



5445 Almeda Rd., Suite 503, Houston, Texas 77004
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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. Board Action Item: Approve Financial Statements for the period ended December 31, 2016, January 31, 2017, and February 29, 2017	
ii. Board Action Item: Approve Recurring and Non-Recurring Expenses for the period ended December 31, 2016, January 31, 2017 and February 29, 2017	
iii. Board Action Item: Approve additional funds for respective Committee budgets, as outlined in Budget and Finance minutes	
vi. Board Action Item: Approve Quarterly Compilation and Investment Report	
(c) Receive Policy & Procedures Committee Report	Director McDavid – 5 min
i. Board Action Item: Update and Adjust the current Policies and Procedures Manual where necessary to be in compliance with the state law	
ii. Board Action Item: Approve Resolution for Procedures for Emergency Expenditures	
(d) Board Action Item: Approve a not-to-exceed amount of \$2,500 for the Board Chair to attend the Urban Land Institute Spring Conference	
6. Receive Business and Economic Development Report	Director Donatto – 5 min
(a) Board Action Item: Approve Disadvantage Business Enterprise (DBE) Policy for the District	
Board Action Item: 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

Hina Musa
Executive Director