRANT ST.

CROCKER ST.

AVONDALE AVE.

WESTHEIMER ST.

STANFORD ST.

WHITNEY ST.

TAFT ST.

LOVETT BLVD.

HAWTHORNE ST.

MONTROSE BLVD.

HAROLD ST.

KIPLING ST.

ROSELAND ST.

STANFORD ST.

LEGEND



COMMERCIAL

RESIDENTIAL



SPECIAL PARKING
APPLICATION BOUNDARY



UDY

MONTROSE DISTRICT
SPECIAL PARKING AREA

AUGUST 21, 2013

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

9. Consider a service agreement between the District and Tawny Tidwell for social media services.

SERVICE AGREEMENT

This Service Agreement (this "Agreement") is entered into on October 4th, 2013 (the "Effective Date") by and between Harris County Improvement District No. 6 and 11 dba Montrose Management District, a conservation and reclamation district and a body politic and a political subdivision of the State of Texas, created under the authority of Article XVI, Section 59 of the Texas Constitution and operating under and governed by the provisions of Chapters 49 and 54, Texas Water Code, as amended (the "Owner"), and Tawny Tidwell, (the "Contractor").

RECITALS

WHEREAS, the Owner has determined it is in the Owner's best interest to engage a service provider for the services described herein; and NOW, THEREFORE, in consideration of the premises, mutual promises, covenants, obligations and benefits herein contained, the Owner and Contractor agree as follows:

I.

SERVICES

Section 1.01. Services. Contractor shall perform certain services (the "Services") for the Owner from time to time as approved in writing by the Board of Directors (the "Board"), and Contractor shall be compensated for such services as approved by the Board. Contractor may not deviate from approved Services without the prior written consent of the Board. Approval of Services shall be evidenced by a written proposal or service order, which shall include the service to be performed, the location and the fees. Currently approved proposals and service orders are attached hereto as **Exhibit A**. During the term of this Agreement, Contractor or Owner may recommend certain additions or changes to the Services. In such case, the additions or changes shall be submitted to the Owner for approval in the form of a new proposal or service order. When any new Services or changes to Services are approved, another exhibit shall be added to this Agreement, signed and dated by each Party. The exhibits added shall be sequenced in alphabetical order beginning with **Exhibit B** and shall be dated when approved by the Board. All fees described in the proposal or service order shall include charges for labor, materials, insurance, equipment and any other items required to perform the work in the Services.

II.

COMPENSATION

Section 2.01. Payment for Services. Contractor shall submit a detailed invoice (together with any back-up documentation requested by the Owner) indicating the Services performed for the prior billing period under the terms of this Agreement. Contractor shall submit detailed invoices to the Owner's bookkeeper:

Mr. Darrell Hawthorne
Municipal Accounts & Consulting, L.P.
1300 Post Oak Boulevard, Suite 1600
Houston, TX 77056
Fax: (713) 629-6859
Email: dhawthorne@municipalaccounts.com

District will generally pay Contractor within ten (10) days of receipt and approval of Contractor's invoice, and in no event shall make payment greater than 30 days after receipt.* Interest on invoices unpaid after 30 days shall accrue at the rate of 5% of the total service invoice, compounded monthly. Contractor agrees that upon completion of the work called for hereunder, it will furnish the District with proof, satisfactory to the District, that all labor, material and equipment for which Contractor has been paid, have been satisfied and paid, unless the District waives such proof. Upon furnishing such proof, or waiver thereof, the amount billed by Contractor will be reviewed by the District for approval and all undisputed amounts shall be paid to Contractor in accordance with this Section. District shall not unreasonably or untimely withhold approval for invoices. ***NOTE:** timely payment by the District is contingent upon Contractor submitting invoices for services rendered by the 1st day of the month.

III. GENERAL CONDITIONS

Section 3.01. Contractor's Duties. Contractor covenants with the Owner to furnish its best skill and judgment in performing the Services for the Owner. Contractor agrees to furnish efficient business administration and superintendence and to use its best efforts to furnish at all times an adequate supply of workmen, materials and equipment and to perform the Services in the most expeditious and economical manner. Contractor agrees to exercise reasonable diligence in performing the Services, using the degree of care and skill that a prudent person in the same or similar profession would use.

Section 3.02. Relationship of Owner and Contractor. Contractor has been retained by the Owner for the sole purpose and to the extent set forth in this Agreement. It is understood and agreed that all work so done by Contractor shall meet with Owner approval, but that the detailed manner and method of performing the Services shall be under the control of Contractor. Contractor's relationship to the Owner during the term of this Agreement is that of an independent contractor. The relationship between the Owner and Contractor is not exclusive.

Section 3.03. Hold Harmless.

CONTRACTOR, FOR ITSELF AND ITS SUCCESSORS AND ASSIGNS, AGREES TO WAIVE ANY CLAIMS AGAINST AND HOLD HARMLESS THE OWNER AND ITS OFFICERS, DIRECTORS, REPRESENTATIVES, AND AGENTS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, OR

CAUSES OF ACTION ARISING PERSONAL INJURY OR PROPERTY DAMAGE ARISING FROM THIS AGREEMENT OR THE SERVICES CONTEMPLATED THEREIN.

Section 3.04. Term and Termination. Either party may terminate this Agreement at any time, without cause, upon thirty (30) days written notice to the other party. Contractor shall not be entitled to any payment or further payment other than for work performed or material, equipment, or supplies furnished prior to such termination. The Owner does not waive any other remedy allowed under Texas law.

Section 3.04. Term and Termination. Either party may terminate this Agreement at any time, without cause, upon thirty (30) days written notice to the other party. Contractor shall not be entitled to any payment or further payment other than for work performed or material, equipment, or supplies furnished prior to such termination. The Owner does not waive any other remedy allowed under Texas law.

Section 3.05. Agreement Controls. To the extent that there is any inconsistency between the provisions of this Agreement and any attachments or exhibits hereto, the terms of this Agreement shall control.

Section 3.06. Regulatory Requirements. All work will be done in strict compliance with all applicable city, county, state and federal rules, regulations and laws and any codes which may apply to the Services being provided. Contractor will obtain all permits and licenses required to perform the Services and will be responsible for securing inspections and approvals of its work from any authority having jurisdiction over Contractor's Services.

Section 3.07. Safety and Health Standards. Contractor shall observe and comply with all applicable federal, state and local health and safety laws and regulations.

Section 3.08. Inspection. The Owner and its duly authorized representatives shall have the right to inspect all Services being performed hereunder at any time. Contractor agrees to maintain adequate books, payrolls and records satisfactory to the Owner in connection with any and all Services performed hereunder and to maintain such books, payrolls and records for at least four years. The Owner and its duly authorized representatives shall have the right to audit such books, payrolls and records at any reasonable time or times.

Section 3.09. Warranty. In addition to other common law and statutory warranties, whether implied or express, Contractor's warranty applies to materials, parts, labor and workmanship for one year from the date of completion of the Project. Contractor shall transfer all manufacturers' warranties to the Owner.

Section 3.10. Assignability. Contractor shall not assign its rights or obligations or any sum that may accrue to it hereunder without the written consent of the Owner, which shall be granted or denied in the Owner's sole discretion.

Section 3.11. Modifications. This Agreement shall be subject to amendment, change or modification only with the prior mutual written consent of the Owner and Contractor, except to add any future exhibits pursuant to Section 1.01.

Section 3.12. Force Majeure. In the event either party to this Agreement is rendered unable, wholly or in part, by force majeure including an act of God; strikes; lockouts, or other industrial disturbances; acts of the public enemy; orders of any kind of government of the United States or the State of Texas or any civil or military authority (other than a party to this Agreement); insurrections; riots; epidemics; landslides; lightning; earthquakes; fires; hurricanes; storms; floods; droughts; arrests; civil disturbances; explosions; or other inability similar to those enumerated; to carry out its obligations under this Agreement, it is agreed that party shall give written notice of such act to the other party as soon as possible after the occurrence of the cause relied on and shall, thereafter, be relieved of its obligations, so far as they are affected by such act, during the continuance of any inability so caused, but for no longer.

Section 3.13. Agreement Subject to Applicable Law. This Agreement and the obligations of the parties hereunder are subject to all rules, regulations and laws which may be applicable by the United States, the State of Texas or any other regulatory agency having jurisdiction.

Section 3.14. Governing Law. This Agreement is governed in accordance with the laws of the State of Texas and shall be enforceable in the county in which the Owner is located.

Section 3.15. Waiver. No waiver or waivers of any breach or default by a party hereto of any term, covenant or condition or liability hereunder of performance by the other party of any duty or obligation hereunder will be deemed a waiver thereof in the future, nor will any such waiver or waivers be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, character or description, under any circumstances.

Section 3.16. Intended Beneficiaries. This Agreement is for the sole and exclusive benefit of the Owner and Contractor and will not be construed to confer any benefit upon any other party.

Section 3.17. Severability. The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person or circumstance is ever held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons or circumstances will not be affected hereby.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in multiple copies, each of equal dignity, as of the date set forth on the first page hereof.

[EXECUTION PAGE FOLLOWS]

Exhibit A

Ms. Tawny Tidwell, a Strategic PR and Marketing Professional, shall supply the following services to the Montrose Management District for the monthly retainer of \$2,500:

Social Media Basic:

Maintain Facebook page/Twitter account

- Post articles, events
- Respond to online interactions
- Educate team members/BOD about SM

E-newsletter

- Interviews
- Assemble information

Website

- Posts about district activity
- Check mailbox
- Calendar updates

Marketing Strategy

- Brainstorm with committees/BOD
- Help solidify goals
- Create SM strategy for each key initiative

Specific:

3-1-1 app

- Create strategy with VI&M Committee Chair and MMD Marketing Executive
- Create content for collateral materials — postcards, website, email blasts, newsletters, blog pieces, website
- Create media/influencer lists for targeted outreach
- Create event to mobilize communities
- Cultivate key relationships with government officials/entities

Business Mixers

- Interview host business for website
- Engage community via social media sites

Public Safety

- Respond in 'real-time' to criticisms/questions
- Highlight accomplishments
- Create on-going 'tips' for weekly SM postings

Business Marketing Workshops

- Research business workshops for local business owners
- Coordinate with key influencers who will be presenting
- Work with Business Ambassadors to spread word/feedback
- Email invites
- Create educational materials

Outreach Materials — General

- Make revisions to current general outreach materials
- Reflect updated goals

Research

- Preservation of historic spaces (ways to engage community via SM sites)

NOTE: Fees for services are based upon providing 100 hours of services during a 30 day rotating period. Hours in excess of 25 will be billed at the regular hourly rate of \$50 per hour.

Owner:



Bill Calderon, Executive Director, Montrose Management District

Contractor:



 9/24/13

Tawny Tidwell

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

10. Receive a report and recommendations from the Marketing and Business Relations Committee.

Staff note: The minutes of the committee meeting of September 24 are attached for review.

THE COMMITTEE CONSIDERED THE FOLLOWING ACTION ITEM(S):

There are no action items from the committee meeting.

The 2014 proposed marketing budget was recommended to be forwarded to the Finance Committee for approval and any actions taken will be as a part of the complete 2014 District budget.

Committee Recommendations:

N/A.

Fiscal Notes:

N/A.



MEMORANDUM

TO: Montrose District Board of Directors
FROM: District Executive Director
DATE: October 14, 2013
SUBJECT: Marketing and Business Relations Committee Meeting Minutes

The Marketing and Business Relations Committee met on Tuesday, September 24 at 4:00 p.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

Montrose District Board & Committee Members present were: Claude Wynn, Robert Jara, and Stathis Kafoglis.

Staff and vendors present: Marketing Director Gretchen Larson, Executive Director Bill Calderón, Business Ambassador Dennis Beedon. Guests present: Tawny Tidwell.

THE COMMITTEE CONSIDERED THE FOLLOWING:

Review of the marketing project work plan and implementation:

- a. **Business Seminar Program Part 3.**
- b. **Branded Bike Rack Program.**
- c. **Arts event calendar feed.**
- d. **Business Ambassador Program.**
- e. **Monthly business mixer.**
- f. **Cultural District Designation.**
- g. **Consider an agreement to engage the services of a communications specialist to assist with social media services the District.**
- h. **Consider FY 2014 Marketing Budget and Project Work Plan.**

The committee was updated on all the projects and programs as follows:

- a. **Business Seminar Program Part 3 - October 13.**

Ms. Larson reported that the team was working on the final details of the setup for the third and last seminar of the series for the year. She reminded the committee that a team of PR and marketing panelists have been secured and that as of this report we had 100 attendees signed up.

- b. **Branded Bike Rack Program.**

Director Calderón stated that the next steps would be confirming that the businesses/owners at the suggested locations were still in agreement with the install of the racks. And secondarily how many racks could be purchased and installed within the \$25,000 budget.

- c. **Houston Arts Alliance arts event calendar feed.**

Staff reported that the calendar feed was up and running.

d. Business Ambassador Program

BA Dennis Beedon updated the committee on recent visits and answered questions of the committee. The committee stated that they were pleased with the great work and all the positive feedback they were receiving from the community on the program.

e. Monthly business mixer.

Staff reported the September mixer will be held at Cuchara.

f. Planning related to the Texas Committee for the Arts, Cultural District Designation Program.

Director Calderón reported that Ms. Cortes was working on the LOI and that we would have a draft for committee review at the November committee meeting or shared via email if the November committee meeting were to be cancelled due to the holidays.

g. Consider an agreement to engage the services of Ms. Tawny Tidwell to conduct social media services for the District.

Director Calderón informed the committee that he had interviewed a number of people for the position and was recommending Ms. Tidwell to be the new social media strategist for the District. The committee visited with Ms. Tidwell and upon conclusion of the discussions concurred with Director Calderón's suggestion that Ms. Tidwell be recommended to the board at their next meeting.

h. Consider FY 2014 Marketing Budget and Project Work Plan.

Ms. Larson reviewed the proposed budget with the committee noting that all the campaigns from 2013 were recommended to continue. Director Calderón stated that he was requesting an increase in the number of hours that the business ambassadors worked from 20 to 30 hours per week. Mr. Wynn noted that the program has been such a success that he concurred with the recommendation. Mr. Jara stated that overall he supported the direction of the projects and programs but would like to see a bit of tweaking in some of the categories. Staff stated that based upon committee input adjustments would be made before forwarding to the finance committee for review. The committee consensus was to move the plan forward with the revisions discussed.

Adjourn

There being no further business to discuss the meeting adjourned at 6:00 p.m.