

**OLD SIXTH WARD REDEVELOPMENT AUTHORITY**

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**JOINT MEETING OF THE BOARDS OF DIRECTORS**

**June 17, 2020**

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**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 **June 17, 2020, at 5:30 p.m.**, via telephonic communication\*. To attend the meeting please use the following URL <https://bracewell.webex.com/bracewell/j.php?MTID=m17f82385f735a6801720e3391c820ad0> or dial **US Toll free 1.855.282.6330**, when prompted enter **Access Code 145 253 7070#** and join as a participant to consider and take action upon the following matters:

\* In accordance with section 418.016 of the Texas Government Code, as amended, the Texas Governor has temporarily suspended various open meeting statutes that require government officials and members of the public to be physically present at a specified meeting location. As a result, governmental entities, such as the Authority and the Zone, are permitted to meet via telephonic meeting. Members of the public are invited to join the telephonic meeting and may make public comments during the public comment portion of the agenda. For an electronic copy of agenda documents, please refer to the following link: <https://bglp.sharefile.com/d-s16ca5a5c8094aa9b>

**Introductions and Meeting Guidelines.**

1. Receive public comment.

\*Members of the public are invited to speak during this portion of the agenda. If you would like to speak please contact the Authority/Zone by referencing the following email Sherry Weesner [sherry@old6wardtirz.org](mailto:sherry@old6wardtirz.org) and let us know before the meeting that you wish to speak.

2. Minutes of the previous meetings:
  - a. the Authority; and
  - b. the Zone.
3. Administrator Report, including:
  - a. Discuss and possible action on potential Developer Agreements:
    - i. 2121 Edwards and Sawyer Silos (South side of Summer Street Hemphill to Taylor).
4. Projects and Engineering:
  - a. Project Committee Report;
  - b. Discuss and possible action of Approval of the Lovett Design Submittals pertaining to Developer Agreement; and
  - c. Discuss recommendations, approval of vendor related to Mobility Study RFQ.
  - d. Engineering Consultant's Report;
    - i. Update on Dow School Park;
    - ii. Update Substitute Sanitary Sewer Service; and
    - iii. Update and discuss Possible Action for Hemphill Project, including work authorization.
  - e. General Engineering work authorizations.

- f. Approve related pay estimates or change orders, or other design, construction or management contract administration items, and authorize other appropriate action.
5. Financial Matters:
  - a. Finance Committee Report;
  - b. Discussion and Possible Action – Financial Oversight Process.
  - c. Receive Financial Report Summary, including account and fund activity statements, and investment report;
  - d. Authorize payment of invoices; and
  - e. Other matters, if any.
6. Communications and Public Engagement:
  - a. Communications and Public Engagement Committee Report;
  - b. Discuss and possible action of RFP for Graphics and Website;
  - c. Discuss and possible action of Public Engagement Guidelines; and
  - d. Other matters, if any.
7. 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.
8. 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.
9. Reconvene and take any necessary action regarding items discussed in executive session.
10. Items for next meeting.
11. Adjourn.

*Clark Stockton Lord*

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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. For live closed captions of the meeting please refer to the following link <https://www.streamtext.net/player?event=OSWRA>**

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

April 15, 2020

The Board of Directors (the “Board”) of Old Sixth Ward Redevelopment Authority (the “Authority”), convened in regular session, open to the public, on the 19th day of February, 2020, 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
Grace Zuniga	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; Jennifer Curley and Lisa Duffy with the City of Houston; Kyle Macy of Edminster Hinshaw Russ & Associates, (“Engineer”); Sherry Weesner of Principle Solutions, (“Administrator”); Melissa Morton of the Morton Accounting Services, (“Bookkeeper”).

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

**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 Ms. Valdez who updated the Board on the status of the MECA building. She reported that the roof will be replaced and improvements to the bathroom is on the list for future projects. Ms. Valdez stated that due to the health crisis MECA has sustained some financial difficulties and will likely lay-offs. The Board instructed Ms. Weesner to contact Ms. Valdez.

## **APPROVE MINUTES**

The Board considered approving the minutes of February 19, 2020 Authority.

Upon a motion brought by Director Lindsay, seconded by Director Card, the Board approved the February 19, 2020 meeting minutes.

## **DISCUSSION AND POSSIBLE ACTION ON COMMITTEE ASSIGNMENTS**

Director Neisel reported that Grace Zuniga, is a new member of the Board. Ms. Zuniga introduced herself and provided a brief work history. Director Neisel then reviewed the proposed committee assignments, as referenced in the attached Exhibit “B”.

Upon a motion, brought by Director Card, seconded by Director Lindsay, the Board unanimously voted to approve the proposed Finance Committee and Communications Committee changes as presented.

### **ADMINISTRATOR REPORT**

#### **Discussion of Governance Guidelines**

This matter was deferred.

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

This matter was deferred.

#### **Discussion and Possible Action of Mobility Study RFQ**

Ms. Weesner updated the Board on the Mobility Study RFQ (“RFQ”) and stated that the RFQ is expected to be published on April 3 and April 10, 2020 with the Houston Business Journal and the Authority’s website. No action was taken on this matter.

## **PROJECTS AND ENGINEERING**

Director Neisel presented the project committee report, a copy of which is attached hereto as Exhibit “C”.

#### **Possible Action Draft 2021 CIP**

Ms. Weesner presented the draft 2021 CIP (“CIP”) for the Board’s review, a copy of which is attached hereto as Exhibit “D”. She answered the Board’s questions. Ms. Weesner recommended the Board approved the draft of the CIP to submit to the City of Houston (the “City”) for comment.

***Director Maillet joined the meeting.***

After review, upon a motion brought by Director Neisel, seconded by Director Card, the Board unanimously voted to approve the draft of the CIP and submit to the City. Director Maillet abstained.

#### Committee Approval of Developer Design Submittals

Ms. Weesner reported that the concept designs for Lovett will be delivered between meetings and recommended the Board authorize the Project Committee to review and approve the concept designs related to Lovett for commercial development.

Director Card motioned to authorize the Project Committee to review and approve the Lovett design submittals, Director Guercio seconded the motion. Director Anello then inquired about the history of the Lovett agreement and design submittals. Ms. Weesner answered the Director Anello's question and confirmed that the Project Committee would approve the final designs without full Board review.

Director Anello recommended the whole Board have an opportunity to review the design submittals from Lovett. Director Card then withdrew her vote to authorize the Project Committee to review and approve the Lovett design submittals.

After discussion, upon a motion brought by Director Anello, seconded by Director Lindsay to allow the entire Board to review the design submittals from Lovett.

#### Projects and Engineering

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

#### Update on Dow School Park

Mr. Macy reported that the Dow School Park is complete and he is requesting approval of Pay Application No. 10. Director Anello requested additional information regarding the swing at the park. Ms. Weesner stated that the swing set is in need of repair and covered as a warranty item and is in process.

#### Substitute Sanitary Sewer Connections, Phase 2B

Mr. Macy stated that he has confirmed that the final verification packet is being assembled by Texas Pride.

#### Discussion and possible action Hemphill Project and EHRA work authorization for Hemphill Preliminary Engineer

Mr. Macy reviewed the Hemphill Project and stated the he and Ms. Weesner has coordinated with HPW to discuss the requirements and will complete the survey work. Additionally, Ms. Weesner and Mr. Macy have updated the City of Houston (the "City") on this matter.

No action was taken.

## **FINANCIAL REPORT**

### **Finance Committee Report**

#### **Discussion and Possible Action – Revisions to Invoice Management Procedure**

Ms. Weesner outlined the recommended revisions includes standard monthly items, for example CART Services and noted that the financial procedures will remain the same. A copy of the Finance Committee Report is attached hereto as Exhibit “F”.

After consideration, upon a motion brought by Director Lindsey, seconded by Director Guercio, the Board unanimously voted to approve the Revisions to Invoice Management Procedure.

#### **Discussion and Possible Action – Electronic Banking**

Ms. Weesner reported that she has investigated the most efficient way to pay through electronic banking and outlined the related fees. She noted that electronic banking is more cost effective than the current method. Ms. Weesner then answered the Board questions for any potential frauds and protection measures. Ms. Morton stated she would receive Finance Committee approval and two Directors to approve electronic checks and therefore allow the Bookkeeper to move forward on authorized payments.

After discussion, upon a motion brought by Director Lindsay, seconded by Director Zuniga, the Board unanimously voted to approve the Electronic Banking.

#### **Discussion and Possible Action audit engagement letter for fiscal year end 2020**

Director Neisel stated that the Board received the audit engagement letter for fiscal year end 2020 and requested the Board approve and execute the audit engagement letter. After review, upon a motion brought by Director Zuniga, seconded by Director Anello, the Board unanimously approve the audit engagement letter for fiscal year end 2020, a copy of which is attached hereto as Exhibit “G”.

Ms. Morton 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 “H”. Director Neisel stated that the project committee reviewed related invoices and recommended approval for payment of invoices. 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 Lindsay moved that the Board approve the financial report, payment of the invoices, including recommended payment to Pay Application No. 10 for the Dow

Park and invoices requested by the Engineer. Director Card seconded the motion, and the motion carried.

**EXECUTIVE SESSION**

There was no executive session for the month.

**ITEMS FOR NEXT MEETING**

No additional items were noted.

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DRAFT

Meeting minutes were approved and executed on June 17, 2020.

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Secretary

DRAFT

**MINUTES OF REGULAR MEETING  
OF  
REINVESTMENT ZONE NUMBER THIRTEEN, CITY OF HOUSTON**

April 15, 2020

The Board of Directors (the “Board”) of Reinvestment Zone Number Thirteen, City of Houston (the “Zone”), convened in regular session, open to the public, on the 19th day of February, 2020, 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
Grace Zuniga	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; Jennifer Curley and Lisa Duffy with the City of Houston; Kyle Macy of Edminster Hinshaw Russ & Associates, (“Engineer”); Sherry Weesner of Principle Solutions, (“Administrator”); Melissa Morton of the Morton Accounting Services, (“Bookkeeper”).

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

**MEETING RULES**

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

**DETERMINE QUORUM; CALL TO ORDER**

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**PUBLIC COMMENT**

The Board recognized Ms. Valdez who updated the Board on the status of the MECA building. She reported that the roof will be replaced and improvements to the bathroom is on the list for future projects. Ms. Valdez stated that due to the health crisis MECA has sustained some financial difficulties and will likely lay-offs. The Board instructed Ms. Weesner to contact Ms. Valdez.

## **APPROVE MINUTES**

The Board considered approving the minutes of February 19, 2020 Zone.

Upon a motion brought by Director Lindsay, seconded by Director Card, the Board approved the February 19, 2020 meeting minutes.

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Upon a motion, brought by Director Card, seconded by Director Lindsay, the Board unanimously voted to approve the proposed Finance Committee and Communications Committee changes as presented.

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### Discussion of Governance Guidelines

This matter was deferred.

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No action was taken.

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**EXECUTIVE SESSION**

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**ITEMS FOR NEXT MEETING**

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DRAFT

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Secretary

DRAFT



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 June 11, 2020

Date of Board Meeting: June 17, 2020

**Engineer:** Kyle Macy, P.E.



Signature

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Agenda Item 4.d-e, Engineering

### D. Engineering Consultant's Report

#### i. Update on Dow School Park:

1. The swing re-design is near completion and once approved will be fabricated.

**ACTION ITEM: None at this time.**

#### ii. Update Substitute Sanitary Sewer Connections, Phase 2B:

1. EHRA has received near complete documentation by Texas Pride and reviewing. Engineer is reviewing documents for closeout.

**ACTION ITEM: None at this time.**

#### iii. Update and discuss Possible Action for Hemphill Project, including work authorization.

1. UPDATE: Hemphill Preliminary Engineering Report (PER).  
Work Authorization No. 13-T-1310-WA1-2020-TOPO

The PER, now referred to as the Design Concept Report (DCR) has been completed to the extend requested by HPW. The Engineer and Administrator are coordinating with HPW to meet and discuss existing conditions and concept alternatives. HARC is moving forward with grant approvals to support the proposed Hemphill Low Impact Development features. HARC has received approval from TCEQ and is currently waiting for response from the EPA review.

**ACTION ITEM: Update on status**

2. (T-1310) Hemphill Street Improvements  
Work Authorization No. 21-01

This proposed work authorization, noted in section “E” below, is for the professional engineering services to create the design plans with approvals for the Hemphill Street Improvements project. This work will begin after HPW has approved the Hemphill DCR.

**E. General Engineering work authorizations.**

Proposed Work Authorizations requesting approvals

1. (WA 21-00) General Engineering Services for Fiscal Year 2021
  - o Amount Not to Exceed \$20,000.00 without prior authorization.
2. (WA 21-01) – (T-1310) Hemphill Street Improvements
  - o Basic Services - \$60,000.00.

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



ENGINEERING THE FUTURE  
SINCE 1936

TBPE No. F-726  
TBPLS No. 10092300

**TIRZ NO. 13/OLD 6<sup>TH</sup> WARD REDEVELOPMENT AUTHORITY  
WORK ORDER AUTHORIZATION NO. 21-01  
(T-1310) HEMPHILL STREET IMPROVEMENTS  
EHRA PROJECT NO. 021-001-00-40  
JUNE 17, 2020**

On August 25, 2003, Old 6<sup>th</sup> Ward Redevelopment Authority and Tax Increment Reinvestment Zone Number 13 (“TIRZ 13”) and Edminster, Hinshaw, Russ & Associates, Inc. d/b/a EHRA (“EHRA” or “Engineer”) entered into a Consultant Contract Agreement (the “Agreement”) for professional services to be performed on a periodic basis pursuant to individual Work Authorizations. This is Work Authorization No. 21-01, and as such, all terms of the Agreement will apply herein except in cases of conflicts between this Work Authorization No. 21-01 (this “Authorization”) and the Agreement. In such instances, the terms of this Authorization will control.

Hemphill Street is located within Historic Old 6<sup>th</sup> Ward and currently exists as a 17-foot wide street with roadside ditches. The extent of the proposed project along Hemphill Street is from Lubbock Street on the south end to Washington Ave on the north end. The roadway is primarily bounded by residential property owners south of Union Street and commercial property owners between Union St. and Washington Avenue. The objective of the proposed improvements is to convert the existing 17-foot wide street with roadside ditches to curb and gutter with 10-foot lanes as recommended by the City of Houston.

This proposed project was selected by TIRZ 13 in part due to a grant partially funding the implementation of Low Impact Development (LID) features. TIRZ 13 is coordinating with the Houston Area Research Council (HARC), who is coordinating the said grant funding. This support, to be agreed on by the City of Houston prior to design, though subject to change, is currently being discussed to construct permeable paver sidewalks within the pedestrian realm of the proposed project limits.

Engineer will provide professional engineering services to support Hemphill Improvements as follows:

## **SCOPE OF SERVICES**

### **BASIC SERVICES**

#### **1. Project Meetings and Coordination**

EHRA understands that coordination among all parties, including TIRZ 13 and City of Houston will be an integral part of this project. Engineer will attend meetings and communicate with all parties involved and obtain and address comments as necessary to complete the project.

**Engineer has estimated the fee for the Project Meetings and Coordination to be \$5,000.00**

## 2. Design Phase Services

Upon completion of the DCR, Engineer will perform final design hydrologic and hydraulic modeling for the selected alternative and prepare a Final Drainage Analysis Report to be submitted to HPW, as required for review and approval.

Engineer will design the proposed drainage system using Low Impact Development (LID) design techniques, where applicable and possible. The design will coordinate with the selected alternative.

Engineer will prepare detailed Traffic Control Plans in accordance with the TMUCD Design Standards and the City of Houston Design Standards for Traffic Control during construction of the project. The Traffic Control plan will be included in the Construction Drawings.

Urban Forester will provide a tree protection plan for the construction plans as required by HPW in accordance with the City of Houston Street Tree Ordinance.

Engineer will prepare detailed plans, complete with applicable governmental approvals, for the construction of water, wastewater, drainage, paving, sidewalks, low impact development and grading improvements. The set of plans will consist of a cover sheet; general notes; plan and profile sheets for all water, wastewater, drainage, utilities and paving improvements; drainage computations; Low Impact Development, Landscape Architectural Plan sheets; Storm Water Pollution Prevention Plan; and construction detail sheets for water, wastewater and drainage facilities, paving and erosion control.

EHRA will prepare a final design SWMM model based on the outcome of the meeting with HPW. EHRA will optimize storm sewer pipe sizes and inlet openings to meet City of Houston Design Criteria for maximum HGL and maximum ponding elevations. The SWMM analysis will also serve as an impacts analysis to show the effects of the proposed volume storage and other paving and drainage improvements on the downstream drainage systems.

EHRA will provide the necessary output results of the final design SWMM analysis for incorporation into the design plan set. Sufficient information will be included on the plans for staking the water, wastewater and drainage facilities and for paving improvements. Engineer will also prepare a set of detailed quantities and applicable construction specifications and/or references suitable for bidding.

EHRA will coordinate with CenterPoint and AT&T to obtain plan approval.

**Engineer has estimated the fee for the Design Phase Services to be \$55,000.00**

## **REIMBURSABLE EXPENSES**

**\$5,000.00**

## ADDITIONAL SERVICES

Additional Services are based on time and material basis. If any Additional Services are required, Engineer will notify the Projects Committee prior to commencing work. The budget for each service is listed below:

### 1. Drainage Analysis

This task is anticipated due to changes to the City of Houston Infrastructure Design Manual (IDM) that now requires storm sewer design be prepared for the updated rainfall amounts resulting from the Atlas 14 study. Additional efforts will be required to analyze and size the drainage system to meet City of Houston regulations due to increased rainfall runoff volumes that will need to be conveyed within the right-of-way for the design section. This additional service will only be utilized as necessary should the efforts proposed with the design phase exceed the budgeted amount.

**Engineer has estimated the fee for the Drainage Analysis to be \$20,000.00.** Engineer will not exceed this estimated fee without prior written authorization by Client.

At this time, we are aware that the City of Houston is discussing additional changes to the IDM for detention criteria. Should those changes go into effect during the analysis of this project, additional analysis may be required in accordance with the changes. Any additional work required due to IDM changes will be performed under a separate contract.

### 2. Topographic Surveying Services

Survey work will be performed in substantial compliance with Chapter 2 of the City of Houston Department of Public Works and Engineering Design Manual.

Provide an Updated Topographical Survey for the purpose of locating any new features which may have been constructed or removed from within the Project Limits after the original field survey performed during March, 2020.

**Engineer has estimated the fee for the Topographic Survey to be \$4,000.00.** Engineer will not exceed this estimated fee without prior written authorization by Client.

### 3. TDLR Review

A Registered Accessible Specialist (RAS) will perform a TDLR Review of the Final Plan Set as required by the State of Texas for compliance with ADA guidelines.

**Engineer has estimated the fee for the TDLR Review to be \$1,500.00.** Engineer will not exceed this estimated fee without prior written authorization by Client.

#### 4. Geotechnical Report

Geotechnical Engineer will perform field exploration, laboratory testing and the preparation of a Geotechnical Engineering Report in accordance with the requirements in the “City of Houston Department of Public Works and Engineering Infrastructure Design Manual”.

This work will be coordinated by the Engineer and contracted directly with the TIRZ in a separate proposal from the Geotechnical Engineer.

#### 5. Environmental Site Assessment (ESA)

An ESA will be performed in accordance with ASTM Standard Practice E 1527-05 and the “City of Houston Department of Public Works and Engineering Infrastructure Design Manual,” Chapter 11.25. The objective of the ESA will be to identify, to the extent feasible pursuant to the processes prescribed in ASTM Standard Practice E 1527-05, “Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process,” *recognized environmental conditions* in connection with the subject property which could adversely impact the roadway expansion project. Strict confidentiality will be maintained during all stages of the investigation. The Scope of Service for the ESA is designed to address, among other things, CERCLA innocent landowner liability protections for state and local governments as contained in CERCLA 42 U.S.C. §§ 9601 Sections 101(20)(D) and 101(35)(A)(ii).

**Engineer has estimated the fee for the ESA to be \$5,000.00.** Engineer will not exceed this estimated fee without prior written authorization by Client.

#### 6. Public Engagement

If Public Engagement in addition to the currently updated TIRZ 13 website and Public Board Meetings is required, EHRA will engage an MWBE firm to conduct public engagements as recommended by the TIRZ and HPW. Anticipated public meetings not to exceed 1 event.

**Engineer has estimated the fee for the Public Engagement to be \$15,000.00.** Engineer will not exceed this estimated fee without prior written authorization by Client.

#### 7. Subsurface Utility Engineering (SUE)

Locate underground utilities/conflict resolution.

**Engineer has estimated the fee for the TDLR Review to be \$10,000.00.** Engineer will not exceed this estimated fee without prior written authorization by Client.

**SERVICES NOT INCLUDED**

1. **Lighting**

Street Lighting and Illumination Plan

**COMPENSATION**

**BASIC SERVICES**

1. Project Meetings & Coordination (Lump Sum)	\$5,000.00
2. Design Phase Services (Lump Sum)	<u>\$55,000.00</u>
Subtotal Basic Services	\$60,000.00

<b><u>REIMBURSABLE EXPENSES</u></b>	\$5,000.00
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**ADDITIONAL SERVICES (IF REQUIRED)**

1. Drainage Analysis (Hourly)	\$20,000.00
2. Topographic Survey Services (Hourly)	\$4,000.00
3. TDLR Review (Hourly)	\$1,500.00
4. Geotechnical Report (Separate Contract)	NIC
5. Environmental Site Assessment (Hourly)	\$5,000.00
6. Public Engagement (Hourly)	\$15,000.00
7. Subsurface Utility Engineering (Hourly)	<u>\$10,000.00</u>
Subtotal Additional Services	\$55,500.00

<b>TOTAL WORK AUTHORIZATION</b>	\$120,500.00
---------------------------------	--------------

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IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year first above-written.

**OLD 6<sup>TH</sup> WARD  
REDEVELOPMENT AUTHORITY**

**TAX INCREMENT REINVESTMENT  
ZONE NO. 13, HOUSTON, TEXAS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSULTANT:**

**EDMINSTER, HINSHAW, RUSS  
& ASSOCIATES, INC. d/b/a EHRA**

By:  \_\_\_\_\_

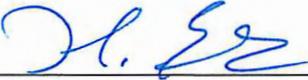
Name: Kyle J. Macy, P.E.

Title: Project Manager

Date: 6-11-2020

**CONSULTANT:**

**EDMINSTER, HINSHAW, RUSS  
& ASSOCIATES, INC. d/b/a EHRA**

By:  \_\_\_\_\_

Name: Truman C. Edminster, P.E.

Title: Senior Principal

Date: 6-11-2020

**EHRA ENGINEERING**  
**HOURLY RATE AND REIMBURSEMENT SCHEDULE**  
**PUBLIC WORKS RATES**  
**2019**

<u>PROFESSIONAL SERVICES PERSONNEL</u>	<u>Per Hour</u>
Principal	\$275.00
Dept. Manager / Senior Engineer/ Engineer VIII	225.00
Senior Project Manager (Engineer VII)	215.00
Senior Survey Project Manager/RPLS	205.00
Project Manager (Engineer VI)	185.00
Survey Project Manager/RPLS	175.00
Asst. Project Manager (Engineer V)	155.00
GIS Specialist	150.00
Senior Project Engineer (Engineer IV)	145.00
Project Engineer (Engineer II, III)	130.00
Assistant Project Engineer (Engineer I)	110.00
Registered Landscape Architect	150.00
Project Landscape Designer	125.00
Design/Production Manager	175.00
Senior Design CAD Technician	135.00
Senior Survey CAD Technician / GIS Tech.	135.00
Design CAD Technician	120.00
CAD Technician	95.00
Senior Land Planner	165.00
Land Planner	120.00
Assistant Land Planner	100.00
Senior Platting Coordinator	115.00
Platting Coordinator	105.00
Sr. Construction Project Manager	175.00
Construction Project Manager	155.00
Asst. Construction Project Manager	110.00
Project Site Representative	100.00
Construction Management Specialist	95.00
Accounting Administrator	130.00
Administrative Assistant	85.00
Clerical	80.00
Survey Field Supervisor	130.00
Survey 1 Person GPS/Robotic Crew	140.00
Survey Party Chief	90.00
Survey Instrument Person	65.00
Survey Rod Person	35.00
 <u>REIMBURSABLES:</u>	
Delivery	Cost + 10%
Outside Reproduction	Cost + 10%
Sub-Consultant Fees	Cost + 10%
Outside Abstracting, Documentation, Deed Research	Cost + 10%
Advertising	Cost + 10%
Plan Review Fees, Governmental Fees	Cost + 10%

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ENGINEERING THE FUTURE  
SINCE 1936

TBPE No. F-726  
TBPLS No. 10092300

**TIRZ NO. 13/OLD 6<sup>TH</sup> WARD REDEVELOPMENT AUTHORITY  
WORK AUTHORIZATION NO. 21-00  
GENERAL ENGINEERING AND CONSULTING SERVICES  
EHRA PROJECT NO. 021-001-01-08  
JUNE 17, 2020**

On August 25, 2003, Old 6<sup>th</sup> Ward Redevelopment Authority and Tax Increment Reinvestment Zone Number 13 (“TIRZ 13”) and Edminster, Hinshaw, Russ & Associates, Inc. d/b/a EHRA (“EHRA” or “Engineer”) entered into a Consultant Contract Agreement (the “Agreement”) for professional services to be performed on a periodic basis pursuant to individual Work Authorizations. This is Work Authorization No. 21-00, and as such, all terms of the Agreement will apply herein except in cases of conflicts between this Work Authorization No. 21-00 (this “Authorization”) and the Agreement. In such instances, the terms of this Authorization will control.

EHRA will provide general engineering and consulting services for items not directly associated with currently approved Work Authorizations, as requested and necessary.

#### **SCOPE OF SERVICES**

Scope of Services shall include general engineering, planning, and consulting services for items not directly associated with currently approved Work Authorizations, as requested and necessary. Services include, but are not limited to:

- Communicate and coordinate with TIRZ No. 13 Board of Directors and Projects Committee.
- Coordinate with City of Houston representatives, and all other parties and/or stakeholders involved, for items not directly associated with current Work Authorizations, as requested and necessary.
- Prepare monthly status reports, attend monthly Board Meetings and Projects Committee meetings as requested.
- As directed, review planning commission agendas to inform the Board of new developments within the Zone; engage and coordinate with new or potential developers; and discuss potential public/private sector development incentives.
- Engage and coordinate with new or potential developers; and discuss potential public/private sector development incentives as requested.
- Coordinate with Zone Administrator to review and refine annual 5-year CIP budget.
- Attend meetings with stakeholders within the Zone as requested by the Projects Committee.
- Coordinate potential projects with governmental agencies and stakeholders as requested by the Projects Committee.
- Perform general tasks as directed by the Board and/or Projects Committee.

## COMPENSATION

The above-described Scope of Services will be provided on **an hourly basis, plus reimbursable expenses. EHRA has estimated the fee for these services to be \$20,000.00.** EHRA will not exceed this estimated fee without prior written authorization by Client.

Hourly services for TIRZ 13 FY2021 will be based on EHRA ENGINEERING HOURLY RATE AND REIMBURSEMENT SCHEDULE, PUBLIC WORKS RATE 2019 (see attached rate schedule).

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IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year first above-written.

**OLD 6<sup>TH</sup> WARD  
REDEVELOPMENT AUTHORITY**

**TAX INCREMENT REINVESTMENT  
ZONE NO. 13, HOUSTON, TEXAS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

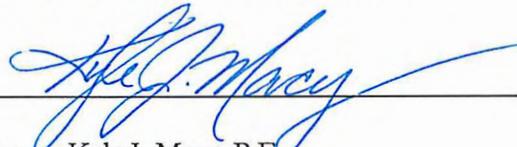
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSULTANT:**

**EDMINSTER, HINSHAW, RUSS  
& ASSOCIATES, INC. d/b/a EHRA**

By:  \_\_\_\_\_

Name: Kyle J. Macy, P.E.

Title: Project Manager

Date: 6-11-2020

**CONSULTANT:**

**EDMINSTER, HINSHAW, RUSS  
& ASSOCIATES, INC. d/b/a EHRA**

By:  \_\_\_\_\_

Name: Truman C. Edminster, P.E.

Title: Senior Principal

Date: 6-11-2020

**EHRA ENGINEERING**  
**HOURLY RATE AND REIMBURSEMENT SCHEDULE**  
**PUBLIC WORKS RATES**  
**2019**

<u>PROFESSIONAL SERVICES PERSONNEL</u>	<u>Per Hour</u>
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Asst. Project Manager (Engineer V)	155.00
GIS Specialist	150.00
Senior Project Engineer (Engineer IV)	145.00
Project Engineer (Engineer II, III)	130.00
Assistant Project Engineer (Engineer I)	110.00
Registered Landscape Architect	150.00
Project Landscape Designer	125.00
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Land Planner	120.00
Assistant Land Planner	100.00
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Construction Project Manager	155.00
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Project Site Representative	100.00
Construction Management Specialist	95.00
Accounting Administrator	130.00
Administrative Assistant	85.00
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Survey 1 Person GPS/Robotic Crew	140.00
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Advertising	Cost + 10%
Plan Review Fees, Governmental Fees	Cost + 10%

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## Old Sixth Ward Redevelopment Authority Financial Investment Oversight Procedure

1. These Guidelines are in addition to the OSWRA Investment Policy as adopted by the Board of Directors of the Old Sixth Ward Redevelopment Authority pursuant to Chapter 2256 of the Texas Government Code.
2. As a minimum OSWRA will maintain a checking account, and a saving/investment account (Money Market or Investment Account). All accounts/investment will meet the requirements of the Texas Code and the OSWRA Investment Policy.
3. Each separate account shall be approved by the Finance Committee.
4. Bank and investment accounts may not be opened or closed without the committee's approval.
5. The combined checking account and savings account will maintain a balance estimated to meet the budget needs of the Redevelopment Authority for a minimum of 3-6 months.
6. The checking and savings account shall be treated as a unit. Funds may be moved between the two as appropriate for liquidity, expense, and revenue management.
7. Every month when the unpaid bills report is finalized, the bookkeeper shall determine that sufficient funds are available in the checking account and shall move funds from the savings account as appropriate.
8. The Financial Committee shall meet bi-annually (in person or via conference call) at a minimum to review the Redevelopment Authority cash and investment position. The investment officer for the TIRZ/Redevelopment Authority will attend these meetings to discuss the organizations investment position and possible alternate investments.
9. Any changes to the allocation of funds shall be reviewed and approved by the committee.
10. In the event the combined checking and savings account falls below the 3-6-month budgeted needs of the Redevelopment Authority, funds may be moved from the investment account to the savings account by the bookkeeper or the person assigned by the committee. The Administrator of the Authority shall be informed immediately (within 24 hours) of such a transaction. The Administrator will inform the committee within 24 hours of learning of the transaction.
11. No other fund reallocation may take place without Finance committee approval.
12. The Redevelopment Authority's Administrator shall instruct the bookkeeper by email to reallocate funds within the 3 (or more) accounts as approved by the committee.
13. The bookkeeper shall complete the required transactions within 3 business days and provide the Administrator with documentation within 2 business days following the transaction.
14. The Administrator will inform the committee members that the transactions are complete.
15. The Chair of the Finance Committee will be set up to receive copies of all bank/account statements directly from the institutions where funds are held.

16. The Finance Committee will receive a copy of the Draft Annual Audit a minimum of one week prior the board meeting where the Audit is on the Agenda. The Finance Committee will review the draft, ask questions of the auditor and bookkeeper and discuss the findings. The Committee will make a recommendation to the board concerning acceptance of the Audit at the board meeting.

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DRAFT

OLD SIXTH WARD REDEVELOPMENT  
AUTHORITY/TAX INCREMENT  
REDEVELOPMENT ZONE NO. 13

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

DR



**Monthly Financial Report Summary**  
**June Board Meeting**  
**Wednesday, June 17, 2020**

At the beginning of May, the Old Sixth Ward Redevelopment Authority (OSWRA) beginning Operating Fund Balance was \$1,213,320. During the month, OSWRA received 100% of its income from money market interest (\$499). OSWRA processed \$29,555 in disbursements during the period. 77% of the disbursement related to payments to Bracewell LLP (\$9,501) for Legal Services and to EHRA (\$13,204) for Engineering Services. The ending balance as of month end May 31, 2020 was \$1,184,264.

The invoices pending approval total \$19,748. \$20,000 needs to be transferred to the Operating Account to cover the pending invoices. See attached "Unpaid Bills Detail" Reports on page 3.

Capital Improvement Project spending for the period totaled \$10,443. The funds were mainly spent towards the Historic Sabine Street project (\$8,455). See page 4 for the "Capital Projects Detail" Reports.

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

**BEGINNING BALANCE :** **\$ 1,213,320.12**

**REVENUE**

Money Market	476.01	Interest
Texas Class Investment	22.61	Interest

**Total Revenue** 498.62

**DISBURSEMENTS**

ACH	Bracewell LLP	9,501.30	
ACH	Edminster Hinshaw Russ	13,203.75	
ACH	Houston Business Journal	528.00	
ACH	SMW Principle Solutions	6,321.49	

**Total Disbursements** 29,554.54

**ENDING BALANCE :** **\$ 1,184,264.20**

-

**May 31, 2020**

**Interest Rate**

**Balance**

**LOCATION OF ASSETS**

Prosperity Bank Operating		18,364.96
Prosperity Money Market Account	0.51%	1,094,066.75
Texas Class Investment	0.37%	71,832.49

**Total Account Balance** \$ 1,184,264.20

**Old Sixth Ward Redevelopment Authority**  
**Capital Projects Detail**  
**May 2020**

Accrual Basis

Type	Date	Num	Name	Memo	Amount
<b>Capital Improvement Project</b>					
<b>T-1307 Historic Sabine Street</b>					
Bill	05/31/2020	83066	Edminster Hinshaw Russ & Associ...	Hemphill Street Prelim Engineering through 5.18.20	8,455.00
Total T-1307 Historic Sabine Street					8,455.00
<b>T-1310 Hemphill Road</b>					
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 Consulting	37.50
Total T-1310 Hemphill Road					37.50
<b>T-1313 Dow School Park</b>					
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 Consulting	450.00
Total T-1313 Dow School Park					450.00
<b>T-1314 Streetscape</b>					
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 Consulting	1,500.00
Total T-1314 Streetscape					1,500.00
Total Capital Improvement Project					10,442.50
<b>TOTAL</b>					<b>10,442.50</b>

**Old Sixth Ward Redevelopment Authority**  
**BUDGET TO ACTUAL**  
11 Months Ended May 31, 2020

	May 31, 2020 Actual	May 31, 2020 Budget	Variance	% of Budget
<b>Revenue</b>				
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	24,587.51	5,500.00	19,087.51	447.05 %
<b>Total Revenue</b>	<b>114,587.51</b>	<b>1,357,529.00</b>	<b>(1,242,941.49)</b>	<b>8.44 %</b>
<b>Capital Improvement Project</b>				
T-1304 Sanitary Sewer Rehab	0.00	150,000.00	(150,000.00)	0.00 %
T-1307 Historic Sabine Street	21,911.00	10,000.00	11,911.00	219.11 %
T-1310 Hemphill Road	2,287.50	60,000.00	(57,712.50)	3.81 %
T-1312 Sustainable Streetscapes	5,700.00	20,000.00	(14,300.00)	28.50 %
T-1313 Dow School Park	932,396.31	1,100,000.00	(167,603.69)	84.76 %
T-1314 Streetscape	2,365.50	80,000.00	(77,634.50)	2.96 %
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	
<b>Total Capital Improvement Project</b>	<b>1,042,020.94</b>	<b>1,630,000.00</b>	<b>(587,979.06)</b>	<b>63.93 %</b>
<b>Gross Profit</b>	<b>(927,433.43)</b>	<b>(272,471.00)</b>	<b>(654,962.43)</b>	<b>340.38 %</b>
<b>Operating Expenses</b>				
Interest Expense	65,145.81	97,720.00	(32,574.19)	66.67 %
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	20,572.06	25,000.00	(4,427.94)	82.29 %
Legal Fees	12,476.05	25,000.00	(12,523.95)	49.90 %
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	16,346.45	15,000.00	1,346.45	108.98 %
Administration Consultant	85,776.76	100,000.00	(14,223.24)	85.78 %
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	2,248.75	7,000.00	(4,751.25)	32.13 %
<b>Total Operating Expenses</b>	<b>212,297.88</b>	<b>445,361.00</b>	<b>(233,063.12)</b>	<b>47.67 %</b>
Other Income	160.70	0.00	160.70	
<b>Net Income (Loss)</b>	<b>(1,139,570.61)</b>	<b>(717,832.00)</b>	<b>(421,738.61)</b>	<b>158.75 %</b>

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

<b>Assets</b>				
	2020	2019	Variance	%
<b>Current Assets</b>				
Mid South Money Mkt	\$ 0.00	\$ 230.28	\$ (230.28)	(100.00)%
Mid South Operating	0.00	113.44	(113.44)	(100.00)%
Prosperity Money Market	1,094,066.75	753,302.09	340,764.66	45.24 %
Prosperity Operating Account	18,364.96	38,592.97	(20,228.01)	(52.41)%
Texas Class Investment Acct 781	71,832.49	1,001,121.56	(929,289.07)	(92.82)%
Accounts Receivable	90,000.00	0.00	90,000.00	0.00 %
Prepaid Insurance	1,376.25	1,474.16	(97.91)	(6.64)%
	<u>1,275,640.45</u>	<u>1,794,834.50</u>	<u>(519,194.05)</u>	<u>(28.93)%</u>
<b>Total Current Assets</b>	<b>1,275,640.45</b>	<b>1,794,834.50</b>	<b>(519,194.05)</b>	<b>(28.93)%</b>
<b>Total Assets</b>	<b><u>\$ 1,275,640.45</u></b>	<b><u>\$ 1,794,834.50</u></b>	<b><u>\$ (519,194.05)</u></b>	<b><u>(28.93)%</u></b>

**Liabilities and Stockholders' Equity**

	2020	2019	Variance	%
<b>Current Liabilities</b>				
Accounts Payable	\$ 19,659.36	\$ 15,206.09	\$ 4,453.27	29.29 %
Cert of Obligation Int Accrual	0.00	0.40	(0.40)	(100.00)%
Retainage Payable	32,014.31	103,868.00	(71,853.69)	(69.18)%
	<u>51,673.67</u>	<u>119,074.49</u>	<u>(67,400.82)</u>	<u>(56.60)%</u>
<b>Total Current Liabilities</b>	<b>51,673.67</b>	<b>119,074.49</b>	<b>(67,400.82)</b>	<b>(56.60)%</b>
<b>Long-Term Liabilities</b>				
Certificate of Obligation	1,626,715.00	1,776,715.00	(150,000.00)	(8.44)%
	<u>1,626,715.00</u>	<u>1,776,715.00</u>	<u>(150,000.00)</u>	<u>(8.44)%</u>
<b>Total Long-Term Liabilities</b>	<b>1,626,715.00</b>	<b>1,776,715.00</b>	<b>(150,000.00)</b>	<b>(8.44)%</b>
<b>Total Liabilities</b>	<b>1,678,388.67</b>	<b>1,895,789.49</b>	<b>(217,400.82)</b>	<b>(11.47)%</b>
<b>Stockholders' Equity</b>				
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	(1,139,570.61)	(1,451,631.76)	312,061.15	(21.50)%
	<u>(402,485.54)</u>	<u>(100,698.43)</u>	<u>(301,787.11)</u>	<u>299.69 %</u>
<b>Total Stockholders' Equity</b>	<b>(402,485.54)</b>	<b>(100,698.43)</b>	<b>(301,787.11)</b>	<b>299.69 %</b>
<b>Statement Out of Balance</b>	<b>(262.68)</b>	<b>(256.56)</b>	<b>(6.12)</b>	<b>2.39 %</b>
<b>Total Liabilities and Stockholders' Equity</b>	<b><u>\$ 1,275,640.45</u></b>	<b><u>\$ 1,794,834.50</u></b>	<b><u>\$ (519,194.05)</u></b>	<b><u>(28.93)%</u></b>

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

Type	Date	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Grant Proceeds</b>					
Invoice	08/21/2019	3	City of Houston.	City of Houston and Old Sixth Ward RA Interlocal agreement ...	90,000.00
Total Grant Proceeds					90,000.00
<b>Interest Income Money Market</b>					
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
Deposit	02/29/2020			Interest	45.03
Deposit	02/29/2020			Interest	1,998.48
Deposit	03/31/2020			Interest	1,005.79
Deposit	03/31/2020			Interest	805.83
Deposit	04/30/2020			Interest	1,579.93
Deposit	04/30/2020			Interest	30.96
Deposit	05/31/2020			Interest	476.01
Deposit	05/31/2020			Interest	22.61
Total Interest Income Money Market					24,587.51
Total Income					114,587.51
<b>Cost of Goods Sold</b>					
<b>Capital Improvement Project</b>					
<b>T-1307 Historic Sabine Street</b>					
Bill	01/07/2020	2020-102	Gonzalo Camacho	Sabine Street - One Way Street Conversion	4,661.00
Bill	04/30/2020	82731	Edminster Hinshaw Russ & Asso...	Hemphill Street Prelim Engineering through 4.20.20	8,795.00
Bill	05/31/2020	83066	Edminster Hinshaw Russ & Asso...	Hemphill Street Prelim Engineering through 5.18.20	8,455.00
Total T-1307 Historic Sabine Street					21,911.00
<b>T-1310 Hemphill Road</b>					
Bill	07/31/2019	1205	SMW Principle Solutions, Inc.	July 2019 Consulting	562.50
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
Bill	02/29/2020	1260	SMW Principle Solutions, Inc.	February 2020 Consulting	75.00
Bill	03/31/2020	1268	SMW Principle Solutions, Inc.	March 2020 Consulting	562.50
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 Consulting	37.50
Total T-1310 Hemphill Road					2,287.50
<b>T-1312 Sustainable Streetscapes</b>					
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
<b>T-1313 Dow School Park</b>					
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 & Constructio...	Contract - \$859,151.18 -Apr 2019	82,360.08
Bill	07/31/2019	OSW1801...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	8,948.40
Bill	07/31/2019	1205	SMW Principle Solutions, Inc.	July 2019 Consulting	1,875.00
Bill	08/20/2019	79365	Edminster Hinshaw Russ & Asso...	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 & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,986....	104,140.24
Bill	08/31/2019	OSW1801...	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 Principle Solutions, Inc.	August 2019 Consulting	1,350.00
Bill	09/30/2019	OSW1801...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	2,505.60
Bill	09/30/2019	Pay Requ...	Millis Development & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,986....	185,963.64
Bill	09/30/2019	1219	SMW Principle 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	OSW1801...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	6,264.00
Bill	10/31/2019	1228	SMW Principle Solutions, Inc.	October 2019 Consulting	1,537.50
Bill	10/31/2019	Pay Requ...	Millis Development & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,986....	288,775.69

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

Type	Date	Num	Name	Memo	Amount
Bill	11/30/2019	1232	SMW Principle Solutions, Inc.	November 2019 Consulting	1,162.50
Bill	11/30/2019	Pay Requ...	Millis Development & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$928,986...	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 & Asso...	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	OSW1402...	Asakura Robinson Company LLC	Dow School Park Phase II	421.44
Bill	12/31/2019	OSW1402...	Asakura Robinson Company LLC	Dow School Park Phase II	706.25
Bill	12/31/2019	OSW1801...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	4,580.60
Bill	12/31/2019	Pay Requ...	Millis Development & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$955,526...	43,582.83
Bill	01/31/2020	1250	SMW Principle Solutions, Inc.	December 2019 Consulting	2,812.50
Bill	01/31/2020	OSW1801...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	2,699.18
Bill	01/31/2020	Pay Requ...	Millis Development & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$978,239.32	17,522.95
Bill	02/29/2020	Pay Requ...	Millis Development & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$978,239...	7,155.17
Bill	02/29/2020	1260	SMW Principle Solutions, Inc.	February 2020 Consulting	825.00
Bill	03/31/2020	1268	SMW Principle Solutions, Inc.	March 2020 Consulting	712.50
Bill	03/31/2020	Pay Requ...	Millis Development & Constructio...	Contract - \$859,151.18 -Apr 2019 (w/Change Ord. \$978,239...	97,823.93
Bill	04/09/2020	OSW1801...	Asakura Robinson Company LLC	Dow School Park Phase - Construction	501.12
Bill	04/30/2020	1276	SMW Principle Solutions, Inc.	April 2020 Consulting	225.00
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 Consulting	450.00
Total T-1313 Dow School Park					932,396.31
<b>T-1314 Streetscape</b>					
Bill	04/30/2020	10251415	Houston Business Journal	Mobility Study	264.00
Bill	04/30/2020	10251957	Houston Business Journal	Mobility Study	264.00
Bill	04/30/2020	1276	SMW Principle Solutions, Inc.	April 2020 Consulting	337.50
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 Consulting	1,500.00
Total T-1314 Streetscape					2,365.50
<b>T-1319 Sawyer St Reconstruction</b>					
Bill	08/31/2019	1214	SMW Principle Solutions, Inc.	August 2019 Consulting	825.00
Bill	09/30/2019	1219	SMW Principle Solutions, Inc.	September 2019 Consulting	487.50
Bill	10/31/2019	1228	SMW Principle Solutions, Inc.	October 2019 Consulting	450.00
Total T-1319 Sawyer St Reconstruction					1,762.50
<b>T-1323 Traffic Sign Replacement</b>					
Bill	07/31/2019	1205	SMW Principle Solutions, Inc.	July 2019 Consulting - Signage T-1323	37.50
Bill	09/04/2019	116	Williams Arch. Signage & Consul...	Street Sign Refurbish - Phase 4	75,560.63
Total T-1323 Traffic Sign Replacement					75,598.13
Total Capital Improvement Project					1,042,020.94
Total COGS					1,042,020.94
Gross Profit					-927,433.43
<b>Expense</b>					
<b>Interest Expense</b>					
Bill	04/01/2020	2020 Debt	City of Houston	2020 Debt Payment	65,145.81
Total Interest Expense					65,145.81
<b>Program and Project Consultatnt Engineering Consultant</b>					
Bill	08/20/2019	79366	Edminster Hinshaw Russ & Asso...	Through 8.1919 (99.69%)	2,170.00
Bill	08/20/2019	79367	Edminster Hinshaw Russ & Asso...	Through 8.19.19	1,782.50
Bill	09/18/2019	79740	Edminster Hinshaw Russ & Asso...	Through 9.16.19 (13.80% Complete)	1,017.06
Bill	10/24/2019	80213	Edminster Hinshaw Russ & Asso...	Through 10.21.19 (24.15% Complete)	2,070.00
Bill	11/21/2019	80620	Edminster Hinshaw Russ & Asso...	Through 11.18.19 (28.41% Complete)	851.25
Bill	12/16/2019	80984	Edminster Hinshaw Russ & Asso...	Through 12.16.19 (37.58% Complete)	1,835.00
Bill	01/31/2020	81567	Edminster Hinshaw Russ & Asso...	Through 1.20.20 (45.60% Complete)	1,565.00
Bill	03/31/2020	81986	Edminster Hinshaw Russ & Asso...	Through 2.17.20 (45.60% Complete)	4,341.25
Bill	04/30/2020	82732	Edminster Hinshaw Russ & Asso...	Through 4.30.20 (77.63% Complete)	2,103.75
Bill	04/30/2020	82730	Edminster Hinshaw Russ & Asso...	Through 4.30.20	2,305.00
Bill	05/31/2020	83067	Edminster Hinshaw Russ & Asso...	Through 5.18.20 (80.29% Complete)	531.25
Total Engineering Consultant					20,572.06

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

Type	Date	Num	Name	Memo	Amount
<b>Legal Fees</b>					
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
Bill	02/29/2020	21874856	Bracewell LLP	General Legal through February 29, 2020	1,326.50
Bill	03/31/2020	21877625	Bracewell LLP	General Legal through March 31, 2020	820.05
Bill	04/30/2020	21878656	Bracewell LLP	General Legal through April 30, 2020	3,145.50
Bill	05/31/2020	21881161	Bracewell LLP	General Legal through May 31, 2020	400.00
Total Legal Fees					12,476.05
<b>Tax Consultants</b>					
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					34,980.11
<b>TIRZ Administration &amp; Overhead</b>					
<b>Accounting Fees</b>					
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	Dec - Jan CPA Services	2,447.07
Bill	03/31/2020	2037	The Morton Accounting Services	Feb - March CPA Services	2,557.35
Bill	05/31/2020	2057	The Morton Accounting Services	Apr - May CPA Services	3,313.60
Total Accounting Fees					16,346.45
<b>Administration Consultant</b>					
Bill	07/31/2019	21856920	Bracewell LLP	Admin- Meeting through July 31, 2019	3,692.00
Bill	07/31/2019	1205	SMW Principle Solutions, Inc.	Administrative Consulting July 2019	3,525.00
Bill	07/31/2019	1205	SMW Principle Solutions, Inc.	July 2019 - Reimbursable Expense	22.70
Bill	07/31/2019	1205	SMW Principle 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 Principle Solutions, Inc.	Administrative Consulting August 2019	3,825.00
Bill	08/31/2019	1214	SMW Principle Solutions, Inc.	August 2019 - Mileage Reimbursement	18.56
Bill	08/31/2019	1214	SMW Principle Solutions, Inc.	August 2019 - Reimbursable Expense	12.00
Bill	09/30/2019	1219	SMW Principle Solutions, Inc.	Administrative Consulting September 2019	4,275.00
Bill	09/30/2019	1219	SMW Principle Solutions, Inc.	September 2019 - Mileage Reimbursement	29.46
Bill	09/30/2019	1219	SMW Principle 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 Principle Solutions, Inc.	October 2019 Consulting	4,987.50
Bill	10/31/2019	1228	SMW Principle 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 Principle Solutions, Inc.	November 2019 Consulting	4,875.00
Bill	11/30/2019	1232	SMW Principle Solutions, Inc.	November 2019 - Mileage Reimbursement	21.11
Bill	12/31/2019	1243	SMW Principle Solutions, Inc.	December 2019 Consulting	6,675.00
Bill	12/31/2019	1243	SMW Principle Solutions, Inc.	December 2019 - Mileage Reimbursement	18.10
Bill	12/31/2019	1243	SMW Principle 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 Principle Solutions, Inc.	December 2019 Consulting	3,450.00
Bill	01/31/2020	1250	SMW Principle Solutions, Inc.	December 2019 - Mileage Reimbursement	40.37
Bill	01/31/2020	1250	SMW Principle Solutions, Inc.	December 2019 - Expense Reimbursement	94.78
Bill	01/31/2020	21873412	Bracewell LLP	Admin- Meeting through January 31, 2020	1,633.50
Bill	02/29/2020	1260	SMW Principle Solutions, Inc.	February 2020 Consulting	4,350.00
Bill	02/29/2020	1260	SMW Principle Solutions, Inc.	February 2020 - Mileage Reimbursement	11.96
Bill	02/29/2020	1260	SMW Principle Solutions, Inc.	February 2020 - Expense Reimbursement	1,171.82
Bill	02/29/2020	21874760	Bracewell LLP	Admin- Meeting through February 29, 2020	2,673.00
Bill	03/31/2020	1268	SMW Principle Solutions, Inc.	March 2020 Consulting	4,012.50
Bill	03/31/2020	1268	SMW Principle Solutions, Inc.	March 2020 - Mileage Reimbursement	2.76
Bill	03/31/2020	1268	SMW Principle Solutions, Inc.	March 2020 - Expense Reimbursement	919.80
Bill	03/31/2020	21877606	Bracewell LLP	Admin- Meeting through March 31, 2020	2,079.00
Bill	04/30/2020	21878645	Bracewell LLP	Admin- Meeting through April 30, 2020	6,355.80
Bill	04/30/2020	1276	SMW Principle Solutions, Inc.	April 2020 Consulting	5,700.00
Bill	04/30/2020	1276	SMW Principle Solutions, Inc.	April 2020 - Mileage Reimbursement	2.76
Bill	04/30/2020	1276	SMW Principle Solutions, Inc.	April 2020 - Expense Reimbursement	56.23
Bill	05/31/2020	21881155	Bracewell LLP	Admin- Meeting through May 31, 2020	222.75
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 Consulting	4,087.50
Bill	05/31/2020	1280	SMW Principle Solutions, Inc.	May 2020 - Expense Reimbursement	-52.76
Total Administration Consultant					85,776.76

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

Type	Date	Num	Name	Memo	Amount
<b>Audit Fees</b>					
Bill	09/11/2019	16747401	Carr Riggs & Ingram LLC	2019 Audit - 94-02285	7,800.00
Total Audit Fees					7,800.00
<b>Office Expenses</b>					
Bill	08/31/2019	150	Sabota Writing & Communication...	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
Bill	02/29/2020	24401	Nightingale Interpreting Services	Meeting Interpreter 2/19/20	405.00
Bill	05/19/2020	2020-04-06	The Captioning Company Inc.	Captioning Transcript Services - Apr 15, 2020	302.50
Total Office Expenses					2,248.75
Total TIRZ Administration & Overhead					112,171.96
<b>Utilities</b>					
Bill	09/01/2019	Inv 1380630	City of Houston - Encroachment	2020 Fee	262.68
Total Utilities					262.68
Total Expense					212,560.56
Net Ordinary Income					-1,139,993.99
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>Other Income</b>					
Deposit	08/15/2019			Open Records Request Deposit	100.00
Deposit	03/24/2020			Ryan Boehner Open Records Request Cost	60.70
Total Other Income					160.70
Total Other Income					160.70
Net Other Income					160.70
<b>Net Income</b>					<b>-1,139,833.29</b>

## **Old Sixth Ward Redevelopment Authority – TIRZ 13**

### **Request for Qualifications/Proposal**

#### **Website and Graphic Design**

RFQ Issue Date:

RFQ Due Date:

#### **Introduction**

The Old Sixth Ward Redevelopment Authority (TIRZ 13) is seeking responses to a Request for Qualifications from firms that have an expertise in website and graphic design.

#### **About the Old Sixth Ward Redevelopment Authority/ TIRZ 13**

The Old Sixth Ward Redevelopment Authority/ TIRZ 13 was formed in 1997 and has completed several capital projects that have benefited the area and the City of Houston. Planned improvements include:

- Sidewalk and Bikeway
- Street and Streetscape Improvements
- Intersection Improvements

#### **Intent**

TIRZ 13 is seeking the services of a qualified firm or graphic design professional with substantial experience in website and graphic design and development. The TIRZ board wishes to create unique, identifying graphics and have an engaging and dynamic site that represents the TIRZ and the community as a whole. The firm/individual selected for the design of the site will also be offered the opportunity to provide continuing maintenance and updates to the site, negotiated as a separate project.

Please submit your proposal by 2 p.m., August 7, 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](mailto:sherry@old6wardtirz.org)). All questions, clarifications, or requests for general information must be received no later than 4 p.m., August 1, 2020.

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

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

#### **Proposal Guidelines**

In order to provide each firm with an equal opportunity for consideration, adherence to a standardized proposal format is requested. Completed proposals submitted must contain the following elements,

## **Old Sixth Ward Redevelopment Authority – TIRZ 13**

### **Request for Qualifications/Proposal**

#### **Website and Graphic Design**

organized into separate headings or sections, as listed below. Please submit an electronic copy of your proposal on a USB drive and 3 hard copies in the following format:

1. Firm and/or graphic design professional experience – including examples of previous work done for clients.
2. Firm Organizational Chart and Organizational Chart for the project
3. Work proposal – identify exactly what you propose to do in the process of the development such as conducting interviews, meetings, research, etc. Suggested elements of a proposal are attached for reference (Attachment A).
4. Description of experience creating website and working with Public entities.
5. Work Plan – include a breakdown of project phases and delivery schedule.
6. Price Proposal – include a detailed, itemized price list for services. Please identify the final price for the project. Note: the TIRZ is tax-exempt. This list should include itemized costs for the following: design, web hosting, email support, email campaign support, template design, social media support.
7. References
  - a. At least 3 references and no more than 5 from persons or companies that your firm has created websites for and their complete contact information. References should include a minimum of 1 reference from a public entity.
  - b. At least 3 references and no more than 5 from persons or companies that proposed project manager has created websites for and their complete contact information. References should include a minimum of 1 reference from a public entity.
  - c. The references for both items may be identical.
8. Project schedule and task completion date.

#### **Invitation to Submit:**

RFQ's Returned:

#### **Board Discussion:**

Contract start date: Within 10 calendar days after approval by the board.

#### **Delivery and quantity of submissions**

Vendors are required to submit an electronic copy of the proposal (via USB) and 3 paper copies to Clark Lord, Bracewell LLP; 711 Louisiana Street, Suite 2300; Houston, Texas 77002-2770.

#### **Closing date and time**

All submissions must be submitted by 2 p.m., August 14, 2020. Submissions received later than the specified closing time will be rejected.

#### **Questions and inquiries**

## **Old Sixth Ward Redevelopment Authority – TIRZ 13**

### **Request for Qualifications/Proposal**

#### **Website and Graphic Design**

Questions concerning this RFQ are to be directed by email to the TIRZ Administrator, Sherry Weesner [sherry@old6wardtirz.org](mailto:sherry@old6wardtirz.org)

Questions regarding this RFQ must not be directed to board members of the TIRZ.

Clarification requests will NOT be accepted by telephone. All responses to clarification requests will be provided in writing by email and will be posted online with the RFQ. Questions pertaining to this RFQ must be received no later than 4 p.m., August 1, 2020.

#### **Agreement**

The successful company shall be required to complete a two-party standard form of agreement.

#### **Term**

Contractor shall begin work within ten (10) calendar days after approval by the board. All work shall be completed within a maximum of ninety (90) calendar days from original approval by the board.

#### **Reservation of rights**

The TIRZ reserves the right without qualification, and at its sole discretion, to accept or reject any or all submittals or to make the award to the respondent, who, in the opinion of the TIRZ, will provide the most value to the TIRZ. The TIRZ reserves the right to reject any submittal either in entirety or any portion thereof for failure to meet any criteria set forth in this solicitation. The TIRZ will consider both price and non-price attributes in the evaluation of proposals. The TIRZ reserves the right to make an award to other than the lowest price offer or to the offer representing the best combination of price and non-price attributes in TIRZ's sole judgment if TIRZ determines that such an award results in the greatest value to the TIRZ. The TIRZ makes no guarantee that a contract award will result from this solicitation. The TIRZ reserves the right to revise or terminate this solicitation process at any time. The TIRZ may decline to enter into an arrangement with any or all respondents and reserves the right to revise the solicitation requirements. The TIRZ reserves the right to revise the requirements during the solicitation process and any such change may reduce or eliminate the scope of this solicitation. During all stages of this solicitation process the TIRZ reserves the right to request additional information from individual respondents or to request all respondents to submit supplemental materials in fulfillment of the content requirements of this solicitation or to meet additional information needs. The TIRZ will review and may utilize any or all information submitted by a respondent even if the submitted information has not been specifically requested as part of this solicitation. Those who submit proposals do so without recourse against the TIRZ or its board for either rejection of their proposal or for failure to execute an agreement for any reason. All offers shall be valid and binding upon the respondent through contract negotiations and contract execution.

#### **Ownership**

Ownership of any work developed under a contract resulting from this RFQ, and all right, title and interest therein shall belong to TIRZ 13. The agreement resulting from the winning submittal shall operate as an irrevocable assignment by the successful respondent to TIRZ 13 for the copyright if any, in the work including all right, title and interest in perpetuity.

## **Old Sixth Ward Redevelopment Authority – TIRZ 13**

### **Request for Qualifications/Proposal**

#### **Website and Graphic Design**

#### **Limitation of Liability**

The TIRZ shall not be liable for any expenses respondents incur in connection with providing a response to this solicitation or for any costs, fees or lost or forgone profits of unsuccessful submittals.

#### **Confidentiality**

To the extent allowed by law, the TIRZ will use all reasonable efforts to protect any proprietary and confidential information contained in your submittal. Under no circumstance will the TIRZ or its board members, or consultants be liable for any damages resulting from any disclosure.

## **Old Sixth Ward Redevelopment Authority – TIRZ 13**

### **Request for Qualifications/Proposal**

#### **Website and Graphic Design**

Attachment A

#### **Graphic Design**

A unique, full logo design service with matching stationery design.

- Include a minimum of 5 preliminary designs
- Include a minimum of 3 revisions

#### **Website**

Recommend platform and provide support for recommendation. Recommendation should clarify what update and contact changes will require design firm involvement and what can be accomplished by staff, volunteers or board members.

Design should include but is not limited to:

- Easy to extend main navigation
- Newsletter subscription field
- Document upload/download for board materials, agendas, budgets, maps brochures, etc.
- Calendar of events
- FAQ
- History of TIRZ
- Board Roster and terms
- List of board committees and committee descriptions
- Contact form and description
- Creation documents, legal documents, board materials, maps
- Image galleries
- Blog section
- Interactive comment sections – to allow TIRZ to post questions for community and receive input
- Set up of user accounts
- Setup of TIRZ email account
- City Requirements and TIRZ process
- Hit counter

Please include options and cost for the following features in your proposal:

- Responsive Design
- Hosting
- Search Engine Optimization
- Back-up and security solutions
- Beta-site availability for testing and quality control purposes

Please provide an estimated development schedule and time frame

## **Old Sixth Ward Redevelopment Authority – TIRZ 13**

### **Request for Qualifications/Proposal**

#### **Website and Graphic Design**

#### **Maintenance**

Please provide the cost for a monthly maintenance schedule that includes the following:

- Regular security scans of the site
- Daily back-ups
- Update of the CMS
- Update of the used plug-ins for the site
- Creation of monthly reports
- Hosting site requirements and estimated cost
- Monthly or annual updating costs.

#### **Mass Mail**

- Setup and maintenance of email database for mass mail
- Ability to create email campaigns as needed
- Ability to create monthly newsletter
- Ability to create monthly reports about campaigns and newsletters sent out

#### **Social Media**

- Setup and maintenance of Twitter, Instagram and Facebook accounts
- Update of these accounts to support postings on the website
- Creation of monthly reports about social media activity

## Public Engagement Guidelines – TIRZ 13/Old Sixth Ward Redevelopment Authority

- Minimum of 1 public meeting (in addition to board meetings) per year for update and input
- Board Books/Agendas posted on website no later than 72 hours prior to meeting – preferably 120 hours – remain on website for 2 years
- Minutes posted within 7 days of approval by board
- All guidelines and procedures posted on Website
- All Audits posted to website within 7 days after acceptance by board – to remain on website for 5 years
- Up to date Potential project list posted on Website
- Current CIP/Budget posted on Website (separately – it is also included in Board Book)
- Input to Potential Project List to be requested via website after the December (timing could change based on board scheduling) board meeting
- Input to Draft CIP to be requested via website after the February (timing could change based on board scheduling) board meeting
- Public Meeting to explain projects and take public input during the Pre-Engineering/Initial Design phase of any construction project
- Once per month construction update on website during any construction project
- A Frequently Asked Questions Document shall be prepared by the Communications Committee and presented to the Board for input and approval. This document shall be reviewed and updated at least twice per year, posted on the website and provided to the Board members.
- A basic Power Point for Presentations to the public shall be prepared by the Communications Committee and presented to the Board for input and approval. This document shall be reviewed and updated at least twice per year.

**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 **June 17, 2020, at 5:30 p.m.**, via telephonic communication\*. To attend the meeting please use the following URL <https://bracewell.webex.com/bracewell/j.php?MTID=m17f82385f735a6801720e3391c820ad0> or dial **US Toll free 1.855.282.6330**, when prompted enter **Access Code 145 253 7070#** and join as a participant to consider and take action upon the following matters:

\* In accordance with section 418.016 of the Texas Government Code, as amended, the Texas Governor has temporarily suspended various open meeting statutes that require government officials and members of the public to be physically present at a specified meeting location. As a result, governmental entities, such as the Authority and the Zone, are permitted to meet via telephonic meeting. Members of the public are invited to join the telephonic meeting and may make public comments during the public comment portion of the agenda. For an electronic copy of agenda documents, please refer to the following link: <https://bglip.sharefile.com/d-s16ca5a5c8094aa9b>

1. Discussion and Possible Action concerning possible Agreement with Houston BCycle.



Clark Stockton Lord  
Attorney for the Authority and the Zone

**THIS NOTICE OF MEETING IS INTENDED TO BE A SUPPLEMENTAL NOTICE FOR THE PURPOSE OF ADDING AN ADDITIONAL SUBJECT TO THE AGENDA FOR SUCH MEETING WHICH HAS PREVIOUSLY BEEN CALLED, AND FOR WHICH NOTICE THEREOF HAS BEEN PREVIOUSLY POSTED IN ACCORDANCE WITH THE OPEN MEETINGS LAW.**



May 26, 2020

Old Sixth Ward Redevelopment Authority/TIRZ #13

Board of Directors:

Thank you for the opportunity to present this proposal in support of two Houston BCycle bike share stations in TIRZ #13 located at Sawyer Yards. We are excited to connect the surrounding area to an affordable, sustainable, and healthy transportation network.

#### Overview

In signing this document, you are agreeing to a contribution in the amount of \$15,131.00 toward a portion of the funding needed for two bike share stations: one 13-dock, solar-powered Houston BCycle station, to be placed in an ideal location at or near 1818 Washington Ave, Houston, TX, 77007; and one 14-dock, solar-powered Houston BCycle station, to be placed in an ideal location at or near Buffalo Bayou Brewing Co., 2101 Summer St, Houston, TX 77007.

#### Grant Details

This station project is part of our Transportation Improvement Project (TIP) grant which funds 80% of certain equipment and installation costs. Houston Bike Share is responsible for securing a 20% match, site preparation and construction costs, along with any project overruns. Your contribution—which is considered a tax-deductible donation to the 501(c)3 nonprofit Houston Bike Share—will provide a portion of the local funding amount needed to implement the project.

The total funding amount needed to complete both projects is \$128,490. Funding sources include:

- Federal grant funding (\$83,547)
- Council Member Karla Cisneros (\$4,000)
- Sawyer Yards Partners (\$25,812)
- Remaining amount requested from TIRZ #13 (\$15,131)

Site preparation will be directed by Houston Bike Share. The station will be owned by the City of Houston, with ongoing maintenance handled by Houston Bike Share. The station will be placed in or adjacent to the public right of way. The specifics (use of a site agreement, easement, or permit to operate) will be determined by the City of Houston Planning & Development Department.

#### Outreach

Upon installation, Houston BCycle's Marketing & Outreach team will work to cross-promote with surrounding businesses and residences on an evergreen basis. Restaurants and bars will be encouraged to join the [BCycle Bites](#) rewards program, and corporate membership packages will be made available to all interested organizations.

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Old Sixth Ward Redevelopment Authority/TIRZ #13

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Date