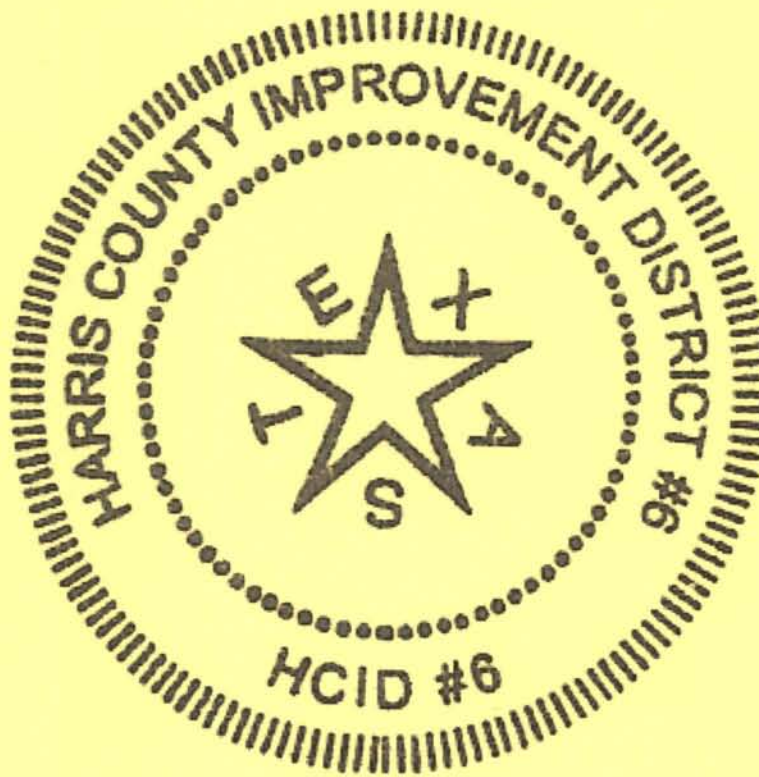


18

HARRIS COUNTY  
IMPROVEMENT DISTRICT #6  
EAST MONTROSE MANAGEMENT DISTRICT



Agenda and Agenda Materials  
Meeting of the Board of Directors

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February 18, 2009

**HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER SIX  
(EAST MONTROSE MANAGEMENT DISTRICT)  
NOTICE OF MEETING**

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

Notice is hereby given that a regular meeting of the Board of Directors of the East Montrose Management District will be held on Wednesday, February 18<sup>th</sup>, 2009, at 3:00 PM in the 1<sup>st</sup> floor meeting room of Freed-Montrose Library, 4100 Montrose, Houston TX 77006, inside the boundaries of the District, open to the public, to consider, discuss and adopt such orders, resolutions or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

**AGENDA**

1. Determine quorum; call to order;
2. Receive public comments;
3. Approve minutes of previous meeting;
4. Receive financial report, pay bills;
5. Receive *Assessment Collection Report and Billing and Assessment Summary*;
6. Adopt Amended Information Form;
7. Consider amendment to contract for consulting and administrative services with Hawes Hill Calderón LLP; take appropriate action.
8. Receive and consider Security and Public Safety Committee report with regard to the following:
  - a. Discuss patrol reports
  - b. Consider funding additions and modifications of the patrol vehicle
  - c. Consider funding a portable radio for patrol vehicle
  - d. Consider budget amendment for daytime patrol
9. Receive report from Visual Improvements and Cultural Promotion Committee with regard to the following:
  - a. Esplanade maintenance.
  - b. *Keep Montrose Clean* Campaign
10. Receive report and consider recommendations from Business and Economic Development Committee with regard to the following:
  - a. Discuss and consider contract with Museum District Business Alliance for database creation and management
  - b. Discuss logo creation contest
  - c. Discuss district branding campaign
  - d. Consider partnership with St. Thomas University for the purpose of district branding.
11. Receive recommendation from Transportation Committee to authorize the District's Executive Director and Legal Counsel to negotiate a scope of service and contract with Walter P. Moore for a mobility survey to be brought back to the board for approval;
12. Discuss legislative options for including additional territory in the District;
13. Receive Executive Director's Report;
14. Adjourn.



\_\_\_\_\_  
Executive Director



HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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3. Approve minutes of previous meeting;



**MINUTES OF THE MEETING  
OF THE  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 6  
(EAST MONTROSE MANAGEMENT DISTRICT)  
BOARD OF DIRECTORS**

**January 22, 2009**

**Determine quorum; call to order.**

The Board of Directors of Harris County Improvement District No. 6 held a regular meeting, open to the public, on the 22nd day of January, 2009, at the Freed-Montrose Neighborhood Library, 4100 Montrose Blvd., Houston, Texas, at 3:00 p.m., inside the boundaries of the District, and Chairman Grover called the meeting to order at 3:05 p.m. and the roll was called of the duly appointed members of the Board, to-wit:

Position 1: Kathy Hubbard  
Position 2: Claude Wynn  
Position 3: Michael Grover, *Chairman*  
Position 4: Tom Fricke  
Position 5: Brad Nagar, *Secretary*  
Position 6: Jerry Simoneaux

Position 7: Tammy Manning  
Position 8: Allen Ueckert  
Position 9: David Robinson (pending)  
Position 10: Randall Ellis, *Vice Chairman*  
Position 11: Gary Wingfield (pending)

and all of the above were present with the exception of Directors Ellis, Manning and Nagar, thus constituting a quorum. Also present at the meeting were David Hawes, Josh Hawes, Gretchen Larson and Katie Hinkson, Hawes Hill Calderon; Clark Lord, Vinson & Elkins, L.L.P.; Teresa Rosenbaum, Municipal Accounts & Consulting, L.P.; Pat Hall, Equi-Tax, Inc.; Gene Creely, Museum District Business Alliance; John Foelber, Foelber Pottery; Judy Adams, Foelber Pottery; Valerie Bossett, Avondale resident; Sylvia Drew, Avondale resident; Helena Papadapolous, area resident; and Janet Anderson, Hawes Hill Calderon.

**Receive public comments.**

The guests and area residents introduced themselves to the Board. Ms. Adams requested a map of the District, which staff members agreed to send to her. No action was taken.

**Approve of minutes of previous meeting.**

Upon a motion duly made by Director Wynn and being seconded by Director Simoneaux, the Board voted unanimously to approve the minutes of the December 3, 2008 Board meeting.



**Receive Financial Report, pay bills; receive Assessment Collection Report and Billing and Assessment Summary.**

Ms. Rosenbaum addressed the Board and distributed a Bookkeeper's Report dated January 21, 2009, hereby attached as Exhibit A. Ms. Hall briefed the Board and distributed a list of Top Ten Assessment Payers and Ten Largest Delinquent Accounts dated December 31, 2008, hereby attached as Exhibit B. Ms. Hall reported that the 2007 assessments are 87% collected to date. Upon a motion duly made by Director Hubbard and being seconded by Director Simoneaux, the Board voted unanimously to approve the Financial Report and to pay invoices.

**Consider Letter of Agreement with Perdue Brandon for delinquent assessment collection services.**

Mr. David Hawes briefed the Board and recommended retaining the firm of Perdue Brandon for delinquent assessment collection services. Mr. Lord noted that this firm is an excellent choice for collections based on the size of the District's delinquent accounts. Director Wynn requested that a monthly report be provided as to the status of the delinquent collections. Upon a motion duly made by Director Wynn and being seconded by Director Fricke, the Board voted unanimously to approve a letter of agreement with Perdue Brandon for delinquent assessment collection services.

**Receive and Consider Security and Public Safety Committee report with regard to off duty patrol services.**

Mr. Josh Hawes briefed the Board and distributed a set of maps of the District indicating the routes of the patrol vehicles, hereby attached as Exhibit C. It was noted that the supplemental security shifts occur on Thursday nights from 10:00 p.m. – 3:00 a.m. and on weekends from 11:00 p.m. – 4:00 a.m. He also distributed a list of incidents in the District during December, 2008, hereby attached as Exhibit D. The Board discussed purchase of a spotlight and hand-held radio for the vehicle, as well as possible signage for the sides of the vehicle. No action was taken.

**Receive Report from Visual Improvements and Cultural Promotion Committee with regard to esplanade maintenance and banner program.**

Director Fricke reported that there was discussion at the Committee meeting regarding maintenance of the esplanades. He noted that requests for proposals have been sent for maintenance services. He said the Committee has discussed a possible banner program that would help to identify and brand the District. No action was taken.

**Receive Report and consider recommendations from Business and Economic Development committee with regard to the following:**

**Funding participation of an employee of Hawes Hill Calderon to staff the Business and Economic Development Committee and to prepare and implement the District's Service Plan with regard to Business and Economic Development and Communications at a professional fee at an annual cost of \$12,000;**

**Funding agreement with Montrose Museum Business Alliance for database development services;**

**Logo Design and Branding Contest.**

Director Wingfield said the Committee has met several times recently and is considering several types of communications tools to convey information about the District, as well as the issue of how to create them on a cost-effective basis. He asked Ms. Larson to address the Board. Ms. Larson distributed a Public Relations and Marketing Action Plan, hereby attached as Exhibit E. She also distributed a one-page newsletter titled, "A Moment in Montrose," hereby attached as Exhibit F. Upon a motion duly made by Director Simoneaux and being seconded by Director Wynn, the Board voted unanimously to fund participation of an employee of Hawes Hill Calderon to staff the Business and Economic Development Committee and to prepare and implement the District's Service Plan with regard to Business and Economic Development and Communications at a professional fee at an annual cost of \$12,000.

Director Wingfield reported that the Committee recommends building a database in order to develop a Directory as well as to send ongoing email communications via Constant Contact, a web-based email service. He introduced Mr. Creely to discuss a proposed partnership between the District and the Museum District Business Alliance (MDBA) to develop and maintain the database. Mr. Creely then explained that MDBA already has a database and seeks to expand it. He noted that a web-based email service could be used for newsletters, announcements of events, surveys of businesses, etc.

Mr. Lord advised the Board that any services for database development and management should be provided directly to and for the District, rather than through a partnership arrangement. He advised that any database that is developed should be owned by the District, with the District directing and monitoring its use. In that regard, the District could then decide to allow MDBA to use the database. Upon a motion duly made by Director Wingfield and being seconded by Director Wynn, the Board voted unanimously to authorize staff to enter into negotiations for a database development and management contract with MDBA which will be presented to the Board for approval.

Director Wingfield said a first step in communications is to establish a "brand" for the District. Director Fricke suggested that a logo design contest would be an effective way to begin the process. Mr. David Hawes noted that the Brays Oaks Management District conducted a similar contest at the high school level that was quite popular. It was noted that the contest instructions need to make clear that the District will own the designs and will maintain professional oversight of both the contest and the designs. Mr. Hawes said that specific prize amounts for award-winning designs would be set by the Committee.



Upon a motion duly made by Director Wingfield and being seconded by Director Simoneaux, the Board voted unanimously to approve a logo design and branding contest.

Director Wynn reported that the Transportation Committee is in the process of evaluating three proposals for a Mobility Study and will make recommendations at the next meeting. No action was taken.

**Consider FY 2009 District Annual Budget.**

Mr. David Hawes provided an overview of the FY 2009 budget. He noted that FY 2008 funds in the amount of approximately \$50,000 were also available as of January 1, 2009. Upon a motion duly made by Director Fricke and being seconded by Director Simoneaux, the Board voted unanimously to approve the FY 2009 Annual Budget.

**Discuss legislative options for including additional territory in the District.**

Mr. David Hawes reported that staff and legal counsel are moving forward to file the bill in the legislature for the creation of a separate West Montrose Management District. The two Districts will have the option to merge if both boards desire. A petition drive for business owners supporting the new management district is underway. It was noted that the February 19, 2009 MDBA Luncheon will cover this topic and that Mr. Hawes will be a guest speaker, along with Texas State Rep. Ellen Cohen. No action was taken.

**Receive Executive Director's Report.**

Mr. David Hawes provided an overview of the East Montrose Management District Monthly Report, hereby attached as Exhibit G. He noted that the staff has surveyed properties within the District for overgrown lots and excessive trash and has reported the locations to the City's 311 hotline. Director Wynn commented that the District's ongoing communications to assessment payers should include a listing of the Committee and Board meeting dates. No action was taken.

**Adjourn.**

There being no further business to come before the Board, Chairman Grover adjourned the meeting at 4:20 p.m.



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Secretary, Board of Directors



**Exhibits:**

Exhibit A: Bookkeeper's Report dated January 21, 2009

Exhibit B: List of Top Ten Assessment Payers and Ten Largest Delinquent Accounts,  
dated December 31, 2008

Exhibit C: Maps of Patrol Vehicle Routes, dated December 31, 2008

Exhibit D: Incident Report, dated December 31, 2008

Exhibit E: Public Relations and Marketing Action Plan, dated January 19, 2009

Exhibit F: "A Moment in Montrose" Newsletter, dated January 19, 2009

Exhibit G: East Montrose Management District Monthly Report, dated January 22, 2009

HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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4. Receive financial report; pay bills.



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

**HARRIS COUNTY IMPROVEMENT  
DISTRICT NO. 6**

**BOOKKEEPER'S REPORT**

February 18, 2009



**Harris County Improvement District No. 6 - GOF**  
**Cash Flow Report**  
As of February 18, 2009

Num	Name	Memo	Amount	Balance
BALANCE AS OF 1/22/2009				\$4,938.25
Receipts				
	Wire Transfer		5,000.00	
	Assessment Revenue		816.88	
	Interest		10.82	
	Wire Transfer		30,000.00	
Total Receipts				35,827.70
Expenses				
1055	Anco-McDonald Waterworks	Insurance Expense	(4,308.00)	
1056	Andrew Duncan	Security Expense	(600.00)	
1057	Daniel Molina	Security Expense	(798.00)	
1058	Jesse Ornelas	Security Expense	(840.00)	
1059	Victor Beserra	Security Expense	(2,310.00)	
1060	2seven Consulting, Inc.	Web Site Database Development	(500.00)	
1061	Equi-Tax, Inc.	Tax Services	(896.11)	
1062	Greater East End Management District	Graffiti Abatement Services	(2,560.00)	
1063	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(568.64)	
1064	Vinson & Elkins, L.L.P.	Legal Fees	(11,591.40)	
1065	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(6,108.25)	
Total Expenses				(31,080.40)
BALANCE AS OF 2/18/2009				<u><u>\$9,685.55</u></u>

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## Fund Balance For HC ID 6

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As of 2/18/2009

Institution	Account Number	Issue Date	Maturity Date	Interest Rate	Current Amount	Purpose
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Fund: General Fund

<b>Money Market Funds</b>						
PROSPERITY BANK	5234371	05/28/2008		0.00	\$146,134.02	TAX ACCT
<b>Checking Account(s)</b>						
TRADITION BANK	1604113500			0.75	\$9,685.55	
Totals for general fund fund:					\$155,819.57	
Grand total for HC ID 6:					\$155,819.57	

### Methods Used For Reporting Market Values

Certificates of Deposit:	Face Value Plus Accrued Interest
Securities/Direct Government Obligations:	Market Value quoted by the Seller of the Security and confirmed in writing
Public Fund Investment Pool/MM Accounts:	Balance = Current Book Value = Current Market Value

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## Pledged Securities For HC ID 6

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As of 2/18/2009

Institution: PROSPERITY BANK

Total CDs and MM: \$146,134.02  
Less FDIC coverage: \$250,000.00  
Total pledged securities: \$662,833.75

Collateral Security Agreement Required: No

Collateral Security Agreement On File: No

Investment Policy Received: Yes

Ratio of pledged securities to investments:

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Institution: TRADITION BANK (Depository Bank)

Total CDs, MM, and Checking Accounts: \$9,685.55  
Less FDIC coverage: \$250,000.00  
Total pledged securities: \$202,672.00

Collateral Security Agreement Required: No

Collateral Security Agreement On File: No

Investment Policy Received: Yes

Ratio of pledged securities to investments:

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**Harris County Improvement District No. 6 - GOF**  
**Actual Vs. Budget**  
January 2009

	Jan 09	Budget	\$ Over Budget	Jan 09	YTD Budget	\$ Over Budget	Annual Budget
<b>Income</b>							
14110 · Assessments	85,647.31	33,425.38	52,221.93	85,647.31	33,425.38	52,221.93	401,105.00
14310 · Penalties & Interest	440.78			440.78			
14380 · Interest	10.82	208.37	(197.55)	10.82	208.37	(197.55)	2,500.00
14390 · Ending FY 2008 Fund Balance	0.00	4,166.63	(4,166.63)	0.00	4,166.63	(4,166.63)	50,000.00
<b>Total Income</b>	<b>86,098.91</b>	<b>37,800.38</b>	<b>48,298.53</b>	<b>86,098.91</b>	<b>37,800.38</b>	<b>48,298.53</b>	<b>453,605.00</b>
<b>Expense</b>							
<b>Business Development</b>							
16124 · Marketing & Public Rel Director	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00	12,000.00
16125 · Marketing & Public Relations	0.00	6,200.00	(6,200.00)	0.00	6,200.00	(6,200.00)	74,400.00
16130 · Publications	0.00	1,333.37	(1,333.37)	0.00	1,333.37	(1,333.37)	16,000.00
16140 · Web Site Maintenance	500.00	1,000.00	(500.00)	500.00	1,000.00	(500.00)	12,000.00
<b>Total Business Development</b>	<b>1,500.00</b>	<b>9,533.37</b>	<b>(8,033.37)</b>	<b>1,500.00</b>	<b>9,533.37</b>	<b>(8,033.37)</b>	<b>114,400.00</b>
<b>Project Staffing &amp; Admin</b>							
16150 · Admin & Management	1,400.00	1,400.00	0.00	1,400.00	1,400.00	0.00	16,800.00
16160 · Reimbursable Expenses	461.90	50.00	411.90	461.90	50.00	411.90	600.00
16170 · Reimbursable Mileage	78.10	8.75	69.35	78.10	8.75	69.35	105.00
16180 · Postage, Deliveries	169.25	10.00	159.25	169.25	10.00	159.25	120.00
16190 · Printing & Reproduction	256.45	35.00	221.45	256.45	35.00	221.45	420.00
16200 · Public Notices, Advertising	0.00	9.00	(9.00)	0.00	9.00	(9.00)	108.00
16210 · Project Management	2,600.00	2,600.00	0.00	2,600.00	2,600.00	0.00	31,200.00
16220 · Legal Services	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	12,000.00
16250 · Bookkeeping	595.00	425.00	170.00	595.00	425.00	170.00	5,100.00
16260 · Assessment Database Management	470.87	494.62	(23.75)	470.87	494.62	(23.75)	5,935.00
16270 · Office Supplies	0.00	58.37	(58.37)	0.00	58.37	(58.37)	700.00
16280 · Other	0.00	250.00	(250.00)	0.00	250.00	(250.00)	3,000.00
16340 · Auditing Fees	0.00	625.00	(625.00)	0.00	625.00	(625.00)	7,500.00
16530 · Insurance & Surety Bond	0.00	500.00	(500.00)	0.00	500.00	(500.00)	6,000.00
<b>Total Project Staffing &amp; Admin</b>	<b>6,031.57</b>	<b>7,465.74</b>	<b>(1,434.17)</b>	<b>6,031.57</b>	<b>7,465.74</b>	<b>(1,434.17)</b>	<b>89,588.00</b>
<b>Security and Public Safety</b>							
15415 · Vehicle Maintenance & Operations	0.00	625.00	(625.00)	0.00	625.00	(625.00)	7,500.00
15420 · Contract Public Safety Services	4,548.00	4,240.00	308.00	4,548.00	4,240.00	308.00	50,880.00
15430 · Cell Phone	148.20	75.00	73.20	148.20	75.00	73.20	900.00
15450 · Public Safety Insurance	5,308.00	416.63	4,891.37	5,308.00	416.63	4,891.37	5,000.00
16100 · Store Front Equipment	14.50	125.00	(110.50)	14.50	125.00	(110.50)	1,500.00
16110 · Graffiti Abatement	2,560.00	1,250.00	1,310.00	2,560.00	1,250.00	1,310.00	15,000.00
<b>Total Security and Public Safety</b>	<b>12,578.70</b>	<b>6,731.63</b>	<b>5,847.07</b>	<b>12,578.70</b>	<b>6,731.63</b>	<b>5,847.07</b>	<b>80,780.00</b>
<b>Transportation Planning</b>							
16120 · Mobility Planning	0.00	3,783.37	(3,783.37)	0.00	3,783.37	(3,783.37)	45,400.00
<b>Total Transportation Planning</b>	<b>0.00</b>	<b>3,783.37</b>	<b>(3,783.37)</b>	<b>0.00</b>	<b>3,783.37</b>	<b>(3,783.37)</b>	<b>45,400.00</b>
<b>Visual Improvements &amp; Cultural</b>							
16212 · Beautification Design & Install	0.00	1,891.63	(1,891.63)	0.00	1,891.63	(1,891.63)	22,700.00
<b>Total Visual Improvements &amp; Cultural</b>	<b>0.00</b>	<b>1,891.63</b>	<b>(1,891.63)</b>	<b>0.00</b>	<b>1,891.63</b>	<b>(1,891.63)</b>	<b>22,700.00</b>

Harris County Improvement District No. 6 - GOF  
 Actual Vs. Budget  
 January 2009

	Jan 09	Budget	\$ Over Budget	Jan 09	YTD Budget	\$ Over Budget	Annual Budget
Total Expense	20,110.27	29,405.74	(9,295.47)	20,110.27	29,405.74	(9,295.47)	352,868.00
Net Income	65,988.64	8,394.64	57,594.00	65,988.64	8,394.64	57,594.00	100,737.00

# INVOICES

01/27/2009 19:13 ANCO-MCDONALD

(FAX)

P.001/002

Anco-McDonald Waterworks  
Insurance Services L.L.C.  
611 B Merton  
Richmond, TX 77469  
Phone : 281-342-6837 Fax : 281-341-6837

Harris County Imp. Dist. No. 6  
Hawes Hill & Calderon  
PO Box 22167  
Houston, TX PO Box 221

<b>INVOICE # 3624</b>	
HCID6-1-1001	GL 01/26/09
<b>BINDER</b>	
Hartford Fire Ins Co	
Anco McDonald Waterworks	
07/31/08	07/31/09 01/26/09
\$ 4,308.00	

INVOICE #	Due Date	Per	Type	Description	Amount
27806	01/26/09	MEM	APIN	New commercial auto policy	\$ 4,156.00
FAX TO:	Susan Hill	#713-595-1276			
27807	01/26/09	CFE	APIN	Company fee	\$ 152.00
<b>Invoice Balance:</b>					<b>\$ 4,308.00</b>

Thank You Gwen Highfill #281-633-3203

01/27/2009 19:14 ANCO-MCDONALD

(FAX)

P.002/002

**INSURANCE IDENTIFICATION CARD**

COMPANY NUMBER: **TX**  
 COMPANY: **Southern County Mutual**  
 POLICY NUMBER: **STC578532**  
 EFFECTIVE DATE: **01/26/09**  
 EXPIRATION DATE: **01/26/10**  
 YEAR: **2008**  
 MAKE/MODEL: **Ford Explorer**  
 VEHICLE IDENTIFICATION NUMBER: **1FMEU63828UB10391**

2008 Ford Explorer  
 HARRIS COUNTY IMP. DIST. NO. 6  
 HAWES HILL & CALDERON  
 PO BOX 22167  
 HOUSTON, TX PO BOX 221

COVERAGE WITH MODERN LIABILITY INSURANCE PRESCRIBED BY LAW

**OF ID GL**

THIS CARD MUST BE KEPT IN THE INSURED VEHICLE AND PRESENTED UPON DEMAND.

IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:

- Name and address of each driver, passenger and witness.
- Name of Insurance Company and policy number for each vehicle involved.

ACORD 50 (12/98)

East Montrose Patrol				Total Amount
Name	Address	Pay Period	Regular Hours	Regular Pay
Victor Baserra	12265 Fondren #1511, Houston, TX. 77035	Jan-09	55	\$ 42.00
Jesse Ornelas	9659 Meadowdale Houston, TX. 77063	Jan-09	20	\$ 42.00
Andrew Duncan	Coordinator Fee	Jan-09	0	\$ 42.00
		Jan-09		\$ 600.00
		Jan-09		\$ 0.00
		Jan-09	19	\$ 42.00
		Jan-09	0	\$ 42.00
Daniel Molina	17106 Pleasant Rd, Needville, TX. 77461	Jan-09	0	\$ 42.00
Margarito Frutos		Jan-09	0	\$ 42.00
<b>TOTAL AMOUNT</b>				<b>\$ 4,548.00</b>

1050-1059



THANK YOU FOR YOUR BUSINESS!



**MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.**

**Invoice**

Harris County ID No. 6  
1300 Post Oak Blvd., Suite 1600  
Houston, Tx 77056

Date	Invoice #
2/1/2009	12706

Description	Amount
Monthly Bookkeeping	450.00
Additional time for board meeting	75.00
Fax	2.00
Postage	0.84
Xerox	40.80
Total Reimbursable Expenses	43.64
<b>Total</b>	<b>\$568.64</b>
<b>Balance</b>	<b>\$568.64</b>

13 Spicewood Springs Rd. Suite 102 ■ Austin, Tx. 78759 ■ Phone: 512-782-2400 ■ Fax: 512-795-9968 ■ www.municipalaccounts.com

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

200 River Pointe ■ Suite 240 ■ Conroe, Texas 77304 ■ Phone: 936.756.1644 ■ Fax: 936.756.1844

**V&E Invoice**

Harris County Improvement District No. 6 January 9, 2009 Page 3

Client/Matter Number HAR288 67000  
Invoice Number 25291814  
Billing Attorney Clark S. Lord

Re: Special Counsel

12/03/08	ADDA	75 pages @ 0.15 per page	11.25
12/03/08	ADDA	15 pages @ 0.15 per page	2.25
12/03/08	TRM	4 pages @ 0.15 per page Resolution	0.60
12/03/08	CSL	2 pages @ 0.15 per page Exhibits Hearing	0.30
12/03/08	CSL	2 pages @ 0.15 per page Exhibits Hearing	0.30
12/03/08	CSL	30 pages @ 0.15 per page Order Granting P	4.50
12/03/08	CSL	2 pages @ 0.15 per page Exhibits Hearing	0.30
12/08/08	ADDA	4 pages @ 0.15 per page updated Hearings	0.60
12/08/08	ADDA	2 pages @ 0.15 per page	0.30
12/30/08	ADDA	11 pages @ 0.15 per page	1.65
	Photocopy		\$36.90
<b>Courier Services</b>			
11/26/08	CSL	11/26/2008 Delivery to FREED-MONTROSE LIBRARY	12.50
11/26/08	CSL	11/26/2008 Delivery to HARRIS COUNTY CLERK'S OFFICE	9.00
	Courier Services		\$21.50
<b>Filing Fees</b>			
12/08/08	CSL	County Clerk of Harris County; INVOICE#: 199617; DATE: 12/8/2008 - Filing Fee	9.00
	Filing Fees		\$9.00
<b>Outside Professional Services</b>			
12/08/08	CSL	County Clerk of Harris County; INVOICE#: 199618; DATE: 12/8/2008 - Filing Fee	9.00
	Outside Professional Services		\$9.00
<b>Total</b>			<b>\$76.40</b>
<b>Total Invoice</b>			<b>\$11,591.40</b>

Please reference client/matter and invoice numbers when making payment.  
PLEASE REMIT TO: P.O. BOX 200113, HOUSTON, TEXAS 77218-0113 I.R.S. NO. 74-1183015

Vinson & Elkins LLP Attorneys at Law Abu Dhabi Austin Beijing Dallas Dubai First City Tower, 1001 Farris St., Suite 2800, Houston, TX 77002-8790 Hong Kong Houston London Moscow New York Shanghai Tokyo Washington Tel 713.758.2322 Fax 713.758.2346 www.velson.com

**Vinson&Elkins**

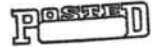
**Invoice**

January 9, 2009

Harris County Improvement District No. 6  
Susan Hill  
Hawes Hill Calderon LLP  
10103 Fondren Road #300  
Houston, TX 77098

Client/Matter Number HAR288 67000  
Invoice Number 25291814  
Billing Attorney Clark S. Lord

Re: Special Counsel



Fees for services posted through December 31, 2008:

Date	Clark S. Lord	Hours
12/01/08	Review and revise assessment orders.	0.75
12/03/08	Prepare assessment hearing materials; assessment order; attend assessment hearing and board meeting.	4.00
12/08/08	Meeting with Ellen Cohen about legislative session.	1.50
12/10/08	Research legislative options for district; discuss with Amanda Edwards.	1.00
12/11/08	Research legislative options for expanded district.	0.75
12/17/08	Revise legislation and petition for west montrose.	0.75
Date	Thomas N. McCasland	Hours
12/01/08	Review Orders regarding public hearing.	1.00
Date	Amanda K. Edwards	Hours
12/10/08	Discuss creation of East Montrose Improvement District with Clark Lord; prepare legislation for the creation of East Montrose Improvement District (HCID No. 10).	5.50
12/11/08	Revise Bill for the creation of Harris County Improvement District No. 11; discuss content of the bill with Clark Lord; prepare Harris County Improvement District 11 Service and Improvement Plan; prepare petition and petition form.	5.75
12/12/08	Compare and contrast Harris County Improvement District No. 10 and No. 11 provisions in preparation of the HCID No. 11 bill.	1.75
12/15/08	Revise West Montrose Management District bill, service, improvement and assessment plan, and petition; discuss revisions with Clark Lord.	4.25
12/16/08	Discuss alterations in West Montrose legislation with Clark Lord; revise legislation accordingly.	2.75
12/17/08	Insert changes from Clark Lord into petition and proposed legislation for the creation of West Montrose Management District.	1.75
Date	Athia D. Davis	Hours
12/01/08	Prepare binders for public hearing on 12/03/08 regarding supplementing	1.00

Please reference client/matter and invoice numbers when making payment.  
PLEASE REMIT TO: P.O. BOX 200113, HOUSTON, TEXAS 77218-0113 I.R.S. NO. 74-1183015

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**V&E Invoice**

Harris County Improvement District No. 6 January 9, 2009 Page 2

Client/Matter Number HAR288 67000  
Invoice Number 25291814  
Billing Attorney Clark S. Lord

Re: Special Counsel

	the assessment role.	
12/02/08	Organize file for public hearing to be held on 12/03/08; print and copy Order Setting Rate of Assessment and Order Supplementing the Assessment Roll; send e-mail to Pat Hall with Equi-Tax regarding Affidavit of Mailing; notarize executed Affidavit of Mailing; make copies of same for binders.	1.50
12/03/08	Print and make copies of the 10/2008 Resolution calling the 12/03/08 public hearing regarding supplementing the assessment role for re-execution at the regular meeting on 12/03/08; print and make copies of the 4/2008 Order Granting Petition for re-execution at the regular meeting on 12/03/08; prepare final Order Supplementing the Assessment Roll; attach exhibits (hearings examiner's report); make copies and organize same for execution at the regular meeting on 12/03/08; Prepare final Hearings Examiner's Report; attach exhibits (order granting petition; affidavits; supplemental assessment roll, etc.); make copies and organize same for execution at the 12/03/08 meeting; print attendance register and witness lists.	2.00
12/03/08	Drive to and attend the public hearing on 12/03/08; set up for the public hearing; take notes of attendees and their comments during public comment for the Hearings Examiner's Report ("Report"); indicate same on the Report for execution at the monthly meeting on 12/03/08.	2.50
12/04/08	Scan Order Setting the Assessment Rate the Board adopted on 12/03/08; e-mail same to Pat Hall of Equi-Tax; print confirmation and file same.	0.25
12/05/08	Prepare letter to Susan Hill enclosing original executed Order Setting the Rate of Assessment (2008); make copies, mail and file same.	0.50
12/08/08	Make final changes to the Hearings Examiner's Report; print, make copies, and file same.	0.50
12/08/08	E-mail Mylinda with Elite Reporting Service regarding obtaining an electronic transcript of the 12/03/08 public hearing.	0.25
12/12/08	Receive electronic transcript from the 12/03/08 public hearing; print same to attach to the Hearings Examiner's Report.	0.25
<b>Total</b>		<b>40.25 \$11,515.00</b>

Disbursements and other charges posted through December 31, 2008:

Photocopy		
12/02/08	ADDA	6 pages @ 0.15 per page 0.90
12/03/08	ADDA	42 pages @ 0.15 per page 6.30
12/03/08	ADDA	5 pages @ 0.15 per page 0.75
12/03/08	ADDA	45 pages @ 0.15 per page 6.75
12/03/08	ADDA	1 page @ 0.15 per page 0.15

Please reference client/matter and invoice numbers when making payment.  
PLEASE REMIT TO: P.O. BOX 200113, HOUSTON, TEXAS 77218-0113 I.R.S. NO. 74-1183015

Vinson & Elkins LLP Attorneys at Law Abu Dhabi Austin Beijing Dallas Dubai First City Tower, 1001 Farris St., Suite 2800, Houston, TX 77002-8790 Hong Kong Houston London Moscow New York Shanghai Tokyo Washington Tel 713.758.2322 Fax 713.758.2346 www.velson.com

Client/Matter Number HAR288 67000  
 Invoice Number 25291814  
 Billing Attorney Clark S. Lord

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

Invoice

Re: Special Counsel

## Summary of Services

Name	Hours	Amount
Athena D. Davis	8.75	2,187.50
Amanda K. Edwards	21.75	5,872.50
Clark S. Lord	8.75	3,150.00
Thomas N. McCasland	1.00	305.00
<b>Total</b>	<b>40.25</b>	<b>\$11,515.00</b>

Bill To:

MD- HCID # 6- Montrose  
 P.O. Box 22167  
 Houston, TX 77227

DATE	DESCRIPTION	AMOUNT
	Professional Consulting, Project Management & Administrative Fee January 2009	\$5,000.00
	Reimbursable expenses as follows:	
12/1/2008	Advanced Tracking per attachment	\$14.50
12/5/2008	Verizon per attachment	\$105.41
12/23/2008	A to Z	\$22.89
12/29/2008	A to Z	\$25.86
1/5/2009	A to Z	\$27.13
1/14/2009	A to Z	\$27.50
1/7/2009	Best Buy- Camera	\$259.86
1/15/2009	Harris County Clerk	\$9.00
1/20/2009	A to Z	\$33.33
1/20/2009	Hour Messenger	\$169.25
1/20/2009	Verizon per attachment	\$42.79
1/26/2009	The Black Labrador	\$65.33
	Mileage, G. Larson	\$41.25
	Mileage, R. Hill	\$36.85
	In house copies 1423 @ .15 each + 18 sets	\$231.45
	In house postage	\$4.85
		<b>Sales Tax:</b> \$0.00
		<b>Total Amount:</b> \$6,108.25
		<b>Amount Applied:</b> \$0.00
		<b>Balance Due:</b> \$6,108.25

Please reference client/matter and invoice numbers when making payment.  
 PLEASE REMIT TO: P.O. BOX 200113, HOUSTON, TEXAS 77216-0113

I.R.S. NO. 74-1183016

Vineco & Blass LLP Attorneys at Law Abu Dhabi Austin Beijing Dallas Dubai First City Tower, 1001 Fennell St., Suite 2800, Houston, TX 77002-8760  
 Hong Kong Houston London Moscow New York Shanghai Tokyo Washington Tel 713.788.2222 Fax 713.788.2140 www.vandb.com

HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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5. *Receive Assessment Collection Report and Billing and Assessment Summary.*



**HARRIS COUNTY IMPROVEMENT DISTRICT NO. 6**  
**ASSESSMENT COLLECTION REPORT**  
**January 31, 2009**  
**BILLING AND COLLECTION SUMMARY**  
**FISCAL YEAR**  
**01/01/09 - 12/31/09**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2008	0.12500	\$415,780.29	\$137,052.96	\$278,727.33	33%
2007	0.12500	\$329,617.23	\$274,904.02	\$54,713.21	83%

Current Month Activity

Revenue:	<u>Current Month</u>	<u>Year to Date</u>
2008 Assessment Collected	82,381.65	82,381.65
2007 Assessment Collected	2,448.78	2,448.78
Penalty & Interest	440.78	440.78
Overpayments		0.00
Collection Fees		0.00
Court Fees		0.00
<b>Total Revenue</b>	<b>85,271.21</b>	<b>85,271.21</b>
Overpayments Presented for Refund	696.99	696.99
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2008: **332,623,952**  
ASSESSED VALUE FOR 2007: **263,693,406**

Uncertified: **6,783,806**  
Uncertified: **986,613**

Assessment Collection Account: Prosperity Bank, Account No. 5234371

**ASSESSMENT PLAN PROJECTIONS**

YEAR	MAX RATE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2007	0.12500	337,500	320,625	274,904.02	
2008	0.12500	337,500	320,625	137,052.96	
2009	0.12500	337,500	320,625		
2010	0.12500	337,500	320,625		
2011	0.12500	337,500	320,625		
2012	0.12500	337,500	320,625		
2013	0.12500	337,500	320,625		
2014	0.12500	337,500	320,625		
2015	0.12500	337,500	320,625		
2016	0.12500	337,500	320,625		
		<b>3,375,000</b>	<b>3,206,250</b>		<b>337,500</b>

The Projected Levy is based on the rate remaining at 0.12500

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

**HARRIS COUNTY IMPROVEMENT DISTRICT NO. 6  
ASSESSMENT COLLECTION REPORT**

January 31, 2009

**TOP TEN ASSESSMENT PAYERS**

<b>PROPERTY OWNER</b>	<b>PROPERTY TYPE</b>	<b>ASSESSED VALUE</b>	<b>ASSESSMENT AMOUNT</b>
2221 West Dallas Partners	Apartment Complex	35,803,116	44,753.90
UST Realty Company	Office Buildings	14,558,506	18,198.13
4119 Montrose Limited	Office Buildings	14,497,083	18,121.35
Riverside CPI LLC & Realty CEN	Multi-Family Housing	6,600,500	8,250.63
Walgreens 03157	Retail	5,591,700	6,989.63
Texas Art Supply	Retail	4,917,391	6,146.74
3815 Montrose Blvd LP	Office Buildings	4,395,370	5,494.21
Richmond Montrose CVS LP	Drugstore	3,783,030	4,728.79
BRI Hawthorne Square LTD	Shopping Center	3,372,323	4,215.40
515 Westheimer LP	Shopping Center	3,100,000	3,875.00

**TEN LARGEST DELINQUENT ACCOUNTS**

<b>PROPERTY OWNER</b>	<b>ACCOUNT NUMBER</b>	<b>ASSESSMENT YEAR</b>	<b>ASSESSED AMOUNT</b>
515 Westheimer LP	92 121 369 001 0001	2007	3,500.00
Boga Wetmoreland LTD	92 037 035 000 0018	2007	2,500.00
4310 Yoakum Partners HIP	92 026 135 000 0014	2007	1,887.57
Boga Emerson LTD	92 037 031 000 0016	2007	1,400.84
Nguyen Ngan Phuong	92 004 135 000 0004	2007	1,276.25
NRH Family Trust	92 004 140 000 0008	2007	1,187.50
Houston Skylane One LLC	92 037 040 000 0001	2007	1,093.75
Houston Skylane One LLC	92 008 259 000 0003	2007	1,092.13
510 Lovett Blvd LP	92 127 031 001 0001	2007	1,012.39
Federal National Mortgage Assoc	92 008 262 000 0001	2007	975.00

HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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AGENDA MEMORANDUM

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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8. Receive and consider Security and Public Safety Committee report with regard to the following:
  - a. Discuss patrol reports
  - b. Consider funding additions and modifications of the patrol vehicle
  - c. Consider funding a portable radio for patrol vehicle
  - d. Consider budget amendment for daytime patrol



The Montrose Management District Public Safety and Security Committee held a meeting on Friday, February 6th, 2009, at 4:00 PM in the Houston Police Department Neartown Storefront, 802 Westheimer, Houston TX 77006.

Montrose Management District Board member present was Brad Nagar.

Committee Member present was Brad Nagar.

Staff member present was Josh Hawes.

The Committee was called to order at 4:00 PM and was adjourned at 4:33 PM.

The Committee Reviewed the Following:

1. Reviewed the January Patrol Report and discussed the possibility of beginning day patrols.
2. Discussed purchase of a hand held radio for patrol vehicle and recommends purchase of a hand held radio for the patrol vehicle in the amount of \$310.
3. Discussed location change of light console for patrol vehicle and purchase of spotlight and website address graphic and recommends paying for the new placement of the light console, a spot light and website address graphic for the patrol vehicle in the amount of \$926.
4. Discussed purchase of white board for Neartown Storefront and recommends purchase of a white board for the Neartown Storefront in the amount of \$95.



## East Montrose Patrol

January 2009

### **V. Beserra 1-1-09 2200-0300**

2235hrs: While on patrol the officer working observed a suspicious vehicle in 1300 block of Gillette. The suspect was arrested for traffic violations and transported to jail by on-duty units.

2330hrs: While on patrol the officer checked several locations in the 3300 block of Montrose.

0025hrs: While on patrol the officer working observed a suspicious male in the 2200 block of Montrose. The male was checked and escorted out of the area.

0120hrs: While on patrol the officer working observed a suspicious male in the 200 block of Avondale. The male was checked and released.

0140hrs: While on patrol the officer working observed a suspicious vehicle in a parking garage in the 2200 block of W. Dallas. The occupants of the vehicle were checked and escorted out of the area.

0224hrs: While on patrol the officer working responded to an assist the officer call in the 3300 block of Montrose. One suspect was arrested for resisting arrest.

### **V. Besserra 1-2-09 2200-0300**

2215hrs: The officer working checked several locations on Avondale.

2330hrs: While on patrol the officer working observed a suspicious male in the 4300 block of Montrose at the CVS. The male was checked and given a criminal trespass warning.

0020: While on patrol the officer working observed a suspicious male in the 2220 block of W. Dallas. The male was checked and escorted out of the area.

0100hrs: While on patrol the officer working responded to a loud noise disturbance in the 2900 block of Bagby. The music was turned down and the officer monitored the area.

0230hrs: The officer working checked several businesses in the 1000 block of Montrose.

0245hrs: While on patrol the officer working observed two suspicious males in the 1000 block of Westheimer. The males were checked and given criminal trespass warnings.

**1-3-08 2200-0300hrs D. Monlina**

2223hrs: While on patrol the officer working observed a homeless male in the 1000 block of Montrose. The male was escorted out of the area.

2250hrs: While on patrol the officer working observed a male soliciting in the roadway at Montrose and Westhiemer. The male was escorted out of the area.

2330hrs: While on patrol the officer working observed a male in the area of Fairview and Taft. The male was suspected of prostitution and was escorted out of the area.

0225hrs: While on patrol the officer working observed a suspicious male on Stanford. The male was checked and released.

**V. Beserra 1-9-09 2200-0300**

2215hrs: While on patrol the officer working observed a disturbance in the 2800 block of Helena. The two males were separated and escorted out of the area.

2311hrs: While on patrol the officer working observed a suspicious male in the 922 block of W. Alabama. The officer checked the male and escorted him out of the neighborhood.

0110hrs: While on patrol the officer working observed a suspicious male in the 1500 block of W. Dallas. The male was checked and escorted out of the area.

0150hrs: While on patrol the officer working observed a large disturbance in the 4300 block of Montrose. The disturbance was broken up and the people involved were told to leave the area.

**V. Beserra 1-10-09 2200-0300**

2212hrs: While on patrol the officer working observed tow prostitutes in the 200 block of Avondale. The prostitutes were escorted out of the area.

23400hrs: While on patrol the officer working observed a male sleeping in the 4200 block of Montrose. The male was arrested for public intoxication and transported by an on-duty unit.

0005hrs: While on patrol the officer working observed a suspicious male in the 3200 block of Montrose. The male was issued a citation for littering and escorted out of the area.

0035hrs: While on patrol the officer working observed a suspicious male in the 2200 block of Montrose. The male was checked and escorted out of the neighborhood.

0105hrs: While on patrol the officer working checked by on a hold up alarm in the 700 block of Peden. The alarm was found to be false.

0230hrs: While on patrol the officer working observed a suspicious male in the 2200 block of W. Dallas. A parking citation was issued.

**J. Ornelas 1-11-09 2315-0415**

0015hrs: While on patrol the officer working observed a suspicious male in the 1000 block of Richmond. The male was checked and escorted out of the neighborhood.

0230hrs: While on patrol the officer working observed a disturbance on Hyde Park. The males were escorted out of the neighborhood.

0300hrs: While on patrol the officer working observed a male prostitute in the 700 block of Fairview flagging cars down. The male was checked and escorted out of the area.

0325hrs: While on patrol the officer working observed several vagrants in the 900 block of Montrose. The males were escorted out of the area.

**V. Beserra 1-15-09 2200-0300**

2213hrs: While on patrol the officer working observed several males in 200 block of Avon Dale. The males were checked and escorted out of the area.

2250hrs: While on patrol the officer working responded to an alarm call in the 2200 block of W. Dallas. The alarm was found to be false.

1255hrs: While on patrol the officer working observed a suspicious vehicle in the 200 block of Tuam. The occupants were checked and escorted out of the area.

0215hrs: While on patrol the officer working observed a suspicious vehicle on the 100 block of Tuam with the radio very loud. The officer checked the driver and escorted him out of the area.

**V. Beserra 1-16-09 2200-0300**

2210hrs: While on patrol the officer working checked several businesses in the 2300 block of Montrose.

2240hrs: While on patrol the officer working observed several males in the 2000 block of Montrose. The males were checked and escorted out of the area.



0000hrs: While on patrol the officer working observed a disturbance in the 4300 block of Montrose. The males were escorted out of the area.

**D. Molina 1-17-09**

2204hrs: While on patrol the officer working checked several businesses in the 1000 block of Montrose.

2340hrs: While on patrol the officer working observed a male urinating in public in the 3300 block of Montrose. The male was issued a citation.

**J. Ornelas 1-18-09 2315-0415**

0100hrs: While on patrol the officer working observed a suspicious male in the 900 block of Richmond. The male was checked and escorted out of the area.

0300hrs: While on patrol the officer working observed a suspicious vehicle in the 900 block of Hyde Park. The occupants of the vehicle were checked and released.

0400hrs: While on patrol the officer working observed a suspicious male in the 900 block of Richmond. The male was checked and released.

**V. Beserra 1-22-09 2200-3000**

2250hrs: While on patrol the officer working observed a suspicious vehicle in the 300 block of Tuam. The occupants were checked and the vehicle was escorted out of the area.

2300hrs: While on patrol the officer working observed a suspicious vehicle in the 2200 block of Montrose. The vehicle was escorted out of the area.

2340hrs: While on patrol the officer working observed a suspicious male in the 2400 block of Convesre. The male was arrested for possession of marijuana and transported to jail by an on-duty unit.

**V. Beserra 1-23-09 2200-0300**

2245hrs: While on patrol the officer working observed a suspicious male in the 100 block of Avondale. The male was issued a citation for loitering prostitution.

2300hrs: While on patrol the officer working observed several cars illegally parked in the 2200 block of W. Dallas. The officer issued three parking citations.



0220hrs: while on patrol the officer working observed a suspicious vehicle in the 2900 block of Helena. The occupants were checked and escorted out of the neighborhood.

0230hrs: While on patrol the officer working observed a suspicious male in the 200 block of Avondale. The male was issued a citation for loitering.

**J. Ornelas 1-25-09 2315-0415**

0130hrs: While on patrol the officer working observed several males standing in the 1000 block of Richmond. The males were escorted out of the area.

0200hrs: While on patrol the officer working observed a suspicious male on Oakley. The male was checked and escorted out of the area.

0335hrs: While on patrol the officer working observed a prostitute on Stanford. The male was issued a citation for loitering.

**V. Beserra 1-29-09 2200-0300**

2240hrs: While on patrol the officer working observed a suspicious vehicle in the 3800 block of Greeley. The male was escorted out of the area.

2250hrs: While on patrol the officer working observed a male throwing trash on the ground in the 2200 block of Montrose. The male was issued a citation.

0130hrs: While on patrol the officer working observed a suspicious male in the 700 block of Gray. The male was checked and escorted out of the area.

**V. Beserra 1-30-09 2200-0300**

2230hrs: While on patrol the officer working observed a suspicious male in the 1300 block of Montrose. The male was escorted out of the area.

0030hrs: while on patrol the officer working observed a disturbance on Hyde Park. The disturbance was broken up and the parties were escorted out of the area.

0129hrs: While on patrol the officer working observed a suspicious male in the 300 block of Fairview. The male was checked and escorted out of the area.

0220hrs: While on patrol the officer working observed a suspicious male in the 500 block of Avondale. The male was escorted out of the area.

0245hrs: While on patrol the officer working observed a suspicious male in the 2200 block of W. Dallas. The male was checked and released.

**D. Molina 1-31-09 2300-0400**

2330hrs: while on patrol the officer working observed several suspicious males in the 2200 block of W. Dallas. The males were checked and escorted out of the neighborhood.

2340hrs: While on patrol the officer working observed a suspicious vehicle in the 4100 block of Stanford. The occupants were checked and escorted out of the neighborhood.

0020hrs: while on patrol the officer working observed several suspicious males sitting in front of a closed business in the 3200 block of Montrose. The males were checked and escorted out of the neighborhood.

0041hrs: While on patrol the officer working observed an illegal parked car in the 3200 block of Montrose. The officer issued a parking citation.

0200hrs: While on patrol the officer working observed several suspicious males in the 200 block of Avondale. The males were checked and released.

0345hrs: While on patrol the officer working observed two prostitutes on Avondale. Both males were issued citations for loitering.

# East Montrose Patrol

Name	Address	Pay Period	Regular Hours	Regular Pay	Holiday Hours	Holiday Pay	Total Amount
Victor Beserra		Jan-09	55	\$ 42.00	0	\$ -	\$ 2,310.00
Jesse Ornelas	12265 Fondren #1511, Houston, TX. 77035	Jan-09	20	\$ 42.00	0	\$ -	\$ 840.00
Andrew Duncan 106910	9659 Meadowvale Houston, TX. 77063	Jan-09	0	\$ 42.00	0	\$ -	\$ -
	Coordinantor Fee	Jan-09		\$ 600.00			\$ -
		Jan-09		\$0.00			\$ -
Daniel Molina		Jan-09					\$ 600.00
Margarito Frutos 103235		Jan-09	19	\$ 42.00	0	\$ -	\$ 798.00
TOTAL AMOUNT	17106 Pleasant Rd, Needville, TX. 77461	Jan-09	0	\$ 42.00	0	\$ -	\$ -
							\$ 4,548.00





## Estimate

DATE	ESTIMATE #
01/07/2009	08POL132
EXP. DATE	

### ADDRESS

Harris County Pct. 7  
5290 Griggs Rd.  
Houston, TX 77021

Date	Description	Amount
12/07/2008	Unity Spotlight	0.00
12/07/2008	Graphic work, 1 @ \$224.00	224.00
12/07/2008	Installation for the above equipment, customer supplied radio and moving existing control head., 9 @ \$78.00	702.00
TOTAL		\$926.00

Estimate is good for 45 days

TOTAL \$926.00

Accepted By:

Accepted Date:

SEND PAYMENT TO: PO BOX 2461 HOUSTON TX 77252 Questions? Call (866) 334-0737

Estimate 08POL132, 01/07/2009



Advanced Communications of Texas  
9434 Old Katy Road, Suite 400  
Houston, Texas 77055  
713-827-7971  
FAX 713-827-7635

# COMMUNICATIONS SYSTEM PROPOSAL

Proposal for:

Date: 01/29/09 Page: 1 of 1

Mr. Hawes

Office: \_\_\_\_\_

Fax: \_\_\_\_\_

Other: jhawes@hhcllp.com

Qty	Part Number	Description	Each	Total
1	VX-354-AG7B	Vertex Handheld Package	\$239	\$239
1	MH-450S	Speaker Microphone	\$29	\$29
1	LCC-354S	Leather Case with Swivel	\$42	\$42

Sub-Total \$310

Prepared by: Pete Journey

Tax

Accepted by: \_\_\_\_\_

Total

\$

**\*\*** This quote may not include some parts that may be needed to complete install (i.e. adaptors, connectors, brackets, power cords, splitter systems, jumpers, etc.)

Note for customer:

# VX-350 SERIES

## VHF/UHF Portable Radios



VX-354

VX-351

Actual Size

- 16 CHANNEL CAPACITY
- POWER OUTPUT : 5 W / 1 W (SELECTABLE)
- WIDE BAND COVERAGE
  - VHF 134-174 MHz
  - UHF 400-470 MHz / 450-512 MHz
- 8-CHARACTER ALPHANUMERIC DISPLAY (VX-354)
- 500 mW LOUD AUDIO WITH LARGE 1.4" SPEAKER
- LARGE CAPACITY 2000 mAh LI-ION BATTERY (FNB-V96LI)
- LONG BATTERY LIFE MORE THAN 15 HOURS\* WITH RX/TX BATTERY SAVER CIRCUIT
- COMPACT AND RUGGED CONSTRUCTION
- WIDE/NARROW BANDWIDTH PER CHANNEL
- CTCSS / DCS ENCODE AND DECODE
- DTMF ANI
- 2-TONE ENCODE AND DECODE
- 5-TONE SIGNALING BUILT-IN
- EMERGENCY FEATURE
  - VERSATILE SCAN (PRIORITY, DUAL WATCH, FOLLOW-ME AND TA SCAN)
  - LONE WORKER FEATURE BUILT IN
  - STUN, KILL, REVIVE AND REMOTE LISTEN (OPT)
  - ARTS™ (AUTO-RANGE TRANSPOND SYSTEM)
  - DTMF PAGING ( OPTION )
  - ENCRYPTION ( OPTION )
  - VOICE INVERSION
  - ROLLING CODE
  - MDC 1200® / GE-STAR® ANI (OPTION)
  - PC PROGRAMMING
  - RADIO-TO-RADIO CLONING

\*FNB-V96LI/5-5-90 duty cycle w/saver



## VX-350 SERIES VHF/UHF Portable Radio

### LONG BATTERY LIFE MORE THAN 15 HOURS WITH 2000 mA LI-ION BATTERY FNB-V96LI

The VX-350 Portables may be equipped with advanced FNB-V96LI Lithium-Ion Battery Packs with 2000 mAh of capacity, for operating times of more than 15 hours, even when using 5 Watts (5-5-90 duty cycle, w/saver).

Battery	Saver ON (RX:STBY 1:4)	Saver OFF
FNB-V96LI 2000mAh	15.5 (15) hrs	13 (12.5) hrs
FNB-V95LI 1800 mAh	14 (13.5) hrs	11.7 (11.3) hrs

( ) : UHF version

### WIDE BANDWIDTH

For communicating with other agencies, companies, or even within your own communications system, the wide bandwidth of this radio will let you operate anywhere within the 40 MHz (VHF) or 62 MHz (UHF) band.

### 8-CHARACTER ALPHANUMERIC DISPLAY (VX-354)

Providing indication of either the channel number or an Alphanumeric Channel Label of up to 8 characters, the LCD display also provides convenient operation function icons to provide instant recognition of radio status. Including signal strength indicator and battery gauge.

### 500 mW LOUD AUDIO WITH LARGE 1.4" SPEAKER

Ideal for reception in noisy environments, the VX-350's high-powered audio is coupled to a large 1.4" internal speaker, assuring solid copy throughout difficult crowd control, fire, or sporting-event operations.

### COMPACT AND RUGGED CONSTRUCTION

Weighing just 11 oz and measuring just 2.3" x 4.1" x 1.3" (WHD) the VX-350 is ideal for business, industry, and public safety applications where light weight and compact size are important.

### WIDE/NARROW BANDWIDTH PER CHANNEL

When programming radios for use in different jurisdictions, the VX-350 Series portables may be set up, channel by channel, for use in 12.5 kHz, 20 kHz, or 25 kHz channel spacing environments. Deviation and bandwidth are automatically set according to the configuration you choose.

### BUILT-IN EMERGENCY FEATURE

With the built-in emergency feature, you are never alone. Any softkey can be programmed for Emergency operation. When activated, the radio will go to a designated channel, broadcast the unit ID and transmit live audio for pre-determined intervals.

### 2-TONE ENCODE AND DUAL 2-TONE DECODE

The VX-350 Series can transmit a 2-Tone paging call, and can receive 2-Tone calls using different tone combinations. For advanced network or fleet operations, a 5-Tone Encoder-Decoder circuit is included in the VX-350 Series.

### DTMF ANI

A DTMF Automatic Number Identification string may be programmed into the VX-350, providing the dispatcher with a multiple-digit confirmation of the transmitting portable's identity.

### DTMF PAGING (OPTION)

The optional FVP-25 board adds a DTMF paging decoder. With DTMF you can Stun, Kill and Alert.

### ENCRYPTION (OPTION) VOICE INVERSION, ROLLING CODE

The FVP-35 and FVP-36 Encryption Units provide security for your important public safety and security communications. A DTMF Paging function is also included in the FVP-25 module, for selective calling.

### MDC-1200® / GE-STAR® ANI ENCODE (OPTION)

Automatic Number Identification, triggered by the pressing of the PTT key, is available in the most popular industry-standard formats, via the optional VME-100.

### OTHER FEATURES

- VERSATILE SCAN (PRIORITY, DUAL WATCH, FOLLOW-ME AND TA SCAN)
- CTCSS / DCS ENCODE AND DECODE • ARTS™ (AUTO-RANGE TRANSPOND SYSTEM) • PC PROGRAMMING • RADIO-TO-RADIO CLONING

### Applicable MIL-STD (Pending)

Standard	MIL 810D Methods/Procedures	MIL 810E Methods/Procedures	MIL 810F Methods/Procedures
Low Pressure	500.2/Procedure I, II	500.2/Procedure I, II	500.3/Procedure I, II
High Temperature	501.2/Procedure I, II	501.3/Procedure I, II	501.4/Procedure I, II
Low Temperature	502.2/Procedure I, II	502.3/Procedure I, II	502.4/Procedure I, II
Temperature Shock	503.2/Procedure I	503.3/Procedure I	503.4/Procedure I, II
Rain	506.2/Procedure II	506.3/Procedure II	506.4/Procedure I, III
Humidity	507.2/Procedure II, III	507.3/Procedure II, III	507.4
Salt Fog	509.2	509.3	509.4
Dust	510.2/Procedure I	510.3/Procedure I	510.4/Procedure III
Vibration	514.3/Procedure Cat. 10	514.4/Procedure Cat. 10	514.5/Procedure Cat. 24
Shock	516.3/Procedure I	516.4/Procedure I	516.5/Procedure I

### Specifications

	VHF	UHF
<b>General Specification</b>		
Frequency Range	134 - 174 MHz	400 - 470 MHz 450 - 512 MHz
Number of Channels	16	
Power Supply Voltage	7.4 V DC $\pm 20\%$	
Channel Spacing	12.5/20/25 kHz	
Battery Life (5-5-90 duty) w/FNB-V96LI (2000mAh)	15.5 hrs (13 hrs w/o saver)	15 hrs (12.5 hrs w/o saver)
Operating Temperature Range	-22° F to 140° F (-30° C to +60° C)	
Frequency Stability	$\pm 2.5$ ppm	
RF Input-Output Impedance	50 Ohm	
Dimension (W x H x D)	2.3" x 4.1" x 1.3" (58 x 105 x 33 mm)	
Weight (Approx.)	10.9 oz (310 g) w/FNB-V96LI, ANT	

	VHF	UHF
<b>Receiver Specification</b>	measured by TIA/EIA-603	
Sensitivity (12dB SINAD)	0.25 $\mu$ V	0.25 $\mu$ V
Adjacent Channel Selectivity	65 / 60 dB	
Intermodulation	65 / 60 dB	
Spurious and Image Rejection	60 dB	
Audio Output	500mW @ 4 ohms 5% THD	
<b>Transmitter Specification</b>	measured by TIA/EIA-603	
Output Power	5 / 1 W	5 / 1 W
Modulation	16K0F3E, 11K0F3E	
Conducted Spurious Emission	65 dB below carrier	
FM Hum & Noise	45 / 40 dB	
Audio Distortion	< 3 % @1kHz	

Specification may be changed without notification.

### Accessories & Options

 MH-45B48 Noise Canceling Speaker Microphone	 MH-450S Speaker Microphone	 MH-360S Compact Speaker Microphone	 MH-37A4B Earpiece Microphone	 VC-25 VOX Headset	 FVP-25 Encryption / DTMF Paging Unit	 VME-100 MDC-1200®/GE-STAR® ANI Encode Unit	 FVP-36 Voice Inversion Encryption Unit	 FVP-35 Rolling Code Encryption Unit									
 FNB-V96LI 7.4 V 2000mAh Hi-Spec Li-Ion Battery Pack	 FNB-V95LI 7.4 V 1800mAh Standard Li-Ion Battery Pack	 VAC-300B/C/F* Desktop Rapid Charger (CD-34 + PA-42 B/C/F)	 VAC-6300 6unit Multi Rapid Charger	 VCM-2 Vehicle Charger Mount Adaptor	 CT-27 Cloning Cable (Radio to Radio Cloning)	<table><tr><td>Programming Cable</td><td>USB</td><td>FIF-10/A + CT-106</td></tr><tr><td></td><td>RS-232C</td><td>CT-29 + CT-28</td></tr><tr><td>Programming Software</td><td colspan="2">CE86</td></tr></table>			Programming Cable	USB	FIF-10/A + CT-106		RS-232C	CT-29 + CT-28	Programming Software	CE86	
Programming Cable	USB	FIF-10/A + CT-106															
	RS-232C	CT-29 + CT-28															
Programming Software	CE86																
<b>■ ANTENNA LIST</b>																	
UHF	ATU-8A	400-430 MHz	ATU-8S	450-485 MHz/3.5"													
	ATU-8D	450-490 MHz	ATU-6F	490-512 MHz													
VHF	ATV-6A	134-151 MHz/3.5"	ATV-10A	145.155 MHz HIGH GAIN													
	ATV-6B	150-163 MHz/3.5"	ATV-10B	150-160 MHz HIGH GAIN													
	ATV-6C	161-174 MHz/3.5"	ATV-10C	155-165 MHz HIGH GAIN													
	ATV-6XL	VHF UNTUNED	ATV-10E	165-175 MHz HIGH GAIN													
	ATV-8A	134-151 MHz															
	ATV-8B	150-163 MHz															
	ATV-8C	161-174 MHz															

LCC-350 Leather Case \*B for 120 VAC, C for 230 VAC, F for 220 VAC Various accessories listed may not be available in some countries.

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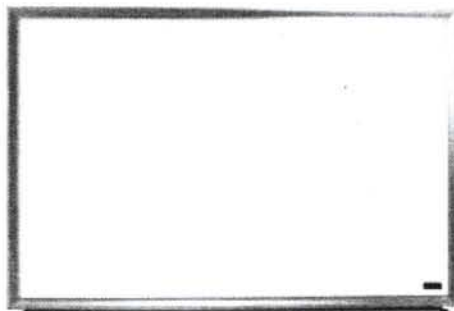
Phone 714/827-7600; Fax 714/827-8100

http://www.vertexstandard.com



## Foray™ Aluminum-Framed Dry-Erase Board With Marker, 36" x 48", White Board, Silver Frame

Item # 717204


☒ Delivery only

**\$87.99**  
each

**Buy More and Save**

Units	1-2	3+
/ each	\$87.99	\$71.29

Overall Customer Rating:



5 out of 5

1 of 1 (100%) customers would recommend this product to a friend

Notes:

### Description

Great for home, office or school use, this dry-erase board features an attractive aluminum frame and a convenient marker tray. Mounting hardware is included for easy wall-installation.

### Product details

Item #	717204
Manufacturer #	717204
frame construction	aluminum
board material	melamine
brand name	Foray
frame color	Silver
marker included	yes
manufacturer	Office Depot
marker tray included	yes
mounting hardware included	yes
board size	36" x 48"
board color	White
total recycled content	0 %
postconsumer recycled content	0 %



HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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AGENDA MEMORANDUM

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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9. Receive report from Visual Improvements and Cultural Promotion Committee with regard to the following:
  - a. Esplanade maintenance
  - b. *Keep Montrose Clean* Campaign

The Montrose Management District Visual Improvements and Cultural Promotions Committee held a meeting on Wednesday, February 11th, 2009, at 10:00 AM in the Houston Police Department Neartown Storefront, 802 Westheimer, Houston TX 77006.

Montrose Management District Board member present was Tom Fricke.

Committee Member present was Tom Fricke.

Staff member present was Josh Hawes.

The Committee was called to order at 10:00 AM and was adjourned at 10:20 AM.

The Committee Reviewed the Following:

1. Discussed the RFP process concerning esplanade maintenance along Montrose and recommends contacting Shooter and Lindsey and The Center to inquire if they will be submitting RFPs.
2. Reviewed the January 2009 Landscape Maintenance Invoice from Shooter and Lindsey and recommend requesting a new invoice at the originally quoted price of \$800 per month for the "winter" months.



P. O. Box 516  
Katy, Texas 77492  
(281) 392-3607

# Shooter and Lindsey, Inc.

P. O. Box 516  
Katy, TX 77492  
281-392-3607 fax 281-392-5245

Invoice No.

8029

## INVOICE

### Customer

Name Montrose Boulevard Conservancy  
Address 3815 Montrose Blvd., Suite 211  
City Houston State TX ZIP 77006  
Re: Monrorse Boulevard Esplanades

Date 1/30/2009  
Job. No. 1681  
Rep Claude Wynn

Qty	Description	Unit Price	TOTAL
1	Landscape Maintenance for the Esplanades on Montrose Blvd. for the month of January 2009  Thank you.	\$1,675.84	\$1,675.84
		SubTotal	\$1,675.84
		Shipping & Handling	\$0.00
		Taxes State	\$0.00
		<b>TOTAL</b>	<b>\$1,675.84</b>

### Payment Details

- ☐ Cash  
☒ Check  
☐ Credit Card

Office Use Only

We thank you for your business!

HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

---

**AGENDA MEMORANDUM**

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

---

10. Receive report and consider recommendations from Business and Economic Development Committee with regard to the following:
  - a. Discuss and consider contract with Museum District Business Alliance for database creation and management
  - b. Discuss logo creation contest
  - c. Discuss district branding campaign
  - d. Consider partnership with St. Thomas University for the purpose of district branding.



The Montrose Management District Business Development Committee held a meeting on Wednesday, February 11th, 2009, at 10:30 AM in the Houston Police Department Neartown Storefront, 802 Westheimer, Houston TX 77006.

Montrose Management District Board member present was Tom Fricke.

Committee Member present was Tom Fricke.

Staff member present was Josh Hawes and Gretchen Larson.

The Committee was called to order at 10:30 AM and was adjourned at 10:53 AM.

The Economic and Business Development Committee of the East Montrose Management District met on February 12, 2009 to discuss and act on the following items:

The Committee Reviewed the Following:

Logo Creation Contest; District Branding Campaign; Possible Partnership with St. Thomas University – Marketing Department.

Staff reviewed work to date on the development of the Logo Design Contest and a branding campaign. We discussed having met with the Dean and Associate Dean of the Marketing Department for St. Thomas University to explore a possible collaboration the University to assist with both projects.

The Professors are very interested in working with the District as both projects could be class projects for their students. The benefit to the District would be the utilization of local professional talent to assist with the oversight (judging) of the logo contest and the expertise of the University staff to develop and distribute a survey for the District Branding Campaign.

During discussions we noted that the University would be provided with branding information from us for previous branding campaigns the ED Director had participated in, as well copies of the logo contest which staff had already developed. From this information, they will return to us with a proposal to oversee and assist with both projects.

Upon conclusion of the discussion, the committee recommended that the Board be informed of the current work and recommended allowing staff to complete the proposal process with the University and return to the committee for consideration.

Refurbishment of the District Website.

Staff reviewed actions taken thus far with regard to the requested updating/refurbishment of the District website. The committee was informed of the on-going assessment of the current site and that staff comments for changes were due by February 18<sup>th</sup>, after which we would provide a summary of changes and suggestions to the current provider for review and action.

# **East Montrose Management District**

## **Service Plan Business Development Goals**

- Support small business owners and independent restaurants
- Establish parking plan
- Develop cohesive growth strategy
- Initiate convenient recycling methods for businesses
- Support preservation of historic properties and structures
- Provide public relations and marketing support
- Develop District web site and other media
- Sponsor market research
- Partner with local chambers of commerce and business organization

# Create a Design and Win \$100

If you are one of five (5) finalists who creates a multi-color, graphic design/logo for the East Montrose Management District .....

**You Will Win \$100 and, if you're ultimately chosen as the Grand Prize Winner, you will win an additional \$250!**

## **Use your creative talents and win a cash prize**

- The logo design must reflect the heritage, history, culture, and location of the District.
- Open to all persons who live in the District.
- Each entry must have the designer's name, home address, and home phone number.

Complete Contest Rules – at the Freed-Montrose Library, via email [Jhawes@HHCLLP.com](mailto:Jhawes@HHCLLP.com) or on-line at [www.MontroseDistrict.org](http://www.MontroseDistrict.org)

**Deadline for submissions is April 17, 2009**



## **EAST MONTROSE MANAGEMENT DISTRICT LOGO GRAPHIC DESIGN ART CONTEST**

### **CONTEST OBJECTIVE:**

To create a multi-color, graphic design or logo for the East Montrose Management District that reflects the heritage, history, culture and location of the area.

### **BACKGROUND:**

Created by the Texas Legislature in 2005, the East Montrose Management District (EMMD) covers 630 acres, generally bounded by W. Dallas, Spur 527, Graustark and Montrose Blvd. The District is entirely within the City of Houston and Harris County.

The EMMD saw its first development in 1911, led by J.W. Link, an executive of the Houston Land Corporation. Links Montrose home is now used as an administration building for St. Thomas University, a private, catholic institution of higher learning. The Montrose of today is a mix of original, early-20th structures, renovated buildings and completely new construction. Development over the years has maintained and added to, the community's distinctive personality. Walking tours are popular in Montrose, because the area offers such an interesting selection of architecture. Sites to see include Courtlandt Place Historic District, where six privately owned homes are designated as national historic places. The Houston Museum District is also a destination of choice, containing over 15 different museums and galleries. Antiques and unique wares can be found in the various retail pockets of Montrose. These are complemented by the West Gray/River Oaks shopping areas, which feature grocery stores, movie houses, entertainment venues, plus mainstream and independent retailers. The River Oaks Shopping Center has two special designations as well, it is on the register of national historic places and it is Texas oldest shopping center.

### **CONTEST ELIGIBILITY:**

- a. The contest is open to all persons whom live within the Management District.
- b. Each entry submitted must have the designer's name, home address, and home phone number.
- c. The design is submitted with the understanding and in accordance with all of the rules listed below.

### **CONTEST PRIZES & JURIED SELECTION:**

- a. The 5 finalists, whose work is selected by the professional panel, will be awarded \$100 each.
- b. At the end of the contest, all entries, *submitted in accordance with these rules*, will receive a personalized contest certificate bearing the official East Montrose Management District logo.



c. The selection of the five finalists' entries by the professional panel is final and without recourse. The 5-person professional panel will consist of two members from the East Montrose Management District's Board of Directors along with 3 professional graphic artists, school art teachers and/or college professors of graphic design.

**CONTEST RULES:**

a. The artistic concept/rendering must relate to, but is NOT limited by, the District's name and/or the District's history and/or its previous or current land use.

b. The design must contain ONLY the words "East Montrose Management District" and "Established 2005." No other words can be used in or around the design.

Designs must be received no later than close of business on **Friday, April 17, 2009** to P.O. Box 22167, Houston, Texas 77227-2167, ATTN: **Logo Contest**.

All entries become the property of the East Montrose Management District and none will be returned. All decisions to use any or all parts of any submitted design(s) is at the final discretion of the Management District.

The final design used as the official logo of the East Montrose Management District may or may not be taken in whole or in part from the designs submitted for this contest.

CONTEST QUESTIONS: Contact Josh Hawes, Director of Community Services, East Montrose Management District at 713-724-3862 (c) or E-Mail: [JHawes@hhcllp.com](mailto:JHawes@hhcllp.com) or mail to: East Montrose Management District, P.O. Box 22167, Houston, TX 77227-2167.

Office: 713-595-1208

HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

---

**AGENDA MEMORANDUM**

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

---

11. Receive recommendation from Transportation Committee to authorize the District's Executive Director and legal Counsel to negotiate a scope of service and contract with Walter P. Moore for a mobility survey to be brought back to the board for approval;

The Montrose Management District Transportation Committee held a meeting on Monday, February 9th, 2008, at 5:00 PM in the Houston Police Department Neartown Storefront, 802 Westheimer, Houston TX 77006.

Montrose Management District Board member present was Claude Wynn.

Committee Member present was Claude Wynn.

Staff member present was Josh Hawes.

The Committee was called to order at 5:00 PM and was adjourned at 5:22 PM.

The Committee Reviewed the Following:

1. Reviewed and discussed proposals from Walter P Moore, Wilbur Smith and Gunda Corp for the purpose of the Mobility Inventory. The committee recommends that the Board authorize the District's Executive Director and Legal Counsel to negotiate a scope of service and contract with Walter P. Moore for a mobility survey to be brought back to the board for approval;

PROPOSAL FOR

COMPREHENSIVE DISTRICT WIDE

MOBILITY STUDY

EAST MONTROSE MANAGEMENT DISTRICT

WALTER P MOORE PROPOSAL NUMBER P09-0214

February 6, 2009



February 6, 2009

Mr. Josh Hawes  
Director of Services  
East Montrose Management District  
P.O. Box 22167  
Houston, Texas 77227-2167

Re:    **Proposal for Traffic Engineering Services**  
        Comprehensive District Wide Mobility Study  
        Walter P Moore Proposal No. P09-0214

Dear Mr. Hawes:

Attached for your review is a proposal to provide traffic engineering consulting services related to a comprehensive district wide mobility study in the East Montrose Management District in Houston, Texas. This proposal is intended to be a concise approach to improving mobility within the District while improving quality of life and promoting growth in the District.

Our proposal is organized as requested in your letter dated January 27, 2009 and is outlined as follows:

- Identification and assessment of mobility issues within the District
- Summary report of issues to be addressed
- Recommendations for a path for moving forward
- Schedule for tasks identified

We have also provided information on similar work done by our firm on similar projects. This information is intended to demonstrate our extensive experience and knowledge of the area of the mobility study. In addition, we have included resumes of key personnel that may be assigned to this project.

We can discuss our proposed services with you in detail or answer any questions you may have regarding our proposal. My direct line is (713) 630-7456 if you have questions.

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



Randolph V. Schulze, P.E., PTOE  
Principal  
Director, Traffic Engineering Services

## Table of Contents

---

### Tab One      Proposal

Introduction  
Identification and Assessment of Mobility Issues within the District  
Summary Report of Issues to be Addressed  
Recommendations for a Path for Moving Forward  
Schedule for Tasks Identified

### Tab Two      Resumes

Edwin Friedrichs, P.E.  
Randy Schulze, P.E., PTOE  
Jennifer Peek, P.E., PTOE  
Gary Schatz, P.E., PTOE

### Tab Three      Project Experience

Transportation Study, Memorial City TIRZ #17  
Uptown Houston Traffic Master Plan  
Rice University Utility Improvement and Transportation Master Plan

## Introduction

---

The East Montrose Management District is an area of diverse land uses. Located just west of Downtown Houston, it is bounded roughly as follows: on the north by West Dallas, on the east by Burlington and Spur 527, on the south by US 59, and on the west by Montrose or Graustark. Encompassing an area of approximately one square mile, it is predominantly residential but also includes significant retail, entertainment, and institutional land uses.

It is our understanding that the East Montrose Management District would like a comprehensive district wide mobility study to assess current conditions, develop viable improvement projects, and determine a realistic implementation program.

We believe the high-level goals of the mobility study should include the following:

- Improve safety
- Reduce spillover parking from businesses into residential neighborhoods
- Make the streets of the District more conducive to walking
- Make the District a place where existing businesses can succeed
- Make the District an attractive to new businesses
- Achieve the above while maintaining the character of the District



## Identification and Assessment of Mobility Issues within the District

---

The first step of a comprehensive mobility project is to identify and assess the current mobility in the area. The East Montrose Management District has a large network of roadways. There are six major roadways in the area that not only serve the mobility needs of the District, but they also move traffic over significant distances within the city. The following streets serving the District are described below based on the City of Houston Major Thoroughfare and Freeway Plan (MTFP):

Street	Designation	Lanes	ROW Width (Feet)
W. Dallas	Major Collector	4	60
W. Gray	Major Thoroughfare	4	70
Westheimer	Major Thoroughfare	4	70
W. Alabama	Major Collector	4	60
Richmond	Major Thoroughfare	4	80
Montrose	Major Thoroughfare	4	90 - 100

According to the MTFP map, all the collector and thoroughfares within the District have the required right-of-way (ROW) for their designation, with the exception of Westheimer, which needs additional ROW to meet the minimum criteria for a four lane Major Thoroughfare.

Because the District has developed and redeveloped over several decades, there is a diversity of mobility issues to be considered in the mobility study. These are identified and discussed in the following paragraphs.

- Spillover parking from businesses into neighborhoods (day and night)
- Parking on areas used by pedestrians
- Insufficient parking at some retail and entertainment venues
- Sidewalks not continuous, missing, or in poor condition
- Pedestrian crossings not in compliance with the Americans with Disabilities act
- Insufficient street and/or right-of-way (ROW) width for both parking and safe traffic movement
- Insufficient sight distance at intersections
- Inconsistent use of intersection control types at similar intersections (two-way stop, four-way stop, yield)
- Sidewalks blocked by overhanging vegetation
- Signs obscured by vegetation
- Streets with poor pavement condition and extremely worn pavement markings
- Streets with very high crowns compared to gutter condition
- Utilities within the travel way or sidewalk
- Open ditch cross sections

- Insufficient illumination
- Cut-through traffic
- Proposed light rail on Richmond
- Traffic signals with unprotected left turning movements causing queues on major roadways

Our preliminary assessment is that area mobility is already well-served by the thoroughfares within the area, with the exception that Westheimer's width is insufficient for its role as a Major Thoroughfare. Any widening of Westheimer within the District will have major implications for existing businesses with frontage on Westheimer. This is a long-standing issue which the District Board will need to address. The District in general is not a pedestrian-friendly environment due to the issues listed previously including narrow sidewalks, poor sidewalk conditions, insufficient illumination, and non-compliant ADA crossings. Roadway pavement conditions throughout the District are also in need of repair. Associated streetscape and lighting could be included in any improvement projects.

## Summary Report of Issues to be Addressed

---

Using the list of issues identified in our preliminary review, primary work tasks to be included in the comprehensive mobility study were identified. Below is a discussion of each primary task and summary report of how the issue should be addressed in the study:

### *Task: Parking Evaluation*

It is recommended that a parking study of the East Montrose Management District be conducted.

Subtasks include the following:

- Inventory existing parking areas
- Inventory existing parking restrictions (including signage, etc.)
- Determine City of Houston code requirements for parking at developments within the District
- Compare code requirements with parking availability
- Conduct parking utilization survey during peak periods (normal business day and weekend)
- Identify potential locations where shared parking may be used. For example, there may be business with surplus parking spaces during nights and weekends that could be shared with entertainment businesses.
- Identify potential locations for public parking lots or garages

### *Task: Pavement Evaluation*

It is recommended that a visual assessment of pavement be made on all streets within the District.

Subtasks include the following:

- Inventory the pavement of all roadways
- Identify areas in need of immediate repair
- Make formal requests to the city for immediate repairs
- Identify pavement conditions for areas without immediate needs
- Prioritize roadway sections for pavement repairs
- Develop implementation timeline for design and construction of pavement repairs
- Coordinate recommended improvements with known projects such as CIP street or utility projects which could result in street reconstruction



***Task: Safety Study***

It is recommended that a safety study be conducted within the District to develop a program of urgent, short range, and long range safety improvements. Safety issues associated with sidewalks and roadway crossings will be addressed in a separate task. Subtasks to this safety study include the following:

- Inventory existing signs within the District
- Inventory existing intersection control measures in place
- Determine existing intersection sight distances
- Calculate required sight distances at problematic areas
- Develop measures to improve sight distances at intersections
- Inventory existing pavement markings
- Determine locations that need new or refreshed pavement markings
- Inventory locations where vegetation is impacting mobility
- Develop a plan to maintain vegetation in the District

***Task: Sidewalk and Crosswalk Evaluation***

It is recommended that a visual assessment of sidewalks and crosswalks be made on all streets within the District. Subtasks include the following:

- Inventory sidewalk conditions within the District
- Identify locations that may be tripping hazards and require repairs
- Identify locations where there are no sidewalks and where pedestrians are active
- Identify sidewalk locations that have obstructions (utility poles, branches, or parked vehicles)
- Create a prioritized list of sidewalk improvement projects
- Review existing crosswalks at primary intersections
- Determine if crosswalks and wheelchair ramps are in compliance with the Americans with Disabilities Act (ADA)
- Create a list of crosswalk and wheelchair ramp improvement projects

***Task: Signal Operations Review***

It is recommended that a review of traffic signal operations in the District be completed. Subtasks include the following:

- Observe existing traffic signals in peak periods to visually assess their operation
- Determine potential areas for improved efficiency related to timing, phasing, or lane configuration
- Meet with the City of Houston regarding possible improvements
- Determine locations that may require detailed traffic analysis

***Task: Access Management Study***

It is recommended that a limited access management study be conducted for the six thoroughfares and collectors serving the District. Subtasks include the following:

- Review driveway locations along the major roadways in the District
- Determine if specific access points are causing safety issues
- Develop preliminary access management plan for the District considering City of Houston guidelines

***Task: Review of Cut-Through Traffic***

It is recommended to review cut-through traffic within the District. Subtasks include the following:

- Review existing signs prohibiting turns at several intersections during specified times of day.
- Meet with the City of Houston to determine when and why the signs were installed
- Observe traffic operations to see if signs are being observed
- Determine if there are easy cut-through routes in the District
- Identify location where additional signs need to be installed
- Identify alternative measures to reduce cut-through traffic

***Task: Detailed Traffic Operations Study***

It is recommended that a detailed study of traffic operations along the major thoroughfares and collectors be completed. Subtasks include the following:

- Collect turning movement counts at signalized intersections within the District during the weekday AM, weekday PM, and weekend peak periods
- Calculate existing traffic operating conditions at the signalized intersections during the peak periods where data was collected
- Determine intersections that are not operating at acceptable levels of service
- Determine intersection improvements projects to mitigate poor levels of service
- Develop implementation plan for improvement projects
- Identify potential funding partners for intersection improvements

***Task: Public Involvement***

It is not practical or desirable to make decisions affecting business owners' livelihoods or residents' homes without the opportunity for their involvement. A plan for public involvement is considered an essential part of the study, especially when the recommendations may involve the need for right-of-way or access restrictions. The size of the District and its distinct neighborhoods may require site-specific public involvement plans for specific projects.

## Recommendations for a Path for Moving Forward

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The first step in moving forward is to select a traffic engineer and develop a detailed scope of work and budget for the mobility study. It is recommended that an urban planner be selected to collaborate with the traffic engineer to ensure that the quality of life, aesthetic, and urban character issues important to the District are recognized and addressed.

Upon the selection of a traffic engineer, the major tasks identified in this proposal would be prioritized by the District Board. It is important that the selected traffic engineer solicit the views of the board members so any concerns or issues can be addressed in the mobility study. The engineer could then be given notice-to-proceed for one task at a time as funding is available or notice-to-proceed can be given for all tasks at once. Once work begins on the project, the traffic engineer would meet regularly with the East Montrose Management District staff and board to update them on the progress of the mobility study.

It is understood that this Comprehensive District Wide Mobility Study is the first step in creating a better environment for residents, employees, and visitors in the East Montrose Management District. Walter P Moore is excited for the opportunity to be involved in this project.

## Schedule for Tasks Identified

It is anticipated that conducting all tasks in the Comprehensive District-Wide Mobility Study will take approximately 12 months. It is expected that notice-to-proceed for each task will be given incrementally. Below is a concise timeline for completion of the tasks as outlined in this proposal.

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Parking Evaluation												
Pavement Evaluation												
Safety Study												
Sidewalk/Crosswalk Eval												
Signal Operations Review												
Access Management Study												
Review of Cut-Throughs												
Traffic Operations Study												
Final Report												
Public Involvement												

Depending on budget constraints, it may not be feasible to complete the proposed tasks as listed. Alternative schedules can be developed based on these constraints and the priorities of the District.



## WALTER P MOORE

Edwin C. Friedrichs, P.E.  
LEED® 2.0 Accredited Professional  
Senior Principal

### Professional Background

Mr. Friedrichs is a Senior Principal at Walter P Moore. A member of the firm since 1977, he offers a strong background in master planning, infrastructure design, building site plan design and traffic engineering studies and design. His experience also includes regional mobility planning, Capital Improvement Plan preparation, funding options, and public hearings and presentations. Mr. Friedrichs brings to this assignment over 30 years of hands-on civil, transportation, and traffic engineering experience.

### Pertinent Project Experience

- UPTOWN Traffic Master Planning and Streetscape Program, Houston, Texas
- UPTOWN TIRZ, Houston, Texas
- U.T./M.D. Anderson Cancer Center South Campus Master Plan, Houston, Texas
- Transportation Master Plan for the Greater Texas Medical Center Area, Houston, Texas
- Texas Medical Center, Traffic Pavement Markings and Signage Standards, Houston, Texas
- West Little York and Hardy Toll Road Overpass, Houston, Texas
- State Highway 6, Spur 58 to Lexington, Houston, Texas
- Sam Houston Tollway, Section VII-A Roadway and Bridge, Houston, Texas
- Rice University, Utility Improvement Master Plan, Houston, Texas
- Rice University, Parking Master Plan, Houston, Texas
- Rice Avenue Roadway and Utilities, Richmond to West Alabama, Houston, Texas
- Post Oak Boulevard and San Felipe Intersection Improvements, Houston, Texas
- Northwest Corridor Signal System Improvements, Harris County, Texas
- Moody Botanical Gardens, Galveston, Texas
- Milam Downtown Transit Street Improvements, Houston, Texas
- METRO MIS, Fannin Corridor from Downtown to Astrodome, Houston, Texas
- Memorial City TIRZ Traffic Study, Houston, Texas
- Interstate 610 & Post Oak Boulevard Interchange, Houston, Texas
- Hirsch Roadway and Bridge Improvements and R-O-W Acquisition, Houston, Texas
- Harris County Signal Improvements, Harris County, Texas
- Hammerly Road Improvements, Houston, Texas
- Fluor Headquarters Traffic Master Plan and Design, Sugar Land, Texas
- Fannin Street Reconstruction, Houston, Texas
- Energy Corridor Management District, General Engineering Consultant, Houston, Texas
- East Crosstimbers Roadway and Drainage Improvements, Houston, Texas
- Dallas County CMAQ Five Intersections, Dallas County, Texas

Education Bachelor of Science, Civil Engineering, 1976, Texas A&M University

Registration Licensed Professional Engineer Texas, #50573, 1982

Membership National Society of Professional Engineers  
American Society of Civil Engineers  
Texas Council of Engineering Companies

WALTER P MOORE

Randolph V. Schulze, P.E., PTOE  
Principal

**Professional Background**

Randy Schulze, P.E., PTOE, is a highly experienced traffic engineer with over 35 years of experience. Throughout his career, Mr. Schulze's assignments across the United States and abroad have included transportation master plans, traffic systems management, safety and street improvement studies, area-wide transportation studies, access studies, signal design, traffic impact studies, and traffic control plans. Mr. Schulze manages and designs traffic elements of major street and highway projects, including signing, signals, lighting, pavement marking, and maintenance and protection of traffic plans. He joined Walter P Moore in March 2000.

**Pertinent Project Experience**

- University of Houston Main Campus Transportation Management Plan, Houston, Texas
- Westchase Master Plan, Houston, Texas
- UPTOWN Transportation Planning, Streetscape, and Mobility Improvements, Houston, Texas
- University of Texas, Health Science Center Garage Access Traffic Study, Houston, Texas
- U.T./M.D. Anderson Cancer Center Transportation Planning, Houston, Texas
- U.T./M.D. Anderson Cancer Center South Campus Master Plan, Houston, Texas
- U.T./M.D. Anderson Cancer Center Legacy Campus Parking and Facility Traffic Study, Houston, Texas
- Transportation Master Plan for the Greater Texas Medical Center Area, Houston, Texas
- Texas Medical Center, John P. McGovern Commons Traffic Access Study, Houston, Texas
- Texas Medical Center Mobility Study, Houston, Texas
- Southeast Texas Biotechnology Park, Houston, Texas
- San Antonio College Garage Site Analysis, Access and Circulation Study, San Antonio, Texas
- Rice University Transportation Planning, Houston, Texas
- Moody Gardens Master Plan, Galveston, Texas
- Memorial City TIRZ Traffic Study, Houston, Texas
- Houston Pavilions, Houston, Texas
- HGAC Pedestrian and Bicycle Special Districts Study, Houston, Texas
- Guangzhou Arena and Mixed Use Development Master Plan, Houston, Texas
- Energy Corridor Management District, General Engineering Consultant, Houston, Texas
- Dallas/Fort Worth International Airport Wayfinding, Regulatory, and Warning Signs, Texas
- BLVD Place Mixed Use Development, Houston, Texas
- Baylor College of Medicine, Texas Medical Center Sites Due Diligence, Houston, Texas

**Education**

Bachelor of Science, Civil Engineering, The University of Texas at Austin, 1970

**Registration**

Licensed Professional Engineer Texas #37159  
Professional Traffic Operations Engineer #524

**Memberships**

American Society of Civil Engineers  
Institute of Transportation Engineers



WALTER P MOORE

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

**Professional Background**

Jennifer Peek, P.E., PTOE, is a Traffic Engineer at Walter P Moore with ten years of experience. Ms. Peek has been involved in a variety of traffic related projects including: traffic engineering studies, traffic signal timings, traffic control plans; intelligent transportation systems; signing, pavement markings, and channelization. Ms. Peek has developed traffic master plans for large campuses, and street and traffic safety improvements for congested urban areas. Ms. Peek has extensive expertise in traffic modeling and simulation software including Synchro, and VISSIM. Ms. Peek started with Walter P Moore in July of 1998.

**Pertinent Project Experience**

- University of Houston Main Campus Transportation Management Plan, Houston, Texas
- University of Houston Downtown Traffic Impact Study, Houston, Texas
- UPTOWN Houston Area Traffic Study, Houston, Texas
- Upper Valley Traffic Study, El Paso, Texas
- University of Texas at Tyler Health Science Center Transportation Master Plan, Tyler, Texas
- U.T./M.D. Anderson Cancer Center Legacy Campus Planning and Engineering, Houston, Texas
- U.T./M.D. Anderson Ambulatory Clinical Building Traffic Master Plan, Texas Medical Center, Houston, Texas
- U.T./ M.D. Anderson Cancer Center Area Traffic Study, Houston, Texas
- Transportation Master Plan for the Greater Texas Medical Center Area, Houston, Texas
- Southeast Texas Biotechnology Park Traffic Study, Houston, Texas
- Rice University Campus Wayfinding, Houston, Texas
- Reliant Astrodome Traffic Study and Traffic Engineering, Houston, Texas
- Prairie View A&M School of Nursing, Traffic Control Plans and QA/QC, Houston, Texas
- Moody Gardens, Phase V, Galveston, Texas
- Minute Maid Park, Houston, Texas
- Memorial Hermann Heart Hospital Traffic Study, Houston, Texas
- Memorial Heights Redevelopment Authority, Buffalo Bayou Trails Study, Houston, Texas
- Memorial City TIRZ Traffic Study, Houston, Texas
- Houston Pavilions, Houston, Texas
- Guangzhou Arena and Mixed Use Development Master Plan, Houston, Texas
- Energy Corridor Management District, General Engineering Consultant, Houston, Texas
- Dallas/Fort Worth International Airport Wayfinding, Regulatory, and Warning Signs, Texas
- BLVD Place Mixed Use Development, Houston, Texas

**Education**

Master of Science, Civil Engineering (Transportation), 1998, University of Virginia, Charlottesville, Virginia  
Bachelor of Engineering, 1996, Vanderbilt University, Nashville, Tennessee

**Registration**

Licensed Professional Engineer in the State of Texas #90254  
Professional Traffic Operations Engineer, #1003

**Membership**

Institute of Transportation Engineers

WALTER P MOORE

Gary W. Schatz, P.E., PTOE  
Senior Associate

Professional Background

Gary Schatz, P.E., PTOE, is a Traffic Engineer at Walter P Moore with over 18 years of experience in transportation infrastructure planning, design, construction, operations, and maintenance. Mr. Schatz served as Supervising Engineer for the City of Houston's Traffic Engineering Branch for over nine years. He joined Walter P Moore in January of 2006.

Project Experience

- BP Westlake Campus Master Plan, Houston, Texas
- Addicks Community Traffic Study, Houston, Texas
- Arrington Road, College Station, Texas
- City of Houston Hike and Bike Program, Houston, Texas
- City of Houston Street Name Sign Policy, Houston, Texas
- City of Round Rock Master Plan, Round Rock, Texas
- Energy Corridor Management District, General Engineering Consultant, Houston, Texas
- Harris County Precinct 4 Traffic Signals, Harris County, Texas
- Haskell County Roadway Safety Improvement Project, Haskell County, Oklahoma
- IH 610 West Loop Quiet Zone, Houston, Texas
- Katy Prairie Conservancy Thoroughfare Corridors, Harris and Waller County, Texas
- Memorial Heights Redevelopment Authority, Buffalo Bayou Trails Study, Houston, Texas
- Monarch Oaks Neighborhood Traffic Project, Houston, Texas
- Regent Square Traffic Impact Analysis, Houston, Texas
- Safe Routes to School Program, El Paso, Texas
- Texas Children's Hospital West Campus, Houston, Texas
- Upper Valley Traffic Study, El Paso, Texas
- US 412 Realignment and Widening, Adair County, Oklahoma
- US 62 Realignment & Widening, Muskogee County, Oklahoma
- Washington and Westcott Roundabout, Houston, Texas
- Winter Street/UP Railroad At-Grade Crossing and Roadway Improvements, Houston, Texas

Education

Bachelor of Science, Civil Engineering, University of Oklahoma, Norman, Oklahoma, 1988  
Associate of Arts, Kemper Military School and College, Boonville, Missouri, 1984

Registration

Licensed Professional Engineer, Texas #80895  
Professional Traffic Operations Engineer #1758

Membership

Institute of Transportation Engineers



WALTER P MOORE

## **Transportation Study, Memorial City TIRZ #17**

**Harris County, Texas**

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Walter P Moore conducted a Transportation Study for the Memorial City TIRZ #17. This transportation planning study involved planning for redevelopment and new development within the 988-acre special district. Walter P Moore analyzed numerous scenarios of development intensity and transportation improvements for the 2020 design year. Variables analyzed included development type and location, development density, street network alternatives, and alternative modes. Levels-of-service were determined at critical intersections for several scenarios. The study was completed in 2002 and cost \$133,000. The project included project and program management, communications, intersection improvements, and traffic analysis.

WALTER P MOORE

## **Uptown Houston Traffic Master Plan Streetscape and Mobility Improvements**

**Houston, Texas**



Walter P Moore has provided regional mobility planning for the Uptown Houston area since 1978. In this role, we have prepared an overall district traffic master plan and implemented numerous improvements to the district. Located along the city's West Loop, UPTOWN Houston is Houston's second-largest business district after the downtown CBD. The area is home to office towers, restaurants, and a dynamic retail environment that includes the famed Galleria complex. Over 220,000 people work or shop in Uptown Houston every day, primarily using personal vehicles on a network of public streets and private parking facilities. Walter P Moore has worked with Uptown to assure that access to the area's businesses and stores is simple and rapid and that traffic congestion during peak times is minimized. Services provided have included planning of new roadways, new signals, preparation of Capital Improvement Plans, assistance in securing public funding, preparation and input into planned public transportation systems.

In 1992, Walter P Moore designed and oversaw the implementation of an award-winning traffic management and streetscape improvement program.

Walter P Moore provided civil and traffic engineering services for the Master Plan, Design and Construction Phases of the \$11 million streetscape program. This project included the relocation of a \$2 million of overhead utilities underground, a custom signage system, new decorative street lights and traffic signals, sidewalk improvements, architectural features and pedestrian scale parks. Walter P Moore provided support and coordination for interface and approvals with local public agencies and private utility companies.

Other past traffic engineering improvements in the district include:

- development of West Alabama and Hidalgo Streets as a one-way pair;
- extension of the I-610 (West Loop) service road to Hidalgo to improve access to and from the district;
- coordination and schematic design of 16 traffic signals;
- numerous right turn lanes and double left turn lanes to improve traffic flow;
- widening of Westheimer Road and Richmond Avenue;
- elimination of slip-left turn lanes along Westheimer to add capacity and reduce congestion through the heart of the district;
- coordination and creative input to TxDOT regarding West Loop improvements;
- assistance in obtaining government agency funding for various projects;
- and participation in public presentations regarding planned improvements in the area.



WALTER P MOORE

## Utility Improvement and Transportation Master Plan

**Rice University**  
**Houston, Texas**

Owners Name,  
Contact and Address:  
Max Amery  
Facilities Engineering and Planning  
Rice University  
P O Box 1892  
Houston, Texas 77251  
(713) 348-5350



Walter P Moore has provided engineering design services to Rice University for over 50 years. Services have included campus infrastructure master planning, as well as engineering design for a wide range of building including classrooms, laboratory and research facilities, dormitories, sports and recreation facilities, administrative offices, theaters, libraries and computer centers.

### Utility Improvements Master Plan

Walter P Moore has worked with Rice University to develop the Utility Master Plan and updates, as well as design for Capital Improvements from the Master Plan. Master plan drawings were produced showing areas needing improvements due to either poor conditions or lack of capacity. Cost estimates were prepared along with a schedule for proposed improvements.

### Transportation Master Plan

Rice University's 295-acre urban campus was originally laid out in 1912. The pastoral, tree-lined campus includes a network of narrow, restricted-access roadways, surface parking lots for students, staff, and visitors. In response to a number of traffic and parking shortcomings, Walter P Moore worked with Rice University planners to develop a new traffic and parking master plan intended to improve both pedestrian and vehicular mobility and parking throughout the campus. Improvements included new traffic patterns and related traffic controls, new parking space layouts, and a parking master plan for future facilities. Walter P Moore has designed the following implementation steps:

- Reconstruction of three primary roadways,
- Expansions/Improvements to six parking lots
- New traffic controls including signing and striping standards
- Improvements at two campus entrances
- Sidewalk improvement program
- Traffic signal warrant studies and signal design

HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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12. Discuss legislative options for including additional territory in the District.



**FINAL 2.13.09**

**HARRIS COUNTY IMPROVEMENT  
DISTRICT NO. 11**

**2009-2017  
SERVICE and IMPROVEMENT PLAN  
and ASSESSMENT PLAN**

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## INTRODUCTION

***IMPORTANT NOTE: This is a preliminary working document that is subject to change according to community and stakeholder input received at several planned public meetings.***

### **Preface**

*This document presents a Nine-Year Plan (2009-2017), which sets forth a vision, mission, goals to be achieved, services to be rendered, and improvements to be made in support and to the benefit of the property owners within Harris County Improvement District No. 11 (the "District"). In addition, this document outlines costs and a proposal for funding the plan for the area comprised by the District.*



## INTRODUCTION

### The Vision

*We envision Harris County Improvement District No. 11 to be a well-planned, high-quality community, integrating urban and metropolitan commercial development to enhance the local economy, provide civic improvements, support the arts, and improve the quality of life for residents.*

The thrust of the District is to promote a sense of place – a concept of identity that calls attention to the area's unique attributes and their special value to the Greater Houston Metropolitan Region. By emphasizing these attributes, the District serves as a powerful advocate on matters related to public safety, business development, transportation planning, and visual improvements and cultural enhancements.

Throughout this effort, our mission is to provide a positive return on constituent investments, generating higher property values, a better quality of life, and successful businesses. Our Nine Year Plan provides a base level of services and improvements designed to achieve this by making the District safer and more attractive to residents, business owners, visitors, and consumers. It also provides the board with the ability to adapt to changing conditions and demands within the District and the community at large.

In creating a management district, property owners seek to:

- Organize themselves to pursue a common vision.
- Create capital investment, services, and improvements and supplement them where needed.
- Render continuous, focused, and professional management of the area's needs.
- Provide cost-effective funding mechanisms for improvements.
- Maintain the District as a superior place to conduct business, live, work, visit, and invest.

The District's Board of Directors will pursue these goals through a variety of programs and projects which are outlined in the next section.

Projects for the first nine years will be focused on four areas:

1. Security and Public Safety
2. Business Development
3. Transportation Planning
4. Visual Improvements and Cultural Promotion

# THE FIRST NINE YEARS

## Security and Public Safety

The strides that the District expects to make in public safety are tied to enhanced communication and cooperation with property owners, tenants, and law enforcement agencies. The result will be to enhance the District's current levels of public safety, allowing the community to grow economically and become a welcome place for residential and business property owners, tenants, guests, visitors, and consumers.

**MISSION:** *To preserve and develop the District as a destination by providing a safe environment in both perception and reality with focused public safety programs.*

### PROGRAMS and PROJECTS:

1. Develop and implement programs for graffiti abatement and prevention through landscaping.
2. Develop a plan with CenterPoint Energy, the City of Houston, retail electric providers, and others to increase and maintain consistent street lighting in public areas.
3. Partner with HPD, Metro, and other law enforcement agencies to proactively reduce conditions conducive to crime and provide focused attention on the safety needs of the area.
4. Establish strong relationship with HPD's Positive Interaction Program (PIP) and supplement programs as necessary and appropriate.
5. Coordinate with the city to provide adequate and appropriate traffic control devices where necessary.
6. Build positive relationships between property owners and public safety agencies through sponsorship of safety awareness programs and activities.
7. On behalf of property owners, advocate for regional security needs with county, city, state, and federal law enforcement agencies.

## **Business Development**

The District will take a proactive role in the development of economic and promotional initiatives and will coordinate these activities with other public and private economic development organizations at the local and state level. District staff will be available to promote the area with speakers, demographic information, and presentations to those considering the District as a business or investment opportunity.

**MISSION:** *Mobilize resources to address current and future infrastructure, development, and open space needs to attract and retain employees, attract consumers and visitors, increase values, and facilitate business development.*

### **PROGRAMS and PROJECTS:**

1. Develop programs that support small business owners and independent restaurants.
2. Establish a parking plan to support business activity while protecting the integrity of neighborhoods.
3. Coordinate existing studies by GHP, Blueprint Houston, TXDOT Mobility, County Watershed and Flood Control, etc. to develop a cohesive growth strategy.
4. With the City of Houston, develop convenient recycling methods for businesses.
5. Develop and coordinate historical information about the District and support preservation of historic properties and structures.
6. Provide public relations and marketing support for the District's transportation, planning, and public safety efforts.
7. Establish the District as a "clearinghouse" for the accumulation and dissemination of information through a web site and other media to assist employers, residents, the general public, and the commercial real estate community in identifying the area as a successful center for new business development.
8. Sponsor research for District marketing materials to meet the needs of current and prospective property owners, tenants, employers, real estate agents, meeting planners, and the public.
9. Boost business opportunities by identifying specific areas of involvement with the Greater Houston Partnership, local chambers of commerce, and neighborhood business and civic organizations.



## Transportation Planning

Mobility deficiencies in the District are of three primary types: (1) internal circulation, (2) regional access, and (3) parking. To enhance mobility, the basic infrastructure systems such as roadways, traffic control, public transportation, parking, and utilities must be addressed in a unified and consistent manner. The District will work with city, county, regional, and state entities to ensure that this area receives the required investment in construction and maintenance of that infrastructure.

**MISSION:** *To utilize and improve existing resources to create a well-planned transportation system which effectively addresses current and future mobility and infrastructure needs.*

### **PROGRAMS and PROJECTS:**

1. Coordinate with Metro on the proposed Richmond Rail Line.
2. Enhance amenities for pedestrians and cyclists through planning with regional, county, and city agencies on capital improvements, street/sidewalk standards, bikeways, secure bicycle racks, and other facilities.
3. Monitor and improve public transportation shelters, seating, and trash services.
4. Serve as an agent for a trolley system that works in conjunction with a parking plan to protect neighborhoods and support businesses.
5. Develop and implement a transportation and mobility master plan while working with public, private, and nonprofit entities to ensure that the District is included in long- and short-term transportation planning efforts.
6. Create a Montrose Boulevard promenade to establish a sense of destination and community.
7. Provide resources for transportation and traffic flow studies and use available resources to assist in the design of certain mobility projects.



## Visual Improvements and Cultural Promotion

This project area affects the quality of the business community and influences decisions of potential investors, tenants, and customers. The District will be concerned with appearance and image, physical improvements, private and public infrastructure needs, cultural promotion, and open spaces such as parks and trails. The District will work to promote conservation programs and improve streetscapes and park facilities. Each of these elements will add to a "sense of place" and identity.

The District will develop programs to promote and extend existing cultural attributes of the community through beautification and landscaping of streets and freeway frontages, perimeter and interior markers, custom signage, banners, flags, and monuments. The District will also work with property owners and public entities to coordinate maintenance of setbacks and rights-of-way.

**MISSION:** *To coordinate among key communities and mobilize resources to address current and future infrastructure, branding, beautification, open space, and cultural enhancement needs.*

### **PROGRAMS and PROJECTS:**

1. Develop and implement master plan based on the Urban Village concept that addresses landscaping, streetscaping, lighting, bus shelters and seating, parks, trails, and open space.
2. With the City of Houston Parks Department, promote esplanade and median adoptions.
3. Support and maintain public art at Metro stops.
4. Develop and fund contract services for supplemental mowing, trash pick up, and bandit sign removal on public rights of way.
5. Preserve, enhance, and expand the District's public parks and trails systems.
6. Address water, wastewater, and drainage requirements of the District and advocate for necessary infrastructure improvements through city, county, and state resources.
7. Create District identity, visual continuity, and inviting streetscapes through improvements in landscaping, street furnishings, and visual elements.
8. Advocate for and support the development of conservation programs that focus on employer/employee-based waste and emissions reduction and recycling that bring about a healthier atmosphere.

## **Project Staffing and Administration**

**MISSION:** *Provide effective, efficient support services to District programs, including security and public safety, business development, transportation planning, and visual improvements and cultural promotion at the least possible cost to commercial property owners of the District.*

### **PROGRAMS and PROJECTS:**

1. Respond to the day-to-day needs of the District while initiating plans for long-term stability and growth.
2. Utilize human and financial resources in an efficient manner to accomplish the nine-year service and improvement plan.
3. Advocate for the District's fair share of city, county, and state resources.
4. Accurately reflect the costs of providing services in each program area through a carefully monitored cost allocation system.
5. Provide annual financial audits that protect the financial integrity of the District and help ensure the most efficient use of resources.
6. Ensure compliance with the Texas Public Information Act ("Open Records Act"), Open Meetings Act, Public Funds Investment Act, and all other applicable state, federal, and local laws and regulations.
7. Maintain an efficient level of office technology to ensure the fullest utilization of all available resources.
8. Monitor, evaluate, and adjust administrative systems and procedures to assure maximum benefit on revenues received by the District from property owner assessments, grants, contracts, and other financial resources.

## THE 2009-2017 BUDGET

The District will provide funding to the four major project areas as outlined below. These figures are general projections based on needs and priorities anticipated today. From year to year, priorities will change, and this plan provides that the District's Board of Directors will have the flexibility to adjust the application of resources to meet the changing needs of the area.

Each year the District's Board of Directors will re-evaluate the plan, assess projects and services, and approve a budget for that year. Following is the projected average annual expenditure for the services authorized under this *Service and Improvement Plan*.

	Projected Average Annual Expenditure	Projected Nine-Year Total	Percentage
Security & Public Safety	[\$130,000]	[\$1,300,000]	[30%]
Business Development	[\$81,000]	[\$810,000]	[25%]
Transportation Planning	[\$32,500]	[\$325,000]	[15%]
Visual Improvements & Cultural Promotion	[\$16,000]	[\$160,000]	[10%]
Project Staffing & Administration	[\$65,000]	[\$650,000]	[20%]
	<b>[\$324,500]</b>	<b>[\$3,245,000]</b>	<b>[100%]</b>



## ASSESSMENT PLAN: FINANCING THE VISION

Under this *Service and Improvement Plan*, the District will assess the land and improvements of commercial property owners within the District's boundaries to provide funding for the projects within the major areas of service outlined. The assessment for each year of the *Service and Improvement Plan* will be \$0.125 for each \$100 of value based on the taxable property value as certified by the Harris County Appraisal District ("HCAD") with respect to that calendar year. Services and improvements are intended to be provided on a pay-as-you-go basis with assessments made to fund projects. If the Board determines that projects are needed which cannot be financed on this basis, the Board may authorize bonds or other debt financing after calling a public hearing regarding the financing options.

### MORE DETAILED INFORMATION ON THE SERVICE AND IMPROVEMENT PLAN

**Property Subject to Assessment.** The property subject to assessment will be the land and improvements of the commercial property owners within the boundaries of the District. The following property will be exempt from assessment: single-family detached residential, duplexes, triplexes, quadraplexes, condominiums, municipalities, counties, other political subdivisions, entities exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, public utilities, and recreational property or scenic use property that meets the requirements of Section 375.163, Texas Local Government Code. Equipment and inventory are not subject to assessment.

**Annual Budgets and Assessment Rates.** The Board of Directors will annually evaluate the need for and advisability of the services authorized under this *Service and Improvement Plan* to determine the specific projects within the *Service and Improvement Plan* that will be undertaken the following year. The Board will then set and approve a budget for the following year consistent with the annual plan, taking into consideration the value of the property subject to assessment and the revenue that the assessment rate will produce.

As this plan is nine years in length, it is probable that the service needs in each of the major categories will change, particularly as District objectives are met. Therefore, this *Service and Improvement Plan* allows the Board of Directors the flexibility to apply the assessment revenue to the major categories of services in varying percentages.

The District proposes to set the rate of assessment at \$0.125 per \$100 valuation for each year of the *Service and Improvement Plan* based on the taxable property value as certified by HCAD with respect to that calendar year. The assessment will be made after the District's tax rolls are certified by HCAD each year to generate funds for implementation of the *Service and Improvement Plan* in the following year. The assessment roll will be revised and amended as necessary to accommodate certified valuation changes or additions made by HCAD from time to time. This would mean that a property subject to assessment valued by HCAD at \$1 million in any given year would pay an assessment of \$1,250 to fund projects in the following year if the rate of assessment were \$0.125 per \$100 valuation.



**Assessment Rate Increases.** Pursuant to this *Service and Improvement Plan*, the District Board of Directors is proposing a one-time assessment due and payable on an annual basis over the 10-year life of the Plan. The rate of assessment will not increase under this *Plan*.

**Cap on the Amount of Individual Property Assessments.** The plan provides that no property may be assessed an amount in any year of this plan that exceeds twice the amount such property was assessed for projects in the first year of the *Service and Improvement Plan* (2008), plus any value added by new construction on such property so designated by HCAD. Thus, the maximum for which the owner of a property valued at \$1 million in 2007 would ever be liable in any year under this *Service and Improvement Plan* would be \$2,500 (2 times the \$1,250 assessed in 2007 for 2008 projects) plus any assessment on new construction added to this property.

**Basis for Assessment.** In each year of the plan, the assessment will be based on the HCAD certified taxable value for each property in such year as established by HCAD. This means that an individual property owner's assessment may vary each year.

**New Construction.** New construction so designated by HCAD and any property annexed into the District, if any, will be added to the assessment roll at the value set by HCAD. The Board will prepare a supplemental assessment roll for such property and levy assessments on such property for the specific benefits to be received by the services and improvements to be provided by the District. Such new construction in the District and annexations, if any, will generate new revenue. The average expenditures projected above assume a 2% growth in value per year. Over the years, it will also be necessary for the Board of Directors to consider the effects of inflation and to factor it into the District's budgets. If inflation remains low or values increase more than 2% per year, the Board anticipates the growth in assessment revenue from new construction will cover inflation during the nine-year period and allow the District to provide most, if not all, of the services contemplated hereunder. If revenues exceed projections, the Board may allocate those additional revenues to each program category.

Assessments would become due and payable and become delinquent and incur penalties and interest in accordance with the provisions relating to ad valorem taxation contained in the Texas Tax Code. Assessments will also be subject to the recapture provisions, which apply to change in use of agricultural land in accordance with the Texas Tax Code.

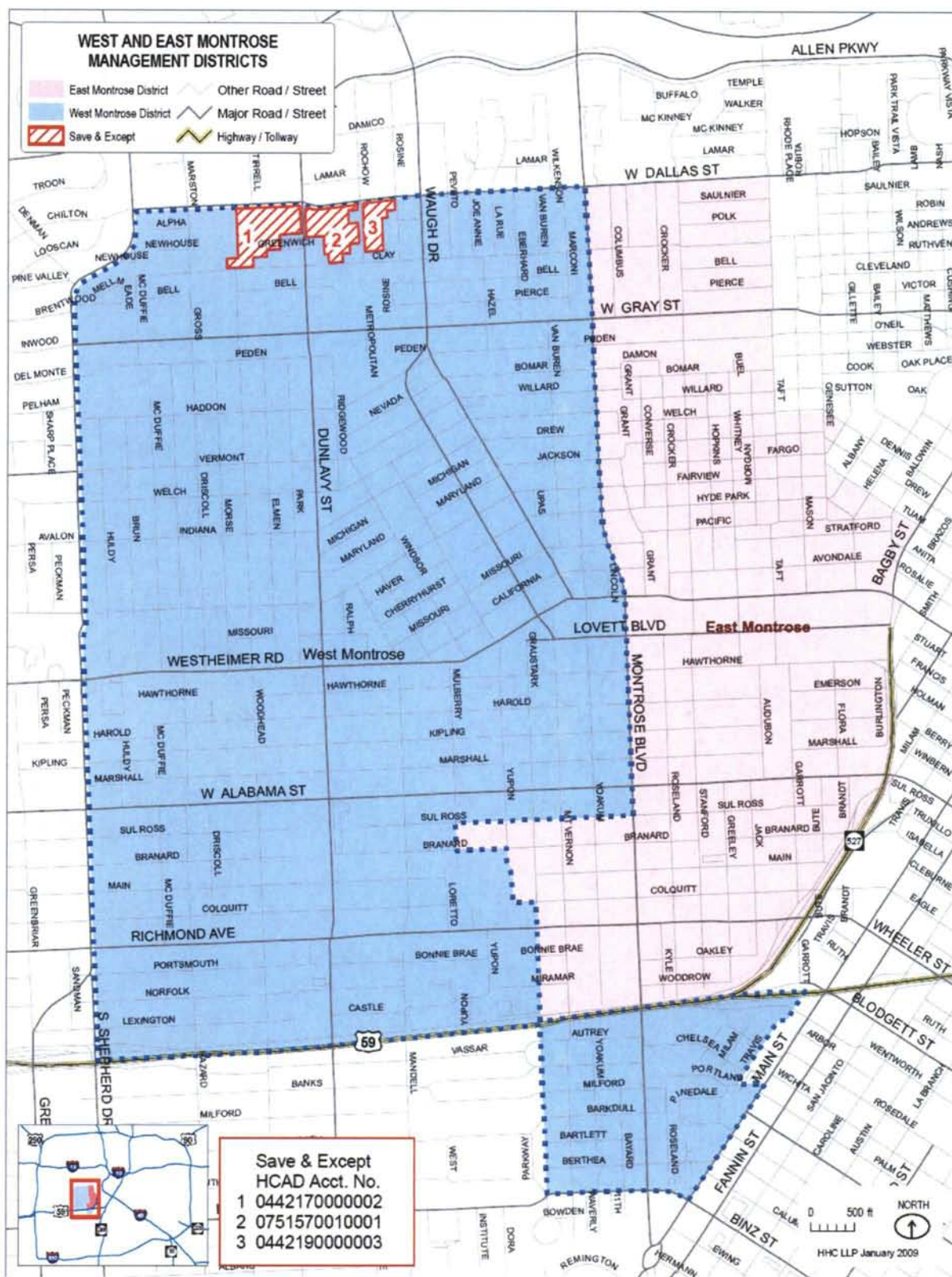
The delivery of the services and improvements is anticipated to add value to all properties within the District. The District property owners will be able to collectively leverage greater resources, resulting in increased levels of service and an enhanced public awareness and image for the District. An improved District benefits property owners directly and also the Houston metropolitan region at large. A boundary map of the District is attached.

**Credit against certain property owners' association assessments.** The Purposes of the District are served when groups of property owners take upon themselves the goals and functions that would otherwise be carried out by the District. In some instances, the financial efforts of associations of the owners of assessable property in the District duplicate the services or projects of the District, thereby allowing the District to focus its financial efforts on other property. In such event, a property owners' association representing property subject to assessment by the District may petition the District's Board for a credit against a District assessment if such duplication is established to the satisfaction of the Board. The petition must be received on or before 15 days prior to the date the budget for the following year is finalized by the Board to allow the Board to accommodate a valid petition. In the alternative, the Board may allow a credit applicable to the entire Plan or the balance thereof. The credit shall be determined calculating the amount of the petitioner's self-assessment representing the duplicated efforts, and providing a corresponding offset against the applicable District annual assessment.

*If you have any questions, or wish to set up a personal visit with  
Harris County Improvement District No. 11  
please call the District Administrator at 713.595.1200.  
Thank you for your consideration of this plan.*



# APPENDIX A





HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER 6  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Harris County Improvement District Number 6 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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13. Receive Executive Director's Report.

View: Custom

January

1

2009

January

31

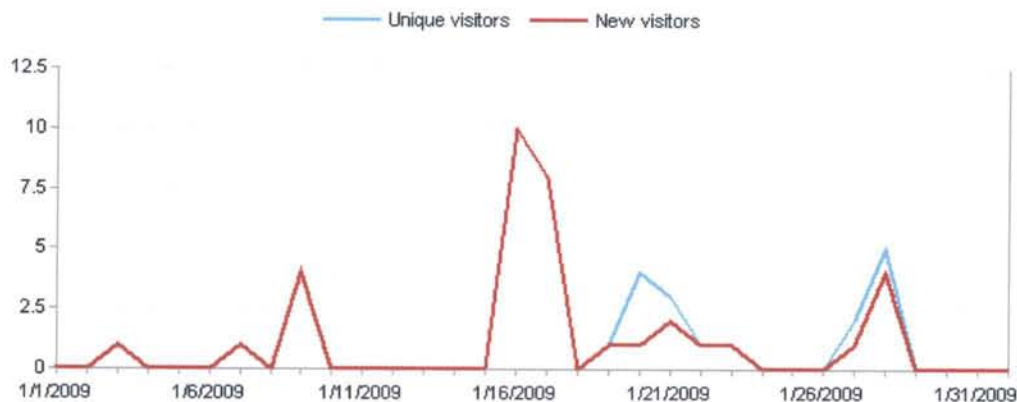
2009

Go

## Visitors Report

This report details the number of visitors visiting your Web site during a given time period. **Unique visitors** are individual visits by new or repeat visitors. **New visitors** are people who have never visited your site before. **Repeat visitors** are visitors who have visited your site previously. To change the time period, choose an option from the View menu above.

### Visitors per day for 1/1/2009 - 1/31/2009



### Visitors per day for 1/1/2009 - 1/31/2009

Date	Unique visitors	New visitors	Repeat visitors	Visits
<a href="#">1/3/2009</a>	1	1	0	1
<a href="#">1/7/2009</a>	1	1	0	2
<a href="#">1/9/2009</a>	4	4	0	8
<a href="#">1/16/2009</a>	10	10	0	10
<a href="#">1/17/2009</a>	8	8	0	8
<a href="#">1/19/2009</a>	1	1	0	1
<a href="#">1/20/2009</a>	4	1	3	6
<a href="#">1/21/2009</a>	3	2	1	4
<a href="#">1/22/2009</a>	1	1	0	1
<a href="#">1/23/2009</a>	1	1	0	1
<a href="#">1/27/2009</a>	2	1	1	2
<a href="#">1/28/2009</a>	5	4	1	5
<b>Average per day</b>	3.42	2.92	0.50	4.08

View: Custom

January

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January

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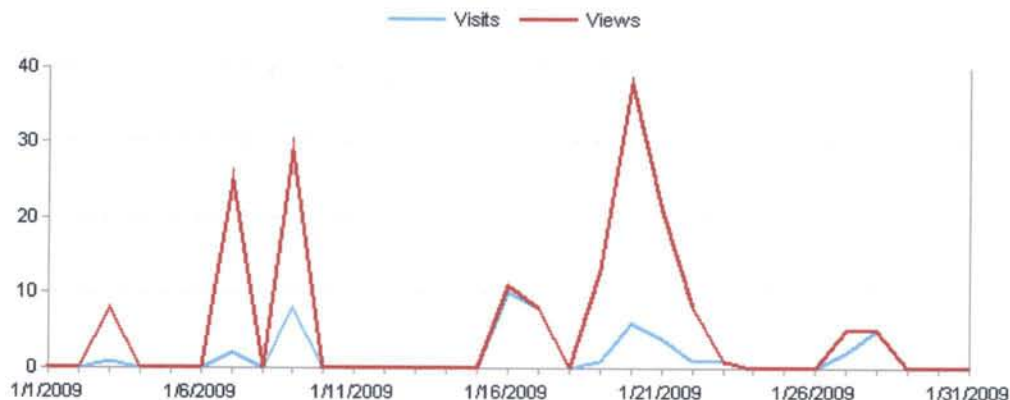
## Site Usage Report

This report details the number of visitors visiting your Web site and how many pages they viewed during a given time period.

**Visits** is the number of times people viewed your Web site. **Views** is the number of pages on your Web site that were looked at.

[Learn more](#)

### Activity per day for 1/1/2009 - 1/31/2009



### Activity per day for 1/1/2009 - 1/31/2009

Date	Visits	Views	Views per visit
<a href="#">1/3/2009</a>	1	8	8.00
<a href="#">1/7/2009</a>	2	25	12.50
<a href="#">1/9/2009</a>	8	29	3.63
<a href="#">1/16/2009</a>	10	11	1.10
<a href="#">1/17/2009</a>	8	8	1.00
<a href="#">1/19/2009</a>	1	13	13.00
<a href="#">1/20/2009</a>	6	38	6.33
<a href="#">1/21/2009</a>	4	21	5.25
<a href="#">1/22/2009</a>	1	8	8.00
<a href="#">1/23/2009</a>	1	1	1.00
<a href="#">1/27/2009</a>	2	5	2.50
<a href="#">1/28/2009</a>	5	5	1.00
<b>Total</b>	<b>49</b>	<b>172</b>	



View: Custom

January

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January

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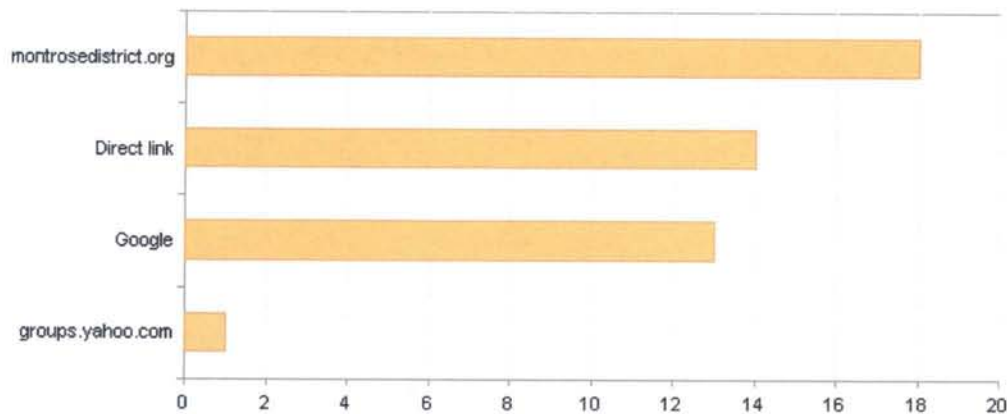
2009

Go

## Referring Sources Report

This report details the number of visitors reaching your Web site and how they found your site during a given time period. A **source** is where the visit originated from. The **type** refers to the method used to find your web site. Visits is the number of times people viewed your Web site. [Learn more.](#)

### Top 10 referring sources for 1/1/2009-1/31/2009



### Top 200 referring sources for 1/1/2009-1/31/2009

Source	Type	Visits	Views	Views per visit
<a href="#">montrosedistrict.org</a>	Web Site referral	18	18	1.00
<a href="#">Direct link</a>	Direct link	14	55	3.93
<a href="#">Google</a>	Organic search	13	72	5.54
<a href="#">groups.yahoo.com</a>	Web Site referral	1	9	9.00
<b>Total</b>		46	154	

View: Custom

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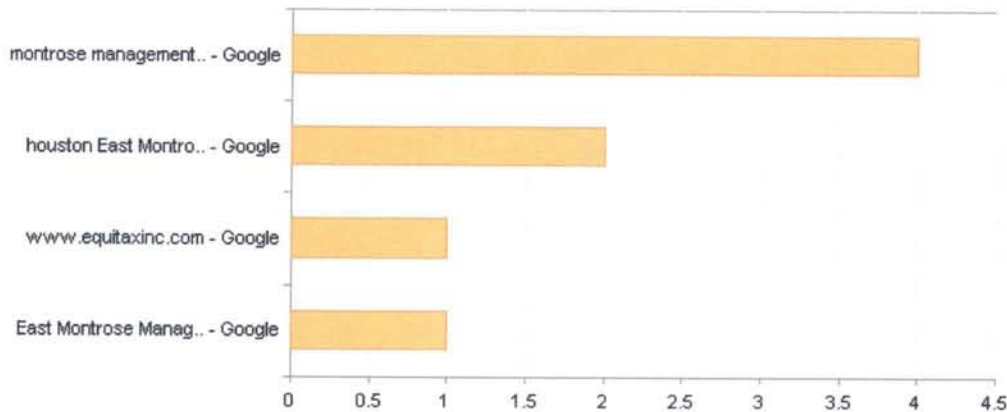
2009

Go

## Keywords report

This report details the keywords used most often in a search engine to locate your Web site. **Keyword** refers to the exact search term used in a paid or organic search. **Search engine** refers to which search engine the keyword was used on. **Pages** refers to which pages the keyword was linked to, click View to see more information. Visits is the number of times people viewed your Web site.

### Top 10 keywords for 1/1/2009-1/31/2009



### Top keywords for 1/1/2009-1/31/2009

Keyword	Search engine	Pages	Visits	Views	Views per visit
montrose management district	Google	<a href="#">View</a>	4	6	1.50
East Montrose management District	Google	<a href="#">View</a>	3	27	9.00
houston East Montrose management district	Google	<a href="#">View</a>	2	11	5.50
east montrose management district houston	Google	<a href="#">View</a>	2	25	12.50
www.equitaxinc.com	Google	<a href="#">View</a>	1	1	1.00
East Montrose Management District	Google	<a href="#">View</a>	1	2	2.00
<b>Total</b>			13	72	

View: Custom

January

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2009

January

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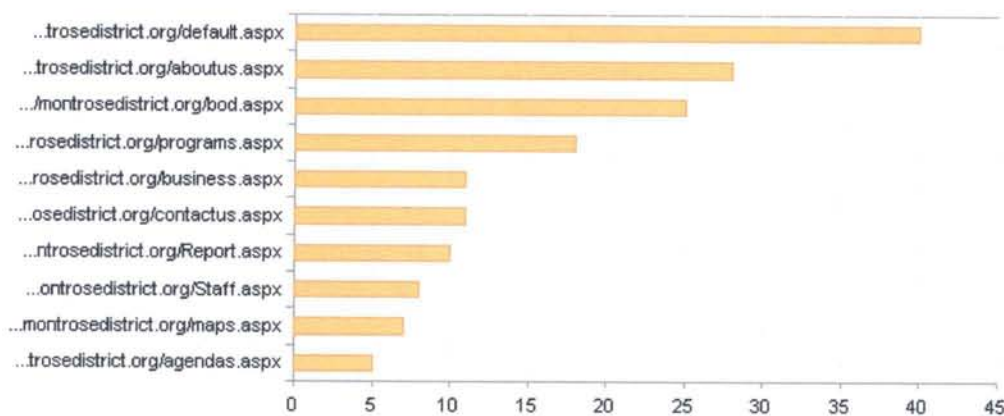
2009

Go

## Page Usage Report

This report details which pages on your Web site are viewed the most. **Views** is the number of pages on your Web site that were looked at. **Entry page count** is the number of times this page was viewed as the first page of your Web site. **Exit page count** is the number of times this page was viewed as the last page of your Web site. To change the time period, choose an option from the View menu above.

### Top 10 pages for days between 1/1/2009 - 1/31/2009



### Page usage for days between 1/1/2009 - 1/31/2009

Page	Views	Entry page count	Exit page count
<a href="http://montrosedistrict.org/default.aspx">http://montrosedistrict.org/default.aspx</a>	40	31	11
<a href="http://montrosedistrict.org/aboutus.aspx">http://montrosedistrict.org/aboutus.aspx</a>	28	3	9
<a href="http://montrosedistrict.org/bod.aspx">http://montrosedistrict.org/bod.aspx</a>	25	3	7
<a href="http://montrosedistrict.org/programs.aspx">http://montrosedistrict.org/programs.aspx</a>	18	3	4
<a href="http://montrosedistrict.org/business.aspx">http://montrosedistrict.org/business.aspx</a>	11	2	2
<a href="http://montrosedistrict.org/contactus.aspx">http://montrosedistrict.org/contactus.aspx</a>	11	1	4
<a href="http://montrosedistrict.org/Report.aspx">http://montrosedistrict.org/Report.aspx</a>	10	5	7
<a href="http://montrosedistrict.org/Staff.aspx">http://montrosedistrict.org/Staff.aspx</a>	8	1	1
<a href="http://montrosedistrict.org/maps.aspx">http://montrosedistrict.org/maps.aspx</a>	7	0	0
<a href="http://montrosedistrict.org/agendas.aspx">http://montrosedistrict.org/agendas.aspx</a>	5	0	2
<a href="http://montrosedistrict.org/Newsletter.aspx">http://montrosedistrict.org/Newsletter.aspx</a>	4	0	1
<a href="http://montrosedistrict.org/Resources.aspx">http://montrosedistrict.org/Resources.aspx</a>	3	0	0
<a href="http://montrosedistrict.org/photo.aspx">http://montrosedistrict.org/photo.aspx</a>	2	0	1
<b>Total</b>	<b>172</b>	<b>49</b>	<b>49</b>





## HCID #6 EAST MONTROSE DISTRICT

### Cleanup Update February 2009 meeting

On February 11, Staff inspected the District for overgrown vacant lots, illegal trash dumps, inoperable vehicles and abandoned houses. Reports were submitted to Neighborhood Protection for abatement.

#### *Violations were found in the following locations:*

Harris County Tax Account No.	037-076-000-0005
Lot and Block No.	Lot 5, Block 12
Property Address	2119 Converse, <b>NE corner of W. Drew &amp; Converse</b> , Key Map 493N
Date of Violations	Description of Violations
<b>February 10, 2009</b>	<b>Overgrown vacant lot needs trash pickup &amp; mowing</b>
Harris County Tax Account No.	057-035-000-0001
Lot and Block No.	Lot 5, Block 12
Property Address	615 W. Bell, <b>SE corner of W. Bell &amp; Stanford</b> , Key Map 493N
Date of Violations	Description of Violations
<b>February 10, 2009</b>	<b>Overgrown vacant lot needs trash pickup &amp; mowing</b>
Harris County Tax Account No.	044-212-000-0002
Lot and Block No.	Tract 1B
Property Address	2311 Grant, <b>SE corner of Grant &amp; Jackson</b> , Key Map 493N
Date of Violations	Description of Violations
<b>February 10, 2009</b>	<b>Overgrown vacant lot needs trash pickup &amp; mowing</b>

- A few bandit signs were found and removed by Staff.
- Staff has noted even more new home construction and other residential activity in the District, mostly in the area north of W. Gray.
- A graffiti site reported by the owner of a building in the 1200 block of W. Gray has been partially abated. A window that had been tagged had become etched by the paint and will probably have to be replaced. The abatement crew made the owner aware of this.

- An abandoned house was found by Staff at 3909 Bute. A vehicle was also abandoned in the driveway of this residence. This address has been reported to Neighborhood Protection.



- A particularly bad dump site was found by Staff in a vacant lot at the intersection of Grant and Jackson, also reported to NP. Empty oil cans and other car repair-related trash can be seen on the ground there. An Auto Zone parts store is across the street from this lot. Staff has made an appeal to the store to advise their customers to not dump their trash anywhere other than in the trash cans provided by the store.





- Another pending demolition was found at 311 W. Bell.



- A tire and trash dump was found at the intersection of Converse and W. Drew. The overgrown vacant lot there was also reported to NP.





\*\*\*\*\*

Staff will continue to look for violations and other problems as they arise. Please call Roy Hill at 713-595-1207 or 713-724-2189 or send an e-mail to [rhill@hhcllp.com](mailto:rhill@hhcllp.com) if you see a possible violation that needs to be inspected.



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February 11, 2009

**HARRIS COUNTY IMPROVEMENT  
DISTRICT #6**

**BOARD OF DIRECTORS**

Michael Grover, *Chairman*  
Randall Ellis, *Vice Chairman*  
Brad Nagar, *Secretary*  
Tom Fricke  
Kathy Hubbard  
Tammy Manning  
Jerry Simoneaux  
Claude Wynn

**EXECUTIVE DIRECTOR**  
David Hawes

**ASSISTANT EXECUTIVE  
DIRECTOR**  
Susan Hill

**COMMUNITY SERVICES LIAISON**  
Roy Hill

**District Office**  
P.O. Box 22167  
Houston, Texas 77227-2167  
Tel: 713-595-1200  
Fax: 713-541-9906

Manager  
Auto Zone  
2301 Montrose Blvd  
Houston, TX 77006

To the Manager:

I am the Harris County Improvement District #6 Community Services Liaison and Inspector for the District. Your store lies within the boundaries of the District.

Yesterday I inspected the District to locate overgrown vacant lots, illegal dump sites and other things I will report to the city for abatement. I found a trash dump (picture enclosed) in a vacant lot just across the street from your rear parking lot. The dump contained empty oil cans and other car repair-related trash.

I realize you can't control the actions of your customers away from your immediate workplace but if you could please post a notice to use the trash cans you normally provide for such waste, maybe it would help to keep illegal dumping to a minimum.

Thanks for your help and please let me know if you need any more information. I can be reached at 713-724-2189.

Sincerely,

Roy Hill  
Harris County Improvement District #6 Community Services Liaison

cc: Harris County Improvement District #6 Board of Directors