

**NOTICE OF REGULAR
MEETING
Montgomery Economic Development Corporation
(MEDC)**

Notice is hereby given that the Board of Directors of the Montgomery Economic Development Corporation will hold a Regular Meeting at 6:00 p.m. on March 18, 2019 at the Montgomery City Hall, 101 Old Plantersville Road, in Montgomery, Texas.

1. Call to Order
2. Open Public Comment
3. Approval of Minutes of February 18, 2019
4. Monthly Financial Report (February, 2019)
5. Discussion and possible action regarding request of Living Savior Lutheran Church for funding of Chime Master Carillon System – Peter Hames
6. Report from Living Savior Lutheran Church regarding possible parking lot paving grant application
7. Discussion of the Flag and Food Festival and the decision-making process that caused the Festival to be postponed to 2020
8. Consideration and possible action regarding the MEDC involvement regarding Supervision of Tourism and Marketing Position
9. Consideration and possible action regarding Texas Flag Celebration event
10. Consideration and possible action regarding applying for two-year alcoholic beverage sales license
11. Consideration and possible action regarding Montgomery Neighborhood Water Party event
12. Consideration and possible action regarding rack card purchase and possible distribution cost
13. Economic Development Reports: City Administrator Report, City Engineers Report, Tourism and Marketing Director Repo
14. Consideration and possible action regarding approval of October Fest event
15. Board Inquiry
16. Adjournment

Jack Yates

Jack Yates, City Administrator for
Rebecca Huss, President of MEDC

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 15th day of March, 2019 at 4:00 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier



MINUTES OF REGULAR MEETING

February 18, 2019

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

President Rebecca Huss called the meeting to order at 6:04 p.m.

Present: Rebecca Huss - President
Bill Hanover – Vice-President
Julie Hutchinson - Treasurer
Amy Brown – Secretary
Tom Cronin – Board Member
Cheryl Fox – Board Member
Bob Kerr – Board Member

Also Present: Jack Yates – City Administrator
Katrina Moore – Director of Marketing and Tourism

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of January 21, 2019 Regular Meeting –

President Huss asked for comments on the minutes as presented.

Mrs. Huss, Mrs. Fox and Mr. Kerr thanked Mrs. Brown for the length and usefulness of the minutes.

Mr. Kerr made a motion to accept the minutes as presented, seconded by Mr. Cronin. All in favor. (7-0)

MONTHLY FINANCIAL REPORT

Report for January, 2019

Mrs. Hutchinson explained the expenses for January were minimal and included a reimbursement to Ms. Moore, "a couple of transfers out and the rebates."

Mrs. Hutchinson noted in the January meeting, the Board discussed possibly moving money from an expiring CD because of the interest rate. After speaking to Ms. Bronco, Mrs. Hutchinson was made aware of the increase in the interest rate for the CD. Ms. Bronco and Mrs. Hutchinson decided to simply renew the CD at the new interest rate.

Mrs. Hutchinson reminded the Board of another discussion during the January meeting concerning the high balance in the checking account, the fact the account does not earn interest, and no need by the Board to have such a high balance for cash flow purposes. Mrs. Hutchinson explained funds in the TxPool account can be transferred in thirty minutes if needed, so the funds are very liquid. Because of this, Ms. Bronco and Mrs. Hutchinson transferred \$153,000 on February 6th out of the checking account and into the TxPool account in order for the funds to earn interest. Ms. Bronco felt \$50,000 was a good amount to leave in the checking account. Mrs. Hutchinson said the funds will be monitored and the checking account balance could be adjusted if needed.

Mr. Yates said this month the EDC will have a \$50,000 check to Kroger for their sales tax rebate, but the EDC will also "have about a \$30,000 to \$40,000 check" coming in on sales tax.

Motion by Mrs. Brown, seconded by Mr. Hanover to approve the January 2019 Financial Report as presented. All in favor. (7-0)

CONSIDERATION AND POSSIBLE ACTION

5. Consideration and possible action regarding memberships/advertising.

a) Central East Texas Alliance-

Mr. Yates explained the Central East Texas Alliance "is more of a general economic development type of group." He said the group is looking for businesses along the I45 corridor. Mr. Yates also said he did not believe this was the direction the Board was heading towards, so he suggested not becoming a member.

Mrs. Brown asked Mr. Yates what benefit the Central East Texas Alliance gives to members.

Mr. Yates said the Central East Texas Alliance has marketing classes at their meetings. The meetings are a type of contact group to share ideas.

Mrs. Brown asked if the EDC would receive that benefit and more from the Texas Downtown Association.

Mr. Yates said he believed that would be true.

b) Texas Downtown Association-

Mr. Yates said the Texas Downtown Association has fewer meetings with a newsletter once a quarter. This association also offers a downtown visit that is only available to members. Mr. Yates said he would like to check into this organization "because they come and do a downtown marketing, streetscape, parking and overall review of the downtown." Mr. Yates said this membership is \$180 per year.

c) KOA Publication-

Ms. Moore explained the KOA Publication ad has been purchased in the past through Shannon Reid and the Chamber of Commerce. The sales representative Jackie Fulbright contacted Ms. Moore concerning renewing the advertisement for the current year.

The cost of the ad is \$900.00.

Ms. Moore said if Distrx is included in the advertisement, Distrx will reimburse the EDC half the cost of the advertisement.

Mr. Yates noted the EDC has paid for the advertisement in the past, not the Chamber of Commerce.

Mrs. Huss said she would like an advertisement to bring people to Montgomery every day, not just during the six holidays or festivals.

Mr. Cronin asked who would be paid for the advertisement. He stated this is a privately owned company that has contacted his business every year. Mr. Cronin asked if the EDC has been able to quantify this advertisement to find out the return on investment.

Mrs. Brown said her business has paid for an advertisement with this company for the past four years and has seen very little return for the investment. She stated most people have cell phones and when traveling, will pull up businesses and events on their cell phones. Mrs. Brown said she did not know if using the advertisement for the EDC would have a different result, but she did not feel as if it would be wise to pay such a high amount for this particular advertisement.

Mrs. Huss asked if this booklet was handed out at the KOA.

Mrs. Brown said it is given to people as they check into the KOA at the front desk.

Mr. Cronin suggested the EDC may have just as much impact by printing brochures and leaving them at the KOA front desk.

Mrs. Hutchinson also noted the new billboard the EDC has contributed to that is very near the KOA.

Motion by Mrs. Huss, seconded by Mr. Cronin to approve annual membership with the Texas Downtown Association. All in favor. (7-0)

No action was taken on the Central East Texas Alliance membership or the KOA publication.

6. Consideration and possible action regarding designating Amy Brown to be the MEDC liaison to the City website.

Mrs. Brown explained the city is creating a new website spearheaded by Susan Hensley, the City Secretary, with the help of the Website Committee. The committee is comprised of five individuals who selected the website company, format and design.

Mrs. Brown said Ms. Hensley has asked Mrs. Brown to be the MEDC liaison since she has been involved since the beginning and is serving on the Website Committee.

Mrs. Brown said the MEDC will have it's own page on the city's website at no cost which the Board may use in any manner it chooses. There will be a sperate tourism page managed by Ms. Moore. The EDC page will be more of an informational resource page containing the Mission Statement, policies, minutes, and agendas. This page will not be an interactive page like the tourism page. The tourism page will have the events, calendars and contact information.

Mrs. Brown said she would also like to add short biographies of each of the Board members in order to allow the public to know who is on the Board.

Mrs. Fox agreed that most people do not know what the EDC does.

Mrs. Huss suggested adding items such as the Retail Coach reports.

Mrs. Brown informed the Board of the current status of the new website. The information is being transferred from the old website and the expectation is the new website will go live in March of 2019.

Mrs. Brown said the EDC does not currently have a page designed and needs to appoint a person to complete this task and manage or update the page in the future. The data on the page can be adjusted or changed in the future if the Board so decides. The liaison will have full access to change the page at any time in the future as often as necessary.

Mrs. Brown said if she is selected as the liaison, she will continually update the Board with any progress reports and updates on the website and EDC page. She said she would also welcome suggestions on what should be included on the page.

Motion by Mrs. Fox, seconded by Mr. Kerr to designate Amy Brown as the MEDC liaison to the new city website. All in favor. (7-0)

7. Consideration and possible action regarding accounting practices regarding internal festivals, events and miscellaneous income.

Mrs. Hutchinson said she met with Ms. Bronco and the decision was made to add new subaccounts in the EDC budget for internal festival funds. There will be a new income account that will be broken down by each festival in order to track data on each festival. In each

festival's subaccount there will be individual categories. This will be a fairly detailed accounting of each festival to track progress year after year.

Mrs. Hutchinson said the expenses will be tracked in the same way.

Mrs. Huss noted that after each festival is completed, the subcategories can be minimized so they do not show up on each monthly budget report, but instead are combined into one parent account for each festival.

Ms. Moore asked if she needs to separate the data on each festival into specific categories when she submits the information to Ms. Bronco.

Mrs. Hutchinson told Ms. Moore to use the categories that Ms. Moore has been using on the information sheets she has been showing the Board, and the budget categories will be modeled from Moore's list.

No action was taken on this item.

8. Economic Development Report – Jack Yates

Engineer Report –

Mr. Yates said the city is still working on the Adkins Creek project which is the washout of the water and sewer line near Terra Vista.

Mr. Yates said the city received a phone call from Chick-fil-A saying they were moving up the project if they can get the Lift Station #1 relocated in time. Mr. Yates said he contacted the city engineer and stressed the importance of moving the lift station to the city and to the development of the property. He also stressed the importance of meeting Chick-fil-A's deadline. Mr. Yates said the city engineer gave Mr. Yates a date that was acceptable to Chick-fil-A.

Chick-fil-A told Mr. Yates they plan on breaking ground in May of this year.

Mrs. Fox asked the status of Wendy's. Mr. Yates said he has not been given a date.

Development Status Report –

Mr. Yates pointed out page 39 of his report has a new section having to do with sales tax. He explained that Montgomery is a Receiver City, meaning the sales tax comes mostly from outside the city. Mr. Yates noted the income from sales tax has surpassed what the city receives in property taxes.

Mr. Yates said the CVS store is scheduled to open the 24th of February. Mrs. Huss asked if MEDC gave any money towards the CVS project. Mr. Yates said it was one half of one half of a percent.

Mr. Cronin asked if the city receives revenue from AirBnb or something of that nature. Mr. Yates said the city is supposed to receive a hotel/motel tax. Mr. Cronin asked if that has ever been tracked. Mr. Yates said it is very difficult to track.

Mrs. Fox and Mrs. Huss both said they did not believe AirBnb charges hotel/motel tax.

Tourism and Marketing Report –

Ms. Moore said she had a meet and greet at the library and had seven attendees. She said those who attended said they liked the new direction the city is headed towards, specifically tourism. Some attendees asked for more family-friendly events.

Ms. Moore discussed the workshop she organized for small businesses in town that discussed social media for small businesses. She said fourteen people attended and found the information useful and valuable.

Ms. Moore is planning another workshop on safety and security, possibly with Lt. Belmares and the police department. She also said the men who did the financial workshop may possibly come back for another workshop in April.

Ms. Moore said she is currently working with Distrx on content to post on social media.

Ms. Moore said she is working with a promoter to get live music for the Lone Star Flag and Foodtruck Festival. She said she is also working with local people to get advertising and souvenirs for the event.

Ms. Moore said she is also meeting with the Conroe hoteliers to help market the upcoming events.

Mrs. Huss asked Ms. Moore for a progress report on the Texas Birthplace slogan. Ms. Moore said she needs to do some additional research to determine the proper category on the application, then she can submit the application.

Mr. Yates expressed his concern that the Lone Star Flag and Foodtruck Festival date is quickly approaching and Ms. Moore may need to devote more of her time towards organizing the festival. Mrs. Hutchinson suggested finding one large sponsor such as Lone Star beer instead of spending time looking for several small sponsors.

BOARD INQUIRY

Mr. Hanover asked the status of the possible lawsuit. Mr. Yates said the City Attorney has spoken with the other attorney concerning the matter and there has been no further action from the other attorney.

ACTION ITEMS FROM JANUARY MEETING

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>RESULT</i>
Construction mitigation 149	Cronin	
Minor Festivals	Moore	Updated
Front Foot Assessment/Tax Abatement	Huss	
Amend Budget for Internal Festival	Hutchinson/Yates	Completed

ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Branding/Name	Moore	Updates as necessary
Birthplace of the Lone Star Flag		

ADJOURNMENT

Motion by Mrs. Brown, seconded by Mrs. Fox to adjourn the meeting at 6:53 p.m. All in favor. (7-0)

Submitted by: _____ Date Approved: _____

Amy Brown, MEDC Secretary

Rebecca Huss, MEDC President

CITY OF MONTGOMERY - MEDC
ACCOUNT BALANCES REPORT
Through February 28, 2019

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 49,951.02		\$ 49,951.02
TOTAL INVESTMENTS	\$ -	\$ 788,449.00	\$ 788,449.00
TOTAL MIDC	<u>\$ 49,951.02</u>	<u>\$ 788,449.00</u>	<u>\$ 838,400.02</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			2.59%	\$ 538,449.00
Certificates				
Allegiance Bank CD #2047	6/6/2018	6/6/2019	2.00%	\$ 100,000.00
Bancorp South CD #4045	1/27/2019	1/28/2020	2.75%	\$ 150,000.00
Total Investment Balance				<u><u>\$ 788,449.00</u></u>

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City of Montgomery - MEDC

Cash Flow Report

As of February 28, 2019

Date	Num	Name	Memo	Amount	Balance
51100 · MEDC Checking					398,439.22
2/07/2019	CB		Transfer to Texpool	-153,000.00	245,439.22
2/15/2019	1950	Darden, Fowler and Creighton, LLP	Legal fees for Jan 2019	-300.00	245,139.22
2/15/2019	1951	Dittert Rubber Stamp, Ltd.	Name Plate Inv. 254885	-39.00	245,100.22
2/15/2019	1952	Office Depot Business Credit	Part Jan 2019 Invoices 1/3-1/26/19	-42.20	245,058.02
2/15/2019	1953	The Kroger Co.	2017/2018 MEDC Sales Tax Rebate	-50,917.00	194,141.02
2/22/2019	1954	Texas Downtown Association	Oct 2018- Oct 2019 - Membership	-180.00	193,961.02
2/28/2019	Wire	TEXPOOL	Transfer excess balance into investment account	-143,960.00	50,001.02
2/28/2019	DM	Wire Transfer Fee	Wire Transfer fees 25.00 on 2/5/19 & 25.00 on 2/2...	-50.00	49,951.02
Total 51100 · MEDC Checking				-348,488.20	49,951.02
TOTAL				-348,488.20	49,951.02

City of Montgomery - MEDC
Actual to Budget Performance

February 2019

	Feb 19	Budget	\$ Over Bu...	Oct '18 - F...	YTD Budg...	\$ Over Bud...	Annual Bu...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	72,303.87	47,916.67	24,387.20	267,070.48	239,583.31	27,487.17	575,000.00
Total 55000 · Taxes & Franchise Fees	72,303.87	47,916.67	24,387.20	267,070.48	239,583.31	27,487.17	575,000.00
55300 · Other Revenues							
55391 · Interest Income	693.65	266.67	426.98	2,515.83	1,333.31	1,182.52	3,200.00
Total 55300 · Other Revenues	693.65	266.67	426.98	2,515.83	1,333.31	1,182.52	3,200.00
Total Income	72,997.52	48,183.34	24,814.18	269,586.31	240,916.62	28,669.69	578,200.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvments	0.00	5,000.00	(5,000.00)	0.00	25,000.00	(25,000.00)	60,000.00
56000.8 · Utility Extensions	0.00	3,266.67	(3,266.67)	0.00	16,333.31	(16,333.31)	39,200.00
56430 · Tsf to Debt Service	40,000.00	40,000.00	0.00	80,000.00	80,000.00	0.00	160,000.00
Total 56000 · Pub Infrastructure - Category I	40,000.00	48,266.67	(8,266.67)	80,000.00	121,333.31	(41,333.31)	259,200.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	50,917.00	0.00	50,917.00	50,917.00	76,900.00	(25,983.00)	76,900.00
56423 · Economic Development Grant Prog	0.00	1,250.00	(1,250.00)	0.00	6,250.00	(6,250.00)	15,000.00
Total 56001 · Business Dev & Ret -Category II	50,917.00	1,250.00	49,667.00	50,917.00	83,150.00	(32,233.00)	91,900.00
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	0.00	0.00	0.00	7,600.00	7,600.00	0.00	7,600.00
56420.2 · Christmas Lighting(Civic Assn)	0.00			1,500.00	0.00	1,500.00	0.00
56423.1 · Walking Tours	171.59	6,000.00	(5,828.41)	771.59	6,000.00	(5,228.41)	6,000.00
56429 · Removal of Blight	0.00	1,250.00	(1,250.00)	3,661.83	6,250.00	(2,588.17)	15,000.00
56434 · Events							
56434A · Lone Star Flag Fest							
56434.G · Marketing/signage/logo	49.00			49.00			
56434A · Lone Star Flag Fest - Other	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	15,000.00
Total 56434A · Lone Star Flag Fest	49.00	1,000.00	(951.00)	49.00	1,000.00	(951.00)	15,000.00
56434 · Events - Other	0.00	2,000.00	(2,000.00)	0.00	6,000.00	(6,000.00)	20,000.00
Total 56434 · Events	49.00	3,000.00	(2,951.00)	49.00	7,000.00	(6,951.00)	35,000.00
56439 · Downtown Enhancement Projects	0.00	1,666.67	(1,666.67)	0.00	8,333.31	(8,333.31)	20,000.00
Total 56002 · Quality of Life - Category III	220.59	11,916.67	(11,696.08)	13,582.42	35,183.31	(21,600.89)	83,600.00
56003 · Marketing & Tourism-Category IV							
56413 · Brochures/Printed Literature	0.00	833.33	(833.33)	19.50	4,166.69	(4,147.19)	10,000.00
56419 · Website	0.00	250.00	(250.00)	0.00	1,250.00	(1,250.00)	3,000.00
Total 56003 · Marketing & Tourism-Category IV	0.00	1,083.33	(1,083.33)	19.50	5,416.69	(5,397.19)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	26,875.00	26,875.00	0.00	53,750.00	53,750.00	0.00	107,500.00
56004.3 · Miscellaneous Expenses	0.00	83.33	(83.33)	143.41	416.69	(273.28)	1,000.00
56004.5 · Internship Program	0.00	833.33	(833.33)	0.00	4,166.69	(4,166.69)	10,000.00
56327 · Consulting (Professional servi)	200.00	833.33	(633.33)	620.00	4,166.69	(3,546.69)	10,000.00
56354 · Travel & Training Expenses	180.00	166.67	13.33	247.80	833.31	(585.51)	2,000.00
Total 56004 · Administration - Category V	27,255.00	28,791.66	(1,536.66)	54,761.21	63,333.38	(8,572.17)	130,500.00
56340 · Office Supplies	0.00			81.20			
Total Expense	118,392.59	91,308.33	27,084.26	199,361.33	308,416.69	(109,055.36)	578,200.00
Net Income	(45,395.07)	(43,124.99)	(2,270.08)	70,224.98	(67,500.07)	137,725.05	0.00

Montgomery City Council
AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount
Prepared By: Jack Yates City Administrator	Exhibits: Proposal from church, MEDC grant application form,
Date Prepared: March 12yes welcome thinking0, 2019	

Subject

This is a request from the Living Savior Lutheran Church for \$5000 toward the 11,625 total dollars cost of a Chime Master Carillon System (a loud speaker for their steeple)

Description

The charge came to hard decision approximately six months ago regarding whether to repair their existing church or to move outside the city. the decided to rebuild the existing church where it is, I was certainly an attribute to the historic district and the specific neighborhood. (I just want to point out how much the church is putting into the entirety of the project—several hundred thousand dollars)

The specific request of MEDC is \$5000 toward the total cost of \$11,625 for what is called a Carillon System- which is basically a “smart” loudspeaker system that will emanate from the steeple. Their intention is to use the sound system at various times regarding the church events. Churches have a specific exemption, up to a certain point of sound level, and the sound level ordinance of the City.

A proposal includes reasons why they chose the sound system that is proposed.

Although this is a church, not a sales tax producing body, this building in this use seems appropriate as a support to the business community of the city.

Montgomery City Council
AGENDA REPORT

Recommendation

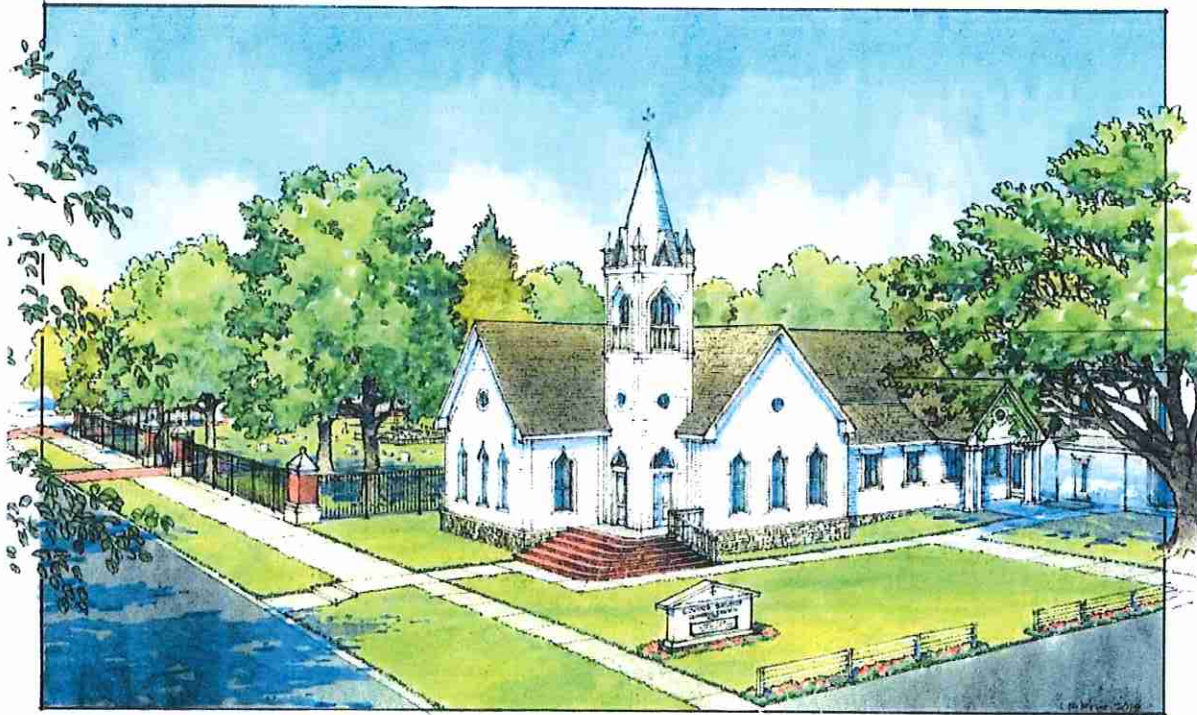
Motion to grant the \$5000 as a reimbursement to the initial outlay by the church for the entirety of the system.

Approved By

City Administrator

Jack Yates

Date: March 12, 2019



Living Savior Lutheran Church

City of Montgomery, TX

Economic Development Corp. Grant Application

Chime Master Carillon System

February 25, 2019

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



Company Name: Living Savior Lutheran Church			
Company Contact: Peter H. Hames		Title: President	
Best Phone: 409-781-5059		Alt. Phone: 936-890-3702	
Email Address: p hhames@earthlink.net			
Physical Address: 309 Pond Street		City, State, Zip: Montgomery, TX 77356	
Mailing Address (if different):		City, State, Zip:	
Applicant's years of experience in this business: 11 years		How long has his business been located in Montgomery? 11 Years	
Do you own or lease this facility?		If leased, please provide owner information and a copy of lease agreement.	
<input checked="" type="checkbox"/> OWN <input type="checkbox"/> LEASE		Owner Name:	Owner Phone:
Provide a detailed description of the proposed project as "Exhibit A" attached Chime Master Carillon System			
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)		\$ 11,625.00	
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)		\$ 5,000.00	
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")		\$	
When will this project begin? May 15, 2019		What is the estimated completion date? June 15, 2019	
Attach all drawings of planned improvements as "Exhibit D"			
Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"			
If this project will employ Montgomery vendors, please supply details as "Exhibit F"			
Applicant's Signature: <u>Peter H. Hames</u>			
Title: <u>President</u>			
Date: <u>2/25/19</u>			
OFFICE USE:			
Date Application Received:	Date Presented to Board:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Chime Master Millennium Carillon

Exhibit A

1. Description of the Project

As part of our renovation of the "Old Methodist Church" which was built in 1908, we are replacing the steeple, which was blown off in a violent storm in 1918. The renovated church will have a steeple and cupola of the same design as the original 1908 church. The church also had a bell in the cupola. That bell was removed when the Methodists moved to their new location west on FM 105.

Living Savior Lutheran Church intends to install a Chime Master Digital Carillon with speakers in the cupola able to broadcast bell and chime sounds to the surrounding community. Chime Master has been able to digitally create the depth and unmistakable tone of traditional bells.

The Millennium Carillon is capable of high-definition bell sounds and can play thousands of hymn arrangements. Their high audio fidelity paired with high-definition speakers creates a convincing sound of cast bells.

The system consists of the following:

- A digital carillon unit containing thousands of hymns and bell sounds;
- A 1100 Watt low distortion USA made amplifier;
- Four USA made inSpire high-fidelity speakers mounted inside our cupola;
- Bell Voices - Four different bell voices to choose from;
- Clock Striking - Westminster Chimes plus 11 more options;
- Bell Peals -Authentic swinging bells and peals with a natural sounding remote stop function;
- Ability to control the system from anywhere via a cellphone app
- Warranty – 7 years of Chime Care

Chime Master is located in Lancaster, Ohio. All of their equipment is made in the United States. They are the leader in digital carillon systems. Several churches in our area have their systems including the First Methodist Church in Conroe. We visited First Methodist and listened to the bells. The sound quality was outstanding and the selection of chimes and hymns was comprehensive. They have been very happy with their system.

2. Intended Use of the Carillon

We intend to program the system to play the following:

- Westminster chime the hour at 9 AM, Noon and 6 PM daily;
- Play a hymn appropriate to the liturgical season at 3 PM daily;
- Play call to worship chimes before Sunday services at 8 and 10:45 AM;



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Chime Master Millennium Carillon

- Play a hymn appropriate to the liturgical season at the end of the 10:45 service on Sunday;
- Play call to worship chimes for Lenten and Advent services on Wednesday evenings;
- Play appropriate chimes for weddings and funerals;

We will be able to control the volume of the speakers to keep the sound to appropriate levels.

See Exhibit E for a description of expected commercial revitalization impact.



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Chime Master Millennium Carillon

Exhibit B

1. Estimated Total Cost of Project

The total cost of the system for the purposes of this grant application is \$11,625.00

We are hereby requesting \$5,000.00 funding from MEDC for this project.

See attached Proposal # 46461 from Chime Master Systems for \$11,625.00.

This proposal includes:

- All equipment
- Transportation
- Installation by their service representative
- 7 year Chime Master Warranty

We are arranging to have the mounting brackets for the speakers in the cupola provided by the supplier of the cupola and/or our general contractor Gerrit Construction of Spring, Texas.

The carillon and amplifier will be installed on racks in our AV control room

Wiring for the equipment and speakers will be supplied by Gerrit Construction.

2. Comparison with installing a Bell

We researched the cost of installing a single bell. The cost of a refurbished or new bell similar to what was in use in 1908 starts at about \$6,000.00. In addition to that, there would be the cost of extra reinforcement of the bell tower to support a 450-pound bell and the cost of installing it, which would require a lift or crane.

The digital carillon from Chime Master costs more, but has many more features and will be heard throughout the week and not just when someone is here to ring it, as would be the case with a single bell.

02-12-19

Quotation Date:

Expiration Date: 03-12-19

PROPOSAL # 46461



Chime Master Systems
Box 936
Lancaster, OH 43130

Living Savior Lutheran Church

Mr Peter Hames
309 Pond Street

Montgomery TX 77356
USA

SHIP TO: (Please fill in your shipping information)

TERMS: *50% Deposit Required- Balance due upon delivery and/or installation if included. Checks, Money Orders and Credit cards are accepted. The credit cards that we accept are Mastercard, Visa, Discover and American Express. Please make all checks payable to Chime Master Systems. The purchase price does not include any type of taxes that may be applicable to the sale or installation. Purchaser should obtain licenses and/or permits that may be required. If the purchaser holds a tax exemption certificate, please provide Chime Master with a copy.*

Chime Master Millennium Carillon included with High Definition bell sounds and thousands of hymn arrangements;

- * 4 Bell Sounds
- * Live Performance (Midi Port)
- * Record Librarian 2000 Selections via Keyboard or Midi file import
- * AC Receptacle for an external amplifier
- * 7 Year Chime Care Warranty
- Chime Master Premium Management Suite download
- * License Key
- * Graphical weekly schedule editing
- * Juke Box
- * Setup and backup of all system settings
- * Connection of Remote App
- * Annual and Special Programming
- * Automate changes to the weekly ringing schedule
- Mini handheld wireless FM radio frequency remote control kit
- Community Outreach amplification package.
- * 370 Watt rack mountable amplifier
- * 4 USA made long-throw speakers
- * Wire Kit

Equipment Total \$ 11,300.00

Transportation: \$ 325.00

TOTAL: \$ 11,625.00

7 Year Chime Care Warranty

Acceptance by Purchaser

Date

Chime Master Sales Representative

Date



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Chime Master Millennium Carillon

Exhibit C

1. Exemption Request for Additional Funding

We are not requesting any extra funds.



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Chime Master Millennium Carillon

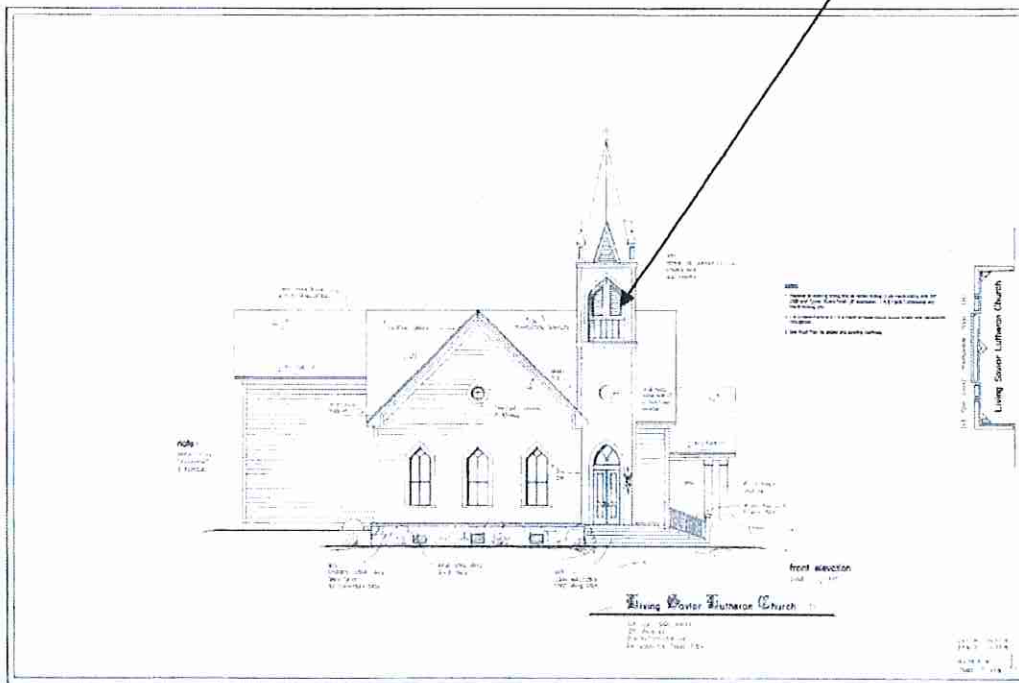
Exhibit D

1. Drawings of Planned Improvements

Chime Master Millennium Carillon with four speakers



Speakers will be inside cupola



Front Elevation showing new cupola and steeple



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Chime Master Millennium Carillon

Exhibit E

1. Expected Commercial Revitalization Impact

The renovation of the Old Methodist Church with addition of a steeple and cupola is, in itself, a significant contribution to historic district of the City of Montgomery. Students on their assignment to learn about the city's historic buildings are being told that our church will have a steeple like the one it did over 100 years ago.

The addition of a carillon will provide a significant benefit to the community as it will be able to be heard outside the stores on Liberty and Eva Streets. Neighbors and shoppers will quickly learn to listen for the Westminster chimes at 9:00 AM, Noon, and 6:00 PM. Playing hymns at times during the day will add to the ambiance of living or shopping in Montgomery.

Attached are several letters from churches who installed Chime Master Carillons. In each case, the church received very positive comments from the surrounding community.

We were told by our sales representative that, when a church's carillon stops working, the local community calls the church asking why the bells stop ringing. Chime Master works quickly to provide a back-up unit while they repair the church's system.

From First Presbyterian, Baton Rouge:

"Our staff, congregation and surrounding neighbors enjoy the beautiful melodies of their favorite hymns throughout the year. It is fun to pick a couple of the hymns played in the service to have ringing as members walk out to their cars from the service. We play hymns or just the bells after weddings and funerals, tailored to individual family preferences, which has been a source of joy, comfort and entertainment to them."

See attached letters from:

- First Presbyterian Church, Baton Rouge, LA
- Mt. Zion Presbyterian Church, McCool, MS
- St. John's Lutheran Church, Helena, Montana



June 6, 2017

SUBJECT: Letter of Recommendation:

To anyone considering purchasing a Chimemaster Millennium Carillon System,

As the media & facilities director at First Presbyterian Church – Baton Rouge, I lead the search for the replacement of our bell tower carillon system. After much research and field demonstrations from Chimemaster and their major competitor, we unanimously decided to go with the Millennium carillon system and we are 100% satisfied! The Chimemaster unit was rack mountable, which was a huge plus, because it fit in an equipment rack with the amplifier! Even more importantly, the bell samples within the system are of the highest quality - far superior to its closest competitor! Phil (our installer) was highly professional, friendly, on time, and very conscientious about our beautiful bell tower and campus. He even helped me design our system to meet our campus needs! We have already worked out Phase II, when we will buy additional bell-shrouded exterior loudspeaker for our chapel building. I can hardly wait for next year's purchase and install!

The thousands of hymns in the archive library are a wonderful addition to our worship service options. We love it! We have it set up to play three hymns at both noon and quitting time, randomly selected from the appropriate liturgical seasonal hymns. Our staff, congregation and surrounding neighbors enjoy the beautiful melodies of their favorite hymns throughout the year. It is fun to pick a couple of the hymns played in the service to have ringing as members walk out to their cars from the service. We play hymns or just the bells after weddings and funerals, tailored to individual family preferences, which has been a source of joy, comfort and entertainment to them.

Customer service has been outstanding! We had an issue with our amplifier, and it was resolved the same week. We asked for an improvement to the mobile phone app, and Chimemaster software designers worked with us and had a new version out in a week! Remarkable! We love the app! Everyone from our media director (me), event coordinator, organist, and pastors have the app on their phone and use it in their service and ministry to our congregation.

We love our Millennium and recommend it anyone looking for a high quality, carillon system with superior sound and performance! It's has been more than just a fancy carillon system; it's our newest worship instrument.

Blessings,

Jay High
Director – Media, Technology & Facilities

January 13, 2016

Jeffrey A Crook
Chime Master National Sales Manager
P. O. Box 936
Lancaster, Ohio 43130

Dear Sir:

Mt. Zion, a small rural church located in Choctaw County, Mississippi, is currently experiencing rebirth. This rebirth can largely be attributed to our Chime Master carillon. Once the community began to hear the chimes playing twice daily, people started attending church to "see what's going on." We receive compliments daily from community members and from other counties as well. Membership has grown and the church is more and more involved in the community.

The carillon system is easy to operate and very versatile. It is adaptable to all our needs and adds greatly to the worship service, weddings, community days, funerals, etc. We are very dependent on the system and consider ourselves very lucky to have chosen a Chime Master.

In addition, church members truly enjoyed visiting with and getting to know the people who installed the system. They were friendly, knowledgeable, helpful, and a pleasure to work with.

The church could not be more pleased with the carillon. We have informed numerous people what type system we have and have recommended Chime Master repeatedly.

Thank you for transforming our church and for bringing us so much joy. May God continue to bless you as you go about His work.

Sincerely,



Marie V. Gordon
Mt. Zion Presbyterian Church
2276 Fentress-Panhandle Road
McCool, MS 39108

Saint John's Lutheran Church

1000 Helena Avenue - Helena, Montana - 59601-3557

October 28, 2001
Helena, Montana

Mr. Jeff Crook
Chime Master Systems
P.O. Box 936
Lancaster, Ohio 43130

Dear Mr. Crook,

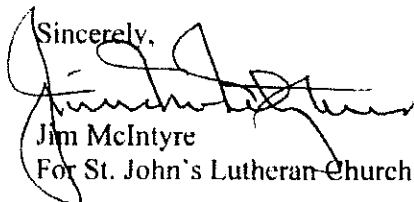
This responds to your recent inquiry concerning the carillon installation at St. John's Lutheran Church. Let me express profound thanks on our behalf for providing a remarkably understanding extension of time while St. Johns' mounted their funding campaign for carillon purchase. It was evident from beginning communications with Chime Master your integrity was dependable. This was further fortified with Mr. White's arrival for the trial installation. He was exceeding helpful about placement of the carillon unit, including utilization of components salvaged from our former, defective carillon system. He had sincere interest in our complete satisfaction. Naturally, we realized a wise choice had been made for a carillon supplier.

St. Johns' has received many favorable comments from neighboring homeowners including a nearby public middle school who find the variety of musical programming refreshing following mid-day, mid-afternoon and late afternoon time strikes. We have found the programmable memorial calendar option that enhanced our fund raising campaign continues to perform flawlessly. We have 45 musical events selected by contributing participants in recognition of their generosity occurring during each year. A display of memorial calendar name, music and event time has been prepared and available for reference within the church.

The option of carillon music connected to our internal sound system has received many compliments. This function controlled by the wireless remote feature provides noticeable pleasure to visitors and regular church members. Congregational participants can be greeted prior to starting and after ending of services or other church events with random and/or specific selections of carillon music.

Our church is delighted with results of the Chime Master system purchase, supported by your friendly, responsive service. We would recommend it to anyone seeking to enrich church experience with the unique sound of bells.

Sincerely,



Jim McIntyre
For St. John's Lutheran Church

Douglas R. Vold, Pastor - (406)442-6270

stjohnshelena@in-rcb.com

10408



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Chime Master Millennium Carillon

Exhibit F

1. List of Montgomery Vendors associated with this project

City of Montgomery

- GBC Construction, LLC
- Wallen Plumbing, LLC
- McCoy's Building Supply
- James Kahl
- Woodforest Bank
- L Squared Engineering

Montgomery County

- Gerrit Construction LLC. – General Contractor - Spring
- Karl Voelkel – Designer - The Woodlands
- Jose E. Ortiz – Willis
- Bug Free Pest Control – Spring
- Concrete Contractors Supply of Texas – Conroe
- Builders First Source – Conroe
- Home Depot – Conroe and Spring
- Lowe's – Spring and Conroe
- Mastercast, Inc. – Magnolia
- JR Masonry, Inc. – Conroe
- Vast Structural Services – Humble
- New Image Landscaping – The Woodlands
- Data Link – Conroe
- Conroe Empire Electric - Conroe

Montgomery City Council
AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits: Packet of information from the Living Savior Lutheran Church Re: parking lot paving
Date Prepared: March 14, 2019	

Subject

This is a request from the Living Savior Lutheran Church of Montgomery for financial support of \$112,250 out of a \$224,500 total parking lot paving project that they are intended to do as part of their improvements to their grounds and facilities. This is a discussion report only, no action is being requested this meeting.

Description

Attached is the grant application and supporting materials of information regarding the parking lot paving. The parking lot is located immediately west of the existing church Annex – specifically South of Caroline Street and north of Cemetery Street and bounded on the west side by Louisa Street. Is the large grassy area where overflow parking happens now for the church with not too wet for parking.

The proposal is to install a 36 937 ft.² concrete parking lot at 6 inches depth, with approximately 97 spaces. Items not included in this application the included in the project are underground wiring and pole lights, and the landscaping periphery and in the light islands and an irrigation system. Uses of the lots it is listed at the bottom of page 1 of 2 in the attachment. The use of the parking lot by others is described as the church and routinely allowing the public to use their parking. However, as described in the attachment, it reads the owner of the parking lot is the church and their conflicts on a particular day week or weekend the church were notified of the city that the lot is not available. Is not the type of arrangement now held on the two downtown parking lots—on both of those lots the public has

Montgomery City Council
AGENDA REPORT

the first right with the ability to gain City permission to solely use the parking lot for their specific use which has been done several times since the parking lots were installed. This is something that will have to get worked out with church—a fundamental point in the participation by the MEDC/ City I would think.

The city engineers have already reviewed, and approved, the plans, drainage issues and site work for this project.

The project cost should probably be reviewed by the city engineer or the Public Works Director using his contacts with paving contractors. The appearance of the parking lot with the multiple trees and possibly with ornamental lighting could be a very positive addition to the downtown area and the historic district.

This is not in the budget, but there is \$39,200 in the Utility Extensions line item which, historically where larger Capital Improvement costs have come from, plus the balance in the MEDC account.

Recommendation

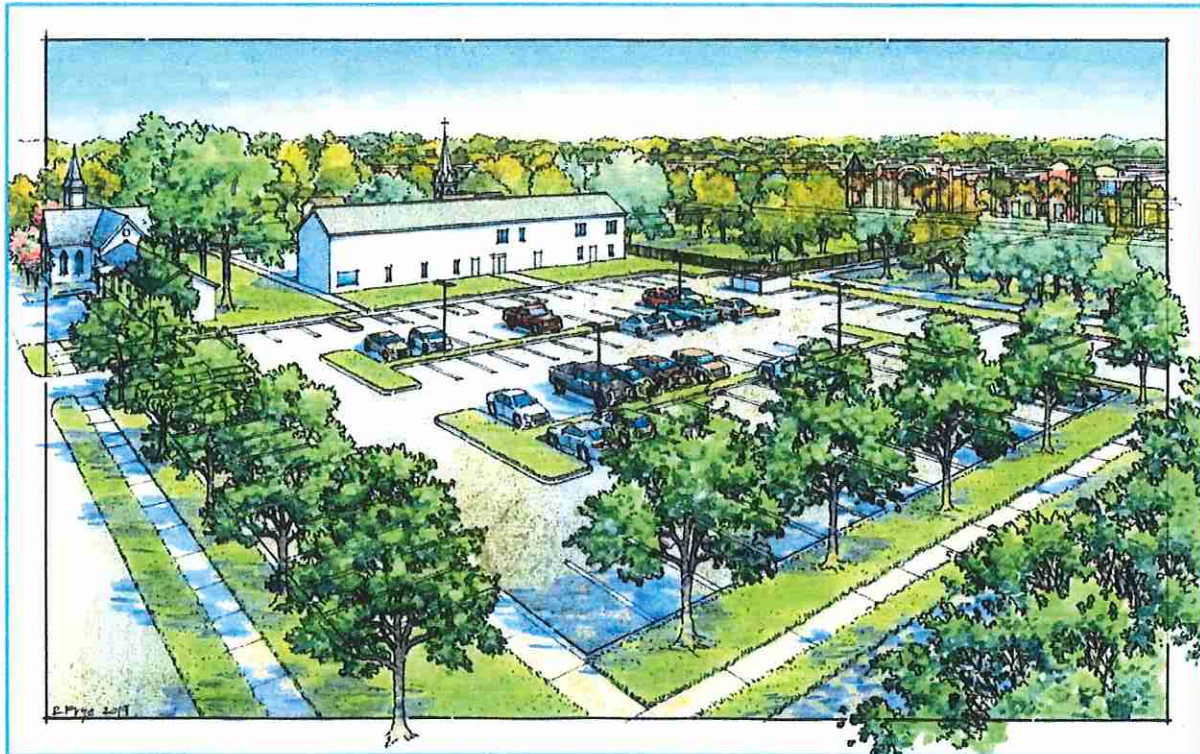
Listen to the presentation ask questions and start the process of thinking about an action for next month possibly, or you could direct the Church to work out a tentative Lease with the City for the parking lot, then make your decision based on those terms.

Approved By

City Administrator

Jack Yates

Date: March 14, 2019



Living Savior Lutheran Church

City of Montgomery, TX

Economic Development Corp. Grant Application

Parking Lot Paving

March 12, 2019

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



Company Name: Living Savior Lutheran Church			
Company Contact: Peter H. Hames		Title: President	
Best Phone: 409-781-5059		Alt. Phone: 936-890-3702	
Email Address: phhames@earthlink.net			
Physical Address: 309 Pond Street		City, State, Zip: Montgomery, TX 77356	
Mailing Address (if different):		City, State, Zip:	
Applicant's years of experience in this business: 11 years		How long has his business been located in Montgomery? 11 Years	
Do you own or lease this facility? <input checked="" type="checkbox"/> OWN <input type="checkbox"/> LEASE		If leased, please provide owner information and a copy of lease agreement. Owner Name: _____ Owner Phone: _____	
Provide a detailed description of the proposed project as "Exhibit A" attached Parking Lot Paving			
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)		\$ 224,500.00	
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)		\$ 112,250.00	
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")		\$ 37,417.00	
When will this project begin? April 15, 2019		What is the estimated completion date? May 15, 2019	
Attach all drawings of planned improvements as "Exhibit D"			
Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"			
If this project will employ Montgomery vendors, please supply details as "Exhibit F"			
Applicant's Signature: <u>Peter H. Hames</u> Title: <u>President</u> Date: <u>3/12/19</u>			
OFFICE USE:			
Date Application Received:	Date Presented to Board:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving

Exhibit A

1. Description of Proposed Project

We have City approval to install a 36,937 sq. foot concrete parking lot behind our Family Life Center on our lot currently covered by gravel and grass.

This project includes:

- Install 36,937 sq. foot concrete parking lot at 6 inches
- Approximately 97 spaces
- No entry from Cemetery Street
- Entries from Louisa Street and Caroline Street
- Six handicap spaces
- Sidewalk to door into Family Life Center
- Pads for dumpster enclosure and storage shed
- Remove existing garage
- Remove overhead wiring and lighting
- Remove trees around periphery

Items with costs not included in this application:

- Dumpster enclosure and shed to be built by members
- Install underground wiring and pole lights
- New landscaping around periphery and in islands
- Install irrigation system

2. Intended Use of Parking Lot

Members of both Living Savior and the Church of Christ in Montgomery (Old Baptist Church) currently use our parking lot.

We use the lot as follows:

- Sunday morning services
- Wednesday evening services during Lent and Advent
- Additional services around Christmas and Easter
- Group meetings during days and evenings throughout the week



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving

3. Use of Parking Lot by Others

The Montgomery Area Chamber of Commerce sponsors a number of events throughout the year. Living Savior has routinely allowed the Chamber to designate our site for exhibitor and customer parking.

However, Living Savior is the owner of this parking lot and, if there are conflicting needs on a particular day or weekend, Living Savior will notify the Chamber that the lot is not available.



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving

Exhibit B

1. Estimated Total Cost of Project

The estimated total cost of this project is \$224,500.00. See attached bid from GCB Construction, LLC of Montgomery, TX.

The scope of work includes:

• Site work and Stabilization	\$ 64,250.00
• Parking Lot and Sidewalks	<u>\$168,250.00</u>
Total Project Pricing	\$232,500.00
Tax Exempt Credit	\$ 8,000.00
Final Bid	\$224,500.00

For your information, we obtained three competitive bids for this project.

We do not have firm bids/costs on the items not included in this application, but we estimate that we will expend an additional:

• Dumpster enclosure and storage shed	\$ 15,000.00
• Underground wiring and lighting	\$ 10,000.00
• New landscaping around periphery and in islands	\$ 15,000.00
• Irrigation system	<u>\$ 10,000.00</u>

Total Additional Improvements \$ 50,000.00

When all these items are completed, we will have a parking lot that will be a significant improvement to the Historic District of the City of Montgomery and useful for many years to come.



117 Lakeside Dr
 Montgomery, Texas 77356
 Phone/Fax: 281-389-0329
 Email: gregpospisil@yahoo.com

February 8, 2019

Project: Living Savior Lutheran Church
 309 Pond St.
 Montgomery, TX. 77356

RE: New Concrete Parking Lot

GCB, LLC is pleased to provide all material's, labor, equipment, supervision, insurance, etc. to perform the following scope of work. Our Project Scope and Pricing is shown below, and are based on the drawings and general notes and discussion about site.

Scope of work:

Parking Lot-(36,937 SF @ 6")

- Set perimeter forms per plans
- Furnish and install #3 @ 18" OC Ea. Way
- Expansion Joints will be provided every 60LF per plans and specs
- Furnish and install (3000 psi concrete)
- Apply membrane curing type 2
- Saw cuts per plans and specs
- All new concrete shall be a broom finish

Sidewalks-(1,726 SF) W/3' Flumes-(5)

- Set perimeter forms per plans
- Furnish and install #3 @ 18" OC Ea. Way
- Expansion Joints will be provided every 60LF per plans and specs
- Furnish and install (3000 psi concrete)
- All new concrete shall be a broom finish
- 115 LF of 13" and 550LF of 6" Curbs
- All stripping per plans and spec as shown on Sheet 05

PROJECT PRICING

\$ 168,250.00

Site work and Stabilization

- Demo asphalt, gravel and existing building slab
- Strip site, haul off excess
- Cut to grade, haul off excess, stabilize top 6" with lime @ 33 lbs/SY, compact and grade to +/- .10th
- Furnish and install crushed concrete base for 648 SF @ 5/6 inches
- Grade for sidewalks
- Construction Entrance
- Silt Fence
- Backfill, grade behind new curbs
- Engineering & layout (property lines and benchmark by others)

PROJECT PRICING

\$ 64,250.00

TOTAL PROJECT PRICING

\$ 232,500.00

TAX EXEMPT CREDIT DEDUCT

(\$ 8,000.00)

\$ 224,500.00

QUALIFICATIONS and EXCLUSIONS

THIS QUOTE INCLUDES WORK FROM CIVIL DRAWINGS AND GENERAL NOTES:

- All work to be performed on a 5/6 day per week 8/10 hour per day schedule.
- All work is considered new construction. Sales tax are included on materials only.
- No Addenda are Acknowledged
- Engineering and layout is included-(Property lines, building corners and benchmarks by others)
- Sod, seeding, grassing by others
- Testing lab by others
- Demo and or removal of underground or hazards material's are any un seen structure are not included
- Formal safety personnel or flagman
- The identification, re-routing, removal, or re-location of existing underground or overhead obstructions that may be in the way of new construction items.
- Installation of conduits or sleeves for irrigation
- There may be some changes to pricing if there are spec are details provided later.

We appreciate the opportunity to quote this job. If you should have any questions please feel free to contact me at **281-389-0329** or you can email me at [**gregpospsil@yahoo.com**](mailto:gregpospsil@yahoo.com)

Sincerely

Greg Pospisil



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving

Exhibit C

1. Requesting Exemption for Additional Funding

We are requesting additional funding because the parking lot will be used for a number of events that bring businesses and people to the City of Montgomery.

In addition, this project will be a significant improvement to the Historic District.

Total Cost of Project	\$224,500.00
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Amount requested (50% of total)	\$112,250.00
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Amount in excess of 33.3%	\$ 37,417.00
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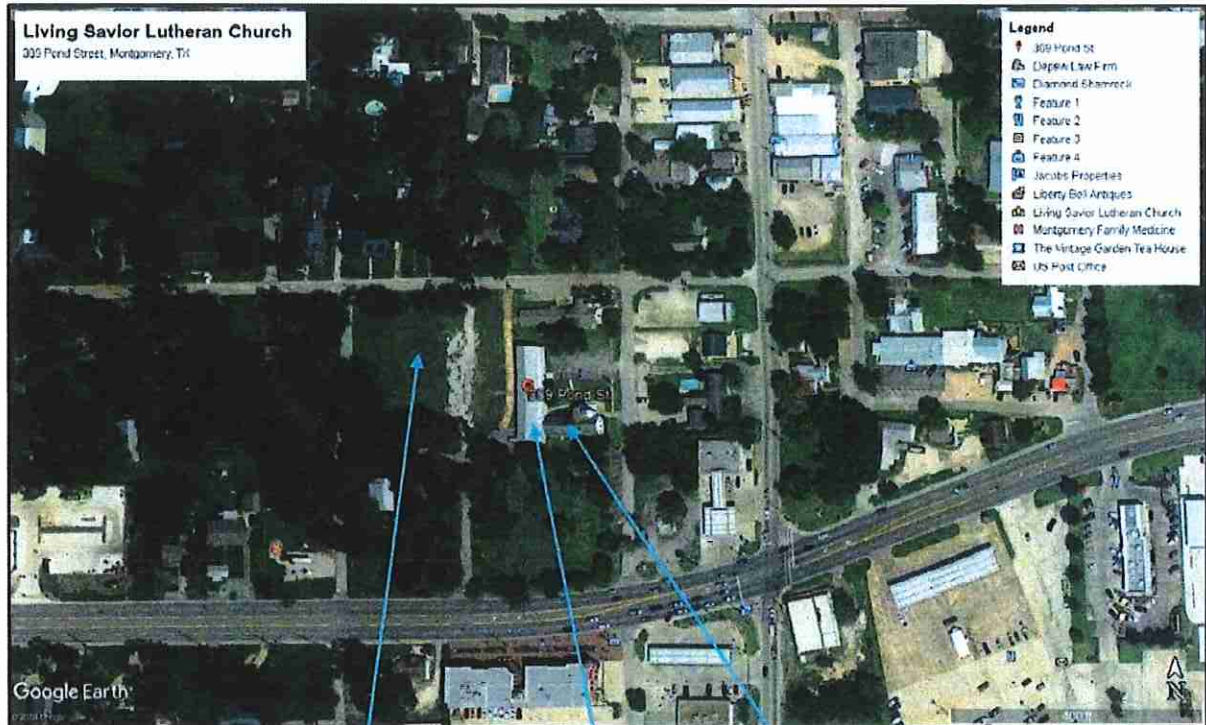
We understand that the MECD funded a recent parking lot project at 50% of total cost, so there is a precedent for this request.



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving

Exhibit D

1. Drawings of Planned Improvements



Location of Living Savior Parking Lot

Family Life Center

Sanctuary Renovations



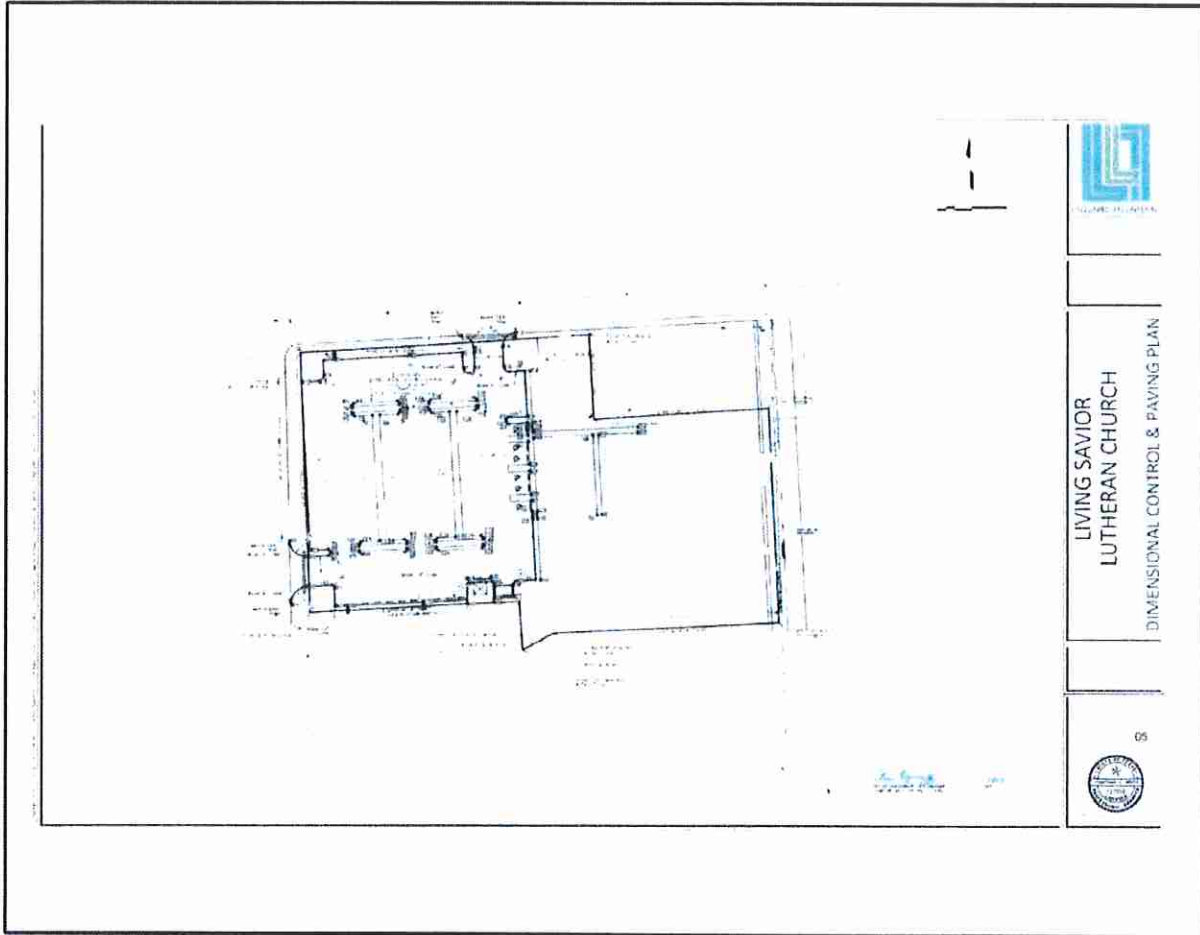
Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving



Existing parking lot view from corner of Caroline and Louisa looking east



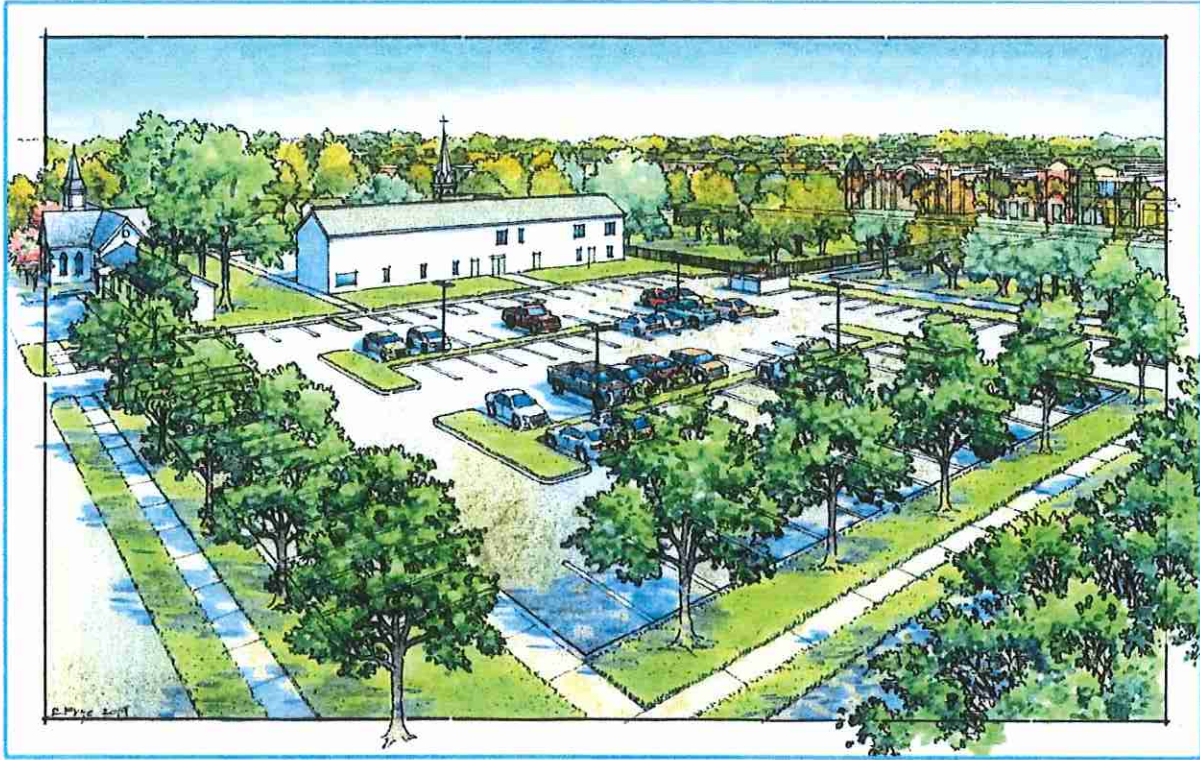
Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving



Approved Plan for Living Savior Parking Lot



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving



Artist's Rendition of Parking Lot looking from Corner of Caroline and Louisa Streets

Note: Landscaping and lighting plans are still under development



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving

Exhibit E

1. Expected Commercial Revitalization Impact

The Montgomery Area Chamber of Commerce sponsors a number of events during the year in the Historic District of Montgomery.

They routinely request permission to use our parking lot and, each time, they give us an insurance certificate covering us for any claims that may arise with the use of our parking lot.

Over the years, there have been several occasions when, because of rain soaked ground, vehicles became stuck in the mud requiring towing.

By paving our parking lot this will no longer be a concern. In addition, there will be marked spaces leading to more parking capacity.

In addition, a paved parking lot with lighting and landscaping will significantly improve the ambiance of the Historic District and compliment the \$850,000 we are spending to renovate our historic church built in 1908.

2. Sales Tax Revenue Impact

The Montgomery Area Chamber of Commerce sponsors the following events that bring sales tax revenue to the City of Montgomery:

- Freedom Fest – 4th of July Celebration
- Wine & Music Fest – 3rd Saturday in September
- Christmas in Montgomery – 2nd Saturday in December

We understand that the City receives a significant boost in sales tax revenue in the month of these events although the actual amount attributable to them is not available.

With a paved parking lot only one block west of Liberty Street, both exhibitors and visitors will have a better experience, which we believe, will lead to even greater attendance with resultant increase in sales tax revenue for the City.



Living Savior Lutheran Church
Montgomery Economic Development Grant Application
Parking Lot Paving

Exhibit F

1. List of Montgomery Vendors associated with this project

City of Montgomery

- GBC Construction, LLC
- Wallen Plumbing, LLC
- McCoy's Building Supply
- Woodforest Bank
- L Squared Engineering

Montgomery County

- Gerrit Construction LLC. – General Contractor - Spring
- Karl Voelkel – Designer - The Woodlands
- Home Depot – Conroe and Spring
- Lowe's – Spring and Conroe
- New Image Landscaping – The Woodlands
- Conroe Empire Electric - Conroe

AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount: none
Prepared By: Jack Yates City Administrator	Exhibits: emails
Date Prepared: March 11, 2019	

Subject

Discussion of the Flag and Food Festival and the decision making process that resulted in the recommendation that the festival to be postponed to 2020.

Description

Rebecca reached out to Katrina on Feb 26 (approximately 6 weeks prior to festival) with a list of questions about progress on the festival. Katrina's response prompted a discussion with the Mayor and an email to me in which Rebecca indicated her concern about the lack of progress and whether it was possible to create a successful event in the amount of time remaining.

Rebecca then asked: "If you agree with my and Sara's assessment, please send this email to the rest of the Board and ask for feedback. I do not think that we should wait for another three weeks to officially postpone this event."

At this point, after agreeing with Rebecca, Katrina and the Mayor's assessment of the situation, I sent the email to the Board announcing that the festival had been postponed. I realize that it is an MEDC decision to actually decide not to have the Festival, and I missed the opportunity to bring the subject up at the February 18th meeting, but I was not as close to the subject as I became in the last week of February --- but I also did not want Katrina spending fruitless time/money/effort on something that was simply beyond hope of happening.

The reason that the Mayor got into the issue is that the idea of the Festival was hers, as the MEDC Board knows, and that she was part of the planning effort. The cancellation was not her decision, but she did have substantial effect on the decision.

Montgomery City Council
AGENDA REPORT

Recommendation

Comment as appropriate and make a motion, if desired.

Approved By

City Administrator

Jack Yates

Date: March 11, 2019



Huss, Rebecca <rhuss@ci.montgomery.tx.us>

Flag and Food Festival

1 message

Yates, Jack <jyates@ci.montgomery.tx.us>

Fri, Mar 1, 2019 at 2:51 PM

To: "Huss, Rebecca" <rhuss@ci.montgomery.tx.us>, Bill Hanover <bhanover@ci.montgomery.tx.us>, Bob Kerr <bkerr@ci.montgomery.tx.us>, Cheryl Fox <foxinsurance@consolidated.net>, Amy Brown <abrown@ci.montgomery.tx.us>, Julie Hutchinson <jhutchinson@ci.montgomery.tx.us>, Tom Cronin <tcronin@ci.montgomery.tx.us>

Cc: Katrina Moore <kmoore@ci.montgomery.tx.us>

Mayor Countryman, Rebecca Huss and I had a meeting with Katrina about the Flag & Food Truck Festival in which it was agreed by all to move the event to 2020 because of the lack of traction on the event. No vendors have been committed, no sponsors have been secured and in general there was a lack of positive movement when the event is seven weeks away. While, Mayor Countryman is not an MEDC member she is certainly tied to the event and Rebecca and I both took her opinion as highly regarded, concerning this decision.

We have scheduled a "minor" event in August as a semi-replacement which should be an easy event and have started the ball rolling on the Oktober Fest. Rebecca and I are going to increase the frequency of meetings with Katrina and we both will be more demanding about timelines and deliverables. This will be a discussion subject at the March 18th MEDC meeting.

Jack



Huss, Rebecca <rhuss@ci.montgomery.tx.us>

Fwd: Festival questions

1 message

Huss, Rebecca <rhuss@ci.montgomery.tx.us>
To: Jack Yates <Jyates@ci.montgomery.tx.us>

Fri, Mar 8, 2019 at 7:44 AM

----- Forwarded message -----

From: **Huss, Rebecca** <rhuss@ci.montgomery.tx.us>

Date: Tuesday, February 26, 2019

Subject: Festival questions

To: Jack Yates <Jyates@ci.montgomery.tx.us>, Sara Countryman <scountryman@ci.montgomery.tx.us>, "Moore, Katrina" <Kmoore@ci.montgomery.tx.us>

Jack -

Sara and I had a discussion this morning and both of us were very concerned that the Flag & Food Truck Festival had not progressed far enough in execution to create the exceptional event that would justify the prospective sponsors' investment in the event. We also wanted this event to be a success from which to move forward to other events using the reputation to garner additional sponsors, vendors, and visitors.

I sent Katrina a list of questions that I thought were relevant and received a response this afternoon (see below). Based on the lack of response for both vendors and food trucks and only 6 weeks left until the date of the event, I think that we should postpone the launch of the Flag & Food Truck Festival until 2020.

At this time, I believe that we have only spent \$50, which is for the logo and can be used for the next event.

If you agree with my and Sara's assessment, please send this email to the rest of the Board and ask for feedback. I do not think that we should wait for another three weeks to officially postpone this event.

Thanks
Becky

----- Forwarded message -----

From: **Moore, Katrina** <kmoore@ci.montgomery.tx.us>

Date: Tue, Feb 26, 2019 at 1:24 PM

Subject: Re: Festival questions

To: Huss, Rebecca <rhuss@ci.montgomery.tx.us>

Cc: Sara Countryman <scountryman@ci.montgomery.tx.us>

Good afternoon ladies. Response below. Please be assured that my every intention is for this to be an amazingly successful festival and that I am working hard and doing everything I can to make that happen. I am always open to a chat with you. Apologize for the delay in responding....had a meeting with Jennifer about Movies at the Community Center.

of confirmed & paid vendors - To date, none.

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- status of entertainment - vintage car group confirmed. aztec dancer confirmed. promoter has live band (Partly Sunny band) to play from 6 - 9:30 on Friday, DJ from 10 - 3:30 on Saturday, and Band (Kenny Martin Band) to play from 3:30 - 7:30 on Saturday for \$1600.

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Katrina -

Sara and I are extremely worried about the progress towards a successful festival. Please respond with the following information:

- # of confirmed & paid vendors
- how have you reached out to vendors
- # of confirmed & paid food trucks
- how have you reached out to food trucks
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- do we have a contract for them to sign
- status of Spirit of Texas sponsorship
- status of Buckalew sponsorship
- status of entertainment

It's getting to the point where Sara and I are concerned that we aren't going to have an amazing festival. We should be a lot further along than we currently are (6 weeks out).

Becky

AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits: Board minutes, Reports on MEDC agenda items from City Administrator, e-mails regarding decision
Date Prepared: March 8, 2019	

Subject

This is to consider the direction of the MEDC Board regarding the supervision of Katrina Moore, Tourism and Marketing Director – as requested by Board Member Tom Cronin. Tom is concerned that the MEDC has directed Rebecca Huss, MEDC President, to be involved in the supervision of Katrina, rather than the City Administrator.

Description

Attached are the minutes of the MEDC where the supervision of the new position was discussed, but was not reported in the minutes. The discussion at the MEDC meeting was that the

- 1) MEDC Board wanted more direct management of the Tourism and Marketing staff member – but also realized that they did not want an employee to be directly paid by the MEDC and
- 2) That this would assist the City Administrator in his not having to spend the time providing the direct supervision.

The MEDC Board after 2-3 months of such discussion directed the City Administrator to provide only very general supervision and that direct supervision would come from the MEDC President, currently Rebecca Huss, with guidance and direction from the MEDC Board.

Montgomery City Council
AGENDA REPORT

This arrangement has worked satisfactorily, to my mind, and is more of a participation in helping get things done rather than an intrusion --- Rebecca and I have discussed the management of Katrina's activities and work performance.

The recent direction to Katrina to stop working on the Lone Star Festival was discussed and the direction came from me. This decision was after an examination of progress toward execution of the event originally scheduled on April 12 (see attached e-mail). It was this cancellation (that Tom feels should have been done by the entire Board rather than by Rebecca and I -- which is a proper point and one that I will separately report to you on another agenda item) that brought this concern.

Although this appears to be an MEDC discussion, if anyone, thought the MEDC is acting improperly it could bring the subject to the MEDC Board and/or the City Council.

Recommendation

Consider and adjust your direction as you desire.

Approved By

City Administrator

Jack Yates

Date: March 8, 2019

Mr. Moravec said he would like the report before the EDC pays the sales tax reimbursement. Motion by Mr. Moravec, seconded by Mr. Champagne to approve the Assignment of the Economic Development Agreement. All in favor. (7-0)

8. Consideration and possible action regarding Katrina Moore's Work Plan Formulation.

Ms. Moore gave the Board a brief presentation of her view for the future of Montgomery as it pertained to marketing and tourism.

The topic of the presentation was "How to Put Montgomery on the Radar." The main points covered building awareness, keeping people coming back and defining success.

She suggested enhancing the city's "curb appeal", keeping Montgomery beautiful, revitalization of Main Street in order to bring more businesses into downtown, and community investment.

Ms. Moore plans on meeting with residents, business owners, groups and organizations in order to get input from them on the direction they would like to see the city head towards. She said it was important for these groups to work together.

Ms. Moore would like to focus on the city's branding, maximizing social media presence, advertising, non-traditional marketing, increasing engagement with visitors, and utilizing Distrx.

Ms. Moore said the first sixty days will be dedicated to identifying targeted industries and businesses; target audiences of visitors; establishing goals; and meeting with local organizations, residents and business leaders.

Ms. Moore has already partnered with the Gulf Coast Workforce Board to put together an education seminar for local businesses. This seminar will be held January 9th and focus on helping small businesses find resources to help them expand.

Ms. Moore said the next three to five months, she will focus on establishing social media. She said that she has already begun addressing the Historic Montgomery Facebook page. She stated that just in the past two weeks the page has gained one hundred new followers. She is also helping the Police Department set up their own Facebook page.

Mr. Champagne said the Police Department needs to go through City Council before setting up a page.

Ms. Moore said she has already begun gathering information to create marketing materials.

Ms. Moore said her six to twelve month plan is to develop a comprehensive branding and marketing strategy to highlight signature events; look for additional financial resources for new events; and working with the Texas Forest Trail Regions to promote Montgomery.

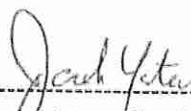
No Action was taken on this item.

**NOTICE OF REGULAR
MEETING**
Montgomery Economic Development Corporation
(MEDC)

Notice is hereby given that the Board of Directors of the Montgomery Economic Development Corporation will hold a Regular Meeting at 6:00 p.m. on **December 17, 2018** at the Montgomery City Hall, 101 Old Plantersville Road, in Montgomery, Texas.

1. Call to Order
2. Open Public Comment
3. Approval of Minutes of October 29, 2018
4. Monthly Financial Report (October, November 2018)
5. Consideration and possible action regarding Montgomery Historical Society funding for Christmas in Historic Montgomery event
6. Consideration and possible action regarding amendment of bylaws
7. Consideration and possible action regarding approval of Assignment of Economic Development Agreement between Milestone Properties, Inc., Kroger, Texas L.P. the City of Montgomery and the Montgomery Economic Development Corporation
8. **Consideration and possible action regarding Katrina Moore, Work Plan Formulation**
9. Consideration possible action regarding spending plans of the MEDC budget line items
10. Economic development report: City Administrator Report, Engineer Report
11. Board Inquiry
12. Adjournment





Jack Yates, City Administrator for
Rebecca Huss, President of MEDC

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 14th day of December, 2018 at 11:20 o'clock AM. I further certify that the following news media was notified of this meeting as stated above: The Courier

Montgomery City Council
AGENDA REPORT

Meeting Date: December 17, 2018	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits:
Date Prepared: November 16, 2018 December 13,	

Subject

This is a discussion about how Katrina Moore, new Director of Marketing and Tourism will develop a work plan for a three month test/methodology, and how she is to report to the MEDC board

Description

This will be a new course of action due to a new employee, doing a new undefined job, with a hybrid type of management being accomplished by the MEDC Board based on her monthly status and requests for direction reports to the Board.
Katrina gave a very good summary of how she thought her first few months should go during her interview for the position. I think that presentation to you would help in your direction.

Recommendation

Listen to Katrina's ideas, match them to your intentions and tentatively decide a course of action that will probably be amended a few times over the next six months until a manageable pattern is determined best for the MEDC Board and Katrina in being able to best function in the position.

Approved By

City Administrator	Jack Yates	Date: December 13, 2018
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NOTICE OF REGULAR
MEETING
Montgomery Economic Development Corporation
(MEDC)

No meeting,
Lack of
Agenda
J.Y.

Notice is hereby given that the Board of Directors of the Montgomery Economic Development Corporation will hold a Regular Meeting at 6:00 p.m. on November 19, 2018 at the Montgomery City Hall, 101 Old Plantersville Road, in Montgomery, Texas.

1. Call to Order
2. Open Public Comment
3. Approval of Minutes of October 29, 2018
4. Monthly Financial Report (October, 2018)
5. Consideration and possible action regarding Katrina Moore, Work Plan Formulation
6. Consideration possible action regarding spending plans of the MEDC budget line items
7. Economic development report: City Administrator Report
8. Board Inquiry
9. Adjournment



Jack Yates

Jack Yates, City Administrator for
Rebecca Huss, President of MEDC

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 16th day of November, 2018 at 2:30 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

Montgomery City Council
AGENDA REPORT

Meeting Date: November 19, 2018	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits:
Date Prepared: November 16, 2018	

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Approved By

City Administrator	Jack Yates	Date: November 16, 2018
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Yates, Jack <jyates@ci.montgomery.tx.us>

Flag and Food Festival

1 message

Yates, Jack <jyates@ci.montgomery.tx.us>

Fri, Mar 1, 2019 at 3:51 PM

To: "Huss, Rebecca" <rhuss@ci.montgomery.tx.us>, Bill Hanover <bhanover@ci.montgomery.tx.us>, Bob Kerr <bkerr@ci.montgomery.tx.us>, Cheryl Fox <foxinsurance@consolidated.net>, Amy Brown <abrown@ci.montgomery.tx.us>, Julie Hutchinson <jhutchinson@ci.montgomery.tx.us>, Tom Cronin <tcronin@ci.montgomery.tx.us>

Cc: Katrina Moore <kmoore@ci.montgomery.tx.us>

Bcc: shensley <shensley@ci.montgomery.tx.us>, Dave McCorquodale <dmccorquodale@ci.montgomery.tx.us>, Sara Countryman <scountryman@ci.montgomery.tx.us>

Mayor Countryman, Rebecca Huss and I had a meeting with Katrina about the Flag & Food Truck Festival in which it was agreed by all to move the event to 2020 because of the lack of traction on the event. No vendors have been committed, no sponsors have been secured and in general there was a lack of positive movement when the event is seven weeks away. While, Mayor Countryman is not an MEDC member she is certainly tied to the event and Rebecca and I both took her opinion as highly regarded, concerning this decision.

We have scheduled a "minor" event in August as a semi-replacement which should be an easy event and have started the ball rolling on the Oktober Fest. Rebecca and I are going to increase the frequency of meetings with Katrina and we both will be more demanding about timelines and deliverables. This will be a discussion subject at the March 18th MEDC meeting.

Jack



Yates, Jack <jyates@ci.montgomery.tx.us>

Fwd: Festival questions

1 message

Huss, Rebecca <rhuss@ci.montgomery.tx.us>

Fri, Mar 8, 2019 at 8:44 AM

To: Jack Yates <Jyates@ci.montgomery.tx.us>

----- Forwarded message -----

From: **Huss, Rebecca** <rhuss@ci.montgomery.tx.us>

Date: Tuesday, February 26, 2019

Subject: Festival questions

To: Jack Yates <Jyates@ci.montgomery.tx.us>, Sara Countryman <scountryman@ci.montgomery.tx.us>, "Moore, Katrina" <Kmoore@ci.montgomery.tx.us>

Jack -

Sara and I had a discussion this morning and both of us were very concerned that the Flag & Food Truck Festival had not progressed far enough in execution to create the exceptional event that would justify the prospective sponsors' investment in the event. We also wanted this event to be a success from which to move forward to other events using the reputation to garner additional sponsors, vendors, and visitors.

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Becky

AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount: not to exceed \$4,000
Prepared By: Jack Yates City Administrator	Exhibits: Budget, schedule
Date Prepared: March 11, 2019	

Subject

Texas Flag Celebration

Description

The Texas Flag Celebration came out of an attempt to salvage the Flag & Food Truck Festival. It was ultimately determined that it would still not be feasible to get everything done by the original date but that the idea was a sound one and that it could be done as a smaller event (which was one of MEDC's 1 year goals).

The date is set for August 24, which is after school is back in session in order to have an increased attendance potential. We intend to work with MISD teachers so that the programming has a connection with their lessons.

The festival will be a one day mix of typical vendors, food, and activities but will also include speakers, reenactments, and tours. See the schedule for more details. The schedule is not finalized but is intended to give an example of the feeling of the day.

The day will end with a picnic and a movie on the lawn of the Community Center.

The attached budget includes revenue items but the request is for the full amount of the expenditures envisioned.

Recommendation

This festival hits a number of points on MEDC's priority list. It is a new festival that will bring people to town and thus is a small boost to economic activity. It is also highlights Montgomery's ties to the past and to the Texas flag. The educational component and activities make it a family friendly day which has been a consistent point of feedback that Katrina has received from residents.

Consider and act as you see fit.

Approved By

City Administrator	Jack Yates	Date: March 11, 2019
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Week of August 19-24

Fly Texas flags at individual residences & businesses
Decorate Memory Park with flags
Decorate Cedar Brake Park with Flags

Saturday, August 24

9:00-4:00 Vendors preferably all things Texas or made in Texas

10:00 Guided walking tour of historic Montgomery - following Distrx app.

12:00 Presentation of Colors

12:15 CB Stewart re-enactment presentation of the design and acceptance of the Lone Star Flag

12:45 Texas Daughters of the American Revolution History of the Texas Flag

1:30 Six Flags over Texas history Presentation by Tom Cox, 5HSU

Early Days of City of Montgomery Presentation by Larry Foerster, Chairman of

2:30 Montgomery Co. Historical Society

3:30 Denton Florian - Early Years of the Texas Republic

2:00-4:00 Activities on the Community Center Lawn - kids crafts

4:30 Aztec Dancers

5:15 Storytelling

5:45 Re-enactment

6:00 Picnic on the lawn of the Community Center with local music

Sparklers

Snoballs

8:00 Emmy-awarded Sam Houston film documentary

Texas Flag Celebration Budget

	Income	Expense
Speakers		\$ 750
Supplies for Crafts		\$ 300
Supplies for Campfire Cooking		\$ 300
Movie cost		
Marketing		\$ 500
Logo		\$ 50
Sponsor	\$ 1,500	
Sparklers & Snoballs		\$ 200
Food Truck	\$ 600	
postcards		\$ 150
Vendors	\$ 1,000	
	<u>\$ 3,100</u>	<u>\$ 2,250</u>
Net Income (Loss)	\$ 850	

AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount: \$903
Prepared By: Jack Yates City Administrator	Exhibits: blank TABC permit
Date Prepared: March 11, 2019	

Subject

TABC Permit

Description

The Texas Alcohol & Beverage Commission requires permits for organizations to sell alcoholic beverages at events. There are various requirements that the organization must follow once a permit is obtained and although the people selling are not required to TABC licensed, it's a good idea to have them run through the training anyway.

Being able to sell alcohol at festivals is a big revenue driver at some events (see wheat & wine festival budget) and even makes an impact at smaller activities such as the Flag Pride Day. MEDC will have to work out exactly how to manage the sales, but right now we are investigating a rotating group of non-profits to partner with us to provide the volunteer hours and receive a donation from MEDC for their work. It would also be possible to hire temporary staff – lower price but the money would not stay local.

Permits are available on a per-event basis or a multi-year basis. Per event cost is approximately \$200 and a 2-year permit is \$903. Thus, if we sell alcohol at more than 5 events over the next 2 years it makes sense to apply for a 2-year permit. This does not include the benefits of foregoing the administrative costs of journeying to the TABC office in Conroe to obtain individual event permits, which means the breakeven event number is likely closer to 4 over 2 years.

Insurance costs for the TABC permit are rolled into our event insurance and seem to be the same whether the event has alcohol sales or not. The main expense differential per event would be security – which is required in events

Montgomery City Council
AGENDA REPORT

with alcohol but not in events without.

Breakeven for Alcohol - small festival				cost	
	Number	Price Per Hour	Hours		
Security	2	40	9	9	720
Servers	2	20	9	9	360
					\$1,080

With paid servers, it seems that the minimum estimated net revenue from sales needs to be at least \$1,000, which makes the decision to sell alcohol at smaller events a difficult one that needs to be considered by the Board for each small event.

The larger events such as the Wheat & Wine Festival and Oktober Fest should easily exceed this amount. Since they alone account for four events over two years they will cover the cost of the 2-year TABC license.

Recommendation

Approve acquiring a 2-year TABC license

Approved By

City Administrator

Jack Yates

Date: March 11, 2019



ON-PREMISE PREQUALIFICATION PACKET

L-ON
(12/2017)

Submit this packet to the proper governmental entities to obtain certification for the type of license/permit for which you are applying as required by Sections 11.37, 11.39, 11.46(b), 61.37, 61.38, 61.42 and Rule §33.13

Contact your local TABC office to verify requirements of Sections 11.391 and 61.381 as you may be required to post a sign at your proposed location 60-days prior to the issuance of your license/permit.

All statutory and rule references mentioned in this application refer to and can be found in the Texas Alcoholic Beverage Code or Rules located on our website. www.tabc.texas.gov/laws/code_and_rules.asp

LOCATION INFORMATION

1. Application for: Original Add Late Hours Only License/Permit Number

Reinstatement License/Permit Number

Change of Licensed Location License/Permit Number

2. Type of On-Premise License/Permit

- | | |
|---|---|
| <input type="checkbox"/> BG Wine and Beer Retailer's Permit | <input type="checkbox"/> LB Mixed Beverage Late Hours Permit |
| <input type="checkbox"/> BE Beer Retail Dealer's On-Premise License | <input type="checkbox"/> MI Minibar Permit |
| <input type="checkbox"/> BL Retail Dealer's On-Premise Late Hours License | <input type="checkbox"/> CB Caterer's Permit |
| <input type="checkbox"/> BP Brewpub License | <input type="checkbox"/> FB Food and Beverage Certificate |
| <input type="checkbox"/> V Wine & Beer Retailer's Permit for Excursion Boats | <input type="checkbox"/> PE Beverage Cartage Permit |
| <input type="checkbox"/> Y Wine & Beer Retailer's Permit for Railway Dining Car | <input type="checkbox"/> RM Mixed Beverage Restaurant Permit with FB |
| <input type="checkbox"/> MB Mixed Beverage Permit | |
| <input type="checkbox"/> O Private Carrier's Permit – For Brewpubs (BP) with a BG only | |

3. Indicate Primary Business at this Location

- | | | |
|---|--|--|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Sporting Arena, Civic Center, Hotel | <input type="checkbox"/> Bar |
| <input type="checkbox"/> Grocery/Market | <input type="checkbox"/> Sexually Oriented | <input type="checkbox"/> Miscellaneous _____ |

4. Trade Name of Location

5. Location Address

City	County	State	Zip Code
------	--------	-------	----------

6. Mailing Address

City	State	Zip Code
------	-------	----------

7. Business Phone No.

Alternate Phone No.

E-mail Address

OWNER INFORMATION

8. Type of Owner

- | | | |
|--|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Corporation | <input type="checkbox"/> City/County/University |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Joint Venture | |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Trust | |

9. Business Owner/Applicant

10. Are you, the applicant a veteran-owned business? Yes No

11. Are you, the applicant a Historically Underutilized Business (HUB)? Yes No

12. As indicated on the chart, enter the individuals that pertain to your business type:
(For additional space, use Form L-OIC)

Individual/Individual Owner	Limited Liability Company/All Officers or Managers
Partnership/All Partners	Joint Venture/Venturers
Limited Partnership/All General Partners	Trust/Trustee(s)
Corporation/All Officers	City, County, University/Official

Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title

MEASUREMENT INFORMATION

Section 109.31 et seq.

13. Will your business be located within 300 feet of a church or public hospital? Yes No

NOTE: For churches or public hospitals measure from front door to front door, along the property lines of the street fronts and in a direct line across intersections.

14. Will your business be located within 300 feet of any private/public school, day care center or child care facility? Yes No

If "YES," are the facilities located on different floors or stories of the building? Yes No

NOTE: For private/public schools, day care centers and child care facilities measure in a direct line from the nearest property line of the school, day care center or child care facility to the nearest property line of the place of business, and in a direct line across intersections.

NOTE: For multistory building: businesses may be within 300 feet of a day care center or child care facility as long as the facilities are located on different floors of the building.

NOTE: If located on or above the fifth story of a multistory building: measure in a direct line from the property line of the private/public school to property line of your place of business in a direct line across intersections vertically up the building at the property line to the base of the floor on which your business is located.

15. Will your business be located within 1,000 feet of a private school? Yes No

16. Will your business be located within 1,000 feet of a public school? Yes No

60-DAY SIGN

17. As required under Section 11.391 and 61.381, enter the exact date the 60-Day sign was posted at your location.

Exact Date (MM/DD/YYYY)

ALL APPLICANTS

18. IF YOUR LOCATION IS NOT WITHIN THE CITY LIMITS, CHECK HERE

I, the applicant, have confirmed I am not located in the city limits of any city and therefore all city certificates are not required.

WARNING AND SIGNATURE

IF APPLICANT IS SHOWN AS:

- Proprietorship
- Partnership
- Corporation
- Limited Partnership
- Limited Liability Partnership
- Limited Liability Company

WHO MUST SIGN:

- Individual Owner
- Partner
- Officer
- General Partner
- General Partner
- Officer/Manager

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

I, UNDER PENALTY OF LAW, HEREBY SWEAR THAT I HAVE READ ALL THE INFORMATION PROVIDED IN THE APPLICATION AND ANY ATTACHMENTS AND THE INFORMATION IS TRUE AND CORRECT. I ALSO UNDERSTAND ANY FALSE STATEMENT OR REPRESENTATION IN THIS APPLICATION CAN RESULT IN MY APPLICATION BEING DENIED AND/OR CRIMINAL CHARGES FILED AGAINST ME. I ALSO AUTHORIZE THE TEXAS ALCOHOLIC BEVERAGE COMMISSION TO USE ALL LEGAL MEANS TO VERIFY THE INFORMATION PROVIDED.

PRINT NAME _____ SIGN HERE _____

TITLE _____

Before me, the undersigned authority, on this _____ day of _____, 20____, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN HERE _____
NOTARY PUBLIC

S E A L

CERTIFICATE OF CITY SECRETARY (FOR MB, RM, V & Y)

Section 11.37

I hereby certify on this _____ day of _____, 20____, that the location for which the license/permit is sought is inside the boundaries of this city or town, in a "wet" area for such license/permit, and not prohibited by charter or ordinance in reference to the sale of such alcoholic beverages.

SIGN HERE _____, TEXAS
City Secretary/Clerk _____ City _____

S E A L

CERTIFICATE OF CITY SECRETARY (FOR BG & BE)

Section 11.37 & 61.37

I hereby certify on this _____ day of _____, 20____, that the location for which the license/permit is sought is inside the boundaries of this city or town, in a "wet" area for such license/permit, and not prohibited by charter or ordinance in reference to the sale of such alcoholic beverages.

Election for given location was held for:

- legal sale of all alcoholic beverages
- legal sale of all alcoholic beverages except mixed beverages
- legal sale of all alcoholic beverages including mixed beverages
- legal sale of beer/wine (17%) on-premise **AFTER** Sept. 1, 1999
- legal sale of beer/wine (14%) on-premise **BEFORE** Sept. 1, 1999

OR IF ABOVE DOES NOT APPLY:

Be advised the location must have had two election passages per Section 25.14 or Section 69.17 of the TABC Code. One for beer and wine off-premise and one for mixed beverage.

- legal sale of beer and wine for off-premise consumption only
- AND EITHER:**
- legal sale of mixed beverages
- OR**
- legal sale of mixed beverages in restaurants by food and beverage certificate holders (applicant must apply for FB with BG ~~and~~ BE)

SIGN HERE _____, TEXAS
City Secretary/Clerk _____ City _____

S E A L

**CERTIFICATE OF CITY SECRETARY FOR LATE HOURS LICENSE/PERMIT
(LB & BL)**

Chapters 29 & 70 et seq.

I hereby certify on this _____ day of _____, 20____, that one of the below is correct:

- The governing body of this city has by ordinance authorized the sale of **mixed beverages** between midnight and 2:00 A.M.; or
- The governing body of this city has by ordinance authorized the sale of **beer** between midnight and _____ A.M.; or
- The population of the city or county where premises are located was 500,000 or more according to the 22nd Decennial Census of the United States as released by the Bureau of the Census on March 12, 2001; or
- The population of the city or county where premises are located was 800,000 or more according to the last Federal Census (2010).

SIGN
HERE

_____ , TEXAS
City Secretary/Clerk City

S E A L

CERTIFICATE OF COUNTY CLERK (FOR MB, RM, V & Y)

Section 11.37

I hereby certify on this _____ day of _____, 20____, that the location for which the license/permit is sought is in a "wet" area for such license/permit, and is not prohibited by any valid order of the Commissioner's Court.

SIGN
HERE

_____ COUNTY
County Clerk

S E A L

CERTIFICATE OF COUNTY CLERK (FOR BG & BE)

Section 11.37 & 61.37

I hereby certify on this _____ day of _____, 20____, that the location for which the license/permit is sought is in a "wet" area and is not prohibited by any valid order of the Commissioner's Court.

Election for given location was held for:

- legal sale of all alcoholic beverages
- legal sale of all alcoholic beverages except mixed beverages
- legal sale of all alcoholic beverages including mixed beverages
- legal sale of beer/wine (17%) on-premise **AFTER** Sept. 1, 1999
- legal sale of beer/wine (14%) on-premise **BEFORE** Sept. 1, 1999

OR IF ABOVE DOES NOT APPLY:

Be advised the location must have had two election passages per 25.14 or 69.17 of the TAB Code. One for beer and wine off-premise and one for mixed beverage.

- legal sale of beer and wine for off-premise consumption only

AND EITHER:

- legal sale of mixed beverages

OR

- legal sale of mixed beverages in restaurants by food and beverage certificate holders
(applicant must apply for FB with BG ~~and~~ BE)

SIGN
HERE

_____ COUNTY
County Clerk

S E A L

CERTIFICATE OF COUNTY CLERK FOR LATE HOURS LICENSE/PERMIT (LB & BL)

Chapters 29 & 70 et seq

- I hereby certify on this _____ day of _____, 20____, that one of the below are correct:
- The Commissioner's Court of the county has by order authorized the sale of **mixed beverages** between midnight and 2:00 A.M.; or
 - The Commissioner's Court of the county has by order authorized the sale of **beer** between midnight and _____ A.M.; or
 - The population of the city or county where premises are located was 500,000 or more according to the 22nd Decennial Census of the United States as released by the Bureau of the Census on March 12, 2001; or
 - The population of the city or county where premises are located was 800,000 or more according to the last Federal Census (2010).

SIGN HERE _____ COUNTY
 County Clerk

S E A L

COMPTROLLER OF PUBLIC ACCOUNTS CERTIFICATE

Section 11.46 (b) & 61.42 (b)

This is to certify on this _____ day of _____, 20____, the applicant holds or has applied for and satisfies all legal requirements for the issuance of a Sales Tax Permit under the Limited Sales, Excise and Use Tax Act or the applicant as of this date is not required to hold a Sales Tax Permit.

Sales Tax Permit Number _____ Outlet Number _____

Print Name of Comptroller Employee _____

Print Title of Comptroller Employee _____

SIGN HERE _____ FIELD OFFICE _____

S E A L

PUBLISHER'S AFFIDAVIT (FOR MB, LB, RM, BP, BG, BE, BL, V & Y)

Section 11.39 and 61.38

Name of newspaper		ATTACH PRINTED COPY OF THE NOTICE HERE
City, County		
Dates notice published in daily/weekly newspaper (MM/DD/YYYY)		
<i>Publisher or designee certifies attached notice was published in newspaper stated on dates shown.</i>		
Signature of publisher or designee		
Sworn to and subscribed before me on this date (MM/DD/YYYY)		
Signature of Notary Public		
S E A L		



OWNERSHIP INFORMATION
Continued for Prequalification Packet

LOCATION INFORMATION			
1. Trade Name of Location			
2. Location Address			
City	County	State	Zip Code

OWNER INFORMATION			
3. Type of Owner			
<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> City/County/University	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Joint Venture		
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Trust		
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title

Location Packet for Retailers Instructions

The Location Packet (L-L) MUST be completed by all retailers filing an application for an original, reinstatement or change of location. This packet must be submitted with the **Prequalification Packet (Form L- ON or Form L- OFF)** as per Rule §33.13 of the Texas Alcoholic Beverage Commission Administrative Rules.

Other required forms may include:

- Owner of Property (Form L-OP) – IF applicant does not own the land and building.
- Sub-lessor (Form L-SL) – IF applicant has a sublease, concession or management agreement.
- Local Cartage Permit (E) (Form L-VEH) – IF applicant is a Package Store (P), Wine-Only Package Store (Q) or a Warehouse/Transfer Company (ET).
- Private Carriers Permit (O) (Form L-VEH) – IF applicant is a Wine and Beer Retailer's (BG), **AND** holds a Brewpub License (BP).
- Business Packet (Form L-B) – IF applicant does not currently hold a license/permit.

ALL completed forms including the Prequalification Packet (Form L- ON or Form L- OFF) must be submitted to your local TABC Office. For assistance in locating your local office and to download forms, visit our website at www.tabc.texas.gov.



LOCATION PACKET FOR RETAILERS

L-L
(03/2018)

This Location packet (L-L) should be completed by all retailers submitting an original, reinstatement, and/or change of location application. This packet (L-L) along with the Prequalification Packet (L-ON) or (L-OFF) must be submitted to your local TABC office.

All statutory and rule references mentioned in this application refer to and can be found in the Texas Alcoholic Beverage Code or Rules located on our website. www.tabc.texas.gov/laws/code_and_rules.asp

1. Application for: Original
 Reinstatement License/Permit Number _____
 Change of Licensed Location License/Permit Number _____

2. Trade Name of Location _____

3. Location Address _____

4. Business Entity Name/Applicant _____

5. Federal Employer Identification Number (FEIN) _____

INITIAL INFORMATION

6. Do you currently hold an active license/permit issued under the above FEIN? Yes No
 If "YES," provide your most recently issued license/permit number. _____
 If "NO," you must complete the **Business Packet (L-B)**.
7. If you hold a current and active license/permit under the above FEIN has there been a change in the ownership or business structure since the submission of your last application? Yes No
 If "YES," you must complete the **Business Packet for Reporting Changes (L-BRC)** in its entirety.

OWNERSHIP/LEASE/SUBLEASE/MANAGEMENT INFORMATION

8. Does the applicant own the land and building at this proposed licensed location? Yes No
 If "NO," please complete **Owner of Property (L-OP)**.
NOTE: Be prepared to provide additional information (such as a copy of your lease) if requested.
9. If operating under a lease at this location, indicate:
 Expiration date(s)/Options _____
 Monthly rental amount \$ _____
 Other fees and payments to landlord _____
10. Are you operating under any concession, service or management agreement(s) that contain terms for services or management beyond property rental? Yes No
 If "YES," complete **Sublessor (L-SL)**, indicate the following, and attach copy of agreement(s):
 Expiration date(s)/Options _____
 Monthly fee \$ _____
 If you have a sublessor that differs from the management company enter sublessor name below **and** complete Form L-SL.
 Sublessor Name _____
11. Do you or anyone else at the location operate under a franchise agreement? Yes No
 If "YES," as required under Section 109.53 do you maintain exclusive control of ALL phases of the purchase, sale, service and brands of alcoholic beverages? Yes No

12. Do you share the premises with another business entity? Yes No
 If "YES," indicate the tradename(s) of business(es) and sales and use tax number(s) for other business(es):
 Trade Name _____
 Sales & Use Tax Number _____

13. Are there any agreements, excluding questions 9, 10 & 11, which involve alcohol in any way?
 Yes No
 If "YES," attach a copy of agreement.

SALES AND LOCATION INFORMATION

14. Provide ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~
 Sales Year (YYYY) 20_____
 Alcoholic Beverage Sales \$ _____
 Food Sales \$ _____
 Other Sales \$ _____
 Total Sales \$ _____

15. Is the proposed location in a hotel or motel? Yes No

16. Will the license/permit embrace the entire location address? Yes No
 If "NO," attach a diagram of your premise as required by Section 11.49. **Be advised the location will be inspected prior to approval of your application.**

FINANCE INFORMATION

17. Enter the total amount of investment from all sources for this location. \$ _____
 Please be prepared to provide copies of all documents related to the financing of this location.

18. List any person, firm, or corporation that has advanced or will advance any money, that holds any mortgage or encumbrances against the assets of the proposed business location, or that has signed or co-signed, guaranteed or financially assisted this business location for which you are seeking a license/permit. If a partnership or corporation, list entity along with partners/officers.

SSN or FEIN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Amount \$
Name, Corporation, Partner/Officer		Terms	
SSN or FEIN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Amount \$
Name, Corporation, Partner/Officer		Terms	
SSN or FEIN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Amount \$
Name, Corporation, Partner/Officer		Terms	

(If more space is needed, attach additional page.)

MEASUREMENT INFORMATION

19. Making measurements from the door where the public enters your establishment to the nearest property line of a private/public school, will this location be within 1,000 feet of a private/public school?

Yes No

If "YES," written notice of this application must be given to the school officials and a copy of the notice must be provided with this application as required by Section 109.33(c).

20. Is any property line of your premises within 300 feet of a residential address or established neighborhood association? Yes No

If "YES," and if you are applying for an On-Premise License/Permit, and if a Food and Beverage Certificate is not applied for, notify each residential address and established neighborhood association. Submit a copy of the completed notice along with a list of all addresses notified; as required by Section 11.393 and 61.38

NOTE: A Sample of the notice can be found in Exhibit III of the Application Guide for Retailers.

ON-PREMISE LICENSES AND PERMITS ONLY

MEASUREMENT INFORMATION FOR APPLICANTS IN MUNICIPALITIES WITH A POPULATION OF 1.5 MILLION OR MORE ACCORDING TO THE LAST FEDERAL CENSUS

21. Will your business be located within 300 feet of residence, church, school, day care or social service facility when measuring in a straight line from the nearest point of the property line of the proposed location to the nearest point of the property line of any of these facilities? Yes No

If "YES," will 75% or more of the applicant's actual or anticipated gross revenue from the sale of alcoholic beverages? Yes No

If "YES," to both of the questions; you must notify all tenants or property owners of your intent to apply for an alcohol beverage license/permit within five days of the filing of an original application. Has such notice been given as required by Section 11.52? Yes No

BREW PUB (BP) Only

22. Do you, the applicant, intend to sell your alcoholic product directly to other retailers? Yes No

23. Do you, the applicant, intend to sell your alcoholic product to wholesalers/distributors? Yes No

24. Will you, the applicant, be engaged in the business of brewing and packaging malt liquor, ale or beer in quantities sufficient to operate a brewpub not later than 6 months after the date of issuance of the original license? Yes No

WARNING AND SIGNATURE

If Applicant Is/Must Sign

Individual/Individual Owner

Partnership/Partner

Limited Partnership/General Partner

Corporation/Officer

Limited Liability Company/ Officer or Manager

EACH LICENSEE OR PERMITTEE SHALL HAVE EXCLUSIVE OCCUPANCY AND CONTROL OF THE ENTIRE LICENSED LOCATION WITH RESPECT TO THE SALE OF ALCOHOLIC BEVERAGES. ANY ARRANGEMENT THAT SURRENDERS SUCH CONTROL OF THE EMPLOYEES, PREMISES OR BUSINESS, INCLUDING PROFITS AND LOSSES, TO PERSONS OTHER THAN THE LICENSEE OR PERMITTEE IS UNLAWFUL.

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS PROVIDED ARE CORRECT.

PRINT
NAME _____

SIGN
HERE _____

TITLE _____

Before me, the undersigned authority, on this _____ day of _____, 20____, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN
HERE _____

NOTARY PUBLIC

S E A L



OWNER OF PROPERTY

L-OP
(08/2018)

1. Trade Name of Location

2. Indicate if owner of property is:

Owner of Land and Building Owner of Land Owner of Building Owner of Boat

Note: If land and building are owned by different entities, complete Form L-OP for each entity.

3. Wholesaler's (W, X) and Manufacturer's (G, ~~BB~~B, D) – Is the owner of premise information used for a storage permit (L, K) or Manufacturer's Warehouse License (MW)? Yes No

4. Owner of Property (Individual or Business Entity)

5. Federal Employer Identification Number (FEIN) for Owner of Property

COMPLETE THE FOLLOWING:

SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner

IF YOU NEED MORE SPACE USE ADDITIONAL COPIES OF THIS PAGE



SUBLESSOR

L-SL
(01/2018)

1. Trade Name of Location

2. Indicate if you are:
 Sublessor Concessionaire Management Company of Permittee

3. Business Entity Name for Sublessor, Concessionaire or Management Company

4. Federal Employer Identification Number (FEIN) for Sublessor, Concessionaire or Management Company

COMPLETE THE FOLLOWING:

SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner
SSN	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)
Full Legal Name of Individual, Partner, Officer (Last, First, Middle)		Title/Owner

IF YOU NEED MORE SPACE USE ADDITIONAL COPIES OF THIS PAGE



VEHICLES TRANSPORTING ALCOHOL

L-VEH (05/2018)

License/Permit Number (not applicable if applying for original application):

- 1. (BJ) License (BI)
(E) Local Cartage Permit Package Store (P) & Wine Only Package Store (Q)
(ET) Local Cartage Permit Warehouse & Transfer Company
(O) Manufacturers (B,D), Wholesalers (W, X, LX), Winery (G), & Brew Pub License (BG with BP)

2. Check here if not utilizing vehicles owned or leased by applicant.

It is the responsibility of all licensees and permittees to maintain proper liability insurance for each vehicle listed below. All vehicles listed below should operate in accordance of all federal and state regulations.

3. Do you maintain proper liability insurance and operate in accordance of all federal and state motor vehicle laws? Yes No

4. Warehouse or Transfer Company explain your business as it pertains to the transportation of alcohol.

LIST THE VEHICLES OWNED OR LEASED IN GOOD FAITH BY APPLICANT TO BE USED IN CONNECTION WITH THE LICENSE/PERMIT

Table with 4 columns: MAKE, MODEL, YEAR, LICENSE PLATE NUMBER. Multiple rows for listing vehicles.



You must complete the entire Business Packet including all necessary ownership information and personal history sheets. Select the entity page(s) that coincides with your business structure. All officers, directors, stockholders, trustees, and beneficiaries holding ownership in this business must be disclosed.

- L-C (Corporation, Trust, City, County or University)
- L-LLC (Limited Liability Company)
- L-P (Partnership)
- L-PHS (Personal History Sheet)

If you are applying as an individual, you will submit this page and the L-PHS (Personal History Sheet).

OWNER INFORMATION

1. Type of Owner

- | | | |
|--|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> City/County/University |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Trust | |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Joint Venture | |

2. Business Owner/Applicant

3. Federal Employer Identification No. (FEIN) 4. Email Address

BUSINESS INFORMATION

5. Has any person listed in this Business Packet, or his or her spouse, been finally convicted or received deferred adjudication for any of the following offenses? Yes No

If "YES," indicate type of offense and attach an explanation:

- any felony offense
- prostitution
- bookmaking
- gambling or gaming
- bootlegging
- vagrancy offense involving moral turpitude
- any offense involving dangerous drugs, synthetic cannabinoids or controlled substances as defined in Texas Controlled Substances Act
- any offense involving firearms or a deadly weapon
- more than three violations of the Texas Alcoholic Beverage Code relating to minors
- violations of the Texas Alcoholic Beverage Code resulting in a criminal fine of \$500
- violations of an individual's civil rights or discrimination against an individual on the basis of race, color, creed or national origin

If "YES," has it been five years since the termination of a sentence, parole or probation served for any offenses indicated above? Yes No

If "NO," attach an explanation.

6. Has any person listed in this Business Packet, or his or her spouse, had a cancellation of a TABC license/permit in the past five years? Yes No

If "YES," attach an explanation:

The applicant, license/permit holder, agent, servant or employee may not directly or indirectly have any overlapping ownerships or other prohibited relationships (including unfair competition and unlawful trade practices) between those engaged in the alcoholic beverage industry at different levels, that is, between a manufacturer and a wholesaler or retailer, or between a wholesaler and a retailer, as the words "wholesaler," "retailer," and "manufacturer" are ordinarily used and understood, regardless of the specific names given a license/permit. Reference Chapter 102 et seq.

7. Is any person, involved in this application, in violation of the above requirements? Yes No
 If "YES," attach an explanation:

WARNING AND SIGNATURE	If Applicant Is/Must Sign	
	Individual/Individual Owner	Corporation/Officer
	Partnership/Partner	Limited Liability Company/ Officer or Manager
	Limited Partnership/General Partner	

EACH LICENSEE OR PERMITTEE SHALL HAVE EXCLUSIVE OCCUPANCY AND CONTROL OF THE ENTIRE LICENSED LOCATION WITH RESPECT TO SALE OF ALCOHOLIC BEVERAGES. ANY ARRANGEMENT THAT SURRENDERS SUCH CONTROL OF THE EMPLOYEES, PREMISES OR BUSINESS, INCLUDING PROFITS AND LOSSES, TO PERSONS OTHER THAN THE LICENSEE OR PERMITTEE IS UNLAWFUL.

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.

PRINT NAME _____ SIGN HERE _____
 TITLE _____

Before me, the undersigned authority, on this _____ day of _____, 20____, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN HERE _____
 NOTARY PUBLIC

S E A L



CORPORATION

This Corporation form should be completed for original applications or for changes of officers, directors, stockholders, trustees, and beneficiaries holding ownership in this business. This form is included in the Business Packet (L-B) for new applicants. License/Permit holders reporting changes use Business Packet for Reporting Changes (L-BRC).

For more information contact your local TABC office or visit us at: www.tabc.texas.gov

ENTITY INFORMATION

1. Federal Employer Identification Number (FEIN)

2. Business Entity Name

3. Filing Number

4. Date Filed (mm/dd/yyyy)

State

Class and Number of Shares Issued

CORPORATE OWNERSHIP INFORMATION

Officer Director Stockholder Trustee Beneficiary

SSN Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

Officer Director Stockholder Trustee Beneficiary

SSN Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

Officer Director Stockholder Trustee Beneficiary

SSN Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

Officer Director Stockholder Trustee Beneficiary

SSN Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

CORPORATE OWNERSHIP INFORMATION *CONTINUED*

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name	First Name		MI	Title
<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name	First Name		MI	Title
<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name	First Name		MI	Title
<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name	First Name		MI	Title
<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name	First Name		MI	Title
<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name	First Name		MI	Title

IF YOU NEED MORE SPACE USE ADDITIONAL COPIES OF THIS PAGE



LIMITED LIABILITY COMPANY

L-LLC
(01/2018)

This Limited Liability Company form should be completed for original applications or for changes of officers, managers, and members holding ownership in this business. This form is included in the Business Packet (L-B) for new applicants. License/Permit holders reporting changes use the Business Packet for Reporting Changes (L-BRC). For individuals outside the United States, not holding a social security number check the "Out of Country" box.

For more information contact your local TABC office or visit us at: www.tabc.texas.gov

ENTITY INFORMATION

1. Federal Employer Identification Number (FEIN)			
2. Business Entity Name			
3. Filing Number		4. Member Managed or Manager Managed <input type="radio"/> Member Managed <input type="radio"/> Manager Managed	
5. Date Filed (mm/dd/yyyy)	State	Class and Number of Memberships or Units Issued	

LIMITED LIABILITY COMPANY OWNERSHIP INFORMATION

<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member			
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held
Last Name	First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member			
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held
Last Name	First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member			
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held
Last Name	First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member			
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held
Last Name	First Name		MI Title

LIMITED LIABILITY COMPANY OWNERSHIP INFORMATION *CONTINUED*

<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held	
Last Name		First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held	
Last Name		First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held	
Last Name		First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held	
Last Name		First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held	
Last Name		First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held	
Last Name		First Name		MI Title
<input type="checkbox"/> Officer <input type="checkbox"/> Manager <input type="checkbox"/> Member				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Membership or Units Held	
Last Name		First Name		MI Title

IF YOU NEED MORE SPACE USE ADDITIONAL COPIES OF THIS PAGE



PARTNERSHIP

This Partnership form should be completed for original applications or for changes of partnerships, limited partnerships, limited liability partnerships, and joint ventures holding ownership in this business. This form is included in the Business Packet (L-B) for new applicants. License/Permit holders reporting changes use Business Packet for Reporting Changes (L-BRC).

For more information contact your local TABC office or visit us at: www.tabc.texas.gov

ENTITY INFORMATION

1. Federal Employer Identification Number (FEIN).	
2. Business Entity Name	
3. Filing Number	
4. Date Filed (mm/dd/yyyy)	State

PARTNERSHIP INFORMATION

<input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner				
SSN <input type="checkbox"/>	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest	
Last Name	First Name		MI	Title
<input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner				
SSN <input type="checkbox"/>	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest	
Last Name	First Name		MI	Title
<input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner				
SSN <input type="checkbox"/>	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest	
Last Name	First Name		MI	Title
<input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner				
SSN <input type="checkbox"/>	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest	
Last Name	First Name		MI	Title

PARTNERSHIP INFORMATION *CONTINUED*

General Partner Limited Partner

SSN <input type="checkbox"/> [SSN Mask]	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest
---	----------------------	----------------------------	---------------------

Last Name	First Name	MI	Title
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General Partner Limited Partner

SSN <input type="checkbox"/> [SSN Mask]	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest
---	----------------------	----------------------------	---------------------

Last Name	First Name	MI	Title
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General Partner Limited Partner

SSN <input type="checkbox"/> [SSN Mask]	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest
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Last Name	First Name	MI	Title
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General Partner Limited Partner

SSN <input type="checkbox"/> [SSN Mask]	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest
---	----------------------	----------------------------	---------------------

Last Name	First Name	MI	Title
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General Partner Limited Partner

SSN <input type="checkbox"/> [SSN Mask]	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest
---	----------------------	----------------------------	---------------------

Last Name	First Name	MI	Title
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General Partner Limited Partner

SSN <input type="checkbox"/> [SSN Mask]	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest
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Last Name	First Name	MI	Title
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General Partner Limited Partner

SSN <input type="checkbox"/> [SSN Mask]	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Percent of Interest
---	----------------------	----------------------------	---------------------

Last Name	First Name	MI	Title
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IF YOU NEED MORE SPACE USE ADDITIONAL COPIES OF THIS PAGE



PERSONAL HISTORY SHEET

Answer all questions. Any false statement will disqualify you and subject you to prosecution under section 101.69 of the Texas Alcoholic Beverage Code and other criminal statutes.

APPLICANT

1. Trade Name:
2. Location Address:
3. Single Married Divorced Widowed
4. Issuing State/ Driver License Number Date of Birth (mm/dd/yyyy)
Place of Birth (City, State, Country)
Race Sex Height Weight Hair Color Eye Color

APPLICANT

5. Security Number Issuing State/ Driver License Number Date of Birth (mm/dd/yyyy)
Place of Birth (City, State, Country)
Race Sex Height Weight Hair Color Eye Color

OTHER RESIDENT

6. Do you live with anyone over the age of 18, other than your spouse? YES NO
Social Security Number Issuing State/ Driver License No. Date of Birth (mm/dd/yyyy) Relationship
Full legal name (Last, First, Middle) Race Sex

RESIDENTIAL ADDRESSES

7. List residential addresses for the past five (5) years starting with current address.
Table with columns: Number and Street, City, State, ZIP, From (mm/yyyy), To (mm/yyyy)

8. Business Phone No. Residential Phone No. Mobile Phone No. (optional)

RESIDENT STATUS

9A. Are you a U.S. citizen? YES NO
B. Native Born or Foreign Born
C. What is your legal status in the United States?
D. Provide all documents such as Visa, Resident Alien, Employment Authorization Documents, etc.

TABC USE ONLY
APPLICANT YES NO SPOUSE (BE/BG ONLY) YES NO OTHER YES NO
CH - Date Entered Destroy Date

EMPLOYMENT HISTORY

10. List employment for the *past five (5) years* beginning with your current employer. Indicate periods of unemployment, retirement or self-employment, including dates. If retired or self-employed, include name of company from which you retired or owned, and the position you held or type of business owned. Also indicate if not employed outside your home.
(If additional space is needed, attach a separate sheet.)

Name of Employer/Company	Address (Street, City, State, ZIP)	Position Held/Business Type	From (mm/yyyy)	To (mm/yyyy)
				PRESENT

INDIVIDUAL FINANCIAL INFORMATION

11. List the total amount of **your** personal investment in this location. Provide investment details including notes, loans, gifts, cash, services or equipment, and operating capital. Account for the original source of all investments (how acquired). Enter total dollar amount on the line of the amount invested column.
(If additional space is needed, attach a separate sheet.)

NOTE: If investment is in the form of a loan or gift, attach name of lender or financial institution, address, terms and security and loan/gift documents. If from an individual, attach personal information for all individuals including: name, social security and driver license numbers, date of birth, race, sex, etc.

Amount Invested	Original Source of Investment (loans, previous employment, etc).
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	TOTAL AMOUNT OF PERSONAL INVESTMENT

SIGN AND NOTARIZE APPLICATION

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states that any person who knowingly makes a false or misleading representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 5 years.

I, under penalty of law, hereby swear that I have read all the information provided in this document and any attachments and the information is true and correct. I also understand any false statement or representation in this application can result in my application being denied and/or criminal charges filed against me. I also authorize the Texas Alcoholic Beverage Commission to use all legal means to verify the information provided.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

BEFORE ME, the undersigned authority, on this _____ day of _____, 20____ the person whose name is signed to the foregoing document personally appeared and duly sworn by me, each states under oath that he or she has read the said document and that all facts therein set forth are true and correct.

SIGN HERE: _____

(SEAL)

Notary Public

AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount: \$700
Prepared By: Jack Yates City Administrator	Exhibits:
Date Prepared: March 11, 2019	

Subject

Montgomery Neighborhood Water Party

Description

Katrina came up with the idea of a water party for a family friendly, fun activity for the summer. This is a half-day event scheduled for June 22 – tentatively planned for 8am-12pm. This event has very little pre-planning required, other than the social media marketing which can be composed all at one time and scheduled.

Montgomery Neighborhood Water Party	
Waterslide Rental	\$400
Face painting	\$150
Scavenger hunt	\$100
Misc	\$50
	\$700

The event should cost in the neighborhood of \$700 which includes two water slides, face painting, and other misc. activities. In the advertising/marketing of this event it will encourage families to bring water guns, beach balls, picnics, etc.

It will be held at the Community Center, which has been reserved.

Montgomery City Council
AGENDA REPORT

Recommendation

Approve the Water Party budget as presented

Approved By

City Administrator

Jack Yates

Date: March 11, 2019

AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount: \$400 for cards to be distributed locally, additional for distribution via Certified Folder Display Services
Prepared By: Jack Yates City Administrator	Exhibits: Vista print price sheet, rack card mock up, Certified Folder Display brochure, pricing spreadsheet
Date Prepared: March 11, 2019	

Subject

Advertising Montgomery – Katrina will present this item, I have not formed an opinion as to the wisdom of the distribution of he cards.

Description

At the last meeting the Board discussed effective ways in which to get visitors to come to Montgomery. The Board declined to spend \$900 to continue advertising with a local publication that was handed out to KOA visitors as it did not feel that the money was conveying a good image for the city or effectively bringing people to the city.

Other options were discussed, including rack cards. A rack card has been produced and an estimated cost has been obtained from Vistaprint. 5,000 cards can be purchased for \$300 plus shipping (although there are always sales from this vendor which should reduce the price by at least 25%). These cards have no information that will become obsolete and the colors and fonts used should have long-lasting durability.

Some of these cards can be distributed to local locations by Katrina. There are services that will distribute cards to a much wider audience – Katrina has obtained a quote from Certified Folder Display Services which has a variety of markets in which they can distribute and they also print brochures at prices slightly more cheaply than Vistaprint. A full spreadsheet is attached, but the most impactful markets are below:

Montgomery Economic Development Corporation
AGENDA REPORT

North Houston - (Spring, Woodlands, IAH)

	Sites/locations	168	
Total number of rack cards needed			
	First month	12,600	
	Each additional month	2,520	
Monthly Costs (est)			Total
	6 month contract	\$351/month	\$2,106
	12 month contract	\$309/month	\$3,708

I 45N - South Dallas to Conroe

	Sites/locations	102	
Total number of rack cards needed			
	First month	7650	
	Each additional month	1530	
Monthly Costs (est)			Total
	6 month contract	\$193.50/month	\$1,161
	12 month contract	\$168/month	\$2,016

College Station

	Sites/Locations	76	
Total number of rack cards needed			
	First month	5700	
	Each additional month	1140	
Monthly Costs (est)			Total
	6 month contract	\$178.80/month	\$1,072.80
	12 month contract	\$151.80/month	\$1,821.60

Recommendation

Consideration and possible action on the quantity of rack cards to be purchased and the method of distribution. The distribution method will need to also include a budgeted amount

Approved By

City Administrator

Jack Yates

Date: March 11, 2019

Recommended Distribution

I 45N - South Dallas to Conroe

Total number of rack cards needed		Sites/locations	102
First month			7650
Each additional month			1530
Monthly Costs (est)			Total
6 month contract		\$193.50/month	\$1,161
12 month contract		\$168/month	\$2,016

College Station

Total number of rack cards needed		Sites/locations	76
First month			5700
Each additional month			1140
Monthly Costs (est)			Total
6 month contract		\$178.80/month	\$1,072.80
12 month contract		\$151.80/month	\$1,821.60

Houston (Galleria, Downtown, Katy, Baytown, etc)

Total number of rack cards needed		Sites/locations	284
First month			21,300
Each additional month			4,260
Monthly Costs (est)			Total
6 month contract		\$604.60/month	\$3,627
12 month contract		\$533/month	\$6,396

North Houston - (Spring, Woodlands, IAH)

Total number of rack cards needed		Sites/locations	168
First month			12,600
Each additional month			2,520
Monthly Costs (est)			Total
6 month contract		\$351/month	\$2,106
12 month contract		\$309/month	\$3,708

Nacogdoches

Total number of rack cards needed		Sites/locations	44
First month			3,300
Each additional month			660
Monthly Costs (est)			Total
6 month contract		\$102.20/month	\$613.20
12 month contract		\$91.20/month	\$1,094.40

Mock up of rack card
front

MONTGOMERY
TX

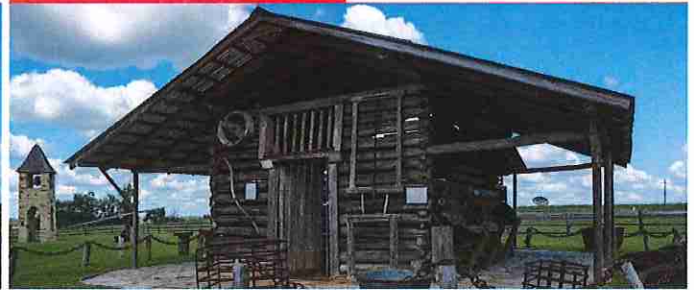
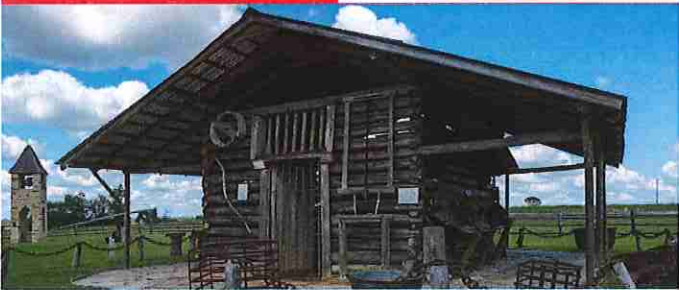
MONTGOMERY
TX

M

**STOP
SHOP
DINE**

M

**STOP
SHOP
DINE**



**Birthplace of
the Texas Flag**

**Birthplace of
the Texas Flag**



mock up of rack card
back



**FESTIVALS
WINERIES
ANTIQUES
BOUTIQUES
RESTAURANTS**



**FESTIVALS
WINERIES
ANTIQUES
BOUTIQUES
RESTAURANTS**

IT'S ALL HERE

IN MONTGOMERY

From festivals to wineries to shopping to historical cabins to classic cars to the nearby Sam Houston Forest, Montgomery has something to offer every visitor.

Find out more at
visitmontgomerytx.com

IT'S ALL HERE

IN MONTGOMERY

From festivals to wineries to shopping to historical cabins to classic cars to the nearby Sam Houston Forest, Montgomery has something to offer every visitor.

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FIND HISTORIC MONTGOMERY



Download the Distrx app and embark on a walking tour through Montgomery's business and residential districts that brings you to 17 sites and introduces you to our rich history and hidden secrets.

FIND HISTORIC MONTGOMERY



Download the Distrx app and embark on a walking tour through Montgomery's business and residential districts that brings you to 17 sites and introduces you to our rich history and hidden secrets.

more

Let us help you with your design

Paper Thickness

Standard **Recommended** Premium

Paper Stock

Glossy front only **Matte**

Recycled Matte **Soft Touch**

Uncoated

Quantity 5000

Add accessories

Brochure Holders Starting at \$9.00

Price \$300.00

Original Price (\$300.00) + Accessories (\$0.00)

Start designing

Product Specifications

Materials, bleeds, margins, etc.

Get your message in more people's hands.

Rack cards offer a sleek layout that's just right for price lists, takeout menus, event calendars and more. And we have professionally-designed templates for all those options. Just find a look that fits your business (and your style) or upload your own original design. Add a logo or some favorite photos, create a customized message and enjoy the newest piece of your marketing toolbelt.

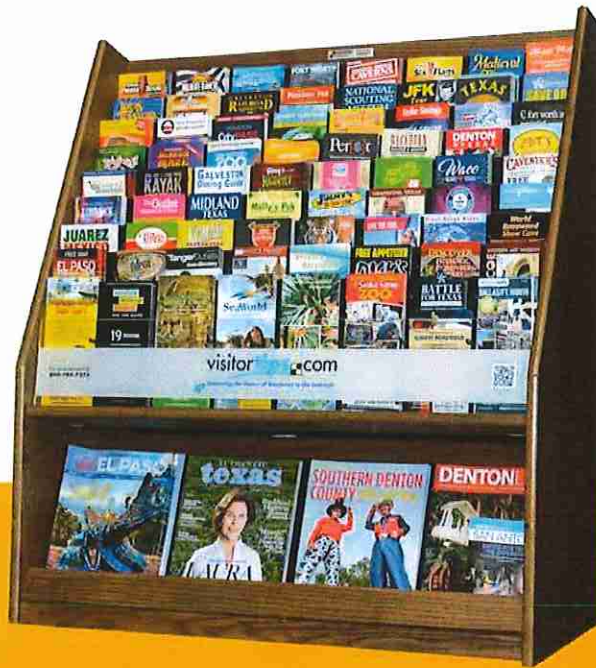
Paper stocks

VISITOR MARKETING PROGRAM



SINCE 1899

CERTIFIED FOLDER DISPLAY SERVICE, INC.



TEXAS LOUISIANA
EFFECTIVE JANUARY 1, 2019



visitor tips .com

ExploreBoard
Fun at Your Fingertips

OVER 22,000 LOCATIONS



The Most Extensive Coverage Throughout North America

Millions of visitors and travelers use Certified's 22,000 brochure display racks annually throughout California, Oregon, Washington, Idaho, Montana, Nevada, Arizona, New Mexico, Colorado, Utah, Wyoming, Texas, Oklahoma, Kansas, Nebraska, Louisiana, South Dakota, Arkansas, British Columbia and Alberta.

Our locations include:

- Hotels & Motels
- Military Bases
- Car Rental Offices
- Ski & Sport Shops
- Visitor Centers
- Corporate / Industrial Plants
- Airports
- Chambers of Commerce
- RV Parks
- Restaurants
- Campgrounds
- Interstate Service Centers

WORKING FOR YOU 24/7
**TEAM
CERTIFIED**



TEXAS LOUISIANA
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Visitortips Rate Sheet	pg. 35
Here's What Clients Say	pg. 36
ExploreBoard	Back Cover

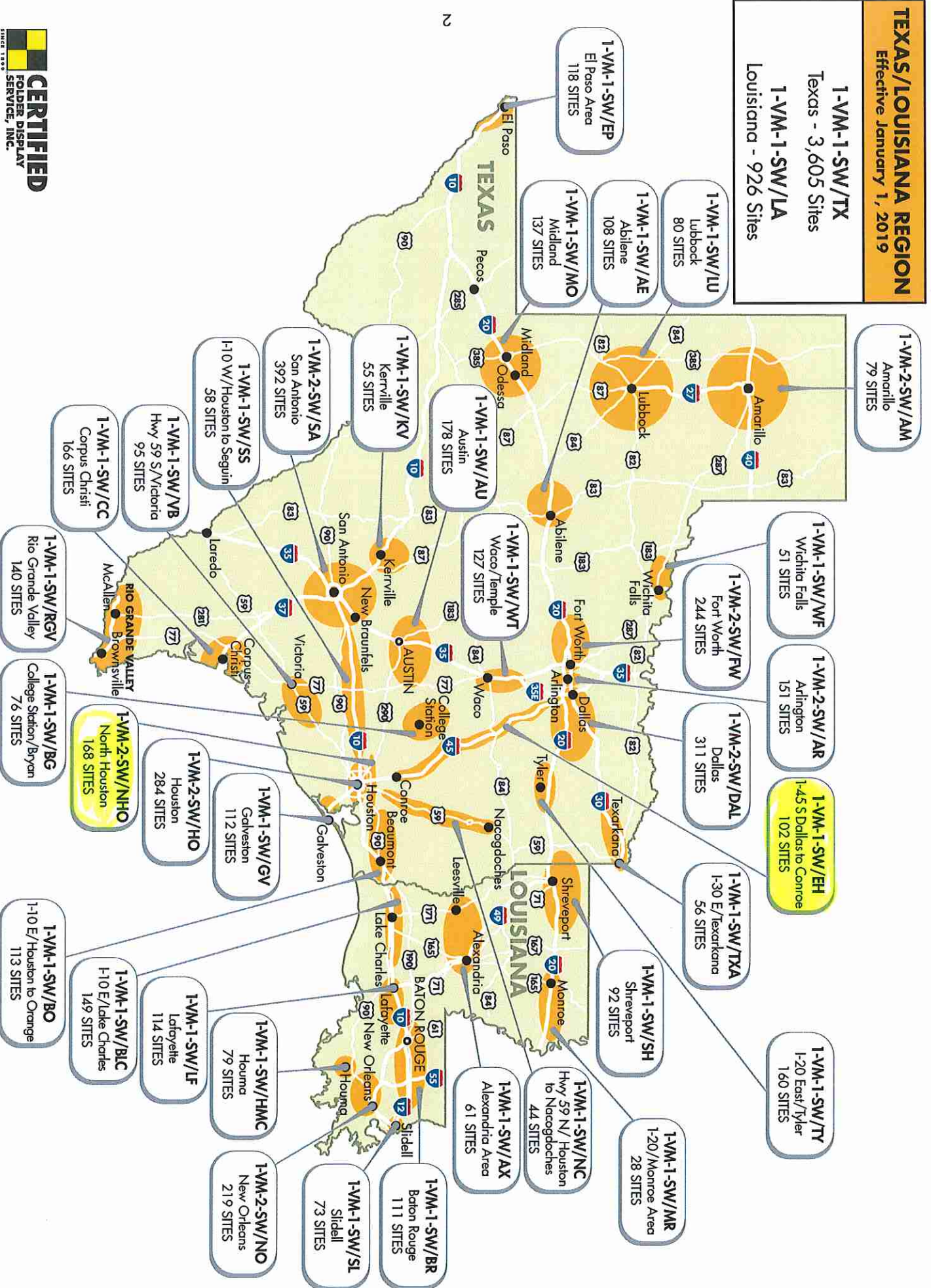


Visitor Marketing Program	#	MONTHLY FEE 12 Month Rate	MONTHLY FEE 6 Month Rate	MONTHLY FEE 3-5 Month Rate
DISTRIBUTION AREA	SITES	TOTAL IMPACT	TOTAL IMPACT	TOTAL IMPACT
1-VM-1-SW/LA <u>State of Louisiana</u>	926	\$1,819.05	\$2,050.55	\$2,285.05
1-VM-1-SW/AX <u>Alexandria Area</u>	61	\$130.90	\$146.15	\$161.40
1-VM-1-SW/BLC <u>I-10 East/Lake Charles</u>	149	\$268.30	\$305.55	\$342.80
1-VM-1-SW/BR <u>Baton Rouge</u>	111	\$198.15	\$225.90	\$253.65
1-VM-1-SW/HMC <u>Houma</u>	79	\$157.20	\$176.95	\$196.70
1-VM-1-SW/LF <u>Lafayette</u>	114	\$203.10	\$231.60	\$260.10
1-VM-1-SW/MR <u>I-20/Monroe Area</u>	28	\$65.20	\$72.20	\$82.20
1-VM-2-SW/NO <u>New Orleans</u>	219	\$481.10	\$535.85	\$590.60
ExploreBoard <u>(Super Cities)</u>				
1-VM-1-SW/SH <u>Shreveport</u>	92	\$176.00	\$199.00	\$222.00
1-VM-1-SW/SL <u>Slidell</u>	73	\$139.10	\$157.35	\$175.60
1-VM-1-SW/TX <u>State of Texas</u>	3,605	\$6,622.40	\$7,523.65	\$8,424.90
1-VM-1-SW/AE <u>Abilene</u>	108	\$182.40	\$209.40	\$236.40
1-VM-2-SW/AM <u>Amarillo</u>	79	\$157.20	\$176.95	\$196.70
<u>(Super Cities)</u>				
1-VM-2-SW/AR <u>Arlington</u>	151	\$286.80	\$324.55	\$362.30
<u>(Super Cities)</u>				
1-VM-1-SW/AU <u>Austin</u>	178	\$335.40	\$379.90	\$424.40
1-VM-1-SW/BG <u>College Station/Bryan</u>	76	\$151.80	\$170.80	\$189.80
1-VM-1-SW/BO <u>I-10 E/Houston to Orange</u>	113	\$195.80	\$224.05	\$252.30
1-VM-1-SW/CC <u>Corpus Christi</u>	166	\$313.80	\$355.30	\$396.80
1-VM-2-SW/DAL <u>Dallas</u>	311	\$578.15	\$655.90	\$733.65
ExploreBoard <u>(Super Cities)</u>				
1-VM-1-SW/EH <u>I-45 South/Dallas to Conroe</u>	102	\$168.00	\$193.50	\$219.00
1-VM-1-SW/EP <u>El Paso Area</u>	118	\$251.00	\$280.50	\$310.00
1-VM-2-SW/FW <u>Fort Worth</u>	244	\$417.60	\$478.60	\$539.60
<u>(Super Cities)</u>				
1-VM-1-SW/GV <u>Galveston</u>	112	\$199.80	\$227.80	\$255.80
1-VM-2-SW/HO <u>Houston</u>	284	\$533.60	\$604.60	\$675.60
ExploreBoard <u>(Super Cities)</u>				
1-VM-1-SW/KV <u>Kerrville</u>	55	\$111.25	\$125.00	\$138.75
1-VM-1-SW/LU <u>Lubbock</u>	80	\$139.00	\$159.00	\$179.00
1-VM-1-SW/MO <u>Midland</u>	137	\$241.05	\$275.30	\$309.55
1-VM-1-SW/NC <u>US 59 North/Houston to</u>	44	\$91.20	\$102.20	\$113.20
<u>Nacogdoches</u>				
1-VM-2-SW/NHO <u>North Houston</u>	168	\$309.00	\$351.00	\$393.00
<u>(Super Cities)</u>				
1-VM-1-SW/RGV <u>Rio Grande Valley</u>	140	\$260.00	\$295.00	\$330.00
1-VM-2-SW/SA <u>San Antonio</u>	392	\$672.60	\$770.60	\$868.60
ExploreBoard <u>(Super Cities)</u>				
1-VM-1-SW/SS <u>I-10 W/Houston to Seguin</u>	58	\$110.70	\$125.20	\$139.70
1-VM-1-SW/TXA <u>I-30 East/Texarkana</u>	56	\$107.40	\$121.40	\$135.40
1-VM-1-SW/TY <u>I-20 East/Tyler</u>	160	\$287.00	\$327.00	\$367.00
1-VM-1-SW/VB <u>Hwy. 59 S/Houston to Victoria</u>	95	\$176.50	\$200.25	\$224.00
1-VM-1-SW/WF <u>Wichita Falls</u>	51	\$114.45	\$127.20	\$139.95
1-VM-1-SW/WT <u>Waco/Temple</u>	127	\$230.90	\$262.65	\$294.40

TEXAS/LOUISIANA REGION

Effective January 1, 2019

1-VM-1-SW/TX
Texas - 3,605 Sites
1-VM-1-SW/LA
Louisiana - 926 Sites



CORPORATE OFFICE: 1120 Joshua Way • Vista, CA 92081

800-799-7373 • certifiedfolder.com

TEXAS AND LOUISIANA SITE BREAKDOWN

The following is an itemized breakdown of the display sites serviced by Certified Folder Display Service, Inc. in Texas and Louisiana. Please note this breakdown is by specific distribution area and corresponds to the Texas and Louisiana Rate Sheet effective January 1, 2018.

Distribution Area	Page	Hotel	Restaurant	Car Rental	RV Park	Military	Gas	Other
1-VM-1-SW/LA <u>Louisiana - 910 sites</u>	4	620	35	6	41	8	39	161
1-VM-1-SW/AX <u>Alexandria - 61 sites</u>	4	45	1	0	0	0	2	13
1-VM-1-SW/BLC <u>I-10 East/Lake Charles - 148 sites</u>	4	87	10	0	11	0	13	27
1-VM-1-SW/BR <u>Baton Rouge - 104 sites</u>	5	82	1	0	6	0	3	12
1-VM-1-SW/HMC <u>Houma - 79 sites</u>	6	45	7	0	2	0	9	16
1-VM-1-SW/LF <u>Lafayette - 110 sites</u>	6	67	12	0	5	0	2	24
1-VM-1-SW/MR <u>I-20/Monroe - 28 sites</u>	7	22	1	0	0	0	1	4
1-VM-2-SW/NO <u>New Orleans - 217 sites</u>	7	159	3	5	8	2	4	36
<u>ExploreBoard (Super Cities)</u>								
1-VM-1-SW/SH <u>Shreveport - 92 sites</u>	8	62	0	0	2	6	2	20
1-VM-1-SW/SL <u>Slidell - 71 sites</u>	9	51	0	1	7	0	3	9
1-VM-1-SW/TX <u>State of Texas - 3,586 sites</u>	9	3,007	34	29	141	54	15	306
1-VM-1-SW/AE <u>Abilene - 108 sites</u>	9	94	0	0	2	5	0	7
1-VM-2-SW/AM <u>Amarillo - 78 sites</u>	10	62	1	1	9	0	1	4
<u>(Super Cities)</u>								
1-VM-1-SW/AR <u>Arlington - 158 sites</u>	10	140	0	2	5	0	0	11
<u>(Super Cities)</u>								
1-VM-1-SW/AU <u>Austin - 176 sites</u>	11	152	0	5	4	0	1	14
1-VM-1-SW/BG <u>College Station/Bryan - 79 sites</u>	12	58	5	0	5	0	2	9
1-VM-1-SW/BO <u>I-10 E/Houston to Orange - 113 sites</u>	13	93	2	0	3	0	0	15
1-VM-1-SW/CC <u>Corpus Christi - 172 sites</u>	14	132	0	0	17	8	0	15
1-VM-2-SW/DAL <u>Dallas - 306 sites</u>	14	283	1	1	1	0	0	20
<u>ExploreBoard (Super Cities)</u>								
1-VM-1SW/EH <u>I-45 S/Dallas to Conroe - 94 sites</u>	16	76	0	0	6	0	0	12
1-VM-1-SW/EP <u>El Paso Area - 114 sites</u>	17	73	2	0	1	20	2	16
1-VM-2-SW/FW <u>Fort Worth - 247 sites</u>	17	219	2	1	6	1	0	18
<u>(Super Cities)</u>								
1-VM-1-SW/GV <u>Galveston - 110 sites</u>	19	64	1	1	14	0	0	30
1-VM-2-SW/HO <u>Houston - 287 sites</u>	20	271	0	6	6	0	0	4
<u>ExploreBoard (Super Cities)</u>								
1-VM-1-SW/KV <u>Kerrville - 55 sites</u>	21	35	1	0	13	0	1	5
1-VM-1-SW/LU <u>Lubbock - 80 sites</u>	22	64	3	1	1	0	4	7
1-VM-1-SW/MO <u>Midland - 130 sites</u>	22	98	8	0	5	0	0	19
1-VM-1-SW/NC <u>US 59 North/Houston to Nacogdoches - 44 sites</u>	23	38	0	0	3	0	0	3
1-VM-2-SW/NHO <u>North Houston - 163 sites</u>	23	157	0	3	0	0	0	3
<u>(Super Cities)</u>								
1-VM-1-SW/RGV <u>Rio Grande Valley - 140 sites</u>	24	113	0	0	14	0	0	13
1-VM-2-SW/SA <u>San Antonio - 384 sites</u>	25	314	1	8	9	18	0	34
<u>ExploreBoard (Super Cities)</u>								
1-VM-1-SW/SS <u>I-10 W/Houston to Seguin - 59 sites</u>	27	42	4	0	6	0	3	4
1-VM-1-SW/TXA <u>I-30 East/Texarkana - 54 sites</u>	28	47	0	0	3	0	0	4
1-VM-1-SW/TY <u>I-20 East/Tyler - 162 sites</u>	28	141	1	0	4	0	1	15
1-VM-1-SW/VB <u>Hwy. 59 South/Houston to Victoria - 97 sites</u>	29	86	2	0	1	0	0	8
1-VM-1-SW/WF <u>Wichita Falls - 53 sites</u>	30	45	0	0	2	1	0	5
1-VM-1-SW/WT <u>Waco/Temple - 123 sites</u>	30	110	0	0	1	1	0	11

C Comfort Suites
C Country Inn & Suites
C Courtyard by Marriott
C Econo Lodge Inn & Suites
C Extended Stay America
C Fairfield Inn by Marriott
C Hilton Garden Inn
C Holiday Inn Express
C Homewood Suites
C Motel 6
C Residence Inn by Marriott
C Select Inn
C SpringHill Suites by Marriott
C Suburban Extended Stay Hotel
C Texan Inn
C TownePlace Suites by Marriott

Visitor Center

C | AAA Texas
H | Lewisville Visitor Center

McKinney, TX

Hotel/Motel

C Americas Best Value Inn
C Best Western - McKinney Inn & Suites
C Comfort Suites
C Days Inn
C Econo Lodge Inn & Suites
C La Quinta Inn & Suites
C Motel 6
C Quality Inn
C Super 8 Motel

Mesquite, TX

Hotel/Motel

C Comfort Suites
C Courtyard by Marriott
C Days Inn
C Fairfield Inn by Marriott
C Hampton Inn & Suites
C Luna Lodge
C Mesquite Inn & Suites
C Microtel Inn & Suites - Hwy 80
C Microtel Inn & Suites - Sorrento
C Motel 6
C Quality Inn
C Red Roof Inn
C Spanish Trails Inn
C TownePlace Suites by Marriott

Midlothian, TX

Hotel/Motel

C Americas Best Value Inn
C Courtyard by Marriott

Parker, TX

Visitor Center

C | Southfork Ranch

Plano, TX

Hotel/Motel

C Candlewood Suites
C Comfort Inn & Suites
C Comfort Suites

C Courtyard by Marriott - Dallas
C Courtyard by Marriott - President
C Days Inn
C Fairfield Inn by Marriott - Plano Pkwy
C Fairfield Inn by Marriott - Premier
C Hampton Inn
C Hampton Inn & Suites
C Holiday Inn Express
C Homewood Suites - George Bush
C La Quinta Inn & Suites
C Magnuson Hotel Park Suites
C Motel 6 - Northeast
C Motel 6 - Preston Point
C Plano Inn & Suites
C Quality Inn
C Red Roof Inns
C Residence Inn by Marriott - President
C Residence Inn by Marriott - Silverglen
C SpringHill Suites by Marriott
C Staybridge Suites
C Studio 6
C Super 8 Motel
C TownePlace Suites by Marriott

Visitor Center

C | AAA Texas
C | Kapcher Travels
C | Visit Plano

Pottsboro, TX

Hotel/Motel

C Extreme Sandbox

Red Oak, TX

Hotel/Motel

C Comfort Inn
C Motel 6

Richardson, TX

Hotel/Motel

C Courtyard by Marriott - Greenville
C Courtyard by Marriott - Sherman
C DoubleTree Hotel
C Econo Lodge
C Extended Stay America
C Hampton Inn & Suites
C Hawthorn Suites
C Hyatt Regency
C Motel 6
C Red Roof Inn
C Residence Inn by Marriott
C SpringHill Suites by Marriott
C Super 8 Motel
C Wingate By Wyndham

Rockwall, TX

Hotel/Motel

C Best Western Plus - Rockwall Inn & Suites
C Hampton Inn

C Inn of Rockwall
C La Quinta Inn & Suites

Rowlett, TX

Hotel/Motel

C Comfort Suites

Seagoville, TX

Hotel/Motel

C Best Western - Executive Inn
C Seagoville Inn

Visitor Center

C | Seagoville Chamber

Sherman, TX

Hotel/Motel

C Days Inn
C Hampton Inn
C Holiday Inn Express
C La Quinta Inn & Suites
C Motel 6
C Quality Suites
C Sherman Inn
C Super 8 Motel
C Travelers Inn

The Colony, TX

Hotel/Motel

C Budget Suites Of America
C Comfort Suites
C Residence Inn by Marriott

Waxahachie, TX

Hotel/Motel

C Best Western Plus Inn & Suites
C Comfort Suites
C Dallas Suites Inn
C Executive Inn & Suites
C Hampton Inn & Suites
C Holiday Inn Express & Suites
C La Quinta Inn & Suites
C Motel 6
C Super 8 Motel

Whitesboro, TX

Hotel/Motel

C Whitesboro Inn & Suites

Wylie, TX

Hotel/Motel

C Best Western - Wylie Inn



Buffalo, TX

Hotel/Motel

C Budget Inn Buffalo
C Hampton Inn & Suites
C Quality Inn
C Red Roof Inn
C Super 8 Motel

Visitor Center

H | City of Buffalo Visitor Center

Centerville, TX

Hotel/Motel

C Days Inn

Conroe, TX

Campground

C | Country Quest RV Park

Hotel/Motel

C Baymont Inn & Suites
C Comfort Inn
C Days Inn
C Days Inn & Suites
C Econo Lodge
C Fairfield Inn by Marriott
C Hampton Inn & Suites
C Holiday Inn Express
C Homewood Suites
C Motel 6
C Piney Shores Resort (Lobby)
C Piney Shores Resort (Office)
C Super 8 Motel

Visitor Center

C | Conroe Outlet Center (Hallway 1)
C | Conroe Outlet Center (Hallway 2)
C | Lake Conroe CVB

Corsicana, TX

Campground

C | American RV Park

Hotel/Motel

C Best Western - Executive Inn
C Comfort Inn
C Holiday Inn Express
C La Quinta Inn & Suites
C Motel 6
C Oak Cove Marina
C Quality Inn
C Red Roof Inns
C Super 8 Motel
C Travelers Inn

Visitor Center

C | Corsicana Chamber
C | Pearce Civil War & Western Art Museum

Crockett, TX

Hotel/Motel

C Embers Motor Inn
C Holiday Inn Express

Ennis, TX

Hotel/Motel

C Comfort Suites
C Days Inn
C Holiday Inn Express
C La Quinta Inn & Suites
C Motel 6
C Quality Inn

Visitor Center

C | Ennis Chamber
C | Ennis CVB

Fairfield, TX

Hotel/Motel

C Budget Inn
C Days Inn

- C Holiday Inn Express
- C La Quinta Inn & Suites
- C Regency Inn
- C Super 8 Motel

Restaurant

- C | Sams Original Restaurant

Franklin, TX

Hotel/Motel

- C Pioneer Hotel & Cafe

Groesbeck, TX

Hotel/Motel

- C American Inn & Suites
- C Days Inn & Suites

Huntsville, TX

Hotel/Motel

- C Baker Motel
- C Days Inn & Suites
- C Econo Lodge
- C Holiday Inn Express & Suites
- C Motel 6
- C Quality Suites
- C Red Roof Plus
- C Rodeway Inn
- C Studio 6
- C Super 8 Motel

Visitor Center

- C | Sam Houston Statue / Huntsville Visitor Center

Hutchins, TX

Hotel/Motel

- C La Quinta Inn & Suites
- C Motel 6

Jewett, TX

Hotel/Motel

- C American Inn & Suites
- C Comfort Suites
- C Executive Inn & Suites
- C Regency Inn

Visitor Center

- C | Jewett Chamber of Commerce

Madisonville, TX

Hotel/Motel

- C Best Western - Executive Inn & Suites
- C Madisonville Inn
- C Motel 6

Magnolia, TX

Hotel/Motel

- C Executive Inn & Suites
- C La Quinta Inn & Suites
- C Magnolia Inn & Suites

Marquez, TX

Hotel/Motel

- C Days Inn & Suites

Mexia, TX

Hotel/Motel

- C Best Western
- C Kings Inn Motel

Montgomery, TX

Campground

- C | Lake Conroe KOA

Hotel/Motel

- C April Plaza Marina & Motel
- C Best Western - Lake Conroe Inn
- C First Fairway At Walden
- C Inverness II At Walden
- C Super 8 Motel
- C Villas On The Lake

Visitor Center

- C | Montgomery Chamber
- C | Sweetwater At Lake Conroe - April Sound

Tomball, TX

Visitor Center

- C | Tomball Chamber

Trinity, TX

Hotel/Motel

- C Lake Country Inn

Willis, TX

Campground

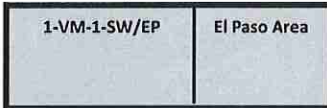
- C | Fishermans Cove
- C | Thousand Trails Lake Conroe
- C | Venice on the Lake RV Park

Hotel/Motel

- C Landing At Seven Coves
- C Red Roof Inn
- C Sunset Harbor Resort

Visitor Center

- C | Holiday World



Anthony, TX

Hotel/Motel

- C Americas Best Value Inn
- C Best Western - Oasis Of The Sun

Visitor Center

- H | Texas Travel Info Center

Canutillo, TX

Restaurant

- C | Little Diner

Clint, TX

Hotel/Motel

- C Adobe Inn
- C Best Western - East El Paso Inn (Laundry)
- C Best Western - East El Paso Inn (Vending Area)

Service Station

- C | Cotton Valley Exxon

El Paso, TX

Campground

- C | Mission RV Park

Hotel/Motel

- C Allstate Motel
- C Americana Inn
- C Americas Best Value Inn
- C Best Western - Sunland Park Inn

- C Best Western Plus - El Paso Airport Hotel & Conference

- C Beverly Crest Motor Inn
- C Budget Inn
- C Camino Real Hotel
- C Candlewood Suites
- C Chase Suite Hotel
- C Colonia Motor Hotel
- C Comfort Inn & Suites
- C Coral Motel

- C Courtyard by Marriott
- C Days Inn - East
- C Days Inn - West
- C Deluxe Inn
- C DoubleTree Hotel
- C Econo Lodge Inn & Suites
- C El Paso Inn
- C Extended Stay America

- C Fairfield Inn & Suites by Marriott
- C Fairfield Inn by Marriott
- C Glenwood Motel
- C Hampton Inn & Suites - Airport
- C Hampton Inn & Suites - Desert
- C Hawthorn Suites
- C Hilton Garden Inn
- C Holiday Inn

- C Holiday Inn Express - Airport
- C Holiday Inn Express - Artcraft
- C Holiday Inn Express - Central
- C Holiday Inn Express - IH 10 East
- C Hotel Hillvue
- C Hyatt Place
- C InTown Suites
- C La Quinta Inn - Cielo Vista
- C La Quinta Inn - Lomaland
- C La Quinta Inn - West
- C La Quinta Inn & Suites - Bartlett
- C La Quinta Inn & Suites - East
- C Magnuson Hotel
- C Marriott
- C Mesa Inn
- C Microtel Inn & Suites
- C Montana Motel
- C Motel 6
- C Motel 6 - Fort Bliss
- C Motel 6 - Lomaland
- C Motel 6 - West
- C Palace Inn
- C Quality Inn
- C Quality Inn & Suites - Desert
- C Quality Inn & Suites - Montana
- C Quality Suites
- C Radisson
- C Ramada Inn
- C Red Roof Inn - Chito
- C Red Roof Inn - Remcon
- C Residence Inn by Marriott

- C Hampton Inn & Suites - Desert
- C Hawthorn Suites
- C Hilton Garden Inn
- C Holiday Inn
- C Holiday Inn Express - Airport
- C Holiday Inn Express - Artcraft

- C Holiday Inn Express - Central
- C Holiday Inn Express - IH 10 East
- C Hotel Hillvue
- C Hyatt Place
- C InTown Suites
- C La Quinta Inn - Cielo Vista
- C La Quinta Inn - Lomaland
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- C Radisson
- C Ramada Inn
- C Red Roof Inn - Chito
- C Red Roof Inn - Remcon
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- C Holiday Inn Express - Central
- C Holiday Inn Express - IH 10 East
- C Hotel Hillvue
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- C Motel 6 - West
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- C Quality Inn
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- C Quality Suites
- C Radisson
- C Ramada Inn
- C Red Roof Inn - Chito
- C Red Roof Inn - Remcon
- C Residence Inn by Marriott

- C Sands Motel
- C Sleep Inn
- C Soluna Hotel
- C SpringHill Suites by Marriott
- C Staybridge Suites
- C Studio 6
- C Super 8 Motel
- C Super 9 Motel
- C Super Lodge

Military Base

- C | Family Resiliency Center

Other

- C | El Paso Station - Union Depot

Restaurant

- C | Frankys Restaurant

Service Station

- C | Payans Service Station

Visitor Center

- C | AAA Texas
- C | Adventure Zone
- C | Barnett Harley-Davidson
- C | Ciudad Juarez Visitor Center
- C | El Paso Mission Trail
- C | Lucchese Factory Outlet
- C | Mission Del Rey
- C | Sandy Messer & Associates
- C | So El Paso
- C | Tiqua Indian Cultural Center
- C | Tony Lama Boot Company
- C | Tony Lama Factory Outlet

Fort Bliss, TX

Hotel/Motel

- C Candlewood Suites

Military Base

- C | 1st Battalion Hanger
- C | 3-6 Cavalry Barracks
- C | A/B Battery Barracks
- C | Army Community Service
- H | Fort Bliss Exchange Marketplace
- C | Fort Bliss RV Park
- C | Fort Bliss Thrift Shop
- C | German Air Force Exchange Service
- C | Housing Services
- C | Inn at Fort Bliss
- C | Iron Dragons Barracks
- C | Living Quarters - Bldg 11341
- C | Living Quarters - Bldg 11343
- C | Replica Museum
- C | Roberto Loeza Soldier Activity Center
- C | Sergeants Major Academy
- C | Stafford Dining Facility (Exit Door 1)
- C | Stafford Dining Facility (Exit Door 2)
- C | VCC

Visitor Center

- C | Fort Bliss Welcome Center

San Elizario, TX

Visitor Center

C Executive Inn
C Grand Texan Hotel & Convention Center
C Hampton Inn
C Hawthorn Suites
C Holiday Inn Express
C Holiday Inn Express & Suites
C Knights Inn
C La Quinta Inn & Suites
C Luxury Inn
C Mainstay Inn
C Metro Inn
H Microtel Inn & Suites
C Midland Extended Stay
C Motel 6
C Plaza Inn
C Quality Inn
C Quality Suites
C Rileys Midland Inn
C Scottish Delight Motel
C Sleep Inn & Suites
C Staybridge Suites
C Studio 6
C Super 8 Motel - Interstate 20
C Super 8 Motel - Wall
C Victorian Inn
C West Texas Inn & Suites
C West Wind Motel
C Wyndham Garden Hotel

Restaurant

C | Charlas Restaurant & Bar
C | Hog Pit Pub & Grub
C | Johnnys Bar-B-Que
C | Thai House

Visitor Center

C | Midland CVB
C | Permian Basin Petroleum Museum
C | Susies South Forty

Monahans, TX

Hotel/Motel

C Best Western - Monahans Inn & Suites
C Candlewood Suites
C Holiday Inn Express & Suites
C Microtel Inn & Suites

Odessa, TX

Campground

C | Midessa Oil Patch RV Park

Hotel/Motel

C Americas Best Value Inn & Suites
C Baymont Inn & Suites
C Best Western Plus - North Odessa Inn & Suites
C Budget Inn
C Candlewood Suites
C Comfort Suites
C Days Inn & Suites
C Executive Inn
C Great Val-U Inn
C Hilton Garden Inn

C Holiday Inn
C Holiday Inn Express
C Imperial Motel
C Knights Inn
C La Quinta Inn & Suites - North
C La Quinta Inn & Suites - Sienna Tower
C Magnuson Hotel
H MCM Elegante
C MCM Grande Hotel FunDome
C Microtel Inn & Suites
C Motel 6
C Motel One
C Odessa Motor Inn
C Parkway Inn
C Ramada Inn
C Regency Inn
C Royal Inn
C Sleep Inn & Suites
C Staybridge Suites
C Studio 6
C Sunset Motel
C Super 8 Motel
C Travelodge
C Villa West Inn

Restaurant

C | Johnnys Bar-B-Que
C | Manuels Crispy Tacos

Visitor Center

C | Billy Sims Trailer Town
C | Golden Coach & Marine
C | Odessa CVB
C | Presidential Archives
C | Ye Old Bookworm

Stanton, TX

Hotel/Motel

C Comfort Inn
C Stanton Inn & Suites
C Super 8 Motel

Visitor Center

C | Martin County Courthouse (Lobby 1)
C | Martin County Courthouse (Lobby 2)
C | Martin County Historical Museum
C | Stanton Chamber

1-VM-1-SW/NC	US 59 No / Houston to Nacogdoches
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Center, TX

Hotel/Motel

C Best Western Plus - Classic Inn & Suites
C Holiday Inn Express
C Lake Country Inn
C Sleep Inn & Suites
C Super 8 Motel

Cleveland, TX

Campground

C | East Fork RV Resort
Hotel/Motel
C Best Western - Cleveland Inn & Suites
C Holiday Inn Express
C Super 8 Motel

Diboll, TX

Hotel/Motel

C Diboll Inn & Suites

Kingwood, TX

Hotel/Motel

C Palace Inn

Livingston, TX

Hotel/Motel

C Americas Best Value Inn
C Economy Inn
C Hampton Inn
C Holiday Inn Express
C Motel 6

Lufkin, TX

Airport

C | Angelina County Airport

Hotel/Motel

C Best Western - Crown Colony Inn & Suites
C Courtyard by Marriott
C Executive Inn & Suites
C La Quinta Inn
C Quality Inn & Suites
C Sleep Inn
C Super 6

Nacogdoches, TX

Hotel/Motel

C Best Western - Northpark Inn
C Continental Inn & Suites
C Days Inn & Suites
C Econo Lodge
C Hampton Inn & Suites
C Motel 6
C Nacogdoches Inn
C Super 8 Motel
C Victorian Inn & Suites

Visitor Center

C | Genuine RV Store

New Caney, TX

Campground

C | Grand Texas RV Resort
C | Lone Star Lakes RV Park

Hotel/Motel

C Best Western Plus - New Caney Inn & Suites
C La Quinta Inn & Suites

Visitor Center

C | Community Chamber

Porter, TX

Hotel/Motel

C Executive Inn & Suites
C Regency Inn

San Augustine, TX

Hotel/Motel

C Budget Inn

C San Augustine Inn

Shepherd, TX

Hotel/Motel

C Hometown Inn & Suites

1-VM-2-SW/NHO Super Cities	North Houston
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Houston / Intercontinental, TX

Car Rental

C | PV Rentals

Hotel/Motel

C Airway Inn
C Americas Best Value Inn & Suites
C Amerihome Inn & Suites
C Best Western Plus - JFK Inn & Suites
C Candlewood Suites
C Comfort Suites - Airport
C Comfort Suites - IAH Beltway
C Country Inn & Suites
C Days Inn & Suites - FM 1960
C Days Inn & Suites - North Hwy
C Downtowner Inn
C Executive Inn
C Fairfield Inn by Marriott
C Four Points by Sheraton
C Grand Villa Inn & Suites
C Hampton Inn & Suites - JFK
C Hampton Inn & Suites - Sam Houston
C Hampton Inn & Suites - Wagon Point
C Hilton
C Hilton Garden Inn
C Holiday Inn
C Holiday Inn Express & Suites - Aldine Bender
C Holiday Inn Express & Suites - Sam Houston
C Holiday Inn Express & Suites - West Rd
C Homewood Suites
C InTown Suites
C La Quinta Inn
C La Quinta Inn & Suites
C Marriott
C North Villa
C Paradise Inn - I 45 & FM 1960
C Paradise Inn - I 45 & Richie
C Quality Suites - Overland Trail
C Quality Suites - Vantage Pkwy
C Ramada Inn & Suites
C Red Lion Hotel
C Red Roof Inn - IAH Airport
C Red Roof Inn - JFK
C Regency Suites
C Residence Inn by Marriott
C Rodeway Inn & Suites
C Sheraton

C	Staybridge Suites - North Sam Houston	C	Best Western - Northwest Inn & Suites	C	Sleep Inn & Suites	C	Holiday Inn Express		
C	Staybridge Suites - West Sam Houston	C	Best Western - Windsor Suites	C	Super 8 Motel - Eastway Village	C	Homewood Suites		
C	Studio 6	C	Budget Host - Hempstead Inn	C	Super 8 Motel - Will Clayton	C	La Copa		
C	Super 8 Motel - North Fwy	C	Comfort Inn	C	Travel Inn	C	La Posada Inn		
C	Super 8 Motel - Sam Houston	C	Comfort Suites - Clay	C	Winchester Inn & Suites	C	La Quinta Inn & Suites		
C	Venetian Inn & Suites	C	Comfort Suites - FM 1960	C	Woodland Inn	C	Magnuson Hotel		
C	Wingate Inn & Suites	C	Country Inn & Suites	C	<u>Kingwood, TX</u>	C	Motel 6 - 2255 N Expy 83		
	<u>Houston / North Freeway - Hwy 249, TX</u>	C	Days Inn		<u>Hotel/Motel</u>	C	Motel 6 - 2377 N Expy 83		
	<u>Car Rental</u>	C	Hampton Inn - Brookhollow	C	Candlewood Suites	C	Staybridge Suites		
C	I Capps Van & Car Rental	C	Hampton Inn - Northwest	C	Homewood Suites	C	Sure Stay Hotel		
	<u>Hotel/Motel</u>	C	Holiday Inn Express		<u>Shenandoah, TX</u>	C	Texas Inn - Expy 77/83		
C	Best Value Inn & Suites	C	Homewood Suites		<u>Hotel/Motel</u>	C	Texas Inn - Padre Island		
C	Best Western - Sam Houston Inn & Suites	C	InTown Suites - Jersey Village	C	Clarion Suites		<u>Donna, TX</u>		
C	Camelot Inn & Suites - FM 1960	C	InTown Suites - Northwest	C	Days Inn		<u>Campground</u>		
C	Camelot Inn & Suites - Veterans Memorial	C	La Quinta Inn - Houston Cy Fair		<u>Spring, TX</u>	C	I *Casa Del Sol		
C	Candlewood Suites	C	La Quinta Inn - Northwest		<u>Hotel/Motel</u>	C	Comfort Inn & Suites		
C	Comfort Inn & Suites	C	La Quinta Inn & Suites	C	Best Western Plus - Spring Inn & Suites	C	Crown Inn		
C	Comfort Suites - North Fwy	C	Moonlight Inn & Suites	C	Comfort Suites	C	Super 8 Motel		
C	Comfort Suites - Sam Houston	C	Motel 6 - Brookhollow	C	Hampton Inn & Suites	C	Victoria Palms Inn & Suites		
C	Comfort Suites - Tomball	C	Motel 6 - Jersey Village	C	Marriott - Woodlands Waterway	C	Victoria Palms Resort		
C	Courtyard by Marriott	C	Quality Inn & Suites	C	Motel 6		<u>Visitor Center</u>		
C	Cypress Inn & Suites	C	Quality Suites		<u>Visitor Center</u>	C	I Donna Historical Museum		
C	Days Inn & Suites	C	Red Roof Inn	C	I Spring Visitors Bureau		<u>Edinburg, TX</u>		
C	Extended Stay America	C	Rodeway Inn & Suites		<u>The Woodlands, TX</u>		<u>Hotel/Motel</u>		
C	Grand Inn & Suites	C	Scottish Inn - Antoine	C	Courtyard by Marriott	C	Best Western - Edinburg Inn & Suites		
C	Hampton Inn	C	Scottish Inn - Jones	C	Drury Inn	C	Comfort Inn		
C	Holiday Inn Express	C	Sheraton - Brookhollow	C	Holiday Inn Express	C	Echo Hotel & Conference Center		
C	Holiday Inn Express Hotel & Suites	C	Sheraton - Houston West	C	La Quinta Inn	C	Executive Inn		
C	InTown Suites	C	Sleep Inn & Suites	C	Residence Inn by Marriott	C	Motel 6		
C	Knights Inn - Houston North / IAH	C	SpringHill Suites by Marriott - Northwest Fwy		<u>Tomball, TX</u>	C	Texas Inn		
C	Knights Inn - Raceway / Bush Airport	C	Super 8 Motel		<u>Hotel/Motel</u>	C	TownePlace Suites by Marriott		
C	Monsoon Inn & Suites	C	Woodland Inn & Suites	C	Americas Best Value Inn & Suites		<u>Visitor Center</u>		
C	Palace Inn		<u>Visitor Center</u>	C	Comfort Suites	H	I Edinburg CVB		
C	Quality Inn & Suites	C	I Traders Village	C	Holiday Inn Express & Suites	C	I Monte Cristo Golf & Country Club		
C	Regal Inn		<u>Humble, TX</u>	C	Motel 6	C	I Museum Of South Texas History (Lobby 1)		
C	Residence Inn by Marriott		<u>Car Rental</u>	C	Scottish Inn & Suites	C	I Museum Of South Texas History (Lobby 2)		
C	Scottish Inn	C	I Airport Van Rental		<table border="1" data-bbox="841 1354 1170 1465"> <tr> <td>1-VM-1-SW/RGV</td> <td>Rio Grande Valley</td> </tr> </table>	1-VM-1-SW/RGV	Rio Grande Valley		<u>Harlingen, TX</u>
1-VM-1-SW/RGV	Rio Grande Valley								
C	Scottish Inn & Suites	C	Atalier Hotel		<u>Alamo, TX</u>		<u>Campground</u>		
C	Sleep Inn & Suites	C	Baymont Inn & Suites		<u>Campground</u>	C	I *Carefree Valley Resort		
C	Staybridge Suites - Gessner	C	Best Value Inn & Suites	C	I *Alamo Rose Mobile Home & RV Resort	C	I *Paradise Park		
C	Staybridge Suites - Tomball	C	Best Western - Atascocita Inn & Suites	C	I *Casa Del Valle	C	I *Park Place		
C	Studio 6	C	Class Inn & Suites	C	I *Trophy Gardens	C	I Sunshine RV Park		
C	Super 8 Motel	C	Comfort Inn & Suites		<u>Hotel/Motel</u>		<u>Hotel/Motel</u>		
C	TownePlace Suites by Marriott	C	Comfort Suites	C	La Copa Inn	C	Americas Best Value Inn		
C	Travelodge	C	Country Inn & Suites	C	La Quinta Inn & Suites	C	Best Western - Casa Villa Suites		
C	Wingate Inn	C	Days Inn	C	Texas Inn	C	Candlewood Suites		
C	Wyndham Garden Hotel	C	Hampton Inn		<u>Brownsville, TX</u>	C	Country Inn & Suites		
	<u>Houston / North Houston, TX</u>	C	Holiday Inn		<u>Airport</u>	C	La Copa Inn		
	<u>Visitor Center</u>	C	Holiday Inn Express	C	I Brownsville SPI Intl Airport	C	Plaza Inn & Suites		
C	I National Museum of Funeral History	C	Holiday Inn Express & Suites		<u>Hotel/Motel</u>	C	Quality Inn		
	<u>Houston / Northwest - Hwy 290, TX</u>	C	Humble Executive Suites	C	Americas Best Value Inn	C	Residence Inn by Marriott		
	<u>Hotel/Motel</u>	C	La Quinta Inn & Suites - Kenswick	C	Boca Chica Inn & Suites	C	Super 8 Motel		
C	Americas Best Value Inn & Suites	C	Ramada Inn		<u>Visitor Center</u>	C	Texas Inn		
		C	Red Roof Inn & Suites						
		C	Rodeway Inn & Suites						
		C	Scottish Inn & Suites						

visitors tips.com Online Display Racks

Participation is **FREE** for Visitor Marketing Program distribution clients!



Destination Page

- Easy access from computers and mobile devices anywhere, anytime!
- Travelers can now save brochures to their digital suitcase to view before, during and after their trip
- Online brochure links directly to your website and social media sites
- Viewers can share your brochure with their social networks or via email



Content Page

FREE postings include:

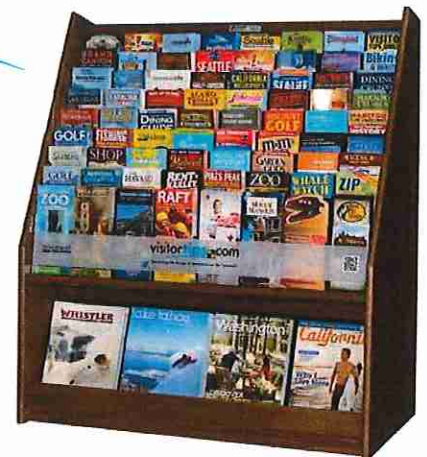
- Brochure image
- Company description
- Map to your location
- Address and contact info
- Direct links to website, reservations page, and social media sites



Mobile Device



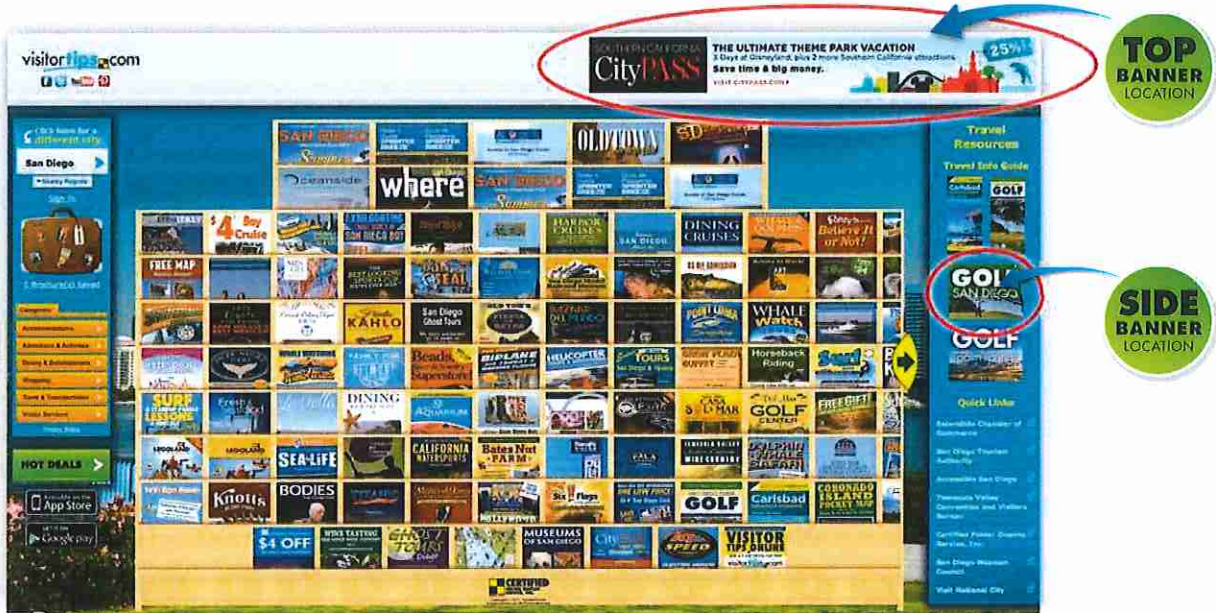
Now...Travelers can access your **Brochure ANYWHERE, ANYTIME!**



LOW AS
\$50
Per Month

visitortips.com

Visitortips.com, powered by Certified Folder Display Service, Inc., delivers the power of travel brochures to the Internet! Travelers can easily access brochures online and on their mobile devices anywhere, anytime to find fun and interesting things to do both regionally and locally before, during and after their trip!



Destination Page

- ▶ **Promote your company & help generate traffic to your website!**
- ▶ **Ads are clickable and will redirect to the website of your choice!**
- ▶ **Ads rotate every 10 seconds.**

TOP BANNER AD

2-VT-TB - area code
from **\$100-\$300**/month / market
DESIGN FEE \$75 (unlimited changes) 7-VT-TB-DESIGN

Materials Needed

- JPEG Image that is 728(w) x 90(h) pixels at 72 dpi (120k max)
- URL link to the specific website of your choice.

SIDE BANNER AD

2-VT-SB1 - area code
from **\$50-\$150**/month / market
DESIGN FEE \$50 (unlimited changes) 7-VT-SB1-DESIGN

Materials Needed

- JPEG Image that is 120(w) x 90(h) pixels at 72 dpi (40k max)
- URL link to the specific website of your choice.



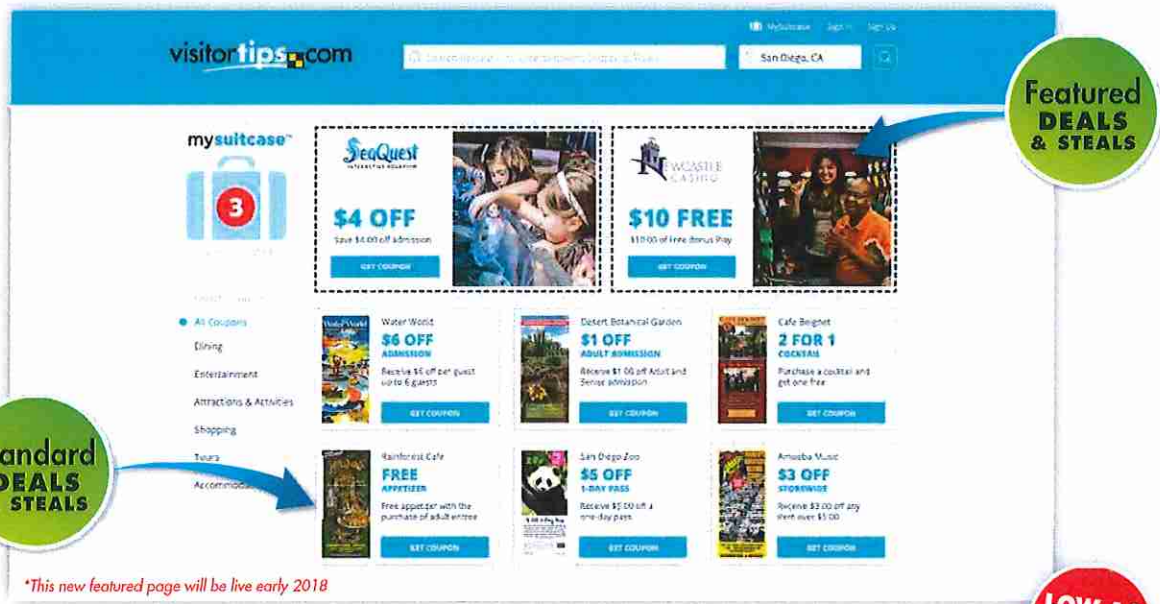
For More Information, Call **1-800-799-7373**
or email us at **VTipSales@certifiedfolder.com**

Choose Standard or Featured exposure on our *New **Deals & Steals** page!



visitortips.com

VisitorTips.com, powered by Certified Folder Display Service, Inc., delivers the power of travel brochures to the Internet! Travelers can easily access brochures online and on their mobile devices anywhere, anytime to find fun and interesting things to do both regionally and locally before, during and after their trip!



Standard Deals & Steals

- All Certified advertisers have the opportunity to receive a **FREE** standard Deals & Steals ad within their distribution areas simply by including an exclusive coupon or deal on their printed brochure.
- Users who click your coupon will view a digital version of your brochure/offer and then choose to save, text, email, print or share on social media.

Featured Deals & Steals

- Get **maximum exposure** by purchasing a Featured Deals & Steals ad for as little as \$30 per month!
- This includes a large custom ad located above standard coupons and will be the first to grab user's attention.
- Featured Deals & Steals link to the details of your offer, created using your own custom graphics. User can then choose to save, text, email, print or share on social media.



The Deals & Steals button will be both on the home page and your VisitorTips.com detail page for ease of navigation by users. Users will be able to browse Deals & Steals within specific areas and will have the ability to sort based on their specific interests.

"FEATURED" DEALS & STEALS 2-VT-HD - area code
 from **\$30-\$50**/month / market • **DESIGN FEE \$50** (unlimited changes) 7-VT-HD-DESIGN



For More Information, Call **1-800-799-7373**
 or email us at **VTipSales@certifiedfolder.com**

R A T E S

<i>Visitor Marketing Program</i>		#	TOP	SIDE	DEALS &	DIGITAL	DIGITAL	QUICK	RACK
<i>DISTRIBUTION AREA</i>		SITES	BANNER	BANNER	STEALS	BROCH.	MAG.	LINK	LOCAT.
			(VT-TB)	(VT-SB1)	(VT-HD)	(VM-1/2)	(VM-12)	(VT-QL)	(VT-RK)
2-()-SW/LA	<u>State of Louisiana</u>	926	\$950	\$475	n/a	n/a	n/a	\$135	n/a
2-()-SW/AX	<u>Alexandria Area</u>	61	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/BLC	<u>I-10 East/Lake Charles</u>	149	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/BR	<u>Baton Rouge</u>	111	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/HMC	<u>Houma</u>	79	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/LF	<u>Lafayette</u>	114	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/MR	<u>I-20/Monroe Area</u>	28	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/NO	<u>New Orleans</u> <i>(Super Cities)</i>	219	\$150	\$75	\$35	\$55	\$110	\$15	\$15
2-()-SW/SH	<u>Shreveport</u>	92	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/SL	<u>Slidell</u>	73	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/TX	<u>State of Texas</u>	3,605	\$2,900	\$1,450	n/a	n/a	n/a	\$405	n/a
2-()-SW/AE	<u>Abilene</u>	108	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/AM	<u>Amarillo</u> <i>(Super Cities)</i>	79	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/AR	<u>Arlington</u> <i>(Super Cities)</i>	151	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/AU	<u>Austin</u>	178	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/BG	<u>College Station/Bryan</u>	76	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/BO	<u>I-10 E/Houston to Orange</u>	113	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/CC	<u>Corpus Christi</u>	166	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/DAL	<u>Dallas</u> <i>(Super Cities)</i>	311	\$200	\$100	\$40	\$60	\$120	\$15	\$15
2-()-SW/EH	<u>I-45 South/Dallas to Conroe</u>	102	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/EP	<u>El Paso Area</u>	118	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/FW	<u>Forth Worth</u> <i>(Super Cities)</i>	244	\$150	\$75	\$35	\$55	\$110	\$15	\$15
2-()-SW/GV	<u>Galveston</u>	112	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/HO	<u>Houston</u> <i>(Super Cities)</i>	284	\$150	\$75	\$35	\$55	\$110	\$15	\$15
2-()-SW/KV	<u>Kerrville</u>	55	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/LU	<u>Lubbock</u>	80	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/MO	<u>Midland</u>	137	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/NC	<u>US 59 North/Houston to</u> <u>Nacogdoches</u>	44	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/NHO	<u>North Houston</u> <i>(Super Cities)</i>	168	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/RGV	<u>Rio Grande Valley</u>	140	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/SA	<u>San Antonio</u> <i>(Super Cities)</i>	392	\$200	\$100	\$40	\$60	\$120	\$15	\$15
2-()-SW/SS	<u>I-10 W/Houston to Seguin</u>	58	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/TXA	<u>I-30 East/Texarkana</u>	56	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/TY	<u>I-20 East/Tyler</u>	160	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/VB	<u>Hwy. 59 S/Houston to Victoria</u>	95	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/WF	<u>Wichita Falls</u>	51	\$100	\$50	\$30	\$50	\$100	\$15	\$15
2-()-SW/WT	<u>Waco/Temple</u>	127	\$100	\$50	\$30	\$50	\$100	\$15	\$15
SET UP FEE (1x per contract)			\$0	\$0	\$0	\$0	\$0	\$0	\$0
DESIGN FEE - If we design vs. advertiser supplied			\$75	\$50	\$50	\$195	\$295	\$0	\$195

HERE'S WHAT CLIENTS SAY

"We have been working with the team at Certified Folder Display for over 30 years. Each year their courteous and efficient distribution specialists deliver over two million magazines, books, maps and brochures in our tourism markets. In all that time they have never missed the mark. As a business owner, I look for certain attributes in our suppliers. The following come to mind: consistent, reliable, on time, responsive, collaborative, reasonable, active in the community."

Jeff Levy
Where Magazine • Los Angeles, CA

"Over the past many years of working with Certified Folder we have been impressed with their astute tourism industry knowledge, efficiency and attention to detail."

Tracey Wittenfeld
Puyallup Fair & Events Center • Puyallup, WA

"We are very happy with the brochure that was produced and are receiving feedback from our museum tracking system that the brochures are bringing in new customers to our facility... I look forward to working with your company in the future as our museum grows."

John Couch
Estrella Warbirds Museum • Paso Robles, CA

"Certified Folder provides an invaluable service to our historic district by distributing our brochures to key visitor locations throughout Southern California. We have been working with them for several years now and they always provide excellent customer service and are a pleasure to work with."

Janet Swartz
Old Pasadena Management District • Pasadena, CA

"The Steamboat Natchez has been a customer of Certified for over 20 years. I can say honestly that it may be my number one most important communication with potential visitors. Our attraction is 90-95% visitor related and our outreach through Certified has been an incredible asset."

Adrienne Thomas
Steamboat Natchez • New Orleans, LA

"We receive as many reports from our city leadership and citizens as we do from visitors who see our Denton Live magazine when they travel. Visitors discover us this way, no doubt... thank you."

Kim Phillips
Denton CVB • Denton, TX

"I wanted to send you a not to say thank you for the excellent service you have provided us over the last 20 years! I have always said "if there was only one place to put my marketing dollars, it would be with Certified Folder Display. We could never get the word out without your help. Keep up the good work!"

Cindi DeLoseur
Dolly Steamboat / Arizona Canyon Cruises, Inc.
Canyon Lake, AZ

"Certified Folder has been a very professional company to work with and I have experienced the value in working together. We have had many customers who find out about us from our brochure placement in your racks."

Donald Contursi
Lip Smacking Foodie Tours • Las Vegas, NV

"Certified delivers effective, reliable and visible branding through brochure distribution for our company and has done so for over twenty years. We keep using them because brochures still work and they deliver honest and caring distribution."

Alex Mickel
Mild to Wild Rafting and Jeep Trail Tours, Inc.
Durango, CO

"Certified's wide disbursement of our brochure product has allowed our attractions to flourish even during a recession period."

Tom Moulton
Pima County Economic Development & Tourism
Tucson, AZ

"The National World War II Museum in New Orleans has relied on the Certified Folder brochure service as a key component of our marketing strategy for many years. We cannot say enough about the excellent service Certified Folder provides...the Certified Folder racks in key locations around the area keep us "front and center" in the minds of our city's many visitors..."

Alan Raphael
The National WWII Museum • New Orleans, LA

"Your distribution system is outstanding and has been a cornerstone of our business. We have grown from a very small business to one of Colorado's bigger rafting companies during all those years. We have experimented with and tried all forms of advertising over the years and have discarded most of them. Yet Certified Folder and its extensive network of locations has been key to the growth of our business and has lasted the test of time. Well done!"

Dennis Wied
Raft Masters • Cañon City, CO

"Echo Canyon River Expeditions has been a long time client of Certified Folder Display leveraging their distribution power in a multitude of ways. Like so many things in business it is the relationships and continuity that make things work and Certified has always had this as a component...I am pleased to be a Certified client and will continue to do so for many years to come."

Andy Neinas
Echo Canyon River Expeditions • Cañon City, CO

"Garden of the Gods Visitor and Nature Center has enjoyed using Certified Folder for over 17 years. They have provided excellent service: quickly returning calls, making extra deliveries when requested, keeping all racks filled, and meeting with us on a regular basis to guide us on where to strategically place our brochures."

Bonnie Frum
Garden of the Gods Visitor and Nature Center
Colorado Springs, CO

"I have been a client of Certified Folder Display for approximately 17 years. During that time, I have experienced nothing but outstanding service from the company. The success of Haunted History Tours owes a great deal to the staff at Certified and the professional manner in which they conduct business."

Sidney Smith
Haunted History Tours • New Orleans, LA

"I would once again like to thank you for your support...I look forward to the continuation of our relationship."

Debbie Erickson
Six Flags Magic Mountain • Valencia, CA

"Certified Folder has been invaluable for DETOURS with their speedy and efficient brochure distribution. Since changing to Certified Folder, the distribution of our brochures has become a consistent and painless process."

Jeff Slade
Detours of Arizona • Tempe, AZ

"Café Beignet has grown by location and by customer knowledge of the last few years, and I would say without hesitation that the distribution through Certified was easily identified as a significant growth spurt."

Adrienne Thomas
Café Beignet New Orleans • New Orleans, LA

"The New Orleans Convention & Visitors Bureau has enjoyed a working relationship with Certified Folder Display Service for more than 15 years. Throughout that period, their management and staff have always exceeded our expectations in providing prompt, quality service."

Steve Moeller
New Orleans and Company • New Orleans, LA

"The level and quality of the services which Certified staff provide is excellent."

Marie Prins
Washington County Visitors Association
Beaverton, OR

"You are our most important advertising vehicle."

Sean Turner
Mammoth Brewing Company • Mammoth, CA

"The impact of your service on Paramount Studio Tour has been absolutely immeasurable."

Robert Greg
Paramount Pictures • Hollywood, CA

"I just wanted to say thank you so much...the new racks look great and the place is really starting to come together...we appreciate your team's willingness to help and the fact that you take great pride in both Certified Folder and the CWC relationship."

Lisa Jackson
California Welcome Center • San Francisco, CA

"I just wanted to tell you how wonderful your folder display is for our business! We often ask our patrons where they found out about us; especially those that have never played our course. Several times, the response is - we saw those cards in the motel we are staying at. Thanks from a very satisfied customer."

Nancy Maness
South Forty Golf Course • Cortez, CO

"Thank you and your capable staff for the excellent support we receive. Through the years, various marketing strategies have been attempted with mixed results. The fact is that people are drawn to the brochures they find in your well maintained racks...your service remains high on our list every year as we put our marketing plan together."

Lee Putnam
Hearst Castle Theater • San Simeon, CA

"Certified Folder Display has been doing a great job for Medieval Times. In June, 2015 we removed our regular brochure and replaced it with a discount coupon. It was amazing the response we received. Our coupon redemption went through the roof. Prior to putting in a coupon it was hard to measure the return on investment with our placement in the Certified rack. But once we changed over it became very apparent that hotel guests are using the information found in the Certified rack."

Joan Serot
Medieval Times • Buena Park, CA

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**TEAM
CERTIFIED**

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AVAILABLE**
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ExploreBoard



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Providing Helpful Local Visitor Information

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- **6 different languages –**
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French, Spanish, Portuguese
- **Mapping and directions**
- **Text or email information
to mobile devices**
- **Buy tickets or make reservations
using mobile devices**
- **Provides real-time information**
- **Make changes as needed**



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SERVICE, INC.
SINCE 1899

Seattle | Los Angeles | Orange County | San Diego | San Francisco | SF Airport Area | Vancouver
Dallas | San Antonio | Houston | Denver | Las Vegas | New Orleans | Portland | Phoenix

For More Information, Call **800-799-7373**

ExploreBoard@certifiedfolder.com

Work Plan Report

First 30 – 90 days

Task	Activity	Status
Meeting with Local Business Owners/Business Leaders	Small Business 101 Meeting for April	Finalizing April meeting with Stephen with Mercantile Bank. Topics to include how small business obtain credit and creative financing.

Three - Five Months

Task	Activity	Status
Social Media Channels	Content Calendar	Developed content calendar to ensure consistent social media activity, engage the audience, and grown the platform.
Tourism Website	Content	Writing and gathering information for content for the tourism website.
TABC	Research	Research and conversations with TABC about acquiring a permanent license for the community building vs. temporary event permit and the permitting process for Oktoberfest.
Trademark	Research re: additional classes protected	Based on research and conversations with Larry Foerster, trademark protection for additional classes should be filed to add further protection for the City.

Six Months – One Year

Task	Activity	Status
Marketing/Branding/Signature Events	Texas Flag Celebration	<ul style="list-style-type: none"> • August 24 • Presenters confirmed. • Event Logistics completed • Proactively looking for vendors and food trucks. • Finalizing storytellers and reenactors.
Event Sponsorship Opportunities	Lone Star Beer Sponsorship	Secured sponsorship for the Lone Star Flag and Food Truck Fest. Although Fest is being postponed, LSB will sponsor the Texas Flag Celebration. Tentative meeting with LSB the week of March 31 st to talk sponsorship for Oktoberfest and additional events.



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February 21, 2019

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

Re: Engineering Report
Council Meeting: February 26, 2019
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the January 22, 2019 Council Meeting:

Status of Previously Authorized Projects:

All projects discussed below are included in the enclosed master schedule and maps of active developments and capital projects.

- a) **Water Distribution System Analysis and Master Plan - CP No. 2, 12-inch Waterline Across Town Creek Bridge**
The contractor has recently addressed all punch list items, including providing as-built drawings for the project. The project will be ready for acceptance next month.
- b) **Water Distribution System Analysis and Master Plan – CP No. 3 – Downtown and SH-105 Waterline Replacement**
We are finalizing the construction plans to submit for review. Outlay No. 3 was approved on February 5th in the amount of \$45,185.50 for reimbursement, and we expect construction to begin in Spring 2019.
- c) **Water Distribution System Analysis and Master Plan – CP No. 9 - Water Plant No. 3 Improvements**
The Engineering Feasibility Report is complete and undergoing final review before submitting to the TWDB this month. We are preparing Outlay No. 4 for the project to include preliminary engineering fees and plan to submit this week. We expect to complete the design and receive all plan approvals in Summer 2019 in order for construction to begin in the fall.
- d) **Water Distribution System Analysis and Master Plan-CP No. 1, Water Plant No. 2 GST Backfill**
As a reminder, this project will be rebid with the Water Plant No. 3 Improvements project.

Status of Previously Authorized Projects (cont.):**e) Sanitary Sewer System Analysis and Master Plan – CP No. 3b – Lift Station No. 1 Replacement**

As a reminder, this project is included in the TWDB Clean Water State Revolving Fund (“CWSRF”) loan. The design is substantially complete and we are working with the TWDB for final approval. We are continuing to coordinate with the TWDB to receive approval to the Engineering Feasibility Report.

f) Sanitary Sewer System Analysis and Master Plan – CP No. 10 – Lift Station No. 3 Force Main Re-Route

As a reminder, this project is included in TWDB CWSRF loan. The design is substantially complete, has received TxDOT approval, and is under final internal review before undergoing TWDB review. We expect construction to begin in Spring 2019.

g) 18” Gravity Sanitary Sewer Extension

The contractor has sufficiently addressed all punch list items identified at the final inspection held on December 12, 2018 and we recommend acceptance of the public infrastructure.

Agenda Item – Consideration and possible action regarding the Certificate of Acceptance for the 18” Gravity Sanitary Sewer Extension project.

h) Baja Road Water and Drainage Improvements (CDBG)

We prepared and recommend approval of Change Order No. 1 in the amount of \$9,056.84 for emergency repairs and additional materials that were required. The contractor is currently beyond the period of performance end date of January 29, 2019. As a reminder, the City can elect to assess liquidated damages per the contract, in the amount of \$250/day beyond the original contract end date of January 29, 2019. We plan to discuss this further at the meeting.

Agenda Item – Consideration and possible action regarding Change Order No. 1 for the Water and Drainage Improvements on Dr. Martin Luther King Jr. Drive and Baja Road Project.

i) Baja Road Rehabilitation (FEMA)

We are coordinating with the City and GrantWorks to determine if the project can be added to the TxCDBG grant to receive additional funding.

j) Atkins Creek Water, Sanitary, and Storm Sewer Repairs (FEMA)

We are substantially complete with the construction plans and specifications for the project. We are continuing to work with FEMA to receive allocation of funding, and we are prepared to begin the bidding process shortly after funding is received.

k) GLO Projects

It is our understanding the General Land Office is prepared to send contracts to the City for execution this month. We will work with the City to prepare and submit all contracts upon receipt.

Existing and Upcoming Developments:**a) Feasibility Studies**

- i. **Woods of Town Creek** – As a reminder, at the January 8th meeting of the City Council, we were authorized to proceed with a Utility and Economic Feasibility Study for the Woods of Town Creek Single Family Development. We plan to present our findings at the March 12th meeting of the City Council.

b) Plan Reviews

- i. **Shoppes at Montgomery, Phase II** – We did not receive revised plans this month.
- ii. **Exxon Eva Street** – We did not receive revised plans this month. It is our understanding the City Administrator plans to meet with the developer to discuss acquiring additional right-of-way for TxDOT.
- iii. **Wendy's (Haza Foods)** – We did not receive revised plans this month.
- iv. **Best Donuts (Samdana Investments)** – We did not receive revised plans this month. The Developer has executed an encroachment agreement for the proposed dumpster within a proposed public storm sewer easement.

Agenda Item – Consideration and possible action regarding adoption of an Encroachment and Maintenance agreement between the City of Montgomery and Samdana Investments regarding a proposed dumpster within a proposed public storm sewer easement.

c) Plat Reviews

- i. **Samdana Investments Minor Plat** – We did not receive a revised plat this month.

d) Ongoing Construction

- i. **Shoppes at Montgomery, Phase I** – We held a final inspection of the public water and sanitary sewer infrastructure on January 9th. It is our understanding the contractor is working to address all punch list items identified at the inspection.

e) One-Year Warranty Inspections

- i. **Lift Station No. 14** – We are working with Public Works and Gulf Utilities to bring the lift station to the proper specifications with the funds deposited by the developer for the replacement pumps.
- ii. **Lake Creek Village, Section 3** – We conducted one-year warranty inspection for the public infrastructure on October 19th. It is our understanding the Developer is working to address all punch list items. According to the Developer, the remaining punch list items will be addressed pending favorable weather.

Meetings and Ongoing Activities:

- a) **Lone Star Parkway Transportation Improvement Plan (TIP)** – We are working to schedule a meeting with the H-GAC this month or in early March to discuss the next steps to include the project on the TIP.
- b) **FM 149 Southbound Turn Lane** – It is our understanding the City Administrator is planning to meet with the owner of the Exxon at the northwest corner of the FM 149/SH-105 intersection to discuss obtaining the additional right-of-way required to construct a southbound right turn lane.
- c) **Weekly Operations Conference Call** – We continue hosting a weekly conference call with representatives from Gulf Utility Service, Inc. and City Staff. Items of note discussed during the previous month included receiving estimates for repairs to Lift Station No. 14, updates on various warranty inspections, general updates on all active design and construction projects, and general operations of the City's water and sanitary sewer facilities.
- d) **Lone Star Groundwater Conservation District Rule Changes** – The Lone Star Groundwater Conservation District ("LSGCD") recently settled its lawsuit with the City of Conroe and other Large Volume Groundwater Users ("LVGU"). The final outcome is still to be determined but it appears that the modification would no longer require LVGUs to reduce their water usage by 30% of the 2009 Total Qualifying Demand. If this is finalized, it would mean that the City could utilize more of the Jasper water wells. We will continue to follow the changes and provide updates to the City as they become available.
- e) **Dobbin-Plantersville CCN** – We met with representatives of Dobbin-Plantersville CCN on February 1st to discuss future development plans of both the City and the CCN. We are coordinating with the Dobbin-Plantersville engineers to prepare a sample agreement and evaluate the logistics and viability of a potential future interconnect.

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

Sincerely,



Chris Roznovsky, PE
Engineer for the City

CVR/kmv

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Enclosures: Active Capital Projects Map
Active Developments Map

Cc (via email): The Planning and Zoning Commission – City of Montgomery
Mr. Jack Yates – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney



CITY OF MONTGOMERY

Development Status Report

By: Jack Yates, City Administrator

February 15, 2019

 = New Information since 1-16- 2019 edition

KENROCK Property – This is the approximately 13-acre piece of property that lies immediately west of Pizza Shack and east of the property being developed on the northeast corner of Highway 105 and Lone Star Pkwy.

The Plat for this project has three pad sites on the Highway 105 frontage and one 16,000 ft. building in one 24,000 ft. building on the north side of this property.

They have started the **erection of the walls** part of construction in the middle part of this tract on what will be a stand-alone retail strip center. On the extreme west side of this development will be a Wendy's Restaurant- in very early stages of planning now.

Two accesses to the entirety of the property will be off Highway 105 and they will also share a driveway with the developer of the northeast corner of 105 and Lone Star Parkway for their Lone Star Parkway access.

Montgomery First Shopping Area- Northeast Corner of SH105 and Lone Star Parkway - This is a strip center of approximately 20,000 sq. ft. One third of the building is an emergency medical clinic and another one third a dentist office. The pet supply store between the dentist office in the clinic is in place and a Mammography testing **clinic has finished** this sites development.

Bubble King Car Wash – This is nearing an opening date. One interesting aspect of this will be an 80' high flag pole that was approved by the City Board of Adjustment after a public hearing was held. The approval was necessary because a flag pole is considered a structure and, in the B-Commercial zone 45' high is the maximum height. Welcome to Montgomery, Bubble King!

Southeast Corner of Highway 105 and FM 2854 – This is the HEB corner. HEB representatives met with the city engineers and myself about twenty months ago and said at that time that they were probably two years away from getting serious about building, so no speculation at all about when they may build.

Peter Hill Annexation – This is a 3.22-acre tract that is immediately south of SH 105 across from Pizza Shack. The total property is approximately 5 acres but 1.8 acres of the property is in the Conroe ETJ, and Conroe would not give up their right to annex.

That left the 3.22 to be annexed into the City of Montgomery. The plan is for businesses to be located on the total 5 acres. In the 3.22 portion located in the City, what is planned is an exercise gym and a tire repair/replacement shop. The owner, as of this date, has not obtained a building permit. The zoning of this property was approved for "B" Commercial by the Council

Kroger Site - They have approximately six pad sites on their property near Highway 105 and Lone Star Parkway. A Burger King restaurant is in the Kroger Center. The other businesses that is in the retail center next to Kroger is Great Clips, Halo and Coiffure, Malibu Nails and Spa, Massage Envy, Everbright Dental, Taste of China restaurant, and a Stoney's Liquor. There are two empty spaces remaining.

West of Kroger/East of Buffalo Springs Road - The developers have placed their interior water and sewer and other interior property utilities now. Blu-Wave Car Wash has started turning dirt at the southeast corner of the tract. Otherwise the site plan shows a strip center similar to the Kroger strip center and three pad sites up closer to SH 105.

Southwest corner of FM 2854 and State Highway 105- This 26-acre property Developer is being developed in part due to a development agreement with the City Council. A CVS drugstore is getting built on the far east pad site. Construction work began in July with an **early March** completion date planned.

The City's 380 Agreement includes relocation of the Lift Station #1 and getting about $\frac{3}{4}$ of an acre of land for an addition to the Sewer Treatment Plant. This is part of a 380 Agreement between the Developer and the city with their utility feasibility study amount of approx. \$430,000 with the Developer paying \$200,00 toward the relocation of L. S. #1 to open up more developable property since the LS is roughly in the middle of their property now. All totaled, the city is rebating one-half of one cent of the two cents sales tax generated by the entire development to total 1.1 million dollars, or ten years whichever comes first, while the city is receiving approximately \$850,000 of payments from the Developer. A major announcement regarding a much-anticipated restaurant is expected soon for this tract of land.

South Loop around State Highway 105 – As the city continues to grow, traffic on Highway 105 and FM 149 will continue to get more congested. The City and Montgomery County Commissioners agreed late summer of 2017 to pay for a Mobility Study for the City and the immediate area. The Mobility Study was accepted by the City Council in late-January, 2018. One of the items in the Study is

the need for a south loop extending from 2854 to Highway 105 west of the city. The loop would probably be outside the city south of the present city limits but could be annexed into the city as time/circumstances allow. The reason to do the planning for the loop now is as development occurs in area of the loop land can be set aside for the right-of-way for the ultimate paving of the road.

North Loop around SH 105 -- The City Council at its December, 2017 meeting directed the City Administrator and Jones/Carter Engineering to start coordination work with the Houston Galveston Area Council to get either the northern loop and/or the southern loop on the Transportation Improvement Program (TIP) that will provide either 80% funding or 90% funding for these projects. Getting on the TIP involves probably several years of planning to get into the multiyear planning program. The TIP program is how major funding happens for major roads in the region. The first of this this coordination work will began in late-February this week with a meeting at the Houston regional office with TxDOT, HGAC, Montgomery County and City representatives at the first planning meeting. The first meeting went well with very broad discussions toward what will probably be a four-year program of planning and funding arrangements

Expansion of Sewer Plant Area – The City has received State Department of Environmental Quality approval of a discharge permit for the sewage treatment plant located at the end of Buffalo Springs Road south of Highway 105. At the same time a discharge permit was approved for what is called the Stewart Creek Treatment Plant, the former treatment plant site that has been taken out of operation for about 10 years.

The Sewer Master Plan completed in March 2016 - presented a scenario to where the Stewart Creek Plant was put back in operation. By obtaining will owe me know will both discharge permits that leaves that option open.

The need for additional treatment capacity, we think, is 3 to 5 years away -- allowing time to make a decision about whether or not to expand the Buffalo Springs site or to put the Stewart Creek Plant back into operation.

Part of the Texas Water Development Board borrowing that happened summer, 2017, is to improve lift station number one that now feeds all the city sewage into the Buffalo Springs site. The decision regarding the sewer plant expansion/Stewart Creek operating will probably be in the next 2 to 3 years.

Right now, the sewer plant has a permitted capacity of 400,000 gallons per day with a current usage of approximately 135,000 gallons per day. However, state regulations say that you need to be in the planning/designing stage at 60% of capacity (240,000 gallons per day) and in construction at 80% of capacity (320,000 gallons per day). With the addition of approximately 75 houses per year plus all the commercial development is not hard to imagine us doubling our flow in the next 3-4 years. How that will be paid for is another entirely different subject.

Spirit of Texas Bank -- Construction at the northeast intersection of 105 and Lone Star Pkwy. is moving along rapidly. They are supposedly shooting for an April /May opening.

McCoy's Lumber Development – McCoy's has developed into the #2 sales tax payer in the City. No movement on their other three pad lots around them.

Ransom's Area Development- Phillip LeFevre has developed an area for soccer fields immediately north of the Ransom's Restaurant. The Montgomery Soccer Club is having tournaments and league play there.

Ferland Historic Park - The Park continues to be popular. The individual visits are increasing as are tours – in December, 2018 there were 685 visitors and 38 tours were noted by the Docents at the Park.

Memory Park – The Lake Conroe Rotary Club continues to do an excellent job with making improvements, maintaining and essentially managing the Park. They continue to put tens of thousands of dollars into the park every year with the City funding the park maintenance/overall expenses of approximately \$20,000 per year.

Downtown Walk Ability/Improvement Plan – This will be an effort to plan for sidewalks, drainage, parking, landscaping with the ornamental lights and overall making it easier to park and get around downtown. Downtown is thought to be the heart and soul of the city and what will keep the Montgomery atmosphere after all of the new development happens. The plan is under way now, funded by the Montgomery Economic Development Corporation. Upon receipt of a plan the intention is to meet with the downtown property owners, the general public and others to decide on a street by street detailed plan of action.

The first of these projects is the downtown parking area South of the Cozy Grape Restaurant. The city leased the area all the way from Cozy Grape Restaurant South

to Caroline Street with the MEDC paying for the parking paving and landscaping around the area. The second project is the Jacobs/Rose parking area on the north end of that same block.

Hodge Podge Lodge – The owner, Jeff Angelo, has improved and enlarged his kitchen area for what is becoming an event center and has hired the Chef away from the Walden Yacht Club. He is now serving breakfast, lunch, and dinner, I believe, Tuesday through Saturday of every week.

Montgomery Trace Shopping Center –Brookshire Brothers has renewed its lease and also **has completed** several instore upgrades. I think we are all glad that they are able to carve out a market for themselves with Kroger so they can continue their excellent business that they have supported Montgomery with for all these years.

Heritage Senior Apartments – The next phase of the apartments, for seniors only is now under construction. There will be approximately 80 apartments and 6 to 8 “cottages” which are four-plex units at ground level.

Baja Street Project - A Community Development Block Grant has been awarded from the state for repaving of Baja Street, replacing a water line and improving the ditches along Baja - and replacing some water line on Martin Luther King Blvd. \$26,000 cash match is required for the \$350,000 our grant. The bid for this work was approved in October with work now in progress, **but the contractor has been slow and is past his time completion already (and he is approximately 35% completed) --- we are working with the contractor to try to get him to follow through on the project.**

Blight Removal in the Northwest Area – Over the past three years nine structures have been torn down and removed. All of these were with the permission of the owner and demolition costs were paid for by the Montgomery Economic Development Corporation, to the furthering of removal of blight for the overall economic improvement to the city.

HOME Grant --The City Council, at its May 9, 2018 meeting approved an application to be made for the state of Texas HOME project. This will fund up to eleven new replacement houses or major renovation) for those who qualify. The qualifications are: have income below the 80% of the average income for the area, be the owner of the house where the person now lives, have a clear title to the

property where the new house would go. Preliminary review of the applications has three persons that have qualified for the new houses.

The grant has no local match, but MEDC has said that they will front any incidental costs and any cost required by the grant.

The timing of the project is (approximately - remember this is the government and there is lots of coordination that needs to happen): verify qualified awardees in December, 2018, coordinate house design in January, 2019, take bids for house builders in February, finish building in June, move-in of residents in July, paperwork compilation/project closeout in September, 2019.

Each house involves approximately \$100,000 in funding, administration, and cost of legal work, site preparation and construction of the house.

At this point it appears as though 3 to 4 people have qualified for the continuation of the process of getting approved for the new homes.

FM 149 Road Improvement –

There have been meetings with TxDOT, individual property owners and businesses over the past several months.

The Council passed a Resolution on July 10th asking TxDOT to proceed as quickly as possible in the SH 1052 Caroline St. section that includes the addition of right-hand and left-hand turn Lane zone FM 149 as it approaches 105, and to start on the FM 149 project from Clepper Street north to the FM 1097/FM 149 intersection. For the Caroline Street to Clepper section of the project the Council is requesting TxDOT to wait on this portion of the project until the downtown development streetscape plan is approved by the Council. The Council has directed the City Planning Commission to work with the community to develop streetscape plan within the next 12 months.

Buffalo Springs Bridge – The status of the bridge repair is that the bridge is now open and work is complete, with their entering their one-year warranty period starting in late October, 2018.

The project is funded by FEMA based on FEMA share of 75% of the actual contract price of the project.

A Disaster Relief Community Development Block Grant application for \$300,000 has been awarded and used that goes towards the city's 25% share of the bridge repair.

Land-Use Plan - A land-use plan is an overall broad – based view of how the land use in and around the city in the ETJ area is to be planned. It is not a zoning map although it is often used as a basis for zoning. The City Council approved the Plan.

Another reason to do this process is to plan for where low density versus high density residential properties may be developed in the city. The Planning Commission and Council have discussed a pre-planned determination of where in the city they would be with agreeable to low density development. By doing this pre-planning the Council and the developer has an idea about how the area should be developed rather than on a one by one application/determination basis.

Comprehensive Plan –

The City of Montgomery is holding a Comprehensive Plan meeting on Thursday, February 28th at 6:00 PM at Montgomery City Hall. The City, in partnership with Texas A&M's Texas Target Communities program, is preparing a Comprehensive Plan. Walter Peacock, a community planning specialist with TAMU's Texas Target Communities program, will be delivering a State of the Community Report and facilitating a question and answer session.

“We are excited to start this process, as the Comprehensive Plan is a critical tool the City will use to plan for the future. Community input is vital to the success of the Plan, and we encourage community members to come take part in planning for Montgomery's future” ---City Administrator Jack Yates. This Plan will guide the City's decision-making process by identifying a long-term vision for how the City will grow and will outline goals and objectives to accomplish that vision. The Comprehensive Plan is based on the values and expectations of the community and will guide public policy and prioritize specific actions in areas such as transportation, utilities, land use, recreation, and housing.

“Accomplishing this Plan has been discussed for many years, and is very much needed now as we are entering such a time of growth in the city,” --- Mayor Sara Countryman.

This will be the first in a series of community meetings to gain insight from residents and local business owners. The meeting is expected to take about an hour and a half.

For more information, contact Dave McCorquodale, Assistant to the City Administrator, at 936-597-6434. Montgomery City Hall is located at 101 Old Plantersville Road, Montgomery, Texas 77316.

Town Creek Addition Section Three - This is the new 48 lot addition immediately west of Town Creek Apartments off Emma's Way. Style Craft builders are also building in Section Three.

Terra Vista Addition - This is the new 36 lot addition immediately south of Summit Business Park on FM 1097. There are now 20 housing starts in the subdivision.

Rezoning of Property inside the City - This is an action of the Planning and Zoning Commission to rezone five properties inside the city, primarily on the S H105, where the current zoning does not fit the current need for the development of the property. The Planning Commission has an idea of what they intend to rezone, but they are going to invite the property owners of the properties being considered to a discussion before starting the formal public hearing process. This discussion is planned for their March meeting. Then determining on the result of those discussions, the Commission will decide which properties to actually initiate rezoning.

Emma's Way –Extension to Lone Star Pkwy. -- The thought here is for Emma's Way some point the city and the MISD pay for the balance of the extension all the way up to Lone Star Pkwy. The cost of the city/school extension is estimated at \$600,000.

The discussion up to now has been that the school and the city would roughly split that \$600,000. With the basis for that being that Emma's Way will serve the football stadium facility running alongside their Western boundary. The City's desire is simply to get a through street direct from the high school to encourage traffic to Lone Star Pkwy. to relieve some traffic on State Highway 105. The discussions for this project will come back up now that extension of Emma's Way, has completed in January, 2019, for the purpose of serving Town Creek Subdivision Section III.

Shanon Salsbury New Office at Waterstone – Shanon is in a new office building for his insurance office with two additional lease spaces. Mr. Salsbury is immediately north and east of the Buffalo Springs Bridge on Buffalo Springs Road. His long-

range plan, he told me, calls for another strip office space center on the north side of Buffalo Spring Road across from his new office.

Texas Water Development Board – Funding -- The TWDB has provided funding of 2.8 million for water and sewer work. The projects are-- for water; connection of the 12-inch line north of Clepper to the 12-inch line immediately west of Cedar Brake Park (which should help the water pressure on the western side of the city and eliminates the six-inch bottleneck in the system), improvements at Well #3 the Catahoula well (that we think will increase production about 25%). For sewer: Lift Station #1 upgrades (all the sewage in the city goes through this station which is already operating beyond design capacity), Lift Station #3 Force Main Reroute will serve to eliminate the need for another lift station and secures capacity in the system). All of the projects are in engineering design now, with a start date for completion of the design and construction to be begin mid-April.

General Land Office possible grant – In late May, 2017 we found out about a 22 million dollar grant that had been offered to Montgomery County from the Texas General Land Office (GLO) for flood related damages. Montgomery was one of six Counties in the state that the GLO had selected because of having the worse flood damages in the past two years. The County organized the GLO offer within the county for how the funds should be allocated. The County, after discussing with the cities in the County and two or three housing groups in the County, decided that the funds should be distributed based on the amount of FEMA damages and the amount of low income in the area involved. The City of Montgomery had the most damage of any city in the County.

As such Montgomery was “allocated” \$2.2 million dollars of GLO dollars. This “allocation” is not a grant, the actual application is made by the City to the GLO, but the money set aside for the City so long as we apply for “correct” type of projects. The GLO grant funds can be used for drainage, water and sewer, generators, and the 25% City match monies spent already on FEMA projects.

The GLO application is prepared and was filed at the end of March, 2018. I was notified in early February that the City will receive a contract in mid-February. GrantWorks will be the grant writer and administrator of the grant and Jones/Carter is the engineer on the project.

Sales Tax – Montgomery is very much a “receiver” city for sales tax--- by that I mean that the sales tax collected in the city is very much provided by those who live outside

the City. To show you in figures how that is: take the \$2,298,289 collected for the 2017-2018 Fiscal Year. That amount of collections equals \$114,914,450 in sales inside our four-square miles with our 1,200 population and our approximate 88 physical businesses in the City. But, of course, what is the case is that the City's conservative figure of a 60,000 population trade area for the City, plus the approximate 1,500 out of city taxpayers through internet purchases that pay small to large amounts based on sales delivered/accepted inside the City greatly increase the gross sales amount produced by the 1200 City residents.

This increase in sales tax amount helps to pay for the growth in the city required by increased activity. Namely, the city has added one police officer for each of the last three years, and one public works person for each of the last three years and two administrative persons also during the last three years.

Sales Tax Rebate – The City Council agreed to a 380 Agreement for the Kroger area which calls for a rebate of the entirety of the one half of one cent MEDC sales tax, and .55% of the sales tax collected in the Kroger shopping center area. The Kroger shopping center area includes the Kroger store, the businesses to the west of the Kroger store, and the pad sites east of Gardner Drive (the street west of the Kroger center), but does not include the fuel center. All the property taxes collected from the same area is also rebated. For the 2017 – 2018 fiscal year the sales tax rebate of MEDC was \$52,833, and for the City was \$64,600 with the property taxes being rebated of \$43,118.

CITY OF MONTGOMERY SALES TAX

Fiscal Year	October	November	December	January	February	March	April	May	June	July	August	September	Total
2019	141,162.59	303,708.43	192,957.46	141,238.00	289,215.00	152,508.00	0.00	0.00	0.00	0.00	0.00	0.00	1,220,789.48
2018	125,361.52	253,111.48	179,308.88	174,487.10	268,635.98	149,964.30	144,205.61	267,397.74	151,071.81	153,156.83	304,422.57	127,165.52	2,298,289.34
2017	94,652.13	207,611.58	134,305.68	145,488.55	204,006.24	139,225.65	123,234.01	182,757.15	153,336.53	132,394.32	190,648.43	181,625.33	1,889,286.60
2016	118,139.09	187,778.09	52,683.59	236,764.92	200,985.71	125,057.26	130,098.69	184,955.47	149,145.60	134,137.44	202,380.82	144,903.50	1,867,030.18
2015	132,291.80	166,880.00	128,470.68	107,238.81	184,183.00	108,979.46	140,275.54	168,012.24	145,485.26	118,871.30	164,234.26	135,004.07	1,699,926.42
2014	117,219.70	129,854.70	132,548.20	129,248.00	259,993.95	64,083.86	104,356.47	159,966.95	133,026.37	110,188.27	187,363.72	160,524.07	1,688,374.26
2013	94,399.86	152,797.88	125,252.31	114,935.59	182,499.74	110,162.80	116,374.93	174,982.13	135,704.57	140,092.14	188,704.14	189,403.11	1,725,309.20
2012	66,191.21	119,206.99	88,548.10	104,267.33	143,666.75	78,348.96	95,743.30	146,558.47	130,712.15	117,230.68	140,536.67	89,077.76	1,320,088.37
2011	97,092.27	122,908.84	81,851.80	82,197.80	144,122.77	85,543.72	79,390.20	140,236.41	101,274.92	96,574.66	116,445.82	76,525.47	1,224,164.68
2010	71,323.52	123,165.52	191,886.13	86,077.15	176,540.27	72,946.97	61,136.76	151,577.70	102,272.58	81,412.16	129,815.04	86,170.48	1,334,324.28
2009	61,921.86	134,439.91	115,692.52	117,103.70	173,515.17	79,619.28	84,594.36	123,138.23	99,458.28	107,616.96	115,866.14	76,874.07	1,289,840.48
2008	89,277.50	139,100.34	109,487.59	86,253.85	145,150.38	96,932.30	88,797.53	111,954.37	102,027.97	93,109.22	135,755.33	117,575.45	1,315,421.83

SALES TAX SPLIT

Fiscal Year	MEDC	CITY	TOTAL
2019	305,197	915,592	1,220,789
2018	574,572	1,723,717	2,298,289
2017	472,321	1,416,964	1,889,286
2016	466,758	1,400,273	1,867,030
2015	424,982	1,274,945	1,699,926
2014	422,094	1,266,281	1,688,374
2013	431,327	1,293,982	1,725,309
2012	330,022	990,066	1,320,088
2011	306,041	918,124	1,224,165
2010	333,581	1,000,743	1,334,324
2009	322,460	967,380	1,289,840
2008	328,855	986,566	1,315,422

SALES TAX IN LIEU OF PROPERTY TAX

Fiscal Year	1/2 Cent	
	Sales Tax	Tax Rate Reduction *
2019		
2018	574,572	23.55
2017	472,321	19.36
2016	466,758	19.13
2015	424,982	17.42
2014	422,094	17.30
2013	461,327	18.91
2012	330,022	13.53
2011	306,041	12.55
2010	333,581	13.67
2009	322,460	13.22
2008	328,855	13.35

* using .0041 tax rate x2019 tax rate is .0040

Sales Tax Split -- The City gets a total of .02 cents on each dollar spent. The MEDC is allocated 1/4th of the total collected. The City receives the remaining 3/4 of the total collected

So: One cent to City General Fund
 one-half cent to City General Fund as Property Tax Reduction
 one-half cent to Montgomery Economic Development Corp.
 Equals two cents total

Sales Tax in lieu of Property Tax - City voters in approx. 2005 voted to increase the sales tax one-half cent and to include that amount in the property tax calculation. The Tax Rate Reduction amount shown above is how many cents/\$100 value is saved by the one-half cent collected through sales tax. For instance, in 2018 the tax rate would have been .0041, plus .00 2355 cents for a total of .006455. This reduction will increase as sales tax increases. The .002355 is worth \$471. a year in property tax on a \$200,000 house.

Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: March 18, 2019	Budgeted Amount: \$15,000
Prepared By: Jack Yates City Administrator	Exhibits: Oktober Fest Budget
Date Prepared: March 12, 2019	

Subject

Oktober Fest

Description

The Oktober Fest is Scheduled for October 19. Due to lessons learned we need to get an early start on the planning of this event and thus need to begin with the budget.

The budget for this event is based on the previously discussed Wheat & Wine Festival. Since the MEDC has not previously completed an event, this first budget is necessarily a best estimate.

Katrina will report back monthly on progress towards completing action item milestones as well as providing guidance on progress towards firming up the numbers on the budget as actual quotes are received for services.

Recommendation

Consider the proposed budget, provide feedback and approve a not to exceed budget for the 2019 Oktober Fest.

Approved By

City Administrator	Jack Yates	Date: March 12, 2019
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OKTOBERFEST BUDGET

FESTIVAL COSTS :: ESTIMATED FOR 2019			
Item	Cost	Number	Total
Polka Band/Live Music	\$1,300.00	1	\$1,300.00
DJ	\$500.00	1	\$500.00
T-shirts	\$960.00	1	\$960.00
Comsumables - wristbands, tickets, etc. *	\$2,100.00	1	\$2,100.00
Kids Zone Inflatables	\$800.00	1	\$800.00
Waste Management (Dumpster and Trash Bins)			Sponsored
Supplies for games			
Ice	\$2,000.00	1	\$2,000.00
Beer*	\$20,000.00	1	\$20,000.00
Wine/ Other beverages*	\$4,000.00	1	\$4,000.00
Security	\$1,360.00	1	\$1,360.00
Volunteer T-Shirts, Lanyards, etc.*	\$2,000.00	1	\$2,000.00
TABC Permit*	\$1,000.00	1	\$1,000.00
Generators	\$110.00	2	\$220.00
Portable Toilets (Standard)	\$70.00	8	\$560.00
Portable Toilets (Wheelchair accessible and changing table)	\$100.00	2	\$200.00
Service Fee (Clean/Restock Portable Toilets)	\$25.00	10	\$250.00
Hand Sanitizer Station	\$70.00	2	\$140.00
Delivery/Set Up/ Pick Up Charge	\$330.00		\$0.00
Tables	\$8.75	40	\$350.00
Tents	\$1,000.00	2	\$2,000.00
Chairs	\$1.25	300	\$375.00
		1	\$0.00
Marketing/signage/logo	\$2,500.00	1	\$2,500.00
Face Painter	\$250.00	1	\$250.00
		1	\$0.00
Total Cost of Festival			\$42,865.00
*Estimates			

