

MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY

JOINT MEETING OF THE BOARDS OF DIRECTORS

OCTOBER 24, 2024

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

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MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY

Director Attendance Record

MEETING DATE	A. LENTS	J. HALE- HARRIS	C. MANRIQUEZ	R. STEIN	M. ZEVE	D. MCINTOSH	N. KNIGHT
08/23/21	Y	X	Y	Y	-	-	-
09/23/21	Y	Y	Y	Y	-	-	-
10/28/21	Y	Y	Y	Y	-	-	-
12/09/21	Y	Y	Y	Y	-	-	-
04/28/22	Y	Y	X	Y	-	-	-
07/14/22	Y	Y	Y	Y	Y	-	-
09/22/22	Y	X	Y	Y	X	-	-
10/27/22	Y	Y	Y	Y	Y	-	-
12/08/22	Y	X	Y	Y	Y	-	-
02/23/23	Y	X	Y	X	Y	-	-
05/30/23	Y	Y	Y	Y	Y	Y	-
09/28/23	Y	X	Y	Y	Y	Y	-
10/26/23	Y	Y	Y	Y	Y	Y	Y
12/14/23	Y	Y	X	Y	Y	Y	Y
03/14/24	Y	X	X	Y	Y	Y	Y
04/25/24	Y	Y	Y	Y	Y	Y	X
06/27/24	Y	Y	Y	Y	Y	Y	Y
09/26/24	Y	X	Y	Y	Y	Y	X

Y = Attended

X = Did not attend

NOTICE OF JOINT MEETING
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 Reinvestment Zone Number Five, City of Houston, Texas (the “Zone”), open to the public, on **THURSDAY, OCTOBER 24, 2024, at 10:00 A.M., at 1330 POST OAK BOULEVARD, SUITE 2650, HOUSTON, TEXAS 77056**, outside the boundaries of the Zone. This meeting will also be conducted electronically*, as provided below. Electronic copies of the meeting materials are available at <https://memorialheightstirz5.com/meetings/> at such time as the meeting occurs, or by contacting Audrey Lyons at alyons@sklaw.us.

TO ATTEND VIA VIDEO:

Link: <https://us02web.zoom.us/j/84078026822?pwd=EqgtIzQmhEvvcM2Auhx6DU8sQra7I.1>

Meeting ID: 840 7802 6822

Passcode: 079242

TO ATTEND VIA AUDIO ONLY:

Dial: 1-346-248-7799

Meeting ID: 840 7802 6822

Passcode: 079242

At the meeting the following items will be considered and acted on:

1. **CALL TO ORDER:**

- a) Receive comments and questions from the public;

2. **CONSENT AGENDA:**

a) **Minutes of previous meetings:**

- i) Approve Authority minutes of September 26, 2024; **5**
- ii) Approve Zone minutes of September 26, 2024; **12**

b) **Financial Matters** (*Authority only*):

- i) Receive Financial Report Summary, including account and fund activity statements; **14**
- ii) Receive investment report; **25**

3. **CHAIR REPORT** (*Authority only*);

4. **PRESIDENT REPORT** (*Authority only*);

5. **FINANCIAL MATTERS** (*Authority only*):

- a) Authorize payment of invoices;
- b) Consider reimbursement to Hanover [BB Land Development Holdings, LLC];
- c) Consider reimbursement to Regent Square [Sovereign Regent Square, LLC];
- d) Authorize other appropriate action;

6. **PROJECTS AND ENGINEERING** (*Authority only*):

a) **PROJECTS IN CONSTRUCTION:**

- i) **Shepherd/Durham and Selected Cross Streets – Phase 1** [CIP Project T-0523A] [SER Construction Partners, LLC]:
 - A) Update on project construction;
 - B) Update regarding construction claims, damages, and litigation;
- ii) **Yale and Center Street Intersection** [CIP Project T-0529]:
 - A) Update on project construction; **27**
- iii) **19th and Beall Area Pedestrian Safety Improvements** [CIP Project T-0534]:
 - A) Update on project construction;
 - B) Approve Work Authorization;

b) **PROJECTS IN DESIGN AND ACTIVE STUDIES:**

- i) **North Canal Project** [CIP Project T-0525]:
 - A) Update on project development;
- ii) **Shepherd/Durham and Selected Cross Streets – Phase 2** [CIP Project T-0523A]:
 - A) Update on project development; **28**
- iii) **Little Thicket** [CIP Project T-0521]:
 - A) Update on project development;
 - B) Update on Park improvements contract [Landscape Art, Inc.];
 - C) Authorize appropriate action;
- iv) **Westcott Roundabout Greenspace** [CIP Project T-0544]:
 - A) Update on project development;
- v) **Stude Park Improvement** [CIP Project T-0526]:
 - A) Update on project development;
- vi) **Mobility Study for Shepherd/Durham Cross Streets, 8th Street to White Oak Bayou Area, and 18th, 19th, and 20th Streets west of Durham** [CIP Projects T-0522A, T-0537, and T-0539]:
 - A) Update on project development;
- vii) **Waugh Drive and South Heights Boulevard Safety Improvements** [CIP Project T-0535]:
 - A) Update on project development; **29**
- viii) **Transportation Alternative Area Wide Study** [CIP Project T-0538]:
 - A) Update on project development;
- ix) **Pedestrian Improvements Shepherd at Memorial** [CIP Project T-0510]:
 - A) Update on project development; **30**
- x) **Cherry Lorraine Nature Preserve/White Oak Bayou Connectivity Project** [CIP Project T-0540]:
 - A) Update on project development;
- xi) **White Oak at Green Leaf** [CIP Project T-0541]:
 - A) Update on project development; **31**
- xii) **Congressional District 7 Sidewalk Improvement Project** [CIP Project T-0543]:
 - A) Update on project development;
 - B) Approve contract for engineering services [IDS Engineering];
- xiii) **Zone Wide Safety and Mobility Projects** [CIP Project T-0532]:
 - A) Update on project development;
- xiv) **Houston Avenue & White Oak Drive Intersection Improvements** [CIP Project T-0520]:
 - A) Authorize appropriate action;
- xv) **18th Street and surrounding area pedestrian improvements** [CIP Project T-0512A]:
 - A) Approve Work Authorization No. 22 – Grant Management, NEPA, and Compliance Services [TGC]; **32**
- xvi) **Traffic Safety Improvements at Washington/Westcott between I-10 & 610:**
 - A) Update on project development;
 - B) Approve Work Authorization No. 1 [Quiddity]; **37**

c) **APPROVED PROJECTS CURRENTLY NOT IN CONSTRUCTION OR DESIGN;**

d) **GRANT APPLICATIONS:**

- i) Review possible grant opportunities;
 - A) 19th Street reconstruction design [CIP Project T-0522B];
- ii) Authorize appropriate action;

e) **OTHER ITEMS:**

- i) Approve Work Authorization No. 1 – General Services [Quiddity]; **41**
- ii) Approve project pay estimates, change orders, final estimates, retainage release, or other design, construction, or management contract administration items, and authorize other appropriate action;

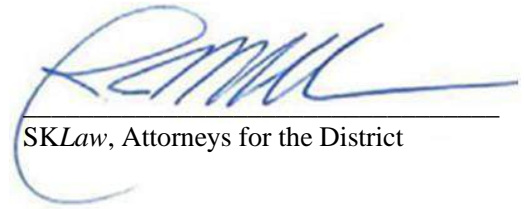
7. **COMMUNICATIONS** (*Authority only*):

- a) Receive update from Communications Committee;
- b) Authorize appropriate action;

8. **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;

9. **CONSIDER CONFIRM, OR RATIFY ACTIONS OF THE AUTHORITY, AS NECESSARY** (*Zone only*):
10. **ADJOURN.**



SKLaw, Attorneys for the District

***The Board will conduct an in-person meeting at its physical meeting location with a quorum of the Board present; provided that some Board members may participate by videoconference as provided in Section 551.127, Government Code.**

**MINUTES OF REGULAR MEETING
OF
MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY
SEPTEMBER 26, 2024**

The Board of Directors (the “Board”) of Memorial-Heights Redevelopment Authority (the “Authority”), convened in regular session, open to the public, at 1980 Post Oak Boulevard, Suite 1380, Texas 77056, on the 26th day of September, 2024, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Ann Lents	Chair
Donna McIntosh	Vice Chair
Janice Hale-Harris	Secretary
Christopher David Manriquez	Director
Dr. Robert Stein	Director
Matt Zeve	Director
Nikki Knight	Director

and all of said persons were physically present except Directors Hale-Harris and Knight. Director Stein attended the meeting virtually.

Also present for the meeting were:

Staff & Consultants: Sherry Weesner, President of the Authority; Kristen Hennings, Erin Williford, and Matt Kainer of Quiddity-1, Inc. (“Quiddity”); Jim Webb of The Goodman Corporation (“TGC”); Melissa Morton of The Morton Accounting Services (“TMAS”); Mariana Raschke of TEL; Ashley Small of Medley, Inc. (“Medley”); Jon Durnell of McCall Gibson Swedlund Barfoot, PLLC (“MGSB”); Chris Haine of BKR Real Estate Management; Carol Harrison of IDS Engineering; John Kuhl and Audrey Lyons of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SKLaw”).

Government Entities: None.

Community Entities and General Public: Mark Williamson of Houston Heights Association (“HHA”).

DETERMINE QUORUM; CALL TO ORDER

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

Receive comments or questions from the public

The next item on the agenda was to receive comments and questions from the public. There were no comments or questions from the public.

CONSENT AGENDA

- a. Approve Authority minutes of June 27, 2024;
- b. Receive Developer Reports;
- c. Receive Financial Report Summary and Investment Report;

Upon motion by Director Manriquez, seconded by Director Zeve, and after full discussion, the Board voted unanimously to approve the Consent Agenda items.

CHAIR REPORT

Chair Lents advised that in the interest of time, her report would be deferred.

PRESIDENT REPORT

Ms. Weesner reviewed timing and formatting changes to investment reports going forward, noting the reports will be provided at every meeting rather than quarterly.

APPROVE AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2024

The Board then considered approval of the audit for the fiscal year ended June 30, 2024. Mr. Durnell reviewed a draft audit report with the Board and answered questions. Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to accept the audit for the fiscal year ended June 30, 2024, subject to any staff or legal corrections, and to authorize filing of the final audit with the City.

ADOPT FY 2025 BUDGET

Ms. Weesner advised that the proposed FY 2025 budget has been tweaked from previous drafts prior to final submission to the City, and that once approved by the Board, will be submitted to the City for final consideration and approval. Ms. Weesner and Chair Lents initially discussed projected tax increment revenues for the budget cycle and factors that might impact those revenues. Ms. Weesner then reviewed recommended expenditures and project costs. She provided highlights for all projects. She also discussed City priorities and detailed new projects and projects with significant modifications from past budget cycles. She also discussed federal and state grant opportunities and the very positive impact on project funding and development. She requested that the Board proceed with approval subject to the City's approval and any changes required by the City.

Upon motion by Director Manriquez, seconded by Director Zeve, and after full discussion, the Board voted unanimously to adopt the FY 2025 budget as presented, subject to any modifications required by the City in its final approval.

FINANCIAL MATTERS

Director Manriquez next reported to the Board on financial matters.

Authorize Payment of Invoices

The Board reviewed the invoices submitted for payment. Chair Lents advised that the Projects Committee has reviewed project-related invoices, and recommended approval. Director Manriquez advised that the Finance Committee has also reviewed the invoices put before it and recommended approval.

Ms. Weesner noted that a final invoice from SER is under review by Quiddity and TGC for grant compliance.

Following discussion of the invoices, a motion was made by Director Zeve, seconded by Director Manriquez, and approved unanimously by the Board to approve the payment of all invoices presented.

Approve Order Evidencing Review of Investment Policy

Mr. Kuhl reviewed with the Board an Order Evidencing Review of Amended and Restated Order Designating Investment Officer and Establishing Rules, Policies, and Code of Ethics for the Investment of Authority Funds (the "Order"). He advised that the Authority is required by the Public Funds Investment Act to review the investment policy annually, and that no changes are recommended at this time. Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion the Board voted unanimously to adopt the Order.

Approve Order Adopting List of Qualified Brokers

The Board then considered approval of a proposed Order Adopting List of Qualified Brokers. Mr. Kuhl advised the Order lists all qualified brokers with which the Authority may engage in investment transactions. He noted the list has been reviewed by TMAS and permits compliance with Section 2256.025 of the Texas Government Code.

Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve the Order Adopting List of Qualified Brokers.

PROJECTS AND ENGINEERING

The Board next received updates on Authority projects.

PROJECTS IN CONSTRUCTION

Ms. Hennings briefly reviewed the Project Overview Map showing the locations and status of active projects.

Shepherd/Durham and Selected Cross Streets – Phase 1

Update on project construction

Mr. Kainer discussed required lane closures on Durham north of Loop 610 and related public notice efforts by Medley. He reviewed completion items, including related streetscape work, SILVA cell installations, and finalization of water line installations. He then discussed the installation of traffic detection loops, which notify a traffic controller of pedestrian and cyclist presence at intersection signals. He also discussed ongoing coordination with SER regarding final construction phasing with a continued emphasis on reducing impact to drivers.

Update on construction claims, damages, and litigation

There was no update on project claims, damages, or litigation matters.

Yale and Center Street Intersection

Update on project construction

Ms. Hennings advised that the contractor is still waiting on utility relocation, and that she will provide an estimated construction duration once received.

19th and Beall Area Pedestrian Street Safety Improvements

Update on project development

Ms. Hennings advised that the TXDOT contractor continues coordination efforts with the COH.

PROJECTS IN DESIGN AND ACTIVE STUDIES

North Canal Project

Update on project development

Ms. Weesner advised that funding partner discussions continue on project scope and design concepts. She discussed ongoing efforts to increase public input, and project budget issues and timing matters.

Shepherd/Durham and Selected Cross Streets – Phase 2

Update on project development

Ms. Hennings advised the design adjustments requested by the City are complete. She noted that coordination efforts between HPW and TXDOT continues, and that utility relocation efforts are ahead of schedule.

Receive report on real property acquisition

Chair Lents deferred discussion on real property acquisition to later in the meeting and advised that it will be undertaken in connection with agenda item 10 relating to an executive session.

Adopt Resolution Authorizing Easement Acquisition

Chair Lents deferred adoption of the Resolution to later in the meeting, also in connection with agenda item 10.

Little Thicket

Update on project development

Ms. Hennings provided a brief project update.

Approve Work Authorization No. 1 – Bid Phase Services and Construction Management (Quiddity)

Ms. Hennings reviewed Work Authorization No. 1, advising that Quiddity will perform bid phase services, construction phase services, and construction management at a cost not to exceed \$188,628.

Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve Work Authorization No. 1 as presented and to authorize execution by the President.

Receive bids and award contract

Ms. Hennings then reviewed with the Board a bid tabulation for Little Thicket Park. She recommended that the Board award the contract to the low bidder, Landscape Art, Inc., in the amount of \$965,398. Ms. Weesner noted that a Board evaluation committee has concurred in the recommendation. Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to award the contract for construction of Little Thicket Park to Landscape Art, Inc., as recommended, subject to receipt of all government approvals and full and final execution of a related construction contract. The Board authorized Quiddity to prepare the standard construction contract and further authorized the President to execute the contract on behalf of the Authority.

Westcott Roundabout Greenspace

Update on project development

Ms. Weesner advised that design and coordination efforts continue with the City.

Stude Park Improvement

Update on project development

Ms. Weesner provided an update on concept and planning. Chair Lents and Ms. Weesner discussed possible project phasing.

Authorize advertising for concept plan RFQ

Ms. Weesner then requested Board authorization to request qualifications from engineering firms to assist the Authority in the design, phasing, and construction of the improvements. Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to authorize advertising for a related RFQ.

Mobility Study for Shepherd/Durham Cross Streets, 8th Street to White Oak Bayou area, and 18th, 19th, and 20th Streets west of Durham

Ms. Hennings provided an update on the combined project. She advised that work is ongoing and that a proposed final report will be released soon.

Waugh Drive and South Heights Safety Improvements

Update on project development

Ms. Hennings discussed the roadway safety project, noting that a pause is in place while the City continues review. She advised that an update will be provided when available.

Transportation Alternative Area Wide Study

Update on project development

Mr. Webb discussed ongoing coordination with TXDOT, the related AFA, and project roll-out.

Approve Advance Funding Agreement for White Oak Bayou Safety & Access Study

Mr. Webb reviewed the proposed AFA to receive Transportation Alternatives Set-Aside funds for project construction and TXDOT oversight.

Upon motion by Director Manriquez, seconded by Director McIntosh, and after full discussion, the Board voted unanimously to approve the Advanced Funding Agreement and authorize execution by the President.

Pedestrian Improvements Shepherd at Memorial

Update on project development

Ms. Hennings reviewed project development, noting that surveying is underway. She provided an update on adjacent property owner communication and related possible expansion of the project. Mr. Webb discussed efforts and progress on related grant funding.

Cherry Lorraine Nature Preserve/White Oak Bayou Connectivity

Update on project development

Ms. Hennings reviewed project progress and related grant funding.

White Oak at Greenleaf

Update on project development

Ms. Hennings advised that work continues on the 90% design plans in coordination with the City.

Congressional District 7 Sidewalk Improvement

Update on project development

Ms. Weesner reviewed project progress, noting that an RFQ for design has been released.

Authorize approval of engineering firm contract

Ms. Weesner advised that the related RFQ has resulted in 8 engineering firm submissions. She stated that she and a Board evaluation committee have ranked the candidates, with IDS being the top contender. She advised that she will undertake negotiations with IDS for the services, and if unsuccessful, move to the next ranked candidate. She further advised that a contract or work authorization for the services will probably be presented at the next meeting.

Zone Wide Safety and Mobility Projects

Update on project development

Ms. Weesner reviewed project progress. She reviewed possible contract options and construction phasing. Chair Lents and Director Manriquez provided input on possible phasing and sequencing.

Approve Interlocal Agreement

Ms. Weesner advised that Councilmember Kamin has committed up to \$25,000.00 for the project. She advised the commitment is provided for in the Interlocal Agreement (the "ILA") with the City contained in the Board packet. She and Mr. Kuhl reviewed the ILA. Upon motion by Director Manriquez, seconded by Director Zeve, and after full discussion, the Board voted unanimously to approve the IRA between the Authority and the City, and authorized execution. The Board further authorized the President to make any final modifications required by the City.

Houston Avenue & White Oak Drive Intersection Improvements

Receive report on infrastructure damages and possible repairs

Ms. Weesner advised that improvements constructed by the Authority were damaged by a vehicle collision. She advised that she met with the Greater Northside Management District and Councilmember Castillo about a repair plan, and each will contribute \$10,000 towards the repairs. Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to authorize the President to move forward with developing a repair plan for Authority participation.

GRANT APPLICATIONS

Mr. Webb and Ms. Weesner reviewed federal and state grant programs awarded to date.

Mr. Webb reviewed H-GAC regional spending thresholds for federal grants, including the carryover process which permits certain shovel-ready projects to advance.

19th Street reconstruction design

Ms. Weesner discussed the design portion of the complete reconstruction which is in the FY 2025-29 CIP. The design portion could qualify for the TIP carryover spend down call.

18th Street and surrounding area pedestrian improvements

Additionally, Mr. Webb and Ms. Weesner discussed the 18th street sidewalk project which is also in the FY 2025-29 CIP. This project could also qualify for the TIP carryover spend down call.

Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board authorized TGC to move forward with submissions to H-GAC for funding for the 18th Street and 19th Street projects.

OTHER ITEMS

Citizen request for crash/safety evaluation [Washington/Westcott between I-10 and 610]

Ms. Weesner advised that a community request has been received for a crash/safety evaluation at Washington/Westcott between I-10 and Loop 610. She advised that this area is problematic, and several potential fixes have been identified through an initial traffic study and analysis performed by TGC. She advised that Quiddity can undertake possible design for an estimated cost of \$15,000. She also discussed the possibility of related grant funding for potential improvements identified by this evaluation.

Approve Work Authorization No. 3 – General Planning & Support (TGC)

Mr. Webb reviewed the work authorization for continued general planning and support assistance, including infrastructure and financial planning and identifying funding opportunities, for an additional amount of \$75,000.

Upon motion by Director Zeve, seconded by Director McIntosh, and after full discussion, the Board voted unanimously to approve Work Authorization No. 3 as presented and to authorize execution.

COMMUNICATIONS

Receive update from Communications Committee

Ms. Weesner and Ms. Small reviewed Authority communication and social media actions, including public outreach on project construction and traffic impact.

Ms. Weesner reviewed a request from Harris County Precinct 4 for an endorsement on a proposed CAP project for I-10. The Board expressed no opposition to the President signing the related support letter.

Report on Real Property Acquisition – Continued

Chair Lents then called-up agenda item 8(b)(ii)(B) on real property acquisition. Ms. Weesner and Mr. Webb discussed the need for an easement at N. Durham Drive and W. 11th Street in connection with the Shepherd Phase 2 project. They advised that guidance on the negotiation of acquisition costs is needed from the Board.

RECESS OPEN SESSION AND CONVENE (CLOSED) EXECUTIVE SESSION

Chair Lents advised that the Board of Directors will convene in executive session to discuss the easement acquisition and the negotiation of acquisition costs. She stated that the executive session will be conducted pursuant to Sections 551.071 and 551.072, Government Code. She advised that no Board action will be taken during the executive session, and that any Board action needed will be presented and debated when the Board reconvenes in open session.

Director Stein, Ms. Hennings, Ms. Williford, Mr. Kainer, Ms. Morton, Ms. Raschke, Ms. Small, Mr. Durnell, Mr. Haine, Ms. Harrison, and Mr. Williamson exited the meeting.

The Board convened in executive session at 11:36 a.m.

RECESS EXECUTIVE SESSION AND RECONVENE OPEN SESSION

The Board reconvened in open session at 11:48 a.m.

Director Stein, Mr. Haine, Ms. Harrison, and Mr. Williamson re-entered the meeting.

Chair Lents stated that during the executive session, the Board reviewed the need for and valuation of the proposed easement tract, including an appraisal for the property, the property owner communications to date, and a pricing recommendation from LAN.

Adopt Resolution Authorizing Easement Acquisition – Continued

Chair Lents then called-up agenda item 8(b)(ii)(C), regarding adoption of a Resolution Authorizing Easement Acquisition. She and Mr. Kuhl advised that the Resolution authorizes the President to proceed with the easement acquisition pursuant to the pricing parameters and recommendations discussed in the executive session, and to close should an offer within those parameters be accepted by the property owner. Upon motion by Director Zeve, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve the Resolution Authorizing Easement Acquisition and authorized execution.

ADJOURNMENT

There being no more business before the Authority, the meeting was adjourned.

Secretary
Memorial-Heights Redevelopment Authority

**MINUTES OF REGULAR MEETING
OF
REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS
SEPTEMBER 26, 2024**

The Board of Directors (the “Board”) of Reinvestment Zone Number Five, City of Houston, Texas (the “Zone”), convened in regular session, open to the public, at 1980 Post Oak Boulevard, Suite 1380, Houston, Texas 77056, on the 26th day of September, 2024, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Ann Lents	Chair
Donna McIntosh	Vice Chair
Janice Hale-Harris	Secretary
Christopher David Manriquez	Director
Dr. Robert Stein	Director
Matt Zeve	Director
Nikki Knight	Director

and all of said persons were physically present except Directors Hale-Harris and Knight. Director Stein attended the meeting virtually.

Also present for the meeting were:

Staff & Consultants: Sherry Weesner, President of the Authority; Kristen Hennings, Erin Williford, and Matt Kainer of Quiddity-1, Inc. (“Quiddity”); Jim Webb of The Goodman Corporation (“TGC”); Melissa Morton of The Morton Accounting Services (“TMAS”); Mariana Raschke of TEI; Ashley Small of Medley, Inc. (“Medley”); Jon Durnell of McCall Gibson Swedlund Barfoot, PLLC (“MGSB”); Chris Haine of BKR Real Estate Management; Carol Harrison of IDS Engineering; John Kuhl and Audrey Lyons of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SKLaw”).

Government Entities: None.

Community Entities and General Public: Mark Williamson of Houston Heights Association (“HHA”);

DETERMINE QUORUM; CALL TO ORDER

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

Receive comments or questions from the public

The next item on the agenda was to receive comments and questions from the public. There were no comments or questions from the public.

CONSENT AGENDA

- a. Approve Zone minutes of June 27, 2024;

Upon motion by Director Manriquez, seconded by Director Zeve, and after full discussion, the Board voted unanimously to approve the Consent Agenda items.

ADOPT FY 2025 BUDGET

Ms. Weesner advised that the proposed FY 2025 budget has been tweaked from previous drafts prior to final submission to the City, and that once approved by the Board, will be submitted to the City for final consideration and approval. Ms. Weesner and Chair Lents initially discussed projected tax increment revenues for the budget cycle and factors that might impact those revenues. Ms. Weesner then reviewed recommended expenditures and project costs. She provided highlights for all projects. She also discussed

City priorities and detailed new projects and projects with significant modifications from past budget cycles. She also discussed federal and state grant opportunities and the very positive impact on project funding and development. She requested that the Board proceed with approval subject to the City's approval and any changes required by the City.

Upon motion by Director Manriquez, seconded by Director Zeve, and after full discussion, the Board voted unanimously to adopt the FY 2025 budget as presented, subject to any modifications required by the City in its final approval.

ZONE WIDE SAFETY AND MOBILITY PROJECTS - APPROVE INTERLOCAL AGREEMENT

Ms. Weesner advised that Councilmember Kamin has committed up to \$25,000.00 for the project. She advised the commitment is provided for in the Interlocal Agreement (the "ILA") with the City contained in the Board packet. She and Mr. Kuhl reviewed the ILA. Upon motion by Director Manriquez, seconded by Director Zeve, and after full discussion, the Board voted unanimously to approve the IRA between the Authority and the City, and authorized execution. The Board further authorized the President to make any final modifications required by the City.

CONSIDER, CONFIRM, OR RATIFY ACTIONS OF THE AUTHORITY

The next item on the agenda was to consider, confirm, or ratify the actions of Memorial-Heights Redevelopment Authority, as may be necessary. The Board noted that no confirmation or ratification actions are necessary.

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

Secretary
Reinvestment Zone Number Five,
City of Houston, Texas



**Memorial Heights Redevelopment Authority
Monthly Financial Report Summary
September Board Meeting
Thursday, October 24, 2024**

At the beginning of September, the Memorial Heights Redevelopment Authority (TIRZ #5) beginning Operating Fund Balance was \$62,539,345. TIRZ #5 received a total of \$1,074,705 mainly from grant income (\$889,017). During the period, TIRZ #5 processed \$3,233,444 in disbursements during the period. 97% of the disbursements related to disbursements to SER (\$765,225), CDM Smith (\$113,801), Quiddity (\$116,942) for CIP Projects, Sovereign Square (\$609,989) for Developer Reimbursement, and Regions Corporate Trust (\$1,534,738) for Debt Service Payments. The ending balance as of month end September 30, 2024 was \$60,380,606.

The invoices pending approval total \$472,118. See attached “Unpaid Bills Detail” Report for invoices pending approval and invoices paid in between board meetings.

There was \$1,537,899 spent for Capital Projects for the period. The projects that utilized the majority of the funding was T-0523A Shepherd/Durham Reconstruction (\$1,506,648). See attached “Capital Improvement Projects” Report on page 5.

**Memorial Heights Redevelopment Authority
General Operating Fund
As of September 30, 2024**

General Operating Fund

BEGINNING BALANCE			\$ 62,539,345.40
REVENUE			
Frost Money Market Interest	74.12	Interest	
TexPool	110,084.81	Interest	
FHWA Treas	889,016.65	Grant Income	
Regions Project Fund	65,892.69	Interest	
Regions Debt Service Fund	9,636.80	Interest	
Total Revenue			<u>1,074,705.07</u>
DISBURSEMENTS			
ACH SER Construction	765,224.74	Capital Projects	
ACH Goodman Corporation	43,336.16	Engineering Consultant	
ACH Hunton Andrews Kurth	4,975.00	Legal Invoices	
ACH Medley	4,027.85	Monthly Retainer	
ACH Quiddity Engineering	116,942.37	Capital Projects	
ACH Sanford Kuhl Hagen Kugle Parker	5,817.75	Legal Invoices	
ACH The Morton Accounting Services	3,922.06	CPA Services	
ACH CDM Smith	113,801.31	Capital Projects	
ACH McCall Gibson Swedlund	10,000.00	Audit Fees	
ACH United States Treasury	7,634.68	Payroll Taxes	
ACH Quickbooks Payroll Service	13,036.42	Admin Payroll	
ACH Sovereign Regent Square	609,988.64	Developer Reimbursement	
ACH Regions Corporate Trust	609,737.51	Debt Service Payment	
ACH Regions Corporate Trust	925,000.00	Debt Service Payment	
Total Disbursements			<u>3,233,444.49</u>
ENDING BALANCE			<u><u>\$ 60,380,605.98</u></u>
			-
			September 30, 2024
			Balance
LOCATION OF ASSETS			
Frost Checking			664,273.55
Frost Money Mkt			5,701,170.44
Frost Project Fund			465.00
Regions Debt Service Fund			662,450.20
Regions Project Fund			15,023,511.49
TexPool Investment			<u>38,328,735.30</u>
Total Account Balance			<u><u>\$ 60,380,605.98</u></u>

Memorial Heights Redevelopment Authority
Unpaid Bills Detail
As of October 21, 2024

Type	Date	Num	Memo	Due Date	Open Balance
CDM Smith Inc.					
Bill	08/31/2024	90216575	Project: Shepherd & Durham Major Investment Project August 2024	09/10/2024	142,708.26
Total CDM Smith Inc.					142,708.26
Goodman Corporation					
Bill	09/30/2024	9-2024-74	MRA109 General Planning Support September 2024	10/10/2024	6,920.51
Bill	09/30/2024	9-2024-75	MRA113 Project - Phase I Construction Phase Grant Mngt September 2024	10/10/2024	9,468.96
Bill	09/30/2024	9-2024-76	MRA120 Project -HSIP Coordination September 2024	10/10/2024	1,464.31
Bill	09/30/2024	9-2024-82	MRA121 Project - Limited Bid & Construction Phase September 2024	10/10/2024	1,009.65
Bill	09/30/2024	9-2024-83	MRA122 Project -11th Street Use Path September 2024	10/10/2024	13,620.60
Bill	09/30/2024	9-2024-84	MRA124 Project - Tax Increment Revenue Analysis September 2024	10/10/2024	1,198.00
Bill	09/30/2024	9-2024-85	MRA125 Project -TxDOT TA Planning September 2024	10/10/2024	60.24
Bill	09/30/2024	9-2024-86	MRA126 Project -Project Coordination & Grant Mgmt Support HSIP FY2025 Septemb...	10/10/2024	1,526.69
Bill	09/30/2024	9-2024-87	MRA127 Project -Safe Sidewalk & Path Connections September 2024	10/10/2024	384.20
Total Goodman Corporation					35,653.16
Hunton Andrews Kurth					
Bill	08/31/2024	131818659	TJHuston Properties Legal Services Through 08.31.24	09/10/2024	5,346.95
Total Hunton Andrews Kurth					5,346.95
McCall Gibson Swedlund Barfoot PLLC					
Bill	10/01/2024	2024 Single A...	2024 Single Audit Billing	10/11/2024	8,500.00
Bill	10/03/2024	2024 Audit Final	2024 Audit Final	10/13/2024	4,250.00
Total McCall Gibson Swedlund Barfoot PLLC					12,750.00
Medley Inc.					
Bill	10/02/2024	1273	Monthly Digital Retainer - OCT 2024	10/12/2024	2,013.86
Total Medley Inc.					2,013.86
Quiddity Engineering, LLC					
Bill	08/31/2024	ARIV1024216	T0523A Shepherd Durham Cross Streets - Phase 1 CPS Through August 23, 2024	09/10/2024	9,018.24
Bill	08/31/2024	ARIV1024217	West 19th Street and Beall Sidewalks - Through August 23, 2024	09/10/2024	510.00
Bill	08/31/2024	ARIV1024218	T-0522A Mobility Drainage Study/18th/19th/20th - Through August 23, 2024	09/10/2024	129.80
Bill	08/31/2024	ARIV1024219	T-0541 White Oak at Greenleaf - Through August 23, 2024	09/10/2024	8,848.75
Bill	08/31/2024	ARIV1024512	T0523A Shepherd Durham Cross Streets -Final Design Phase 2 Through August 23, ...	09/10/2024	130,103.45
Bill	08/31/2024	ARIV1024567	T-0537 Mobility Drainage Study/ MKT/White Oak- Through August 23, 2024	09/10/2024	2,435.00
Bill	08/31/2024	ARIV1024568	T-0539 Mobility Drainage Study/ Shepherd/Durham Cross Streets- Through August 2...	09/10/2024	4,268.05
Bill	08/31/2024	ARIV1024569	T0510 Shepherd at Memorial - Through August 23, 2024	09/10/2024	2,936.25
Bill	09/30/2024	ARIV1026157	Work Order 1 - Through September 20, 2024	10/10/2024	50,000.00
Bill	09/30/2024	ARIV1026074	T0523A Shepherd Durham Cross Streets -Final Design Phase 2 Through September ...	10/10/2024	21,416.56
Bill	09/30/2024	ARIV1026076	T0523A Shepherd Durham Cross Streets - Phase 1 CPS Through September 20, 2024	10/10/2024	10,767.47
Bill	09/30/2024	ARIV1026077	West 19th Street and Beall Sidewalks - Through September 20, 2024	10/10/2024	2,547.50
Bill	09/30/2024	ARIV1026079	Westcott Roundabout Greenspace - Through September 20, 2024	10/10/2024	2,441.02
Bill	09/30/2024	ARIV1026080	T-0522A Mobility Drainage Study/18th/19th/20th - Through September 20, 2024	10/10/2024	9,558.92
Bill	09/30/2024	ARIV1026081	T-0537 Mobility Drainage Study/ MKT/White Oak- Through September 20, 2024	10/10/2024	4,067.64
Bill	09/30/2024	ARIV1026082	T-0539 Mobility Drainage Study/ Shepherd/Durham Cross Streets- Through Septemb...	10/10/2024	6,477.39
Bill	09/30/2024	ARIV1026083	T0510 Shepherd at Memorial - Through September 20, 2024	10/10/2024	4,450.00
Bill	09/30/2024	ARIV1026085	T-0541 White Oak at Greenleaf - Through September 20, 2024	10/10/2024	1,708.75
Total Quiddity Engineering, LLC					271,684.79
The Morton Accounting Services					
Bill	09/30/2024	2619	September 2024 CPA Services	10/10/2024	1,961.03
Total The Morton Accounting Services					1,961.03
TOTAL					472,118.05

Memorial Heights Redevelopment Authority

Capital Improvement Projects

Accrual Basis

September 2024

Type	Date	Num	Name	Memo	Amount
Capital Improvement Plan					
T-0510 Buffalo to White Oak Tra					
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	T0510 Shepherd at Memorial - Through Sept...	4,450.00
Total T-0510 Buffalo to White Oak Tra					4,450.00
T-0522A 18th St & Surrounding					
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	Total Fee \$198,517.60	9,558.92
Total T-0522A 18th St & Surrounding					9,558.92
T-0523A Shepherd Durham & Cross					
Bill	09/01/2024	Pay Es...	SER Construction	Shepherd Dr, Durham Dr, Selected Cross Str...	1,455,730.98
Invo...	09/30/2024	2000	Greater Northside Ma...	Parklett - for Park repairs and maintenance	-10,000.00
Bill	09/30/2024	9-2024-...	Goodman Corporation	-MULTIPLE-	9,468.96
Bill	09/30/2024	9-2024-...	Goodman Corporation	-MULTIPLE-	1,464.31
Bill	09/30/2024	9-2024-...	Goodman Corporation	MRA 121 Task 1 - \$6,731	1,009.65
Bill	09/30/2024	9-2024-...	Goodman Corporation	-MULTIPLE-	13,620.60
Bill	09/30/2024	9-2024-...	Goodman Corporation	Total: \$23,960.00	1,198.00
Bill	09/30/2024	9-2024-...	Goodman Corporation	-MULTIPLE-	60.24
Bill	09/30/2024	9-2024-...	Goodman Corporation	-MULTIPLE-	1,526.69
Bill	09/30/2024	9-2024-...	Goodman Corporation	-MULTIPLE-	384.20
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	T0523A Shepherd Durham Cross Streets -Fi...	21,416.56
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	Total Fee - \$364,200	10,767.47
Total T-0523A Shepherd Durham & Cross					1,506,647.66
T-0534 West 19th Beall Sidewalk					
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	Total Fee \$60,100	2,547.50
Total T-0534 West 19th Beall Sidewalk					2,547.50
T-0537 Inf Imps Shep awhite Oak					
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	Total Fee \$220,110.00	4,067.64
Total T-0537 Inf Imps Shep awhite Oak					4,067.64
T-0539 Full Reconstruct Cross					
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	Total Fee \$137,452.00	6,477.39
Total T-0539 Full Reconstruct Cross					6,477.39
T-0541 White Oak @ Greenleaf					
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	T-0541 White Oak at Greenleaf - Through Se...	1,708.75
Total T-0541 White Oak @ Greenleaf					1,708.75
T-0544 Westcott Roundabout					
Bill	09/30/2024	ARIV10...	Quiddity Engineering, ...	Westcott Roundabout	2,441.02
Total T-0544 Westcott Roundabout					2,441.02
Total Capital Improvement Plan					1,537,898.88
TOTAL					1,537,898.88

Memorial Heights Redevelopment Authority

Profit & Loss Prev Year Comparison

July through September 2024

Accrual Basis

	Jul - Sep 24	Jul - Sep 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
Grant Income	0.00	0.00	0.00	0.0%
Interest Income	499,994.57	269,007.56	230,987.01	85.9%
Interest Income - CIP	0.00	430,383.40	-430,383.40	-100.0%
Tax Increment - City	0.00	134,694.54	-134,694.54	-100.0%
Total Income	499,994.57	834,085.50	-334,090.93	-40.1%
Cost of Goods Sold				
Capital Improvement Plan				
T-0510 Buffalo to White Oak Tra	7,884.25	0.00	7,884.25	100.0%
T-0521 Little Thicket Park Impr	0.00	2,677.50	-2,677.50	-100.0%
T-0522A 18th St & Surrounding	14,874.94	0.00	14,874.94	100.0%
T-0523A Shepherd Durham & Cross	2,721,333.14	3,434,829.81	-713,496.67	-20.8%
T-0531 Pedestrian Improv. Const	0.00	4,826.16	-4,826.16	-100.0%
T-0534 West 19th Beall Sidewalk	6,725.00	6,500.00	225.00	3.5%
T-0535 Safety & Mobility Imp	13,395.30	0.00	13,395.30	100.0%
T-0537 Inf Imps Shep awhite Oak	13,984.55	0.00	13,984.55	100.0%
T-0538 Transportation Area Stud	390.00	0.00	390.00	100.0%
T-0539 Full Reconstruct Cross	16,625.67	0.00	16,625.67	100.0%
T-0540 11th St Side Path	390.00	0.00	390.00	100.0%
T-0541 White Oak @ Greenleaf	18,013.75	0.00	18,013.75	100.0%
T-0543 Congressional Dist 7	130.00	0.00	130.00	100.0%
T-0544 Westcott Roundabout	2,441.02	3,062.50	-621.48	-20.3%
Total Capital Improvement Plan	2,816,187.62	3,451,895.97	-635,708.35	-18.4%
Total COGS	2,816,187.62	3,451,895.97	-635,708.35	-18.4%
Gross Profit	-2,316,193.05	-2,617,810.47	301,617.42	11.5%
Expense				
Debt Service				
Bond Principal	925,000.00	880,000.00	45,000.00	5.1%
Interest Expense	609,737.51	631,737.51	-22,000.00	-3.5%
Total Debt Service	1,534,737.51	1,511,737.51	23,000.00	1.5%
Developer Reimbursement	0.00	929,662.79	-929,662.79	-100.0%
Payroll Expenses				
Payroll Taxes	4,686.61	3,786.75	899.86	23.8%
Retirement Expense	5,775.00	4,500.00	1,275.00	28.3%
Salary Payroll	57,750.00	45,000.00	12,750.00	28.3%
Payroll Expenses - Other	12.78	5.61	7.17	127.8%
Total Payroll Expenses	68,224.39	53,292.36	14,932.03	28.0%
Program and Project Consultants				
Engineering Consultants	50,000.00	2,062.40	47,937.60	2,324.4%
Legal Expense	3,727.75	18,518.77	-14,791.02	-79.9%
Planning Consultants	20,285.01	40,855.43	-20,570.42	-50.4%
Total Program and Project Consultants	74,012.76	61,436.60	12,576.16	20.5%
TIRZ Administration & Overhead				
Accounting	5,883.09	5,864.04	19.05	0.3%
Administration	75.00	3,675.00	-3,600.00	-98.0%
Auditing	10,000.00	9,000.00	1,000.00	11.1%
Office Expenses				
Bank Service Charges	0.00	32.75	-32.75	-100.0%
Total Office Expenses	0.00	32.75	-32.75	-100.0%
Tax Consultant	4,410.00	3,518.40	891.60	25.3%
Total TIRZ Administration & Overhead	20,368.09	22,090.19	-1,722.10	-7.8%
Total Expense	1,697,342.75	2,578,219.45	-880,876.70	-34.2%

No assurance is provided on these financial statements

Memorial Heights Redevelopment Authority
Profit & Loss Prev Year Comparison
July through September 2024

	Jul - Sep 24	Jul - Sep 23	\$ Change	% Change
Net Ordinary Income	-4,013,535.80	-5,196,029.92	1,182,494.12	22.8%
Net Income	<u>-4,013,535.80</u>	<u>-5,196,029.92</u>	<u>1,182,494.12</u>	<u>22.8%</u>

Memorial Heights Redevelopment Authority Balance Sheet Prev Year Comparison

Accrual Basis

As of September 30, 2024

	Sep 30, 24	Sep 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Frost Bank Checking	664,273.55	1,826,258.85	-1,161,985.30	-63.6%
Frost Bank Money Mkt	5,701,170.44	711.43	5,700,459.01	801,267.7%
Frost Bank Project Fund	465.00	465.00	0.00	0.0%
Regions Debt Service Fund	662,450.20	645,361.30	17,088.90	2.7%
Regions Project Fund	15,023,511.49	33,837,891.36	-18,814,379.87	-55.6%
TexPool Investment	38,328,735.30	21,771,910.24	16,556,825.06	76.1%
Total Checking/Savings	60,380,605.98	58,082,598.18	2,298,007.80	4.0%
Accounts Receivable				
Accounts Receivable	0.00	8,920.09	-8,920.09	-100.0%
Tax Increment Receivable	10,000.00	0.00	10,000.00	100.0%
Total Accounts Receivable	10,000.00	8,920.09	1,079.91	12.1%
Other Current Assets				
Due from Other Funds	15,329,795.00	15,329,795.00	0.00	0.0%
Total Other Current Assets	15,329,795.00	15,329,795.00	0.00	0.0%
Total Current Assets	75,720,400.98	73,421,313.27	2,299,087.71	3.1%
TOTAL ASSETS	75,720,400.98	73,421,313.27	2,299,087.71	3.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	1,921,502.76	4,272,505.95	-2,351,003.19	-55.0%
Total Accounts Payable	1,921,502.76	4,272,505.95	-2,351,003.19	-55.0%
Other Current Liabilities				
Due to Other Funds	15,329,795.00	15,329,795.00	0.00	0.0%
Payroll Liabilities	1,934.00	7,543.50	-5,609.50	-74.4%
Retainage Payable	1,917,984.46	0.00	1,917,984.46	100.0%
Total Other Current Liabilities	17,249,713.46	15,337,338.50	1,912,374.96	12.5%
Total Current Liabilities	19,171,216.22	19,609,844.45	-438,628.23	-2.2%
Total Liabilities	19,171,216.22	19,609,844.45	-438,628.23	-2.2%
Equity				
Fund Balance Equity CIP	31,539,040.94	31,539,040.94	0.00	0.0%
Retained Earnings	29,023,679.62	27,468,457.80	1,555,221.82	5.7%
Net Income	-4,013,535.80	-5,196,029.92	1,182,494.12	22.8%
Total Equity	56,549,184.76	53,811,468.82	2,737,715.94	5.1%
TOTAL LIABILITIES & EQUITY	75,720,400.98	73,421,313.27	2,299,087.71	3.1%

Memorial Heights Redevelopment Authority

Profit & Loss Detail

July through September 2024

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Amount
Ordinary Income/Expense						
Income						
Grant Income						
General Journal	07/01/2024	CPA 24-2R	*	FHWA Treasury	Grant income unreceived at year end per Goodman report	-1,400,232.32
General Journal	07/01/2024	CPA 24-2R	*	FHWA Treasury	Grant income unreceived at year end per Goodman report	-1,266,837.12
General Journal	07/01/2024	CPA 24-2R	*	FHWA Treasury	Grant income unreceived at year end per Goodman report	-889,016.65
Deposit	08/02/2024	ACH			FHWA Treas 310 Misc Pay	1,400,232.32
Deposit	08/14/2024	ACH			FHWA Treas 310 Misc Pay	1,266,837.12
Deposit	09/17/2024	ACH			FHWA Treas 310 Misc Pay	889,016.65
Total Grant Income						0.00
Interest Income						
Deposit	07/31/2024				Interest	86,015.23
Deposit	07/31/2024				Interest	42.75
Deposit	07/31/2024				Interest	3,256.58
Deposit	07/31/2024				Interest	63,441.89
Deposit	08/31/2024				Interest	86,085.37
Deposit	08/31/2024				Interest	65,797.80
Deposit	08/31/2024				Interest	9,623.78
Deposit	08/31/2024				Interest	42.75
Deposit	09/30/2024				Interest	74.12
Deposit	09/30/2024				Interest	110,084.81
Deposit	09/30/2024				Interest	9,636.80
Deposit	09/30/2024				Interest	65,892.69
Total Interest Income						499,994.57
Total Income						499,994.57
Cost of Goods Sold						
Capital Improvement Plan						
T-0510 Buffalo to White Oak Tra						
Bill	07/31/2024	ARIV1022575		Quiddity Engineering, LLC	T0510 Shepherd at Memorial - Through July 26, 2024	498.00
Bill	08/31/2024	ARIV1024569		Quiddity Engineering, LLC	T0510 Shepherd at Memorial - Through August 23, 2024	2,936.25
Bill	09/30/2024	ARIV1026083		Quiddity Engineering, LLC	T0510 Shepherd at Memorial - Through September 20, 2024	4,450.00
Total T-0510 Buffalo to White Oak Tra						7,884.25
T-0522A 18th St & Surrounding						
Bill	07/31/2024	ARIV1022572		Quiddity Engineering, LLC	Total Fee \$198,517.60	5,186.22
Bill	08/31/2024	ARIV1024218		Quiddity Engineering, LLC	Total Fee \$198,517.60	129.80
Bill	09/30/2024	ARIV1026080		Quiddity Engineering, LLC	Total Fee \$198,517.60	9,558.92
Total T-0522A 18th St & Surrounding						14,874.94
T-0523A Shepherd Durham & Cross						
Bill	07/31/2024	7-2024-57		Goodman Corporation	MRA113 Task 1 - \$127,929	3,070.30
Bill	07/31/2024	7-2024-57		Goodman Corporation	MRA113 Task 2 - \$172,439	4,655.85
Bill	07/31/2024	7-2024-57		Goodman Corporation	MRA113 Task 3 - \$72,617	1,742.81
Bill	07/31/2024	7-2024-99		Goodman Corporation	MRA118 Right of Way Acquisition	4,772.25
Bill	07/31/2024	7-2024-58		Goodman Corporation	MRA120 Task 1 - \$10,901	109.01
Bill	07/31/2024	7-2024-58		Goodman Corporation	MRA120 Task 2 - \$23,922	119.61
Bill	07/31/2024	7-2024-58		Goodman Corporation	MRA120 Task 3 - \$28,432	284.32
Bill	07/31/2024	7-2024-58		Goodman Corporation	MRA120 Task 4 - \$31,329	0.00
Bill	07/31/2024	7-2024-58		Goodman Corporation	MRA120 Task 5 - \$8,161	0.00
Bill	07/31/2024	7-2024-58		Goodman Corporation	MRA120 Task 6 - \$5,270	0.00
Bill	07/31/2024	7-2024-58		Goodman Corporation	MRA120 Task 7 - \$8,160	0.00
Bill	07/31/2024	7-2024-59		Goodman Corporation	MRA121 Project - Limited Bid & Construction Phase July 2024	336.55
Bill	07/31/2024	7-2024-60		Goodman Corporation	MRA122 Task 1 - \$32,060	641.20
Bill	07/31/2024	7-2024-60		Goodman Corporation	MRA122 Task 2 - \$19,458	0.00
Bill	07/31/2024	7-2024-60		Goodman Corporation	MRA122 Task 3 - \$14,582	0.00
Bill	07/31/2024	7-2024-60		Goodman Corporation	MRA122 Task 4 - \$34,308	0.00
Bill	07/31/2024	7-2024-60		Goodman Corporation	MRA122 Task 5 - \$15,003	0.00
Bill	07/31/2024	7-2024-61		Goodman Corporation	MRA124 Project - Tax Increment Revenue Analysis July 2024	1,198.00
Bill	07/31/2024	7-2024-62		Goodman Corporation	MRA125 Task 1 - \$3,012	602.40
Bill	07/31/2024	7-2024-62		Goodman Corporation	MRA125 Task 2 - \$6,892	344.60
Bill	07/31/2024	7-2024-62		Goodman Corporation	MRA125 Task 3 - \$5,067	0.00
Bill	07/31/2024	7-2024-63		Goodman Corporation	MRA126 Task 1 - \$3,607	36.07
Bill	07/31/2024	7-2024-63		Goodman Corporation	MRA126 Task 2 - \$6,818	340.90
Bill	07/31/2024	7-2024-63		Goodman Corporation	MRA126 Task 3 - \$8,881	0.00
Bill	07/31/2024	7-2024-63		Goodman Corporation	MRA126 Task 4 - \$11,725	0.00
Bill	07/31/2024	7-2024-63		Goodman Corporation	MRA 126 Task 5 - \$7,596	37.98
Bill	07/31/2024	7-2024-64		Goodman Corporation	MRA127 Task 1 - \$3,842	960.50
Bill	07/31/2024	7-2024-64		Goodman Corporation	MRA127 Task 2 - \$14,088	0.00
Bill	07/31/2024	7-2024-64		Goodman Corporation	MRA127 Task 3 - \$10,486	0.00
Bill	07/31/2024	7-2024-64		Goodman Corporation	MRA127 Task 4 - \$5,958	0.00
Bill	07/31/2024	7-2024-64		Goodman Corporation	MRA 127 Task 5 - \$16,492	0.00
Bill	07/31/2024	24-1128		Sanford Kuhl Hagan Kugle P...	Shepher/Durham Recon July 2024	1,105.00
Bill	07/31/2024	ARIV1022569		Quiddity Engineering, LLC	T0523A Shepherd Durham Cross Streets -Final Design Phase 2 Throu...	1,585.67
Bill	07/31/2024	ARIV1022570		Quiddity Engineering, LLC	Total Fee - \$364,200	3,803.36
Bill	07/31/2024	131817341		Huntton Andrews Kurth	TJHuston Properties Legal Services Through 07.31.24	4,975.00
Bill	07/31/2024	90213320		CDM Smith Inc.	Project: Shepherd & Durham Major Investment Project July 2024	113,801.31
Bill	07/31/2024	Pay Est #27		SER Construction	Shepherd Dr, Durham Dr, Selected Cross Streets Phase 1 July 2024	765,224.74
Bill	08/30/2024	8-2024-58		Goodman Corporation	MRA113 Task 1 - \$127,929	3,070.30
Bill	08/30/2024	8-2024-58		Goodman Corporation	MRA113 Task 2 - \$172,439	4,655.85
Bill	08/30/2024	8-2024-58		Goodman Corporation	MRA113 Task 3 - \$72,617	1,742.81
Bill	08/30/2024	8-2024-117		Goodman Corporation	MRA118 Right of Way Acquisition \$57,960	960.75
Bill	08/30/2024	8-2024-59		Goodman Corporation	MRA120 Task 1 - \$10,901	654.06
Bill	08/30/2024	8-2024-59		Goodman Corporation	MRA120 Task 2 - \$23,922	358.83
Bill	08/30/2024	8-2024-59		Goodman Corporation	MRA120 Task 3 - \$28,432	1,705.92
Bill	08/30/2024	8-2024-59		Goodman Corporation	MRA120 Task 4 - \$31,329	0.00

No assurance is provided on these financial statements

Memorial Heights Redevelopment Authority

Profit & Loss Detail

July through September 2024

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Amount
Bill	08/30/2024	8-2024-59		Goodman Corporation	MRA120 Task 5 - \$8,161	0.00
Bill	08/30/2024	8-2024-59		Goodman Corporation	MRA120 Task 6 - \$5,270	0.00
Bill	08/30/2024	8-2024-59		Goodman Corporation	MRA120 Task 7 - \$8,160	0.00
Bill	08/30/2024	8-2024-60		Goodman Corporation	MRA 121 Task 1 - \$6,731	336.55
Bill	08/30/2024	8-2024-61		Goodman Corporation	MRA122 Task 1 - \$32,060	641.20
Bill	08/30/2024	8-2024-61		Goodman Corporation	MRA122 Task 2 - \$19,458	0.00
Bill	08/30/2024	8-2024-61		Goodman Corporation	MRA122 Task 3 - \$14,582	0.00
Bill	08/30/2024	8-2024-61		Goodman Corporation	MRA122 Task 4 - \$34,308	0.00
Bill	08/30/2024	8-2024-61		Goodman Corporation	MRA122 Task 5 - \$15,003	0.00
Bill	08/30/2024	8-2024-62		Goodman Corporation	MRA123 Task 1 - \$11,055	552.75
Bill	08/30/2024	8-2024-62		Goodman Corporation	MRA123 Task 2 - \$5,716	0.00
Bill	08/30/2024	8-2024-62		Goodman Corporation	MRA123 Task 3 - \$9,434	0.00
Bill	08/30/2024	8-2024-62		Goodman Corporation	MRA 123 Task 4 - \$25,930	0.00
Bill	08/30/2024	8-2024-63		Goodman Corporation	MRA126 Task 1 - \$3,607	541.05
Bill	08/30/2024	8-2024-63		Goodman Corporation	MRA126 Task 2 - \$6,818	1,772.68
Bill	08/30/2024	8-2024-63		Goodman Corporation	MRA126 Task 3 - \$8,881	0.00
Bill	08/30/2024	8-2024-63		Goodman Corporation	MRA126 Task 4 - \$11,725	0.00
Bill	08/30/2024	8-2024-63		Goodman Corporation	MRA 126 Task 5 - \$7,596	0.00
Bill	08/30/2024	8-2024-64		Goodman Corporation	MRA127 Task 1 - \$3,842	768.40
Bill	08/30/2024	8-2024-64		Goodman Corporation	MRA127 Task 2 - \$14,088	0.00
Bill	08/30/2024	8-2024-64		Goodman Corporation	MRA127 Task 3 - \$10,486	0.00
Bill	08/30/2024	8-2024-64		Goodman Corporation	MRA127 Task 4 - \$5,958	0.00
Bill	08/30/2024	8-2024-64		Goodman Corporation	MRA 127 Task 5 - \$16,492	0.00
Bill	08/31/2024	ARIV1024216		Quiddity Engineering, LLC	Total Fee - \$364,200	9,018.24
Bill	08/31/2024	ARIV1024512		Quiddity Engineering, LLC	T0523A Shepherd Durham Cross Streets -Final Design Phase 2 Throu...	130,103.45
Bill	08/31/2024	131818659		Hunton Andrews Kurth	TJHuston Properties Legal Services Through 08.31.24	5,346.95
Bill	08/31/2024	90216575		CDM Smith Inc.	Project: Shepherd & Durham Major Investment Project August 2024	142,708.26
Bill	09/01/2024	Pay Est #28		SER Construction	Shepherd Dr, Durham Dr, Selected Cross Streets Phase 1 August 2024	1,455,730.98
Invoice	09/30/2024	2000		Greater Northside Managem...	Parklett - for Park repairs and maintenance	-10,000.00
Bill	09/30/2024	9-2024-75		Goodman Corporation	MRA113 Task 1 - \$127,929	3,070.30
Bill	09/30/2024	9-2024-75		Goodman Corporation	MRA113 Task 2 - \$172,439	4,655.85
Bill	09/30/2024	9-2024-75		Goodman Corporation	MRA113 Task 3 - \$72,617	1,742.81
Bill	09/30/2024	9-2024-76		Goodman Corporation	MRA120 Task 1 - \$10,901	327.03
Bill	09/30/2024	9-2024-76		Goodman Corporation	MRA120 Task 2 - \$23,922	0.00
Bill	09/30/2024	9-2024-76		Goodman Corporation	MRA120 Task 3 - \$28,432	1,137.28
Bill	09/30/2024	9-2024-76		Goodman Corporation	MRA120 Task 4 - \$31,329	0.00
Bill	09/30/2024	9-2024-76		Goodman Corporation	MRA120 Task 5 - \$8,161	0.00
Bill	09/30/2024	9-2024-76		Goodman Corporation	MRA120 Task 6 - \$5,270	0.00
Bill	09/30/2024	9-2024-76		Goodman Corporation	MRA120 Task 7 - \$8,160	0.00
Bill	09/30/2024	9-2024-82		Goodman Corporation	MRA 121 Task 1 - \$6,731	1,009.65
Bill	09/30/2024	9-2024-83		Goodman Corporation	MRA122 Task 1 - \$32,060	0.00
Bill	09/30/2024	9-2024-83		Goodman Corporation	MRA122 Task 2 - \$19,458	13,620.60
Bill	09/30/2024	9-2024-83		Goodman Corporation	MRA122 Task 3 - \$14,582	0.00
Bill	09/30/2024	9-2024-83		Goodman Corporation	MRA122 Task 4 - \$34,308	0.00
Bill	09/30/2024	9-2024-83		Goodman Corporation	MRA122 Task 5 - \$15,003	0.00
Bill	09/30/2024	9-2024-84		Goodman Corporation	Total: \$23,960.00	1,198.00
Bill	09/30/2024	9-2024-85		Goodman Corporation	MRA125 Task 1 - \$3,012	60.24
Bill	09/30/2024	9-2024-85		Goodman Corporation	MRA125 Task 2 - \$6,892	0.00
Bill	09/30/2024	9-2024-85		Goodman Corporation	MRA125 Task 3 - \$5,067	0.00
Bill	09/30/2024	9-2024-86		Goodman Corporation	MRA126 Task 1 - \$3,607	541.05
Bill	09/30/2024	9-2024-86		Goodman Corporation	MRA126 Task 2 - \$6,818	681.80
Bill	09/30/2024	9-2024-86		Goodman Corporation	MRA126 Task 3 - \$8,881	0.00
Bill	09/30/2024	9-2024-86		Goodman Corporation	MRA126 Task 4 - \$11,725	0.00
Bill	09/30/2024	9-2024-86		Goodman Corporation	MRA 126 Task 5 - \$7,596	303.84
Bill	09/30/2024	9-2024-87		Goodman Corporation	MRA127 Task 1 - \$3,842	384.20
Bill	09/30/2024	9-2024-87		Goodman Corporation	MRA127 Task 2 - \$14,088	0.00
Bill	09/30/2024	9-2024-87		Goodman Corporation	MRA127 Task 3 - \$10,486	0.00
Bill	09/30/2024	9-2024-87		Goodman Corporation	MRA127 Task 4 - \$5,958	0.00
Bill	09/30/2024	9-2024-87		Goodman Corporation	MRA 127 Task 5 - \$16,492	0.00
Bill	09/30/2024	ARIV1026074		Quiddity Engineering, LLC	T0523A Shepherd Durham Cross Streets -Final Design Phase 2 Throu...	21,416.56
Bill	09/30/2024	ARIV1026076		Quiddity Engineering, LLC	Total Fee - \$364,200	10,767.47
Total T-0523A Shepherd Durham & Cross						2,721,333.14
T-0534 West 19th Beall Sidewalk						
Bill	07/31/2024	ARIV1022571		Quiddity Engineering, LLC	Total Fee \$60,100	3,667.50
Bill	08/31/2024	ARIV1024217		Quiddity Engineering, LLC	Total Fee \$60,100	510.00
Bill	09/30/2024	ARIV1026077		Quiddity Engineering, LLC	Total Fee \$60,100	2,547.50
Total T-0534 West 19th Beall Sidewalk						6,725.00
T-0535 Safety & Mobility Imp						
Bill	07/31/2024	ARIV1022576		Quiddity Engineering, LLC	T0535 Waugh Safety - Through July 26, 2024	13,395.30
Total T-0535 Safety & Mobility Imp						13,395.30
T-0537 Inf Imps Shep awhite Oak						
Bill	07/31/2024	ARIV1022573		Quiddity Engineering, LLC	Total Fee \$220,110.00	7,481.91
Bill	08/31/2024	ARIV1024567		Quiddity Engineering, LLC	Total Fee \$220,110.00	2,435.00
Bill	09/30/2024	ARIV1026081		Quiddity Engineering, LLC	Total Fee \$220,110.00	4,067.64
Total T-0537 Inf Imps Shep awhite Oak						13,984.55
T-0538 Transportation Area Stud						
Bill	07/31/2024	24-1130		Sanford Kuhl Hagan Kugle P...	T-538 - Transportation Area Study July 2024	390.00
Total T-0538 Transportation Area Stud						390.00

Memorial Heights Redevelopment Authority

Profit & Loss Detail

Accrual Basis

July through September 2024

Type	Date	Num	Adj	Name	Memo	Amount
T-0539 Full Reconstruct Cross						
Bill	07/31/2024	ARIV1022574		Quiddity Engineering, LLC	Total Fee \$137,452.00	5,880.23
Bill	08/31/2024	ARIV1024568		Quiddity Engineering, LLC	Total Fee \$137,452.00	4,268.05
Bill	09/30/2024	ARIV1026082		Quiddity Engineering, LLC	Total Fee \$137,452.00	6,477.39
Total T-0539 Full Reconstruct Cross						16,625.67
T-0540 11th St Side Path						
Bill	07/31/2024	24-1129		Sanford Kuhl Hagan Kugle P...	T-540 11th Street Improvements	390.00
Total T-0540 11th St Side Path						390.00
T-0541 White Oak @ Greenleaf						
Bill	07/31/2024	ARIV1022577		Quiddity Engineering, LLC	T-0541 White Oak at Greenleaf - Through July 26, 2024	7,456.25
Bill	08/31/2024	ARIV1024219		Quiddity Engineering, LLC	T-0541 White Oak at Greenleaf - Through August 23, 2024	8,848.75
Bill	09/30/2024	ARIV1026085		Quiddity Engineering, LLC	T-0541 White Oak at Greenleaf - Through September 20, 2024	1,708.75
Total T-0541 White Oak @ Greenleaf						18,013.75
T-0543 Congressional Dist 7						
Bill	07/31/2024	24-1152		Sanford Kuhl Hagan Kugle P...	T-543- Sidewalk Improvements July 2024	130.00
Total T-0543 Congressional Dist 7						130.00
T-0544 Westcott Roundabout						
Bill	09/30/2024	ARIV1026079		Quiddity Engineering, LLC	Westcott Roundabout	2,441.02
Total T-0544 Westcott Roundabout						2,441.02
Total Capital Improvement Plan						2,816,187.62
Total COGS						2,816,187.62
Gross Profit						-2,316,193.05
Expense						
Debt Service						
Bond Principal						
Bill	09/01/2024	G067Z08 S...		Regions Corporate Trust	Debt Service Payment - Principal Payment	925,000.00
Total Bond Principal						925,000.00
Interest Expense						
Bill	09/01/2024	#11879 SE...		Regions Corporate Trust	Debt Service Payment	609,737.51
Total Interest Expense						609,737.51
Total Debt Service						1,534,737.51
Payroll Expenses						
Payroll Taxes						
Paycheck	07/31/2024	DD1039		Sherry Weesner	Direct Deposit	1,312.85
Paycheck	07/31/2024	DD1039		Sherry Weesner	Direct Deposit	307.03
Paycheck	07/31/2024	DD1039		Sherry Weesner	Direct Deposit	0.00
Check	08/20/2024	EFT		Texas Workforce Commission		30.00
Paycheck	08/30/2024	DD1040		Sherry Weesner	Direct Deposit	1,312.85
Paycheck	08/30/2024	DD1040		Sherry Weesner	Direct Deposit	307.04
Paycheck	08/30/2024	DD1040		Sherry Weesner	Direct Deposit	0.00
Paycheck	09/30/2024	DD1041		Sherry Weesner	Direct Deposit	1,109.80
Paycheck	09/30/2024	DD1041		Sherry Weesner	Direct Deposit	307.04
Paycheck	09/30/2024	DD1041		Sherry Weesner	Direct Deposit	0.00
Total Payroll Taxes						4,686.61
Retirement Expense						
Paycheck	07/31/2024	DD1039		Sherry Weesner	Direct Deposit	1,925.00
Paycheck	08/30/2024	DD1040		Sherry Weesner	Direct Deposit	1,925.00
Paycheck	09/30/2024	DD1041		Sherry Weesner	Direct Deposit	1,925.00
Total Retirement Expense						5,775.00
Salary Payroll						
Paycheck	07/31/2024	DD1039		Sherry Weesner	Direct Deposit	19,250.00
Paycheck	08/30/2024	DD1040		Sherry Weesner	Direct Deposit	19,250.00
Paycheck	09/30/2024	DD1041		Sherry Weesner	Direct Deposit	19,250.00
Total Salary Payroll						57,750.00
Payroll Expenses - Other						
Liability Check	07/30/2024			QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$4.00 each	4.00
Liability Check	07/30/2024			QuickBooks Payroll Service	Sales Tax for TX	0.26
Liability Check	08/29/2024			QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$4.00 each	4.00
Liability Check	08/29/2024			QuickBooks Payroll Service	Sales Tax for TX	0.26
Liability Check	09/27/2024			QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$4.00 each	4.00
Liability Check	09/27/2024			QuickBooks Payroll Service	Sales Tax for TX	0.26
Total Payroll Expenses - Other						12.78
Total Payroll Expenses						68,224.39
Program and Project Consultants						
Engineering Consultants						
Bill	09/30/2024	ARIV1026157		Quiddity Engineering, LLC	Work Order 1 - Through September 20, 2024	50,000.00
Total Engineering Consultants						50,000.00

No assurance is provided on these financial statements

Memorial Heights Redevelopment Authority

Profit & Loss Detail

July through September 2024

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Amount
Legal Expense						
Bill	07/31/2024	24-1127		Sanford Kuhl Hagan Kugle P...	Legal services through July 2024	3,727.75
Total Legal Expense						3,727.75
Planning Consultants						
Bill	07/01/2024	1237		Medley Inc.	Monthly Digital Retainer - July	2,000.00
Bill	07/01/2024	1237		Medley Inc.	Mail Chimp Subscription	13.99
Bill	07/01/2024	1237		Medley Inc.	Consulting Support on Shepherd Durham Project	1,000.00
Bill	07/31/2024	7-2024-98		Goodman Corporation	Task 1- \$175,000.00	3,588.82
Bill	08/01/2024	1248		Medley Inc.	Monthly Digital Retainer - August	2,000.00
Bill	08/01/2024	1248		Medley Inc.	Mail Chimp Subscription	13.99
Bill	08/30/2024	8-2024-109		Goodman Corporation	Task 1- \$175,000.00	2,733.84
Bill	09/04/2024	1260		Medley Inc.	Monthly Digital Retainer - September	2,000.00
Bill	09/04/2024	1260		Medley Inc.	Mail Chimp Subscription	13.86
Bill	09/30/2024	9-2024-74		Goodman Corporation	Task 1- \$175,000.00	6,920.51
Total Planning Consultants						20,285.01
Total Program and Project Consultants						74,012.76
TIRZ Administration & Overhead						
Accounting						
Bill	08/30/2024	2603		The Morton Accounting Servi...	July 2024	1,961.03
Bill	08/30/2024	2603		The Morton Accounting Servi...	August 2024	1,961.03
Bill	09/30/2024	2619		The Morton Accounting Servi...	September 2024	1,961.03
Total Accounting						5,883.09
Administration						
Bill	07/31/2024	24-1126		Sanford Kuhl Hagan Kugle P...	Admin/Meeting through July 2024	75.00
Total Administration						75.00
Auditing						
Bill	09/04/2024	2024 Audit I...		McCall Gibson Swedlund Bar...	2024 Audit Interim	10,000.00
Total Auditing						10,000.00
Tax Consultant						
Bill	07/01/2024	61991		Equi Tax Inc.	July 1 - December 31, 2024 2024 Tax Consulting	4,410.00
Total Tax Consultant						4,410.00
Total TIRZ Administration & Overhead						20,368.09
Total Expense						1,697,342.75
Net Ordinary Income						-4,013,535.80
Net Income						-4,013,535.80

Memorial Heights Redevelopment Authority – TIRZ 5**Investment Report****FY 2025 July 2024-June 2025****TEXPOOL**

Date	Balance	Interest	Deposits/Withdrawals	Date Deposit/Withdrawal	Average Daily Yield
July 31, 2024	\$19,132,565.12	\$86,015.23			5.3173%
August 31, 2024	\$19,218,650.49	\$86,085.37			5.2977%
September 30, 2024	\$38,328,735.30	\$110,084.81	\$19,000,000.00*	9/19/2024	5.1637%
October 31, 2024					
November 30, 2024					
December 31, 2024					
January 31, 2025					
February 29, 2025					
March 31, 2025					
April 30, 2025					
May 31, 2025					
June 30 2025					

*Transfer from Frost Account

Regions Project Fund

Date	Balance	Income	Deposits/Withdrawals	Date Deposit/Withdrawal	Average Yield at Market
July 31, 2024	\$14,891,821.11	\$63,441.89			5.14%
August 31, 2024	\$14,957,618.80	\$65,797.80			5.30%
September 30, 2024	\$15,023,511.49	\$65,829.69			5.29%
October 31, 2024					
November 30, 2024					
December 31, 2023					
January 31, 2025					
February 29, 2025					
March 31, 2025					
April 30, 2025					
May 31, 2025					
June 30, 2025					

Memorial Heights Redevelopment Authority – TIRZ 5

Investment Report

FY 2025 July 2024-June 2025

Regions Debt Service Fund

Date	Balance	Income	Deposits/Withdrawals	Date Deposit/Withdrawal	Average Yield at Market
July 31, 2024	\$2,177,928.13	\$3,256.58			5.14%
August 31, 2024	\$2,187,551.91	\$9,623.78			5.30%
September 30, 2024	\$662,451.20	\$9,636.80	-\$1,534,737.51*		5.29%
October 31, 2024					
November 30, 2024					
December 31, 2024					
January 31, 2025					
February 29, 2025					
March 31, 2025					
April 30, 2025					
May 31, 2025					
June 30, 2025					

*September 2024 Bond Payment

This report and the Authority's investment portfolio are in compliance with the investment strategies expressed in the Authority's Investment Policy and the Public Funds Investment Act.

Sherry F Weesner

Sherry F. Weesner, Investment Officer



Safety/Mobility Projects Update

Memorial Heights Redevelopment Authority

October 2024

Grant Funded
Safety Improvement Projects

Yale & Center

Project Sponsor: TxDOT (HSIP)

- ✓ Packaged with Richmond Ave @ Hayes Rd Signal, Irvington Blvd @ Patton St Roundabout, and Renwick Dr @ Dashwood Dr Roundabout.
- ✓ Contractor: Main Lane Industries.
- ✓ Construction Start: Originally anticipated July 2024. Obtained ROE for southeast corner June 2024. Still waiting on CenterPoint to relocate poles in the intersection. Issued updated drawings resulting from a field changes at southeast corner.
- ✓ Will provide duration of construction once received.

West 19th and Beall

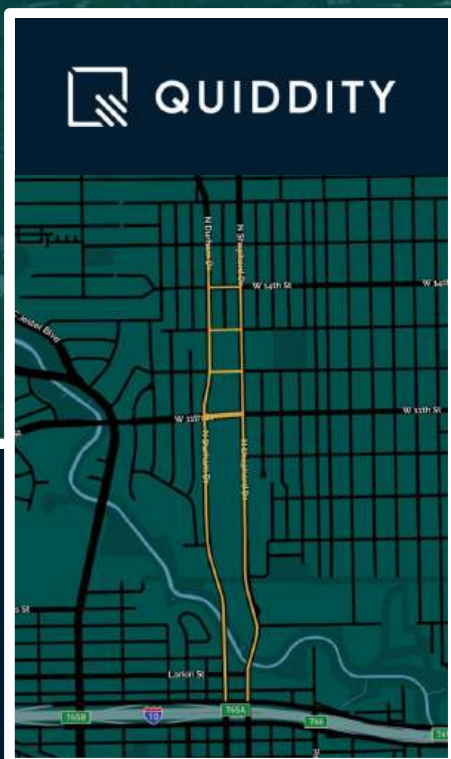
Project Sponsor: HPW (HSIP)

- ✓ Packaged with various projects within St. George Place Redevelopment Authority, Near North Side Management District, and Greater Southeast Management District.
- ✓ Contractor: Garrett Shields Infrastructure.
- ✓ Construction Start: June 6th, at this project location.
- ✓ Contractor currently working on West 19th Street between Beall Street and Durham Drive.

Heights/MKT Bike/Ped Safety

Project Sponsor: MHRA

- ✓ Construction complete.
- ✓ Coordinating with HPW on punch list items for final acceptance.
 - Coordinating with HPW on pavement markings that are beyond 1-year warranty.



Shepherd-Durham

Ph II Update



Memorial Heights Redevelopment Authority
Houston Public Works
TxDOT
October 2024

Project Overview

1. Scope – design of improvements along Shepherd, Durham, West 14th, West 12th, and West 11th to improve mobility and safety within the project corridor
2. Schedule – local letting Summer 2024
3. Construction Cost - \$63,500,000

Last Month's Accomplishments

What have we accomplished / been successful at over the last month?

- ✓ Submitted final plans, specifications, estimates, and other forms to HPW and TxDOT for signatures August 2, 2024.
- ✓ Received authorization to advertise and bid project from TxDOT on October 11, 2024.
- ✓ Resubmitted plans to METRO for approval.
- ✓ Continue coordination with HPW and METRO to secure signatures.

Upcoming Goals, Targets, and Critical Milestones

What are we targeting to achieve over the next month?

- ✓ Receive final signatures from HPW and METRO.
- ✓ Work with HPW to prepare advertisement documents and prepare for Pre-Bid meeting and to evaluate bids.

Unforeseens, Corrective Plans of Action, and Lessons Learned

What challenges are we working to overcome?

- ✓ Supporting HPW for the approval of the 100% plans, specifications, and estimate by TxDOT Headquarters.
- ✓ The revisions by METRO to bus stop locations post-submittal for signatures was unexpected but we are addressing.

External Assistance Required

What assistance are we seeking from outside sources to accomplish our goals?

- ✓ Continued support from HPW to secure final review and approval per the project schedule.

2023												2024										2025					
Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	
				90% All				95% All	100% TxDOT			TxDOT Approvals												Bidding		Award	
												HPW Approvals															



Waugh Safety Improvements Update

Memorial Heights Redevelopment Authority
Houston Public Works

October 2024

Monthly Discussion Topics

1. Scope – design of new traffic and pedestrian signals at the intersections of Waugh Street at Feagan Street and S. Heights at Feagan Street/Willa Street, curb extensions on existing pavement along Waugh and Heights, and pavement markings.
2. Schedule – 100% Submittal, June 14, 2024
3. Estimated Grant Cost - \$886,231.

Last Month's Accomplishments

What have we accomplished / been successful at over the last month?

- ✓ Submitted Final Traffic Report from TGC to City as of May 7th.
- ✓ Submitted 100% plans to City and TGC for coordination to submit to TxDOT June 14th.

Upcoming Goals, Targets, and Critical Milestones

What are we targeting to achieve over the next month?

- ✓ Submit for Utility Signatures for AT&T and CenterPoint, pending City Review.

Unforeseens, Corrective Plans of Action, and Lessons Learned

What challenges are we working to overcome?

- ✓ Project is currently under City review. Coordinate weekly with City PM on any status update available.

External Assistance Required

What assistance are we seeking from outside sources to accomplish our goals?

- ✓ Continued coordination with MHRA and TGC on the expectations of the project and coordination with the project partners.



Shepherd at Memorial Update

Memorial Heights Redevelopment Authority
Houston Public Works
METRO
October 2024

Monthly Discussion Topics

1. Scope – design of signal modification of existing traffic and pedestrian signals at Sheperd Drive at Memorial Drive intersection, construction of new sidewalks, ramps, and paving markings to ensure better connectivity.
2. Schedule – 60% Pending Coordination with St. Thomas & DePelchin.
3. Estimated Project Cost – Pending Final Project Scope.

Last Month's Accomplishments

What have we accomplished / been successful at over the last month?

- ✓ Collected topographic survey along St. Thomas High School frontage.
- ✓ Prepared Exhibit for St. Thomas High School coordination meeting.

Upcoming Goals, Targets, and Critical Milestones

What are we targeting to achieve over the next month?

- ✓ Coordinate proposed improvements along Shepherd Drive with St. Thomas High School and DePelchin.
- ✓ Prepare 60% Submittal to be submitted to once coordination with St. Thomas High School and DePelchin has been finalized.

Unforeseens, Corrective Plans of Action, and Lessons Learned

What challenges are we working to overcome?

- ✓ None currently.

External Assistance Required

What assistance are we seeking from outside sources to accomplish our goals?

- ✓ Continued coordination with MHRA on the expectations of the project and coordination with the project partners.



White Oak at Greenleaf Safety Improvements Update

Memorial Heights Redevelopment Authority
HSIP

October 2024

Monthly Discussion Topics

1. Scope – design of sidewalks, ramps, pavement marking, signage and streetlighting at the intersection of White Oak at Greenleaf.
2. Schedule – 100% Submittal, January 31, 2025.
3. Estimated Grant Cost - \$267,000.

Last Month's Accomplishments

What have we accomplished / been successful at over the last month?

- ✓ Submitted 60% plans to City and TGC for coordination to submit to TxDOT August 26th.

Upcoming Goals, Targets, and Critical Milestones

What are we targeting to achieve over the next month?

- ✓ Coordinate with City PM on Street Lighting.
- ✓ Prepare for 90% submittal to City and TGC November 15th.

Unforeseens, Corrective Plans of Action, and Lessons Learned

What challenges are we working to overcome?

- ✓ None currently.

External Assistance Required

What assistance are we seeking from outside sources to accomplish our goals?

- ✓ Continued coordination with MHRA and TGC on the expectations of the project and coordination with the project partners.

EXHIBIT "A"

Form of Task Order

Memorial Heights Redevelopment Authority (TIRZ No. 5)

Project No. T-512A

The Goodman Corporation Work Authorization No. 22 – 18th Street Sidewalk: Grant Management, NEPA, and Compliance Services

This WORK AUTHORIZATION authorizes consultant services to be performed by THE GOODMAN CORPORATION (the "CONSULTANT") pursuant to the Master Agreement for Services ("AGREEMENT") between the CONSULTANT and MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY/ TIRZ NO. 5 ("MHRA"). 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 PROJECT DESCRIPTION: The CONSULTANT shall support MHRA in the areas of grant management, NEPA, and compliance services relative to the 18th Street Sidewalk project.
- 2.0 SCOPE OF SERVICES: The CONSULTANT shall provide the services as outlined in the scope of services below.
- 3.0 FEE AND PAYMENT: The CONSULTANT shall complete the tasks in this WORK AUTHORIZATION on a lump sum percentage of completion basis not to exceed \$160,500. If tasks or subtasks are determined not to be necessary, TGC will not perform or invoice those services.
- 4.0 PROJECT SCHEDULE: The schedule for this work is anticipated to be completed by December 2026.

IN WITNESS WHEREOF, the parties have executed this TASK ORDER as of October 24, 2024.

MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY:

By: _____

Name: _____

Title: _____

THE GOODMAN CORPORATION

By:  _____

Name: Jim Webb, AICP, ENV SP

Title: Chief Executive Officer

W 18th Street Sidewalks: Grant Management, NEPA, and Compliance Services
for
Memorial Height Redevelopment Authority (TIRZ No. 5)
September 2024

The Goodman Corporation is pleased to submit this proposal to provide grant management, National Environmental Policy Act (NEPA) and compliance services associated with the 18th Street Sidewalk project. The project is made possible via a \$3,000,000 grant secured through the Houston-Galveston Area Council (H-GAC).

Task 1: Grant Management

Description:

- Coordinate TIP and STIP actions with H-GAC.
- Coordinate Regional Strategic Transportation Fund (RSTF) activity with H-GAC.
- Enter the grant narrative and budget in the FTA TrAMS system inclusive of Transportation Development Credit (TDC) documentation.
- Coordinate with FTA through grant execution.
- Complete quarterly milestone and financial reporting through the duration of the project.
- Assist MHRA in grant disbursements.
- Provide FTA with DBE uniform reports as associated with the open grant.
- Complete grant close-out process.

Deliverables: Monthly progress reports, grant execution, ongoing grant management.

Task 2: NEPA

Description:

- Develop and populate FTA Categorical Exclusion check list based on project location and scope.
- Prepare CE attachments to include: project map aerial, existing condition images, right-of-way documentation, land use, traffic, parking, and transit (existing v. proposed), historic and archaeological resources, parks and recreation areas, environmental justice data, hazardous materials, floodplains, wetlands, and farmland soils.
- Submit complete CE package towards environmental clearance. Coordinate with FTA as needed.

Deliverables: CE package and submission.

Task 3: Design and Bid Phase Support

Description:

- Review 60% and 100% plan set for FTA eligibility requirements. Coordination with Engineer of Record (EOR) as required.
- Review project manual and incorporate FTA contract clauses. Coordination with EOR as required.
- Manage and document FTA procurement file.
- Attend pre-bid meeting to discuss FTA contract clauses
 - Buy America Build America (BABA)
 - Disadvantaged Business Enterprise (DBE)
 - Davis-Bacon and Related Acts (DBRA)
 - And other clauses
- Provide FTA responsiveness check as part of bid process.
- Provide recommendation of award.

Deliverables: Monthly progress reports, review and approval of plan set and project manual. Pre-bid meeting agenda. Award recommendation.

Task 4: Construction Phase Compliance Support

Description:

This scope assumes an 10-month construction duration.

- Attend pre-construction meeting.
- Complete monthly wage rate interviews.
- Review monthly certified payroll from prime contractor and subcontractors.
- Provide monthly pay application approvals.
- Participate in project progress meetings.
- Review submittals for FTA eligibility.
- Monitor jobsite for BABA & DBRA requirements.
- Review and track eligible costs, including DBE participation.

Deliverables: Monthly progress reports, pay application approvals, and DBE participation and wage rate documentation.

Task 5: Public Meeting Support (As Needed)**Description:**

This task allows TGC to provide support as it relates to the project's public meeting. This task is established as an hourly task to provide flexibility in how TGC is utilized. Potential activities include:

- Preparation of public meeting materials.
- Coordination with stakeholders.
- Facilitation/attendance at public meeting.
- Documentation of public meeting public meeting summary report.
- Coordination/communication with project funding partners.

Deliverables: Monthly progress reports, public meeting materials and summaries.

Project Budget

Progress payments will be made based on the percentage of completion for Tasks 1-4. Task 5 is an hourly task with a not to exceed budget utilizing the category rates in the level of effort table below. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs as provided in the tables below.

Task	Description	Cost
1	Grant Management	\$42,285
2	NEPA	\$24,712
3	Design and Bid Phase Support	\$20,066
4	Construction Phase Compliance Support	\$52,499
5	Public Meeting Support (As Needed)	\$20,938
	Total Authorized	\$160,500

Level of Effort

18th Street Sidewalks: Grant Management, NEPA, and Compliance Services								
Category	Category Rate	Task 1	Task 2	Task 3	Task 4	Task 5	General	Totals
		G MGT	NEPA	D/B	CON	MTG SUP	ODC	
Admin I	\$95.33							\$6,101
Associate I	\$103.27				64			
Associate II	\$119.16							
Associate III	\$142.99	20	8	40	40	20		\$18,303
Senior Associate I	\$158.88					40		\$6,355
Senior Associate II	\$174.77		106					\$18,526
Senior Associate III	\$190.66	40	8	32				\$15,253
Principal I	\$206.55				40			\$8,262
Principal II	\$246.27	72						\$17,731
Principal III	\$293.08	48	12	20	32	40		\$44,549
Engineer Associate I	\$103.27							
Engineer Associate II	\$119.16							
Engineer Associate III	\$146.96							
Engineer Senior Associate I	\$162.85							
Engineer Senior Associate II	\$178.74							
Engineer Senior Associate III	\$198.60			12	116			\$25,421
Engineer Principal I	\$214.49							
Engineer Principal II	\$254.21							
Engineer Principal III	\$309.82							
Staff Hours By Task		180	134	104	292	100	810	\$160,500
Subtotals								
Subtotal: Staff Expense		\$42,285	\$24,712	\$20,066	\$52,499	\$20,938		\$160,500
Subtotal: Other Direct Expenses								
Subtotal: Sub-Contractor								
Totals		\$42,285	\$24,712	\$20,066	\$52,499	\$20,938		\$160,500

EXHIBIT "A"

Form of Task Order

Memorial Heights Redevelopment Authority (TIRZ No. 5)

Project No. P-2025 – Planning Studies

Work Authorization No. 1 – Preliminary Traffic Study – Westcott and Washington

This WORK AUTHORIZATION authorizes professional engineering services to be performed by QUIDDITY ENGINEERING, LLC, fka JONES | CARTER (the "ENGINEER") pursuant to the Master Agreement for Professional Engineering Services ("AGREEMENT") between the ENGINEER and MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY/ TIRZ NO. 5 ("MHRA"). 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 PROJECT DESCRIPTION: The ENGINEER shall perform engineering to study the conditions and make recommendations for improvements within the Washington/Westcott corridor.
- 2.0 SCOPE OF SERVICES: The ENGINEER shall perform tasks as identified in the attached Scope of Services Final Design for the project.
- 3.0 FEE AND PAYMENT: The ENGINEER shall complete the tasks in this WORK AUTHORIZATION for a hourly not to exceed amount of \$15,920.00.

Basic Services	\$14,300.00
Additional Services	\$1,620.00
Reimbursable Expenses	\$0.00
Total	\$15,920.00

- 4.0 PROJECT SCHEDULE: This work will be completed within four (4) months.

IN WITNESS WHEREOF, the parties have executed this TASK ORDER as of _____, 20__.

MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY:

By: _____

Name: _____

Title: _____

QUIDDITY ENGINEERING, LLC

By: 

Name: Kristen Hennings

Title: Sr. Project Manager

ATTEST: 

October 16, 2024

Ms. Sherry Weesner
President
Memorial Heights Redevelopment Authority/ TIRZ No. 5
13300 Post Oak Boulevard, Suite 2650
Houston, TX 77056

Re: Westcott Washington Preliminary Traffic Study (P-2025 WA #1)
Proposal for Professional Services
Houston, Texas

Dear Sherry:

Quiddity Engineering, LLC (QE) appreciates the opportunity to present this proposal for preliminary traffic study related to the Westcott Washington corridors between Interstate 10 and the roundabout for Memorial Heights Redevelopment Authority (MHRA)/TIRZ No. 5.

Project Understanding

The project will include study of the conditions along the Washington/Westcott corridor between IH-10 and Washington Avenue.

Based on the above, QE prepared the following scope of services and fee proposal for MHRA's consideration.

Scope of Services

Basic Services to be provided by QE and their subconsultants include:

1. Public Agencies Coordination
QE will work with MHRA to engage public agencies, including Houston Public Works and TxDOT Houston District to understand planned improvements by those agencies within the project area.
2. Neighboring Stakeholder Coordination
QE will work with MHRA to engage stakeholders from the adjacent properties/neighborhoods to understand their concerns within the project area.
3. Intersection Safety Study
Quiddity will prepare an intersection safety study to evaluate the safety for existing conditions and proposed design alternatives at the intersection. A 13-hour turning movement count will be collected on a typical weekday. Capacity Analysis will be performed for the AM And PM Peak hours for Existing Conditions and Alternatives. We will review crash data and identify crash hot spot locations, crash type and crash severity and explore safety counter measures. We will review Geometric aspects of the intersection (signing, pavement markings, fastest paths, entering and exiting speeds, sight distance, vehicle tracking for chosen design vehicle, pedestrian and bicycle accommodations). We will summarize the results in a memo format and prepare for and attend meetings as requested.



P-2025 Work Authorization #1 - Westcott Washington Study

Page 2

October 16, 2024

Assumptions

1. This proposal is based on requests from constituents in the project area.
2. The design of any proposed improvements will be based on the requirements of the City of Houston *Infrastructure Design Manual*, dated November 2023. Should the City change any criteria, it would likely result in a change in design scope and request for Additional Services. It is possible this could also impact the recommendations being assumed as part of this proposal and result in additional construction cost.

Schedule

The additional work proposed will be completed within the project letting schedule.

Proposed Fee

QE is requesting an hourly sum not to exceed fee of **\$15,920.00** for the services described in this proposal.

Special Considerations

This proposal is based on the following special considerations:

1. Services requested by the MHRA that are outside the scope of this proposal will be performed on an hourly rate basis in accordance with the enclosed Schedule of Hourly Rates (refer to Attachment C) or on a lump sum basis to be mutually agreed upon by MHRA and QE. The hourly rate schedule is subject to revision January 1st of each year.
2. Fees do not include sales taxes that may be imposed.
3. The proposed fees shall be considered in their entirety for the scope of services. Should the MHRA wish to contract with QE for only a portion of the work, QE reserves the right to negotiate individual scope items on their own merits.
4. This proposal shall be valid for sixty days from this date and may be extended upon approval by QE.

QE hopes you will find this proposal to be acceptable and are thankful for the opportunity to continue our working relationship with MHRA. Please feel free to contact the undersigned if you have any questions.

Sincerely,


Kristen Hennings, P.E., CFM, LEED® Green Associate
Senior Project Manager
Attachments

Colby Wright, P.E. PTOE, RSP1
Manager

Fee Proposal

P-2025 WA #1 - Westcott Washington Preliminary Traffic Study

T-0523A WA#5 -Shepherd Drive and Durham Drive Reconstruction Project

		Practice Leader	PE V	PE IV	PE III	PE I	DE II	DE I	Sub-Total	Sub Cons.	Sub Cons. (cost + 8%)	Total Budget
		\$295.00	\$275.00	\$255.00	\$225.00	\$170.00	\$145.00	\$125.00				
BASIC SERVICES												
Task 100 - Preliminary Design Phase Basic Services (Hourly)(4 months)												
1	Public Agency Coordination			2					\$510		\$0.00	\$510.00
2	Neighboring Stakeholder Coordination			2	2	2			\$1,300		\$0.00	\$1,300.00
3	Intersection Safety Study		5		10	20	20	20	\$12,425		\$0.00	\$12,425.00
4									\$0		\$0.00	\$0.00
									\$0		\$0.00	\$0.00
Total Design Phase Basic Services												\$14,300.00
Task 900 - Additional Services (Hourly)												
1	13-hour traffic count								\$0	\$1,500.00	\$1,620.00	\$1,620.00
2											\$0.00	\$0.00
											\$0.00	\$0.00
Total Additional Services												\$1,620.00
Hours Subtotal		0	5	4	12	22	20	20				83
SUBTOTAL BASIC SERVICES AND ADDITIONAL SERVICES - DESIGN		\$ -	\$ 1,375	\$ 1,020	\$ 2,700	\$ 3,740	\$ 2,900	\$ 2,500	\$14,235	\$1,500.00	\$1,620.00	\$15,920.00

Check

\$0.00

EXHIBIT "A"

Form of Task Order

Memorial Heights Redevelopment Authority (TIRZ No. 5)

Work Authorization Fiscal Year 2025 General Engineering Services No. 1

This WORK AUTHORIZATION authorizes professional engineering services to be performed by QUIDDITY ENGINEERING (the "ENGINEER") pursuant to the Agreement for Program Management and Engineering Services ("AGREEMENT") between the ENGINEER and MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY/ TIRZ NO. 5 ("MHRA"). 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 PROJECT DESCRIPTION: The ENGINEER shall support MHRA with non-CIP related projects.
- 2.0 SCOPE OF SERVICES: The ENGINEER shall perform tasks as directed by MHRA related to:
 - 2.1 General On-Call – Board meetings, Committee Meetings, workshops, unplanned project efforts, CIP coordination, grant application materials, etc.
 - 2.2 COH Database – Update and maintain records for all projects in the COH MWDBE database.
 - 2.3 20th Street – Design and reconstruction efforts for this corridor are being led by 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.
- 3.0 FEE AND PAYMENT: The ENGINEER shall complete the tasks in this WORK AUTHORIZATION for an hourly not to exceed amount of \$75,000.00 (see **Exhibit "C" of the AGREEMENT** for applicable schedule of hourly rates). As a task-based work authorization, the ENGINEER shall inform MHRA when 75% of funds have been used.
- 4.0 PROJECT SCHEDULE: The schedule to complete this work is approximately one (1) year.

IN WITNESS WHEREOF, the parties have executed this TASK ORDER as of _____, 20__.

MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY:

By: _____

Name: _____

Title: _____

QUIDDITY ENGINEERING

By: 

Name: Kristen Hennings

Title: Sr. Project Manager

ATTEST: 

<div><div><div><div></div><div>J C</div></div><div>JONES CARTER</div></div></div>	Practice Leader	PEV	PEIV	PEIII	PEI	DEI	Construction MV	Admin II		Sub-Total	Sub Cons.	Sub Cons.	Sub Cons. (cost + 10%)	Total Budget
		\$310.00	\$290.00	\$265.00	\$235.00	\$180.00	\$130.00	\$240.00	\$100.00					
BASIC SERVICES														
Task 200 - Design Phase Services														
1	General On-Call													
	a October 2024		1	8	4	4	12	1	1		\$5,970		\$0.00	\$5,970.00
	b November 2024			8	4	4	14		1		\$5,700		\$0.00	\$5,700.00
	c December 2024		1	8	4	4	12	1	1		\$5,970		\$0.00	\$5,970.00
	d January 2025			8	4	4	14		1		\$5,700		\$0.00	\$5,700.00
	e February 2025		1	8	4	4	12	1	1		\$5,970		\$0.00	\$5,970.00
	f March 2025			8	4	4	14		1		\$5,700		\$0.00	\$5,700.00
	g April 2025		1	8	4	4	12	1	1		\$5,970		\$0.00	\$5,970.00
	h May 2025			8	4	4	14		1		\$5,700		\$0.00	\$5,700.00
	i June 2025 (end of FY)		1	9	5	4	12	1	2		\$6,570		\$0.00	\$6,570.00
	j July 2025			8	4	4	14		1		\$5,700		\$0.00	\$5,700.00
	k August 2025		1	8	4	4	12	1	1		\$5,970		\$0.00	\$5,970.00
	l September 2025			8	4	4	14		1		\$5,700		\$0.00	\$5,700.00
2	Update COH MWDBE Database													
	a October 2024			2					2		\$730		\$0.00	\$730.00
	b December 2024			2					2		\$730		\$0.00	\$730.00
	c February 2025			2					2		\$730		\$0.00	\$730.00
	d April 2025			2					2		\$730		\$0.00	\$730.00
	e June 2025			2					2		\$730		\$0.00	\$730.00
	f August 2025			2					2		\$730		\$0.00	\$730.00
	Hours Subtotal	0	6	109	49	48	156	6	25					
SUBTOTAL BASIC SERVICES		\$ -	\$ 1,740	\$ 28,885	\$ 11,515	\$ 8,640	\$ 20,280	\$ 1,440	\$ 2,500		\$75,000	\$0.00	\$0.00	\$75,000.00