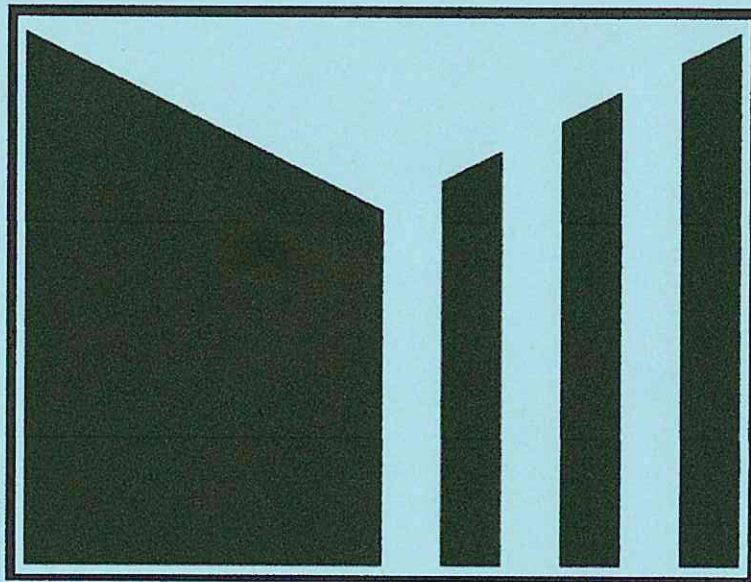


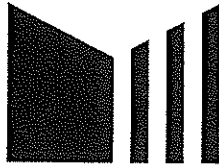
MONTROSE MANAGEMENT DISTRICT



Agenda and Agenda Materials
Meeting of the Board of Directors

April 14, 2014

MONTROSE MANAGEMENT DISTRICT



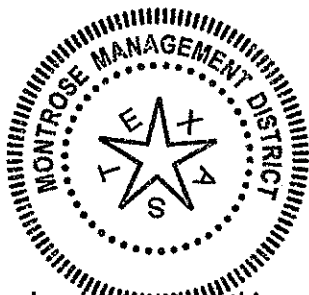
NOTICE OF MEETING

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, April 14, 2014, 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 March 10, 2014.
3. Receive public comments.
4. Receive and affirm updated board nominee list for submission to Mayor, City of Houston.
5. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.
6. Receive and consider District's monthly financial report, including; pay invoices.
7. Receive and consider District's 2013 annual financial report from McCall Gibson Swedlund Barfoot PLLC.
8. Consider and take action on the following administrative matters:
 - a. Resolution Establishing Office and Regular Meeting places and Posting Place for Notice of Board of Directors Meetings of Montrose Management District.
 - b. Resolution Adopting Policies for Capitalization and Depreciation of District Assets
 - c. Resolution Establishing a Public Information Coordinator
 - d. Resolution Establishing a Record Management Program and Designating a Records Management Officer
 - e. Resolution Establishing District Reimbursement Policy for Directors Expenses
 - f. Resolution Approving District Seal
 - g. Board Member Nomination Process and Appointment Procedures
 - h. Administrative Policies and Procedures Manual
9. Receive Executive Director's Monthly Report on District initiatives.
10. Consider Marketing Committee recommendation on adoption of the marketing plan for the District.
11. Consider approval of contract with Amber Ambrose.
12. Consider approval of contract with Nikki Metzgar.
13. 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.
14. Reconvene in Open Session and authorize appropriate action by legal counsel related to Item 10 on the agenda.
15. Announcements.
16. Adjourn.



Bill Gibson

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) 5951200 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 March 10, 2014.

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

March 10, 2014

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of Montrose Management District held a regular meeting, open to the public on the 10th day of March, 2014, at 12:00 p.m. at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, 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 Secretary</i>
Position 5 -	Lane Llewellyn	Position 13 -	<i>vacant</i>
Position 6 -	<i>vacant</i>	Position 14 -	<i>vacant</i>
Position 7 -	<i>vacant</i>	Position 15 -	<i>vacant</i>
Position 8 -	Robert Jara		

and all the above were present with the exception of Directors Llewellyn, Hubbard and Heugel, thus constituting a quorum. Also present were Bill Calderon, Susan Hill, Josh Hawes, Linda Clayton and Gretchen Larson, all of Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Pat Hall, Equi-Tax, Inc.; Felicia Alexander, Municipal Accounts & Consulting; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Dennis Beedon and Marie Cortes, Montrose Business Ambassadors; Victor Beserra, Houston Police Department; Chris Valdez, Primer Grey; Joseph Le, HEPI; Daphne Scarbrough, Richmond Avenue Coalition, and Tawny Tidwell. Chairman Wynn called the meeting to order at 12:00 p.m.

APPROVE MINUTES OF MEETING HELD JANUARY 13, 2014.

Upon a motion duly made by Director Mitchmore, and being seconded by Director Jara, the Board voted unanimously to approve the Minutes of January 13, 2014, as presented.

APPROVE MINUTES OF MEETING HELD ON FEBRUARY 10, 2014.

Upon a motion duly made by Director Mitchmore, and being seconded by Director Jara, the Board voted unanimously to approve the Minutes of February 10, 2014, as presented.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

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 Assessment Collection Reports included in the Board agenda materials. She reported on the east side 89% had been collected and that delinquent statements had been mailed on the remaining 11%. She stated there was a small amount of uncertified property. She reported 92% collected on the west side and there was approximately \$327,000 of uncertified property. She answered questions from the Board regarding how collections compared to last year. Mr. Calderon reported he had received a waiver request which had been presented and approved by the Finance Committee. He stated it would be on next month's agenda for the Board to consider. No action from the Board was required.

RECEIVE AND CONSIDER DISTRICT'S MONTHLY FINANCIAL REPORT, INCLUDING: PAY INVOICES.

Ms. Alexander presented the Monthly Financial Report, included in the Board agenda materials. She answered questions from the Board regarding assessment refunds and Ms. Hall stated there were various reasons for refunds including protests and/or lawsuits settled. Upon a motion duly made by Director Thorpe, and being seconded by Director Mitchmore, the Board voted unanimously to accept the Financial Report and approved paying invoices as presented.

RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT ON DISTRICT INITIATIVES.

Mr. Calderon reported the Marketing and Business Relations Committee did not meet in February and would be meeting next week. He indicated the social media accounts were increasing. He reported the Business Workshop held February 27th was the best held to date and well attended. He stated the Business Mixers will be held quarterly, with the first planned for March 27th and they would be announcing the preliminary design of the bridge lighting project to the community. He presented several drafts of the bridge lighting project. He reported the engineer was finalizing the District's revised application for resubmission to the City for Special Parking Area permit. Mr. Calderon reported the Safety and Security Committee had met and were continuing to evaluate additional providers for mobile camera vendors. He stated the Economic Development Committee was discussing plans for sponsoring a real estate broker luncheon in order to receive input from the realtors. Mr. Beserra reviewed the Patrol Summary, a copy is attached as Exhibit A. Mr. Calderon reported on the March 5th CIP public meeting and answered questions regarding projected CIP projects. No action from the Board was required.

CONSIDER APPROVAL OF AGREEMENT ON BIKE RACK INSTALLATION.

Mr. Calderon reviewed and explained the Agreement with Kafoglis for bike rack installation, included in the Board agenda materials. Upon a motion duly made by Director Mitchmore, and being seconded by Director Nagar, the Board voted unanimously to approve the Agreement with the amount not to exceed \$5,000 without further approval.

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.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO ITEM 9 ON THE AGENDA.

An executive session was not called.

ANNOUNCEMENTS.

Mr. Jara questioned Mr. Calderon about Houston Streets. Mr. Calderon stated the City had approached the District to meet and discuss the possibility of the District supporting Houston Streets Initiative which is basically the City's Health Department using grant dollars to try to replicate a program used in other cities. He stated basically there would be sections of the street blocked off with the express purpose to try to get people out of their cars and onto the streets to take advantage of the businesses along that corridor.

ADJOURN.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:48 p.m.



Secretary

List of Exhibits:

Exhibit A: Patrol Summary, dated March 1, 2014

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 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
March 2014
BILLING AND COLLECTION SUMMARY
FISCAL YEAR
01/01/14 - 12/31/14**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2013	0.12500	\$509,894.74	\$465,144.64	\$44,750.10	91%
2012	0.12500	\$432,163.78	\$426,743.69	\$5,420.09	99%
2011	0.12500	\$410,638.02	\$409,869.22	\$768.80	99%
2010	0.12500	\$402,221.57	\$402,184.07	\$37.50	99%
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:	Current Month	Year to Date
2013 Assessment Collected	11,181.94	416,275.12
2012 Assessment Collected	-19.73	1,517.64
2011 Assessment Collected	0.00	-399.43
2010 Assessment Collected	0.00	313.75
2009 Assessment Collected	0.00	0.00
2008 Assessment Collected	0.00	0.00
2007 Assessment Collected	0.00	0.00
Penalty & Interest	748.40	2,421.27
Overpayments	0.01	20,475.50
CAD Lawsuits	171.30	332.32
CAD Corrections	0.00	713.18
Collection Fees	0.00	591.49
Court Fees	0.00	0.00
Total Revenue	12,081.92	442,240.84
Overpayments Presented for Refund	148.61	21,497.73
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2013:	411,725,916	Uncertified:	0
ASSESSED VALUE FOR 2012:	346,040,190	Uncertified:	0
ASSESSED VALUE FOR 2011:	328,532,103	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	402,184.07	
2011	0.12500	337,500	320,625	409,869.22	
2012	0.12500	337,500	320,625	426,743.69	
2013	0.12500	337,500	320,625	\$465,144.64	
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

March 2014

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	62,800,000	78,500.00
					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	14,054,250	17,567.81
					4203 MONTROSE LTD 3810 W ALABAMA HOUSTON TX 77027-5204	1277520010001	4203 MONTROSE BLVD 77006	OFFICE BUILDING	9,716,385	12,145.48
					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	8,357,357	10,446.70
					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 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 2602 CROCKER ST 77006 2605 GRANT ST 77006 805 PACIFIC ST 77006 810 PACIFIC ST 77006 810 HYDE PARK BLVD 77006	VARIOUS COMMERCIAL	8,337,163	10,391.61

MONTROSE DISTRICT EAST ZONE

March 2014						
TOP TEN ASSESSMENT PAYERS						
POST RICHMOND LP 4401 NORTHSIDE PKWY NW STE 800 ATLANTA GA 30327-3093	1309010010001	RICHMOND AVE 77006	MULTI - FAMILY	10,030,448		9,239.10
WALGREENS 03157 % TAX DEPT STOP NO 75 300 WILMOT RD DEERFIELD IL 60015-4614	1179390010001	3317 MONTROSE BLVD 77006	RETAIL PHARMACY	5,825,000		7,281.25
4119 MONTROSE LIMITED 4200 MONTROSE BLVD HOUSTON TX 77006-4963	1207680010001	4119 MONTROSE BVD 77006	OFFICE BUILDINGS	4,526,228		5,657.79
3815 MONTROSE BULD LP 3815 MONTROSE BULD STE 211 HOUSTON TX 77006-4686	1222280020001 1222280010001	3820 ROSELAND ST 77006 3815 MONTROSE BLVD 77006	OFFICE BUILDINGS	4,066,066		5,082.57
102 104 GREENWICH ST MANHATTA % RICHMOND MONTROSE CVS LP 1 CVS DR WOONSOCKET RI 02895-6146	1258090010001	1003 RICHMOND AVE 77006	RETAIL PHARMACY	3,843,472		4,804.34

MONTROSE DISTRICT EAST ZONE

March 2014

TOP TEN DELINQUENTS

PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT
MORTGAGE RECOVERY FUND 3939 LTD 2701 WESTHEIMER RD UNIT 13N HOUSTON TX 77098-1237	92 132 698 001 0001	3939 MONTROSE BLVD 77006	SHOPPING CENTER	2013	4,500.00
SPUR APARTMENTS LLC 1525 MARYLAND ST HOUSTON TX 77006-1875	92 008 259 000 0003	219 W ALABAMA ST 32 77006	MULTI-FAMILY	2012 - 2013	2,562.54
4310 YOAKUM PARTNERS HIP 4310 YOAKUM BLVD HOUSTON TX 77006-5818	92 026 135 000 0014	530 LOVETT BLVD 77006	SINGLE-FAMILY	2013	2,511.16
COOKS CORNER LLC 8201 KEMPWOOD DR HOUSTON TX 77055-1044	92 026 206 001 0001	817 WESTHEIMER RD 77006	VACANT	2013	1,847.79
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 - 2013	1,736.56
ELMORE JERRY 9225 KATY FWY STE 250 HOUSTON TX 77024-1564	92 052 155 001 0006	1409 MONTROSE BLVD 77019	RETAIL	2013	1,733.27
MOENCH FAMILY LTD PRTP 5209 CHENEVERT ST HOUSTON TX 77004-5916	92 125 149 001 0001	503 WESTHEIMER RD 77006	RETAIL	2013	1,559.56
SPARTAN REAL ESTATE LLC 1000 JACKSON BLVD HOUSTON TX 77006-1928	92 018 046 000 0028	1000 JACKSON BLVD 77006	COMMERCIAL WAREHOUSE	2012 - 2013	1,530.16
YOSHIDA NAOIMITSU & MAEMI 3210 EL DORADO BLVD MISSOURI CITY TX 77459-3012	92 030 245 000 0014	4412 MONTROSE BLVD 77006	RESTAURANT	2013	1,492.50
VALLE FANCISCO G 815 RICHMOND AVE HOUSTON TX 77006	92 014 150 000 0015	815 RICHMOND AVE 77006	COMMERCIAL	2012 - 2013	1,481.30

Harris County Improvement District No. 6 / East Montrose
Lawsuit and Arbitration Status Summary as of 3/7/2014

Jur 930

Summary

For Tax Years 2007-2013, for the period of June 2009 through February 2014

Settled

456,769,052	Original value of Settled accounts as of 3/7/2014
127	Number of Settled accounts as of 3/7/2014
42,562,330	Reduction in value of Settled accounts
9.32%	Average % reduction in value of Settled accounts

Unsettled

176,786,605	Original value of Unsettled accounts as of 3/7/2014
81	Number of Unsettled accounts as of 3/7/2014

.125 Tax rate per \$100 valuation

\$20,592 Estimated reduction in assessment on 85 Unsettled accounts,
based on 9.78% average

**MONTROSE DISTRICT WEST ZONE
ASSESSMENT COLLECTION REPORT
March 2014
BILLING AND COLLECTION SUMMARY
FISCAL YEAR
01/01/14 - 12/31/14**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2013	0.12500	\$1,157,177.39	\$1,086,779.30	\$70,398.09	94%
2012	0.12500	\$974,369.35	\$966,401.08	\$7,968.27	99%
2011	0.12500	\$884,093.43	\$880,694.71	\$3,398.72	99%
2010	0.12500	\$868,215.84	\$866,482.73	\$1,733.11	99%

Current Month Activity

Revenue:	Current Month	Year to Date
2013 Assessment Collected	20,470.99	1,022,104.11
2012 Assessment Collected	300.44	-1,645.44
2011 Assessment Collected	-154.10	558.85
2010 Assessment Collected	0.00	407.50
Penalty & Interest	1,669.84	4,746.47
Overpayments	0.11	19,385.85
CAD Lawsuits	698.94	5,628.56
CAD Corrections	0.00	0.00
Collection Fees	166.67	1,161.07
Court Fees	0.00	0.00
Total Revenue	23,152.89	1,052,346.97

Overpayments Presented for Refund	2,316.67	25,014.29
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2013:	925,840,890	Uncertified:	0
ASSESSED VALUE FOR 2012:	780,200,137	Uncertified:	0
ASSESSED VALUE FOR 2011:	707,274,316	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	\$866,482.73	
2011	0.12500	884,093	839,889	\$880,694.71	
2012	0.12500	974,369	925,651	\$966,401.08	
2013	0.12500	1,157,177	1,099,319	\$1,086,779.30	
2014	0.12500		0		
2015	0.12500		0		
2016	0.12500		0		
		3,883,856	3,689,663		388,386

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

March 2014						
TOP TEN ASSESSMENT PAYERS						
PROPERTY OWNER	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT	
WEINGARTEN REALTY INVESTORS 0591-001	0442250000001	2005 W GRAY ST 77019	VARIOUS COMMERCIAL	65,415,796	81,769.74	
P O BOX 924133	0442250000170	1953 W GRAY ST 77019				
HOUSTON TX 77292-4133	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	1215190010001	4899 MONTROSE BLVD 187 77006	MULTI - FAMILY	59,817,107	74,771.38	
99 DEETERING ST STE 200						
HOUSTON TX 77007-8259						
US REIF WESTHEIMER APARTMENTS TX LLC	1286390010001	2001 WESTHEIMER RD 244 77098	MULTI - FAMILY	40,600,000	50,750.00	
1270 SOLDIERS FIELD RD						
BRIGHTON MA 02135-1003						
4310 DUNLAVY LLC	1286480010001	4310 DUNLAVY ST 236 77006	MULTI - FAMILY	37,180,166	46,475.21	
101 BERKSHIRE ST	0660870040002	4403 WOODHEAD ST 16 77098				
BELLAIRE TX 77401-5309	0660870040001	4403 WOODHEAD ST 77098				
	0660870020006	4315 WOODHEAD ST 8 77098				
ANBIL II-R O L P	0730810030011	1505 W CLAY ST 77019	SHOPPING CENTER	36,544,543	45,680.68	
105 TOWN CENTER RD STE 10	1170070010001	1422 W GRAY ST 77019				
KING OF PRUSSIA PA 19406-2394	1170070020001	1414 WAUGH DR 77019				
	0730810030007	1521 W CLAY ST 77019				
TEXAS ABERCROMBIE FAMILY INT LTD	1327190010001	0 W ALABAMA ST 77098	SUPERMARKET	25,505,202	31,881.50	
730 N POST OAK RD STE 110	1327190010002	1701 W ALABAMA ST 77098				
HOUSTON TX 77024-3854						
WEST GRAY RESIDENTIAL LP	1335700010001	1340 W GRAY ST 77019	MULTI - FAMILY	19,179,417	23,974.27	
C/O THE HANOVER CO EARL MALLEY						
5847 SAN FELIPE ST STE 3600						
HOUSTON TX 77057-3263						

MONTROSE DISTRICT WEST ZONE

March 2014				
	TOP TEN ASSESSMENT PAYERS			
SHEPHERD INV LP 1800 POST OAK BLVD 6 BLVD PLACE STE 400 HOUSTON TX 77056	04426000000001	2075 WESTHEIMER RD 77098	SHOPPING CENTER	15,899,000
5020 INVESTMENTS LTD 5959 RICHMOND AVE STE 440 HOUSTON TX 77057-6325	03602400000003	5020 MONTROSE BLVD 77006	OFFICE BUILDING	15,725,000
WEINGARTEN REALTY INVESTORS 0591-001 P O BOX 924133 HOUSTON TX 77292-4133	04422500000173	2030 W GRAY ST 77019	SHOPPING CENTER	15,307,574
				19,873.75
				19,656.25
				19,134.47

MONTROSE DISTRICT WEST ZONE

TOP TEN DELINQUENT ACCOUNTS						
March 2014						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	ASSESSMENT
5020 INVESTMENTS LTD 5020 MONTROSE BLVD FL 9 HOUSTON TX 77006-6550	94 036 024 000 0003	5020 MONTROSE BLVD 77006	OFFICE BUILDINGS	2013	19,656.25	
MCELROY VALERIE & JOHN P O BOX 540101 HOUSTON TX 77254-0101	94 059 173 000 0003	1223 WAUGH DR 77019	COMMERCIAL BUILDING	2011 - 2013	3,121.50	
KNA SPRINGFIELD VENTURE 550 WAUGH DR HOUSTON TX 77019-2002	94 044 255 000 0020	2030 WESTHEIMER RD 77019	RETAIL	2013	2,894.83	
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 - 2013	2,713.95	
FORTUNES PLAYGROUND LLC 1355 W GRAY ST HOUSTON TX 77019-4019	94 052 355 000 0004	1355 W GRAY ST 77019	MEDICAL OFFICES	2013	2,549.44	
EISEMANN MAUDE 5455 JOHN DREAPER DR HOUSTON TX 77056-4230	94 010 167 000 0030	1116 W GRAY ST 77019	COMMERCIAL VACANT	2010 - 2013	2,004.75	
YELUNG INSTITUTE LLC 1103 BANKS ST HOUSTON TX 77006-6113	94 124 782 001 0001	1103 BANKS ST 77006	SURGICAL CENTER	2013	1,906.25	
HOUSTON DISPLAY SIGN CO 9102 MAHONING DR HOUSTON TX 77074-2512	94 018 002 000 0001	1200 WESTHEIMER RD 77006	COMMERCIAL	2012 - 2013	1,831.25	
BISHOP JOAN 1547 WAVERLY ST HOUSTON TX 77008-4148	94 033 193 000 0005	120 PORTLAND ST #1 77002	COMMERCIAL	2012 - 2013	1,576.16	
SAFOS CHRIST 3838 GRENNOCH LN HOUSTON TX 77025-2408	94 056 125 000 0013	2009 COLQUITT ST #16 77098	MULTI - FAMILY	2012 - 2013	1,541.16	

**Harris County Improvement District No. 11
Lawsuit and Arbitration Status Summary as of 3/7/2014**

Jur 939

Summary

For Tax Years 2010-2013, for the period of September 2010 through February 2014

Settled

652,038,482
192
40,010,931
6.14%

Original value of **Settled** accounts as of 3/7/2014
Number of **Settled** accounts as of 3/7/2014
Reduction in value of **Settled** accounts
Average % reduction in value of **Settled** accounts

Unsettled

215,436,178
107

Original value of **Unsettled** accounts as of 3/7/2014
Number of **Unsettled** accounts as of 3/7/2014

.125 Tax rate per \$100 valuation

\$16,525

Estimated reduction in assessment on 107 Unsettled accounts,
based on **6.14%** average

PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.
DELINQUENT ASSESSMENT SUMMARY REPORT
MONTROSE DISTRICT

April 14, 2014

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

Suit pending:

Valerie & John McElroy 11-12 assessments \$1,961.36, *1223 Waugh Dr.-0591730000003*
Level Headed Chow LLC 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*
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

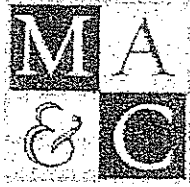
Fax: 713-862-1429

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

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



MUNICIPAL ACCOUNTS
CONSULTING, L.P.

Montrose Management District

Bookkeeper's Report

April 14, 2014

Montrose Management District
Cash Flow Report - Checking Account
As of April 14, 2014

Num	Name	Memo	Amount	Balance
BALANCE AS OF 3/11/2014				\$9,767.12
Receipts				
	Interest		10.75	
	Wire Transfer		20,000.00	
	Wire Transfer		120,000.00	
Total Receipts				140,010.75
Disbursements				
4070	Bankcard Center	Credit Card Expenses	(1,118.78)	
4074	Verizon Wireless	Cell Phone Expense	0.00	
4075	Aaron M Day	Security Expense	(1,961.50)	
4076	Adalberto R Ramos	Security Expense	(443.53)	
4077	Brian M Alms	Security Expense	(1,191.32)	
4078	Chad J Wall	Security Expense	(761.93)	
4079	John E Obenhaus	Security Expense	(1,629.40)	
4080	Joseph C Mabasa	Security Expense	(2,998.95)	
4081	Juan Arroyo	Security Expense	(1,486.42)	
4082	Lee T Jaquarya	Security Expense	(2,393.73)	
4083	Leon Laureano	Security Expense	(1,977.78)	
4084	Mandy Arroyo	Security Expense	(760.21)	
4085	Ricardo Gonzales	Security Expense	(549.65)	
4086	Richard J Bass	Security Expense	(707.79)	
4087	Sean M Blevins	Security Expense	(1,602.12)	
4088	Todd L Thibodeaux	Security Expense	(1,309.86)	
4089	Victor Beserra	Security Expense / Coordinator Fee	(4,014.30)	
4090	1920 Manor LLC	Assessment Refund	(59.86)	
4091	2808 Richmond Partners LP	Assessment Refund	(75.58)	
4092	Demeris Properties LTD	Assessment Refund	(137.74)	
4093	Demeris Properties LTD	Assessment Refund	(16.36)	
4094	Hienlam Inc.	Assessment Refund	(285.36)	
4095	James Coney Island	Assessment Refund	(400.30)	
4096	James Coney Island	Assessment Refund	(1,217.43)	
4097	John Flowers	Assessment Refund	(77.67)	
4098	Sul Garrott LLC	Assessment Refund	(88.75)	
4099	Sultan 1420 LLC	Assessment Refund	(106.23)	
4101	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
4102	ALLY	Vehicle Lease	(733.50)	
4103	ASE Security Solutions, LLC	Mobile Camera Program	(6,623.90)	
4104	Bracewell & Giuliani LLP	Legal Fees - General Counsel	(4,792.55)	
4105	Comcast	Office Expenses	(90.48)	
4106	Dennis C. Beedon	Business Ambassador Program Services	(2,782.09)	
4107	e-Vision 1 Productions, LLC	MMD Video Archive	(2,900.00)	
4108	Equi-Tax, Inc.	Tax Services	(1,393.12)	
4109	Gandy Squared Lighting Design	Bridge Lighting Design	(17,110.00)	
4110	Greater East End Management District	Graffiti Abatement Services	(5,760.00)	
4111	Harris County Treasurer	Legal Fees	(10,138.90)	
4112	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(20,066.63)	
4113	Houston Arts Alliance	Syndication Services - Pmt 8 of 12	(250.00)	
4114	Lawrence & Associates	Economic Development	(1,000.00)	
4115	Magoo's Print Shop	Marketing Expenses	(17.95)	
4116	Mark M. Burton, P.L.L.C.	Accounting Fees	(3,850.00)	
4117	McCall, Gibson, Swedlund, Barfoot, PLLC	Audit Expense	(5,000.00)	

Montrose Management District
Cash Flow Report - Checking Account

As of April 14, 2014

Num	Name	Memo	Amount	Balance
Disbursements				
4118	Mt. Dirt of Texas	Street Sweeping Expense	(6,221.50)	
4119	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(1,632.15)	
4120	Primer Grey	Website Maintenance	(2,000.00)	
4121	SMC Logistics	Street Lights	(700.00)	
4122	Tawny Tidwell	Social Media Consulting Services	(3,500.00)	
4123	TML Intergovernmental Risk Pool	Insurance Expense	(9,486.22)	
4124	United Graphics	Postcards	(324.00)	
4125	Cracked Fox	Graphic Design & Marketing Services	(3,079.75)	
4126	Bankcard Center	Credit Card Expenses	0.00	
Wire	United States Treasury	Monthly Payroll Taxes - March	(7,212.02)	
Total Disbursements				(145,237.31)
BALANCE AS OF 4/14/2014				\$4,540.56

Montrose Management District

Account Balances

As of April 14, 2014

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Operating					
Certificates of Deposit					
POST OAK BANK (XXXX0889)	10/12/2013	04/10/2014	0.30 %	50,000.00	East Zone
POST OAK BANK (XXXX0897)	10/12/2013	04/10/2014	0.30 %	50,000.00	West Zone
ICON BANK (XXXX7935)	11/06/2013	05/05/2014	0.32 %	50,000.00	West Zone
ICON BANK (XXXX8032)	11/06/2013	05/12/2014	0.32 %	50,000.00	East Zone
GREEN BANK (XXXX0169)	12/12/2013	06/10/2014	0.30 %	50,000.00	East Zone
GREEN BANK (XXXX0143)	02/10/2014	07/10/2014	0.20 %	50,000.00	East Zone
GREEN BANK (XXXX0311)	03/10/2014	08/07/2014	0.20 %	50,000.00	East Zone
GREEN BANK (XXXX0210)	03/20/2014	09/16/2014	0.30 %	50,000.00	West Zone
Money Market Funds					
COMPASS BANK-PREMIER (XXXX2019)	03/20/2012		0.15 %	481,181.62	(East Zone) Tax
COMPASS BANK-PREMIER (XXXX2086)	03/20/2012		0.15 %	937,255.47	(West Zone) Tax
Checking Account(s)					
TRADITION BANK (XXXX9069)			0.25 %	4,540.56	Checking Account
Totals for Operating Fund:				\$1,822,977.65	
Grand total for Montrose Management District:				\$1,822,977.65	

Montrose Management District
Summary of Pledged Securities
As of April 14, 2014

Financial Institution: COMPASS BANK-PREMIER		
Total CDs, MM:	\$1,418,437.09	Collateral Security Required: Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$1,690,067.55	Investment Policy Received: Yes
Ratio of pledged securities to investments:	144.64 %	
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: POST OAK 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:	\$4,540.56	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
March 2014

Sources of Funds	Mar 14	Budget	\$ Over Budget	% of Budget	Jan - Mar 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110 - Assessments	11,073.46	16,381.12	(5,307.66)	67.6%	466,487.85	455,349.19	11,138.66	102.45%	515,377.28
14112 - Assessment Refunds	(59.85)	720.00	(779.85)	(8.31%)	707.05	2,160.00	(1,452.95)	32.73%	8,640.00
14310 - Penalties & Interest	748.40	666.67	81.73	112.26%	2,421.27	1,999.97	421.30	121.07%	8,000.00
14370 - Interest Earned on Temp. Invest	82.52	16.00	66.52	515.75%	167.81	48.00	119.81	349.6%	192.00
14380 - Interest	3.44	2.67	0.77	128.84%	9.77	7.97	1.80	122.59%	32.00
14390 - Ending FY 2013 Fund Balance	28,046.58	28,046.58	0.00	100.0%	84,139.74	84,139.74	0.00	100.0%	336,558.96
Total Sources	39,894.55	45,833.04	(5,938.49)	87.04%	553,933.49	543,704.87	10,228.62	101.88%	868,800.24
Uses of Funds									
Business Development									
16124 - Marketing & Public Rel Director	966.40	1,011.87	(45.47)	95.51%	2,899.20	3,035.61	(136.41)	95.51%	12,142.44
16125 - Marketing & Public Relations	4,018.78	7,808.00	(3,789.22)	51.47%	20,279.80	23,424.00	(3,144.20)	86.58%	93,696.00
16130 - Publication	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16131 - Web Site Development	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16135 - Economic Development Services	320.90	1,064.00	(743.10)	30.16%	996.30	3,192.00	(2,195.70)	31.21%	12,768.00
16140 - Web Site Main./Host/I.T.	0.00	240.00	(240.00)	0.0%	0.00	720.00	(720.00)	0.0%	2,880.00
16141 - GIS Services	84.00	320.00	(236.00)	26.25%	444.00	960.00	(516.00)	46.25%	3,840.00
Total Business Development	5,390.08	10,443.87	(5,053.79)	51.61%	24,619.30	31,331.61	(6,712.31)	78.58%	125,326.44
Mobility & Transportation									
17001 - Transportation Inv. Contract	0.00	1,600.00	(1,600.00)	0.0%	0.00	4,800.00	(4,800.00)	0.0%	19,200.00
17010 - Engineering Services	0.00	2,666.67	(2,666.67)	0.0%	0.00	8,000.01	(8,000.01)	0.0%	32,000.04
17020 - Bridge Lighting Maint	4,367.37	0.00	4,367.37	100.0%	10,732.17	0.00	10,732.17	100.0%	0.00
17030 - Mobility Projects	564.85	3,466.67	(2,901.82)	16.29%	564.85	10,400.01	(9,835.16)	5.43%	41,600.04
Total Mobility & Transportation	4,932.22	7,733.34	(2,801.12)	63.78%	11,297.02	23,200.02	(11,903.00)	48.69%	92,800.08
Project Staffing & Admin									
16150 - Admin & Management	673.90	700.00	(26.10)	96.27%	2,021.70	2,100.00	(78.30)	96.27%	8,400.00
16160 - Reimbursable Expenses	78.94	426.67	(347.73)	18.5%	382.60	1,280.01	(897.41)	29.89%	5,120.04
16170 - Reimbursable Mileage	182.16	133.33	48.83	136.62%	679.82	399.99	279.83	169.98%	1,559.96
16180 - Postage, Deliveries	14.64	34.67	(20.03)	42.23%	44.80	104.01	(59.21)	43.07%	416.04
16190 - Printing & Reproduction	189.38	186.67	2.71	101.45%	672.90	560.01	112.89	120.16%	2,340.04
16200 - Public Notices, Advertising	0.00	213.33	(213.33)	0.0%	0.00	639.99	(639.99)	0.0%	2,559.96
16210 - Project Management	1,497.65	1,310.40	187.25	114.29%	4,492.95	3,931.20	561.75	114.29%	15,724.80
16215 - Director Of Services	2,157.00	2,258.48	(101.48)	95.51%	6,471.00	6,775.44	(304.44)	95.51%	27,101.76
16220 - Legal Services	2,635.93	640.00	1,995.93	411.86%	7,440.25	1,920.00	5,520.25	387.51%	7,680.00
16250 - Bookkeeping	723.20	416.00	307.20	173.85%	1,676.80	1,248.00	428.80	134.36%	4,992.00
16260 - Assess Dam Mgmt & Billing Svcs	445.80	586.67	(140.87)	75.99%	2,517.64	1,760.01	757.63	143.05%	7,040.04
16270 - Office Supplies	0.00	80.00	(80.00)	0.0%	0.00	240.00	(240.00)	0.0%	960.00
16280 - Other	12.40	16.00	(3.60)	77.5%	36.72	48.00	(11.28)	76.5%	192.00
16290 - Office Lease Space	387.93	416.00	(28.07)	93.25%	1,163.79	1,248.00	(84.21)	93.25%	4,992.00

Montrose Management District
Revenue & Expenditures East Zone
March 2014

	Mar 14	Budget	\$ Over Budget	% of Budget	Jan - Mar 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16291 · Office Equipment	29.04	106.67	(77.63)	27.22%	58.08	320.01	(261.93)	18.15%	1,280.04
16340 · Auditing Fees	1,600.00	0.00	1,600.00	100.0%	2,755.25	0.00	2,755.25	100.0%	3,520.00
16530 · Insurance & Surety Bond	3,035.59	4,800.00	(1,764.41)	63.24%	3,035.59	4,800.00	(1,764.41)	63.24%	4,800.00
Total Project Staffing & Admin	13,663.56	12,324.89	1,338.67	110.86%	33,449.89	27,374.67	6,075.22	122.19%	98,618.68
Security and Public Safety									
15415 · Vehicle Maint. & Operations	234.72	1,013.33	(778.61)	23.16%	2,066.26	3,039.99	(973.73)	67.97%	12,157.96
15420 · Contract Public Safety Services	9,302.84	9,458.67	(155.83)	98.35%	18,511.88	28,376.01	(9,864.13)	65.24%	113,304.04
15425 · Mobile Camera Program	1,049.35	800.00	249.35	131.17%	4,264.78	2,400.00	1,864.78	177.7%	9,600.00
15430 · Cell Phone	197.93	48.00	149.93	412.35%	262.84	144.00	118.84	182.53%	576.00
16100 · Store Front Equipment	0.00	56.67	(56.67)	0.0%	0.00	170.01	(170.01)	0.0%	680.04
16102 · Public Safety Equipment	0.00	133.33	(133.33)	0.0%	52.00	399.99	(347.99)	13.0%	1,599.96
16110 · Graffiti Abatement	1,843.20	1,600.00	243.20	115.2%	5,330.00	4,800.00	530.00	111.04%	19,200.00
16115 · Nuisance Abatement	0.00	1,400.00	(1,400.00)	0.0%	0.00	4,200.00	(4,200.00)	0.0%	16,800.00
Total Security and Public Safety	12,628.04	14,510.00	(1,881.96)	87.03%	30,487.76	43,530.00	(13,042.24)	70.04%	174,130.00
Visual Improvements & Cultural									
16212 · Beautification Design & Install	0.00	9,715.20	(9,715.20)	0.0%	4,123.68	29,145.60	(25,021.92)	14.15%	116,582.40
16213 · Landscape Maintenance	0.00	2,500.00	(2,500.00)	0.0%	2,106.00	7,500.00	(5,394.00)	28.08%	30,000.00
16216 · Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,200.00
Total Visual Improvements & Cultural	0.00	12,215.20	(12,215.20)	0.0%	6,229.68	36,645.60	(30,415.92)	17.0%	149,782.40
Total Uses	36,613.90	57,227.30	(20,613.40)	63.98%	106,083.65	162,081.90	(55,998.25)	65.45%	640,647.60
Net Ordinary Revenue	3,280.65	(11,394.26)	14,674.91	(28.79%)	447,849.84	381,622.97	66,226.87	117.35%	228,152.64
Planned Reserves	3,280.65	(11,394.26)	14,674.91	(28.79%)	447,849.84	381,622.97	66,226.87	117.35%	228,152.64

Montrose Management District
Revenue & Expenditures West Zone
March 2014

Sources of Funds	Mar 14	Budget	\$ Over Budget	% of Budget	Jan - Mar 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110-1 · Assessments.	18,454.76	15,573.84	2,880.92	118.5%	1,083,937.64	964,620.65	119,316.99	112.37%	1,095,176.72
14112-1 · Assessment Refunds.	(153.99)	1,530.00	(1,683.99)	(10.07%)	(3,415.87)	4,590.00	(8,005.87)	(74.42%)	18,360.00
14310-1 · Penalties & Interest.	1,669.84	1,416.67	253.17	117.87%	4,746.47	4,249.97	496.50	111.68%	17,000.00
14370-1 · Interest Earned on Temp. Inves	151.75	34.00	117.75	446.32%	269.76	102.00	167.76	264.47%	498.00
14380-1 · Interest.	7.31	5.67	1.64	128.92%	20.75	16.97	3.78	122.28%	68.00
14390-1 · Ending FY 2013 Fund Balance.	34,225.08	34,225.08	0.00	100.0%	102,675.24	102,675.24	0.00	100.0%	410,700.96
Total Sources	54,354.75	52,785.26	1,569.49	102.97%	1,188,233.99	1,076,254.83	111,979.16	110.41%	1,541,713.68
Uses of Funds									
Business Development									
16124-1 · Marketing & Public Rel Dir	2,045.10	2,150.22	(105.12)	95.11%	6,135.30	6,450.66	(315.36)	95.11%	25,802.64
16125-1 · Marketing & Public Relation	8,533.95	16,592.00	(8,058.05)	51.43%	43,046.17	49,776.00	(6,729.83)	86.48%	199,104.00
16130-1 · Publications	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16131-1 · Web Site Development.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16135-1 · Economic Development Service	679.10	2,261.00	(1,581.90)	30.04%	2,108.70	6,783.00	(4,674.30)	31.09%	27,132.00
16140-1 · Web Site Main./Host/I.T.,	0.00	510.00	(510.00)	0.0%	0.00	1,530.00	(1,530.00)	0.0%	6,120.00
16141-1 · GIS Services.	178.50	680.00	(501.50)	26.25%	943.50	2,040.00	(1,096.50)	46.25%	8,160.00
Total Business Development	11,436.65	22,193.22	(10,756.57)	51.53%	52,233.67	66,579.66	(14,345.99)	78.45%	266,318.64
Mobility & Transportation									
17001-1 · Transportation Inv. Contract.	0.00	3,400.00	(3,400.00)	0.0%	0.00	10,200.00	(10,200.00)	0.0%	40,800.00
17010-1 · Engineering Services.	0.00	5,666.67	(5,666.67)	0.0%	0.00	17,000.01	(17,000.01)	0.0%	68,000.04
17020-1 · Bridge Lighting Maint.	9,280.65	0.00	9,280.65	100.0%	22,805.85	0.00	22,805.85	100.0%	0.00
17030-1 · Mobility Projects.	1,200.30	7,366.67	(6,166.37)	16.29%	1,200.30	22,100.01	(20,899.71)	5.43%	88,400.04
Total Mobility & Transportation	10,480.95	16,433.34	(5,952.39)	63.78%	24,006.15	49,300.02	(25,293.87)	48.69%	197,200.08
Project Staffing & Admin									
16150-1 · Admin & Management	1,426.10	1,487.50	(61.40)	95.87%	4,278.30	4,462.50	(184.20)	95.87%	17,850.00
16160-1 · Reimbursable Expenses.	167.76	906.67	(738.91)	18.5%	812.31	2,720.01	(1,907.70)	29.86%	10,880.04
16170-1 · Reimbursable Mileage.	387.09	283.33	103.76	136.62%	1,444.63	849.99	594.64	169.96%	3,359.96
16180-1 · Postage, Deliveries	31.10	73.67	(42.57)	42.22%	95.19	221.01	(125.82)	43.07%	884.04
16190-1 · Printing & Reproduction	402.38	396.67	5.71	101.44%	1,429.82	1,190.01	239.81	120.15%	4,760.04
16200-1 · Public Notices, Advertising	0.00	453.33	(453.33)	0.0%	0.00	1,359.99	(1,359.99)	0.0%	5,439.96
16210-1 · Project Management	3,171.51	2,784.60	386.91	113.9%	9,514.53	8,353.80	1,160.73	113.9%	33,415.20
16215-1 · Director Of Services	4,564.67	4,799.27	(234.60)	95.11%	13,694.01	14,397.81	(703.80)	95.11%	57,591.24
16220-1 · Legal Services.	5,602.57	1,340.00	4,262.57	411.95%	15,762.44	4,080.00	11,682.44	386.33%	16,320.00
16250-1 · Bookkeeping.	1,536.80	884.00	652.80	173.85%	3,563.20	2,652.00	911.20	134.36%	10,608.00
16260-1 · Assess Data Mgmt & Billing Svc	947.32	1,246.67	(299.35)	75.99%	5,349.99	3,740.01	1,609.98	143.05%	14,960.04
16270-1 · Office Supplies.	0.00	170.00	(170.00)	0.0%	0.00	510.00	(510.00)	0.0%	2,040.00
16280-1 · Other.	5.10	34.00	(28.90)	15.0%	34.28	102.00	(67.72)	33.61%	408.00
16290-1 · Office Lease Space.	812.07	884.00	(71.93)	91.86%	2,436.21	2,652.00	(215.79)	91.86%	10,608.00

Montrose Management District
Revenue & Expenditures West Zone
March 2014

	Mar 14	Budget	\$ Over Budget	% of Budget	Jan - Mar 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16291-1 · Office Equipment.	61.44	226.67	(165.23)	27.11%	122.88	680.01	(557.13)	18.07%	2,720.04
16340-1 · Auditing Fees.	3,400.00	0.00	3,400.00	100.00%	5,844.75	0.00	5,844.75	100.00%	7,480.00
16530-1 · Insurance & Surety Bond.	6,450.63	10,200.00	(3,749.37)	63.24%	6,450.63	10,200.00	(3,749.37)	63.24%	10,200.00
Total Project Staffing & Admin	28,966.54	26,190.38	2,776.16	110.69%	70,833.17	58,171.14	12,662.03	121.77%	269,564.56
Security and Public Safety									
15415-1 · Vehicle Maint. & Operations.	498.78	2,153.33	(1,654.55)	23.16%	4,390.82	6,459.99	(2,069.17)	67.97%	23,839.96
15420-1 · Contract Public Safety Service	19,677.15	20,099.67	(422.52)	97.9%	38,767.97	60,299.01	(21,531.04)	64.29%	241,196.04
15425-1 · Mobile Camera Program.	2,219.55	1,700.00	519.55	130.56%	9,010.76	5,100.00	3,910.76	176.68%	20,400.00
15430-1 · Cell Phone.	420.59	102.00	318.59	412.34%	558.52	306.00	252.52	182.52%	1,224.00
16101-1 · Public Safety Training.	0.00	26.67	(26.67)	0.0%	0.00	80.01	(80.01)	0.0%	320.04
16102-1 · Public Safety Equipment.	0.00	283.33	(283.33)	0.0%	108.16	849.99	(741.83)	12.73%	3,399.26
16110-1 · Graffiti Abatement.	3,916.80	3,400.00	516.80	115.2%	11,310.00	10,200.00	1,110.00	110.88%	40,800.00
16115-1 · Nuisance Abatement.	0.00	2,975.00	(2,975.00)	0.0%	0.00	8,925.00	(8,925.00)	0.0%	35,700.00
Total Security and Public Safety	26,752.87	30,740.00	(4,007.13)	86.96%	64,146.23	92,220.00	(28,073.77)	69.56%	368,880.00
Visual Improvements & Cultural									
16212-1 · Identification Design & Install	0.00	20,644.80	(20,644.80)	0.0%	8,762.82	61,934.40	(53,171.58)	14.15%	247,737.60
16216-1 · Holiday Design & Install.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	6,800.00
Total Visual Improvements & Cultural	0.00	20,644.80	(20,644.80)	0.0%	8,762.82	61,934.40	(53,171.58)	14.15%	254,537.60
Total Uses	77,617.01	116,201.74	(38,584.73)	66.8%	219,982.04	328,205.22	(108,223.18)	67.03%	1,296,500.88
Net Ordinary Revenue	(23,262.26)	(63,416.48)	40,154.22	36.68%	968,251.95	748,049.61	220,202.34	129.44%	245,212.80
Planned Reserves	(23,262.26)	(63,416.48)	40,154.22	36.68%	968,251.95	748,049.61	220,202.34	129.44%	245,212.80

Montrose Management District
Revenue & Expenditures Total Zone
March 2014

Sources of Funds	Mar 14	Budget	\$ Over Budget	% of Budget	Jan - Mar 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Sources of Funds									
1410-1 Assessments	18,454.76	15,573.84	2,880.92	118.5%	1,083,937.64	964,620.65	119,316.99	112.37%	1,095,176.72
1410 Assessments	11,073.46	16,331.12	(5,307.66)	67.6%	466,487.85	455,349.19	11,138.66	102.45%	515,377.28
1412-1 Assessment Refunds	(153.99)	1,530.00	(1,683.99)	(8.31%)	(3,415.87)	4,390.00	(8,005.87)	(74.2%)	18,360.00
1412 Assessment Refunds	(59.95)	720.00	(779.95)	(8.31%)	707.05	2,400.00	(1,452.95)	32.73%	8,640.00
1410-1 Penalties & Interest	1,669.84	1,416.67	253.17	117.87%	4,746.47	4,349.97	496.50	111.68%	17,000.00
1410 Penalties & Interest	748.40	666.67	81.73	112.25%	2,421.37	1,999.97	421.30	121.07%	8,000.00
14370-1 Interest Earned on Temp. Invest	151.75	34.00	117.75	446.32%	269.76	102.00	167.76	264.47%	408.00
14370 Interest Earned on Temp. Invest	82.52	16.00	66.52	515.75%	167.81	48.00	119.81	349.6%	192.00
14380-1 Interest	7.31	5.67	1.64	128.84%	20.75	16.97	3.78	122.28%	68.00
14380 Interest	3.44	2.67	0.77	128.84%	9.77	7.97	1.80	122.59%	32.00
14390-1 Ending FY 2013 Fund Balance	34,325.08	34,225.08	0.00	100.0%	102,675.24	102,675.24	0.00	100.0%	410,700.96
14390 Ending FY 2013 Fund Balance	28,046.58	28,046.58	0.00	100.0%	84,139.74	84,139.74	0.00	100.0%	336,558.96
Total Sources	94,249.30	98,618.30	(4,369.00)	95.57%	1,742,167.48	1,619,959.70	122,207.78	107.54%	2,410,513.92
Uses of Funds									
Business Development									
1624-1 Marketing & Public Rel Dir	2,045.10	2,150.22	(105.12)	95.11%	6,135.30	6,450.66	(315.36)	95.11%	25,802.64
1624 Marketing & Public Rel Director	966.40	1,011.87	(45.47)	95.51%	2,899.20	3,035.61	(136.41)	95.51%	12,142.44
1625-1 Marketing & Public Relations	8,333.95	16,592.00	(8,058.05)	51.43%	43,046.17	49,776.00	(6,729.83)	86.48%	199,104.00
1625 Marketing & Public Relations	4,018.78	7,808.00	(3,789.22)	51.47%	20,279.80	23,424.00	(3,144.20)	86.58%	91,696.00
1631-1 Web Site Development	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
1631 Web Site Development	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
1635-1 Economic Development Service	679.10	2,261.00	(1,581.90)	30.04%	2,108.70	6,783.00	(4,674.30)	31.09%	27,132.00
1635 Economic Development Services	320.90	1,044.00	(723.10)	30.16%	996.30	3,192.00	(2,195.70)	31.21%	12,764.00
1640-1 Web Site Main/Host/I.T.	0.00	510.00	(510.00)	0.0%	0.00	1,530.00	(1,530.00)	0.0%	6,120.00
1640 Web Site Main/Host/I.T.	0.00	240.00	(240.00)	0.0%	0.00	720.00	(720.00)	0.0%	2,880.00
1641-1 GIS Services	174.50	680.00	(505.50)	26.25%	943.50	2,040.00	(1,096.50)	46.25%	8,160.00
1641 GIS Services	84.00	320.00	(236.00)	26.25%	444.00	960.00	(516.00)	46.25%	3,840.00
Total Business Development	16,826.73	32,637.09	(15,810.36)	51.56%	76,852.97	97,911.27	(21,058.30)	78.49%	391,645.08
Mobility & Transportation									
1700-1 Transportation Inv. Contract	0.00	3,400.00	(3,400.00)	0.0%	0.00	10,200.00	(10,200.00)	0.0%	40,800.00
1700 Transportation Inv. Contract	0.00	1,600.00	(1,600.00)	0.0%	0.00	4,800.00	(4,800.00)	0.0%	19,200.00
1701-1 Engineering Services	0.00	5,666.67	(5,666.67)	0.0%	0.00	17,000.01	(17,000.01)	0.0%	68,000.04
1701 Engineering Services	0.00	2,666.67	(2,666.67)	0.0%	0.00	8,000.01	(8,000.01)	0.0%	32,000.04
17020-1 Bridge Lighting Maint.	9,289.65	8.00	9,281.65	100.0%	22,805.85	0.00	22,805.85	100.0%	0.00
17020 Bridge Lighting Maint	4,367.37	0.00	4,367.37	100.0%	10,732.17	0.00	10,732.17	100.0%	0.00
17030-1 Mobility Projects	1,200.30	7,346.67	(6,146.37)	16.29%	1,200.30	23,100.01	(21,899.71)	5.43%	88,400.04
17030 Mobility Projects	564.85	3,466.67	(2,901.82)	16.29%	564.85	10,400.01	(9,835.16)	5.43%	41,600.04
Total Mobility & Transportation	15,413.17	24,166.68	(8,753.51)	63.78%	35,303.17	72,500.04	(37,196.87)	48.69%	290,008.16
Project Staffing & Admin									
1610-1 Admin & Management	1,426.10	1,487.50	(61.40)	95.87%	4,278.30	4,462.50	(184.20)	95.87%	17,850.00
1610 Admin & Management	673.90	700.00	(26.10)	96.27%	2,021.70	2,100.00	(78.30)	96.27%	8,400.00
16150-1 Reimbursable Expenses	167.76	906.67	(738.91)	18.5%	812.31	2,720.01	(1,907.70)	29.86%	10,880.04
16150 Reimbursable Expenses	78.94	426.67	(347.73)	18.5%	382.60	1,280.01	(897.41)	29.89%	5,120.04
16170-1 Reimbursable Mileage	387.89	283.33	104.56	136.62%	1,444.63	649.99	794.64	165.96%	3,399.96
16170 Reimbursable Mileage	182.16	133.33	48.83	136.62%	679.82	399.99	279.83	169.96%	1,599.96
16180-1 Postage, Deliveries	31.10	73.67	(42.57)	42.23%	95.19	221.01	(125.82)	43.07%	884.04
16180 Postage, Deliveries	14.64	34.67	(20.03)	42.23%	44.80	104.01	(59.21)	43.07%	416.04
16190-1 Printing & Reproduction	402.38	306.67	95.71	101.44%	1,429.82	1,190.01	239.81	120.15%	4,760.04
16190 Printing & Reproduction	189.38	186.67	2.71	101.45%	672.90	560.01	112.89	120.16%	2,340.04
16200-1 Public Notices, Advertising	0.00	453.33	(453.33)	0.0%	0.00	1,359.99	(1,359.99)	0.0%	5,439.96
16200 Public Notices, Advertising	0.00	213.33	(213.33)	0.0%	0.00	639.99	(639.99)	0.0%	2,559.96
16210-1 Project Management	3,171.51	2,784.60	386.91	113.9%	9,514.53	8,353.80	1,160.73	113.9%	34,415.20
16210 Project Management	1,497.65	1,310.40	187.25	114.29%	4,492.95	3,931.20	561.75	114.29%	15,724.80

Montrose Management District
Revenue & Expenditures Total Zone
March 2014

	Mar 14	Budget	\$ Over Budget	% of Budget	Jan - Mar 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16215-1 - Director Of Services	4,561.67	4,799.27	(237.60)	95.11%	13,694.01	14,397.81	(703.80)	95.11%	57,591.24
16215 - Director Of Services	2,157.00	2,338.48	(181.48)	95.51%	6,675.44	6,775.44	(100.00)	95.51%	27,101.76
16220-1 - Legal Services	5,602.57	1,360.00	4,242.57	411.95%	15,762.44	4,080.00	11,682.44	386.33%	16,320.00
16220 - Legal Services	2,635.93	640.00	1,995.93	411.86%	7,440.25	1,920.00	5,520.25	387.51%	7,680.00
16230-1 - Bookkeeping	1,536.80	884.00	652.80	173.85%	3,563.20	2,652.00	911.20	134.36%	10,008.00
16230 - Bookkeeping	723.20	416.00	307.20	173.85%	1,676.80	428.00	1,248.80	134.36%	4,992.00
16260-1 - Assess Data Mgmt & Billing Svc	947.32	1,246.67	(299.35)	75.99%	5,345.99	3,740.01	1,609.98	143.05%	14,960.04
16260 - Assess Data Mgmt & Billing Svc	445.80	586.67	(140.87)	75.99%	2,517.64	1,768.01	751.63	143.05%	7,040.04
16270-1 - Office Supplies	0.00	178.00	(178.00)	0.0%	0.00	518.00	(518.00)	0.0%	2,040.00
16270 - Office Supplies	0.00	30.00	(30.00)	0.0%	0.00	240.00	(240.00)	0.0%	960.00
16280-1 - Other	5.10	34.00	(28.90)	15.0%	34.28	102.00	(67.72)	33.61%	408.00
16280 - Other	12.40	16.00	(3.60)	77.5%	36.72	48.00	(11.28)	76.5%	192.00
16290-1 - Office Lease Space	812.07	884.00	(71.93)	91.86%	2,436.21	2,652.00	(215.79)	91.86%	10,608.00
16290 - Office Lease Space	387.93	416.00	(28.07)	93.25%	1,163.79	1,248.00	(84.21)	93.25%	4,992.00
16291-1 - Office Equipment	61.44	226.67	(165.23)	27.11%	122.88	680.01	(557.13)	18.07%	2,720.04
16291 - Office Equipment	29.04	106.67	(77.63)	27.22%	58.08	320.01	(261.93)	18.15%	1,280.04
16340-1 - Auditing Fees	3,400.00	0.00	3,400.00	100.0%	5,844.75	0.00	5,844.75	100.0%	7,480.00
16340 - Auditing Fees	1,600.00	0.00	1,600.00	100.0%	2,755.25	0.00	2,755.25	100.0%	3,520.00
16350-1 - Insurance & Surety Bond	6,430.63	10,200.00	(3,769.37)	63.24%	6,450.63	10,200.00	(3,749.37)	63.24%	10,200.00
16350 - Insurance & Surety Bond	3,035.59	4,800.00	(1,764.41)	63.24%	3,035.59	4,800.00	(1,764.41)	63.24%	4,800.00
16600 - Payroll Expenses	2,683.92	3,200.00	(516.08)	83.84%	5,455.65	9,600.00	(4,144.35)	56.83%	38,400.00
Total Project Staffing & Admin	45,313.12	41,715.27	3,597.85	108.63%	109,738.71	95,145.81	14,592.90	115.34%	346,583.24
Security and Public Safety									
15415-1 - Vehicle Maint. & Operations	498.78	2,153.33	(1,654.55)	23.16%	4,300.82	6,450.99	(2,150.17)	67.97%	25,839.96
15415 - Vehicle Maint. & Operations	234.72	1,013.33	(778.61)	23.16%	2,066.26	3,030.99	(964.73)	67.97%	12,159.96
15420-1 - Contract Public Safety Service	19,677.15	20,099.67	(422.52)	97.9%	35,767.97	60,297.01	(24,529.04)	64.29%	241,196.04
15420 - Contract Public Safety Service	9,362.84	9,458.67	(95.83)	98.35%	18,511.88	28,376.01	(9,864.13)	65.24%	113,504.04
15425-1 - Mobile Camera Program	2,319.55	1,700.00	519.55	136.46%	9,010.76	5,100.00	3,910.76	176.68%	20,400.00
15425 - Mobile Camera Program	1,049.33	800.00	249.33	131.17%	4,264.78	2,400.00	1,864.78	177.7%	9,600.00
15430-1 - Cell Phone	420.59	102.00	318.59	412.34%	558.52	306.00	252.52	182.52%	1,224.00
15430 - Cell Phone	197.93	48.00	149.93	412.35%	262.84	144.00	118.84	182.53%	576.00
16100 - Store Front Equipment	0.00	56.67	(56.67)	0.0%	0.00	170.01	(170.01)	0.0%	680.04
16101-1 - Public Safety Training	0.00	26.67	(26.67)	0.0%	0.00	80.01	(80.01)	0.0%	320.04
16102-1 - Public Safety Equipment	0.00	283.33	(283.33)	0.0%	108.16	849.99	(741.83)	12.73%	3,399.96
16102 - Public Safety Equipment	0.00	133.33	(133.33)	0.0%	52.00	399.99	(347.99)	13.0%	1,599.96
16106-1 - Graffiti Abatement	3,916.80	3,400.00	516.80	115.2%	11,310.00	10,200.00	1,110.00	110.88%	40,800.00
16106 - Graffiti Abatement	1,843.20	1,600.00	243.20	115.2%	5,330.00	4,800.00	530.00	111.04%	19,200.00
16115-1 - Nuisance Abatement	0.00	2,975.00	(2,975.00)	0.0%	0.00	8,925.00	(8,925.00)	0.0%	33,700.00
16115 - Nuisance Abatement	0.00	1,400.00	(1,400.00)	0.0%	0.00	4,200.00	(4,200.00)	0.0%	16,800.00
Total Security and Public Safety	39,360.91	45,260.00	(5,899.09)	86.99%	94,633.99	135,750.00	(41,116.01)	69.71%	543,000.00
Visual Improvements & Cultural									
16212-1 - Identification Design & Install	0.00	20,644.80	(20,644.80)	0.0%	8,762.82	61,934.40	(53,171.58)	14.15%	247,737.60
16212 - Identification Design & Install	0.00	9,715.20	(9,715.20)	0.0%	4,123.68	29,145.60	(25,021.92)	14.15%	116,582.40
16213 - Landscape Maintenance	0.00	2,500.00	(2,500.00)	0.0%	2,106.00	7,590.00	(5,494.00)	28.08%	30,000.00
16216-1 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	6,800.00
16216 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,200.00
Total Visual Improvements & Cultural	0.00	32,860.00	(32,860.00)	0.0%	14,992.50	98,560.00	(83,567.50)	15.21%	401,320.00
Total									
16421-1 - Collection Expense - West Zone	0.00	176,629.04	(176,629.04)	0.0%	564.31	499,887.12	(167,801.47)	66.43%	1,975,548.48
Total Uses	116,913.93	176,629.04	(59,715.11)	66.19%	332,085.66	499,887.12	(167,801.47)	66.43%	1,975,548.48
Net Ordinary Income									
Planned Revenues	(22,664.63)	(78,010.74)	55,346.11	29.05%	1,410,081.83	1,120,072.58	290,009.25	125.89%	434,965.44



Officer Payroll Report

Print to PDF

Shift Period	Name	Total Hours	Regular Hourly Rate	Hourly Compensation	Salary	Total
Mar-14						
Mar-14	Alms, Brian	30.00	\$43.00	\$1,290.00	\$0.00	\$1,290.00
Mar-14	Arroyo, Juan	40.00	\$43.00	\$1,720.00	\$0.00	\$1,720.00
Mar-14	Arroyo, Mandy	20.00	\$43.00	\$860.00	\$0.00	\$860.00
Mar-14	Bass, Richard	18.00	\$43.00	\$774.00	\$0.00	\$774.00
Mar-14	Beviera, Victor	24.00	\$43.00	\$1,032.00	\$3,500.00	\$4,532.00
Mar-14	Blevins, Sean	41.00	\$43.00	\$1,763.00	\$0.00	\$1,763.00
Mar-14	Doy, Aaron	57.00	\$43.00	\$2,451.00	\$0.00	\$2,451.00
Mar-14	Gonzales, Ricardo	15.00	\$43.00	\$645.00	\$0.00	\$645.00
Mar-14	Jagvaria, Lee	70.00	\$43.00	\$3,010.00	\$0.00	\$3,010.00
Mar-14	Lacrevino, Leon	56.00	\$43.00	\$2,408.00	\$6.00	\$2,414.00
Mar-14	Mabaso, Joseph	90.00	\$43.00	\$3,870.00	\$0.00	\$3,870.00
Mar-14	Obenhaus, John	47.00	\$43.00	\$2,021.00	\$0.00	\$2,021.00
Mar-14	Ramos, Adalberto	12.00	\$43.00	\$516.00	\$0.00	\$516.00
Mar-14	Thibodeaux, Todd	35.00	\$43.00	\$1,505.00	\$0.00	\$1,505.00
Mar-14	Wall, Chad	21.00	\$43.00	\$903.00	\$0.00	\$903.00
Period Total		15		\$24,768.00	\$3,500.00	\$28,268.00
Grand Total		15		\$24,768.00	\$3,500.00	\$28,268.00



Monday, March 11, 2014

Page 1 of 1



Equi-Tax Inc.

Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090

P. O. Box 73109, Houston, Texas 77273

Customer Service: 281.444.3946 fax 281.440.8304

DATE: 03/18/2014

1920 MANOR LLC
4301 YOKUM BLVD
HOUSTON TX 77006-5817TR 1B BLK 1
ROSSMOYNE

4301 YOKUM BLVD

MONTROSE MD EAST

ACCOUNT NUMBER: 92/030/245/000/0001
TAX YEAR: 2013
REF No.: 0883882Date Processed: 03/18/2014
RECEIPT NUMBER: 92130310
DEPOSIT BATCH No.: RP140318

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 2013 tax year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Account was Prorated	<input checked="" type="checkbox"/> Other: Cause 101-13-000171

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 \$59.86.

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

Equi-Tax Inc.

Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090

P. O. Box 73109, Houston, Texas 77273

Customer Service: 281.444.3946 fax 281.440.8304

DATE: 03/03/2014

2808 RICHMOND PARTNERS LP
7600 SAN FELIPE ST
HOUSTON TX 77063-1703TR 2A BLK 70
MONTROSE

1303 WESTHEIMER RD

MONTROSE MD WEST

ACCOUNT NUMBER: 94/026/197/000/0002
TAX YEAR: 2012
REF No.: 0883668Date Processed: 03/03/2014
RECEIPT NUMBER: 94000164
DEPOSIT BATCH No.: RP140303

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:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Account was Prorated	<input checked="" type="checkbox"/> Other: Cause 2012-62505

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 \$75.58.

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

Equi-Tax Inc.

Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090

P. O. Box 73109, Houston, Texas 77273

Customer Service: 281.444.3946 fax 281.440.8304

DATE: 03/03/2014

DIMERIS PROPERTIES LTD
2911 S SHEPHERD DR
HOUSTON TX 77098-1537LTS 4 & 5 BLK 7
MELROSE PLACE

2049 MARSHALL ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/026/058/007/0004
TAX YEAR: 2011
REF No.: 0883666Date Processed: 03/03/2014
RECEIPT NUMBER: 94000116
DEPOSIT BATCH No.: RP140303

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 2011 tax year.

The explanation of the change is:

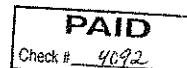
<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Account was Prorated	<input checked="" type="checkbox"/> Other: Cause 2011-10179

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 \$137.74.

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

**Equi-Tax Inc.**

Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090
P. O. Box 73108, Houston, Texas 77273
Customer Service: 281.444.3946 fax 281.440.8304

DATE: 03/03/2014

DEMEREIS PROPERTIES LTD
2911 S SHEPHERD DR
HOUSTON TX 77098-1537TRS 2 & 3 BLK 3
WESTVIEW

1901 W GRAY ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/037/093/000/0002
TAX YEAR: 2011
REP NO.: 0883669Date Processed: 03/03/2014
RECEIPT NUMBER: 94000284
DEPOSIT BATCH No.: RF140303

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 2011 tax year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Account was Prorated	<input checked="" type="checkbox"/> Other: <u>CAUSE 2011-70479</u>

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 \$16.36.

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**PAID**Check # 4093**Equi-Tax Inc.**

Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090
P. O. Box 73108, Houston, Texas 77273
Customer Service: 281.444.3946 fax 281.440.8304

DATE: 03/03/2014

HIENLIAM INC
819 W DREW ST
HOUSTON

TX 77006-1915

LTS 1 2 & 3 BLK 8
MELROSE PLACE

2032 W ALABAMA ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/026/058/008/0001
TAX YEAR: 2012
REP NO.: 0883667Date Processed: 03/03/2014
RECEIPT NUMBER: 94000124
DEPOSIT BATCH No.: RF140303

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:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Account was Prorated	<input checked="" type="checkbox"/> Other: <u>CAUSE 2012-58906</u>

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 \$285.36.

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**PAID**Check # 4094

**** SECOND PAYMENT NOTICE ****

MONTROSE MD WEST
DATE: 02/06/2014
TAX YEAR: 2013

OVERAGE AMOUNT: \$400.30
DEPOSIT BATCH NO.: 94-225
RECEIPT NUMBER: 94110713

OWNER NAME: M B DEVELOPMENT CO & SPP
CHECK NO.: 173158

ACCOUNT NUMBER: 94/057/130/001/0001
DATE OF PAYMENT: 01/31/2014

PAID BY: 660357
LEGAL DESCRIPTION

JAMES CONEY ISLAND INC
1750 STEBBINS DR
HOUSTON TX 77043

TR 13 BLK 1
RICHMOND PLACE ANNEX

2049 RICHMOND AVE

DISTRICT NAME	OVERPAYMENT AMOUNT
MONTROSE MD WEST	400.30
Amount of Refund:	400.30

AMOUNT OF CHECK: 400.30 CHECK NO: 173158

AMOUNT APPLIED: .00 Ref No.:

DIFFERENCE: 400.30

COMPLETED BY: [Signature] DATE: 2-6

FIRST PAYMENT RECEIVED FROM: OWNER

DATE PAID: 12/31/2013 DEPOSIT# 94-210 CHECK# 7406

PAID

DISPOSITION OF OVERPAYMENT

REFUND TO: James Coney Island DATE: 3-13Address: 1750 Stebbins Dr

Address: _____

City: Houston State: TX Zip: 77043

APPLIED TO ACCT# _____ DATE: _____

**** SECOND PAYMENT NOTICE ****

MONTROSE MD WEST
DATE: 02/06/2014
TAX YEAR: 2013

OVERAGE AMOUNT: \$1,217.43
DEPOSIT BATCH NO.: 94-225
RECEIPT NUMBER: 94130630

OWNER NAME: MB DEVELOPMENT CO & SPP
CHECK NO.: 173158

ACCOUNT NUMBER: 94/054/058/000/0001
DATE OF PAYMENT: 01/31/2014

PAID BY: 660357
LEGAL DESCRIPTION

JAMES CONEY ISLAND INC
1750 STEBBINS DR
HOUSTON TX 77043

TRS 1 2 & 3A BLK B
ALBEMARLE PLACE

3607 S SHEPHERD DR

DISTRICT NAME	OVERPAYMENT AMOUNT
MONTROSE MD WEST	1,217.43
Amount of Refund:	1,217.43

AMOUNT OF CHECK: 1,217.43 CHECK NO: 173158

AMOUNT APPLIED: .00 Ref No.:

DIFFERENCE: 1,217.43

COMPLETED BY: [Signature] DATE: 2-6

FIRST PAYMENT RECEIVED FROM: OWNER

DATE PAID: 12/31/2013 DEPOSIT# 94-210 CHECK# 7406

PAID

DISPOSITION OF OVERPAYMENT

REFUND TO: James Coney Island DATE: 3-13Address: 1750 Stebbins Dr

Address: _____

City: Houston State: TX Zip: 77043

APPLIED TO ACCT# _____ DATE: _____



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

Invoice Date	Invoice #
3/1/2014	1592

INVOICE

Service Location:

Arrival Bar & Refuge
1424 Westheimer Rd
Houston, TX 77006

Bill To:

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

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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924
Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms	Due Date	Service Dates
				Net 30	3/31/2014	03/01/2014-03/31/2014
IP MSU (Monthly fee)	1	600.00	600.00			
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00			
Pay online at: https://ipn.innail.com/2mb2lpm						
PAID Check # 4103						
THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.						
Subtotal			\$720.00			
Sales Tax (0.0%)			\$0.00			
Total			\$720.00			
Payments/Credits			\$0.00			
Balance Due			\$720.00			

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.MOBI(6625) Fax: 713.944.6627

Invoice Date	Invoice #
3/1/2014	1593

INVOICE

Service Location:

Aurazono
2301 Montrose
Houston, TX 77006

Bill To:

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

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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924
Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms	Due Date	Service Dates
				Net 30	3/31/2014	03/01/2014-03/31/2014
Standard MSU (Monthly fee)	1	425.00	425.00			
Standard Remote Viewing Integration (Monthly fee)	1	150.00	150.00			
Pay online at: https://ipn.innail.com/7mmq56d						
PAID Check # 4103						
THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.						
Subtotal			\$575.00			
Sales Tax (0.0%)			\$0.00			
Total			\$575.00			
Payments/Credits			\$0.00			
Balance Due			\$575.00			

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.MOBI(6625) Fax: 713.944.6627

Invoice Date	Invoice #
3/1/2014	1594

INVOICE

Service Location:

Barnaby's Cafe
414 W. Gray
Houston, TX 77009
USA

Bill To:

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

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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924
Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms	Due Date	Service Dates
				Net 30	3/31/2014	03/01/2014-03/31/2014
IP MSU - 4 IP Cameras and 1 Digital NVR (Monthly Fee)	1	600.00	600.00			
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00			
Pay online at: https://ipn.innail.com/i13ppwul						
PAID Check # 4103						
THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.						
Subtotal			\$720.00			
Sales Tax (0.0%)			\$0.00			
Total			\$720.00			
Payments/Credits			\$0.00			
Balance Due			\$720.00			

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.MOBI(6625) Fax: 713.944.6627

Invoice Date	Invoice #
3/1/2014	1595

INVOICE

Service Location:

Chelsea Market
4611 Montrose Blvd at Chelsea St
Houston, Texas 77006

Bill To:

Montrose Management District
Josh Hawes
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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924
Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms	Due Date	Service Dates
				Net 30	3/31/2014	03/01/2014-03/31/2014
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.innail.com/gm2udj						
PAID Check # 4103						
THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.						
Subtotal			\$650.00			
Sales Tax (0.0%)			\$0.00			
Total			\$650.00			
Payments/Credits			\$0.00			
Balance Due			\$650.00			

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-MOBI(6625) Fax: 713-944-6627

Invoice Date	Invoice #
3/1/2014	1596

INVOICE

Service Location:

Empire Cafe
1732 Westheimer Rd.
Houston, Texas 77098

Bill To:

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

PLEASE PAY THIS AMOUNT \$603.90

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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924
Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms	Due Date	Service Dates
IPMSU (Monthly Fee)	1	600.00	600.00	Net 30	3/31/2014	03/06/2014-03/31/2014
IPMSU (Monthly Fee) discount for 5 days on previous bill	5	-19.35	-96.75			
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00			
Wireless Remote Viewing (Monthly Fee) discount for 5 days on previous bill	5	-3.87	-19.35			
Pay online at: https://ipn.inval.com/mnmgcgb						
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAID Check # 4113 </div>				Subtotal	\$603.90	
				Sales Tax (0.0%)	\$0.00	
				Total	\$603.90	
				Payments/Credits	\$0.00	
				Balance Due	\$603.90	

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 848566
Dallas, TX 75284-8566
713-225-2300
TAX ID 74-1024827

Page 1

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

March 10, 2014
Invoice: 21574356
B/A: 04674

Our Matter #: 051914.000001 For Services Through February 28, 2014
General Counsel

			Hours	Rate/Hr	Amount
02/10/14	Prepare for and attend Board meeting	Clark Stockton Lord	1.50	\$35.50	803.25
02/19/14	Review and revise Bike Rack Waiver of Liability	Clark Stockton Lord	0.50	\$35.50	267.75
02/19/14	Prepare the waiver of liability for businesses where bike racks will be installed	Deborah Russell	0.50	\$305.00	152.50
02/25/14	Telephone conference with Federal Transit Administration regarding Letters of No Prejudice	Katherine R. Milton	0.25	\$400.00	100.00
02/27/14	Telephone conference with Federal Transit Administration regarding letters of no prejudice	Katherine R. Milton	0.75	\$400.00	300.00

Summary of Fees

	Hours	Rate/Hr	Amount
Clark Stockton Lord	2.00	\$35.50	1,071.00
Katherine R. Milton	1.00	\$400.00	400.00
Deborah Russell	0.50	\$305.00	152.50
Total	3.50	\$413.50	1,623.50

Total Fees for Professional Services

\$ 1,623.50

Fees for Professional Services \$ 1,623.50

Total Current Billing for this Matter

\$ 1,623.50

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAID Billing Statement # 4104 </div>	
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STATEMENT FOR PROFESSIONAL SERVICES IS PAYABLE UPON PRESENTATION
INVOICE AMOUNT DUE IN UNITED STATES DOLLARS

Bracewell & Giuliani LLP ATTORNEYS AT LAW

P.O. Box 848566
Dallas, TX 75284-8566
713-225-2300
TAX ID 74-1024827

Page 1

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

April 4, 2014
Invoice: 21576988
B/A: 04674

Our Matter #: 051914.000001 For Services Through March 31, 2014
General Counsel

			Hours	Rate/Hr	Amount
03/03/14	Telephone conference with Federal Transit Administration regarding Letters of No Prejudice	Katherine R. Milton	0.25	\$400.00	100.00
03/05/14	Correspondence relating to Letters of No Prejudice	Katherine R. Milton	0.25	\$400.00	100.00
03/05/14	Telephone conference with B Calderon regarding federal grant issues	Clark Stockton Lord	0.50	\$355.50	267.75
03/10/14	Prepare for and attend Board meeting	Clark Stockton Lord	1.50	\$355.50	803.25
03/12/14	Discussions with C Lord regarding updating records of the District	Deborah Russell	0.25	\$305.00	76.25
03/13/14	Begin preparation of the resolution designating meeting places and offices and posting place for District agendas	Deborah Russell	0.25	\$305.00	76.25
03/14/14	Research regarding the meeting places previously established for the east and west areas of the District; complete the draft resolution designating meeting places and offices and posting place for District agendas; discussion with C Lord regarding same	Deborah Russell	0.25	\$305.00	76.25
03/21/14	Handle sign installation procurement issues	Clark Stockton Lord	1.00	\$355.50	355.50
03/25/14	Audit letter preparation	Mary D. Bishop	0.25	\$565.00	141.25
03/25/14	Review client matters and billing, and prepare audit letter to McCall Gibson	Scott E. Legg	0.50	\$230.00	115.00
03/25/14	Confer with B. Wallace and C. Lord regarding letters of no prejudice	Katherine R. Milton	0.25	\$400.00	100.00
03/27/14	Prepare the Resolution Approving District Seal	Deborah Russell	0.50	\$305.00	152.50

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

Bracewell & Giuliani LLP ATTORNEYS AT LAW

Page 2

Montrose Management District

April 4, 2014
Invoice: 21576988

			Hours	Rate/Hr	Amount
03/28/14	and the Resolution Designating Public Information Coordinator	Deborah Russell	1.00	\$305.00	305.00
03/31/14	Prepare the Resolution Designating Records Management Program and Officer; review District files to locate previous policies adopted by District 6 to conform to the District	Katherine R. Milton	1.00	\$400.00	400.00
03/31/14	Telephone conference with D. Koski with the Federal Transit Administration regarding letters of no prejudice	Clark Stockton Lord	0.75	\$355.50	401.63
03/31/14	Review and revise administrative procedures Resolutions	Deborah Russell	0.25	\$305.00	76.25

Summary of Fees

	Hours	Rate/Hr	Amount
Clark Stockton Lord	3.75	\$355.50	2,008.13
Mary D. Bishop	0.25	\$565.00	141.25
Katherine R. Milton	1.75	\$400.00	700.00
Scott E. Legg	0.50	\$230.00	115.00
Deborah Russell	2.50	\$305.00	762.50
Total	8.75	\$407.10	3,726.88

Less Discount

(\$59.03)

Total Fees for Professional Services

\$ 3,167.85

Costs

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAID Check # 4104 </div>	
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Amount

Reproductions

Reproductions EQUITRAC COPIES 12 pages BATCH 28888H

1.20

Fees for Professional Services \$ 3,167.85

Costs 1.20

Total Current Billing for this Matter

\$ 3,169.05

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

1021678

Equi-Tax Inc.

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

Invoice

DATE	INVOICE #
4/1/2014	46583

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



April 1, 2014

Invoice # MBRDG-04

Mr. Bill Calderon
Executive Director
Montrose Management District
5020 Montrose, Suite 311
Houston 77006
713.724.4460
bcalderon@montrosedistrict.org

Re: Montrose Management District Bridge Lighting Design

Lighting Design:
Design Development \$9,860.00

Reimbursable Expenses:
N/A

Total Amount Due: \$ 9,860.00

Please remit to:

Gandy² Lighting Design
1824 Spring Street, #201
Houston, TX 77007

Thank You!

PAID
Check # 4109

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	1,393.12
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> PAID Check # 4108 </div>	
Total	\$1,393.12



April 1, 2014

Invoice # MSLC-02

Mr. Bill Calderon
Executive Director
Montrose Management District
5020 Montrose, Suite 311
Houston 77006
713.724.4460
bcalderon@montrosedistrict.org

Re: Montrose Management District Signage Lighting and Controls Design

Lighting Design:
Design Development \$ 7,250.00

Reimbursable Expenses:
N/A

Total Amount Due: \$ 7,250.00

Please remit to:

Gandy² Lighting Design
1824 Spring Street, #201
Houston, TX 77007

Thank You!

PAID
Check # 4109



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

Greater East End Management District

Invoice

Date	Invoice No.
03/31/2014	9-68
Terms	Due Date
Net 30	04/30/2014

Amount Due	Enclosed
\$5,760.00	

Date	Service	Activity	Quantity	Rate	Amount
03/03/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 26	8	80.00	640.00
03/06/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 28	8	80.00	640.00
03/10/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 20	8	80.00	640.00
03/13/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 22	8	80.00	640.00
03/17/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 23	8	80.00	640.00
03/20/2014	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

PAID
Check # 4110

Date	Service	Activity	Quantity	Rate	Amount
01/24/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 30	8	80.00	640.00
01/27/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 20	8	80.00	640.00
03/31/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 25	8	80.00	640.00
Total Sites Abated: 225			Total		\$5,760.00

BARBARA J. SCHOTT
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.: AH006911

Customer No.: V00071086

INVOICE

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

Amount Due: 5,069.45

Amount Paid:

(Please detach and mail this top portion with payment)

DATE	DESCRIPTION	AMOUNT
03/03/14	APR 14: ATTORNEY SERVICE	5,069.45
<div style="border: 1px solid black; padding: 5px; text-align: center;"> PAID Check # 4111 </div>		

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 #18
Harris County, Texas (REV.1-97)

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

Invoice

Bill To:

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

Invoice #: 41014659
Date: 4/1/2014

Page: 1

DATE	DESCRIPTION	AMOUNT
	Professional Consulting, Project Management & Administrative & Mgmt, Marketing & PR Mgmt, Services Mgmt, March 2014	\$16,502.33
	GIS Mapping, P. Horton	\$262.50
	GIS Mapping, P. Horton	\$756.20
	GIS Mapping, P. Horton	\$333.63
	GIS Mapping, P. Horton	\$712.50
	Reimbursable expenses as follows:	
3/15/2014	Office Depot	\$10.29
3/15/2014	Office Max	\$48.88
3/15/2014	Harris County Clerk 3/10/2014	\$9.00
	Verizon - 2/20 - 3/19, 2014	\$49.28
	Verizon - J. Hawes - 2/20 - 3/19, 2014	\$317.38
	Verizon - J. Hawes - 2/20 - 3/19, 2014	\$49.88
	Verizon - J. Hawes - 3/20 - 4/19, 2014	\$101.09
	Verizon - J. Hawes - 2/20 - 3/19, 2014	\$50.81
	Verizon - 3/20 - 3/19, 2014	\$49.88
	Mileage, R. Hill	\$18.48
	Mileage, G. Larson Feb	\$163.36
	Mileage, B. Calderon	\$132.11
	Mileage, G. Larson	\$183.74
	In house copies 3221 @ .15 each + 19 xts @ \$1.00 each	\$512.15
	In house postage	\$1.92
	In house color copies 159 @ .50 each	\$79.50
<div style="border: 1px solid black; padding: 5px; text-align: center;"> PAID Check # 4112 </div>		
Sales Tax:		\$0.00
Total Amount:		\$20,066.63
Amount Applied:		\$0.00
Balance Due:		\$20,066.63

Terms: C.O.D.

Houston Arts Alliance
3201 Allen Parkway, Suite 250
Houston, Texas 77019
Phone 713-527-9330 Fax 713-630-0210

INVOICE

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

TO:
GRETECHEN LARSON
DIRECTOR OF MARKETING
Monterose Management District
c/o HavesHillCalderon LLP
9610 Long Point Road, Suite 100
Houston, TX 77055
RE: ARTSHOUNDB SYNDICATION

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

DESCRIPTION	AMOUNT
Annual Artshound Syndication License Fee for agreed upon Zip Codes (77006, 77098, 77014)*	\$ 3,000.00
* Maybe be modified to include up to five additional zip codes throughout the year, as per agreement.	
monthly payment	
TOTAL	\$ 3,000.00

PAID
Check # 4113

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!

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

April 4, 2014

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

INVOICE

Description	Amount
Professional fees:	
Services as contract Director of Economic Development for March, 2014.	\$1,000.00
Total amount due	\$1,000.00



Thank you,

Ray C. Lawrence



INVOICE for email

Date	Invoice #
3/18/2014	14-3034

Bill To:

Montrose District
Email Invoice
PO Box 22167
Houston, TX 77066

P.O. Number	Customer Contact	Rep	Account #	Terms
	Gretchen Larson			Net 10 Days
Item Code	Quantity	Description	Amount	
NPlate / Ba...	1 each	Name Badge - Marie Elena Cortes	17.95	
Thank you for choosing Magoos! EIN # 20-0544930			Total	\$17.95

PAID
Check # 4115



Magoos PrintShop, Inc. * Certified WBE / HUB
16537 West Hardy, Suite E * Houston, Texas 77060 * magoosprintshop.com
281.875.5000 * Fax 281.875.6048 * Toll Free 866.890.0022 * Toll Free Fax 888.890.0022

<p>MARK M. BURTON, P.L.L.C. Certified Public Accountants</p>	<p>1300 Post Oak Blvd Suite 1600 Houston, TX 77056</p> <p>Phone: 713-365-3111 Fax: 713-629-6859</p>												
	<p>Date: 02/28/14 Due Date: Due upon receipt Invoice: 83 Amount: \$3,850.00</p>												
<p>Montrose Management District c/o Municipal Accounts & Consulting, LP 1300 Post Oak Blvd Ste 1600 Houston, TX 77056</p>	<table border="1"> <tr><td>Beginning Balance</td><td>\$0.00</td></tr> <tr><td>Invoices</td><td>3,850.00</td></tr> <tr><td>Receipts</td><td>0.00</td></tr> <tr><td>Adjustments</td><td>0.00</td></tr> <tr><td>Service Charges</td><td>0.00</td></tr> <tr><td>Amount Due</td><td>\$3,850.00</td></tr> </table>	Beginning Balance	\$0.00	Invoices	3,850.00	Receipts	0.00	Adjustments	0.00	Service Charges	0.00	Amount Due	\$3,850.00
Beginning Balance	\$0.00												
Invoices	3,850.00												
Receipts	0.00												
Adjustments	0.00												
Service Charges	0.00												
Amount Due	\$3,850.00												

Preparation of 2014 annual financial report 3,600.00
Out of Pocket Expenses 250.00



Billed Amount \$3,850.00
Invoice Total \$3,850.00

www.mburtoncpa.com info@mburtoncpa.com

Please return this portion with payment. Thank you for your prompt payment.

Invoice: 83	Amount Due: \$3,850.00	ID: 152
Date: 02/28/2014	Payment Amount: \$	Montrose Management District
Due Date: Due upon receipt		

Please make checks payable to Mark M. Burton, P.L.L.C., 1300 Post Oak Blvd Ste 1600, Houston, TX 77056

McCALL GIBSON SWEDLUND BARFOOT PLLC
Certified Public Accountants

13109 Wertham Center Drive
Suite 235
Houston, Texas 77065-5610
(713) 462-5341
Fax (713) 462-3708
E-Mail: mgs@mcgswb.com

111 Congress Avenue
Suite 400
Austin, Texas 78701
(512) 810-1269
www.mcgswb.com

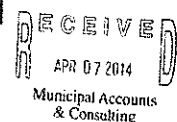
April 3, 2014

Montrose Management District
c/o Municipal Accounts & Consulting, LP
1300 Post Oak Boulevard, Suite 1600
Houston, TX 77056

Client Number - 400-06

Audit of Montrose Management District as of and for the year
ended December 31, 2013.

Interim Billing \$ 5,000.00



Member of
American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants

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

INVOICE# 42X00143
INV DATE 02/28/14
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#

AMOUNT 6,221.50

SERVICE ADDRESS: MONTROSE
MONTROSE (HOUSTON, TX)

DATE	LOCATION: MONTROSE	DESCRIPTION	AMOUNT
02/05/14	42X00143	SWEETENING-FLAT SWEEP FLAT RATE 02/05/14	776.00
02/05/14		MAIN LANES	
02/05/14		ORDER/TICKET #00012258	
02/05/14	42X00143	SWEETENING-FLAT SWEEP FLAT RATE 02/05/14	332.50
02/05/14		ADDITIONAL LANES	
02/05/14		BKE LANES, BKE RT, W GRAY ST	
02/05/14		ORDER/TICKET #00012258	
02/19/14	42X00143	SWEETENING-FLAT SWEEP FLAT RATE 02/19/14	776.00
02/19/14		MAIN LANES	
02/19/14		ORDER/TICKET #00012243	
02/19/14	42X00143	SWEETENING-FLAT SWEEP FLAT RATE 02/19/14	332.50
02/19/14		ADDITIONAL LANES	
02/19/14		BKE LANES, BKE RT, W GRAY ST	
02/19/14		ORDER/TICKET #00012252	
02/28/14	42X00143	1 ADMIN FEE ADMIN FEE 02/28/14	4.50

PAID

Check # 4118

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

OK
Re

INV#	CURRENT	30 DAY	60 DAY	90 DAY	DATE
42X00143	6,221.50	6,665.00			02/28/14
ACCT#					PAGE
229281					1 OF 1

PLEASE PAY
THIS AMOUNT 6,221.50



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

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

Invoice

Date	Invoice #
4/1/2014	33273

Description	Amount
Monthly Bookkeeping	1,000.00
Delivery of documents	15.00
Preparation of 1099s and 1096 tax forms	30.00
Projects requested by Board of Directors	120.00
Preparation of annual audit schedules	120.00
Projects requested by Board of Directors	350.00
Additional time for Board Meeting	60.00
Delivery	18.76
Postage	31.14
Document Storage & Retention Service	7.30
Copies	190.75
Total Reimbursable Expenses	257.15
Total	\$1,621.50

PAID

Check # 4119

1008 River Palace • Suite 250 • Conroe, Texas 77385 • Phone: 936.256.4644 • Fax: 936.256.1844

8834 N. Capital of Texas Highway, Suite 150 • Austin, Texas 78759 • 312.782.2100 • Fax 312.795.9968

1500 Post Oak Blvd. • Suite 1600 • Houston, Texas 77056 • Phone: 713.621.4139 • Fax: 713.629.6859

PRIMERGREY

From: Primer Gray, Inc.
2119 Dallas St.
1948 O
Houston, TX 77003

Invoice For: Montrose Management
District

Invoice ID: 1839
Issue Date: 03/25/2014
Due Date: 03/30/2014
Subject: Monthly Web Maintenance, Content, and Email
Reviews

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

PAID

Check # 4120



13107 Jones Ln
Sefford, TX 77477

Phone # 832.633-5155

smclogistics@yahoo.com

Date	Invoice #
12/2/2013	265

Billed To:
Montrose District
Josh Haines
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 November 2013 Montrose District	35.00	39	350.00

PAID

Check # 4121

We appreciate your prompt payment.

LA07 Journal
Spinal DX 7477

Phone #: 832-634-5155

ព្រះបាទសីហនុវិរ្ទ័យ រាជ្យ ១៩៥៥

Date	Invoice #
3/19/2014	313

Tawny Tidwell
306 Stratford Apt. 16
Houston TX 77005

Montrose Management District
Gretchen Larson
5020 Montrose Blvd. #300
Houston TX 77006

Invoice #	0000007
Invoice Date	March 28, 2014
Amount Due	\$3,500.00 USD

Task	Time Entry Notes	Rate	Hours	Line Total
General	Social Media Management	25.00	140	3,500.00
		Total		3,500.00
		Amount Paid		-0.00
		Amount Due		\$3,500.00 USD

(12) (choice with 100) is 60 **Page 8**

PAID
Check # 4121

We appreciate your prompt payment

Total	\$350.00
-------	----------

PAID
Check # 4122

PAYMENT STUB

To Pay Your Invoice Online
Go to <https://www.pearsoned.com/code> and enter the
code **FRKRYA9EDV25E**.

Tawny Tidwell
306 Stralford Apt. 16
Houston TX 77006

Client	Montrose Management District
Invoice #	0000007
Invoice Date	March 28, 2014
Amount Due	\$3,500.00 USD
Amount Enclosed	

BILLING STATEMENT

Questions? Please contact Carol Platt at carolplatt@amlip.org or extension 415

**Texas Municipal League
Intergovernmental Risk Pool**
1821 Rutherford Lane, First Floor
Austin, Texas 78754
(512) 491-2300 • (800) 537-6655

Kontrose Management District
Attn: Ms. Susan Hill
PO Box 22167
Houston, TX 77277-2167

Statement Date: 3/01/14
Due Date . . . : DUE UPON RECEIPT
Contract No . . : 6790

Date	Description	Total Amount
2/01/14	BALANCE FROM PREVIOUS STATEMENT	.00
3/01/14	Automobile Liab 13/14FY	1,091.00
3/01/14	Errors & Omission 13/14FY	1,915.00
3/01/14	General Liability 13/14FY	998.00
3/01/14	Law Enforcement 13/14FY	5,140.00
3/01/14	Liab 23 Pre-Pay Disc	183.26
3/01/14	Auto Physn Damage 13/14FY	425.00
3/01/14	Property Equity Return Applied to Contribution	9.00
3/01/14	Rent & Perm Prot 13/14FY	
3/01/14	Prop 23 Pre-Pay Disc	100.00
		10.50

PAID
Check # 4123

TOTAL DUE: \$9,486.23

RETURN THE BOTTOM PORTION WITH PAINTER

[illegible]

Invoice

Date	Invoice #
3/18/2014	14227

End To

Monroe Management District
5020 Monroe Blvd.
Suite 311
Houston, TX 77006

Ship To

Montrons Management District
5020 Montrose BLVD.
Suite 311
Houston, TX 77005

P.O. Number	Terms	Rep	Ship	Project	
			3/18/2014		
Quantity	Item Code	Description	Price Each	Amount	
1	Print	500 - MONTROSE BUSINESS MIXERS FLYERS; 8.5 X 5.5, COLORS 4/4 ON 100# GLOSS COVER, CUT AND BOX	166.00	166.00	
1	Bladery	Out-of-state sale, exempt from sales tax	0.00 0.00%	0.00 0.00	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAID Check # <u>4124</u> </div>					
			Total	\$166.00	

United Graphics, 5426 North Gessner, Houston, TX 77041. PH: 713.460.3260 FAX: 713.460.4210 customerservice@unitedgraphics.org

Montrose Management District
Attn: Ms. Susan Hill
PO Box 22167
Houston, TX 77277-2167

TXL Intergovernmental Risk Pool
PO BOX 388
SAN ANTONIO TX 78292-0388
(512) 491-2300



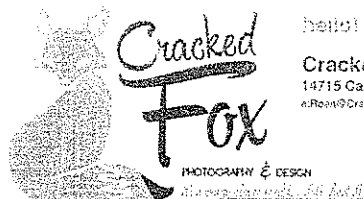
Invoice

Date	Invoice #
4/8/2014	14429

Bill To
Montrose Management District 5020 Montrose BLVD. Suite 311 Houston, TX 77006

Ship To
Montrose Management District 5020 Montrose BLVD. Suite 311 Houston, TX 77006

P.O. Number	Terms	Rep	Ship	Project
			4/8/2014	
Quantity	Item Code	Description	Price Each	Amount
1	Print	500 - APRIL 26 NEA POSTCARDS: 4 X 6, COL (IRS 4.00 ON	158.00	158.00
1	Display	100% GLOSS COVER. CUT AND BOX. Out-of-state sale, exempt from sales tax	0.00 0.00%	0.00 0.00
PAID Check # <u>4/24</u>				
Total				\$158.00



hello! you have an invoice from:

Cracked Fox

14715 Carriage Park Dr. Humble, TX 77336
Email: info@CrackedFox.com or +1 713 354 4012 www.CrackedFox.com

Date	Invoice No.	Terms
05/30/14	435	Net 30
Payments/Credits	Balance Due	
\$0.00	\$3,079.75	

Bill To:

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

Item	Description	Quantity	Rate	Amount
marketing	marketing, graphic design and photography, research, meetings and other... for the month of March		2,500.00	2,500.00
Additional Expenses	Additional expenses related to providing stock photography, outlier requests and print requests for the District		579.75	579.75
PAID Check # 4125				
Total				\$3,079.75

Thank you for your business

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



REMIT PAYMENT TO:
Harris County Treasurer
Orlando Sanchez
1601 Preston, Room 652
Houston, Texas 77002

Invoice / Statement No.: AH007096

Customer No.: V00071086

INVOICE

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

(Please detach and mail this top portion with payment)

Amount Due: 5,069.45

Amount Paid:

DATE	DESCRIPTION	AMOUNT
04/01/14	MAY 14: ATTORNEY SERVICE	5,069.45
RECEIVED APR 09 2014 Municipal Accounts & Consulting		
PAID Check # 4111		

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.10/7)



SECURITY SOLUTIONS, LLC
P.O. Box 750924
Houston, Texas 77275-0924
Phone: 877-411-MOBI(6625) Fax: 713-944-6627

Invoice Date	Invoice #
4/1/2014	1638

INVOICE

Service Location:

Amv Bar & Refuge
1424 Westheimer Rd
Houston, TX 77006

Bill To:

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

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	Terms	Due Date	Service Dates
				Net 30	5/1/2014	04/01/2014-04/30/2014
PMASU (Monthly Fee)	1	600.00	600.00			
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00			
Pay online at: https://ipn.intuit.com/astgqhd2						
RECEIVED APR 09 2014 Municipal Accounts & Consulting						
PAID Check # 4103						
THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.						
Subtotal						\$720.00
Sales Tax (0.0%)						\$0.00
Total						\$720.00
Payments/Credits						\$0.00
Balance Due						\$720.00

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-MOBI(6625) Fax: 713-944-6627

Invoice Date	Invoice #
4/1/2014	1639

INVOICE

Service Location:

Aulazone
2301 Montrose
Houston, TX 77006

Bill To:

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

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	Terms	Due Date	Service Dates
				Net 30	5/1/2014	04/01/2014-04/30/2014
Standard MSU (Monthly fee)	1	425.00	425.00			
Standard Remote Viewing Integration (Monthly Fee)	1	150.00	150.00			
Pay online at: https://ipn.intuit.com/n87hg79						
RECEIVED APR 09 2014 Municipal Accounts & Consulting						
PAID Check # 4103						
THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS \$25.00 FEE WILL BE ASSESSED ON ALL UNPAID BALANCES AFTER DUE DATE.						
Subtotal						\$575.00
Sales Tax (0.0%)						\$0.00
Total						\$575.00
Payments/Credits						\$0.00
Balance Due						\$575.00

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-MOBI(6625) Fax: 713-944-6627

Bill To:

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

Invoice Date	Invoice #
4/1/2014	1640

INVOICE

Service Location:

Barnaby's Cafe
414 W. Gray
Houston, TX 77019
USA

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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924

Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms		Due Date		Service Dates	
				Net 30		5/1/2014		04/01/2014-04/30/2014	
IP MSU - 4 IP Cameras and 1 Digital NVR (Monthly Fee)	1	600.00	600.00						
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00						
Pay online at: https://ipn.intuit.com/fmdnwgw									
<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED APR 09 2014 Municipal Accounts & Consulting PAID Check # 4103 </div>				Subtotal		\$720.00			
				Sales Tax (0.0%)		\$0.00			
				Total		\$720.00			
				Payments/Credits		\$0.00			
				Balance Due		\$720.00			

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-MOBI(6625) Fax: 713-944-6627

Bill To:

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

Invoice Date	Invoice #
4/1/2014	1641

INVOICE

Service Location:

Chelsea Market
4011 Montrose Blvd at Chelsea St
Houston, Texas 77006

PLEASE PAY THIS AMOUNT \$620.00

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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924

Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms		Due Date		Service Dates	
				Net 30		5/1/2014		04/01/2014-04/30/2014	
Standard MSU (Monthly fee)	1	500.00	500.00						
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00						
Pay online at: https://ipn.intuit.com/h6b6v7h									
<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED APR 09 2014 Municipal Accounts & Consulting PAID Check # 4103 </div>				Subtotal		\$620.00			
				Sales Tax (0.0%)		\$0.00			
				Total		\$620.00			
				Payments/Credits		\$0.00			
				Balance Due		\$620.00			

Billing Inquiries? Call 877-411-6625

Thank you for your business!



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Houston, Texas 77275-0924

Phone: 877-411-MOBI(6625) Fax: 713-944-6627

Bill To:

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

Invoice Date	Invoice #
4/1/2014	1642

INVOICE

Service Location:

Empire Cafe
1732 Westheimer Rd.
Houston, Texas 77098

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

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. Box 750924

Houston, Texas 77275-0924

Description	Quantity	Unit Price	Amount	Terms		Due Date		Service Dates	
				Net 30		5/1/2014		04/01/2014-04/30/2014	
Standard MSU IP System (Monthly fee)	1	600.00	600.00						
Wireless Remote Viewing (Monthly Fee)	1	120.00	120.00						
Pay online at: https://ipn.intuit.com/dnnh36v7									
<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED APR 09 2014 Municipal Accounts & Consulting PAID Check # 4103 </div>				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!

**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. Receive and consider the District's 2013 annual financial report from McCall Gibson Swedlund Barfoot PLLC.

DRAFT

MONTROSE MANAGEMENT DISTRICT

HARRIS COUNTY, TEXAS

ANNUAL FINANCIAL REPORT

DECEMBER 31, 2013

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McCALL GIBSON SWEDLUND BARFOOT PLLC

Certified Public Accountants

13100 Wortham Center Drive
Suite 235
Houston, Texas 77065-5610
(713) 462-0341
Fax (713) 462-2708
E-Mail: mgsh@mgshpllc.com

111 Congress Avenue
Suite 400
Austin, Texas 78701
(512) 610-2209
www.mgshpllc.com

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Montrose Management District
Harris County, Texas

We have audited the accompanying financial statements of the governmental activities and each major fund of Montrose Management District (the "District"), as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Board of Directors
Montrose Management District

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of December 31, 2013, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3 through 7 and the Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Governmental Funds on pages 25 through 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information required by the Texas Commission on Environmental Quality as published in the *Water District Financial Management Guide* is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The supplementary information, excluding that portion marked "Unaudited" on which we express no opinion or provide any assurance, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

McCall Gibson Swedlund Barfoot PLLC
Certified Public Accountants

**MONTROSE MANAGEMENT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2013**

Management's discussion and analysis of the Montrose Management District's (the "District") financial performance provides an overview of the District's financial activities for the fiscal year ended December 31, 2013. Please read it in conjunction with the District's financial statements, which begin on page 8.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The basic financial statements include: (1) combined fund financial statements and government-wide financial statements and (2) notes to the financial statements. The combined fund financial statements and government-wide financial statements combine both: (1) the Statement of Net Position and Governmental Funds Balance Sheet and (2) the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances. This report also includes other supplementary information in addition to the basic financial statements.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The District's annual report includes two financial statements combining the government-wide financial statements and the fund financial statements. The government-wide portion of these statements provides both long-term and short-term information about the District's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of the government-wide statements is the Statement of Net Position. This information is found in the Statement of Net Position column on pages 8 and 9. The Statement of Net Position is the District-wide statement of its financial position presenting information that includes all of the District's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District as a whole is improving or deteriorating. Evaluation of the overall health of the District would extend to other non-financial factors.

The government-wide portion of the Statement of Activities on pages 11 and 12 reports how the District's net position changed during the current year. All current year revenues and expenses are included regardless of when cash is received or paid.

FUND FINANCIAL STATEMENTS

The combined statements also include fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District has two major governmental funds. The General Funds for the East Zone and West Zone account for resources not accounted for in another fund, assessment revenues, costs and general expenditures.

**MONTROSE MANAGEMENT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2013**

FUND FINANCIAL STATEMENTS (Continued)

Governmental funds are reported in each of the financial statements. The focus in the fund statements provides a distinctive view of the District's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of the District and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. The adjustments columns, the Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position on page 10 and the Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities on page 13 explain the differences between the two presentations and assist in understanding the differences between these two perspectives.

NOTES TO THE FINANCIAL STATEMENTS

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements can be found on pages 14 through 23 in this report.

OTHER INFORMATION

In addition to the financial statements and accompanying notes, this report also presents certain required supplementary information ("RSI"). Budgetary comparison schedules are included as RSI for the Governmental Funds Total and East Zone and West Zone General Funds.

**MONTROSE MANAGEMENT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2013**

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The District's assets exceeded liabilities and deferred inflows of resources by \$695,217 as of December 31, 2013. A portion of the District's net position reflects its net investment in capital assets (e.g., vehicles and related equipment), less any debt used to acquire those assets that is still outstanding. The District uses these assets to provide security services.

The following is a comparative analysis of government-wide changes in net position.

	Summary of Changes in the Statement of Net Position		
	2013	2012	Change Positive (Negative)
Current and Other Assets	\$ 2,451,600	\$ 2,130,794	\$ 320,806
Capital Assets (Net of Accumulated Depreciation)	<u>11,330</u>	<u>18,970</u>	<u>(7,640)</u>
Total Assets	<u>\$ 2,462,930</u>	<u>\$ 2,149,764</u>	<u>\$ 313,166</u>
Total Liabilities	<u>\$ 95,969</u>	<u>\$ 87,402</u>	<u>\$ (8,567)</u>
Deferred Inflows of Resources	<u>\$ 1,671,744</u>	<u>\$ 1,425,021</u>	<u>\$ (246,723)</u>
Net Position:			
Net Investment in Capital Assets	\$ 11,330	\$ 18,970	\$ (7,640)
Unrestricted	<u>\$ 683,887</u>	<u>\$ 618,371</u>	<u>\$ 65,516</u>
Total Net Position	<u>\$ 695,217</u>	<u>\$ 637,341</u>	<u>\$ 57,876</u>

**MONTROSE MANAGEMENT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2013**

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The following table provides a summary of the District's operations for the years ended December 31, 2013 and December 31, 2012. The District's net position increased by \$57,876.

	Summary of Changes in the Statement of Activities		
	2013	2012	Change Positive (Negative)
Revenues:			
Property Assessments	\$ 1,400,136	\$ 1,304,031	\$ 96,105
Other Revenues	<u>48,499</u>	<u>36,932</u>	<u>11,567</u>
Total Revenues	\$ 1,448,635	\$ 1,340,963	\$ 107,672
Expenses for Services	<u>1,390,759</u>	<u>1,280,353</u>	<u>(110,406)</u>
Change in Net Position	\$ 57,876	\$ 60,610	\$ (2,734)
Net Position, Beginning of Year	<u>637,341</u>	<u>576,731</u>	<u>60,610</u>
Net Position, End of Year	<u>\$ 695,217</u>	<u>\$ 637,341</u>	<u>\$ 57,876</u>

FINANCIAL ANALYSIS OF THE DISTRICT'S GOVERNMENTAL FUNDS

The General Fund balance for the East Zone decreased by \$29,615 due to current year expenditures exceeding assessment revenues. The General Fund balance for the West Zone increased by \$101,207 due to assessment revenues exceeding current year expenditures.

GENERAL FUNDS BUDGETARY HIGHLIGHTS

The Board of Directors did not amend the General Fund budgets during the current fiscal year. Governmental funds total revenues were \$89,446 more than budgeted and governmental funds total expenditures were \$604,399 less than budgeted. East Zone revenues were \$1,343 more than budgeted due to more assessment revenue collected than anticipated. East Zone expenditures were \$172,731 less than budgeted. West Zone revenues were \$88,103 more than budgeted due primarily to more collection fees than anticipated. West Zone expenditures were \$431,668 less than budgeted. See the budget to actual comparisons on pages 25 through 27.

**MONTROSE MANAGEMENT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2013**

CAPITAL ASSETS

The District's capital assets as of December 31, 2013, amount to \$11,330 (net of accumulated depreciation). These capital assets include two vehicles and related equipment.

Capital Assets At Year-End, Net of Accumulated Depreciation

Capital Assets Subject to Depreciation:

Automobiles and Equipment	<u>\$ 11,330</u>
---------------------------	------------------

Additional information on the District's capital assets can be found in Note 4 on page 21 of this report.

LONG-TERM DEBT ACTIVITY

The District does not have any long-term debt as of December 31, 2013.

CONTACTING THE DISTRICT'S MANAGEMENT

This financial report is designed to provide a general overview of the District's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Montrose Management District, c/o Hawes Hill Calderon LLP, P.O. Box 22167, Houston, TX, 77227-2167.

MONTROSE MANAGEMENT DISTRICT
STATEMENT OF NET POSITION AND
GOVERNMENTAL FUNDS BALANCE SHEET
DECEMBER 31, 2013

	East Zone General Fund	West Zone General Fund	Governmental Funds Total
ASSETS			
Cash, Note 3	\$ 144,128	\$ 320,825	\$ 464,953
Investments, Note 3	250,000	150,000	400,000
Receivables:			
Assessments	466,747	1,118,429	1,585,176
Accrued Interest	168	103	271
Due from Other Fund		5,713	5,713
Prepaid Costs and Other	385	815	1,200
Capital Assets (Net of Accumulated Depreciation), Note 4			
TOTAL ASSETS	<u>\$ 861,428</u>	<u>\$ 1,595,885</u>	<u>\$ 2,457,313</u>
LIABILITIES			
Accounts Payable	\$ 25,991	\$ 49,998	\$ 75,989
Payroll Liabilities	3,659	7,776	11,435
Due to Taxpayers	6,234	2,311	8,545
Due to Other Fund	5,713		5,713
TOTAL LIABILITIES	<u>\$ 41,597</u>	<u>\$ 60,085</u>	<u>\$ 101,682</u>
DEFERRED INFLOWS OF RESOURCES			
Assessments	<u>\$ 515,616</u>	<u>\$ 1,183,105</u>	<u>\$ 1,698,721</u>
FUND BALANCES			
Nonspendable Prepaid Costs	\$ 385	\$ 815	\$ 1,200
Unassigned	<u>303,830</u>	<u>351,880</u>	<u>655,710</u>
TOTAL FUND BALANCES	<u>\$ 304,215</u>	<u>\$ 352,695</u>	<u>\$ 656,910</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 861,428</u>	<u>\$ 1,595,885</u>	<u>\$ 2,457,313</u>
NET POSITION			
Net Investment in Capital Assets			
Unrestricted			
TOTAL NET POSITION			

The accompanying notes to the financial
statements are an integral part of this report.

<u>Adjustments</u>	<u>Statement of Net Position</u>
\$	\$ 464,953
	400,000
	1,585,176
	271
(5,713)	1,200
<u>11,330</u>	<u>11,330</u>
\$ <u>5,617</u>	\$ <u>2,462,930</u>
\$	\$ 75,989
	11,435
	8,545
<u>(5,713)</u>	<u></u>
\$ <u>(5,713)</u>	\$ <u>95,969</u>
\$ <u>(26,977)</u>	\$ <u>1,671,744</u>
\$ (1,200)	\$
<u>(655,710)</u>	<u></u>
\$ <u>(656,910)</u>	\$ <u>-0-</u>
\$ 11,330	\$ 11,330
<u>683,887</u>	<u>683,887</u>
\$ <u>695,217</u>	\$ <u>695,217</u>

The accompanying notes to the financial statements are an integral part of this report.

**MONTROSE MANAGEMENT DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2013**

Total Fund Balances - Governmental Funds	\$ 656,910
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.	11,330
Deferred assessment revenues for the 2012 and prior levies became part of recognized revenues in the governmental activities of the District.	<u>26,977</u>
Total Net Position - Governmental Activities	<u>\$ 695,217</u>

The accompanying notes to the financial
statements are an integral part of this report.

MONTROSE MANAGEMENT DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2013

	East Zone General Fund	West Zone General Fund
REVENUES		
Assessment Revenues	\$ 422,885	\$ 983,327
Penalty and Interest	8,844	15,002
Investment Revenues	1,607	1,609
Miscellaneous Revenues	<u>11,280</u>	<u>10,157</u>
TOTAL REVENUES	<u>\$ 444,616</u>	<u>\$ 1,010,095</u>
EXPENDITURES/EXPENSES		
Service Operations:		
Security and Public Safety	\$ 152,100	\$ 319,693
Mobility and Transportation	12,879	27,257
Visual Improvements and Cultural	39,257	56,403
Business Development	103,876	218,623
Administrative Expenditures	166,119	286,912
Depreciation, Note 4		
TOTAL EXPENDITURES/EXPENSES	<u>\$ 474,231</u>	<u>\$ 908,888</u>
NET CHANGE IN FUND BALANCES	\$ (29,615)	\$ 101,207
CHANGE IN NET POSITION		
FUND BALANCES/NET POSITION – JANUARY 1, 2013	<u>333,830</u>	<u>251,488</u>
FUND BALANCES/NET POSITION – DECEMBER 31, 2013	<u>\$ 304,215</u>	<u>\$ 352,695</u>

The accompanying notes to the financial
statements are an integral part of this report.

Governmental Funds Total	Adjustments	Statement of Activities
\$ 1,406,212	\$ (6,076)	\$ 1,400,136
23,846		23,846
3,216		3,216
<u>21,437</u>		<u>21,437</u>
<u>\$ 1,454,711</u>	<u>\$ (6,076)</u>	<u>\$ 1,448,635</u>
\$ 471,793	\$	\$ 471,793
40,136		40,136
95,660		95,660
322,499		322,499
453,031		453,031
	7,640	7,640
<u>\$ 1,383,119</u>	<u>\$ 7,640</u>	<u>\$ 1,390,759</u>
\$ 71,592	\$ (71,592)	\$
	57,876	57,876
<u>585,318</u>	<u>52,023</u>	<u>637,341</u>
<u>\$ 656,910</u>	<u>\$ 38,307</u>	<u>\$ 695,217</u>

The accompanying notes to the financial statements are an integral part of this report.

**MONTROSE MANAGEMENT DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013**

Net Change in Fund Balances - Governmental Funds	\$ 71,592
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds do not account for depreciation. However, in the Statement of Position, capital assets are depreciated and depreciation expense is recorded in the Statement of Activities.	(7,640)
Governmental funds report assessment revenues when collected. However, in the Statement of Activities, revenue is recorded in the accounting period for which the assessments are levied.	<u>(6,076)</u>
Change in Net Position - Governmental Activities	<u>\$ 57,876</u>

The accompanying notes to the financial
statements are an integral part of this report.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 1. CREATION OF DISTRICT

The Harris County Improvement District No. 6, also known as the East Montrose Management District ("East Zone"), was created, effective June 17, 2005, by the Texas Legislature under provisions of House Bill No. 3518, of the 79th Legislature, Regular Session, 2005, codified as Chapter 3843, Texas Special District Local Laws Code (formerly Subchapter K, Chapter 376, Texas Local Government Code). The Harris County Improvement District No. 11, also known as the West Montrose Management District ("West Zone"), was created, effective June 19, 2009, by the Texas Legislature under provisions of House Bill 4722, of the 81st Legislature, Regular Session, 2009, codified as Chapter 3878, Texas Special District Local Laws Code (formerly Subchapter K, Chapter 376, Texas Local Government Code). Pursuant to the provisions of the Acts creating the Districts, the Districts are empowered to promote, develop, encourage, and maintain employment, commerce, transportation, housing, tourism, recreation, arts and entertainment, economic development, safety, and the public welfare in the Harris County Improvement District No. 6 and the Harris County Improvement District No. 11 (collectively the "Districts"). On February 15, 2011, the two Districts lawfully consolidated and became known as the Montrose Management District (the "District").

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board ("GASB"). In addition, the accounting records of the District are maintained generally in accordance with the *Water District Financial Management Guide* published by the Texas Commission on Environmental Quality (the "Commission").

The GASB has established the criteria for determining whether or not a given entity is a component unit. The criteria are: (1) is the potential component unit a legally separate entity, (2) does the primary government appoint a voting majority of the potential component unit's board, (3) is the primary government able to impose its will on the potential component unit, (4) is there a financial benefit or burden relationship. The District was created as an independent management district. The District does not meet the criteria for inclusion as a component unit of any entity nor does any other entity meet the component unit criteria for inclusion in the District's financial statements.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial Statement Presentation

These financial statements have been prepared in accordance with GASB Codification of Governmental Accounting and Financial Reporting Standards Part II, Financial Reporting.

The GASB Codification set forth standards for external financial reporting for all state and local government entities, which include a requirement for a Statement of Net Position and a Statement of Activities. It requires the classification of net positions into three components: Net Investment in Capital Assets; Restricted; and Unrestricted. These classifications are defined as follows:

- Net Investment in Capital Assets – This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.
- Restricted Net Position – This component of net position consists of external constraints placed on the use of assets imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulation of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- Unrestricted Net Position – This component of net position consists of assets that do not meet the definition of “Restricted” or “Net Investment in Capital Assets.”

When both restricted and unrestricted resources are available for use, generally it is the District’s policy to use restricted resources first.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the District as a whole. The District’s Statement of Net Position and Statement of Activities are combined with the governmental fund financial statements. The District is viewed as a special-purpose government and has the option of combining these financial statements.

The Statement of Net Position is reported by adjusting the governmental fund types to report on the full accrual basis, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. Any amounts recorded due to and due from other funds are eliminated in the Statement of Net Position.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Government-Wide Financial Statements (Continued)

The Statement of Activities is reported by adjusting the governmental fund types to report only items related to current year revenues and expenditures. Items such as capital outlay are allocated over their estimated useful lives as depreciation expense. Internal activities between governmental funds, if any, are eliminated by adjustment to obtain net total revenue and expense of the government-wide Statement of Activities.

Fund Financial Statements

As discussed above, the District's fund financial statements are combined with the government-wide statements. The fund statements include a Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances.

Governmental Funds

The District has two major governmental funds.

General Funds - For the East Zone and West Zone to account for resources not required to be accounted for in another fund, assessment revenues, costs and general expenditures.

Basis of Accounting

The District uses the modified accrual basis of accounting for governmental fund types. The modified accrual basis of accounting recognizes revenues when both "measurable and available." Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The District considers revenue reported in governmental funds to be available if they are collectible within 60 days after year end. Also, under the modified accrual basis of accounting, expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, which are recognized as expenditures when payment is due.

Annual assessments considered available by the District and included in revenue include the 2012 assessments collected during the period October 1, 2012 to December 31, 2013. In addition, assessments collected from January 1, 2013, to December 31, 2013, for the 2011 and prior assessment levies are included in revenues. The 2013 annual assessments for the District have been fully deferred to meet the operating expenditures for the 2014 fiscal year.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting (Continued)

Amounts transferred between the funds are reported as other financing sources or uses. Loans between the funds are reported as interfund receivables and payables in the Governmental Funds Balance Sheet if there is intent to repay the amount and if the debtor fund has the ability to repay the advance on a timely basis.

Capital Assets

Capital assets, which include office equipment and fixtures and vehicles, are reported in the government-wide Statement of Net Position. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenditures in the governmental fund incurred and as an expense in the government-wide Statement of Activities. Capital asset additions, improvements and preservation costs that extend the life of an asset are capitalized and depreciated over the estimated useful life of the asset. Interest costs, including developer interest, engineering fees and certain other costs are capitalized as part of the asset.

Assets are capitalized, including infrastructure assets, if they have an original cost greater than \$5,000 and a useful life over two years. Depreciation is calculated on each class of depreciable property using the straight-line method of depreciation. Estimated useful lives are as follows:

	<u>Years</u>
Office Equipment and Fixtures	3
Vehicles	5

Budgeting

In compliance with governmental accounting principles, the Board of Directors annually adopts an unappropriated budget for the General Fund of the East Zone and the West Zone. The budgets were not amended during the current fiscal year.

Pensions

The District has not established a pension plan as the District does not have employees. The Internal Revenue Service has determined that fees of office received by Directors are considered to be wages subject to federal income tax withholding for payroll tax purposes only.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus

Measurement focus is a term used to describe which transactions are recognized within the various financial statements. In the government-wide Statement of Net Position and Statement of Activities, the governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position, financial position, and cash flows. All assets and liabilities associated with the activities are reported. Fund equity is classified as net position.

Governmental fund types are accounted for on a spending or financial flow measurement focus. Accordingly, only current assets and current liabilities are included on the Balance Sheet, and the reported fund balances provide an indication of available spendable or appropriable resources. Operating statements of governmental fund types report increases and decreases in available spendable resources. The District's fund balances are classified using the following hierarchy:

Nonspendable: amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted: amounts that can be spent only for specific purposes because of constitutional provisions, or enabling legislation, or because of constraints that are imposed externally.

Committed: amounts that can be spent only for purposes determined by a formal action of the Board of Directors. The Board is the highest level of decision-making authority for the District. This action must be made no later than the end of the fiscal year. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board. The District does not have any committed fund balances.

Assigned: amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. The District has not adopted a formal policy regarding the assignment of fund balances.

Unassigned: all other spendable amounts in the General Fund.

When expenditures are incurred for which restricted, committed, assigned or unassigned fund balances are available, the District considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3. DEPOSITS AND INVESTMENTS

Deposits

Custodial credit risk is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The District's deposit policy for custodial credit risk requires compliance with the provisions of Texas statutes.

Texas statutes require that any cash balance in any fund shall, to the extent not insured by the Federal Deposit Insurance Corporation or its successor, be continuously secured by a valid pledge to the Authority of securities eligible under the laws of Texas to secure the funds of the District, having an aggregate market value, including accrued interest, at all times equal to the uninsured cash balance in the fund to which such securities are pledged. At fiscal year end, the carrying amount of the District's deposits was \$864,953 and the bank balance was \$914,832. Of the bank balance, \$851,519 was covered by federal depository insurance and the balance was covered by collateral pledged in the name of the District and held in a third party depository.

The carrying values of the deposits are included in the Governmental Funds Balance Sheets and the Statement of Net Position at December 31, 2013, as listed below:

	<u>CASH</u>	<u>CERTIFICATES OF DEPOSIT</u>	<u>TOTAL</u>
EAST ZONE GENERAL FUND	\$ 144,128	\$ 250,000	\$ 394,128
WEST ZONE GENERAL FUND	<u>320,825</u>	<u>150,000</u>	<u>470,825</u>
TOTAL DEPOSITS	<u>\$ 464,953</u>	<u>\$ 400,000</u>	<u>\$ 864,953</u>

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 3. DEPOSITS AND INVESTMENTS (Continued)

Investments

Under Texas law, the District is required to invest its funds under written investment policies that primarily emphasize safety of principal and liquidity and that address investment diversification, yield, maturity, and the quality and capability of investment management, and all District funds must be invested in accordance with the following investment objectives: understanding the suitability of the investment to the District's financial requirements, first; preservation and safety of principal, second; liquidity, third; marketability of the investments if the need arises to liquidate the investment before maturity, fourth; diversification of the investment portfolio, fifth; and yield, sixth. The District's investments must be made "with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived." No person may invest District funds without express written authority from the Board of Directors.

Texas statutes include specifications for and limitations applicable to the District and its authority to purchase investments as defined in the Public Funds Investment Act. Authorized investments are summarized as follows: (1) obligations of the United States or its agencies and instrumentalities, (2) direct obligations of the State of Texas or its agencies and instrumentalities, (3) certain collateralized mortgage obligations, (4) other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States, (5) certain A rated or higher obligations of states, agencies, counties, cities, and other political subdivisions of any state, (6) bonds issued, assumed or guaranteed by the State of Israel, (7) insured or collateralized certificates of deposit, (8) certain fully collateralized repurchase agreements secured by delivery, (9) certain bankers' acceptances with limitations, (10) commercial paper rated A-1 or P-1 or higher and a maturity of 270 days or less, (11) no-load money market mutual funds and no-load mutual funds with limitations, (12) certain guaranteed investment contracts, (13) certain qualified governmental investment pools and (14) a qualified securities lending program.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 3. DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

As of December 31, 2013, the District had the following investments and maturities:

Fund and Investment Type	Fair Value	Maturities in Years			
		Less Than 1	1-5	6-10	More Than 10
<u>EAST ZONE GENERAL</u>					
<u>FUND -</u>					
Certificates of Deposit	\$ 250,000	\$ 250,000	\$	\$	\$
<u>WEST ZONE GENERAL</u>					
<u>FUND -</u>					
Certificates of Deposit	<u>150,000</u>	<u>150,000</u>			
Total Investments	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

NOTE 4. CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2013:

	January 1, 2013	Additions	December 31, 2013
Capital Assets at Historical Costs Subject to Depreciation			
Automobiles and Equipment	<u>\$ 50,591</u>	<u>\$ 0</u>	<u>\$ 50,591</u>
Less Accumulated Depreciation			
Automobiles and Equipment	<u>\$ 31,621</u>	<u>\$ 7,640</u>	<u>\$ 39,261</u>
Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 18,970</u>	<u>\$ (7,640)</u>	<u>\$ 11,330</u>

NOTE 5. ANNUAL ASSESSMENTS

In accordance with the Acts creating the Districts, the Districts may levy ad valorem taxes or assessment fees in accordance with Chapter 375, Local Government Code, to provide improvements and services for a project or activity the Districts are authorized to acquire, construct, improve, or provide under this Act.

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 5. ANNUAL ASSESSMENTS (Continued)

On April 16, 2008, an order was adopted granting a petition for a service plan and an assessment roll for the East Zone. The order authorized levying an annual assessment which would assure sufficient funding for the services provided under the ten year (2008-2017) term of the Service Plan. The order authorized an assessment of \$0.125 per \$100 valuation on land and improvements within the East Zone throughout the term of the Service Plan.

During the year ended December 31, 2013, the East Zone levied an assessment of \$0.125 per \$100 of assessed valuation of taxable real property, which resulted in an assessment of \$506,290 for the 2013 assessment year. Total revenue of \$422,885 has been recorded in the current year.

On January 10, 2011, an order was adopted granting a petition for a service plan and an assessment roll for the West Zone. The order authorized levying an annual assessment which would assure sufficient funding for the services provided under the nine year (2009-2017) term of the Service Plan. The order authorized an assessment of \$0.125 per \$100 valuation on land and improvements within the West Zone throughout the term of the Service Plan.

During the year ended December 31, 2013, the West Zone levied an assessment of \$0.125 per \$100 of assessed valuation of taxable real property, which resulted in an assessment of \$1,165,454 for the 2013 assessment year. Total revenue of \$983,327 has been recorded in the current year.

The District's calendar for collection of the assessments is as follows:

- Levy Date - October 1 or as soon thereafter as practicable
- Lien Date - January 1.
- Due Date - Not later than January 31.
- Delinquent Date - February 1, at which time the taxpayer is liable for penalty and interest.

NOTE 6. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters. The District participates in the Texas Municipal League Intergovernmental Risk Pool (TML) to provide general liability, automobile, errors and omissions, law enforcement and real and personal property coverage. The District, along with other participating entities, contributes annual amounts determined by TML's management. As claims arise they are submitted and paid by TML. During the fiscal year ended December 31, 2013, the District contributed a total of \$8,566 to the fund for this insurance,

MONTROSE MANAGEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

NOTE 6. RISK MANAGEMENT (Continued)

which included contributions of \$2,769 from the East Zone and \$5,797 from the West Zone. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

FOR MANAGEMENT'S USE ONLY

MONTROSE MANAGEMENT DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION

DECEMBER 31, 2013

MONTROSE MANAGEMENT DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL – GOVERNMENTAL FUNDS TOTAL
FOR THE YEAR ENDED DECEMBER 31, 2013

	Original and Final Budget	Actual	Variance Positive (Negative)
REVENUES			
Assessment Revenues	\$ 1,339,565	\$ 1,406,212	\$ 66,647
Penalty and Interest	25,000	23,846	(1,154)
Investment Revenues	700	3,216	2,516
Miscellaneous Revenues		21,437	21,437
TOTAL REVENUES	<u>\$ 1,365,265</u>	<u>\$ 1,454,711</u>	<u>\$ 89,446</u>
EXPENDITURES			
Service Operations			
Security and Public Safety	\$ 536,800	\$ 471,793	\$ 65,007
Mobility and Transportation	290,000	40,136	249,864
Visual Improvements and Cultural	439,320	95,660	343,660
Business Development	383,938	322,499	61,439
Administrative Expenditures	337,460	453,031	(115,571)
TOTAL EXPENDITURES	<u>\$ 1,987,518</u>	<u>\$ 1,383,119</u>	<u>\$ 604,399</u>
NET CHANGE IN FUND BALANCE	<u>\$ (622,253)</u>	<u>\$ 71,592</u>	<u>\$ 693,845</u>
FUND BALANCE – JANUARY 1, 2013	<u>585,318</u>	<u>585,318</u>	
FUND BALANCE – DECEMBER 31, 2013	<u>\$ (36,935)</u>	<u>\$ 656,910</u>	<u>\$ 693,845</u>

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL – EAST ZONE
FOR THE YEAR ENDED DECEMBER 31, 2013**

	Original and Final Budget	Actual	Variance Positive (Negative)
REVENUES			
Assessment Revenues	\$ 433,047	\$ 422,885	\$ (10,162)
Penalty and Interest	10,000	8,844	(1,156)
Investment Revenues	226	1,607	1,381
Miscellaneous Revenues		11,280	11,280
TOTAL REVENUES	<u>\$ 443,273</u>	<u>\$ 444,616</u>	<u>\$ 1,343</u>
EXPENDITURES			
Service Operations			
Security and Public Safety	\$ 171,823	\$ 152,100	\$ 19,723
Mobility and Transportation	92,935	12,879	80,056
Visual Improvements and Cultural	150,782	39,257	111,525
Business Development	122,893	103,876	19,017
Administrative Expenditures	108,529	166,119	(57,590)
TOTAL EXPENDITURES	<u>\$ 646,962</u>	<u>\$ 474,231</u>	<u>\$ 172,731</u>
NET CHANGE IN FUND BALANCE	\$ (203,689)	\$ (29,615)	\$ 174,074
FUND BALANCE – JANUARY 1, 2013	<u>333,830</u>	<u>333,830</u>	
FUND BALANCE – DECEMBER 31, 2013	<u>\$ 130,141</u>	<u>\$ 304,215</u>	<u>\$ 174,074</u>

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL – WEST ZONE
FOR THE YEAR ENDED DECEMBER 31, 2013**

	Original and Final Budget	Actual	Variance Positive (Negative)
REVENUES			
Assessment Revenues	\$ 906,518	\$ 983,327	\$ 76,809
Penalty and Interest	15,000	15,002	2
Investment Revenues	474	1,609	1,135
Miscellaneous Revenues		<u>10,157</u>	<u>10,157</u>
TOTAL REVENUES	<u>\$ 921,992</u>	<u>\$ 1,010,095</u>	<u>\$ 88,103</u>
EXPENDITURES			
Service Operations			
Security and Public Safety	\$ 364,977	\$ 319,693	\$ 45,284
Mobility and Transportation	197,065	27,257	169,808
Visual Improvements and Cultural	288,538	56,403	232,135
Business Development	261,045	218,623	42,422
Administrative Expenditures	228,931	286,912	(57,981)
TOTAL EXPENDITURES	<u>\$ 1,340,556</u>	<u>\$ 908,888</u>	<u>\$ 431,668</u>
NET CHANGE IN FUND BALANCE	<u>\$ (418,564)</u>	<u>\$ 101,207</u>	<u>\$ 519,771</u>
FUND BALANCE – JANUARY 1, 2013	<u>251,488</u>	<u>251,488</u>	
FUND BALANCE – DECEMBER 31, 2013	<u>\$ (167,076)</u>	<u>\$ 352,695</u>	<u>\$ 519,771</u>

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
SUPPLEMENTARY INFORMATION – REQUIRED BY THE
WATER DISTRICT FINANCIAL MANAGEMENT GUIDE
DECEMBER 31, 2013

MONTROSE MANAGEMENT DISTRICT
GENERAL FUND EXPENDITURES – GOVERNMENTAL FUNDS TOTAL
FOR THE YEAR ENDED DECEMBER 31, 2013

PURCHASED SERVICES FOR RESALE:

Security and Public Safety	\$ 471,793
Mobility and Transportation	40,136
Visual Improvements and Cultural	95,660
Business Development	322,499
Administrative Expenditures	<u>453,031</u>

TOTAL EXPENDITURES	<u>\$ 1,383,119</u>
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See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT
GENERAL FUND EXPENDITURES – EAST ZONE
FOR THE YEAR ENDED DECEMBER 31, 2013**

PURCHASED SERVICES FOR RESALE:

Security and Public Safety	\$ 152,100
Mobility and Transportation	12,879
Visual Improvements and Cultural	39,257
Business Development	103,876
Administrative Expenditures	<u>166,119</u>

TOTAL EXPENDITURES

\$ 474,231

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
GENERAL FUND EXPENDITURES – WEST ZONE
FOR THE YEAR ENDED DECEMBER 31, 2013

PURCHASED SERVICES FOR RESALE:

Security and Public Safety	\$ 319,693
Mobility and Transportation	27,257
Visual Improvements and Cultural	56,403
Business Development	218,623
Administrative Expenditures	<u>286,912</u>

TOTAL EXPENDITURES

\$ 908,888

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
INVESTMENTS
DECEMBER 31, 2013

Funds	Identification or Certificate Number	Interest Rate	Maturity Date	Balance at End of Year	Accrued Interest Receivable at End of Year
<u>EAST ZONE</u>					
Certificate of Deposit	xxxxxxxx43	.30%	02/09/2014	\$ 50,000	\$ 57
Certificate of Deposit	xxxxxxxx69	.30%	06/10/2014	50,000	8
Certificate of Deposit	xxxxxxxx11	.30%	03/10/2014	50,000	46
Certificate of Deposit	xxxxxxxx32	.32%	05/12/2014	50,000	24
Certificate of Deposit	xxxxxxxx89	.30%	04/10/2014	50,000	33
TOTAL EAST ZONE				<u>\$ 250,000</u>	<u>\$ 168</u>
<u>WEST ZONE</u>					
Certificate of Deposit	xxxxxxxx10	.30%	03/20/2014	\$ 50,000	\$ 46
Certificate of Deposit	xxxxxxxx35	.32%	05/05/2014	50,000	24
Certificate of Deposit	xxxxxxxx97	.30%	04/10/2014	50,000	33
TOTAL WEST ZONE				<u>\$ 150,000</u>	<u>\$ 103</u>
GRAND TOTAL				<u>\$ 400,000</u>	<u>\$ 271</u>

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
CHANGE IN ASSESSMENTS RECEIVABLE – GOVERNMENTAL FUNDS TOTAL
FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>Assessments</u>	
ASSESSMENTS RECEIVABLE –		
JANUARY 1, 2013	\$ 1,346,647	
Adjustments to Beginning Balance	<u>(24,158)</u>	\$ 1,322,489
Original 2013 Assessments Roll	\$ 1,671,744	
Adjustment to 2013 Assessments Roll	<u> </u>	<u>1,671,744</u>
TOTAL TO BE ACCOUNTED FOR		\$ 2,994,233
ASSESSMENT COLLECTIONS:		
Prior Year	\$ 1,295,512	
Current Year	<u>113,545</u>	<u>1,409,057</u>
ASSESSMENTS RECEIVABLE – December 31, 2013		<u>\$ 1,585,176</u>
ASSESSMENTS RECEIVABLE BY YEAR:		
2013		\$ 1,558,199
2012		19,188
2011		5,216
2010		2,491
2009		38
2008		25
2007		<u>19</u>
		<u>\$ 1,585,176</u>

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
CHANGE IN ASSESSMENTS RECEIVABLE – EAST ZONE
FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>Assessments</u>	
ASSESSMENTS RECEIVABLE –		
JANUARY 1, 2013	\$ 404,998	
Adjustments to Beginning Balance	<u>(17,424)</u>	\$ 387,574
Original 2013 Assessments Roll	\$ 506,290	
Adjustment to 2013 Assessments Roll	<u> </u>	<u>506,290</u>
TOTAL TO BE ACCOUNTED FOR		\$ 893,864
ASSESSMENT COLLECTIONS:		
Prior Year	\$ 378,248	
Current Year	<u>48,869</u>	<u>427,117</u>
ASSESSMENTS RECEIVABLE – December 31, 2013		<u>\$ 466,747</u>
ASSESSMENTS RECEIVABLE BY YEAR:		
2013		\$ 457,420
2012		7,811
2011		1,083
2010		351
2009		38
2008		25
2007		<u>19</u>
		<u>\$ 466,747</u>

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
CHANGE IN ASSESSMENTS RECEIVABLE – WEST ZONE
FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>Assessments</u>	
ASSESSMENTS RECEIVABLE –		
JANUARY 1, 2013	\$ 941,649	
Adjustments to Beginning Balance	<u>(6,734)</u>	\$ 934,915
Original 2013 Assessments Roll	\$ 1,165,454	
Adjustment to 2013 Assessments Roll	<u></u>	<u>1,165,454</u>
TOTAL TO BE ACCOUNTED FOR		\$ 2,100,369
ASSESSMENT COLLECTIONS:		
Prior Year	\$ 917,264	
Current Year	<u>64,676</u>	<u>981,940</u>
ASSESSMENTS RECEIVABLE – December 31, 2013		<u>\$ 1,118,429</u>
ASSESSMENTS RECEIVABLE BY YEAR:		
2013		\$ 1,100,779
2012		11,377
2011		4,133
2010		<u>2,140</u>
		<u>\$ 1,118,429</u>

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT
COMPARATIVE SCHEDULE OF REVENUES AND EXPENDITURES
GOVERNMENTAL FUNDS TOTAL – FIVE YEARS**

	<u>Amounts</u>		
	<u>2013</u>	<u>2012</u>	<u>2011</u>
REVENUES			
Assessment Revenues	\$ 1,406,212	\$ 1,299,077	\$ 1,216,293
Penalty and Interest	23,846	20,122	30,768
Investment Revenues	3,216	3,108	1,597
Miscellaneous Revenues	<u>21,437</u>	<u>13,702</u>	<u>23,476</u>
TOTAL REVENUES	<u>\$ 1,454,711</u>	<u>\$ 1,336,009</u>	<u>\$ 1,272,134</u>
EXPENDITURES			
Service Operations:			
Security and Public Safety	\$ 471,793	\$ 474,394	\$ 406,687
Mobility and Transportation	40,136	41,307	127,834
Visual Improvements and Cultural	95,660	82,610	43,871
Business Development	322,499	250,982	101,092
Administrative Expenditures	453,031	380,157	365,614
Creation and Petition Services	<u>40,950</u>	<u>40,950</u>	<u>40,950</u>
TOTAL EXPENDITURES	<u>\$ 1,383,119</u>	<u>\$ 1,270,400</u>	<u>\$ 1,045,098</u>
NET CHANGE IN FUND BALANCES	\$ 71,592	\$ 65,609	\$ 227,036
FUND BALANCE – Beginning of the Year	<u>585,318</u>	<u>519,709</u>	<u>292,673</u>
FUND BALANCE – End of the Year	<u>\$ 656,910</u>	<u>\$ 585,318</u>	<u>\$ 519,709</u>

See accompanying independent auditor's report.

		Percent of Total Revenues				
<u>2010</u>	<u>2009</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
\$	\$	96.7%	97.3%	95.6%		
		1.6	1.5	2.4		
		0.2	0.2	0.1		
		<u>1.5</u>	<u>1.0</u>	<u>1.9</u>		
\$	\$	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>		
\$	\$	32.4%	35.5%	32.0%		
		2.8	3.1	10.0		
		6.6	6.2	3.4		
		22.2	18.8	7.9		
		31.1	28.4	28.7		
			<u>3.1</u>			
\$	\$	<u>95.1%</u>	<u>95.1%</u>	<u>82.0%</u>		
\$	\$	<u>4.9%</u>	<u>4.9%</u>	<u>18.0%</u>	<u>N/A</u>	<u>N/A</u>
\$ N/A	\$ N/A					

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
COMPARATIVE SCHEDULE OF REVENUES AND EXPENDITURES
EAST ZONE – FIVE YEARS

	<u>Amounts</u>		
	<u>2013</u>	<u>2012</u>	<u>2011</u>
REVENUES			
Assessment Revenues	\$ 422,885	\$ 418,367	\$ 363,651
Penalty and Interest	8,844	8,316	10,510
Investment Revenues	1,607	1,663	984
Miscellaneous Revenues	<u>11,280</u>	<u>5,536</u>	<u>8,444</u>
TOTAL REVENUES	<u>\$ 444,616</u>	<u>\$ 433,882</u>	<u>\$ 383,589</u>
EXPENDITURES			
Service Operations:			
Security and Public Safety	\$ 152,100	\$ 153,360	\$ 180,407
Mobility and Transportation	12,879	13,255	2,546
Visual Improvements and Cultural	39,257	35,092	23,080
Business Development	103,876	82,156	41,502
Administrative Expenditures	166,119	140,992	90,783
Creation and Petition Services	<u>13,141</u>	<u>13,141</u>	<u>13,141</u>
TOTAL EXPENDITURES	<u>\$ 474,231</u>	<u>\$ 437,996</u>	<u>\$ 338,318</u>
NET CHANGE IN FUND BALANCE	\$ (29,615)	\$ (4,114)	\$ 45,271
FUND BALANCE – Beginning of the Year	<u>333,830</u>	<u>337,944</u>	<u>292,673</u>
FUND BALANCE – End of the Year	<u>\$ 304,215</u>	<u>\$ 333,830</u>	<u>\$ 337,944</u>

See accompanying independent auditor's report.

		Percent of Total Revenues				
<u>2010</u>	<u>2009</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
\$ 467,273	\$ 415,987	95.1%	96.4%	94.8%	93.1%	96.1%
20,513	12,563	2.0	1.9	2.7	4.1	2.9
394	1,125	0.4	0.4	0.3	0.1	0.3
<u>13,547</u>	<u>3,368</u>	<u>2.5</u>	<u>1.3</u>	<u>2.2</u>	<u>2.7</u>	<u>.7</u>
<u>\$ 501,727</u>	<u>\$ 433,043</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
\$ 137,642	\$ 108,595	34.2%	35.3%	47.0%	27.4%	25.1%
	48,970	2.9	3.1	.7	0.0	11.3
12,636	14,421	8.8	8.1	6.0	2.5	3.3
20,359	43,851	23.4	18.9	10.8	4.1	10.1
148,386	120,961	37.4	32.5	23.7	29.6	27.9
		<u>0.0</u>	<u>3.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
<u>\$ 319,023</u>	<u>\$ 336,798</u>	<u>106.7%</u>	<u>100.9%</u>	<u>88.2%</u>	<u>63.6%</u>	<u>77.7%</u>
\$ 182,704	\$ 96,245	(6.7)%	(0.9)%	11.8%	36.4%	22.3%
<u>109,969</u>	<u>13,724</u>					
<u>\$ 292,673</u>	<u>\$ 109,969</u>					

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
COMPARATIVE SCHEDULE OF REVENUES AND EXPENDITURES
WEST ZONE – FIVE YEARS

	<u>Amounts</u>		
	<u>2013</u>	<u>2012</u>	<u>2011</u>
REVENUES			
Assessment Revenues	\$ 983,327	\$ 880,710	\$ 852,642
Penalty and Interest	15,002	11,806	20,258
Investment Revenues	1,609	1,445	613
Miscellaneous Revenues	<u>10,157</u>	<u>8,166</u>	<u>15,032</u>
TOTAL REVENUES	<u>\$ 1,010,095</u>	<u>\$ 902,127</u>	<u>\$ 888,545</u>
EXPENDITURES			
Service Operations:			
Security and Public Safety	\$ 319,693	\$ 321,034	\$ 226,280
Mobility and Transportation	27,257	28,052	125,288
Visual Improvements and Cultural	56,403	47,518	20,791
Business Development	218,623	168,826	59,590
Administrative Expenditures	286,912	239,165	274,831
Creation and Petition Services	<u>27,809</u>	<u>27,809</u>	<u>27,809</u>
TOTAL EXPENDITURES	<u>\$ 908,888</u>	<u>\$ 832,404</u>	<u>\$ 706,780</u>
NET CHANGE IN FUND BALANCE	\$ 101,207	\$ 69,723	\$ 181,765
FUND BALANCE – Beginning of the Year	<u>251,488</u>	<u>181,765</u>	<u> </u>
FUND BALANCE – End of the Year	<u>\$ 352,695</u>	<u>\$ 251,488</u>	<u>\$ 181,765</u>

See accompanying independent auditor's report.

		Percent of Total Revenues				
<u>2010</u>	<u>2009</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
\$	\$	97.3%	97.6%	96.0%		
		1.5	1.3	2.3		
		0.2	0.2	0.1		
		1.0	0.9	1.6		
\$	\$	100.0%	100.0%	100.0%		
\$	\$	31.6%	35.6%	25.5%		
		2.7	3.1	14.1		
		5.6	5.3	2.3		
		21.6	18.7	6.7		
		28.4	26.5	30.9		
		0.0	3.1	0.0		
\$	\$	89.9%	92.3%	79.5%		
\$	\$	10.1%	7.7%	20.5%	N/A	N/A
\$	\$	N/A	N/A			

See accompanying independent auditor's report.

District Mailing Address - Montrose Management District
c/o Hawes Hill Calderon LLP
P.O. Box 22167
Houston, TX 77227-2167

Board Members	Term of Office (Appointed)	Fees of office for the year ended December 31, 2013	Expense reimbursements for the year ended December 31, 2013	Position
Claude Wynn	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	1 – Chairman
Dana Thorpe	04/12 06/13 (Appointed)	\$ -0-	\$ -0-	2
Randy Mitchmore	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	3 – Vice Chairman
Cassie Stinson	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	4 – Secretary
Lane Llewellyn	04/12 06/13 (Appointed)	\$ -0-	\$ -0-	5
Vacant				6
Vacant				7
Robert Jara	07/11 06/15 (Appointed)	\$ -0-	\$ -0-	8
Kathy Hubbard	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	9 – Treasurer
Michael Grover	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	10

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**MONTROSE MANAGEMENT DISTRICT
BOARD MEMBERS, KEY PERSONNEL AND CONSULTANTS
DECEMBER 31, 2013**

Board Members (Continued)	Term of Office (Appointed)	Fees of office for the year ended December 31, 2013	Expense reimbursements for the year ended December 31, 2013	Position
Bobby Heugel	04/12 06/13 (Appointed)	\$ -0-	\$ -0-	11
Brad Nagar	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	12 -- Assistant Secretary
Vacant				13
David Robinson	07/11 06/15 (Appointed)	\$ -0-	\$ -0-	14
Vacant				15

See accompanying independent auditor's report.

MONTROSE MANAGEMENT DISTRICT
BOARD MEMBERS, KEY PERSONNEL AND CONSULTANTS
DECEMBER 31, 2013

Consultants:	Date Hired	Fees for the year ended December 31, 2013	Title
Bracewell & Giuliani 711 Louisiana Street, Suite 2300 Houston, TX 77002	03/01/13	\$ 22,152	Attorney
McCall Gibson Swedlund Barfoot PLLC Certified Public Accountants 13100 Wortham Center Drive, Suite 235 Houston, TX 77065-5610	02/18/09	\$ 7,500	Auditor
Equi-Tax Inc. 17111 Rolling Creek Drive, Suite 200 Houston, TX 77090	02/20/08	\$ 21,572	Assessment Collector and Database Management
Municipal Accounts and Consulting LP 1300 Post Oak Blvd., Suite 1600 Houston, TX 77056	08/20/08	\$ 20,266	Bookkeeper
Hawes Hill Calderon LLP 9610 Long Point Road, Suite 150 Houston, TX 77055	01/31/07	\$ 211,725	Administrator
Greater East End Management District 3211 Harrisburg Houston, TX 77003	07/16/08	\$ 65,920	Graffiti Abatement
Mark M. Burton PLLC 1300 Post Oak Blvd., Suite 1600 Houston, TX 77056	11/1/09	\$ 3,850	Annual Financial Report

See accompanying independent auditor's report.

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 and take action on the following administrative matters:
- a. Resolution Establishing Office and Regular Meeting Places and Posting Place for Notice of Board of Directors Meetings of the Montrose Management District
 - b. Resolution Adopting Policies for Capitalization and Depreciation of District assets
 - c. Resolution Establishing a Public Information Coordinator
 - d. Resolution Establishing a Records Management Program and Designating a Records Management Officer
 - e. Resolution Establishing a District Reimbursement Policy for Directors' Expenses
 - f. Resolution approving a District seal
 - g. Board member nomination process and appointment procedures
 - h. Administrative Policies and Procedures Manual

**RESOLUTION ESTABLISHING OFFICE AND REGULAR MEETING PLACES AND
POSTING PLACE FOR NOTICE OF BOARD OF DIRECTORS MEETINGS
OF MONTROSE MANAGEMENT DISTRICT**

WHEREAS, Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) which was created by House Bill 4722, 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and Harris County Improvement District No. 6 (the former East Montrose Management District) which was created by House Bill 3518, 79th Legislature, Regular Session, 2005 and approved by the Governor on June 17, 2005; and

WHEREAS, Section 49.062, Texas Water Code, authorizes the Board of Directors of the District to designate and to establish one or more meeting places within or outside the boundaries of the District; and

WHEREAS, Section 49.063, Texas Water Code, authorizes the Board of Directors of the District to establish a posting place within the boundaries of the District for all notices of Board of Directors meetings for the District; and

WHEREAS, the Board of Directors has convened on this date within the District at a meeting open to the public and wishes to establish an office and meeting places within and outside the boundaries of the District and to establish a posting place within the boundaries of the District for all notices of Board of Directors meetings for the District; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1: A meeting place for Montrose Management District is hereby established inside the boundaries of the District at 401 Branard Street, Room 106, Houston, Texas 77006 which is hereby declared to be a public place and open to the public.

Section 2: Meeting places for Montrose Management District are hereby further established outside the boundaries of the District at (i) the offices of Bracewell & Giuliani LLP, 711 Louisiana, Suite 2300, Houston, Texas 77002; (ii) Hawes Hill Calderon LLP, 9610 Long Point Road, Suite 150, Houston, Texas 77055; and (iii) Freed-Montrose Neighborhood Library, 4100 Montrose, Houston, Texas 77006, which are hereby declared to be a public places and open to the public.

Section 3: The official office and mailing address of the District shall be c/o Hawes Hill Calderon LLP, 9610 Long Point Road, Suite 150, Houston, Texas 77055.

Section 4: A posting place for notices of Board of Directors meetings for Montrose Management District is hereby established inside the boundaries of the District at the Freed-Montrose Branch Public Library, 4100 Montrose, Houston, Texas 77006, which is hereby declared to be a public place and open to the public. This posting place is established for the purposes of posting all notices of Board of Directors meetings for the District.

Section 5: The Board of Directors invites residents, taxpayers, and all other interested persons to attend all meetings of the Board of Directors.

Section 6: The Board of Directors hereby directs that all notices of its Board of Directors meetings be posted at such location.

Section 7: The Secretary is hereby directed to publish notice of the locations of the meeting places outside the District in a newspaper of general circulation in the District and to file a copy of this Resolution with the Texas Commission on Environmental Quality.

[Execution Page Follows]

PASSED AND APPROVED this _____ day of _____, 2014.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)



CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Montrose Management District, do hereby certify as follows:

1. The Board of Directors of Montrose Management District convened in regular session on the _____ day of _____, 2014, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Kathy Hubbard	Treasurer
Brad Nagar	Assistant Secretary
Dana Thorpe	Director
Lane Llewellyn	Director
Robert Jara	Director
Michael Grover	Director
Bobby Heugel	Director

and all of said persons were present except Director(s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

**RESOLUTION ESTABLISHING OFFICES AND REGULAR MEETING PLACES
OF THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT**

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED the _____ day of _____, 2014.

(SEAL)

Secretary, Board of Directors

**MONTROSE MANAGEMENT DISTRICT
RESOLUTION ADOPTING POLICIES FOR CAPITALIZATION AND DEPRECIATION OF
DISTRICT ASSETS**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, the Governmental Accounting Standards Board has released Statement No. 34 (GASB-34);

WHEREAS, the Texas Commission on Environmental Quality (the "TCEQ") has indicated its intention to require that districts with revenues of less than \$10 million implement GASB-34 for fiscal years beginning after June 15, 2003;

WHEREAS, Montrose Management District is a municipal management district subject to the continuing supervision of the TCEQ;

WHEREAS, GASB-34 requires that all capital assets, including infrastructure assets, be reported in a statement of net assets at historical costs, including ancillary charges, net of accumulated depreciation;

WHEREAS, accumulated depreciation for general fixed assets was not reported under the previous reporting model, and it is necessary for the District to adopt policies for capitalization and depreciation of District assets in order to enable compliance with GASB-34;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT (THE "DISTRICT") THAT:

I.

Except as otherwise provided in this Resolution, all District infrastructure assets with a useful life of at least two (2) years and a total cost of \$5,000.00 and other capital assets with a total cost of \$5,000.00 or more (including installation costs, if any, and associated professional fees) shall be capitalized and depreciated using no salvage value and the straight line method of depreciation based on the estimated useful life of the asset in question as reflected on Exhibit A to this Resolution.

II.

Expenditures that extend the useful lives of capital assets beyond their initial estimated useful lives (preservation costs) or that improve their efficiencies (improvements) or increase their capacity (additions) shall be capitalized in accordance with these policies unless, in the opinion of the District's engineer, a different useful life is appropriate.

III.

This Resolution shall be effective immediately. The President or Vice President and the Secretary or Assistant Secretary are authorized to do all things necessary and proper to evidence the Board's adoption of this Resolution and to carry out the intent hereof.

PASSED AND ADOPTED THIS _____ day of _____, 2014.

Chairman, Board of Directors

ATTEST:

Secretary, Board of Directors



EXHIBIT A: DEPRECIATION YEARS

Capital Asset Classifications	Depreciation Years
Administrative Facilities and Equipment	
Land	0
Buildings	
Office	40
Storage	40
Warehouse	40
Furniture	5
Equipment	
Communication	5
Computers	3
Construction	15
Generators	20
Office	5
Software	3
Vehicles	5
Other	As required
Infrastructure Assets	
Distribution/Collection Lines by Section	
Clearing and grubbing	45
Water distribution	45
Sewer collection	45
Stormwater collection	45
Water Production	
Land	0
Buildings	40
Electrical package	
Controls	20
Generators	20
Chemical system	10
Wells	20
Booster pumps	20
Pressure tanks	20
Storage tanks	
Ground	40
Elevated	40
Yard piping	45
Lift Stations	
Structure	45
Electrical controls	20
Yard piping	45
Pumps	20
Fences	25
Sanitary Sewer Trunk Lines	
Lines	45
Pumps	20
Wastewater Treatment Plants	
Land	0
Buildings	40
Structures	40
Electrical package	
Controls	20
Generators	20
Equipment	
Bar screens	20
Blowers	20
Chemical system	10
Clarifiers	20
Pumps	20
Yard piping	45
Fences	25
Stormwater Pumping Facilities	
Land	0
Buildings	40
Pumps	20
Electrical package	
Controls	20
Generators	20

Stormwater Collection System (not in Sections)	
Land (including detention ponds and channels)	0
Clearing and grubbing	0
Land improvements (excavation and earth moving)	0
Equipment	20

RESOLUTION ESTABLISHING A PUBLIC INFORMATION COORDINATOR

WHEREAS, Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) which was created by House Bill 4722, 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and Harris County Improvement District No. 6 (the former East Montrose Management District) which was created by House Bill 3518, 79th Legislature, Regular Session, 2005 and approved by the Governor on June 17, 2005; and

WHEREAS, Section 552.012, Texas Government Code, as amended, requires the members of the Board of Directors of the District (the "Board") to complete Public Information Act training; and

WHEREAS, a public official may designate a public information coordinator to satisfy the training requirements of Section 552.012 for the public official if the public information coordinator is primarily responsible for administering the responsibilities of the governmental body under the Public Information Act; and

WHEREAS, Hawes Hill & Calderon LLP is primarily responsible for administering the responsibilities of the District under the Public Information Act; and

WHEREAS, the Board desires to designate Hawes Hill & Calderon LLP as the public information coordinator for the purposes of Section 552.012;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1. The Board hereby appoints Hawes Hill & Calderon LLP as the public information coordinator for the purposes of Section 552.012.

Section 2. The definitions of terms contained in the Recitals to this Resolution are hereby incorporated and made part of this Resolution.

Section 3: Open Meeting. The Board hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted for the time required by law preceding this meeting, and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter thereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4: Effective Date. This Resolution shall take effect and be in full force and effect upon and after its passage.

PASSED AND APPROVED this _____ day of _____, 2014.

President, Board of Directors

ATTEST:

Secretary, Board of Directors



CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Montrose Management District, do hereby certify as follows:

1. The Board of Directors of Montrose Management District convened in regular session on the _____ day of _____, 2014, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Kathy Hubbard	Treasurer
Brad Nagar	Assistant Secretary
Dana Thorpe	Director
Lane Llewellyn	Director
Robert Jara	Director
Michael Grover	Director
Bobby Heugel	Director

and all of said persons were present except Director(s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

RESOLUTION ESTABLISHING A PUBLIC INFORMATION COORDINATOR

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED the _____ day of _____, 2014.

Secretary, Board of Directors

(SEAL)

**RESOLUTION ESTABLISHING A RECORDS MANAGEMENT PROGRAM
AND
DESIGNATING A RECORDS MANAGEMENT OFFICER**

WHEREAS, Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) which was created by House Bill 4722, 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and Harris County Improvement District No. 6 (the former East Montrose Management District) which was created by House Bill 3518, 79th Legislature, Regular Session, 2005 and approved by the Governor on June 17, 2005; and

WHEREAS, Section 201 et. seq., of the Texas Local Government Code (the "Code") provides that a local unit of government must establish by Resolution an active and continuing Records Management Program to be administered by a Records Management Officer; and

WHEREAS, the District is a local unit of government, within the meaning of the Code; and

WHEREAS, the District desires to adopt a Resolution for the purpose of complying with the Code and to prescribe policies and procedures consistent with the Code for the effective and efficient permanent retention of all District records; Now, therefore,

BE IT ORDERED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State of Texas, created or received by the District or any of its officers, employees or consultants pursuant to law or in the transaction of public business ("Records") are hereby declared to be the records of the District and shall be created, maintained, and disposed of in accordance with the provisions of this Resolution or procedures authorized by it and in no other manner.

Section 2. All Records are hereby declared to be the property of the District, and as such are public. No district official, employee or consultant has, by virtue of his or her position, any personal or property right to such Records even though he or she may have developed, compiled or maintained them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Section 3. The District's administrator, Hawes Hill & Calderon LLP, shall serve as Records Management Officer for the District. As provided by state law, Hawes Hill & Calderon LLP, as well as each administrator hired by the District, shall be deemed to be the District's Records Management Officer. The District's administrator shall file the designation with the

Director and Librarian of the Texas State Library and Archives Commission within thirty (30) days of the initial designation or of taking up the office, as applicable.

Section 4. It is the duty of the Records Management Officer to adequately protect the records of the District and to properly preserve the records of the District.

Section 5. Pursuant to §203.041(g) of the Code, the District intends to retain all records permanently and, therefore, it is not required to submit a Records Control Schedule to the Director and Librarian of the Texas State Library and Archives Commission.

Section 6. All District officers, employees, and consultants who develop, compile or temporarily maintain District Records shall forward all Records to the Records Management Officer, as soon as practicable.

Section 7. The District's Records Management Officer is to work with the District's officers, employees, and consultants to assure that all District Records are retained permanently.

Section 8. A certified copy of this Resolution shall constitute as the District's Records Management Program and the designation of Hawes Hill & Calderon LLP as its Records Management Officer which is to be filed with the Director and Librarian of the Texas State Library and Archives Commission.

Section 9. The District's Records Management Officer is authorized and directed to do any and all things necessary and proper to carry out this Order and any other duties required by the Records Management Officer under state law.

Section 10. The District's Records Management Program and the designation of Hawes Hill & Calderon LLP as its Records Management Officer is effective as set forth below.

[Execution Page Follows]

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2014.

President, Board of Directors

ATTEST:

Secretary, Board of Directors



CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Montrose Management District, do hereby certify as follows:

1. The Board of Directors of Montrose Management District convened in regular session on the _____ day of _____, 2014, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Kathy Hubbard	Treasurer
Brad Nagar	Assistant Secretary
Dana Thorpe	Director
Lane Llewellyn	Director
Robert Jara	Director
Michael Grover	Director
Bobby Heugel	Director

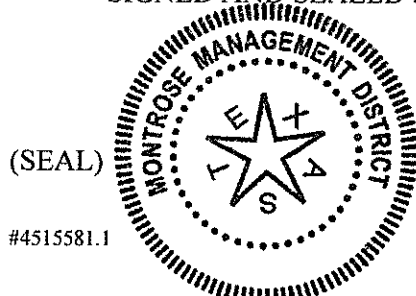
and all of said persons were present except Director(s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

**RESOLUTION ESTABLISHING A RECORDS MANAGEMENT PROGRAM
AND DESIGNATING A RECORDS MANAGEMENT OFFICER**

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED the _____ day of _____, 2014.



Secretary, Board of Directors

**RESOLUTION ESTABLISHING DISTRICT REIMBURSEMENT POLICY
FOR DIRECTORS EXPENSES**

WHEREAS, Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) which was created by House Bill 4722, 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and Harris County Improvement District No. 6 (the former East Montrose Management District) which was created by House Bill 3518, 79th Legislature, Regular Session, 2005 and approved by the Governor on June 17, 2005; and

WHEREAS, Chapter 375.070, Texas Local Government Code, as amended from time to time, permits the Board of Directors of the District to be reimbursed for actual expenses reasonably and necessarily incurred while engaging in activities on behalf of the District; and

WHEREAS, the Board of Directors of the District wishes to establish and clarify its policy on reimbursement of expenses in accordance with Section 49.060, Texas Water Code; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1: Directors of the District shall be entitled to receive reimbursement from the District of actual expenses reasonably and necessarily incurred while engaging in activities on behalf of the District.

Section 2: In order to receive reimbursement of expenses, a director must file with the District, prior to disbursement of such reimbursements, a Verified Statement.

Section 3: For purposes of this Resolution, a Verified Statement shall be a statement signed and sworn to by the director seeking a reimbursement, setting forth, in the case of reimbursements, an itemized list and explanation of expenses sought to be reimbursed; provided further that original receipts substantiating all expenses (except expenses not typically evidenced by a receipt) must be attached to such Verified Statement.

Section 4: The effective date of the provisions of this Resolution shall be _____,
20__.

PASSED AND APPROVED this _____ day of _____, 2014.

President, Board of Directors

ATTEST:

Secretary, Board of Directors



CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Montrose Management District, do hereby certify as follows:

1. The Board of Directors of Montrose Management District convened in regular session on the _____ day of _____, 2014, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Kathy Hubbard	Treasurer
Brad Nagar	Assistant Secretary
Dana Thorpe	Director
Lane Llewellyn	Director
Robert Jara	Director
Michael Grover	Director
Bobby Heugel	Director

and all of said persons were present except Director(s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

**RESOLUTION ESTABLISHING OFFICES AND REGULAR MEETING PLACES
OF THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT**

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED the _____ day of _____, 2014.

(SEAL)



Secretary, Board of Directors

RESOLUTION APPROVING DISTRICT SEAL

WHEREAS, Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) which was created by House Bill 4722, 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and Harris County Improvement District No. 6 (the former East Montrose Management District) which was created by House Bill 3518, 79th Legislature, Regular Session, 2005 and approved by the Governor on June 17, 2005; and

WHEREAS, the District desires to adopt a District seal under which it will conduct its business and operations; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1: The District hereby adopts as the official seal for the District "MONTROSE MANAGEMENT DISTRICT".

Section 2. The District officers are hereby authorized to use the District seal as deemed appropriate in the official conduct of business.

PASSED AND APPROVED this ____ day of _____ 2014.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)



CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Montrose Management District, do hereby certify as follows:

1. The Board of Directors of Montrose Management District convened in regular session on the _____ day of _____, 2014, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Kathy Hubbard	Treasurer
Brad Nagar	Assistant Secretary
Dana Thorpe	Director
Lane Llewellyn	Director
Robert Jara	Director
Michael Grover	Director
Bobby Heugel	Director

and all of said persons were present except Director(s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

RESOLUTION APPROVING DISTRICT SEAL

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED the _____ day of _____, 2014.

(SEAL)



Secretary, Board of Directors

**BOARD MEMBER NOMINATION PROCESS
AND APPOINTMENT PROCEDURES**

MONTROSE MANAGEMENT DISTRICT

ADOPTED: _____

**MONTROSE MANAGEMENT DISTRICT
BOARD OF DIRECTORS**

I. General Policies and Procedures for Filling Positions on Boards of Special Law Municipal Management Districts

- Appointment of the initial board of directors
- Board resignations
- Handling vacancies on the board
- Replacing directors whose terms have expired
- Agent of an owner

II. Special Policies and Procedures for Filling Positions on the Board of Montrose Management District

- Enabling legislation
- Current procedures for nominating persons to serve on the MMD board of directors

III. Forms

- Board candidate information form
- Suggested questions for candidate interviews
- Sample agency appointment letter
- Director's resignation form

IV. Governing Statutes and Consolidation Agreement – Sections Applicable to the Board of Directors

- Consolidation Agreement
- Special District Local Laws Code, Chapter 3843, Subchapter B (HCID #6)
- Special District Local Laws Code, Chapter, 3878, Subchapter B (HCID #11)
- Local Government code, Chapter 375, Subchapter D
- Water Code, Subchapter C, Sections 49.053, 49.054, 49.056, 49.057, 49.058 and 49.060

I. GENERAL POLICIES AND PROCEDURES FOR FILLING POSITIONS ON BOARDS OF SPECIAL LAW* MUNICIPAL MANAGEMENT DISTRICTS

Appointment of the Initial Board of Directors

Naming the initial board of directors of a special law municipal management district is part of the legislative process. In general, the number and persons chosen for the first board result from a process of discussion and negotiation among the sponsoring legislators from both houses and other interested parties from the community. Boards must have no fewer than nine directors, nor more than 30. While it is typical that most board members appointed to the initial board satisfy the basic requirements for service described in Chapter 375 of the Texas Local Government Code, it is not required that they do so. Most legislators appoint boards they believe broadly represent a district's economic and cultural diversity as well as business and community interests.

Terms of office for initial boards are set up so that approximately half the board serves two years and the other half, four years. Grouping is determined by the legislation. This provides staggered terms for future boards.

Board Resignations

A board member who is no longer able or qualified to serve must resign in writing. A *Director's Resignation Form* is provided in Section III.

Handling Vacancies on the Board

If a board member resigns prior to term expiration, the remaining board members may appoint a replacement to serve the rest of the unexpired term (§375.066).

Many districts establish a Nominating Committee to solicit, interview recommend qualified candidates for the board's consideration and approval. Some districts invite candidates to apply for the positions advertising or announcing the opening in the local newspaper. Candidates for positions with unexpired terms must meet the qualifications for service specified either in the enabling legislation or Chapter 375, Local Government Code.

§375.063 Qualifications of Director

To be qualified to serve as a director, a person must be at least 18 years old and:

- (1) a resident of the district;
- (2) an owner of property in the district;

district

and

by

in

The board is not required to submit appointments to fill unexpired terms for approval by the governing body of the municipality.

Replacing Directors Whose Terms Have Expired

Board members may serve successive terms. However, as directors' terms expire, new appointments and reappointments must be made according to the procedures and qualifications described in the enabling legislation. If the enabling legislation is silent, then the district must follow Chapter 375 for new appointments and reappointments.

* Municipal management districts may be created either under *general law* (Chapter 375, Texas Local Government Code), or a *special local law bill* written for a particular geographic area and passed by the legislature. Most municipal management districts in Harris County are special law districts (See *Local Government Code* §375.027.)

Chapter 375 requires that the board submit recommendations for appointment of new and returning directors for the approval of the governing body of the local government entity in which the district is located. For districts located in municipalities, the city council receives recommendations from the district's board via the mayor. For those located in unincorporated areas, the county commissioners court is responsible for reviewing recommendations received from the board via the county commissioner in whose precinct the district is located. If a governing body disapproves a recommendation, the board shall submit another recommendation.

Because the primary purpose for creating a municipal management district is to encourage economic development, §375.064 requires that positions on the board be served by persons with experience in one or more of the following areas:

- (1) energy matters;
- (2) commercial banking;
- (3) real estate development;
- (4) finance and insurance matters;
- (5) matters relating to retail or the provision of services;
- (6) provision of utilities; or
- (7) general issues the district will address.

Agent of an Owner

A person serving on the board as an agent, employee or tenant of a property owner must provide a signed, notarized agency appointment letter from the property owner. See Section III for a sample letter of agency.

II. Special Procedures for Filling Positions on the Board of Directors of Montrose Management District

Enabling Legislation and Consolidation

Harris County Improvement District No. 6 (“East Montrose”), a *special law* district, was created by H.B. 3518 (79th Legislature, 2005). This enabling legislation was codified as Chapter 3843, Texas Special District Local Laws Code. Subchapter B, Sections 3843.051 through 3843.053, establishes the number, names and terms of the initial directors and provides a means for determining the terms of new directors if the board size increases. Additionally, Harris County Improvement District No. 11 (“West Montrose”) was created by H. B. 4722 (81st Legislature, 2009). Chapter 3878, Texas Special District Local Laws Code, Subchapter B, names its initial board and makes similar provisions. Both districts’ enabling statutes refer to certain sections of the Texas Water Code, adding another layer of empowerments to the boards.

Except for the initial board of directors of both districts, Chapter 375 of the Local Government Code requires that the Mayor and members of the Houston City Council approve the appointment or reappointment of directors as terms expire from persons recommended by the board. A person is appointed if a majority of the members of the governing body, including the Mayor, vote to appoint that person.

On February 15, 2011, the two districts merged to form “Montrose Management District.” The Consolidation Agreement of that date determined the number, composition and terms of the new board for the merged district. All statutes named above together with the Consolidation Agreement provide the bases for establishing the following procedures. Copies of the pertinent sections of each is contained in the appendix of this document.

Procedures for Nominating Persons to Serve on the MMD Board of Directors

1. The board seeks nominations for board positions by any or all of the following methods:
 - public announcements at regular district board meetings and other community meetings
 - publication of position availability and application procedures in a local newspaper
 - recommendations from elected officials and other community leaders
 - direct invitations to qualified persons
2. The board chairman appoints a nominating committee of two or more persons, including at least one director, to receive and review candidates’ qualifications according to the statutes. In addition the nominating committee will consider candidates’ willingness to serve, their experience according to the criteria outlined in Chapter 375.064, and their capacity to represent the varied interests comprising the district.
3. Candidates complete and submit a *Board Candidate Information Form* with appropriate supporting information to the committee. (See sample in Section III.)
4. The committee conducts an interview and discusses board responsibilities and the District with each candidate. Suggested questions to ask candidates are included in Section III.

5. The committee selects a single candidate from the candidate pool for each available position and submits its report and recommendations to the district's board of directors at a regular meeting.
6. The district board approves or disapproves the committee's recommendations. If the board rejects a committee's recommendations, the committee resumes the search for a satisfactory candidate and makes another recommendation.
7. **To Fill a Vacancy:** On approval by the board, a nominee selected to fill a vacancy in a position with an unexpired term shall begin service upon taking the oath of office required by the State of Texas.
8. **To Appoint/Reappoint a Candidate for Director to a Full Term:** On approval by the board, the name of a candidate for appointment or reappointment to a new term of office shall be submitted by letter to the mayor of the city of Houston for presentation and consideration by the city council in accordance with statutory requirements. The list of nominees should conform with the criteria established by the Mayor for selecting nominees. The city council and mayor may vote to approve or disapprove the nominee.
 - a. If the council votes to approve, the nominee shall begin service upon taking the oath of office at a meeting of the board of directors.
 - b. If the council rejects the board's nomination, the board shall direct the committee to resume the search for a satisfactory candidate. This process shall continue until such time as the council accepts the board's nominee.

III. Forms

- **Board candidate information form**
- **Suggested questions for candidate interviews**
- **Sample agency appointment letter**
- **Director's resignation form**

**MONTROSE MANAGEMENT DISTRICT
BOARD CANDIDATE INFORMATION FORM**

Full name: _____

Occupation and nature of business: _____

Business name and address: _____

Street

City/State/Zip Code

Business telephone: _____ FAX: _____ Mobile phone: _____

E-mail: _____

Home address: _____

Street

City/State/Zip Code

Home telephone: _____ FAX: _____ E-mail: _____

Please indicate if you meet one or more of the following basic statutory requirements for the board and provide requested information:

- (1) a resident of the district;
(property address: _____)
- (2) an owner of property in the district;
(property address: _____)
- (3) an owner of stock, whether beneficial or otherwise, of a corporate owner of property in the district;
(property address: _____)
- (4) an owner of a beneficial interest in a trust that owns property in the district; or
(property address: _____)
- (5) an agent, employee, or tenant of a person covered by (2), (3), or (4).
(property address: _____)
(Please attach a notarized agency appointment letter signed by the owner of the property.)

Please provide a statement about any personal and professional experiences you have had that will benefit the Harris County Improvement District #6 Board of Directors in serving the public good. You may attach a resume or use additional sheets if necessary.

Signature _____ Date _____

Please return this form to:
L. Susan Hill
Montrose Management District
c/o Hawes Hill Calderon LLP
P.O. Box 22167
Houston TX 77227-2167
FAX: 713-595-1276 or email shill@hhcllp.com

Suggested Questions for Candidate Interviews

1. How long have you owned property in the proposed district?
2. What type of business does your property support?
3. Are you involved in the day-to-day management of the business?
4. Do you live in the proposed district or in an adjacent neighborhood?
5. Do you intend to keep your property for the next six years?
6. Do you hope to expand your ownership in the area?
7. The position will require you to attend Board or committee meetings during the work day and public meetings in the evenings and weekends. Will you attend those meetings, barring family or other emergencies?
8. The board positions are “working” positions as the District’s assessment will be small and a very small staff is anticipated. Will you or your staff be able to supplement occasional District efforts? Will you be able to dedicate time outside the meetings to research, contacts, program development, etc.
9. What experience do you have with non-profit operations and with the operation of public entities?
10. What experience do you have with public infrastructure projects?
11. What experience do you have with public rights of way issues such as signage, trash removal, pedestrian access, and similar matters?
12. Do you have a working relationship with anyone at Harris County, METRO, TxDOT, the City of Houston, Harris County Flood Control District, or other government agencies.
13. Is there anything about you that might be construed as a conflict of interest?
14. Are your property taxes current?

Sample Agency Appointment Letter

Board of Directors
Montrose Management District
c/o Hawes Hill Calderon LLP
P.O. Box 22167
Houston, Texas 77227-2167

Re: Agency appointment

Dear Board members:

The undersigned is at least 18 years old and qualified to act as a director of the Harris County Improvement District #6 pursuant to the terms of Texas Local Government Code, Section 375.063 (1)-(4). As such, the undersigned hereby appoints _____, as agent for the purpose of serving on the board of directors of such district. This appointment shall be valid until the later of the expiration of the term to which he/she is appointed, or the presentation to the board of a written revocation of this appointment. I understand that the board is relying on this letter in its consideration of the appointment of this individual to the board.

Name

Title

Property address

HCAD #:

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the _____ day of _____, 20____,
by _____.

Notary, State of Texas

[Seal]

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MONTROSE MANAGEMENT DISTRICT

DIRECTOR'S RESIGNATION

I, _____ (print name), NO LONGER (check one)

_____ DESIRE TO SERVE

_____ SATISFY THE REQUIREMENTS TO SERVE

ON THE HARRIS COUNTY IMPROVEMENT DISTRICT NO. 6 BOARD OF DIRECTORS.

I HEREBY TENDER MY RESIGNATION AS OF THE DATE HEREOF.

Signature _____

Date _____

IV. Governing Statutes and Consolidation Agreement

- **Consolidation Agreement**
- **Special District Local Laws Code, Chapter 3843, Subchapter B (HCID #6)**
- **Special District Local Laws Code, Chapter 3878, Subchapter B (HCID #11)**
- **Local Government code, Chapter 375, Subchapter D**
- **Water Code, Subchapter C, Sections 49.053, 49.054, 49.056, 49.057, 49.058 and 49.060**
- **Memorandum to Management District Board Members and Executive Directors from Mayor Annise D. Parker, August 2, 2011**

CONSOLIDATION AGREEMENT

This Consolidation Agreement ("*Agreement*"), effective February 15, 2011, ("*Effective Date*") is made by and between HARRIS COUNTY IMPROVEMENT DISTRICT NO. 6 ("*East Montrose Management District*"), a municipal management district that has been legally created by House Bill 3518, 79th Legislature, Regular Session, 2005 and approved by the Governor on June 17, 2005; and the City Council of the City of Houston ("*Houston City Council*"), Texas on March 28, 2007, and is governed by Chapter 375, Texas Local Government Code and Chapter 3843, Texas Special Districts Local Laws Code (together, as amended (the "*Act*")), and HARRIS COUNTY IMPROVEMENT DISTRICT NO. 11 ("*West Montrose Management District*"), a municipal management district that has been legally created by House Bill 4722, 81st Legislature, Regular Session 2009, and approved by the Governor on June 19, 2009 and the Houston City Council on January 5, 2011, and is governed by Chapter 375, Texas Local Government Code and Chapter 3878, Texas Special Districts Local Laws Code (together, as amended also referred to as (the "*Act*")).

RECITALS

Both the East Montrose Management District and West Montrose Management District lawfully approved of the consolidation of the said districts and the proposed terms and conditions for consolidation (the "*Terms and Conditions*") by resolutions passed on February 15, 2011 in accordance with the Act.

In order to consolidate East Montrose Management District and West Montrose Management District, the Act requires that that no later than the 30th day after the consolidating districts have approved of such consolidation that the districts enter an agreement specifying the Terms and Conditions for consolidation and enter an order by majority vote approving such Consolidation Agreement with its Terms and Conditions to consolidate the districts accordingly.

The Act further requires that such Terms and Conditions include: (1) adoption of a name for the consolidated district; (2) the number and apportionment of directors to serve on the board of the consolidated district; (3) the effective date of the consolidation; (4) an agreement on finances for the consolidated district, including disposition of funds, property, and other assets of each district; and (5) an agreement on governing the districts during the transition period including selection of officers.

The Act establishes the governance of the districts after consolidation as one district prior to the Terms and Conditions taking effect, authorizing the officers of each district to continue to act jointly as officers of the original districts to settle the affairs of their respective districts during the period before the Terms and Conditions of the agreement take effect, and further declaring that if one of the districts consolidated into one district had powers at the time the districts were consolidated that the other did not have, the consolidated district may exercise within the original boundaries of each district only the powers that belonged to that original district; and

The Act authorizes the consolidated district, after two districts are consolidated, to protect the debts and obligations of the original districts and ensure that the debts and obligations are not impaired, and if the consolidated district has taxing authority, the debts may be paid by taxes imposed on land in the original districts as if they had not consolidated or from contributions from the consolidated district on terms stated in the consolidation agreement.

AGREEMENT

For and in consideration of the mutual promises, covenants, obligations, and benefits of this Agreement, East Montrose Management District and West Montrose Management District contract and agree as follows:

GENERAL PROVISIONS

Consolidation Effective Date. The effective date of the consolidation of East Montrose Management District and West Montrose Management District shall be February 15, 2011 (the "Consolidation Effective Date"). As of the Consolidation Effective Date, East Montrose Management District and West Montrose Management District shall become Montrose Management District.

Montrose Management District Board of Directors. (a) The Montrose Management District board of directors ("Montrose Management District Board") shall consist of the following 15 voting directors:

<u>Pos. No.</u>	<u>Name of Director</u>
1	Claude Wynn
2	Allen Ueckert
3	Randy Mitchmore
4	Cassie Stinson
5	Trip "Bradshaw" Carter
6	Marchris Robinson
7	Dennis Murland
8	Robert Jara
9	Michael Grover
10	Randall Ellis
11	Brad Nagar
12	Kathy Hubbard
13	Tom Fricke
14	Tammy Manning
15	David Robinson

(b) The following persons shall serve as nonvoting directors: (1) the directors of the following departments of the City of Houston or a person designated by that director: parks and recreation; planning and development; and public works; and (2) the City of Houston's chief of police. If a department described in this paragraph is consolidated, renamed or changed, the Montrose Management District may appoint a director of the consolidated, renamed or changed department as a nonvoting director. If a department described by this paragraph is abolished, the board may appoint a representative of another department that performs duties comparable to the duties performed by the abolished department.

(c) The voting directors shall serve four-year staggered terms expiring June 1 of each odd-numbered years in accordance with the terms they previously held in their respective districts. The Montrose Management District shall fill Montrose Management District Board vacancies by appointment by the Montrose Management District Board.

(d) A majority of the voting directors in non-vacant director positions constitute a quorum of the Montrose Management District.

(e) As of the Consolidation Effective Date, the directors listed above in Section 1.2 shall assume their director positions of the Montrose Management District Board and those filling the officer positions of Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer and Investment Officer shall be selected by Montrose Management District Board approval.

SPECIAL DISTRICT LOCAL LAWS CODE
CHAPTER 3843. HARRIS COUNTY IMPROVEMENT DISTRICT NO. 6

SUBCHAPTER B. BOARD OF DIRECTORS

Sec. 3843.051. BOARD OF DIRECTORS; TERMS. (a) The district is governed by a board of 11 directors who serve staggered terms of four years with five or six directors' terms expiring June 1 of each odd-numbered year. (b) The board by resolution may increase or decrease the number of directors on the board, but only if a majority of the board finds that it is in the best interest of the district to do so. The board may not:

- (1) increase the number of directors to more than 15; or
- (2) decrease the number of directors to fewer than five.

(c) Sections 49.053, 49.054, 49.056, 49.057, 49.058, and 49.060, Water Code, apply to the board.

(d) Subchapter D, Chapter 375, Local Government Code, applies to the board to the extent that subchapter does not conflict with this chapter.

Added by Acts 2005, 79th Leg., ch. 769, Sec. 1, eff. Sept. 1, 2005.

Sec. 3843.052. APPOINTMENT OF DIRECTORS ON INCREASE IN BOARD SIZE. If the board increases the number of directors under Section 3843.051, the board shall appoint qualified persons to fill the new director positions and shall provide for staggering the terms of the directors serving in the new positions. On expiration of the term of a director appointed under this section, a succeeding director shall be appointed and qualified as provided by Subchapter D, Chapter 375, Local Government Code.

Added by Acts 2005, 79th Leg., ch. 769, Sec. 1, eff. Sept. 1, 2005.

Sec. 3843.053. INITIAL DIRECTORS.

Text of section effective until September 1, 2009

(a) The initial board consists of:

Pos. No.	Name of Director
1	Kathy Hubbard
2	James McDermaid
3	Charles Armstrong
4	Tom Fricke
5	Greg Jew
6	Jerry Simoneaux
7	Tammy Manning
8	Dale Harger
9	Marisol Rodriguez
10	Patti Thompson
11	Jack Rose

(b) Of the initial directors, the terms of directors appointed for positions 1 through 6 expire June 1, 2009, and the terms of directors appointed for positions 7 through 11 expire June 1, 2007.

(c) Section 3843.051 does not apply to this section.

(d) This section expires September 1, 2009.

Added by Acts 2005, 79th Leg., ch. 769, Sec. 1, eff. Sept. 1, 2005.

SPECIAL DISTRICT LOCAL LAWS CODE
CHAPTER 3878. HARRIS COUNTY IMPROVEMENT DISTRICT NO. 11

SUBCHAPTER B. BOARD OF DIRECTORS

Sec. 3878.051. BOARD OF DIRECTORS; TERMS. (a) The district is governed by a board of 10 voting directors appointed by a majority of the members of the governing body, including the mayor, of the City of Houston. Voting directors serve staggered terms of four years with five directors' terms expiring June 1 of each odd-numbered year.

(b) The board by order or resolution may increase or decrease the number of voting directors on the board, but only if a majority of the voting directors finds that it is in the best interest of the district to do so. The board may not:

(1) increase the number of voting directors to more than 15; or

(2) decrease the number of voting directors to fewer than five.

(c) Sections 49.053, 49.054, 49.056, 49.057, 49.058, and 49.060, Water Code, apply to the board.

(d) Subchapter D, Chapter 375, Local Government Code, applies to the board to the extent that subchapter does not conflict with this chapter.

Added by Acts 2009, 81st Leg., R.S., Ch. 1068, Sec. 1, eff. June 19, 2009.

Sec. 3878.052. APPOINTMENT OF DIRECTORS ON INCREASE IN BOARD SIZE. If the board increases the number of directors under Section 3878.051, the board shall appoint eligible persons to fill the new director positions and shall provide for the staggering of terms of the new directors. On expiration of the term of a director appointed under this section, a succeeding director shall be appointed and qualified as provided by Subchapter D, Chapter 375, Local Government Code. The mayor and members of the governing body of the City of Houston shall appoint voting directors from persons recommended by the board. A person is appointed if a majority of the members of the governing body, including the mayor, vote to appoint that person.

Added by Acts 2009, 81st Leg., R.S., Ch. 1068, Sec. 1, eff. June 19, 2009.

Sec. 3878.053. NONVOTING DIRECTORS. (a) The following persons shall serve as nonvoting directors:

(1) the directors of the following departments of the City of Houston or a person designated by that director:

(A) parks and recreation;

(B) planning and development; and

(C) public works; and

(2) the City of Houston's chief of police.

(b) If a department described by Subsection (a) is consolidated, renamed, or changed, the board may appoint a director of the consolidated, renamed, or changed department as a nonvoting director. If a department described by Subsection (a) is abolished, the board may appoint a representative of another department that performs duties comparable to the duties performed by the abolished department.

Added by Acts 2009, 81st Leg., R.S., Ch. 1068, Sec. 1, eff. June 19, 2009.

Sec. 3878.054. QUORUM. (a) Except as provided by Subsection (b), six voting directors constitute a quorum of the board.

(b) If the board is composed of an odd number of voting directors, a majority of the voting directors constitutes a quorum of the board.

(c) Nonvoting directors and vacant director positions are not counted for the purposes of establishing a quorum of the board.

Added by Acts 2009, 81st Leg., R.S., Ch. 1068, Sec. 1, eff. June 19, 2009.

Sec. 3878.055. CONFLICTS OF INTEREST; ONE-TIME AFFIDAVIT. (a) Except as provided by this section:

(1) a voting director may participate in all board votes and decisions; and

(2) Chapter 171, Local Government Code, governs conflicts of interest for directors.

(b) Section 171.004, Local Government Code, does not apply to the district. A director who has a substantial interest in a business or charitable entity that will receive a pecuniary benefit from a board action shall file a one-time affidavit declaring the interest. An additional affidavit is not required if the director's interest changes. After the affidavit is filed with the board secretary, the director may participate in a discussion or vote on that action if:

(1) a majority of the directors have a similar interest in the same entity; or

(2) all other similar business or charitable entities in the district will receive a similar pecuniary benefit.

(c) A director who is also an officer or employee of a public entity may not participate in the discussion of or vote on a matter regarding a contract with that public entity.

(d) For purposes of this section, a director has a substantial interest in a charitable entity in the same manner that a person would have substantial interest in a business entity under Section 171.002, Local Government Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1068, Sec. 1, eff. June 19, 2009.

Sec. 3878.056. COMPENSATION OF VOTING DIRECTORS. Voting directors may receive fees of office and reimbursement of expenses as provided by Section 49.060, Water Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1068, Sec. 1, eff. June 19, 2009.

For expiration of this section, see Subsection (d).

Sec. 3878.057. INITIAL VOTING DIRECTORS. (a) The initial board consists of:

Pos. No.	Name of Director
1	Claude Wynne
2	Allen Ueckert
3	Randy Mitchmoore
4	Cassie Stinson
5	Trip "Bradshaw" Carter
6	Brandon Dudley
7	E. Joyce Iyamu
8	Marchris Robinson
9	Dennis Murland
10	Robert Jara

(b) Of the initial directors, the terms of directors serving in positions 1 through 5 expire June 1, 2013, and the terms of directors serving in positions 6 through 10 expire June 1, 2011.

(c) Sections 3878.051(a) and (b) do not apply to the initial directors.

(d) This section expires September 1, 2013.

Added by Acts 2009, 81st Leg., R.S., Ch. 1068, Sec. 1, eff. June 19, 2009.

LOCAL GOVERNMENT CODE

CHAPTER 375. MUNICIPAL MANAGEMENT DISTRICTS IN GENERAL

SUBCHAPTER D. ADMINISTRATIVE PROVISIONS; BOARD OF DIRECTORS

Sec. 375.061. NUMBER OF DIRECTORS; TERMS. A district is governed by a board of at least nine but not more than 30 directors who serve staggered four-year terms.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.062. TERMS OF INITIAL DIRECTORS. The initial directors shall be divided into two groups that are as equal in number as possible; one group serves four-year terms and one group serves two-year terms. The grouping of initial directors and terms for the directors in each group shall be determined by the commission.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.063. QUALIFICATIONS OF DIRECTOR. To be qualified to serve as a director, a person must be at least 18 years old and:

- (1) a resident of the district;
- (2) an owner of property in the district;
- (3) an owner of stock, whether beneficial or otherwise, of a corporate owner of property in the district;
- (4) an owner of a beneficial interest in a trust that owns property in the district; or
- (5) an agent, employee, or tenant of a person covered by Subdivision (2), (3), or (4).

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.064. RECOMMENDATIONS FOR SUCCEEDING BOARD. (a) The initial and each succeeding board of directors shall recommend to the governing body of the municipality persons to serve on the succeeding board.

(b) After reviewing the recommendations, the governing body shall approve or disapprove the directors recommended by the board.

(c) If the governing body is not satisfied with the recommendations submitted by the board, the board, on the request of the governing body, shall submit to the governing body additional recommendations.

(d) Board members may serve successive terms.

(e) If any provision of Subsections (a) through (d) is found to be invalid, the commission shall appoint the board from recommendations submitted by the preceding board.

(f) The governing body of the municipality or the commission, as appropriate, shall make appointments to the board so that places on the board are occupied by persons with experience in one or more of the following areas:

- (1) energy matters;
- (2) commercial banking;
- (3) real estate development;
- (4) finance and insurance matters;
- (5) matters relating to retail or the provision of services;
- (6) provision of utilities; or
- (7) general issues the district will address.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.065. REMOVAL OF DIRECTOR. The governing body of the municipality after notice and hearing may remove a director for misconduct or failure to carry out the director's duties on petition by a majority of the remaining directors.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.066. BOARD VACANCY. A vacancy in the office of director shall be filled by the remaining members of the board for the unexpired term.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.067. DIRECTOR'S BOND AND OATH. (a) As soon as practicable after a director is appointed, the director shall execute a \$10,000 bond payable to the district and conditioned on the faithful performance of the director's duties.

(b) Each director's bond must be approved by the board, and each director shall take the oath of office prescribed by the constitution for public officers.

(c) The bond and oath shall be filed with the district and retained in its records.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.068. OFFICERS. After directors are appointed and have qualified by executing a bond and taking the oath, they shall organize by electing a president, a vice-president, a secretary, and any other officers the board considers necessary.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.069. BOARD POSITION NOT CIVIL OFFICE OF EMOLUMENT. A position on the board may not be construed to be a civil office of emolument for any purpose, including those purposes described by Article XVI, Section 40, of the Texas Constitution.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.070. COMPENSATION OF DIRECTORS; REIMBURSEMENT OF EXPENSES. A director is not entitled to compensation for service on the board but is entitled to be reimbursed for necessary expenses incurred in carrying out the duties and responsibilities of a director.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.071. QUORUM. One-half of the directors constitutes a quorum, and a concurrence of a majority of a quorum of directors is required for any official action of the district. The written consent of at least two-thirds of the directors is required to authorize the levy of assessments, the levy of taxes, the imposition of impact fees, or the issuance of bonds.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

Sec. 375.072. PARTICIPATION IN VOTING. (a) A person who qualifies to serve on the board under Section 375.063 is qualified to serve as a director and participate in all votes pertaining to the business of the district regardless of any other statutory provision to the contrary.

(b) A director who has a beneficial interest in a business entity that will receive a pecuniary benefit from an action of the board may participate in discussion and vote on that action if a majority of the board has a similar interest in the same action or if all other similar business entities in the district will receive a similar pecuniary benefit.

(c) An employee of a public entity may serve on the board of directors of the district, but the public employee may not participate in the discussion of or vote on any matter regarding assessments on or contracts with the public entity of which the director is an employee.

Added by Acts 1991, 72nd Leg., ch. 16, Sec. 13.05(a), eff. Aug. 26, 1991.

WATER CODE
TITLE 4. GENERAL LAW DISTRICTS
CHAPTER 49. PROVISIONS APPLICABLE TO ALL DISTRICTS

SUBCHAPTER C. ADMINISTRATIVE PROVISIONS

Sec. 49.053. QUORUM. A majority of the membership of the board constitutes a quorum for any meeting, and a concurrence of a majority of the entire membership of the board is sufficient for transacting any business of the district. This section does not apply to special water authorities.

Added by Acts 1995, 74th Leg., ch. 715, Sec. 2, eff. Sept. 1, 1995.

Sec. 49.054. OFFICERS. (a) After a district is created and the directors have qualified, the board shall meet, elect a president, vice-president, secretary, and any other officers or assistant officers as the board may deem necessary, and begin the discharge of its duties.

(b) After each directors election, the board shall meet and elect officers.

(c) The president is the chief executive officer of the district, presides at all meetings of the board, and shall execute all documents on behalf of the district unless the board by resolution authorizes the general manager or other employee of the district to execute a document or documents on behalf of the district. The vice-president shall act as president in case of the absence or disability of the president. The secretary is responsible for seeing that all records and books of the district are properly kept and may attest the president's signature on documents.

(d) Repealed by Acts 2001, 77th Leg., ch. 69, Sec. 5 and Acts 2003, 78th Leg., ch. 1276, Sec. 18.007.

(e) The board may appoint another director, the general manager, or any employee as assistant or deputy secretary to assist the secretary, and any such person shall be entitled to certify as to the authenticity of any record of the district, including but not limited to all proceedings relating to bonds, contracts, or indebtedness of the district.

(f) After any election or appointment of a director, a district shall notify the executive director within 30 days after the date of the election or appointment of the name and mailing address of the director chosen and the date that director's term of office expires. The executive director shall provide forms to the district for such purpose.

(g) This section does not apply to special water authorities.

Added by Acts 1995, 74th Leg., ch. 715, Sec. 2, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 1259, Sec. 1, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 1354, Sec. 6, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 69, Sec. 5, eff. May 14, 2001; Acts 2001, 77th Leg., ch. 1423, Sec. 1, eff. June 17, 2001; Acts 2003, 78th Leg., ch. 1276, Sec. 18.007, eff. Sept. 1, 2003.

Sec. 49.056. GENERAL MANAGER. (a) The board may employ or contract with a person to perform such services as general manager for the district as the board may from time to time specify. The board may delegate to the general manager full authority to manage and operate the affairs of the district subject only to orders of the board.

(b) The board may delegate to the general manager the authority to employ all persons necessary for the proper handling of the business and operation of the district and to determine the compensation to be paid all employees other than the general manager.

(c) Except as provided by Section 49.052, a director may be employed as general manager of the district, but the compensation of a general manager who also serves as a director shall be established by the other directors.

Added by Acts 1995, 74th Leg., ch. 715, Sec. 2, eff. Sept. 1, 1995.

Sec. 49.057. MANAGEMENT OF DISTRICT. (a) The board shall be responsible for the management of all the affairs of the district. The district shall employ or contract with all persons, firms, partnerships, corporations, or other entities, public or private, deemed necessary by the board for the conduct of the affairs of the district, including, but not limited to, engineers, attorneys, financial advisors, operators, bookkeepers, tax assessors and collectors, auditors, and administrative staff.

(b) The board shall adopt an annual budget. All district employees are employed at the will of the district unless the district and employee execute a written employment contract.

- (c) The board shall set the compensation and terms for consultants.
- (d) In selecting attorneys, engineers, auditors, financial advisors, or other professional consultants, the district shall follow the procedures provided in Subchapter A, Chapter 2254, Government Code (Professional Services Procurement Act).
- (e) Except as provided by Subsection (i), the board shall require an officer, employee, or consultant, including a bookkeeper, financial advisor, or system operator, who routinely collects, pays, or handles any funds of the district to furnish good and sufficient bond, payable to the district, in an amount determined by the board to be sufficient to safeguard the district. The board may require a consultant who does not routinely collect, pay, or handle funds of the district to furnish a bond. The bond shall be conditioned on the faithful performance of that person's duties and on accounting for all funds and property of the district. Such bond shall be signed or endorsed by a surety company authorized to do business in the state.
- (f) The board may pay the premium on surety bonds required of officials, employees, or consultants of the district out of any available funds of the district, including proceeds from the sale of bonds.
- (g) The board may adopt bylaws to govern the affairs of the district to perform its purposes. The board may by resolution authorize its general manager or other employee to execute documents on behalf of the district.
- (h) The board shall also have the right to purchase all materials, supplies, equipment, vehicles, and machinery needed by the district to perform its purposes.
- (i) The board may obtain or require an officer, employee, or consultant of the district to obtain insurance or coverage under an interlocal agreement that covers theft of district funds by officers, employees, or consultants of the district in lieu of requiring a bond under Subsection (e) if the board determines that the insurance or coverage under an interlocal agreement would adequately protect the interests of the district.

Added by Acts 1995, 74th Leg., ch. 715, Sec. 2, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 1070, Sec. 3, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 1354, Sec. 7, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 69, Sec. 2, eff. May 14, 2001; Acts 2001, 77th Leg., ch. 1423, Sec. 2, eff. June 17, 2001; Acts 2003, 78th Leg., ch. 1276, Sec. 18.008, eff. Sept. 1, 2003; Acts 2005, 79th Leg., ch. 868, Sec. 1, eff. June 17, 2005.

Sec. 49.058. CONFLICTS OF INTEREST. A director of a district is subject to the provisions of Chapter 171, Local Government Code, relating to the regulation of conflicts of interest of officers of local governments.

Added by Acts 1995, 74th Leg., ch. 715, Sec. 2, eff. Sept. 1, 1995.

Sec. 49.060. FEES OF OFFICE; REIMBURSEMENT. (a) A director is entitled to receive fees of office of not more than \$150 a day for each day the director actually spends performing the duties of a director. In this subsection, "performing the duties of a director" means substantive performance of the management or business of the district, including participation in board and committee meetings and other activities involving the substantive deliberation of district business and in pertinent educational programs. The phrase does not include routine or ministerial activities such as the execution of documents, self-preparation for meetings, or other activities requiring a minimal amount of time.

(a-1) A district, by resolution of the board, shall set a limit on the fees of office that a director may receive in a year. Except for a district that is a special water authority engaged in the distribution and sale of electric energy to the public, a district may not set the annual limit at an amount greater than \$7,200.

(b) Each director is also entitled to receive reimbursement of actual expenses reasonably and necessarily incurred while engaging in activities on behalf of the district.

(c) In order to receive fees of office and to receive reimbursement for expenses, each director shall file with the district a verified statement showing the number of days actually spent in the service of the district and a general description of the duties performed for each day of service.

(d) Repealed by Acts 2003, 78th Leg., ch. 736, Sec. 2.

(e) Section 49.002 notwithstanding, in all areas of conflict the provisions of this section shall take precedence over all prior statutory enactments. If the enactment of this section results in an increase in the fees of office for any district, that district's fees of office shall not increase unless the board adopts a resolution authorizing payment of the higher fees.

Added by Acts 1995, 74th Leg., ch. 715, Sec. 2, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 695, Sec. 1, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 1423, Sec. 3, eff. June 17, 2001; Acts 2003, 78th Leg., ch. 736, Sec. 1, 2, eff. June 20, 2003.

Adopted: _____

Montrose Management District

**ADMINISTRATIVE POLICIES
AND PROCEDURES
MANUAL**

Montrose Management District Administrative Policies and Procedures Manual

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Section 1. Definitions

- A. **Administration Contractor:** The entity contracting to provide managerial and administrative support for the business of the District.
- B. **Director:** A person appointed to serve on the Board of Directors of the District.
- C. **Board:** Board of Directors of the Montrose Management District.
- D. **Personnel:** Employees of the Administration Contractor providing the management and administration of the District. The District currently has no direct employees.
- E. **District Officials:** Directors, officers, personnel, and persons and business entities engaged in handling of investments for the District.
- F. **Executive Director:** Individual (employed by the Administration Contractor) who oversees administration of the District.
- G. **Chairman:** The Chairman of the District is the board member serving as Chair.
- H. **Operating Committees:** The committees overseeing the principal elements of the Montrose Management District's *Service and Improvement Plan and Assessment Plan*.
- I. **District:** Montrose Management District created by consolidation and merger of Harris County Improvement District #6 (also known as "East Montrose Management District"), created by act of the Texas Legislature and operating pursuant to Chapter 3843 of the Texas Special District Local Laws Code, and Harris County Improvement District #11 (also known as "West Montrose Management District") created by act of the Texas Legislature and operating pursuant to Chapter 3878 of the Texas Special District Local Laws Code.
- J. **Service Plan:** The *Service and Improvement Plan and Assessment Plan* of the District as approved by the Board of Directors.

Section 2. Personnel

- A. Administrative and managerial personnel with supporting personnel are provided by the Administration Contractor. It is the District's intent that

these employees are hired, managed, and developed in a manner that meets the objectives of the District.

- B. It is the District's policy to show no discrimination to any individual whatsoever and provide equal employment and economic opportunity at every level without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status or national origin.
- C. It is the District's intent that Personnel conduct themselves in a manner consistent with sound business and ethical practices; that the public interest always be considered in conducting the District's business; and that the appearance of impropriety be avoided to ensure and maintain public confidence.

Section 3. Area Businesses

- A. Goal: The District shall attempt to stimulate the growth of businesses inside the boundaries of the District by encouraging the full participation of these businesses in all phases of its procurement activities and affording area businesses a full and fair opportunity to compete for District contracts.
- B. Actions: The District, consistent with applicable legal requirements relating to competitive bidding and the procurement of professional services, shall attempt to stimulate participation of area businesses by the following:
 - 1. It will familiarize itself with area businesses in relevant skills, trades, and services pursuant to the Service Plan.
 - 2. It will identify area businesses that will be mailed requests for qualifications, proposals, or bids.
 - 3. The District will make Personnel available to answer questions of area businesses and to provide information as to how a firm may effectively compete for work of the District.
 - 4. The District will keep records of the actions described above.
 - 5. The District will review its area business program each year.

Section 4. Disadvantaged Business Enterprise Program

- A. Goal: The District shall attempt to stimulate the growth of disadvantaged businesses inside the boundaries of the District by encouraging the full participation of disadvantaged businesses in all phases of its procurement activities and affording those disadvantaged businesses a full and fair opportunity to compete for District contracts.
- B. Disadvantaged Business (DBE) shall have the same meaning as provided for that term in the Code of Ordinances of the City of Houston.
- C. Actions: The District shall attempt to stimulate participation of disadvantaged businesses by the following:
 - 1. It will familiarize itself with DBEs in relevant skills, trades, and services pursuant to the Service Plan. It will particularly note businesses located within the District.
 - 2. It will identify DBEs that will be mailed requests for qualifications, proposals, or bids.
 - 3. The District will make itself available to answer questions of disadvantaged businesses and to provide information as to how a firm may effectively compete for work of the District.
 - 4. The District will keep records of the actions described above.
 - 5. The District will review its disadvantaged business program each year.
- D. Reporting: The Personnel shall compile its activities and results into an annual report of its actions to encourage DBEs. The report shall facilitate an annual review by the Board of its progress in DBE contracting.
- E. Review: The District will review its progress with respect to DBEs periodically as the Board may determine necessary.

Section 5. Budgeting and Accounting

- A. The fiscal year for the District begins on January 1 and ends on December 31.
- B. The annual budgeting process will include the following:
 - 1. October — Operating committees consider progress, goals, and initiatives for next year's budget and *Service Plan* Update. The

Executive Director will prepare preliminary budgets for consideration by operating committees and, if desired, by a budget committee to be appointed by the chairperson.

2. November Board Meeting — A preliminary budget and Service Plan update that is submitted to the Board for review and approval. A preliminary assessment rate is set.
 3. By December 15, budget and *Service Plan* update is approved by resolution of the Board.
- C. Budgets are adopted and reported on a basis consistent with generally accepted accounting principles.
 - D. Financial records of the District are kept in accordance with generally accepted accounting principles.
 - E. An annual audit of the District funds should be completed by March 31 by an independent accounting firm.
 - F. Funds will be deposited in interest-bearing accounts and/or interest-bearing instruments consistent with the District's Investment Policy.

With respect to bank accounts:

1. The signatures of any one of the following officers: Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, or Executive Director will be required on all checks, drafts, warrants, or orders greater than \$1,000. The Executive Director's signature only will be required on all checks, drafts, warrants or orders less than \$1,000. Funds may be transferred between different District accounts by the Executive Director without another signature and regardless of the amount.
2. The District will require that the District's depository bank will deposit and pledge securities having at all times a market value greater than the funds of the District which are required to be collateralized.
3. Funds not needed for current operations may be invested in a manner consistent with the District's Investment Policy.
4. Wire transfers require bank notification in writing. The District's Board will pre-approve individuals authorized to request, purposes for which a wire transfer may be used, and monetary limits.

5. Financial Reporting — Monthly financial reports are reviewed by the Executive Director and presented to the Board of Directors.
6. Directors' Compensation — Directors will not be compensated.

Section 6. Actions Authorized

- A. Only the Board in open, properly called meetings may enter into contracts, obligate the District, or authorize the expenditure of funds. The Board in such sessions may direct District Officials, the Executive Director, and Personnel to take specific actions within parameters as set by the Board.
- B. In matters relating to the relationship between the Administration Contractor and the District, the Chairman, rather than the Executive Director, will customarily act on behalf of the District, consistent with applicable contractual arrangements.
- C. The District will retain legal counsel and it is the responsibility of the Executive Director to seek assistance as needed.

Section 7. Insurance

- A. To the extent it is commercially available at reasonable rates, the District will carry at all times insurance covering commercial general liability, office contents, valuable papers and records, umbrella liability, directors and officers liability, fidelity, and public officials bond.
- B. The District will require indemnification and/or mandatory liability insurance coverage by its contractors and be named as a co-insured.

Section 8. Public Relations

- A. "Montrose Management District" and/or a logo to be adopted by the Board will be the official public identification of services and improvements provided through funds of the District.
- B. The District will endeavor to communicate progress on the *Service and Improvement Plan and Assessment Plan* and seek input from the community.

- C. The Chairman and Executive Director will be principal spokespeople for the District. Positions on issues will not be stated unless there is concurrence on a position by the Board.
- D. The Executive Director will oversee the continued development of the public relations program for the District.

Section 9. Executive Committee

The Board of Directors may nominate and appoint by Resolution not less than three Directors to serve as members of the Executive Committee, which committee shall be empowered to take any and all actions necessary to further the *Service Plan* as may be required, including approving contracts, except where action of the Board of Directors is specified by law.

Actions taken by the Executive Committee on behalf of the Board of Directors shall be subject to oversight by the full Board.

Section 10. Adoption and Revision

- A. The Board officially finds, determines and declares that these Administrative Policies and Procedures were reviewed, carefully considered, and adopted at a regular meeting of the Board beginning at 12:00 noon on May 14, 2014, and that a sufficient written notice of the date, hour, place, and subject of this meeting was posted at a place readily accessible and convenient to the public within the District and on a bulletin board located at a place convenient to the public in the Harris County Courthouse for the time required by law preceding this meeting, as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code, and that this meeting had been open to the public as required by law at all times during which these Policies were discussed, considered, and acted upon. The Board further ratifies, approves, and confirms such written notice and the contents and posting thereof.
- B. District Administrative Policies and Procedures shall be reviewed periodically; if necessary, amended and approved by the District's Board in open meeting.

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

MONTROSE MANAGEMENT DISTRICT

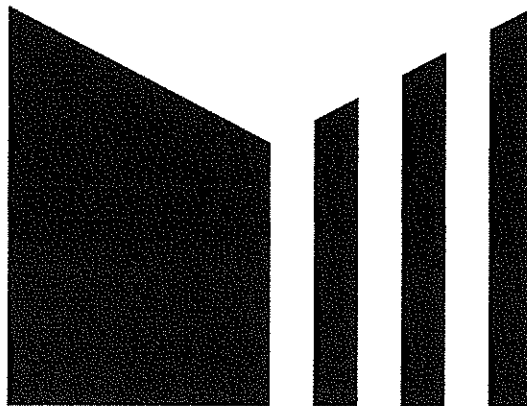
SERVICE PLAN

MONTHLY REPORT

MARCH 11 – APRIL 13, 2014

COMMITTEE ACTIVITY

STAFF ACTIVITY



COMMITTEE ACTIVITY

Business and Economic Development Committee

The committee met on April 2, 2014.

Marketing and Business Relations Committee

The committee met on March 19.

Recycling Sub-Committee

The recycling committee met on April 1.

Mobility and Visual Improvements Committee

The Mobility and Visual Improvements Committee met on March 17.

Public Safety Committee

The Public Safety Committee met on April 11.

Finance Committee

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

STAFF ACTIVITY

MARCH 11 – APRIL 13, 2014

Marketing and Business Relations Committee

The marketing and business relations committee met on March 19 to review the 2014 Marketing Tactics Plan. Copies of the plan and minutes from the meeting are included in the April board packet.

The second in the spring series of business workshops was held on March 27. Christina Gorczynski, CEO of First Person was the featured speakers. The third and final workshop in the spring series will be held April 24.

We also completed work for the April e-newsletter as well as postcards and materials for upcoming events.

Recycling

The bi-annual recycling event will be held at HEB on Saturday, April 26 from 10:00 to 2:00. Tradition Bank is once again sponsoring the document shredding and Comupcycle is sponsoring the electronics recycling. Interstate Batteries will also be on hand to assist with battery recycling.

Business Ambassador Program

The Business Ambassadors completed 64 visits this month as well assisted with final planning for the business workshops, March 27 business mixer schedule, a survey of area hotels as a part of the marketing outreach program and other assignments as directed by the Executive Director and staff.

Cultural District Designation

The March quarterly mixer was held at Baba Yega's on the 27th and featured area artists and performers including Joe Sample and Bobby Lyle. The Steering Committee will meet on Monday the 14th at the Montrose Counseling Center immediately following the board meeting.

Social Media

See social media report attached.

Three month recapped stats:	<u>January</u>	<u>February</u>	<u>March</u>
Twitter Followers:	2,481	2,682	2,882
Facebook Likes:	1,158	1,242	1,313

Other

The quarterly website traffic analysis report is attached. Staff is also continuing to work with area businesses on locations for the branded bike racks. In addition, we are working on final details regarding the cultural District designation application and other projects and programs in support of District outreach.

Mobility and Visual Improvements Committee

The committee meet and was updated on status of discussion with the city by Kudela & Weinheimer on the status of their work with the city to approve locations for placement of the District's banner sign, whose completion is pending final adjustments to the lighting for the sign. Work is ongoing.

The committee also received an update from Gandy Squared on meeting with TxDOT staff on the proposed plans for bridge lighting. TxDOT officials were very receptive to the proposed lighting scheme, and also advised that their environmental clearance process would be local and expedited. The officials also advised that they would only require two submissions for review and approval of the plans.

Gandy also advised that a new lighting bar for the District Banner signage was recommended for substitution in the sign to test for better illumination.

The City Parks department continues their work to process the application for esplanade adoptions submitted in November.

Safety and Security Committee

The committee received updates on patrol services and also discussed the upcoming safety workshop scheduled for Monday the 21 at Hay Merchant. All invitations are being sent out by Councilwoman Cohen's office for that event.

The committee also received a brief presentation from Senti-Force on their security camera services.

Economic Development Committee

The committee met briefly, receiving updates from staff on the SPA and status of processing, and also discussed a plan for moving forward with the organization of a next business development luncheon to be held in the fall.

Memorandum

TO: Montrose Management District Board of Directors
FROM: District Executive Director
DATE: April 2, 2014
SUBJECT: Business & Economic Development Committee Meeting Minutes

The Business & Economic Development Committee of the Montrose Management District held its March meeting on Wednesday, April 2, 2014 in Suite 201 of Tradition Bank, 5020 Montrose Blvd., Houston, TX 77006. Committee members attending were Chairman Claude Wynn, Cassie Stinson, Lane Llewellyn and Ryan Haley. (Charlie Norris joined the meeting briefly near its conclusion). Staff present were Bill Calderon and Ray Lawrence. The meeting was called to order following lunch at 12:32 PM.

Approval of Minutes

Minutes of the February 26 meeting were approved as written.

Update on Parking District Application

Bill Calderon provided an update on the status of the District's application for approval of a special designated parking District. The application has been revised by Walter P. Moore and resubmitted. It will have to be placed on the City Planning agenda. Then it will go to City Council for approval. Bill is hopeful that the process will be completed by sometime in May. A major advantage offered by the parking District to retailers, restaurants and clubs is that shared parking arrangements can be used to help meet City mandated on-site parking space requirements.

Possible Cooperation with Other Districts

It was agreed that there is always room for dialog with other Districts, particularly Midtown and Upper Kirby. However, no specific proposals are considered necessary or beneficial at this time.

Planning for Retail Workshops

The committee agreed that the Montrose District faces some real challenges with respect to future retail development or redevelopment. There will be increased demand for retail goods and services with the lease-up of major new multi-family apartment projects geared primarily to young professionals. But some existing retail space will be demolished in favor of new multi-family development. And even condominium developers are outbidding retail developers for vacant and redevelop-able properties. At the same time, the national chains that dominate the suburban market are not likely to find acceptance in Montrose which prefers small retailers and restaurants.

A long-term vision is required that will likely lead to a new retail landscape in Montrose, possibly featuring imaginative property assembly, multi-use development, rear of property parking and greater reliance on pedestrian, bicycle and transit traffic. New retail will definitely come, but the District

should do what it can to encourage the kinds of retail that fit what is beneficial to District and trade area residents long term. The emphasis should be on quality, not quantity. A few top independent retailers are considered better than a mass market approach.

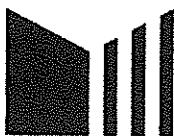
With this background in mind, the committee believes that the most helpful approach will be to invite a group of experienced retail developers and brokers to a breakfast workshop in the District to obtain their insights and ideas on how the District should proceed with respect to future retail and restaurant development and retail business attraction efforts. The workshop results can then be used as a basis for planning the District's second real estate forum this fall. Tentative plans for the event as follows:

- Time: 7:30-9:00 AM
- Date: May 6 or May 8 depending on availability
- Place: Canopy Restaurant, 3929 Montrose Blvd.
(Layne will contact owner to reserve room)
- Format: Focus group(s) at 1-3 tables depending on participation level
- Moderator: Ray Lawrence plus one or two other committee members as needed
- Discussion Guide: Ray Lawrence to draft and circulate to committee members for comments and suggestions.
- Participants: Retail developers and brokers. Committee members to forward names of recommended participants and their contact information to Ray who will recruit the group(s). (Ray to forward electronic copies of the MMD brochure to each prospective participant).
- Notes: One or more members of the District's marketing staff to record comments of participants

The meeting notes will be reviewed by the committee and staff to guide planning for the fall luncheon. Consideration will be given to holding a second workshop with District retailers as participants.

Adjournment

The meeting was adjourned at 1:35 PM. The next (April) meeting of the committee will be held on Wednesday, April 23, 2014.



MEMORANDUM

TO: Montrose District Board of Directors
FROM: District Executive Director
DATE: April 14, 2014
SUBJECT: Business and Economic Development Committee Meeting Minutes

The Mobility and Visual Improvements Committee met on Monday, March 17th at 9:00 a.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

Montrose District Board & Committee Members present were: Claude Wynn.

Staff and vendors present: Executive Director Bill Calderon, Business Ambassador Dennis Beedon, Lance Gandy, Gandy2 Lighting and Design, and Cathleen Lynch of Kudela and Weinheimer, Landscape and Architecture.

THE COMMITTEE CONSIDERED THE FOLLOWING:

Receive updates from Walter P. Moore on:

- SPA application with City of Houston.
- Follow up on District "C" CIP meeting and discussion with city public works staff on overall infrastructure study.
- Request for input on Tiger Grant funding.

Received additional updates on:

- Bridge Lighting plans.
- District branding signage from K&W/Gandy; city permits technical issues on lighting.
- Branded bike rack project; authorize purchase of bike racks.
- Esplanades adoption with City of Houston.

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

Completed by conference call with Jeremy from Walter P. Moore, drawings for the SPA will be presented by Wednesday March 19th.

Executive Director Calderon suggested that WPM staff prepare for a meeting with the city on the updated detail for the CIP and on the Tiger Grant study.

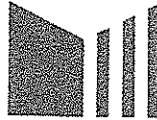
Lance Gandy suggested that they test a small section of one bridge with the lighting without permanent placement. Executive Director Calderon concurred with the recommendation and requested a time line be presented by Gandy.

Cathleen Lynch reported that a prototype was being made. She also discussed actual placement locations in the District and a total of fifteen (15) locations

Mr. Beedon updated the committee on the progress of the bike rack installations noting that the first round of racks would be received this afternoon. He also stated that the owner on the property where Lightbulbs Unlimited was located would receive the first set of bike racks.

Updates on esplanades was deferred.

There being no further business, the meeting was adjourned at 10:25.



MEMORANDUM

TO: MONTROSE DISTRICT BOARD OF DIRECTORS
FROM: DISTRICT EXECUTIVE DIRECTOR
DATE: APRIL 7TH, 2014
SUBJECT: FINANCE COMMITTEE MEETING MINUTES

Meeting called to order by Claude Wynn at 10:06 a.m.

Attending:

Bill Calderon, Executive Director Montrose Management District

Claude Wynn, Chairman of the Board, Montrose Management District

Dennis Beedon, Business Ambassador, Montrose Management District

Assessment Accounts Status/:Law Suit Status

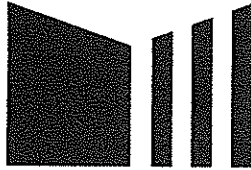
Perdue Brandon Representative not in attendance, the committee requested that they be given additional updates from Perdue Brandon at their May meeting.

Discussion/Agreement Approval of Vendor invoices:

Upon conclusion of the discussion, the consensus of the committee was to pay all invoices as presented by staff for payment.

Adjourn:

There being no further discussion, the meeting was adjourned by Claude Wynn at 10:23 a.m.



MEMORANDUM

TO: District Executive Director
FROM: Marketing and Business Development Director
DATE: April 7th, 2014
SUBJECT: Lock, Hide, Store Sign Distribution

A total of 104 signs have been distributed to area businesses as of 4/7/2014

Barnaby's three locations – 6

Niko Niko's – 3

HEB – 6

Anvil, Blacksith and Hay Merchant – 6

Lightbulbs Unlimited – 2

Chocolate Bar – 2

Cuchara – 2

Midtown Bar and Grill – 3

Downtown Radiator – 2

Soap and Candle – 2

Paulie's – 2

Theo's – 2

Empire Café – 2

Chelsea's – 10

Alira – 2

BJ Antiques – 2

Agora -2

Solutions fo Hair – 2

El Real – 2

Copy.Com – 2

Lil Biggs – 2

Half Price Books – 2

The Flats – 2

Angie Dinh, DDS – 2

Montrose Proper Art – 2

713 Tattoo – 2

Jr's Bar n Grill – 2

Victor has total of – 20

Montrose Automotive – 2

Specs Liquor - 3



March 19, 2013

Josh Hawes
Director of Services
Montrose District
5020 Montrose, Suite 311
Houston, TX 77006

Mr. Hawes:

Enclosed is the street light survey report that details our work for the month of March 2014. This month, we reported 44 burned out lights to CenterPoint Energy.

I attached the confirmations from CenterPoint Energy to this report. In addition to the enclosed report, I have included a running tally of all the lights reported so far. I will continue to update the form with future reports so that you can have a record of the lights reported to date.

Our invoice for \$350.00 will be sent in a separate e-mail. We appreciate the opportunity and we hope to continue working for the Montrose District.

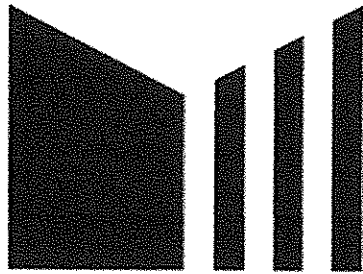
Please feel free to contact me at 832-633-5155 if any questions should arise.

Thank you,

A handwritten signature in cursive script, appearing to read "Sonia Chavez".

Sonia Chavez
Operations Manager

SMC Logistics



MONTROSE
DISTRICT

March 2014

Streetlight Survey Report

*44 Streetlights Reported to
CenterPoint Energy*



SMC Logistics

13107 James Ln. Stafford, TX 77477

smclogistics@yahoo.com

Shift Period: Feb-14
Total Hours Worked 504:00
Total Miles Driven 1,671

Crime Arrest Activity

Felony Arrests:	2
Misdemeanor Arrests:	56
Charges Filed:	11
Suspects in Jail:	70

Field Activity

Parking Tickets:	0
Citations:	0
BMV Report Cards:	937
Crime Prevention:	548

Patrol Activity

Calls for Service:	240
CIT Calls:	0
Incident Reports:	22
Accident Reports	0
Locations Checked:	1058

Warrants

Felony Warrants:	3
Misdemeanor Warrants:	3
City Warrants:	24
SETCIC Warrants:	34

Arrest Summary

Shift Period Feb-14

Charge	# of Arrests
Affray	2
Assault	1
City Warrants	9
Consumption of Alcohol at a Metro Bus Stop	1
Consumption of Alcohol on an Unlicensed Premise.	3
Criminal Mischief	1
Criminal Trespass	8
Enhanced Public Intoxication	1
Failure to ID Warrant	1
Felony Warrant	2
Littering	2
Parole Violation	1
Possession of a Controlled Substance	2
Public Intoxication	22
Setcic Warrant	6
Soliciting Funds in Roadway	3
Theft	3
Walking in the Roadway Where Sidewalks are Provid	2
Total Arrests	70

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. Consider the Marketing Committee's recommendation on adoption of a marketing plan for the District.

Staff note: The minutes of the committee meeting of March 19 and 2014 Marketing Tactics Plan are attached for review.

THE COMMITTEE CONSIDERED THE FOLLOWING ACTION ITEM(S):

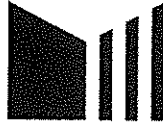
a. 2014 Marketing Tactics Plan.

Committee Recommendations:

The committee recommends the approval of the 2014 Marketing Tactics Plan.

Fiscal Notes:

Funding for the Marketing Tactics Plan and projects and programs contained within, are a part of the approved 2014 Marketing and Business Development Budget.



MEMORANDUM

TO: Montrose District Board of Directors
FROM: District Executive Director
DATE: April 14, 2014
SUBJECT: Marketing and Business Relations Committee Meeting Minutes

The Marketing and Business Relations Committee met on Wednesday, March 19 at 2:00 p.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

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

Staff and vendors present: Marketing Director Gretchen Larson, Executive Director Bill Calderon, Business Ambassador Marie Cortes, Chris Valdez, Rachel Flores and Carra Sykes from Primer Grey.

THE COMMITTEE CONSIDERED THE FOLLOWING:

Review of the 2014 marketing projects and tactics plans:

The Executive Director presented the plan to the committee outline the 2013 projects proposed to continue and the new projects for 2014. He pointed out that the overall budget as approved by the board was still likely to be underspent, even with the proposed changes, which included a new brand/lifestyle campaign and increasing the pool of professional writers to create additional content for the website and social media.

The committee stated that they liked the plan and were pleased with the overall direction and requested that once the new programs were brought on line that we insure that we add them to the statistical tracking that we do both monthly and quarterly.

The committee was also update on:

a. Business Ambassador Program

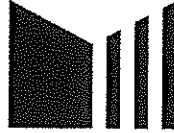
BA Marie Cortes updated the committee on recent visits and answered questions of the committee. The committee stated that they were pleased with the great work and all the positive feedback they were receiving from the community on the program.

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

Staff reported that the application was coming along and that the CDD kick-off event would be the evening of the quarterly business mixer on March 27.

Adjourn

There being no further business to discuss the meeting adjourned at 3:15 p.m.



MONTROSE MANAGEMENT DISTRICT

Marketing Tactics Plan – 2014

Executive Summary

Each year, through the budget planning process, the District adopts the marketing and PR project work plan and budget. After adoption of the project work plan and budget, an implementation plan is developed for duty assignments, measuring objectives set forth, and for evaluation purposes. This tactics plan matches the project work plan to the approved budget. Programs from 2013 are listed first with some adjustments to schedule as noted in each section. This is followed by enhancements to the website and social media plan to include the addition of a pool of professional writers to create additional content for both web and social media as needed. Thereafter, new programs for 2014 are listed along with appendices that provide additional detail for the new programs. Plan implementation is overseen by the Marketing Director with final approval of the Executive Director. The marketing committee meets monthly to receive reports and review the project work and tactics plan and provides feedback and makes recommendations for adjustments as may be needed.

Plan Objectives

1. **Brand and promote the Montrose District as a place to live, work, entertain, shop, and do business:** This objective is to publicize the Montrose District as a destination for relocation, entertainment, and a business-friendly location.
2. **Be an information and education resource:** Through our resources, the District will continue to grow our base of information/content relevant to:
 - a. Our established local business relationships and community,
 - b. Developers and independent parties interested in doing business within the district, and
 - c. Our strategic partners, community members and patrons.
3. **Educate the public and business communities on Montrose District projects and programs:** This objective is focused on educating our community about the programs and plans of associated with the Montrose District. The tactics intended for this objective are to publicize and continue a nurturing-style of education throughout the year that explains the programs being implemented and their on-going progress. These programs represent the growth of our brand and branding efforts.

Current Programs

Business Relations (Ambassador) Program Business Visits (In support of objectives: 1, 2, and 3)

Visiting the businesses allows the District to meet members of the community face-to-face and build a better relationship. The business visits are used to deliver newsletters and postcards and gather contact information for our database, as well as educate businesses on the services the District has to offer and how this might assist in helping businesses increase sales, marketing more effectively, etc...This will also build a better database of contacts for email and mailings. The visits are also used as a way to gather community news and updates.

MEDIUM: This is an in-person physical visit with physical collateral.

TIMELINE: Goal: 80 businesses per month visited.

Press and Media Outreach (In support of objectives: 1, 2, and 3)

Press releases and delivering content to the media is just another a way to educate the businesses about programs, activities and development within the District. Press releases should be issued as deemed necessary for each event and updates on District programs. Major releases are to be targeted and focused at Houston media (e.g. Houston Chronicle, CultureMap, Houstonia, Swamplot, HBJ as well as select bloggers). Stories of interest (business/owner- or district-oriented) should be pitched to city, regional and national press/publications, serving to promote development and interest in the district. Targets for publication include the Houston, Midtown, Neartown, Upper Kirby and Downtown area publications and any vertical publications. Some releases are targeted for digital distribution across no- and low-cost distribution services and a paid service on a case-by-case basis. For major releases, a physical copy is mailed to targeted journalists and publications and follow-ups are done accordingly.

MEDIUM: Mailed, digital, e-mailed.

TIMELINE: As needed or required.

District Events

Events in the community help drive traffic and increase exposure for the District businesses, but the same events help brand the District and showcase the great amenities available in the Montrose District for owners, residents, and businesses. The District has several established events and new events proposed for 2014. Current events include a quarterly business mixer, bi-annual recycling and a business workshop seminar series and a holiday decorating contest.

Bi- Annual Recycling Program
(In support of objectives: 1, 2, and 3)

The District highlights its contribution to improving a better quality of life in the Montrose District through its participation in this event. This program gives the District an opportunity to highlight its support for programs that are of significant benefit to the immediate community. These events will continue to take place at HEB in partnership with CompuCycle, Tradition Bank and Interstate Batteries. Via the BA program we will try and increase the number of "green" community partners that participate in the event.

MEDIUM: This is an in-person physical visit with physical collateral.

TIMELINE: April 26 and October 25.

Business Workshops
(In support of objectives: 1, 2, and 3)

The Business Workshop Seminar Series for 2014 will take place in a two part series. The first series will take place in February, March and April. The second part of the series will take place in August, September and October. The workshops will take place on the last Thursday of the month from 11:00 to 1:00. The workshops will take place at the Montrose Counseling Center. The District will fund a light lunch in conjunction with the workshops.

Series 1

Workshop date: February 27
Topic: "Entity Formation and Leasing".
Speakers: Cassie Stinson and Blake Royal from Boyar/Miller, Attorneys at Law.

Workshop date: March 27
Topic: "The Art of Making Decisions and Resolving Issues for Business Leaders"
Speakers: Christina Gorczynski, First Person, CEO.

Workshop date: April 24
Topic: "Tools, tips and tricks. Handy tools built for doing business better."
Speakers: Chris Valdez, Primer Grey.

Series 2

Workshop date: August 28
Workshop date: September 25
Workshop date: October 30

Topic: TBD.
Speakers: TBD.

MEDIUM: This is an in-person physical visit with physical collateral.

TIMELINE: As noted above.

Business Mixers

(In support of objectives: 1, 2, and 3)

The business mixers are proposed to be held quarterly, rather than monthly in 2014. They will take place in March, June, September and December. They are recommended to take place the 2nd Thursday of the month from 6:00 p.m. to 8:00 p.m. the BAs are compiling a list of proposed locations and will update the committee accordingly. The first Q mixer on March 27 will be used to “introduce” the Cultural District Designation to the community.

MEDIUM: This is an in-person physical visit with physical collateral.

TIMELINE: As noted above.

Holiday Decorating Program

(In support of objectives: 1, 2, and 3)

A holiday decorating program gives community businesses an opportunity to engage their customers and network to show support for their holiday decorating efforts. The program offers publicity to the businesses and awards by judges and community favorites as tallied via online voting.

MEDIUM: This is an in-person physical visit with physical collateral.

TIMELINE: As outreach requires. Event winners announced December 18.

Presentations at Civic and Community Meetings

(In support of objectives: 1, 2, and 3)

There are various events that take place within the District and surrounding areas. The District supports these events with attendance when possible and when there is an opportunity to build greater brand and project awareness/recognition, meet and capture contact information for community members, and/or educate them on the District’s programs and initiatives. BAs attend as many as possible within budget.

MEDIUM: This is an in-person physical visit with physical collateral.

TIMELINE: As needed or required.

TIMELINE: In development.

Printed and Electronic Newsletters/Reports

(In support of objectives: 1, 2, and 3)

1. A bi-annual printed newsletter is mailed to property owners and filled with articles about events and programs in the District, meeting times, and plans for future

programs. This is a good general education piece with specific reports related to the District. It is also distributed to businesses via the weekly business ambassador visits.

2. The monthly e-newsletter is sent electronically to businesses in our database. As a part of their weekly visits, the BA's sign up the businesses to receive the e-news and help grow our database. Newsletter content is compiled daily/weekly/monthly and contains recent blog post excerpts like the regular *My Montrose* feature, upcoming community events, a featured Instagrammer and photo, and directs readers back to the website for more District information.

MEDIUM: Mailed, digital, e-mailed, and in person distribution.

TIMELINE: As noted above.

Printed Monthly Postcard Campaign (In support of objectives: 1, 2, and 3)

Monthly postcards maintain a consistent touch with a physical marketing piece. The postcard is used to educate businesses with program information, request information, and drive traffic to the website. The postcards typically encourage signing up for electronic news from the District in order to gather additional email addresses and grow the database as well as increase brand awareness.

MEDIUM: The postcards are delivered via mail to area businesses in order to deliver a physical piece that gathers attention and supplements electronic correspondence and other community exposure.

TIMELINE: Daily/weekly/monthly.

Additional Printed Marketing Materials

The District also creates additional flyers, maps, economic development and real estate brochures, and public safety materials as is necessary.

Web and Social Media Enhancements

Content creation and Distribution (Web strategy and Traffic Plan) (In support of objectives: 1, 2, and 3)

The District website is a hub of information that encompasses information about the community and businesses within the District. Utilizing every means available for creating and documenting relevant content remains the chief focus for the website. Aside from filling the overall plan objectives, additional goals for this content include continued reputation management and capturing Search traffic by generating **highly relevant** content for searchers seeking information on Montrose-related topics of interest.

Subject areas are to include:

- Culture, Arts, Food, District events, Social events, Music, Culture, Human-interest (words as well as video when possible)

- CIP, Economic/Commercial Dev, Infrastructure, and Permits/Licenses News
- Businesses and their services and community news

Mediums are to include:

Words

Graphics & Photography

Videography

Distribution channels are to include:

- Website **posts**
- Website **events calendar**
- Website **interactive map**
- Website **pages**
- **Press releases**
- **Community partners**
- **Cultural District Designation project**
- and supported by
 - **Facebook**
 - **Twitter**
 - A consideration for role expansion for Social Media Strategist's responsibilities to include a unique voice on a separate, individual personality Twitter account is currently being examined.
 - **Instagram**
 - **Email communications**
 - **Advertising**
 - **Google**
 - With the **goals** of the Economic Development Committee in mind, a paid campaign that drives external traffic to District demographic and business development information is currently under consideration.
 - **Facebook**
 - In addition to daily posts and responses, a Facebook ad campaign supports content distribution and grows District awareness outside of the District with minimal cost.
 - **Printed materials**

Content Creators are to be:

Develop a pool of professional writers to increase relevant content for the web and SM program. For further details, see Appendix A.1

Community Organization Outreach

(In support of objectives: 1, 2, and 3)

The Montrose District Content Creation team aims to reach out to community organizations to cross-promote community cause and event information, making montrosedistrict.org and <https://www.facebook.com/MontroseDistrict> a place for community discussion on relevant Montrose topics and a go-to source for information related to the community as it grows and develops. Goals include promoting productive community conversation with shared benefit of

website traffic increases, reputation management, and an increase in quality content (owned and shared).

Community Organization Content Outreach

(In support of objectives: 1, 2, and 3)

The Montrose District Content Creation team aims to increase outreach at the content level. Chief considerations include the highly “social”, digitally influential or community-minded (e.g. Pedestrian); engagement with community-oriented organizations (e.g. Complete Streets, or Neighborland) and identifying areas of alignment, to become a go-to source for the latest information regarding their concerns as they relate to the Montrose and cross-promote; share networking opportunities and information. The content team will also look at guest bloggers (e.g. Swamplot, Eater Houston, Lushtastic, The Bloggess) with followers and who are interested in sharing community-relevant content. The **goals** of this include earning social capital, growing our network, greater visibility for the District, and a greater understanding of the needs and concerns of the community and constituents.

New Programs

Brand Development/Montrose Lifestyle Campaign (bumper stickers, shirts, etc...)

(In support of objectives: 1, 2, and 3)

- **Goal:** Create energy for Montrose businesses and neighbors through a branded bumper sticker campaign concept centered on the Montrose mark, followed by a Phase 2 of additional lifestyle marks to build a network of Montrose advocates and pride for the role of the District in Houston. The **goal** is to create a network of Montrose enthusiasts and advocates who can be a vocal force for Montrose initiatives and business patronage.
- **PHASE 1 (30-90 days) ROLL OUT**
 - Design, approval, print (“M” only)
 - Distribute: Grassroots (tiered release) at locations
 - no website presence
 - Instagram hashtag
- **PHASE 2 (90-180 days) CLAIM CREDIT. EXPANSION**
 - Design, approval, print (“M+_____”)
 - Distribute: Grassroots (tiered release) at LIMITED locations
 - Establish MMD (orphan page) website presence
 - links to the limited available locations (engage businesses to publicize when the stickers are available)
 - Instagram hashtag association with MMD
- For more information see Appendix A.2

MEDIUM: As noted above.

TIMELINE: Daily/weekly/monthly.

Exploration Events

(In support of objectives 1, 2, and 3)

Create a group of like-minded, community-oriented, Montrose advocates to raise the Montrose flag, socialize, and spread their pride of the District through monthly gatherings designed to showcase little known, exceptional, or compelling happenings in the District and branded by the Montrose District. The goal is to create a network of Montrose enthusiasts and advocates who can be a vocal force for Montrose initiatives and business patronage.

- Social media teases locations and events driving anticipation and sharing
- Email 3-4 days out announces final location/plan
- Target 1 very appealing, strong gathering per month
- Web page at montrosedistrict.org
 - Email signup
 - Event dates, no details
 - Email signup (contact capture)
 - Explanation/intro/manifesto
 - Hashtag/Twitter Feed
 - Event Page sign-up
 - Past events
- For more information see [Appendix A.3](#)

MEDIUM: As noted above.

TIMELINE: Daily/weekly/monthly.

Concierge Program

(In support of objectives 1 and 3)

The Montrose District team continues to reach out to area hotel concierge staff in order to educate them and promote Montrose District as destinations for hotel guests. Twenty-four hotels within a 3-mile radius of the District have agreed to distribute marketing materials supplied by the District to their guests upon request.

MEDIUM: This will be a physical piece provided to area hotels to direct their guests to Montrose area businesses.

TIMELINE: Resupply area hotels with print collaterals as requested with follow up and tracking via BA outreach.

Marketing Tool Kit for area Businesses

Staff and the creative team are working on a “Marketing Tool Kit” to be distributed via the BA program to area businesses. During the BA visits over this past year, marketing “tips and tools” was the number one request of the area businesses. Business are often so busy operating their business that they can’t find time to evaluate all the services available such as Yelp, Google Ads, Twitter, Facebook and many more. By developing a marketing tool kit, we can help businesses

evaluate the many marketing tools that are available in the marketplace and help them make decisions that fit for them and their business.

TIMELINE: In development.

MEDIUM: Mailed, digital, e-mailed, and in person distribution.

Appendices

Appendix A

Montrose District Brand Building Plan

Appendix A.1

- **(BUILD CONTENT) Begin editorial team engagement**
 - Editorial Weekly meetings (5/1/14).
 - i. Content strategy rollout
 - ii. Network engagement, content direction, managing editor/approver & Social Media Strategist Role:
 - Increase outreach at the content level. Engaging the highly “social”, digitally influential or community-minded; engage with community-oriented organizations (e.g. Complete Streets, BikeHouston, Neighborland); share networking opportunities and information. Invite guest bloggers (e.g. Swamplot, Eater Houston, Zagat, Lushtastic, and The Bloggess) with followers.
 - iii. Web programming, web support, content direction, content creation, digital/graphics
 - iv. Culture, Arts, Food, Community/Businesses (My Montrose):
 - 1-2 original posts per week; 3-5 reposts with commentary per week; minor photography, video personality (think: CultureMap meets Eater meets Houston Press)
 - Story ideas TBD
 - v. Events/Social, Music, Culture, Human-interest; minor photography:
 - 1-2 original posts per week; 3-5 reposts with commentary per week (think: CultureMap meets Chron style)
 - Story ideas TBD
 - vi. CIP, Economic/Commercial Dev, Infrastructure, Permits/Licenses, News
 - 1 original post per week; 2-3 reposts with commentary per week; 1 long-form post per quarter (think Swamplot meets Chron style journalism)
 - This role as SEO for the Economic Development committee goals: this writer’s content has the dual function of also serving to fulfill the SEO goals previously stated by the Business & Economic Development committee. Perhaps this budget is a shared expense
 - Story ideas - TBD

Appendices

Appendix A.2

- **(GROW NETWORK) Slow release launch of brand campaign (30-180 days)**
 - **Goal:** Create camaraderie for Montrose new and existing businesses and neighbors through a branded campaign concept centered on Montrose mark, followed by a Phase 2 of additional lifestyle marks to build a base of Montrose advocates, pride and co-branding for the role that the district plays in Houston.
 - PHASE 1 (30-90 days)
 - i. Design, approval, print (“M” only)
 - ii. Distribute: Grassroots (tiered release) at locations
 - iii. No website presence
 - iv. Instagram hashtag
 - PHASE 2 (90-180 days)
 - . Design, approval, print (“M+_____”)
 - i. Distribute: Grassroots (tiered release) at LIMITED locations
 - ii. Establish MMD (orphan page) website presence
 - links to the limited available locations (engage businesses to publicize when the stickers are available)
 - iii. Instagram hashtag association with MMD

Appendices

Appendix A.3

- **(ENGAGE NETWORK) Events launch (60 days out)**
 - **Goal:** Create a group of like-minded, community-oriented, Montrose advocates to raise the Montrose flag, socialize, and spread their pride of the district through **exclusive** monthly gatherings designed to showcase little known, exceptional, or compelling happenings in the District. **Imperative: Go big, or go home. Strong start.**
 - **Planning and Execution // What these exploration events look like (monthly)**
- i. PG: Research (Next event & coordination of the logistics) (5-10 hours)
- ii. PG: Updating the site with event details + email design and management (3 hours)
 - Web page at montrosedistrict.org
 - Email signup
 - Event dates, no details
 - Email signup, Explanation/intro/manifesto, possible calendar, Merch Info (where to buy), Hashtag/Twitter Feed, Event Page, Submit your Own event option, Blog that details past events
- iii. PG: Teaser Marketing via IG/snapchat; **GOAL:** people to receive email w/in 8 hours
- iv. PG: Instagram, someone on the ground posting and facilitating at events (5 hours)
- v. PG: Post event blog post (3 hours)

WHAT'S HAPPENING...



MOST POPULAR

Sunday Streets HTX Comes to Montrose May 4th

posted by TAWNY TIDWELL | March 7, 2014

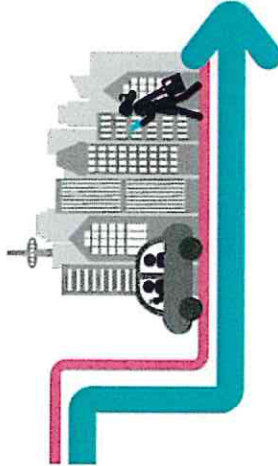
Yesterday Mayor Annise Parker announced the new Sunday Streets HTX initiative, which will close stretches of popular streets in Houston to car traffic, temporarily allowing them to be used by pedestrians and cyclists. Sunday Streets HTX will encourage Houstonians to get out and be active, and maybe even meet their neighbors. Our Executive

Director Bill [READ MORE »](#)



CITY OF HOUSTON 311

Let the City of Houston know what is happening in your Montrose via the new 3-1-1 Mobile App.



Web Traffic Analysis // Nov2013-Mar2014

www.montrosedistrict.org

Apr 4, 2013 - Prepared By Chris Valdez, Primer Grey

Overview

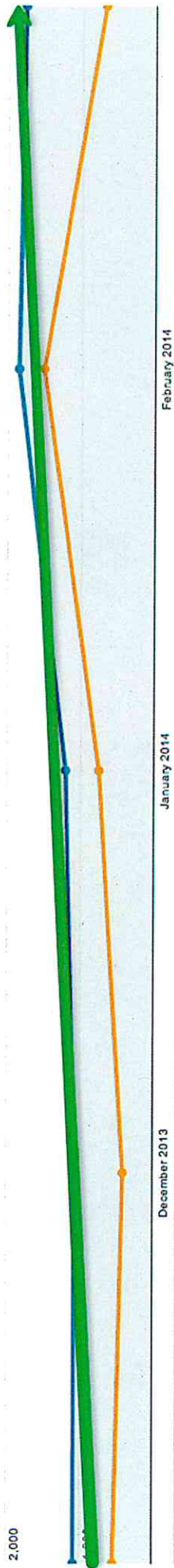
Visits

VS. Select a metric

Nov 1, 2013 - Mar 31, 2014: Visits
Nov 1, 2012 - Mar 31, 2013: Visits

2,000

Hourly Day Week Month

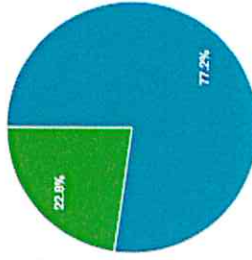


February 2014

January 2014

December 2013

New Visitor Returning Visitor
Nov 1, 2013 - Mar 31, 2014



Visits

80.29%
6,950 vs 3,855

Unique Visitors

96.18%
5,540 vs 2,824

Pageviews

31.55%
13,198 vs 10,033

Pages / Visit

-27.03%
1.90 vs 2.60

Avg. Visit Duration

-38.10%
00:01:28 vs 00:02:22

Bounce Rate

13.95%
71.80% vs 63.01%

% New Visits

9.79%
77.15% vs 70.27%

Website traffic is up over last year.

Traffic is on substantial rise; YOY New user traffic continues to dominate.

Unique Visitors (same Period Last Year): Up 9.8%

Popular destinations this period

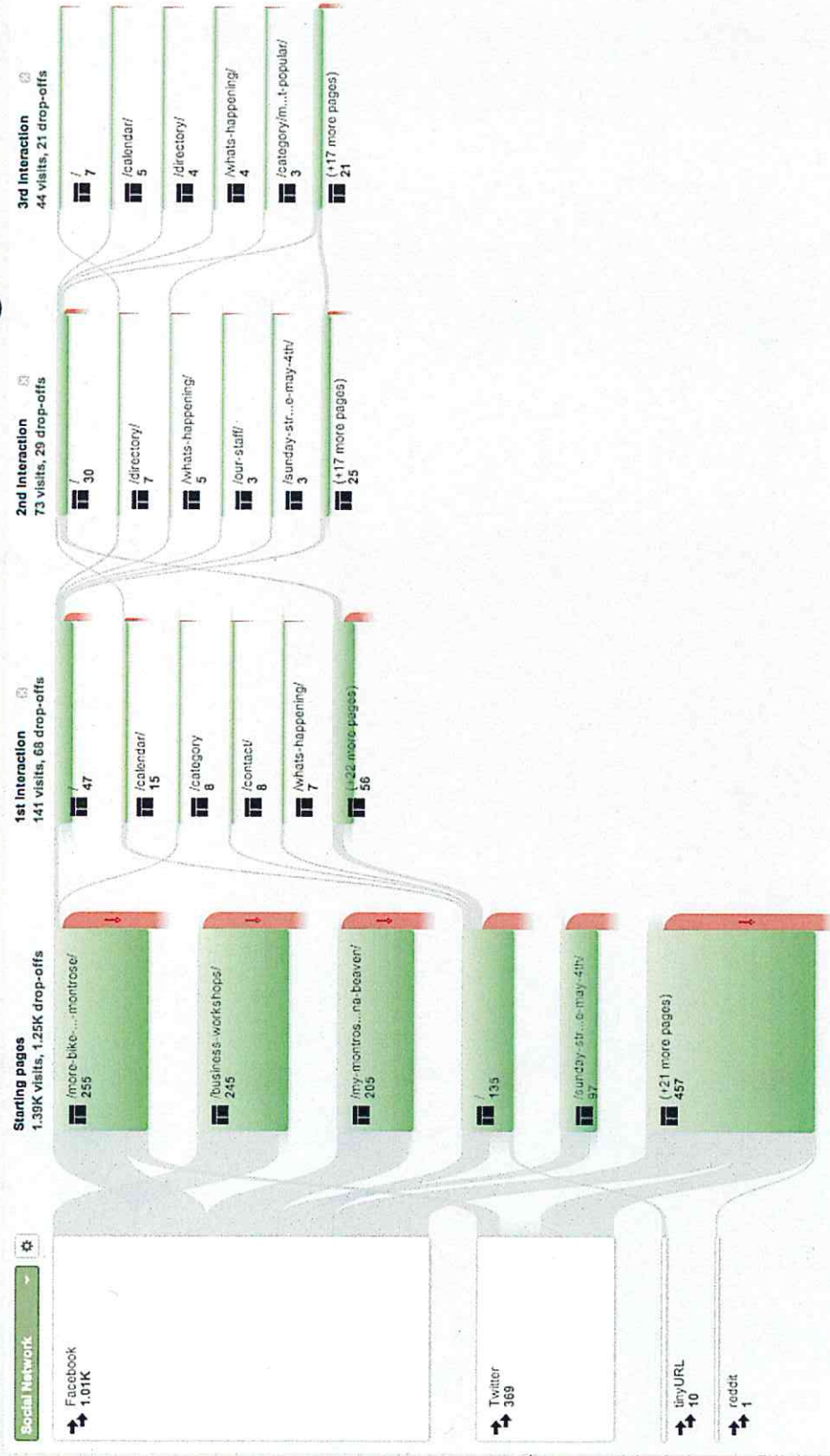
- ❖ **CONTACT:** 384 pageviews (231)
- ❖ **CALENDAR:** 371 pageviews (246)
- ❖ **WHAT'S HAPPENING:** 275 pageviews (168)
- ❖ **NEW! BUSINESS WORKSHOPS:** 372 pageviews
- ❖ **NEW! DIRECTORY:** 309

Top website content this period.

❖ TOP PERFORMING POSTS (last period)

- ❖ 10/03/12 - Top 10 Restaurants in Montrose **1,117** (496)
- ❖ 9/12/12 - New Heavy Trash and Tree Waste Pick Up Days **992** (382)
- ❖ **NEW!** 2/3/14 - More Bike Racks Coming to Montrose **361**
- ❖ **NEW!** 2/5/14 - My Montrose: Cuchara's Ana Beaven **301**

Facebook & Twitter are driving traffic.



Thanks.

Montrose District Social Media Report March 2014

Twitter

New Followers: 219

Total Followers: 2,882

DAILY ENGAGEMENT

— @MENTIONS 82 — RETWEETS 123



Interactive Stats (above):

Engagement: Conversing with people on Twitter who talk about our content.

New Contacts: People talking to the District or sharing the District's content for the first time.

This varies so much due to the time difference from China & the firewall there.

Facebook

New Likes: 75

Total Likes: 1,313

Impressions: 108.0k by 61.6k Individual Users*

Impressions in Feb.: 61.1k by 48.9k Individual Users

**results of a FB ad campaign for biz workshops*

PAGE IMPRESSIONS

Impressions 108.0k by 61.6k Users



Top 5 Posts:

Business Workshops Ad Campaign	35.6k
Cultural District Designation Mixer Album	1.6k
Sunday Streets HTX	216
St Thomas Illiad Lecture Event Post	184
My Montrose: Gin Martini of Pavement	153

Social Media

TWITTER:

Number of total tweets from Mar 01-Mar 30 :	101
Increase in Followers for March 2014:	219
Total Followers:	2,882

FACEBOOK:

Total number of 'likes':	1313
(Up from 1242 in February 2014)	

Total page views this month:	108.0k by 61.6k Indiv. Users
Total page views in February:	61.1k by 48.9k Indiv. Users

Top 5 Posts:

Business Workshops Ad Campaign	35.6k
Cultural District Designation Mixer Album	1.6k
Sunday Streets HTX	216
St Thomas Illiad Lecture Event Post	184
My Montrose: Gin Martini of Pavement	153

Three month recapped:

	January	February	March
Twitter Followers:	2481	2682	2882
Facebook Likes:	1158	1242	1313

BUSINESS AMBASSADOR
JAN. 1 TO MAR. 31

● Business Amb. Visit
--- District Boundary
— Road Centerline

0 500 1,000 Feet

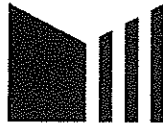
MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

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

11. Consider approval of a contract with Amber Ambrose.

MONTROSE DISTRICT AGENDA MEMORANDUM



TO: Montrose Management District Board of Directors
FROM: Bill Calderon, Executive Director
DATE: April 14, 2014
ITEMs 10 and 11: Contract Agreements -- Professional Writers

Background:

As a part of the Marketing Tactics Plan increasing the number of professional writers who assist with content creation is recommended. Attached are two contracts to engage the services of Ms. Amber Ambrose and Ms. Nikki Metzgar to perform writing services for the District.

Fiscal Notes:

Funding for the writers of \$1,000 per month, per writer, is included in the approved 2014 Marketing and Business Development Budget.

Amber Ambrose

amberambrose.com

amber@amberambrose.com

361.813.6681



Who I am:

A freelance writer, blogger and video talent with six years of experience and a specialization in food, beverage, culture and lifestyle subjects.

Recent clients:

Writing - Zagat, Eater.com (both the local and national sites), GQ online media, Houston Chronicle, My Table Magazine, Culturemap, Downtown Magazine, Houston Press, Houstonia and more / Video - Fox 26, Zagat, Chevy

Writing excerpts:

From Zagat.com, January 17, 2014

"5 Fun Facts About Coltivare"

Coltivare is ready. During a recent sneak peek, partners Morgan Weber and chef Ryan Pera showed off the restaurant's reclaimed wood, explained how they procured 250 pounds of fresh tuna roe to make their own bottarga - a salted, cured fish roe shaved over several dishes - and shared the challenges of having an on-site garden. Weber mixed cocktails like the Averted Gaze with its Amaro Abano, Cynar, lemon and angostura while musing on the building's history as a neighborhood bakery from the 1930s, and the fact that they wanted the place to feel worn-in right from the start. They've done a great job. It feels comfortable already, as if it's always been a part of the neighborhood.

From Eater National, September 14, 2013

"On the Scene of Paula Deen's First Public Appearance"

"Paula! Paula! Paula!" chanted the crowd at the Metro Cooking and Entertaining Show in Houston, Texas as they awaited the first public appearance of **Paula Deen** in three months.

Deen's hiatus was brought about by a public relations nightmare surrounding her deposition in a now-dismissed lawsuit, in which she admitted to using racial slurs. The surrounding fallout eventually led to the non-renewal of her Food Network show as well as millions of dollars in lost endorsements.

But no one in the crowd seemed to have anything but love for the Southern chef, many traveling hours to see Deen's first appearance since the scandal. A few even donned pageant-style sashes with words of support for the Deen family, shirts that read "Team Paula Deen," and a homemade sign that read, "Deen brothers: we support your mama."

FREELANCE WRITING CONTRACT

Parties and Assignment. This agreement (the "Agreement") is made and entered into as of the ____ day of _____, 2014 (the "Effective Date") by and between the Montrose Management District hereafter, referred to as Client and Amber Ambrose (hereafter referred to as "Writer"). The agreement is in regards to professional freelance writing services to be performed at the direction of the Executive Director in coordination with the Marketing Director as a part of the PR and marketing strategy of the District in accordance with their adopted project work plan.

In consideration of the mutual covenants made herein, the parties agree as follows:

Work. Writer agrees to produce written materials such as text and articles (the "Work") at the request of the Client for fees agreed upon in advance and turn in or deliver the Work by an agreed upon deadline. Writer agrees that she/he will be the sole author of the Work, which will be original work by Writer, free of plagiarism. Writer agrees to use reasonable care to ensure that all facts and statements in the Work are true and that the Work does not infringe upon any copyright, right of privacy, proprietary right, right of publicity or any other right of a third party. Writer agrees that Client has the right to edit the Work as it deems appropriate for publication, and that Writer will cooperate with Client in editing and otherwise reviewing the Work prior to publication. Writer will cooperate with Client if any complaints, claims or litigation should arise regarding the Work.

Confidentiality: Writer acknowledges that he/she may be furnished or may otherwise receive or have access to information which relates to the Client's past, present or future products, vendor lists, creative works, marketing strategies, pending projects and proposals, and other proprietary information which gives the Client an opportunity to acquire an advantage over its competitors who do not know or use it (the "Proprietary Information"). Writer agrees to preserve and protect the confidentiality of the Proprietary Information and all physical forms thereof, whether disclosed to Writer before this Agreement is signed or afterward. In addition, Writer shall not disclose or disseminate the Proprietary Information to any third party and shall not use the Proprietary Information for his or her own benefit or for the benefit of any third party. Without limiting the generality of the foregoing, Writer shall be prohibited from the Client or the Work with a representative of the press or media, either directly or indirectly, without the Client's express prior written approval.

Compensation. Client agrees to pay Writer a flat fee of \$1,000 per month for 1-2 original posts per week; 3-5 reposts with commentary per week; and minor of photography as it relates to the articles and posts.

Writer is responsible for the payment of all federal, state and/or local taxes with respect to the services she performs for the Client as an independent contractor. The Client will not treat Writer as an employee for any purpose.

Payment and Collection. Unless otherwise specified in writing, invoices not paid within 30 days of the invoice date will accrue interest at 1.5% per month. Client agrees to pay for each check returned for insufficient funds or any other reason \$25 per occurrence or 5% of the value of each returned item, whichever is greater. Client agrees to pay all reasonable attorney's fees (at least 15% of all amounts due, including interest) if any account is placed with an attorney for collection. Client agrees that the purchase of the services described herein constitutes "doing

business" in the State of Texas and submits itself to the jurisdiction of the State of Texas with respect to any suit brought by The Writer to collect any sums hereunder. The parties agree that the only venue for any suit brought by either of them with respect to the services sold hereunder shall be in the State Court of Harris County.

Client Approval. Client is responsible for written approval of work ordered (i.e., copy, design, photography, typesetting, and other services) required for the completion of the Work. This approval can be in the form of initials or facsimile.

Upon acceptance of the Work, client accepts responsibility for any further processes in which this work is used (i.e., film output, printing, etc.) Writer is not responsible for errors occurring in this work or projects related to this work after acceptance of the Work.

Changes. Any verbal or written changes made by Client to the scope of the Work following its initiation by Writer are subject to additional charges. Should such changes negate any part of the Work already completed at the time of the changes, Client accepts responsibility for payment of the completed work and all services related to it, in addition to charges for the change itself.

Cancellation. Upon written or verbal cancellation, Client is responsible for payment for all expenses incurred and any work done toward the completion of the project based on the percentage of project completed. Should Client cancel the project following its completion, Client is responsible for full payment as per the above estimate plus all other expenses incurred.

Bill Calderon, Executive Director
Montrose District

Amber Ambrose, Writer

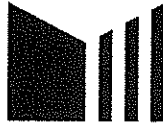
MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

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

12. Consider approval of a contract with Nikki Metzgar.

MONTROSE DISTRICT AGENDA MEMORANDUM



TO: Montrose Management District Board of Directors
FROM: Bill Calderon, Executive Director
DATE: April 14, 2014
ITEMs 10 and 11: Contract Agreements – Professional Writers

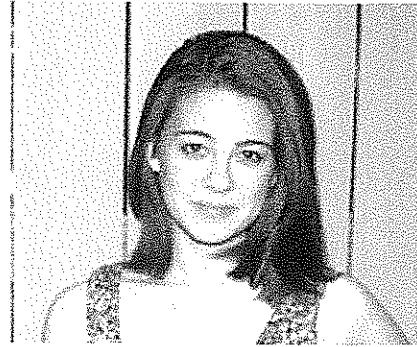
Background:

As a part of the Marketing Tactics Plan increasing the number of professional writers who assist with content creation is recommended. Attached are two contracts to engage the services of Ms. Amber Ambrose and Ms. Nikki Metzgar to perform writing services for the District.

Fiscal Notes:

Funding for the writers of \$1,000 per month, per writer, is included in the approved 2014 Marketing and Business Development Budget.

Nikki Metzgar
2423 Park St. Apt. E
Houston, TX 77019
smetzgar@gmail.com
713-504-6238



I am a Houston-based writer who specializes in food, drink and culture. Over the past five years, I have written for the Oxford American, the Houston Chronicle, the Houston Press, Houston Modern Luxury, KHOU Channel 11, My Table Magazine and HowAboutWe.com among others.

Publications

Cornbread Nation 7: The Best of Southern Food Writing

Contributor

- My essay "Friends and Families," which first appeared in the January 2013 issue of Food Arts magazine, was selected for inclusion in the 7th edition of this compendium.

The Ultimate Food Lover's Guide to Houston, Second Edition

Associate Editor

- I researched, wrote and edited a 325-page restaurant guidebook containing more than 560 business listings and 35 round-up lists in a five-month timeline.
- Excerpt: "The \$2 Lone Star Test: There are a few questions you should always ask yourself when walking into a bar for the first time. Does the bar have Lone Star? Is it \$2? If not, are you sure you're in a bar? If it's less than \$2, do you feel safe?"

Selected Articles

"Strong drinks served with a shot of history at Warren's," Houston Chronicle, January 4, 2012

"That Time I Got My Car Towed at Nabi and the Houston Parking Crisis," Houston Press, February 16, 2012

"How I Learned to Stop Worrying about Health Inspections and Love the Illegal Fish Restaurant," Oxford American, October 8, 2012

"Bun B on His Love for Houston Food Trucks," Eater Houston, Monday, April 9, 2012

FREELANCE WRITING CONTRACT

Parties and Assignment. This agreement (the "Agreement") is made and entered into as of the ____ day of _____, 2014 (the "Effective Date") by and between the Montrose Management District hereafter, referred to as Client and Nikki Metzgar (hereafter referred to as "Writer"). The agreement is in regards to professional freelance writing services to be performed at the direction of the Executive Director in coordination with the Marketing Director as a part of the PR and marketing strategy of the District in accordance with their adopted project work plan.

In consideration of the mutual covenants made herein, the parties agree as follows:

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Confidentiality: Writer acknowledges that he/she may be furnished or may otherwise receive or have access to information which relates to the Client's past, present or future products, vendor lists, creative works, marketing strategies, pending projects and proposals, and other proprietary information which gives the Client an opportunity to acquire an advantage over its competitors who do not know or use it (the "Proprietary Information"). Writer agrees to preserve and protect the confidentiality of the Proprietary Information and all physical forms thereof, whether disclosed to Writer before this Agreement is signed or afterward. In addition, Writer shall not disclose or disseminate the Proprietary Information to any third party and shall not use the Proprietary Information for his or her own benefit or for the benefit of any third party. Without limiting the generality of the foregoing, Writer shall be prohibited from the Client or the Work with a representative of the press or media, either directly or indirectly, without the Client's express prior written approval.

Compensation. Client agrees to pay Writer a flat fee of \$1,000 per month for 1-2 original posts per week; 3-5 reposts with commentary per week; and minor of photography as it relates to the articles and posts.

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Payment and Collection. Unless otherwise specified in writing, invoices not paid within 30 days of the invoice date will accrue interest at 1.5% per month. Client agrees to pay for each check returned for insufficient funds or any other reason \$25 per occurrence or 5% of the value of each returned item, whichever is greater. Client agrees to pay all reasonable attorney's fees (at least 15% of all amounts due, including interest) if any account is placed with an attorney for collection. Client agrees that the purchase of the services described herein constitutes "doing

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Cancellation. Upon written or verbal cancellation, Client is responsible for payment for all expenses incurred and any work done toward the completion of the project based on the percentage of project completed. Should Client cancel the project following its completion, Client is responsible for full payment as per the above estimate plus all other expenses incurred.

Bill Calderon, Executive Director
Montrose District

Nikki Metzgar, Writer