

OLD SIXTH WARD REDEVELOPMENT AUTHORITY

JOINT MEETING OF THE BOARDS OF DIRECTORS

February 19, 2020

**REINVESTMENT ZONE NUMBER THIRTEEN, CITY OF
HOUSTON, TEXAS**

**OLD SIXTH WARD REDEVELOPMENT AUTHORITY
AND
REINVESTMENT ZONE NUMBER THIRTEEN, CITY OF HOUSTON, TEXAS**

NOTICE OF JOINT MEETING

TO: THE BOARD OF DIRECTORS OF THE OLD SIXTH WARD REDEVELOPMENT AUTHORITY AND REINVESTMENT ZONE NUMBER THIRTEEN, CITY OF HOUSTON, TEXAS, AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of the Old Sixth Ward Redevelopment Authority (the "Authority") will hold a joint meeting with the Board of Directors of the Reinvestment Zone Number Thirteen, City of Houston, Texas (the "Zone") to be held on **February 19, at 5:30 p.m., at MECA, 1900 Kane, Houston, TX 77007**, 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:

1. Introductions and Meeting Guidelines.
2. Receive public comment.
3. Minutes of the previous meetings:
 - a. the Authority; and
 - b. the Zone.
4. Administrator Report.
 - a. Discussion and Possible Action Development Agreement Policy;
 - b. Discussion Governance Guidelines;
 - c. Discussion Rules and Procedures for the Operation of Board Meetings; and
 - d. Discussion and Possible Action Mobility Study RFQ.
5. Projects and Engineering:
 - a. Project Committee Report;
 - i. Discussion and Possible Action Potential Projects List; and
 - ii. Discussion and Possible Action Draft 2021 CIP.
 - b. Engineering Consultant's Report;
 - i. Update on Dow School Park;
 - ii. Update Substitute Sanitary Sewer Service; and
 - iii. Discussion and Possible Action Hemphill Project and EHRA Work Authorization for Hemphill Preliminary Engineering.
 - c. Approve related pay estimates or change orders, or other design, construction or management contract administration items, and authorize other appropriate action.
6. Financial Matters:
 - a. Finance Committee Report;
 - b. Receive Financial Report Summary, including account and fund activity statements, and investment report;
 - c. Authorize payment of invoices; and
 - d. Other matters, if any.

7. Communications:
 - a. Communications Committee Report.
8. Executive Session – the Authority:
 - a. confer with legal counsel, Open Meetings Act, V.T.C.A., Government Code § 551.071;
 - b. purchase, exchange, lease or value of real property, Open Meetings Act, V.T.C.A., Government Code § 551.072; and
 - c. economic development negotiations, Open Meetings Act, V.T.C.A., Government Code § 551.087.
9. Executive Session – the Zone:
 - a. confer with legal counsel, Open Meetings Act, V.T.C.A., Government Code § 551.071;
 - b. purchase, exchange, lease or value of real property, Open Meetings Act, V.T.C.A., Government Code § 551.072; and
 - c. economic development negotiations, Open Meetings Act, V.T.C.A., Government Code § 551.087.
10. Reconvene and take any necessary action regarding items discussed in executive session.
11. Items for next meeting.
12. Adjourn.

Clark Stockton Lord

Clark Stockton Lord
Attorney for the Authority and the Zone

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact Bracewell LLP at (713) 221-3338 at least three business days prior to the meeting so that the appropriate arrangements can be made.

TAB 3

**MINUTES OF REGULAR MEETING
OF
OLD SIXTH WARD REDEVELOPMENT AUTHORITY**

December 18, 2019

The Board of Directors (the “Board”) of Old Sixth Ward Redevelopment Authority (the “Authority”), convened in regular session, open to the public, on the 18th day of December, 2019, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Phil C. Neisel	Chair
Larissa Lindsay	Secretary
Cynthia Card	Assistant Secretary
Ann Guercio	Director
Claude Anello	Director
Brantly Minor, III	Director
Alison N. Maillet	Director

All members of the Board of Directors were present, thus constituting a quorum.

Also present were: Marie Bryant of CART Services; Clark Lord and Tiffany Ehmke of Bracewell LLP, legal counsel; Kyle Macy of Edminster Hinshaw Russ & Associates, (“Engineer”); Sherry Weesner of Principle Solutions, (“Administrator”); Cassandra Bacon of the Morton Accounting Services, (“Bookkeeper”). Members of the public were present and referenced on the attached sign in sheet, as Exhibit “A”.

Whereupon, the meeting was called to order. A copy of the notice of the meeting is attached hereto as Exhibit “B”.

MEETING RULES

Director Neisel reviewed the rules for the proper conduct of the Board meeting.

DETERMINE QUORUM; CALL TO ORDER

Director Neisel then noted that a quorum was present and called the meeting to order. He requested that the attendees introduce themselves.

PUBLIC COMMENT

The Board recognized Mr. Henry Morris who works with Houston Bike Share (“BCycle”) reminded the Board about an opportunity to add more community biking stations and are interested in two locations within the boundaries of the Authority. Mr.

Morris answered the Board's questions and stated that he would like to bring proposals for the Board's review and consideration at the next meeting.

The Board recognized Ms. Jane West who expressed her excitement on the completion of upcoming projects. She expressed concerns about public disclosures that are posted on the Authority's website.

APPROVE MINUTES

The Board considered approving the minutes of October 16, 2019 Authority. Director Card presented language she wished to include as an amendment to the October 16, 2019 minutes, specifically on page five under the Financial Report section, a copy of which is attached hereto as Exhibit "C".

Upon a motion brought by Director Minor, seconded by Director Card, the Board approved the October 16, 2019 meeting minutes, as amended.

ADMINISTRATOR REPORT

Discussion and Possible Action Development Agreement Policy

Upon a motion brought by Director Neisel, seconded by Director Minor, the Board approved opening the matter to discuss a potential Development Agreement Policy. The Board recognized Ms. Weesner who presented and reviewed a Development Agreement Policy for the Board's review, a copy of which is attached hereto as Exhibit "D".

Director Minor expressed his concern regarding funds not utilized for reimbursement purposes and recommended some changes to the draft of the Development Agreement Policy, including availability of utilities, space and traffic impact analysis. Ms. Weesner addressed the Board's questions and concerns.

Upon a motion brought by Director Neisel, seconded by Director Anello, the Board unanimously voted to discuss the matter further at the next Board meeting.

Discussion and possible action Budget and CIP Development Guidelines

Upon a motion brought by Director Minor, seconded by Director Neisel, the Board approved opening the matter to discuss a potential Budget and CIP Development Guideline. Ms. Weesner who presented and reviewed a Development Agreement Policy for the Board's review, a copy of which is attached hereto as Exhibit "E".

After consideration, upon a motion brought by Director Minor to approve the Budget and CIP Development Guidelines and include as a regular meeting overview provided by the Administrator. The motion failed for lack of a second.

After further discussion, upon a motion brought by Director Minor, seconded by Director Neisel, the Board unanimously voted to (i) adopt the Budget and CIP Development Guidelines; and (ii) authorize the Administrator to post the Budget and CIP Guidelines on the Authority's website and review at every meeting.

Discuss Governance Guidelines

Ms. Weesner presented and reviewed the draft of the Governance Guidelines, a copy of which is attached hereto as Exhibit "F". Director Neisel recommended the Board review and provide comments to Ms. Weesner before the next Board meeting. Ms. Weesner stated she would then compile the comments for easy discussion at the February meeting. Director Minor requested "employee language" be included, discussion followed to indicate the Authority did not have any employees and Director Minor clarified that the language should include consultants. Director Lindsay requested that "non-binary" be included under the Gender section of the draft Governance Guidelines.

Director Minor suggested the Communication Committee be authorized to reach out to the community regarding additional comments on the Governance Guidelines. Director Minor presented a proposal for a policy regarding draft and approval of meeting minutes. Mr. Lord and Ms. Weesner stated that the proposal will be included with other comments for possible inclusion in the Governance Guidelines

Upon a motion brought by Director Lindsay, seconded by Director Anello, the Board unanimously voted the Governance Guidelines will be posted on the website and then open for public input and discussion at the following meeting.

Discuss Possible Action to the Purchase of Audio Equipment

Director Minor reported that the Communication Committee is in favor of acquiring an audio/PA system. A copy of the Communication Committee is attached hereto as Exhibit "G". Director Minor motioned to authorize acquiring an audio/PA system and consider insurance for such system. The motion was seconded by Director Anello.

After consideration, upon a motion brought by Director Neisel, seconded by Director Maillet, the Board unanimously voted to approve the purchase of an audio/PA system without insurance.

Discuss possible action to include Committee Reports as a regular Agenda item

Director Minor presented the Communication Committee summary report, copy of which is attached hereto as Exhibit "H". He stated that the report from committees will provide updates to the general Board. Director Minor recommended all the committees provide a summary report to be presented at each meeting.

Upon a motion brought by Director Neisel, seconded by Director Guercio, the Board unanimously motioned to include summary reports from each committee to be presented at each meeting.

PROJECTS AND ENGINEERING

Mr. Macy presented the engineer's report, a copy of which is attached hereto as Exhibit "I".

Dow Elementary Park

Mr. Macy reported that the project is approximately 99% complete as of the date of the Authority's meeting and requested the Board consider approving Pay Application No. 6, included in invoices. He answered the Board's questions regarding the progression of the project.

Director Lindsay stated that many members of the community are curious as to a completion date. Ms. Weesner stated that the City of Houston's Park's Department has provided some additional items that the contractor is finalizing over the next few days, at which point the Park's Department will decide an opening day. She added that the Park's Department controls the hours of operation and the opening date. Director Neisel noted that a ribbon cutting will follow after Park's Department authorizes the completion.

Substitute Sanitary Sewer Connections, Phase 2B

Mr. Macy stated that he is coordinating with Texas Pride to confirm all work is complete.

Street Sign Rehabilitation, Phase 3

Mr. Macy then reported that the project with Williams Architectural Signage ("Williams") and Consulting LLC and the Engineer has provided a quote to replace the damaged pole at the intersection of Sawyer Street and Taylor Street. The quote also provides pricing to repair the damaged sign at Silver Street and Memorial Drive. Mr. Macy requested the Board approve Williams' quote to perform said work in the amount of \$5,433.

Director Minor motioned to approve the new sign and to remove the jacket of the damaged sign not to exceed \$500. The motion failed for lack of a second. After further discussion, upon a motion brought by Director Neisel, seconded by Director Anello to remove the remaining damaged pieces of the sign at Sawyer. Signage will be considered in the 2021 Budget/CIP at the next meeting.

Discuss and possible action to accept TCEQ Grant for LID features on Hemphill

Ms. Weesner reported that the Authority was approved for the Texas Commission on Environmental Quality ("TCEQ") Grant for LID features on Hemphill in the amount

of \$300,000. She added that the TCEQ will need to know the Board's decision at this meeting or the grant funds will no longer be available. Upon a motion brought by Director Minor, seconded by Director Anello, the Board opened the matter of accepting the TCEQ Grant for discussion.

Ms. Weesner answered the Board's questions, including the distribution of funds. Director Anello recommended moving forward with the grant as originally intended. Director Minor expressed his hesitation and believes he needs additional information. Ms. Weesner stated that if the Board were to move forward with the grant a Funding Agreement will follow.

Upon a motion brought by Director Anello to accept the grant and move forward with the next steps, the motion was seconded by Director Lindsay. Director Anello then withdrew his motion to allow for further discussion.

After further discussion, upon a motion brought by Director Anello, seconded by Director Lindsay, the grant was approved. Director Minor abstained the motion. The motion carried.

Possible Action for Potential List

Upon a motion brought by Director Neisel to open discussion of potential projects, seconded by Director Guercio, the Board unanimously opened the matter up for discussion.

The Board instructed Ms. Weesner to add more information when available for each project and Director Minor recommended posting this item on the website for public input. Upon a motion brought by Director Anello, seconded by Director Lindsay, the Board unanimously voted to approve the draft potential projects list. The list will be posted on the website for comment and brought to the Board for review and possible amendment at the next meeting.

FINANCIAL REPORT

Ms. Bacon reviewed the financial report, including the profit and loss budget to actual, balance sheet, unpaid bills detail, general operating fund, and profit and loss detail reports. A copy of the financial report is attached hereto as Exhibit "J". Director Card reported that the finance committee reviewed the finance invoices and then confirmed the project committee recommended approval of the construction and engineering invoices. Director Neisel moved that the Board approve the financial report, payment of the invoices, including Pay Application No. 6 and Williams Architectural Signage and Consulting, LLC invoices requested by the Engineer. Director Card seconded the motion, Director Anello abstained on the vote for the financial report. The motion carried.

EXECUTIVE SESSION

There was no executive session for the month.

ITEMS FOR NEXT MEETING

Director Maillet requested Ms. Weesner prepare an outline of the process that takes place before and after CIP plans are approved. Director Neisel stated proposed policies be included on the next agenda.

Upon a motion brought by Director Guercio, seconded by Director Neisel, the Board unanimously voted to adjourn the meeting.

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DRAFT

Meeting minutes were approved and executed on February 19, 2020.

Secretary

DRAFT

**MINUTES OF REGULAR MEETING
OF
REINVESTMENT ZONE NUMBER THIRTEEN**

December 18, 2019

The Board of Directors (the “Board”) of Reinvestment Zone of Number Thirteen (the “Zone”), convened in regular session, open to the public, on the 18th day of December, 2019, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Phil C. Neisel	Chair
Larissa Lindsay	Secretary
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EXECUTIVE SESSION

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ITEMS FOR NEXT MEETING

Director Maillet requested Ms. Weesner prepare an outline of the process that takes place before and after CIP plans are approved. Director Neisel stated proposed policies be included on the next agenda.

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Secretary

DRAFT

TAB 4.A.

**CITY OF HOUSTON TAX INCREMENT REINVESTMENT ZONE NO. 13/OLD SIXTH
WARD REDEVELOPMENT AUTHORITY
INFRASTRUCTURE
REIMBURSEMENT POLICY**

OBJECTIVE

The City of Houston Tax Increment Reinvestment Zone No. 13/Old Sixth Ward Redevelopment Authority (hereafter “Zone” or “TIRZ 13”) adopted a Project Plan and Reinvestment Zone Financing Plan for the purpose of financing the construction of public facilities and infrastructure necessary to catalyze residential and commercial development and redevelopment within the Zone boundaries. The objective of this policy is to define the conditions under which the Zone will consider reimbursement for specific public improvements built by a developer for the benefit of the public around a developer’s project within the boundaries of TIRZ 13.

HISTORY

The Houston City Council created the Zone in 1998 and it is funded by tax increment funds received from the City of Houston.

PROCEDURES AND GUIDELINES

Any developer that would like to pursue a potential reimbursement for proposed public improvements to be built around a proposed project within the Zone must submit a proposal for funding to the Projects and Planning Committee (hereafter “Committee”) of the TIRZ 13 Board of Directors (the “Board”). This proposal must be submitted to the Committee for review and consideration before an agreement will be considered by the board.

All Proposals must include:

- The budget for the entire project, including realty, site preparation, engineering, construction, legal, or any other costs related to the project. This budget must include a line-item breakdown of the public infrastructure costs for which the request is being made.
- Developer financial statements evidencing capacity to complete the project and the developer’s financial need for reimbursement.
- Plans and Specifications for the project and any public improvements.
- Estimated start of construction date and estimated schedule for construction.
- Detailed description of public improvements for which reimbursement is sought.
- Drawings or photographs of the project and pro forma projections (if applicable).
- Description of developer’s experience in developing similar projects.
- Identification of the property benefited, and the increment expected.
- The developer’s proposal for reimbursement.
- Any business or immediate family relationships with Board members or consultants

Proposals will be reviewed by the Committee, and the Committee may request additional information from applicants. The Committee will present a recommendation to the Board. The recommendation will be to enter negotiations for an agreement or to reject the proposal. After all information has been received by the Committee. The Committee will review and place the item on the board agenda at one of the next 2 regularly scheduled board meetings. Developers will be notified of the date and time of the Board meeting at which the board of directors will consider the recommendation and determine if TIRZ 13 will proceed with negotiations.

If approved by the board, the Committee will enter into negotiations with the developer. Following negotiations, the Committee will make a recommendation to the Board to accept or reject

**CITY OF HOUSTON TAX INCREMENT REINVESTMENT ZONE NO. 13/OLD SIXTH
WARD REDEVELOPMENT AUTHORITY
INFRASTRUCTURE
REIMBURSEMENT POLICY**

the negotiated development agreement. All parties will be notified of the date and time of the Board meeting at which the directors will consider the recommendation.

INFRASTRUCTURE DEVELOPMENT AGREEMENT TERMS

CRITERIA

Criteria for consideration of potential development agreements are based on factors including, but not limited to:

- Importance of the public infrastructure project to the goals of the Zone's Project Plan; the Committee will only recommend projects that directly advance the goals of the Project Plan.
- Current or intended land use.
- Increment created.
- Potential of improvement to encourage other development or to improve the quality of life for residents and businesses in the Zone and the people of Houston.
- If the development is in a historic district the development must comply with the guidelines to be eligible for a potential development agreement.

TERMS

General Terms for potential development agreements include but are not limited to:

- Reimbursement using TIRZ 13 funds will only be considered for public infrastructure and affordable housing and will be approved on a case by case basis. TIRZ 13 will not entertain reimbursements outside of these categories.
- TIRZ 13 reserves the right to enter into a development agreement in its sole discretion.
- There is no implied requirement by TIRZ 13 to negotiate or enter into an agreement.
- TIRZ 13 does not pay any interest on funds to be reimbursed and will not borrow funds or issue bonds to reimburse developers.
- In the funding of development agreements, TIRZ 13 will commit no more than fifty percent (50%) of the net tax increment (after all required City fees and expenses have been paid) created by an applicant's approved project for the funding of the developer's approved development agreement.
- TIRZ 13 expressly reserves the right to require development, storm water, utility or traffic impact studies and any other studies for any project in which it is considering financial participation. The expenses for any study required by TIRZ 13 shall be reimbursable only if the project is approved and TIRZ 13 financial participation occurs.
- The agreement will provide details of documents to be provided to the TIRZ and all drawings, documents and procedures that will required TIRZ review. These will include but are not limited to – Storm Water Management studies and recommendations, documentation, calculations, drawings, and designs, utility load studies and recommendations, documentation, calculations, drawings, and designs, traffic impact studies and recommendations, documentation, studies, calculations, drawings, and designs.
- TIRZ 13 expressly reserves the right to require the developer to conduct public engagement meeting(s) regarding the project.
- Construction must not begin on the project or the public improvements before the development agreement is approved by the Board and the City of Houston. If a development agreement is approved, the parties to the agreement must complete the project in accordance

**CITY OF HOUSTON TAX INCREMENT REINVESTMENT ZONE NO. 13/OLD SIXTH
WARD REDEVELOPMENT AUTHORITY
INFRASTRUCTURE
REIMBURSEMENT POLICY**

with the terms and conditions of that development agreement and provide all required approvals, information and documents.

- It shall be the responsibility of the developer to provide TIRZ 13 with BEFORE, DURING, and AFTER photographs of the improvements, and grant TIRZ 13 the right to use these photographs for promotional and educational materials without remuneration.
- All parties to any development agreement must agree to place a sign on said property denoting the TIRZ 13 financial contribution for the duration of construction of the project. The design of the sign will be provided by TIRZ 13.
- For those developments within a historic district, the development must comply with the guidelines.

RELEASE OF FUNDS

No reimbursement funds will be released until:

- All documentation required under the terms of the development agreement has been received, reviewed and approved by the Committee.
- All work has been completed and approved/released by City of Houston and an inspection of the project has been done by TIRZ 13 or its consultant(s).
- If applicable, executed copies of any contract work guarantees shall be attached to the final inspection reports.
- Written request for payment, including invoices, release of liens, and other supporting documentation has been submitted to and approved by TIRZ 13.
- All other terms as detailed in the development agreement have been met.

INSURANCE

Developer will be required to maintain (or cause the developer's contractor to maintain) insurance coverage on the project during construction, in accordance with the terms and conditions of the development agreement.

TIRZ 13 RESERVES THE RIGHT TO MODIFY THIS POLICY AT THE SOLE DISCRETION OF THE BOARD.

**CITY OF HOUSTON TAX INCREMENT REINVESTMENT ZONE NO. 13/OLD SIXTH
WARD REDEVELOPMENT AUTHORITY
INFRASTRUCTURE
REIMBURSEMENT POLICY**

OBJECTIVE

The City of Houston Tax Increment Reinvestment Zone No. 13/Old Sixth Ward Redevelopment Authority (hereafter "Zone" or "TIRZ 13") adopted a Project Plan and Reinvestment Zone Financing Plan for the purpose of financing the construction of public facilities and infrastructure necessary to catalyze residential and commercial development and redevelopment within the Zone boundaries. The objective of this policy is to define the conditions under which the Zone will consider reimbursement for specific public improvements built by a developer for the benefit of the public around a developer's project within the boundaries of TIRZ 13.

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All Proposals must include:

- The budget for the entire project, including realty, site preparation, engineering, construction, legal, or any other costs related to the project. This budget must include a line-item breakdown of the public infrastructure costs for which the request is being made.
- Developer financial statements evidencing capacity to complete the project and the developer's financial need for reimbursement.
- Plans and Specifications for the project and any public improvements.
- Detailed description of public improvements for which reimbursement is sought.
- Drawings or photographs of the project and pro forma projections (if applicable).
- Description of developer's experience in developing similar projects.
- Identification of the property benefited, and the increment expected.
- The developer's proposal for reimbursement.
- Any business or personal relationships with Board members or consultants

Proposals will be reviewed by the Committee, and the Committee may request additional information from applicants. The Committee will present a recommendation to the Board. The recommendation will be to enter negotiations for an agreement or to reject the proposal. Developers will be notified of the date and time of the Board meeting at which the directors will consider the recommendation and determine if TIRZ 13 will proceed with negotiations. Following negotiations, the Committee will make a recommendation to the Board to accept or reject the negotiated development agreement. All parties will be notified of the date and time of the Board meeting at which the directors will consider the recommendation.

INFRASTRUCTURE DEVELOPMENT AGREEMENT TERMS

CRITERIA

Typographic survey

Estimate Delivery/complete Date

Analyze Existing Infrastructure Load Impact vs Design Capacity

Examine

**CITY OF HOUSTON TAX INCREMENT REINVESTMENT ZONE NO. 13/OLD SIXTH
WARD REDEVELOPMENT AUTHORITY
INFRASTRUCTURE
REIMBURSEMENT POLICY**

Criteria for consideration of potential development agreements are based on factors including, but not limited to:

- Importance of the public infrastructure project to the goals of the Zone's Project Plan; the Committee will only recommend projects that directly advance the goals of the Project Plan.
- Current or intended land use.
- Increment created.
- Potential of improvement to encourage other development or to improve the quality of life for residents and businesses in the Zone and the people of Houston.
- If the development is in a historic district the development must comply with the guidelines to be eligible for a potential development agreement.

TERMS

General Terms for potential development agreements include but are not limited to:

Reimbursement using TIRZ 13 funds will only be considered for public infrastructure and affordable housing and will be approved on a case by case basis. TIRZ 13 will not entertain reimbursements outside of these categories.

- TIRZ 13 reserves the right to enter into a development agreement in its sole discretion.
- There is no implied requirement by TIRZ 13 to negotiate or enter into an agreement.
- TIRZ 13 does not pay any interest on funds to be reimbursed and will not borrow funds or issue bonds to reimburse developers.

In the funding of development agreements, TIRZ 13 will commit no more than fifty percent (50%) of the net tax increment (after all required City fees and expenses have been paid) created by an applicant's approved project for the funding of the developer's approved development agreement.

- TIRZ 13 expressly reserves the right to require development, storm water, utility or traffic impact studies and any other studies for any project in which it is considering financial participation. The expenses for any study required by TIRZ 13 shall be reimbursable only if the project is approved and TIRZ 13 financial participation occurs.
- TIRZ 13 expressly reserves the right to require the developer to conduct public engagement meeting(s) regarding the project.
- Construction must not begin on the project or the public improvements before the development agreement is approved by the Board and the City of Houston. If a development agreement is approved, the parties to the agreement must complete the project in accordance with the terms and conditions of that development agreement and provide all required approvals, information and documents.
- It shall be the responsibility of the developer to provide TIRZ 13 with BEFORE, DURING, and AFTER photographs of the improvements, and grant TIRZ 13 the right to use these photographs for promotional and educational materials. *Without specific enumeration*
- All parties to any development agreement must agree to place a sign on said property denoting the TIRZ 13 financial contribution for the duration of construction of the project. The design of the sign will be provided by TIRZ 13.
- For those developments within a historic district, the development must comply with the guidelines.

*NET Tax Inc.
City Fees Expense
Adj. Net*

*TIRZ
Contribution
50% of
Adj. Net*

*TAX Inc.
50% of Above
Less City Fees
& Expenses from
50% of Net Tax*

RELEASE OF FUNDS

**CITY OF HOUSTON TAX INCREMENT REINVESTMENT ZONE NO. 13/OLD SIXTH
WARD REDEVELOPMENT AUTHORITY
INFRASTRUCTURE
REIMBURSEMENT POLICY**

No reimbursement funds will be released until:

- All documentation required under the terms of the development agreement has been received, reviewed and approved by the Committee.
- All work has been completed and approved/released by City of Houston and an inspection of the project has been done by TIRZ 13 or its consultant(s).
- If applicable, executed copies of any contract work guarantees shall be attached to the final inspection reports.
- Written request for payment, including invoices, release of liens, and other supporting documentation has been submitted to and approved by TIRZ 13.
- All other terms as detailed in the development agreement have been met.

INSURANCE

Developer will be required to maintain ^{including} (or cause the developer's contractor to maintain) insurance coverage on the project during construction, in accordance with the terms and conditions of the development agreement. ^{including ~~the~~ Board, Consultants as Additional Insureds} ^{Committees} ^{Named}

TIRZ 13 RESERVES THE RIGHT TO MODIFY THIS POLICY AT THE SOLE DISCRETION OF THE BOARD.

minimum & max

*Add^v Time Frames for Committee & Board
to respond & approve,*

→ indemnity language too!

TAB 4.B.

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF
HOUSTON, TEXAS GOVERNANCE GUIDELINES

These Governance Guidelines, including the Code of Ethics and Travel, Professional Services, and Management Policies (the "Guidelines") are adopted by the Board of Directors of Reinvestment Zone No. 13, City of Houston, Texas (the "Zone").

1.0 DEFINITIONS

Unless the context requires otherwise, the following terms and phrases used in the Guidelines and the Policies shall mean the following:

- (a) The term "Board" means the Board of Directors of the Zone.
- (b) The term "Director" means a person appointed to serve on the Board of Directors of the Zone.
- (c) The term "Zone Officials" means Zone Directors, officers, and employees.
- (d) The term "Employee" means any person employed by the Zone, but does not include independent contractors or professionals hired by the Zone as outside consultants.

The term "Records Administrator" means the director or other person responsible for maintaining the Zone's records.

2.0 CODE OF ETHICS

2.01. Purpose.

The Code of Ethics set forth in this Article II (the "Code of Ethics") has been adopted by the Zone for the following purposes: (1) to encourage high ethical standards of official conduct by Zone Officials; and (2) to establish guidelines for such ethical standards of conduct.

2.02. Policy.

It is the policy of the Zone that Zone Officials shall conduct themselves in a manner consistent with sound business and ethical practices; that the public interest shall always be considered in conducting Zone business; that the appearance of impropriety shall be avoided to ensure and maintain public confidence in the Zone; and that the Board shall control and manage the affairs of the Zone fairly, impartially, and without discrimination.

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF
HOUSTON, TEXAS GOVERNANCE GUIDELINES

2.03. Qualification of Directors.

A person shall not serve as a Director if he is disqualified by law from doing so. As of the date of adoption of this Code of Ethics, Section 311.009, Texas Tax Code, a copy of which is attached as Appendix "A," sets forth the qualifications for persons serving as directors of the Zone.

2.04. Conflicts of Interest.

- A. A Director must not participate in a vote or decision relating to a business entity or real property in which he has a substantial interest unless (i) he has complied with Section 2.04(B) and (ii) the action on the matter will not have a special economic effect on the business entity or the value of the real property distinguishable from the effect on the public, or the majority of the Directors are likewise required to and do comply with Section 2.04(B) on the same official action. A Director must not act as a surety under circumstances when to do so is prohibited by law. As of the date of adoption of this Code of Ethics, Chapter 171, Local Government Code, a copy of which is attached as Appendix "B," regulates conflicts of interest of Directors. Directors violating this Section may be subject to prosecution under Section 171.003, Local Government Code, as a Class A misdemeanor.
- B. A Director who has a substantial interest in any matter involving the business entity or real property shall disclose that fact to the other Directors by Affidavit. The Affidavit must be filed with the Secretary of the Board. An interested Director shall abstain from further participation in the matter as set forth in Section 2.04(A). See Appendix "B."
- C. The Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a Director has a substantial interest. In the event of a separate vote, the Director may not participate in that separate vote, but may vote on a final budget if the Director has complied with this Section 2.04.
- D. As of the date of adoption of this Code of Ethics, Chapter 176, Local Government Code, a copy of which is attached as Appendix "C," requires the disclosure of certain relationships by Directors, vendors and certain prospective vendors to the Zone. A Director, vendor, or prospective vendor who has a relationship that requires disclosure under Chapter 176 shall disclose that relationship by completing the form prescribed by the Texas Ethics Commission and timely filing such form with the Records Administrator. A Director or vendor violating this Section may be subject to prosecution as a Class A, Class B, or Class C misdemeanor under Section 176.013, Local Government Code.
- E. Each Zone Official shall complete a Disclosure of Business/Personal Relationships

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF
HOUSTON, TEXAS GOVERNANCE GUIDELINES

Questionnaire, the form of which is attached as Appendix "D," on an annual basis. The Disclosure Questionnaire shall: (1) disclose all business or personal relationships between such Zone Official or any of his or her immediate family members, and any Vendor or such Vendor's agents, subsidiaries or affiliates, during the preceding 12 months; and (2) be delivered to the TIRZ Administrator within 15 days of the end of each completed fiscal year of the Zone. The TIRZ Administrator shall review all forms for completeness and deliver the completed forms to the Records Administrator within 15 days of receipt. Each Director's form shall be retained for a minimum of 5 years after the Director leaves the board.

2.05. Nepotism.

The Board shall comply with all anti-nepotism laws applicable to the Zone. As of the date of adoption of this Code of Ethics, Chapter 573, Texas Government Code, a copy of which is attached as Appendix "E," is the anti-nepotism law governing the Zone.

2.06. Acceptance of Gifts.

A Zone Official may not solicit, accept, or agree to accept any benefit from a person or business entity the Zone Official knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of the Zone Official's discretion, or any matter before the Board for any decision, opinion, recommendation, vote, or other exercise of discretion in carrying out his official acts for the Zone as prohibited by law. A Zone Official who receives an unsolicited benefit that the Zone Official is prohibited from accepting, may donate the benefit to a governmental entity that has the authority to accept the benefit or to a recognized tax exempt charitable organization formed for educational, religious or scientific purposes. As of the date of adoption of this Code of Ethics, Section 36.08, Texas Penal Code, a copy of which is attached as Appendix "F," prohibits gifts to public servants such as the Directors. This Section 2.07 does not apply to the acceptance of (i) an item with a value of less than \$50.00 (excluding cash or a negotiable instrument), and (ii) food, lodging, transportation, or entertainment accepted by the Director as a guest. See Section 36.10, Texas Penal Code, attached as Appendix "F." Violations of penal laws may subject Zone Officials to criminal prosecution. See Chapter 36, Texas Penal Code, attached as Appendix "E."

2.07. Bribery.

A Zone Official shall not intentionally or knowingly offer, confer, or agree to confer on another, or solicit, accept, or agree to accept from another, any benefit as consideration when to do so is prohibited by law. As of the date of adoption of this Code of Ethics, Section 36.02, Texas Penal Code, lists the offenses that are considered

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF
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bribery when committed by Zone Officials. Violations of penal laws may subject a Zone Official to criminal prosecution. See Appendix "F."

2.08. Acceptance of Honoraria.

A Director shall not solicit, accept or agree to accept an honorarium as prohibited by law. As of the date of the adoption of this Code of Ethics, Section 36.07, Texas Penal Code, provides the circumstances in which a Director may not accept an honorarium. Violations of penal laws may subject a Zone Official to criminal prosecution. See Appendix "F."

2.09. Lobbying.

Should the Texas Ethics Commission by rule require any Zone Officials directly communicating with legislative or executive branch officials to register as lobbyists, Zone Officials shall comply with such rule. See Government Code, Section 305.0051 a copy of which is attached as Appendix "G."

The Zone shall not reimburse from Zone funds the expenses of any person in excess of \$50.00 for direct communications with a member of the legislative or executive branch unless the person being compensated resides in the Zone of the member with whom the person communicates or files a written statement which includes the person's name, the amount of compensation or reimbursement, and the name of the affected political subdivision with the Secretary of State. This provision does not apply to registered lobbyists, a full-time employee of the Zone or an elected or appointed Zone Official. See Government Code, Section 305.026, Appendix "H."

3.0 TRAVEL EXPENDITURES POLICY

3.01. Purpose.

The Zone wishes to establish an equitable and reasonable policy for travel expenditures and for the reimbursement to Directors of actual expenses incurred by the Director while engaging in services for the Zone, including without limitation attendance at Zone Board meetings as well as at conferences, seminars, meetings (other than Board meetings), bid openings, and other educational gatherings relating to the purposes and functions of the Zone (collectively, "Conferences").

3.02. Conference Registration Expenses.

Registration expenses for all Board authorized Conferences shall be reimbursed in full to Directors.

3.03. Lodging and Meal Reimbursements.

Lodging and meal expenses incurred by the Director while attending Conferences or out of town meetings may be reimbursed by the Zone only to the extent that they are determined to be reasonable and necessary as determined by the Board and subject to any guidelines that may be issued by the Texas Ethics Commission. See Chapter 611, Texas Government Code, Appendix "I".

Upon a determination by the Board that such costs are reasonable and necessary, the costs of a hotel room at Conferences shall be reimbursed, including the cost of the room the night before the commencement of the Conference or out of town meeting and the night of the final meeting day of the Conference. Other reasonable and necessary expenses will be allowed, subject to approval by the Board and authorization under the Texas Ethics Commission Guidelines, as appropriate.

3.04. Transportation.

Reasonable and necessary mileage incurred by a Director in connection with travel to Conferences or out of town meetings shall be reimbursed at the per mile rate allowed by the Internal Revenue Service. Air travel costs to and from Conferences shall be reimbursed at the lowest direct flight available airfare for the Director only. A Director shall be reimbursed for the reasonable and necessary costs of transportation to and from the airport for the Director only, or for the cost of car rental at the location of the Conference, provided that mileage costs charged to the Zone shall include only mileage related to travel for Zone and Conference functions. Costs of parking at the

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hotel or Conference shall be reimbursed, including the day before and the morning after same. Reasonable and necessary costs of parking at the airport for the days of the Conference also may be reimbursed. See Appendix "I"

3.05. Verified Statement for Reimbursement of Expenditures.

In order to receive reimbursement for travel expenditures, each Director shall file with the Board a verified statement showing (i) the number of days actually spent in service to the Zone (i.e. the number of days actually spent attending Conferences); (ii) a general description of the duties performed for each day of service; and (iii) a detailed description of the related travel expenditures, together with all supporting receipts and invoices. The verified statement shall be submitted to the Zone's bookkeeper and the City of Houston, and payment for reimbursement of expenditures, to the extent they have been approved by the Board, shall be authorized by the Board at its next regularly scheduled meeting.

4.0 PROFESSIONAL SERVICES POLICY

4.01. Purpose.

This Professional Services policy has been adopted to provide for the selection, monitoring, review and evaluation of the Zone 's professional services contracts. Consultants retained by the Zone to provide professional services include, but are not limited to, legal, engineering, management, bookkeeping, auditing, and tax services. Selection of such consultants shall be based upon their qualifications and experience.

4.02. Periodic Review.

The performance of the consultants providing professional services to the Zone shall be regularly monitored and reviewed by the Board, and the Board may appoint a specific committee to provide such monitoring and review to the Board.

5.0 Management Policy

5.01. Purpose.

The Board desires to adopt a policy to ensure a better use of management information, including the use of budgets in planning and controlling costs, and the use of uniform reporting requirements.

5.02. Accounting and Audit records.

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF
HOUSTON, TEXAS GOVERNANCE GUIDELINES

Zone financial reports and audit records shall be prepared on a timely basis and maintained in an orderly basis, in conformity with generally accepted accounting principles and the requirements of the State Auditor. Such records shall be available for public inspection in the board materials posted on the Zones website. Board records will remain on the website for a period of 2 years. (Board materials prior to fiscal year 2020 are not posted).

5.03. Budget.

The Zone shall annually adopt a budget for use in planning and controlling Zone costs. Such budget shall take into consideration all Zone revenues, including, but not limited to, utility fees, standby fees, impact fees, maintenance taxes and surcharges, if any, and all projected Zone obligations and expenditures. The budget may be amended.

6.0 Miscellaneous

6.01. Attendance

Directors shall endeavor to attend all regularly scheduled board meeting and are expected to attend a minimum of 75% of all regularly scheduled board meetings. Directors shall also endeavor to attend the meetings of any board committee on which they serve. Attendance records are provided to the City of Houston at the end of each fiscal year.

6.02, Gender Any references herein to the masculine gender shall also refer to the feminine in all appropriate cases.

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF
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Section 6.02. Open Meeting.

The Board officially finds, determines and declares that these Guidelines and Policies were reviewed, carefully considered, and adopted at a meeting of the Board, and that a sufficient written notice of the date, hour, place and subject of this meeting was posted at a place readily accessible and convenient to the public within the Zone and at a place convenient to the public with County for the time required by law preceding this meeting, as required by the Open Meetings Act, Chapter 551, Texas Government Code, and that this meeting had been open to the public as required by law at all times during which these Guidelines and Policies were discussed, considered and acted upon. The Board further ratifies, approves and confirms such written notice and the contents and posting thereof.

DRAFT

Comments to Governance Guidelines

The changes I have for the Governance Guidelines are in bold:

2.06 Acceptance of Gifts

...recognized tax exempt charitable organization formed for **health**, educational, religious, ... (adding health will include many of the children's charities, and because of the health care crisis Harris County has)

how we address genders, Section 6.02

...shall also refer to the feminine, **or non-binary** individuals in all appropriate cases.

February 2, 2020

RE: Comments to Reinvestment Zone 13 Draft Governance Guidelines

Dear Board Members:

Thank you for the opportunity to comment on the Governance Guidelines drafted for Reinvestment Zone 13 dated December 11, 2019. The zone's effort to adopt written policies and procedures, including a Code of Ethics, appears to be in accord with certain findings and recommendations made in "A Performance Audit of the City of Houston's Tax Increment Reinvestment Zones" (referred to herein as "Performance Audit") prepared at the request of the City of Houston by McConnell & Jones LLP, and Banks, Finley, White & Co. and submitted to the City of Houston on June 8, 2018. Please find the Performance Audit attached hereto.

Performance Audit Findings and Recommendations 2 (pp. 90-92); 9 (pp. 127-130); and 10 (pp. 131-132), are particularly relevant to the issues addressed by the Draft Governance Guidelines, and serve as a basis for the following comments.

General Comments: The Draft Governance Guidelines appear to consist primarily of summaries of otherwise applicable law, e.g., Texas Tax Code Section 311, Texas Local Government Code Chapter 171 and 176, Texas Government Code Chapter 573, and Texas Penal Code Chapter 36, referenced in the draft Code of Ethics in section 2.0.

- 1) The Guidelines should be renamed Standards and made enforceable, and all references to the Guidelines in the draft should be revised to reflect the change.
- 2) The Guidelines should provide for a Compliance Officer, i.e., an individual who ensures that the Zone, its officers, directors, employees, vendors, contractors, and professional service providers comply with the Zone's internal policies and procedures and the Zone's outside regulatory and legal requirements.
- 3) Because the statutes referenced within the draft Guidelines are enforceable and because the Zone does not have an obligation (or the authority) to summarize those statutes and does not have an ability to enforce those statutes, and because the summaries are incomplete, the Zone would do better to incorporate the statutes either by reference or by copying the relevant text in full along with a statement that the Zone requires full compliance with the statutes. Incorporating the relevant statutes by reference or by copying their text will ensure that the draft guidelines are not

mistakenly interpreted as reducing or eliminating the obligation to fully comply with the referenced statutes. Although some of these statutes are referenced as attached Appendixes, no such attachments accompanied the draft text.

- 4) The Guidelines should provide that once adopted they will be provided to all Zone Officials, vendors, contractors, and professional service providers, who will be required to acknowledge receipt and agreement to comply by sign a copy or affidavit to that effect that will be maintained by the Records Administrator.
- 5) The Guidelines should be submitted to the City Attorney, the Texas Attorney General, and/or the Comptroller for approval as to form, content, and enforce ability.
- 6) If the TIRZ has a Records Retention Policy, it should be incorporated into the Governance Policy. If not, the TIRZ should adopt a Records Retention Policy.

Comments to 1.0 Definitions:

- 1) Subsection (c) makes the Governance Guidelines applicable to Zone Officials defined as directors, officers, and employees, and subsection (d) defines “employees” not to include independent contractors or professionals. The Zones’ Governance Guidelines and Code of Ethics should apply more broadly, i.e., to all Zone vendors, contractors, and professionals, and their subsidiaries.
- 2) A subsection (e) should be added to define Records Administrator.
- 3) The draft document includes terms that are or could be interpreted as terms of art that are not -- but should be defined. Examples include “family member,” and “interested person.” Terms that do not now appear in the text but should include “vendor,” “financial interest,” and “compliance officer.”

Comments to 2.0 Code of Ethics:

The board and the Zone Administrator are to be commended for initiating an effort to adopt a Code of Ethics that includes a Conflicts of Interest Policy. This effort accords well with Performance Audit Finding 2 (p. 90) which states:

TIRZs do not have consistent, standardized policies and guidelines requiring board members to disclose, document, and report potential conflicts of interest annually or at more frequent intervals as required; .

and Performance Audit Recommendation 2 (p. 92) which states:

Standardize the policy and related process for reporting conflicts of interest among all TIRZs and Redevelopment Authorities, and require all board members to file annual conflict of interest disclosure statements to enhance transparency and accountability to the public and fellow board members.

Nevertheless, as drafted adherence to the Code of Ethics appears to be aspirational as opposed to required. The Zone should consider adopting a Code of Ethics that more closely resembles codes of ethics required for state agencies in Texas. Model Codes of Ethics are widely available and should be reviewed by the board and prior to adoption of the draft Guidelines.

2.01 Purpose: This paragraph should be strengthened to clarify that adherence to the Code of Ethics is more than aspirational, e.g.,:

The Code of Ethics set forth in this Article II (the “Code of Ethics”) has been adopted by the Zone for the purposes: (1) to require high ethical standards of official conduct by Zone Officials; (2) to establish ethical standards of conduct; and (3) to protect the interests of the Zone. This Code of Ethics is intended to supplement but not replace any applicable city, state, or federal laws, regulations, or codes of conduct.

2.04 Conflicts of Interest: This conflicts of interest section references applicable state law, which requires disclosures in only narrowly defined circumstances. Because the Performance Audit’s Finding 2 references potential conflicts of interest, and because a stated purpose of this Code of Ethics is to supplement, i.e., augment, existing law, the annual disclosures addressed in subsections (A), (B), and (C) the term “substantial interest” used in these subsections should be revised to “financial interest.”

Subsection (E) calling for annual disclosures by each Zone Official is a welcome provision that would implement Performance Audit Recommendation 2 which would “require all board members to file annual conflict of interest disclosure statements to enhance transparency and accountability to the public and fellow board members.” Still at issue, however, is the breadth of the disclosure required, and whether such disclosures will be made available to the full board, the board’s auditors, and/or to the public. Required disclosures should be broad enough to reach beyond a director’s immediate family members, and should include vendors’ subsidiaries. Moreover, as drafted, the disclosure would only be made to Zone Administrator and Records Administrator. All financial disclosures should be posted on the Zone’s website in accordance with the requirements of Texas Local Government Code Chapters 171 and 176.

Comments to 4.0 Professional Services Policy and 5.0 Management Policy:

The board and the Zone Administrator are to be commended for initiating an effort to adopt a Professional Services Policy and a Management Policy. This effort seems to accord well with Performance Audit Finding 10 (p. 131) which states:

The City has not specifically required TIRZ[s] to develop and document administrative and operating policies and procedures, and there has been no formal review of the adequacy of existing TIRZ policies and procedures,

and Performance Audit Recommendation 10 (p. 132) which states:

Require each TIRZ to document its operating policies and procedures in an administrative operating policies and procedures manual.

Nevertheless, the draft Guidelines does not appear to address Performance Audit Finding and Recommendation 9 which is also relevant to these issues. Performance Audit Finding 9 (p. 127) states:

The City has no formal process to evaluate the performance of individual TIRZs and communicate the results to stakeholders.

Performance Audit Recommendation 9 (p. 129) states:

Develop a performance management system to compare and report individual TIRZ performance to stakeholders and particularly TIRZ governance and management, and implement a process for conducting annual survey's and market studies to support the performance management system.

Moreover, as drafted neither the Professional Services Policy nor the Management Policy apply the Code of Ethics and/or Conflicts of Interest provisions to professional service or management providers. The text should be revised to define the conduct required of professional service and management providers.

4.01. Purpose: The following sentence or something like it should be added to this section:

Contracts for professional services to the Zone shall be subject to conflict of interest and nepotism requirements and reporting requirements as stated herein.

4.01. Periodic Review: The following sentence or something like it should be added:

The Zone shall provide details of such periodic reviews of professional services to its auditors for inclusion as a footnote or exhibit to the annual audits reported to the City of Houston.

5.01. Purpose: The text of this section would be improve by adding a statement that the purpose of the Management Policy includes ensuring or providing transparency to the City of Houston and to the public.

5.02. Accounting and Audit Records: The two year period for maintaining records on the TIRZ website seems too short and should be extended to at least five years. This section could also be improved by adding a statement such as: No Open Records Request shall be required for the provision of such information to the pubic.

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF HOUSTON, TEXAS GOVERNANCE GUIDELINES

These Governance Guidelines, including the Code of Ethics and Travel, Professional Services, and Management Policies (the "Guidelines") are adopted by the Board of Directors of Reinvestment Zone No. 13, City of Houston, Texas (the "Zone").

1.0 DEFINITIONS

Unless the context requires otherwise, the following terms and phrases used in the Guidelines and the Policies shall mean the following:

- (a) The term "Board" means the Board of Directors of the Zone.
- (b) The term "Director" means a person appointed to serve on the Board of Directors of the Zone, *insert dir.*
- (c) The term "Zone Officials" means Zone Directors, officers, and employees *contractors, professional service providers*
- (d) The term "Employee" means any person employed by the Zone, but does not include independent contractors or professionals hired by the Zone as outside consultants.
- (e) The term "Records Administrator" means the director ~~or~~ other person ^{or} entity responsible for maintaining the Zone's records.

Add # to include independent contractors & consultants

2.0 CODE OF ETHICS

Definitions include family members, employers, or entities owned in whole or in part by a Director, Zone Official, Employee or Consultant

2.01. Purpose.

The Code of Ethics set forth in this Article II (the "Code of Ethics") has been adopted by the Zone for the following purposes: (1) to encourage high ethical standards of official conduct by Zone Officials; and (2) to establish guidelines for such ethical standards of conduct.

2.02. Policy.

It is the policy of the Zone that Zone Officials shall conduct themselves in a manner consistent with sound business and ethical practices; that the public interest shall always be considered in conducting Zone business; that the appearance of impropriety shall be avoided to ensure and maintain public confidence in the Zone; and that the Board shall control and manage the affairs of the Zone fairly, impartially, and without discrimination.

Old Sixth Ward Redevelopment Authority/REINVESTMENT ZONE NO. 13, CITY OF HOUSTON, TEXAS GOVERNANCE GUIDELINES

2.03. Qualification of Directors.

A person shall not serve as a Director if he is disqualified by law from doing so. As of the date of adoption of this Code of Ethics, Section 311.009, Texas Tax Code, a copy of which is attached as Appendix "A," sets forth the qualifications for persons serving as directors of the Zone.

2.04. Conflicts of Interest.

- A. A Director must not participate in a vote or decision relating to a business entity or real property in which he has a ~~substantial~~ interest unless (i) he has complied with Section 2.04(B) and (ii) the action on the matter will not have a special economic effect on the business entity or the value of the real property distinguishable from the effect on the public, or the majority of the Directors are likewise required to and do comply with Section 2.04(B) on the same official action. A Director must not act as a surety under circumstances when to do so is prohibited by law. As of the date of adoption of this Code of Ethics, Chapter 171, Local Government Code, a copy of which is attached as Appendix "B," regulates conflicts of interest of Directors. Directors violating this Section may be subject to prosecution under Section 171.003, Local Government Code, as a Class A misdemeanor.
- B. A Director who has a ~~substantial~~ ^{or Benefit} interest in any matter involving the business entity or real property shall disclose that fact to the other Directors by Affidavit. The Affidavit must be filed with the Secretary of the Board. An interested Director shall abstain from further participation in the matter as set forth in Section 2.04(A). See Appendix "B."
- C. The Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a Director has ^{or Benefit} interest. In the event of a separate vote, the Director may not participate in that separate vote, but may vote on a final budget if the Director has complied with this Section 2.04.
- D. As of the date of adoption of this Code of Ethics, Chapter 176, Local Government Code, a copy of which is attached as Appendix "C," requires the disclosure of certain relationships by Directors, vendors and certain prospective vendors to the Zone. A Director, vendor, or prospective vendor who has a relationship that requires disclosure under Chapter 176 shall disclose that relationship by completing the form prescribed by the Texas Ethics Commission and timely filing such form with the Records Administrator. A Director or vendor violating this Section may be subject to prosecution as a Class A, Class B, or Class C misdemeanor under Section 176.013, Local Government Code.
- E. Each Zone Official shall complete a Disclosure of Business/Personal

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Questionnaire, the form of which is attached as Appendix "D," on an annual basis. The Disclosure Questionnaire shall: (1) disclose all business or personal relationships between such Zone Official or any of his or her immediate family members, and any Vendor or such Vendor's agents, subsidiaries or affiliates, during the preceding 12 months; and (2) be delivered to the TIRZ Administrator within 15 days of the end of each completed fiscal year of the Zone. The TIRZ Administrator shall review all forms for completeness and deliver the completed forms to the Records Administrator within 15 days of receipt. Each Director's form shall be retained for a minimum of 5 years after the Director leaves the board.

Employers or relatives

And to And: for And Board

2.05. Nepotism.

The Board shall comply with all anti-nepotism laws applicable to the Zone. As of the date of adoption of this Code of Ethics, Chapter 573, Texas Government Code, a copy of which is attached as Appendix "E," is the anti-nepotism law governing the Zone.

2.06. Acceptance of Gifts.

for its employer, family members

A Zone Official may not solicit, accept, or agree to accept any benefit from a person or business entity the Zone Official knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of the Zone Official's discretion, or any matter before the Board for any decision, opinion, recommendation, vote, or other exercise of discretion in carrying out his official acts for the Zone as prohibited by law. A Zone Official who receives an unsolicited benefit that the Zone Official is prohibited from accepting, may donate the benefit to a governmental entity that has the authority to accept the benefit or to a recognized tax exempt charitable organization formed for educational, religious or scientific purposes. As of the date of adoption of this Code of Ethics, Section 36.08, Texas Penal Code, a copy of which is attached as Appendix "F," prohibits gifts to public servants such as the Directors. This Section 2.07 does not apply to the acceptance of (i) an item with a value of less than \$50.00 (excluding cash or a negotiable instrument), and (ii) food, lodging, transportation, or entertainment accepted by the Director as a guest. See Section 36.10, Texas Penal Code, attached as Appendix "F." Violations of penal laws may subject Zone Officials to criminal prosecution. See Chapter 36, Texas Penal Code, attached as Appendix "E."

MAX Annual \$100.00 for all

2.07. Bribery.

for its self or for the benefit of its employer, family member or

A Zone Official shall not intentionally or knowingly offer, confer, or agree to confer on another, or solicit, accept, or agree to accept from another, any benefit as consideration when to do so is prohibited by law. As of the date of adoption of this Code of Ethics, Section 36.02, Texas Penal Code, lists the offenses t considered

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bribery when committed by Zone Officials. Violations of penal laws may subject a Zone Official to criminal prosecution. See Appendix "F."

2.08. Acceptance of Honoraria.

A Director shall not solicit, accept or agree to accept an honorarium as prohibited by law. As of the date of the adoption of this Code of Ethics, Section 36.07, Texas Penal Code, provides the circumstances in which a Director may not accept an honorarium. Violations of penal laws may subject a Zone Official to criminal prosecution. See Appendix "F."

A Director shall disclose all honorarium offered ~~accepted~~ or accepted.

to the Board

2.09. Lobbying.

Should the Texas Ethics Commission by rule require any Zone Officials directly communicating with legislative or executive branch officials to register as lobbyists, Zone Officials shall comply with such rule. See Government Code, Section 305.0051 a copy of which is attached as Appendix "G."

The Zone shall not reimburse from Zone funds the expenses of any person in excess of \$50.00 for direct communications with a member of the legislative or executive branch unless the person being compensated resides in the Zone of the member with whom the person communicates or files a written statement which includes the person's name, the amount of compensation or reimbursement, and the name of the affected political subdivision with the Secretary of State. This provision does not apply to registered lobbyists, a full-time employee of the Zone or an elected or appointed Zone Official. See Government Code, Section 305.026, Appendix "H."

And reports same to the Board

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3.0 TRAVEL EXPENDITURES POLICY

3.01. Purpose.

The Zone wishes to establish an equitable and reasonable policy for travel expenditures and for the reimbursement to Directors of actual expenses incurred by the Director while engaging in services for the Zone, including without limitation attendance at Zone Board meetings as well as at conferences, seminars, meetings (other than Board meetings), bid openings, and other educational gatherings relating to the purposes and functions of the Zone (collectively, "Conferences").

3.02. Conference Registration Expenses.

Registration expenses for all Board authorized Conferences shall be reimbursed in full to Directors. *[Handwritten signature]*

3.03. Lodging and Meal Reimbursements.

personal ✓ Lodging and meal expenses incurred by the Director *for its personal use* while attending Conferences or out of town meetings may be reimbursed by the Zone only to the extent that they are determined to be reasonable and necessary as determined by the Board and subject to any guidelines that may be issued by the Texas Ethics Commission. See Chapter 611, Texas Government Code, Appendix "I".

Upon a determination by the Board that such costs are reasonable and necessary, the costs of a hotel room at Conferences shall be reimbursed, including the cost of the room the night before the commencement of the Conference or out of town meeting and the night of the final meeting day of the Conference. Other reasonable and necessary expenses will be allowed, subject to approval by the Board and authorization under the Texas Ethics Commission Guidelines, as appropriate.

3.04. Transportation.

Reasonable and necessary mileage incurred by a Director in connection with travel to Conferences or out of town meetings shall be reimbursed at the per mile rate allowed by the Internal Revenue Service. Air travel costs to and from Conferences shall be reimbursed at the lowest direct flight available airfare for the Director only. A Director shall be reimbursed for the reasonable and necessary costs of transportation to and from the airport for the Director only, or for the cost of car rental at the location of the Conference, provided that mileage costs charged to the Zone shall include only mileage related to travel for Zone and Conference functions. Cost king at the

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hotel or Conference shall be reimbursed, including the day before and the morning after same. Reasonable and necessary costs of parking at the airport for the days of the Conference also may be reimbursed. See Appendix "I"

3.05. Verified Statement for Reimbursement of Expenditures.

In order to receive reimbursement for travel expenditures, each Director shall file with the Board a verified statement showing (i) the number of days actually spent in service to the Zone (i.e. the number of days actually spent attending Conferences); (ii) a general description of the duties performed for each day of service; and (iii) a detailed description of the related travel expenditures, together with all supporting receipts and invoices. The verified statement shall be submitted to the Zone's bookkeeper and the City of Houston, and payment for reimbursement of expenditures, to the extent they have been approved by the Board, shall be authorized by the Board at its next regularly scheduled meeting.

4.0 PROFESSIONAL SERVICES POLICY

4.01. Purpose.

This Professional Services policy has been adopted to provide for the selection, monitoring, review and evaluation of the Zone 's professional services contracts. Consultants retained by the Zone to provide professional services include, but are not limited to, legal, engineering, management, bookkeeping, auditing, and tax services. Selection of such consultants shall be based upon their qualifications and experience. *\$cost.*

4.02. Periodic Review.

The performance of the consultants providing professional services to the Zone shall be regularly monitored and reviewed by the Board, and the Board may appoint a specific committee to provide such monitoring and review to the Board.

5.0 Management Policy

5.01. Purpose.

The Board desires to adopt a policy to ensure a better use of management information, including the use of budgets in planning and controlling costs, and the use of uniform reporting requirements.

5.02. Accounting and Audit records.

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Zone financial reports and audit records shall be prepared on a timely basis and maintained in an orderly basis, in conformity with generally accepted accounting principles and the requirements of the State Auditor. Such records shall be available for public inspection in the board materials posted on the Zones website. Board records will remain on the website for a period of 2 years. (Board materials prior to fiscal year 2020 are not posted).

Shall include disclosure statements & NO Conflicts of All Directors, Consultants, Employees, Zone Officials

5.03. Budget.

The Zone shall annually adopt a budget for use in planning and controlling Zone costs. Such budget shall take into consideration all Zone revenues, including, but not limited to, utility fees, standby fees, impact fees, maintenance taxes and surcharges, if any, and all projected Zone obligations and expenditures. The budget may be amended *with notices to the public prior to such amendment.*

6.0 Miscellaneous

6.01. Attendance

Directors shall endeavor to attend all regularly scheduled board meeting and are expected to attend a minimum of 75% of all regularly scheduled board meetings. Directors shall also endeavor to attend the meetings of any board committee on which they serve. Attendance records are provided to the City of Houston at the end of each fiscal year.

6.02, Gender Any references herein to the masculine gender shall also refer to the feminine in all appropriate cases.

Committees and their members with position noted are to be posted on the ~~Board~~ Zone Web site

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Section 6.02. Open Meeting.

The Board officially finds, determines and declares that these Guidelines and Policies were reviewed, carefully considered, and adopted at a meeting of the Board, and that a sufficient written notice of the date, hour, place and subject of this meeting was posted at a place readily accessible and convenient to the public within the Zone and at a place convenient to the public with County for the time required by law preceding this meeting, as required by the Open Meetings Act, Chapter 551, Texas Government Code, and that this meeting had been open to the public as required by law at all times during which these Guidelines and Policies were discussed, considered and acted upon. The Board further ratifies, approves and confirms such written notice and the contents and posting thereof.

within

Sending comments without posting to public violates this?

TAB 4.C.

**Reinvestment Zone Number Thirteen, City of Houston
Old Sixth Ward Reinvestment Zone**

**Rules and Procedures for the
Operation of Board Meetings**

Approved on September 21, 1999

I. Board Meeting Dates, Time and Location

- a. Regular meetings of the Board of Directors shall be held on a date, time and location as designated by the Board.
- b. Special meetings may be ordered at any time by the Chairman whenever business requires, or as requested by the Board.
- c. The Board shall make every effort to hold meetings during a time and location that is convenient to the public.
- d. The Board Chairman may cancel meetings as necessary.

II. Board Agenda Preparation, Posting of Agendas, Agenda Items, Preparation of Board Minutes

- a. The Zone consultants, Zone attorney, or other appropriate party, in consultation with the Chairman, shall prepare the agenda to include all necessary items to be considered by the Board.
- b. The agenda shall be posted at the Houston City Hall, 900 Bagby, no later than 72 hours prior to the Board meeting.
- c. The Board, City of Houston, Houston Independent School District, Harris County, and other relevant parties shall be provided with a Board agenda as soon as possible following the drafting of the agenda. It is the responsibility of the Zone consultants to provide the agenda to the relevant parties.
- d. The agenda shall include all relevant information as required by State law and a brief description of each item to be discussed during the meeting.
- e. The agenda shall include an agenda item that allows for public comment.
- f. Agenda items may be taken out of order if a motion is passed by a majority of the Board.
- g. An agenda item not considered for lack of time or information may be continued and shall be included as an agenda item at the following Board meeting, or as otherwise directed by the Board.
- h. The Zone consultants or another appropriate party shall be responsible for preparing the Board meeting minutes.

III. Quorum for Board Meetings

- a. A quorum exists when a majority of the Board members are present who represent the number of Zone Board of Directors seats that have been filled. For example: If seven (7) Zone Board of Directors seats are filled, a quorum exists when four (4) Board members are present. If nine (9) Zone Board of Director seats are filled, and quorum exists when five (5) Board members are present.
- b. If it is known in advance that a quorum will not exist at a Board meeting, the Chairman may cancel the meeting and all efforts will be made to inform the Board and the public that the meeting has been cancelled.
- c. In the event one or more Zone Board of Directors or committee members shall abstain from voting on a matter before the Zone Board of Directors or committee because of a conflict of interest, then the vote of a majority of Directors or committee members who have not abstained, shall constitute the act of the Zone Board of Directors or committee, as applicable.

IV. Rules of Order

- a. The Chairman shall function as the Presiding Officer at Board meetings and shall perform other duties consistent with the office and other duties as requested by the Board. If the Chairman is absent, the Vice-Chair shall serve as the Presiding Officer.
- b. All discussion by the Board, the members of the public, and Zone consultants shall be made by addressing the Presiding Officer.
- c. The Board may respond to questions or statements made by the public and provide information to the public through the Presiding Officer.
- d. The Board may pass a motion to specify that a specific item be placed on a future agenda.
- e. The Presiding Officer shall state every item to be acted upon by the Board and announce the Board decision on all matters.
- f. The Presiding Officer may move, second and debate on agenda items. No board member is deprived of any right and privileges of a Board member by reason of acting as the Presiding Officer.
- g. Each Board member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer shall confine the remarks to the issue being considered. However, any Board member may pose

questions to the public upon approval of the Board. The Presiding Officer may pose more informal procedures under appropriate circumstances, such as workshops.

- h. Once recognized, a Board member shall not be interrupted when speaking unless it is to call the Board member to order, or as otherwise provided in these rules. If a Board member is called to order, the Board member shall cease speaking until the question of order is determined, and if the Board member is declared to be in order, shall be permitted to proceed.
- i. The rules of order set forth herein shall govern the conduct of the meeting of the Board. In the event that a question of procedure arises during the meeting which is not resolved under these rules or other applicable laws, ordinances, or regulations, the current edition of Robert's Rules of Order shall govern to the extent possible. The Zone attorney shall act as the Parliamentarian for the Zone.

V. Introduction of the Meeting Attendees, Conduct of Business

- a. Upon commencement of the Board meeting, the Presiding Officer shall request that each person attending the meeting introduce themselves.
- b. The business of the Board shall ordinarily be conducted in the order set forth in the agenda. With the consent of a majority of the Board, the order of business on the agenda may be revised.

VI. Public Participation

- a. Documents presented to the Board at the meeting of the Board of Directors shall be made available to the public and shall be made part of the permanent record of the Zone.
- b. During the public comment portion of the agenda, the public may speak on any item that is not specifically listed on the agenda. Public comment on items that are not specifically listed on the agenda shall be limited to three (3) minutes under the public comment portion of the agenda.
- c. Public comment on items that are specifically listed on the agenda shall be limited to one (1), two (2), or three (3) minutes as requested by the speaker prior to the commencement of the Board meeting.
- d. Persons wishing to speak will be provided with a sign-in sheet prior to the commencement of each Board meeting. The sign-in sheet shall identify the speaker, agenda item to be addressed, and the length of time (one, two, or three minutes) that the speaker wishes to speak.

- e. Each speaker shall state their name and address for the record.
- f. All comments from the public shall be made to the Presiding Officer unless the speaker is specifically responding to a Board member.
- g. Speakers and other meeting attendees shall observe order and decorum at all times and shall demonstrate appropriate respect for the Board and other meeting attendees.
- h. The Presiding Officer shall have the authority to enforce order and decorum in the Board meeting.

VII. Voting

- a. The affirmative votes of a majority of the Board constituting a quorum in attendance at the meeting are required to take action. All actions may be referred to a voice vote unless a roll call vote is requested by any Board member.
- b. Any Board member may state the reasons for their approval/denial vote on any matter and may request that such reasons be entered into the minutes.
- c. Voting on all matters shall be done in person. However, an absent Board or committee member may make his or her views known to the Board or committee.

VIII. Conflict of Interest

- a. A Board member who has a conflict of interest as defined by applicable state law or municipal ordinance or charter regarding any matter being considered by the Board shall declare the conflict and, if required by said law or ordinance or charter, shall excuse themselves prior to the agenda item being discussed, and may not participate in the deliberations and decision regarding the matter.

IX. Recording of Board Meetings

- a. Any person may record a Board meeting with an audio or video recorder unless the Board finds that the recording procedure is accompanied by noise, illumination or any other obstruction that constitutes a disruption of the Board meeting proceedings. The Presiding Officer shall have the authority to determine the location of recording equipment and the manner in which the recording is conducted to ensure order and avoid disruption of the Board meeting proceedings so long as such authority is not exercised in a manner which would prevent or unreasonably impair a person from exercising the right to record a Board meeting. Any tape,

film, or other recording of a Board meeting may be subject to inspection under the State of Texas Open Records Act (Texas Government Code Annotated Chapter 552).

X. Amendments to Rules and Procedures

These Rules and Procedures may be amended by the vote of a majority of the Zone Board of Directors at any regular meeting of the Board, or at any special meeting called for that purpose. At least five days notice in writing of the proposed amendment shall be provided to each member of the Board. However, changes to the proposed amendment may be made at such meeting so long as such changes do not materially alter the original intent of the proposed amendment.

XI. Committees

The Chairman of the Zone Board of Directors shall appoint the Chairman of each standing committee, a Vice Chairman, and not more than two other members, along with one alternate member. The Chairman of the Zone Board of Directors shall also make appointments to fill any vacancies on the committee. The Chairman of the Board or the committee chairman may appoint one substitute member on a temporary basis when a committee member is not present for a committee meeting at a required time, if such temporary appointment is necessary for a quorum. Otherwise, the Quorum rules applicable to the Board as set forth herein shall apply. Each such temporary appointment shall only be effective for that particular committee meeting. The Chairman or other presiding officer of a meeting of any committee with fewer than four (4) members may not make a motion while presiding, but motions at such meeting shall not require a second. The Chairman may also create Ad Hoc committees and other special purpose committees as deemed necessary, shall assign each such committee a designated task or function, and shall appoint the members thereof. No one may serve as committee chairman to a particular committee for more than two (2) consecutive years. All committee and members of committees must comply with all applicable state laws and city charter provisions in holding meetings and conducting business, including but not limited to: the Open Meetings Act (sec. 551.001 et seq. Texas Government Code), conflict of interest laws, ethics policies and competitive bidding requirements.

TAB 4.D.

TIRZ 13/Old Sixth Ward Redevelopment Authority (the Zone) is seeking Engineering and Planning Services for a mobility planning study for the Zone.

TIRZ13/Old Sixth Ward Redevelopment Authority (the Zone) is requesting Statements of Qualification (SOQ) from qualified firms to assist in the following study.

Please submit your SOQ by 2 p.m., March 31, 2020 to Clark Lord, Bracewell LLP; 711 Louisiana Street, Suite 2300; Houston, Texas 77002-2770. Any proposals received after this time and date will be returned and not addressed. Note that all questions, clarifications, or requests for general information are to be in writing via email to the Zone's administrator Sherry Weesner (sherry@old6wardtirz.org). All questions, clarifications, or requests for general information must be received no later than 4 p.m., March 15, 2020.

The Zone's Projects and Planning Committee and the Zone's Administrator will evaluate the SOQ's. The Committee may interview one or more firms to further evaluate the proposals. The Projects and Planning Committee will present their recommendations to the Zone Board of Directors who will select the consultant for this project.

Contact regarding this RFQ with any TIRZ 13 personnel or officials other than the Zone's Administrator or Legal Counsel after the issue date of this RFQ will be grounds for removal of the firm from consideration.

1. Introduction

- a. General Information

The Zone is requesting SOQ's from qualified firms for a Mobility Planning Study for TIRZ 13. There is no expressed or implied obligation for the Zone to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. In no event will the Zone or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in preparation of any proposal, or other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the submittals. The submittals will become the property of the Zone upon submission and all proposals shall be subject to the Texas Public Information Act unless the respondent clearly and prominently identifies a submittal item as proprietary and said item unequivocally qualifies for this exemption under the Act as determined by the Texas Attorney General in accordance with the law.

The Zone reserves the right to increase or decrease the scope of work related to this project after a firm is selected to accommodate changes in the needs of the Zone and serve the best interests of the Zone. The Zone further reserves the right to terminate this process and to cancel or modify this solicitation process at any time.

- b. Submittal Requirements

To be considered, 1(one) original 4(four) hardcopies and 1(one) flash drive copy of the proposal must be received as outlined above. The Zone reserves the right to reject any or all proposals submitted.

c. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of at a minimum the Zone's Projects and Planning Committee (or at least 3 board members) and the Zone Administrator. During the evaluations process, the Zone reserves the right, where it may serve the Zone's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of SOQ's

- i. The committee will review the proposals at its earliest convenience after the submittal deadline date.
- ii. If necessary, the committee may invite one or more firms to make a presentation before the committee.
- iii. After completing the evaluation process, the committee will recommend the firm deemed the most qualified to the Zone's Board of Directors.
- iv. The Zone Board of Directors will consider the committee recommendations at its earliest convenience.
- v. Contact regarding this RFQ with any TIRZ 13 personnel or officials other than the Zone's Administrator or Legal Counsel after the issue date of this RFQ will be grounds for removal of the firm from consideration.

2. Nature of Services Required

a. The Zone is soliciting the services of a qualified transportation engineering and planning firm to accomplish the services outlined in this RFQ.

b. Scope of Work to be Performed: Technical Expertise

- i. The zone is currently embarking on a planning exercise which will include the evaluation of existing conditions, defining mobility goals and developing a prioritized recommendation of projects.
- ii. Description of Study Requirements
- iii. Objective

The objective of this study effort is to evaluate the overall accessibility, safety and mobility for all modes of transportations within the zone with special emphasis on sidewalks, transit and bicycle facilities to expand travel options. The study will identify major destinations within the zone and that are proximate to the zone and identify major new developments within the zone and that are proximate to the zone that will impact mobility. This data will be used with community and stakeholder input to define an overall mobility vision and develop a fact-based approach for the Zone and its partners to prioritize and implement projects. The report will develop recommendations at several levels. It will define projects that can be implemented quickly, identify projects that can be implemented through partnerships and with private development partners, identify projects that might be good candidates for grant

opportunities and set a vision for a comprehensive mobility network that can be implemented over a longer period of time.

iv. Study Area

Although the Study Area coincides with the boundary of TIRZ 13, important projects and roadway, pedestrian, bicycle or transit facilities outside the boundaries of the TIRZ that have a significant impact on mobility will also be considered.

(insert map)

v. Study Approach

1. Evaluate Baseline Conditions including as a minimum:
 - a. Socioeconomic and demographic data
 - b. Relevant mobility data
 - c. Roadway profiles such as right of way, geometry, traffic volumes, speeds, and condition
 - d. Safety data
 - e. ADA compliance of all facilities
 - f. Existing bikeway facilities and condition
 - g. Existing pedestrian facilities and condition
 - h. Existing planning documents
 - i. Planned mobility projects
 - j. Planned development projects
2. Provide a GIS based planning tool for infrastructure management including as a minimum:
 - a. Pedestrian Facilities
 - b. Bicycle Facilities
 - c. Transit Facilities
 - d. Roadways
3. Area of Special Study
 - a. Silver Street
 - Determine the feasibility of providing high comfort bicycle infrastructure along Silver Street between MKT Trail/Spring Street and Memorial Drive with a connection to Buffalo Bayou.
 - The analysis will include analysis of previous studies conducted in the area and existing corridor classifications including the Houston Bike Plan and Classification within the Major Thoroughfare and Freeway Plan (MTEP)
 - The Analysis will include appropriate data collection, intersection control evaluation, evaluation of bicycle facility type, recommendations for bicycle infrastructure, traffic operations analysis, constructability and planning level cost estimates, schematic designs

- b. Sawyer Street
 - Determine potential mobility improvements for Sawyer Street including enhanced pedestrian facilities, bicycle facilities and safety improvements for the rail crossings.
 - Provide recommendations for both the short term (current Right of Way) and a preliminary recommendation for design with additional right of way.
- c. Washington Avenue
 - Determine potential mobility improvements for Sawyer Street including enhanced pedestrian facilities, bicycle facilities and safety improvements.
 - Provide recommendations for both the short-term improvements and a preliminary recommendation long term improvements.
- d. Center Street
 - Determine potential mobility improvements for Sawyer Street including enhanced pedestrian facilities, bicycle facilities and safety improvements.
 - Provide recommendations for both the short-term improvements and a preliminary recommendation long term improvements.

4. Prioritization Plan

The study will provide network recommendations for walking, biking and key street corridors which will detail priority, partnership opportunities, and pros and cons. The study should also develop at least two catalyst projects to advance the goals defined for the study.

5. Community Engagement

The study shall include a community engagement component to ensure that the concerns of the community and stakeholders are fully evaluated and addressed as part of the study report. The SOQ will provide an evaluation of the potential types of engagement that will be the most useful and the pros and cons of each method.

3. Submission of Statement of Qualifications

Interested and qualified firms or teams are invited to submit one (1) original, four (4) copies and one (1) flash drive copy of materials that demonstrate their experience in performing a project of this type. The SOQ shall be submitted by a lead firm but may contain services from subconsultants. Documentation should be limited to a maximum of 15 single-sided pages and

include the following items. Statement of interest Letter and Resumes do not count in the 15-page limit.

- a. **Project Leadership:** Zone is interested in the experience of the Firm, The Project Manager, and the Project Principal. Project experience similar to the project described in this solicitation is of primary importance. The Project Manager and the Project Principal must be employed by the prime firm and may be the same individual. List the location of the offices proposed to work on the project as well as contact information and who is to be the contact with the Zone for this project.
 - b. **Project Staff Experience and Expertise:** Prime firm and any subconsultants must have adequate and experience current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prim firm will interface with Zone's project manager and the sponsoring department, and how subconsultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
 - c. **Firm Profile and Project Experience:** Zone is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past 5 years. In addition, the Zone may consider history of firm in complying with project programs, schedules, and budges on previous projects within the Zone. Provide a reference with contact information for each project listed (for both the firm and each proposed individual's experience).
 - d. **Approach:** The zone is interested in the team's approach for completing the study. Provide details of the team's plan to fulfill the objectives of this study.
 - e. **Local Knowledge:** The Zone is interested in team's (including subconsultants) local experience within the boundaries of the zone and or work within the Houston City Limits and within the Houston region within the last five (5) years.
 - f. **Team:** The Zone is interested in the team's organizational structure, their understanding of the project issues and their approach to the project. Detail areas of experience which are relevant to those identified in the objective and study approach. The Zone is interested in any proposed subconsultants' history and success with similar projects. List no more than three (3) projects per subconsultant meeting these criteria which have been completed in the past five years. Provide a reference with contact information for each project listed (for both the firm and each proposed individuals experience). Describe how the project(s) will be formatted form start to completion to meet the current published City of Houston SBE and/or MWBE goals.
4. Submittals shall be delivered to:

Clark Lord, Bracewell LLP
711 Louisiana Street, Suite 2300
Houston, Texas 77002-2770

No later than 2 p.m., March 31, 2020

5. Additional Materials – Any information or material provided beyond that requested in this RFQ will not be considered by the Zone.
6. Reservation of Rights

In connection with the RFQ, the Zone reserves the rights (which rights may be exercised by the Zone at its sole discretion) available to it under applicable laws including without limitation, and with or without cause and with or without notice the right to:

- a. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the Zone, without incurring any cost, obligations or liabilities.
- b. Issue addenda, supplements, and modifications to the RFQ.
- c. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the Zone will consider in evaluation RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
- d. Extend the RFQ submittal due date.
- e. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
- f. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
- g. Waive irregularities or permit corrections to data submitted with any response to the RFQ until such time as the Zone declares, in writing, that a stage or phase of its review of the response has been completed or closed.
- h. Reject at any time, any or all submittals, responses and RFQ submittals received.
- i. Terminate, at any time evaluations of responses received.
- j. Appoint a different evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
- k. Hold interview and conduct discussion and correspondence with one or more of the firms responding to this RFQ to seek and improved understanding and evaluation of the responses to this RFQ.
- l. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.
- m. Authorize firms to substitute key personnel until the Zone declares, in writing, that a stage or phase of its review has been completed and closed.
- n. Waive deficiency in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
- o. Exercise any other right reserved or afforded to the Zone under this RFQ or applicable law. The Zone reserves the right to modify the process. In its sole discretion, to address applicable law and/or the best interest of the Zone.

The Zone shall not, under any circumstances be bound by or be liable for any obligations with respect to the project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the Zone have been executed and authorized by the Zone, and then only to the extent of such agreements.

PROFESSIONAL SERVICES CONSULTANT SELECTION EVALUATION CRITERIA

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the Zone. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (interviews, if conducted shall be scored separately). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.

Consideration Item 1: Project Leadership (Past 10 Years)

Zone is interested in the experience of the Project Manager and Project Principal, on projects like the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years, and local experience within the boundaries of TIRZ 13 as may be evidenced by existence of local offices, residency or work in the area during the past five (5) years. (Maximum 25 points)

Consideration Item 2: Project Staff (Past 10 Years)

Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. Zone may desire to visit team's business addresses on a regular basis to follow progress of the work. (Maximum 10 points)

Consideration Item 3: Team's Structure and Project Understanding

Zone is interested in team's understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with Zone Administrator and the City of Houston Public Works & Engineering Department, and how and subconsultants will work within the management structure. Describe any

significant project issues and the team's approach in addressing those issues. (Maximum 20 points)

Consideration Item 4: Project Approach

The Zone will consider the plans provided in the SOQ to evaluate the firms/team's understanding of the Study Objectives and the Firm's qualifications to complete the stated objectives (Maximum 25 points)

Consideration Item 5: References

The zone will consider the feedback obtained from the firms references to evaluation the firm's qualifications and ability to fulfill the mission. (Maximum 15 Points)

Consideration Item 6: MWBE Goals

The zone will consider the firm's plan to meet the current published City of Houston SBE and/or MWBE goals. (Maximum 5 points)

Consideration Item 6: Interview (Optional) (Separately scored 100 points)

The Zone may determine that it is necessary to interview short-listed firms prior to making a recommendation to the Zone Board of Directors. A subset of the evaluation committee may interview the top firms based on the results of the Evaluation Committee.

DRAFT

TAB 5.A.

Tax Increment Reinvestment Zone (TIRZ) #13 – Old Sixth Ward
Committee Report Form

Committee Name: Projects and Planning **Date of Meeting:** February 5, 2020

Chairperson: Phil Neisel

Attendees:

Phil Neisel

Sherry Weesner - Administrator

Larissa Lindsay

Click or tap here to enter text.

Claude Anello

Click or tap here to enter text.

Points of Discussion:

Discussion of Potential Projects List

Discussion of Infrastructure Reimbursement Policy

Discussion of Work Authorization for Hemphill

Discussion of TIRZ 3 Annexation of Houston Avenue

2020 Draft CIP

Items for Board Consideration/Action:

Discussion and Possible actions:

Potential Projects List

Infrastructure Reimbursement Policy

Work Authorization for Hemphill

2021 Draft CIP

_____ Chairperson

NOTE: Projects are listed in no particular order and are for discussion only. Projects may be added to the list in the future. Inclusion on the list does not indicate that the project will be implemented.

Short Term/Small Potential Projects		
Project	Description	Notes
Way Finding / Identification	Signs / Seasonal Disks	
Sign Re-hab	Extending sign work work North of Washington and in areas not yet complete	
Neighborhood Traffic Calming	Islands / Speed Tables and other improvements	VERY MUCH NEEDED Also could include landscaping and art
Analysis of Crossings on Washington	Evaluate and Propose improvements to Crossings	VERY MUCH NEEDED
Analysis of Crossings on Center Street	Evaluate and Propose improvements to Crossings	
Reforestation Throughout TIRZ	Evaluate tree canopy and identify if additional trees are needed	
Street Lighting Evaluation throughout Zone	Evaluate Street lighting throughout the zone for needed additions	
Pedestrian Lighting evaluation throughout the zone	Evaluate Pedestrian Lighting throughout the zone for needed additions	
Improve Acoustics in Room 102 at MECA	Room 102 has poor acoustics - investigate ceiling tiles or other methods to improve situation	

Short Term/Small Potential Projects		
Project	Description	Notes
Improve A/C in Room 102 at MECA	Room 102 has poor temperture control - investigate additional A/C unit or other methods to improve situation	
Complete missing sidewalks (flatwork only)	Sections of sidewalks are missing (for example Lubbock and State between Colorado and Trinity)	
Plantings at Park for Humans and Dogs	Additional landscaping focused on hummingbirds and butterflies	
Additional Dog Poop Bag Holders	Add Dog Poop Bag Holders at Park for Humans and Dogs	
Blue Tile Street Sign Restoration	Restoration of existing signs and inclusion of signs on street reconstruction projects	
Complete Hydraulic Analysis of Zone	Complete Hydraulic Analysis of Zone	Complete Hydraulic Analysis of entire Zone and recomndations for improvements that would be the most impactful
Complete Walk, Bike, Transit, Mobility Evaluation of Zone	Complete Walk, Bike Transit Evaluation of Zone	Evaluation of all facilities including ADA compliance and recommendations for improvements that would be the most impactful VERY MUCH NEEDED

NOTE: Projects are listed in no particular order and are for discussion only. Projects may be added to the list in the future. Inclusion on the list does not indicate that the project will be implemented.

Large Projects		
Project	Description	Notes
Hemphill (Lubbock to Washington- 4 blocks)	Full range of reconditioning or reconstruction improvements**	VERY MUCH NEEDED
Hemphill (Memorial Way to Lubbock)	Full range of reconditioning or reconstruction improvements**	
Hemphill (Washington to RR)	Full range of reconditioning or reconstruction improvements**	
Hemphill (Summer to Crocket - 1 block)	Full range of reconditioning or reconstruction improvements**	
Henderson	Full range of reconditioning or reconstruction improvements**	
White	Full range of reconditioning or reconstruction improvements**	
Winter	Full range of reconditioning or reconstruction improvements**	
Edwards	Full range of reconditioning or reconstruction improvements**	
Oliver	Full range of reconditioning or reconstruction improvements**	
Diesel	Full range of reconditioning or reconstruction improvements**	
Brashear	Full range of reconditioning or reconstruction improvements**	

Large Projects		
Project	Description	Notes
Houston Avenue	Improvements to Pedestrian Realm to include Bike Facilities Per Bike Plan	Coordinate with planned City of Houston Project and NHHIP project
Sawyer	Full range of reconditioning or reconstruction improvements Memorial to Washington**	
Sawyer	Full range of reconditioning or reconstruction improvements Washington to RR including Intersections at Washington and Center**	
Sawyer	Full range of reconditioning or reconstruction improvements RR to Crocket**	
Sawyer	Restriping	restripe all or a portion of Sawyer between Washington Ave. and Crocket to include turn lane
Taylor	Full range of reconditioning or reconstruction improvements**	
Union	Full range of reconditioning or reconstruction improvements**	
Decatur	Full range of reconditioning or reconstruction improvements**	
Kane	Full range of reconditioning or reconstruction improvements**	
Lubbock	Full range of reconditioning or reconstruction improvements**	
State	Full range of reconditioning or reconstruction improvements**	

Large Projects		
Project	Description	Notes
ADA/Pedestrian Improvements in Entire Zone	Identify remaining pedestrian areas in Zone that do not meet current ADA/TDLR/City Standard	Potential project or improvements included in other street projects
Crossings on Washington	Strategic Improvements to Crossings on Washington for Bicycle and Pedestrian Safety VERY MUCH NEEDED	Improve pedestrian access at 2 locations on Washington. Provide pedestrian refuge (raised median with crosswalk striping and pedestrian LED's/flashing beacon/lighted pavement, or other pedestrian warning items. Preliminary discussions with HPW indicate interest in identifying options
Crossings on Center	Strategic Improvements to Crossings on Center for Bicycle and Pedestrian Safety	
Center	Full range of reconditioning or reconstruction potential improvements** Note: Center is included in the COH Bike Plan	

Large Projects		
Project	Description	Notes
Bike Facilities - Center	Add Bike Facilities on Center - COH Bike Plan	
Silver(Memorial to Washington)	Full range of reconditioning or reconstruction improvements ** Silver is on the COH Bike Plan	
Silver (Washington to RR)	Full range of reconditioning or reconstruction improvements ** Silver is on the COH Bike Plan	VERY MUCH NEEDED
Bike Facilities - Silver	COH Bike Plan	
Summer Street	Full range of reconditioning or reconstruction improvements **	
Summer Street	extension of Summer Street	extension of summer from Oliver to existing street -
Bike Facilities - Washington Avenue	COH Bike Plan	
Washington Avenue	Hardscape and Sidewalks (Pedestrian Realm) consistent with Washington Venue Plan developed and adopted by the TIRZ - all blocks.	
Washington Avenue	Full range of reconditioning or reconstruction improvements ** Note: Washington is included in the COH Bike Plan	

Large Projects		
Project	Description	Notes
Street Lighting Evaluation throughout Zone	Add street lighting (Cobras) throughout the zone	Free Standing street lights - Lights mounted on wooden poles are part of existing CIP project
Pedestrian Lighting throughout the zone	Add pedestrian lighting throughout the Zone	VERY MUCH NEEDED
Pedestrian Crossing at Memorial Way	It is difficult for pedestrians to cross at Memorial Way - there may be several ways to improve access	
Bury Power Lines	Bury some or all of power lines in zone	
Improve Storm Drainage system througout the zone	Identify ponding issues and mitigate as separate project or component of a larger project	Separate Project or as a component of other projects Inlet placement/drainage - identify missing roadside ditches
Mitigation of leaves/dirt where sidewalks and streets come together	Identify ponding issues and mitigate as separate project or component of a larger project	
Traffic Improvements at Silver Triangle Park on Memorial including possible road closure	Identify traffic improvements to reduce speed	
Improvements to Dow School Park	Improvements to Park to include improved play areas, pavilion and seating	In CIP - Expected Completion January 2020
Sabine Street Reconstruction Lubbock to Washington	Street and Sidewalk Reconstruction	Completed
Sabine Street Reconstruction North of Washington	Full range of reconditioning or reconstruction improvements **	
Memorial Silver Triange Park - Art Bench	Finish Art Bench	In CIP

Large Projects		
Project	Description	Notes
Residential Sewer rehabilitation		in CIP - Expected completion 2019
Oliver Street Localized Flooding Issue	Rework storm water flow under UP line at north end of Oliver	
North Memorial Way	Full range of reconditioning or reconstruction improvements **	
Trinity	Full range of reconditioning or reconstruction improvements **	
Colorado	Full range of reconditioning or reconstruction improvements **	
Bismark	Full range of reconditioning or reconstruction improvements **	
Ash	Full range of reconditioning or reconstruction improvements **	
Dewey	Full range of reconditioning or reconstruction improvements **	
Johnson	Full range of reconditioning or reconstruction improvements **	
National	Full range of reconditioning or reconstruction improvements **	

**Note: Full Range of reconditioning or reconstruction improvements

Each individual street or street segment may need full reconstruction, mill and overlay, additional or improved sidewalks, storm water infrastructure, water and sewer infrastructure. This list is not designed to determine final design. Design and components included in the project will be determined after a thorough analysis of the existing infrastructure.

NOTE: Projects are listed in no particular order and are for discussion only. Projects may be added to the list in the future. Inclusion on the list does not indicate that the project will be implemented.

Non-CIP Projects		
Project	Description	Notes
Partnership to rehab blighted homes		
Working with TIRZ/Developers and City as new projects are proposed for the Zone		
Sabine Street Protection	Look for ways specific to Sabine to prevent disturbing street, curbs or sidewalks without complying with specific requirements.	VERY MUCH NEEDED Ensure the street is not damaged by someone running micro trench fiber or something else.

I'm supportive of all items on the potential projects list, but would like to add some additional support to the Room 102 improvements.

There are multiple people in the Zone who have hearing issues of one sort or another, and Dow School has terrible, muddy acoustics. I did some cursory research and there are some budget friendly solutions available in the form of panels or essentially "cloud" like acoustic material that is hung or placed in the room. I don't know if that might be the best low dollar solution, but anything that improves clarity in that room is a good thing.

To the same end, anything that might provide air conditioning without the loud noise from the window unit would also be wonderful. The window a/c creates a ton of background noise, which competes with speech.

TIRZ 13	FY2018 Actual	FY2019 Estimate	FY2020 Budget	FY2021	FY2022	FY2023	FY2024	FY2025
City	\$ 1,931,178	\$ 1,640,128	\$ 2,117,986	\$ 2,227,314	\$ 2,341,015	\$ 2,459,264	\$ 2,582,242	\$ 2,710,140
County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ISD	\$ 389,044	\$ 391,271	\$ 405,616	\$ 417,014	\$ 428,413	\$ 439,811	\$ 451,209	\$ 462,608
ISD - Pass Through	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INCREMENT REVENUES (1)	\$ 2,320,222	\$ 2,031,399	\$ 2,523,602	\$ 2,644,328	\$ 2,769,427	\$ 2,899,075	\$ 3,033,452	\$ 3,172,748
CITY OF HOUSTON	\$ -	\$ 600,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
GRANT PROCEEDS (5)	\$ 1,476,336	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 3,050	\$ 4,796	\$ 6,284	\$ 10,840	\$ 5,604	\$ 9,406	\$ 8,346	\$ 6,653
PROCEEDS FROM BANK LOAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RESOURCES	\$ 3,799,608	\$ 2,636,195	\$ 2,619,886	\$ 2,855,168	\$ 2,775,032	\$ 2,908,481	\$ 3,041,798	\$ 3,179,401
ISD Education Set-Aside	\$ 158,114	\$ 158,641	\$ 163,217	\$ 167,794	\$ 172,370	\$ 176,946	\$ 181,522	\$ 186,099
ISD Education Set-Aside - Pass Through	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Affordable Housing								
City	\$ 643,726	\$ 546,709	\$ 705,995	\$ 742,438	\$ 780,338	\$ 819,755	\$ 860,747	\$ 903,380
County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ISD	\$ 129,681	\$ 130,424	\$ 135,205	\$ 139,005	\$ 142,804	\$ 146,604	\$ 150,403	\$ 154,203
Municipal Services	\$ -	\$ 285,782	\$ 142,891	\$ 142,891	\$ 142,891	\$ 142,891	\$ 142,891	\$ 142,891
Administrative Fees								
City	\$ 96,559	\$ 82,006	\$ 105,899	\$ 111,366	\$ 117,051	\$ 122,963	\$ 129,112	\$ 135,507
County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ISD	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFERS	\$ 1,053,080	\$ 1,228,562	\$ 1,278,207	\$ 1,328,494	\$ 1,380,454	\$ 1,434,159	\$ 1,489,675	\$ 1,547,080
Management Consulting Services	\$ 112,632	\$ 166,144	\$ 204,750	\$ 204,750	\$ 204,750	\$ 204,750	\$ 204,750	\$ 204,750
Loan (CO Due to City)								
Principal	\$ 135,000	\$ 140,000	\$ 150,000	\$ 160,000	\$ 165,000	\$ 170,000	\$ 205,334	\$ 205,797
Interest	\$ 112,831	\$ 105,420	\$ 97,720	\$ 89,468	\$ 80,669	\$ 71,000	\$ 35,797	\$ 31,122
Other Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE	\$ 247,831	\$ 245,420	\$ 247,720	\$ 249,468	\$ 245,669	\$ 241,000	\$ 241,131	\$ 236,919
TOTAL EXPENSES	\$ 360,463	\$ 411,564	\$ 452,470	\$ 454,218	\$ 450,419	\$ 445,750	\$ 445,881	\$ 441,669
CASH FLOW FROM OPERATIONS	\$ 2,386,065	\$ 996,069	\$ 889,209	\$ 1,072,456	\$ 944,159	\$ 1,028,572	\$ 1,106,242	\$ 1,190,653
BEGINNING FUND BALANCE (7)	\$ 2,052,154	\$ 3,405,182	\$ 2,991,644	\$ 2,520,852	\$ 1,303,308	\$ 2,187,467	\$ 1,941,039	\$ 1,547,280
DEBT ISSUANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FUNDS AVAILABLE FOR PROJECTS	\$ 4,438,219	\$ 4,401,251	\$ 3,880,852	\$ 3,593,308	\$ 2,247,467	\$ 3,216,039	\$ 3,047,280	\$ 2,737,933
Projects								
MMP 2411 Washington	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEVELOPER AGREEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1301 Historic District Monumentation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1302 Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1303 Concrete Street Markers/Street Signs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1304 Sanitary Sewer Rehabilitation/Substitute Service	\$ 182,872	\$ 43,080	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
T-1307 Historic Sabine Street	\$ 856,072	\$ 1,089,569	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
T-1308 Washington & Sawyer and Washington and Silver Intersection Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1310 Hemphill Road	\$ -	\$ -	\$ 60,000	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -
T-1311 Sawyer Park	\$ 42,735	\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1312 Sustainable Streetscapes	\$ 22,000	\$ 38,060	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
T-1313 Dow School Park	\$ 31,775	\$ 147,620	\$ 1,100,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
T-1314 Streetscape - Sidewalks, Bicycle Facilities, Curbs and Related Issues	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
T-1315 HAWK Pedestrian Crosswalk	\$ -	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1316 Metro Bus Stop Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1317 Washington Ave Pedestrian Improvements	\$ 1,450	\$ 28,075	\$ -	\$ -	\$ 60,000	\$ 1,100,000	\$ -	\$ -
T-1318 Traffic Sign Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1319 Sawyer Street Re-Construction	\$ -	\$ 6,300	\$ -	\$ -	\$ -	\$ 175,000	\$ 1,500,000	\$ 1,500,000
T-1320 Pedestrian Crossing Improvements on Washington	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -
T-1321 Memorial Silver Triangle Park	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
T-1323 Traffic Sign Replacement	\$ -	\$ 54,153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-0324 FUTURE CIP PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-1399 Concrete Panel Replacement Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECTS	\$ 1,136,904	\$ 1,409,607	\$ 1,360,000	\$ 2,290,000	\$ 60,000	\$ 1,275,000	\$ 1,500,000	\$ 1,500,000
TOTAL PROJECTS	\$ 1,136,904	\$ 1,409,607	\$ 1,360,000	\$ 2,290,000	\$ 60,000	\$ 1,275,000	\$ 1,500,000	\$ 1,500,000
RESTRICTED Funds - Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED Funds - Affordable Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED Funds - Bond Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds/Net Current Activity	\$ 3,301,315	\$ 2,991,644	\$ 2,520,852	\$ 1,303,308	\$ 2,187,467	\$ 1,941,039	\$ 1,547,280	\$ 1,237,933
Ending Fund Balance	\$ 3,301,315	\$ 2,991,644	\$ 2,520,852	\$ 1,303,308	\$ 2,187,467	\$ 1,941,039	\$ 1,547,280	\$ 1,237,933

TAB 5.B.



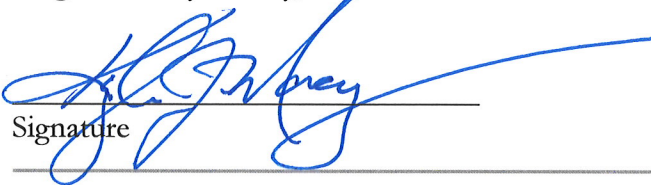
10011 Meadowglen Lane
Houston, Texas 77042
EHRAinc.com | 713.784.4500
TBPE No. F-726 | TBPLS No. 10092300

**T.I.R.Z. NO. 13/OLD SIXTH WARD REDEVELOPMENT AUTHORITY
ENGINEERING REPORT**

Date: Through February 13, 2020

Date of Board Meeting: February 19, 2020

Engineer: Kyle Macy, P.E.


Signature

Agenda Item 5, Projects and Engineering

A. Project Committee Report

- i. Discussion and Possible Action Potential Projects List
- ii. Discussion and Possible Action Draft 2021 CIP

B. Engineering Consultant's Report

- i. Update on Dow School Park:
 1. Dow Elementary Park is 99% complete. Punch list items are being completed this week and closeout documents will soon be provided.

ACTION ITEM: Pay Application No. 8 included in invoices.

- ii. Update Substitute Sanitary Sewer Connections, Phase 2B:
 1. EHRA is coordinating with Texas Pride to confirm all work is complete.
ACTION ITEM: None at this time.

iii. Discussion and Possible Action :

1. Hemphill Project and EHRA Work Authorization for Hemphill Preliminary Engineering.

TIRZ 13 Administrator and Engineer met with the City of Houston to discuss LID features. The City of Houston expressed support to explore and include some LID features in some potential projects. However, they do have long term concerns about how they will provide proper maintenance long term. Said Administrator and Engineer are continuing to work with the City of Houston on this topic.

2. Old Sixth Ward Historic District Signs.

ACTION ITEM: Update on status

C. Approve related pay estimates or change orders, other design, construction or management contract administration items, and authorize other appropriate action.

TAB 6.B.



Monthly Financial Report Summary
February Board Meeting
Wednesday, February 20, 2020

At the beginning of December, the Old Sixth Ward Redevelopment Authority (OSWRA) beginning Operating Fund Balance was \$2,060,423. During the month, OSWRA received 100% of its income from money market interest (\$4,653). OSWRA processed \$440,437 in disbursements during the period. 86% of the disbursement related to payments to Millis Development (\$288,775.69, \$46,206.03 and \$43,582.83) for the CIP Project – Dow Park. The ending balance as of month end January 31, 2020 was \$1,624,639..

The invoices pending approval total \$37,301. See attached “Unpaid Bills Detail” Reports on page 3. \$40,000 needs to be transferred to the Operating Account to cover the pending invoices.

Capital Improvement Project spending for the period totaled \$80,147. The funds were mainly spent towards the Dow School Park project. See page 4 for the “Capital Projects Detail” Reports.

OLD SIXTH WARD REDEVELOPMENT AUTHORITY
General Operating Fund
 As of January 31, 2020

BEGINNING BALANCE : \$ **2,060,423.33**

REVENUE

Money Market	155.04	Interest
Texas Class Investment	2,251.93	Interest
Money Market	111.78	Interest
Texas Class Investment	2,134.19	Interest

Total Revenue 4,652.94

DISBURSEMENTS

2507	Asakura Robinson Company	6,264.00
2508	Bracewell LLP	7,209.00
2509	Edminster Hinshaw Russ	2,070.00
2519	The Morton Acct Services	2,411.35
2510	Millis Development	288,775.69
2512	SMW Principle Solutions	6,993.10
2511	Nightingale Interpreting Serv	405.00
2513	The Captioning Company	402.50
2514	Tolunay-Wong Engineers	2,439.00
2515	Bracewell LLP	1,094.00
2516	Edminster Hinshaw Russ	851.25
2517	Millis Development	46,206.03
2518	SMW Principle Solutions	6,058.61
2532	Asakura Robinson Company	5,708.29
2533	Bracewell LLP	7,243.80
2534	Edminster Hinshaw Russ	2,062.32
2535	Millis Development	43,582.83
2536	SMW Principle Solutions	8,823.40
2537	The Captioning Company	287.50
2538	The Morton Acct Services	1,091.43
2539	Tolunay-Wong Engineers	458.00

Total Disbursements 440,437.10

ENDING BALANCE : \$ **1,624,639.17**

January 31, 2020

LOCATION OF ASSETS

	Interest Rate	Balance
Prosperity Bank Operating		9,704.57
Prosperity Money Market Account	1.500%	46,159.95
Texas Class Investment	1.61%	1,568,774.65

Total Account Balance \$ **1,624,639.17**

Old Sixth Ward Redevelopment Authority
Unpaid Bills Detail
As of February 15, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
Asakura Robinson Company LLC					
Bill	01/31/2020	OSW1801...	Dow School Park Phase - Construction	02/10/2020	2,699.18
Total Asakura Robinson Company LLC					2,699.18
Bracewell LLP					
Bill	01/31/2020	21873412	Admin- Meeting through January 31, 2020	02/10/2020	1,633.50
Total Bracewell LLP					1,633.50
Edminster Hinshaw Russ & Associates Inc					
Bill	01/31/2020	81567	General Engineering Consultant - \$20,000	02/10/2020	1,565.00
Total Edminster Hinshaw Russ & Associates Inc					1,565.00
Gonzalo Camacho					
Bill	01/07/2020	2020-102	Sabine Street - One Way Street Conversion	01/17/2020	4,661.00
Total Gonzalo Camacho					4,661.00
Millis Development & Construction LLC					
Bill	01/31/2020	Pay Requ...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$978,...	02/10/2020	17,522.95
Total Millis Development & Construction LLC					17,522.95
SMW Prinicple Solutions, Inc.					
Bill	01/31/2020	1250	Administrative Consulting January 2020	02/10/2020	6,772.65
Total SMW Prinicple Solutions, Inc.					6,772.65
The Morton Accounting Services					
Bill	01/31/2020	2029	CPA Services	02/10/2020	2,447.07
Total The Morton Accounting Services					2,447.07
TOTAL					37,301.35

**Old Sixth Ward Redevelopment Authority
Capital Projects Detail**

Accrual Basis

December 2019 through January 2020

Type	Date	Num	Name	Memo	Amount
Capital Improvement Project					
T-1307 Historic Sabine Street					
Bill	01/07/2020	2020-102	Gonzalo Camacho	Sabine Street - One Way Street Conversion	4,661.00
Total T-1307 Historic Sabine Street					4,661.00
T-1310 Hemphill Road					
Bill	12/31/2019	1243	SMW Principle Solutions, Inc.	December 2019 Consulting	675.00
Bill	01/31/2020	1250	SMW Principle Solutions, Inc.	December 2019 Consulting	375.00
Total T-1310 Hemphill Road					1,050.00
T-1313 Dow School Park					
Bill	12/01/2019	19-11215	Tolunay-Wong Engineers, Inc.	Dow Elementary Engineer Consultant	458.00
Bill	12/16/2019	80981	Edminster Hinshaw Russ & Associate...	Through 12.16.19 (99.92%)	227.32
Bill	12/31/2019	1243	SMW Principle Solutions, Inc.	December 2019 Consulting	1,425.00
Bill	12/31/2019	OSW1402R-6	Asakura Robinson Company LLC	Dow School Park Phase II	421.44
Bill	12/31/2019	OSW1402-22	Asakura Robinson Company LLC	Dow School Park Phase II	706.25
Bill	12/31/2019	OSW1801-10	Asakura Robinson Company LLC	Dow School Park Phase - Construction	4,580.60
Bill	12/31/2019	Pay Request 7 ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$955,526.69)	43,582.83
Bill	01/31/2020	1250	SMW Principle Solutions, Inc.	December 2019 Consulting	2,812.50
Bill	01/31/2020	OSW1801-11	Asakura Robinson Company LLC	Dow School Park Phase - Construction	2,699.18
Bill	01/31/2020	Pay Request 8 ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$978,239.32)	17,522.95
Total T-1313 Dow School Park					74,436.07
Total Capital Improvement Project					80,147.07
TOTAL					80,147.07

Old Sixth Ward Redevelopment Authority
BUDGET TO ACTUAL
7 Months Ended Jan 31, 2020

	Jan 31, 2020 Actual	Jan 31, 2020 Budget	Variance	% of Budget
Revenue				
COH TIRZ Increment	\$ 0.00	\$ 1,179,052.00	\$ (1,179,052.00)	0.00 %
Grant Proceeds	90,000.00	90,000.00	0.00	100.00 %
HISD TIRZ Increment	0.00	82,193.00	(82,193.00)	0.00 %
Interest Income - City TIRZ Fun	0.00	784.00	(784.00)	0.00 %
Interest Income Money Market	18,622.87	5,500.00	13,122.87	338.60 %
Total Revenue	108,622.87	1,357,529.00	(1,248,906.13)	8.00 %
Capital Improvement Project				
T-1304 Sanitary Sewer Rehab	0.00	150,000.00	(150,000.00)	0.00 %
T-1307 Historic Sabine Street	4,661.00	10,000.00	(5,339.00)	46.61 %
T-1310 Hemphill Road	1,612.50	60,000.00	(58,387.50)	2.69 %
T-1312 Sustainable Streetscapes	5,700.00	20,000.00	(14,300.00)	28.50 %
T-1313 Dow School Park	824,703.59	1,100,000.00	(275,296.41)	74.97 %
T-1314 Sawyer Streetscape	0.00	80,000.00	(80,000.00)	0.00 %
T-1319 Sawyer St Reconstruction	1,762.50	0.00	1,762.50	
T-1320 Pedestrian Crossing Wash	0.00	180,000.00	(180,000.00)	0.00 %
T-1321 Memorial Silver Triangle	0.00	30,000.00	(30,000.00)	0.00 %
T-1323 Traffic Sign Replacement	75,598.13	0.00	75,598.13	
Total Capital Improvement Project	914,037.72	1,630,000.00	(715,962.28)	56.08 %
Gross Profit	(805,414.85)	(272,471.00)	(532,943.85)	295.60 %
Operating Expenses				
Interest Expense	0.00	97,720.00	(97,720.00)	0.00 %
Municipal Services Costs	0.00	142,891.00	(142,891.00)	0.00 %
Program and Project Consultatnt	0.00	0.00	0.00	
Engineering Consultant	11,290.81	25,000.00	(13,709.19)	45.16 %
Legal Fees	6,784.00	25,000.00	(18,216.00)	27.14 %
Program Consultant	0.00	20,000.00	(20,000.00)	0.00 %
Tax Consultants	1,932.00	2,000.00	(68.00)	96.60 %
TIRZ Administration & Overhead	0.00	0.00	0.00	
Accounting Fees	10,475.50	15,000.00	(4,524.50)	69.84 %
Administration Consultant	54,183.64	100,000.00	(45,816.36)	54.18 %
Audit Fees	7,800.00	8,500.00	(700.00)	91.76 %
Insurance Expense	0.00	2,250.00	(2,250.00)	0.00 %
Office Expenses	1,541.25	7,000.00	(5,458.75)	22.02 %
Total Operating Expenses	94,007.20	445,361.00	(351,353.80)	21.11 %
Operating Income (Loss)	(899,422.05)	(717,832.00)	(181,590.05)	125.30 %
Other Income				
Other Income	100.00	0.00	100.00	
Total Other Income	100.00	0.00	100.00	
Net Income (Loss)	(899,322.05)	(717,832.00)	(181,490.05)	125.28 %

Old Sixth Ward Redevelopment Authority
BALANCE SHEET
Jan 31, 2020 and 2019

Assets

	2020	2019	Variance	%
Current Assets				
Prosperity Money Market	\$ 46,159.95	\$ 0.00	\$ 46,159.95	0.00 %
Mid South Money Mkt	0.00	2,395,669.10	(2,395,669.10)	(100.00)%
Mid South Operating	0.00	5,045.25	(5,045.25)	(100.00)%
Prosperity Operating Account	9,704.57	0.00	9,704.57	0.00 %
Texas Class Investment Acct 781	1,568,774.65	0.00	1,568,774.65	0.00 %
Accounts Receivable	90,000.00	0.00	90,000.00	0.00 %
Prepaid Insurance	1,376.25	1,474.16	(97.91)	(6.64)%
Total Current Assets	1,716,015.42	2,402,188.51	(686,173.09)	(28.56)%
Total Assets	<u>\$ 1,716,015.42</u>	<u>\$ 2,402,188.51</u>	<u>\$ (686,173.09)</u>	<u>(28.56)%</u>

Liabilities and Stockholders' Equity

	2020	2019	Variance	%
Current Liabilities				
Accounts Payable	\$ 37,212.25	\$ 117,267.48	\$ (80,055.23)	(68.27)%
Cert Of Obligation Current Prin	150,000.00	140,000.00	10,000.00	7.14 %
Cert of Obligation Int Accrual	32,573.52	35,139.76	(2,566.24)	(7.30)%
Retainage Payable	32,014.31	103,868.00	(71,853.69)	(69.18)%
Total Current Liabilities	251,800.08	396,275.24	(144,475.16)	(36.46)%
Long-Term Liabilities				
Certificate of Obligation	1,626,715.00	1,776,715.00	(150,000.00)	(8.44)%
Total Long-Term Liabilities	1,626,715.00	1,776,715.00	(150,000.00)	(8.44)%
Total Liabilities	1,878,515.08	2,172,990.24	(294,475.16)	(13.55)%
Stockholders' Equity				
Fund Balance	(1,947,125.65)	(1,947,125.65)	0.00	0.00 %
Unrestricted Net Assets	2,684,210.72	3,298,058.98	(613,848.26)	(18.61)%
Net Income	(899,322.05)	(1,121,478.50)	222,156.45	(19.81)%
Total Stockholders' Equity	(162,236.98)	229,454.83	(391,691.81)	(170.71)%
Statement Out of Balance	(262.68)	(256.56)	(6.12)	2.39 %
Total Liabilities and Stockholders' Equity	<u>\$ 1,716,015.42</u>	<u>\$ 2,402,188.51</u>	<u>\$ (686,173.09)</u>	<u>(28.56)%</u>

Old Sixth Ward Redevelopment Authority

Profit & Loss Detail

July 2019 through January 2020

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Grant Proceeds					
Invoice	08/21/2019	3	City of Houston.	City of Houston and Old Sixth Ward RA Interlocal agreeme...	90,000.00
Total Grant Proceeds					90,000.00
Interest Income Money Market					
Deposit	07/31/2019			Interest	2,023.02
Deposit	07/31/2019			Interest	44.08
Deposit	07/31/2019			Interest	904.77
Deposit	08/31/2019			Interest	1,868.63
Deposit	08/31/2019			Interest	537.29
Deposit	08/31/2019			Interest	147.67
Deposit	09/30/2019			Interest	0.01
Deposit	09/30/2019			Interest	26.85
Deposit	09/30/2019			Interest	486.45
Deposit	09/30/2019			Interest	1,760.92
Deposit	10/31/2019			Interest	346.29
Deposit	10/31/2019			Interest	3,045.66
Deposit	11/30/2019			Interest	2,598.64
Deposit	11/30/2019			Interest	179.65
Deposit	12/31/2019			Interest	2,251.93
Deposit	12/31/2019			Interest	155.04
Deposit	01/31/2020			Interest	111.78
Deposit	01/31/2020			Interest	2,134.19
Total Interest Income Money Market					18,622.87
Total Income					108,622.87
Cost of Goods Sold					
Capital Improvement Project					
T-1307 Historic Sabine Street					
Bill	01/07/2020	2020-102	Gonzalo Camacho	Sabine Street - One Way Street Conversion	4,661.00
Total T-1307 Historic Sabine Street					4,661.00
T-1310 Hemphill Road					
Bill	07/31/2019	1205	SMW Prinicple Solutions, Inc.	July 2019 Consulting	562.50
Bill	12/31/2019	1243	SMW Prinicple Solutions, Inc.	December 2019 Consulting	675.00
Bill	01/31/2020	1250	SMW Prinicple Solutions, Inc.	December 2019 Consulting	375.00
Total T-1310 Hemphill Road					1,612.50
T-1312 Sustainable Streetscapes					
Bill	08/01/2019	1160	Trees for Houston	Watering of 60 trees at Sawyer Ave for 2019	5,700.00
Total T-1312 Sustainable Streetscapes					5,700.00
T-1313 Dow School Park					
Bill	07/19/2019	19-7014	Tolunay-Wong Engineers, Inc.	Dow Elementary Engineer Consultant	1,610.00
Bill	07/31/2019	Pay Requ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019	82,360.08
Bill	07/31/2019	OSW180...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	8,948.40
Bill	07/31/2019	1205	SMW Prinicple Solutions, Inc.	July 2019 Consulting	1,875.00
Bill	08/20/2019	79365	Edminster Hinshaw Russ & Associate...	Through 8.19.19 (99.53%)	5,069.44
Bill	08/27/2019	4891335-00	Facility Solutions Group Inc.	Lighting Design - Dow Elementary Park	3,000.00
Bill	08/31/2019	Pay Requ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,98...	104,140.24
Bill	08/31/2019	OSW180...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	3,758.40
Bill	08/31/2019	19-8218	Tolunay-Wong Engineers, Inc.	Dow Elementary Engineer Consultant	2,064.50
Bill	08/31/2019	1214	SMW Prinicple Solutions, Inc.	August 2019 Consulting	1,350.00
Bill	09/30/2019	OSW180...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	2,505.60
Bill	09/30/2019	Pay Requ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,98...	185,963.64
Bill	09/30/2019	1219	SMW Prinicple Solutions, Inc.	September 2019 Consulting	1,237.50
Bill	10/01/2019	19-9184	Tolunay-Wong Engineers, Inc.	Dow Elementary Engineer Consultant	2,439.00
Bill	10/31/2019	OSW180...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	6,264.00
Bill	10/31/2019	1228	SMW Prinicple Solutions, Inc.	October 2019 Consulting	1,537.50
Bill	10/31/2019	Pay Requ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,98...	288,775.69
Bill	11/30/2019	1232	SMW Prinicple Solutions, Inc.	November 2019 Consulting	1,162.50
Bill	11/30/2019	Pay Requ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,98...	46,206.03
Bill	12/01/2019	19-11215	Tolunay-Wong Engineers, Inc.	Dow Elementary Engineer Consultant	458.00
Bill	12/16/2019	80981	Edminster Hinshaw Russ & Associate...	Through 12.16.19 (99.92%)	227.32
Bill	12/31/2019	1243	SMW Prinicple Solutions, Inc.	December 2019 Consulting	1,425.00
Bill	12/31/2019	OSW140...	Asakura Robinson Company LLC	Dow School Park Phase II	421.44
Bill	12/31/2019	OSW140...	Asakura Robinson Company LLC	Dow School Park Phase II	706.25
Bill	12/31/2019	OSW180...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	4,580.60
Bill	12/31/2019	Pay Requ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$955,52...	43,582.83
Bill	01/31/2020	1250	SMW Prinicple Solutions, Inc.	December 2019 Consulting	2,812.50

Old Sixth Ward Redevelopment Authority

Profit & Loss Detail

July 2019 through January 2020

Type	Date	Num	Name	Memo	Amount
Bill	01/31/2020	OSW180...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	2,699.18
Bill	01/31/2020	Pay Requ...	Millis Development & Construction LLC	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$978,23...	17,522.95
Total T-1313 Dow School Park					824,703.59
T-1319 Sawyer St Reconstruction					
Bill	08/31/2019	1214	SMW Prinicple Solutions, Inc.	August 2019 Consulting	825.00
Bill	09/30/2019	1219	SMW Prinicple Solutions, Inc.	September 2019 Consulting	487.50
Bill	10/31/2019	1228	SMW Prinicple Solutions, Inc.	October 2019 Consulting	450.00
Total T-1319 Sawyer St Reconstruction					1,762.50
T-1323 Traffic Sign Replacement					
Bill	07/31/2019	1205	SMW Prinicple Solutions, Inc.	July 2019 Consulting - Signage T-1323	37.50
Bill	09/04/2019	116	Williams Arch. Signage & Consulting ...	Street Sign Refurbish - Phase 4	75,560.63
Total T-1323 Traffic Sign Replacement					75,598.13
Total Capital Improvement Project					914,037.72
Total COGS					914,037.72
Gross Profit					-805,414.85
Expense					
Program and Project Consultatnt					
Engineering Consultant					
Bill	08/20/2019	79366	Edminster Hinshaw Russ & Associate...	Through 8.1919 (99.69%)	2,170.00
Bill	08/20/2019	79367	Edminster Hinshaw Russ & Associate...	Through 8.19.19	1,782.50
Bill	09/18/2019	79740	Edminster Hinshaw Russ & Associate...	Through 9.16.19 (13.80% Complete)	1,017.06
Bill	10/24/2019	80213	Edminster Hinshaw Russ & Associate...	Through 10.21.19 (24.15% Complete)	2,070.00
Bill	11/21/2019	80620	Edminster Hinshaw Russ & Associate...	Through 11.18.19 (28.41% Complete)	851.25
Bill	12/16/2019	80984	Edminster Hinshaw Russ & Associate...	Through 12.16.19 (37.58% Complete)	1,835.00
Bill	01/31/2020	81567	Edminster Hinshaw Russ & Associate...	Through 1.20.20 (45.60% Complete)	1,565.00
Total Engineering Consultant					11,290.81
Legal Fees					
Bill	08/31/2019	21859638	Bracewell LLP	General Legal through August 31, 2019	600.00
Bill	09/30/2019	21862297	Bracewell LLP	General Legal through September 30, 2019	1,488.25
Bill	10/31/2019	21866083	Bracewell LLP	General Legal through October 31, 2019	1,600.00
Bill	11/30/2019	21868565	Bracewell LLP	General Legal through November 30, 2019	500.00
Bill	12/31/2019	21870893	Bracewell LLP	General Legal through December 31, 2019	2,595.75
Total Legal Fees					6,784.00
Tax Consultants					
Bill	07/01/2019	54186	Equi-Tax, Inc.	July 2019 - June 30, 2020	1,932.00
Total Tax Consultants					1,932.00
Total Program and Project Consultatnt					20,006.81
TIRZ Administration & Overhead					
Accounting Fees					
Bill	07/31/2019	1933	The Morton Accounting Services	July Accounting	2,112.40
Bill	08/31/2019	1934	The Morton Accounting Services	August Accounting	1,208.30
Bill	09/30/2019	1942	The Morton Accounting Services	September CPA Services	1,204.95
Bill	11/30/2019	1976	The Morton Accounting Services	October and November CPA Services	2,411.35
Bill	12/31/2019	1998	The Morton Accounting Services	CPA Services	1,091.43
Bill	01/31/2020	2029	The Morton Accounting Services	CPA Services	2,447.07
Total Accounting Fees					10,475.50
Administration Consultant					
Bill	07/31/2019	21856920	Bracewell LLP	Admin- Meeting through July 31, 2019	3,692.00
Bill	07/31/2019	1205	SMW Prinicple Solutions, Inc.	Administrative Consulting July 2019	3,525.00
Bill	07/31/2019	1205	SMW Prinicple Solutions, Inc.	July 2019 - Reimbursable Expense	22.70
Bill	07/31/2019	1205	SMW Prinicple Solutions, Inc.	July 2019 - Mileage Reimbursement	22.97
Bill	08/31/2019	21859637	Bracewell LLP	Admin- Meeting through August 31, 2019	710.00
Bill	08/31/2019	1214	SMW Prinicple Solutions, Inc.	Administrative Consulting August 2019	3,825.00
Bill	08/31/2019	1214	SMW Prinicple Solutions, Inc.	August 2019 - Mileage Reimbursement	18.56
Bill	08/31/2019	1214	SMW Prinicple Solutions, Inc.	August 2019 - Reimbursable Expense	12.00
Bill	09/30/2019	1219	SMW Prinicple Solutions, Inc.	Administrative Consulting September 2019	4,275.00
Bill	09/30/2019	1219	SMW Prinicple Solutions, Inc.	Septembert 2019 - Mileage Reimbursement	29.46
Bill	09/30/2019	1219	SMW Prinicple Solutions, Inc.	September 2019 - Reimbursable Expense	31.14
Bill	09/30/2019	21862286	Bracewell LLP	Admin- Meeting through September 30, 2019	5,325.00
Bill	10/31/2019	21866157	Bracewell LLP	Admin- Meeting through October 31, 2019	5,609.00
Bill	10/31/2019	1228	SMW Prinicple Solutions, Inc.	October 2019 Consulting	4,987.50
Bill	10/31/2019	1228	SMW Prinicple Solutions, Inc.	October 2019 - Mileage Reimbursement	18.10
Bill	11/30/2019	21868564	Bracewell LLP	Admin- Meeting through November 30, 2019	594.00
Bill	11/30/2019	1232	SMW Prinicple Solutions, Inc.	November 2019 Consulting	4,875.00

Old Sixth Ward Redevelopment Authority
Profit & Loss Detail
July 2019 through January 2020

Type	Date	Num	Name	Memo	Amount
Bill	11/30/2019	1232	SMW Prinicple Solutions, Inc.	November 2019 - Mileage Reimbursement	21.11
Bill	12/31/2019	1243	SMW Prinicple Solutions, Inc.	December 2019 Consulting	6,675.00
Bill	12/31/2019	1243	SMW Prinicple Solutions, Inc.	December 2019 - Mileage Reimbursement	18.10
Bill	12/31/2019	1243	SMW Prinicple Solutions, Inc.	December 2019 - Expense Reimbursement	30.30
Bill	12/31/2019	21870892	Bracewell LLP	Admin- Meeting through December 31, 2019	4,648.05
Bill	01/31/2020	1250	SMW Prinicple Solutions, Inc.	December 2019 Consulting	3,450.00
Bill	01/31/2020	1250	SMW Prinicple Solutions, Inc.	December 2019 - Mileage Reimbursement	40.37
Bill	01/31/2020	1250	SMW Prinicple Solutions, Inc.	December 2019 - Expense Reimbursement	94.78
Bill	01/31/2020	21873412	Bracewell LLP	Admin- Meeting through January 31, 2020	1,633.50
Total Administration Consultant					54,183.64
Audit Fees					
Bill	09/11/2019	16747401	Carr Riggs & Ingram LLC	2019 Audit - 94-02285	7,800.00
Total Audit Fees					7,800.00
Office Expenses					
Bill	08/31/2019	150	Sabota Writing & Communications, LLC	General Communications Support July and August 2019	446.25
Bill	10/31/2019	2019-09-14	The Captioning Company Inc.	Captioning Transcript Services - Sept 25, 2019	402.50
Bill	10/31/2019	24126	Nightingale Interpreting Services	Meeting Interpreter 10/16/19	405.00
Bill	12/31/2019	2019-12-12	The Captioning Company Inc.	Captioning Transcript Services - Dec 18, 2019	287.50
Total Office Expenses					1,541.25
Total TIRZ Administration & Overhead					74,000.39
Utilities					
Bill	09/01/2019	Inv 13806...	City of Houston - Encroachment	2020 Fee	262.68
Total Utilities					262.68
Total Expense					94,269.88
Net Ordinary Income					-899,684.73
Other Income/Expense					
Other Income					
Other Income					
Deposit	08/15/2019			Open Records Request Deposit	100.00
Total Other Income					100.00
Total Other Income					100.00
Net Other Income					100.00
Net Income					-899,584.73

TAB 7.A.

Tax Increment Reinvestment Zone (TIRZ) #13 – Old Sixth Ward
Committee Report Form

Committee Name: Communications and Public
Engagement

Date of Meeting: January 29, 2020

Chairperson: Brantly Minor

Attendees:

Alison Maillet

Sherry Weesner - Administrator

Ann Guercio

[Click or tap here to enter text.](#)

Brantly Minor

[Click or tap here to enter text.](#)

Points of Discussion:

Discussion of Public Comment Guidelines

Discussion of rough draft of Public Engagement Guidelines for TIRZ

Discussion of Guidelines for Posting of Zone and Stakeholder Materials to Zone Website

Discussion of rough draft of Media Guidelines for TIRZ

Items for Board Consideration/Action:

Public Comment Guidelines