

**Old Sixth Ward Redevelopment Authority/TIRZ 13**  
**Budget/Capital Improvement Plan Development Guidelines**

The Board of Directors (“Board”) of the Old Sixth Ward Redevelopment Authority/TIRZ 13 develops an annual budget and five-year Capital Improvement Plan (“CIP”) each year. Development of the Budget and CIP involves evaluating current projects, the existing budget and CIP, available increment, potential projects and the potential benefits and costs of each project. The development process and timeline are described in these guidelines.

- November/December
  - The Project Committee of the Board reviews the existing CIP/budget.
  - The Project Committee reviews the existing Potential Projects List and recommends additions/deletions to the draft list to the Board.
  - The Potential Projects List is reviewed by the Board at the December meeting and the Board may recommend additions/deletions. After discussion and amendment, the Board approves a draft Potential Projects List.
  - After the December meeting, the Draft Potential Projects List is posted on the organization website with a request for input from the public. Input is directed to the TIRZ administrator.
- January/February
  - The Project Committee reviews all input and makes recommendations for changes to the draft Potential Projects List.
  - The Potential Projects List is reviewed by the Board at the February meeting. After discussion and amendment, the Board approves the updated list.
  - The Project Committee creates a draft of the project portion of the annual budget and 5-year CIP to discuss with the Board.
  - The Finance Committee creates a draft of the administrative portion of the annual budget to discuss with the Board.
  - The Draft CIP/budget is presented to the Board at the February meeting for input. After discussion and amendment, the Board approves a draft budget.
  - After the February meeting, the draft budget is posted on the organization website with a request for input from the public. Input is directed to the TIRZ administrator.
- March/April
  - The Project Committee reviews all input and makes recommendations for changes to project portion of the draft budget and CIP.
  - The Finance Committee reviews all administrative input and makes recommendations for changes to the administrative portion of the draft budget.
  - The draft budget and CIP recommendations are reviewed by the Board at the February meeting. After discussion and amendment, the Board approves the updated budget and CIP.
- May/June
  - The TIRZ administrator meets with representatives from the City of Houston’s Office of Economic Development and Houston Public Works to discuss the draft budget.

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- The Project Committee reviews City input and makes recommendations for changes.
- The Finance Committee reviews City input and makes recommendations for changes.
- The final budget and CIP is reviewed by the board at the June meeting. After discussion and amendment, the board approves the budget and CIP for submission to the City of Houston.

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