

MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY

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JOINT MEETING OF THE BOARDS OF DIRECTORS

FEBRUARY 13, 2018

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REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS

# MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY

## TIRZ NO. 5

### MEETING OF FEBRUARY 13, 2018

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**NOTICE OF JOINT MEETING  
AT UNITED WAY BUILDING, 50 WAUGH DRIVE, HOUSTON, TEXAS 77007  
MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY  
AND  
REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS**

**TO: THE BOARDS OF DIRECTORS OF THE MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY AND REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS, AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Directors of the Memorial-Heights Redevelopment Authority (the "Authority") will hold a joint meeting with the Board of Directors of the Reinvestment Zone Number Five, City of Houston, Texas, (the "Zone") on **TUESDAY, FEBRUARY 13, 2018, at 10:00 A.M., at the United Way Building, 50 Waugh Drive, Houston, Texas 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. **Minutes of previous meetings:**
  - a. Approve Authority minutes of December 12, 2017; **3**
  - b. Approve Zone minutes of December 12, 2017; **8**
2. **Receive Administrator Report (Authority only):**
  - a. Authorize Website/Graphic Design RFQ; **10**
  - b. Authorize other appropriate action;
3. **Projects and Engineering (Authority only):**
  - a. **Receive Projects Committee Report;**
    - i) Approve J/C Work Authorization No. 1, Amendment No. 4 [general services]; **15**
  - b. **11th/Bryce Trail Head [CIP Project T-0515]: 17**
    - i) Update on construction matters [Jerdon Enterprise, L.P.];
  - c. **Houston Avenue/White Oak Drive Intersection [CIP Project T-0520]: 18**
    - i) Update on project development;
    - ii) Approve J/C Work Authorization No. 2, Amendment No. 3; **19**
  - d. **Shepherd Reconstruction [CIP Project T-0523A]:**
    - i) Update on project development;
    - ii) Approve Amendment to Contract and authorize tasks [Shepherd and Durham Bike Demand and Updated Benefits] [The Goodman Corporation]; **22**
  - e. **Durham Reconstruction [CIP Project T-0523B]:**
    - i) Update on project development;
  - f. Approve related pay estimates or change orders, or other design, construction, or management contract administration items, and authorize other appropriate action;
4. **Financial matters (Authority only): 26**
  - a. Receive Finance Committee Report;
  - b. Receive Financial Report Summary, including account and fund activity statements, and Investment Report;
  - c. Authorize payment of invoices; **35**
  - d. Receive Tax Increment Report [Equi-Tax, Inc.]; **54**
  - e. Authorize preparation of budget for fiscal year ending June 30, 2019;
  - f. Authorize other appropriate action;
5. **Consider renewal of insurance policies (Authority only); 55**
6. **Receive Attorney Report;**
7. **Executive Session (Authority only, the Zone will recess for duration of closed session):**
  - a. **Convene executive session** for attorney consultation on authorized matters pursuant to Open Meetings Act, § 551.071, Government Code; deliberations regarding purchase, exchange, lease, or value of real property pursuant to Open Meetings Act, §551.072, Government Code; and/or deliberations regarding economic development negotiations pursuant to Open Meetings Act, § 551.087, Government Code;

- b. **Reconvene public session** and authorize appropriate action regarding executive session discussion;
- 8. **Receive comments and questions from the public;**
- 9. **Consider, confirm, or ratify actions of the Authority, as necessary** *(Zone only)*;
- 10. **Discuss potential projects, and authorize appropriate action;** **66**
- 11. **Adjourn.**

A handwritten signature in black ink, appearing to be 'S. L. ...', written over a horizontal line.

SKLaw, Attorneys for the Authority and the Zone

**MINUTES OF REGULAR MEETING  
OF  
MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY**

DECEMBER 12, 2017

The Board of Directors (the "Board") of Memorial-Heights Redevelopment Authority (the "Authority"), convened in regular session, open to the public, at 50 Waugh Drive, Houston, Texas 77007, on the 12<sup>th</sup> day of December, 2017, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Ann Lents	Chair
Alejandro Colom	Vice Chair
Tom Kvinta	Secretary
Bryan Brown	Director
Andrew MacPhillimy	Director
Janice Hale-Harris	Director
Christopher David Manriquez	Director

and all of said persons were present, except Directors Colom, Hale-Harris, and MacPhillimy, thus constituting a quorum.

Also present at the meeting were Joel Alba and Gary Hill from the City of Houston (the "City"); Sherry Weesner of SMW Principle Solutions, Inc.; Chau Bao of Edminster Hinshaw Russ & Associates ("EHRA"); Erin Williford of Jones|Carter ("J|C"); Jason Afinowicz of Freese and Nichols, Inc.; Matthew Zeve of Harris County Flood Control District ("HCFCD"); Cassandra Robinson-Bacon of The Morton Accounting Services ("TMAS"); Pat Rutledge from Friends of Woodland Park ("FWP"); Jim Mackey of the White Oak Bayou Association; Mario Castillo on behalf of Bill Baldwin, an area realtor; Jessica Wiggins of Bike Houston; and Laura C. Davis and Susan Demiany of Sanford Kuhl Hagan Kugle Parker Kahn LLP ("SKLaw").

**DETERMINE QUORUM; CALL TO ORDER**

Chairman Lents noted that a quorum was present and called the meeting to order.

**APPROVE MINUTES**

The Board considered approving the minutes of the October 10, 2017, meeting. Upon motion by Director Brown, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve the minutes.

**PRESENTATION BY HCFCD OF WOB FLOOD REMEDIATION/CHANNEL RECLAMATION PROJECT**

Chairman Lents discussed background activities leading up to the partnership between the Authority and HCFCD for funding and oversight of the report preparation, and introduced Mr. Zeve.

Mr. Zeve introduced Mr. Afinowicz, and discussed the choice by HCFCD to employ Freese and Nichols to prepare the WOB study and report. Mr. Zeve advised that the HCFCD has no plans at this time to remove the concrete panels, which were originally installed in the 1960s. He noted that the panels are nearing the end of their design life, and it currently costs approximately \$1,000,000 to \$2,000,000 per year to maintain them.

Mr. Afinowicz then reviewed the study. He explained that it is a collaborative effort with the City, Freese and Nichols, HCFCD, and the Authority, and primarily focused on environmental,

recreational, and economic benefits. He advised that the study was limited to the channel between Taylor Street and Hogan.

Mr. Afinowicz reviewed three alternatives for flood remediation and channel reclamation. He explained that Alternative 1 requires the removal of lining, retaining the current HCFCF right-of-way and trail features, and increasing capacity to 120 acre-feet; Alternative 2 incorporates additional green space, water quality features, and trail features, and increases capacity to 315 acre-feet; and Alternative 3 would further incorporate a TxDOT tract, north and south expansions, geomorphic channel and water quality features, and increases capacity to 495 acre-feet.

Chairman Lents advised she and Ms. Weesner have delivered the report to City Councilmember Steve Costello for cost analysis.

Mr. Zeve and Mr. Afinowicz left the meeting.

### **ADMINISTRATOR REPORT**

Ms. Weesner then gave the Administrator Report.

#### Update on Regent Square development [GID]

Ms. Weesner updated the Board on Regent Square development [GID].

#### Appoint exploratory committee to research website development

Ms. Weesner advised that because of the size of the Authority's current projects, and public interest, the Authority should explore the possibility of creating a website. The Board concurred to appoint an exploratory committee consisting of Directors Manriquez, Lents, and Hale-Harris and Ms. Weesner to research website development.

#### Other matters

Ms. Weesner reported on communications with the City regarding reappointment of current Directors whose terms of office are expiring soon.

Ms. Weesner advised that the City Park's Department is seeking a legacy designation for Woodland Park. Upon motion by Director Kvinta, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to authorize Ms. Weesner to submit a Letter of Support for the designation on behalf of the Authority.

Ms. Weesner provided information on non-profit post-Hurricane Harvey cleanup programs.

Ms. Weesner advised that a mini-workshop will take place at the next meeting to discuss possible future projects, and stated that she has solicited the City and Councilmembers Cisneros and Cohen for input for possible projects.

### **PROJECTS AND ENGINEERING**

#### Receive Projects Committee Report

Director Brown updated the Board on Projects Committee matters.

## 11<sup>th</sup>/Bryce Trail Head

### Update on construction matters

Mr. Bao advised that two bids were received for the 11<sup>th</sup>/Bryce fence and rain garden modification [CIP Project T-0515], and the contract was awarded to Jerdon Enterprises, Inc. He further advised that a Notice to Proceed will be issued to begin work in January, and the project should be completed in April.

### Approve agreement with Trees for Houston

Ms. Weesner reviewed with the Board a proposed letter agreement with Trees for Houston. She advised that the agreement requires the watering of 21 trees for a 2-year period at a cost of \$7,066.50. Upon motion by Director Manriquez, seconded by Director Kvinta, and after full discussion, the Board voted unanimously to approve the agreement.

### Houston Avenue/White Oak Drive Intersection

The Board received an update from Ms. Williford on the Houston Avenue/White Oak Drive Intersection [CIP Project T-0520]. She advised that 50% plans have been submitted to the City for review and approval. She also updated the Board on communications with the City, and the public meeting presentation. Chairman Lents queried Ms. Williford about future maintenance. Mr. Rutledge advised the civic association may be able to assist in upkeep.

Ms. Wiggins queried the Board about possible plans to remove bike lanes. Ms. Williford stated that the intersection design retains the existing bike lanes, extends those lanes and adds a shared path access to Woodland Park. She also discussed the importance of safe pedestrian crossings, and future communications with the City bike planning department.

### Shepherd and Durham Reconstruction

Ms. Williford then updated the Board on Shepherd Reconstruction [CIP Project T-0523A] and Durham Reconstruction [CIP Project T-0523B]. Director Brown advised the Authority will submit an application in an upcoming TIPP call for funding which is expected in early 2018.

### Approve related change orders or other design, construction, or management contract administration items/authorize payment of invoices

Chairman Lents advised that there are no related change orders or other design, construction, or management contract administration items for consideration at this time.

## **FINANCIAL MATTERS**

### Receive Finance Committee Report

Director Kvinta next reported to the Board on financial matters.

### Receive Financial Report Summary

Ms. Robinson-Bacon reviewed with the Board the Financial Report Summary, including account and fund activity statements.

Authorize payment of invoices

Director Kvinta then reviewed with the Board the invoices submitted for payment. Following discussion of the invoices, a motion was made by Director Kvinta, seconded by Director Brown, and approved unanimously by the Board to authorize the payment of all invoices.

**ATTORNEY'S REPORT**

Ms. Davis advised she has nothing additional to report.

**EXECUTIVE SESSION**

Chairman Lents announced that an executive session for the Board would not be necessary.

**PUBLIC COMMENTS**

Mr. Mackey expressed his appreciation for assistance from the Authority at the public presentation on the Houston Avenue intersection. Ms. Weesner advised that significant input from the public was received.

**CONSIDER, CONFIRM, OR RATIFY ACTIONS OF THE AUTHORITY**

The next item on the agenda was to consider, confirm, or ratify actions of the Authority. Ms. Davis advised that no action by the Board is necessary.

There being no further business to come before the Board, the meeting was adjourned.

***[SIGNATURE PAGE FOLLOWS]***



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Secretary  
Memorial-Heights Redevelopment Authority

**MINUTES OF REGULAR MEETING  
OF  
REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS**

DECEMBER 12, 2017

The Board of Directors (the "Board") of Reinvestment Zone Number Five, City of Houston, Texas, convened in regular session, open to the public, at 50 Waugh Drive, Houston, Texas 77007, on the 12<sup>th</sup> day of December, 2017, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Ann Lents	Chair
Alejandro Colom	Vice Chair
Tom Kvinta	Secretary
Bryan Brown	Director
Andrew MacPhillimy	Director
Janice Hale-Harris	Director
Christopher David Manriquez	Director

and all of said persons were present, except Directors Colom, Hale-Harris, and MacPhillimy, thus constituting a quorum.

Also present at the meeting were Joel Alba and Gary Hill from the City of Houston (the "City"); Sherry Weesner of SMW Principle Solutions, Inc.; Chau Bao of Edminster Hinshaw Russ & Associates ("EHRA"); Erin Williford of Jones|Carter ("J|C"); Jason Afinowicz of Freese and Nichols, Inc.; Matthew Zeve of Harris County Flood Control District ("HCFCD"); Cassandra Robinson-Bacon of The Morton Accounting Services ("TMAS"); Pat Rutledge from Friends of Woodland Park ("FWP"); Jim Mackey of the White Oak Bayou Association; Mario Castillo on behalf of Bill Baldwin, an area realtor; Jessica Wiggins of Bike Houston; and Laura C. Davis and Susan Demiany of Sanford Kuhl Hagan Kugle Parker Kahn LLP ("SKLaw").

**DETERMINE QUORUM; CALL TO ORDER**

Chairman Lents noted that a quorum was present and called the meeting to order.

**APPROVE MINUTES**

The Board considered approving the minutes of the October 10, 2017, meeting. Upon motion by Director Brown, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve the minutes.

**CONSIDER, CONFIRM, OR RATIFY ACTIONS OF THE AUTHORITY**

The next item on the agenda was to consider, confirm, or ratify the action of the Authority, as may be necessary. The Board noted that no confirmation or ratification action was necessary.

There being no further business to come before the Board, the meeting was adjourned.

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Secretary  
Reinvestment Zone Number Five,  
City of Houston, Texas

RFQ Issue Date:

RFQ Due Date:

### **Introduction**

The Memorial Heights Redevelopment Authority (TIRZ 5) is seeking responses to a Request for Qualifications from firms that have an expertise in website and graphic design.

### **About the Memorial Heights Redevelopment Authority/ TIRZ 5**

The Memorial Heights Redevelopment Authority/ TIRZ 5 was formed in 1997 and has completed several capital projects that have benefited the area and the City of Houston. Planned improvements include:

- Sidewalk, Bikeway and Street Improvements
- Intersection Improvements
- Park and Trail Improvements

### **Intent**

TIRZ 5 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.

### **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, organized into separate headings or sections, as listed below. Please submit an electronic copy of your proposal on a USB drive and 5 hard copies in the following format:

1. Firm and/or graphic design professional experience – including examples of previous work done for clients.
2. 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).
3. Work Plan – include a breakdown of project phases and delivery schedule.
4. 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.
5. References – at least 3 references from persons or companies that your firm has created websites for and their complete contact information.
6. 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 5 paper copies to XXXXXXXX

**Closing date and time**

All submissions must be submitted by XXXXXX. Submissions received later than the specified closing time will be rejected.

**Questions and inquiries**

Questions concerning this RFQ are to be directed by email to:

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 72 hours prior to closing.

**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 5. The agreement resulting from the winning submittal shall operate as an irrevocable assignment by the successful respondent to TIRZ 5 for the copyright if any, in the work including all right, title and interest in perpetuity.

### **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.

## 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

### **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



**EXHIBIT “D”**

**Form of Work Authorization**

**AMENDMENT 4  
TO WORK AUTHORIZATION NO. 1  
FOR**

**MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY**

This Work Authorization authorizes consultant services to be performed by JONES | CARTER (the “Consultant”) pursuant to the Agreement for Program Management and Engineering Services (the “Agreement”) between the Consultant and Memorial-Heights Redevelopment Authority (the “Owner”). Unless otherwise defined herein, all capitalized terms used in this Work Authorization are defined in the Agreement.

This Work Authorization consists of the following:


- 1.0 BASIC CONSULTANT SERVICES – Non-CIP: Time and materials basis  
Upon execution of this Work Authorization, the Consultant will provide the following Basic Consultant Services. The activities included and the estimated hours for each are as follows:
- a. General On-Call – Board meetings, committee meetings, workshops, unplanned project efforts, CIP coordination, etc.
  - b. 18<sup>th</sup> Street and 19<sup>th</sup> Street – Design and reconstruction efforts for this corridor are being led by the COH. The team will meet with the COH as necessary and keep track of the status of the ongoing discussion and future plans for these corridors.
  - c. 20<sup>th</sup> Street – Design and reconstruction efforts for this corridor are being led by the COH. The team will meet with the COH as necessary and keep track of the status of the ongoing discussion and future plans for this corridor.
- 5.0 PAYMENT  
Payment to the Consultant for the Services rendered in connection with the Project shall be made in accordance with Exhibit “B” to the Agreement and shall not exceed \$141,978.
- |                       |          |
|-----------------------|----------|
| Work Authorization 1: | \$51,598 |
| Amendment 1:          | \$27,380 |
| Amendment 2:          | \$28,000 |
| Amendment 3:          | \$10,000 |
| Amendment 4:          | \$25,000 |

IN WITNESS WHEREOF, the parties have executed this Work Authorization as of \_\_\_\_\_, 20\_\_.

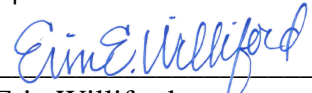
**OWNER:  
MEMORIAL-HEIGHTS REDEVELOPMENT  
AUTHORITY**

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

**CONSULTANT:  
JONES | CARTER**

By:  \_\_\_\_\_  
Name: Martin Murdock  
Title: Division Manager

**ATTEST:  
JONES | CARTER**

By:  \_\_\_\_\_  
Name: Erin Williford  
Title: Department Manager

**TIRZ5/MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY**

**EHRA ENGINEER'S REPORT**

**February 2018**

Period: Through January 31, 2018

Prepared by: Chau Bao, P.E.

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- **11<sup>th</sup> & Bryce Trailhead – Fence and Rain Garden Modification**
  - Preconstruction Meeting with Jerdon (Contractor) on 01/18/18
  - Contract amount is \$165K to repair fence foundation and work on the rain gardens
  - Project begins 02/19/18 and substantial complete on 05/21/18 (90-day duration)
  - Trees for Houston will plant new trees and water for 2-year period
  - EHRA will provide construction management and inspector for duration of construction

# MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY/TIRZ No. 5

## BOARD UPDATE –FEBRUARY 13, 2018

### Tasks completed since December 12<sup>th</sup> Board Meeting:

- Work Authorization 1 – General Authorization
  - Prepared for and attended Projects Committee meeting on 01/31/2018.
  - General Program Management Tasks.
  - Preparation of the Potential Projects List and associated map.
  
- Work Authorization 2 – Houston Avenue/White Oak Drive Intersection Final Design [CIP Project T-0520]
  - Coordinated with the City via emails, phone calls, and in-person meetings to confirm agreement of design.
  - Addressed City comments on 50% submittal.
  - Continued coordination with CNP regarding power pole relocations.
  - Provided stats to GNMD regarding maintenance of gateway space.
  - Prepared plans, specifications, and cost estimate for 90% submittal on 02/08/2018.
  
- Work Authorization 4 – Shepherd Drive [CIP Project T-0523A]
  - Met with TxDOT on 12/20/2017.
  - Met with TGC regarding Shepherd/Durham cost review on 01/10/2018.
  - Coordinated with COH on water and wastewater needs.
  - Prepared cross section exhibits for corridor property owner meetings.
  - Received draft of survey for Shepherd.
  - Received and reviewed draft of Phase I ESA.
  - Received and approved revised SWA proposal.
  
- Work Authorization 5 – Durham Drive [CIP Project T-0523B]
  - Coordinated with COH on water and wastewater needs.
  - Prepared cross section exhibits for corridor property owner meetings.
  - Received draft of survey for Durham.
  - Completed initial analysis of Durham drainage system
  
- Work Authorization 6 – Little Thicket Park [CIP Project T-0521]
  - Coordinate with USACE to provide needed data.
  - Provide final invoice upon completion.

**EXHIBIT “D”**

**Project Proposal**

**AMENDMENT 3  
WORK AUTHORIZATION NO. 2  
FOR  
MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY**

This Work Authorization authorizes consultant services to be performed by JONES | CARTER (the “Consultant”) pursuant to the Agreement for Program Management and Engineering Services (the “Agreement”) between the Consultant and Memorial-Heights Redevelopment Authority (the “Owner”). Unless otherwise defined herein, all capitalized terms used in this Work Authorization are defined in the Agreement.

This Work Authorization consists of the following:

**Project No. T-0520 Houston Avenue & White Oak Drive Intersection**

<b><u>Total Cost:</u></b>	<b><u>\$ 304,810.00</u></b>
<b>Work Authorization No. 2:</b>	<b>\$ 30,000.00</b> Hourly Not to Exceed
<b>Amendment 1:</b>	<b>\$ 10,810.00</b> Hourly Not to Exceed
<b>Amendment 2:</b>	Reallocation of previously authorized amount.
<b>Basic Services</b>	<b>\$ 126,555.40</b> Hourly Not to Exceed
<b>Additional Services</b>	<b>\$ 78,444.60</b> Hourly Not to Exceed
<b>Reimbursable Expenses</b>	<b>\$ 5,000.00</b> Estimated Not to Exceed
<b>Amendment 3:</b>	
<b>Basic Services</b>	<b>\$ 15,000.00</b> Hourly Not to Exceed
<b>Additional Services</b>	<b>\$ 36,000.00</b> Hourly Not to Exceed
<b>Reimbursable Expenses</b>	<b>\$ 3,000.00</b> Estimated Not to Exceed

Upon execution of this Proposal, the Consultant will provide Basic and Additional Consultant Services for the Project. The scope of services included is outlined below and is detailed in the attached level of effort.

**BASIC SERVICES**

1. Coordination – To include on-going coordination with Greater Northside Management District, METRO, and CenterPoint Energy.
2. Construction Drawings – To include design modifications to accommodate COH comments regarding bike lane additions at the intersection.

ADDITIONAL SERVICES

- 1. Landscape Architecture – Final Design by SWA
- 2. Irrigation Design by SWA Sub
- 3. Structural Design by SWA Sub

REIMBURSABLE EXPENSES

This work Authorization may be amended in the future to include additional services such as Construction Management.

5.0 PAYMENT


Payment to the Consultant for the Services rendered in connection with the Project shall be made in accordance with **Exhibit “B”** to the Agreement.

IN WITNESS WHEREOF, the parties have executed this Work Authorization as of \_\_\_\_\_, 20\_\_.

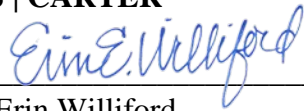
**OWNER:  
MEMORIAL-HEIGHTS REDEVELOPMENT  
AUTHORITY**

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

**CONSULTANT:  
JONES | CARTER**

By:  \_\_\_\_\_  
Name: Martin Murdock  
Title: Division Manager

**ATTEST:  
JONES | CARTER**

By:  \_\_\_\_\_  
Name: Erin Williford  
Title: Department Manager

Memorial Heights Redevelopment Authority/TIRZ No. 5  
 Amendment 3  
 Work Authorization No. 2  
 Houston Avenue White Oak Drive Intersection - Level of Effort  
 February 6, 2018

Task	Activity	Division Manager	Senior Project Manager	Senior Project Engineer	Engineer VI/ Planner V	Planner III	Engineer II	GIS Operator III	CAD Operator IV	Traffic Sr. Project Manager	Construction Manager VII	Admin. II	Task Hours	Task Total
<b>BASIC SERVICES</b>														
<b>1 Coordination</b>														
a.	Coordinate with GNMD		2										2	\$ 400.00
b.	Coordinate with METRO		2										2	\$ 400.00
c.	Coordinate with CenterPoint for OH Relocations		4				4						8	\$ 1,176.00
	<b>Subtotal Cost</b>													\$ 1,976
<b>2 Construction Drawings</b>														
a.	Redesign of curb to accommodate addition of bike lanes in the intersection		6				12		16				34	\$ 3,496.00
b.	Modify 3D cut/fill model to match curb modifications.		2		8								10	\$ 1,560.00
c.	Modify inlet design, drainage calculations, and impervious cover calculations based on curb modifications.		4		8		12		4				28	\$ 3,380.00
d.	Modify signal loops to accommodate addition of bike lanes in the intersection.		2		2		6		8	2			20	\$ 2,238.00
e.	Modify striping configuration to accommodate bike lanes at the intersection.		2				8		4				14	\$ 1,444.00
	<b>Subtotal Cost</b>													\$ 12,118
	<b>Total Basic Services</b>													\$ 15,000
<b>ADDITIONAL SERVICES</b>														
1.	Landscape Architecture - Final Design by SWA													\$ 25,498.80
2.	Irrigation Design by SWA Sub													\$ 5,994.00
3.	Structural Design by SWA Sub													\$ 3,888.00
	<b>Total Additional Services</b>													\$ 36,000
<b>REIMBURSABLE EXPENSES</b>														
	<b>Total Not to Exceed Fee</b>													\$ 3,000
	<b>Total Not to Exceed Fee</b>													\$ 54,000
	Total Hours	0	24	0	18	0	42	0	32	2	0	0	118	
	Rates per Rate Schedule	\$ 210.00	\$ 200.00	\$ 175.00	\$ 145.00	\$ 120.00	\$ 94.00	\$ 84.00	\$ 73.00	\$ 200.00	\$ 160.00	\$ 50.00		

**SECOND AMENDMENT  
TO THE  
CONTRACT  
BY AND BETWEEN  
THE GOODMAN CORPORATION  
AND  
MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY**

**THIS SECOND AMENDMENT** to the Contract dated September 20, 2016, as amended on May 9, 2017 (Contract), by and between **The Goodman Corporation** (Consultant) and **Memorial-Heights Redevelopment Authority** (Client), is hereby entered into this 13th day of February, 2018 (Second Amendment).

**WITNESSETH**

**WHEREAS**, Client wishes to pursue quantifying demand and specific benefits associated with bicycle-related improvements along the Shephard and Durham corridors and wishes to retain Consultant to perform professional services associated with such work in accordance with this Amendment.

**NOW, THEREFORE**, for good and valuable consideration, and in accordance with Article IX of the Contract, Client and Consultant agree to amend the Contract as follows:

1. ARTICLE I, Scope of Services, shall be amended to include Exhibit A-1, attached hereto and incorporated herein for all purposes.
2. All references to "Exhibit A" in the Contract shall also include reference to "Exhibit A-1".
3. All other provisions of the Contract, as amended, between Consultant and Client, not changed through this Second Amendment, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment in duplicate originals and it shall be effective the 13th day of February, 2018.



**MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY**

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**THE GOODMAN CORPORATION**

BY: \_\_\_\_\_  
Barry M. Goodman  
President/CEO

ATTEST: \_\_\_\_\_  
Jim Webb  
COO



**HOUSTON:**  
3200 Travis Street  
Suite 200  
Houston, TX 77006  
(713) 951-7951

THEGOODMANCORP.COM

**AUSTIN:**  
911 W. Anderson Lane  
Suite 200  
Austin, TX 78757  
(512) 236-8002

# PROJECT SCOPE

## SHEPHERD AND DURHAM BIKE DEMAND AND UPDATED BENEFITS

In recent years, the funding and implementation of on and off-street bicycle infrastructure has expanded to meet regulations and expectations that roadway projects consider all modes of transportation. Commensurate with this increased amount of public investment and attention, a number of studies and tools have been developed to help measure demand and quantify specific benefits associated with bicycle-related improvements. Drawing on this research, TGC will be able to complete the following tasks related to the Shepherd Drive and Durham Drive reconstruction projects:

1. Quantify the estimated current utilization along the project corridors (individually and combined) and within a project “sub-area” utilizing STRAVA datasets.
2. Estimate the bicycle demand associated with the project corridors, both individually and combined.
3. Calculate updated monetized benefits related to: decreased long-term roadway maintenance and emissions costs, based on decreased automobile usage and recreational and health benefits specific to bike facilities.

Documenting this information will allow the Memorial Heights Redevelopment Authority to estimate demand information which supports the rationale for constructing bicycle facilities along both Shepherd Drive and Durham Drive. This information can be used in coordinating efforts with the general public, business owners, and partner agencies.

### Task 1 – Estimate Bicycle Demand and Update Benefits

- TGC will utilize existing STRAVA data in order to document existing bicycle utilization along both Shepherd and Durham. TGC will apply a range of percentages to the existing data to extrapolate true utilization, accounting for the fact that not all bicyclists utilize the STRAVA mobile application.
- TGC will review north-south connectivity within the greater Heights “sub area” in order to document the utilization of corridors adjacent to Shepherd and Durham. TGC will utilize this data in order to document the aggregate north-south bicycle utilization between Garden Oaks, the Greater Heights, Rice Military, and Montrose neighborhoods.
- TGC will calculate the projected future demand for bicycling utilizing information from the National Cooperative Highway Research Program (NCHRP) report 552, entitled *Guidelines for Analysis of Investments in Bicycle Facilities*. A derived methodology utilizes 2012-2016 American Community Survey Data for population surrounding the proposed facility and the Houston region bicycle commute and recreational mode shares. Using this updated demand and utilization information, TGC will update the previously completed monetized benefits for the project. This

will allow for a monetized benefit related specifically to the introduction and utilization of bicycle components as it relates to decreased automobile use, decreased road maintenance, recreational, and health benefits.

**Deliverables:** Technical memorandum and one-page handout that documents existing bicycle utilization along corridors and in sub-area, latent demand for growth in bicycle utilization, and projected bicycle demand based (recreational and commuter) upon the NCHRP methodology. TGC will incorporate benefits specific to bicycle infrastructure within the documentation produced. TGC will update the previous benefits white paper and technical memorandum with new monetized benefits specific to bicycle infrastructure and realization of the projected demand.

**Cost:** \$13,500

**Time Frame:** 28 days

<b>BUDGET SUMMARY</b>		
<b>TASK</b>	<b>DESCRIPTION</b>	<b>COST</b>
<b>1</b>	Estimate Bike Demand and Benefits	<b>\$13,500</b>
	<b>Total</b>	<b>\$13,500</b>



**Memorial Heights Redevelopment Authority  
Monthly Financial Report Summary  
February Board Meeting  
Tuesday, February 13, 2018**

At the beginning of December, the Memorial Heights Redevelopment Authority (TIRZ #5) beginning Operating Fund Balance was \$5,677,313. TIRZ #5 received a total of \$4,582, all from Money Market interest. During the period, TIRZ #5 processed \$106,936 in disbursements during the period. 75% of the disbursements related to disbursements to Jones Carter (\$64,029) for CIP Projects and to SMW Principle Solutions for Admin consulting (\$8,023 and \$8,024). The ending balance as of month end January 31, 2018 was \$5,574,959.

The invoices pending approval for February total \$193,360. See attached "Unpaid Bills Detail" Report on page 3. A transfer of \$200,000 is required from the Money Market Account to the Operating account to cover outstanding invoices.

There was \$188,376 spent for Capital Projects for the period. The project that utilized the majority of the funding was T-0523 Shepherd/Durham Reconstruction (\$154,185) See attached "Capital Improvement Projects" Report on page 4.

**Memorial Heights Redevelopment Authority  
General Operating Fund  
As of January 31, 2018**

**General Operating Fund**

<b>BEGINNING BALANCE</b>		\$ 5,677,313.36
<b>REVENUE</b>		
Prosperity Money Market Interest	2,219.46	Monthly Interest
Prosperity Money Market Interest	2,362.42	Service Charge Refund
<b>Total Revenue</b>		4,581.88
<b>DISBURSEMENTS</b>		
2234 Goodman Corporation	866.78	Consulting Services
2155 Jones & Carter	64,028.67	CIP Consulting
2238 The Morton Accounting	1,358.61	Accounting
2154 EHRA	1,074.25	Engineer Consulting
2235 McCall Gibson Swedlund	7,250.00	Audit Fees
2149 SK Law	7,922.14	Legal Services
2237 SMW Principle Solution	8,023.32	Admin Consulting
2262 SK Law	4,659.12	Legal Services
2263 SMW Principle Solution	8,024.29	Admin Consulting
2261 Goodman Corporation	2,369.58	Consulting Services
2264 The Morton Accounting	1,359.10	Accounting
<b>Total Disbursements</b>		106,935.86
<b>ENDING BALANCE</b>		\$ 5,574,959.38

**January 31, 2018**

**Balance**

<b>LOCATION OF ASSETS</b>		
Prosperity Operating		\$ 9,456.88
Prosperity Money Market		5,565,502.50
<b>Total Account Balance</b>		\$ 5,574,959.38

**Memorial Heights Redevelopment Authority**  
**Unpaid Bills Detail**  
As of February 6, 2018

Type	Date	Num	Memo	Due Date	Open Balance
<b>Goodman Corporation</b>					
Bill	01/31/2018	1-2018-6	MRA101 Project - January	02/10/2018	1,343.80
Total Goodman Corporation					1,343.80
<b>Jones &amp; Carter Inc.</b>					
Bill	01/31/2018	00259996	Work Order 1 - Through Jan 26, 2018	02/10/2018	918.75
Bill	01/31/2018	00260535	Work Order 2 - Through Jan 26, 2018	02/10/2018	29,265.42
Bill	01/31/2018	00259997	Shepherd Dr 6th to 610 - Through Jan 26, 2018	02/10/2018	75,746.87
Bill	01/31/2018	00259998	Work Order 5 - Durham - Through Jan 26, 2018	02/10/2018	74,588.50
Total Jones & Carter Inc.					180,519.54
<b>Sanford Kuhl Hagan Kugle Parker Kahn</b>					
Bill	01/31/2018	18-1027	Admin/Meeting through January 2018	02/10/2018	593.75
Bill	01/31/2018	18-1028	General Legal services through January 2018	02/10/2018	1,026.29
Bill	01/31/2018	18-1029	Legal services through Jan 2018	02/10/2018	288.58
Total Sanford Kuhl Hagan Kugle Parker Kahn					1,908.62
<b>SMW Principle Solutions, Inc.</b>					
Bill	01/31/2018	1072	Jan Consulting 2018	02/10/2018	8,139.77
Total SMW Principle Solutions, Inc.					8,139.77
<b>The Morton Accounting Services</b>					
Bill	01/31/2018	1712	January CPA Services and 1099's	02/10/2018	1,448.23
Total The Morton Accounting Services					1,448.23
<b>TOTAL</b>					<b>193,359.96</b>

**Memorial Heights Redevelopment Authority**  
**Capital Improvement Projects**  
December 2017 through January 2018

Type	Date	Num	Name	Memo	Amount
<b>Capital Improvement Plan</b>					
<b>T-0515 11th &amp; Bryce St Pk Trail</b>					
Bill	12/29/2017	17-2455	Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Dec 2017	555.00
Bill	12/31/2017	1064	SMW Principle Solutions, Inc.	Dec Consulting 2017	550.00
Bill	01/31/2018	1072	SMW Principle Solutions, Inc.	January 2018 Consulting	400.00
Bill	01/31/2018	18-1029	Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Jan 2018	288.58
Total T-0515 11th & Bryce St Pk Trail					1,793.58
<b>T-0517 Flood Remediation Chann</b>					
Bill	12/29/2017	17-2456	Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Dec 2017	31.25
Total T-0517 Flood Remediation Chann					31.25
<b>T-0520 Houston Ave &amp; White Oak</b>					
Bill	12/31/2017	1064	SMW Principle Solutions, Inc.	Dec Consulting 2017	550.00
Bill	01/31/2018	1072	SMW Principle Solutions, Inc.	January 2018 Consulting	1,750.00
Bill	01/31/2018	00260535	Jones & Carter Inc.	Work Order 2 - Through Jan 26, 2018	29,265.42
Total T-0520 Houston Ave & White Oak					31,565.42
<b>T-0521 Little Thicket Park Impr</b>					
Bill	01/31/2018	1072	SMW Principle Solutions, Inc.	January 2018 Consulting	400.00
Total T-0521 Little Thicket Park Impr					400.00
<b>T-0523 Shepherd/Durham Reconstr</b>					
Bill	12/31/2017	1064	SMW Principle Solutions, Inc.	T-0523A	1,000.00
Bill	12/31/2017	1064	SMW Principle Solutions, Inc.	T-0523B	1,000.00
Bill	01/31/2018	1072	SMW Principle Solutions, Inc.	T-0523A January 2018 Consulting	950.00
Bill	01/31/2018	1072	SMW Principle Solutions, Inc.	T-0523B January 2018 Consulting	900.00
Bill	01/31/2018	00259997	Jones & Carter Inc.	Shepherd Dr 6th to 610 - Through Jan 26, 2018	75,746.87
Bill	01/31/2018	00259998	Jones & Carter Inc.	Work Order 5 - Durham - Through Jan 26, 2018	74,588.50
Total T-0523 Shepherd/Durham Reconstr					154,185.37
<b>T-0524 Street Trees</b>					
Bill	01/31/2018	1072	SMW Principle Solutions, Inc.	January 2018 Consulting	400.00
Total T-0524 Street Trees					400.00
Total Capital Improvement Plan					188,375.62
<b>TOTAL</b>					<b>188,375.62</b>

**Memorial Heights Redevelopment Authority**  
**BUDGET TO ACTUAL**  
**7 Months Ended Jan 31, 2018**

	Jan 31, 2018 Actual	Jan 31, 2018 Budget	Variance	% of Budget
<b>Revenue</b>				
Interest Income	\$ 15,737.43	\$ 0.00	\$ 15,737.43	
<b>Total Revenue</b>	<b>15,737.43</b>	<b>0.00</b>	<b>15,737.43</b>	
<b>Capital Improvement Plan</b>				
T-0515 11th & Bryce St Pk Trail	12,262.83	0.00	12,262.83	
T-0517 Flood Remediation Chann	6,773.75	0.00	6,773.75	
T-0518 Olivewo/Wichman Trail Hd	781.25	0.00	781.25	
T-0520 Houston Ave & White Oak	172,963.56	0.00	172,963.56	
T-0521 Little Thicket Park Impr	61,643.05	0.00	61,643.05	
T-0523 Shepherd/Durham Reconstr	232,970.54	0.00	232,970.54	
T-0524 Street Trees	400.00	0.00	400.00	
<b>Total Capital Improvement Plan</b>	<b>487,794.98</b>	<b>0.00</b>	<b>487,794.98</b>	
<b>Gross Profit</b>	<b>(472,057.55)</b>	<b>0.00</b>	<b>(472,057.55)</b>	
<b>Operating Expenses</b>				
Developer Reimbursement	183,895.60	0.00	183,895.60	
Program and Project Consultants				
Engineering Consultants	49,078.49	0.00	49,078.49	
Legal Expense	10,317.12	0.00	10,317.12	
TIRZ Administration & Overhead				
Accounting	10,716.80	0.00	10,716.80	
Administration	35,305.65	0.00	35,305.65	
Auditing	7,250.00	0.00	7,250.00	
Tax Consultant	1,800.00	0.00	1,800.00	
<b>Total Operating Expenses</b>	<b>298,363.66</b>	<b>0.00</b>	<b>298,363.66</b>	
<b>Operating Income (Loss)</b>	<b>(770,421.21)</b>	<b>0.00</b>	<b>(770,421.21)</b>	
<b>Net Income (Loss)</b>	<b>(770,421.21)</b>	<b>0.00</b>	<b>(770,421.21)</b>	



**Memorial Heights Redevelopment Authority**  
**BALANCE SHEET**  
Jan 31, 2018 and 2017

<b>Assets</b>				
	2018	2017	Variance	%
<b>Current Assets</b>				
Prosperity - Money Market	\$ 5,565,502.50	\$ 3,180,679.31	\$ 2,384,823.19	74.98 %
Prosperity Bank - Operating	9,456.88	47,073.45	(37,616.57)	(79.91)%
Prepaid Expense	<u>935.00</u>	<u>900.00</u>	<u>35.00</u>	<u>3.89 %</u>
<b>Total Current Assets</b>	<b>5,575,894.38</b>	<b>3,228,652.76</b>	<b>2,347,241.62</b>	<b>72.70 %</b>
<b>Total Assets</b>	<b><u>\$ 5,575,894.38</u></b>	<b><u>\$ 3,228,652.76</u></b>	<b><u>\$ 2,347,241.62</u></b>	<b><u>72.70 %</u></b>

<b>Liabilities and Fund Balance</b>				
	2018	2017	Variance	%
<b>Current Liabilities</b>				
Accounts Payable	<u>\$ 193,359.96</u>	<u>\$ 268,494.13</u>	<u>\$ (75,134.17)</u>	<u>(27.98)%</u>
<b>Total Current Liabilities</b>	<b>193,359.96</b>	<b>268,494.13</b>	<b>(75,134.17)</b>	<b>(27.98)%</b>
<b>Fund Balance</b>				
Retained Earnings	6,152,955.63	4,215,579.49	1,937,376.14	45.96 %
Net Income	<u>(770,421.21)</u>	<u>(1,255,420.86)</u>	<u>484,999.65</u>	<u>(38.63)%</u>
<b>Total Fund Balance</b>	<b><u>5,382,534.42</u></b>	<b><u>2,960,158.63</u></b>	<b><u>2,422,375.79</u></b>	<b><u>81.83 %</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 5,575,894.38</u></b>	<b><u>\$ 3,228,652.76</u></b>	<b><u>\$ 2,347,241.62</u></b>	<b><u>72.70 %</u></b>

**Memorial Heights Redevelopment Authority**

**Profit & Loss Detail**

July 2017 through January 2018

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Amount
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Interest Income</b>						
Deposit	07/31/2017				Interest	2,264.23
Deposit	08/31/2017				Interest	2,340.47
Deposit	09/30/2017				Interest	2,224.07
Deposit	10/31/2017				Interest	2,237.85
Deposit	11/30/2017				Interest	2,088.93
Deposit	12/31/2017				Interest	2,219.46
Deposit	01/31/2018				Interest	2,362.42
Total Interest Income						15,737.43
Total Income						15,737.43
<b>Cost of Goods Sold</b>						
<b>Capital Improvement Plan</b>						
<b>T-0515 11th &amp; Bryce St Pk Trail</b>						
Bill	07/31/2017	17-2064		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through July 2017	742.50
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July Consulting 2017	700.00
Bill	08/31/2017	1029		SMW Principle Solutions, Inc.	Aug Consulting 2017	600.00
Bill	09/05/2017	1117		Trees for Houston	Watering 21 trees for 13 months	2,925.00
Bill	09/25/2017	71393		Edminster Hinshaw Russ & Assoc	Work Order 6	450.00
Bill	09/30/2017	1038		SMW Principle Solutions, Inc.	Sept Consulting 2017	900.00
Bill	09/30/2017	17-2249		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Sept 2017	195.00
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	Oct Consulting 2017	1,250.00
Bill	10/31/2017	17-2348		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Oct 2017	195.00
Bill	11/02/2017	71840		Edminster Hinshaw Russ & Assoc	Work Order 6	1,074.25
Bill	11/30/2017	17-2364		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Nov 2017	637.50
Bill	11/30/2017	1060		SMW Principle Solutions, Inc.	Nov Consulting 2017	800.00
Bill	12/29/2017	17-2455		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Dec 2017	555.00
Bill	12/31/2017	1064		SMW Principle Solutions, Inc.	Dec Consulting 2017	550.00
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	January 2018 Consulting	400.00
Bill	01/31/2018	18-1029		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Jan 2018	288.58
Total T-0515 11th & Bryce St Pk Trail						12,262.83
<b>T-0517 Flood Remediation Chann</b>						
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July Consulting 2017	400.00
Bill	08/31/2017	1029		SMW Principle Solutions, Inc.	Aug Consulting 2017	900.00
Bill	09/30/2017	1038		SMW Principle Solutions, Inc.	Sept Consulting 2017	1,800.00
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	Oct Consulting 2017	1,200.00
Bill	10/31/2017	17-2349		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Oct 2017	142.50
Bill	11/30/2017	1060		SMW Principle Solutions, Inc.	Nov Consulting 2017	2,300.00
Bill	12/29/2017	17-2456		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Dec 2017	31.25
Total T-0517 Flood Remediation Chann						6,773.75
<b>T-0518 Olivewo/Wichman Trail Hd</b>						
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July Consulting 2017	700.00
Bill	08/31/2017	17-2124		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through August 2017	81.25
Total T-0518 Olivewo/Wichman Trail Hd						781.25
<b>T-0520 Houston Ave &amp; White Oak</b>						
Bill	07/31/2017	0251792		Jones & Carter Inc.	Work Order 2 - Through July 28, 2017	6,740.00
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July Consulting 2017	700.00
Bill	08/31/2017	0253154		Jones & Carter Inc.	Work Order 2 - Through Aug 25, 2017	17,972.25
Bill	08/31/2017	1029		SMW Principle Solutions, Inc.	Aug Consulting 2017	1,200.00
Bill	09/30/2017	1038		SMW Principle Solutions, Inc.	Sept Consulting 2017	1,400.00
Bill	10/03/2017	00254589		Jones & Carter Inc.	Work Order 2 - Through Sept 29, 2017	51,948.37
Bill	10/31/2017	00256278		Jones & Carter Inc.	Work Order 2 - Through Oct 27, 2017	41,087.30
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	Oct Consulting 2017	1,600.00
Bill	11/30/2017	00257882		Jones & Carter Inc.	Work Order 2 - Through Nov 24, 2017	18,750.22
Bill	12/31/2017	1064		SMW Principle Solutions, Inc.	Dec Consulting 2017	550.00
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	January 2018 Consulting	1,750.00
Bill	01/31/2018	00260535		Jones & Carter Inc.	Work Order 2 - Through Jan 26, 2018	29,265.42
Total T-0520 Houston Ave & White Oak						172,963.56

# Memorial Heights Redevelopment Authority

## Profit & Loss Detail

July 2017 through January 2018

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Amount
<b>T-0521 Little Thicket Park Impr</b>						
Bill	07/31/2017	0251864		Jones & Carter Inc.	Little Thicket Park - Through July 28, 2017	6,557.55
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July Consulting 2017	200.00
Bill	08/31/2017	0253156		Jones & Carter Inc.	Little Thicket Park - Through Aug 25, 2017	16,045.00
Bill	09/30/2017	1038		SMW Principle Solutions, Inc.	Sept Consulting 2017	400.00
Bill	10/03/2017	00254588		Jones & Carter Inc.	Little Thicket Park - Through Sept 29, 2017	27,310.10
Bill	10/31/2017	00256233		Jones & Carter Inc.	Little Thicket Park - Through Oct 27, 2017	745.00
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	Oct Consulting 2017	800.00
Bill	11/30/2017	00257833		Jones & Carter Inc.	Little Thicket Park - Through Nov 24, 2017	9,185.40
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	January 2018 Consulting	400.00
Total T-0521 Little Thicket Park Impr						61,643.05
<b>T-0522 18th &amp; 19th Reconstruct</b>						
Bill	07/31/2017	0251790		Jones & Carter Inc.	Work Order 1 - Through July 28, 2017	2,100.00
Bill	08/31/2017	0253153		Jones & Carter Inc.	Work Order 1 - Through Aug 25, 2017	3,405.00
Gene...	09/30/2017	CPA 17-2	*	Jones & Carter Inc.	Reclass charges to general engineering	-2,100.00
Gene...	09/30/2017	CPA 17-2	*	Jones & Carter Inc.	Reclass charges to general engineering	-3,405.00
Total T-0522 18th & 19th Reconstruct						0.00
<b>T-0523 Shepherd/Durham Reconstr</b>						
Bill	07/31/2017	0251793		Jones & Carter Inc.	Shepherd Dr 6th to 610 - Through July 28, 2017	4,220.00
Bill	07/31/2017	0251794		Jones & Carter Inc.	Work Order 5 - Durham - Through July 28, 2017	285.00
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July Consulting 2017	700.00
Bill	08/31/2017	0253155		Jones & Carter Inc.	Shepherd Dr 6th to 610 - Through Aug 25, 2017	770.00
Bill	08/31/2017	1029		SMW Principle Solutions, Inc.	Aug Consulting 2017	600.00
Bill	09/30/2017	1038		SMW Principle Solutions, Inc.	Sept Consulting 2017	1,000.00
Bill	10/03/2017	00254590		Jones & Carter Inc.	Shepherd Dr 6th to 610 - Through Sept 29, 2017	15,094.75
Bill	10/05/2017	17-2251		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Sept 2017	453.75
Bill	10/31/2017	00256230		Jones & Carter Inc.	Shepherd Dr 6th to 610 - Through Oct 27, 2017	13,413.62
Bill	10/31/2017	002562...		Jones & Carter Inc.	Work Order 5 - Durham - Through Oct 27, 2017	3,600.00
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	T-0523A	800.00
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	T-0523B	800.00
Bill	10/31/2017	17-2351		Sanford Kuhl Hagan Kugle Parker Kahn	Legal services through Oct 2017	400.00
Bill	11/30/2017	00257854		Jones & Carter Inc.	Shepherd Dr 6th to 610 - Through Nov 24, 2017	15,064.55
Bill	11/30/2017	00257855		Jones & Carter Inc.	Work Order 5 - Durham - Through Nov 24, 2017	18,483.50
Bill	11/30/2017	1060		SMW Principle Solutions, Inc.	T-0523A	1,550.00
Bill	11/30/2017	1060		SMW Principle Solutions, Inc.	T-0523B	1,550.00
Bill	12/31/2017	1064		SMW Principle Solutions, Inc.	T-0523A	1,000.00
Bill	12/31/2017	1064		SMW Principle Solutions, Inc.	T-0523B	1,000.00
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	T-0523A January 2018 Consulting	950.00
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	T-0523B January 2018 Consulting	900.00
Bill	01/31/2018	00259997		Jones & Carter Inc.	Shepherd Dr 6th to 610 - Through Jan 26, 2018	75,746.87
Bill	01/31/2018	00259998		Jones & Carter Inc.	Work Order 5 - Durham - Through Jan 26, 2018	74,588.50
Total T-0523 Shepherd/Durham Reconstr						232,970.54
<b>T-0524 Street Trees</b>						
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	January 2018 Consulting	400.00
Total T-0524 Street Trees						400.00
Total Capital Improvement Plan						487,794.98
Total COGS						487,794.98
Gross Profit						-472,057.55
<b>Expense</b>						
<b>Developer Reimbursement</b>						
Bill	10/10/2017	Reimbu...		Sovereign Regent Square LLC	Developer Reimbursement 2017 (Construction Cost)	183,895.60
Total Developer Reimbursement						183,895.60
<b>Program and Project Consultants</b>						
<b>Engineering Consultants</b>						
Bill	07/31/2017	7-2017-2		Goodman Corporation	MRA100 Project - July	1,517.89
Bill	08/31/2017	8-2017-...		Goodman Corporation	MRA100 Project - August	7,360.54
Bill	09/30/2017	9-2017-...		Goodman Corporation	MRA100 Project - September	15,545.43
Gene...	09/30/2017	CPA 17-2	*	Jones & Carter Inc.	Reclass charges to general engineering	5,505.00
Bill	10/03/2017	00254587		Jones & Carter Inc.	Work Order 1 - Through Sept 29, 2017	5,528.75
Bill	10/31/2017	10-2017...		Goodman Corporation	MRA100 Project - October	2,095.98
Bill	10/31/2017	00256228		Jones & Carter Inc.	Work Order 1 - Through Oct 27, 2017	3,480.99
Bill	11/30/2017	11-2017...		Goodman Corporation	MRA100 Project - November	866.78
Bill	11/30/2017	00257834		Jones & Carter Inc.	Work Order 1 - Through Nov 24, 2017	2,545.00
Bill	12/31/2017	12-2017...		Goodman Corporation	MRA101 Project - December	2,369.58
Bill	01/31/2018	1-2018-6		Goodman Corporation	MRA101 Project - January	1,343.80
Bill	01/31/2018	00259996		Jones & Carter Inc.	Work Order 1 - Through Jan 26, 2018	918.75
Total Engineering Consultants						49,078.49

No assurance is provided on these financial statements

# Memorial Heights Redevelopment Authority

## Profit & Loss Detail

July 2017 through January 2018

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Amount
<b>Legal Expense</b>						
Bill	07/31/2017	17-2063		Sanford Kuhl Hagan Kugle Parker Kahn	General Legal services through July 2017	865.59
Bill	08/31/2017	17-2123		Sanford Kuhl Hagan Kugle Parker Kahn	General Legal services through August 2017	878.85
Bill	08/31/2017	17-2125		Sanford Kuhl Hagan Kugle Parker Kahn	Regents Square GID	162.50
Bill	09/30/2017	17-2248		Sanford Kuhl Hagan Kugle Parker Kahn	General Legal services through September 2017	3,082.63
Bill	09/30/2017	17-2250		Sanford Kuhl Hagan Kugle Parker Kahn	Regents Square GID	792.50
Bill	10/31/2017	17-2347		Sanford Kuhl Hagan Kugle Parker Kahn	General Legal services through October 2017	1,935.64
Bill	10/31/2017	17-2350		Sanford Kuhl Hagan Kugle Parker Kahn	Regents Square GID	253.75
Bill	11/30/2017	17-2363		Sanford Kuhl Hagan Kugle Parker Kahn	General Legal services through November 2017	634.00
Bill	12/29/2017	17-2454		Sanford Kuhl Hagan Kugle Parker Kahn	General Legal services through December 2017	635.37
Bill	12/29/2017	17-2457		Sanford Kuhl Hagan Kugle Parker Kahn	Regents Square GID	50.00
Bill	01/31/2018	18-1028		Sanford Kuhl Hagan Kugle Parker Kahn	General Legal services through January 2018	1,026.29
Total Legal Expense						10,317.12
Total Program and Project Consultants						59,395.61
<b>TIRZ Administration &amp; Overhead</b>						
<b>Accounting</b>						
Bill	07/31/2017	1646		The Morton Accounting Services	July CPA Services	1,358.94
Bill	08/31/2017	1660		The Morton Accounting Services	August CPA Services	2,158.94
Bill	09/30/2017	1667		The Morton Accounting Services	September CPA Services	1,652.58
Bill	10/31/2017	1682		The Morton Accounting Services	October CPA Services	1,380.40
Bill	11/30/2017	1689		The Morton Accounting Services	November CPA Services	1,358.61
Bill	12/31/2017	1701		The Morton Accounting Services	December CPA Services	1,359.10
Bill	01/31/2018	1712		The Morton Accounting Services	January CPA Services and 1099's	1,448.23
Total Accounting						10,716.80
<b>Administration</b>						
Bill	07/31/2017	17-2062		Sanford Kuhl Hagan Kugle Parker Kahn	Admin/Meeting through July 2017	365.00
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July 2017 Consulting	4,600.00
Bill	07/31/2017	1022		SMW Principle Solutions, Inc.	July 2017 Expenses	53.27
Bill	08/31/2017	17-2122		Sanford Kuhl Hagan Kugle Parker Kahn	Admin/Meeting through August 2017	75.00
Bill	08/31/2017	1029		SMW Principle Solutions, Inc.	August 2017 Consulting	4,700.00
Bill	08/31/2017	1029		SMW Principle Solutions, Inc.	August 2017 Expenses	27.50
Bill	09/30/2017	1038		SMW Principle Solutions, Inc.	September 2017 Consulting	2,500.00
Bill	09/30/2017	1038		SMW Principle Solutions, Inc.	September 2017 Expenses	176.48
Bill	09/30/2017	17-2247		Sanford Kuhl Hagan Kugle Parker Kahn	Admin/Meeting through September 2017	3,853.75
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	September 2017 Consulting	1,550.00
Bill	10/31/2017	1055		SMW Principle Solutions, Inc.	October 2017 Expenses	66.02
Bill	10/31/2017	17-2346		Sanford Kuhl Hagan Kugle Parker Kahn	Admin/Meeting through October 2017	2,992.50
Bill	11/30/2017	17-2362		Sanford Kuhl Hagan Kugle Parker Kahn	Admin/Meeting through November 2017	277.50
Bill	11/30/2017	1060		SMW Principle Solutions, Inc.	November 2017 Consulting	1,800.00
Bill	11/30/2017	1060		SMW Principle Solutions, Inc.	November 2017 Expenses	23.32
Bill	12/29/2017	17-2453		Sanford Kuhl Hagan Kugle Parker Kahn	Admin/Meeting through December 2017	3,387.50
Bill	12/31/2017	1064		SMW Principle Solutions, Inc.	December 2017 Consulting	4,900.00
Bill	12/31/2017	1064		SMW Principle Solutions, Inc.	December 2017 Expenses	24.29
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	January 2018 Consulting	3,200.00
Bill	01/31/2018	1072		SMW Principle Solutions, Inc.	January 2018 Expenses	139.77
Bill	01/31/2018	18-1027		Sanford Kuhl Hagan Kugle Parker Kahn	Admin/Meeting through January 2018	593.75
Total Administration						35,305.65
<b>Auditing</b>						
Bill	10/10/2017	2017 A...		McCall Gibson Swedlund Barfoot PLLC	Total Billing - 2017 Audit	7,250.00
Total Auditing						7,250.00
<b>Tax Consultant</b>						
Bill	07/01/2017	51255		Equi Tax Inc.	July 2017 - June 2018 Tax Consulting	1,800.00
Total Tax Consultant						1,800.00
Total TIRZ Administration & Overhead						55,072.45
Total Expense						298,363.66
Net Ordinary Income						-770,421.21
<b>Net Income</b>						<b>-770,421.21</b>

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

Bill To
Ann Lents MHRA 9 Greenway Plaza, Suite 2400 Houston, TX 77046

Date	Invoice #
1/31/2018	1-2018-6

Terms	Project
	MRA101

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Shepherd/Durham Reconstruction Project: T-0523A & T-0523B				0.00
Contract Services	Task 1A - Project Coordination and Schematic Review for Shepherd and Durham	15,900.60	79%	6.00%	954.04
Contract Services	Task 1B - Preparation of Full Benefit Analysis and Associated Documentation for Shepherd/Durham	24,584.00	100%	0.00%	0.00
Contract Services	Task 1C - Facilitation of H-GAC TIP Call for Projects Process for Shepherd/Durham	19,488.00	8%	2.00%	389.76
Contract Services	Task 2 -18th and 19th Reconstruction Between Durham and 20th Street: T-0522A & T-0522B				0.00
Contract Services	Task 2A - Project Coordination and Schematic Review for 18th and 19th	7,156.40	85%	0.00%	0.00
Contract Services	Task 2B - Preparation of Full Benefit Analysis and Associated Documentation for 18th and 19th	0.00			0.00
Contract Services	Task 2C - Facilitation of H-GAC TIP Call for Projects Process for 18th and 19th	0.00			0.00
Contract Services	Task 3 - Houston Avenue and White Oak Drive Improvements: T-0520				0.00
Contract Services	Task 3A - Project Coordination and Schematic Review for Houston and White Oak	7,160.00	100%	0.00%	0.00
Contract Services	Task 3B - Preparation of Full Benefit Analysis and Associated Documentation for Houston and White Oak	8,392.00	100%	0.00%	0.00
Contract Services	Task 3C - Pursue Funds va TP&W Recreation Trails Program related to Houston Avenue and White Oak	7,056.00	100%	0.00%	0.00
Contract Services	Task 3D - Facilitation of H-GAC TIP Call for Projects Process for Houston and White Oak``	0.00			0.00

<b>Total</b>	\$1,343.80
<b>Balance Due</b>	\$1,343.80

Phone #	Fax #
713-951-7951	713-951-7957

**BILLING MEMO**

**TO:** Sherry Weesner

**FROM:** Kristin Landry

**DATE:** February 5, 2018

**RE:** Jones|Carter Invoice – For Services from November 25, 2017 to January 26, 2018

TASK	Original Budget	Additional Authorization	Total Authorization	Previously Invoiced	Current Invoice	Remaining Budget	Current MWDBE Participation
<b>Work Authorization No. 1</b>							
General	\$ 51,598.00	\$ 65,380.00	\$ 116,978.00	\$ 116,048.15	\$ 918.75	\$ 11.10	3.42%
<b>Work Authorization No. 2</b>							
Houston Ave/White Oak Dr	\$ 30,000.00	\$ 220,810.00	\$ 250,810.00	\$ 182,429.67	\$ 29,265.42	\$ 39,114.91	12.72%
Basic Services	\$ -	\$ 110,000.00	\$ 110,000.00	\$ 95,084.50	\$ 9,739.50	\$ 5,176.00	
Additional Services	\$ -	\$ 95,000.00	\$ 95,000.00	\$ 45,740.99	\$ 19,435.52	\$ 29,823.49	
Reimbursable Expenses	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 247.93	\$ 90.40	\$ 4,661.67	
<b>Work Authorization No. 3</b>							
Front End Specifications	\$ 5,380.00	\$ -	\$ 5,380.00	\$ 5,380.00	\$ -	\$ -	0.00%
<b>Work Authorization No. 4</b>							
Shepherd Drive PER	\$ 961,000.00	\$ (355,124.00)	\$ 605,876.00	\$ 99,826.93	\$ 75,746.87	\$ 430,302.20	21.34%
Basic Services	\$ 515,000.00	\$ (189,434.00)	\$ 325,566.00	\$ 95,978.75	\$ 27,346.75	\$ 202,240.50	
Additional Services	\$ 436,000.00	\$ (163,690.00)	\$ 272,310.00	\$ 3,673.55	\$ 48,115.00	\$ 220,521.45	
Reimbursable Expenses	\$ 10,000.00	\$ (2,000.00)	\$ 8,000.00	\$ 174.63	\$ 285.12	\$ 7,540.25	
<b>Work Authorization No. 5</b>							
Durham Drive Grant App.	\$ 15,000.00	\$ 371,324.00	\$ 386,324.00	\$ 28,071.50	\$ 74,588.50	\$ 283,664.00	36.49%
Basic Services	\$ 15,000.00	\$ 122,494.00	\$ 137,494.00	\$ 28,071.50	\$ 27,514.00	\$ 81,908.50	
Additional Services	\$ -	\$ 246,830.00	\$ 246,830.00	\$ -	\$ 47,074.50	\$ 199,755.50	
Reimbursable Expenses	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	
<b>Work Authorization No. 6</b>							
Little Thicket Park	\$ 70,899.00	\$ -	\$ 70,899.00	\$ 61,550.55	\$ -	\$ 9,348.45	17.05%
Basic Services	\$ 21,575.00	\$ -	\$ 21,575.00	\$ 15,969.79	\$ -	\$ 5,605.21	
Additional Services	\$ 48,824.00	\$ -	\$ 48,824.00	\$ 45,580.76	\$ -	\$ 3,243.24	
Reimbursable Expenses	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00	
<b>TOTAL</b>	<b>\$ 1,133,877.00</b>	<b>\$ 302,390.00</b>	<b>\$ 1,436,267.00</b>	<b>\$ 493,306.80</b>	<b>\$ 180,519.54</b>	<b>\$ 762,440.66</b>	

Tasks Completed for Current Invoicing Period:

- Work Authorization 1 – General Authorization
  - Bi-weekly updates and invoicing.
  
- Work Authorization 2 – Houston Avenue/White Oak Drive Intersection
  - Presented to community at Public Meeting on 12/04/2017.
  - Coordinated with the City regarding 50% submittal/comments.
  - Subconsultant coordination and effort.
  - Continued design effort in preparation of 90% submittal on 02/08/2018.
  
- Work Authorization 3 – Front End Documents
  - No action.
  
- Work Authorization 4/5 – Shepherd Drive & Durham Drive
  - Interviewed two shortlisted firms for landscape architecture services, contacted references, and selected preferred firm.
  - Coordinated with surveying and Phase I ESA subconsultants.
  - Met with TxDOT on 12/20/2017.
  - Delivered preliminary project budget on 01/03/2018.
  - Met with TGC regarding cost review on 01/10/2018.
  - Coordinated with COH on water and wastewater needs.
  - Coordinated with SWA regarding scope & fee and corridor property owner list.
  - Completed initial analysis of Durham drainage system.
  - Received draft of survey for Durham, Shepherd survey in progress.
  - Phase I ESA in progress.
  
- Work Authorization 6 – Little Thicket Park
  - No action.



# JONES | CARTER

6330 West Loop South, Suite 150  
Bellaire, Texas 77401

**Invoice Total \$918.75**

February 5, 2018  
Project No: 14760-0001-00  
Invoice No: 00259996

Memorial Heights Redevelopment Authority (TIRZ No. 5)  
8588 Katy Fwy  
Houston, TX 77024

**PLEASE NOTE OUR NEW REMIT INFO**  
*(Effective 10/1/17)*  
**REMIT ADDRESS:** Jones & Carter, Inc.  
P.O. Box 95562  
Grapevine, TX 76099-9708  
**ACH INFORMATION:** BB&T  
Account #: 1440002564231  
Routing #: 111017694  
Please send remittance advice to:  
AccountsReivable@jonescarter.com  
**Payment Terms: Due upon Receipt**

Project 14760-0001-00 MHRA WA1

Services include:

- \* On-going communication and reporting.
- \* Preparation of materials for meetings including updates to maps, agendas, notes as needed.

**Professional Services from November 25, 2017 to January 26, 2018**

Task 100 Program Management

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Project Engineer	5.25	175.00	918.75
Totals	5.25		918.75
<b>Total Labor</b>			<b>918.75</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	918.75	116,048.15	116,966.90
Limit			116,978.00
Remaining			11.10

<b>TOTAL THIS INVOICE</b>	<b><u><u>\$918.75</u></u></b>
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# JONES | CARTER

6330 West Loop South, Suite 150  
Bellaire, Texas 77401

**Invoice Total \$29,265.42**

February 5, 2018  
Project No: 14760-0002-00  
Invoice No: 00260535

Memorial Heights Redevelopment Authority (TIRZ No. 5)  
8588 Katy Fwy  
Houston, TX 77024

**PLEASE NOTE OUR NEW REMIT INFO**  
*(Effective 10/1/17)*

<b>REMIT ADDRESS:</b>	<b>ACH INFORMATION:</b>
Jones & Carter, Inc.	BB&T
P.O. Box 95562	Account #: 1440002564231
Grapevine, TX 76099-9708	Routing #: 111017694

Please send remittance advice to:  
AccountsReivable@jonescarter.com

**Payment Terms: Due upon Receipt**

Project 14760-0002-00 MHRA WA2

Services include:

- \* Presentation to community at Public Meeting.
- \* Coordination with the City regarding 50% submission/comments.
- \* Continued design effort in preparation of 90% submittal.

**Professional Services from November 25, 2017 to January 26, 2018**

Task 200 Final Design

	Hours	Rate	Amount
Senior Project Manager	11.00	200.00	2,200.00
Senior Project Engineer	6.50	175.00	1,137.50
Engineer II	33.00	94.00	3,102.00
Planner IV	27.50	120.00	3,300.00
Totals	78.00		9,739.50
<b>Total Labor</b>			<b>9,739.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	9,739.50	95,084.50	104,824.00
Limit			110,000.00
Remaining			5,176.00

Task 410 Traffic Signal Design

	Hours	Rate	Amount
Division Manager	4.00	210.00	840.00
Engineer IV	14.50	115.00	1,667.50
Engineer II	52.00	94.00	4,888.00
Totals	70.50		7,395.50
<b>Total Labor</b>			<b>7,395.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	7,395.50	7,880.00	15,275.50
Limit			20,835.00
Remaining			5,559.50

Task 420 Drainage Impact Analysis

	Hours	Rate	Amount
Engineer III	8.00	107.00	856.00

Project	14760-0002-00	MHRA WA2		Invoice	00260535
Engineer II			62.50	94.00	5,875.00
	Totals		70.50		6,731.00
	<b>Total Labor</b>				<b>6,731.00</b>
<b>Billing Limits</b>			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings			6,731.00	4,859.00	11,590.00
Limit					11,608.00
Remaining					18.00
-----					
Task	450	Landscape Architecture			
Other Consultants					
12/26/2017	SWA Group, Inc.	INV 171825			1,713.53
1/26/2018	SWA Group, Inc.	INV 172175-Rev			2,679.11
	<b>Total Consultants</b>				<b>4,392.64</b>
<b>Billing Limits</b>			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings			4,392.64	5,546.23	9,938.87
Limit					10,000.00
Remaining					61.13
-----					
Task	500	Topographic Survey			
Surveying Services					
1/2/2018	United Engineers, Inc.	INV 1217.350			916.38
	<b>Total Consultants</b>				<b>916.38</b>
<b>Billing Limits</b>			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings			916.38	18,654.84	19,571.22
Limit					29,216.00
Remaining					9,644.78
-----					
Task	800	Reimbursable Expenses			
Mileage					
7/20/2017	Landry, Kristin	Mtg with METRO			9.83
10/6/2017	Landry, Kristin	Presentation to GNMD Board			13.87
11/17/2017	Landry, Kristin	Mtg with METRO			9.83
11/28/2017	Williford, Erin	Project Site Visit			11.56
12/1/2017	Williford, Erin	Project Site Visit			12.14
12/19/2017	Landry, Kristin	Mtg with Interagency			9.83
Parking					
7/20/2017	Landry, Kristin	Mtg with METRO			3.46
11/17/2017	Landry, Kristin	Mtg with METRO			3.46
12/19/2017	Landry, Kristin	Mtg with Interagency			3.46
12/19/2017	Williford, Erin	Parking at Houstonfirst			12.96
	<b>Total Reimbursables</b>				<b>90.40</b>
<b>TOTAL THIS INVOICE</b>					<b>\$29,265.42</b>



# JONES | CARTER

6330 West Loop South, Suite 150  
Bellaire, Texas 77401

**Invoice Total \$75,746.87**

February 5, 2018  
Project No: 14760-0004-00  
Invoice No: 00259997

Memorial Heights Redevelopment Authority (TIRZ No. 5)  
8588 Katy Fwy  
Houston, TX 77024

**PLEASE NOTE OUR NEW REMIT INFO**  
*(Effective 10/1/17)*

<b>REMIT ADDRESS:</b>	<b>ACH INFORMATION:</b>
Jones & Carter, Inc.	BB&T
P.O. Box 95562	Account #: 1440002564231
Grapevine, TX 76099-9708	Routing #: 111017694

Please send remittance advice to:  
AccountsReivable@jonescarter.com

**Payment Terms: Due upon Receipt**

Project 14760-0004-00 Shepherd Drive 6th St. to 610 PER

Services include:

- \* LA Submittal Receipt, Distribution, Evaluation, and Discussion.
- \* LA Notifications and Debriefs.
- \* LA Interview Preparation and Development of Response.
- \* Continued Utility Coordination by reaching out to CenterPoint, AT&T, Comcast, and other fiber optic companies.
- \* Worked on a response to the City on their Cross Section, reviewed City's drainage report.
- \* Coordinated with our Subconsultants on Survey and Phase I Environmental study.

**Professional Services from November 25, 2017 to January 26, 2018**

Task 100 PER Basic Services

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Division Manager	.50	210.00	105.00	
Senior Project Manager	57.00	200.00	11,400.00	
Senior Project Engineer	15.25	175.00	2,668.75	
Engineer VII	4.00	160.00	640.00	
Engineer IV	44.00	115.00	5,060.00	
Engineer II	79.50	94.00	7,473.00	
<b>Totals</b>	<b>200.25</b>		<b>27,346.75</b>	
<b>Total Labor</b>				<b>27,346.75</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	27,346.75	95,978.75	123,325.50
Limit			189,434.00
Remaining			66,108.50

Task 400 Traffic Analysis

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Division Manager	3.50	210.00	735.00	
Engineer II	3.25	94.00	305.50	
<b>Totals</b>	<b>6.75</b>		<b>1,040.50</b>	
<b>Total Labor</b>				<b>1,040.50</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	1,040.50	2,580.00	3,620.50
Limit			30,140.00
Remaining			26,519.50

Task 460 Phase I ESA

Environmental Consultant

1/26/2018	The Goodman Corporation	INV 12-2017-2	6,615.00	
<b>Total Consultants</b>				<b>6,615.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	6,615.00	0.00	6,615.00
Limit			18,900.00
Remaining			12,285.00

-----  
 Task                    500                    Topographic Survey

Surveying Services

1/26/2018	United Engineers, Inc.	INV 118-011	40,459.50	
<b>Total Consultants</b>				<b>40,459.50</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	40,459.50	0.00	40,459.50
Limit			90,000.00
Remaining			49,540.50

-----  
 Task                    800                    Reimbursable Expenses

Bid/Legal Advertising

1/10/2018	Houston Business Journal	INV 10056845	285.12	
<b>Total Reimbursables</b>				<b>285.12</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	285.12	174.63	459.75
Limit			10,000.00
Remaining			9,540.25

**TOTAL THIS INVOICE**      \$75,746.87



# JONES | CARTER

6330 West Loop South, Suite 150  
Bellaire, Texas 77401

**Invoice Total \$74,588.50**

February 5, 2018  
Project No: 14760-0005-00  
Invoice No: 00259998

Memorial Heights Redevelopment Authority (TIRZ No. 5)  
8588 Katy Fwy  
Houston, TX 77024

**PLEASE NOTE OUR NEW REMIT INFO**  
*(Effective 10/1/17)*

<b>REMIT ADDRESS:</b>	<b>ACH INFORMATION:</b>
Jones & Carter, Inc.	BB&T
P.O. Box 95562	Account #: 1440002564231
Grapevine, TX 76099-9708	Routing #: 111017694

Please send remittance advice to:  
AccountsReivable@jonescarter.com

**Payment Terms: Due upon Receipt**

Project 14760-0005-00 MHRA WA5

Services include:

- \* Utility coordination with CenterPoint, AT&T, Comcast, and other fiber optic companies, Constructed drainage model, and coordination with Subconsultants on Survey and Phase I Environmental study.
- \* Utility Review and Data Collection.
- \* Review of Bus Stop Recommendations from METRO/Gunda.
- \* Identification of Large Land Owners for Meetings.
- \* Evaluation of Bicycle Recommendations and Cross Section Alternatives.

**Professional Services from November 25, 2017 to January 26, 2018**

Task 100 PER Basic Services

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Senior Project Manager	132.50	200.00	26,500.00	
Engineer VII	5.75	160.00	920.00	
Engineer II	1.00	94.00	94.00	
<b>Totals</b>	<b>139.25</b>		<b>27,514.00</b>	
<b>Total Labor</b>				<b>27,514.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	27,514.00	28,071.50	55,585.50
Limit			137,494.00
Remaining			81,908.50

Task 430 Phase I Environmental Site Assessment (TGC)

Environmental Consultant				
1/26/2018	The Goodman Corporation	INV 12-2017-2	6,615.00	
<b>Total Consultants</b>				<b>6,615.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	6,615.00	0.00	6,615.00
Limit			18,900.00
Remaining			12,285.00

Task 500 Topographic Survey (United Engineers)

Surveying Services				
1/26/2018	United Engineers, Inc.	INV 118-011	40,459.50	
<b>Total Consultants</b>				<b>40,459.50</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	40,459.50	0.00	40,459.50
Limit			90,000.00
Remaining			49,540.50

**TOTAL THIS INVOICE** \$74,588.50

# SANFORD KUHL HAGAN KUGLE PARKER KAHN LLP

1980 POST OAK BOULEVARD  
SUITE 1380  
HOUSTON, TEXAS 77056  
(713) 850-9000

**BILL TO:**

Memorial-Heights Redevelopment Authority  
c/o Melissa C. Morton  
450 N. Sam Houston Pkwy E  
Suite 168  
Houston, TX 77060

**Invoice #** 18-1027 – 18-1029  
**Invoice Date:** 02/02/2018  
**Services Rendered**  
**Through:** 01/31/2018

DESCRIPTION	AMOUNT
Previous Balance	0.00
Professional Services Rendered (January, 2018)	
Administrative & Meeting	593.75
General Account	1,026.29
T-0515 – 11 <sup>th</sup> Street/Bryce St	288.58
<b>TOTAL</b>	<b>\$1,908.62</b>

# Sanford Kuhl Hagan Kugle Parker Kahn LLP

1980 Post Oak Boulevard  
Suite 1380  
Houston, Texas 77056  
(713) 850-9000

**Bill To:**  
**MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY**  
c/o Melissa Morton  
450 N Sam Houston Pkwy E  
Suite 168  
Houston, TX 77060

**Invoice #:** 18-1027  
**Invoice Date:** 2/2/2018  
**Services Rendered Through:** 1/31/2018

## MATTER: 1023.01 - Administrative & Meeting

	<b>Date</b>	<b>Description</b>	<b>Hrs.</b>	<b>Amount</b>
SVD ...	1/3/2018	Attention to meeting schedules, and related communications.	0.25	25.00
LD - ...	1/4/2018	Telephone conference with S. Demiany and S. Weesner regarding meeting schedules and issues.	0.25	68.75
SVD ...	1/4/2018	Communications regarding meeting schedule and requirements.	0.5	50.00
SVD ...	1/9/2018	Communications regarding meeting schedule.	0.25	25.00
SVD ...	1/10/2018	Attention meeting place accommodation.	1	100.00
SVD ...	1/17/2018	Preparation of prior Board meeting minutes and attachments.	0.5	50.00
SVD ...	1/18/2018	Continued preparation of minutes.	2.75	275.00

<b>Total</b>	\$593.75
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$593.75



# Sanford Kuhl Hagan Kugle Parker Kahn LLP

1980 Post Oak Boulevard  
Suite 1380  
Houston, Texas 77056  
(713) 850-9000

**Bill To:**  
**MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY**  
c/o Melissa Morton  
450 N Sam Houston Pkwy E  
Suite 168  
Houston, TX 77060

**Invoice #:** 18-1028  
**Invoice Date:** 2/2/2018  
**Services Rendered Through:** 1/31/2018

**MATTER: 1023.02 - General**

Date	Description	Hrs.	Amount
SVD ... 1/2/2018	Attention to consultant contract documentation.	0.25	31.25
LD - ... 1/3/2018	Attention to Investment Officer training requirements.	0.25	81.25
LD - ... 1/16/2018	E-mail exchange with M. Morton's request for GID W-9.	0.25	81.25
SVD ... 1/16/2018	Communications with Bookkeeper regarding financial matters.	0.25	31.25
PJK -... 1/19/2018	Attention to funding options.	0.4	130.00
LD - ... 1/22/2018	Attention to TML re-rate summary.	0.25	81.25
SVD ... 1/22/2018	Administration of insurance documents, and related communications. Communications with S. Weesner regarding TGC contract documentation.	1	125.00
SVD ... 1/29/2018	Administration of insurance documents.	0.5	62.50
PJK -... 1/30/2018	Attention to meeting action needs.	0.8	260.00
LD - ... 1/31/2018	Telephone conference with S. Weesner regarding meeting action needs.	0.25	81.25
EXP...			
1/1/2018	12/27/2017 - Courier - N. Tran/EHRA		13.08
1/18/2018	01/05/2018 - Courier - B. Brown/Walter P. Moore		41.91
1/31/2018	January 2018 - Copies		6.30
	<b>TOTAL REIMBURSABLE EXPENSES</b>		<b>61.29</b>

<b>Total</b>	\$1,026.29
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,026.29

# Sanford Kuhl Hagan Kugle Parker Kahn LLP

1980 Post Oak Boulevard  
Suite 1380  
Houston, Texas 77056  
(713) 850-9000

**Bill To:**  
**MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY**  
c/o Melissa Morton  
450 N Sam Houston Pkwy E  
Suite 168  
Houston, TX 77060

**Invoice #:** 18-1029  
**Invoice Date:** 2/2/2018  
**Services Rendered Through:** 1/31/2018

**MATTER: 1023.12 - T-0515 - 11TH STREET/BRYCE ST**

	<b>Date</b>	<b>Description</b>	<b>Hrs.</b>	<b>Amount</b>
LD - ...	1/3/2018	Attention to revised insurance certificate from contractor.	0.25	81.25
SVD ...	1/3/2018	Communications with L. Davis and C. Bao regarding insurance requirements for construction contract.	0.25	31.25
SVD ...	1/4/2018	Administration of construction contract documents, and related communications.	1	125.00
SVD ...	1/9/2018	Administration of construction contract documents.	0.25	31.25
	1/18/2018	01/08/2018 - Courier - N. Tran/EHRA		19.83

**Total** \$288.58  
**Payments/Credits** \$0.00  
**Balance Due** \$288.58

SMW Principle Solutions, Inc.  
1900 West Gray- P.O. Box130627  
Houston, TX 77219  
sherry@SMWPrincipleSolutions.com

# INVOICE

**BILL TO**  
MHRA/TIRZ 5

**INVOICE #** 1072  
**DATE** 02/04/2018  
**DUE DATE** 03/06/2018  
**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Consulting Agreement</b> Consulting Agreement	1	8,000.00	8,000.00
<b>Mileage Reimbursement</b> Mileage Reimbursement January 1-31, 2018	1	51.57	51.57
<b>Reimbursable Expenses</b> Reimbursable Expenses January 1-31, 2018	1	88.20	88.20

BALANCE DUE

**\$8,139.77**

Mileage Log

Sherry Weesner

January 1-31, 2018

Reimbursement Rate (2018)						0.545
Date	Business Purpose	Start Location	End Location	One Way or Round Trip	Miles- Per Google Map	Reimbursement
1/8/18	Review Shepherd/Durham Financials	Office	1301 McKinney	RT	4.6	\$2.51
1/10/18	Review Shepherd/Durham Budget	Office	3200 Travis	RT	2.8	\$1.53
1/18/18	Project Kickoff 11th and Bryce	Office	10555 Westoffice Dr	RT	25.4	\$13.84
1/18/18	Financial Capacity Meeting	Office	700 Milam	RT	4.2	\$2.29
1/23/18	Project Update with Jones and Carter	Office	6220 West Loop South, Houston, TX	RT	15.0	\$8.18
1/24/18	Discuss Bike Facilities	Office	732 W 27th	RT	10.8	\$5.89
1/25/18	Meeting with HPARD	Office	2999 S Wayside	RT	14.0	\$7.63
1/29/18	Meeting with PWE	Office	611 Walker	RT	4.0	\$2.18
1/30/18	Meeting with Economic Development	Office	901 Bagby	RT	3.6	\$1.96
1/31/18	Project Review Meeting	Office	9 Greenway Plaza	RT	10.2	\$5.56
			Total Mileage		94.6	
			Total Reimbursement			\$51.57



Project Charges January 2018 (hours)

- Projects
  - T – 0512 White Oak Bayou Trail System– 0
  - T- 0515 Bryce Street Trailhead – 4
  - T- 0516 Heights Boulevard Connector Trail -0
  - T- 0517 White Oak Bayou Remediation/Channel – 0
  - T-0518 Olivewood Trailhead- 0
  - T- 0520 Houston Avenue – 17.5
  - T- 0521 Little Thicket Park Improvements-4
  - T-0523A Shepherd Drive Reconstruction Project -9.5
  - T-0523B Durham Drive Reconstruction Project– 9
  - T-0524 Street Trees - 4



# Invoice

Date	Invoice #
2/6/2018	1712

Bill To
Memorial Heights Redevelopment Authority Sanford Kuhl Hagan Kugle Parker Kahn 1980 Post Oak Blvd Ste 1380 Houston, TX 77056

Terms	Due Date
Net 15	2/21/2018

Serviced	Description	Hours	Rate	Amount
1/31/2018	January 2017 CPA Services and Investment officer	1	1,350.00	1,350.00
1/31/2018	1099 Forms and Envelopes		83.98	83.98
1/31/2018	Postage		14.25	14.25

Please Remit Payment to:  
The Morton Accounting Service  
1125 Cypress Station Dr. Bldg H-4  
Houston, TX 77090

or via the Intuit payment link in the email.

<b>Total</b>	\$1,448.23
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,448.23

**TIRZ 5**  
 2017 Certified and Uncertified Increment Report  
 based on HCAD Values as of January 2018

		2017 CERTIFIED VALUE	2017 TAXABLE VALUE	BASE YEAR	2017 INCREMENT	2017 TAX RATES /\$100	ESTIMATED GROSS TAX INCREMENT LEVY	LEVY WITH COLLECTION RATE @ 97%
<b>Original Area</b>	<b>1997</b>	494,087,430						
JUR 583	City		463,526,740	26,633,950	436,892,790	0.584210	2,552,371.37	2,475,800.23
JUR 960	HISD *		464,127,740	26,633,950	86,337,157	0.640000	552,557.80	535,981.07
<b>Annexed Area</b>	<b>2007</b>	8,626,635						
JUR 935	City		7,604,228	0	7,604,228	0.584210	44,424.66	43,091.92
<b>Annexed Area</b>	<b>2008**</b>	156,707,365						
JUR 307	City		156,485,659	41,173,587	115,312,072	0.584210	673,664.66	653,454.72
<b>Annexed Area</b>	<b>2009</b>	591,450						
JUR 309	City		591,490	0	591,490	0.584210	3,455.54	3,351.88
<b>Annexed Area</b>	<b>2015</b>	1,452,627,232						
JUR 816	City		1,362,317,761	945,064,142	417,253,619	0.584210	2,437,637.37	2,364,508.25
	<b>Total</b>	2,112,640,112						
	City		1,990,525,878	1,012,871,679	977,654,199	0.584210	5,711,553.60	5,540,206.99
	HISD *		464,127,740	26,633,950	86,337,159	0.640000	552,557.80	535,981.07
								6,076,188.06
* HISD capped participation based on Plan B of the May 1997 Project Plan. Includes return for Educational Facilities by using \$.64.								
**JUR 307 signed a Restated Development Agreement effective June 1, 2016								
HISD does not participate in the Annexed Areas.								
Harris County does not participate in the TIRZ.								
Base Year for JUR 935, an Annexed Area, is \$0.								
JUR 309, an Annexed Area, contains a prorated portion of The Legacy at Memorial Apartments.								
JUR 816, Newly Annexed for tax year 2015								



Entity Name . . . . . Memorial Heights Redevelop Auth TIRZ #5  
 Entity ID . . . . . 6727  
 Contract Type / ID . . . LIAB / 10 3-31-18 to 3-31-19

**LIABILITY DECLARATIONS OF COVERAGE**

**GENERAL LIABILITY**

Limits of Liability	: \$	1,000,000	Each Occurrence
Sudden Events Involving Pollution	: \$	1,000,000	Each Occurrence
	: \$	2,000,000	Annual Aggregate
Deductible	: \$	0	Each Occurrence
Annual Contribution	: \$	269	Effective : 3-31-18
Billable Contribution	: \$	269	Anniversary: 3-31-19

**LAW ENFORCEMENT LIABILITY**

\* \* \* \* Coverage Not Selected \* \* \* \*

**ERRORS & OMISSIONS LIABILITY**

Limits of Liability	: \$	3,000,000	Each Wrongful Act
	: \$	6,000,000	Annual Aggregate
Deductible	: \$	5,000	Deductible Each Wrongful Act
Annual Contribution	: \$	650	Effective : 3-31-18
Billable Contribution	: \$	650	Anniversary: 3-31-19

**TOTAL CONTRIBUTION**

Total Billable Contribution	: \$	919	Contract Effective : 3-31-18
			Contract Anniversary: 3-31-19

Coverage is continuous until cancelled. Contributions are subject to adjustment each year on the anniversary date based on updated exposure information and changes in rating.

Entity Name . . . . . Memorial Heights Redevelop Auth TIRZ #5  
 Entity ID . . . . . 6727  
 Contract Type / ID . . LIAB / 10 3-31-18 to 3-31-19

**AUTOMOBILE DECLARATIONS OF COVERAGE**

**AUTOMOBILE LIABILITY**

Limit of Liability	: \$	1,000,000	Each Occurrence
Medical Payments Limit	: \$	25,000	Each Person
Deductible	: \$	0	Each Occurrence
Annual Contribution	: \$	66	Effective : 3-31-18
Billable Contribution	: \$	66	Anniversary: 3-31-19

**AUTOMOBILE PHYSICAL DAMAGE**

\* \* \* \* Coverage Not Selected \* \* \* \*

**AUTOMOBILE CATASTROPHE**

\* \* \* \* Coverage Not Selected \* \* \* \*

**TOTAL CONTRIBUTION**

Total Billable Contribution :	\$	66	Contract Effective:	3-31-18
			Contract Anniversary:	3-31-19

Coverage is continuous until cancelled. Contributions are subject to adjustment each year on the anniversary date based on updated exposure information and changes in rating.

\* Automobile Physical Damage Each Occurrence Deductible does not apply to hail.

**Cyber Liability and Data Breach Response Declarations of Coverage**  
**2017-2018 Fund Year**



**Member:** Memorial Heights Redevelop Auth TIRZ #5  
**Member ID:** 6727

**Effective Date:** 3/31/2018  
**Anniversary Date:** 3/31/2019

**Retroactive Date:** 10/1/2016

**Information Security and Privacy Liability**  
**Website Media Content Liability**

**Aggregate Limit of Liability:** \$1,000,000  
**Retention:** \$0 Each claim

**Privacy Breach Response Services**

**Limits of Coverage:**

**Notification, Call Center and Breach Resolution and Mitigation Services:**

**Notified individuals:** 5,000 Notified Individuals in the Aggregate  
**Retention:** 50 Notified Individuals Each Incident

*A sublimit of 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage.*

**Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses**

**Per Incident and in the Aggregate:** \$25,000  
**Retention:** \$1,250 Each Incident

**Regulatory Defense and Penalties**  
**Payment Card Industry Fines, Expenses and Costs**  
**Cyber Extortion**  
**First Party Data Protection**  
**First Party Network Business Interruption**

**Aggregate Limit:** \$50,000 All Damages, Expenses and Costs  
**Retention:** \$2,500 Each Claim  
**Loss of Income Retention:** \$5,000 Each Claim or 12 Hour Waiting Period, Whichever is Greater

**Specific Sublimits:**

**Regulatory Defense and Penalties Aggregate Sublimit:** \$15,000  
**Payment Card Industry Fines, Expenses and Costs Aggregate Sublimit:** \$5,000  
**Cyber Extortion Aggregate Sublimit:** \$10,000  
**First Party Data Protection Sublimit:** \$10,000  
**First Party Network Business Interruption Aggregate Sublimit:** \$10,000

**Total Annual Contribution:** Included  
**Total Contribution Due:** Included

**Schedule of Applicable Documents**

Entity ID . . . . . 6727  
 Entity Name . . . . . Memorial Heights Redevelop Auth TIRZ #5  
 Contract type / ID . . LIAB / 10 3-31-18 to 3-31-19

ID	Document Name	Revision Date
C500	Cyber Liability and Data Breach Response Coverage Document	10-01-16
C100	Cyber Liability & Data Breach Response Declarations of Coverage	10-01-16
L200	Liability Coverage Document	10-01-14
L201	Liability Declarations of Coverage	3-11-04
L209	Automobile Declarations of Coverage	6-08-06
EL292	Cyber Liability Exclusion	10-01-16
L105	Liability Schedule	4-14-09
EL287	Hired Automobiles - Auto Physical Damage	4-29-14
X150	Schedule of Applicable Documents	10-09-97

Texas Municipal League Intergovernmental Risk Pool X150  
 12-15-17 15:10:34 10-09-97

AMATTRE

## Liability Schedule



**Member Name** : Memorial Heights Redevelop  
**Member ID** : 6727  
**Contract Type / ID** : Liability / 10 3-31-18 to 3-31-19  
**Liability Territory** : 004  
**Population** : 0

Class Code	Classification Description	Reported Exposure
<b>Coverage: 20 General Liability 03-31-18 to 03-31-19</b>		
OB100	Operating Budget-Total Expenditures	4,360,470
OB101	Operating Budget-Transfers	391,316
OB102	Operating Budget-Capital Improvements	3,666,654
OB103	Operating Budget-Welfare	0
OB104	Operating Budget-Separately Rated Exposures	0
OB105	Operating Budget-Contracted Services	176,000
OB106	Operating Budget-Other Non-rateable	0
44101S	Special District (2,501-250,000 Pop.) Rating Basis : Rateable budget	126,500
<b>Coverage: 22 Errors &amp; Omissions Liability 03-31-18 to 03-31-19</b>		
00020	E&O Liability-Other than Housing Authority Rating Basis : Enter 1 to rate	1
<b>Coverage: 25 Cyber Liability and Data Breach Response 03-31-18 to 03-31-19</b>		
25001	Information Security and Privacy Liability Rating Basis :	1
25002	Breach Response Services Rating Basis :	1

## Liability Schedule



Member Name : Memorial Heights Redevelop  
Member ID : 6727  
Contract Type / ID : Liability / 10 3-31-18 to 3-31-19  
Liability Territory : 004  
Population : 0

Class Code	Classification Description	Reported Exposure
------------	----------------------------	-------------------

**Notes Applicable to Fireworks and Special Events:**

Sponsored Only : The actual operation or display is performed by independent contractors.

Primary Coverage: The actual operation or display is performed by your own employees or volunteers.

**HIRED AUTOMOBILES - AUTO PHYSICAL DAMAGE**

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and clarifies such coverage as is afforded by the provisions of the coverage shown below:

**AUTOMOBILE LIABILITY**

**Hired Automobiles** covered under the Automobile Liability coverage shall also be covered under the Automobile Physical Damage coverage, subject to a deductible of \$500 per occurrence.

Entity Name . . . . . Memorial Heights Redevelop Auth TIRZ #5  
Entity ID . . . . . 6727  
  
Contract Type / ID . . LIAB / 10 3-31-18 to 3-31-19  
Coverage Type . . . . . Hired & Non-Owned Automobile  
Endorsement ID . . . . .  
Endorsement Effective . 3-31-18 to 3-31-19

Texas Municipal League Intergovernmental Risk Pool

EL287  
04-29-14

DDAVIS 1-25-18 8:26:04

## CYBER LIABILITY EXCLUSION

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

**GENERAL LIABILITY  
ERRORS & OMISSIONS LIABILITY  
LAW ENFORCEMENT LIABILITY  
AUTOMOBILE LIABILITY**

Entity Name: Memorial Heights Redevelop Auth TIRZ #5  
Entity ID: 6727  
Effective Date: 3/31/2018

The Exclusions Applicable to All Coverages set forth in the Liability Coverage Document is amended to include the following exclusion:

**DD: Damages**, including, but not limited to, **advertising injury, personal injury, bodily injury, property damage**, fines, civil penalties, and attorneys' fees arising out of:

1. Any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information or any other type of non public information; or
2. The loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate electronic data.

This exclusion applies even if **damages** are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by the **Member** or others arising out of that which is described in Paragraph 1. or 2. above.

As used in this exclusion, electronic data means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMs, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.



L289: 01-28-02  
 RL289\_\_01  
 DDAVIS

Texas Municipal League Intergovernmental Risk Pool  
 General Liability Limit & Deductible Options

Page 1  
 1-25-18  
 8:26:31

Entity ID / Name . . . 6727 / Memorial Heights Redevelop Auth TIRZ #5  
 Contract Type / ID . . LIAB / 10 3-31-18 to 3-31-19

Coverage Type . . . . . General Liability  
 Coverage Effective . . 3-31-18 to 3-31-19

Limit Each Occurrence	Deductible per Occurrence									
	0	250	500	1,000	2,500	5,000	10,000	25,000	50,000	100,000
300,000	219	213	207	201	188	174	156	126	100	72
500,000	244	238	232	226	213	199	181	151	125	97
1,000,000	269	263	257	251	238	224	206	176	150	122
2,000,000	294	288	282	276	263	249	231	201	175	147
3,000,000	319	313	307	301	288	274	256	226	200	172
5,000,000	369	363	357	351	338	324	306	276	250	222
10,000,000	494	488	482	476	463	449	431	401	375	347

Limit shown is each occurrence. Unless otherwise noted, annual aggregate limit is twice the each occurrence limit except limits over 5 million. 10 million aggregate applies to all occurrence limits over 5 million. Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.

L291: 1-28-02  
 RL291\_\_01  
 DDAVIS

Texas Municipal League Intergovernmental Risk Pool  
 Errors & Omissions Liability Limit & Deductible Options

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 1-25-18  
 8:26:31

Entity ID / Name . . . 6727 / Memorial Heights Redevelop Auth TIRZ #5  
 Contract Type / ID . . LIAB / 10 3-31-18 to 3-31-19

Coverage Type . . . . Errors & Omissions Liability  
 Coverage Effective . . 3-31-18 to 3-31-19

Limit Each Occurrence	Deductible per Occurrence						
	1,000	2,500	5,000	10,000	25,000	50,000	100,000
300,000	512	484	450	404	325	255	179
500,000	562	534	500	454	375	305	229
1,000,000	612	584	550	504	425	355	279
2,000,000	662	634	600	554	475	405	329
3,000,000	712	684	650	604	525	455	379
5,000,000	812	784	750	704	625	555	479
10,000,000	1,062	1,034	1,000	954	875	805	729

Limit shown is each wrongful act. Unless otherwise noted, annual aggregate limit is twice the each wrongful act limit except limits over 5 million. 10 million aggregate limit applies to all wrongful act limits over 5 million. Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.

L272: 4-04-01  
 RL272\_\_01  
 DDAVIS

Texas Municipal League-IRP  
**Automobile Hired & Non-Owned**  
**Limit & Deductible Options**

Page 1  
 1-25-18  
 8:02:37

Entity ID / Name . . . 6727 / Memorial Heights Redevelop Auth TIRZ #5  
 Contract Type / ID. . . LIAB / 11 3-31-18 to 3-31-19

Coverage Type . . . . Hired & Non-Owned Automobile  
 Coverage Effective . . 3-31-18 to 3-31-19

Limit Each Occurrence	Deductible per Occurrence					
	0	1,000	2,500	5,000	10,000	25,000
300,000	63	57	54	49	44	36
500,000	65	59	56	51	46	38
1,000,000	66	60	57	52	47	39
2,000,000	68	62	59	54	49	41
3,000,000	69	63	60	55	50	42
5,000,000	71	65	62	57	52	44

Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.

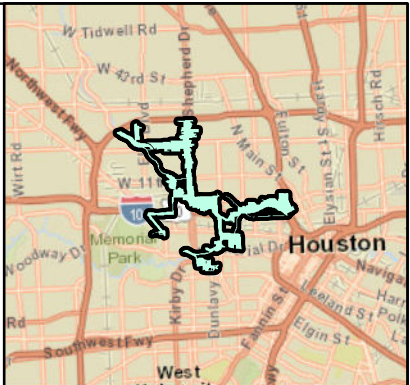
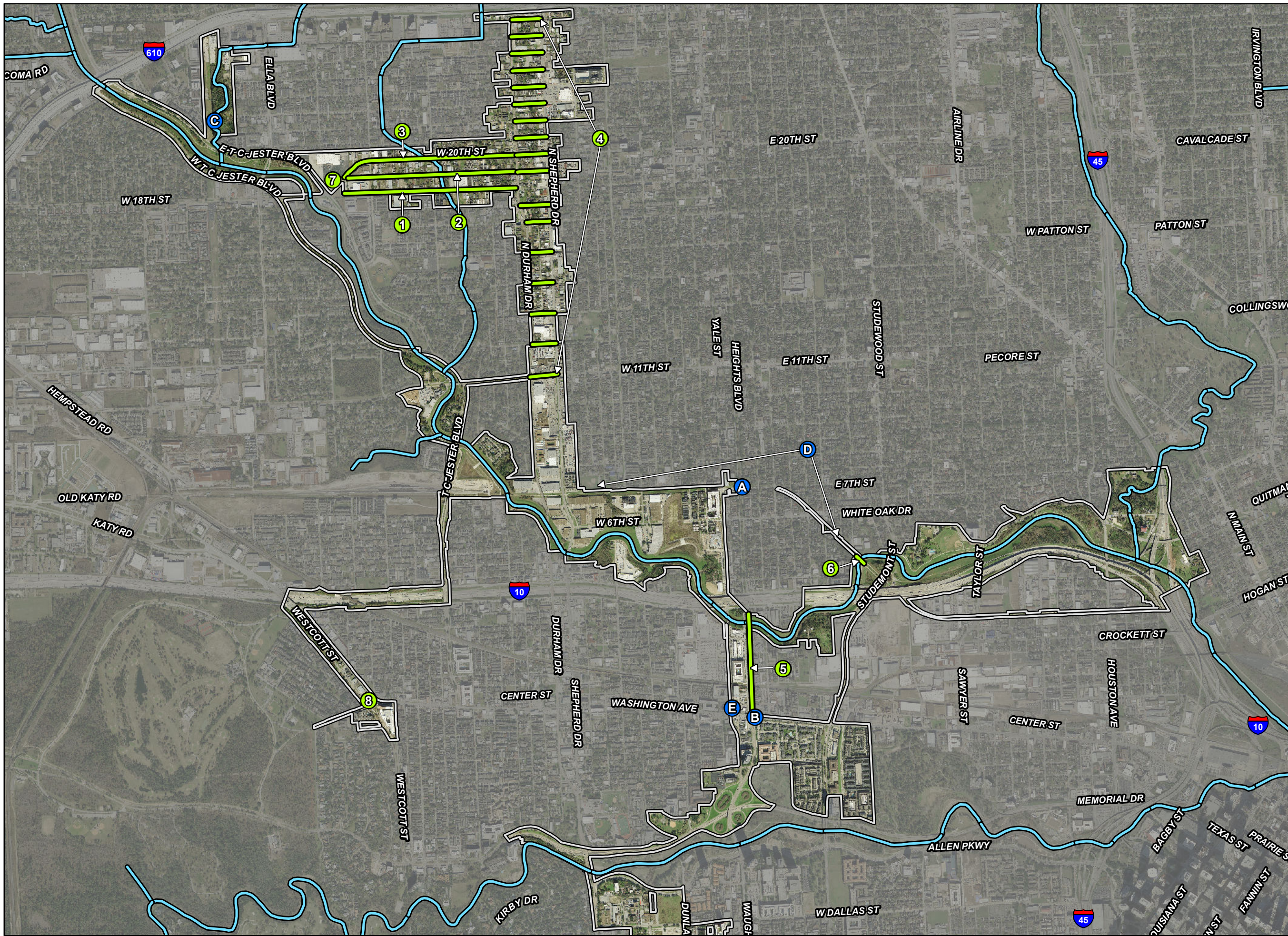
**Potential Project List**

February 8, 2018

NOTES: Projects are listed in no particular order and are for discussion only.  
 Projects may be added to the list in the future.  
 Many projects listed are above the current capacity of the TIRZ but include all suggestions brought to our attention.





Short Term Potential Projects				
Map Key	Project	Description	Cost	Notes
A	Heights Boulevard at MKT Trail Bicycle/Pedestrian Safety Improvements	Bicycle and pedestrian facility improvements at the intersection of Heights Boulevard and the MKT Trail.	\$ 324,000	
B	Heights Boulevard at Washington Avenue Bicycle Safety Improvements	Bicycle facility improvements at the intersection of Washington Avenue and Heights Boulevard for connection to Buffalo Bayou Park via Spotts Park or Jackson Hill Pedestrian Bridge.	\$ 89,100	
C	Little Thicket Park Bank Stabilization	Rebuild slope in stair-step configuration using gabion baskets for retaining walls and a mix of gabion mattresses and vegetated slopes for erosion protection between the gabion baskets.	\$ 405,000	
D	MKT Trail Signage	Create signage along the MKT Trail to assist users with wayfinding.	\$ 162,000	
E	Yale Street at Center Street Signal Replacement	Replace signal at Yale Street at Center Street.	\$ 810,000	
Long Term Potential Projects				
Map Key	Project	Description	Cost	Notes
1	18th Street Bicycle/Pedestrian and Streetscape Improvements	Construct pedestrian improvements to include sidewalks, pedestrian ramps, landscaping, and mid-block crossings to create an overall safer pedestrian environment.	\$ 1,215,000	\$900,000 in CIP
2	19th Street Reconstruction from 20th Street to Durham Drive	Full reconstruction of roadway including removal of roadside ditches and asphalt pavement. Reconstruct sub surface drainage, pavement, sidewalks, and utilities.	\$ 16,686,000	\$15,000,000 in CIP
3	20th Street Reconstruction from W 19th Street to N Shepherd Drive	Full reconstruction of roadway including drainage, pavement, sidewalks, and utilities.	\$ 19,440,000	
4	Cross Streets from Durham Street to Shepherd Street	Full reconstruction of roadway including pavement and utilities	\$ 17,820,000	
5	Heights Boulevard Reconstruction from Washington Avenue to I-10.	Heights Boulevard Roadway improvements, including pedestrian realm expansion from Railroad to Washington Avenue. Includes plaza development and removal of channelized southbound right turn lane.	\$ 14,580,000	Cost from the City
6	MKT Trail Railroad Bridge at White Oak Bayou Reconstruction	Reconstruction of deteriorated MKT Trail bridge over White Oak Bayou north of I-10 will help reduce local water surface elevations in White Oak Bayou.	\$ 3,402,000	Cost from the City
7	TC Jester at W 19th Street Intersection Reconstruction & White Oak Bayou Detention Ponds	Partnership project (not fully in boundary). Full reconstruction of roadway including drainage, pavement, sidewalks, and utilities. Property purchase and construction of detention facilities along White Oak Bayou.	\$ 72,900,000	Cost from the City
8	Washington Avenue at Wescott Drive Roundabout	Full reconstruction of the roundabout at this location.	\$ 4,860,000	





**VICINITY MAP**  
Scale: 1 inch equals 5 miles

**LEGEND**

-  Memorial Heights Redevelopment Authority
-  HCFCD Channels
-  Long Term Potential Projects
-  Short Term Potential Projects

HGAC Aerial Imagery flown 2016

**POTENTIAL PROJECTS LIST**

**MHRA/TIRZ No. 5**  
HARRIS COUNTY, TEXAS



1 inch equals 2,000 feet

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Path: D:\Projects\Individual\VE\_Williford\TIRZ 5\Potential Projects List (11x17).mxd User Name: JCP Date: 2/9/2018 Project Number: 00000-0000-00