

**AGENDA FOR MEETING OF THE BOARD OF DIRECTORS  
OF  
REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS  
AND  
MONTROSE REDEVELOPMENT AUTHORITY, CITY OF HOUSTON, TEXAS**

Notice is hereby given that the Board of Directors of Reinvestment Zone Number Twenty-Seven, City of Houston, Texas (the "Zone"), and along with the Board of Directors of the Montrose Redevelopment Authority, City of Houston, Texas (the "Authority"), will hold a regular meeting on **Monday, September 21, 2020, at 6:30 p.m., by teleconference and/or videoconference.** Register for the teleconference/videoconference\* at <https://tinyurl.com/y4fn4meu> a telephone number to join via teleconference, a link to join via videoconference, and a password to access the conference will be provided, to discuss and to consider, discuss and adopt such orders, resolutions or motions, and take direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

1. Establish quorum and call to order.
2. Receive public comment.  
(A statement of no more than 3 minutes may be made of items of general relevance. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engagement in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act. Comments should be directed to the entire board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign, or slander any individual shall be cause for termination of time privileges.)
3. Minutes.
4. Projects and Planning:
  - i. Projects and Planning Committee report;
  - ii. report from Gauge Engineering, including the following:
    - a. update on comprehensive drainage analysis of the Zone; and
    - b. update on Waugh Drive, Commonwealth, and Yoakum Street improvements, including authorize advertisement of project.
  - iii. update on Livable Centers Study;
  - iv. update on project with Montrose Collective Owner, LP;
  - v. update on Montrose B-Cycle project;
  - vi. update on agreement with District C for Waugh Drive and Commonwealth Street improvements;
5. Public Engagement;
  - i. Public Engagement Committee report; and
  - ii. Review and approve update to media policy.
6. Affordable Housing, including Affordable Housing Committee report.
7. Discuss and approve appointment of Authority representative to the South Main Alliance Advisory Committee and process for board appointments.
8. Financial Matters, including report from bookkeeper, review financial information, and authorize payment of invoices.
9. Report from Zone administrator.

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact the Zone's attorney at (713) 860-6400 at least three business days prior to the meeting so that appropriate arrangements can be made.

10. Report from Attorney.
11. Announcements regarding workshops, seminars, and presentations relating to Zone and Authority matters.
12. Discuss meeting schedule and proposed agenda items for upcoming Board meeting(s).
13. Receive public comment.  
(A statement of no more than 3 minutes may be made of items of general relevance. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engagement in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act. Comments should be directed to the entire board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign, or slander any individual shall be cause for termination of time privileges.)



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Attorney for the Zone

**\*As a result of the current COVID-19 virus epidemic emergency, the convening at one location of a quorum of the Board is difficult or impossible. Therefore, the Board will conduct this meeting by teleconference and/or videoconference rather than by physical quorum pursuant to guidance of the Governor of the State of Texas. Members of the public are entitled to participate and address the Board during the meeting. In all respects, this meeting will be open to the public and compliant with applicable law and guidance of the Governor of the State of Texas. Please register for the meeting at <https://tinyurl.com/y4fn4meu>; a telephone number to join via teleconference, a link to join via videoconference, and a password to access the conference will be provided. An electronic copy of the agenda packet can be found at: <https://www.districtdirectory.org/agendapackets/tirz27> and [montrosehtx.org](http://montrosehtx.org).**

MINUTES  
REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS  
AND  
MONTROSE REDEVELOPMENT AUTHORITY, CITY OF HOUSTON, TEXAS

August 17, 2020

The Board of Directors (the “Board”) of Reinvestment Zone Number Twenty-Seven, City of Houston, Texas (the “Zone”) and Montrose Redevelopment Authority, City of Houston, Texas (the “Authority”) met in regular session by teleconference and videoconference, with access by telephone and video available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott’s directive suspending certain provisions of the Texas Open Meetings Act dated March 16, 2020, on the 17<sup>th</sup> day of August, 2020, and the roll was called of the members of the Board being present by telephone:

Lisa W. Hunt	Position 1
Randy Mitchmore	Position 2 Chair
Joe D. Webb	Position 3 Secretary
Sherry Weesner	Position 4 Vice-Chair
Paul Dickerson	Position 5
Ray Valdez	Position 6
Jovon Tyler	Position 7

and all of the above were present except Directors Dickerson and Tyler, thus constituting a quorum.

Also attending the videoconference were Council Member Abbie Kamin; Katie Coyne of Asakura Robinson; Geoff Carleton of Traffic Engineers, Inc. (“TEI”); Muhammad Ali, Derek St. John, and Heather Goodpasture of Gauge Engineering (“Gauge”); Jennifer Landreville of ETI Bookkeeping Services (“ETI”); Jeff Reichman and Brian Barr of January Advisors; Lisa Duffy of the City of Houston (the “City”); Patti Joiner and Christina Cornelius of Knudson, LP (“Knudson”); Julia Retta, Jack Valinski, David Centanni, Stephen Longmire, Alan Bernstein, Sue Lovell, John Mudd, Truman Edminster, Greg LeGrand, Doreen Toller, Jim Tucker, Matt Dulin, Clint McManus, Kay Warhol, and additional members of the public joined via teleconference and videoconference; and Alia Vinson, Sanjay Bapat, and Alyssa Ollwerther of Allen Boone Humphries Robinson LLP (“ABHR”).

Mr. Bapat reviewed certain recommended protocols for conducting the District’s meeting via teleconference and videoconference. He announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an “agenda packet” prior to the start of the meeting at <https://www.districtdirectory.org/agendapackets/tirz27/> and [www.montrosehtx.org](http://www.montrosehtx.org).

ESTABLISH QUORUM AND CALL TO ORDER

Chairman Mitchmore called the meeting to order at 6:31 p.m.

RECEIVE PUBLIC COMMENT

Chair Mitchmore offered any members of the public attending the meeting by videoconference and teleconference the opportunity to make public comment.

Mr. Mudd stated that he works for KCI Technologies (“KCI”) and described some the services KCI provides to its clients, including the Fourth Ward Redevelopment Authority.

Ms. Trevino announced her presence at the meeting and stated that she is representing METRO.

Mr. Brewer provided an update from the Montrose Management District (“Montrose MMD”) and stated that they have hired Hawes Hill & Associates LLP (“Hawes Hill”) as administrator of the Montrose MMD. He discussed the reorganization of the Board of Directors of the Montrose MMD and the proposed modified service plan for the MMD.

PROJECTS AND PLANNING

REPORT

Chair Mitchmore reviewed the Projects and Planning Committee report, a copy of which is attached, and provided an update on the ongoing work of the Projects and Planning Committee.

The Board discussed a small tract of land currently outside the boundaries of the Zone, near Fairview Street and Taft Street. After discussion, the Board concurred to request that Knudson work with the City to discuss annexing the tract into the Zone.

REPORT FROM GAUGE

Mr. Ali reviewed the engineer’s report, a copy of which is attached, and provided an update on the projects outlined on the report.

Mr. Ali reviewed an article published in the Community Impact Newspaper that reported on the Authority’s pedestrian and bicycle study.

Mr. Ali updated the Board on coordination meetings with neighboring Zones, including TIRZ 19, TIRZ 5, TIRZ 14, and TIRZ 2.

The Board discussed hosting a townhall meeting to be held on October 22,

2020, including discussion topics and the format for same. The Board recited its continuing mission to hold a townhall style meeting at least one time a year to engage with members of the public and maintain transparency.

MONTROSE DRAINAGE STUDY

Mr. St. John updated the Board on the status of the Montrose Drainage Study and responded to questions from Board members. Discussion ensued.

WAUGH DRIVE, COMMONWEALTH, AND YOAKUM STREET IMPROVEMENTS

Mr. Ali provided an update on the construction of Waugh Drive, Commonwealth, and Yoakum Street Improvements. He stated that the 90% construction plans have been submitted to the City for review and approval. He added that Gauge plans to seek authorization to advertise the project at the next Authority Board meeting.

He added that Gauge and the Public Engagement Committee will be working with Harris County Precinct 1 and Councilmember Kamin's office, the financial partners in the project, to coordinate a press release for the Commonwealth and Waugh Street Improvements.

TASK ORDER FOR PRELIMINARY ENGINEERING, DETAILED DESIGN, AND CONSTRUCTION PHASE SERVICES FOR HAWTHORNE NEIGHBORHOOD SAFE STREET

Mr. Ali reviewed a task order for preliminary engineering, detailed design, and construction phase services for the Hawthorne Neighborhood Safe Street project. After review and discussion, Director Weesner moved to approve and authorize execution of the task order. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

TASK ORDER FOR PRELIMINARY ENGINEERING, DETAILED DESIGN, AND CONSTRUCTION PHASE SERVICES FOR WOODHEAD NEIGHBORHOOD SAFE STREET

Mr. Ali reviewed a task order for preliminary engineering, detailed design, and construction phase services for the Woodhead Neighborhood Safe Street project. After review and discussion, Director Weesner moved to approve and authorize execution of the task order. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

TASK ORDER FOR GENERAL ENGINEERING SERVICES

Mr. Ali reviewed a task order for general engineering services that are not specifically dedicated to a certain project. After review and discussion, Director Weesner moved to approve and authorize execution of the task order. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

UPDATE ON LIVABLE CENTER STUDY

Ms. Cornelius provided an update on the status of the Livable Centers Study.

Ms. Coyne updated the Board on the Authority's Livable Center project. Ms. Coyne responded to questions from Board members. The Board and Ms. Coyne discussed the upcoming public workshop scheduled for early to mid-September.

UPDATE ON PROJECT WITH MONTROSE COLLECTIVE OWNER, L.P. AND APPROVE LETTER AGREEMENT

Mr. Bapat reviewed correspondence from Montrose Collective regarding a report of project development, pursuant to the Development Agreement between the Zone and Montrose Collective.

UPDATE ON INTERLOCAL AGREEMENT WITH HARRIS COUNTY PRECINCT ONE

Mr. Bapat updated the Board on the status of the Interlocal Agreement for the joint development of bikeway infrastructure projects (the "Projects") with Precinct One. He stated that the County approved the Interlocal Agreement on June 29, 2020.

Mr. Ali discussed the partnership between Precinct One and the Authority. He stated that the seven Projects are scheduled to be completed in three years. He provided a detailed overview of the implementation plan and proposed schedule for the seven Projects. Mr. Ali stated that Gauge is working with the County to have the Interlocal Agreement executed. Mr. Ali updated the Board on a meeting that took place to discuss the Authority's Capital Improvement Plan ("CIP") with representatives from the Mayor's office and the City's Planning Department, Knudson, and Gauge.

UPDATE ON MONTROSE B-CYCLE PROJECT

Chair Mitchmore updated the Board on the Montrose B-Cycle Project located at the intersection of Dunlavy and Westheimer. Mr. Bapat reminded the Board that the Zone approved a \$15,000 contribution to the Montrose B-Cycle Project

located at the intersection of Dunlavy and Westheimer. He added that the City made the approved payment on behalf of the Zone and that the B-Cycle station will be installed in the next few months.

UPDATE ON AGREEMENT WITH CITY FOR COUNCIL DISTRICT C SERVICE FUND

Mr. Bapat provided an update on the Addendum to Purchase Order between the City and the Authority and Zone, and reminded the Board that the City agreed to contribute \$30,000 towards resurfacing, restriping, and rebuilding the sidewalks along Commonwealth Drive and Waugh Drive (the “Project”).

Mr. Ali stated that Gauge gave a presentation regarding the Montrose Drainage Study to Councilmember Kamin and her staff.

UPDATE ON SPARK PARK AGREEMENT

Mr. Bapat stated that the City had approved and executed the Park Funding Agreement between Spark and the Zone for the funding of the construction of a public park and recreation facility on the school grounds of the Arabic Immersion Middle School.

LETTER FROM MONTROSE MMD

The Board reviewed correspondence from the Montrose MMD dated July 9, 2020, regarding the possibility of collaborating with the Zone on public improvement projects. Mr. Bapat provided an update on Montrose MMD matters, including the status of the service and assessment plan. Ms. Vinson reminded the members of the public that the Montrose MMD is a separate entity, and is not the same as or related to the Zone or the Authority. Discussion ensued and the Board concurred to defer any discussion regarding potential coordination with Montrose MMD until their board reorganization is complete and they have a service and assessment plan in place. The Board thanked Montrose MMD for the correspondence and keeping them informed.

PUBLIC ENGAGEMENT

REPORT

Ms. Cornelius reviewed the Public Engagement Committee report, a copy of which is attached, and provided an update on the ongoing work of the Public Engagement Committee.

AFFORDABLE HOUSING

REPORT

Ms. Cornelius reviewed the Affordable Housing Committee report, a copy of which is attached, and provided an update on the ongoing work of the Affordable Housing Committee.

RENTAL ASSISTANCE PILOT PROGRAM

Mr. Reichman reviewed the attached description of a rental assistance pilot program to provide supplemental rental assistance to tenants in Montrose through Montrose Center. He added that the Affordable Housing Committee requests that the Board authorize an allocation of \$100,000, including \$5,000 for the administrative costs associated with the program to be paid to Montrose Center. The Board discussed the qualification and operation guidelines for the program. After discussion, Director Valdez moved to authorize ABHR to prepare an agreement with Montrose Center, subject to review and approval of the program parameters by the City of Houston. Director Hunt seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

APPROVE FRAMEWORK FOR DISTRIBUTION OF FUNDS

The Board discussed the framework for distribution of funds for the rental assistance pilot program (the "Program"). The Board noted that before any funds are distributed, the Program would need to be approved by the Mayor's Office of Economic Development.

APPROVE LETTER OF SUPPORT FROM ZONE AND COMMUNITY PARTNERS

Mr. Reichman reviewed a letter from the Zone to Mayor Turner requesting that the Mayor introduce a grace period ordinance for tenants facing eviction. After discussion, and based on the recommendation of the Affordable Housing Committee, Director Hunt moved to authorize sending the letter to Mayor Turner. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

FINANCIAL MATTERS

Ms. Landreville reviewed the monthly financial and bookkeeping report, a copy of which is attached.

The Board discussed the invoices submitted by ABHR, Gauge, ETI Bookkeeping Services, Equi-Tax, Inc., and Knudson. After review and discussion, and based on the



recommendation of the Finance Committee, Director Weesner moved to approve and authorize payment of the invoices presented in the Board Book. Director Hunt seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

AUTHORIZE REQUEST FOR QUALIFICATIONS FOR GRANTS ADMINISTRATOR

The Board discussed issuing a request for qualifications (“RFQ”) for a grants administrator. After discussion, Director Webb moved to (1) authorize ABHR to prepare a request for qualifications (“RFQ”) for grants administrator; and (2) authorize publication of the RFQ in the Houston Business Journal and posting same on the Zone’s website and the City’s website, subject to final review from the Projects and Planning Committee.

REPORT FROM ZONE ADMINISTRATOR

Ms. Cornelius reviewed the ongoing work of the Zone administrator. A copy of the report from Knudson is attached.

MINUTES

The Board considered approving the minutes of the June 15, 2020, regular meeting. After review and discussion, Director Weesner moved to approve the minutes as presented. Director Hunt seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

REPORT FROM ATTORNEY

Mr. Bapat reviewed the attached report from ABHR related to the ongoing work of the attorney.

Ms. Vinson reviewed ethics and governance policies, including Texas Public Information Act and Texas Open Meeting Act with Board members. Discussion ensued regarding compliance measures. No action was taken.

ANNOUNCEMENTS REGARDING WORKSHOPS, SEMINARS, AND PRESENTATIONS RELATING TO ZONE MATTERS

There was no discussion on this agenda item.

DISCUSS MEETING SCHEDULE AND PROPOSED AGENDA ITEMS

The Board concurred to meet on September 21, 2020, at 6:30 p.m. via videoconference, if needed.

RECEIVE PUBLIC COMMENT

Chair Mitchmore offered any members of the public attending the meeting by videoconference and teleconference the opportunity to make public comment. Ms. Wolfe inquired about the Montrose Drainage Study and whether Gauge had taken future high density development into account when developing the study.

Mr. Longmire updated the Board on the status of the public park and recreation facility on the school grounds of the Arabic Immersion Middle School. He thanked the Board for the contribution towards same. He provided information on a proposed National Night In and coordination with civic associations in the Montrose area to attend same.

ADJOURN

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

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Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

Projects and Planning Committee report .....2  
Gauge engineer’s report .....2  
Public Engagement Committee report .....5  
Affordable Housing Committee report.....6  
Rental Assistance Program.....6  
Monthly financial and bookkeeping report .....6  
Knudson report .....7  
Attorney’s Report.....7

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose  
**Committee Report Form**

**Committee Name:** Planning and Projects                      **Date of Meeting:** 9/8/2020

**Chairperson:**    Dr. Randy Mitchmore

**Attendees:**

<u>Dr. Randy Mitchmore</u>	<u>Sherry Weesner</u>
<u>Joe Webb</u>	<u>Muhammad Ali</u>
<u>Christina Cornelius</u>	<u>Patti Knudson Joiner</u>
<u>Sanjay Bapat</u>	<u>Derek St. John</u>
<u> </u>	<u> </u>

**Meeting Report**

**Summary**

The Projects and Planning committee held a committee meeting and discussed:

- Gauge Engineering gave update on Commonwealth and Waugh Drive, Montrose Drainage Study, and Hawthorne & Woodhead Neighborhood Safe Improvements and requested authorization on advertising RFQ
- Reviewed the Grants Administrator RFP provided by ABHR
- Administrator gave updated on Livable Center study
- Administrator provided updates on annexation which included next steps with the City
- Committee assignments for the Public Meeting taking place in October

Board Action Items

- Authorize advertisement of project

## **TO-1 & SUPPLEMENTAL: COMMONWEALTH & WAUGH DRIVE:**

### **Activities This Period:**

- 90% construction plans submitted (8/3) to the City & Harris County Precinct 1 for review
- Received Harris County Precinct 1's comments
- Received comments from some Public Work departments
- Addressed Harris County Precinct 1 and City's comments
- City requested adding lighting plans

### **Activities Planned for Next Period:**

- Continue to address City comments and submit final plans
- Bid phase Oct 2020
- Construction Jan 2021

## **TO-3: MONTROSE DRAINAGE STUDY**

### **Activities This Period:**

- Developed 3 different potential alternatives for improvements that looks at different levels of ponding benefit depending on the level that flows are restricted to Buffalo Bayou.
  - Alternative 1 – No restriction on conduit flows – Maximum Ponding benefit
  - Alternative 2 – Partial restriction on conduit flows with proposed surface storage
  - Alternative 3 – Conduit flows restricted back to existing conditions outflows – lowest ponding benefits
- Had an initial meeting with HCFCD to discuss these alternatives
- Developed cut sheets for the individual capital projects
- Developed cost estimates for individual capital projects
- In the process of prioritizing recommended improvement projects.
- Developing Tech Memo to be submitted to HCFCD

## **TO-3: HAWTHORNE & WOODHEAD NEIGHBORHOOD SAFE IMPROVEMENTS**

- Internally kicked off team
- Began data collection process
- Timeline:
  - Preliminary Engineering: thru November 2020
  - Detail Design: November 2020 thru July 2021
  - Bid Phase: August 2021 thru September 2021

## **PUBLIC MEETING**

- Began developing material for presentation

## **MISCELLANEOUS**

- N/A

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose  
**Committee Report Form**

**Committee Name:** Public Engagement **Date of Meeting:** 9/3/2020

**Chairperson:** Sherry Weesner

**Attendees:**

<u>Sherry Weesner</u>	<u>Jovon Tyler</u>
<u>Lisa Hunt</u>	<u>Muhammad Ali</u>
<u>Christina Cornelius</u>	<u>Sanjay Bapat</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

**Meeting Report**

**Summary**

The Public Engagement committee held a committee meeting and discussed:

- Two Interviews with Community Impact
- Public Engagement Policies
- Participation on Other Boards
- Media Policy

**Board Agenda Items**

- Review and approve update to media policy

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose

**Committee Report Form**

**Committee Name:** Affordable Housing Committee **Date of Meeting:** 9/2/2020

**Chairperson:** Lisa Hunt

**Attendees:**

<u>Lisa Hunt</u>	<u>Christina Cornelius</u>
<u>Joe Webb</u>	<u>Jeff Reichman</u>
<u>Ray Valdez</u>	<u>Sanjay Bapat</u>
<u>Brian Barr</u>	<u></u>

**Meeting Report**

**Summary**

The Affordable Housing Committee met and further discussed the proposed rental assistance program and path forward with the City of Houston. No board action items were developed.

# **Montrose Redevelopment Authority / TIRZ No. 27**

## **Cash Management Report**

August 31, 2020

**ETI BOOKKEEPING SERVICES**

17111 ROLLING CREEK DRIVE SUITE 108

HOUSTON TX 77090

TELEPHONE 281 444 3384 FAX 281 440 8304

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Fiscal Year End: June 30, 2021

### **Summary**

<u>Current Activity</u>	<u>General Operating Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Beginning Balance	7,730,656.78	0.00	0.00	7,730,656.78
Revenue	0.00	0.00	0.00	0.00
Expenditures	130,901.71	0.00	0.00	130,901.71
Ending Balance	<u>7,599,755.07</u>	<u>0.00</u>	<u>0.00</u>	<u>7,599,755.07</u>

### **NOTES:**

Part of the fund balance is generated from information from the City of Houston and not confirmed by ETI Bookkeeping Services at this time



## General Operating Fund

**BEGINNING BALANCE:** **7,730,656.78**

**REVENUE:**

Increment Collections from the COH	0.00	
COH account Interest	0.00	
Voided Check (s)	0.00	
<b>Total Revenue:</b>		<b>0.00</b>

**DISBURSEMENTS:**

Checks Approved at Prior Meeting	0.00	
Checks Written at/after Last Meeting	130,901.71	

Num	Name	Amount
1002	Allen, Boone, Humphries, Robinson LLP	-20,393.48
1003	Equi-Tax Inc.	-1,251.60
1004	ETI Bookkeeping Services	-6,590.68
1005	Gauge Engineering, LLC	-90,602.70
1006	Knudson, LP	-12,063.25
		<b>-130,901.71</b>

Bank Charges	0.00	
<b>Total Expenditures</b>		<b>130,901.71</b>

**Ending Balance:** **7,599,755.07**

**Location of Assets:**

Institution	Investment Number	Interest Rate	Amount
Funds with COH ~	n/a	unknown	4,843,045.21
Compass Bank	*8451	0.1000	2,756,709.86
TexPool	*0001	0.1768	0.00
<b>Total</b>			<b>7,599,755.07</b>

~ Funds are with the City of Houston and not verified by ETI Bookkeeping Services

**TIRZ 27 - Montrose RDA**  
**Checks Presented**  
**September 21, 2020**

<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
1007	Allen, Boone, Humphries, Robinson LLP	Legal Fees	-9,276.25
1008	City of Houston	COH Municipal Services	-196,546.00
1009	Elsquared Media Group	Website	-4,776.00
1010	Equi-Tax Inc.	Roll Management	-1,877.40
1011	ETI Bookkeeping Services	Bookkeeping Fee	-1,550.00
1012	Gauge Engineering, LLC	Engineering Fees	-17,254.60
1013	Knudson, LP	Professional Consultant	-6,000.00
<b>Total</b>			<b>-237,280.25</b>

**Montrose Redevelopment Authority / TIRZ 27**  
**Investment Report**  
**August 31, 2020**

**SCHEDULE OF INVESTMENTS**

Demand Accounts

Fund	Location Of Assets	Interest Rate	Purchase Date	Beginning Balance	Interest Earned	Deposits or (Withdrawals)	Ending Balance
GOF	Compass Bank	0.10	1/13/2020	0.00	0.00	2,756,709.86	2,756,709.86

Collateral Pledged in Addition to FDIC

Depository Institution	Total Funds On Deposit	Custodial Institution	Securities Pledged	Collateral Description	Par Value	Market Value
Compass Bank	2,756,709.86	FHLB-A	330,000	LOC	3,300,000	3,300,000

Certification:

The District's investments are in compliance with the investment strategy as expressed in the District's Investment Policy and the Public Funds Investment Act. I hereby certify that pursuant to the Senate Bill 253 and in connection with the preparation of this investment report, I have reviewed the divestment lists prepared and maintained by the Texas Comptroller of Public Accounts, and the District does not own direct or indirect holdings in any companies identified on such lists.

\_\_\_\_\_

Investment Officer

Investment Officer	Date Assumed Office	Training Completed
Kenneth Byrd	1/13/2020	10/27/2018

**TIRZ 27 - Montrose RDA**  
**Profit & Loss Budget vs. Actual**  
**August 2020**

	August			Year to Date (2 Months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Income</b>							
6-4320 · Increment Collections	0	0	0	0	3,003,407	-3,003,407	3,003,407
6-4330 · Interest	0	4,167	-4,167	0	8,333	-8,333	50,000
6-4342 · Capital Projects - Restricted	0	0	0	0	5,174,961	-5,174,961	5,174,961
6-4452 · Joint Project Reimbursement	0	625	-625	0	1,250	-1,250	7,500
<b>Total Income</b>	<b>0</b>	<b>4,792</b>	<b>-4,792</b>	<b>0</b>	<b>8,187,951</b>	<b>-8,187,951</b>	<b>8,235,868</b>
<b>Expense</b>							
6-6300 · Salaries and Benefits	6,000	5,417	583	12,000	10,833	1,167	65,000
6-6320 · Legal Fees	9,276	5,000	4,276	13,358	10,000	3,358	60,000
6-6321 · Auditing Fees	0	2,000	-2,000	0	2,000	-2,000	5,000
6-6322 · Engineering Fees	17,255	4,167	13,088	107,857	8,333	99,524	50,000
6-6323 · Planning Consultants	0	9,167	-9,167	0	18,333	-18,333	110,000
6-6333 · Accounting	1,550	750	800	3,100	1,500	1,600	9,000
6-6334 · Tax Roll Management	0	0	0	1,252	0	1,252	0
6-6350 · Office Administration	78	208	-130	78	417	-339	2,500
6-6353 · Insurance / Bonds	0	0	0	0	0	0	2,500
6-6420 · City of Houston Admin Fee	0	0	0	0	150,170	-150,170	150,170
6-6430 · COH Municipal Services	196,546	0	196,546	196,546	0	196,546	196,546
6-6450 · Public Engagement Expenses	4,776	833	3,943	4,776	1,667	3,109	10,000
6-6460 · Board Development	0	417	-417	0	833	-833	5,000
<b>6-7000 · Capital Expenditure</b>							
6-7202 · Waugh/Commonwealth	0	15,943	-15,943	0	31,885	-31,885	191,310
6-7203 · Localized Micro-Improvement	0	15,017	-15,017	0	30,035	-30,035	180,209
6-7204 · Storm Water Management	0	26,153	-26,153	0	52,307	-52,307	313,840
<b>Total 6-7000 · Capital Expenditure</b>	<b>0</b>	<b>57,113</b>	<b>-57,113</b>	<b>0</b>	<b>114,227</b>	<b>-114,227</b>	<b>685,359</b>
<b>Total Expense</b>	<b>235,481</b>	<b>85,072</b>	<b>150,409</b>	<b>338,967</b>	<b>318,313</b>	<b>20,654</b>	<b>1,351,075</b>
<b>Net Income</b>	<b>-235,481</b>	<b>-80,280</b>	<b>-155,201</b>	<b>-338,967</b>	<b>7,869,638</b>	<b>-8,208,605</b>	<b>6,884,793</b>



## MEMORANDUM

TO: Board of Directors, Reinvestment Zone No. 27, City of Houston,  
TX and Montrose Redevelopment Authority (the "Authority")  
FROM: Patricia Knudson Joiner, FAICP and Christina Cornelius  
DATE: September 17th, 2020  
RE: KLP Report – August 2020 – September 2020

Knudson LP Progress Report for the time period between August 13, 2020 and September 17, 2020 is as follows:

- Coordination, attendance, and/or facilitation of Projects and Planning, Public Engagement, Housing and Finance Committee meetings
- Projects and Planning
  - Coordinated with Economic Development regarding the requested annexation
  - Provided Support to Livable Center Project
    - Participation in the bi-weekly teams calls
    - Coordination of the Storytelling Video Logistics
    - Analysis and coordination of feedback for the Needs Assessment Document
    - Participation in the First Public Meeting
    - Additional out of scope tasks to ensure the Livable Center Project stays on track
- Public Engagement
  - Coordinated two interviews with Community Impact
  - Addressed public engagement concerns of the chairman
  - Oversaw website revisions and reporting
- Housing
  - Strategized with January Advisors and ABHR regarding the response to the City regarding the development of pilot rental assistance program
- Finance
  - Supported finance committee with invoice submittal from vendors

