



5445 Almeda Rd., Suite 503, Houston, Texas 77004  
713-942-0500 (telephone) • 713-942-9882 (fax) • info@houstonse.org (email)

TO: THE BOARD OF DIRECTORS OF THE GREATER SOUTHEAST MANAGEMENT DISTRICT  
AND TO ALL OTHER INTERESTED PARTIES

Notice is, hereby, given that a meeting of the Board of Directors of the Greater Southeast Management District will be held on **Wednesday, April 12, 2017 at 12:00 p.m.** at 5445 Almeda Road, Suite 502 Houston, Texas 77004, inside the boundaries of the District, open to the public, to consider, discuss and adopt such resolutions or motions, as may be necessary, convenient, or desirable with respect to the following matters:

### AGENDA

Agenda	Max Time Limit
1. Call to Order	
2. Public Comments	5 min
3. Approve Minutes from the February 8, 2017 Board of Director's Meeting	
4. Executive Director's Status Report on the following:	Hina Musa – 5 min
(a) Administrative Services	
(b) Program Services	
5. District Administration	
(a) Equi-Tax, Inc. Collection Reports for February and March 2017	Mr. Byrd – 5 min
(b) Receive Budget & Finance Committee Report	Director Miles – 5 min
i. <b>Board Action Item:</b> Approve Financial Statements for the period ended December 31, 2016, January 31, 2017, and February 29, 2017	
ii. <b>Board Action Item:</b> Approve Recurring and Non-Recurring Expenses for the period ended December 31, 2016, January 31, 2017 and February 29, 2017	
iii. <b>Board Action Item:</b> Approve additional funds for respective Committee budgets, as outlined in Budget and Finance minutes	
vi. <b>Board Action Item:</b> Approve Quarterly Compilation and Investment Report	
(c) Receive Policy & Procedures Committee Report	Director McDavid – 5 min
i. <b>Board Action Item:</b> Update and Adjust the current Policies and Procedures Manual, where necessary, to be in compliance with the state law	
ii. <b>Board Action Item:</b> Approve Resolution for Procedures for Emergency Expenditures	
(d) <b>Board Action Item:</b> Approve a not-to-exceed amount of \$3,500 for the Board Chair to attend the Urban Land Institute Spring Conference	
6. Receive Business and Economic Development Report	Director Donatto – 5 min
(a) <b>Board Action Item:</b> Approve Disadvantage Business Enterprise (DBE) Policy for the District	
(b) <b>Board Action Item:</b> Approve a not-to-exceed amount of \$2,000 for two (2) Houston Southeast Job Fairs	

7. Receive Public Safety Committee Report **Director Holliday – 5 min**
  - (a) Receive Report from Harris County Constable Precinct 7 for February and March
  - (b) Receive Report from Public Safety Coordinator on the Bike Patrol Program for February and March
  - (c) **Board Action Item:** Approve the Houston Southeast Coffee with a Cop Program
  - (d) **Board Action Item:** Approve a not-to-exceed amount of \$6,000 for the Street Solicitation Public Relations Program
  
8. Receive Visual Improvements & Services Report **Director Mayberry– 5 min**
  - (a) **Board Action Item:** Approve a not-to-exceed amount of \$1,500 for the Cottontail Sponsorship of Bayou Greenways Day
  - (b) **Board Action Item:** Approve the Color of the Topper of the Custom Street Signage
  - (c) **Board Action Item:** Approve a Partnership with AARP for Houston Southeast Shred Day
  - (d) **Board Action Item:** Approve a Partnership with AARP for Park Audit of Pocket Parks
  - (e) **Board Action Item:** Approve a not-to-exceed amount for construction services for the custom street signage project
  - (f) **Board Action Item:** Approve a not-to-exceed amount for Flores Quality Services for District landscaping and irrigation services
  
9. Receive Marketing and Perception Report **Director St. Julien – 5 min**
  - (a) Presentation from Limb Design regarding the Houston Southeast Brand Campaign
  
10. Receive Transportation & Local Mobility Report **Director Muhammad – 5 min**
  - (a) **Board Action Item:** Approve a not-to-exceed amount of \$70,000 for Walter P. Moore for design of the Neighborhood Greenways project
  - (b) **Board Action Item:** Presentation from Roberta Burroughs **Ms. Burroughs – 40 mins** and Associates regarding the Houston Southeast Community Plan
  
11. Executive Session
  - (a) The Board may go into Executive Session to confer with legal counsel in accordance with Section §551.071 of the Texas Government Code
  - (b) The Board may go into Executive Session to discuss personnel matters in accordance with Section §551.074 of the Texas Government Code
  
12. Reconvene to public session to consider and take necessary action on matters considered in Executive Session
  
13. Adjournment

## **Minutes of Regular Meeting Greater Southeast Management District Board of Directors**

The Board of Directors of the Greater Southeast Management District (the “District”) held a regular meeting on **Wednesday, February 8, 2017 at 12:00 p.m.**, at 5445 Almeda Road, Suite #502, Houston, Texas 77004, open to the public, inside the boundaries of the District. The roll was called of the duly appointed members of the board, to-wit:

<u>Position #</u>	<u>Board Members</u>	<u>Position #</u>	<u>Board Members</u>
1	Alan D. Bergeron	10	Cydonii Miles
2	Sharone Mayberry	11	Zinetta A. Burney
3	James Donatto Sr.	12	Chris Hageney
4	Hexser J. Holliday II	13	Dr. Teddy A. McDavid
5	Peggy Ann Engram	14	Brian G. Smith
6	Sadie Rucker	15	Min. Robert Muhammad
8	Jaa St. Julien	16	Karen Carter-Richards
9	Vacant	17	Janice Sibley-Reid

All of the above were present except Director(s) Bergeron, Donatto, Holliday, St. Julien, and Sibley-Reid. Others in attendance were Hina Musa, Kenneth Byrd, Clark Lorde, Chelbi Mims, Alex Lomax, Dewayne Evans, Robert Juarez, Christina Cornelius, Kory Hinton, Felis Readus, Yvonne Fedee, Roberta Burroughs, Louis Cutaia, Roland Cotton, Patricia Smith Prather, and Theola Petteway.

### **CALL TO ORDER**

Chair Smith called the meeting to order at 12:13 p.m.

### **PUBLIC COMMENTS**

Dewayne Evans with Global Georesources introduced himself and an upcoming project at Rice University.

### **APPROVAL OF THE MINUTES**

Upon a motion from Director Engram, which was seconded by Mayberry, the minutes from January 18, 2017 were approved as printed.

### **EXECUTIVE DIRECTOR’S STATUS REPORT ON ADMINISTRATIVE AND PROGRAM SERVICES**

The Board received the Executive Director’s Monthly Status Report on the following:

- (1) Administrative Services and (2) Program Services

### **DISTRICT ADMINISTRATION**

The Board received a report from Kenneth Byrd, Equi-Tax, Inc., regarding assessment collections for January 2017.

### **ENHANCED PUBLIC SAFETY**

The Board received an Enhanced Public Safety report from Director McDavid.

Upon a motion from Director McDavid, which was moved and properly seconded by Director Mayberry a not-to-exceed amount of \$44,000 for the development of enhanced public safety strategy were approved.

### **VISUAL IMPROVEMENTS AND SERVICES**

The Board received an Visual Improvements and Services report from Director Mayberry.

Upon a motion from Director McDavid, which was moved and properly seconded by Director Engram the custom street signage were approved contingent on the Visual Committee voting on the colors.

### **TRANSPORTATION & LOCAL MOBILITY IMPROVEMENTS**

The Board received a Transportation and Local Mobility Improvements report from Director Min. Muhammad.

The Board heard a presentation from Roberta Burroughs & Associates regarding the Houston Southeast Community Plan.

**ADJOURN**

The Board adjourned at 1:05 p.m.

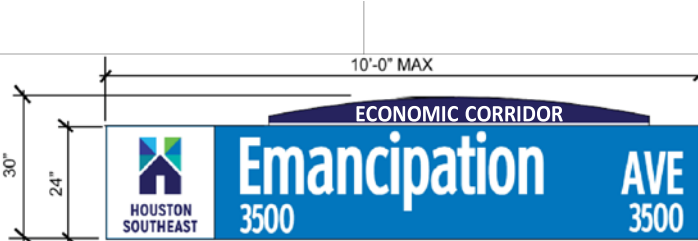
---


Janice Sibley-Reid, Secretary  
GSMD Board of Directors

## Executive Director's Report

April 11, 2017

I would like to update the Board on the following projects/programs:

Program	Status	Notes										
<p>Custom Street Signage Project</p>	<p>In February, the board approved the custom street signage design. Below is the updated timeline for the custom street signage project. Since Emancipation Avenue has been approved by the City, we are working to expedite the below timeline to install the custom street signage on Emancipation Avenue by the grand opening of Emancipation Park on Juneteenth.</p> <p><u>Tentative schedule</u></p> <table border="0"> <tr> <td>1. Drawing Revisions – <b><i>DONE</i></b></td> <td>1 week</td> </tr> <tr> <td>2. COH Permitting – <b><i>DONE</i></b></td> <td>3 weeks (March 13<sup>th</sup> to March 31<sup>st</sup>)</td> </tr> <tr> <td>3. Bidding – <b><i>DONE</i></b></td> <td>3 weeks (March 28<sup>th</sup> to April 11<sup>th</sup>)</td> </tr> <tr> <td>4. Contract Award</td> <td>Board Approval (May 10<sup>th</sup>)</td> </tr> <tr> <td>5. Ordering Signs and Construction Time</td> <td>16 weeks (May 15<sup>th</sup> to September 4<sup>th</sup>)</td> </tr> </table>	1. Drawing Revisions – <b><i>DONE</i></b>	1 week	2. COH Permitting – <b><i>DONE</i></b>	3 weeks (March 13 <sup>th</sup> to March 31 <sup>st</sup> )	3. Bidding – <b><i>DONE</i></b>	3 weeks (March 28 <sup>th</sup> to April 11 <sup>th</sup> )	4. Contract Award	Board Approval (May 10 <sup>th</sup> )	5. Ordering Signs and Construction Time	16 weeks (May 15 <sup>th</sup> to September 4 <sup>th</sup> )	
1. Drawing Revisions – <b><i>DONE</i></b>	1 week											
2. COH Permitting – <b><i>DONE</i></b>	3 weeks (March 13 <sup>th</sup> to March 31 <sup>st</sup> )											
3. Bidding – <b><i>DONE</i></b>	3 weeks (March 28 <sup>th</sup> to April 11 <sup>th</sup> )											
4. Contract Award	Board Approval (May 10 <sup>th</sup> )											
5. Ordering Signs and Construction Time	16 weeks (May 15 <sup>th</sup> to September 4 <sup>th</sup> )											
<p>Houston Southeast Community Plan</p>	<p>On March 30<sup>th</sup>, we held our second community meeting at the Third Ward Multi-Service Center. During this meeting, business owners and residents prioritized the recommendations included in the Houston Southeast Community Plan. During this board meeting, Ms. Burroughs will present the priorities of the community and will guide the board in prioritizing the projects as well. We encourage all board members to stay for this portion of the meeting, as it will determine the District's projects/programs for the next three years.</p>	<p>The plan will be wrapped up within the next month. The District will thereafter start implementation of the plan.</p>										

<p>Median Beautification – Southmore &amp; SH288</p>	<p>Staff met with Von Younger &amp; M2L regarding the Median Beautification Project. The work has started on this project. This project is expected to be complete by the end of May 2017</p>	
<p>IMOC Workshops</p>	<p>IMOC workshops were held in February and March at the Palm Center. Each workshop had great attendance and we received excellent feedback through the evaluations.</p>	<p>The next IMOC workshop will take place this weekend on Saturday, April 15<sup>th</sup> from 8:30 a.m. to 1 p.m. at Palm Center. The topic of the workshop will be forming partnerships, entity structuring, and financing the deal.</p>
<p>Joint Infrastructure Plan with TIRZ #7</p>	<p>TGC presented the plan to The Board of Directors during the January Committee Meeting. The plan was voted and approved. TGC presented the plan to the community on March 30th. We will now start the process of seeking funding for the 21 projects listed in the joint plan.</p>	<p>This initiative has enhanced our relationship with the TIRZ #7 to ensure we are working together and creating a unified vision regarding the priorities for infrastructure projects in the future.</p>



**HOUSTON  
SOUTHEAST**

**EQUI-TAX, INC.**

**GREATER SOUTHEAST MANAGEMENT DISTRICT**  
**ASSESSMENT COLLECTION REPORT**  
 February 2017  
**BILLING AND COLLECTION SUMMARY**  
**FISCAL YEAR**  
**01/01/17 - 12/31/17**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.11500	\$2,228,370.48	\$2,018,137.44	\$210,233.04	91%
2015	0.11500	\$1,888,045.14	\$1,862,394.04	\$25,651.10	99%
2014	0.11500	\$1,692,831.23	\$1,673,945.15	\$18,886.08	99%
2013	0.11500	\$1,513,637.51	\$1,501,986.88	\$11,650.63	99%
2012	0.11500	\$1,341,603.89	\$1,332,725.28	\$8,878.61	99%
2011	0.11500	\$1,300,142.43	\$1,292,966.08	\$7,176.35	99%
2010	0.11500	\$1,277,819.72	\$1,268,375.10	\$9,444.62	99%
2009	0.11500	\$1,362,103.00	\$1,350,680.22	\$11,422.78	99%
2008	0.11500	\$1,281,107.36	\$1,273,423.44	\$7,683.92	99%
2007	0.11500	\$1,078,876.24	\$1,077,540.32	\$1,335.92	99%
2006	0.11500	\$597,078.37	\$596,274.86	\$803.51	99%
2005	0.11500	\$459,615.12	\$458,383.49	\$1,231.63	99%
2004	0.11500	\$709,016.69	\$707,000.16	\$2,016.53	99%
2003	0.11500	\$686,129.21	\$684,572.25	\$1,556.96	99%

Current Month Activity

Revenue:	<u>Current Month</u>	<u>Year to Date</u>
2016 Assessment Collected	710,902.52	1,836,773.81
2015 Assessment Collected	571.41	2,991.07
2014 Assessment Collected	160.74	862.31
2013 Assessment Collected	157.99	406.39
2012 Assessment Collected	0.00	0.00
2011 Assessment Collected	0.00	0.00
2010 Assessment Collected	0.00	0.00
2009 Assessment Collected	0.00	0.00
2008 Assessment Collected	0.00	0.00
2007 Assessment Collected	0.00	0.00
2006 Assessment Collected	0.00	0.00
2005 Assessment Collected	0.00	0.00
2004 Assessment Collected	0.00	0.00
2003 Assessment Collected	0.00	0.00
Penalty & Interest	499.59	1,684.41
Collection Fees	258.39	1,236.09
Overpayments	128.24	384.53
CAD Lawsuits	16.62	498.21
CAD Corrections	0.00	0.00
Court Costs	0.00	0.00
Estimated Payments	650.56	650.56
<b>Total Revenue</b>	<b>713,346.06</b>	<b>1,845,487.38</b>

ASSESSED VALUE FOR 2016:	<b>1,995,144,484</b>	Uncertified:	<b>482,433</b>	No. of Accounts: 2
ASSESSED VALUE FOR 2015:	<b>1,674,622,027</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2014:	<b>1,483,384,494</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2013:	<b>1,331,104,662</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2012:	<b>1,195,206,421</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2011:	<b>1,136,411,311</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2010:	<b>1,119,006,193</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2009:	<b>1,191,242,699</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2008:	<b>1,113,624,860</b>	Uncertified:	<b>0</b>	No. of Accounts: 0
ASSESSED VALUE FOR 2007:	<b>1,024,258,617</b>	Uncertified:	<b>0</b>	No. of Accounts: 0

Assessment Collection Account: Wells Fargo Bank Texas N.A., Account No. 1007285750



**GREATER SOUTHEAST MANAGEMENT DISTRICT  
ASSESSMENT COLLECTION REPORT**

February 2017

**501c3 ACCOUNTS EXEMPTED**

<b>NAME</b>	<b>TOTAL VALUE</b>	<b>ASSESSMENT</b>
MEMORIAL HERMANN HOSPITAL	209,604,743	241,045.45
ST LUKES MEDICAL TOWER CORP	111,112,755	127,779.67
TMH MEDICAL OFFICE BUILDINGS	103,903,945	119,489.54
HERMANN HEALTHCARE SYSTEM	20,539,456	23,620.37
NUBIA HOUSING CO NO 1 LLC	5,483,235	6,305.72
PROJECT ROW HOUSES	1,571,246	1,806.93
THE METHODIST HOSPITAL	1,428,007	1,642.21
DIAGNOSTIC CENTER HOSPITAL	370,495	426.07
MACGREGOR AREA COMMUNITY DEV CORP	243,600	280.14

**TOP TEN ASSESSMENT PAYERS**

<b>PROPERTY OWNER</b>	<b>PROPERTY TYPE</b>	<b>ASSESSED VALUE</b>	<b>ASSESSMENT AMOUNT</b>
WRT MOSAIC PROPERTY LP	MULTI FAMILY	104,691,870	120,395.65
AMALFI APARTMENT CORP	MULTI FAMILY	82,002,748	94,303.16
ESPLANADE APARTMENTS	MULTI FAMILY	72,750,000	83,662.50
CWS HERMANN LOFTS LP	MULTI FAMILY	64,750,000	71,133.48
WRPV XII VILLAS HP HOUSTON LLC	MULTI FAMILY	57,000,000	65,550.00
TRANSFORMATION 5701 LLC	HOTEL	54,664,777	62,864.49
GS TPRF III HOUSTON MEDICAL	MULTI FAMILY	53,000,000	60,950.00
MARRIOTT CORPORATION	HOTEL	45,783,926	52,497.50
AMLI RESIDENTIAL 2001 POOL LP	MULTI FAMILY	45,600,000	52,440.00
MCREP PREMIER LLC	MULTI FAMILY	43,231,147	49,715.82

NOTE: UPDATED NOVEMBER 2016

**TEN LARGEST DELINQUENT ACCOUNTS**

<b>PROPERTY OWNER</b>	<b>ACCOUNT NUMBER</b>	<b>ASSESSMENT YEAR</b>	<b>ASSESSED AMOUNT</b>
MCREP PREMIER LLC	86 134 752 001 0001	2016	49,715.82
HM SOUTHMORE LLC	86 033 278 001 0001	2016	26,835.50
ROCA CONSTRUCTION	86 045 064 000 0132	2008 - 2014	24,592.00
CES ENVIRONMENTAL SVCS	86 046 122 000 0010	2009 - 2016	11,740.29
HOUSTON 5110 GRIGGS ROAD RESID	86 135 668 001 0001	2016	9,653.88
RIVERSIDE GENERAL HOSP INC	86 133 174 001 0001	2016	7,452.14
HAMPSTEAD MD HOU LP *	86 025 024 054 0001	2016	6,855.56
OAKS RZ DAI FLATS LTD *	86 135 425 001 0001	2016	6,210.00
CRM CITY FELLOWSHIP CHURCH	86 022 179 000 0001	2015 - 2016	5,169.68
APPIAN WAY APARTMENTS LLC	86 066 076 000 0001	2016	3,364.82

Note: For Tax Year 2005 the Texas Legislature de-annexed all properties in the district that were also in House District 146.

Note: For Tax Year 2007 the Texas Legislature re-annexed all properties in the district that were also in House District 146.

\* Pending HCAD Value Lawsuits

**ASSESSMENT COLLECTION REPORT**  
**Greater Southeast Management District**  
**February 2017**

**ASSESSMENT COLLECTION BOOKKEEPER'S NOTES:**

1	2016 Assessment collected in February 2017	710,919.14
	Reduced due to 2016 CAD Lawsuits	-16.62
	Net result to 2016 Assessment Collected for February	710,902.52
2	Overpayments	
	Dep 1250 Account 86 072 059 002 0042	122.00
	Dep 86E17217 Account 86 019 268 000 0005	2.30
	Dep 1250 Account 86 042 066 000 0180	0.01
	Dep 1248 Account 86 057 150 007 0035	3.92
	Dep 1250 Account 86 058 176 000 0011	0.01
3	Estimated Payments	
	Dep 1251 Account 86 129 903 001 0001	423.82
	Dep 1251 Account 86 129 903 001 0002	74.92
	Dep 1251 Account 86 129 903 001 0006	80.90
	Dep 1251 Account 86 129 903 001 0007	70.92

**GREATER SOUTHEAST MANAGEMENT DISTRICT**  
**ASSESSMENT COLLECTION REPORT**  
**March 2017**  
**BILLING AND COLLECTION SUMMARY**  
**FISCAL YEAR**  
**01/01/17 - 12/31/17**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.11500	\$2,226,031.94	\$2,135,904.57	\$90,127.37	96%
2015	0.11500	\$1,887,169.48	\$1,862,935.21	\$24,234.27	99%
2014	0.11500	\$1,692,831.23	\$1,674,949.33	\$17,881.90	99%
2013	0.11500	\$1,513,637.51	\$1,502,440.20	\$11,197.31	99%
2012	0.11500	\$1,341,603.89	\$1,332,852.99	\$8,750.90	99%
2011	0.11500	\$1,300,142.43	\$1,293,047.19	\$7,095.24	99%
2010	0.11500	\$1,277,819.72	\$1,268,396.94	\$9,422.78	99%
2009	0.11500	\$1,362,103.00	\$1,350,702.06	\$11,400.94	99%
2008	0.11500	\$1,281,107.36	\$1,273,445.28	\$7,662.08	99%
2007	0.11500	\$1,078,876.24	\$1,077,548.54	\$1,327.70	99%
2006	0.11500	\$597,078.37	\$596,282.33	\$796.04	99%
2005	0.11500	\$459,615.12	\$458,383.49	\$1,231.63	99%
2004	0.11500	\$709,016.69	\$707,489.73	\$1,526.96	99%
2003	0.11500	\$686,129.21	\$684,572.25	\$1,556.96	99%

Current Month Activity

Revenue:	<u>Current Month</u>	<u>Year to Date</u>
2016 Assessment Collected	117,767.13	1,954,540.94
2015 Assessment Collected	541.17	3,532.24
2014 Assessment Collected	1,004.18	1,866.49
2013 Assessment Collected	453.32	859.71
2012 Assessment Collected	127.71	127.71
2011 Assessment Collected	81.11	81.11
2010 Assessment Collected	21.84	21.84
2009 Assessment Collected	21.84	21.84
2008 Assessment Collected	21.84	21.84
2007 Assessment Collected	8.22	8.22
2006 Assessment Collected	7.47	7.47
2005 Assessment Collected	0.00	0.00
2004 Assessment Collected	489.57	489.57
2003 Assessment Collected	0.00	0.00
Penalty & Interest	8,462.77	10,147.18
Collection Fees	1,075.30	2,311.39
Overpayments	270.13	654.66
CAD Lawsuits	3,070.45	3,568.66
CAD Corrections	143.75	143.75
Court Costs	0.00	0.00
Estimated Payments	0.00	650.56
<b>Total Revenue</b>	<b>133,567.80</b>	<b>1,979,055.18</b>

ASSESSED VALUE FOR 2016:	<b>1,993,003,665</b>	Uncertified:	<b>482,433</b>	No.of Accounts:	2
ASSESSED VALUE FOR 2015:	<b>1,673,822,336</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2014:	<b>1,483,384,494</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2013:	<b>1,331,104,662</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2012:	<b>1,195,206,421</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2011:	<b>1,136,411,311</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2010:	<b>1,119,006,193</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2009:	<b>1,191,242,699</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2008:	<b>1,113,624,860</b>	Uncertified:	<b>0</b>	No.of Accounts:	0
ASSESSED VALUE FOR 2007:	<b>1,024,258,617</b>	Uncertified:	<b>0</b>	No.of Accounts:	0

Assessment Collection Account: Wells Fargo Bank Texas N.A., Account No. 1007285750

**GREATER SOUTHEAST MANAGEMENT DISTRICT  
ASSESSMENT COLLECTION REPORT**

March 2017

**501c3 ACCOUNTS EXEMPTED**

NAME	TOTAL VALUE	ASSESSMENT
MEMORIAL HERMANN HOSPITAL	209,604,743	241,045.45
ST LUKES MEDICAL TOWER CORP	111,112,755	127,779.67
TMH MEDICAL OFFICE BUILDINGS	103,903,945	119,489.54
HERMANN HEALTHCARE SYSTEM	20,539,456	23,620.37
NUBIA HOUSING CO NO 1 LLC	5,483,235	6,305.72
PROJECT ROW HOUSES	1,571,246	1,806.93
THE METHODIST HOSPITAL	1,428,007	1,642.21
DIAGNOSTIC CENTER HOSPITAL	370,495	426.07
MACGREGOR AREA COMMUNITY DEV CORP	243,600	280.14

**TOP TEN ASSESSMENT PAYERS**

PROPERTY OWNER	PROPERTY TYPE	ASSESSED VALUE	ASSESSMENT AMOUNT
WRT MOSAIC PROPERTY LP	MULTI FAMILY	104,691,870	120,395.65
AMALFI APARTMENT CORP	MULTI FAMILY	82,002,748	94,303.16
ESPLANADE APARTMENTS	MULTI FAMILY	72,750,000	83,662.50
CWS HERMANN LOFTS LP	MULTI FAMILY	64,750,000	71,133.48
WRPV XII VILLAS HP HOUSTON LLC	MULTI FAMILY	57,000,000	65,550.00
TRANSFORMATION 5701 LLC	HOTEL	54,664,777	62,864.49
GS TPRF III HOUSTON MEDICAL	MULTI FAMILY	53,000,000	60,950.00
MARRIOTT CORPORATION	HOTEL	45,783,926	52,497.50
AMLI RESIDENTIAL 2001 POOL LP	MULTI FAMILY	45,600,000	52,440.00
MCREP PREMIER LLC	MULTI FAMILY	43,231,147	49,715.82

NOTE: UPDATED NOVEMBER 2016

**TEN LARGEST DELINQUENT ACCOUNTS**

PROPERTY OWNER	ACCOUNT NUMBER	ASSESSMENT YEAR	ASSESSED AMOUNT
ROCA CONSTRUCTION	86 045 064 000 0132	2008 - 2014	24,592.00
CES ENVIRONMENTAL SVCS	86 046 122 000 0010	2009 - 2016	11,740.29
RIVERSIDE GENERAL HOSP INC	86 133 174 001 0001	2016	7,452.14
HAMPSTEAD MD HOU LP *	86 025 024 054 0001	2016	6,855.56
OAKS RZ DAI FLATS LTD *	86 135 425 001 0001	2016	6,210.00
CRM CITY FELLOWSHIP CHURCH	86 022 179 000 0001	2015 - 2016	5,169.68
TAPS UNLIMITED INC	86 041 031 034 0205	2007 - 2016	2,652.19
HOLLAND MATTIE J	86 022 161 000 0012	2003 - 2016	2,542.62
RAYMON JORDAN RIVERSIDE REDEV	86 061 125 000 0019	2008 - 2016	2,342.66
BARBERS MEMORIAL MISSIONARY	86 053 027 000 0035	2005 - 2016	2,120.97

Note: For Tax Year 2005 the Texas Legislature de-annexed all properties in the district that were also in House District 146.

Note: For Tax Year 2007 the Texas Legislature re-annexed all properties in the district that were also in House District 146.

\* Pending HCAD Value Lawsuits

**ASSESSMENT COLLECTION REPORT**  
**Greater Southeast Management District**  
**March 2017**

**ASSESSMENT COLLECTION BOOKKEEPER'S NOTES:**

1	2016 Assessment collected in March 2017	120,105.67
	Reduced due to 2016 CAD Lawsuits	-2,194.79
	Reduced due to 2016 CAD Correction	-143.75
	Net result to 2016 Assessment Collected for March	117,767.13
2	2015 Assessment collected in March 2017	1,416.83
	Reduced due to 2015 CAD Lawsuits	-875.66
	Net result to 2015 Assessment Collected for March	541.17
3	Overpayments	
	Dep 1255 Account 86 033 255 003 0010	0.01
	Dep 1255 Account 86 053 025 000 0004	0.81
	Dep 1255 Account 86 061 084 009 0001	0.01
	Dep 1258 Account 86 075 159 003 0002 Duplicate	269.30

**PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.**  
**DELINQUENT ASSESSMENT REPORT**  
**GREATER SOUTHEAST MANAGEMENT DISTRICT**  
**March 8, 2017**

Amounts shown are 2015 base assessment amounts unless indicated.

**Judgment taken:**

Bayland Center For Mental Rehabilitation 14-15 assessments \$1,362.73, 4207 Chartres St.-0192720000001

We intervened in a suit filed by Harris County; judgment was signed 8/12/16. The judgment is final; the county has the property set for tax sale on 3/7/17. (This report was prepared on 3/2/17.)

Samuel Mayo 03-14 assessments \$1,041.52, 3219 Dowling St.-0191580000003

We intervened in a suit filed by Harris County; the judgment is final. A judgment letter has been sent but there has been no response. An abstract of judgment has been filed. The county is not setting the property for tax sale because the county taxes have been paid.

Funchess Family Trust 09-11 assessments \$500.61, 3365 Dixie Dr.-0332010040012

We intervened in a suit filed by Harris County; the judgment is final. The county says they are not setting the property for tax sale because they have received payment in full. We have filed an abstract of judgment. There has been no response to our most recent balance letter.

Claude Anderson 03-10 assessments \$422.21, 2604 McGowen St.-0190450000001

We intervened in a suit filed by Harris County; the judgment is final. The county set the property for tax sale on 10/4/11; the sale was cancelled because there were no bidders.

Emerson McGowan, Jr. 12-15 assessments \$657.28, 4720 Dowling St.-0610990000012

We intervened in a suit filed by Harris County; judgment was signed 10/13/16. The judgment is final; a judgment letter has been sent but there has been no response. The county has not set the property for tax sale because the owner has a payment agreement for the county taxes.

Anthony Jones 13-15 assessments \$486.77, 3001 Wichita St.-0631170010001

We intervened in a suit filed by Harris County; the account has been **paid in full**.

Johnson Guess Investments Inc. 13-15 assessments \$290.26, 2301 McGowen St.-0190120000019

We intervened in a suit filed by Harris County; the account has been **paid in full**.

Deidre Sam \$232.89, 2912 Wentworth St.-0570800000010

We intervened in a suit filed by Harris County; judgment was signed on 10/10/16. The judgment is final; a judgment letter has been sent. The county has not set the property for tax sale because the owner has a payment agreement for the county taxes.

Gary Ivan Jones 03-04 assessments \$203.14, 2537 Prospect St.-0611190000020

We intervened in a suit filed by Harris County; the judgment is final. The account is not on the assessment roll after 2004.

Craig A. Washington 14-15 assessments \$166.91, 2800 Blodgett St.-0570790000034

We intervened in a suit filed by Harris County; judgment was signed 7/26/16. The judgment is final; a judgment letter has been sent but there has been no response. The county set the property for tax sale on 11/1/16 but the sale was cancelled when the property owner set up a payment agreement with the county.

Angel Billups Calegon & Latorna Michelle White 12-13 assessments \$153.83, 2618 Scott St.-0171440070009

We intervened in a suit filed by Harris County; the judgment is final. The county set the property for tax sale on 2/3/15 but the sale was cancelled when the county taxes were paid in full. The property owner made a payment agreement with the assessment office but failed to pay as promised. The county has filed another suit for the taxes not covered by this judgment; we have intervened on behalf of the District.

Gladys Terrelonge 03-12 assessments \$92.44, 3001 Ennis St.-0190950000015

We intervened in a suit filed by Harris County; the judgment is final. The county set for property for tax sale on 2/4/14; the sale was cancelled because there were no bidders. The county set the property for tax sale again but the sale was cancelled when the county determined that the property was a small strip of land. We have filed an abstract of judgment.

Liberty Financial Services Inc. \$74.51, Tract 12 A Block 42 on La Branch St.-0250240420013

We intervened in a suit filed by Harris County; the judgment is final. A judgment letter has been sent but there has been no response.

- We have sent letters to the above owners advising of the judgments; unless noted, we have not received responses. Please advise if the Board would like us to set any of the above properties for sale on behalf of the District.

**Suit pending:**

CRM City Fellowship Church \$2,461.75, 3701 Elgin St.-0221790000001

We have intervened in a suit filed by Harris County; we will monitor the case.

Church Spiritual True of God 05-15 assessments \$1,902.61, 3238 Berry St.-0530270000035

We have intervened in a suit filed by Harris County; a trial date is set for 3/27/17. We are monitoring the case.

LS Custom Homes LLC 14-15 assessments \$1,517.98, 5414 Calhoun Rd.-2 accounts-1275050010001, 1284160010001

We have intervened in a suit filed by Harris County; a trial date is set for 5/26/17. We are monitoring the case.

VAM MF Partners I LLC 14-15 assessments \$1,129.87, 6013 Schroeder Rd.-0460360000120

We have intervened in a suit filed by Harris County; we are monitoring the case.

Distinctive Dwellings/Walter E. Strickland 13-15 assessments \$1,123.16, 4604 Austin St.-0250060000003

We have intervened in a suit filed by Harris County; we are monitoring the case.

Bettye Frazier Saunders 13-15 assessments \$1,014.92, 2911 Nagle St.-0191090000003

We have intervened in a suit filed by Harris County; a trial date is set for 6/7/17. We are monitoring the case.

Heirs of Mattie J. Holland 03-09 assessments \$1,036.83, 3702 Bremond St. #5-0221610000012

We intervened in a suit filed by Harris County; the judgment is final. The county says they are not setting the property for tax sale. The 2010-2015 assessments are not included in the suit because they were not delinquent at the time of judgment. The county's lawyers say they left out a needed party (we agree) but they have not moved to set aside the judgment. We have forwarded them some information about the heirs of the missing party and suggested they proceed to set the judgment aside and file a correct suit.

They say they do not plan to proceed because the property is uninhabitable. The property appears to be a small apartment building on two lots near U of H.

- In addition to the above accounts, there are 18 accounts in suit; base assessments range from \$16 to \$895. Where appropriate, delinquent 2016 assessments are included in the above suits.

**Bankrupt, claims filed:**

Spanish Village Community Development Corp. (Bankrupt party is Roy L. Owens, Jr.)  
08-14 assessments \$24,592.00, 4000 Griggs Rd.-0450640000132  
CES Environmental Services 09-15 assessments \$13,625.15, 4900 & 4904 Griggs Rd. &  
5910 Wayland St. -0461220000015, 0461220000010, 0461220000008  
Thomas R. Wright 08-15 assessments \$2,870.59, 2303 Rosewood St., 1808 Wheeler St.,  
3838 Roseneath Dr.-0521480010016, 0521450000032, 0410070080038  
TAPS Unlimited, Inc. 07-15 assessments \$2,333.21, 5410 Scott St.-0410310340205  
Riverside General Hospital \$127.06, 3005 Holman St.-0191540000034

**Paid in full.**

- Claims have been filed on behalf of the District.

**Paid in full:**

Zhongde Realty LLC \$1,125.87, 3314 N. MacGregor Way-0410310170020  
William P. Middleton 14-15 assessments \$719.47, 5201 Palmer St.-0610840090001  
2302 Cleburne Street Property LLC 14-15 assessments \$715.14, 2302 Cleburne St.-  
0192640000001  
Christopher T. Malloy \$608.04, 2214 MacGregor Way-0611270360001  
Stephen Garcia 13-15 assessments \$536.19, 2323 Blodgett St.-0521480030012  
Scott Street Acquisition LP 04 assessments \$489.57, 3711 Old Spanish Trail-  
0751590040006  
Estate of Margerite Jones 14-15 assessments \$203.00, 2305 Wheeler St.-0192680000013  
Calvin C. & Debra W. Guidry \$189.65, 2821 Wichita St.-0193080000012  
Riverside Equity LLC \$169.97, 2501 Riverside Dr.-0611250000022  
Ghanim Enterprise Inc. \$127.82, 2211 Hadley St.-0021650000012  
King Shopping Center Inc. \$127.33, 5515 Griggs Rd.-0410070320033  
Efrain & Christina Franco \$127.13, 2401 Sampson St.-0372620000008  
J. S. Stone \$86.69, 3221 Ennis St.-0191540000010  
Jason & Ok J. Yoo \$80.50, 6306 Culberson St.-0570930020010  
Ark Homes 14-15 assessments \$50.32, 3430 McGowen St.-0372580000001  
Omar Harmouche 14 assessments \$41.57, Lot 3, Block 8 on Dennis St.-0170460080003  
Intervestment Services LLC \$28.46, 5912 Eastwood St.-0581810000005  
Itschak Zitron \$14.23, Lot 7, Block 9 on Eastwood St.-0581810000007

**2015 accounts:**

CRM City Fellowship Church \$2,765.71, Lots 10 & 11, Block A3 on Rosalie St., Lot 12,  
Block A3 on Milby St., 3623 & 3622 Rosalie, 3120 Milby St. & 3701 Elgin St.-  
0221790000010, 0221790000011, 0221790000012, 0221750000006, 0221780000007,  
0221790000001

They have filed an application for a religious exemption with HCAD. The appraisal district confirmed that they have the application. On 2/16, we asked the appraisal district for an update on the status of the application but as of 3/2, when



this report was prepared, we have not received a response. The county has filed suit on the largest account (0221790000001-3701 Elgin St.-base assessment of \$2,461.75); we have intervened on behalf of the District.

- In addition to other accounts listed on this report, there are 32 accounts delinquent for 2015 with base assessments due ranging from \$10 to \$1,258. Demand letters have been sent and we are attempting to contact each owner by phone. We are also contacting mortgage companies, where appropriate.

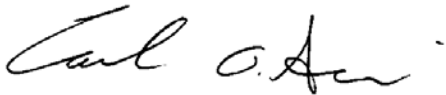
**Other accounts:**

In addition to other accounts listed on this report, there are 87 accounts delinquent for assessment years prior to 2015. Base assessments due range from \$3 to \$2,019; these amounts include 2015 assessments if they are also due. Demand letters have been sent and we are attempting to contact each owner by phone. We are also contacting mortgage companies, where appropriate. We plan to file suit on the larger accounts, as needed.

Report frequency: Quarterly

Date of last report: December 14, 2016

If you have any questions, please feel free to contact me.



Carl O. Sandin

PerdueBrandonFielderCollins&Mott LLP  
ATTORNEYS AT LAW

Email: [csandin@pbfc.com](mailto:csandin@pbfc.com)

Office: 713-802-6965 (Direct Line)

Mobile: 713-824-1290

Fax: 713-862-1429

**PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.**  
**DELINQUENT ASSESSMENT REPORT**  
**GREATER SOUTHEAST MANAGEMENT DISTRICT**  
**March 8, 2017**

Amounts shown are 2015 base assessment amounts unless indicated.

**Judgment taken:**

Bayland Center For Mental Rehabilitation 14-15 assessments \$1,362.73, 4207 Chartres St.-0192720000001

We intervened in a suit filed by Harris County; judgment was signed 8/12/16. The judgment is final; the county has the property set for tax sale on 3/7/17. (This report was prepared on 3/2/17.)

Samuel Mayo 03-14 assessments \$1,041.52, 3219 Dowling St.-0191580000003

We intervened in a suit filed by Harris County; the judgment is final. A judgment letter has been sent but there has been no response. An abstract of judgment has been filed. The county is not setting the property for tax sale because the county taxes have been paid.

Funchess Family Trust 09-11 assessments \$500.61, 3365 Dixie Dr.-0332010040012

We intervened in a suit filed by Harris County; the judgment is final. The county says they are not setting the property for tax sale because they have received payment in full. We have filed an abstract of judgment. There has been no response to our most recent balance letter.

Claude Anderson 03-10 assessments \$422.21, 2604 McGowen St.-0190450000001

We intervened in a suit filed by Harris County; the judgment is final. The county set the property for tax sale on 10/4/11; the sale was cancelled because there were no bidders.

Emerson McGowan, Jr. 12-15 assessments \$657.28, 4720 Dowling St.-0610990000012

We intervened in a suit filed by Harris County; judgment was signed 10/13/16. The judgment is final; a judgment letter has been sent but there has been no response. The county has not set the property for tax sale because the owner has a payment agreement for the county taxes.

Anthony Jones 13-15 assessments \$486.77, 3001 Wichita St.-0631170010001

We intervened in a suit filed by Harris County; the account has been **paid in full**.

Johnson Guess Investments Inc. 13-15 assessments \$290.26, 2301 McGowen St.-0190120000019

We intervened in a suit filed by Harris County; the account has been **paid in full**.

Deidre Sam \$232.89, 2912 Wentworth St.-0570800000010

We intervened in a suit filed by Harris County; judgment was signed on 10/10/16. The judgment is final; a judgment letter has been sent. The county has not set the property for tax sale because the owner has a payment agreement for the county taxes.

Gary Ivan Jones 03-04 assessments \$203.14, 2537 Prospect St.-0611190000020

We intervened in a suit filed by Harris County; the judgment is final. The account is not on the assessment roll after 2004.

Craig A. Washington 14-15 assessments \$166.91, 2800 Blodgett St.-0570790000034

We intervened in a suit filed by Harris County; judgment was signed 7/26/16. The judgment is final; a judgment letter has been sent but there has been no response. The county set the property for tax sale on 11/1/16 but the sale was cancelled when the property owner set up a payment agreement with the county.

Angel Billups Calegon & Latorna Michelle White 12-13 assessments \$153.83, 2618 Scott St.-0171440070009

We intervened in a suit filed by Harris County; the judgment is final. The county set the property for tax sale on 2/3/15 but the sale was cancelled when the county taxes were paid in full. The property owner made a payment agreement with the assessment office but failed to pay as promised. The county has filed another suit for the taxes not covered by this judgment; we have intervened on behalf of the District.

Gladys Terrelonge 03-12 assessments \$92.44, 3001 Ennis St.-0190950000015

We intervened in a suit filed by Harris County; the judgment is final. The county set for property for tax sale on 2/4/14; the sale was cancelled because there were no bidders. The county set the property for tax sale again but the sale was cancelled when the county determined that the property was a small strip of land. We have filed an abstract of judgment.

Liberty Financial Services Inc. \$74.51, Tract 12 A Block 42 on La Branch St.-0250240420013

We intervened in a suit filed by Harris County; the judgment is final. A judgment letter has been sent but there has been no response.

- We have sent letters to the above owners advising of the judgments; unless noted, we have not received responses. Please advise if the Board would like us to set any of the above properties for sale on behalf of the District.

**Suit pending:**

CRM City Fellowship Church \$2,461.75, 3701 Elgin St.-0221790000001

We have intervened in a suit filed by Harris County; we will monitor the case.

Church Spiritual True of God 05-15 assessments \$1,902.61, 3238 Berry St.-0530270000035

We have intervened in a suit filed by Harris County; a trial date is set for 3/27/17. We are monitoring the case.

LS Custom Homes LLC 14-15 assessments \$1,517.98, 5414 Calhoun Rd.-2 accounts-1275050010001, 1284160010001

We have intervened in a suit filed by Harris County; a trial date is set for 5/26/17. We are monitoring the case.

VAM MF Partners I LLC 14-15 assessments \$1,129.87, 6013 Schroeder Rd.-0460360000120

We have intervened in a suit filed by Harris County; we are monitoring the case.

Distinctive Dwellings/Walter E. Strickland 13-15 assessments \$1,123.16, 4604 Austin St.-0250060000003

We have intervened in a suit filed by Harris County; we are monitoring the case.

Bettye Frazier Saunders 13-15 assessments \$1,014.92, 2911 Nagle St.-0191090000003

We have intervened in a suit filed by Harris County; a trial date is set for 6/7/17. We are monitoring the case.

Heirs of Mattie J. Holland 03-09 assessments \$1,036.83, 3702 Bremond St. #5-0221610000012

We intervened in a suit filed by Harris County; the judgment is final. The county says they are not setting the property for tax sale. The 2010-2015 assessments are not included in the suit because they were not delinquent at the time of judgment. The county's lawyers say they left out a needed party (we agree) but they have not moved to set aside the judgment. We have forwarded them some information about the heirs of the missing party and suggested they proceed to set the judgment aside and file a correct suit.

They say they do not plan to proceed because the property is uninhabitable. The property appears to be a small apartment building on two lots near U of H.

- In addition to the above accounts, there are 18 accounts in suit; base assessments range from \$16 to \$895. Where appropriate, delinquent 2016 assessments are included in the above suits.

**Bankrupt, claims filed:**

Spanish Village Community Development Corp. (Bankrupt party is Roy L. Owens, Jr.)  
08-14 assessments \$24,592.00, 4000 Griggs Rd.-0450640000132  
CES Environmental Services 09-15 assessments \$13,625.15, 4900 & 4904 Griggs Rd. &  
5910 Wayland St. -0461220000015, 0461220000010, 0461220000008  
Thomas R. Wright 08-15 assessments \$2,870.59, 2303 Rosewood St., 1808 Wheeler St.,  
3838 Roseneath Dr.-0521480010016, 0521450000032, 0410070080038  
TAPS Unlimited, Inc. 07-15 assessments \$2,333.21, 5410 Scott St.-0410310340205  
Riverside General Hospital \$127.06, 3005 Holman St.-0191540000034

**Paid in full.**

- Claims have been filed on behalf of the District.

**Paid in full:**

Zhongde Realty LLC \$1,125.87, 3314 N. MacGregor Way-0410310170020  
William P. Middleton 14-15 assessments \$719.47, 5201 Palmer St.-0610840090001  
2302 Cleburne Street Property LLC 14-15 assessments \$715.14, 2302 Cleburne St.-  
0192640000001  
Christopher T. Malloy \$608.04, 2214 MacGregor Way-0611270360001  
Stephen Garcia 13-15 assessments \$536.19, 2323 Blodgett St.-0521480030012  
Scott Street Acquisition LP 04 assessments \$489.57, 3711 Old Spanish Trail-  
0751590040006  
Estate of Margerite Jones 14-15 assessments \$203.00, 2305 Wheeler St.-0192680000013  
Calvin C. & Debra W. Guidry \$189.65, 2821 Wichita St.-0193080000012  
Riverside Equity LLC \$169.97, 2501 Riverside Dr.-0611250000022  
Ghanim Enterprise Inc. \$127.82, 2211 Hadley St.-0021650000012  
King Shopping Center Inc. \$127.33, 5515 Griggs Rd.-0410070320033  
Efrain & Christina Franco \$127.13, 2401 Sampson St.-0372620000008  
J. S. Stone \$86.69, 3221 Ennis St.-0191540000010  
Jason & Ok J. Yoo \$80.50, 6306 Culberson St.-0570930020010  
Ark Homes 14-15 assessments \$50.32, 3430 McGowen St.-0372580000001  
Omar Harmouche 14 assessments \$41.57, Lot 3, Block 8 on Dennis St.-0170460080003  
Intervestment Services LLC \$28.46, 5912 Eastwood St.-0581810000005  
Itschak Zitron \$14.23, Lot 7, Block 9 on Eastwood St.-0581810000007

**2015 accounts:**

CRM City Fellowship Church \$2,765.71, Lots 10 & 11, Block A3 on Rosalie St., Lot 12,  
Block A3 on Milby St., 3623 & 3622 Rosalie, 3120 Milby St. & 3701 Elgin St.-  
0221790000010, 0221790000011, 0221790000012, 0221750000006, 0221780000007,  
0221790000001

They have filed an application for a religious exemption with HCAD. The appraisal district confirmed that they have the application. On 2/16, we asked the appraisal district for an update on the status of the application but as of 3/2, when

this report was prepared, we have not received a response. The county has filed suit on the largest account (022179000001-3701 Elgin St.-base assessment of \$2,461.75); we have intervened on behalf of the District.

- In addition to other accounts listed on this report, there are 32 accounts delinquent for 2015 with base assessments due ranging from \$10 to \$1,258. Demand letters have been sent and we are attempting to contact each owner by phone. We are also contacting mortgage companies, where appropriate.

**Other accounts:**

In addition to other accounts listed on this report, there are 87 accounts delinquent for assessment years prior to 2015. Base assessments due range from \$3 to \$2,019; these amounts include 2015 assessments if they are also due. Demand letters have been sent and we are attempting to contact each owner by phone. We are also contacting mortgage companies, where appropriate. We plan to file suit on the larger accounts, as needed.

Report frequency: Quarterly

Date of last report: December 14, 2016

If you have any questions, please feel free to contact me.



Carl O. Sandin

PerdueBrandonFielderCollins&Mott LLP  
ATTORNEYS AT LAW

Email: [csandin@pbfc.com](mailto:csandin@pbfc.com)

Office: 713-802-6965 (Direct Line)

Mobile: 713-824-1290

Fax: 713-862-1429



**HOUSTON  
SOUTHEAST**

**BUDGET AND FINANCE  
COMMITTEE**

# Budget & Finance Action Items

**Action Item 1:** Approve Financial Statements for the period ended December 31, 2016, January 31, 2017, and February 29, 2017

**Action Item 2:** Approve Recurring and Non-Recurring Expenses for the period ended December 31, 2016, January 31, 2017 and February 29, 2017

**Action Item 3:** Approve additional funds for respective Committee budgets, as outlined in Budget and Finance minutes

<b>Committee</b>	<b>Funds Requested</b>	<b>Line Item</b>	<b>Project</b>	<b>Ending Line Item Amount</b>
District Administration	\$3,500	New Line Item – Urban Land Institute Spring Conference	Conference	\$3,500
Business & Economic Development	\$2,000	New Line Item – Job Fairs	Job Fairs	\$2,000
Public Safety	\$150	New Line Item – Coffee with a Cop	Coffee with a Cop	\$150
Public Safety	\$6,000	New Line Item – Street Solicitation PR Program	Street Solicitation PR Program	\$6,000
Visual	\$1,500	New Line Item – Bayou Greenways Sponsorship	Bayou Greenways Sponsorship	\$1,500

**Action Item 4:** Approve Quarterly Compilation and Investment Report

**Greater Southeast Management District**  
**Balance Sheet with Previous Month Comparison**  
As of December 31, 2016

	Dec 31, 16	Nov 30, 16	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Wells Fargo GSMD/FTA	\$ 2,940	\$ 2,940	\$ -	0.0%
<b>Operating Accounts</b>				
Chase	9,642.40	20,347.36	(10,704.96)	(52.61%)
Wells Fargo-Tax Assessor Acct	282,503.88	103,914.07	178,589.81	171.86%
<b>Total Operating Accounts</b>	<b>292,146.28</b>	<b>124,261.43</b>	<b>167,884.85</b>	<b>135.11%</b>
<b>Investment Accounts</b>				
Unity Nat'l Bank	15,880.68	15,880.68	0.00	0.0%
Amegy Bank	26,918.96	26,916.75	2.21	0.01%
Chase Money Manager	1,225,796.88	1,410,710.85	(184,913.97)	(13.11%)
<b>Total Investment Accounts</b>	<b>1,268,596.52</b>	<b>1,453,508.28</b>	<b>(184,911.76)</b>	<b>(12.72%)</b>
<b>Total Checking/Savings</b>	<b>1,563,682.80</b>	<b>1,580,709.71</b>	<b>(17,026.91)</b>	<b>(1.08%)</b>
<b>Accounts Receivable</b>				
TIRZ Receivable	24,841.28	11,835.64	13,005.64	109.89%
<b>Total Accounts Receivable</b>	<b>24,841.28</b>	<b>11,835.64</b>	<b>13,005.64</b>	<b>109.89%</b>
<b>Other Current Assets</b>				
Prepaid Expenses	48,964.40	3,809.40	45,155.00	1,185.36%
<b>Accounts Receivable-Assessments</b>				
Receivable Assessment-2016	2,043,925.27	2,209,732.24	(165,806.97)	(7.5%)
Receivable Assessment-2015	29,123.76	30,979.82	(1,856.06)	(5.99%)
Receivable Assessment-2014	19,748.38	20,101.78	(353.40)	(1.76%)
Receivable Assessment-2013	12,057.02	12,057.02	0.00	0.0%
Receivable Assessment-2012	8,878.61	8,878.61	0.00	0.0%
Receivable Assessment-2011	7,176.35	7,176.35	0.00	0.0%
Receivable Assessment-2010	9,444.62	9,444.62	0.00	0.0%
Receivable Assessment-2009	11,422.78	11,422.78	0.00	0.0%
Receivable Assessment-2008	7,683.92	7,683.92	0.00	0.0%
Receivable Assessment-2007	1,335.92	1,335.92	0.00	0.0%
Receivable Assessment-2006	803.51	803.51	0.00	0.0%
Receivable Assessment-2005	1,231.64	1,231.64	0.00	0.0%
Receivable Assesmt 2004 & Prior	3,573.49	3,573.49	0.00	0.0%
<b>Total Accounts Receivable-Assessments</b>	<b>2,156,405.27</b>	<b>2,324,421.70</b>	<b>(168,016.43)</b>	<b>(7.23%)</b>
<b>Total Other Current Assets</b>	<b>2,205,369.67</b>	<b>2,328,231.10</b>	<b>(122,861.43)</b>	<b>(5.28%)</b>
<b>Total Current Assets</b>	<b>3,793,893.75</b>	<b>3,920,776.45</b>	<b>(126,882.70)</b>	<b>(3.24%)</b>
<b>Fixed Assets</b>				
Furniture and Fixtures	3,432.38	3,432.38	0.00	0.0%
Computer Equipment	20,610.75	20,610.75	0.00	0.0%
Copier	6,295.00	6,295.00	0.00	0.0%
Software	934.97	934.97	0.00	0.0%
Accumulated Depreciation	(20,630.09)	(20,391.39)	(238.70)	(1.17%)
<b>Total Fixed Assets</b>	<b>10,643.01</b>	<b>10,881.71</b>	<b>(238.70)</b>	<b>(2.19%)</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,804,537</b>	<b>\$ 3,931,658</b>	<b>\$ (127,121)</b>	<b>(3.23%)</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
8010 - Accounts Payable	\$ 208,261	\$ 14,535	\$ 193,726	1,332.84%

These financial statements have not been subject to an audit or review  
or compilation engagement, and no assurance is provided on them.



**Greater Southeast Management District**  
**Balance Sheet with Previous Month Comparison**  
As of December 31, 2016

	Dec 31, 16	Nov 30, 16	\$ Change	% Change
Total Accounts Payable	208,260.75	14,534.84	193,725.91	1,332.84%
Credit Cards				
Amegy Bank	939.09	4,310.27	(3,371.18)	(78.21%)
Total Credit Cards	939.09	4,310.27	(3,371.18)	(78.21%)
Other Current Liabilities				
Deposits in Transit	3,740.44	2,546.00	1,194.44	46.91%
8015 - Accrued Expenses	(273.23)	0.00	(273.23)	(100.0%)
Overpayment-Due to Taxpayers	20,728.59	21,234.25	(505.66)	(2.38%)
Deferred Revenue	2,156,405.27	2,324,421.70	(168,016.43)	(7.23%)
2100 - Payroll Liabilities				
Payroll Liabilities - Other	(0.01)	(0.01)	0.00	0.0%
2100 - Payroll Liabilities - Other	(320.85)	(0.01)	(320.84)	(3,208,400.0%)
Total 2100 - Payroll Liabilities	(320.86)	(0.02)	(320.84)	(1,604,200.0%)
Total Other Current Liabilities	2,180,280.21	2,348,201.93	(167,921.72)	(7.15%)
Total Current Liabilities	2,389,480.05	2,367,047.04	22,433.01	0.95%
Total Liabilities	\$ 2,389,480	\$ 2,367,047	\$ 22,433	0.95%
Surplus				
6010 - Unrestricted Surplus	\$ 1,823,917	\$ 1,823,917	\$ -	0.0%
Net Surplus	(408,860.55)	(259,306.14)	(149,554.41)	(57.68%)
Net Unrestricted Funds	\$ 1,415,057	\$ 1,564,611	\$ (149,554)	(9.56%)
<b>TOTAL LIABILITIES &amp; NET FUNDS</b>	<b>\$ 3,804,537</b>	<b>\$ 3,931,658</b>	<b>\$ (127,121)</b>	<b>(3.23%)</b>

**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Twelve Months Ended December 31, 2016

	Dec 16	Nov 16	\$ Change	% Change	Jan - Dec 16
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4060 · Public Safety Income-Tirz	\$ 13,006	\$ 11,836	\$ 1,170	9.9%	\$ 178,320
4037 · Grant Revenue-OST Griggs	-	-	-	0.0%	2,360
4010 · Tax Assessor Revenue	175,475	8,525	166,950	1958.4%	1,896,018
4020 · Tax Assessor Other Revenue	954	929	25	2.6%	96,825
4050 · Interest Income	93	109	(17)	-15.1%	1,798
<b>Total Income</b>	<b>189,527</b>	<b>21,399</b>	<b>168,128</b>	<b>785.7%</b>	<b>2,175,322</b>
<b>Gross Profit</b>	<b>189,527</b>	<b>21,399</b>	<b>168,128</b>	<b>785.7%</b>	<b>2,175,322</b>
<b>Expense</b>					
<b>1000 · FIXED</b>					
1005 · Insurance	519	519	-	0.0%	5,462
<b>1015 · Payroll</b>					
1015-8 · Admin Reclass	(13,791)	(13,791)	-	0.0%	(162,009)
1015-7 · Operations Manager	3,750	4,167	(417)	-10.0%	49,583
1015-5 · Employee Health Care	1,512	1,512	-	0.0%	17,381
1015-2 · Employer Payroll Taxes	3,203	1,402	1,800	128.4%	16,360
1015-3 · Executive Director	9,584	9,583	0	0.0%	115,000
1015-4 · Project Manager	2,292	4,583	(2,292)	-50.0%	49,271
<b>Total 1015 · Payroll</b>	<b>6,549</b>	<b>7,457</b>	<b>(908)</b>	<b>-12.2%</b>	<b>85,587</b>
1020 · Telephone	403	423	(20)	-4.7%	5,208
1025 · Office Collection Fee/Rent	2,685	1,340	1,345	100.3%	18,546
<b>1030 · Depreciation &amp; Amortization Exp</b>					
1030-2 · Depreciation Expense	239	239	-	0.0%	2,773
<b>Total 1030 · Depreciation &amp; Amortization Exp</b>	<b>239</b>	<b>239</b>	<b>-</b>	<b>0.0%</b>	<b>2,773</b>
<b>Total 1000 · FIXED</b>	<b>10,395</b>	<b>9,978</b>	<b>417</b>	<b>4.2%</b>	<b>117,575</b>
<b>2000 · VARIABLE</b>					
2052 · Public Notices	-	-	-	0.0%	9
2019 · Office Expense	399	206	193	93.5%	3,070
2007 · Software Expense	-	-	-	0.0%	569
2006 · Payroll Svc Chgs	150	150	-	0.0%	1,854
2070 · Miscellaneous	-	525	(525)	-100.0%	1,665
2005 · Bank Charges	110	31	79	256.7%	1,182
<b>2015 · Professional Services</b>					
2015-12 · Computer/Website Consultant	792	370	422	114.0%	5,434
<b>2015-1 · Accountant</b>					
2015-1b · Accounting	2,876	4,270	(1,393)	-32.6%	31,766
2015-1a · Auditor	10,980	-	10,980	100.0%	10,980
<b>Total 2015-1 · Accountant</b>	<b>13,856</b>	<b>4,270</b>	<b>9,587</b>	<b>224.5%</b>	<b>42,746</b>
2015-2 · Legal Counsel	6,631	3,597	3,033	84.3%	20,597
2015-5 · Tax Assessor- Collector	7,194	1,609	5,585	347.2%	43,740
<b>Total 2015 · Professional Services</b>	<b>28,473</b>	<b>9,846</b>	<b>18,627</b>	<b>189.2%</b>	<b>112,518</b>
<b>2020 · Office Supplies</b>					
2020-3 · Office Supplies	133	246	(113)	-46.0%	2,807
<b>Total 2020 · Office Supplies</b>	<b>133</b>	<b>246</b>	<b>(113)</b>	<b>-46.0%</b>	<b>2,807</b>
2025 · Postage/Messenger Service	1,278	-	1,278	100.0%	1,278
<b>2030 · Travel Expenses</b>					
2030-6 · Travel to Workshops and Confere	-	342	(342)	-100.0%	3,750
2030-4 · Parking	-	-	-	0.0%	200
2030-1 · Travel Expenses-Employee	-	-	-	0.0%	379
2030-2 · Travel Expenses-Car Allowance	150	150	-	0.0%	1,775
2030 · Travel Expenses - Other	-	-	-	0.0%	-
<b>Total 2030 · Travel Expenses</b>	<b>150</b>	<b>492</b>	<b>(342)</b>	<b>-69.5%</b>	<b>6,104</b>
<b>2035 · Meeting Expense</b>					
2035-2 · Admin Meeting Expenses	257	109	148	136.2%	1,124
2035-1 · Board Meals	291	241	50	20.6%	2,743
<b>Total 2035 · Meeting Expense</b>	<b>548</b>	<b>350</b>	<b>198</b>	<b>56.6%</b>	<b>3,867</b>
<b>2045 · Membership &amp; Subscription</b>					
2045-1 · Seminars	-	-	-	0.0%	1,790
2045 · Membership & Subscription - Other	-	-	-	0.0%	1,000
<b>Total 2045 · Membership &amp; Subscription</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>2,790</b>
<b>Total 2000 · VARIABLE</b>	<b>31,240</b>	<b>11,845</b>	<b>19,395</b>	<b>163.7%</b>	<b>137,713</b>

**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Twelve Months Ended December 31, 2016

	Dec 16	Nov 16	\$ Change	% Change	Jan - Dec 16
<b>3000 - PROGRAMS</b>					
Project/Grant Expenses					
3028 - OST Griggs Tirz Project	-	-	-	0.0%	4,120
Total Project/Grant Expenses	-	-	-	0.0%	4,120
<b>3005 - Local Mobility &amp; Capital Improv</b>					
3005-40 - Other					
3005-46 - Travel Reimbursements	-	-	-	0.0%	2,018
3005-45 - LM&I Admin	2,998	2,998	-	0.0%	35,267
3005-44 - Office Supplies (LM&I)	19	23	(4)	-16.5%	353
3005-43 - Meeting Expense (LM&I)	89	116	(28)	-23.8%	1,533
3005-42 - Legal Expense (LM&I)	-	-	-	0.0%	4,385
Total 3005-40 - Other	3,107	3,138	(32)	-1.0%	43,555
3005-30 - Infrastructure & Real Estate					
3005-38 - Bus Shelter Maintenance	5,000	2,500	2,500	100.0%	30,000
3005-37 - Neighborhood Greenways Project	1,900	6,025	(4,125)	-68.5%	32,913
3005-36 - IMOC Seminars	-	-	-	0.0%	3,854
3005-34 - Tran Orient Dev - OST/MLK Custo	-	-	-	0.0%	(6,350)
3005-32 - Emancipation Park Connect	-	-	-	0.0%	668
3005-31 - Ad- hoc Real Estate Committee	7,292	8,525	(1,233)	-14.5%	81,300
Total 3005-30 - Infrastructure & Real Estate	14,192	17,050	(2,858)	-16.8%	142,384
3005-20 - Planning & Strategy					
3005-24 - Community Development Consultin	5,000	5,000	-	0.0%	36,065
3005-22 - 3rd Ward Community Plan Update	47,595	48,959	(1,364)	-2.8%	252,635
3005-21 - Mobility Advocacy & Implementat	22,244	12,016	10,228	85.1%	143,975
3005-23 - Joint Infrastructure Plan	30,225	6,075	24,150	397.5%	83,725
Total 3005-20 - Planning & Strategy	105,064	72,050	33,014	45.8%	516,400
<b>Total 3005 - Local Mobility &amp; Capital Improv</b>	<b>122,362</b>	<b>92,238</b>	<b>30,124</b>	<b>32.7%</b>	<b>702,339</b>
<b>3010 - Visual Improvements</b>					
3010-60 - Other					
3010-65 - VI Administration	2,998	2,998	-	0.0%	35,275
3010-64 - Meeting Expense (VI)	87	120	(33)	-27.8%	972
3010-63 - Office Supplies (VI)	19	23	(4)	-16.5%	311
3010-62 - Legal Expense (VI)	279	-	279	100.0%	2,879
Total 3010-60 - Other	3,384	3,142	242	7.7%	39,437
3010-50 - Beautification Efforts					
3010-57 - Median Beautification	-	870	(870)	-100.0%	870
3010-56 - Holiday Garland Beautification	24,290	-	24,290	100.0%	26,146
3010-53 - Annual Community Clean Up	-	-	-	0.0%	625
3010-51 - Landscape Architect/Plan Imple	-	648	(648)	-100.0%	43,886
Total 3010-50 - Beautification Efforts	24,290	1,518	22,772	1500.0%	71,526
3010-40 - Capital Improvements Maintenanc					
3010-43 - TIRZ Project - OST/Griggs Capit	-	-	-	0.0%	1,485
3010-42 - TIRZ Project- Alameda Rd. Capit	-	1,232	(1,232)	-100.0%	6,221
3010-41 - Repair Pavers on Alameda & Binz	-	-	-	0.0%	33,057
Total 3010-40 - Capital Improvements Maintenanc	-	1,232	(1,232)	-100.0%	40,763
3010-20 - General On-Going Maintenance					
3010-25 - Graffiti Abatement	2,560	-	2,560	100.0%	14,080
3010-30 - Waste Removal	297	265	32	11.9%	3,057
3010-31 - Water for Blodgett	831	803	28	3.5%	3,722
3010-29 - Maintenance (Lighting,Streetsca	-	-	-	0.0%	9,951
3010-24 - Arborist	-	2,000	(2,000)	-100.0%	27,152
3010-22 - Landscape Repairs	3,584	1,800	1,784	99.1%	5,605
3010-21 - Heavy Trash & Right of Way Beau	64,794	32,124	32,670	101.7%	384,952
Total 3010-20 - General On-Going Maintenance	72,066	36,993	35,073	94.8%	448,519
3010-7 - Landscape Architect/Plan Implem	-	-	-	0.0%	57
<b>Total 3010 - Visual Improvements</b>	<b>99,740</b>	<b>42,885</b>	<b>56,856</b>	<b>132.6%</b>	<b>600,302</b>
<b>3015 - Security/Enhanced Pub. Safety</b>					
3015-40 - other					
3015-44 - Legal Expense (EPS)	495	515	(20)	-3.9%	2,054
3015-43 - EPS Admin	1,974	1,974	-	0.0%	23,306
3015-42 - Office Supplies (EPS)	19	23	(4)	-16.5%	332
3015-41 - Meeting Expense (EPS)	115	94	21	22.1%	1,141

**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Twelve Months Ended December 31, 2016

	Dec 16	Nov 16	\$ Change	% Change	Jan - Dec 16
Total 3015-40 - other	2,603	2,606	(3)	-0.1%	26,833
3015-30 - Public Safety Outreach Programs					
3015-33 - Emergency Management Workshop	-	-	-	0.0%	1,579
3015-32 - Anti-Gang Program	-	-	-	0.0%	409
3015-31 - Fire Safety Program	-	350	(350)	-100.0%	4,200
Total 3015-30 - Public Safety Outreach Programs	-	350	(350)	-100.0%	6,188
3015-20 - Public Safety Officers					
3015-22 - Bike Patrol Coordinator	-	-	-	0.0%	10,000
3015-23 - Bike Patrol	9,165	5,233	3,933	75.2%	162,017
3015-21 - Constables	44,766	44,766	-	0.0%	537,192
Total 3015-20 - Public Safety Officers	53,931	49,999	3,933	7.9%	709,209
Total 3015 - Security/Enhanced Pub. Safety	56,534	52,955	3,579	6.8%	742,231
3020 - Business & Economic Development					
3020-40 - Other					
3020-46 - B&ED Admin	3,123	3,123	-	0.0%	36,786
3020-45 - Meeting Expense (B&ED)	95	110	(15)	-13.2%	1,390
3020-43 - Legal Expense (B&ED)	834	1,006	(173)	-17.1%	3,149
3020-44 - Office Supplies (B&ED)	19	140	(120)	-86.1%	400
3020-42 - Business & Eco Dev Interns	480	-	480	100.0%	4,776
3020-41 - Attend Conferences & Seminars	-	-	-	0.0%	4,178
Total 3020-40 - Other	4,552	4,379	173	3.9%	50,681
3020-30 - Community Resources					
40 - Festival Sponsorships	-	35,000	(35,000)	-100.0%	35,000
3020-39 - Third Ward Comm Co-op Job Fair	-	-	-	0.0%	1,817
3020-38 - District Eco Dev (Host Conferen	-	-	-	0.0%	4,900
3020-37 - District Eco Dev (Workshop)	405	455	(50)	-11.0%	5,852
3020-34 - District Job Fair	-	-	-	0.0%	3,027
3020-32 - Blodgett Urban Garden	-	-	-	0.0%	1,991
3020-31 - Farmers Market & Comm Garden	-	435	(435)	-100.0%	825
Total 3020-30 - Community Resources	405	35,890	(35,485)	-98.9%	53,412
3020-20 - Research & Business Outreach					
3020-22 - Surveys	-	-	-	0.0%	53,185
Total 3020-20 - Research & Business Outreach	-	-	-	0.0%	53,185
Total 3020 - Business & Economic Development	4,957	40,269	(35,312)	-87.7%	157,277
3025 - Marketing & Perception Enhancem					
3025-50 - Other					
3025-58 - Lifestyle Video	-	-	-	0.0%	1,833
3025-53 - Creative Assets	3,954	-	3,954	100.0%	5,359
3025-57 - MKT Admin	2,697	2,697	-	0.0%	31,590
3025-56 - Meeting Expense (MKT)	101	-	101	100.0%	1,274
3025-55 - Office Supplies (MKT)	19	23	(4)	-16.6%	259
3025-54 - Legal Expense (MKT)	455	515	(60)	-11.6%	4,161
Total 3025-50 - Other	7,227	3,236	3,991	123.3%	44,475
3025-30 - District Promotion					
3025-34 - Miller Theatre Sponsorship	-	-	-	0.0%	5,754
3025-32 - Marketing Execution	6,601	6,000	601	10.0%	50,903
3025-31 - Promotional Items	-	-	-	0.0%	1,806
Total 3025-30 - District Promotion	6,601	6,000	601	10.0%	58,463
3025-20 - Outreach Efforts					
3025-21 - Digital NewsLetter/ Weekly	26	250	(224)	-89.8%	5,095
3025-25 - Website IT	-	-	-	0.0%	2,092
3025-22 - New Website	-	-	-	0.0%	12,500
Total 3025-20 - Outreach Efforts	26	250	(224)	-89.8%	19,687
Total 3025 - Marketing & Perception Enhancem	13,853	9,486	4,367	46.0%	122,626
3000 - PROGRAMS - Other	-	-	-	0.0%	-
Total 3000 - PROGRAMS	297,446	237,832	59,614	25.1%	2,328,894
Total Expense	339,081	259,655	79,426	30.6%	2,584,183
Net Ordinary Income	(149,554)	(238,256)	88,702	37.2%	(408,861)
Net Income	<u>\$ (149,554)</u>	<u>\$ (238,256)</u>	<u>\$ 88,702</u>	<u>37.2%</u>	<u>\$ (408,861)</u>

These financial statements have not been subject to an audit or review  
or compilation engagement, and no assurance is provided on them.

Greater Southeast Management District  
Recurring and Non-Recurring  
December 2016

Date	Num	Name	Memo	Amount
12/02/2016	EFT	ADP Payroll Fees	ADMIN: 12/15/16 Payroll Processing Fees	74.79
12/14/2016	EFT	ADP TX/Fincl	ADMIN: 12/15/16 Payroll Taxes	3,122.26
12/23/2016	EFT	ADP Payroll Fees	ADMIN: 12/31/16 Payroll Processing Fees	74.79
12/30/2016	EFT	ADP TX/Fincl	ADMIN: 12/31/16 Payroll Taxes	3,436.47
12/06/2016	9663	Comcast	ADMIN: 8777703183573743 - Internet & Phone December 2016	253.23
12/20/2016	9707	USPS Hospital Holdings	ADMIN: Acct 86033267000005 TY 2015	170.29
12/20/2016	9708	Perdue, Brandon, Fielder, Collins, & Mott	ADMIN: Acct 860581840000007 TY 2015	78.00
12/06/2016	9681	Amegy Bank	ADMIN: Amegy Bank CC P.E. 11/22/16	3,507.10
12/20/2016	9691	George Baugh II & Co.	ADMIN: Annual audit of GSMD YE 2015	10,980.00
12/20/2016	9688	Equi-Tax, Inc.	ADMIN: Assessment Collection - December 2016	1,608.79
12/12/2016	CC	Park Grill	ADMIN: B&F Committee Meeting	148.47
12/14/2016	CC	La Madeleine	ADMIN: B&F Committee Meeting	109.00
12/15/2016	EFT	Chase Bank	ADMIN: Bank Charges	27.68
12/20/2016	9696	OST/Alameda Corridors Redevelopment Aut.	ADMIN: Base Monthly Rent for January 2017	1,214.40
12/15/2016	CC	La Madeleine	ADMIN: Board Meal	290.50
12/06/2016	9665	Doran & Johnston	ADMIN: Bookkeeping Services for November 2016	3,069.85
12/20/2016	9698	Prime Time Courier & Process Services	ADMIN: Courier Service from Jan '16 to Dec '16	1,278.00
12/06/2016	9662	BCBS Texas	ADMIN: Employee Health Insurance - December 2016	1,512.48
12/22/2016	CC	Amegy Bank of Texas	ADMIN: Finance Charge	43.29
12/06/2016	9664	CompuSolutionX	ADMIN: Hina Musa Laptop Repair	228.55
12/06/2016	9664	CompuSolutionX	ADMIN: Monthly Services for November 2016	370.00
12/22/2016	CC	Amegy Bank of Texas	ADMIN: Late Fee	39.00
12/20/2016	9706	Park Yellowstone LTD c/o Tom Lord	ADMIN: Lawsuit Cause No 2015-52592	917.70
12/20/2016	9705	Excelsior Land Co Inc.	ADMIN: Lawsuit Cause No. 2015-70052	205.54
12/20/2016	9704	Saroj Inc.	ADMIN: Lawsuit Cause No. 2015-71212	101.21
12/20/2016	9687	Doc-U-Pro Office Solutions	ADMIN: Monthly clicks for black/white and color copies - Nov/Dec 2016	294.64
12/06/2016	9677	Quill	ADMIN: Ipad Case, Toner, Snacks, Stapler, Pens, USB Drive	235.62
12/12/2016	CC	Barnes & Noble	ADMIN: Office Supplies	64.79
12/14/2016	EFT	ADP Eepay	ADMIN: Payroll 12/15/16	6,895.65
12/30/2016	EFT	ADP Eepay	ADMIN: Payroll 12/31/16	6,902.28
12/20/2016	9683	Bracewell & Giuliani LLP	ADMIN: Professional Legal Services Through November 2016	2,599.25
12/06/2016	9676	McConnell & Jones, LLP	ADMIN: Professional Services Rendered for November 2016 Per Agreement	1,200.00
12/20/2016	9703	Perdue, Brandon, Fielder, Collins, & Mott	ADMIN: Professional Services - October 2016	2,372.06
12/20/2016	9703	Perdue, Brandon, Fielder, Collins, & Mott	ADMIN: Professional Services - September 2016	2,720.32
12/06/2016	9678	TSG Reporting, Inc.	ADMIN: Public Hearing to Consider the Advisability of Supplementing the Assessment Roll	523.00
12/20/2016	9699	Proguard Self Storage Houston	ADMIN: Storage Unit Rent - January 2017	126.00
12/06/2016	9679	Urban Land Institute	ADMIN: ULI Fall Meeting Substitution Fee	100.00
12/20/2016	9685	CompuSolutionX	ADMIN: Wifi Adapter Installation & Software Update	193.24
ADMIN TOTAL:				57,088.24
12/20/2016	9692	Houston Business Development, Inc.	B&ED: DBW Workshop Meeting Room Expense 12/14/16	100.00
12/06/2016	9677	Quill	B&ED: Forks, Labels, Portfolio, Plates	132.64
12/09/2016	CC	Reggae Hut Houston	B&ED: Meeting Expense	95.48
12/06/2016	9672	Kwik Kopy	B&ED: Printing of Farmers Market Flyers	290.00
12/06/2016	9659	Alexis Black	B&ED: Summer Intern 11/01/16-11/16/16	480.00
B&ED TOTAL:				1,098.12
12/06/2016	9658	Aldrin Sampson	EPS: Bike Patrol for 11/16/16 - 11/30/16	520.00
12/06/2016	9667	Ernest McNichols	EPS: Bike Patrol for 11/16/16 - 11/30/16	422.50
12/06/2016	9671	John Richardson	EPS: Bike Patrol for 11/16/16 - 11/30/16	260.00
12/06/2016	9674	Mark Andrus	EPS: Bike Patrol for 11/16/16 - 11/30/16	1,137.50
12/06/2016	9675	Marlon Mack	EPS: Bike Patrol for 11/16/16 - 11/30/16	845.00
12/20/2016	9682	Aldrin Sampson	EPS: Bike Patrol for 12/01/16 - 12/15/16	910.00

Greater Southeast Management District  
 Recurring and Non-Recurring  
 December 2016

12/20/2016	9686	Darrell Webber	EPS: Bike Patrol for 12/01/16 - 12/15/16	1,576.25
12/20/2016	9689	Eric Williams	EPS: Bike Patrol for 12/01/16 - 12/15/16	162.50
12/20/2016	9690	Ernest McNichols	EPS: Bike Patrol for 12/01/16 - 12/15/16	1,365.00
12/07/2016	CC	Bodegas Taco Shop	EPS: Meeting Expense	115.00
12/06/2016	9677	Quill	EPS: Forks, Plates, Water	16.07
12/20/2016	9693	John Richardson	EPS: Bike Patrol for 12/01/16 - 12/15/16	438.75
12/20/2016	9694	Mark Andrus	EPS: Bike Patrol for 12/01/16 - 12/15/16	650.00
12/20/2016	9695	Marlon Mack	EPS: Bike Patrol for 12/01/16 - 12/15/16	877.50
12/06/2016	9670	Harris County Treasurer	EPS: Constables January 2017	44,766.00
				<u>44,766.00</u>
				EPS TOTAL: 54,062.07
12/20/2016	9700	The Goodman Corporation	LM&I: Integrated Mobility Implementation Strategy - November 2016	14,925.00
12/20/2016	9700	The Goodman Corporation	LM&I: Neighborhood Greenway Bikeway Proj Mgmt - November 2016	1,425.00
12/20/2016	9700	The Goodman Corporation	LM&I: Ongoing Assistance - November 2016	11,557.20
12/06/2016	9677	Quill	LM&I: Water, Forks, Plates	16.07
12/06/2016	CC	Park Grill	LM&I: Meeting Expense	88.66
12/06/2016	9666	Eoles Whitaker	LM&I: Monthly Consulting Services 11/1/16 - 11/30/16	5,000.00
12/06/2016	9661	Arvo Realty Advisors	LM&I: Real Estate Consulting Services for November 2016	7,291.67
				<u>7,291.67</u>
				LM&I TOTAL: 40,303.60
12/23/2016	CC	Godaddy.com	MKT: Digital News Letter	25.55
12/06/2016	9677	Quill	MKT: Forks, Plates, Water	16.08
12/07/2016	CC	Reggae Hut Houston	MKT: Meeting Expense	101.11
12/20/2016	9702	Smallz Media	MKT: remaining of production and editing costs for HSE video	1,553.56
				<u>1,553.56</u>
				MKT TOTAL: 1,696.30
12/20/2016	9684	City of Houston Public Works and Engineer	VI: Annual Encroachment Fee	425.00
12/06/2016	9673	M2L & Associates Inc.	VI: District Arborist and Landscape Maintenance Plan	2,000.00
12/06/2016	9673	M2L & Associates Inc.	VI: GSMD Houston Southeast Wayfinding October 2016	648.48
12/06/2016	9673	M2L & Associates Inc.	VI: GSMD Landscape Maintenance October 2016	1,232.10
12/06/2016	9677	Quill	VI: Forks, Plates, Water	16.07
12/07/2016	CC	Park Grill	VI: Meeting Expense	86.66
12/06/2016	9668	Flores Quality Service	VI: Monthly Services for November 2016	34,379.26
12/06/2016	9660	Ark-Concrete Specialists, Inc.	VI: Payment to replace Washington Terrace subdivision marker	3,184.00
12/06/2016	9669	George Charles Brick Mason & Home Repairs	VI: Remove Washington Terrace subdivision marker	400.00
12/06/2016	9680	Waste Connections of Texas	VI: Waste Removal (Almeda) December 2016	148.49
12/06/2016	9680	Waste Connections of Texas	VI: Waste Removal (St Charles) December 2016	148.49
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	471.65
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	141.71
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	85.55
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	13.00
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	6.00
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
12/28/2016	CC	City of Houston Water Department	VI: Water on Blodgett	2.50
12/29/2016	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
12/29/2016	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
				<u>26.21</u>
				VI TOTAL: 43,499.80
				<u>197,748.13</u>
				GRAND TOTAL: 197,748.13

**Greater Southeast Management District**  
**Balance Sheet with Previous Month Comparison**  
As of January 31, 2017

	Jan 31, 17	Dec 31, 16	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Wells Fargo GSMD/FTA	\$ 127,260	\$ 2,940	\$ 124,320	4228.6%
<b>Operating Accounts</b>				
Chase	11,978	9,688	2,289	23.6%
Wells Fargo-Tax Assessor Acct	30,165	282,504	(252,339)	-89.3%
<b>Total Operating Accounts</b>	42,142	292,192	(250,050)	-85.6%
<b>Investment Accounts</b>				
Unity Nat'l Bank	15,881	15,881	-	0.0%
Amegy Bank	26,921	26,919	2	0.0%
Chase Money Manager	2,348,915	1,225,797	1,123,118	91.6%
<b>Total Investment Accounts</b>	2,391,717	1,268,597	1,123,121	88.5%
<b>Total Checking/Savings</b>	2,561,120	1,563,729	997,391	63.8%
<b>Accounts Receivable</b>				
TIRZ Receivable	13,336	24,841	(11,506)	-46.3%
<b>Total Accounts Receivable</b>	13,336	24,841	(11,506)	-46.3%
<b>Other Current Assets</b>				
Prepaid Expenses	47,810	48,964	(1,154)	-2.4%
<b>Accounts Receivable-Assessments</b>				
Receivable Assessment-2016	921,210	2,043,925	(1,122,715)	-54.9%
Receivable Assessment-2015	26,223	29,124	(2,901)	-10.0%
Receivable Assessment-2014	19,047	19,748	(702)	-3.6%
Receivable Assessment-2013	11,809	12,057	(248)	-2.1%
Receivable Assessment-2012	8,879	8,879	-	0.0%
Receivable Assessment-2011	7,176	7,176	-	0.0%
Receivable Assessment-2010	9,445	9,445	-	0.0%
Receivable Assessment-2009	11,423	11,423	-	0.0%
Receivable Assessment-2008	7,684	7,684	-	0.0%
Receivable Assessment-2007	1,336	1,336	-	0.0%
Receivable Assessment-2006	804	804	-	0.0%
Receivable Assessment-2005	1,232	1,232	-	0.0%
Receivable Assesmt 2004 & Prior	3,573	3,573	-	0.0%
<b>Total Accounts Receivable-Assessments</b>	1,029,839	2,156,405	(1,126,567)	-52.2%
<b>Total Other Current Assets</b>	1,077,649	2,205,370	(1,127,721)	-51.1%
<b>Total Current Assets</b>	3,652,104	3,793,940	(141,835)	-3.7%
<b>Fixed Assets</b>				
Furniture and Fixtures	3,432	3,432	-	0.0%
Computer Equipment	20,611	20,611	-	0.0%
Copier	6,295	6,295	-	0.0%
Software	935	935	-	0.0%
Accumulated Depreciation	(20,869)	(20,630)	(239)	-1.2%
<b>Total Fixed Assets</b>	10,404	10,643	(239)	-2.2%
<b>TOTAL ASSETS</b>	<b>\$ 3,662,509</b>	<b>\$ 3,804,583</b>	<b>\$ (142,074)</b>	<b>-3.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				

These financial statements have not been subject to an audit or review  
or compilation engagement, and no assurance is provided on them.

**Greater Southeast Management District**  
**Balance Sheet with Previous Month Comparison**  
As of January 31, 2017

	<u>Jan 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Accounts Payable</b>				
8010 · Accounts Payable	\$ 111,451	\$ 208,307	\$ (96,856)	-46.5%
<b>Total Accounts Payable</b>	<u>111,451</u>	<u>208,307</u>	<u>(96,856)</u>	<u>-46.5%</u>
<b>Credit Cards</b>				
Amegy Bank	17,103	3,274	13,829	422.3%
<b>Total Credit Cards</b>	<u>17,103</u>	<u>3,274</u>	<u>13,829</u>	<u>422.3%</u>
<b>Other Current Liabilities</b>				
Deposits in Transit	31,685	3,740	27,945	747.1%
8015 · Accrued Expenses	-	(273)	273	100.0%
Overpayment-Due to Taxpayers	21,088	20,729	360	1.7%
Deferred Revenue	1,029,839	2,156,405	(1,126,567)	-52.2%
<b>2100 · Payroll Liabilities</b>				
Payroll Liabilities - Other	(0)	(0)	-	0.0%
2100 · Payroll Liabilities - Other	(321)	(321)	-	0.0%
<b>Total 2100 · Payroll Liabilities</b>	<u>(321)</u>	<u>(321)</u>	<u>-</u>	<u>0.0%</u>
<b>Total Other Current Liabilities</b>	<u>1,082,291</u>	<u>2,180,280</u>	<u>(1,097,989)</u>	<u>-50.4%</u>
<b>Total Current Liabilities</b>	<u>1,210,845</u>	<u>2,391,861</u>	<u>(1,181,016)</u>	<u>-49.4%</u>
<b>Total Liabilities</b>	\$ 1,210,845	\$ 2,391,861	\$ (1,181,016)	-49.4%
<b>Surplus</b>				
6010 · Unrestricted Surplus	\$ 1,412,722	\$ 1,823,917	\$ (411,196)	-22.5%
<b>Net Surplus</b>	<u>1,038,942</u>	<u>(411,196)</u>	<u>1,450,138</u>	<u>352.7%</u>
<b>Net Unrestricted Funds</b>	\$ 2,451,663	\$ 1,412,722	\$ 1,038,942	73.5%
<b>TOTAL LIABILITIES &amp; NET FUNDS</b>	<u><u>\$ 3,662,509</u></u>	<u><u>\$ 3,804,583</u></u>	<u><u>\$ (142,074)</u></u>	<u><u>-3.7%</u></u>



**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Month Ended January 31, 2017

	Jan 17	Dec 16	\$ Change	% Change	Jan 17
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4060 · Public Safety Income-Tirz	\$ 13,336	\$ 13,006	\$ 330	2.5%	\$ 13,336
4037 · Grant Revenue-OST Griggs	124,350	-	124,350	100.0%	124,350
4010 · Tax Assessor Revenue	1,129,241	175,475	953,766	543.5%	1,129,241
4020 · Tax Assessor Other Revenue	2,163	954	1,209	126.8%	2,163
4050 · Interest Income	87	93	(6)	-6.5%	87
<b>Total Income</b>	<u>1,269,176</u>	<u>189,527</u>	<u>1,079,649</u>	<u>569.7%</u>	<u>1,269,176</u>
<b>Gross Profit</b>	1,269,176	189,527	1,079,649	569.7%	1,269,176
<b>Expense</b>					
Returned Check	373	-	373	100.0%	373
<b>1000 · FIXED</b>					
1005 · Insurance	669	519	150	28.9%	669
1015 · Payroll					
1015-8 · Admin Reclass	(13,313)	(13,791)	479	3.5%	(13,313)
1015-7 · Operations Manager	4,792	3,750	1,042	27.8%	4,792
1015-5 · Employee Health Care	1,548	1,512	35	2.3%	1,548
1015-2 · Employer Payroll Taxes	209	3,203	(2,994)	-93.5%	209
1015-3 · Executive Director	10,852	9,584	1,268	13.2%	10,852
1015-4 · Project Manager	7,292	2,292	5,000	218.2%	7,292
<b>Total 1015 · Payroll</b>	<u>11,379</u>	<u>6,549</u>	<u>4,830</u>	<u>73.8%</u>	<u>11,379</u>
1020 · Telephone	423	403	20	5.0%	423
1025 · Office Collection Fee/Rent	1,340	2,685	(1,345)	-50.1%	1,340
1030 · Depreciation & Amortization Exp					
1030-2 · Depreciation Expense	239	239	-	0.0%	239
<b>Total 1030 · Depreciation &amp; Amortization Exp</b>	<u>239</u>	<u>239</u>	<u>-</u>	<u>0.0%</u>	<u>239</u>
<b>Total 1000 · FIXED</b>	<u>14,051</u>	<u>10,395</u>	<u>3,656</u>	<u>35.2%</u>	<u>14,051</u>
<b>2000 · VARIABLE</b>					
2019 · Office Expense	-	399	(399)	-100.0%	-
2006 · Payroll Svc Chgs	227	150	78	52.0%	227
2070 · Miscellaneous	225	-	225	100.0%	225
2005 · Bank Charges	101	110	(9)	-7.9%	101
2015 · Professional Services					
2015-12 · Computer/Website Consultant	890	792	98	12.4%	890
2015-1 · Accountant					
2015-1b · Accounting	2,957	2,876	80	2.8%	2,957
2015-1a · Auditor	-	10,980	(10,980)	-100.0%	-
<b>Total 2015-1 · Accountant</b>	<u>2,957</u>	<u>13,856</u>	<u>(10,900)</u>	<u>-78.7%</u>	<u>2,957</u>
2015-2 · Legal Counsel	-	6,631	(6,631)	-100.0%	-
2015-5 · Tax Assessor- Collector	9,930	7,194	2,736	38.0%	9,930
<b>Total 2015 · Professional Services</b>	<u>13,777</u>	<u>28,473</u>	<u>(14,696)</u>	<u>-51.6%</u>	<u>13,777</u>
2020 · Office Supplies					
2020-3 · Office Supplies	135	133	3	1.9%	135
<b>Total 2020 · Office Supplies</b>	<u>135</u>	<u>133</u>	<u>3</u>	<u>1.9%</u>	<u>135</u>
2025 · Postage/Messenger Service	-	1,278	(1,278)	-100.0%	-
2030 · Travel Expenses					
2030-6 · Travel to Workshops and Confere	40	-	40	100.0%	40
2030-4 · Parking	29	-	29	100.0%	29
2030-2 · Travel Expenses-Car Allowance	150	150	-	0.0%	150
<b>Total 2030 · Travel Expenses</b>	<u>219</u>	<u>150</u>	<u>69</u>	<u>45.9%</u>	<u>219</u>
2035 · Meeting Expense					
2035-2 · Admin Meeting Expenses	234	257	(23)	-9.1%	234
2035-1 · Board Meals	276	291	(14)	-4.9%	276
<b>Total 2035 · Meeting Expense</b>	<u>510</u>	<u>548</u>	<u>(38)</u>	<u>-6.9%</u>	<u>510</u>
2045 · Membership & Subscription					
2045-2 · Board Member Tickets for Semina	1,000	-	1,000	100.0%	1,000
<b>Total 2045 · Membership &amp; Subscription</b>	<u>1,000</u>	<u>-</u>	<u>1,000</u>	<u>100.0%</u>	<u>1,000</u>
<b>Total 2000 · VARIABLE</b>	<u>16,195</u>	<u>31,240</u>	<u>(15,045)</u>	<u>-48.2%</u>	<u>16,195</u>
<b>3000 · PROGRAMS</b>					
Project/Grant Expenses					
3028 · OST Griggs Tirz Project	124,350	-	124,350	100.0%	124,350
Project/Grant Expenses - Other	(124,350)	-	(124,350)	-100.0%	(124,350)

**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Month Ended January 31, 2017

	Jan 17	Dec 16	\$ Change	% Change	Jan 17
<b>Total Project/Grant Expenses</b>	-	-	-	0.0%	-
<b>3005 - Local Mobility &amp; Capital Improv</b>					
<b>3005-40 - Other</b>					
3005-45 - LM&I Admin	2,875	2,998	(123)	-4.1%	2,875
3005-44 - Office Supplies (LM&I)	49	19	30	154.6%	49
3005-43 - Meeting Expense (LM&I)	122	89	33	37.4%	122
<b>Total 3005-40 - Other</b>	<u>3,046</u>	<u>3,107</u>	<u>(60)</u>	<u>-1.9%</u>	<u>3,046</u>
<b>3005-30 - Infrastructure &amp; Real Estate</b>					
3005-38 - Bus Shelter Maintenance	2,500	5,000	(2,500)	-50.0%	2,500
3005-37 - Neighborhood Greenways Project	2,725	1,900	825	43.4%	2,725
3005-31 - Ad- hoc Real Estate Committee	7,193	7,292	(99)	-1.4%	7,193
<b>Total 3005-30 - Infrastructure &amp; Real Estate</b>	<u>12,418</u>	<u>14,192</u>	<u>(1,774)</u>	<u>-12.5%</u>	<u>12,418</u>
<b>3005-20 - Planning &amp; Strategy</b>					
3005-24 - Community Development Consultin	5,000	5,000	-	0.0%	5,000
3005-22 - 3rd Ward Community Plan Update	18,782	47,595	(28,813)	-60.5%	18,782
3005-21 - Mobility Advocacy & Implementat	14,918	22,244	(7,325)	-32.9%	14,918
3005-23 - Joint Infrastructure Plan	1,913	30,225	(28,313)	-93.7%	1,913
<b>Total 3005-20 - Planning &amp; Strategy</b>	<u>40,613</u>	<u>105,064</u>	<u>(64,451)</u>	<u>-61.3%</u>	<u>40,613</u>
<b>Total 3005 - Local Mobility &amp; Capital Improv</b>	<u>56,077</u>	<u>122,362</u>	<u>(66,285)</u>	<u>-54.2%</u>	<u>56,077</u>
<b>3010 - Visual Improvements</b>					
<b>3010-60 - Other</b>					
3010-65 - VI Admin	2,875	2,998	(123)	-4.1%	2,875
3010-64 - Meeting Expense (VI)	100	87	13	15.3%	100
3010-63 - Office Supplies (VI)	49	19	30	154.6%	49
3010-62 - Legal Expense (VI)	-	279	(279)	-100.0%	-
3010-60 - Other - Other	177	-	177	100.0%	177
<b>Total 3010-60 - Other</b>	<u>3,201</u>	<u>3,384</u>	<u>(182)</u>	<u>-5.4%</u>	<u>3,201</u>
<b>3010-50 - Beautification Efforts</b>					
3010-56 - Holiday Garland Beautification	-	24,290	(24,290)	-100.0%	-
3010-51 - Landscape Architect/Plan Imple	1,069	-	1,069	100.0%	1,069
<b>Total 3010-50 - Beautification Efforts</b>	<u>1,069</u>	<u>24,290</u>	<u>(23,221)</u>	<u>-95.6%</u>	<u>1,069</u>
<b>3010-40 - Capital Improvements Maintenanc</b>					
3010-42 - TIRZ Project- Alameda Rd. Capit	1,000	-	1,000	100.0%	1,000
<b>Total 3010-40 - Capital Improvements Maintenanc</b>	<u>1,000</u>	<u>-</u>	<u>1,000</u>	<u>100.0%</u>	<u>1,000</u>
<b>3010-20 - General On-Going Maintenance</b>					
3010-25 - Graffiti Abatement	-	2,560	(2,560)	-100.0%	-
3010-30 - Waste Removal	297	297	-	0.0%	297
3010-31 - Water for Blodgett	668	831	(163)	-19.7%	668
3010-24 - Arborist	1,848	-	1,848	100.0%	1,848
3010-22 - Landscape Repairs	-	3,584	(3,584)	-100.0%	-
3010-21 - Heavy Trash & Right of Way Beau	34,908	64,794	(29,886)	-46.1%	34,908
<b>Total 3010-20 - General On-Going Maintenance</b>	<u>37,721</u>	<u>72,066</u>	<u>(34,345)</u>	<u>-47.7%</u>	<u>37,721</u>
<b>Total 3010 - Visual Improvements</b>	<u>42,992</u>	<u>99,740</u>	<u>(56,748)</u>	<u>-56.9%</u>	<u>42,992</u>
<b>3015 - Security/Enhanced Pub. Safety</b>					
<b>3015-40 - other</b>					
3015-44 - Legal Expense (EPS)	-	495	(495)	-100.0%	-
3015-43 - EPS Admin	3,054	1,974	1,080	54.7%	3,054
3015-42 - Office Supplies (EPS)	49	19	30	154.5%	49
3015-41 - Meeting Expense (EPS)	92	115	(23)	-20.0%	92
<b>Total 3015-40 - other</b>	<u>3,196</u>	<u>2,603</u>	<u>592</u>	<u>22.7%</u>	<u>3,196</u>
<b>3015-30 - Public Safety Outreach Programs</b>					
3015-31 - Fire Safety Program	350	-	350	100.0%	350
<b>Total 3015-30 - Public Safety Outreach Programs</b>	<u>350</u>	<u>-</u>	<u>350</u>	<u>100.0%</u>	<u>350</u>
<b>3015-20 - Public Safety Officers</b>					
3015-22 - Bike Patrol Coordinator	780	-	780	100.0%	780
3015-23 - Bike Patrol	4,737	9,165	(4,428)	-48.3%	4,737
3015-21 - Constables	44,766	44,766	-	0.0%	44,766
<b>Total 3015-20 - Public Safety Officers</b>	<u>50,283</u>	<u>53,931</u>	<u>(3,648)</u>	<u>-6.8%</u>	<u>50,283</u>
<b>Total 3015 - Security/Enhanced Pub. Safety</b>	<u>53,828</u>	<u>56,534</u>	<u>(2,706)</u>	<u>-4.8%</u>	<u>53,828</u>
<b>3020 - Business &amp; Economic Development</b>					
<b>3020-40 - Other</b>					
3020-49 - Economic Development Consultant	2,093	-	2,093	100.0%	2,093

**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Month Ended January 31, 2017

	Jan 17	Dec 16	\$ Change	% Change	Jan 17
3020-46 · B&ED Admin	1,896	3,123	(1,227)	-39.3%	1,896
3020-45 · Meeting Expense (B&ED)	102	95	7	7.2%	102
3020-43 · Legal Expense (B&ED)	-	834	(834)	-100.0%	-
3020-44 · Office Supplies (B&ED)	49	19	30	154.5%	49
3020-42 · Business & Eco Dev Interns	-	480	(480)	-100.0%	-
<b>Total 3020-40 · Other</b>	<b>4,141</b>	<b>4,552</b>	<b>(411)</b>	<b>-9.0%</b>	<b>4,141</b>
<b>3020-30 · Community Resources</b>					
3020-28 · Solar Street Lighting	15,912	-	15,912	100.0%	15,912
3020-37 · District Eco Dev (Workshop)	-	405	(405)	-100.0%	-
<b>Total 3020-30 · Community Resources</b>	<b>15,912</b>	<b>405</b>	<b>15,507</b>	<b>3828.8%</b>	<b>15,912</b>
<b>Total 3020 · Business &amp; Economic Development</b>	<b>20,052</b>	<b>4,957</b>	<b>15,096</b>	<b>304.6%</b>	<b>20,052</b>
<b>3025 · Marketing &amp; Perception Enhancem</b>					
<b>3025-50 · Other</b>					
3025-53 · Creative Assets	-	3,954	(3,954)	-100.0%	-
3025-57 · MKT Admin	2,615	2,697	(83)	-3.1%	2,615
3025-56 · Meeting Expense (MKT)	102	101	1	1.3%	102
3025-55 · Office Supplies (MKT)	49	19	30	154.7%	49
3025-54 · Legal Expense (MKT)	-	455	(455)	-100.0%	-
<b>Total 3025-50 · Other</b>	<b>2,766</b>	<b>7,227</b>	<b>(4,460)</b>	<b>-61.7%</b>	<b>2,766</b>
<b>3025-30 · District Promotion</b>					
3025-32 · Marketing Execution	6,269	6,601	(331)	-5.0%	6,269
<b>Total 3025-30 · District Promotion</b>	<b>6,269</b>	<b>6,601</b>	<b>(331)</b>	<b>-5.0%</b>	<b>6,269</b>
<b>3025-20 · Outreach Efforts</b>					
3025-21 · Digital NewsLetter/ Weekly	130	26	104	407.9%	130
3025-22 · New Website	17,500	-	17,500	100.0%	17,500
<b>Total 3025-20 · Outreach Efforts</b>	<b>17,630</b>	<b>26</b>	<b>17,604</b>	<b>68901.1%</b>	<b>17,630</b>
<b>Total 3025 · Marketing &amp; Perception Enhancem</b>	<b>26,665</b>	<b>13,853</b>	<b>12,813</b>	<b>92.5%</b>	<b>26,665</b>
<b>Total 3000 · PROGRAMS</b>	<b>199,616</b>	<b>297,446</b>	<b>(97,831)</b>	<b>-32.9%</b>	<b>199,616</b>
<b>Total Expense</b>	<b>230,234</b>	<b>339,081</b>	<b>(108,847)</b>	<b>-32.1%</b>	<b>230,234</b>
<b>Net Ordinary Income</b>	<b>1,038,942</b>	<b>(149,554)</b>	<b>1,188,496</b>	<b>794.7%</b>	<b>1,038,942</b>
<b>Net Income</b>	<b>\$ 1,038,942</b>	<b>\$ (149,554)</b>	<b>\$ 1,188,496</b>	<b>794.7%</b>	<b>\$ 1,038,942</b>

Greater Southeast Management District  
Recurring and Non-Recurring  
January 2017

Date	Num	Name	Memo	Amount
01/06/2017	EFT	ADP Payroll Fees	ADMIN: 01/15/17 Payroll Processing Fees	74.79
01/12/2017	EFT	ADP TX/Fincl	ADMIN: 01/15/17 Payroll Taxes	3,540.93
01/25/2017	EFT	ADP Payroll Fees	ADMIN: 02/01/17 Payroll Processing Fees	77.73
01/27/2017	EFT	ADP Payroll Fees	ADMIN: 02/01/17 Payroll Processing Fees	74.79
01/31/2017	EFT	ADP TX/Fincl	ADMIN: 02/01/17 Payroll Taxes	3,953.31
01/23/2017	9754	OST/Alameda Corridors Redevelopment Aut.	ADMIN: 2016 Property Tax	1,344.64
01/01/2017	9713	Comcast	ADMIN: 8777703183573743 - Internet & Phone January 2017	273.23
01/23/2017	9743	McDonald & Wessendorf Insurance	ADMIN: Additional Insured Coverage for EPS Service w/TIRZ	150.00
01/23/2017	CC	Amegy Bank	ADMIN: Amegy CC Finance Charges	33.83
01/01/2017	9710	Amegy Bank of Texas	ADMIN: Amegy CC payment due 1/12/17	1,902.84
01/01/2017	9717	Equi-Tax, Inc.	ADMIN: Assessment Collection - January 2017	1,608.79
01/17/2017	EFT	Chase Bank	ADMIN: Bank Charges	22.50
01/23/2017	9752	OST/Alameda Corridors Redevelopment Aut.	ADMIN: Base Monthly Rent for February 2017	1,214.40
01/18/2017	CC	Pappas Dining & Delivery	ADMIN: Board Meal	221.85
01/19/2017	CC	La Madeleine	ADMIN: Board Meal (Dessert)	54.50
01/23/2017	9740	Doran & Johnston	ADMIN: Bookkeeping Services for December 2016	1,676.48
01/01/2017	9712	Celina Cano	ADMIN: Cleaning GSMD Office 12/02/16 - 12/30/16	225.00
01/23/2017	9747	Quill	ADMIN: Drinks, Snacks, Cups	224.25
01/01/2017	9711	BCBS Texas	ADMIN: Employee Health Insurance - January 2017	1,512.48
01/23/2017	9738	Dearborn National	ADMIN: Employee Life Insurance Benefits 02/01/17 thru 04/30/17	35.10
01/01/2017	9733	Amelang Partners, Inc	ADMIN: Lawsuit Cause No. 2015-6245	378.36
01/05/2017	CC	La Madeleine	ADMIN: B&F Committee Meeting Catering	120.00
01/17/2017	CC	Park Grill	ADMIN: Personnel Committee Meeting Catering	114.08
01/23/2017	9739	Doc-U-Pro Office Solutions	ADMIN: Monthly clicks for black/white and color copies - Dec/Jan 2016/2017	104.05
01/20/2017	CC	Barnes & Noble	ADMIN: Office Supplies	32.38
01/12/2017	EFT	ADP Eepay	ADMIN: Payroll 01/15/17	7,112.75
01/31/2017	EFT	ADP Eepay	ADMIN: Payroll 02/01/17	7,929.24
01/20/2017	CC	US Postal Service	ADMIN: Stamps for Office	47.00
01/23/2017	9735	Bracewell & Giuliani LLP	ADMIN: Professional Legal Services Through December 2016	6,094.61
01/01/2017	9728	Perdue, Brandon, Fielder, Collins, & Mott	ADMIN: Professional services - November 2016	492.73
01/01/2017	9727	McConnell & Jones, LLP	ADMIN: Professional Services Rendered for December 2016 Per Agreement	1,200.00
01/23/2017	9737	Chelbi Mims	ADMIN: Reimbursements for Parking	28.83
01/01/2017	9729	Quill	ADMIN: Staples, Snacks, Pens	67.89
01/23/2017	9746	Proguard Self Storage Houston	ADMIN: Storage Unit Rent - February 2017	126.00
01/18/2017	CC	Greater Houston Partnership	ADMIN: Travel to Conference	1,000.00
01/19/2017	CC	Marriott Corporation	ADMIN: Travel to Conference	40.00
ADMIN TOTAL:				43,109.36
01/01/2017	9720	Frenchy's	B&ED: DBW Workshop 12/14/16	305.00
01/06/2017	CC	La Madeleine	B&ED: Meeting Catering	102.40
01/23/2017	CC	Novelty Lights, Inc	B&ED: Solar Street Lights	1,945.40
01/24/2017	CC	Lights.com	B&ED: Solar Street Lights	4,364.80
01/31/2017	CC	Lights.com	B&ED: Solar Street Lights	4,701.60
01/01/2017	9729	Quill	B&ED: Trash Bags, Water	19.43
B&ED TOTAL:				11,438.63
01/01/2017	9730	Ronald Prince	EPS: Bike Patrol for 11/01/16 - 11/15/16 (LATE SUBMISSION)	260.00
01/01/2017	9709	Aldrin Sampson	EPS: Bike Patrol for 12/16/16 - 12/31/16	845.00

Greater Southeast Management District  
Recurring and Non-Recurring  
January 2017

01/01/2017	9715	Darrell Webber	EPS: Bike Patrol for 12/16/16 - 12/31/16	390.00
01/01/2017	9718	Ernest McNichols	EPS: Bike Patrol for 12/16/16 - 12/31/16	1,064.38
01/01/2017	9724	John Richardson	EPS: Bike Patrol for 12/16/16 - 12/31/16	487.50
01/01/2017	9725	Mark Andrus	EPS: Bike Patrol for 12/16/16 - 12/31/16	1,007.50
01/01/2017	9726	Marlon Mack	EPS: Bike Patrol for 12/16/16 - 12/31/16	682.50
01/01/2017	9731	Ronald Sessum	EPS: Bike Patrol for 12/16/16 - 12/31/16	780.00
01/01/2017	9722	Harris County Treasurer	EPS: Constables February 2017	44,766.00
01/23/2017	9741	Harris County Treasurer	EPS: Constables March 2017	44,766.00
01/05/2017	CC	Pizza Hut	EPS: Meeting Expense	92.02
01/13/2017	CC	Parking Meters Houston	EPS: Parking	2.00
01/01/2017	9729	Quill	EPS: Trash Bags, Water	19.43
				EPS TOTAL: <u>95,162.33</u>
01/23/2017	9750	The Goodman Corporation	LM&I: Integrated Mobility Implementation Strategy - Dec 2016	15,300.00
01/06/2017	CC	Pappas Dining & Delivery	LM&I: Meeting Expense	121.80
01/01/2017	9716	Eoles Whitaker	LM&I: Monthly Consulting Services 12/1/16 - 12/31/16	5,000.00
01/23/2017	9750	The Goodman Corporation	LM&I: Neighborhood Greenway Bikeway Project Management - Dec 2016	475.00
01/23/2017	9750	The Goodman Corporation	LM&I: Ongoing Assistance - Dec 2016	10,686.76
01/23/2017	9748	Roberta F. Burroughs & Associates	LM&I: Third Ward Community Plan Update Service Contract and Coordination 10/01/16-11/30/16	47,595.00
01/01/2017	9729	Quill	LM&I: Trash Bags, Water	19.43
				LM&I TOTAL: <u>79,197.99</u>
01/26/2017	CC	Godaddy.com	MKT: Digital News Letter	129.77
01/01/2017	9714	Cracked Fox	MKT: District Photos	2,400.00
01/23/2017	9736	Brand Extract	MKT: GSMD Tagline Update	269.28
01/06/2017	CC	La Madeleine	MKT: Meeting Catering	102.40
01/23/2017	9744	One World Strategy Group LLC	MKT: Public Relations Retainer - January 2017	6,000.00
01/23/2017	9744	One World Strategy Group LLC	MKT: Public Relations Retainer December 2016	6,000.00
01/23/2017	9744	One World Strategy Group LLC	MKT: Reimbursable Expenses - November 2016	600.50
01/01/2017	9729	Quill	MKT: Trash Bags, Water	19.41
01/23/2017	9742	Limb Design	MKT: Web Development and Design Services	17,500.00
				MKT TOTAL: <u>33,021.36</u>
01/23/2017	9734	Always In Season Decorating Services, Inc	VI: 2016 Holiday Garland Beautification on Almeda Rd.	24,290.38
01/01/2017	9723	Houston Permitting Center	VI: Application Fee to replace Washington Terrace Subdivision Marker	221.35
01/23/2017	9757	Texden, Inc.	VI: Catering Services for MacGregor Park Tree Planting Event	177.09
01/01/2017	9721	Greater East End Management District	VI: Graffiti Abatement Services for December 2016	1,280.00
01/01/2017	9721	Greater East End Management District	VI: Graffiti Abatement Services for November 2016	1,280.00
01/01/2017	9719	Flores Quality Service	VI: Monthly Services for December 2016	34,989.65
01/01/2017	9729	Quill	VI: Trash Bags, Water	19.43
01/01/2017	9732	Waste Connections of Texas	VI: Waste Removal (Almeda) January 2017	148.49
01/01/2017	9732	Waste Connections of Texas	VI: Waste Removal (St Charles) January 2017	148.49
01/23/2017	9751	Waste Connections of Texas	VI: Waste Removal (St. Charles & Almeda) February 2017	296.98
01/27/2017	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
01/27/2017	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
01/27/2017	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
01/27/2017	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
01/27/2017	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
01/27/2017	CC	City of Houston Water Department	VI: Water on Blodgett	1.50

Greater Southeast Management District  
 Recurring and Non-Recurring  
 January 2017

01/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	6.00
01/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	2.50
01/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	11.00
01/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	352.31
01/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	71.51
01/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	113.63
01/31/2017	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
01/31/2017	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
			VI TOTAL:	63,519.65
			GRAND TOTAL:	325,449.32

**Greater Southeast Management District  
Balance Sheet with Previous Month Comparison**

As of February 28, 2017

	Feb 28, 17	Jan 31, 17	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Wells Fargo GSMD/FTA	\$ 2,850	\$ 127,260	\$ (124,410)	-97.8%
<b>Operating Accounts</b>				
Chase	(7,188)	12,078	(19,266)	-159.5%
Wells Fargo-Tax Assessor Acct	3,797	30,165	(26,367)	-87.4%
<b>Total Operating Accounts</b>	(3,391)	42,242	(45,633)	-108.0%
<b>Investment Accounts</b>				
Unity Nat'l Bank	15,881	15,881	-	0.0%
Amegy Bank	26,923	26,921	2	0.0%
Chase Money Manager	2,847,890	2,348,915	498,975	21.2%
<b>Total Investment Accounts</b>	2,890,694	2,391,717	498,977	20.9%
<b>Total Checking/Savings</b>	2,890,153	2,561,220	328,934	12.8%
<b>Accounts Receivable</b>				
TIRZ Receivable	26,671	13,336	13,336	100.0%
<b>Total Accounts Receivable</b>	26,671	13,336	13,336	100.0%
<b>Other Current Assets</b>				
Prepaid Expenses	48,788	47,810	978	2.0%
<b>Accounts Receivable-Assessments</b>				
Receivable Assessment-2016	210,233	921,210	(710,977)	-77.2%
Receivable Assessment-2015	25,651	26,223	(571)	-2.2%
Receivable Assessment-2014	18,886	19,047	(161)	-0.8%
Receivable Assessment-2013	11,651	11,809	(158)	-1.3%
Receivable Assessment-2012	8,879	8,879	-	0.0%
Receivable Assessment-2011	7,176	7,176	-	0.0%
Receivable Assessment-2010	9,445	9,445	-	0.0%
Receivable Assessment-2009	11,423	11,423	-	0.0%
Receivable Assessment-2008	7,684	7,684	-	0.0%
Receivable Assessment-2007	1,336	1,336	-	0.0%
Receivable Assessment-2006	804	804	-	0.0%
Receivable Assessment-2005	1,232	1,232	-	0.0%
Receivable Assesmt 2004 & Prior	3,573	3,573	-	0.0%
<b>Total Accounts Receivable-Assessments</b>	317,972	1,029,839	(711,867)	-69.1%
<b>Total Other Current Assets</b>	366,760	1,077,649	(710,889)	-66.0%
<b>Total Current Assets</b>	3,283,585	3,652,204	(368,620)	-10.1%
<b>Fixed Assets</b>				
Furniture and Fixtures	3,432	3,432	-	0.0%
Computer Equipment	20,611	20,611	-	0.0%
Copier	6,295	6,295	-	0.0%
Software	935	935	-	0.0%
Accumulated Depreciation	(21,107)	(20,869)	(239)	-1.1%
<b>Total Fixed Assets</b>	10,166	10,404	(239)	-2.3%
<b>TOTAL ASSETS</b>	<b>\$ 3,293,750</b>	<b>\$ 3,662,609</b>	<b>\$ (368,858)</b>	<b>-10.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				

These financial statements have not been subject to an audit or review  
or compilation engagement, and no assurance is provided on them.

**Greater Southeast Management District  
Balance Sheet with Previous Month Comparison**

As of February 28, 2017

	Feb 28, 17	Jan 31, 17	\$ Change	% Change
<b>Accounts Payable</b>				
8010 · Accounts Payable	\$ 102,184	\$ 117,364	\$ (15,180)	-12.9%
<b>Total Accounts Payable</b>	102,184	117,364	(15,180)	-12.9%
<b>Credit Cards</b>				
Amegy Bank	(1,219)	14,788	(16,007)	-108.2%
<b>Total Credit Cards</b>	(1,219)	14,788	(16,007)	-108.2%
<b>Other Current Liabilities</b>				
Deposits in Transit	814	31,685	(30,872)	-97.4%
8015 · Accrued Expenses	-	3,600	(3,600)	-100.0%
Overpayment-Due to Taxpayers	20,150	21,088	(939)	-4.5%
Deferred Revenue	317,972	1,029,839	(711,867)	-69.1%
<b>2100 · Payroll Liabilities</b>				
Payroll Liabilities - Other	(0)	(0)	-	0.0%
<b>2100 · Payroll Liabilities - Other</b>	(0)	(321)	321	100.0%
<b>Total 2100 · Payroll Liabilities</b>	(0)	(321)	321	100.0%
<b>Total Other Current Liabilities</b>	338,935	1,085,891	(746,957)	-68.8%
<b>Total Current Liabilities</b>	439,900	1,218,044	(778,143)	-63.9%
<b>Total Liabilities</b>	\$ 439,900	\$ 1,218,044	\$ (778,143)	-63.9%
<b>Equity</b>				
6010 · Unrestricted Surplus	\$ 1,412,657	\$ 1,412,657	\$ -	0.0%
Net Income	1,441,193	1,031,908	409,285	39.7%
<b>Total Equity</b>	\$ 2,853,850	\$ 2,444,565	\$ 409,285	16.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 3,293,750</b>	<b>\$ 3,662,609</b>	<b>\$ (368,858)</b>	<b>-10.1%</b>

These financial statements have not been subject to an audit or review  
or compilation engagement, and no assurance is provided on them.



**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Two Months Ended February 28, 2017

	Feb 17	Jan 17	\$ Change	% Change	Jan - Feb 17
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4060 · Public Safety Income-Tirz	\$ 13,336	\$ 13,336	\$ -	0.0%	\$ 26,671
4037 · Grant Revenue-OST Griggs	-	124,350	(124,350)	-100.0%	124,350
4010 · Tax Assessor Revenue	711,793	1,129,241	(417,448)	-37.0%	1,841,034
4020 · Tax Assessor Other Revenue	1,409	2,163	(754)	-34.9%	3,571
4050 · Interest Income	153	87	66	76.5%	239
<b>Total Income</b>	<b>726,690</b>	<b>1,269,176</b>	<b>(542,486)</b>	<b>-42.7%</b>	<b>1,995,865</b>
<b>Gross Profit</b>	<b>726,690</b>	<b>1,269,176</b>	<b>(542,486)</b>	<b>-42.7%</b>	<b>1,995,865</b>
<b>Expense</b>					
Returned Check	-	373	(373)	-100.0%	373
<b>1000 · FIXED</b>					
1005 · Insurance	519	669	(150)	-22.4%	1,188
1015 · Payroll					
1015-8 · Admin Reclass	(14,131)	(13,313)	(819)	-6.2%	(27,444)
1015-7 · Operations Manager	4,375	4,792	(417)	-8.7%	9,167
1015-5 · Employee Health Care	1,512	1,548	(35)	-2.3%	3,060
1015-2 · Employer Payroll Taxes	1,912	209	1,704	816.3%	2,121
1015-3 · Executive Director	9,775	10,852	(1,077)	-9.9%	20,627
1015-4 · Project Manager	5,000	7,292	(2,292)	-31.4%	12,292
<b>Total 1015 · Payroll</b>	<b>8,444</b>	<b>11,379</b>	<b>(2,936)</b>	<b>-25.8%</b>	<b>19,823</b>
1020 · Telephone	423	423	(0)	-0.1%	846
1025 · Office Collection Fee/Rent	1,340	1,340	-	0.0%	2,681
1030 · Depreciation & Amortization Exp					
1030-2 · Depreciation Expense	239	239	-	0.0%	477
<b>Total 1030 · Depreciation &amp; Amortization Exp</b>	<b>239</b>	<b>239</b>	<b>-</b>	<b>0.0%</b>	<b>477</b>
<b>Total 1000 · FIXED</b>	<b>10,965</b>	<b>14,051</b>	<b>(3,086)</b>	<b>-22.0%</b>	<b>25,015</b>
<b>2000 · VARIABLE</b>					
2019 · Office Expense	567	-	567	100.0%	567
2006 · Payroll Svc Chgs	150	227	(78)	-34.2%	377
2070 · Miscellaneous	385	225	160	71.1%	610
2005 · Bank Charges	256	101	155	152.7%	357
2015 · Professional Services					
2015-12 · Computer/Website Consultant	-	890	(890)	-100.0%	890
2015-1 · Accountant					
2015-1b · Accounting	2,990	2,957	33	1.1%	5,947
<b>Total 2015-1 · Accountant</b>	<b>2,990</b>	<b>2,957</b>	<b>33</b>	<b>1.1%</b>	<b>5,947</b>
2015-2 · Legal Counsel	2,190	-	2,190	100.0%	2,190
2015-5 · Tax Assessor- Collector	-	9,930	(9,930)	-100.0%	9,930
<b>Total 2015 · Professional Services</b>	<b>5,180</b>	<b>13,777</b>	<b>(8,596)</b>	<b>-62.4%</b>	<b>18,957</b>
2020 · Office Supplies					
2020-3 · Office Supplies	132	135	(3)	-2.1%	268
<b>Total 2020 · Office Supplies</b>	<b>132</b>	<b>135</b>	<b>(3)</b>	<b>-2.1%</b>	<b>268</b>
2030 · Travel Expenses					
2030-6 · Travel to Workshops and Confere	55	40	15	37.5%	95
2030-4 · Parking	21	29	(8)	-27.2%	50
2030-2 · Travel Expenses-Car Allowance	150	150	-	0.0%	300
<b>Total 2030 · Travel Expenses</b>	<b>226</b>	<b>219</b>	<b>7</b>	<b>3.3%</b>	<b>445</b>
2035 · Meeting Expense					
2035-2 · Admin Meeting Expenses	114	234	(120)	-51.3%	348
2035-1 · Board Meals	100	276	(176)	-63.9%	376
<b>Total 2035 · Meeting Expense</b>	<b>214</b>	<b>510</b>	<b>(297)</b>	<b>-58.1%</b>	<b>724</b>
2040 · Charitable Contribution	82	-	82	100.0%	82
2045 · Membership & Subscription					
2045-2 · Board Member Tickets for Semina	-	1,000	(1,000)	-100.0%	1,000
<b>Total 2045 · Membership &amp; Subscription</b>	<b>-</b>	<b>1,000</b>	<b>(1,000)</b>	<b>-100.0%</b>	<b>1,000</b>
<b>Total 2000 · VARIABLE</b>	<b>7,191</b>	<b>16,195</b>	<b>(9,004)</b>	<b>-55.6%</b>	<b>23,386</b>
<b>3000 · PROGRAMS</b>					
Project/Grant Expenses					
3028 · OST Griggs Tirz Project	124,350	-	124,350	100.0%	124,350
<b>Total Project/Grant Expenses</b>	<b>124,350</b>	<b>-</b>	<b>124,350</b>	<b>100.0%</b>	<b>124,350</b>
3005 · Local Mobility & Capital Improv					
3005-40 · Other					
3005-45 · LM&I Admin	3,080	2,875	205	7.1%	5,955
3005-44 · Office Supplies (LM&I)	122	49	73	146.8%	172
3005-43 · Meeting Expense (LM&I)	80	122	(42)	-34.4%	202
<b>Total 3005-40 · Other</b>	<b>3,282</b>	<b>3,046</b>	<b>235</b>	<b>7.7%</b>	<b>6,328</b>

**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Two Months Ended February 28, 2017

	Feb 17	Jan 17	\$ Change	% Change	Jan - Feb 17
<b>3005-30 · Infrastructure &amp; Real Estate</b>					
3005-38 · Bus Shelter Maintenance	2,500	2,500	-	0.0%	5,000
3005-37 · Neighborhood Greenways Project	1,300	2,725	(1,425)	-52.3%	4,025
3005-36 · IMOC Seminars	1,875	-	1,875	100.0%	1,875
3005-31 · Ad- hoc Real Estate Committee	7,193	7,193	-	0.0%	14,385
<b>Total 3005-30 · Infrastructure &amp; Real Estate</b>	<b>12,868</b>	<b>12,418</b>	<b>450</b>	<b>3.6%</b>	<b>25,286</b>
<b>3005-20 · Planning &amp; Strategy</b>					
3005-25 · Houston Southeast Community Pla	2,185	-	2,185	100.0%	2,185
3005-24 · Community Development Consultin	5,000	5,000	-	0.0%	10,000
3005-22 · 3rd Ward Community Plan Update	-	18,782	(18,782)	-100.0%	18,782
3005-21 · Mobility Advocacy & Implementat	15,261	14,918	342	2.3%	30,179
3005-23 · Joint Infrastructure Plan	540	1,913	(1,373)	-71.8%	2,453
<b>Total 3005-20 · Planning &amp; Strategy</b>	<b>22,986</b>	<b>40,613</b>	<b>(17,627)</b>	<b>-43.4%</b>	<b>63,599</b>
<b>Total 3005 · Local Mobility &amp; Capital Improv</b>	<b>39,136</b>	<b>56,077</b>	<b>(16,941)</b>	<b>-30.2%</b>	<b>95,213</b>
<b>3010 · Visual Improvements</b>					
<b>3010-60 · Other</b>					
3010-65 · VI Admin	3,080	2,875	205	7.1%	5,955
3010-64 · Meeting Expense (VI)	90	100	(10)	-10.1%	190
3010-63 · Office Supplies (VI)	6	49	(44)	-88.9%	55
3010-60 · Other - Other	-	177	(177)	-100.0%	177
<b>Total 3010-60 · Other</b>	<b>3,175</b>	<b>3,201</b>	<b>(26)</b>	<b>-0.8%</b>	<b>6,376</b>
<b>3010-50 · Beautification Efforts</b>					
3010-52 · Custom Street Signage Project	-	4,534	(4,534)	-100.0%	4,534
3010-51 · Landscape Architect/Plan Imple	-	1,069	(1,069)	-100.0%	1,069
<b>Total 3010-50 · Beautification Efforts</b>	<b>-</b>	<b>5,603</b>	<b>(5,603)</b>	<b>-100.0%</b>	<b>5,603</b>
<b>3010-40 · Capital Improvements Maintenan</b>					
3010-42 · TIRZ Project- Almeda Rd. Capit	-	1,000	(1,000)	-100.0%	1,000
<b>Total 3010-40 · Capital Improvements Maintenan</b>	<b>-</b>	<b>1,000</b>	<b>(1,000)</b>	<b>-100.0%</b>	<b>1,000</b>
<b>3010-20 · General On-Going Maintenance</b>					
3010-25 · Graffiti Abatement	1,280	1,280	-	0.0%	2,560
3010-30 · Waste Removal	297	297	-	0.0%	594
3010-31 · Water for Blodgett	400	668	(268)	-40.1%	1,068
3010-24 · Arborist	-	1,848	(1,848)	-100.0%	1,848
3010-21 · Heavy Trash & Right of Way Beau	32,670	34,908	(2,238)	-6.4%	67,578
<b>Total 3010-20 · General On-Going Maintenance</b>	<b>34,647</b>	<b>39,001</b>	<b>(4,355)</b>	<b>-11.2%</b>	<b>73,648</b>
<b>Total 3010 · Visual Improvements</b>	<b>37,822</b>	<b>48,806</b>	<b>(10,984)</b>	<b>-22.5%</b>	<b>86,628</b>
<b>3015 · Security/Enhanced Pub. Safety</b>					
<b>3015-40 · other</b>					
3015-44 · Legal Expense (EPS)	124	-	124	100.0%	124
3015-43 · EPS Admin	3,189	3,054	134	4.4%	6,243
3015-42 · Office Supplies (EPS)	6	49	(44)	-88.9%	55
3015-41 · Meeting Expense (EPS)	120	92	28	30.2%	212
<b>Total 3015-40 · other</b>	<b>3,438</b>	<b>3,196</b>	<b>242</b>	<b>7.6%</b>	<b>6,633</b>
<b>3015-30 · Public Safety Outreach Programs</b>					
3015-34 · Public Safety Strategy	10,000	-	10,000	100.0%	10,000
3015-31 · Fire Safety Program	700	350	350	100.0%	1,050
<b>Total 3015-30 · Public Safety Outreach Programs</b>	<b>10,700</b>	<b>350</b>	<b>10,350</b>	<b>2957.1%</b>	<b>11,050</b>
<b>3015-20 · Public Safety Officers</b>					
3015-22 · Bike Patrol Coordinator	420	1,980	(1,560)	-78.8%	2,400
3015-23 · Bike Patrol	17,195	4,737	12,458	263.0%	21,932
3015-21 · Constables	44,766	44,766	-	0.0%	89,532
<b>Total 3015-20 · Public Safety Officers</b>	<b>62,381</b>	<b>51,483</b>	<b>10,898</b>	<b>21.2%</b>	<b>113,864</b>
<b>Total 3015 · Security/Enhanced Pub. Safety</b>	<b>76,519</b>	<b>55,028</b>	<b>21,490</b>	<b>39.1%</b>	<b>131,547</b>
<b>3020 · Business &amp; Economic Development</b>					
<b>3020-40 · Other</b>					
3020-49 · Economic Development Consultant	4,186	2,093	2,093	100.0%	6,279
3020-46 · B&ED Admin	2,032	1,896	136	7.2%	3,928
3020-45 · Meeting Expense (B&ED)	100	102	(2)	-2.3%	202
3020-43 · Legal Expense (B&ED)	503	-	503	100.0%	503
3020-44 · Office Supplies (B&ED)	5	49	(44)	-88.9%	55
<b>Total 3020-40 · Other</b>	<b>6,826</b>	<b>4,141</b>	<b>2,686</b>	<b>64.9%</b>	<b>10,967</b>
<b>3020-30 · Community Resources</b>					
3020-28 · Solar Street Lighting	(1,462)	15,932	(17,394)	-109.2%	14,469
3020-39 · Third Ward Comm Co-op Job Fair	8,183	-	8,183	100.0%	8,183
3020-37 · District Eco Dev (Workshop)	1,303	-	1,303	100.0%	1,303
3020-31 · Farmers Market & Comm Garden					
3020-3a · Farmers Market Manager	800	-	800	100.0%	800

**Greater Southeast Management District**  
**Profit & Loss with Previous Month and YTD Comparison**  
For Two Months Ended February 28, 2017

	Feb 17	Jan 17	\$ Change	% Change	Jan - Feb 17
3020-31 · Farmers Market & Comm Garden - Other	2,809	-	2,809	100.0%	2,809
<b>Total 3020-31 · Farmers Market &amp; Comm Garden</b>	<b>3,609</b>	<b>-</b>	<b>3,609</b>	<b>100.0%</b>	<b>3,609</b>
<b>Total 3020-30 · Community Resources</b>	<b>11,633</b>	<b>15,932</b>	<b>(4,299)</b>	<b>-27.0%</b>	<b>27,565</b>
<b>Total 3020 · Business &amp; Economic Development</b>	<b>18,459</b>	<b>20,072</b>	<b>(1,613)</b>	<b>-8.0%</b>	<b>38,532</b>
<b>3025 · Marketing &amp; Perception Enhancem</b>					
3025-50 · Other					
3025-57 · MKT Admin	2,751	2,615	136	5.2%	5,366
3025-56 · Meeting Expense (MKT)	100	102	(3)	-2.6%	202
3025-55 · Office Supplies (MKT)	5	49	(44)	-88.9%	55
<b>Total 3025-50 · Other</b>	<b>2,856</b>	<b>2,766</b>	<b>90</b>	<b>3.2%</b>	<b>5,623</b>
3025-30 · District Promotion					
3025-32 · Marketing Execution	-	6,269	(6,269)	-100.0%	6,269
<b>Total 3025-30 · District Promotion</b>	<b>-</b>	<b>6,269</b>	<b>(6,269)</b>	<b>-100.0%</b>	<b>6,269</b>
3025-20 · Outreach Efforts					
3025-21 · Digital NewsLetter/ Weekly	107	130	(23)	-17.5%	237
3025-22 · New Website	-	17,500	(17,500)	-100.0%	17,500
<b>Total 3025-20 · Outreach Efforts</b>	<b>107</b>	<b>17,630</b>	<b>(17,523)</b>	<b>-99.4%</b>	<b>17,737</b>
<b>Total 3025 · Marketing &amp; Perception Enhancem</b>	<b>2,963</b>	<b>26,665</b>	<b>(23,702)</b>	<b>-88.9%</b>	<b>29,629</b>
<b>Total 3000 · PROGRAMS</b>	<b>299,249</b>	<b>206,649</b>	<b>92,599</b>	<b>44.8%</b>	<b>505,898</b>
<b>Total Expense</b>	<b>317,404</b>	<b>237,267</b>	<b>80,137</b>	<b>33.8%</b>	<b>554,672</b>
<b>Net Ordinary Income</b>	<b>409,285</b>	<b>1,031,908</b>	<b>(622,623)</b>	<b>-60.3%</b>	<b>1,441,193</b>
<b>Net Income</b>	<b>\$ 409,285</b>	<b>\$ 1,031,908</b>	<b>\$ (622,623)</b>	<b>-60.3%</b>	<b>\$ 1,441,193</b>

Greater Southeast Management District  
 Recurring and Non-Recurring  
 February 2017

Date	Num	Name	Memo	Amount
02/10/2017	EFT	ADP Payroll Fees	ADMIN: 02/01/17 Payroll Processing Fees	74.79
02/24/2017	EFT	ADP Payroll Fees	ADMIN: 02/01/17 Payroll Processing Fees	74.79
02/14/2017	EFT	ADP TX/Fincl	ADMIN: 02/15/17 Payroll Taxes	3,399.28
02/28/2017	EFT	ADP TX/Fincl	ADMIN: 03/01/17 Payroll Taxes	3,293.36
02/07/2017	9773	Comcast	ADMIN: 8777703183573743 - Internet & Phone February 2017	272.98
02/10/2017	CC	Amegy Bank	ADMIN: Amegy CC Finance Charges	29.00
02/15/2017	9757	Amegy Bank of Texas	ADMIN: Amegy CC Payment January 2017	7,010.00
02/15/2017	9788	Amegy Bank of Texas	ADMIN: Amegy CC Payment January 2017	7,816.92
02/22/2017	CC	DocuSign	ADMIN: Annual Fee for eSignature Software	383.76
02/07/2017	9776	Equi-Tax, Inc.	ADMIN: Assessment Collection - February 2017	1,854.41
02/15/2017	EFT	Chase Bank	ADMIN: Bank Charges	152.08
02/22/2017	9798	OST/Alameda Corridors Redevelopment Aut.	ADMIN: Base Monthly Rent for March 2017	1,214.40
02/07/2017	9774	Doran & Johnston	ADMIN: Bookkeeping Services for January 2017	1,756.82
02/17/2017	CC	Sicolas Florist	ADMIN: Charitable Contributions	81.50
02/07/2017	9770	BCBS Texas	ADMIN: Employee Health Insurance - February 2017	1,512.48
02/22/2017	9795	Lubys	ADMIN: Jan 2017 BOD Meeting Meal	99.90
02/01/2017	9765	Shipra Enterprise Inc.	ADMIN: Lawsuit Cause No. 2015-56312	348.60
02/01/2017	9766	Akshay Investment Corporation	ADMIN: Lawsuit Cause No. 2015-56312	17.42
02/01/2017	9763	Excelsior Land Co Inc.	ADMIN: Lawsuit Cause No. 2015-75715	100.63
02/01/2017	9762	OSTPP LTD c/o Goen Realty Partners	ADMIN: Lawsuit Cause No.: 2015-70922	387.99
02/22/2017	9791	Doc-U-Pro Office Solutions	ADMIN: Monthly clicks for black/white and color copies - Jan/Feb 2017	182.79
02/22/2017	9790	CompuSolutionX	ADMIN: Monthly Services - Dec 2016, Adobe Acrobat Install	445.00
02/22/2017	9790	CompuSolutionX	ADMIN: Monthly Services - Jan 2017	370.00
02/01/2017	9764	IIAH LTD	ADMIN: Overpayment	30.44
02/01/2017	9759	Stewart Title Company	ADMIN: Overpayment FY 2016	13.52
02/01/2017	9760	Binz St. Apartments LLC	ADMIN: Overpayment FY 2016	167.58
02/01/2017	9761	Futrell Mark A.	ADMIN: Overpayment FY 2016	17.23
02/14/2017	EFT	ADP Eepay	ADMIN: Payroll 02/15/17	7,174.45
02/28/2017	EFT	ADP Eepay	ADMIN: Payroll 03/01/17	7,174.41
02/07/2017	9776	Equi-Tax, Inc.	ADMIN: Postage Services 2016	4,583.48
02/07/2017	9785	Quill	ADMIN: Post-It Notes, Snacks, Trashbags	69.67
02/22/2017	9790	CompuSolutionX	ADMIN: Printer Deployment	75.00
02/07/2017	9771	Bracewell & Giuliani LLP	ADMIN: Professional Legal Services Through January 2017	2,816.52
02/22/2017	9797	McConnell & Jones, LLP	ADMIN: Professional Services Rendered for January 2017 Per Agreement	1,200.00
02/07/2017	9772	Chelbi Mims	ADMIN: Reimbursements for Parking	12.00
02/22/2017	9789	Chelbi Mims	ADMIN: Reimbursements for Parking	9.00
02/22/2017	9799	Proguard Self Storage Houston	ADMIN: Storage Unit Rent - March 2017	126.00
02/07/2017	9776	Equi-Tax, Inc.	ADMIN: Supplemental Hearing - 10/27/16	1,883.12
				ADMIN TOTAL: <u>56,231.32</u>
02/22/2017	9801	Terry Garner	B&ED: Community Garden and Greenhouse Facilitator Services at Palm Center Community Garden - Febr...	800.00
02/07/2017	9768	Alexandra Cook	B&ED: Economic Development Services - January 2017	2,093.00
02/07/2017	9785	Quill	B&ED: Plates, Water, Trashbags, File Folders, Containers	23.97
02/19/2017	CC	Fedex	B&ED: Solar Street Lighting	68.75
02/07/2017	9786	S&L Electrical & Construction Services	B&ED: Temporary Decorative Light Installation Project on Alameda	4,900.00
				B&ED TOTAL: <u>7,885.72</u>

Greater Southeast Management District  
 Recurring and Non-Recurring  
 February 2017

02/07/2017	9779	Franklin Gans, Jr.	EPS: Bike Patrol 01/01/17 - 01/31/17, Bike Patrol Coordinator November 2016 - January 2017	9,000.00
02/07/2017	9767	Aldrin Sampson	EPS: Bike Patrol for 01/01/17 - 01/31/17	1,960.00
02/07/2017	9777	Ernest McNichols	EPS: Bike Patrol for 01/01/17 - 01/31/17	1,575.00
02/07/2017	9781	John Richardson	EPS: Bike Patrol for 01/01/17 - 01/31/17	1,085.00
02/07/2017	9783	Mark Andrus	EPS: Bike Patrol for 01/01/17 - 01/31/17	2,117.50
02/07/2017	9784	Marlon Mack	EPS: Bike Patrol for 01/01/17 - 01/31/17	1,190.00
02/07/2017	9787	Walter R. Parker, III	EPS: Bike Patrol for 01/01/17 - 01/31/17	3,087.50
02/07/2017	9782	Lubys	EPS: Committee Meeting Catering 02/01/17	119.85
02/22/2017	9793	Harris County Treasurer	EPS: Constables April 2017	44,766.00
02/07/2017	9780	Frenchy's	EPS: Fire Prevention Workshop Catering 01/24/17	350.00
02/22/2017	9792	Frenchy's	EPS: Fire Prevention Workshop Catering 03/20/17	350.00
02/07/2017	9785	Quill	EPS: Plates, Water, Trashbags, File Folders, Containers	23.97
				EPS TOTAL: <u>65,624.82</u>
02/07/2017	9782	Lubys	LM&I: Committee Meeting Catering 02/02/17	79.90
02/17/2017	CC	Deniseannpa	LM&I: Houston Southeast Community Plan	2,184.95
02/22/2017	9794	Kwik Kopy	LM&I: IMOC Workshop Folders	391.25
02/22/2017	9802	The Goodman Corporation	LM&I: Integrated Mobility Implementation, Neighborhood Greenway Bikeway Proj Mgmt, Ongoing Assis...	19,555.98
02/07/2017	9775	Eoles Whitaker	LM&I: Monthly Consulting Services January 2017	5,000.00
02/07/2017	9785	Quill	LM&I: Plates, Water, Trashbags, File Folders, Containers	23.99
02/07/2017	9769	Arvo Realty Advisors	LM&I: Real Estate Consulting Services for December 2016 & January 2017	14,385.34
02/22/2017	9800	Roberta F. Burroughs & Associates	LM&I: Third Ward Community Plan Update Service Contract and Coordination - Dec 2016	18,782.00
				LM&I TOTAL: <u>60,403.41</u>
02/07/2017	9782	Lubys	MKT: Committee Meeting Catering 01/30/17	99.76
02/23/2017	CC	Domain/Hosting	MKT: Domain Hosting for Website	15.98
02/24/2017	CC	Domain/Hosting	MKT: Domain Hosting for Website	88.90
02/24/2017	CC	Domain/Hosting	MKT: Domain Hosting for Website	2.12
02/07/2017	9785	Quill	MKT: Plates, Water, Trashbags, File Folders, Containers	23.96
				MKT TOTAL: <u>230.72</u>
02/07/2017	9782	Lubys	VI: Committee Meeting Catering 01/31/17	99.90
02/22/2017	9796	M2L & Associates Inc.	VI: District Arborist, Landscape Maintenance Plan, Landscape Maintenance Consultation, HSE Wayfi...	3,917.91
02/07/2017	9778	Flores Quality Service	VI: Monthly Services for January 2017	37,408.21
02/07/2017	9785	Quill	VI: Plates, Water, Trashbags, File Folders, Containers	23.99
02/22/2017	9803	Waste Connections of Texas	VI: Waste Removal (Almeda & St Charles) March 2017	296.98
02/25/2017	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
02/25/2017	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
02/25/2017	CC	City of Houston Water Department	VI: Water on Blodgett	26.21
02/25/2017	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
02/25/2017	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
02/25/2017	CC	City of Houston Water Department	VI: Water on Blodgett	1.50
02/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	2.50
02/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	2.50
02/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	6.00
02/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	50.45
02/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	64.49
02/28/2017	CC	City of Houston Water Department	VI: Water on Blodgett	190.85
				VI TOTAL: <u>42,146.91</u>
				GRAND TOTAL: <u><u>232,522.90</u></u>

---

**GREATER SOUTHEAST MANAGEMENT DISTRICT**  
**(A COMPONENT UNIT OF THE CITY OF HOUSTON)**

**COMPILATION REPORT**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

**GREATER SOUTHEAST MANAGEMENT DISTRICT  
(A COMPONENT UNIT OF THE CITY OF HOUSTON)**

**COMPILATION REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**TABLE OF CONTENTS**

	<b>Page No.</b>
<b>Accountants' Compilation Report</b>	<b>1</b>
<b>Governmental Fund Balance Sheet and Statement of Net Assets</b>	<b>2</b>
<b>Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance and Statement of Activities</b>	<b>3</b>



## ACCOUNTANTS' COMPILATION REPORT

Board of Directors  
Greater Southeast Management District

We have compiled the accompanying Governmental Fund Balance Sheet and Statement of Net Assets of Greater Southeast Management District (the "District"), a component unit of the City of Houston, and the related Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended December 31, 2016. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other conclusion about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for developing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

  
McConnell & Jones, LLP  
February 10, 2017



**GREATER SOUTHEAST MANAGEMENT DISTRICT  
GOVERNMENTAL FUND BALANCE SHEET AND STATEMENT OF NET ASSETS  
AS OF DECEMBER 31, 2016**

	General Fund	Adjustments	Dec 2016
<b>ASSETS</b>			
Cash in Banks	\$ 292,146	\$ -	\$ 292,146
Cash - Grants	2,940		2,940
Investments:			
Chase Money Manager	1,225,797		1,225,797
Amegy Bank	26,919		26,919
Unity National Bank	15,881		15,881
Receivables:			
Assessments	2,156,405		2,156,405
TIRZ Receivable	24,841		24,841
Prepaid Expense	48,965		48,965
Capital Assets (Net of Accumulated Depreciation of \$20,630)	10,643		10,643
<b>TOTAL ASSETS</b>	<b>\$ 3,804,537</b>	<b>\$ -</b>	<b>\$ 3,804,537</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 207,667	\$ -	\$ 207,667
Credit Card Payable	939		939
Deposits in Transit	3,740		3,740
Due To Taxpayers	20,729		20,729
Deferred Revenues:			
Assessments	2,156,405		2,156,406
<b>TOTAL LIABILITIES</b>	<b>2,389,480</b>		<b>2,389,480</b>
<b>FUND BALANCE/NET ASSETS</b>			
Invested in Capital Assets	10,643		10,643
Reserved for Project Expenses	2,940		2,940
Unreserved-Undesignated	1,401,474	-	1,401,474
<b>TOTAL NET ASSETS</b>	<b>1,415,057</b>	<b>-</b>	<b>1,415,057</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 3,804,537</b>	<b>\$ -</b>	<b>\$ 3,804,537</b>

"See Accompanying Accountants' Report"

**GREATER SOUTHEAST MANAGEMENT DISTRICT**

**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE AND STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>General</u>		
	<u>Fund</u>	<u>Adjustments</u>	<u>Dec 2016</u>
<b>REVENUES:</b>			
Tax Assessment Revenue	\$ 1,896,018	\$ -	\$ 1,896,018
Tax Assessor - Other Revenue	96,826		96,826
Security Revenue	178,320		178,320
Grant Revenue (OST Griggs TIRZ Project)	2,360		2,360
Interest Income	1,798		1,798
<b>TOTAL REVENUES</b>	<u>2,175,322</u>		<u>2,175,322</u>
<b>EXPENDITURES:</b>			
Personell (salary, taxes & benefits less Admin \$162,009)	85,587		85,587
Accounting/Auditor	42,746		42,746
Administrative Cost	24,075		24,075
Depreciation	2,773		2,773
Insurance	5,462		5,462
Legal	20,597		20,597
Meeting Expenses	3,867		3,867
Rent	18,546		18,546
Seminars	1,790		1,790
Tax Assessor Collector	43,740		43,740
Travel	6,104		6,104
Project Expenses:			
FTA Grant-OST Griggs Tirz Project	4,120		4,120
Program Expenses:			
Local Mobility & Capital Improvements	702,339		702,339
Security/Enhanced Public Safety	742,231		742,231
Visual Improvements	600,302		600,302
Marketing & Perception Enhancement	122,626		122,626
Business and Economic Development	157,277		157,277
<b>Total Expenditures</b>	<u>2,584,182</u>		<u>2,584,182</u>
<b>EXCESS/(DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<u>\$ (408,860)</u>	<u>\$ -</u>	<u>\$ (408,860)</u>
<b>CHANGE IN NET ASSETS</b>	<u>\$ (408,860)</u>	<u>\$ -</u>	<u>\$ (408,860)</u>
<b>FUND BALANCE/ NET ASSETS:</b>			
BEGINNING OF THE YEAR	<u>1,823,917</u>		<u>1,823,917</u>
END OF THE YEAR	<u>\$ 1,415,057</u>	<u>\$ -</u>	<u>\$ 1,415,057</u>

**"See Accompanying Accountants' Report"**



Board of Directors  
c/o Hina Musa  
Executive Director  
Greater Southeast Management District  
5445 Almeda, Suite 503  
Houston, TX 77004

Dear Board of Directors:

We have prepared the quarterly investment report for the fourth quarter of your 2016 fiscal year. This report is presented in accordance with generally accepted accounting principles and the Resolution Regarding Annual Review of Investment Policy of the Greater Southeast Management District ("District") and will be reviewed as part of your annual audit.

This report reflects the compliance of your investment portfolio with the Investment Policy of the District and the provisions of the Public funds Investment Act.

This report is presented for the Board of Directors review and approval.

Very truly yours,

McConnell & Jones, LLP  
February 10, 2017

GREATER SOUTHEAST MANAGEMENT DISTRICT  
INVESTMENT REPORT  
FOURTH QUARTER - FY 2016  
(OCTOBER, NOVEMBER, DECEMBER)

INVESTMENT TYPE	DATE OF PURCHASE	DATE OF MATURITY	BEGINNING BOOK VALUE	BEGINNING MARKET VALUE	CHANGES		INCOME RECEIVED THIS PERIOD	INCOME RECEIVED TO DATE	ENDING BOOK VALUE	ENDING MARKET VALUE	MATURITY VALUE
					PURCHASES	SALES & REDEMPTIONS					
<b>CERTIFICATE OF DEPOSIT</b>											
UNITY NATIONAL BANK	VARIOUS	04/15/17	15,880.68	15,880.68	0.00	0.00	0.00	843.65	15,880.68	15,880.68	15,880.68
<b>TOTAL CERTIFICATE OF DEPOSIT</b>			15,880.68	15,880.68	0.00	0.00	0.00	843.65	15,880.68	15,880.68	15,880.68
<b>NFP COMMERCIAL CHECKING PLUS</b>											
AMEGY BANK	VARIOUS	N/A	26,912.25	26,912.25	0.00	0.00	6.71	2,030.44	26,918.96	26,918.96	26,918.96
<b>TOTAL COMMERCIAL CHECKING PI</b>			26,912.25	26,912.25	0.00	0.00	6.71	2,030.44	26,918.96	26,918.96	26,918.96
<b>BUSINESS HIGH YIELD SAVINGS</b>											
CHASE MONEY MANAGER ACCOUNT	VARIOUS	N/A	1,930,484.36	1,930,484.36	0.00	705,000.00	312.52	8,507.11	1,225,796.88	1,225,796.88	1,225,796.88
<b>TOTAL BUSINESS HY SAVINGS</b>			1,930,484.36	1,930,484.36	0.00	705,000.00	312.52	8,507.11	1,225,796.88	1,225,796.88	1,225,796.88
<b>TOTAL INVESTMENTS</b>			1,973,277.29	1,973,277.29	0.00	705,000.00	319.23	11,381.20	1,268,596.52	1,268,596.52	1,268,596.52

UNAUDITED-FOR MANAGEMENT PURPOSES ONLY



**POLICY &  
PROCEDURES  
COMMITTEE**

# Policy & Procedures Action Items

**Action Item 1:** Update and Adjust the current Policies and Procedures Manual, where necessary, to be in compliance with the state law

**Action Item 2:** Approve Resolution for Procedures for Emergency Expenditures



GREATER SOUTHEAST MANAGEMENT DISTRICT  
AC HOC POLICIES AND PROCEDURES & ADMINISTRATIVE SERVICES COMMITTEE  
(Minutes)  
February 16, 2017

The Ad Hoc Policies and Procedures Committee of the Greater Southeast Management District held a meeting on **Thursday, February 16, 2017 at 1:30 p.m.** The meeting was held at 5445 Almeda Road, Suite 503, Houston, Texas 77004. The following board members were in attendance: Chair Dr. Teddy McDavid, Director Dr. Engram and Director Donatto. Also present at the meeting was Hina Musa and Alex Lomax.

1. APPROVAL OF THE AGENDA

The meeting was called to order at 1:35 p.m. and upon a motion from Director Dr. Engram, which was seconded by Chair Dr. MDdavid, the agenda was approved.

2. REVIEW AND CONSIDER STATUTORY COMPLIANCE ISSUES

- Open Meetings Act
- Public Information Act
- Conflict of Interest Disclosure Statements
- Updated Resumes
- Code of Ethics

Chair Dr. McDavid provided the Committee with an overview of statutory compliance issues and proposed that the Policies and Procedures Committee meet regularly on the third Thursday of each month at 1 p.m. going forward to analyze compliance issues and provide the board with solution-based recommendations.

Chair Dr. McDavid directed staff to develop a form for board members to sign acknowledging the review of District compliance documents and staff will coordinate the execution of all documents.

3. REVIEW AND CONSIDER OVERPAYMENT DUE TAXPAYERS POLICY

- Current Policy – None in existence
- Proposed Policy –  
Policy for the accounting and disposition of checks issued to Taxpayers, which have been outstanding for more than 180 days, as of the end of each fiscal year:
  1. Send letter to last known address
  2. The Accountant will examine the Overpayments Due Taxpayer account monthly for any checks that have been outstanding for more than 180 days and compile a list of those payees and transactions.
  3. The accountant will provide the Executive Director and the Operations Manager with the list of payees/checks which have not cleared the bank.
  4. Staff will contact the payee at a minimum of two times biannually via the following methods to determine why their check was not received:
    - a. Contact the payee by mail with the letter approved by the Budget & Finance Committee
    - b. Contact the payee by phone
    - c. Contact the payee by email
    - d. Contact the payee through TAC Collector
  5. Staff will document each attempt to contact the payee for the next six months
  6. The Executive Director is to reissue a check to the payee for the amount of the uncleared check and forward to the payee as required if contact has been successful. When contact is successful, the Accountant will reissue a new check per the Executive Director.Policy for escheating outstanding checks annually that have not cleared the bank after 3 years:

1. Annually the Accountant will review the Outstanding Check Liability account to identify checks outstanding more than 3 years.
2. The accountant will provide the Executive Director and the Operations Manager with the list of the checks for final approval.
3. The Accountant will prepare the necessary documentation to escheat the abandoned property to the Texas State Comptroller.

Upon a motion from Director Donatto, which was seconded by Director Dr. Engram, the proposed overpayments due taxpayers policy was recommended for board approval.

#### 4. REVIEW AND CONSIDER CONTRACT PROCUREMENT ISSUES

- Current Policy – Subject to state compliance
- Proposed Policy –  
Contracts for construction and maintenance work:
  - a) For contracts over \$50,000, advertise for sealed bids.
  - b) For contracts over \$25,000 but not more than \$50,000, solicit written competitive bids from at least three bidders.
  - c) For contracts of not more than \$25,000, not required to advertise or seek competitive bids.
  - d) contractor's performance and payment bonds and insuranceContracts for professional services shall solicit qualifications prior to considering and negotiating fees

Upon a motion from Director Donatto, which was seconded by Director Dr. Engram, the proposed policy to address contract procurement issues was recommended for board approval subject to state compliance and determining an additional benefit for contractors in the District.

#### 5. Review and consider DBE Issues

- Current Policy – In existence
- Proposed Policy – Pending execution and approval from the Business & Economic Development Committee

This item was tabled pending review and approval from the Business & Economic Development Committee.

#### 6. REVIEW AND CONSIDER ADMINISTRATIVE PROVISIONS

- i. Review and Consider Authority of the Executive Director as related to Emergency Situations (subject to input from the Chair and attorney) up to \$10,000
  - a. Current Policy – None in existence
  - b. Proposed Policy –  
Authority of the Executive Director. The Executive Director is hereby authorized in an Emergency Situation, subject to input from the Chair and attorney, to approve expenditures with such personnel and professional consultants and contractors as he/she deems necessary, so long as such expenditures are within the adopted budget of the District and consistent with the service and assessment plan for the District. The Executive Director is also authorized to employ professional assistance including, but not limited to, engineers, consultants or attorneys, to award contracts and to take such other actions as are necessary to resolve expeditiously and efficiently an Emergency Situation. In addition to the authorization for an Emergency Situation, the Executive Director is hereby authorized to spend up to



\$10,000 in any month prior to further Board Authorization, for items reasonably necessary for the administration and function of the District, so long as such expenditures are within the adopted budget of the District and consistent with the service and assessment plan for the District

Upon a motion from Director Donatto, which was seconded by Director Dr. Engram, the proposed policy to address administrative provisions was recommended for board approval subject to updating the board member list on the certificate for resolution.

#### 7. NEW BUSINESS

Chair Dr. McDavid informed the Committee of the regular work meeting schedule noting that at least four to five items will be discussed at each meeting.

Chair Dr. McDavid requested staff ensure board meeting protocols and formalities are adhered to at all times.

The Committee discussed the role of a Public Information Coordinator, subject to training, to ensure all documents are in compliance.

#### 8. FOLLOW UP/NEXT STEPS

- Determine individual for Public Information Coordinator

#### 9. RECOMMENDATIONS FOR BOARD ACTION

- The Committee recommends that the current Policies and Procedures Manual be updated and adjusted, where necessary, to be in compliance with the state law

#### 10. ADJOURNMENT

Upon a motion from Director Donatto, which was seconded by Director Engram, the meeting adjourned at 2:15 p.m.

**ADMINISTRATIVE POLICIES  
AND  
PROCEDURES MANUAL**

**Greater Southeast Management District**

**Greater Southeast Management District  
Administrative Policies and Procedures Manual**

Table of Contents

<u>Section</u>	<u>Page</u>
<b>Section 1. Definitions.....</b>	<b>1</b>
<b>Section 2. Welcome to the Greater Southeast Management District.....</b>	<b>1</b>
<b>Section 3. Personnel.....</b>	<b>2</b>
<b>Section 4. Compensation.....</b>	<b>6</b>
<b>Section 5. Budgeting and Accounting.....</b>	<b>7</b>
<b>Section 6. Power of Attorney.....</b>	<b>14</b>
<b>Section 7. Insurance.....</b>	<b>14</b>
<b>Section 8. Public Relations.....</b>	<b>15</b>
<b>Section 9. Directors.....</b>	<b>15</b>
<b>Section 10. Officers.....</b>	<b>17</b>
<b>Section 10.1 Standing Committees.....</b>	<b>17</b>
<b>Section 10.2 Executive Committee.....</b>	<b>18</b>
<b>Section 10.3 Code of Ethics.....</b>	<b>18</b>
<b>Section 11. Area Businesses.....</b>	<b>19</b>
<b>Section 11.1 Disadvantaged Business Enterprise Program.....</b>	<b>20</b>
<b>Section 12. Adoption and Revision.....</b>	<b>22</b>

## **Section 1. Definitions**

- A. Administration Contractor: The entity, if an, contracting to provide administrative support for the business of the District.
- B. Assessor/Collector: Equi-Tax, Inc. or other entity as to be determined by the Board.
- C. Board: Board of Directors of the Greater Southeast Management District.
- D. Business entity: A sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized by law.
- E. Chairman: The Chairman of the District is the board member serving as Chair.
- F. Director: A person appointed to serve on the Board of Directors of the District.
- G. District: The Greater Southeast Management District as created by H.B. 3692 during the 77<sup>th</sup> Session of the Texas Legislature.
- H. District Officials: Directors, officers, Personnel, and persons and business entities engaged in handling of investments for the District.
- I. Executive Director: The individual employed by the District to provide management and administration of the District.
- J. Operating Committees: The committees overseeing the principal elements of the Greater Southeast Management District's Service Plan include: Service and Assessment, Budget and Finance, and Project.
- K. Personnel: Employees of the District and employees of the Administration Contractor.
- L. Service Plan: The 5-year Service Plan of the Greater Southeast Management District as approved by the Board of Directors on April 26, 2004.

## **Section 2. Welcome to the Greater Southeast Management District**

The Greater Southeast Management District (the "District") was created in 2001 by the 77<sup>th</sup> Texas Legislature pursuant to House Bill 3692 (the "Special Act"). The City of Houston gave its formal consent to the creation of the District. The District began providing District-wide services for to the Southeast District in 2004, pursuant to the Service and improvement and Assessment Plan, originally adopted by the District on April 26, 2004. The District levies assessments on all commercial property owners in the District to provide the following services and improvements: (i) Enhanced Public Safety; (ii) Visual Improvements and Services; (iii) Local Mobility Improvements; (iv) Business

and Economic Development Services; (v) Marketing and perception Enhancement; and (vi) District Administration.

## **1.1 Our Mission**

The Greater Southeast Management District's mission is to establish and implement programs that:

- Enhance and promote the image of the District;
- Create a desirable area to attract more businesses, investments, and residents to the District;
- Provide services and information that will stimulate business growth in the District;
- Provide for easy access to, from, and through the District; and
- Create a safe environment for businesses and residents in the District in order to increase the revitalization, and spur the redevelopment of this mixed-use urban neighborhood for all property owners, residents, and tenants.

## **Section 3. Personnel**

### **2.1 Equal Employment Opportunity & Workforce Diversity**

The Greater Southeast Management District is an equal opportunity employer and makes employment decisions without regard to race, color, gender, religion, national origin, age or disability or other protected classifications. THE DISTRICT conforms to all applicable federal and state laws, rules, guidelines and regulations and provides an equal employment opportunity in all employment and employee relations.

The District strives to make all employment decisions based on legitimate job-related factors, such as qualifications, experience, performance and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, promotion, merit increase, demotion, termination, pay rates and fringe benefits.

### **2.2 Employment**

All interested and qualified candidates will be given consideration for openings as they arise. Candidates will generally be provided with notice of openings and given the opportunity to apply for available positions.

Persons being considered for a position with the District must submit resumes and/or an application for employment, unless otherwise waived by the Executive Director. Verifications of licenses, registration, certifications and degrees that are required in the position will be accomplished by contacting the appropriate organizations. Previous employment information will be verified with prior employers. References may be requested and verified.

### **2.3 Employment Status**

**Regular Full-Time Employee:** means an employee who works a minimum of forty hours a week and has been employed at least 90 days by the District. **“Part-Time Employee”** means an employee who works less than forty hours a week. **Temporary Employee & Interns:** means an employee who is not a permanent employee and is hired for a specific project or assignment. Interns are employees who are hired for a specific period of time (e.g., students enrolled in a college degree program where their field of study coincides with a work assignment). Interns are temporary employees regardless of the total number of hours worked and, therefore, are not entitled to any benefits (including vacation, earned personal time, or holidays).

**Personal Performance Evaluations:** The District generally reviews the performance and development of all employees annually. Performance evaluations provide a process by which the goals of the District will be reached.

During the first 90 days of employment, employees will be placed on probation. Performance reviews will be conducted 90 days (3 months) after the hire date, and upon the completion of one year of employment and then annually thereafter. Successful completion of this probationary period, however, does not alter the at-will relationship between THE DISTRICT and its employees.

The Board Chair is the direct supervisor of the Executive Director. The Board Chair may delegate the duties of employment appraisal and evaluation to the Personnel Committee. That the appraisal process of the Executive Director occur on the anniversary of the employment date. That the results of this process be submitted to the Board the following month thus allowing for appropriate documentation of feedback necessary for growth and development of District personnel.

After one year of employment, all employees will receive a mid-year and an annual review. The mid-year review will take place on the 6<sup>th</sup> month prior to the employee’s anniversary date. The annual review will occur on or around the anniversary date (the date of hiring). The formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Employees are eligible for salary increases at the time of their annual review. Please note that no employee is guaranteed a salary increase at this or any other time. Salary increases become effective on the first day of the full pay period following an increase notification, unless otherwise specified by the Board.

## 2.4 Termination

**Voluntary Termination.** Employees wishing to resign should give at least four weeks advance notice, but no less than two weeks advance notice of the effective date of resignation. All resignations must be in writing to the Executive Director.

**Abandonment Termination.** After an unreported, unapproved absence of three or more consecutive workdays, an employee may be terminated or considered to have resigned. Reinstatement may occur if the employee can explain the extenuating circumstances that prevented them from notifying the District regarding said absence.

## 2.5 Involuntary Termination

**Discharge.** Any employee not fulfilling their duties and responsibilities is subject to being discharged from the employment of the District at the discretion of the Executive Director with consultation with the Personnel Committee.

**Death.** Deceased employees will be removed from the District's payroll at the end of the day on which death occurred. The employee's estate becomes eligible to receive payment for the employee's accrued time, insurance, and any other benefits due. The Executive Director or the accounting department providing service to the District will arrange for completion of all financial and administrative matters in a timely manner.

All employees who are separating from the District, either voluntarily or involuntarily will schedule an exit interview with the Executive Director at a time and place as specified by the Executive Director.

Final pay is made in accordance with the Texas Payday Law.

## 2.6 Attendance and Attire

Employees are required to maintain attendance that facilitates working cooperatively with other employees during normal work hours. "Attendance" is limited to mean work performed in the District's office and in the field within the District, and local meetings in the Houston area as well as continuing education seminars, or as otherwise designated.

The basic workweek is eight hours a day, Monday through Friday. Normal work hours are from 8:00 a.m. to 5:00 p.m. excluding one hour for lunch. However, from time to time and at the discretion of the Executive Director, the workweek may be modified or an alternative workweek may be implemented upon reasonable notice to all employees and the Board.

### **Tardiness and Other Absences**

It is the employee's responsibility to be at work and on time and to call his or her designated supervisor when it is not possible to be at work on time. Consistent tardiness is grounds for termination. In the case of illness, the employee is asked to contact the Executive Director or designee as soon as possible but not later than the time the employee would normally begin work.

### **Dress Code**

Attire at all times should be professional and in good taste. The Executive Director may provide additional guidelines on appropriate professional attire at his or her discretion.

## **2.7 Harassment**

The Greater Southeast Management District is committed to providing a work environment which is free from all forms of harassment and intimidation. It is the policy of the District to prohibit harassment because of sex (including sexual harassment, harassment due to pregnancy, childbirth or related medical conditions and gender harassment) and harassment because of race, religion, color, national origin, medical condition, physical or mental disability, age or any other basis protected by federal, state or local law, regulation, or ordinance. All such harassment is strictly prohibited by the Greater Southeast Management District.

The District's anti-harassment policy applies to all individuals involved in the operation of the organization, and prohibits unlawful harassment by an employee of the District, including officers and co-workers, or by any vendors and/or independent contractors and their employees.

Non-employee violators of this policy are subject to expulsion from the District's facilities when harassment occurs on company premises. The District may discontinue service to off-the District premise violators of this policy. Furthermore, the District may report violators to the appropriate authority for civil or criminal action. The District prohibits retaliation of any kind against employees, who, in good faith, bring harassment complaints or assist in investigating such complaints.

Harassment includes, but is not limited to:

- Offensive actions such as slurs, derogatory comments or jokes, epithets or unwanted sexual invitations, advances or comments;
- Visual conduct such as sexually-oriented, pornographic and/or derogatory photographs, posters, drawings, cartoons, gestures, e-mail or Internet sites;
- Graphic or suggestive comments about an individual's dress or body;
- Physical actions such as unwanted touching, assault, blocking another's way or interference with work because of sex, race or any other protected category;
- Threats or demands to submit to sexual advances or requests as a condition of continued employment, offers or employment benefits in return for sexual favors, or to avoid some other negative employment actions;
- Any other conduct that creates an intimidating or hostile environment for a particular gender or class; and



- Retaliation against any employee who in good faith reports an allegation of harassment or for participating in such an investigation.

**2.8 Procedure for Reporting Harassment:** Any employee, who believes that he or she is the victim of harassment, or has witnessed harassment of another, should immediately report the harassing actions to the Executive Director or to the Personnel Committee Chair if the Executive Director is being accused of harassment. All employees have both a right and a duty to report any conduct he or she believes is a violation of this policy and the District will not condone any form of retaliation against a person who has made such a report in good faith.

**2.9 Investigating Alleged Harassment:** The District will promptly and thoroughly investigate any report of alleged harassment and will take appropriate corrective action. This can include disciplining or discharging any individual who is found to have violated this prohibition against harassment. The investigation and remedial action taken will be done confidentially to the extent consistent with a thorough investigation.

A. It is the District's intent that Personnel are hired, managed, and developed in a manner that meets the objectives of the District.

B. It is the District's policy to show no discrimination to any individual whatsoever and provide equal employment and economic opportunity at every level without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status or national origin.

C. It is the District's intent that personnel conduct themselves in a manner consistent with sound business and ethical practices; that the public interest always be considered in conducting the District's business; and that the appearance of any impropriety be avoided to ensure and maintain public confidence.

#### **Section 4. Compensation**

**3.1** The Executive Director develops employees' salary ranges with the concurrence of the Board. Salaries are paid either by check or direct deposit, as elected by the employee, semi-monthly on the 15<sup>th</sup> and last working day of each month. The pay period cut-off dates are the 15th and last working day of each month. Any special situations regarding payment of salaries are handled at the discretion of the Executive Director. The employee is responsible for the completion and accuracy of all records related to timesheets, withholding requests, and other documentation authorizing payroll deductions.

#### **Section 4. Vacation Plan**

**4.1** The District's vacation practices are intended to grant eligible employees time off with pay according to their years of service. These practices apply to all regular, full-time employees. Prior approval through normal reporting channels is required for employees to take vacation.

## **Section 5. Budgeting and Accounting**

A. The fiscal year of the District begins on January 1 and ends on December 31. Assessments made by the Tax Assessor/Collector in October will apply to the fiscal/Service & Improvement Plan year beginning January 1.

The annual budgeting process will include the following:

B. August — Operating Committees consider progress, goals, and initiatives for the next year's budget.. Committee Chairs/Directors/Executive Director will prepare preliminary budgets. Executive Director and Committee Chairs will prepare working draft budget for consideration by operating committees and by the Budget & Finance Committee.

C. September Board Meeting — Input is incorporated in a preliminary budget which is submitted to the Board for review and approval. At the October Board Meeting, the fiscal year's budget is approved by resolution of the District Board.

D. December Board Meeting – The report from the Public Hearing to Consider the Advisability of Supplementing the Assessment Roll of the Greater Southeast Management District is approved and an assessment rate is set for the District. The Tax Assessor/Collector is notified of the assessment rate.

E. Budgets are reported to the Board of Directors by the Budget & Finance Committee Chair and adopted by the Board of Directors on a basis consistent with generally accepted accounting principles.

F. Financial records of the District are kept in accordance with generally accepted accounting principles.

An annual audit of the District funds should be completed by April 30 by an independent accounting firm.

G. Funds including assessments will be deposited in interest bearing accounts and/or interest bearing instruments consistent with the District's Investment Policy. (See Amended Investment Policy adopted and approved by the Board on November 14, 2012).

H. The Executive Director will deposit and pledge securities, having at all times a market value greater than the funds of the District which are required to be collateralized.

I. Funds not needed for current operations may be invested in a manner as described in Section 6.01 on the District's Investment Policy.

J. The District must obtain a certificate from potential sellers prior to engaging in an investment transaction with that seller stating their acknowledgement and

acceptance of the District Investment Policy. A sample of this certificate is attached as Exhibit A in the current investment policy.

- L. The District Investment Officer must attend training sessions and receive the number of hours required by the Public Funds Investment Act (PFIA).
- M. The District will have a written Depreciation Policy that will set forth estimated useful lives, capitalization thresholds, and the method of depreciating the capital assets.
- N. Wire transfers require bank notification in writing. The Board will pre-approve individuals authorized to request, purposes for which a wire transfer may be issued, and monetary limits (see Banking Resolutions).
- O. The District will seek proposals from financial institutions including due consideration of DBE institutions.
- P. Specific FTA Grant Procedures will be conducted as follows:
  - 1. The Greater Southeast Management District receives a request for funds to be reimbursed from The Goodman Corporation or the OST/Alameda Redevelopment Authority. Those request come directly to the Executive Director of the Greater Southeast Management District. The Executive Director can only perform an ECHO draw of the federally eligible amount. The draw is done in concert with The Goodman Corporation's representative, in order to have a checks and balances system. The Executive Director will personally perform the ECHO draw, with assistance, if necessary, from TGC staff. The draw receipt will be printed and filed with the Management District. A copy of the draw receipt will be submitted to the OST/Alameda Redevelopment Authority, as well as a copy to The Goodman Corporation. If the entity that incurred the cost is not GSMD, they will receive a copy of the ECHO draw as well. An excel spreadsheet tracking draw-downs will be kept for internal use by TGC. The Greater Southeast Management District also keeps track of all draw-downs as well.
  - 2. Once the draw occurs, the funds take 3-5 business days to reach GSMD's FTA Wells Fargo account. If the Greater Southeast Management District incurred the costs, no further procedures are necessary. If another entity incurs the costs, GSMD will transfer the requested funds, per the terms of an inter-governmental agreement that governs these transactions, to that party. If the funds are to be transferred, then the appropriate documentation is gathered to record the transaction. Copies of all documentation are kept in the files of the Management District. If a check is to be written, then funds are transferred from the FTA account to the appropriate operating account, and then a check is made out to the appropriate payee. The party receiving

the funding should provide documentation to GSMD that the funds were indeed received.

3. The Greater Southeast Management District provides all documentation related to FTA transactions to the District's accounting firms, for reconciliation of the accounting records.

Q. Specific accounting procedures for the District will be conducted as follows:

1. Assessment Receipts – Assessments will be transferred from the Tax Assessor/Collector to an interest bearing District account.
2. The District Receipts Other Than Assessments – Incoming checks and cash are logged daily by the Office Manager or other person designated by the Executive Director. Checks and cash are deposited daily by the Office Manager or other person designated by the Executive Director. Original documentation are filed by the Office Manager or other person designated by the Executive Director after being digitally replicated and transmitted to Accountant. The daily cash log is given to the Executive Director.
3. Vendor and Contractor Payments – Budget account codes will be used by Office Manager or other person designated by the Executive Director to allow purchases to be correctly accounted. Vendors will be procured following the procedure as outlined in the Procurement section of this manual. Contractors will be procured in the same manner. Invoices will be approved by Executive Director and processed for payment according to the following procedure:
  - (a) Vendors will be paid only upon submission of an approved invoice/statement; and in the case of service providers, this includes a written progress report, where necessary. All District invoices are to be referred to the Office Manager or other persons designated by the Executive Director upon receipt. Invoices with proper backup documentation from contractors/consultants/service providers received between the 1<sup>st</sup> and the 10<sup>th</sup> of the month for work performed during the previous month will be processed and payment made on the 5<sup>th</sup> and 20<sup>th</sup> day of the month.
  - (b) Committee Chairs/Directors may review copies of invoices, written progress reports from service providers, sales receipts and other evidence to affirm that materials or services were in fact provided. The Executive Director or his/her designee will contact vendors or service providers to have questions answered and ensure the accuracy of the invoice. Contracts will be monitored for progress toward completion and adequacy of available funds. If an invoice is correct and in line with the contract and has Board authorization, the Committee Chair will approve the invoice in

writing, assign the appropriate authorization code, note the remaining authorization amount, and ascribe the account code., and forward to the Executive Director for review and signature. The approved invoice is then forwarded to the Treasurer for payment.

- (c) After receipt by the Executive Director of an invoice, usually approved by the appropriate Committee Chair/Director and the Executive Director, a check will be prepared and forwarded to the Treasurer for review and signature. The check is then forwarded to the Treasurer or other authorized officer for review and co-signature.
- (d) Only Greater Southeast Management District Board Officers authorized by resolution providing signatory authority, can sign checks, and any two officers that sign the checks must also sign the check vouchers. The Executive Director must sign all check vouchers.
- (e) Normal processing time will be between the fifteenth and thirtieth of the month. However, to avoid late charges or other penalties or to process special check requests (e.g. advance registration, research materials, etc.) payments may be done at the request of the Executive Director. The Executive Director may process invoices outside of the normal accounting period in accordance with the approval procedure described above.

The District's payroll checks are generally made by direct deposit as pre-approved by employees.

The use of the District credit card is limited to charges for budgeted or approved items not to exceed \$3,000.00 per month.

The following credit card procedures must be followed:

1. The GSMD credit card must be used with discretion, noting that vendor invoices are encouraged and preferenced.
2. Charges to the credit card must be approved and signed off on by the appropriate Chair person.
3. Appropriate receipts and other documentation must be attached to the vouchers.
4. Charges to the GSMD credit card may not exceed the monthly cap approved by the Board.

4. Approval and processing of employee expense disbursements –

- (a) An expense check will be issued only upon submission of a properly approved invoice, expense report (Exhibits A and B), or request for expense memorandum.

(b) The Executive Director is authorized to approve the payment of expense disbursements and such approval should be indicated by either initializing or signing the document in ink.

(c) Expense Reports should be approved according to the following table:

<u>Submitted by:</u>	<u>Approved by:</u>
Staff	Executive Director
Executive Director	Board Chair
	Treasurer

(d) Checks are processed on the fifteenth and last day of the month. The Executive Director must have the properly completed and approved invoice or expense report by that time. All approved payment requests and checks are to be signed by the Executive Director and Treasurer. Every effort will be made to process check requests no later than 30 days after invoice with proper documentation has been received.

(e) The Executive Director will notify the requester when checks are available.

5. Monthly Close-Out – The Accountant meets with the Certified Public Accountant and prepares the trial balance and general ledger. Financial reports are prepared monthly by the Certified Public Accountant. A journal entry should be prepared to record additional invoices received after the end of the year. This can be done at the end of the month, or as invoices are received. Payments for those invoices would then be posted against the payable account.
6. Financial Reporting – Monthly financial reports are reviewed by the Executive Director and Treasurer and presented to the Board of Directors. Financial reports shall include a balance sheet, expenditure by program for the month and year-to-date, and comparison with budgeted expenses. Such reports shall also contain a comparison with budget.
7. Reconciliation of Bank Statements – The Accountant will reconcile monthly bank statements.
8. Directors’ Compensation – Directors will not be compensated.
9. Directors Travel – Travel of Directors to meetings, conferences, seminars, and other educational gatherings will not be authorized unless such travel expense is authorized in advance by the Executive Committee or full Board of Directors. For such authorized travel, documentation shall follow procedures in Sub-Section 10 which follows; and shall be verified. If travel does not have prior authorization, the Director will pay for the travel expenses out of his/her personal resources, and then submit a signed expense report with attached receipts for approval by the

Executive Committee or the full Board of Directors, upon approval of said travel, the Director(s) will be reimbursed.

10. Expense Reporting – The following general principles apply to the expenditure of the District funds and in the reporting of related Personnel expenditures:
  - (a) When spending the District money or personal money that will be reimbursed, the Personnel involved should make sure that the District receives proper value in return. Prudent and proper judgment must be used in reporting and approving business expenses. Lavish or extravagant expenditures must be avoided.
  - (b) The concept that Personnel is “entitled” to certain types or amounts of expenditures when on the District business, whether actually incurred or not, is an erroneous one, and reimbursement for expenditures not incurred would put the Personnel in the position of having defrauded the District.
  - (c) A claim for reimbursement for expenses incurred in the conduct of the District business must not include any expense, either in type or amount that has not been incurred. There are not arbitrary averages provided for any type of expenditures. Personal expenditures to be reported for reimbursement should be stated exactly as they were incurred; in type, amount and with respect to the date and the persons involved in the expenditure.
  - (d) The purpose of travel and meeting expense is to assist the District’s objectives. Out-of-town travel is expected to be limited and must be in the approved budget. In all cases, prudent judgment should be used in incurring expense, especially those for hotels, air travel, and entertainment. Excessive amounts will not be reimbursed. All personal expenses are to be paid for separately by the employee while on the trip.
  - (e) An expense report is to be prepared by each person for reimbursable expenses incurred for a meeting, travel, entertainment or miscellaneous reasons. A completed expense report should be submitted within 30 days of when the expenses are incurred, thereby allowing those expenses to be matched with budgeted expenses. It is the employee’s obligation to ensure that all requests for reimbursement of expenses are supported by an appropriate invoice or receipt and are reported on a timely basis. A personal check should be attached to the expense report if an amount is due the District.
  - (f) No spousal travel expense will be reimbursed.
  - (g) No first class air travel will be allowed. Tickets for air travel should be purchased by the District and not reimbursed as an expense.

- (h) Mileage is reimbursable only to the extent that it is in excess of the mileage driven by an employee daily on his round trip between the District offices and his/her home. Mileage will be reimbursed at the rate allowed by the Internal Revenue Service. Each person so using his/her own auto must provide adequate insurance.
- (i) No meal expenses will be reimbursed unless they relate directly to the conduct of work and is pre-approved for staff by the Executive Director. Reporting must be detailed including dates, place, persons with their title and affiliation, purpose of meal, and amount.

11. Expense Advances

- (a) Expense advances may be obtained when Personnel expects to incur reimbursable expenses while on the District business. The amount of the advance should be based upon the expected cash expenditures; however, the minimum amount for an advance is \$50.00. Credit cards should be used for hotels, meals, etc., whenever possible, and the advance should be accounted for within 30 days on an expense report.
- (b) An expense advance should be requested in writing and approved by the Treasurer.

12. With Respect to Medical Coverage:

No dependents of the District (spouse, children, etc.) will be covered for medical expenses including dental, vision, etc.

13. Directors as a Vendor

If a director has a financial interest with a vendor, contractor, or consultant that is bidding or has won work with the Greater Southeast Management District, that director may participate in the discussion, but must abstain from voting on the matter. The work must have gone through a competitive bidding process. Also, the director must file a Conflict of Interest Questionnaire, a Local Government Officer Conflicts Disclosure Statement, and an Affidavit of substantial Interest with the Greater Southeast Management District before the item can be placed on the agenda to be voted on at the monthly board meeting.

14. Contracts above \$25,000.00 (Seven Thousand Five Hundred Dollars)

All contracts above \$25,000.00 (Seven Thousand Five Hundred Dollars) must go through a competitive bidding process.

All contracts and organizational membership must be reviewed annually and recommended for Board approval.



## 15. Overpayments Due Taxpayers Policy

Policy for the accounting and disposition of checks issued to Taxpayers, which have been outstanding for more than 180 days, as of the end of each fiscal year:

1. Send letter to last known address
2. The Accountant will examine the Overpayments Due Taxpayer account monthly for any checks that have been outstanding for more than 180 days and compile a list of those payees and transactions.
3. The accountant will provide the Executive Director and the Operations Manager with the list of payees/checks which have not cleared the bank.
4. Staff will contact the payee at a minimum of two times biannually via the following methods to determine why their check was not received:
  - a. Contact the payee by mail with the letter approved by the Budget & Finance Committee
  - b. Contact the payee by phone
  - c. Contact the payee by email
  - d. Contact the payee through TAC Collector
5. Staff will document each attempt to contact the payee for the next six months
6. The Executive Director is to reissue a check to the payee for the amount of the uncleared check and forward to the payee as required if contact has been successful. When contact is successful, the Accountant will reissue a new check per the Executive Director

Policy for escheating outstanding checks annually that have not cleared the bank after 3 years:

1. Annually the Accountant will review the Outstanding Check Liability account to identify checks outstanding more than 3 years.
2. The accountant will provide the Executive Director and the Operations Manager with the list of the checks for final approval.
3. The Accountant will prepare the necessary documentation to escheat the abandoned property to the Texas State Comptroller

## **Section 6. Power of Attorney**

Only the Board in open, called meetings may enter into contracts, hire consultants and contractors, obligate the District, or authorize the expenditure of funds. The Board in such sessions may direct District Officials, the Executive Director, and the Executive Committee to take specific actions within parameters as set by the Board.

The District will retain counsel and it is the responsibility of the Executive Director to seek assistance as needed.

## **Section 7. Insurance**

The District will carry at all times commercial general liability, office contents, valuable papers and records, directors and officer's liability, fidelity, and public officials bonds.

The District will require indemnification and/or mandatory liability insurance coverage by its contractors and be named as a co-insured.

## **Section 8. Public Relations**

“Greater Southeast” and/or a logo to be adopted by the Board will be the official public identification of services and improvements provided through funds of the District.

The District will endeavor to communicate progress on the Service Plan and seek input from the community.

The Chair and Executive Director will be the principal spokespeople for the District. Positions on issues will not be stated unless there is concurrence on a position by the Board.

The Executive Director will oversee the development of a public relations program for the District.

## **Section 9. Directors**

Qualification of Directors:

To be qualified to serve as a Director, a person must be 18 years old and at least one of the following:

- (a) A resident of the District;
- (b) An owner of property in the District;
- (c) An owner of stock, whether beneficial or otherwise, of a corporate owner of property in the District;
- (d) An owner of a beneficial interest in a trust that owns property in the District; or
- (e) An agent, employee, or tenant of a person covered by items (b), (c), or (d) above.

(f) Notwithstanding the above qualifications, the initial Directors were appointed by House Bill 3692 and are qualified to serve as Directors for their initial terms. Thereafter, Directors must be qualified to serve as provided above.

(g) If a Director no longer meets the qualifications listed in paragraph 1 above, the Director shall tender his or her resignation to the Board of Directors.

### **Section 9.1 Appointments**

Directors serve four-year terms that expire on June 1 in odd-numbered years, with the terms of director positions 1-11 and the terms of director positions 12-17 expiring two years apart.

In every odd-numbered year a slate of candidates for the positions with terms that are expiring must be recommended by the Board and forwarded to the Mayor's office for approval by City Council.

February/March - Resumes from persons interested in serving on the Board are solicited. Directors whose terms will expire on June 1 must complete a form indicating their desire to be considered for reappointment for another term.

March - Nominating Committee meets to review resumes, interview candidates and recommend slate of directors to Board.

April Board Meeting - Slate of directors is presented to Board for consideration and recommendation.

April - Slate of directors is sent to Mayor's office.

June 1 (or as soon thereafter as City Council approval is obtained) - Directors begin four-year terms.

## **Section 9.2 Participation of Directors**

In accepting a nomination to be a Director, a person understands the obligation of his or her service and responsibilities pursuant to the position including participation in meetings of the Board of Directors.

All Board of Directors must be in compliance via certification annually:

- Open Meeting Act
- Updated Resumes
- Conflict of Interest
- Code of Ethics

All committee meetings must have at least one other Board member present. All Directors are expected to serve on at least two committees. All committee meetings must be standardized. Meeting dates, times and locations will be published on the website, newsletters, etc., and will be open to be public.

The Board of Directors, by 2/3 vote of its members present at a meeting may (i) request the resignation of a Director.

## **Section 9.3 Resignations:**

Any Director or officer may resign at any time. Such resignations shall be in writing to the Chair or Secretary and shall take effect at the time specified therein, or if no time be specified, at the time of its receipt by the Chair or Secretary.

The Election of Board officials must occur every two years. Vacancies should be replaced at the next Board meeting pending recommendations from the Nominating Committee

**Section 9.4 Vacancies**

Vacancies in positions with unexpired terms shall be filled by the Board of Directors and do not require City Council approval. Whenever a vacancy exists, the Nominating Committee shall solicit resumes, review resumes, interview candidates and recommend a candidate to the Board for approval.

**Section 10. Officers**

- A. The officers of the District shall be a Chair, First Vice Chair, Second Vice Chair, Secretary, Assistant Secretary, Treasurer and any other officers the Board considers necessary. No one Director may hold two positions.
- B. Officers shall serve two-year terms beginning June 1 of every even-numbered year. In every even-numbered year, nominations will be opened for officer elections at the April board meeting, and the Nominating Committee shall present a slate of officer candidates to the Board for consideration at the May board meeting.
- C. All officers shall be subject to removal from office, with or without cause, at any time, by a 2/3 vote of the members present at a meeting.
- D. Whenever a vacancy exists, the Nominating Committee shall recommend a candidate for such position to the Board for consideration at the earliest regular board meeting possible. If a vacancy in the position of Chair exists, the First Vice Chair shall serve as the acting Chair until a new Chair is elected.

**Section 10.1 Standing Committees**

In addition to the Operating Committees, the Board shall also have the following standing committees: Nominating, Personnel and Executive. At any time the Chair may appoint interim committees as necessary. Each Director shall serve on at least two committees. Chairs shall be appointed by the Chair no later than December of each year and shall serve one-year terms beginning January 1, other than the chairs of the Executive Committee and Budget and Finance Committee if the Treasurer is committee chair, whose terms shall run concurrently with the terms of officers.

The Board Chair may appoint Committee members for each Committee.

The duties and responsibilities of the Budget and Finance Chair and the Treasurer are separated. Specific duties for each have been detailed. The Treasurer should attend all Budget and Finance meetings.

Budget and Finance Chair duties:  
Chair the Budget and Finance Committee  
Review and approve District budget

Review and report to the Board of Directors monthly financials  
Review drafts and approve audit

Treasurer duties:

District's investment officer  
Sign all checks  
Sign as Committee Chair for administration check request  
Notification of GSMD funds transfer between GSMD accounts  
Signatory for all GSMD accounts  
Approval of unbudgeted expenses over \$500

**Section 10.2 Executive Committee**

The Executive Committee shall consist of all of the officers of the Board. The Executive Committee shall have and may exercise all of the authority of the Board of Directors in carrying out the purposes of the Service and Improvement and Assessment Plan and in the management of the District, except where action of the Board of Directors is specified by law. Actions taken by the Executive Committee on behalf of the Board of Directors shall be subject to ratification by the full Board.

**Section 10.3 Code of Ethics**

a. Policy and Purposes

The District's Directors, Officials, and Personnel will conduct themselves in a manner consistent with sound business and ethical practices; the public interest will always be considered in conducting business; the appearance of impropriety will be avoided to ensure and maintain public confidence in the District; and the Board will establish policies to control and manage the affairs of the District fairly, impartially, and without discrimination.

This Code of Ethics is adopted for the following purposes: (a) to encourage high ethical standards in official conduct by the District Directors and Officials; and (b) to establish guidelines for such ethical standards of conduct.

b. Conflicts of Interest

Although Chapter 171 and Section 375.072(a) and (b) and Subchapter K, Section 376.464 of the Texas Local Government Code provide that a Director may participate in all votes pertaining to business of the District regardless of any other statutory provision to the contrary, a Director is prohibited from participating in a vote, decision, or award of a contract involving a business or charitable entity or real property in which the Director has a substantial interest, if it is foreseeable that the business or charitable entity or real property will be economically benefited by the action except as provided in subsection 3. A person has a substantial interest in a business: (a) if he owns ten percent or more of the voting stock

or shares of the business entity or owns either ten percent or more or \$15,000 or more of the fair market value of the business entity, or (b) if funds received by the person from the business entity exceed ten percent of the person's gross income for the previous year. A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more. An interest of a person related in the first degree by affinity or consanguinity to a District Director or officer is considered a substantial interest. A person has a substantial interest in a charitable entity in the same manner that a person would have a substantial interest in a business entity.

A Director who has a substantial interest in a business or charitable entity that will receive a pecuniary benefit from a Board action shall disclose that fact to the other Directors by Affidavit. The Affidavit must be filed with the Secretary of the Board. Affidavits need only be filed once. An additional affidavit is not required if the interest changes.

After the Affidavit is filed with the Secretary of the Board, a Director who has a substantial interest may participate in a discussion or vote on that action if (i) a majority of the Board has a similar interest in the same entity or (ii) all other similar business or charitable entities in the District will receive a similar pecuniary benefit.

An employee of a public entity may serve on the Board, but that public employee may not participate in the discussion or vote on any matter regarding a contract with that same public entity.

- c. Acceptance of Gifts — A Director or District Official may not solicit or accept any benefit from a person or business entity the District Official knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of the District Official's discretion, or any matter before the Board for any decision, opinion, recommendation, vote, or other exercise of discretion in carrying out his official acts for the District as prohibited by law. As of the date of adoption of this Code of Ethics, Section 36.08, Texas Penal Code, which is incorporated herein by reference, prohibits gifts to public servants such as the Directors. Section 36.08 does not apply to the matters set forth in Section 36.10, Texas Penal Code, which is incorporated herein by reference. Violations of penal laws may subject District Officials to criminal prosecution.
- d. Bribery — A Director or District Official shall not intentionally or knowingly offer, confer, or agree to confer on another, or solicit, accept, or agree to accept from another, any benefit as consideration when to do so is prohibited by law. As of the date of adoption of this Code of Ethics, Section 36.02, Texas Penal Code, which is incorporated herein by reference, lists the offenses that are considered bribery when committed by District Officials. Violations of penal laws may subject a District Official to criminal prosecution.
- e. Nepotism — The Board shall comply with all anti-nepotism laws applicable to municipal management districts. As of the date of adoption of this Code of Ethics, Chapter 573 of the Texas Government Code, which is incorporated herein by reference, is the anti-nepotism law governing municipal management districts.

#### **Section 10.4 Administrative Provisions**

Authority of the Executive Director as related to Emergency Situations (subject to input from the Chair and attorney) up to \$10,000:

The Executive Director is hereby authorized in an Emergency Situation, subject to input from the Chair and attorney, to approve expenditures with such personnel and professional consultants and contractors as he/she deems necessary, so long as such expenditures are within the adopted budget of the District and consistent with the service and assessment plan for the District. The Executive Director is also authorized to employ professional assistance including, but not limited to, engineers, consultants or attorneys, to award contracts and to take such other actions as are necessary to resolve expeditiously and efficiently an Emergency Situation. In addition to the authorization for an Emergency Situation, the Executive Director is hereby authorized to spend up to \$10,000 in any month prior to further Board Authorization, for items reasonably necessary for the administration and function of the District, so long as such expenditures are within the adopted budget of the District and consistent with the service and assessment plan for the District

## **Section 11. Area Businesses**

- a. **Goal:** The District shall attempt to stimulate the growth of businesses inside the boundaries of the District by encouraging the full participation of these businesses in all phases of its procurement activities and affording area businesses a full and fair opportunity to compete for District contracts.
- b. **Actions:** The District shall attempt to stimulate participation of area businesses by the following:
  - i. It will familiarize itself with area businesses in relevant skills, trades, and services pursuant to the Service Plan.
  - ii. It will identify area businesses which will be mailed requests for qualifications, proposals, or bids.
  - iii. The District will make itself available to answer questions of area businesses and to provide information as to how a firm may effectively compete for work of the District.
  - iv. The District will keep records of the actions described above.
  - v. The District will review its area business program each year.

### **Section 11.1 Disadvantaged Business Enterprise Program**

**Goal:** The District shall attempt to stimulate the growth of disadvantaged businesses inside the boundaries of the District by encouraging the full participation of disadvantaged businesses in all phases of its procurement activities and affording those disadvantaged businesses a full and fair opportunity to compete for District contracts. Without limiting the generality of the foregoing, the District will objectively demonstrate good faith efforts to award at least twenty-four percent (24%) of the value of professional services, seventeen percent (17%) of construction lettings and eleven percent (11%) of purchasing to disadvantaged businesses.

**Disadvantaged Business (DBE) means:**

- a. A Corporation formed for the purpose of making a profit of which at least fifty-one percent (51%) of all classes of the shares of stock or other equitable securities are owned by one or more persons who are socially disadvantaged because of their identification as members of certain groups that have suffered the effects of discriminatory practices or similar insidious circumstances over which they have no control, including African Americans, Hispanic Americans, Asian Pacific Americans, American Indians, and women;
- b. A sole proprietorship formed for the purpose of making a profit that is owned, operated, and controlled exclusively by one or more persons described by Paragraph (1) of this subdivision;
- c. A partnership formed for the purpose of making a profit in which fifty-one percent (51%) of the assets and interest in the partnership is owned by one or more persons described by Paragraph (1) of this subdivision, and in which minority or women partners have a proportionate interest in the control, operation, and management of the partnership affairs;
  - i. A joint venture between minority and women's group members formed for the purpose of making a profit and the minority participation in which is based on the sharing of real economic interest, including equally proportionate control over management, interest in capital, and interest earnings other than a joint venture in which majority group members own or control debt securities, leasehold interest, management contracts, or other interests; or
  - ii. A supplier contract between persons described in Paragraph (1) of this subdivision and a prime contractor in which the disadvantaged business is directly involved for the manufacture or distribution of the supplies or materials or otherwise for warehousing and shipping the supplies.

**Proof of DBE Status:** Businesses may prove their DBE status with the following documentation:

- iii. Certification from one of the following:
  - 1. State of Texas;
  - 2. City of Houston, Texas;
  - 3. Metropolitan Transit Authority of Houston and Harris County;
  - 4. Houston Minority Business Council; or
  - 5. Texas Department of Transportation.
- iv. If the business is not certified by one of the entities listed in 1 above, the business must provide the following information to the Board for consideration and, if appropriate, approval and designation by the Board of DBE status:



1. List of all owners of business, percentage of ownership and whether each owner is a minority and/or a woman;
2. (i) If business is a corporation, copies of articles of incorporation, bylaws and certificate of good standing from the State of Texas; or  
(ii) If business is a partnership, copies of regulations, partnership agreement or operating agreement, and certificate of good standing from the State of Texas;
3. Three (3) business references;
4. Affidavit of owner of business to the effect that the business is a DBE; and
5. Any other relevant information regarding the business.

**Actions:** The District shall attempt to stimulate participation of disadvantaged businesses by the following:

- v. It will familiarize itself with disadvantaged businesses in relevant skills, trades, and services pursuant to the Service Plan. It will particularly note businesses located within the District.
- vi. It will identify disadvantaged businesses which will be mailed requests for qualifications, proposals, or bids.
- vii. The District will make itself available to answer questions of disadvantaged businesses and to provide information as to how a firm may effectively compete for work of the District.
- viii. The District will keep records of the actions described above.
- ix. The District will review its disadvantaged business program each year.

**Reporting:** The Executive Director or designee shall compile its activities and results into an annual report of its actions to encourage disadvantaged businesses. The report shall facilitate an annual review by the Board of its progress in disadvantaged business contracting. The report will be prepared within 90 days after the end of each Fiscal Year.

**Review:** The District will review its progress with respect to contracting annually no later than 120 days after the end of each Fiscal Year. Since there are expected to be relatively few procurements, the review must consider the performance of the District in general with respect to disadvantaged businesses contracting rather than within a specific service or trade.

## **Section 11.2 Contract Procurement**

### **Contracts for construction and maintenance work:**

- o **For contracts over \$50,000, advertise for sealed bids.**

- For contracts over \$25,000 but not more than \$50,000, solicit written competitive bids from at least three bidders.
- For contracts of not more than \$25,000, not required to advertise or seek competitive bids.
- Contractor's performance and payment bonds and insurance

Contracts for professional services shall solicit qualifications prior to considering and negotiating fees.

The board will periodically consider policy recommendations for providing additional benefit to contractors in the District.

**Section 12. Adoption and Revision**

1. **Annual Review.** This Manual may be reviewed from time to time, and if necessary, amended and approved by a majority vote of the Authority’s Board in an open meeting.
2. **Superseding Clause.** This Manual supersedes any prior policies adopted by the Board of Directors regarding investment or securitization of Authority Funds.
3. **Revision and Amendment.** The Board, by majority vote in an open meeting, reserves the right to alter, modify, and/or terminate any provisions of this Manual.
4. The Board officially finds, determines and declares that these Administrative Policies and Procedures were reviewed, considered, and adopted at a regular meeting of the Board, and that a sufficient written notice of the date, hour, place, and subject of the meeting was posted at a place readily accessible and convenient to the public within the District and on a bulletin board located at a place convenient to the public in the Harris County Courthouse for the time required by law preceding the meeting, as required by Chapter 551, Texas Government Code, and that the meeting was open to the public as required by law at all times during which these Administrative Policies and Procedures were discussed, considered, and acted upon. The Board further ratifies, approves, and confirms such written notice and the contents and posting thereof.
5. District Administrative Policies and Procedures shall be reviewed at least annually; and if necessary, amended and approved by the District’s Board in an open meeting.

Adopted on the 21<sup>st</sup> day of June, 2004.

Ratified on the on the 10<sup>th</sup> day of September, 2010 and amended on the 12<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
\_\_\_\_\_

## **RESOLUTION APPROVING PROCEDURES FOR EMERGENCY EXPENDITURES**

**WHEREAS**, the Greater Southeast Management District (the “District”) was created by House Bill 3692, Acts of the 77th Legislature, Regular Session, 2001, for the purpose of providing services and improvements in the southeast area of the City of Houston, and is governed by Chapters 375, Texas Local Government Code, as amended (the “Act”); and

**WHEREAS**, the Board of Directors of the District (the “Board”) is vested with all of the rights, powers and privileges, authorities and functions conferred and imposed by the general laws of the State of Texas applicable to districts created under Article XVI, Section 59 of the Texas Constitution that are not in conflict or inconsistent with the Act; and

**WHEREAS**, Section 49.056 of the Water Code and Section 49.057 of the Water Code authorize the Board to assign such duties to the Executive Director as the Board deems prudent, and authorizes the Board to adopt bylaws to govern the powers, duties and responsibilities of the Executive Director, among other things; and

**WHEREAS**, Section 49.057 of the Water Code authorizes the Board to authorize the Executive Director or any other employee to execute documents on behalf of the District; and

**WHEREAS**, for purposes of this Resolution, “Emergency Situation” shall be defined as a *bona fide* emergency concerning the District’s facilities that requires immediate corrective action to avoid a serious health hazard, avoid unreasonable economic loss to the District, relieve the necessity of the people within the District’s boundaries or preserve property of the District, preserve or protect the public health or safety of the people within the boundaries of the District, or to correct unforeseen damage to public machinery, equipment or other property; and

**WHEREAS**, the Board wishes to adopt procedures regarding the review, approval, and execution of certain District contracts and expenditures by the Executive Director, other members of the Board, and consultants of the District, in compliance with the legal authority outlined above; Now, Therefore,

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF GREATER SOUTHEAST MANAGEMENT DISTRICT THAT:**

Section 1: Authority of the Executive Director. The Executive Director is hereby authorized in an Emergency Situation, subject to input from the Chair and attorney, to approve expenditures with such personnel and professional consultants and contractors as he/she deems necessary, so long as such expenditures are within the adopted budget of the District and consistent with the service and assessment plan for the District. The Executive Director is also authorized to employ professional assistance including, but not limited to, engineers, consultants or attorneys, to award contracts and to take such other actions as are necessary to resolve expeditiously and efficiently an Emergency Situation. In addition to the authorization for an Emergency Situation, the Executive Director is hereby authorized to spend up to \$10,000 in any month prior to further Board Authorization, for items reasonably necessary for the administration and function of the District, so long as such expenditures are within the adopted budget of the District and consistent with the service and assessment plan for the District

Section 2:     Findings and Determinations. The findings and determinations set forth in the recitals to this Resolution are hereby found and determined to be true and correct and are hereby incorporated in this Resolution.

Section 3:     Definitions. The terms defined in the recitals to this Resolution are hereby adopted and incorporated in this Resolution.

Section 4:     Adoption. The Board hereby adopts the procedures described herein and established by this Resolution so that the Executive Director acting in consultation with the members of the Board will have sufficient authority and power to fulfill his/her duties and obligations in managing and maintaining the District's facilities in an Emergency Situation.

Section 5:     Repealer. This Resolution shall be effective immediately, and supersede any previous resolutions concerning the topic covered herein.

Section 6:     Open Meeting. It is hereby officially found and determined that the meeting at which this Resolution was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given, all as required by the Texas Open Meetings Act.

Section 7:     Procedures for the Executive Director. It is hereby officially found that the procedures set forth in this Resolution for the Executive Director and the Board making decisions are intended to and do comply with the Texas Open Meetings Act.

PASSED AND APPROVED this \_\_\_\_ day of February 2017.

---

President

ATTEST:

---

Secretary

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS                   §  
   §  
COUNTY OF HARRIS                   §

I, the undersigned officer of the Board of Directors of the Greater Southeast Management District, do hereby certify as follows:

1. The Board of Directors of the Greater Southeast Management District convened in regular session on \_\_\_\_\_, 2017, inside the boundaries of the District, and the roll was called of the duly constituted members of said Board, to-wit:

- |                       |               |
|-----------------------|---------------|
| Brian G. Smith        | Chairman      |
| Robert S. Muhammad    | Vice-Chairman |
| Janice M. Sibley-Reid | Secretary     |
| Dr. Teddy A. McDavid  | Director      |
| Chris Hageney         | Director      |
| Zinetta A. Burney     | Director      |
| Alan D. Bergeron      | Director      |
| Sharone Mayberry      | Director      |
| Hexser J. Holiday II  | Director      |
| James Donatto Sr.     | Director      |
| Sadie Rucker          | Director      |
| Jaa St. Julien        | Director      |
| Karen Carter Richards | Director      |
| Cydonii Miles         | Director      |
| e y n ram             | irector       |

and all of said persons were present except Directors \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

**RESOLUTION APPROVING PROCEDURES FOR EMERGENCY EXPENDITURES**

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board’s minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the

meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Secretary, Board of Directors  
Greater Southeast Management District

(SEAL)



**HOUSTON  
SOUTHEAST**

**DISTRICT  
ADMINISTRATION**



# District Administration Action Items

**Action Item 1:** Approve a not-to-exceed amount of \$3,500 for the Board Chair to attend the Urban Land Institute Spring Conference



**Proposal to Attend the 2017 Urban Land Institute Fall Meeting:**

This proposal is to request approval to attend the 2017 Urban Land Institute (ULI) Fall Meeting from May 2-4, 2017 at the Washington State Convention Center in Seattle, Washington. The focus this year is to ‘Connect with the World of Real Estate’.

ULI is a 501c-3 nonprofit research organization of community builders, individuals who develop and redevelop neighborhoods, business districts and communities across the United States and the world. ULI acts as a research agency that anticipates emerging land use trends and issues, proposing creative solutions to stimulate and enhance community development. Houston Southeast will join more than 6,000 leaders from around the world and from every sector of real estate and land use to share best practices and get the latest information on trends affecting the industry at the ULI Fall Meeting this year.

The ULI Fall Meeting provides an opportunity for people from all locations, sectors and levels of society to discuss the pressing issues of the times, share experiences and offer assistance, motivation and encouragement:

In particular, the following workshops program tracks are applicable to strengthening Houston Southeast programs:

- **Transit + Housing Innovation = Remaking Neighborhoods:** Retrace Seattle's legacy of streetcar suburbs on this modern light rail and streetcar-oriented tour of vibrant and diverse neighborhoods. Get in the mix where new transit options leverage residential choices, addressing explosive growth, economic, and social shifts.
- **Rose Center Mayors' Forum: Equity and Resiliency in American Cities:** With support from the Rose Center for Public Leadership, a joint program of ULI and the National League of Cities, city leaders are identifying opportunities to rethink land use in ways that both support existing communities and transform the city for the better.
- **The Future Is Now: Real Estate Investment Opportunities in the Digitally Connected "Smart Cities" of Today and Tomorrow:** Join us as we provide a stimulating overview of the economic opportunities, including real estate investment, presented by smart cities now and in the near future.
- **Changing Faces, Changing Places: Small-Scale Adaptive Re-Use:** Join us to learn how small-scale developers are leading the charge with outstanding adaptive re-use projects. Learn how the deals are put together from the wet stack to the capital stack.

Here’s an approximate breakdown of conference costs:

Transportation: (round trip taxi from airport to hotel)	Airfare: \$400 Taxi: \$100
Parking (PreFlight Parking for 5 days)	\$75
Hotel: (Roosevelt 4 nights at \$250)	\$1,000
Meal Stipend:	\$370 (5 days)
Registration Fee:	\$1,275
Total:	\$3,220



**BUSINESS AND ECONOMIC  
DEVELOPMENT  
COMMITTEE**

# Business & Economic Development Action Items

**Action Item 1:** Approve Disadvantage Business Enterprise (DBE) Policy for the District subject to legal counsel approval

**Action Item 2:** Approve a not-to-exceed amount of \$2,000 for two (2) Houston Southeast Job Fairs

GREATER SOUTHEAST MANAGEMENT DISTRICT  
BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE MEETING  
(Minutes)  
February 27, 2017

The Business & Economic Development Committee of the Greater Southeast Management District held a meeting via conference call on **Monday, February 27, 2017 at 1:00 p.m.** The meeting was held at 5445 Almeda Road, Suite 502, Houston, Texas 77004. The following board members were in attendance: Chair Donatto and Director Dr. McDavid. Sylvia Brooks, Maia Shelby, Denise Hamilton, Terry Garner, Marchris Robinson (via conference call), Hina Musa, Chelbi Mims and Alex Lomax were also present for the meeting.

1. CALL TO ORDER

Chair Donatto called the meeting to order at 1:05p.m.

2. RECEIVE MINUTES FROM JANUARY 6, 2017

Upon a motion from Director Dr. McDavid, which was seconded by Chair Donatto, the minutes from January 6, 2017 were approved.

3. DISCUSS THIRD WARD JOB & RESOURCE FAIR FINAL REPORT

The Committee received a Third Ward Job & Resource Fair final report from Maia Shelby and Sylvia Brooks including a Sankofa Research Institute data summary.

4. DISCUSS DBE POLICY

The Committee received an overview of the proposed District DBE Policy from Marchris Robinson via conference call.

Upon a motion from Chair Donatto, which was seconded by Director Dr. McDavid, the Committee approved the proposed DBE Policy contingent upon a confirmation from legal counsel regarding a 25% goal.

5. DISCUSS WOMEN'S ENTREPRENEURSHIP WORKSHOP

Denise Hamilton provided the Committee with an overview of her Women's Entrepreneurship Workshops for the District to consider.

Upon a motion from Chair Donatto, which was seconded by Director Dr. McDavid, the Women's Entrepreneurship Workshops were approved contingent upon a confirmation from legal counsel regarding a RFQ release requirement.

6. RECEIVE REPORT FROM PALM CENTER COMMUNITY GARDEN MANAGER

The Committee received a report from Terry Garner regarding the recent success of the Farmer's Market, Gardening 101 class and greenhouse initiatives.

7. Recommendations for Board Action:

- Approve District DBE Policy

8. Adjourn

The meeting adjourned at 2:00p.m.

## **Business Case**

The Greater Southeast Management District's Minority/Women and Small Business Enterprise Development Program ("M/W/SBE" or the "Program") is designed to provide inclusion and business opportunities for local minority, women and small businesses to participate in the procurement and contracting process of the District. The M/W/SBE Program seeks to maximize the District's economic impact on Houston's diverse business communities by creating business opportunities and generating broader participation in procurement and sourcing opportunities. Ultimately, the District wants to promote capacity building of M/W/SBE's that will result in ensuring the best value is delivered to the District.

## **Major Program Elements**

1. Goal-based program, requiring contractors who receive contract awards from the District to use Good Faith Efforts to utilize certified M/W/SBE business enterprises;
2. Contractors are subject to penalties and point deduction for future contracts if the District discovers the Contractor has failed to meet the goal or Good Faith Effort standard;
3. The Program applies to all Contracts over \$50,000.00, except contracts for sole-source items, and those contracts that are otherwise prohibited by applicable law or expressly exempted by the District;
4. An annual percentage goal for M/W/SBE business participation will be set by the Board of Directors of the District. A twenty-five (25%) percent goal of the total dollar amount of all M/W/SBE -Eligible Procurement Contracts will be set for the first year;
5. To promote transparency, information and goals related to the District's M/W/SBE program will be available on the website;

## **M/W/SBE Program Tracking and Reporting**

Annual reports will be made to the District's Board of Directors addressing the number of contracts awarded to M/W/SBE businesses, general categories of contracts, and dollar value of contracts. The District will maintain a list of potential M/W/SBE certified businesses in addition to a list of outreach activities it participates in to increase awareness and participation in its M/W/SBE Program.

## **Accepted Certifications**

Minority, Women and Small Business Enterprises (M/W/SBE's) must be certified by an agency or organization whose certification is recognized by the District:

- City of Houston MBE, WBE, Small Business Enterprise (MBE, WBE, SBE) Certifications;

- Houston Minority Supplier Development Council (HMSDC) Minority Business Enterprise (MBE) certification;
- Women Business Enterprise Alliance (WBEA) Women Business Enterprise (WBE) certification

### **Procurement and Sourcing Requirements**

- Contract goals will vary based on subcontracting opportunities, availability of certified M/W/SBE businesses, and price competitiveness;
- To demonstrate Good Faith Effort, Contractors will need to utilize certifying organizations to source and disseminate RFP/RFQ/RFI opportunities and request and search databases for potential qualified M/W/SBE suppliers for sourcing purposes;
- A Contract award may be denied or an existing Contract may be terminated for the Contractor's failure to use Good Faith Efforts;
- A written and signed M/W/SBE subcontracting plan is required from prospective Proposers to provide assurance of M/W/SBE business participation in the contract;
- The District requires integrity in the operations of Contractors, Subcontractors, and M/W/SBE businesses participating in the Program. Pass-Thru Businesses are not permitted. Contractors, Subcontractors and M/W/SBE businesses that violate the District's requirement of operational integrity contracts may be sanctioned or terminated.

GREATER SOUTHEAST MANAGEMENT DISTRICT  
BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE MEETING  
(Minutes)  
April 5, 2017

The Business & Economic Development Committee of the Greater Southeast Management District held a meeting via conference call on **Wednesday, April 5, 2017 at 2:00 a.m.** The meeting was held at 5445 Alameda Road, Suite 502, Houston, Texas 77004. The following board members were in attendance: Chair Donatto and Director Holliday. Chelbi Mims and Erica Fowler was also present for the meeting.

1. CALL TO ORDER

Chair Donatto called the meeting to order at 2:22 p.m.

2. HOUSE REWARDS UPDATE

Ms. Fowler provided the committee with an update. She shared she was working with her subcontractor to develop the application that will be used to solicit businesses. The team will begin approaching businesses within the next two weeks.

3. DISCUSS HOUSTON SOUTHEAST JOB FAIR

Upon a motion from Chair Donatto, which was seconded by Director Holliday, a not-to-exceed amount of \$2,000 was approved for two (2) Houston Southeast Job Fairs.

4. Recommendations for Board Action:

- Approve a not-to-exceed amount of \$2,000 for two (2) Houston Southeast Job Fairs.

5. Adjourn

The meeting adjourned at 2:28 p.m.



**GREATER SOUTHEAST MANAGEMENT DISTRICT  
MINORITY/WOMEN AND SMALL BUSINESS ENTERPRISE PROGRAM**

**I. SUMMARY OF THE GREATER SOUTHEAST MANAGEMENT DISTRICT'S  
MINORITY/WOMEN AND SMALL BUSINESS ENTERPRISE DEVELOPMENT  
PROGRAM**

The Greater Southeast Management District's ("District") Minority/Women and Small Business Enterprise Development Program ("M/W/SBE" or the "Program") was created to provide inclusion and business opportunities for local minority, women and small businesses to participate in the procurement and contracting process with the District. By formalizing existing practices and implementing new procedures, the M/W/SBE Program allows the District to generate a larger economic impact on the minority/women/small businesses in the communities in which they live and work. The District demonstrates its commitment and support of Houston's diverse communities by creating business opportunities and promoting a broader inclusion of diverse suppliers.

It is anticipated that through the growth of the Program, the District will positively contribute to the building of capacity of M/W/SBE's; while increasing competition and utilization among diverse businesses. Creating these opportunities will ensure the best value is delivered to the District.

Shown below are the key features of the Program.

1. The M/W/SBE is a goal-oriented program, requiring Contractors who receive contracts from the District to use Good Faith Efforts to utilize certified M/W/SBE business enterprises.
2. Contractors are subject to penalties and point deduction for future contracts if the District discovers the Contractor has failed to meet the goal or Good Faith Effort standard.
3. The Program applies to all Contracts over \$50,000.00, except contracts for sole-source items, and those contracts that are otherwise prohibited by applicable law or expressly exempted by the District.
4. The District will establish an annual goal for M/W/SBE business participation. The initial overall annual goal of the M/W/SBE will be set at twenty-five (25%) percent of the dollar amount of all M/W/SBE-Eligible Procurement Contracts. However, individual contract goals will vary based on subcontracting opportunities, availability of certified M/W/SBE businesses, and price competitiveness. The annual goal may change from year to year based on all relevant factors considered by the District.

5. To participate, M/W/SBE businesses must be certified by an agency or organization whose certification is recognized by the District to include; the City of Houston MBE, WBE and SBE Certifications, the Houston Minority Supplier Development Council (HMSDC) Minority Business Enterprise (MBE) certification and the Women Business Enterprise Alliance (WBEA) Women Business Enterprise (WBE) certification.
6. The above mentioned organizations should also be a resource Contractor's send RFP/RFQ/RFI opportunities and source or search their directories to request and locate qualified firms for sourcing purposes.
7. A reduction in the size of contracts, when feasible, will be considered in an effort to promote broader inclusion of M/W/SBE businesses in procurement opportunities.
8. A written and signed M/W/SBE subcontracting plan is required from prospective Proposers to provide assurance of M/W/SBE business participation in the contract.
9. Outreach activities will be implemented and conducted to better support the M/W/SBE business community in doing business with the District. This includes but is not limited to providing workshops and training sessions on issues frequently encountered by M/W/SBE businesses during the proposal process and generally while performing work for the District.
10. An updated M/W/SBE business directory shall be maintained or sourced through certification entities as a source list(s) to help identify qualified businesses; in addition of providing information on the District's website about opportunities to do business with the District.
11. Information regarding the District's M/W/SBE program, procedures and goals should be on the District's website.
12. The District will incorporate several procedures to help implement the Program. These steps are designed to maximize the Program's success. These procedures include:

The Program requires Good Faith Efforts by Contractors to use M/W/SBE businesses in contract performance. The Program has procedures in place to determine whether Contractors are meeting this requirement of Good Faith Efforts. Contractors are required to document efforts to obtain and utilize M/W/SBE participation. The efforts must be real and substantial. A contract award may be denied or an existing contract may be terminated for the Contractor's failure to use Good Faith Efforts. The District recognizes that availability, subcontracting capabilities, outreach to supporting organizations in a timely manner and price competitiveness are relevant factors in determining whether a Contractor has used Good Faith Efforts to subcontract with M/W/SBE businesses.

District maintains a policy of inclusion of firms that have a documented history of being economically and/or socially underutilized, and discriminated against in contracting opportunities. The M/W/SBE is implemented in a non-discriminatory manner.

Contractors and M/W/SBE businesses are prohibited from discriminating in the operations of the Program based on age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status. Any such discrimination by Contractors or M/W/SBE businesses in selecting or utilizing M/W/SBE businesses may be subject to the Contractor or M/W/SBE businesses disqualification from future contracts with the District.

13. District requires integrity in the operations of Contractors, Subcontractors, and M/W/SBE businesses participating in the Program. The District's Program Procedures Manual requires Good-Faith Efforts, proper contract performance, prompt payment, and cooperation by all participants. Pass-Thru Businesses are not permitted. Contractors, Subcontractors and M/W/SBE businesses that violate the District's requirement of operational integrity of the Program will be subject to sanctions.
14. The District utilizes various purchasing methods to acquire goods and services, including but not limited to Purchase Orders, Competitive Sealed Proposals, Requests for Proposals, Design-Build Contracts, Competitive Bidding, Catalog Purchases, Construction Manager Contracts and Job Order Contracts. The District determines which purchasing method to use based on the best value to the District. Regardless of the purchase method utilized, all eligible procurements (unless otherwise exempt) shall have a M/W/SBE goal.
15. The District monitors the progress of the Program, reviewing participation reports, community input, recommendations, and operational efficiency. Annual reports are made to the District's Board of Directors addressing the number of contracts awarded to M/W/SBE businesses, general categories of contracts, and dollar value of contracts. The District will maintain a list of outreach activities it participates in to increase awareness and participation in its M/W/SBE Program.
16. Nothing in the Program should be construed to give a Proposer a property interest in a proposal or Contract prior to the District's Board of Directors' award of the contract and compliance with all statutory and other legal requirements.

## **II. DISTRICT'S REQUIREMENT FOR OPERATIONAL INTEGRITY**

The Program gives opportunities for M/W/SBE businesses to provide goods and services to the District. To be successful, the Program must maintain a high level of operational integrity. Therefore, all Contractors, Subcontractors and M/W/SBE businesses must meet and continue to meet the operational requirements of M/W/SBE status. The District will not allow violations of policies or procedures that undercut the integrity of the Program. These types of violations include, but are not limited to, false or misleading representations about eligibility for M/W/SBE certification, failure to make Good Faith Efforts, acts of impermissible discrimination, operating as a Pass-Thru Business, non-payment or continuous slow payment of Subcontractors, other failure to perform, etc. It is the policy of the District to move swiftly and decisively to sanction such violations of the operational integrity of the Program.

### **III. OPERATIONAL PROCEDURES**

The procedures herein are established to govern the program components of the Program, including, without limitation, program compliance, certification, specific implementation measures, M/W/SBE business status verification, and reporting of M/W/SBE business participation.

#### **A. SCOPE**

These procedures apply to the District, Prime Contractors and Subcontractors involved with M/W/SBE contracts, and all certified M/W/SBE businesses. These procedures apply to those M/W/SBE-Eligible contracts as defined herein (i.e., all contracts valued at over \$50,000.00, excluding contracts for sole-source items, federally funded contracts, contracts with other governmental entities, and those contracts for which participation in the M/W/SBE program is otherwise prohibited by applicable law or exempted by District).

#### **B. CERTIFICATION PROCEDURES**

The Program requires prior certification of a M/W/SBE business in order to count the participation of that M/W/SBE business toward program goals. Procurements issued prior to adoption of the M/W/SBE Procedure are eligible to submit certification and data for purposes of reporting and compliance with the Program goals as per the published solicitation document. Any such contract awards will be monitored for M/W/SBE compliance and shall be reported through the expiration of the contract.

##### **1. Eligibility Requirements for Certification**

To be eligible for certification as a M/W/SBE business, each applicant must complete the certification process and receive a certificate from one of the District's approved certifying entities.

##### **2. Certification Process**

a. To be eligible to participate in the Program, a M/W/SBE business must have a current certification of its M/W/SBE business status. Certifications may be obtained from public and private agencies that certify M/W/SBE businesses.

The District does not represent that any particular agency employs the same definition of M/W/SBE as that used by the District. It is the responsibility of the applicant to choose an agency for certification that uses the District's definitional criteria for M/W/SBE.

The District recognizes certification by the following governmental and private agencies:

- City of Houston: Minority, Women, Small Business (M/W/SBE) Certifications

- Houston Minority Supplier Development Council: Minority Business Enterprise (MBE) Certification
- Women Business Enterprise Alliance: Women Business Enterprise (WBE) Certification

The District has the right to revoke acceptance of a business as a certified or qualifying M/W/SBE business and to conduct certification reviews in accordance with these procedures.

- a. If a M/W/SBE business experiences any change in its certification status with its certifying agency (i.e. amendments, decertification, termination, graduation), the M/W/SBE business shall immediately notify the District of such change.
- b. If a certifying agency decertifies or removes certification from a certified M/W/SBE business participant in the Program, that business shall be delisted from the Program, until recertified or certified by another Program approved agency. Delisting will automatically occur ninety (90) days after the certifying agency decertifies or removes its certification.

### 3. Recertification Requirement

- a. M/W/SBE business application is valid through the certification date provided by the certifying agency. To reapply, a business must submit a renewal application and evidence of continuing eligibility of certification.

### 4. Revocation

The District may revoke a previously approved application if it determines that the business does not meet the definition of a M/W/SBE business, or if the business fails to provide requested information in connection with an application review conducted by the District.

A business may be disqualified from participation in the Program if the business fails to provide evidence of certification to the District. The District may also revoke a previously approved application if it determines that the M/W/SBE business is operating as a Pass-Thru Business. If a question arises regarding certification, the District will contact the certifying agency, investigate the claim but will continue to count the certified M/W/SBE business as a M/W/SBE-Certified Business until the M/W/SBE business certification expires or is officially revoked.

### 5. Certification Reviews

District may conduct random certification reviews of certified M/W/SBE businesses by auditing them to verify that the information submitted by the business is accurate and that the business remains eligible after certification has been granted. An application approval is subject to revocation if it is determined that a business does not qualify as a M/W/SBE-Certified Business under the terms of this Program.

## 6. Limitations

Notwithstanding any other provision of this Program, except upon a finding of good cause by District, a firm shall be eligible to participate in the program until it can no longer qualify for reasons of growth or change in status.

### **C. OVERALL ANNUAL PROGRAM GOAL AND INDIVIDUAL CONTRACT GOALS**

#### 1. Overall Annual Goal

An overall annual goal for M/W/SBE business participation at the District will be set by the District. The initial overall annual goal of the Program will be set at twenty-five (25%) percent of the dollar amount of all M/W/SBE-Eligible Procurement Contracts. The annual goal may change from year to year based on all relevant factors considered by the District.

The Program staff shall provide an annual report to the District's Board of Directors calculating M/W/SBE business utilization during the previous year. The annual goal for overall M/W/SBE business participation will be based on prior utilization, policy requirements, staff recommendations, and general input regarding capacity analysis, and the District projected contracting opportunities.

The District staff will also seek to track M/W/SBE-Certified Business participation in non-M/W/SBE Contracts, e.g., sole-source items, and those contracts for which participation in the Program is otherwise prohibited by applicable law or exempted by the District. In evaluating performance in reaching its annual goal, the District will count all M/W/SBE business participation resulting from both M/W/SBE-Eligible contracts and non-M/W/SBE Contracts.

#### 2. Individual Contract Goals

Each M/W/SBE-Eligible Contract will have an individual contract goal for M/W/SBE business participation. The following procedures should be utilized to set individual contract goals. All M/W/SBE-Eligible Contracts will be evaluated for M/W/SBE goal potential. These individual contract goals may be higher or lower than the annual goal. Individual contract goals are set by the District's Executive Director, in conjunction with the District's Board of Directors.

The criteria used to set individual contract goals shall include, but not limited to, M/W/SBE business capacity, M/W/SBE business availability, nature of the contract, and District past experiences with M/W/SBE business participation with similar contracts, available M/W/SBE-certified companies, and subcontracting opportunities in the performance of the contract. All individual contract goals will be determined prior to the release of the solicitation. No quotas or set-asides will be used in implementing the Program.

The M/W/SBE-Eligible Contract may otherwise be exempt from a M/W/SBE business goal if it is determined that one or more of the following is present:

- a. A public or administrative emergency exists that requires the goods or services to be provided with unusual immediacy; or
- b. The goods or services requested are of such a specialized, technical, or unique nature as to require the District to be able to select its Contractor without application of M/W/SBE business provisions; or
- c. The application of M/W/SBE business provisions would impose an unwarranted economic burden or risk on the District, would unduly delay acquisition of the labor, goods or services, or would otherwise not be in the best interest of the District; or
- d. The possible M/W/SBE business participation level based on M/W/SBE business availability would produce negligible or no M/W/SBE business participation.

All Program exemptions must be approved by the Executive Director of the District.

#### **D. PROGRAM ACTIVITIES AND RESPONSIBILITIES**

In an effort to maximize the Program's activities, the following procedures are in place to maximize opportunities for M/W/SBE business participation:

1. The District has created the position or responsibility of M/W/SBE Program Manager. This administrator is responsible for the direct operation and direct implementation of the Program. The Manager work directly with the M/W/SBE businesses and Contractors to provide information, assistance, and support.
2. The District is authorized to develop and issue a Prompt Payment Directive. The Prompt Payment Directive will provide guidelines and mandates to Contractors and Subcontractors on the timing of payments to M/W/SBE-Certified businesses following the receipt of payment from the District.
3. The District will assist private sector businesses and individuals with developing a mentoring program to bring M/W/SBE business owners together with private sector business owners, to share information and experiences.
4. The District solicitations for M/W/SBE Eligible Contracts with M/W/SBE eligible goals shall require all Proposers to submit a written assurance of meeting the contract goal for M/W/SBE business participation in their proposals. Proposals must also include a proposed schedule of M/W/SBE business participation that lists the names of M/W/SBE business Subcontractors, a description of the work each is to perform, and the dollar value of each proposed M/W/SBE business subcontract. If the M/W/SBE business participation does not meet the M/W/SBE business Contract goals, the Proposers must submit sufficient information and evidence demonstrating that the Proposer made Good Faith Efforts to meet the goals.

5. The District requires that all Proposers be required to submit information on M/W/SBE business Subcontractors and on the Proposers at the time of proposal review. Agreements between a Proposer and a M/W/SBE business in which the M/W/SBE business promises not to provide subcontracting quotations to other Proposers shall be prohibited.
6. The District shall develop a website to assist M/W/SBE businesses and Contractors. The website will contain information related to the District's M/W/SBE Program goals and the procurement process.
7. The District will maintain and have available an updated certified M/W/SBE business directory and source list(s) per proposal solicitation to facilitate identifying M/W/SBE businesses with capabilities relevant to general contracting requirements and to particular solicitations. The District will make the directory and source list(s) available to Proposers to assist their efforts to meet the M/W/SBE business requirements.
8. District will coordinate M/W/SBE businesses with educational opportunities available throughout District that may serve to develop M/W/SBE businesses.

## **E. PURCHASING METHODS**

District utilizes various purchasing methods to acquire goods and services.

Regardless of which purchasing method District chooses to use, an individual contract goal will be placed on all Program Eligible Contracts. Purchasing methods used by District include but are not limited to Purchase Orders, Competitive Sealed Proposals, Requests for Proposals, Design-Build Contracts, Competitive Bidding, Catalog Purchases, Construction Manager Contracts, and Job Order Contracts. Note that not all purchasing methods used by the District are Program eligible. In deciding which purchasing method to utilize, District will determine which purchasing method provides the best value to District.

The District Board of Directors shall make the final determination to award a M/W/SBE-Eligible Contract in accordance with the current Procurement Policy and Procedures. M/W/SBE-Eligible Contracts will be awarded consistent with the statutory requirements for certain professional services contained in Section 2254 of the Texas Government Code.

Nothing in the Program should be construed to give a Proposer a property interest in a proposal or Contract prior to the District Board of Directors' award of the Contract and compliance with all statutory and other legal requirements.

**NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, NO CONTRACTOR OR ANY OTHER PERSON OR FIRM IS INTENDED TO OR SHALL DERIVE ANY LEGAL OR EQUITABLE RIGHTS, DIRECTLY OR AS A THIRD-PARTY BENEFICIARY, FROM DISTRICT'S M/W/SBE.**



## **F. PROCEDURES FOR DETERMINING SATISFACTION OF GOOD FAITH EFFORTS REQUIREMENT**

1. Each Bidder or Proposer must acknowledge the Bidder or Proposer's awareness of District's M/W/SBE policy by signing the M/W/SBE Business Assurance Statement.
2. The Bidder or Proposer must submit a Contractor's M/W/SBE Subcontracting Plan (the "Plan") setting out how the Program's goals for the proposed project is to be met. The Plan is to be submitted with the proposal response or within a period designated within the solicitation document, or upon notification of finalist or successful Proposer status. Failure to respond within the designated period could result in a determination by District that a Bidder or Proposer is non-responsive and thereby removed from consideration for an award. The Plan is a form which outlines the M/W/SBE business participation in the M/W/SBE-Eligible Contract with supporting documentation of M/W/SBE certification from an approved certification entity. The Plan must include a list of M/W/SBE-Certified Businesses proposed as Subcontractors and suppliers. All M/W/SBE businesses listed must be approved as M/W/SBE-Certified M/W/SBE Businesses by the District prior to submitting the proposal or bid is submitted.
3. The Plan must also include executed subcontract(s) or letter(s) of intent for each listed M/W/SBE business, including the name of the M/W/SBE business, description of the scope of work to be performed, and the dollar value and percentage amount for each M/W/SBE business Contract. Copies of certification documentation must be included with proposals.
4. The Proposer shall adhere to the Plan submitted unless a waiver is received from the M/W/SBE Business Development Program Manager of the District.
5. If the Bidder or Proposer is unable to meet the M/W/SBE goal, the Bidder or Proposer must submit documentation of Good Faith Efforts to meet the M/W/SBE business participation goal. Such documentation shall be presented to the M/W/SBE Program Manager for review.
6. District may consider, in future procurements, whether any Contractor that has failed to make Good Faith Efforts to meet a Contract M/W/SBE business participation goal, and may consider as part of any future procurements any business which has failed to make Good Faith Efforts to meet all requirements necessary for participation of M/W/SBE-Certified Businesses.
7. Prior to being issued a Notice to Proceed or other notification to begin the work, the successful Bidder or Proposer shall execute written Contracts with all of its M/W/SBE business Subcontractors, and shall assure that all such Contracts contain the terms set out in all required Program provisions.
8. Prior to award, the Contractor shall designate a M/W/SBE contact person who will administer the Contractor's M/W/SBE commitments and who shall be responsible for

maintenance of records of Good Faith Efforts to subcontract with M/W/SBE-Certified Businesses.

9. After award, the Contractor shall (1) submit Utilization Reports to the District M/W/SBE Program; and (2) make timely payments to all persons and entities supplying labor, materials, or equipment for the performance of the Contract.
  - a. In the event a M/W/SBE-Certified Business is suspended or removed for any reason, the Contractor shall make a Good Faith Effort to replace the M/W/SBE business with another M/W/SBE-Certified Business.
  - b. Violations of federal or state law or significant ordinances or regulations of any governmental unit may be deemed to be a failure to satisfy the Good Faith Efforts of the Program.

#### **G. PROCEDURES FOR EVALUATING AND REPORTING M/W/SBE BUSINESS PARTICIPATION**

Prior to any consideration of a bid or proposal by the District's Board of Directors for Contract award, District staff shall review submitted bids and proposals for verification of M/W/SBE participation.

The staff evaluation process may utilize a point system based on evaluation criteria set forth in the procurement methods. A designated number of points will be set aside for M/W/SBE business participation, if applicable. If the procurement solicitation does not have a M/W/SBE business participation goal, but the Executive Director of the District concludes that M/W/SBE business contractors may be available to perform the work, the point system may include a designated number of points set aside for M/W/SBE business participation.

Proposers may receive none, some, or all of the designated M/W/SBE business participation points, based on the Proposer's plan to satisfy M/W/SBE business participation goals.

If, in the opinion of District staff, the proposal response completely meets the stated M/W/SBE business participation goals, the total amount of eligible points will be awarded for M/W/SBE business participation.

Points shall be awarded in accordance with the proposal response based on the prime vendor's certifications and/or commitment to M/W/SBE business subcontracting stated in the solicitation document and the published point distribution sliding-scale.

The ultimate decision to award contracts will be made by the District's Board of Directors based on its determination of best value to District or otherwise in accordance with the solicitation's method of procurement.



**HOUSTON  
SOUTHEAST**

**PUBLIC SAFETY  
COMMITTEE**

# Public Safety Action Items

**Action Item 1:** Approve the Houston Southeast Coffee with a Cop Program

**Action Item 2:** Approve a not-to-exceed amount of \$6,000 for the Street Solicitation Public Relations Program



GREATER SOUTHEAST MANAGEMENT DISTRICT  
PUBLIC SAFETY COMMITTEE MEETING  
(Minutes)  
March 1, 2017

The Public Safety Committee of the Greater Southeast Management District held a meeting on **March 1, 2017 at 12:00 p.m.** The meeting was held at 5445 Almeda Road, Suite 502, Houston, Texas 77004. Present at the meeting were Director Donatto, Director Dr. McDavid, Lt. Holland Jones (HC Pct. 7), Sgt. Farquaar (South Central), Erica Dean (South Central), Oletha Miller Jacobs, HPD Southeast, Sgt. John Toliver (TSU), J. Richard Blake (COHPD), Jose Torres (COHPD), Adrian Garcia, Tiko Hausman, Hina Musa and Chelbi Mims.

1. CALL TO ORDER

The meeting was called to order at 12:06 p.m.

2. RECEIVE REPORT FROM HARRIS COUNTY PRECINCT 7

Captain Holland Jones provided the Committee with an update from Harris County Precinct 7. Captain Jones said Pct. 7 will have a report to the Committee by Tuesday March 7, 2017.

3. RECEIVE PUBLIC SAFETY COORDINATOR REPORT

Officer Gans provided the Committee with an update regarding the Houston Southeast Bike Patrol and Motorcycle Patrol.

The offices logged 350 hours and had 2200 business interactions

Officer Gans reported Scott and OST had become a problem of concern and he was placing additional officers in the area.

4. RECEIVE REPORT FROM SOUTHEAST COMMAND STATION

HPD Southeast Officer provided the Committee with an Update. The Palm Center Storefront is working on the overtime gang program and developing a program to discuss policing with students.

5. RECEIVE REPORT FROM SOUTH CENTRAL COMMAND STATION

Sgt. Farquaar provided the Committee with an update from South Central Command Station comparing January 2016 to January 2017.

Sgt. Farquaar shared there was elevated gang activity in the area. South Central is working on placing additional patrols on the street to tackle this issue.

6. UNIVERSITIES REPORT

Texas Southern University provided the Committee with an update.

TSU reported an increase in BMV and an increase in car accidents from Tierwester to Scott. TSU Police is working with South Central on this issue.

7. HISD REPORT

This item was not discussed.

8. PARK RANGERS REPORT

GREATER SOUTHEAST MANAGEMENT DISTRICT  
PUBLIC SAFETY COMMITTEE MEETING  
(Minutes)  
April 4, 2017

The Public Safety Committee of the Greater Southeast Management District held a meeting on **April 4, 2017 at 12:00 p.m.** The meeting was held at 5445 Almeda Road, Suite 502, Houston, Texas 77004. Present at the meeting were Director Holliday, Director Dr. McDavid, Lt. Holland Jones (HC Pct. 7), Sgt. Farquaar (South Central), Oletha Miller Jacobs, Officer Gans, Officer Ellan, Officer Padauan, Sgt. John Toliver (TSU), J. Tiko Hausman, Hina Musa and Chelbi Mims.

1. CALL TO ORDER

The meeting was called to order at 12:06 p.m.

2. RECEIVE REPORT FROM HARRIS COUNTY PRECINCT 7

Captain Holland Jones provided the Committee with an update from Harris County Precinct 7. Captain Jones said Pct. 7 will have a report to the Committee by Tuesday April 11, 2017.

3. RECEIVE PUBLIC SAFETY COORDINATOR REPORT

Officer Gans provided the Committee with an update regarding the Houston Southeast Bike Patrol and Motorcycle Patrol.  
The offices logged 543 hours and had 2070 business interactions

4. RECEIVE REPORT FROM SOUTHEAST COMMAND STATION

This item was not discussed.

5. RECEIVE REPORT FROM SOUTH CENTRAL COMMAND STATION

Sgt. Farquaar provided the Committee with an update from South Central Command Station comparing March 2016 to March 2017.

There was an elevation in robberies and BMV's. There was a decrease in burglaries. Sgt. Farquaar shared officers are continuously informing people to not leave belongings in their car to prevent BMV's.

6. UNIVERSITIES REPORT

Texas Southern University provided the Committee with an update.

TSU reported an increase in BMV and an increase in car accidents from Tierwester to Scott. TSU Police is working with South Central on this issue.

7. HISD REPORT

This item was not discussed.

8. PARK RANGERS REPORT

Ms. Mims informed the Committee that 24/7 patrol from park rangers for Emancipation Park will start on June 1, 2017.

10. NEW BUSINESS

This item was not discussed.

11. ADJOURN

The meeting was adjourned at 12:45 p.m.

---

Hexser Holliday  
Chair, Public Safety Committee



**MAY WALKER**, CONSTABLE  
PRECINCT SEVEN  
HARRIS COUNTY, TEXAS

MAIN OFFICE  
5300 Griggs Road  
Houston, Texas 77021  
PHONE (713) 643-6602  
FAX (713) 643-3401

**Date: 03/01/2017**

From: Captain Holland D. Jones, JD., PhD.  
Toll Road Division Supervisor & Departmental Training Coordinator  
Harris County Constable's Office of Precinct "7"

To: G.S.E.M.D. Management District  
Public Safety Committee & G.S.E.M.D. Board of Directors

Subject: February G.S.E.M.D. Monthly Report  
Enclosure: **Neighborhood Contract Performance Report**  
Distribution: Public Safety Committee & G.S.E.M.D. Board of Directors

The purpose of this "**Contract Performance Report**" is to provide the Board of Directors with a detailed report of the services provided by the Harris County Constable's Office of Precinct Seven for the **performance of month of February, 2017**. With regard to the specific contents of the report, there are 18 distinctive component parts of this report. These components are enumerated below:

- |  |   |
|--|---|
| 01. Patrol Activity Details                | 10. Traffic Enforcement Report                |
| 02. Patrol Activity Analytical Summary     | 11. Trends & Percentages of Traffic           |
| 03. Patrol Activity Percentages & Trends   | 12. Citation & Warning Issuance Review        |
| 04. Security Checks Report                 | 13. Call for Service Report ( <i>C.F.S.</i> ) |
| 05. Security Checks Percentages & Trends   | 14. Trends & Percentages for <i>C.F.S.</i>    |
| 06. Crisis Intervention Disposition Report | 15. Overtime Report (service at no Cost)      |
| 07. Offense/Incident Generation Report     | 16. Reserve Deputy Use (at no Cost)           |
| 08. Criminal Arrest Types Report           | 17. Incident Summarization                    |
| 09. Warrant Execution Report               | 18. Hotspot Report Data Review                |

Each component is calculated separately to achieve the category totals. A cursory analysis of the statistical data from this report should be demonstrative of the quality of performance of this agency in realizing the contractual obligations to achieve the overall goals and objectives of this Agency and the G.S.E.M.D.

In addition, this report will encompass an incident summary category which will provide a brief synopsis of any significant incidents that have occurred during the evaluation month. The information accumulated will be utilized to identify spatial concentrations of significant incidents or offenses that required the generation of a police report by G.S.E.M.D. Law Enforcement Personnel.

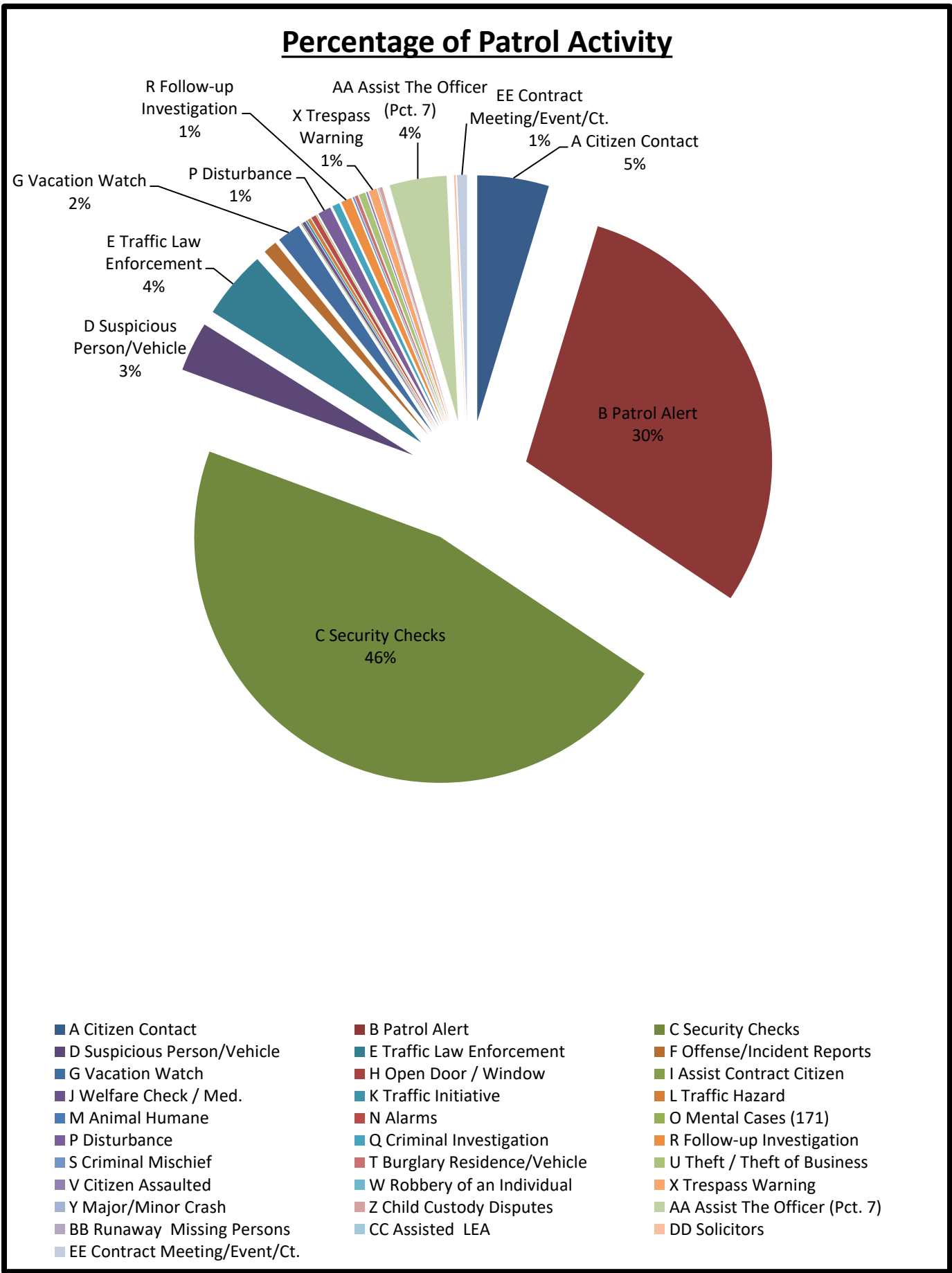


**A. Patrol Activity Monthly Total:**

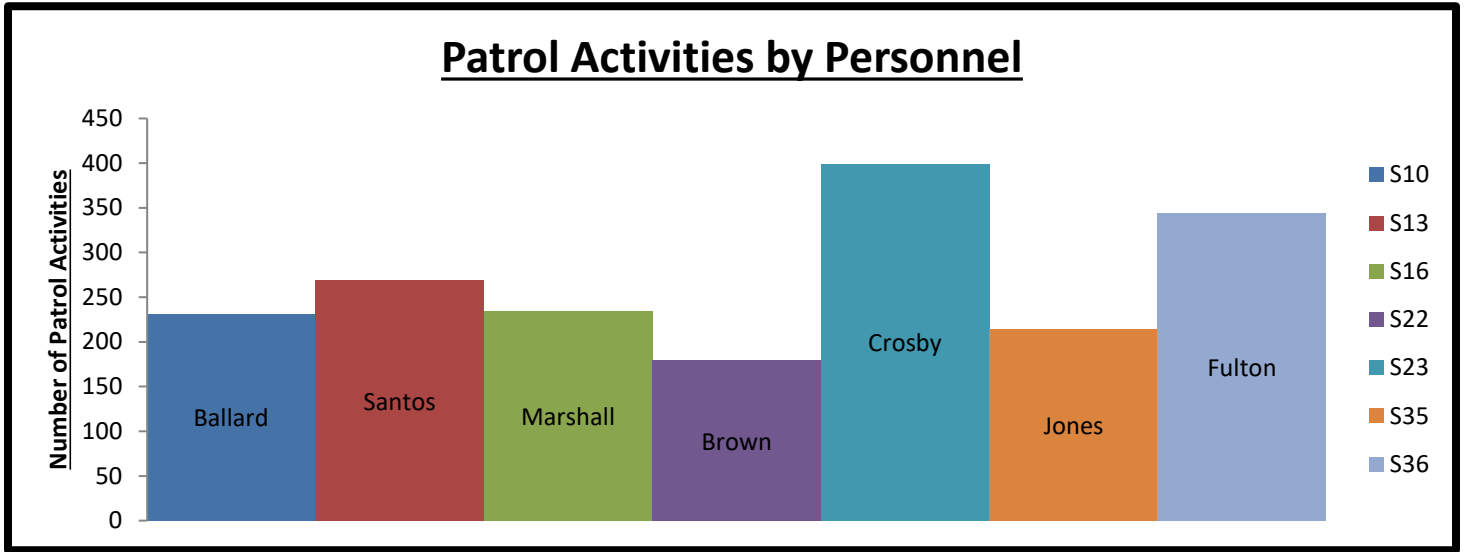
**1869**

<b>*</b>	<b><i>Patrol Activity Types</i></b>	<b>S10</b>	<b>S13</b>	<b>S16</b>	<b>S22</b>	<b>S23</b>	<b>S35</b>	<b>S36</b>	<b>TOT</b>
<b>A</b>	<b>Citizen Contact</b>	29	21	31	3	1	1	2	88
<b>B</b>	<b>Patrol Alert</b>	45	63	9	97	205	94	42	555
<b>C</b>	<b>Security Checks</b>	97	134	176	33	131	47	247	865
<b>D</b>	<b>Suspicious Person/Vehicle</b>	8	10	8	9	11	9	6	61
<b>E</b>	<b>Traffic Law Enforcement</b>	1	5	0	10	26	33	9	84
<b>F</b>	<b>Offense/Incident Reports</b>	6	3	0	4	1	2	0	16
<b>G</b>	<b>Vacation Watch</b>	0	3	0	4	13	0	9	29
<b>H</b>	<b>Open Door / Window</b>	0	0	0	0	0	0	0	0
<b>I</b>	<b>Assist Contract Citizen</b>	1	0	0	0	0	0	0	1
<b>J</b>	<b>Welfare Check / Med.</b>	0	1	0	0	1	2	0	4
<b>K</b>	<b>Traffic Initiative</b>	0	0	0	2	0	0	0	2
<b>L</b>	<b>Traffic Hazard</b>	2	0	0	0	0	0	2	4
<b>M</b>	<b>Animal Humane</b>	0	0	0	0	0	0	0	0
<b>N</b>	<b>Alarms</b>	1	0	1	1	1	2	0	6
<b>O</b>	<b>Mental Cases (171)</b>	0	1	0	0	0	0	0	1
<b>P</b>	<b>Disturbance</b>	3	1	0	5	3	3	1	16
<b>Q</b>	<b>Criminal Investigation</b>	2	0	0	4	0	3	0	9
<b>R</b>	<b>Follow-up Investigation</b>	8	2	0	3	0	0	0	13
<b>S</b>	<b>Criminal Mischief</b>	0	0	1	1	0	0	0	2
<b>T</b>	<b>Burglary Residence/Vehicle</b>	3	1	0	0	0	0	0	4
<b>U</b>	<b>Theft / Theft of Business</b>	1	4	1	0	1	1	0	8
<b>V</b>	<b>Citizen Assaulted</b>	2	0	0	0	0	0	0	2
<b>W</b>	<b>Robbery of an Individual</b>	0	0	0	0	0	0	0	0
<b>X</b>	<b>Trespass Warning</b>	1	7	1	0	0	1	0	10
<b>Y</b>	<b>Major/Minor Crash</b>	0	0	0	1	0	0	0	1
<b>Z</b>	<b>Child Custody Disputes</b>	0	0	0	1	3	0	0	4
<b>AA</b>	<b>Assist The Officer (Pct. 7)</b>	11	10	5	1	1	16	26	70
<b>BB</b>	<b>Runaway Missing Persons</b>	0	0	0	0	0	0	0	0
<b>CC</b>	<b>Assisted LEA</b>	0	0	0	0	0	0	0	0
<b>DD</b>	<b>Solicitors</b>	1	0	0	0	1	0	0	2
<b>EE</b>	<b>Contract Meeting/Event/Ct.</b>	8	3	1	0	0	0	0	12
<b>*</b>	<b><i>MONTH TOTALS</i></b>	<b>230</b>	<b>269</b>	<b>234</b>	<b>179</b>	<b>399</b>	<b>214</b>	<b>344</b>	<b>1869</b>

# A1. Patrol Activity Percentage:



**A2. Patrol Activity by G.S.E.M.D. Personnel:**

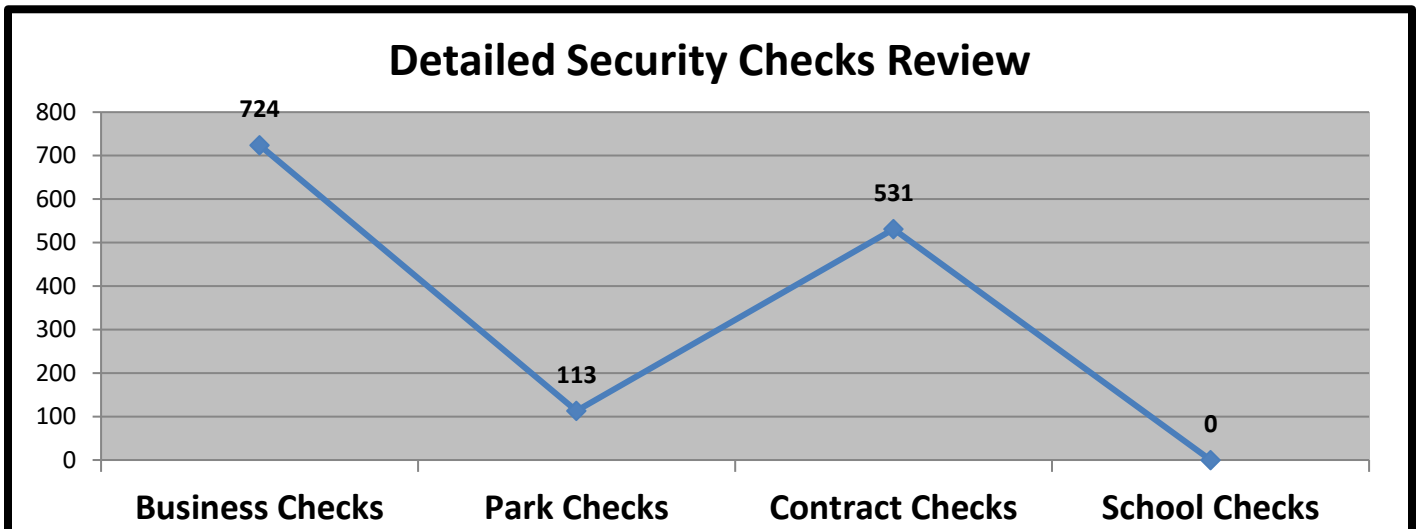


**B. Security Checks Monthly Total:**

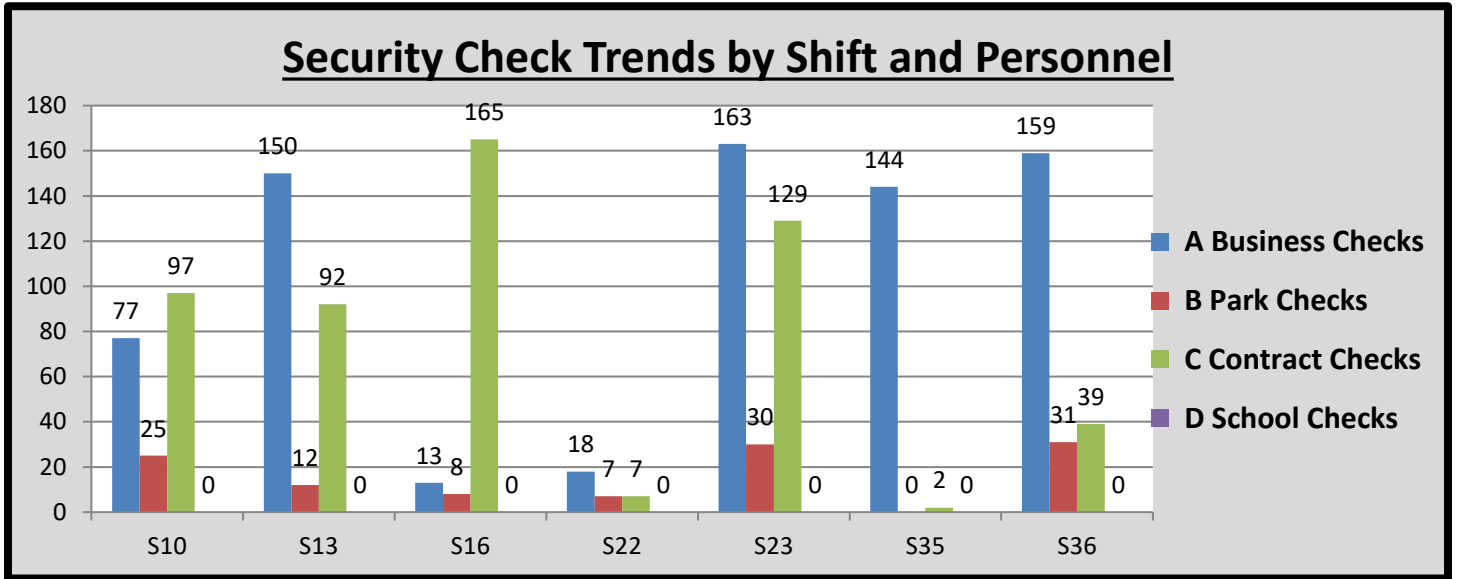
**1368**

*	Security Checks	S10	S13	S16	S22	S23	S35	S36	TOT
A	Business Checks	77	150	13	18	163	144	159	771
B	Park Checks	25	12	8	7	30	0	31	115
C	Contract Checks	97	92	165	7	129	2	39	486
D	School Checks	0	0	0	0	0	0	0	0
E	<i>Totals</i>	199	254	186	32	322	146	229	1368

**B1. Detailed Security Checks Review:**



**B2. Security Check Trends:**



**C. CIT/MHO Dispositions Monthly Total:**

**001**

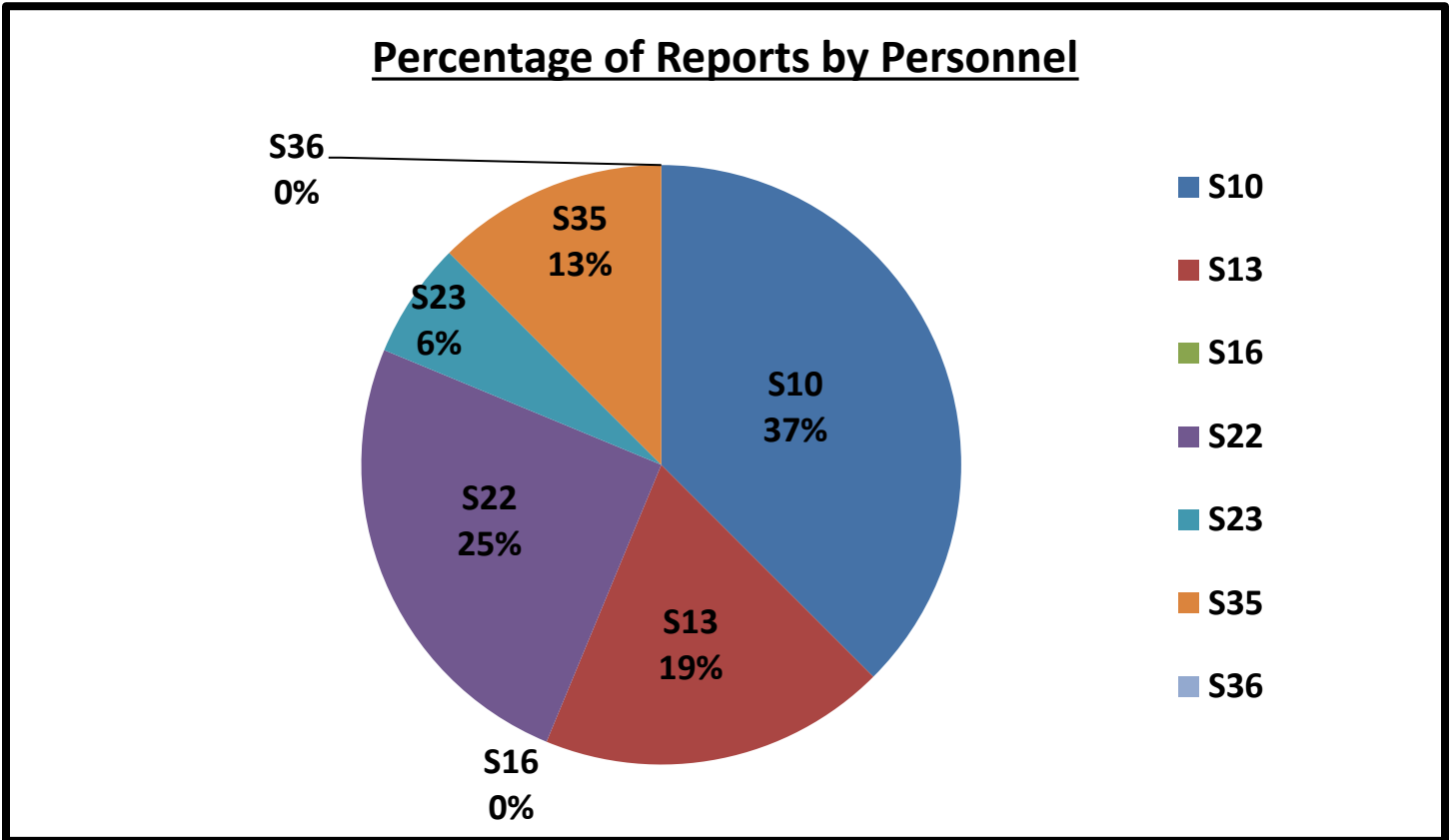
*	<i>C.I.T. Dispositions</i>	S10	S13	S16	S22	S23	S35	S36	TOT
A	CIT/MHO Outside Referral	0	0	0	0	0	0	0	0
B	CIT/MHO Transport	0	0	0	0	0	0	0	0
C	CIT/MHO CIT Contact	0	0	0	0	0	0	0	0
D	CIT/MHO Arrest	0	1	0	0	0	0	0	1
E	<i>Totals</i>	0	1	0	0	0	0	0	1

**D. Offense/Incident Reports Monthly Total:**

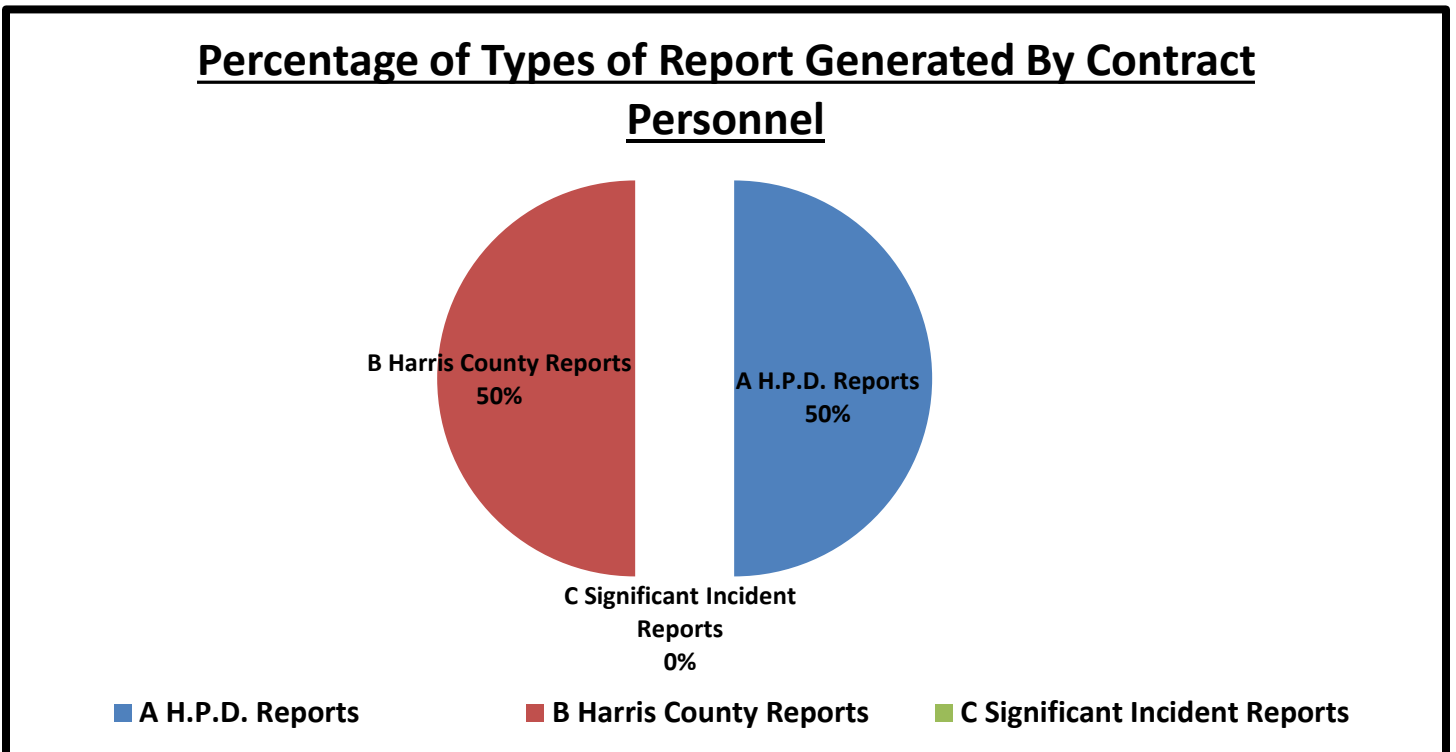
**016**

*	<i>Offense/Incident Reports</i>	S10	S13	S16	S22	S23	S35	S36	TOT
A	H.P.D. Reports	3	2	0	2	1	0	0	8
B	Harris County Reports	3	1	0	2	0	2	0	8
C	Significant Incident Reports	0	0	0	0	0	0	0	0
D	<i>Totals</i>	6	3	0	4	1	2	0	16

## D1. Report Generation Percentages:



## D2. Percentages:

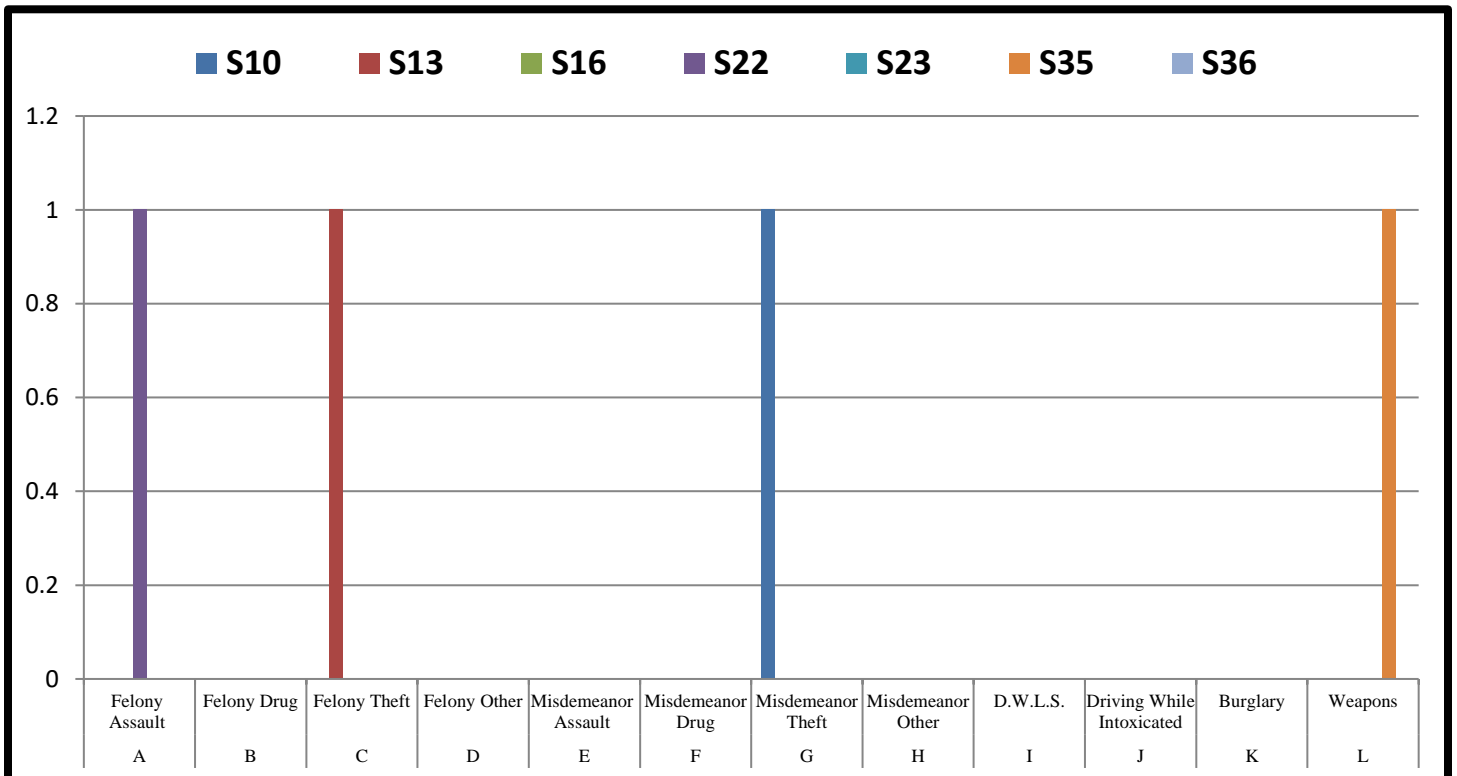


**E. Types of Criminal Arrests Monthly Total:**

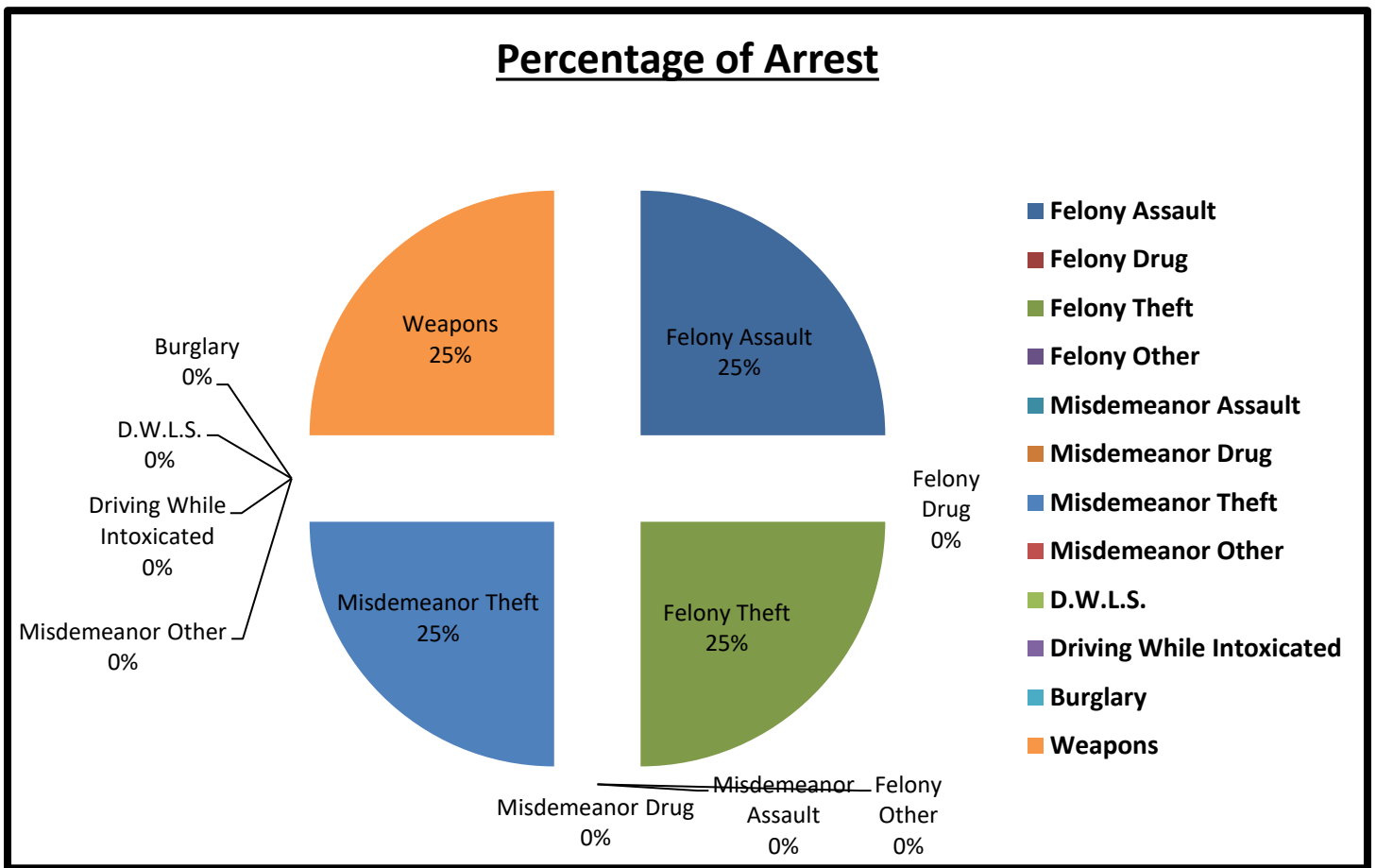
**004**

* Types of Criminal Arrests	S10	S13	S16	S22	S23	S35	S36	TOT
A Felony Assault	0	0	0	1	0	0	0	1
B Felony Drug	0	0	0	0	0	0	0	0
C Felony Theft	0	1	0	0	0	0	0	1
D Felony Other	0	0	0	0	0	0	0	0
E Misdemeanor Assault	0	0	0	0	0	0	0	0
F Misdemeanor Drug	0	0	0	0	0	0	0	0
G Misdemeanor Theft	1	0	0	0	0	0	0	1
H Misdemeanor Other	0	0	0	0	0	0	0	0
I D.W.L.S.	0	0	0	0	0	0	0	0
J Driving While Intoxicated	0	0	0	0	0	0	0	0
K Burglary	0	0	0	0	0	0	0	0
L Weapons	0	0	0	0	0	1	0	1
<b>Totals</b>								
M	1	1	0	1	0	1	0	4

**E1. Types of Criminal Arrests Monthly Total:**



## E2. Percentage of Arrest:



## F. Executed Warrant Monthly Total:

000

*	<i>Executed Warrants</i>	S10	S13	S16	S22	S23	S35	S36	TOT
A	Felony Warrants	0	0	0	0	0	0	0	0
B	Misdemeanor Warrants	0	0	0	0	0	0	0	0
C	<i>Totals</i>	0	0	0	0	0	0	0	0

## G. Citations vs. Warnings Monthly Total:

092

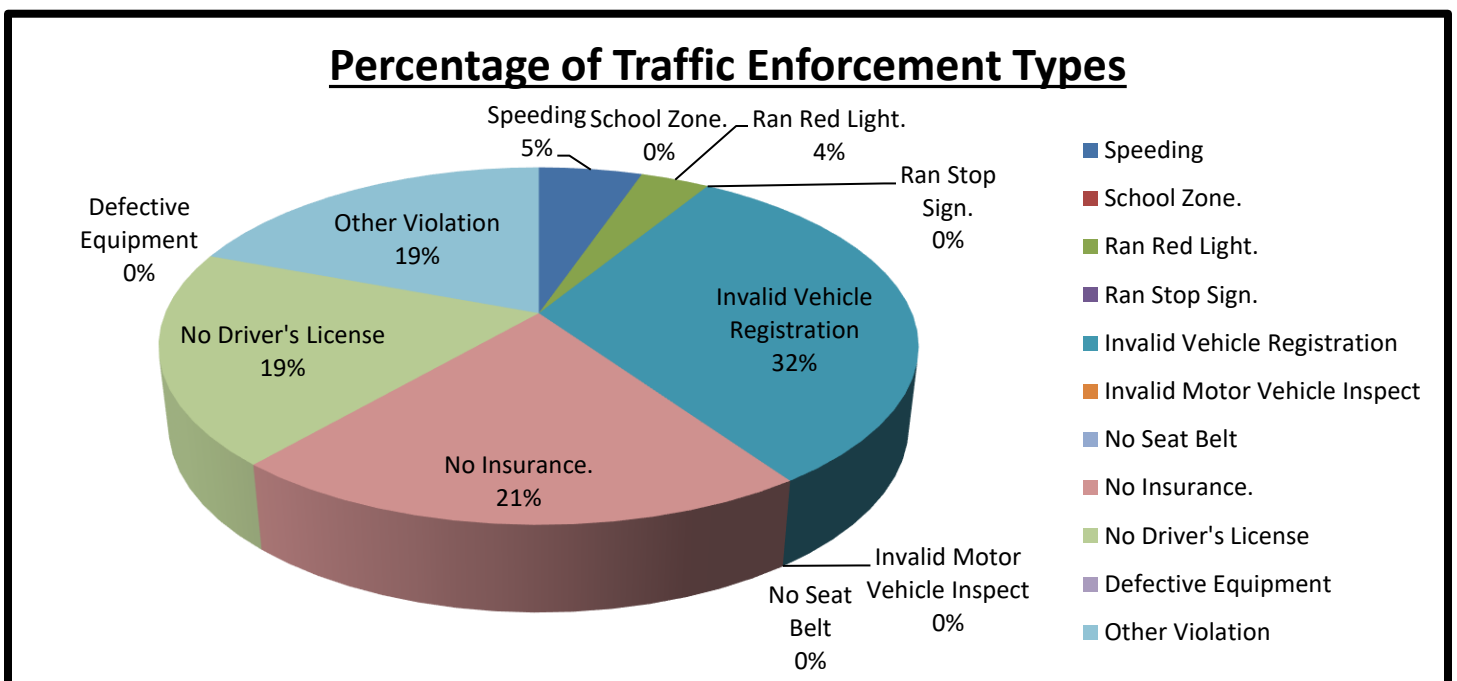
*	<i>Warnings vs. Citations</i>	S10	S13	S16	S22	S23	S35	S36	TOT
A	Written/Verbal Warnings	1	2	0	6	4	16	5	34
B	Citations	2	6	0	1	49	0	0	58
C	<i>Totals</i>	3	8	0	7	53	16	5	92

## H. Traffic Enforcement Monthly Total:

064

* A	Traffic Enforcement	S10	S13	S16	S22	S23	S35	S36	TOT
A	Speeding	0	3	0	0	0	0	0	3
B	School Zone.	0	0	0	0	0	0	0	0
C	Ran Red Light.	0	0	0	0	2	0	0	2
D	Ran Stop Sign.	0	0	0	0	0	0	0	0
E	Invalid Vehicle Registration	0	0	0	0	18	0	0	18
F	Invalid Motor Vehicle Inspect	0	0	0	0	0	0	0	0
G	No Seat Belt	0	0	0	0	0	0	0	0
H	No Insurance.	0	1	0	0	11	0	0	12
I	No Driver's License	0	2	0	0	9	0	0	11
J	Defective Equipment	0	0	0	0	0	0	0	0
K	Other Violation	2	0	0	0	9	0	0	11
L	Written Warnings	0	0	0	0	0	0	0	0
M	Verbal Warning	1	2	0	0	4	0	0	7
N	Citation	2	6	0	0	49	0	0	57
O	Total Violations	3	8	0	0	53	0	0	64

## H1. Traffic Enforcement Percentages:



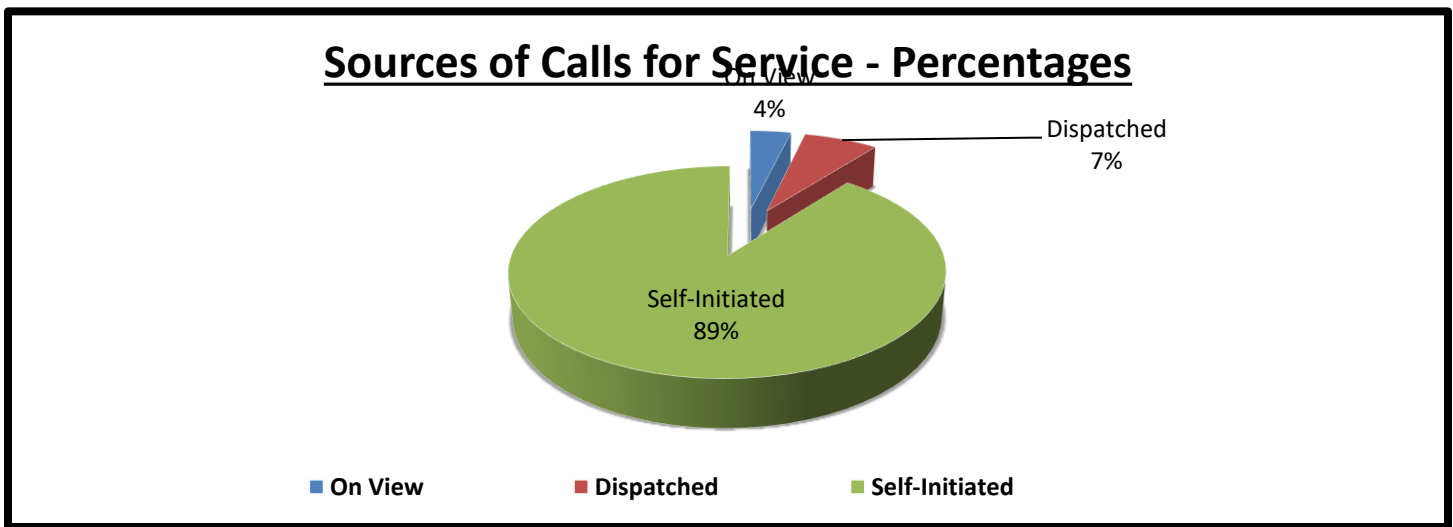


**I. Sources of Calls for Service Monthly Total:**

**1853**

*	Sources of Calls for Service	S10	S13	S16	S22	S23	S35	S36	TOT
A	On View	3	8	6	15	27	0	10	69
B	Dispatched	19	19	12	22	20	13	20	125
C	Self-Initiated	202	239	216	138	351	199	314	1659
D	Totals	224	266	234	175	398	212	344	1853

**I. Sources of Calls for Service Percentages:**



**J. Overtime Monthly Total:**

**000**

*	Overtime Hours	S10	S13	S16	S22	S23	S35	S36	TOT
A	Totals	0	0	0	0	0	0	0	0

**K. Free Reserve Personnel Time Utilized in Contract Monthly Total:**

**016**

*	Free Reserve Personnel Time	S10	S13	S16	S22	S23	S35	S36	TOT
A	Totals	16	0	0	0	0	0	0	16

**L. Mileage Monthly Total:**

**3809**

*	<i>Mileage</i>	S10	S13	S16	S22	S23	S35	S36	TOT
A	<i>Totals</i>	433	657	403	577	885	219	635	3809

**M. Patrol Alert Submission Report:**

*	<i>Received</i>				<i>Subject</i>
61x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	
A.	Feb 01	1216 hours	GSEPA – ID360	5107 Griggs Rd	Extra patrol requested at the location to deter any criminal activity and loitering in the area due to burglary at the location.

*	<i>Received</i>				<i>Subject</i>
26x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	
A.	Feb 07	1445 hours	GSEPA – ID363	4433 Griggs Rd	Extra patrol requested at the location to deter any criminal activity and due to recent thefts from the location.

*	<i>Received</i>				<i>Subject</i>
15x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	
A.	Feb 10	1850 hours	GSEPA – ID364	McGowen/Nagle	Extra patrol requested at the location to deter any criminal activity and loitering in the area.

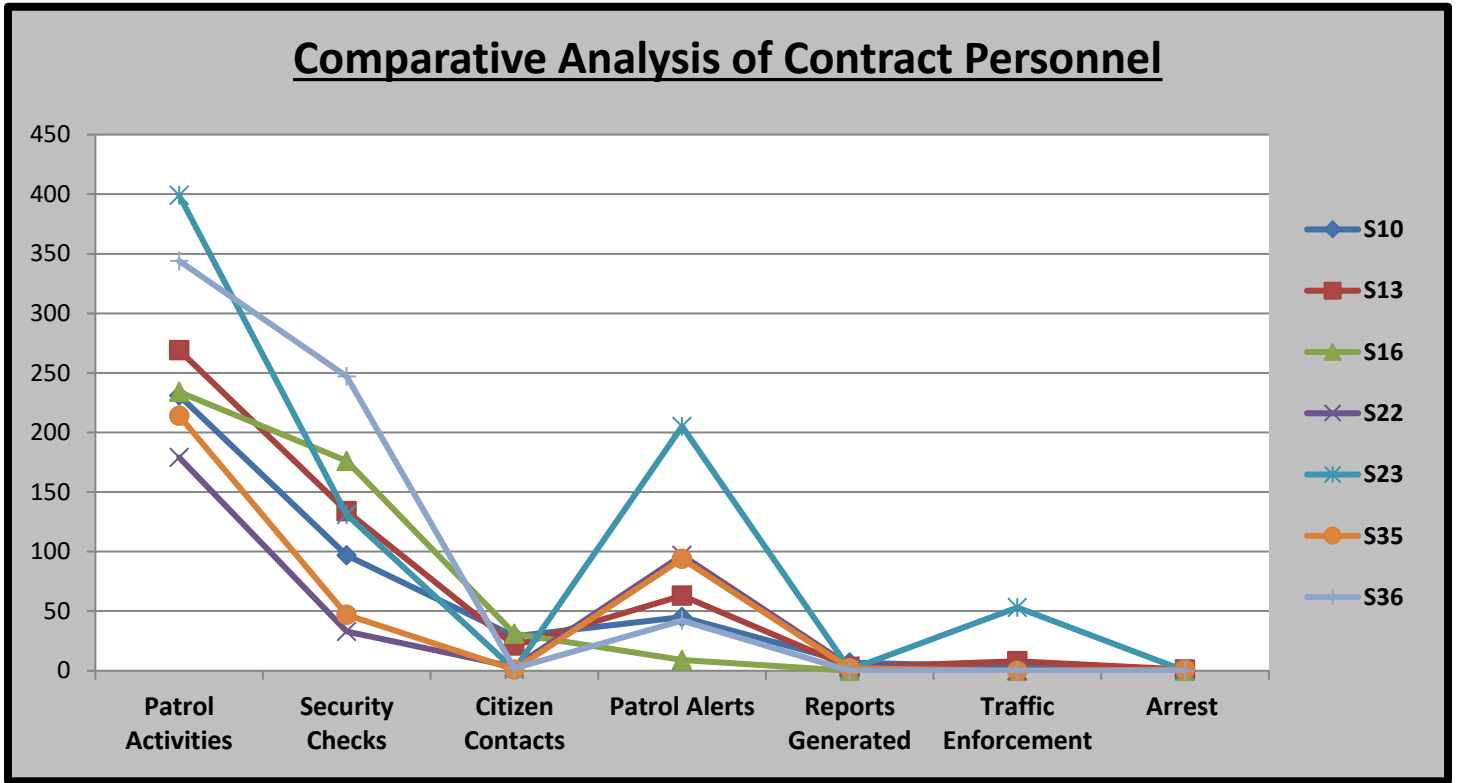
*	<i>Received</i>				<i>Subject</i>
32x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	
A.	Feb 12	0031 hours	GSEPA – ID366	3530 Scott Street	Extra patrol requested at the location to deter any criminal activity and loitering in the area due to increase criminal trespassers and burglaries.

*	<i>Received</i>				<i>Subject</i>
03x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	
A.	Feb 15	2120 hours	GSEPA – ID371	5225 Calhoun	Extra patrol requested at the location to deter any criminal activity and loitering in the area.

*	<i>Received</i>				<i>Subject</i>
13x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	
A.	Feb 21	1641 hours	GSEPA – ID376	5200 Penfield Lane	Extra patrol requested at the location to deter any criminal activity and loitering in the area.

*	Received				Subject
05x	Date	Time	Code	Location	Extra patrol requested at the location to deter any criminal activity and loitering in the area due to on-viewed gambling.
A.	Feb 26	1255 hours	GSEPA – ID378	3000 Napoleon Street	

**N. Comparative Analysis of Assigned Personnel:**



**O. Incident Summaries:**

01.	FEBRUARY 1, 2017	1100 HOURS	THEFT ARREST			DEPUTY A. SANTOS	
	DAYSHIFT:	6100 SCOTT STREET	GSEMD	"F"	HC:	17-0017796	
<p>On February 01, 2017, , a <b>Wednesday</b>, at approximately 11:25 hours, Deputy A. Santos (riding unit 87S13) was performing routine patrol and law enforcement services when I was dispatched to a Theft call at a business located at 6100 Scott St. I arrived and met with the complainant who stated that a black male was in custody of the off-duty officer working the location for passing all points of sales and taking merchandise without paying. The complainant completed a statement and wishes to press charges. The male was subsequently arrested and charged with Felony Theft with two or more prior convictions. A case reported was generated. The patrol activity type is "PAT= U".</p>							

<b>02.</b>	<b>FEBRUARY 02, 2017</b>	<b>1300 HOURS</b>	<b>THEFT OVER \$ 100</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>6100 SCOTT</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0018446</b>
<p>On February 02, 2017, a <b>Thursday</b>, at approximately 1305 hours while on patrol in the "GSEMD" contract, I, Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was dispatch to theft. Upon arrival, I met with the complainant who advised that individual detained for theft over \$100.00. The person was arrested and transported to the Harris County Jail without further incident. The patrol activity type is "<b>PAT=U</b>".</p>						

<b>03.</b>	<b>FEBRUARY 09, 2017</b>	<b>1100 HOURS</b>	<b>BURGLARY OF MV</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>5200 GRIGGS RD</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HPD:</b>	<b>0177630-17</b>
<p>On February 09, 2017, a <b>Thursday</b>, at approximately 1145 hours while on patrol in the "GSEMD" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was performing routine patrol and law enforcement services when I was contacted via Harris County police radio by Sergeant M. Grant (riding Unit 87H01) in reference to burglary of motor vehicle that occurred on at the 5800 Bellfort. I then met with the complainant and reported was generated. The patrol activity type is "<b>PAT=CC</b>".</p>						

<b>04.</b>	<b>FEBRUARY 9, 2017</b>	<b>2000 HOURS</b>	<b>TERRORISTIC THREAT</b>		<b>DEPUTY M. BROWN</b>	
	<b>EVENINGSHIFT:</b>	<b>3800 OLD SPANISH TL</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0022996</b>
<p>On February 9, 2017 a <b>Thursday</b>, at approximately 2025 hours, while on patrol in the GSEMD Contract, I Deputy M. Brown unit 87S22 with the Harris County Constables Department of Precinct 7 responded to the listed address in regards to a subject loitering on location. The defendant was detained and upon further investigation it was founded that he received a criminal trespass warning from the manager prior to the incident. Once the defendant was placed in the back seat of the marked patrol vehicle he began yelling and cursing Deputy Brown. He made a statement advising Deputy Brown that he was going to kill him once he had a chance. The HCDA's Office was contacted and the charge of Retaliation was accepted on the defendant. The defendant was booked into the Harris County Jail. The patrol activity type is "<b>PAT=Q</b>".</p>						

<b>05.</b>	<b>FEBRUARY 10, 2017</b>	<b>1500HOURS</b>	<b>CREDIT CARD ABUSE</b>		<b>DEPUTY M. BROWN</b>	
	<b>EVENINGSHIFT:</b>	<b>5200 GRIGGS RD</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0023423</b>
<p>On February 10, 2017, a <b>Friday</b>, at approximately 1524 hours, while on patrol in the GSEMD Contract, I, Deputy M. Brown unit 87S22 with the Harris County Constables Department of Precinct 7 responded to the listed address in regards to an unknown suspect obtained the complainant's debit card information and made multiple unauthorized transactions. Case is under investigation. The patrol activity type is "<b>PAT=A</b>".</p>						

<b>06.</b>	<b>FEBRUARY 10, 2017</b>	<b>0100 HOURS</b>	<b>WARRANT ARREST</b>		<b>DEPUTY C. JONES</b>	
	<b>NIGHTSHIFT:</b>	<b>TIERWESTER/BREMOND</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0023105</b>
<p>On February 10, 2017, a <b>Friday</b>, at approximately 0125 hours, while on patrol in the GSEMD Contract, I, Deputy C. Jones 87S35 with the Harris County Constables Department of Precinct 7 checked by Houston Police Department in reference to suspicious person. Upon my arrival, Deputy located a suspect ran from Houston Police Department. Individual was found to be fugitive from justice. The person was arrested and transported to the Harris County Jail without further incident. The patrol activity type is "<b>PAT=AA</b>".</p>						

<b>07.</b>	<b>FEBRUARY 11, 2017</b>	<b>0400 HOURS</b>	<b>DEATH INVESTIGATION</b>		<b>DEPUTY C. JONES</b>	
	<b>NIGHTSHIFT:</b>	<b>DOWLING/TRUXILLO</b>	<b>GSEMD</b>	<b>“N/A”</b>	<b>HPD:</b>	<b>0185679-17</b>
<p>On February 11, 2017, a <b>Saturday</b>, at approximately 0435 hours, while on patrol in the GSEMD Contract, I, Deputy C. Jones 87S35 with the Harris County Constables Department of Precinct 7 checked by Houston Police Department in reference to discharge of firearm. Upon my arrival, Deputy observed individual who deceased at the location. A supplement was generated. The patrol activity type is <b>“PAT=AA”</b>.</p>						

<b>08.</b>	<b>FEBRUARY 12, 2017</b>	<b>0800 HOURS</b>	<b>THEFT INVESTIGATION</b>		<b>DEPUTY A. SANTOS</b>	
	<b>DAYSHIFT:</b>	<b>2300 SOUTHMORE BL</b>	<b>GSEMD</b>	<b>“M”</b>	<b>HPD:</b>	<b>0190899-17</b>
<p>On February 12, 2017, a <b>Sunday</b>, at approximately 08:54 hours, Deputy A. Santos (riding unit 87S13) was performing routine patrol and law enforcement services when I was dispatched to a Theft call located at 2300 Southmore Blvd. Upon arrival, I met with complainant who stated that the suspect came into the location and passed all points of sales with several cases of beer and exited the location without paying. The complainant stated that she wishes to press charges upon identifying the unknown suspect. A case report was generated and a ‘Be On The Look Out’ bulletin was posted for any information of the suspect and suspect’s vehicle. The patrol activity type is <b>“PAT= U”</b>.</p>						

<b>09.</b>	<b>FEBRUARY 13, 2017</b>	<b>1200 HOURS</b>	<b>ASSAULT-FAMILY MEMBER</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>3300 ALABAMA ST</b>	<b>GSEMD</b>	<b>“M”</b>	<b>HPD:</b>	<b>0195841-17</b>
<p>On February 13, 2017, a <b>Monday</b>, at approximately 1245 hours while on patrol in the “GSEMD” contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was performing routine patrol and law enforcement services when I was dispatch to assault. Upon arrival, I met with the complainant advised her ex-boyfriend struck her in face and took personal property without her effective consent. The ex-boyfriend was gone upon Deputies arrival. A reported was generated. The patrol activity type is <b>“PAT=U/V”</b>.</p>						

<b>10.</b>	<b>FEBRUARY 15, 2017</b>	<b>2000 HOURS</b>	<b>THEFT INVESTIGATION</b>		<b>DEPUTY T. CROSBY</b>	
	<b>EVENINGSHIFT:</b>	<b>5000 GRIGGS RD</b>	<b>GSEMD</b>	<b>“M”</b>	<b>HPD:</b>	<b>0206616-17</b>
<p>On February 15, 2017, a <b>Wednesday</b>, at approximately 20:55 hours, while on patrol in the “GSEMD” contract, I, Dep. T. Crosby, unit 87S23, was dispatched to an Attempted Theft/Criminal Mischief. Upon my arrival, I was advised by the reportee that a Male attempted to grab the cash drawer when it was open for a purchase. The male was unable to get the drawer or any of the money and was told to leave the store, which he did. No weapons was displayed and the male did pay for his item before the attempted theft. A HPD report was generated. The patrol activity type is <b>“PAT=U”</b>.</p>						

<b>11.</b>	<b>FEBRUARY 17, 2017</b>	<b>0100 HOURS</b>	<b>DRIVING W/ INTOXICATED</b>		<b>DEPUTY C. JONES</b>	
	<b>NIGHTSHIFT:</b>	<b>DOWLING/TRUXILLO</b>	<b>GSEMD</b>	<b>“N/A”</b>	<b>HC:</b>	<b>17-0027075</b>
<p>On February 17, 2017, a <b>Friday</b>, at approximately 0145 hours, while on patrol in the GSEMD Contract, I, Deputy C. Jones 87S35 with the Harris County Constables Department of Precinct 7 observed vehicle make traffic infraction. A traffic stop was imitated on the vehicle. During the course of the traffic one individual was found to be under the influence. The person was arrested and transported to the Harris County Jail without further incident. The patrol activity type is <b>“PAT=E”</b>.</p>						

<b>12.</b>	<b>FEBRUARY 17, 2017</b>	<b>1100 HOURS</b>	<b>FRAUD INVESTIGATION</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>5200 GRIGGS RD</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0027238</b>
<p>On February 17, 2017, a <b>Friday</b>, at approximately 1125 hours while on patrol in the "GSEMD" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was performing routine patrol and law enforcement services when I was dispatch identify theft. Upon my arrival, I met with the complainant who advised unknown individual writing fraudulent checks in his companying name. A reported was generated. The patrol activity type is "<b>PAT=U/V</b>".</p>						
<b>13.</b>	<b>FEBRUARY 20, 2017</b>	<b>1600 HOURS</b>	<b>BURGLARY OF MV</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>2500 BINZ STREET</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HPD:</b>	<b>0227557-17</b>
<p>On February 20, 2017, a <b>Monday</b>, at approximately 1615 hours while on patrol in the "GSEMD" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was performing routine patrol and law enforcement services when I was dispatched to burglary of motor vehicle already occurred. I then met with the complainant who advised unknown individual(s) entered unsecured/unattended vehicle and removed personal property. A reported was generated. The patrol activity type is "<b>PAT=CC</b>".</p>						
<b>14.</b>	<b>FEBRUARY 22, 2017</b>	<b>1200 HOURS</b>	<b>BURGLARY MOTOR VEHICLE</b>		<b>DEPUTY A. SANTOS</b>	
	<b>DAYSHIFT:</b>	<b>5000 GRIGGS RD</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HPD:</b>	<b>0235851-17</b>
<p>On February 22, 2017, a <b>Wednesday</b>, at approximately 12:59 hours, Deputy A. Santos (riding unit 87S13) was performing routine patrol and law enforcement services when I was dispatched to a Burglary of Motor Vehicle call at 5000 Griggs Rd. Upon arrival, I met with the complainant who stated two unidentified black males broke her passenger window and stole a book back containing a lap top and other important papers. No suspect information is available at this time. A case report was generated. The patrol activity type is "<b>PAT= T</b>".</p>						
<b>15.</b>	<b>FEBRUARY 23, 2017</b>	<b>1500 HOURS</b>	<b>SIMPLE ASSAULT</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>7200 PEERLESS</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0030881</b>
<p>On February 23, 2017, a <b>Thursday</b>, at approximately 1505 hours while on patrol in the "GSEMD" contract, I, Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was dispatch to disturbance in progress Upon arrival, I met with the complainant who advised that he verbal altercation with his employee. The complainant advised the verbal altercation turned physical. The complainant had no injuries and the employee was gone from location prior to Deputy arrival. The patrol activity type is "<b>PAT=P/V</b>".</p>						
<b>16.</b>	<b>FEBRUARY 27, 2017</b>	<b>2000 HOURS</b>	<b>INFORMATION REPORT</b>		<b>DEPUTY M. BROWN</b>	
	<b>EVENINGSHIFT:</b>	<b>SH 288/ YELLOWSTONE</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HPD:</b>	<b>0259557-17</b>
<p>On February 27, 2017, a <b>Friday</b>, at approximately 2000 hours, while on patrol in the GSEMD Contract, I, Deputy M. Brown unit 87S22 with the Harris County Constables Department of Precinct 7 responded to the listed address in regards to the complainant's vehicle was struck by an unknown object causing his sun roof to shatter while driving at the above listed location. The patrol activity type is "<b>PAT-A</b>".</p>						

## **P. Hotspot Report:**

*See Appendix A1 for Hotspot Report:*

*Please note: 87s10 = Deputy J. Ballard, 87s13 = Deputy A. Santos, 87s16 = Deputy P. Marshall, 87s22 = Deputy M. Brown, 87s23 = Deputy M. Crosby, 87s35 = Deputy C. Jones and 87s36 = Deputy M. Fulton.*

### **Captain Holland D. Jones**

Captain Holland D. Jones, JD., PhD.  
Toll Road Division Supervisor & Departmental Training Coordinator  
Harris County Constable's Office of Precinct "7"  
713-643-6602 OR 832-892-7893



**MAY WALKER**, CONSTABLE  
PRECINCT SEVEN  
HARRIS COUNTY, TEXAS

MAIN OFFICE  
5300 Griggs Road  
Houston, Texas 77021  
PHONE (713) 643-6602  
FAX (713) 643-3401

**Date: April 9, 2017**

**From:** Captain Holland D. Jones, JD., PhD.  
Toll Road Division Supervisor & Departmental Training Coordinator  
Harris County Constable's Office of Precinct "7"

**To:** Houston Southeast Management District  
Public Safety Committee & Houston Southeast M.D. Board of Directors

**Subject:** March Monthly Productivity Analysis Report  
**Enclosure:** **MPAR – March 2017**  
**Distribution:** Executive Command Staff & Board of Directors & Management Company

The purpose of this "**Monthly Productivity Analysis Report**" (M.P.A.R.) is to provide the executive command staff with the appropriate data to analyze the productivity of assigned personnel and their shifts' activities to allow for the validation of individual and divisional performance evaluations. With regard to the specific contents of the report, there are 18 distinctive component parts of this report. These components are enumerated below:

- |  |   |
|--|---|
| 01. Patrol Activity Details                | 10. Traffic Enforcement Report                |
| 02. Patrol Activity Analytical Summary     | 11. Trends & Percentages of Traffic           |
| 03. Patrol Activity Percentages & Trends   | 12. Citation & Warning Issuance Review        |
| 04. Security Checks Report                 | 13. Call for Service Report ( <i>C.F.S.</i> ) |
| 05. Security Checks Percentages & Trends   | 14. Trends & Percentages for <i>C.F.S.</i>    |
| 06. Crisis Intervention Disposition Report | 15. Overtime Report (service at no Cost)      |
| 07. Offense/Incident Generation Report     | 16. Reserve Deputy Use (at no Cost)           |
| 08. Criminal Arrest Types Report           | 17. Incident Summarization                    |
| 09. Warrant Execution Report               | 18. Hotspot Report Data Review                |

A cursory analysis of the statistical data from this report should be demonstrative of the quality of performance of this agency in realizing the contractual obligations and the overall achievement of the goals and objectives of this Agency and the Contract Division.



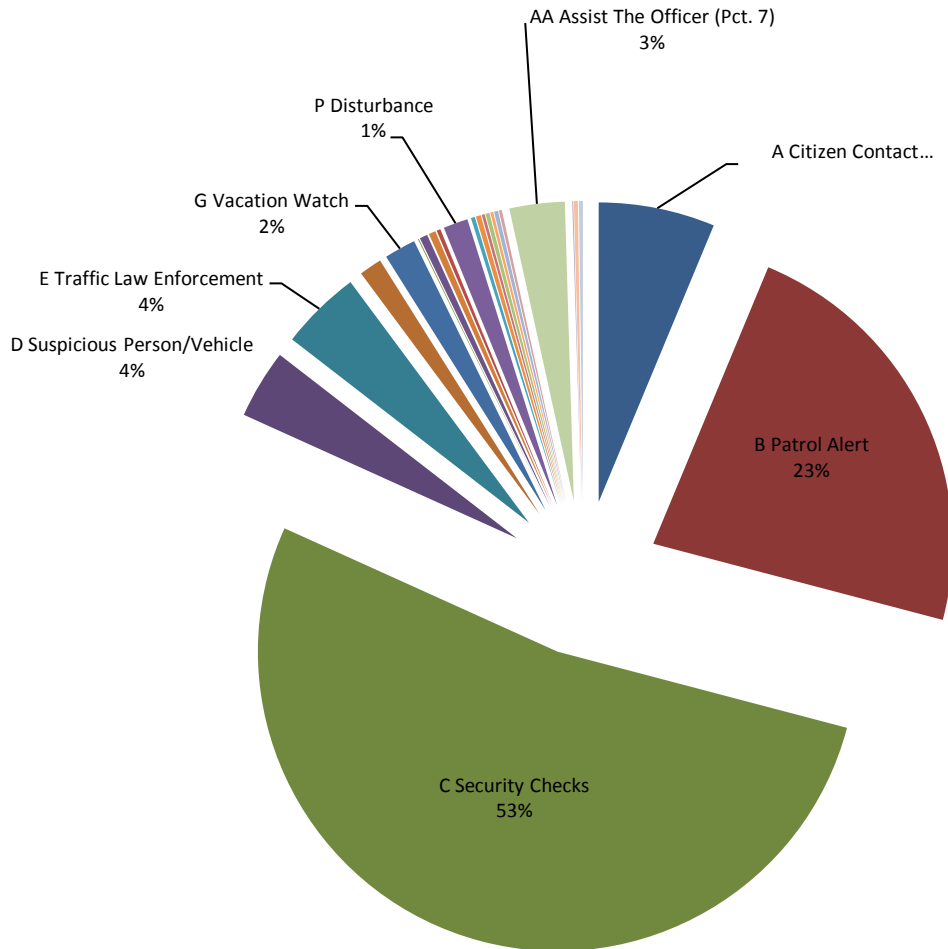
# A. Patrol Activity Monthly Total:

**1880**

*	<i>Patrol Activity Types</i>	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
A	Citizen Contact	40	10	46	14	3	0	5	118	16.9	6%
B	Patrol Alert	35	20	0	133	155	49	37	429	61.3	23%
C	Security Checks	172	122	172	47	178	40	259	990	141.4	53%
D	Suspicious Person/Vehicle	18	1	11	19	10	6	5	70	10.0	4%
E	Traffic Law Enforcement	10	0	0	9	49	9	5	82	11.7	4%
F	Offense/Incident Reports	11	2	0	5	2	1	2	23	3.3	1%
G	Vacation Watch	0	4	2	8	10	0	8	32	4.6	2%
H	Open Door / Window	0	0	0	0	0	0	0	0	0.0	0%
I	Assist Contract Citizen	0	1	0	0	0	0	0	1	0.1	0%
J	Welfare Check / Med.	3	0	0	3	1	1	0	8	1.1	0%
K	Traffic Initiative	0	0	0	0	0	0	0	0	0.0	0%
L	Traffic Hazard	5	0	0	1	1	0	0	7	1.0	0%
M	Animal Humane	0	0	0	0	0	0	0	0	0.0	0%
N	Alarms	0	1	0	1	0	1	1	4	0.6	0%
O	Mental Cases (171)	0	0	0	0	0	0	0	0	0.0	0%
P	Disturbance	2	2	2	12	4	2	1	25	3.6	1%
Q	Criminal Investigation	2	0	0	1	0	1	0	4	0.6	0%
R	Follow-up Investigation	4	0	0	1	0	0	0	5	0.7	0%
S	Criminal Mischief	0	0	0	0	0	0	0	0	0.0	0%
T	Burglary Residence/Vehicle	0	0	2	0	0	0	1	3	0.4	0%
U	Theft / Theft of Business	1	2	0	1	0	0	0	4	0.6	0%
V	Citizen Assaulted	0	0	0	0	0	0	0	0	0.0	0%
W	Robbery of an Individual	0	0	0	0	0	0	0	0	0.0	0%
X	Trespass Warning	1	2	0	0	0	0	0	3	0.4	0%
Y	Major/Minor Crash	2	2	0	0	0	0	0	4	0.6	0%
Z	Child Custody Disputes	1	0	0	0	2	0	0	3	0.4	0%
AA	Assist The Officer (Pct. 7)	15	10	5	1	4	9	12	56	8.0	3%
BB	Runaway Missing Persons	0	1	0	0	0	0	0	1	0.1	0%
CC	Assisted LEA	0	0	0	0	0	0	0	0	0.0	0%
DD	Solicitors	3	1	0	0	0	0	0	4	0.6	0%
EE	Meeting/Event/Ct.	1	3	0	0	0	0	0	4	0.6	0%
*	<b>MONTH TOTALS</b>	326	184	240	256	419	119	336	1880	268.6	100%

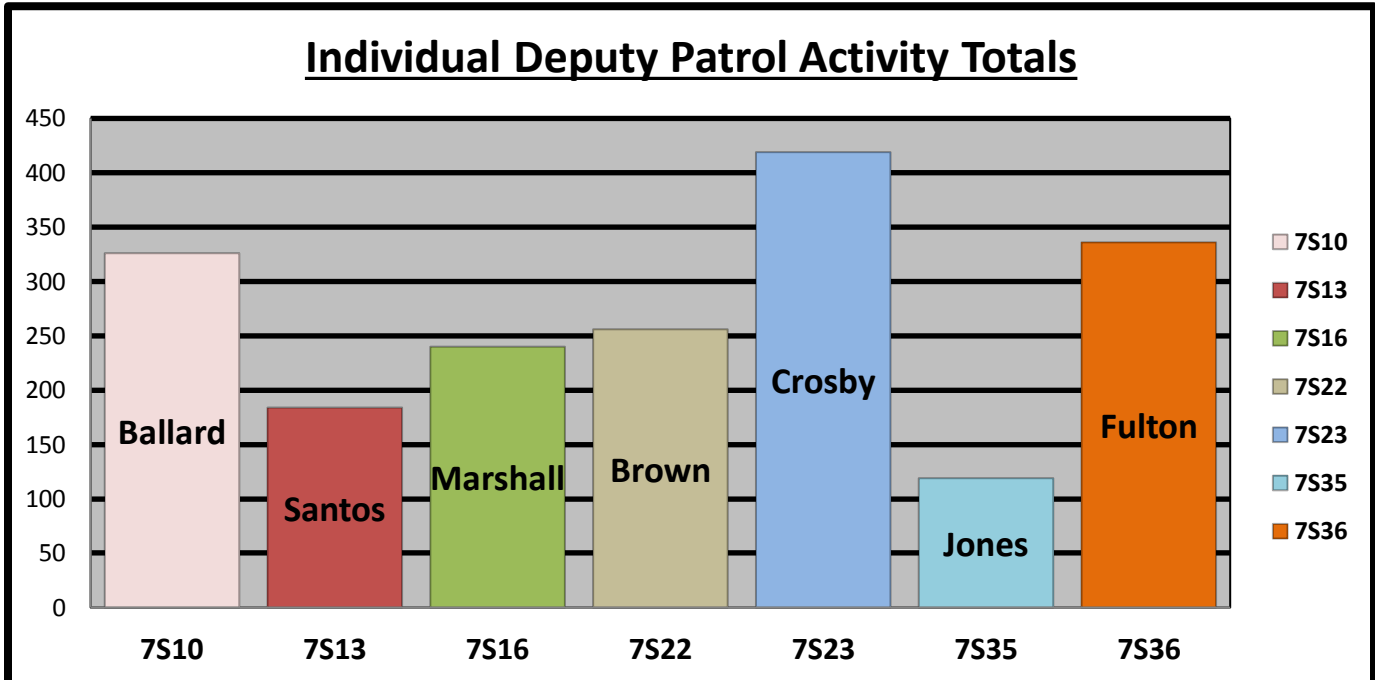
# A1. Patrol Activity Percentage:

## Percentage of Patrol Activity



- |                               |                              |                                  |                                |
|-------------------------------|------------------------------|----------------------------------|--------------------------------|
| ■ A Citizen Contact           | ■ B Patrol Alert             | ■ C Security Checks              | ■ D Suspicious Person/Vehicle  |
| ■ E Traffic Law Enforcement   | ■ F Offense/Incident Reports | ■ G Vacation Watch               | ■ H Open Door / Window         |
| ■ I Assist Contract Citizen   | ■ J Welfare Check / Med.     | ■ K Traffic Initiative           | ■ L Traffic Hazard             |
| ■ M Animal Humane             | ■ N Alarms                   | ■ O Mental Cases (171)           | ■ P Disturbance                |
| ■ Q Criminal Investigation    | ■ R Follow-up Investigation  | ■ S Criminal Mischief            | ■ T Burglary Residence/Vehicle |
| ■ U Theft / Theft of Business | ■ V Citizen Assaulted        | ■ W Robbery of an Individual     | ■ X Trespass Warning           |
| ■ Y Major/Minor Crash         | ■ Z Child Custody Disputes   | ■ AA Assist The Officer (Pct. 7) | ■ BB Runaway Missing Persons   |
| ■ CC Assisted LEA             | ■ DD Solicitors              | ■ EE Meeting/Event/Ct.           |                                |

**B. Patrol Activity by Houston Southeast Management District Personnel:**

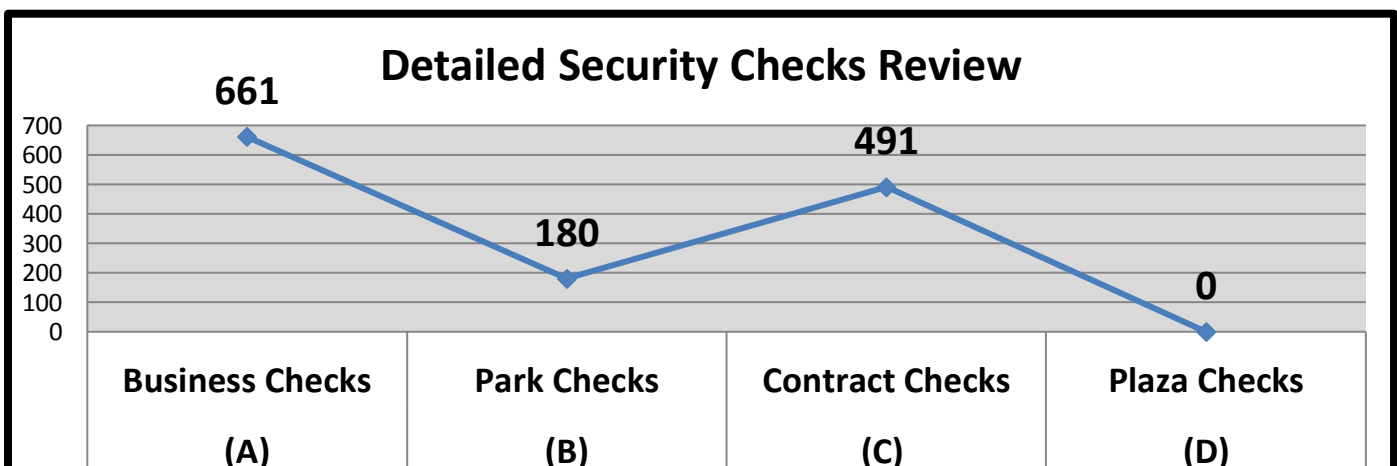


**C. Security Checks Monthly Total:**

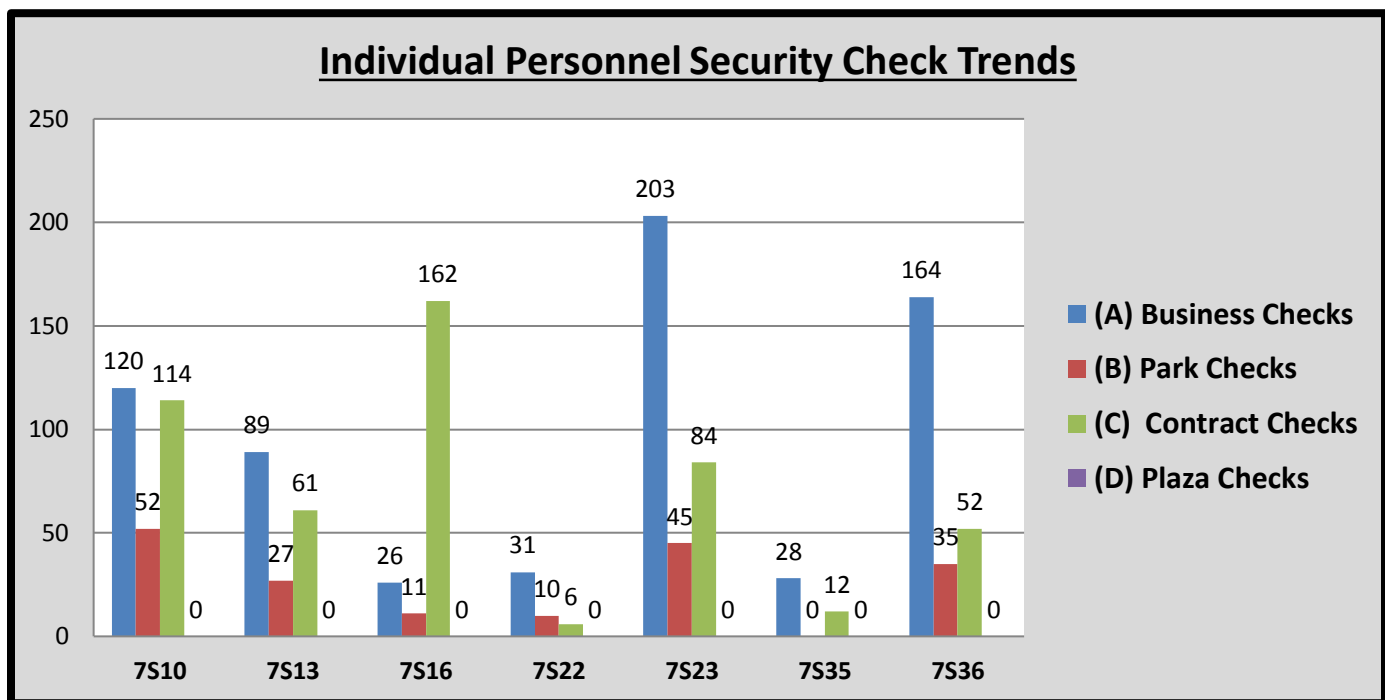
**1332**

*	Security Checks	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
(A)	Business Checks	120	89	26	31	203	28	164	661	94.4	50%
(B)	Park Checks	52	27	11	10	45	0	35	180	25.7	14%
(C)	Contract Checks	114	61	162	6	84	12	52	491	70.1	37%
(D)	School Checks	0	0	0	0	0	0	0	0	0.0	0%
(E)	Totals	286	177	199	47	332	40	251	1332	190.3	100%

**D. Detailed Security Checks Monthly:**



### E. Individual Personnel Security Check Trends:



### F. CIT/MHO Dispositions Monthly Total:

**001**

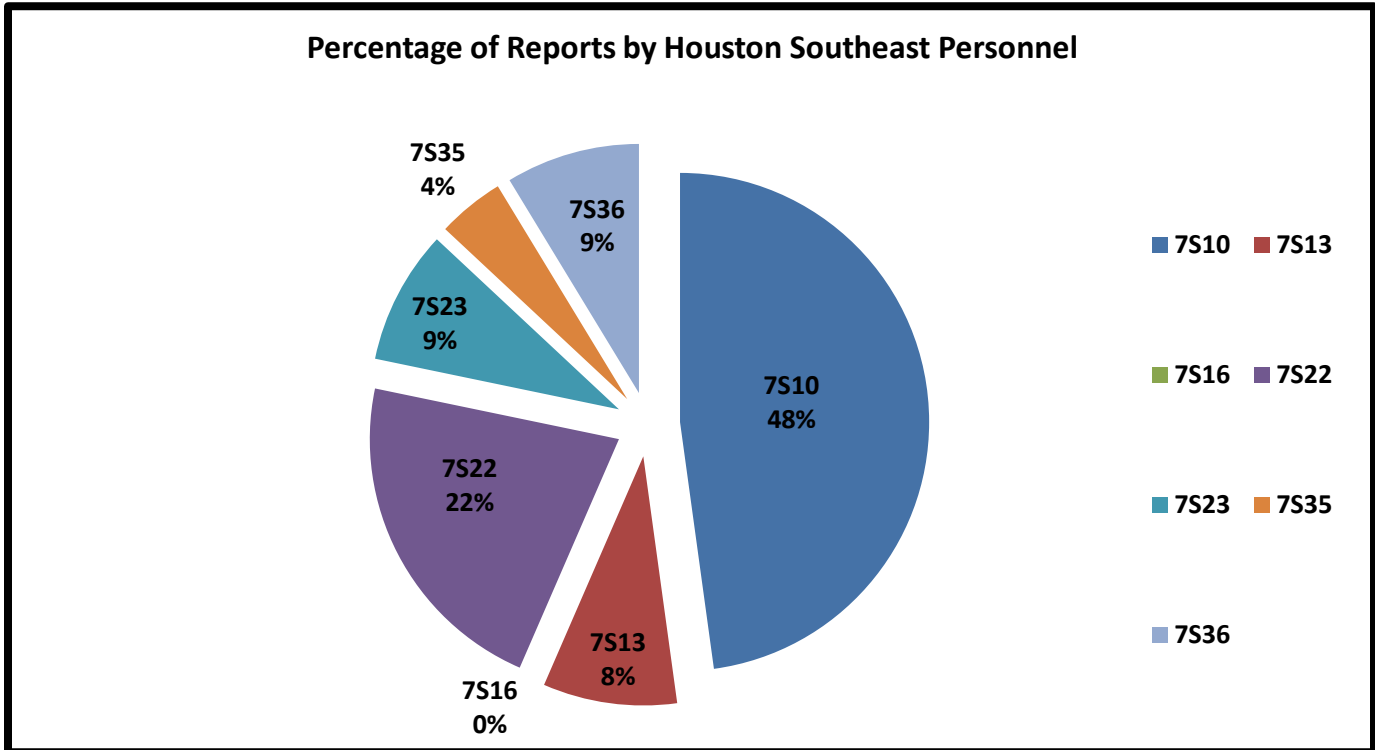
*	C.I.T. Dispositions	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
(A)	CIT/MHO Outside Referral	0	0	0	0	0	0	0	0	0.0	0%
(B)	CIT/MHO Transport	0	0	0	0	0	0	0	0	0.0	0%
(C)	CIT/MHO CIT Contact	0	0	0	0	0	0	0	0	0.0	0%
(D)	CIT/MHO Arrest	0	0	0	0	0	0	1	1	0.1	100%
(E)	<b>Totals</b>	0	0	0	0	0	0	1	1	0.1	100%

### G. Offense/Incident Reports Monthly Total:

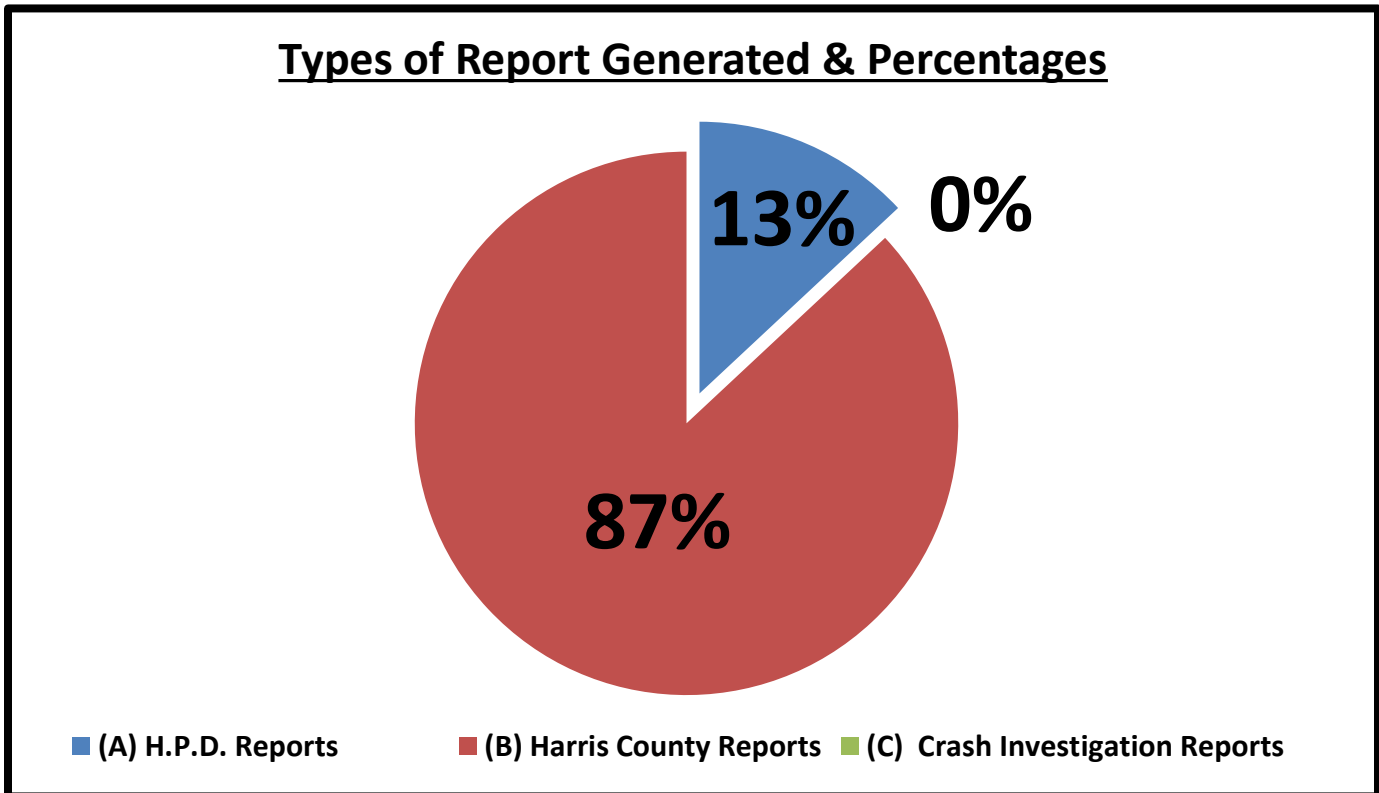
**023**

*	Offense/Incident Reports	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
(A)	H.P.D. Reports	1	0	0	1	1	0	0	3	0.4	13%
(B)	Harris County Reports	10	2	0	4	1	1	2	20	2.9	87%
(C)	Crash Investigation Reports	0	0	0	0	0	0	0	0	0.0	0%
(D)	<b>Totals</b>	11	2	0	5	2	1	2	23	3.3	100%

## H. Report Generation Percentages:



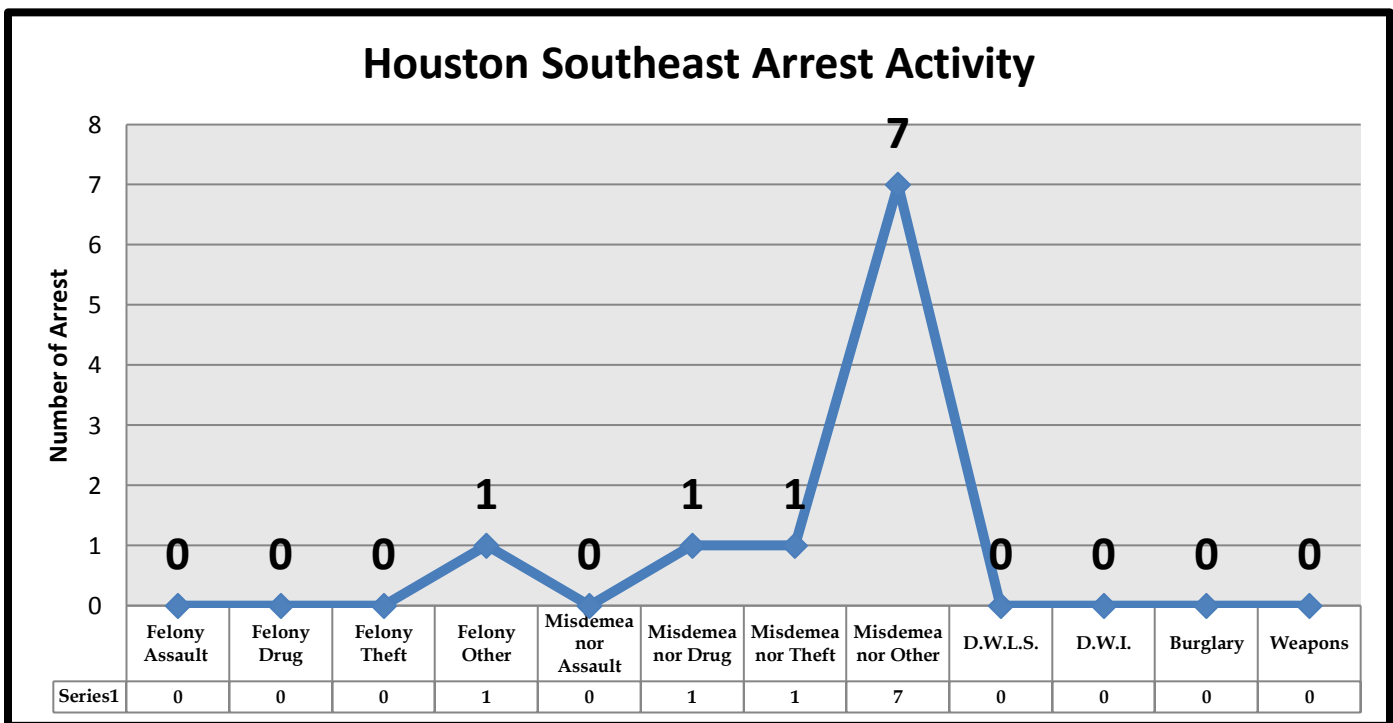
## I. Percentages:



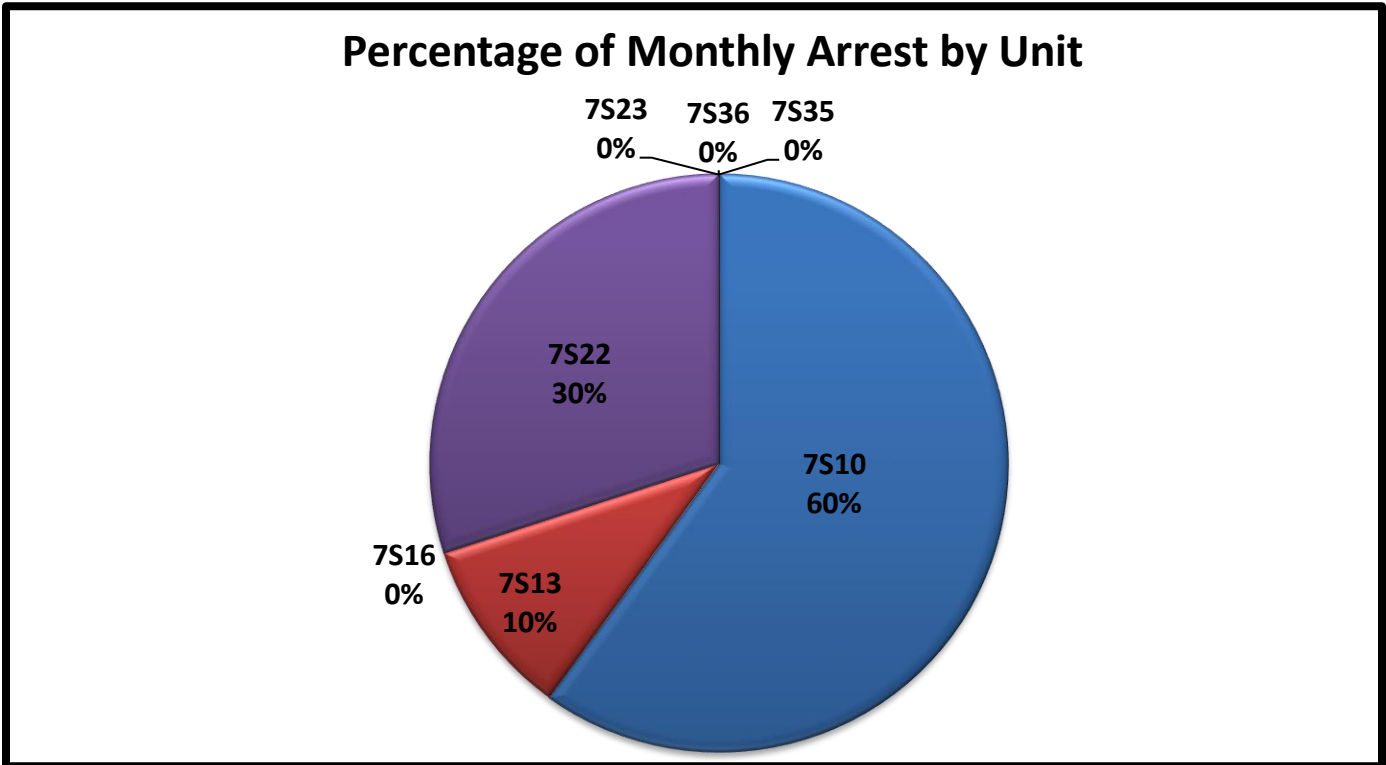
**J. Types of Criminal Arrests Monthly Total:**

*	Types of Criminal Arrests	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
A	Felony Assault	0	0	0	0	0	0	0	0	0.0	0%
B	Felony Drug	0	0	0	0	0	0	0	0	0.0	0%
C	Felony Theft	0	0	0	0	0	0	0	0	0.0	0%
D	Felony Other	1	0	0	0	0	0	0	1	0.1	10%
E	Misdemeanor Assault	0	0	0	0	0	0	0	0	0.0	0%
F	Misdemeanor Drug	1	0	0	0	0	0	0	1	0.1	10%
G	Misdemeanor Theft	0	1	0	0	0	0	0	1	0.1	10%
H	Misdemeanor Other	4	0	0	3	0	0	0	7	1.0	70%
I	D.W.L.S.	0	0	0	0	0	0	0	0	0.0	0%
J	D.W.I.	0	0	0	0	0	0	0	0	0.0	0%
K	Burglary	0	0	0	0	0	0	0	0	0.0	0%
L	Weapons	0	0	0	0	0	0	0	0	0.0	0%
M	<i>Totals</i>	6	1	0	3	0	0	0	10	1.4	100%

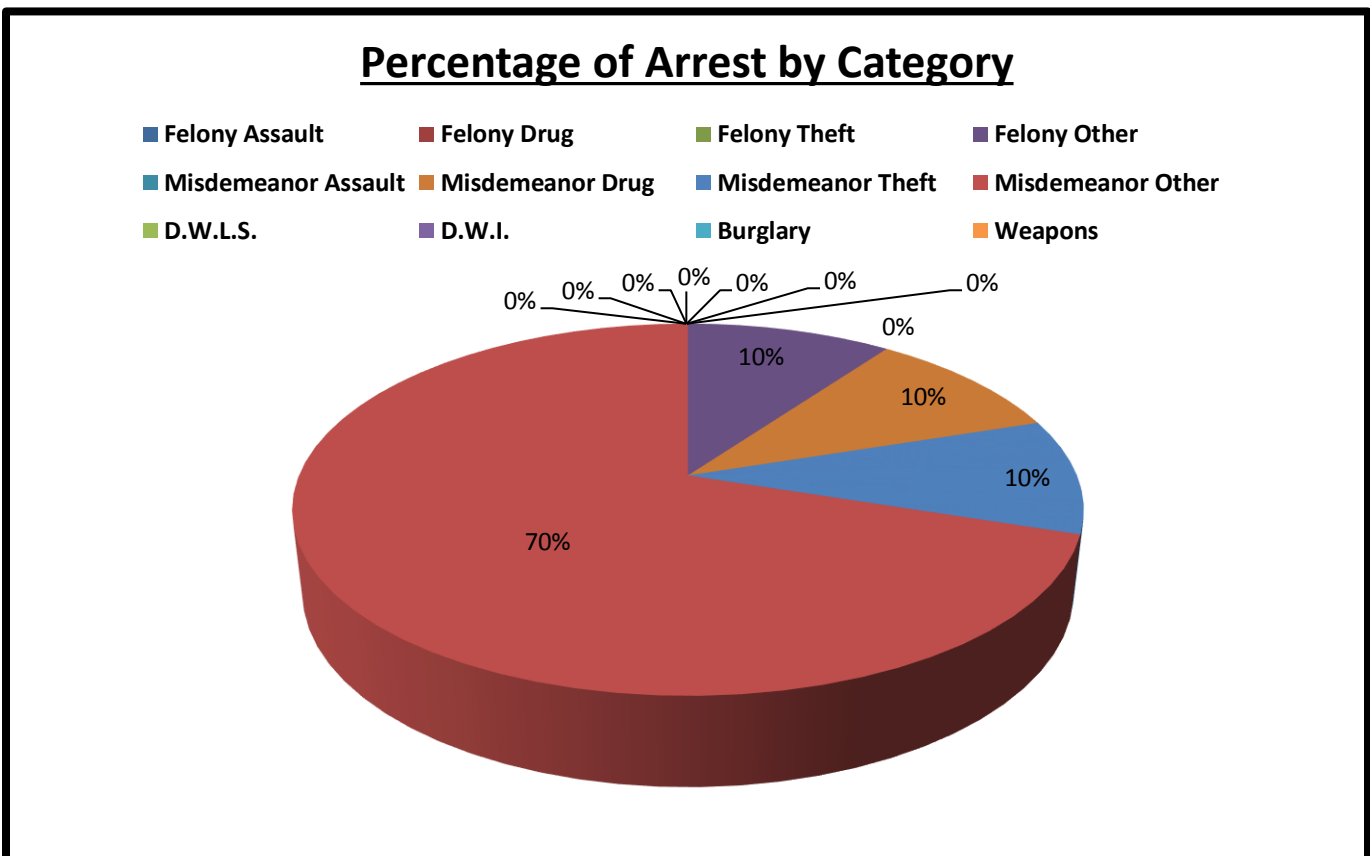
**K. Types of Criminal Arrests Monthly Total:**



**L. Types of Criminal Arrests Monthly Total:**



**M. Types of Criminal Arrests Monthly Total:**



**N. Executed Warrant Monthly Total:**

**002**

*	Executed Warrants	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
(A)	Felony Warrants	1	0	0	0	0	0	0	1	0.1	50%
(B)	Misdemeanor Warrants	1	0	0	0	0	0	0	1	0.1	50%
(C)	Totals	2	0	0	0	0	0	0	2	0.3	100%

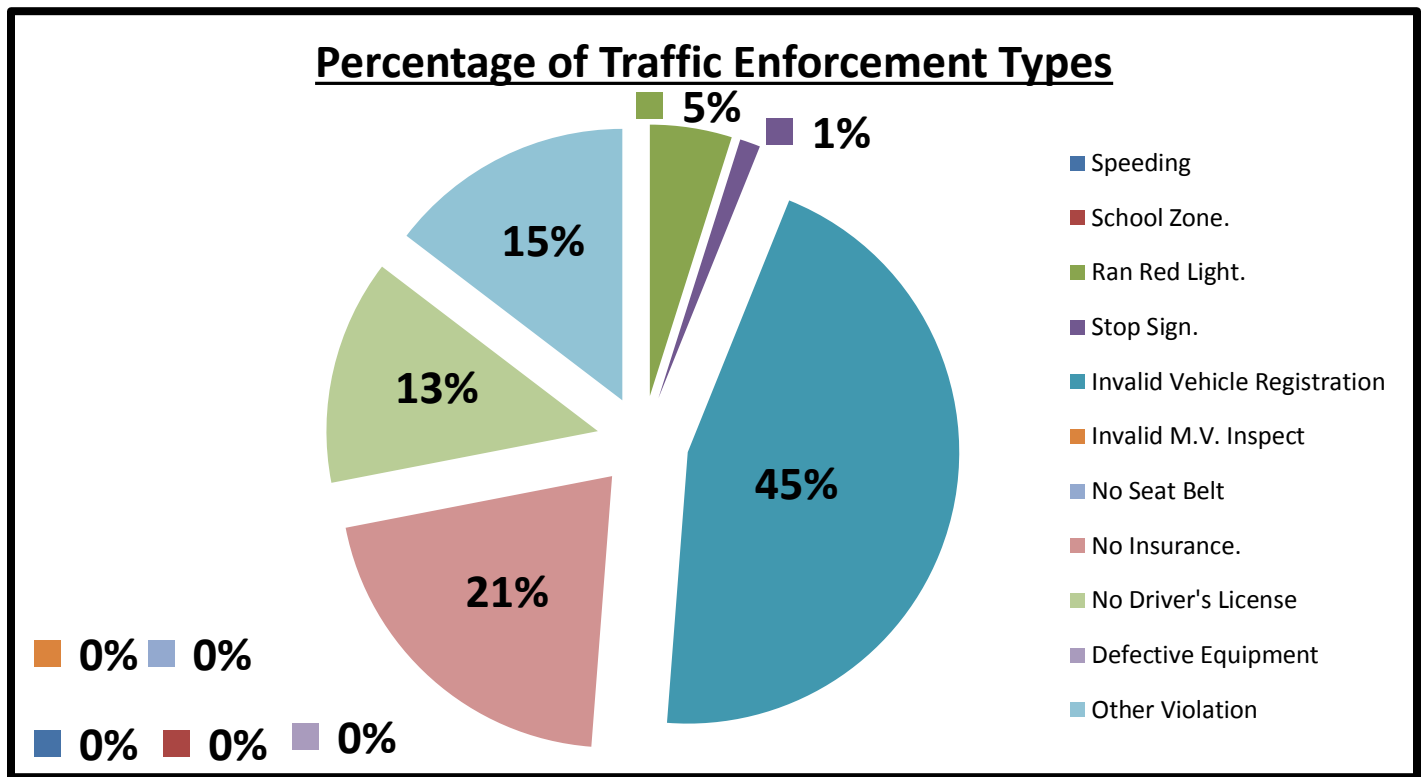
**O. Traffic Law Enforcement Total:**

**103**

*	Traffic Enforcement	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
A	Speeding	0	0	0	0	0	0	0	0	0.0	0%
B	School Zone.	0	0	0	0	0	0	0	0	0.0	0%
C	Ran Red Light.	0	0	0	0	4	0	0	4	0.6	5%
D	Stop Sign.	0	0	0	0	1	0	0	1	0.1	1%
E	Invalid Vehicle Registration	3	0	0	0	34	0	0	37	5.3	45%
F	Invalid M.V. Inspect	0	0	0	0	0	0	0	0	0.0	0%
G	No Seat Belt	0	0	0	0	0	0	0	0	0.0	0%
H	No Insurance.	3	0	0	0	14	0	0	17	2.4	21%
I	No Driver's License	3	0	0	0	8	0	0	11	1.6	13%
J	Defective Equipment	0	0	0	0	0	0	0	0	0.0	0%
K	Other Violation	1	0	0	0	11	0	0	12	1.7	15%
L	Written Warnings	0	0	0	0	0	0	0	0	0.0	0%
M	Verbal Warning	3	0	0	0	9	9	0	21	3.0	100%
N	Citation	10	0	0	0	72	0	0	82	11.7	80%
O	Total Violations	13	0	0	0	81	9	0	103	14.7	100%



**P. Traffic Law Enforcement Total:**



**Q. Citations vs. Warnings Monthly Total:**

**0103**

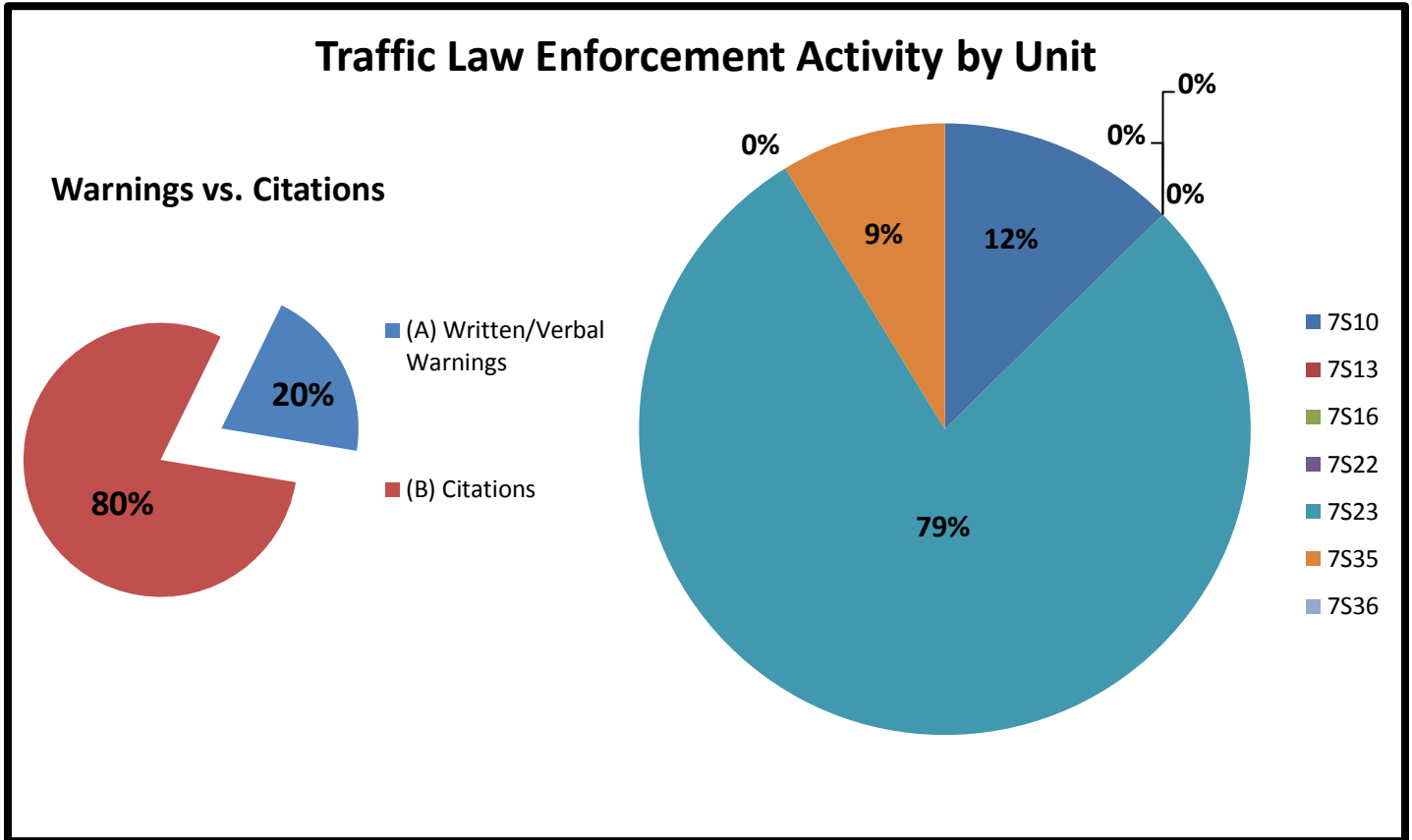
*	<i>Warnings vs. Citations</i>	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
(A)	Written/Verbal Warnings	3	0	0	0	9	9	0	21	3.0	20%
(B)	Citations	10	0	0	0	72	0	0	82	11.7	80%
(C)	<i>Totals</i>	13	0	0	0	81	9	0	103	14.7	100%

**R. Sources of Calls for Service Monthly Total:**

**1105**

*	<i>Sources of Calls for Service</i>	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT	AVER	%
(A)	On View	14	2	9	14	40	0	5	84	12.0	5%
(B)	Dispatched	21	9	18	44	20	3	19	134	19.1	7%
(C)	Self-Initiated	280	167	213	193	358	115	310	1636	233.7	88%
(D)	<i>Totals</i>	315	178	240	251	418	118	334	1854	264.9	100%

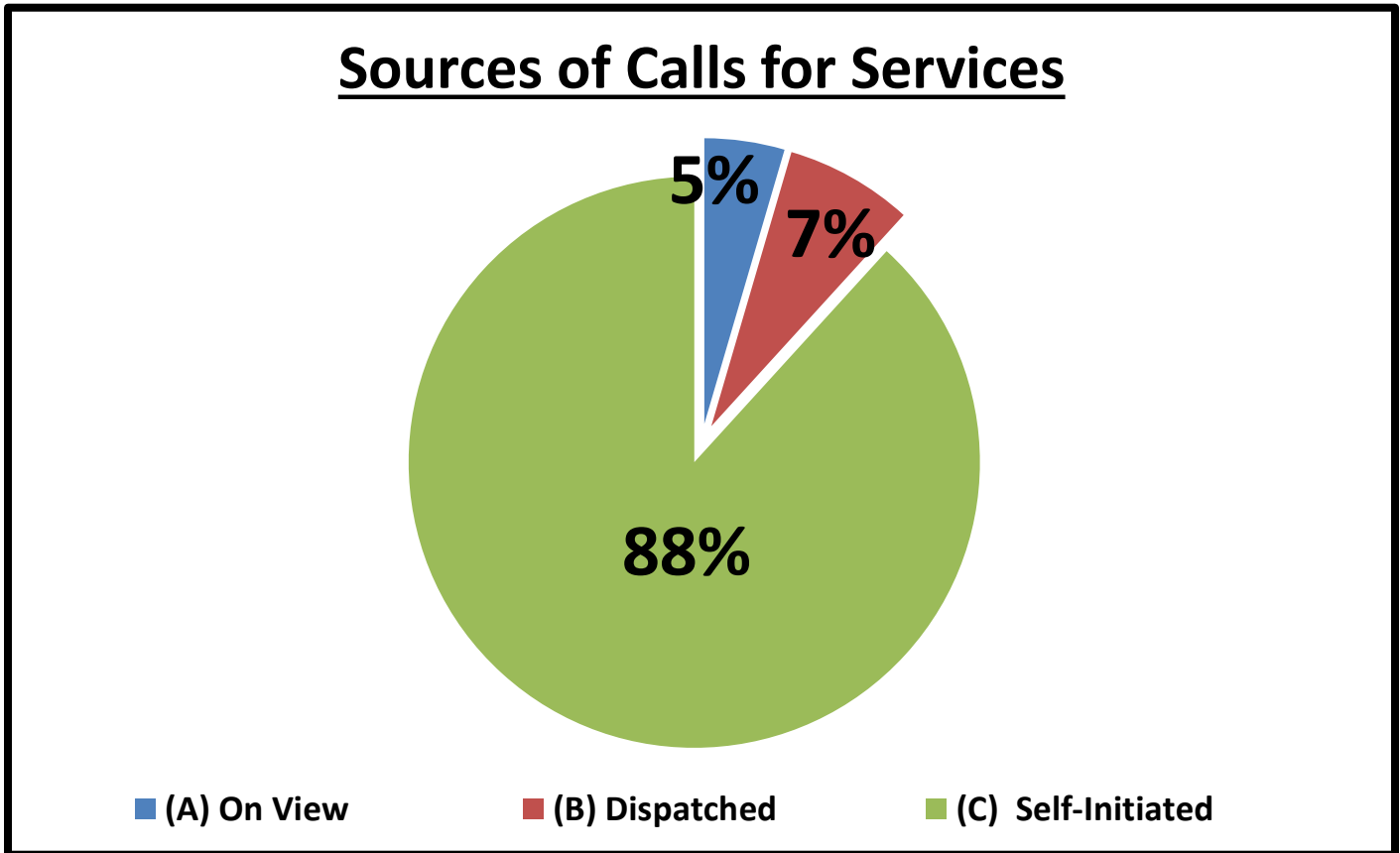
**S. Sources of Calls for Service Percentages:**



**T. Sources of Calls for Service Percentages:**

*	Sources of Calls for Service	7S10	7S13	7S16	7S22	7S23	7S35	7S36	TOT
(A)	On View	4%	1%	4%	6%	10%	0%	1%	5%
(B)	Dispatched	7%	5%	8%	18%	5%	3%	6%	7%
(C)	Self-Initiated	89%	94%	89%	77%	86%	97%	93%	88%
(D)	Totals	100%	100%	100%	100%	100%	100%	100%	100%

U. Sources of Calls for Service Percentages:



V. Free Reserve Personnel Time Utilized in Contract Monthly Total: 038

*	Free Reserve Personnel Time	7S10	7S13	7S16	7S22	7S23	7S35	7S36		TOT	AVER	%
(A)	Totals	38	0	0	0	0	0	0		38	5.4	100%

## W. Monthly Productivity Analysis Report (M.P.A.R.) - Executive Summary:

*	<i>Houston Southeast Units</i>	7S10	7S13	7S16	7S22	7S23	7S35	7S36		TOT	AVER
1	Patrol Activity	315	182	240	251	418	118	334		1858	265.4
2	Security Checks	286	177	199	47	332	40	251		1332	190.3
3	C.I.T. Interactions	0	0	0	0	0	0	1		1	0.1
4	Offense/Incident Reports	11	1	0	5	2	1	2		22	3.1
*	<i>Total Service Calls</i>	612	360	439	303	752	159	588		3213	459.0
1	Criminal Arrests	6	1	0	3	0	0	0		10	1.4
2	Citations Issued	10	0	0	0	72	0	0		82	11.7
3	Written & Verbal Warnings	3	0	0	0	9	9	0		21	3.0
*	<i>Enforcement Service Calls</i>	19	1	0	3	81	9	0		113	16.1
*	<i>Total Hours</i>	160	160	160	160	160	160	160		1120	160.0
1	Sick Time Used	24	8	0	8	0	0	0		40	5.7
2	Vacation Time Used	0	48	0	0	0	0	0		48	6.9
3	Training Time Used	0	0	0	0	0	0	0		0	0.0
4	Compensatory Time Used	0	0	16	0	0	0	24		40	5.7
*	<i>Hours Actually Worked</i>	136	104	144	152	160	160	136		992	141.7
*	<i>Unit Productivity Ratio</i>	4.6	3.5	3.0	2.0	5.2	1.1	4.3		3.4	3.4

## X. Mileage Total:

**4268**

*	<i>Mileage</i>	7S10	7S13	7S16	7S22	7S23	7S35	7S36		TOT	AVER	%
(A)	<i>Totals</i>	611	476	514	923	886	150	708		4268	609.7	230%

## Y. Patrol Alert Submission Report:

*	<i>Received</i>				<i>Subject</i>
26x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity and loitering in the area.
A.	Mar 13	1241 hours	GSEPA – ID387	3722 Drew	

*	<i>Received</i>				<i>Subject</i>
31x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity and due to recent disturbances from the location.
A.	Mar 13	1911 hours	GSEPA – ID388	3343 Wentworth	

*	<i>Received</i>				<b>Subject</b>
48x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity and loitering in the area.
A.	Mar 15	1016 hours	GSEPA – ID390	2329 Southmore Bl	

*	<i>Received</i>				<b>Subject</b>
33x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity and loitering in the area due to increase thefts.
A.	Mar 21	1305 hours	GSEPA – ID392	4433 Griggs	

*	<i>Received</i>				<b>Subject</b>
21x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity due to recent burglaries of motor vehicle in parking garage.
A.	Mar 21	1625 hours	GSEPA – ID393	4460 S MacGregor	

*	<i>Received</i>				<b>Subject</b>
09x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity and loitering in the area after the City of Houston park closes.
A.	Mar 23	2111 hours	GSEPA – ID397	4600 Calhoun	

*	<i>Received</i>				<b>Subject</b>
02x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity and loitering in the area.
A.	Mar 28	1236 hours	GSEPA – ID398	4838 Winnetka	

*	<i>Received</i>				<b>Subject</b>
00x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity and loitering in the area.
A.	Mar 29	1720 hours	GSEPA – ID404	2412 Southmore Bl	

*	<i>Received</i>				<b>Subject</b>
00x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity due to recent burglaries of motor vehicle in parking lot.
A.	Mar 30	1656 hours	GSEPA – ID406	3560 Dixie	

*	<i>Received</i>				<b>Subject</b>
00x	<i>Date</i>	<i>Time</i>	<i>Code</i>	<i>Location</i>	Extra patrol requested at the location to deter any criminal activity due to recent burglaries of motor vehicle in parking lot.
A.	Mar 30	1656 hours	GSEPA – ID407	6401 Del Rio	

## Z. Incident Summaries:

01.	MARCH 1, 2017	0900 HOURS	THEFT (OVER \$ 100)		DEPUTY A. SANTOS	
	DAYSHIFT:	6100 SCOTT STREET	GSEMD	"M"	HC:	17-0034098
<p>On March 01, 2017, a <b>Wednesday</b>, at approximately 09:48 hours, Deputy A. Santos (riding unit 87S13) was performing routine patrol and law enforcement services when I was dispatched to a Theft call at H.E.B. located at 6102 Scott St. I arrived and met with the complainant who stated that a black female was being detained by employees that observed her passing all points of sales and taking merchandise without paying. The complainant completed a statement and wishes to press charges. The female was subsequently arrested and charged with Theft. A case reported was generated. The patrol activity type is "PAT= U".</p>						

02.	MARCH 2, 2017	2000 HOURS	CRIMINAL TRESPASS		DEPUTY M. BROWN	
	EVENINGSHIFT:	3200 HOLCOMBE	GSEMD	"M"	HC:	17-0035057
<p>On March 2, 2017 a <b>Thursday</b>, at approximately 2022 hours, while on patrol in the "Houston Southeast" Contract, I Deputy M. Brown unit 87S22 with the Harris County Constables Department of Precinct 7 responded to the listed address in regards to a known subject criminally trespassing at the location and refusing to leave after being asked. Deputy Brown arrived on scene and attempted to detain the subject. The subject pushed Deputy Brown and attempted to flee the scene. The subject was apprehended, charged with resisting arrest and booked into the Harris County Jail. The patrol activity type is "PAT=D".</p>						

03.	MARCH 2, 2017	1800 HOURS	THEFT		DEPUTY M. BROWN	
	EVENINGSHIFT:	3200 HOLCOMBE	GSEMD	"M"	HPD:	0272947-17
<p>On March 2, 2017 a <b>Thursday</b>, at approximately 1800 hours, while on patrol in the "Houston Southeast" Contract, I Deputy M. Brown unit 87S22 with the Harris County Constables Department of Precinct 7 with the Harris County Constables Department of Precinct 7 responded to the listed address in regards to an unknown suspect conceal items on their person, passed all points of purchase and fled the scene. The theft amount totaled \$60.00. Case is under investigation. The patrol activity type is "PAT= U".</p>						

04.	MARCH 2, 2017	0100 HOURS	NARCOTICS ARREST-PCS		DEPUTY C. JONES	
	NIGHTSHIFT:	4400 DOWLING	GSEMD	"M"	HPD:	17-0034554
<p>On March 2, 2017 a <b>Thursday</b>, at approximately 0103 hours, while on patrol in the "Houston Southeast" Contract, I Deputy C. Jones unit 87S35 with the Harris County Constables Department of Precinct 7 with the Harris County Constables Department of Precinct 7 when I conducted traffic stop on a vehicle for minor traffic violation. During the course of the traffic stop, the driver and passenger were found to be in possession of controlled substance. The individuals were arrested and booked into the Harris County Jail. The patrol activity type is "PAT= E".</p>						

05.	MARCH 03, 2017	0300 HOURS	EMERGENCY DETENTION		DEPUTY M. FULTON	
	NIGHTSHIFT:	3800 OLD SPANISH TL	GSEMD	"N/A"	HC:	17-0035188
<p>On March 03, 2017, a <b>Friday</b>, at approximately 0335 hours while on patrol in the "Houston Southeast" contract, I Deputy M. Fulton unit 87S36 with the Harris County Constable Department of Precinct 7 was on routine patrol when I exited my patrol vehicle I was approached by a black male adult who stated to me that he wanted to me "I want to kill myself", I question the individual further and realized that he was having a mental crises. I placed him in custody and transported him to Ben Taub (NPC) without incident. The patrol activity type is "PAT= O".</p>						

<b>06.</b>	<b>MARCH 3, 2017</b>	<b>2000 HOURS</b>	<b>WARRANT ARREST</b>		<b>DEPUTY M. BROWN</b>	
	<b>EVENINGSHIFT:</b>	<b>4400 DOWLING</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0035687</b>
<p>On March 3, 2017 a <b>Friday</b>, at approximately 2019 hours, while on patrol in the "Houston Southeast" Contract, I, Deputy M. Brown unit 87S22 with the Harris County Constables Department Of Precinct 7 responded to the listed address in regards to a suspicious person loitering outside of the gas station. Deputy Brown made contact with the subject and identified him. A records check was conducted and the return showed the subject to have an outstanding warrant out for his arrest for Burglary Of A Habitation. The subject was arrested for the warrant and booked into the Harris County Jail. The patrol activity type is <b>"PAT=D"</b>.</p>						
<b>07.</b>	<b>MARCH 04, 2017</b>	<b>1000 HOURS</b>	<b>CHILD CUSTODY DISPUTE</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>3200 TRUXILLO ST</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0035929</b>
<p>On March 04, 2017, a <b>Saturday</b>, at approximately 1030 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was dispatched to 3200 Truxillo Street in reference to child custody dispute. Deputy completed a report in reference to this incident. The patrol activity type is <b>"PAT=Z"</b>.</p>						
<b>08.</b>	<b>MARCH 5, 2017</b>	<b>2100 HOURS</b>	<b>FOUND PROPERTY</b>		<b>DEPUTY M. BROWN</b>	
	<b>EVENINGSHIFT:</b>	<b>3200 MCGOWEN</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0036697</b>
<p>On March 5, 2017 a <b>Sunday</b>, at approximately 2100 hours, while on patrol in the "Houston Southeast" Contract I, Deputy M. Brown unit 87S22 with the Harris County Constables Department of Precinct 7 was flagged down in the listed area in regards to the reportee found a rifle outside on the ground behind a trash can. The weapon was seized for safekeeping. A records check was conducted on the firearm but no record came back. The patrol activity type is <b>"PAT-Q"</b>.</p>						
<b>09.</b>	<b>MARCH 06, 2017</b>	<b>1200 HOURS</b>	<b>NARCOTICS ARREST-POM</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>MCGOWEN/NAGLE</b>	<b>GSEMD</b>	<b>"M/F"</b>	<b>HC:</b>	<b>17-0037047</b>
<p>On March 06, 2017, a <b>Monday</b>, at approximately 1206 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 was performing routine patrol and law enforcement services when I observed suspicious person on my patrol alert. During the course of the field investigation, individual was found to be in possession of marijuana and did not qualify for intervention program. While being booked into the jail, the individual was found to have counterfeit U.S. Currency. Individual was given additional charge for forgery. The person was arrested and transported to the Harris County Jail without further incident. The patrol activity type is <b>"PAT=B/Q"</b>.</p>						
<b>10.</b>	<b>MARCH 10, 2017</b>	<b>1400 HOURS</b>	<b>NARCOTICS ARREST-POM</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>3200 TRUXILLO</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0039468</b>
<p>On March 10, 2017, a <b>Friday</b>, at approximately 1412 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 along with Deputy J. Flores (riding Unit 87R39) with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I observed suspicious person. During the course of the field investigation, individual was found to be in possession of marijuana and did qualify for the Harris County intervention program. The person was cited and released on scene. The patrol activity type is <b>"PAT=D"</b>.</p>						

11.	<b>MARCH 10, 2017</b>	<b>1400 HOURS</b>	<b>PUBLIC INTOXICATION</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>3800 OLD SPANISH TL</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0039495</b>
<p>On March 10, 2017, a <b>Friday</b>, at approximately 1442 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 along with Deputy J. Flores (riding Unit 87R39) with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I was dispatched to suspicious person. Individual was found to be under the influence and detained at the location. The person was arrested and transported to the Houston Sobriety Center. The patrol activity type is <b>"PAT=D"</b>.</p>						
12.	<b>MARCH 17, 2017</b>	<b>1500 HOURS</b>	<b>CRIMINAL TRESPASS</b>		<b>DEPUTY M. BROWN</b>	
	<b>EVENINGSHIFT:</b>	<b>4000 ELGIN STREET</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0043241</b>
<p>On March 17, 2017 a <b>Friday</b>, at approximately 1547 hours, while on patrol in the GSEMD Contract I, Deputy M. Brown unit 87S22 with the Harris County Constables Department of Precinct 7 responded to the location in regards to a known subject criminally trespassing at the listed location, refusing to leave and damaging property. Deputy Brown arrived on scene and attempted to detain the subject. The subject attempted to flee from Deputy Brown by walking away at a fast past. Deputy Brown got closer to the subject at which time the subject turned around and assumed a fighting stands with Deputy Brown. The subject was later placed into custody after a struggle. He was arrested, charged with resisting arrest and booked in the Harris County Jail. The patrol activity type is <b>"PAT=D"</b>.</p>						
13.	<b>MARCH 18, 2017</b>	<b>1200 HOURS</b>	<b>INFORMATION REPORT</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>3100 S MACGREGOR</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0043743</b>
<p>On March 18, 2017, a <b>Saturday</b>, at approximately 1253 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I was dispatched to disturbance. Upon my arrival, Deputy made contact with the Complainant that known individual removed an item without their effective consent. A report was generated. The patrol activity type is <b>"PAT=P"</b>.</p>						
14.	<b>MARCH 18, 2017</b>	<b>1500 HOURS</b>	<b>MAJOR ACCIDENT-SUPPLEM</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>5100 ENYART STREET</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0043791</b>
<p>On March 18, 2017, a <b>Saturday</b>, at approximately 1524 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I checked by Deputy A. Johnson-Hall (riding Unit 87P14) in reference to major accident. Deputy conducted a follow up investigation at Memorial Hermann. A supplement was generated. The patrol activity type is <b>"PAT=Y"</b>.</p>						
15.	<b>MARCH 18, 2017</b>	<b>1900 HOURS</b>	<b>ABANDONED VEHICLE</b>		<b>DEPUTY T. CROSBY</b>	
	<b>EVENINGSHIFT:</b>	<b>5200 BEEKMAN DRIVE</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0043925</b>
<p>On March 18, 2017, a <b>Saturday</b>, at approximately 19:30 hours, while on patrol in the "Houston Southeast" contract, I, Deputy T. Crosby, unit 87S23, came across a vehicle parked in the roadway at 5200 Beekman. The vehicle, which had no engine, front grill, radiator, hood, tail gate, bumpers or stereo was checked to see if it was stolen. The vehicle returned clear, but was removed as a traffic hazard. A Harris County report was generated and dispatch was notified of the recovery. The patrol activity type is <b>"PAT=L"</b>.</p>						



16.	<b>MARCH 21, 2017</b>	<b>1600 HOURS</b>	<b>FRAUD INVESTIGATION</b>		<b>DEPUTY T. CROSBY</b>	
	<b>EVENINGSHIFT:</b>	<b>5000 GRIGGS ROAD</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HPD:</b>	<b>0356392-17</b>
<p>On March 21, 2017, a <b>Tuesday</b>, at approximately 16:40 hours, while on patrol in the "Houston Southeast" contract, I, Deputy T. Crosby, unit 87S23, was dispatched to an Attempted Theft/Identity Theft/Theft by Check. Upon arrival, I was advised by the reportee that the previous day, he was contacted by a local check cashing place reference someone trying to cash a check with their company's information on. He advised the check cashing place that the check was not from his company. Upon further investigation, he found that someone had forwarded all their restaurant's phones call to another number. This happened when a b/female came in and used their phone to make a call. She had forwarded all their calls to her number and they began receiving the company's call. The reportee advised me that he had customer's coming in all day saying they called and placed an order. He would advise them that he never received any calls. A HPD report was generated and forwarded to their agency for investigation. The patrol activity type is "<b>PAT=Q</b>".</p>						

17.	<b>MARCH 24, 2017</b>	<b>1200 HOURS</b>	<b>PUBLIC INTOXICATION</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>5200 GRIGGS ROAD</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0047161</b>
<p>On March 24, 2017, a <b>Friday</b>, at approximately 1244 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 along with Deputy J. Flores (riding Unit 87R39) with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I was dispatched to suspicious person. Individual was found to be under the influence and detained at the location. The person was arrested and transported to the Houston Sobriety Center. The patrol activity type is "<b>PAT=D</b>".</p>						

18.	<b>MARCH 25, 2017</b>	<b>1300 HOURS</b>	<b>CRIMINAL TRESPASS/RESISTI</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>3800 OLD SPANISH TL</b>	<b>GSEMD</b>	<b>"M"</b>	<b>HC:</b>	<b>17-0047800</b>
<p>On March 25, 2017, a <b>Saturday</b>, at approximately 1325 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I was dispatched to suspicious person. Upon my arrival, Deputy attempted to detained individual began resisting arrest. The person was arrested and transported to the Harris County Jail without incident. The patrol activity type is "<b>PAT=D</b>".</p>						

19.	<b>MARCH 25, 2017</b>	<b>1300 HOURS</b>	<b>CRIMINAL TRESPASS-SUPP</b>		<b>DEPUTY A. SANTOS</b>	
	<b>DAYSHIFT:</b>	<b>3800 OLD SPANISH TL</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0047800-002</b>
<p>On March 25, 2017, a <b>Saturday</b>, at approximately 13:36 hours, Deputy A. Santos (riding unit 87S13) was performing routine patrol and law enforcement services when I arrived at 3822 Old Spanish Trl as back-up for unit #87S10. The suspect was identified and subsequently arrested by unit #87S10 for Criminal Trespass and Resisting arrest. A supplemental case report was generated. The patrol activity type is "<b>PAT= AA</b>".</p>						

<b>20.</b>	<b>MARCH 26, 2017</b>	<b>0300 HOURS</b>	<b>INFORMATION REPORT</b>		<b>DEPUTY M. FULTON</b>	
	<b>NIGHTSHIFT:</b>	<b>6000 ALMEDA ROAD</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0048225</b>
<p>On March 26, 2017, a <b>Sunday</b>, at approximately 0312 hours while on patrol in the "Houston Southeast" contract, I Deputy M. Fulton unit 87S36 with the Harris County Constable Department of Precinct 7 was on routine patrol when I noticed a suv driving on a flat tire and pulled into a nearby gas station. I exited my patrol vehicle to see if I can be of any assistance to the citizen driving the vehicle. When I approached her vehicle to look at the damage the female driver opened the driver side door and ran from the vehicle across North Macgregor screaming and yelling and jumped into the bayou for unknown reasons. My self and other Deputies search for her along with HPD and we were unable to locate her. A few hours later the female made contact with her sister. HPD put me in contact with the sister and I learned that the female that ran has a history of mental illness. The vehicle was towed off of the property it was on by the property owner. A report was generated under the above case number. The patrol activity type is "<b>PAT= F</b>".</p>						

<b>21.</b>	<b>MARCH 26, 2017</b>	<b>1100 HOURS</b>	<b>VEHICLE RECOVERY</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>2400 SOUTHMORE BL</b>	<b>GSEMD</b>	<b>"F"</b>	<b>HPD:</b>	<b>0369958-17</b>
<p>On March 26, 2017, a <b>Sunday</b>, at approximately 1130 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I was flagged down by a citizen in the park in reference stolen vehicle. Deputy spoke with the Reportee advised they her another relative located Aunt stolen vehicle back of apartment complex. Deputies check the area and recovery stolen vehicle from 2400 block of Southmore Boulevard. In the process of recovering the stolen, Deputy located a small clear plastic bag with green leafy substance. A supplement was generated. The patrol activity type is "<b>PAT=I/Q</b>".</p>						

<b>22.</b>	<b>MARCH 26, 2017</b>	<b>1600 HOURS</b>	<b>INFORMATION REPORT</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>5200 CALHOUN</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>17-0048441</b>
<p>On March 26, 2017, a <b>Sunday</b>, at approximately 1622 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I was flagged down by a citizen in the park in reference to found juvenile. Deputy was able to locate a relative a short time later and released the juvenile. A report was generated. The patrol activity type is "<b>PAT=C/I</b>".</p>						

<b>23.</b>	<b>MARCH 27, 2017</b>	<b>1300 HOURS</b>	<b>FOUND PROPERTY-SUPPLEM</b>		<b>DEPUTY J. BALLARD</b>	
	<b>DAYSHIFT:</b>	<b>GRIGGS/BEEKMAN</b>	<b>GSEMD</b>	<b>"N/A"</b>	<b>HC:</b>	<b>10-0035349</b>
<p>On March 27, 2017, a <b>Monday</b>, at approximately 1335 hours while on patrol in the "Houston Southeast" contract, I Deputy J. Ballard unit 87S10 with the Harris County Constable Department of Precinct 7 were performing routine patrol and law enforcement services when I was dispatched to found property. Upon my arrival, I met with the Reportee who advised a firearm was located in park while his crew landscaping the area. A short time later a firearm determine to be stolen out of Harris County Sheriff's Office. A supplement was generated. The patrol activity type is "<b>PAT=Q</b>".</p>						

## AA. Hotspot Report:

*See Appendix A1 for Hotspot Report:*

*Please note: 87s10 = Deputy J. Ballard, 87s13 = Deputy A. Santos, 87s16 = Deputy P. Marshall, 87s22 = Deputy M. Brown, 87s23 = Deputy M. Crosby, 87s35 = Deputy C. Jones and 87s36 = Deputy M. Fulton.*

**Captain Holland D. Jones**

Captain Holland D. Jones, JD., PhD.

Toll Road Division Supervisor & Departmental Training Coordinator

Harris County Constable's Office of Precinct "7"

713-643-6602 OR 832-892-7893

# HOUSTON SOUTHEAST

The Legacy District

## Bicycle and Motorcycle Patrol Report

From: Sergeant Franklin Gans,  
*Public Safety Coordinator*

To: Houston Southeast Management District  
Public Safety Committee and Board of Directors

Subject: February Monthly Report

The purpose of this report is to provide the Public Safety Committee and the Board of Directors with a detailed report of the services provided by the bicycles and single motorcycle patrol for the month of February, 2017. This reports primary focus is on the number business contacts made as well as the amount of visible crime deterrence hours provided.

The mission of the bicycle and motorcycle patrol is to remain highly visible in the business district and serve as a deterrent to crime before it occurs. This mission is accomplished by the officers stopping at businesses within the district and interacting with the owner, manager, or employee. This interaction creates and promotes a safe environment to conduct business in and also puts the consumer at ease, thereby increasing and promoting business development.

There are areas within the business district that have a concentrated number of businesses. These areas have been labeled as "hot spots". Bicycle officers have been assigned to these hot spots and maintain the highest level of police visibility within them.

The following are tables that give totals in the various categories that we track.

### Patrol Activity

<b>Contacts with Homeless: 51</b>	<b>Trespass Warnings Given: 15</b>
<b>Arrest/Citations Issued: 17</b>	<b>Patrol Alerts: 8</b>

## Bicycle Patrol and Hot Spot Totals

Officer	Visible Deterrence Hours	Hot Spots Patrolled	Officers Interactions with Business
D. Webber	62	28	140
R. Sessum			
M. Mack	51.5	28	120
M. Andrus	47.5	22	110
E. McNichols	64	32	160
A Sampson	53	28	130
J. Richardson	32	10	80
D. Daresh	5	3	20
	<b>315</b>	<b>151</b>	<b>760</b>

## Combined Bicycle and Motorcycle Totals

Patrol Method Motorcycles	Visible Deterrence Hours	Hot Spots Patrolled	Officers Interactions with Business
<b>Sgt Gans</b>	87.5	79	756
<b>W. Parker</b>	40	54	421
<b>Motorcycle Totals</b>	<b>127.5</b>	<b>133</b>	<b>1177</b>
<b>Combined Totals</b>	<b>442.5</b>	<b>284</b>	<b>1937</b>

# **HOUSTON SOUTHEAST**

The Legacy District

## **Bicycle and Motorcycle Patrol Report**

From: Sergeant Franklin Gans,  
*Public Safety Coordinator*

To: Houston Southeast Management District  
Public Safety Committee and Board of Directors

Subject: March 2017, Monthly Report

The purpose of this report is to provide the Public Safety Committee and the Board of Directors with a detailed report of the services provided by the bicycles and single motorcycle patrol for the month of March, 2017. This reports primary focus is on the number business contacts made as well as the amount of visible crime deterrence hours provided.

The mission of the bicycle and motorcycle patrol is to remain highly visible in the business district and serve as a deterrent to crime before it occurs. This mission is accomplished by the officers stopping at businesses within the district and interacting with the owner, manager, or employee. This interaction creates and promotes a safe environment to conduct business in and also puts the consumer at ease, thereby increasing and promoting business development.

There are areas within the business district that have a concentrated number of businesses. These areas have been labeled as "hot spots". Bicycle officers have been assigned to these hot spots and maintain the highest level of police visibility within them.

The following are tables that give totals in the various categories that we track.

### **Patrol Activity**

<b>Contacts with Homeless: 91</b>	<b>Trespass Warnings Given: 34</b>
<b>Arrest/Citations Issued: 26</b>	<b>Patrol Alerts: 2</b>

## Bicycle Patrol and Hot Spot Totals

Officer	Visible Deterrence Hours	Hot Spots Patrolled	Officers Interactions with Business
D. Webber	80.5	40	220
R. Sessum			
M. Mack	63	36	150
M. Andrus	56	31	130
E. McNichols	84	80	210
A Sampson	56	31	130
J. Richardson	24	12	60
D. Daresh	42.5	22	120
	<b>406</b>	<b>252</b>	<b>1020</b>

## Combined Bicycle and Motorcycle Totals

Patrol Method Motorcycles	Visible Deterrence Hours	Hot Spots Patrolled	Officers Interactions with Business
<b>Sgt Gans</b>	100	130	1050
<b>W. Parker</b>	37	74	275
<b>Motorcycle Totals</b>	<b>137</b>	<b>204</b>	<b>1325</b>
<b>Combined Totals</b>	<b>543</b>	<b>456</b>	<b>2070</b>



### **Proposed Program**

Coffee with a Cop brings police officers and the community members they serve together—over coffee—to discuss issues and learn more about each other. The mission of Coffee with a Cop is to break down the barriers between police officers and the citizens they serve. Community policing has long been considered a framework for establishing trust between the community and the police. However, over time the character and composition of our nation’s communities have changed due to shifting demographics, more commuters, and the introduction of different communication methods such as websites and social media.

### **Coffee with a Cop in Houston Southeast**

Houston Southeast recognizes the importance of community policing. Sergeant Franklin Gans, Houston Southeast Constables, a Houston Southeast staff member will visit with different businesses and community organizations bi-monthly for coffee and to discuss public safety concerns. Coffee with a Cop will take place in local coffee shops throughout the district. This will give staff and the Public Safety Coordinator a chance to meet with businesses and see firsthand the concerns business owners and constituents are facing. The event will be promoted by social media, eblast, word of mouth from Houston Southeast bike patrol and motorcycle patrol, One World Strategy street team.

### **Budget**

Houston Southeast will cover all cost for Coffee with a Cop. Please see below for a breakdown of the bi-monthly expenses.

- Cost of Coffee: \$50.00

### **Objectives**

- Increase Community Policing
- Make the Businesses Aware of the public safety initiatives provided by Houston Southeast
- Decrease Disturbances of Crime Related Activity in Houston Southeast



## **Street Solicitation PR Program**

February 27, 2017

Goal: Increase public awareness and redirect public's giving towards helping individuals get off of streets while minimizing hazards, especially recognizing roadway hazards

### **Concept:**

Reduce street solicitation through community-wide PR campaign, change public behavior in response to solicitors through education and a convenient alternative for donation of money.

Message of real change, not spare change would be communicated using broad array of media to reach different segments of the population. If citizen really desires to help individuals asking for money on streets and sidewalks, there are better ways to accomplish than handing them money. Donations can be made online or texted to designated fund.

### **Donated fund recipient:**

- Citizens' online or texted contributions will be made to Coalition for the Homeless
- Funds will be deposited in "welcome home fund" at Coalition already set up to barrier bust in helping individuals move off of streets into housing
- 100% of every donation made will go to helping individuals who are currently homeless get into housing
- Coalition will provide accounting of how funds are utilized

### **PR campaign approach:**

- Multi-pronged campaign that creates grassroots conversation:
  - Creates community conversation using trusted messengers such as schools, faith leaders and business groups
  - Leverages existing infrastructure now in place for helping homeless individuals move into housing
  - Elevates the discourse and fosters urgency with this as public safety issue with leaders becoming conveners
- Outreach Strategists, LLC recruited to design and help run campaign
- Tentative theme: "Meaningful Change Not Spare Change"
- Media approach with multiple sources engaged:
  - Paid media
  - Earned media
  - In-kind media

- Outreach Strategists will also provide toolkit for others to use to get word out
- Effort duration: March to end of year with possible extension for next year
- Coalition for the Homeless will contract with Outreach Strategists

**Funding of campaign:**

- Estimated cash expense of campaign: approximately \$150,000 through end of 2017
- Funding source for cash expense: shared between Management Districts
- In-kind participation:
  - Management Districts: agreed to get word out if given tool kit
  - Clear Channel committed public service announcements (PSA's)
  - METRO committed on-board and transit stop messaging
  - Visit Houston and Hotel & Lodging Association of Greater Houston interested in getting word out to visitors

**Launch date:**

- End of March



**HOUSTON  
SOUTHEAST**

**VISUAL  
IMPROVEMENTS &  
BEAUTIFICATION  
SERVICES COMMITTEE**

# Visual Improvements & Beautification Services Action Items

**Action Item 1:** Approve a not-to-exceed amount of \$1,500 for the Cottontail Sponsorship of Bayou Greenways Day

**Action Item 2:** Approve letter of support for Mobilitie LLC

**Action Item 3:** Approve the Color of the Topper of the Custom Street Signage



**Action Item 4:** Approve a Partnership with AARP for Houston Southeast Shed Day

**Action Item 5:** Approve a Partnership with AARP for Park Audit of Pocket Parks

**Action Item 6:** Approve a not-to-exceed amount for construction services for the custom street signage project

VISUAL IMPROVEMENTS & BEAUTIFICATION COMMITTEE MEETING  
(Minutes)

The Visual Improvements & Beautification Committee of the Greater Southeast Management District held a meeting on **February 23, 2017 at 12:00 p.m.** The meeting was held at 5445 Alameda Road, Suite 502, Houston, Texas 77004. The following board members were in attendance: Chair Sharone Mayberry and Director Dr. McDavid. Also present at the meeting were Anderson Stoute, Mike Mauer, Shondra Wygal, Kenny Jones, Hina Musa and Chelbi Mims.

**1. Call to Order**

The meeting was called to order by Chair Mayberry at 12:09 p.m.

**2. Receive Minutes**

Upon a motion from Director Mayberry, which was seconded by Director McDavid, the minutes were approved as printed.

**3. Discuss the Open Space Tree Maintenance**

Mr. Mauer provided the Committee with an overview of the Open Space Tree Maintenance.

Director Mayberry suggested tabling the item until M2L & Associates can narrow the scope of the document. The Committee asked to choose certain isolated corridors to determine a plan for each corridor and determine how this plan correlates with Flores Landscaping and maintenance of trees.

**4. Discuss Houston Southeast Partnership with AARP**

Ms. Wygal and Ms. Mims provided the Committee with an overview of the partnership.

Houston Southeast will work with AARP for the annual Shred Day event and the park audit for Mills Bennett and Riverside Park. The events are tentatively set for May.

**5. Discuss Maintenance Signs**

Ms. Mims provided an update of the Maintenance Signs. The Committee agreed to collaborate with the Marketing Committee on this item.

This item was tabled.

**6. Recommendation for Board Approval**

- Approve the Open Space Tree Maintenance
  - This item was tabled.
- Approve a not-to-exceed amount for Maintenance Signs
  - This item was tabled.

**7. Adjournment**

The meeting adjourned at 1:51 p.m.

VISUAL IMPROVEMENTS & BEAUTIFICATION COMMITTEE MEETING  
(Minutes)

The Visual Improvements & Beautification Committee of the Greater Southeast Management District held a meeting on **April 4, 2017 at 2:00 p.m.** The meeting was held at 5445 Almeda Road, Suite 502, Houston, Texas 77004. The following board members were in attendance: Chair Sharone Mayberry and Director Dr. McDavid. Also present at the meeting were Anderson Stoute, Mike Mauer, Andrew Kasparek, Hina Musa and Chelbi Mims.

**1. Call to Order**

The meeting was called to order by Chair Mayberry at 2:16 p.m.

**2. Receive Minutes**

Upon a motion from Director McDavid, which was seconded by Director Mayberry, the minutes were approved as printed.

**3. Update on the Houston Southeast Paving Project**

Ms. Mims provided the Committee with an overview of the Houston Southeast Paving Project.

Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry the Gulf Coast contract will be kept open for the next 7 months for repairs and maintenance of the pavers along Almeda.

**4. Discuss Urban Design Maintenance Plan**

Mr. Mauer provided the Committee with an overview of the Urban Design Maintenance Plan.

Mr. Stoute recommended Houston Southeast have someone look at all the items and places the district maintains on a monthly basis.

Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry, a not-to-exceed amount of \$50,000 was approved for the implementation of elements from the urban design plan.

**5. Discuss the Open Space Tree Maintenance**

Mr. Mauer provided the Committee with an overview of the Open Space Tree Maintenance.

Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry, a not-to-exceed amount of \$50,000 was approved for the implementation of elements from the Open Space Tree Maintenance.

## **6. Recommendation for Board Approval**

- Approve the Open Space Tree Maintenance
  - This item Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry, a not-to-exceed amount of \$50,000 was approved for the implementation of elements from the Open Space Tree Maintenance.
- Approve the Houston Southeast Urban Design Maintenance Plan
  - Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry, a not-to-exceed amount of \$50,000 was approved for the implementation of elements from the urban design plan.
- Approve the extension of Gulf Coast Contract for the maintenance of the Houston Southeast Paving Project
  - Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry the Gulf Coast contract will be kept open for the next 7 months for repairs and maintenance of the pavers along Alameda.

## **7. Adjournment**

The meeting adjourned at 4:04 p.m.



VISUAL IMPROVEMENTS & BEAUTIFICATION COMMITTEE MEETING  
(Minutes)

The Visual Improvements & Beautification Committee of the Greater Southeast Management District held a meeting on **April 11, 2017 at 3:30 p.m.** The meeting was held at 5445 Alameda Road, Suite 502, Houston, Texas 77004. The following board members were in attendance: Chair Sharone Mayberry and Director Dr. McDavid. Also present at the meeting were Hina Musa and Chelbi Mims.

**1. Call to Order**

The meeting was called to order by Chair Mayberry at 3:33 p.m.

**2. Discuss the Flores Quality Services for District Landscaping and Irrigation Services**  
Ms. Mims provided the Committee with an overview of the new scope of services for the 2018 contract for Flores Quality Services

Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry the Flores Quality Services for District Landscaping and Irrigation Services was approved.

**3. Discuss the Custom Street Signage Bid**

Ms. Mims provided the committee of the overview of the Custom Street Signage Bid. One bid was received from Williams Architectural Signage and Consulting LLC.

Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry, a not-to-exceed amount of \$290,000 was approved for Williams Architectural Signage and Consulting LLC to for construction services for the custom street signage project.

**4. Recommendation for Board Approval**

- Approve a not-to-exceed amount for the construction services for the custom street signage project
  - Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry, a not-to-exceed amount of \$290,000 was approved for Williams Architectural Signage and Consulting LLC to for construction services for the custom street signage project.
- Approve a not-to-exceed amount for Flores Quality Services for District Landscaping and Irrigation Services
  - Upon a motion from Director McDavid which was moved and properly seconded by Director Mayberry the Flores Quality Services for District Landscaping and Irrigation Services was approved.

**5. Adjournment**

The meeting adjourned at 4:11 p.m.



Bayou Greenway Day 2015 and 2016  
Photos by Tiffany Norman and F Carter Smith

## Meet your bayou at **Bayou Greenway Day 2017**

An outdoor festival celebrating Houston's parks and bayous, hosted by your Houston Parks Board  
Event chairs: Roxanne Almaraz, Cullen Geiselman, Chris Porter and Carter Stern

On Saturday, **April 29, 2017**, the nonprofit Houston Parks Board will host the third annual **Bayou Greenway Day** along Brays Bayou Greenway at MacGregor Park.

On **Bayou Greenway Day**, Houstonians from all neighborhoods are invited to experience the transformation happening along their bayous as part of **Bayou Greenways 2020**, one of the most ambitious parks projects in the country that will transform our bayou system into 150 miles of linear parks and hike-and-bike trails.

**Bayou Greenway Day** is a celebration – a free, family festival open to all. **Bayou Greenway Day** is a day to **walk, bike, run, stroll, play, picnic and paddle** along the Bayou Greenways and connect with new friends in Parks By You!

# Sponsorship Opportunities



## Bayou Greenway Day Presenting Sponsor/s – \$50,000

*(1 Committed by NOBLE ENERGY – 2 available)*

- ❖ Name to be used in all media communications as presenting sponsor
- ❖ Company representative will be invited to participate in an “official ceremony” during event
- ❖ Name featured prominently on official day-of event materials
- ❖ Listing (logo) on website
- ❖ Listing (logo) on t-shirt
- ❖ Opportunity to provide company-branded giveaways at event
- ❖ Complimentary 10’x10’ promotional tent
- ❖ Volunteer opportunities for employees

## Hospitality Zone Sponsor (1 available) - \$30,000

- ❖ Industry exclusivity at sponsorship level
- ❖ Listing (logo) on website\*
- ❖ Listing (logo) on t-shirt\*
- ❖ Listing on sponsorship recognition event signage
- ❖ Signage within Hospitality Zone
- ❖ Opportunity to provide company-branded giveaways at event
- ❖ Volunteer opportunities for employees

## Bayou Greenway Trail Sponsor (2 available) – \$25,000 each

- ❖ Industry exclusivity at sponsorship level
- ❖ Listing (logo) on website\*
- ❖ Listing (logo) on t-shirt\*
- ❖ Listing on sponsorship recognition event signage
- ❖ Signage throughout trail section
- ❖ Opportunity to provide company-branded giveaways at event
- ❖ Complimentary 10’x10’ promotional tent
- ❖ Volunteer opportunities for employees

## Activity Sponsor – \$10,000

*Bike, Walk, Run, Play, Paddle*

- ❖ Listing (logo) on website\*
- ❖ Listing (logo) on t-shirt\*
- ❖ Listing on sponsorship recognition event signage
- ❖ Opportunity to provide company-branded giveaways at event
- ❖ Complimentary 10’x10’ promotional tent
- ❖ Volunteer opportunities for employees

## Great Blue Heron Sponsor – \$5,000

- ❖ Listing (logo) on website\*
- ❖ Listing (logo) on t-shirt\*
- ❖ Opportunity to provide company-branded giveaways at event
- ❖ Complimentary 10’x10’ promotional tent
- ❖ Volunteer opportunities for employees

## Red-eared Slider Turtle and Cottontail Rabbit Sponsors

*Red-eared Slider - \$2,500      Cottontail - \$1,500*

- ❖ Listing on website
- ❖ Volunteer opportunities for employees

# Houston

## Proposed Events with AARP & Houston Southeast

Shondra E. Wygal, Associate State Director, Outreach

[swygal@aarp.org](mailto:swygal@aarp.org), 832.325.2231 desk & 713.542.2861 personal mobile

For more photos from events see [www.aarp.org/houston](http://www.aarp.org/houston) or Twitter using #AARPHouston.

**Date:** Saturday, TBD, 9am – 12:00pm

**Address:** TBD

**Sample Description:**

Scammers are in full force this time of year and the best way to keep your identity safe is by safely disposing of documents and old electronics containing sensitive information. Information like medical history, social security numbers, banking information, and more. AARP and the Houston Southeast Management District are teaming up with the t a FREE document shredding and electronics recycling event.

**AARP will do the following:**

- Provide the refreshments along with water.
- Cover the cost of the shredding and electronic trucks via Texas Shredding Company.
- Provide a tent and table.
- Collect names, emails, zip codes and two call-to-action questions on a sign-in sheet. The call-to-action questions are: Would you like to receive emails? Would you like to become a volunteer? Sign-in sheets will be shared with only Houston Southeast Management District.
- We will provide a credit card sleeve that will protect the embedded chip.
- **Totally Optional:** We also have two really good presentations that we can present leading up to the shred day.
- **Special note:** We will have volunteer also the Houston Charms is interested in serving as our volunteers. Normally, I have two 1.5 shifts where folks can volunteer.



Photos: The first photo was taken in Pleasantville last Fall, and the second photo was taken in District D last winter. Councilmember Boykins heard about the event and stopped by and spoke with Charlene James, State President of AARP Texas. The last photo is Charlene James presenting one of our Fraud Watch Network presentations at Lincoln Park in Acres Homes.

## Proposed Community Park Audit

**Date:** Saturday, TBD, 9am – 11:00am

**Address:** Mills Bennett Park, 3000 Ennis Street, Houston, Texas 77004

**Sample Description:**

Join AARP and the Houston Southeast Management District for an audit of two community parks in the Greater Third Ward. We will begin Mills Bennett Park and walk to Riverside Park where we will provide more information about the community park audits and discussion (parks are less than two blocks away). Light refreshments will be provided along with paper, clipboards and pens.

**AARP will do the following:**

- Provide the refreshments along with water.
- Provide a tent and table. We **DO NOT** have chairs so a couple chairs may be needed for the community discussion.
- Collect names, emails, zip codes and two call-to-action questions on a sign-in sheet. The call-to-action questions are: Would you like to receive emails? Would you like to become a volunteer? Sign-in sheets will be shared with Houston Southeast Management District.
- Invite Councilmember Dwight Boykins or a representative from his staff to join the walk audit.
- **Special note:** One group will assess the park using pen and paper while the second group will utilizing an app called MySideWalk.



*Photos: This was taken at a walk audit in the Northside and the community partners where Avenue CDC, Northside YMCA, and we got Councilmember Edwards to stop by and join in discussion (April 9, 2016).*



*Photo: This was community discussion with Councilmember Jerry Davis after a walk audit in the Kashmere Community. The Councilmember provided resources, information and updates regarding District B.*

April 11, 2017,

Dear Ms. Hina Musa,

Per our conversation, the following is the price for our services provided from April, 2017 to April 13, 2018. The current price for our services is \$360,000.00 annually. For services from April 13, 2017 to April 13, 2018, our prices will increase by 4% to cover the growing costs of material, equipment and labor. This new price will be \$374,400.00 annually. Additionally, Flores Quality Services has been asked to check on parks every two weeks. For this service, Flores Quality Services will charge \$65.00 each time (26 times per year), which will total to an annual cost of \$1,690.00. The new total annual cost of all services provided by Flores Quality Services will be \$376,090.00.

If you have any questions or concerns, please do not hesitate to contact me.

Miguel Flores,

Owner of Flores Quality Services

## CONSULTANT CONTRACT

THIS AGREEMENT and all attachments hereto (this "Agreement") is made as of April 13, 2016, by and between the **Greater Southeast Management District** (the "District") and **Flores Quality Services** (the "Consultant").

The District and the Consultant, in consideration of the mutual promises and conditions set forth herein, hereby covenant and agree as follows:

### 1. SCOPE OF SERVICES

**1.1. Services** – The Consultant agrees to provide, and the District agrees to accept, the services described in the attached Schedule A (Scope of Services) as that schedule may be amended by the parties from time to time (the "Services"). The Services may include collaborating with, or assisting, the District and its consultants, or others retained by the District when requested by the District as well as delivering completed products (the "Deliverables"). This Agreement is nonexclusive in nature and is not to be construed as establishing an exclusive arrangement between the parties.

**1.2. No Conflict** – Consultant represents and warrants that it has no known obligations to any third party that will limit or restrict its ability to perform the Services under this Agreement. Consultant agrees that it will not disclose to the District nor use any third party's trade secrets or other third-party proprietary information in performing the Services unless Consultant may do so without either it or the District incurring any obligation to such third party for such work or any application of that work. Consultant shall provide all Services under this Agreement in his capacity as an individual and not an elected official.

**1.3. Performance of Services** – Consultant shall have the right to determine the method, details, and means of performing the Services. The District shall, however, be entitled to ensure satisfactory performance, including the rights to inspect, to stop work, to make suggestions or recommendations as to the details of the work, and to propose modifications to the Services. Consultant will provide all required resources and personnel to complete the Services by the dates specified by the District and use its best efforts to accommodate work schedule requests in a timely manner.

**1.4. Reporting** – The District and Consultant shall develop appropriate administrative procedures for coordinating with one another. Consultant agrees to provide reports to the District as required by the District at no additional cost to the District.

### 2. TERM

Subject to termination in accordance with **Section 9** below, the Agreement term is for one year beginning on April 13, 2016. Either party may extend the Agreement for an additional one year, up to three times, upon review and negotiation of cost of service increases not to exceed 10% in any given year. This Agreement may be extended by mutual written agreement of the parties.

### **3. FEES, PAYMENT & EXPENSE**

**3.1. Fees** – In consideration of the Services to be performed by Consultant, Consultant shall be entitled to compensation in an amount not to exceed \$360,000.

#### **3.2. Payment** –

**a.** Consultant shall send all invoices to the address specified by the District. The District will pay the Consultant 30 days after receipt of an acceptable and properly documented invoice. The District's payment of invoices will constitute full payment to Consultant for performance of the Services and all other expenses which may be incurred by Consultant under this Agreement.

### **4. NONDISCLOSURE**

Any information the Consultant presents to the District may be subject to disclosure in accordance with applicable law, including the Texas Open Records Law.

### **5. ACCEPTANCE**

Consultant shall notify the District on delivery of all Deliverables that are due under this Agreement. As used here, the term Deliverable includes, but is not limited to, any programming, documentation, data compilation, image scanning, reports as well as any other media, materials, or other objects produced solely for the benefit of the District in the course of performing the Services. The District shall have 30 days to review the Deliverables for adherence to this Agreement and any applicable specifications. The District shall then notify Consultant in writing of its acceptance of the Deliverables or its rejection and the reasons for such rejection. If the Deliverables are rejected, Consultant shall have the opportunity to correct errors and omissions and resubmit corrected Deliverables to the District for re-review. In the event that the District does not provide Consultant with written notice of acceptance or rejection within 30 days after the acceptance period has ended, the Deliverables shall be deemed to be accepted.

### **6. INTELLECTUAL PROPERTY RIGHTS**

**6.1. Ownership of Work Products** – All Deliverables to be delivered under this Agreement shall be considered work(s) made for hire by Consultant for the District, and upon payment by the District shall belong to the District, its designees, and the Consultant. If applicable, one reproducible set of final Deliverables will be furnished to the District upon request, including Deliverables produced in an electronic format. The District acknowledges that Deliverables provided in electronic media form may be subject to inaccuracies, anomalies and errors due to electronic translation, formatting or interpretation. The Consultant is not responsible for errors and omissions because of these conditions, nor for those resulting from conversion, modification, misinterpretation, misuse or reuse by others after electronic media is released by the Consultant.

**6.2. Preexisting Materials** – Consultant may include preexisting work or materials in the Deliverables only if they are either provided by the District or if they are owned or licensable without restriction by Consultant. To the extent that preexisting work or materials owned or licensed by Consultant are included in the Deliverables, Consultant shall identify any such work or materials prior to commencement of the Services. Relative to preexisting works and materials



and as an exception to Section 6.1 above, Consultant grants to the District an irrevocable nonexclusive, worldwide, royalty-free right and license (i) to use, execute, reproduce, display, perform, and distribute (internally and externally) copies of such work or materials, (ii) to prepare derivative works based on such preexisting works and materials, and (iii) to authorize the District contractors to do any of the above subject to appropriate obligations of confidentiality.

**6.3. Incidents and Further Assurances** – Consultant represents that all preexisting works are owned or properly licensed by it. Consultant further represents that no part of the Deliverables is protected by rights of any third party except to the extent that Consultant is licensed to include such part in the Deliverables. The District may obtain and hold in its name copyrights, registrations, and other protection that may be available in the Consultant. Consultant agrees to take such further actions and execute and deliver such further agreements and other instruments as the District may reasonably request to give effect to this Section.

## **7. REPRESENTATIONS**

**7.1. Services** – Consultant represents that the Services will be performed by appropriately qualified and trained personnel with due care and diligence and to such standards of care, skill and diligence as practiced by members of the same profession. In the case of professional services, Consultant shall perform the Services in accordance with all applicable professional standards for the field of expertise.

**7.2. Deliverables** – Consultant represents that any Deliverables under this Agreement shall conform to all applicable specifications, drawings, samples and descriptions; shall be suitable for their intended purposes; and shall be free from all liens and encumbrances.

## **8. COMPLIANCE WITH LAWS & STANDARDS OF CONDUCT**

**8.1. Compliance with Laws** – Consultant shall comply with all applicable United States and foreign laws and regulations governing the Services and Deliverables.

**8.2. Standards of Conduct** – In the event that Consultant's employees or contractors perform any of the Services at an District site, such employees and contractors shall comply with all applicable federal and state laws including, but not limited to, those governing harassment, discrimination and security. The District reserves the unilateral right to direct Consultant to remove any of its employees or contractors from the District premises or projects for any violation of law, or for any other reason deemed prudent by the District.

## **9. TERMINATION**

The District reserves the right to modify, reject, cancel or stop any and all schedules or work in process. In the event of such direction by the District, Consultant shall immediately take all required steps to carry out the District's instructions, shall advise the District of the extent to which performance has been completed to date, and shall collect and deliver to the District whatever work product then exists in the manner requested by the District. In addition, the District may terminate this Agreement in whole or in part without cause upon 30 days written notice to Consultant. In the event of any termination under this provision, the District's only liability to Consultant shall be for the payment of all valid outstanding invoices for those

Services rendered prior to the effective date of such termination or for Deliverables accepted by the District. Consultant agrees to render a final invoice to the District for all Services performed by Consultant prior to the termination of this Agreement within 30 days after the completion of the last Services performed.

## **10. LIMITATION OF LIABILITY**

In no event shall either party be liable under any claim, demand or action (whether arising in contract, tort or otherwise) arising out of or relating to this Agreement for any special, indirect, incidental, exemplary, or consequential damages (including, but not limited to, loss or anticipated profits, loss of use, or loss of business disruption), regardless of whether or not the party, its employees or agents have been advised of the possibility or likelihood of such damages.

## **11. GENERAL PROVISIONS**

**11.1. Entire Agreement** – This Agreement constitutes the entire agreement between the parties with respect to the subject matter and supersedes any and all prior and contemporaneous representations, agreements, negotiations, advertisements, statements, or understanding, whether oral or written. No amendment to this Agreement shall be binding on either party unless such amendment is in writing and executed by authorized representatives of both parties to this Agreement.

**11.2. Conflicts** – If there is a conflict between any provisions in this Agreement and in Schedule A attached to this Agreement, this Agreement governs.

**11.3. Waiver** – A waiver by either party of a breach of any of the terms or provisions of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

**11.4. Assignment** – In no event shall either party subcontract, delegate or assign its rights and responsibilities under this Agreement without the other's written consent.

**11.5. Independent Contractor** – The Consultant shall be an independent contractor to the District, and nothing in this Agreement shall be deemed to cause this Agreement to create an agency, partnership, or joint venture between the parties. This Agreement shall not be interpreted or construed as creating or establishing the relationship of employer and employee between the District and the Consultant or any of Consultant's employees or agents. Consultant shall also be responsible for all matters governing the employment of its employees, contractors or agents including, but not limited to, the payment of salaries (including withholding of taxes and social security), worker's compensation, disability benefits, etc.

**11.6. Notices** – Except as otherwise specified in this Agreement, all notices or other communications under this Agreement shall be deemed to have been duly given when made in writing and delivered in person, via a nationally recognized overnight carrier or deposited in the United States mail as certified mail with return receipt requested, postage prepaid, and addressed to Consultant at the above address or to the District at the following address or such other address as specified by the District:


Greater Southeast Management District  
Attn: Executive Director  
5445 Almeda Road, Suite 503  
Houston, Texas 77004

Flores Quality Services  
Attn: Miguel Flores  
8830 Iron Springs Drive  
Houston, Texas 77034

**11.7. Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, including all matters of construction, validity, performance and enforcement.

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

**GREATER SOUTHEAST MANAGEMENT DISTRICT**

By:   
Name: BRIAN G. STITH  
Title: PRESIDENT CHAIRMAN  
2025

**FLORES QUALITY SERVICES**

  
Miguel Flores  
Owner

**SCHEDULE A**  
**SCOPE OF SERVICES**

**TASK 1: DISTRICT WIDE GENERAL MAINTENANCE** **\$98,400.00**

**TASK 2: HORTICULTURAL MAINTENANCE**

**Area 1: Main Street (Binz to Hwy. 59)**

- **Binz to Southmore**
  1. Deep watering of trees, shrubs, and/or ground cover in addition to irrigation system.
  2. Weeding, cultivating and cleaning of all planting areas.
  3. General site clean-up to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
  
- **Holcombe to 59**
  1. Monitoring and coordination for adjustment of automated irrigation system, including adjustment of irrigation clocks.
  2. Deep watering of trees.
  3. Pruning and trimming of trees, shrubs and groundcover.
  4. Application of fertilizers, soil amendments, insecticides and herbicides.
  5. General site clean-up to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
  6. Mowing, edging and trimming of lawn area.
  7. Weeding, cultivating and cleaning of all planting areas.
  8. Mulch top dressing applied once yearly during January - February.
  9. Deep watering of trees, shrubs and/or groundcover in addition to irrigation system.
  10. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.
  11. Watering of roses.

**Area 1 Total** **\$16,500.00**

Area 2: Park at Palm Center (including Community Garden)

1. Monitoring and coordination for adjustment of automated irrigation system including adjustment of irrigation clocks.
2. Pruning and trimming of trees, shrubs and groundcover.
3. Application of fertilizers, soil amendments, insecticides and herbicides.
4. General site clean-up to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
5. Mowing, edging and trimming of lawn area.
6. Weeding, cultivating and cleaning of all planting areas.
7. Mulch top dressing applied once yearly during January - February.
8. Deep watering of trees, shrubs and/or groundcover in addition to irrigation system.
9. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.

**Area 2 Total**

**\$12,500.00**

Area 3: OST/Griggs Road (Alameda to TX Spur 5) Scott to Loop 610

1. Monitoring and coordination for adjustment of automated irrigation system including adjustment of irrigation clocks.
2. Pruning and trimming of trees, shrubs and groundcover.
3. Application of fertilizers, soil amendments, insecticides and herbicides.
4. General site clean-up to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
5. Mowing, edging and trimming of lawn area.
6. Weeding, cultivating and cleaning of all planting areas.
7. Mulch top dressing applied once yearly during January - February.
8. Deep watering of trees, shrubs and/or groundcover in addition to irrigation system.
9. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.

**Area 3 Total**

**\$30,000.00**

Area 5: Martin Luther King Blvd. (Loop 610 to OST)

1. Pruning and trimming of trees, shrubs and groundcover.
2. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
3. Mowing, edging and trimming of lawn area.
4. Weeding, cultivating and cleaning of all planting areas.
5. Deep watering of trees, shrubs and/or groundcover in addition to irrigation system.
6. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.

**Area 5 Total** **\$12,000.00**

Area 6: Long Drive (Griggs to Loop 610)

1. Pruning and trimming of trees, shrubs and groundcover.
2. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
3. Mowing, edging and trimming of lawn areas.
4. Weeding, cultivating and cleaning of all planting areas.
5. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.

**Area 6 Total** **\$4,800.00**

Area 7: Alameda Road (OST to Hwy. 59)

1. Pruning and trimming of trees, shrubs and groundcover.
2. Application of fertilizers, soil amendments, insecticides and herbicides.
3. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
4. Mowing, edging and trimming of lawn areas.
5. Weeding, cultivating and cleaning of all planting areas.
6. Deep watering of trees, shrubs and/or groundcover in addition to irrigation system. (2 trees).

7. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.

**Area 7 Total**

**\$12,000.00**

**Area 8: Scott Street (OST to I45)**

1. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Weeding, cultivating and cleaning of all planting areas.
4. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.

**Area 8 Total**

**\$12,000.00**

**Area 9: Southmore Blvd. (Main to Scott Street)**

1. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs, METRO bus stops and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.
4. Weeding, cultivating and cleaning of all planting areas.

**Area 9 Total**

**\$12,000.00**

**Area 10: Blodgett St. (Main Street to Scott Street)**

1. Pruning and trimming of trees, shrubs and groundcover.
2. Application of fertilizers, soil amendments, insecticides and herbicides.
3. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
4. Mowing, edging and trimming of lawn areas.
5. Weeding, cultivating and cleaning of all planting areas.
6. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.
7. Mulch top dressing applied once yearly during January - February.



**Area 10 Total**

**\$12,000.00**

**Area 11: Dowling Street (Southmore Blvd. to I45)**

1. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Weeding, cultivating and cleaning of all planting areas.
4. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.

**Area 11 Total:**

**\$12,000.00**

**Area 12: MacGregor Plaza (around MLK statue) 100 square feet of MacGregor Park**

1. Pruning and trimming of trees, shrubs and groundcover.
2. Application of fertilizers, soil amendments, insecticides and herbicides.
3. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
4. Mowing, edging and trimming of lawn areas.
5. Weeding, cultivating and cleaning of all planting areas.
6. Deep watering and maintenance of shrubs and/or groundcover in addition to irrigation system.
7. Due diligence reporting of area issues to the District and appropriate entities to include street light outages, vagrant activity and malfunctioning METRO light rail traffic arms.
8. Maintain trees and irrigation system.

**Area 12 Total**

**\$4,800.00**

**Area 13: McGowen Street (Dowling to Scott)**

1. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs, METRO bus stops and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Weeding, cultivating and cleaning of all planting areas.

**Area 13 Total**

**\$12,000.00**

Area 14: TxDot underpass of I45

1. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Weeding, cultivating and cleaning of all planting areas.
4. Mulch top dressing applied once yearly during January - February.

**Area 14 Total** **\$9,000.00**

Area 15: TxDot underpass of Hwy. 59/I69

1. General site cleanup to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Weeding, cultivating and cleaning of all planting areas.
4. Mulch top dressing applied once yearly during January - February.

**Area 15 Total** **\$9,000.00**

Area 16: East and West Side of 288 and Southmore, MLK and Beekman and Scott and I45

1. Hand water and replace plants for the recently beautified medians.
2. Mulch top dressing applied once yearly during January - February.
3. Deep watering and maintenance of shrubs and/or groundcover in addition to irrigation system.

**Area 16 Total** **\$19,200.00**

**TASK 3: IRRIGATION MAINTENANCE**

Area 1:	Main Street (Cambridge to Southmore Blvd.)	<b>\$13,500.00</b>
Area 2:	Park at Palm Center	<b>\$7,800.00</b>
Area 3:	Old Spanish Trail (Hwy 288 – Calhoun)	<b>\$17,500.00</b>
Area 4:	Griggs Road (OST to Martin Luther King Blvd.)	<b>\$15,500.00</b>
Area 5:	Blodgett to 288	<b>\$11,500.00</b>

**TASK 4: SPLASH PAD MAINTENANCE (Park at Palm Center)** **\$6,000.00**

1. Replace damaged pads.
2. Maintain irrigation system.

**TOTAL STIPULATED LUMP SUM BID PRICE** **\$360,000.00**



Document 00410A

**BID FORM – PART A**

To: **Grater Southeast Management District  
5445 Almeda, Suite 503  
Houston, Texas 77004  
Attention: Hina Musa**

Project: Custom Street Signs  
Location : District Wide

Bidder: Williams Architectural Signage and Consulting LLC  
(Print or type full name of proprietorship, partnership, corporation, or joint venture.)

**1.0 OFFER**

- A. **Total Bid Price:** Having examined the Project location and all matters referred to in Bid Documents for the Project, we, the undersigned, offer to enter into a Contract to perform the Work for the Total Bid Price shown on the signature page of this Document
- B. **Security Deposit:** Included with the Bid is a Security Deposit in the amount of 10 percent of the Total Bid Price subject to terms described in Document 00200 – Instructions to Bidders.
- C. **Period for Bid Acceptance:** This offer is open to acceptance and is irrevocable for 90 days from Bid Date. That period may be extended by mutual written agreement of the City and Bidder.
- D. **Addenda:** All Addenda have been received. Modifications to Bid Documents have been considered and all related costs are included in the Total Bid Price.
- E. **Bid Supplements:** The following documents are attached:
  - Security Deposit (as defined in Document 00200 – Instructions to Bidders)
  - Document 00450 - Bidder's Statement of MWBE/PDBE/DBE/SBE Status
  - Document 00452 - Contractor's Submission List - Fair Campaign Ordinance Form A
  - Document 00454 - Affidavit of Non-interest
  - Document 00455 - Affidavit of Ownership or Control
  - Document 00457 – Conflicts of Interest Questionnaire (CIQ)
  - Others as listed: \_\_\_\_\_

**2.0 CONTRACT TIME**

- A. If offer is accepted, Contractor shall achieve Date of Substantial Completion within **90 days** after the Date of Commencement of the Work, subject to adjustments of Contract Time as provided in the Contract, with the Work along Emancipation Avenue (formerly Dowling Street) to be completed no later than **June 9, 2017**

Document 00410B

**BID FORM – PART B**

**1.0 TOTAL BID PRICE HAS BEEN CALCULATED BY BIDDER, USING THE FOLLOWING COMPONENT PRICES AND PROCESS (PRINT OR TYPE NUMERICAL AMOUNTS):**

**A. STIPULATED PRICE:** \$ N/A  
(Total Bid Price; minus Base Unit Prices, Extra Unit Prices, Cash Allowances and All Alternates, if any)

**B. BASE UNIT PRICE TABLE:** \$ 248,140

Item No.	Spec Ref.	Base Unit Short Title	Unit	Est. Qty	Unit Price	Total in figures
1	00700	Mobilization	LS	1	7,086	7,086
2	00700	Traffic Control/Flagman(NIC off-duty uniformed police officer)	LS	1	26,364	26,364
3	10140	OVERHEAD STREET SIGN BLADE: Remove and replace overhead street sign blade on existing mast arm or guy wire	Each	172	1,146	197,112
4	2221	CORNER POST STREET SIGN BLADE ON TRAFFIC SIGNAL POST: Remove and dispose of Corner Post street sign blade on existing post mounted traffic signal/post	Each Blade	34	34	1,156
5	10140	CORNER POST STREET SIGN BLADE ON TRAFFIC SIGNAL POST: Remove and replace Corner Post street sign blade on existing post mounted traffic signal/post	Each Blade	12	454	5,448
6	10140	CORNER POST STREET SIGN BLADE ASSEMBLY: Remove and replace Corner Post street sign assembly and provide new concrete foundation, posts, brackets, stop sign, and sign blades.	Each Assembly	6	1,829	10,974

(Bond)

**C. EXTRA UNIT PRICE TABLE: N/A**

**\$16,620**

Item No.	Spec Ref.	Base Unit Short Title	Unit	Est. Qty	Unit Price	Total in figures
1	10140	OVERHEAD STREET SIGN BLADE: Remove and replace overhead street sign blade on existing mast arm or guy wire	Each	8	1,146	9,168
2	2221	CORNER POST STREET SIGN BLADE ON TRAFFIC SIGNAL POST: Remove and dispose of Corner Post street sign blade on existing post mounted traffic signal/post	Each Blade	4	34	136
3	10140	CORNER POST STREET SIGN BLADE ASSEMBLY: Remove and replace Corner Post street sign assembly and provide new concrete foundation, posts, brackets, stop sign, and sign blades.	Each Assembly	4	1,829	7,316

**D. ALTERNATES TABLE:**

**\$ 22,528**

Item No.	Spec Ref.	Base Unit Short Title	Unit	Est. Qty	Unit Price	Total in figures
1	0700	TRAFFIC CONTROL: Provide off-duty uniformed police officer for Work.	Hourly	256	88	22,528

**E. CASH ALLOWANCES: N/A**

**F. TOTAL BID PRICE:**

**\$ 287,288**

(Add Totals for Items A., B., C., D., and E. above)

**2.0 SIGNATURES:** By signing this Document, I agree that I have received and reviewed all Addenda and considered all costs associated with the Addenda in calculating the Total Bid Price.

**BID FORM  
PART B**

Bidder: Williams Architectural Signage and Consulting LLC  
(Print or type full name of your proprietorship, partnership, corporation, or joint venture.\*)

\*\* By: Edward L. Williams 4/12/2017  
Signature Date

Name: Edward L. Williams Principle  
(Print or type name) Title

Address: 5002 Coral Gables, Houston, TX 77069  
(Mailing)

(Street, if different)

Telephone and Fax Number: 281-802-3546 ewilliam8831@gmail.com  
(Print or type numbers)

\* If Bid is a joint venture, add additional Bid Form signature sheets for each member of the joint venture.

\*\* Bidder certifies that the only person or parties interested in this offer as principals are those named above. Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding.

Note: This document constitutes a government record, as defined by § 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in § 37.10 of the Texas Penal Code.

Footnotes for Tables B through E:

- (1) Fixed Unit Price determined prior to Bid. Cannot be adjusted by the Bidder.
- (2) Minimum Bid Price determined prior to Bid. Can be increased by the Bidder by crossing out the Minimum and noting revised price on the line above.
- (3) Maximum Bid Price determined prior to Bid. Can be decreased but not increased by Bidder by crossing out the Maximum and noting revised price on the line above. A Bid that increases the Maximum Bid Price may be found non-conforming and non-responsive.
- (4) Fixed Range Bid Price determined prior to Bid. Unit Price can be adjusted by Bidder to any amount within the range defined by crossing out prices noted and noting revised price on the line above.



**BIDDER'S BOND**

Document 00430

**BIDDER'S BOND**

THAT WE, Williams Architectural Signage and Consulting LLC, as Principal,  
(Bidder)  
("Bidder"), and the other subscriber hereto, International Fidelity Insurance Company, as Surety, do hereby acknowledge ourselves to be held and firmly bound to the Five Corners Management District ("District"), in the sum of Ten Percent Greatest Amount Bid Dollars (~~\$10% GAB~~) (an amount equal to 10 percent of the Total Bid Price, including Cash Allowances and Alternates, if any, for the payment of which sum, well and truly to be made to the City and the District and its successors, the Bidder and Surety do bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally.

**THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:**

**WHEREAS**, the Bidder has submitted on or about this day a proposal offering to perform the following:

Custom Street Signs , Houston, Texas

in accordance with the Drawings, Specifications, and terms and conditions related thereto to which reference is hereby made.

**NOW, THEREFORE**, if the Bidder's offer as stated in the Document 00410 – Bid Form is accepted by the District, and the Bidder executes and returns to the District Document 00520 – Agreement, required by the District, on the forms prepared by the District, for the Work and also executes and returns the same number of the Performance, Payment and Maintenance Bonds (such bonds to be executed by a Corporate Surety authorized by the State Board of Insurance to conduct insurance business in the State of Texas, and having an underwriting limitation in at least the amount of the bond) and other submittals as required by Document 00495 - Post-Bid Procedures, in connection with the Work, within the Contract Time, then this obligation shall become null and void; otherwise it is to remain in full force and effect.

If Bidder is unable to or fails to perform the obligations undertaken herein, the undersigned Bidder and Surety shall be liable to the District for the full amount of this obligation which is hereby acknowledged as the amount of damages which will be suffered by the District on account of the failure of such Bidder to perform such obligations, the actual amount of such damages being difficult to ascertain.

Notices required or permitted hereunder shall be in writing and shall be deemed delivered when actually received or, if earlier, on the third day following deposit in a United States Postal Service post office or receptacle, with proper postage affixed (certified mail, return receipt requested), addressed to the respective other Party at the address prescribed in the Contract documents, or at such other address as the receiving Party may hereafter prescribe by written notice to the sending Party.

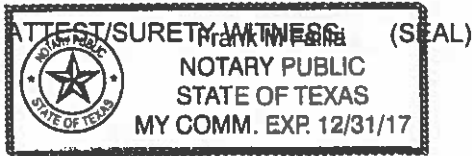
**IN WITNESS THEREOF**, the Bidder and Surety have signed and sealed this instrument on the respective dates written below their signatures and have attached current Power of Attorney.

00430-1  
03/24/2017

**BIDDER'S BOND**

ATTEST, SEAL: (if a corporation)  
WITNESS: (if not a corporation)

By: *Frank Faria*  
Name: FRANK FARIA  
Title: SR PERSONAL BOND



By: *Monica L. Jenkins*  
Name: Monica L. Jenkins  
Title: Account Manager  
Date: April 11, 2017

Williams Architectural Signage and Consulting LLC  
(Name of Bidder)

By: *Edward L. Williams*  
Name: EDWARD L. WILLIAMS  
Title: PRINCIPAL  
Date: 4/12/2017

International Fidelity Insurance Company  
(Full Name of Surety)  
One Newark Center, 20th Floor  
(Address of Surety for Notice)  
Newark, New Jersey 07102  
800-333-4167  
(Telephone Number of Surety)

By: *Dennis M. Descant, Jr.*  
Name: Dennis M. Descant, Jr.  
Title: Attorney-In-Fact  
Date: April 11, 2017

END OF DOCUMENT

00430-2  
03/24/2017

# POWER OF ATTORNEY

## INTERNATIONAL FIDELITY INSURANCE COMPANY ALLEGHENY CASUALTY COMPANY

ONE NEWARK CENTER, 20TH FLOOR NEWARK, NEW JERSEY 07102-5207

KNOW ALL MEN BY THESE PRESENTS: That INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and ALLEGHENY CASUALTY COMPANY a corporation organized and existing under the laws of the State of New Jersey, having their principal office in the City of Newark, New Jersey, do hereby constitute and appoint

ALICIA CANTAVELLA, CHERYL A. SANDERS, DENNIS M. DESCANT, JR., JEFFREY L. BRADY

Houston, TX.

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 20th day of July, 2010 and by the Board of Directors of ALLEGHENY CASUALTY COMPANY at a meeting duly held on the 15th day of August, 2000:

"RESOLVED, that (1) the President, Vice President, Chief Executive Officer or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY have each executed and attested these presents on this 31st day of December, 2015.



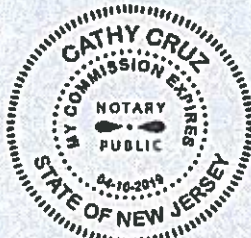
STATE OF NEW JERSEY  
County of Essex

ROBERT W. MINSTER  
Chief Executive Officer (International Fidelity Insurance Company) and President (Allegheny Casualty Company)



On this 31st day of December 2015, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.



A NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires April 16, 2019

### CERTIFICATION

I, the undersigned officer of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 11th day of April 2017

MARIA BRANCO, Assistant Secretary

**IMPORTANT NOTICE**

**TO OBTAIN INFORMATION OR MAKE A COMPLAINT:**

**You may call International Fidelity Insurance Company's toll-free telephone number for information or to make a complaint at:**

**800-333-4167**

**You may also write to International Fidelity Insurance Company at:**

**Attn: Claims Department  
One Newark Center, 20<sup>th</sup> Floor  
Newark, NJ 07102**

**You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at:**

**800-252-3439**

**You may write the Texas Department of Insurance at:**

**P.O. Box 149104  
Austin, TX 78714-9104**

**ATTACH THIS NOTICE TO YOUR BOND. This notice is for information only and does not become a part or a condition of the attached document and is given to comply with Section 2253.048, Government Code, and Section 53.202, Property Code, effective September 1, 2001.**

**AFFIDAVIT OF NON-INTEREST**

Document 00454

**AFFIDAVIT OF NON-INTEREST**

**BEFORE ME**, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Edward L. Williams, who

Affiant

being by me duly sworn on his oath stated that he is \_\_\_\_\_, of \_\_\_\_\_, of

Principle

Title

Williams Architectural Signage & Consulting LLC

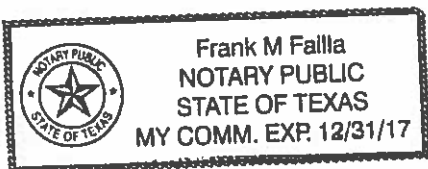
Name of Firm

the firm named and referred to and in the foregoing; and that he knows of no officer, agent, or employee of the International Management District, or the District Board, being in any manner interested either directly or indirectly in such Contract.

Edward L. Williams  
Affiant's Signature

SWORN AND SUBSCRIBED before me on 4/11/2017

Date



Frank Falla  
Notary Public in and for the State of TEXAS

Frank Falla  
Print or type name

My Commission Expires: 12/31/17  
Expiration Date

END OF DOCUMENT

00454-1  
05/23/2014

**AFFIDAVIT OF NON-INTEREST**

---

(This Page Left Blank)

00454-2  
05/23/2014



5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer, i.e., president, vice-president, secretary, treasurer, etc. **[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]**

**Contracting Entity**

Name: Williams Architectural Signage & Consulting LLC  
Business Address **[NO./STREET]** 5002 Coral Gables  
**[CITY/STATE/ZIP CODE]** Houston, TX 77069  
Telephone Number ( 281 ) 802-3546  
Email Address **[OPTIONAL]** ewilliams8831@gmail.com  
Residence Address **[NO./STREET]** \_\_\_\_\_  
**[CITY/STATE/ZIP CODE]** \_\_\_\_\_  
Telephone Number ( ) \_\_\_\_\_  
Email Address **[OPTIONAL]** \_\_\_\_\_

**5% Owner(s) or More (IF NONE, STATE "NONE.")**

Name: Edward L. Williams  
Business Address **[NO./STREET]** 5002 Coral Gables  
**[CITY/STATE/ZIP CODE]** Houston, TX 77069  
Telephone Number ( 281 ) 802-3546  
Email Address **[OPTIONAL]** ewilliams8831@gmail.com  
Residence Address **[NO./STREET]** 5002 Coral Gables  
**[CITY/STATE/ZIP CODE]** Houston, TX 77069  
Telephone Number ( 281 ) 802-3546  
Email Address **[OPTIONAL]** ewilliams8831@gmail.com

00455-2  
05/23/2014



**6. Optional Information**

Contracting Entity and/or \_\_\_\_\_ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against \_\_\_\_\_ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

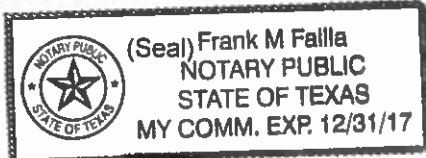
Name of Debtor: \_\_\_\_\_  
Tax Account Nos. \_\_\_\_\_  
Case or File Nos. \_\_\_\_\_  
Attorney/Agent Name \_\_\_\_\_  
Attorney/Agent Phone No. (\_\_\_\_) \_\_\_\_\_  
Tax Years \_\_\_\_\_

Status of Appeal [DESCRIBE] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Edward L. W...  
Affiant

SWORN TO AND SUBSCRIBED before me this 11 day of April, 2017.



Frank M Failla  
Notary Public

**NOTE:**

This affidavit constitutes a government record as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

00455-3  
05/23/2014

(This Page Left Blank)

00455-4  
05/23/2014

**CONFLICT OF  
INTEREST QUESTIONNAIRE**

---

Document 00457

**Conflict of Interest Questionnaire**

Local Government Code Chapter 176 requires Bidders with the International Management District ("District") to file a Conflict of Interest Questionnaire with the District's Representative.

The Conflict of Interest Questionnaire is available for downloading on the Texas Ethics Commission's website at: <http://www.ethics.state.tx.us/forms/CIQ.pdf>. The completed Conflict of Interest Questionnaire will be posted on the Authority's website. Also you will find a list of the District's Officers on the District's website.

It is the Bidders responsibility to submit the latest version of the CIQ form as promulgated by the Texas Ethics Commission.

The Failure of any Bidder to comply with this law is a Class C misdemeanor.

**END OF DOCUMENT**

00457-1  
05/23/2014

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

Williams Architectural Signage and Consulting LLC

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

none

\_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

n/a

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No


B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

n/a

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**  
  
 Signature of vendor doing business with the governmental entity

4/12/2017

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**BIDDER'S STATEMENT OF RESIDENCY**

Document 00453

**BIDDER'S STATEMENT OF RESIDENCY**

The City may not award a contract for general construction, services, or purchases to a Nonresident Bidder unless Nonresident's Bid is lower than the lowest Bid submitted by a responsible Texas Resident Bidder by the same amount that a Texas Resident bidder would be required to underbid the Nonresident Bidder to obtain a comparable contract in the state in which Nonresident's principle place of business is located.

- 1. This certifies that the Bidder, Williams Architectural Signage & Consulting LLC, is a State of Texas Resident Bidder as defined in TEX. GOVT. CODE ANN. § 2252.001(4) (Vernon 1994).

\_\_\_\_\_  
Signature Principle  
\_\_\_\_\_  
Title

"Texas Resident Bidder" means a bidder whose principal place of business is in this State, and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in this State. *When bidder cannot sign 1, above, proceed to 2.*

- 2. a. \_\_\_\_\_ is a resident of \_\_\_\_\_ and is a Nonresident Bidder as defined in TEX. GOVT. CODE ANN. § 2252.001(3) (Vernon 1994).

\_\_\_\_\_  
Signature Title  
\_\_\_\_\_

"Nonresident Bidder" means a bidder whose principal place of business is not in this State, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this State.

- b. The State of \_\_\_\_\_ Bidder's resident state \_\_\_\_\_ Does or Does Not have a state statute giving preference to resident bidders.

\_\_\_\_\_  
Signature Title  
\_\_\_\_\_

*If the answer to 2.b is that your state does have a statute giving preference to resident bidders, then you must provide a copy and proceed to 3.*

- 3. A copy of the State of \_\_\_\_\_ statute is attached.

\_\_\_\_\_  
Signature Title  
\_\_\_\_\_  
Date

END OF DOCUMENT

00453-1  
02-01-2004

**BIDDER'S STATEMENT OF RESIDENCY**

---

\*\*\*\*\*  
*Note to Specifier - Do not include this form if the Project will receive federal funding in whole or in part. If used, include reference in Document 00210 - Supplementary Instructions to Bidders.*

*States that currently penalize out-of-state bidders include, but may not be limited to, Colorado, Illinois, Iowa, Minnesota, Montana, North Dakota, Pennsylvania, and Wyoming. If Low Bidder is a resident of one of these states, consult the City of Houston Legal Department in adjusting the Bid Amount.*  
\*\*\*\*\*

00453-2  
02-01-2004

**BIDDER'S STATEMENT  
OF MWBE/PDBE/DBE STATUS**

Document 00450

**BIDDER'S STATEMENT OF MWBE/PDBE/DBE STATUS**

This certifies that the status of the Bidder, Williams Architectural Signage & Consulting LLC, in  
(Bidder's Name)  
regard to the City of Houston Code of Ordinances, Chapter 15, Article V, relating to City-wide percentage goals for contracting with Minority and Women-owned Business Enterprises (MWBE) and Disadvantaged Business Enterprises (DBE), and Chapter 15, Article VI, relating to City-wide percentage goals for contracting with Persons with Disabilities Business Enterprises (PDBE) is as follows:

1. Bidder (individual, partnership, corporation) does  does not  declare itself to be a Minority Business Enterprise as defined above.
2. Bidder (individual, partnership, corporation) does  does not  declare itself to be a Women-owned Business Enterprise as defined above.
3. Bidder (individual, partnership, corporation) does  does not  declare itself to be a Persons with Disabilities Business Enterprise as defined above.
4. Bidder (individual, partnership, corporation) does  does not  declare itself to be a Disadvantaged Business Enterprise as defined above.
5. **(Applicable only if Bidder is MWBE, PDBE and/or DBE.)**  
Bidder (individual, partnership, corporation) is  is not  registered and certified with the Affirmative Action Division of the Mayor's Office, City of Houston.

Signature: \_\_\_\_\_



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

Principle

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

4/12/2017

END OF DOCUMENT

00450-1  
05/23/2014



**CONTRACTOR SUBMISSION LIST  
FAIR CAMPAIGN ORDINANCE**

Document 00452  
Form A  
**CONTRACTOR SUBMISSION LIST  
CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE**

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" includes proprietors of proprietorships, partners or joint venturers having an equity interest of 10 percent or more for the partnership or joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. Submission of a statement disclosing the names and business addresses of each of those persons is required with each Bid/Proposal for a City Contract. See Chapter 18 of the City of Houston Code of Ordinances for further information.

This list is submitted under the provisions of Section 18-36(b) of the City of Houston Code of Ordinances in connection with the attached Bid/Proposal of:

Firm or Company Name: Williams Architectural Signage & Consulting LLC

Firm or Company Address: 5002 Coral Gables Dr., Houston, TX 77069

The firm/company is organized as indicated below. Check one as applicable and attach additional pages if needed to supply the required names and addresses.

SOLE PROPRIETOR

Name \_\_\_\_\_  
Proprietor Address \_\_\_\_\_

A PARTNERSHIP

LIST EACH PARTNER HAVING EQUITY INTEREST OF 10% OR MORE OF PARTNERSHIP (IF NONE STATE "NONE")

Name \_\_\_\_\_  
Partner Address \_\_\_\_\_

Name \_\_\_\_\_  
Partner Address \_\_\_\_\_

A CORPORATION

LIST ALL DIRECTORS OF THE CORPORATION (IF NONE STATE "NONE")

Name None \_\_\_\_\_  
Director Address \_\_\_\_\_

00452-1  
04-30-2004

**CONTRACTOR SUBMISSION LIST  
FAIR CAMPAIGN ORDINANCE**

Name \_\_\_\_\_  
Director Address

Name \_\_\_\_\_  
Director Address

**LIST ALL OFFICERS OF THE CORPORATION (IF NONE STATE "NONE")**

Name Edward L. Williams 5002 Coral Gables Dr., Houston, TX 77069  
Officer Address

Name \_\_\_\_\_  
Officer Address

Name \_\_\_\_\_  
Officer Address

**LIST ALL INDIVIDUALS OWNING 10% OR MORE OF OUTSTANDING  
SHARES OF STOCK OF THE CORPORATION (IF NONE STATE "NONE")**

Name Edward L. Williams 5002 Coral Gables Dr., Houston, TX 77069  
Owner Address

Name \_\_\_\_\_  
Owner Address

Name \_\_\_\_\_  
Owner Address

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have knowledge of the accuracy of the information provided herein.



Signature

Edward L. Williams

Printed Name

Principle

Title

Note: This list constitutes a government record as defined by § 37.01 of the Texas Penal Code.

END OF DOCUMENT

00452-2  
04-30-2004



**MARKETING &  
PERCEPTION  
COMMITTEE**

## **MINUTES OF THE GREATER SOUTHEAST MANAGEMENT DISTRICT MARKETING & PERCEPTION ENHANCEMENT COMMITTEE MEETING**

The Greater Southeast Management District's Marketing & Perception Enhancement Committee held a meeting on March 2, 2017, 2016 at 10:00 a.m.

### **MARKETING & PERCEPTION ENHANCEMENT COMMITTEE ATTENDEES**

Director St. Julien, Chair

Director James Donatto

Director Dr. McDavid

Also, present at the meeting were Jeri Brooks, Hina Musa and Chelbi Mims.

#### **1. Call Meeting to Order**

The meeting was called to order at 10:03 p.m.

#### **2. Approve the Minutes**

Upon a motion from Director Dr. McDavid, which was moved and properly seconded by Director Donatto, the minutes were approved as printed.

#### **3. Discuss the One World Strategy Group Monthly Report**

Ms. Brooks provided the Committee with an overview of the One World Monthly Report. Ms. Brooks shared updates regarding the Houston Southeast Farmers Market Marketing, IMOC Aspiring Marketing Materials, HOUSE Rewards Communication Materials, Brand Campaign and Website Review.

#### **4. Discuss the Houston Southeast Newsletter**

Ms. Mims provided the Committee with an overview of the Houston Southeast Newsletter RFQ.

Upon a motion from Director Dr. McDavid which was moved and properly seconded by Director Donatto, the Houston Southeast Newsletter RFQ was approved contingent on referring to the organization as Greater Southeast Management District.

#### **5. Recommendation for Board Approval**

- Approve a not-to-exceed amount for the development of a Houston Southeast Newsletter
  - Upon a motion from Director Dr. McDavid which was moved and properly seconded by Director Donatto, the Houston Southeast Newsletter RFQ was approved contingent on referring to the organization as Greater Southeast Management District.

#### **6. Adjournment**

The meeting adjourned at 10:09 p.m.

**CLIENT**

# **HOUSTON SOUTHEAST DISTRICT**

AWARENESS CAMPAIGN

**PRESENTATION 3.0** | 04.11.17



# 7 PLACES. ONE PLACE TO BE.

Building upon the diversity of neighborhoods and the brand's mosaic pieces, this campaign can be expanded to include other lists or activities to the power of "7." These could include simple "things to do" in a specific neighborhood, or have 7 qualities of the district, etc.



# 7 PLACES. ONE PLACE TO BE.



COVER



BACK COVER



# 7 PLACES. ONE PLACE TO BE.

**ABOUT**  
The Houston Southeast Management District was created to promote, develop, encourage and maintain employment, commerce, transportation, housing, recreation, arts, entertainment, economic development, safety, and the public welfare in the Southeast area.

IT IS APPROXIMATELY  
**30.31**  
SQUARE MILES.  
**19,400**  
ACRES.  
**93,896,376**  
SQUARE YARDS.  
**845,064,000**  
SQUARE FEET

**HERMANN PARK**  
The Old Spanish Trail/Palm Center neighborhood has emerged as one of the most vibrant communities in the Houston Southeast District. Once Houston's portion of the Old Spanish Trail that extended from St. Augustine, Florida, to San Diego, the area has been transformed in recent years into a hub for commercial development and retail activity.

**MACGREGOR**  
The Old Spanish Trail/Palm Center neighborhood has emerged as one of the most vibrant communities in the Houston Southeast District. Once Houston's portion of the Old Spanish Trail that extended from St. Augustine, Florida, to San Diego, the area has been transformed in recent years into a hub for commercial development and retail activity.

**MUSEUM PARK**  
The Old Spanish Trail/Palm Center neighborhood has emerged as one of the most vibrant communities in the Houston Southeast District. Once Houston's portion of the Old Spanish Trail that extended from St. Augustine, Florida, to San Diego, the area has been transformed in recent years into a hub for commercial development and retail activity.

**OST/PALM CENTER**  
The Old Spanish Trail/Palm Center neighborhood has emerged as one of the most vibrant communities in the Houston Southeast District. Once Houston's portion of the Old Spanish Trail that extended from St. Augustine, Florida, to San Diego, the area has been transformed in recent years into a hub for commercial development and retail activity.

**HISTORIC THIRD WARD**  
The Old Spanish Trail/Palm Center neighborhood has emerged as one of the most vibrant communities in the Houston Southeast District. Once Houston's portion of the Old Spanish Trail that extended from St. Augustine, Florida, to San Diego, the area has been transformed in recent years into a hub for commercial development and retail activity.

**TEXAS MEDICAL CENTER**  
In Southeast Houston, health care history is being made. The District is home to the world-renowned Texas Medical Center, which includes 54 institutions that are committed to delivering high-quality patient care, leading-edge research, and superior education.

**UNIVERSITIES**  
With two of Houston's leading universities, the Southeast District is fostering a tradition of academic excellence whose impact can be felt across the city and around the world. The University of Houston, established in 1927, is a Tier One campus offering undergraduate, graduate, doctoral, distance learning, and continuing education programs.

SPREADS (INTERIOR)





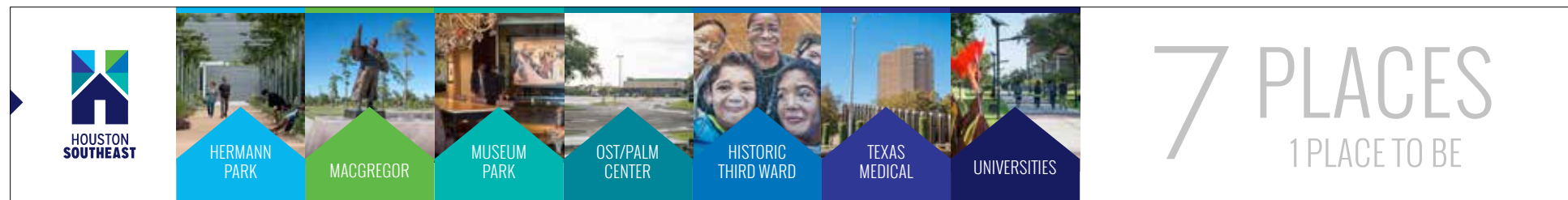
# 7 PLACES. ONE PLACE TO BE.



SPREADS (EXTERIOR)



# 7 PLACES. ONE PLACE TO BE.



Digital Ad  
728px X 90px



Pop-Up Banner  
3' x 8'





**HOUSTON  
SOUTHEAST**

**TRANSPORTATION &  
LOCAL MOBILITY  
COMMITTEE**

# Transportation & Local Mobility Action Items

**Action Item 1:** Approve a not-to-exceed amount of \$70,000 for Walter P. Moore for design of the Neighborhood Greenways project

**Action Item 2:** Presentation from Roberta Burroughs and Associates regarding the Houston Southeast Community Plan

GREATER SOUTHEAST MANAGEMENT DISTRICT  
TRANSPORTATION & LOCAL MOBILITY IMPROVEMENTS COMMITTEE  
MEETING  
(Minutes)  
April 10, 2017

The Transportation & Local Mobility Improvements Committee of the Greater Southeast Management District held a meeting on April 5, 2017 at 10:00 a.m. The meeting was held at 5445 Alameda Suite 502. The following board members were in attendance: Chair Minister Robert Muhammad and Director Dr. McDavid. Also present at the meeting were Yvonne Fedee, Roberta Burroughs, Bryan Brown, Hina Musa, Antoine Bryant, and Chelbi Mims.

1. CALL TO ORDER

The meeting was called to order at 10:14 a.m.

2. RECEIVE MINUTES

Upon a motion from Director Dr. McDavid, which was moved and properly seconded by Director Muhammad, the minutes were approved as printed.

3. THE GOODMAN CORPORATION UPDATE

Ms. Yvonne Fedee provided the Committee with an overview of the Goodman Corporation Update covering Joint Infrastructure Plan, H-GAC Call for Projects, Neighborhood Greenways Plan, OST/Griggs Grant Funding, DBE Goal Setting, the Banner District Project, and Transit Circulator.

4. ARVO REALTY ADVISORS MONTHLY UPDATE

Mr. Wyche discussed the next IMOC workshop on March 15, 2017 at Palm Center and the positive feedback from the two previous IMOC workshops.

5. DISCUSS LAND ACQUISITION

Director Dr. McDavid provided the Committee with a request for land acquisition.

Upon a motion from Director McDavid, which was moved and properly seconded by Director Muhammad, \$150,000 for land acquisition was approved contingent on availability of budget and development of acquisition criteria.

6. NEIGHBORHOOD GREENWAYS

Mr. Brown provided the Committee with an overview of the proposal for the Neighborhood Greenways Project.

Upon a motion from Director McDavid, which was moved and properly seconded by Director Muhammad, \$70,000 for Walter P. Moore for design of the Neighborhood Greenways project was approved.

#### 7. RECOMMENDATIONS FOR BOARD APPROVAL

- Approve authorization for Houston Southeast to accept the contract with Walter P Moore for design of the Neighborhood Greenways project
  - Upon a motion from Director McDavid, which was moved and properly seconded by Director Muhammad, \$70,000 for Walter P. Moore for design of the Neighborhood Greenways project was approved.
  
- Approve land acquisition in Houston Southeast
  - Upon a motion from Director McDavid, which was moved and properly seconded by Director Muhammad, \$150,000 for land acquisition was approved contingent on availability of budget and development of acquisition criteria.

#### 7. NEW BUSINESS

This item was not discussed.

#### 8. ADJOURN

The meeting adjourned at 11:21 a.m.

# WALTER P MOORE

## SCHEDULE ST02

### SCOPE OF BASIC TRANSPORTATION PLANNING SERVICES

#### I. Houston Southeast Neighborhood Greenways

##### A – Existing Conditions Assessment

WALTER P MOORE will conduct and document a high-level existing conditions analysis (via Google Earth, GIMS and a windshield survey) of the proposed alignment on Milart as well as the alternative Calhoun alignment and potential off-street option adjacent to the existing railyard north of Griggs for the following items:

- Roadway
  - Pavement width
  - Pavement condition
  - Lane configuration
  - Bicycle facility (on Calhoun)
- Intersections
  - Existing geometry
  - Signalization/stop signs
- Sidewalks
  - Pavement width
  - Pavement condition
  - Pedestrian ramps
- Utilities
  - Location of overhead utilities
  - Location of underground utilities
  - Stormwater – open ditch vs. culvert

In addition to documenting the existing conditions described above, WALTER P MOORE will note relevant infrastructure that is deficient or missing along each alignment.

*Deliverables: Report section covering existing conditions assessment*

##### B – Define Preferred Alignment

WALTER P MOORE will build on the work completed in Task 1 to demonstrate the opportunities and challenges of each alternative alignment to make a recommendation for the preferred alignment to advance forward in the design process. WALTER P MOORE will consider items such as:

- Existing conditions
- Necessary infrastructure upgrades
- Level-of-comfort
- Order-of-magnitude cost estimates

*Deliverable: Recommended alignment for bicycle and pedestrian improvements and report section detailing the methodology used for alignment selection*

### **C – Develop Wayfinding and Landscape Design Standards for Greenways Neighborhood**

WALTER P MOORE team will create a wayfinding signage and landscape design standards program for Neighborhood Greenways. Both documents will serve as the basis for design requirements for implantation of all Neighborhood Greenways facilities.

*Deliverable: Wayfinding signage plan and landscape design standards*

### **D – Create Conceptual Designs for Bicycle and Pedestrian Improvements**

WALTER P MOORE will create conceptual designs for the proposed bicycle and pedestrian facilities to carry forward in discussions with the City before entering into the formal engineering process. This will include:

- Typical roadway/trailway cross sections demonstrating options for placement of bicycle and pedestrian facilities within existing right-of-way
- Intersection layout diagrams demonstrating options for safely moving cyclists and pedestrian through the intersections
- Refined opinions of cost for the planned improvements

Both on-street routes cross two major streets at intersections that are not currently signalized: Milart at Griggs (offset 4-leg, 4 lanes with wide raised median) and Belvedere at OST (T intersection, 6 lanes plus center turn lane). Design resources for these crossings and for the street segments that comprise the routes will include the draft 2017 Houston Bicycle Plan's Toolkit chapter and the Institute of Traffic Engineers (ITE) Unsignalized Intersection Improvement Guide (UIIG).

*Deliverable: Typical roadway/trailway cross sections and intersection layout diagrams for proposed improvements*

### **E – Agency Coordination**

WALTER P MOORE will lead the effort of coordination with relevant departments in the City of Houston as well as Texas Department of Transportation to ensure opportunity for comment and input from each agency. This task includes up to 3 meetings each with the City and TxDOT to review the proposed improvements.

*Deliverable: Up to 6 meetings with meeting minutes and summary of each occurrence*



# WALTER P MOORE

## Schedule RC1

### BILLING RATE SCHEDULE

Infrastructure Services  
2017 Standard

<u>Category</u>	<u>Rate</u>
Senior Principal.....	\$ 300.00
Principal.....	\$ 250.00
Chief Hydrologist .....	\$ 225.00
Managing Director .....	\$ 225.00
Team Director.....	\$ 220.00
Senior Project Manager .....	\$ 220.00
Project Manager .....	\$ 170.00
Senior Engineer .....	\$ 170.00
Engineer .....	\$ 145.00
Graduate Engineer.....	\$ 125.00
Senior Transportation Planner.....	\$ 175.00
Transportation Planner.....	\$ 145.00
Graduate Transportation Planner .....	\$ 110.00
Senior GIS Specialist .....	\$ 160.00
GIS Specialist .....	\$ 135.00
Senior Hydrologist .....	\$ 160.00
Hydrologist .....	\$ 120.00
Senior Designer .....	\$ 170.00
Designer .....	\$ 125.00
CAD Manager.....	\$ 165.00
Senior CAD Technician.....	\$ 115.00
CAD Technician.....	\$ 95.00
Senior Field Representative .....	\$ 140.00
Field Representative .....	\$ 120.00
Engineering Intern.....	\$ 70.00
Project Accountant.....	\$ 110.00
Senior Administrative Assistant .....	\$ 105.00
Administrative Assistant.....	\$ 90.00

Notes:

1. These billing rates are effective January 1, 2017 through December 31, 2017.
2. Rates after December 31, 2017 may be adjusted by 4% annually.

Below is a fee breakdown for the attached Scope of Services:

<b>Houston Southeast Neighborhood Greenways</b>					
<b>Walter P Moore Team</b>					
<u>Position</u>	<u>Hour</u> <u>s</u>	<u>Rate/Hr</u>	<u>OH Rate</u>	<u>Profit Rate</u>	<u>Total</u>
Principal	45	\$ 60.75	1.77	10%	\$ 8,329.74
Senior Project Manager	95	\$ 58.38	1.77	10%	\$ 16,898.97
Landscape Architect (Principal)	40	\$ 54.04	2.73	10%	\$ 8,869.04
Senior Transportation Planner	55	\$ 48.78	1.77	10%	\$ 8,174.80
Landscape Architect (PM)	29	\$ 40.48	2.73	10%	\$ 4,816.59
Transportation Planner	115	\$ 37.43	1.77	10%	\$ 13,115.66
Senior CAD Technician	77	\$ 31.26	1.77	10%	\$ 7,334.19
Reimbursable Expenses					\$ 3,000.00
					\$ 70,538.99

## **EXHIBIT B**

### **Federally Required Contract Clauses**

These federally required contract clauses are in accordance with FTA Circular 4220.1F, Third Party Contracting Guidance. The Respondent certifies to abide by the clauses below, as part of this procurement. The Respondent must also complete the forms included in **RESPONDENT/CONTRACTOR PRE-AWARD CERTIFICATIONS EXHIBIT**.

#### **1. FLY AMERICA**

- a.** The Respondent/Contractor agrees to comply with 49 U.S.C. 40118 (the “Fly America” Act) in accordance with the General Services Administration’s regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their Respondents/Contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Respondent/Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements.
- b.** The Respondent/Contractor also agrees to include any applicable requirements in each subcontract involving international air transportation financed in whole or in part with Federal assistance provided by FTA.

#### **2. BUY AMERICA – Does not apply to this Contract.**

#### **3. CHARTER BUS and SCHOOL BUS REQUIREMENTS – Does not apply to this Contract.**

#### **4. CARGO PREFERENCE REQUIREMENTS – Does not apply to this Contract.**

#### **5. SEISMIC SAFETY REQUIREMENTS – Does not apply to this Contract.**

#### **6. ENERGY CONSERVATION**

- a.** As authorized by the State of Texas, The Texas State Energy Conservation Office (SECO) has adopted the most recent edition of the International Energy Conservation Code (IECC) without amendment for new buildings or additions only. The Respondent/Contractor shall design the facility in accordance with 2015 IECC.
- b.** The Respondent/Contractor also agrees to include any applicable requirements in each subcontract involving construction of commercial buildings financed in whole or in part with Federal assistance provided by FTA.

#### **7. CLEAN WATER**

- a. The Respondent/Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* The Respondent/Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- b. The Respondent/Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

**8. BUS TESTING – Does not apply to this Contract.**

**9. PRE-AWARD and POST DELIVERY AUDIT REQUIREMENTS – Does not apply to this Contract.**

**10. LOBBYING**

- a. Respondents/Contractors who apply for an award of \$100,000 or more shall file the Certification Regarding Lobbying, required by 49 CFR Part 20, New Restrictions on Lobbying, with the Owner. Each subcontractor shall file the Certification Regarding Lobbying with the Respondent/Contractor that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- b. The Respondent/Contractor and subcontractors shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from subcontractors to Respondent/Contractor to the Owner. The Respondent/Contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
- c. The certification regarding Lobbying to be completed by the Respondent/Contractor and subcontractor(s) is provided herein (**See Exhibit C**) under Certifications and Forms Section.

**11. ACCESS TO RECORDS AND REPORTS**

The following access to records requirements apply to this contract:

- a. The Owner is an FTA Recipient in accordance with 49 C.F.R. 18.36(i). The Respondent/Contractor agrees to provide the Owner, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Respondent/Contractor

which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

- b. The Respondent/Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- c. The Respondent/Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Respondent/Contractor agrees to maintain same until the Owner, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 C.F.R. 18.39(i)(11).
- d. FTA does not require the inclusion of these requirements in subcontracts.

## **12. FEDERAL CHANGES**

- a. The Respondent/Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the Owner and FTA, as they may be amended or promulgated from time to time during the term of this contract. The Respondent/Contractor's failure to so comply shall constitute a material breach of this contract.
- b. The Respondent/Contractor also agrees to include any applicable requirements in each subcontract involving a federal change financed in whole or in part with Federal assistance provided by FTA.

## **13. BONDING REQUIREMENTS – Does not apply to this Contract.**

## **14. CLEAN AIR**

- a. The Respondent/Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* The Respondent/Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- b. The Respondent/Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

## **15. RECYCLED PRODUCTS – Does not apply to this Contract.**

**16. DAVIS-BACON and COPELAND ANTI-KICKBACK ACTS – Does not apply to this Contract.**

**17. CONTRACT WORK HOURS and SAFETY STANDARDS ACT – Does not apply to this Contract.**

**18. RESERVED**

**19. NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES**

- a. The Owner and the Respondent/Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Owner, the Respondent/Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
- b. The Respondent/Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

**20. PROGRAM FRAUD and FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS**

- a. The Respondent/Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.* and U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Respondent/Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Respondent/Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Respondent/Contractor to the extent the Federal Government deems appropriate.
- b. The Respondent/Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the

penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Respondent/Contractor, to the extent the Federal Government deems appropriate.

- c. The Respondent/Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

## **21. TERMINATION**

- a. **Termination for Convenience.** The Respondent/Contractor may terminate this contract, in whole or in part, at any time by written notice to the Respondent/Contractor when it is in the Owner's best interest. The Respondent/Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Respondent/Contractor shall promptly submit its termination claim to the Owner to be paid the Respondent/Contractor. If the Respondent/Contractor has any property in its possession belonging to the Owner, the Respondent/Contractor will account for the same, and dispose of it in the manner the Owner directs.
- b. **Termination for Default [Breach or Cause].** If the Respondent/Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Respondent/Contractor fails to perform in the manner called for in the contract, or if the Respondent/Contractor fails to comply with any other provisions of the contract, the Owner may terminate this contract for default. Termination shall be effected by serving a notice of termination on the Respondent/Contractor setting forth the manner in which the Respondent/Contractor is in default. The Respondent/Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the Owner that the Respondent/Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Respondent/Contractor, the Owner, after setting up a new delivery of performance schedule, may allow the Respondent/Contractor to continue work, or treat the termination as a termination for convenience.

- c. **Opportunity to Cure.** The Owner in its sole discretion may, in the case of a termination for breach or default, allow the Respondent/Contractor 30 days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If Respondent/Contractor fails to remedy to the Owner's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within 30 days

after receipt by Respondent/Contractor of written notice from the Owner setting forth the nature of said breach or default, the Owner shall have the right to terminate the Contract without any further obligation to Respondent/Contractor. Any such termination for default shall not in any way operate to preclude the Owner from also pursuing all available remedies against Respondent/Contractor and its sureties for said breach or default.

- d. Waiver of Remedies for any Breach.** In the event that the Owner elects to waive its remedies for any breach by the Respondent/Contractor of any covenant, term or condition of this Contract, such waiver by the Owner shall not limit the Owner's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.
- e. Termination for Convenience.** The Owner, by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the Owner shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.
- f.** The Respondent/Contractor also agrees to include these requirements in each subcontract exceeding \$10,000 financed in whole or in part with Federal assistance provided by FTA.

## 22. GOVERNMENT-WIDE DEBARMENT AND SUSPENSION

- a.** This contract is a covered transaction for purposes of 49 C.F.R. Part 29. As such, the Respondent/Contractor is required to verify that none of the Respondent/Contractor, its principals, as defined at 49 C.F.R. 29.995, or affiliates, as defined at 49 C.F.R. 29.905, are excluded or disqualified as defined at 49 C.F.R. 29.940 and 29.945.
- b.** The Respondent/Contractor is required to comply with 49 C.F.R. 29, Subpart C and must include the requirement to comply with 49 C.F.R. 29, Subpart C in any lower tier covered transaction it enters into.
- c.** The certification (**See Exhibit C**) is a material representation of fact relied upon by the Owner. If it is later determined that the Respondent/Contractor knowingly rendered an erroneous certification, in addition to remedies available to the Owner, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Respondent/Contractor agrees to comply with the requirements of 49 C.F.R. 29, Subpart C and Executive Order 12549 while this offer is valid and throughout the period of any contract that may arise from this offer.
- d.** The Respondent/Contractor also agrees to include these requirements in each subcontract exceeding \$25,000 financed in whole or in part with Federal assistance provided by FTA.



**23. PRIVACY ACT – Does not apply to this Contract.**

**24. CIVIL RIGHTS REQUIREMENTS**

The following requirements apply to the underlying contract:

- a. Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Respondent/Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Respondent/Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- b. Equal Employment Opportunity** - The following requirements apply to the underlying contract:
  - i. Race, Color, Creed, National Origin, Sex** - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Respondent/Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Respondent/Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Respondent/Contractor agrees to comply with any implementing requirements FTA may issue.
  - ii. Age** - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Respondent/Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the

Respondent/Contractor agrees to comply with any implementing requirements FTA may issue.

**iii. Disabilities** - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Respondent/Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Respondent/Contractor agrees to comply with any implementing requirements FTA may issue.

c. The Respondent/Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## 25. BREACHES AND DISPUTE RESOLUTION

**a. Disputes** - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of the Owner's. This decision shall be final and conclusive unless within ten 10 days from the date of receipt of its copy, the Respondent/Contractor mails or otherwise furnishes a written appeal to the Owner's representative. In connection with any such appeal, the Respondent/Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Owner shall be binding upon the Respondent/Contractor and the Respondent/Contractor shall abide by the decision.

**b. Performance During Dispute** - Unless otherwise directed by the Owner, Respondent/Contractor shall continue performance under this Contract while matters in dispute are being resolved.

**c. Claims for Damages** - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

**d. Remedies** - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the Owner and the Respondent/Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the Owner is located.

- e. **Rights and Remedies** - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the Owner or the Respondent/Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.
- f. The Respondent/Contractor also agrees to include any applicable requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA.

**26. PATENT AND DISPUTE RESOLUTION – Does not apply to this Contract.**

**27. TRANSIT EMPLOYEE PROTECTIVE AGREEMENTS – Does not apply to this Contract.**

**28. DISADVANTAGED BUSINESS ENTERPRISES**

- a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. **The agency's overall goal for DBE participation is 8.77%.**
- b. The Respondent/Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Respondent/Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Respondent/Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Owner deems appropriate.
- c. Respondent or Proposers are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 C.F.R. 26.53 **(See Exhibit C)**. Award of this contract is conditioned on submission of the following concurrent with and accompanying an initial proposal:
  - i. The names and addresses of subcontractors that will participate in the contract;
  - ii. A description of the work that each subcontractors `will perform;
  - iii. Whether the subcontractors is a DBE, non-DBE, or a Small Business Enterprise (SBE);
  - iv. The ethnic code, as described in the form;

- v. The age of the firm;
  - vi. The annual gross receipts from the firm;
  - vii. The dollar amount of the participation of each DBE firm participating; and
  - viii. Written confirmation from the DBE subcontractor that it is participating in the contract as provided in the commitment made under (8) (See Exhibit C).
- d. The Respondent/Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from the Owner. The Respondent/Contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the timeframe stated in this paragraph may occur only for good cause, as determined by the Owner, and following written approval of the Owner. This clause applies to both DBE and non-DBE subcontractors and shall be included in the contract between the Respondent/Contractor and any and all subcontractors.
- e. The Respondent/Contractor must promptly notify the Owner, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Respondent/Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the Owner.
- f. The Respondent/Contractor shall report DBE participation on a monthly basis on the Contractor Payment Report Form (See Exhibit C).
- g. For the Respondent/Contractor's convenience, a listing of potential DBE subcontractors is listed in the Texas Unified Certification Program DBE Directory (<http://www.dot.state.tx.us/apps-cg/tucp/>).
- h. The Owner encourages the Respondent/Contractor on DOT-assisted contract to make use of financial institution owned and controlled by socially and economically disadvantaged individuals. The Federal Reserve Statistical Release maintains a list of Minority-Owned Banks (<http://www.federalreserve.gov/releases/mob/>).

## 29. RESERVED

## 30. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

- a. The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular

4220.1E are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Respondent/Contractor shall not perform any act, fail to perform any act, or refuse to comply with any the Owner requests which would cause the Owner to be in violation of the FTA terms and conditions.

- b. The Respondent/Contractor also agrees to include any applicable requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA.

**31. DRUG AND ALCOHOL TESTING – Does not apply to this Contract.**

**32. AMERICANS WITH DISABILITIES ACT (ADA) ACCESSIBILITY**

- a. ADA Accessibility ensures that all individuals regardless of disability are not excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- b. The Respondent/Contractor agrees to comply with 49 U.S.C. § 5301(d), which states the Federal policy that elderly individuals and individuals with disabilities have the same right as other individuals to use public transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for elderly individuals and individuals with disabilities.
- c. The Respondent/Contractor also agrees to comply with all applicable provisions of section 504 of the Rehabilitation Act of 1973, as amended, with 29 U.S.C. § 794, which prohibits discrimination on the basis of disability; with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. §§ 12101 et seq., which requires that accessible facilities and services be made available to individuals with disabilities; and with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. §§4151 et seq., which requires that buildings and public accommodations be accessible to individuals with disabilities; and with other laws and amendments thereto pertaining to access for individuals with disabilities that may be applicable.
- d. In addition, the Respondent/Contractor agrees to comply with applicable implementing Federal regulations any later amendments thereto, and agrees to follow applicable Federal directives except to the extent FTA approves otherwise in writing
- e. The Respondent/Contractor and all of its subcontractors shall adhere to any applicable ADA Accessibility requirements from the following:
  - i. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance, U.S. DOT regulation

- ii. 49 CFR Part 37 - Transportation Services for Individuals with Disabilities (ADA), U.S. DOT regulation
- iii. 49 CFR Part 38 and 36 C.F.R. Part 1192 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles, Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB)/U.S. DOT regulation
- iv. 28 C.F.R. Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services, U.S. DOJ regulation
- v. 28 C.F.R. Part 36 – Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities, U.S. DOJ regulation
- vi. 41 C.F.R. Subpart 101-19 – Accommodations for the Physically Handicapped, U.S. General Services Administration (U.S. GSA) regulation"
- vii. 29 C.F.R. Part 1630 – Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, U.S. EEOC
- viii. 47 C.F.R. Part 64, Subpart F – Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled, U.S. Federal Communications Commission regulation
- ix. 36 C.F.R. Part 1194 – Electronic and Information Technology Accessibility Standards, U.S. ATBCB regulation
- x. 49 C.F.R. Part 609 – Transportation for Elderly and Handicapped Persons, FTA regulation
- xi. Federal civil rights and nondiscrimination directives implementing the foregoing Federal laws and regulations, except to the extent the Federal Government determines otherwise in writing.

**33. VETERAN’S PREFERENCE – Does not apply to this Contract.**

# EXHIBIT C

## RESPONDENT/CONTRACTOR PRE-AWARD CERTIFICATIONS


This checklist will be used to ensure that all required procurement certifications listed within have been read, initialed, and signed by the Respondent/Contractor BEFORE the proposal is submitted. All certifications listed below follow this checklist.

Respondent/Prime Contractor's Initials:

- |  |            |
|--|------------|
| A. Lobbying Certification                      | <u>CJW</u> |
| B. Suspension and Debarment Certification      | <u>CJW</u> |
| C. Respondent/Contractor Certification         | <u>CJW</u> |
| D. DBE Subcontractor Certification             | <u>CJW</u> |
| E. Conflict of Interest                        | <u>CJW</u> |
| F. Delinquent State Business Tax Certification | <u>CJW</u> |
| G. Contractor Payment Report Form              | <u>N/A</u> |

**I HEREBY ATTEST THAT THE PREVIOUS EXHIBIT TITLED, *FEDERALLY REQUIRED CONTRACT CLAUSES*, WAS READ AND MY INITIALS ABOVE INDICATE THAT EACH ITEM WAS PROPERLY PREPARED AND EXECUTED.**

DATE: 12/9/2016

SIGNATURE: 

NAME / TITLE: Ceri Warnie, PE, PTOE, PTP / Principal

RESPONDENT/  
CONTRACTOR: Walter P. Moore and Associates, Inc.

## LOBBYING CERTIFICATION FORM

*To be completed by the prime contractor*

The Respondent/Contractor certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government-wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]*



The Respondent/Contractor/Subcontractor, Walter P. Moore and Associates, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

DATE: 12/9/2016

SIGNATURE: 

NAME / TITLE: Ceri Warnie, PE, PTOE, PTP / Principal

RESPONDENT/  
CONTRACTOR: Walter P. Moore and Associates, Inc.

**SUSPENSION AND DEBARMENT CERTIFICATION FORM**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

*To be completed by the prime contractor*

*This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).*

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

The prospective primary Respondent/Contractor certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary Respondent/Contractor is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

DATE: 12/9/2016

SIGNATURE: 

NAME / TITLE: Ceri Warnie, PE, PTOE, PTP / Principal

RESPONDENT/  
CONTRACTOR: Walter P. Moore and Associates, Inc.

**RESPONDENT/CONTRACTOR CERTIFICATION**

**Instructions:** The **prime** Respondent/Contractor shall complete this form by listing 1) Names of **ALL** proposed subcontractors, whether or not the subcontractor is a DBE or SBE. 2) Contact information, 3) Description of work to be performed/product to be provided, 4) Status as a DBE or non-DBE, 5) Ethnic Code of firm, 6) Gender code of owner, 7) Age of the firm, 8) Annual gross receipts of the firm, and 9) % or \$ amount of Total Contract. Those contractors which are listed on this form as DBEs must have current certification as a DBE with a participating TUCP certifying agency. The DBE certification must be complete by the time the proposals are submitted. Additionally, those (sub)contractors which are listed on this form as DBEs must complete **DBE SUBCONTRACTOR CERTIFICATION**, agreeing to the information listed here.

RESPONDENT/  
CONTRACTOR: Walter P. Moore and Associates, Inc.

PROJECT NAME: Neighborhood Greenways

**ETHNIC CODES**

- A) Black American                      B) Hispanic American                      C) Native American  
 D) Sub-continental Asian American    E) Asian-Pacific American              F) Non-Minority Women  
 G) Other

**GENDER CODES**

- A) Male                                      B) Female                                      C) Choose Not to Disclose

1) Name of subcontractor	2) Address, Telephone # of DBE Firm (Including name of contact person)	3) Description of Work, Services Provided	4) DBE, SBE or non-DBE	5) Ethnic Code	6) Gender Code	7) Age of Firm	8) Annual Gross Receipts	9) DBE % or \$ amount of Total Contract
Bicycle Solutions	511 Anderson St. San Francisco, CA 94110 John Ciccarelli 415.912.6999	Bicycle & pedestrian transportation planning & design	Non-DBE	G	A	17 yrs.	\$120,000	12%
C J Hensch & Associates, Inc.	5215 Sycamore Avenue Pasadena, TX 77503 Carol Hensch 713.562.6017	Traffic Counts	DBE	F	B	21 yrs.	\$3.9 million	5%

Crouch Environmental Services, Inc.	402 Teetshorn St. Houston, TX 77009 Leslie Hollaway 713.868.10439	Environmental permitting and biological survey required to support the project.	DBE	F	C	22 yrs.	\$1.8 million	5%
-------------------------------------	--	---	-----	---	---	---------	---------------	----

1) Name of subcontractor	2) Address, Telephone # of DBE Firm (Including name of contact person)	3) Description of Work, Services Provided	4) DBE, SBE or non-DBE	5) Ethnic Code	6) Gender Code	7) Age of Firm	8) Annual Gross Receipts	9) DBE % or \$ amount of Total Contract
HVJ Associates, Inc	6120 S. Dairy Ashford Rd. Houston, TX 77072 Hossam Esmail, PE 281.933.7388	Geotechnical Engineering Services	DBE	A	A	31 yrs.	\$15.6 million	5%
M2L Associates Incorporated	8955 Katy Freeway, Suite 300 Houston, TX 77024 Michael Mauer 713.722.8897	Wayfinding Signage Arborist Landscape Architecture	DBE	F	B	22 yrs.	\$1.1 million	15%
United Engineers	9301 Southwest Freeway, Suite 500 Houston, TX 77074 Sherif Mohamed, PE 713.271.2900	Survey Services	DBE	B	M	20 yrs.	\$2.5 million	8%

**THIS SCHEDULE MUST BE COMPLETED AS INSTRUCTED ABOVE AND INCLUDE EVERY SUBCONTRACTOR PROPOSED ON THIS PROJECT. USE ADDITIONAL FORMS AS NEEDED.**

The undersigned will enter into a formal agreement with DBE contractors for work listed in this schedule upon execution of a contract with the Owner. The Contractor agrees to the terms of this schedule by signing below and submitting the **DBE SUBCONTRACTOR CERTIFICATION**, as completed by the DBE subcontractor(s).

DATE: 12/9/2016

SIGNATURE: *Ceri J. Warrick*

RESPONDENT/  
CONTRACTOR: Walter P. Moore and Associates, Inc.

TITLE: Principal

## DBE SUBCONTRACTOR CERTIFICATION

*NOTE: In accordance with 49 CFR (Code of Federal Regulations) Part 26 and Board policy, DBE firms participating in the DBE Program must have "current" certification status with a TUCP Certifying Agency by the due date established for this RFP.*

1. TO: (Respondent/Contractor): Walter P. Moore and Associates, Inc.
2. The undersigned is either currently certified under the Texas Unified Certification Program (TUCP) as a DBE or will be at the time this solicitation is due.
3. The undersigned is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply" or "install" or both) Environmental permitting and biological survey required to support the project.

\_\_\_\_\_ and at the following price \$ \_\_\_\_\_ and/or 5% % of the total contract amount (should be the same \$ or % found on **RESPONDENT/ CONTRACTOR CERTIFICATION**).

4. The DBE subcontractor should complete this section only if the DBE is subcontracting any portion of its subcontract.

With respect to the proposed subcontract described above, the undersigned DBE anticipates that 0% % of the dollar value of this subcontract will be sublet and/or awarded to other contractors. Any and all DBE subcontractors a DBE subcontractor uses must be listed on Form 1 and must also be DBE certified.


DATE: 12/5/2016 DBE FIRM: Crouch Environmental Services, Inc.

SIGNATURE: 

PRINT NAME: Leslie Hollaway

PHONE NUMBER: 713.868.1043

DATE: 12/9/2016 RESPONDENT/  
CONTRACTOR: Walter P. Moore and Associates, Inc.

SIGNATURE: 

PRINT NAME: Ceri Warnie, PE, PTOE, PTP

PHONE NUMBER: 713.630.7462

**ATTACH COPY OF TEXAS UNIFIED CERTIFICATION PROGRAM CERTIFICATE**



Sylvester Turner,  
Mayor

# CITY OF HOUSTON

Office of Business Opportunity

**Crouch Environmental Services, Inc.**



is duly certified as a

## Disadvantaged Business Enterprise (DBE)

**Certified Categories:**

- NAICS-541613: MARKETING CONSULTING SERVICES
- NAICS-541620: ENVIRONMENTAL CONSULTING SERVICES
- NAICS-541820: PUBLIC RELATIONS CONSULTING SERVICES

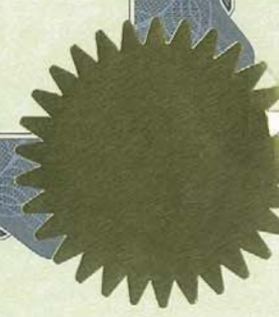
Certification Number: 16-6-10371

**Anniversary Date:**

June 30, 2017

*Carolee D. Wright*

Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm graduate from the MWDBE program.



**DBE SUBCONTRACTOR CERTIFICATION**

*NOTE: In accordance with 49 CFR (Code of Federal Regulations) Part 26 and Board policy, DBE firms participating in the DBE Program must have "current" certification status with a TUCP Certifying Agency by the due date established for this RFP.*

- 1. TO: (Respondent/Contractor): Walter P. Moore and Associates, Inc.
- 2. The undersigned is either currently certified under the Texas Unified Certification Program (TUCP) as a DBE or will be at the time this solicitation is due.
- 3. The undersigned is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply" or "install" or both) Traffic Counts

\_\_\_\_\_ and at the following price \$ \_\_\_\_\_ and/or 5% % of the total contract amount (should be the same \$ or % found on **RESPONDENT/ CONTRACTOR CERTIFICATION**).

- 4. The DBE subcontractor should complete this section only if the DBE is subcontracting any portion of its subcontract.  
With respect to the proposed subcontract described above, the undersigned DBE anticipates that 0% % of the dollar value of this subcontract will be sublet and/or awarded to other contractors. Any and all DBE subcontractors a DBE subcontractor uses must be listed on Form 1 and must also be DBE certified.

DATE: 12/6/16 DBE FIRM: C J Hensch & Associates, Inc.

SIGNATURE: 

PRINT NAME: Carol J. Hensch

PHONE NUMBER: 713 562-6017

DATE: 12/9/2016 **RESPONDENT/ CONTRACTOR:** Walter P. Moore and Associates, Inc.

SIGNATURE: 

PRINT NAME: Ceri Warnie, PE, PTOE, PTP

PHONE NUMBER: 713.630.7462

**ATTACH COPY OF TEXAS UNIFIED CERTIFICATION PROGRAM CERTIFICATE**



Sylvester Turner,  
Mayor

# CITY OF HOUSTON

Office of Business Opportunity

**C J Hensch & Associates, Inc.**



is duly certified as a

## Disadvantaged Business Enterprise (DBE)

**Certified Categories:**

NAICS-541990: ALL OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES

Certification Number: 16-12-5423

January 31, 2017

**Anniversary Date:**

*Carlecia D. Wright*



Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm graduate from the MWDBE program.



**DBE SUBCONTRACTOR CERTIFICATION**

*NOTE: In accordance with 49 CFR (Code of Federal Regulations) Part 26 and Board policy, DBE firms participating in the DBE Program must have "current" certification status with a TUCP Certifying Agency by the due date established for this RFP.*

- 1. TO: (Respondent/Contractor): Walter P. Moore and Associates, Inc.
- 2. The undersigned is either currently certified under the Texas Unified Certification Program (TUCP) as a DBE or will be at the time this solicitation is due.
- 3. The undersigned is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply" or "install" or both) Geotechnical Engineering Services

\_\_\_\_\_ and at the following price \$ \_\_\_\_\_ and/or 5% % of the total contract amount (should be the same \$ or % found on **RESPONDENT/ CONTRACTOR CERTIFICATION**).

- 4. The DBE subcontractor should complete this section only if the DBE is subcontracting any portion of its subcontract.  
With respect to the proposed subcontract described above, the undersigned DBE anticipates that 0% % of the dollar value of this subcontract will be sublet and/or awarded to other contractors. Any and all DBE subcontractors a DBE subcontractor uses must be listed on Form 1 and must also be DBE certified.

DATE: 12/5/2016 DBE FIRM: HVJ Associates, Inc.

SIGNATURE: 

PRINT NAME: Hossam Esmail, PE

PHONE NUMBER: 281-933-7388

DATE: 12/9/2016 **RESPONDENT/ CONTRACTOR:** Walter P. Moore and Associates, Inc.

SIGNATURE: 

PRINT NAME: Ceri Warnie, PE, PTOE, PTP

PHONE NUMBER: 713.630.7462

**ATTACH COPY OF TEXAS UNIFIED CERTIFICATION PROGRAM CERTIFICATE**



Sylvester Turner,  
Mayor

# CITY OF HOUSTON

Office of Business Opportunity



**HVJ Associates, Inc.**

is duly certified as a

## Disadvantaged Business Enterprise (DBE)

**Certified Categories:**

- NAICS-541330: ENGINEERING SERVICES
- NAICS-541380: GEOTECHNICAL TESTING LABORATORIES OR SERVICES
- NAICS-541620: ENVIRONMENTAL CONSULTING SERVICES

Certification Number: 16-2-1211

**Anniversary Date:**

February 28, 2017

*Carolee D. Wright*



Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm graduate from the MWDBE program.

**HOUSTON SOUTHEAST COMMUNITY PLAN  
OPEN HOUSE AND PUBLIC MEETING  
MARCH 30, 2017**

**RESULTS OF PRIORITIZATION PROCESS  
ALL GROUPS**

<b>STRATEGIES</b>	<b>RANKING – ALL GROUPS</b>
Join with other organizations to create a culture trail through the District that connects businesses, historic landmarks, art institutions, and parks and open spaces. The trail would begin in Museum Park and extend to Palm Center.	49
Engage in activities to get retail businesses (such as restaurants and shops) to locate in the neighborhood.	48
Increase sidewalk on major streets.	48
Collaborate with METRO to place a development that includes mixed-income housing, senior housing, and commercial and retail space on land that they own near Sears.	45
Identify incentives that Houston Southeast is willing and able to apply as leverage to get retail businesses (such as restaurants and shops) to locate in the neighborhood.	43
Make grants available to business owners to improve their business exteriors.	43
Partner with other organizations to encourage and incentivize mixed use developers to include set- asides for housing that is priced below market.	42
Join with other organizations to create a loan fund for the renovation of historic properties.	42
Partner with various arts programs to explore permanent/temporary land art installation opportunities in the Houston Southeast management district.	41
Place banners outside MacGregor Park and Emancipation Park to advertise park programs and special events.	39
To enhance the appearance of major streets, place attractive benches, planters, and trash bins on them.	36

## STRATEGIES

## RANKING – ALL GROUPS

Incorporate historic and cultural material into communications distributed by the District.	34
Continue to collaborate with other organizations to train residents for jobs.	33
Advocate additional SPARK park locations in the district.	32
Place cross markings at major intersections that do not have them.	31
Place a gateway passage at Almeda, under the US 59 underpass. (Please see illustration.)	30
Place sidewalk special paving at major intersections.	28
Work with other organizations to create a system of signs along Columbia Tap, to help people find their way on the trail.	27
Make business owners aware of resources available in the case of a major disaster event or incident.	26
Place elements along the Brays Bayou corridor that brand the District and showcase scenic nature, architectural heritage, and drainage improvements.	24
Create displays of historic business leaders to exhibit at events sponsored by Houston Southeast.	24
Work with the Texas Medical Center, Harris Health, and other health care organizations, to create public health initiatives. (Examples would include jointly-sponsored health fairs and distribution of wellness information through the District’s newsletter.)	23
Work with others to improve accessibility to Palm Center transit station.	22
Sponsor a public safety plan that incorporates community engagement methods, including youth intervention strategies.	22
Create a gateway element to the District at the underpass of I-45 and Scott using METRO and highway infrastructure.	20
Provide high visibility crosswalks at Griggs/MLK intersection.	20
Sponsor and co-sponsor workshops related to public health, including illegal dumping.	20
Make micro loans available for businesses for the purpose of improve security by making changes to their business exteriors.	19

## STRATEGIES

## RANKING – ALL GROUPS

Convene a series of work sessions with neighborhood-based organizations to discuss possible modifications to the Minimum Lot Size Ordinance.	18
Support community stakeholders in their efforts to execute Community Benefits Agreements that relate to design standards for new development.	18
Redesign intersection at Griggs/Mykawa for improved sidewalk connectivity to Fiesta grocery store location.	17
Sponsor all-hazards emergency preparedness exercises for businesses and residents of the District.	16
Promote businesses located in the District by holding activities like business fairs where businesses can promote their products.	16
Sponsor and co-sponsor workshops related to emergency management methods for District businesses and residents.	14
Engage in efforts to get new employers to locate in the District. Examples would include a video created for Houston Southeast, bus tours for potential employers, and distribution of promotional brochures.	14
Include information related to public safety training and methods in newsletters and other materials disseminated by Houston Southeast.	14
Promote businesses in the Houston Southeast management district through activities such as business fairs where businesses can promote their products.	14
Implement a program of management technical assistance for business proprietors located in the District.	13
Use textured and colorful landscape design along the rail line, emphasizing movement.	9
Engage in communications designed to help businesses to resume operations after a major disaster event or incident.	9
In a second Joint infrastructure Plan, include a traffic signal warrant study for the Cavanaugh Street and Beekman Road Intersections along Griggs.	8
Include information related to public health in newsletters and other materials disseminated by Houston Southeast.	6

**HOUSTON SOUTHEAST COMMUNITY PLAN  
OPEN HOUSE AND PUBLIC MEETING  
MARCH 30, 2017**

**RESULTS OF PRIORITIZATION PROCESS  
BUSINESSES (INCLUDES NONPROFITS)**

<b>STRATEGIES</b>	<b>RANKING - BUSINESSES</b>
Join with other organizations to create a culture trail through the District that connects businesses, historic landmarks, art institutions, and parks and open spaces. The trail would begin in Museum Park and extend to Palm Center.	20
Engage in activities to get retail businesses (such as restaurants and shops) to locate in the neighborhood.	20
Increase sidewalk on major streets.	19
Partner with other organizations to encourage and incentivize mixed use developers to include set- asides for housing that is priced below market.	18
Identify incentives that Houston Southeast is willing and able to apply as leverage to get retail businesses (such as restaurants and shops) to locate in the neighborhood.	18
Place sidewalk special paving at major intersections.	18
Make grants available to business owners to improve their business exteriors.	17
Place banners outside MacGregor Park and Emancipation Park to advertise park programs and special events.	17
Join with other organizations to create a loan fund for the renovation of historic properties.	16
Partner with various arts programs to explore permanent/temporary land art installation opportunities in the Houston Southeast management district.	15
Collaborate with METRO to place a development that includes mixed-income housing, senior housing, and commercial and retail space on land that they own near Sears.	14

## STRATEGIES

## RANKING - BUSINESSES

To enhance the appearance of major streets, place attractive benches, planters, and trash bins on them.	14
Make micro loans available to business proprietors for operations.	14
Incorporate historic and cultural material into communications distributed by the District.	13
Advocate additional SPARK park locations in the district.	13
Place cross markings at major intersections that do not have them.	13
Place a gateway passage at Alameda, under the US 59 underpass. (Please see illustration.)	12
Create a gateway element to the District at the underpass of I-45 and Scott using METRO and highway infrastructure.	12
Work with other organizations to create a system of signs along Columbia Tap, to help people find their way on the trail.	11
Make micro loans available for businesses for the purpose of improve security by making changes to their business exteriors.	11
Convene a series of work sessions with neighborhood-based organizations to discuss possible modifications to the Minimum Lot Size Ordinance.	9
Place elements along the Brays Bayou corridor that brand the District and showcase scenic nature, architectural heritage, and drainage improvements.	8
Continue to collaborate with other organizations to train residents for jobs.	8
Make business owners aware of resources available in the case of a major disaster event or incident.	8
Work with others to improve accessibility to Palm Center transit station.	8
Create displays of historic business leaders to exhibit at events sponsored by Houston Southeast.	7
Work with the Texas Medical Center, Harris Health, and other health care organizations, to create public health initiatives. (Examples would include jointly-sponsored health fairs and distribution of wellness information through the District's newsletter.)	7

## STRATEGIES

## RANKING - BUSINESSES

Sponsor a public safety plan that incorporates community engagement methods, including youth intervention strategies.	7
Provide high visibility crosswalks at Griggs/MLK intersection.	6
Redesign intersection at Griggs/Mykawa for improved sidewalk connectivity to Fiesta grocery store location.	6
Sponsor and co-sponsor workshops related to emergency management methods for District businesses and residents.	5
Sponsor and co-sponsor workshops related to public health, including illegal dumping.	4
Sponsor all-hazards emergency preparedness exercises for businesses and residents of the District.	4
Engage in efforts to get new employers to locate in the District. Examples would include a video created for Houston Southeast, bus tours for potential employers, and distribution of promotional brochures.	4
Include information related to public safety training and methods in newsletters and other materials disseminated by Houston Southeast.	3
Implement a program of management technical assistance for business proprietors located in the District.	3
Support community stakeholders in their efforts to execute Community Benefits Agreements that relate to design standards for new development.	2
Promote businesses in the Houston Southeast management district through activities such as business fairs where businesses can promote their products.	2
Use textured and colorful landscape design along the rail line, emphasizing movement.	2
In a second Joint infrastructure Plan, include a traffic signal warrant study for the Cavanaugh Street and Beekman Road Intersections along Griggs.	2
Engage in communications designed to help businesses to resume operations after a major disaster event or incident.	2
Promote businesses located in the District by holding activities like business fairs where businesses can promote their products.	1



## **STRATEGIES**

## **RANKING - BUSINESSES**

**Include information related to public health in newsletters and other materials disseminated by Houston Southeast.**

**1**

**HOUSTON SOUTHEAST COMMUNITY PLAN  
OPEN HOUSE AND PUBLIC MEETING  
MARCH 30, 2017**

**RESULTS OF PRIORITIZATION PROCESS  
RESIDENTS**

<b>STRATEGIES</b>	<b>RANKING - RESIDENTS</b>
Collaborate with METRO to place a development that includes mixed-income housing, senior housing, and commercial and retail space on land that they own near Sears.	25
Join with other organizations to create a culture trail through the District that connects businesses, historic landmarks, art institutions, and parks and open spaces. The trail would begin in Museum Park and extend to Palm Center.	22
Increase sidewalk on major streets.	22
Join with other organizations to create a loan fund for the renovation of historic properties.	20
Partner with various arts programs to explore permanent/temporary land art installation opportunities in the Houston Southeast management district.	19
Incorporate historic and cultural material into communications distributed by the District.	19
Partner with other organizations to encourage and incentivize mixed use developers to include set- asides for housing that is priced below market.	18
Make grants available to business owners to improve their business exteriors.	18
Engage in activities to get retail businesses (such as restaurants and shops) to locate in the neighborhood.	17
Place banners outside MacGregor Park and Emancipation Park to advertise park programs and special events.	16

## STRATEGIES

## RANKING - RESIDENTS

<b>To enhance the appearance of major streets, place attractive benches, planters, and trash bins on them.</b>	<b>16</b>
<b>Place elements along the Brays Bayou corridor that brand the District and showcase scenic nature, architectural heritage, and drainage improvements.</b>	<b>16</b>
<b>Identify incentives that Houston Southeast is willing and able to apply as leverage to get retail businesses (such as restaurants and shops) to locate in the neighborhood.</b>	<b>15</b>
<b>Advocate additional SPARK park locations in the district.</b>	<b>15</b>
<b>Create displays of historic business leaders to exhibit at events sponsored by Houston Southeast.</b>	<b>15</b>
<b>Place cross markings at major intersections that do not have them.</b>	<b>14</b>
<b>Place a gateway passage at Almeda, under the US 59 underpass. (Please see illustration.)</b>	<b>14</b>
<b>Work with other organizations to create a system of signs along Columbia Tap, to help people find their way on the trail.</b>	<b>14</b>
<b>Continue to collaborate with other organizations to train residents for jobs.</b>	<b>13</b>
<b>Work with the Texas Medical Center, Harris Health, and other health care organizations, to create public health initiatives. (Examples would include jointly-sponsored health fairs and distribution of wellness information through the District's newsletter.)</b>	<b>13</b>
<b>Sponsor a public safety plan that incorporates community engagement methods, including youth intervention strategies.</b>	<b>12</b>
<b>Support community stakeholders in their efforts to execute Community Benefits Agreements that relate to design standards for new development.</b>	<b>12</b>
<b>Make micro loans available to business proprietors for operations.</b>	<b>11</b>
<b>Make business owners aware of resources available in the case of a major disaster event or incident.</b>	<b>11</b>
<b>Sponsor and co-sponsor workshops related to public health, including illegal dumping.</b>	<b>11</b>

## STRATEGIES

## RANKING - RESIDENTS

Promote businesses in the Houston Southeast management district through activities such as business fairs where businesses can promote their products.	10
Work with others to improve accessibility to Palm Center transit station.	9
Provide high visibility crosswalks at Griggs/MLK intersection.	9
Sponsor all-hazards emergency preparedness exercises for businesses and residents of the District.	9
Promote businesses located in the District by holding activities like business fairs where businesses can promote their products.	9
Place sidewalk special paving at major intersections.	8
Convene a series of work sessions with neighborhood-based organizations to discuss possible modifications to the Minimum Lot Size Ordinance.	8
Include information related to public safety training and methods in newsletters and other materials disseminated by Houston Southeast.	8
Implement a program of management technical assistance for business proprietors located in the District.	8
Create a gateway element to the District at the underpass of I-45 and Scott using METRO and highway infrastructure.	7
Use textured and colorful landscape design along the rail line, emphasizing movement.	7
Redesign intersection at Griggs/Mykawa for improved sidewalk connectivity to Fiesta grocery store location.	6
Engage in efforts to get new employers to locate in the District. Examples would include a video created for Houston Southeast, bus tours for potential employers, and distribution of promotional brochures.	6
Make micro loans available for businesses for the purpose of improve security by making changes to their business exteriors.	5
Sponsor and co-sponsor workshops related to emergency management methods for District businesses and residents.	4

## STRATEGIES

## RANKING - RESIDENTS

<b>In a second Joint infrastructure Plan, include a traffic signal warrant study for the Cavanaugh Street and Beekman Road Intersections along Griggs.</b>	<b>4</b>
<b>Include information related to public health in newsletters and other materials disseminated by Houston Southeast.</b>	<b>3</b>
<b>Engage in communications designed to help businesses to resume operations after a major disaster event or incident.</b>	<b>2</b>

**HOUSTON SOUTHEAST COMMUNITY PLAN  
OPEN HOUSE AND PUBLIC MEETING  
MARCH 30, 2017**

**RESULTS OF PRIORITIZATION PROCESS  
GUESTS**

<b>STRATEGIES</b>	<b>GUESTS' RANKING</b>
Continue to collaborate with other organizations to train residents for jobs.	12
Engage in activities to get retail businesses (such as restaurants and shops) to locate in the neighborhood.	11
Identify incentives that Houston Southeast is willing and able to apply as leverage to get retail businesses (such as restaurants and shops) to locate in the neighborhood.	10
Make micro loans available to business proprietors for operations.	9
Make grants available to business owners to improve their business exteriors.	8
Join with other organizations to create a culture trail through the District that connects businesses, historic landmarks, art institutions, and parks and open spaces. The trail would begin in Museum Park and extend to Palm Center.	7
Increase sidewalk on major streets.	7
Partner with various arts programs to explore permanent/temporary land art installation opportunities in the Houston Southeast management district.	7
Make business owners aware of resources available in the case of a major disaster event or incident.	7
Partner with other organizations to encourage and incentivize mixed use developers to include set- asides for housing that is priced below market.	6
Place banners outside MacGregor Park and Emancipation Park to advertise park programs and special events.	6
Join with other organizations to create a loan fund for the renovation of historic properties.	6

## STRATEGIES

## GUESTS' RANKING

<b>Collaborate with METRO to place a development that includes mixed-income housing, senior housing, and commercial and retail space on land that they own near Sears.</b>	<b>6</b>
<b>To enhance the appearance of major streets, place attractive benches, planters, and trash bins on them.</b>	<b>6</b>
<b>Promote businesses located in the District by holding activities like business fairs where businesses can promote their products.</b>	<b>6</b>
<b>Work with others to improve accessibility to Palm Center transit station.</b>	<b>5</b>
<b>Provide high visibility crosswalks at Griggs/MLK intersection.</b>	<b>5</b>
<b>Redesign intersection at Griggs/Mykawa for improved sidewalk connectivity to Fiesta grocery store location.</b>	<b>5</b>
<b>Sponsor and co-sponsor workshops related to emergency management methods for District businesses and residents.</b>	<b>5</b>
<b>Sponsor and co-sponsor workshops related to public health, including illegal dumping.</b>	<b>5</b>
<b>Engage in communications designed to help businesses to resume operations after a major disaster event or incident.</b>	<b>5</b>
<b>Advocate additional SPARK park locations in the district.</b>	<b>4</b>
<b>Place cross markings at major intersections that do not have them.</b>	<b>4</b>
<b>Place a gateway passage at Alameda, under the US 59 underpass. (Please see illustration.)</b>	<b>4</b>
<b>Engage in efforts to get new employers to locate in the District. Examples would include a video created for Houston Southeast, bus tours for potential employers, and distribution of promotional brochures.</b>	<b>4</b>
<b>Support community stakeholders in their efforts to execute Community Benefits Agreements that relate to design standards for new development.</b>	<b>4</b>
<b>Make micro loans available for businesses for the purpose of improve security by making changes to their business exteriors.</b>	<b>3</b>

## STRATEGIES

## GUESTS' RANKING

Work with the Texas Medical Center, Harris Health, and other health care organizations, to create public health initiatives. (Examples would include jointly-sponsored health fairs and distribution of wellness information through the District's newsletter.)	3
Sponsor a public safety plan that incorporates community engagement methods, including youth intervention strategies.	3
Sponsor all-hazards emergency preparedness exercises for businesses and residents of the District.	3
Include information related to public safety training and methods in newsletters and other materials disseminated by Houston Southeast.	3
Place sidewalk special paving at major intersections.	2
Incorporate historic and cultural material into communications distributed by the District.	2
Work with other organizations to create a system of signs along Columbia Tap, to help people find their way on the trail.	2
Create displays of historic business leaders to exhibit at events sponsored by Houston Southeast.	2
Implement a program of management technical assistance for business proprietors located in the District.	2
Promote businesses in the Houston Southeast management district through activities such as business fairs where businesses can promote their products.	2
In a second Joint infrastructure Plan, include a traffic signal warrant study for the Cavanaugh Street and Beekman Road Intersections along Griggs.	2
Include information related to public health in newsletters and other materials disseminated by Houston Southeast.	2
Create a gateway element to the District at the underpass of I-45 and Scott using METRO and highway infrastructure.	1
Convene a series of work sessions with neighborhood-based organizations to discuss possible modifications to the Minimum Lot Size Ordinance.	1



## STRATEGIES

## GUESTS' RANKING

Place elements along the Brays Bayou corridor that brand the District and showcase scenic nature, architectural heritage, and drainage improvements.

0

Use textured and colorful landscape design along the rail line, emphasizing movement.

0