

# MEETING PACKET



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**Thursday, May 2, 2019**



## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING AGENDA

Notice is hereby given of a meeting of the Missouri City Community Development Advisory Committee to be held on **Thursday, May 2, 2019, at 6:00 p.m. in the Planning Conference Room of the Development Services Building (between City Hall and the Community Center)**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The Committee reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. Roll call.
2. Approval of the January 29, 2019 meeting minutes.
3. Housing Rehabilitation Program:
  - a) Cynthia Session- Mathis – Status Update
  - b) Keith & LaShawn Cooper - Appliance Reimbursement Request
  - c) Alicia Blum – Status Update
4. Housing Study Scope of Work
5. Code Enforcement Report.
6. CDBG Program Updates:
  - a) Housing Rehabilitation Update
  - b) Texas General Land Office - Disaster Recovery: Homeowner Assistance and Reimbursement Program
  - c) 2018 – 2022 Consolidated Plan
6. Public Comment.
7. Adjourn.

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations **for persons attending Missouri City Community Development Advisory Committee meetings. To better serve you requests should be received 24 hours prior to the meetings. Please contact Egima Brown at 281.403.8541.**

### CERTIFICATION

I certify that a copy of the May 2, 2019, agenda of items to be considered by the Missouri City Community Development Advisory Committee was posted on the City Hall bulletin board on: \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
I certify that the attached notice and agenda of items for consideration by the Missouri City Community Development Advisory Committee was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_,



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
DRAFT MEETING MINUTES**

**January 29, 2019, 6:00 PM**

The Community Development Advisory Committee met on Monday, January 29, 2019 at 6:00 PM in the Council Chambers, City Hall Complex, 1522 Texas Parkway, Missouri City, Texas with the following in attendance:

- Eunice Reiter, Committee Chairperson
- Monica Rasmus, Committee Vice Chairperson
- Jeffrey Boney, Councilmember, Committee member
- Chris Preston, Mayor Pro Tem, Committee member
- Bertha Eugene, Committee member
- Zelia Brown, Committee member

Absent was:

- Yolanda Ford, Mayor Pro Tem, Committee member (Newly Elected Mayor)

Also in attendance were City staff representatives: Bill Atkinson, Assistant City Manager; James Santangelo, Assistant City Attorney; Otis Spriggs, Development Services Director; Chalisa Dixon, Community Development Coordinator; Michael Calhoun, Code Enforcement Officer.

**1. Roll call.**

Chairperson Reiter called the meeting to order at 6:00 pm.

**2. APPROVAL OF THE JULY 23, 2018 MEETING MINUTES**

Chairperson Reiter called for a motion to accept the July 23, 2018 Community Development Advisory Committee meeting minutes.

**The vote as follows:**

**Ayes:** Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

**Nays:** None.

**The minutes were approved.**

### 3. HOUSING REHABILITATION PROGRAM

- (1) Change Order for Alicia Blum, who requested to meet with the CDAC, in which the scope of work exceeds the allotted spending cap.

Program Coordinator, Chalisa Dixon presented this item. Ms. Dixon informed that Alicia Blum is a 2016 Housing Rehabilitation Program participant. The Community Development Advisory Committee (CDAC) approved a previous change order. Since then, Fort Bend Habitat for Humanity identified that extensive work was needed. The foundation repair once quoted at \$6,500, is currently quoted at \$29,000. The roof repairs was quoted at \$11,000; however, the amount exceeds the \$20,000 cap allowed per the Housing and Urban Development (HUD).

Ms. Dixon informed that staff recommended that the scope of work, cost analysis and foundation estimate be reviewed. Ms. Blum wanted to meet with the committee; however, she was under the weather and was unable to attend. Ms. Dixon informed that Ms. Blum requested to have the roofing scope of work considered as a priority.

Chairperson Reiter informed that the cost of the roofing was \$19,981. It was within the limits set by HUD.

**Motion by:** Mayor Pro Tem, Committee Member Preston moved to approve the allocation of \$19,981 for roof repairs only.

**Second:** Councilmember, Committee Member.

Councilmember, Committee Member informed that he recalled during the last meeting the statement of setting the capping at \$20,000, in addition, he is trying to understand all of the different changes, due to it being the second or third change.

Otis Spriggs informed that there is a lot of kickback from the residents sometimes. Staff tries to make clear the limits that are in place on Community Development Block Grant (CDBG) recipients. However, sometimes they are pushing for more, and they at times request to speak to the committee. Mr. Spriggs informed that in those cases, staff defers the action to the committee.

Mr. Spriggs informed that staff recommended that all items would be reviewed. In the instance where a foundation is failing, and \$29,000 is needed for repairs, repairing the roof without needed foundation repairs may cause liability of the roof work not being warranted, due to the shifting of the home. This is brought before the committee for the best possible action.

Mr. Spriggs informed that since Alicia Blum had to prioritize, she was willing to for-go the foundation repair to allow the roof repair. Modification of the Change Order was needed. The committee would need to take action on the modification of a change order.

Ms. Dixon informed that the roof repair was \$11,000, which was previously approved.

Chairperson Reiter asked about the \$19,981.

Mr. Spriggs informed that there was a new roof repair estimate, in lieu of the original minor repairs, other deficiencies were later discovered.

Ms. Dixon informed that the \$19,981 covered the foundation, interior and the electrical. The original quote of the foundation was \$6,500. However, after further review and calculations, \$29,000 was the total cost of the foundation repair.

Chairperson Reiter informed that the committee would need to see how much was allocated in the beginning, the additional costs and the total, in three columns with a heading.

Councilmember, Committee Member Boney informed that Habitat for Humanity presented information that he was confident of the \$6,000/\$11,000 for the foundation would be sufficient after getting quotes. To go from \$6,000 to \$29,000 was not understandable.

Mr. Spriggs informed that the original scope had some foundation inspections that occurred initially. When the in-depth inspections were conducted, they realized that the cracks were substantially more. That was the purpose of the second estimate.

Ms. Dixon informed that there was a second estimate that provided a detail of the additional work that included interior and exterior pilings that were not originally factored in the scope.

Chairperson Reiter asked if it was salvageable.

Mr. Spriggs informed that they tried to let the applicant know that there were other resources, meaning that HUD has grants through the Texas GLO, General Land Office that would allow an individual to apply for repetitive loss assistance. Ms. Blum has had repetitive loss on past hurricane events. She may be exhausted having to apply for grant after grant after grant. Staff tried to explain that the CDBG grant would only cover up to \$20,000.

Chairperson Reiter asked staff to provide how much had been allocated to Alicia Blum in the past.

Mr. Spriggs informed that the original, original budget was \$8,981, which included the first change order. Prior to June 2018, there was a change order request for \$11,000 to replace the roof that was signed mid-2018.

Chairperson Reiter informed that only the roof would be replaced and not the rest of the work.

Mr. Spriggs concurred, noting that the foundation repair should be deleted and to just take of the roof.

Councilmember Boney asked if it was staff's recommendation that the foundation is repaired first, and if the shifting of the foundation will impact the roof.

Mr. Spriggs informed that Ms. Blum's home had weather exposure with rain coming in through the roof soffit. It would promote additional deterioration. If the contractor

could provide a professional recommendation that the roof repair could proceed, Mr. Spriggs informed that he would recommend that the roof is repaired. However, the contractor informed that if the foundation is not repaired, there could be a warranty liability.

Mr. Spriggs informed that there were a number of prior discussions on foundation failures of homes that are beyond a certain age.

Chairperson Reiter informed that the motion would need to be withdrawn or voted down and restated that the CDBG, Community Development Block Grant grants funds to repair the roof only not to exceed \$20,000.

Councilmember, Committee Member Boney asked if the restated motion needed to take place.

Mr. Spriggs informed that there would be a denial of the change order due to it exceeding the \$20,000 threshold.

Chairperson Reiter informed that a motion was needed to allocate \$20,000 to make a change order to repair the roof in an amount not to exceed \$20,000.

**Motion by:** Councilmember, Committee member Boney made a motion to deny the proposed change order request as it exceeds the change order threshold, and allow for only the roof repair, in an amount not to exceed \$20,000.

**Second:** Committee Member Rasmus

Motion carried unanimously.

**The vote as follows:**

**Ayes:** Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

**Nays:** None.

**The motion passed.**

#### **4. CODE ENFORCEMENT PRESENTATION**

Ms. Dixon informed that Michael Calhoun, Code Enforcement Officer for the CDBG, Community Development Block Grant area, was present to answer any questions about the report and/or the CDBG area.

Councilmember, Committee Member Boney asked about Fifth St., there had been a lot of improvements, and had there been any changes.

Michael Calhoun, Code Enforcement Officer for the CDBG area, informed that there they will continue sending out letters to property owners at least once a year. In September 2018, letters were sent. Every property was mowed. Effective January 2019, inspections of each property have been conducted. With any property in violation and having overgrown grass,

a new letter would be drafted, and owners would be cited to court for each violation within a calendar year.

Mr. Calhoun informed that on some of the properties, a number of trees were clear-cut.

Assistant City Manager Bill Atkinson informed that pictures before and after the mowing were taken, which made a significant difference. One of the property owners took their own initiative to use a dumpster to complete additional work. It has been a success.

Mr. Calhoun informed that Code Enforcement tries to inspect the area bi-weekly, to see if there had been any changes. Preventative steps are being taken to insure that the area does not get back into the previous state.

Councilmember, Committee Member Boney asked Mr. Calhoun what were common code enforcement issues that were recurring and causing people to be fined and sent a citation.

Mr. Calhoun informed that one of the biggest recurring issues was simply trash screening. It was the biggest issue reported throughout last year. There had been several junk vehicle issues. A bothersome issue had been vacant properties that are bank-owned, but the bank had not reclaimed it. It may be a deceased owner and the bank leaves it in the deceased owner's name. Mr. Calhoun informed that there was no way of knowing if the property had been paid off, other than looking at the deed of trust, if that was available.

Councilmember, Committee member Boney asked if it was a significant number.

Mr. Calhoun informed that there was probably one in each subdivision. As long as people were aware that it is not being overlooked and that it was going to take some time. Sometimes it takes as long as six months to a year before there is any type of response.

Councilmember, Committee member Boney asked if the Home Owner Associations do forced-mows or the City.

Mr. Calhoun informed that the City does forced-mows. Some of the HOAs, such as Hunters Green, had a lot of liens on properties. Usually if they do not force-mow, then the City force-mows.

Committee member Zelia Brown informed that in cases where banks own property and Code Enforcement has difficulty contacting them, the City would get in touch with the banks to inform them of their responsibilities. They are supposed to hire someone to mow lawns in certain zip codes and cities. There are vendors in every city in the country.

Mr. Calhoun informed that for the issues that he had come across the banks made contact back eventually. The bank may sometimes inform that they no longer own the property. Code Enforcement would ask who owned the property. The bank would inform that they did not have a record of the new owner.

Committee member Zelia Brown asked if there were any attorneys and if they are involved. Mr. Calhoun replied, "yes at times".

Committee member Zelia Brown informed that if there were any properties that needed owner information, she would offer assistance with locating that information.

## 5. CDBG PROGRAM UPDATES

- a) Housing Rehabilitation Update: Introduction of new Housing Rehabilitation contractor: Santex Construction, Inc.

Ms. Dixon informed that during the October 15, 2018 Council Meeting, City Council approved Santex Construction to be the additional Housing Rehabilitation contractor. Santex brings a vast of experience with housing rehabilitation, disaster recovery and CDBG. Staff was able to bring Santex Construction onboard to assist in bringing the program more up-to-date. Fort Bend Habitat for Humanity will remain onboard.

Mr. Spriggs informed that Santex Construction had a robust program that they utilize in terms of their tracking. It has capabilities for the City to utilize and monitor work progress. They provide photos and daily logs, which was also shared with the other contractor.

Mr. Spriggs informed that Committee member Zelia Brown had supplied a tool that will be used on the forefront to prevent the influx of change orders. Ms. Dixon is working on a new application that would be provided in March. It will help with the properties that were requesting additional assistance.

Mr. Spriggs reported on the four emergency housing rehabilitations that were discussed during the last meeting. The foundations were moving along. There was a little difficulty where the foundations were settling further. An update was provided on the two emergency repairs for the Coopers who had the air conditioning, electrical and heating problems. Work was completed, however; there were some pending punch list items that were currently being worked on.

Mr. Spriggs informed that staff needs direction with the Keith & LeShawn Cooper's case. The property owners placed a claim that through the process, their appliances were damaged. Staff pushed back, due to the program only allowing a certain amount of repairs. The Committee approved the air condition unit so that Mr. and Mrs. Cooper could move back into the home. However, in order to replace the appliances, that would be an added cost. Estimates could be received for consideration at the next meeting.

Councilmember, Committee member Pearson asked what are they saying that is wrong.

Mr. Spriggs informed that Mr. and Mrs. Cooper claimed that the power shortages and surges from previous work caused the appliances to go out, which was the refrigerator and stove. The units were replaced at that time. Mr. and Mrs. Cooper were asking for a reimbursement.

Committee member Brown asked if they had it in writing from a professional third party.

Mr. Spriggs informed that staff was not supplied with the claim in writing. Staff received the invoices of the purchases.

Committee member Brown informed that her recommendation was to receive something in writing, from a company letterhead, stating that they went out for those specific reasons. Other than that, it would be on Mr. and Mrs. Cooper.

Mr. Spriggs informed that staff would provide it in the next meeting as an action item.

Committee member Rasmus asked that a power surge occurs sometimes when the electricity goes off, and then the company starts the electricity turns it on.

Mr. Spriggs informed that what occurred was that a previous contractor changed the breaker box. When they changed the breaker box, there was damage to the circuit. During that time is when the units were noted as damaged.

Mayor Pro Tem, Committee member Preston informed that he would like to see the estimates, and asked about the cap.

Mr. Spriggs informed that they were capped. The amount of the appliances was the balance that was approved, which was about \$2,200.

James Santangelo, Assistant City Attorney asked that it be placed on the next agenda.

### **c) Housing Study RFP**

Mr. Spriggs informed that another item was the housing study. Feedback was needed from the Committee.

Chairperson Reiter informed that it would take longer than a single meeting. A sub-committee could look at the study and then present it to the CDAC.

Committee member Brown informed that she would work on it, and that the time was perfect for the study. Everything that is entailed was excellent for the City of Missouri City.

Mr. Spriggs informed that the Committee did approve that the housing study be conducted. It would be a benefit to the Committee as well as Council as the City moves forward in addressing housing needs in the future. The Comprehensive Plan would be improved some of the housing needs from a senior resident prospective. Some questions of density always comes up. It will be a useful tool. The budget was \$30,000, which is a little low. There were other documents including the impediment study.

Chairperson Reiter informed that she looked at it from a money standpoint, and asked if the study was necessary. If it was not necessary, could the cost be lowered?

Mayor Pro Tem, Committee Member Preston asked that with the census of 2020, did it make sense to conduct the study.

Chairperson Reiter informed that it would depend on how much of the questionnaire could be answered by the census.

Mr. Spriggs informed that there would be more recent data. The American Community Survey is typically a few years behind. It would be up to the Committee. The study was delayed one program year. HUD, monitored the lack of activity and the funding activity was cancelled; however, the amount was transferred to the most recent program year.

Mayor Pro Tem, Committee Member Preston informed that he believed the study should be conducted.

Committee Member Brown informed that the City was spot on with the studies as other cities are doing the same. A particular city was trying to make changes to leverage off the economic development, and create diversity as it relates to housing and businesses. It was a study that the rest of the country was going to be viewing.

Mr. Spriggs informed that staff was open to having a sub-committee to take a closer look to the RFP, Request for Proposal.

Chairperson Reiter informed that the sub-committee had volunteered and it was appreciated.

**d) 2017 CAPER**

No discussion

**b) Texas General Land Office – Disaster Recovery: Homeowner Assistance and Reimbursement Program**

Bill Atkinson, Assistant City Manager, informed that the grant to the Texas GLO, General Land Office was going out. It was put forth for the Cangelosi Drainage improvement project.

Mr. Spriggs informed that the Texas GLO also had housing money available. There was probably millions of dollars still available.

Ms. Dixon informed that the GLO has the reimbursement program for homeowners with up to \$50,000 available. The program also had an assistance program for repairs.

Committee Member Brown asked if the City of Houston was doing a RFP for some of the dollars.

Mr. Spriggs informed that they were granted separate funding from the GLO. There was a separate region in which the City of Missouri City falls. Houston was under a different region.

Ms. Dixon informed that Sugar Land and other areas was included. With the specific area, the City (City of Missouri City) had a certain amount of money, Harris County and Houston may have a different amount of money. The applications may differ.

Committee member Brown informed that she assisted with the Hurricane Harvey process through Texas GLO and H-GAC, Houston Galveston Area Council, and she offered staff her assistance.

**e) 2018-2022 Consolidated Plan**

Mr. Spriggs informed that the Consolidated Plan year deadline is August 15, 2019. The Committee set aside \$8,000 for a consultant to assist staff. There would be tools used by HUD, through its IDIS, Integrated Disbursement and Information System module to complete much of the plan in-house, and would welcome the Committee's expertise. Public input and participation would be a part of the process. There will also be sessions held for an educational purpose. Committee member Brown introduced a topic on escrow accounts. Staff will work with the CDAC to roll that out to the public.

Committee Member Brown informed that it was a big issue. Between January and March, throughout the country, mortgage companies recalculate escrows. People would not understand why their mortgages were increasing. It could easily be rectified.

6. Public Comment: None.

7. Adjourn.

**Adjourn.**

Chairperson Reiter adjourned the meeting at 6:41 p.m.

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Eunice Reiter, Chairperson



**Agenda Item Cover Memo  
May 2, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 3 (a). Housing Rehabilitation Program: Cynthia Session Mathis  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

Homeowner is a PY2016 program year recipient. Ms. Mathis' project was delayed due to one of our current contractor's decision to exit and cancel the pending contract because of disagreements between owner and contractor. The homeowner is currently being serviced by Santex Construction, Inc.

**BACKGROUND**

The Scope of Work included various items not limited to oven and cooktop inspection and installation of knobs, remove/repair of wood floor panels in the master bedroom, den and living room area; as well as replacement of the locking mechanism to a latch system on the burglary bars, grab bars, and minor electrical work.

**Cooktop:** Prior to work commencement, Santex submitted a proposal of a new stove and installation of gas cooktop for the total cost of \$578; however, the resident declined the new stove. Upon T & W Services completing an inspection, it was identified the disrepair in the baking feature was due to an infestation; which meant the cooktop and touch pad required replacing. Cost to repair the existing cooktop and replace the knobs exceeds the cost to replace the entire unit. Inspection costs to-date total at \$125.00 for the stove.

**Flooring:** Santex identified that no moisture barrier was installed over the concrete substrate prior to the flooring being installed; as a result, moisture is developing under the glued-down wood flooring, causing discoloration and damage to the existing floor. Unfortunately, this problem will continue to persist in the future even when the original work scope areas are repaired. An adhesive with the moisture barrier can be used however, the issue will continue to occur down the road. The only way to 100% prevent the deterioration of the wood floor is to completely remove it in its entirety, install a new moisture barrier and wood floor. Santex submitted an estimate of \$27,951.54 to remove and replace the flooring in the master bedroom, den and living room area. The HUD and City policies will not allow costs to exceed \$20,000.

**Burglar Bars:** City Inspectors observed a keyed double-cylinder lock on 3 burglary bars windows, which is a violation of the Fire Safety Code; removal of locks and installation of latches to allow access were recommended. The homeowner denied the recommendation, seeking custom mechanisms that will provide limited exterior access to the property.

**FISCAL ANALYSIS**

Administrative and program funding is provided through HUD.

## SUPPORTING MATERIALS

1. Scope of Work Contract
2. T & W Services (Cooktop Invoice \$850)
3. Flooring Estimate (\$27,951.64)
4. Photos of Window Burglar Bars

## STAFF'S RECOMMENDATION

Staff recommends that the CDAC considers the original Scope of Work of \$10,138.09, in accordance with HUD policies for rehabilitation. Federally- funded rehabilitation activities are to correct housing code and/or health code violations, conduct emergency repairs or other necessary activities to make the property livable. The HUD and City policies will not allow costs to exceed \$20,000. Staff is open to any advisement on this home repair, but has made the following determinations and recommendations to the CDAC:

1. **Stove/cooktop:** Offer the baseline stove unit to be installed at the costs quoted; deny the costly repairs (\$850.00) to correct the infested digital panel, knobs to the existing unit, which will exceed \$578 unit replacement amount, with no guarantee that the oven/range will perform and last beyond normal expectations.
2. **Wood Flooring:** Deny flooring replacement costs estimated at \$27,951.54, which exceed policy guidelines. Offer panel replacements within the original work scope. Alternative flooring through other sources is advised.
3. **Burglar bar mechanism:** Deny customization request to fabricate a lock and fabricate a cover over said lock.

The City of Missouri City Housing Rehabilitation Program  
Homeowner Authorization & Scope of Work Agreement

NAME: Cynthia Session Mathis

DATE: December 7, 2018

ADDRESS: 1814 Allerton Drive, Missouri City, TX 77489

CONTACT PHONE: Hm (281) 438-7351/ Cell (832) 687-2666

**HOMEOWNER RESPONSIBILITY:** (1) To sign all the necessary documents so as to allow for the pulling of permits; (2) To move all household items out of the work area; and (3) To sign off on home inspections for work completed per the scope of work.

**CONTRACTOR RESPONSIBILITY:** (1) To sign all the necessary documents and pull the necessary permits; (2) To make homeowner aware of the work areas and advise them of all household items that needs to be moved and (3) to complete the Scope of Work as described below and schedule home inspections.

**SCOPE OF WORK:** The scope of work describes the tasks necessary to repair the home at the above address. Based on our previous inspection of the property, we believe that the following repairs and/or improvements will be necessary and feasible within the maximum funding allowed:

<b>Plumbing</b>	
1. Cooktop Inspection fee ( <i>inspect gas range for leaks, additional cost may be incurred</i> ) .....	\$125.00
2. Cook top knobs (4) and installation .....	\$215.96
3. Oven Digital Display is not a guaranteed repair, please check functionality.	
4. Toilet – Detach and reset .....	\$239.04
<b>Electrical</b>	
5. Megohmmeter check electrical circuits ( <i>exterior lighting</i> ) .....	\$852.00
6. Install (brown) Light Fixture/Fan & Repair Electrical wires in master bedroom.....	\$327.50
7. Replace light fixture with pull switch and cover in 3 closets.....	\$155.07
8. Replace existing light fixture in bathroom with water resistant brand (2).....	\$369.98
9. Carbon monoxide detector installation .....	\$33.12
<b>Roof</b>	
10. Install Roof membrane sealants at gable roof end returns both sides of house. Repair Tar Sealant/Silicon to hold flashing to shingles in these small areas. There are two (2) on each side of the house about 2.5' each.....	\$650.00
<b>Exterior</b>	
11. Remove/Reinstall/Realign three (3) vinyl windows in Master Bed (1), Dining (1), Living (1).....	\$304.86
12. Detach and Reset Ornamental Iron, security door .....	\$189.36
13. Replaced lock mechanisms on the burglary bars from keyed lock, and install 3 latches on 3 windows .....	\$502.53
14. Replace four (4) posts along perimeter fence; Replace 2 posts to right of entry gate (replace locking latch). Reinstall vertical sections in between in alignment. Re-brace existing gate and re-install. Install (6) 4"x4" posts with concrete to secure fence along rear property line.....	\$1,575.14
<b>ADA Accessibility- Bathroom</b>	
15. Install ADA Accessibility Grab Bars at tub in Master Bathroom and Hall Bathroom.....	\$149.02
16. Studless Grab Bar Fasteners (2) .....	\$100.00
<b>Interior</b>	
17. Remove Pin in Garage Door on Left. Straighten 1 <sup>st</sup> bracket bar and lubricate rollers in doors. ....	\$350.00
18. Remove/ Replace wood floor panels (4 areas) in Master Bedroom/Den/Living Room areas (owner provided Panels). .....	\$395.15
<b>Pest Control</b>	
19. Ant & Roach extermination one time applied, no on-going maintenance plan.....	\$225.00
<b>General Requirements</b> .....	\$2,703.49
<b>Administration Fee</b> .....	\$ 675.87
<b>Grand Total</b> .....	<b>\$10,138.09</b>

I/we understand that any changes to the above listed repairs/improvements must be discussed and approved by Fort Bend Habitat for Humanity and the City of Missouri City; and only those approved work will be completed.

  
\_\_\_\_\_  
APPLICANT SIGNATURE

12-13-18  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
CONSTRUCTION SUPERVISOR

12-14-18  
\_\_\_\_\_  
DATE

# T&W Services

1-888-551-9704

The Only Number You Need For Local Appliance Experts!

Date: Feb. 27, 2019

To: 1814 Allerton Drive,

Missouri City, Tx 77489

X \_\_\_\_\_  
Sign and Date when work is complete  
and value received  
Description

Issue with Range: Baking feature malfunctions and smells of gas leaking at random times		
Diagnosis: Control board and Touch pad is defective due to roach infestation and needs to be replaced. Four burner control knobs are missing and one burner knob is broken -(5)five burner knobs total need to be replaced. *Gas leak could not be duplicated while on site.		
Main Control Board \$235 Ui Touch Pad \$140 (5)Control Knobs \$65each- \$325		
Total Parts cost	\$700	
Labor	\$150	
Service Call	\$85	
Total	\$850	
Prepaid		
Balance Due Now	50% of total or Service charge	



Client: Cynthia Sessions Mathis  
Property: 1814 Alerton Drive  
Missouri City, TX 77489

Operator: SANTEX

Estimator: Christopher Linares  
Business: 4608 W. Walnut  
Pearland, TX 77581

Business: (832) 315-7620  
E-mail: chris@teamsantex.com

Date Entered: 4/11/2019 4:09 PM      Date Job Contracted:  
Date Job Began:                                      Date Job Completed:

Price List: TXHO7R\_APR19  
Labor Efficiency: Remodel  
Estimate: 2018-11-07-199FLOOR

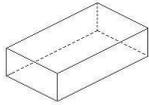
Understanding that there is a possibility of errors and/or omission, **Santex Construction, LLC** reserves the rights to amend this estimate as needed for market and/or unit cost change. This estimate is designed to provide comparative pricing information for restoration service and remodel of subject property in accordance with all standards for compliance set forth by the **Texas Building Code**. Any additional findings included but not limited to hidden or additional damages not seen at the time of this estimate will be amended and processed by supplement and/or change order format. No warranties on price, cost, omissions and/or liabilities can be assumed by **Santex Construction, LLC and/or their estimators**.



2018-11-07-199FLOOR

Room: Formal Living Room

LxWxH 14' x 12' x 8'



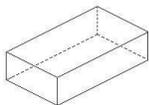
416.00 SF Walls	168.00 SF Ceiling
584.00 SF Walls & Ceiling	168.00 SF Floor
18.67 SY Flooring	52.00 LF Floor Perimeter
112.00 SF Long Wall	96.00 SF Short Wall
52.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
1. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
2. Remove Reducer strip - for wood flooring	12.00 LF	0.38	0.00	4.56
3. Remove Base shoe	52.00 LF	0.16	0.00	8.32
4. Remove Engineered wood flooring	168.00 SF	2.27	0.00	381.36
5. Remove glue over concrete substrate	168.00 SF	1.44	0.00	241.92
6. Floor leveling cement - Average	168.00 SF	0.00	1.98	332.64
7. Engineered wood flooring - floating	168.00 SF	0.00	9.83	1,651.44
8. Base shoe	52.00 LF	0.00	1.25	65.00
9. Stain & finish base shoe or quarter round	52.00 LF	0.00	1.08	56.16
10. Reducer strip - for wood flooring	12.00 LF	0.00	6.69	80.28

Room Totals: Formal Living Room	2,895.24
---------------------------------	----------

Room: Dining Room

LxWxH 12' x 12' x 8'



384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
96.00 SF Long Wall	96.00 SF Short Wall
48.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
11. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
12. Remove Base shoe	48.00 LF	0.16	0.00	7.68
13. Remove Engineered wood flooring	144.00 SF	2.27	0.00	326.88

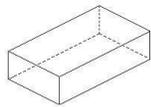


**CONTINUED - Dining Room**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
14. Remove glue over concrete substrate	144.00 SF	1.44	0.00	207.36
15. Floor leveling cement - Average	144.00 SF	0.00	1.98	285.12
16. Engineered wood flooring - floating	144.00 SF	0.00	9.83	1,415.52
17. Base shoe	48.00 LF	0.00	1.25	60.00
18. Stain & finish base shoe or quarter round	48.00 LF	0.00	1.08	51.84
Room Totals: Dining Room				2,427.96

**Room: Family Room**

**LxWxH 23' x 18' x 8'**



656.00 SF Walls	414.00 SF Ceiling
1,070.00 SF Walls & Ceiling	414.00 SF Floor
46.00 SY Flooring	82.00 LF Floor Perimeter
184.00 SF Long Wall	144.00 SF Short Wall
82.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
19. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
20. Remove Reducer strip - for wood flooring	13.00 LF	0.38	0.00	4.94
21. Remove Base shoe	82.00 LF	0.16	0.00	13.12
22. Remove Engineered wood flooring	414.00 SF	2.27	0.00	939.78
23. Remove glue over concrete substrate	414.00 SF	1.44	0.00	596.16
24. Floor leveling cement - Average	414.00 SF	0.00	1.98	819.72
25. Engineered wood flooring - floating	414.00 SF	0.00	9.83	4,069.62
26. Base shoe	82.00 LF	0.00	1.25	102.50
27. Stain & finish base shoe or quarter round	82.00 LF	0.00	1.08	88.56
28. Reducer strip - for wood flooring	13.00 LF	0.00	6.69	86.97

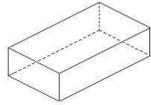
Room Totals: Family Room

6,794.93



**Room: Master Bedroom**

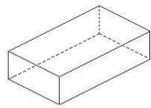
**LxWxH 10' x 10' x 8'**



320.00 SF Walls	100.00 SF Ceiling
420.00 SF Walls & Ceiling	100.00 SF Floor
11.11 SY Flooring	40.00 LF Floor Perimeter
80.00 SF Long Wall	80.00 SF Short Wall
40.00 LF Ceil. Perimeter	

**Subroom 1: Offset**

**LxWxH 14' x 12' x 8'**



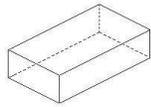
416.00 SF Walls	168.00 SF Ceiling
584.00 SF Walls & Ceiling	168.00 SF Floor
18.67 SY Flooring	52.00 LF Floor Perimeter
112.00 SF Long Wall	96.00 SF Short Wall
52.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
29. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
30. Remove Reducer strip - for wood flooring	6.00 LF	0.38	0.00	2.28
31. Remove Base shoe	92.00 LF	0.16	0.00	14.72
32. Remove Engineered wood flooring	268.00 SF	2.27	0.00	608.36
33. Remove glue over concrete substrate	268.00 SF	1.44	0.00	385.92
34. Floor leveling cement - Average	268.00 SF	0.00	1.98	530.64
35. Engineered wood flooring - floating	268.00 SF	0.00	9.83	2,634.44
36. Base shoe	92.00 LF	0.00	1.25	115.00
37. Stain & finish base shoe or quarter round	92.00 LF	0.00	1.08	99.36
38. Reducer strip - for wood flooring	6.00 LF	0.00	6.69	40.14
<b>Room Totals: Master Bedroom</b>				<b>4,504.42</b>



**Room: Bedroom 1**

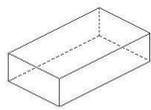
**LxWxH 12' x 10' x 8'**



352.00 SF Walls	120.00 SF Ceiling
472.00 SF Walls & Ceiling	120.00 SF Floor
13.33 SY Flooring	44.00 LF Floor Perimeter
96.00 SF Long Wall	80.00 SF Short Wall
44.00 LF Ceil. Perimeter	

**Subroom 1: Closet**

**LxWxH 5' x 5' x 8'**



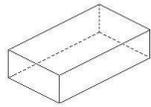
160.00 SF Walls	25.00 SF Ceiling
185.00 SF Walls & Ceiling	25.00 SF Floor
2.78 SY Flooring	20.00 LF Floor Perimeter
40.00 SF Long Wall	40.00 SF Short Wall
20.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
39. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
40. Remove Reducer strip - for wood flooring	12.00 LF	0.38	0.00	4.56
41. Remove Base shoe	64.00 LF	0.16	0.00	10.24
42. Remove Engineered wood flooring	145.00 SF	2.27	0.00	329.15
43. Remove glue over concrete substrate	145.00 SF	1.44	0.00	208.80
44. Floor leveling cement - Average	145.00 SF	0.00	1.98	287.10
45. Engineered wood flooring - floating	145.00 SF	0.00	9.83	1,425.35
46. Base shoe	64.00 LF	0.00	1.25	80.00
47. Stain & finish base shoe or quarter round	64.00 LF	0.00	1.08	69.12
48. Reducer strip - for wood flooring	12.00 LF	0.00	6.69	80.28
Room Totals: Bedroom 1				2,568.16



**Room: Bedroom 2**

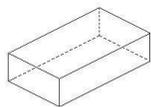
**LxWxH 12' x 10' x 8'**



352.00 SF Walls	120.00 SF Ceiling
472.00 SF Walls & Ceiling	120.00 SF Floor
13.33 SY Flooring	44.00 LF Floor Perimeter
96.00 SF Long Wall	80.00 SF Short Wall
44.00 LF Ceil. Perimeter	

**Subroom 1: Closet**

**LxWxH 12' x 10' x 8'**



352.00 SF Walls	120.00 SF Ceiling
472.00 SF Walls & Ceiling	120.00 SF Floor
13.33 SY Flooring	44.00 LF Floor Perimeter
96.00 SF Long Wall	80.00 SF Short Wall
44.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
49. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
50. Remove Reducer strip - for wood flooring	12.00 LF	0.38	0.00	4.56
51. Remove Base shoe	88.00 LF	0.16	0.00	14.08
52. Remove Engineered wood flooring	240.00 SF	2.27	0.00	544.80
53. Remove glue over concrete substrate	240.00 SF	1.44	0.00	345.60
54. Floor leveling cement - Average	240.00 SF	0.00	1.98	475.20
55. Engineered wood flooring - floating	240.00 SF	0.00	9.83	2,359.20
56. Base shoe	88.00 LF	0.00	1.25	110.00
57. Stain & finish base shoe or quarter round	88.00 LF	0.00	1.08	95.04
58. Reducer strip - for wood flooring	12.00 LF	0.00	6.69	80.28
<b>Room Totals: Bedroom 2</b>				<b>4,102.32</b>
<b>Line Item Totals: 2018-11-07-199FLOOR</b>				<b>23,293.03</b>



**Grand Total Areas:**

3,408.00 SF Walls	1,379.00 SF Ceiling	4,787.00 SF Walls and Ceiling
1,379.00 SF Floor	153.22 SY Flooring	426.00 LF Floor Perimeter
912.00 SF Long Wall	792.00 SF Short Wall	426.00 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

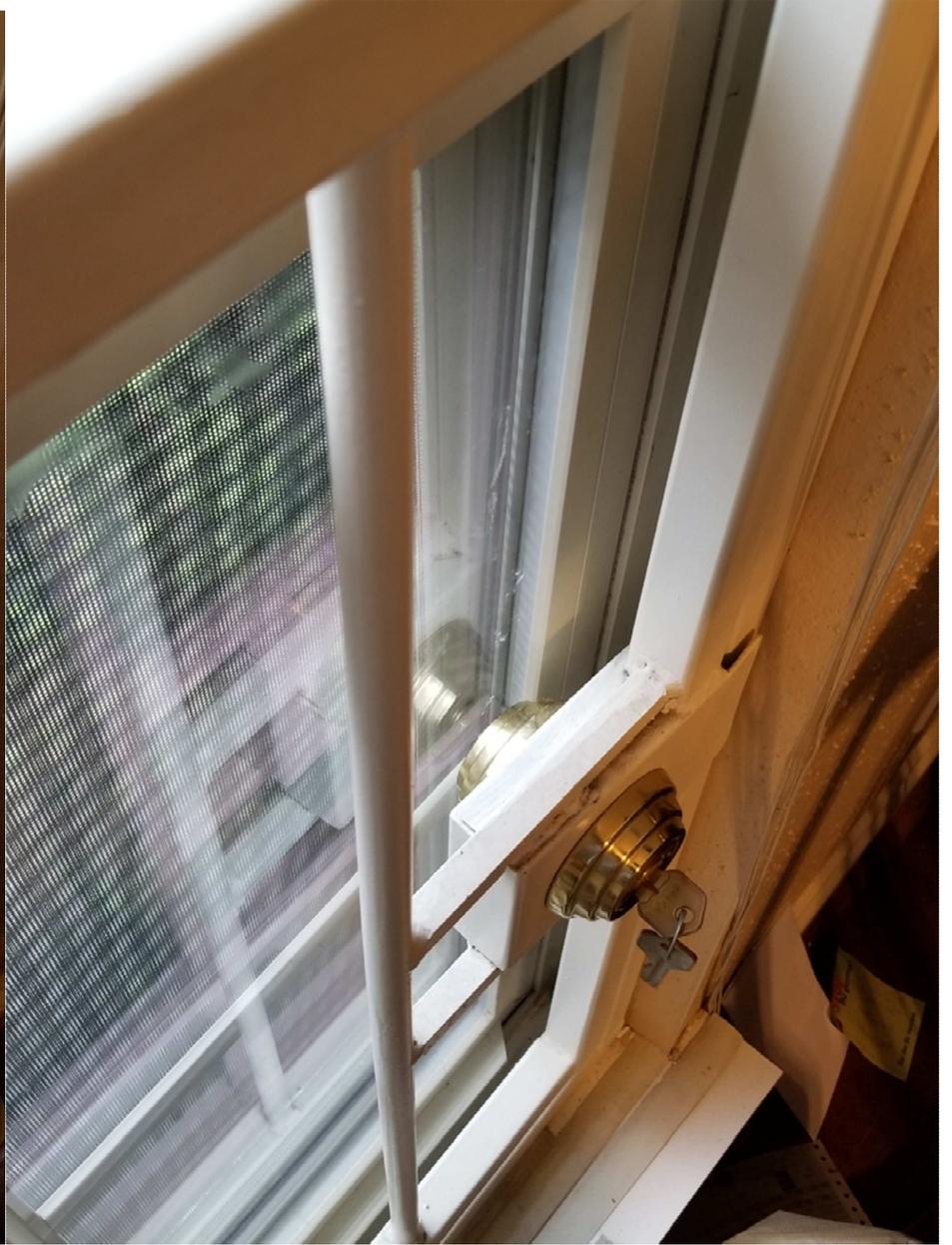


**Summary**

Line Item Total	23,293.03
General Requirments	4,658.61
<b>Grand Total</b>	<b>27,951.64</b>

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Christopher Linares



Cynthia Session-Mathis 1814 Allerton Dr., Missouri City, TX. 77489

**Current Windows with Burglar Bar**



Cynthia Session-Mathis 1814 Allerton Dr, Missouri City, TX. 77489

**Recommended Latches for Windows**



Cynthia Session-Mathis 1814 Allerton Dr., Missouri City, TX. 77489  
Resident Proposed Burglar Bar Security Measure



**Agenda Item Cover Memo  
May 2, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 3 (b). Housing Rehabilitation Program: Keith & LaShawn Cooper – Appliance Reimbursement Request  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

This item is a special request by Mr. & Mrs. Cooper under the CDBG Housing Rehabilitation Program for work performed at 2054 Summer Place Dr., Missouri City. Mr. & Mrs. Cooper have requested reimbursement for appliances in the amount of \$2,294.83.

**BACKGROUND**

The Coopers were participants of the CDBG PY14. Fifth-Ward was contracted to upgrade the electrical box in order to install a new HVAC unit. Around the 1<sup>st</sup> quarter of 2015, the residents informed staff of power outages and surges throughout their home.

In September of 2018 Fort Bend Habitat for Humanity was contracted to complete exterior and interior electrical repairs and replace the HVAC as an emergency project (\$9,100). The property passed City inspection November of 2018.

The homeowners are seeking reimbursement of costs to replace damaged appliances (invoiced at \$2,294.83), which included the purchase of a side-by-side refrigerator (\$1,099.99), gas convection range (\$799.99), and additional charges made in 2016 due to the work completed by Fifth Ward. A contractor's report from a 3<sup>rd</sup> party electrician has been enclosed.

In the last CDAC meeting, staff was advised to place this item on the next agenda, requesting that the owner supplied proof of damages by an electrical professional of the cause and effect.

**FISCAL ANALYSIS**

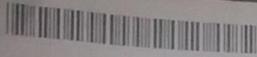
Administrative and program funding is provided through HUD.

**SUPPORTING MATERIALS**

1. Scope of Work (Fort Bend Habitat \$9,100)
2. Contractors Report
3. Appliance Invoice (\$2,294.83)

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC considers the Scope of Work and supportive documentation presented, and consider the request for reimbursement.



**INVOICE**

PLEASE REMIT TO:  
P. O. BOX 2358  
BEAUMONT, TEXAS 77704

INVOICE NUMBER: 028680239-001

INVOICE DATE: 01/30/2016

STORE NUMBER: 129

TAX LOCATION:

SOLD TO:  
COOPER, KEITH  
2054 SUMMER PLACE DR

SHIP TO:  
COOPER, KEITH  
2054 SUMMER PLACE DR

MISSOURI CITY TX 77489

MISSOURI CITY TX 77489

PHN 323/445-6664 WRK 281/980-0412 CEL 323/445-6664 SALESMAN NUMBER 36187

LINE	CODE	QTY	SKU	MODEL #	SERIAL #	DESCRIPTION	UNIT PRICE	AMOUNT
01	DL	1	S	RS25J500DSR		SXS REFRIGERATOR (SS)	1099.99	1,099.99
01	DL	1	S	WATERLINE INST WITH NO STUBB			149.99	149.99
01	DL	1	S	WX08X10006G		6' PEX IM HOOK-UP KIT	19.99	19.99
01	DL	1	S	UNCRATE AND DELIVER				.00
01	DL	1	S	NX58H5600SS		GAS CONVECTION RANGE (S	799.99	799.99
01	DL	1	S	NATURAL GAS INSTALLATION			19.99	19.99
01	DL	1	S	PM15X103		48" GAS RANGE INSTALL K	29.99	29.99
29	DL	1	S	UNCRATE AND DELIVER				.00
				DELIVERY		STANDARD DELIVERY CHARG	79.99	79.99
				UNCRATE AND DELIVER		PRICE CONCESSION		79.99
								.00

RETURN AND EXCHANGE POLICY ATTACHED  
THANK YOU FOR SHOPPING AT CONN'S

THANK YOU - WASHINGTON, BARBARA

EXPECTED DELIVERY DATE 01/31/2016

RECEIVED IN GOOD ORDER

**PAYMENT METHOD**

X

C	AMOUNT	NUMBER	SUB TOTAL
IY	2,294.83	APPROVED APPLICA 022399795	2,119.94
		TAX	174.89
		AMOUNT PAID	.00
		AMOUNT FINANCED	2,294.83
		C.O.D.	.00
		BALANCE DUE	.00

There is a \$50 deductible charged at the time of service for all Cell Phone replacements under RSA

SIGNED X \_\_\_\_\_ (BUYER) \_\_\_\_\_ (S.S.) DATE \_\_\_\_\_

THIS INVOICE IS DUE AND PAYABLE  
IN BEAUMONT, JEFFERSON COUNTY, TEXAS  
**CUSTOMER COPY**



## The City of Missouri City Housing Rehabilitation Program Homeowner Authorization & Scope of Work Agreement

**NAME:** Keith & Leshawn Cooper

**DATE:** September 5, 2018

**ADDRESS:** 2054 Summer Place Drive, Missouri City 77489

**CONTACT PHONE:** (323) 200-5609

**HOMEOWNER RESPONSIBILITY:** (1) To sign all the necessary documents so as to allow for the pulling of permits; (2) To move all household items out of the work area; and (3) To sign off on home inspections for work completed per the scope of work.

**CONTRACTOR RESPONSIBILITY:** (1) To sign all the necessary documents and pull the necessary permits; (2) To make homeowner aware of the work areas and advise them of all household items that needs to be moved and (3) To Complete the Scope of Work as described below and schedule Home inspections.

**SCOPE OF WORK:** The scope of work describes the tasks necessary to repair the home at the above address. Based on our previous inspection (s) of the property, we believe that the following repairs and/or improvements will be necessary and feasible within the maximum funding allowed as authorized by the Community Development Advisory Committee:

### Exterior- Electrical

#### **Outside Electrical Panel Breaker Replacements:**

- 1) Replace 15A breaker marked "kitchen and dining room" with new 20A GE breaker (appears to be #12)
- 2) (2) Install one small GE blank in upper left empty space in panel
- 3) Replace two SP 30A GE breakers with new 20A breakers,
- 4) There is one piece of 14-3 in the panel. Relocate these two 20A breakers so they are side-by-side, and replace w/ 15A breakers,
- 5) There's one other piece of 14-gauge wire in panel, but it's already on a 15A breaker,
- 6) Assure neutral bar and ground bar are bonded to each other as well as bonded to the panel,
- 7) (7) Tighten ground rod clamp
- 8) GE THQP115; GE THQP120; GE blank (or spare breaker)
- 9) Install 3 Ton Slab AC Evap. Coil and Condensing Unit, with associated wiring, breaker and disconnect. 10 year parts warranty; 1 year labor warranty.
- 10) Duct work and duct added replacement and plenum.
- 11) Flood light motion (allowance)/ Repair to working order; replace as last result.
- 12) Replace doorbell button

### Exterior/Interior: HVAC Unit

- 1) Once Electrical work is complete, test all HVAC components; repair and replace at cost not to exceed HUD allowed balance.

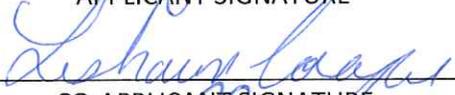
### Electrical Inside

- 1) Test and Repair electrical receptacles, switches as needed;
- 2) Ceiling Fan Den; test, repair light kit, 18" downrod (allowance).
- 3) Install Smoke Detectors where placed up to code, and Fire Extinguishers.

I/we understand that any changes to the above listed repairs/improvements must be discussed and approved by Fort Bend Habitat for Humanity and the City of Missouri City; and only those approved work will be completed.

  
\_\_\_\_\_  
APPLICANT SIGNATURE

7/5/18  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
CO-APPLICANT SIGNATURE

9/5/18  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
CONSTRUCTION SUPERVISOR

9/5/18  
\_\_\_\_\_  
DATE

Cesar Gonzalez

[gonzalezcaaagroup@gmail.com](mailto:gonzalezcaaagroup@gmail.com)

(832)216-3808

April 12,2019



GONZALEZ C AAA GROUP LLC

I Cesar Gonzalez, respond to a service call at 2054 Summer Place drive Missouri City, Texas 77489 on April 12, 2019. It was indicated to me by the home owner Mr. Cooper that he was having problems with his fuse box, and as a result numerous power surges ran throughout the house. For example, his light bulb blowing out, ceiling fan not working correctly, and major appliance damage. Mr. Cooper indicated to me that it had been like this for several weeks.

After inspecting the home it is my determination that city lines to the electrical box were crossed. As a result, this caused electrical damage throughout the home. And certain outlets were receiving 240 voltage instead of the appropriate voltage of 120. As an electrician It is my recommendation that the home should be re—inspected for pre-existing damages and rewiring issues to bring the entire home up to code.

For a further details, please see attached diagram.



GONZALEZ CAAA GROUP L

Diagram A shows the correct way to connect a three wire system. Both devices on L1 and L2 are receiving 120vac and will function properly.

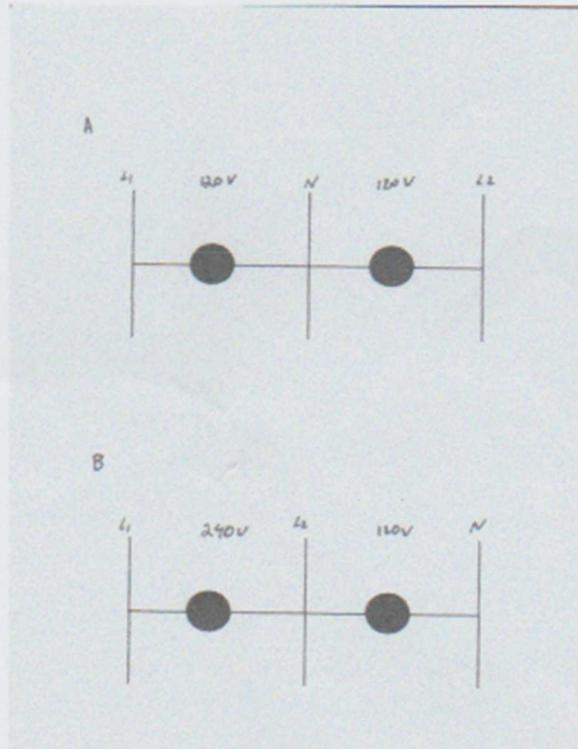


Diagram B shows how Mr & Ms Cooper panel was set up. When your system is improperly set up this way half of your devices will receive 240vac and will be damaged instantly. The other will act as normal or may begin to flicker do to the imbalance of your system.



**Agenda Item Cover Memo  
May 2, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 3 (c). Housing Rehabilitation Program: Alicia Blum Update  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

This item is in regards to Housing Rehab applicant Ms. Alicia Blum, under the CDBG Housing Rehabilitation Program for the project located at 2526 Creekway Circle, Missouri City. Ms. Blum was previously approved for funding for roof repairs, however, information has been recently obtained regarding the occupancy status and income of the participant.

**BACKGROUND**

While completing an inspection of Ms. Blum's property, Fort Bend Habitat for Humanity were greeted by individuals from Wisconsin renting Ms. Blum's property. After further research, an ad of the property was located on Airbnb.com. Ms. Blum's Airbnb profile states she joined in 2017 and lives in Houston; many of the reviews support the profile stating a family member lives on site. The Housing Rehabilitation Program Application specifically states *"The applicant must be a resident of Missouri City, Texas; must own and reside fulltime in the home; must be low-to moderate-income."*

Upon re-certifying Ms. Blum for the program in 2018, documentation of social security benefit income was provided however, no earnings from the AirBnb Corporation were submitted.

**FISCAL ANALYSIS**

Administrative and program funding is provided through HUD.

**SUPPORTING MATERIALS**

1. Airbnb Ad
2. Airbnb Profile

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC rescinds all prior approvals, based upon non-compliance of owner occupancy guidelines, and failure to report complete income information as required by HUD, unless the owner provides adequate information substantiating that said claims and information is not accurate, and that she has acted within all HUD and City guidelines of the CDBG Housing Rehabilitation Program.



[Overview](#) · [Reviews](#) · [The Host](#) · [Location](#) · [Policies](#)



## Beautiful Cozy House

Missouri City



Alicia

This home is on people's minds.  
It's been viewed 229 times in the past week.

### 🏠 Entire house

6 guests 3 bedrooms 3 beds 2 baths

### 📍 Great check-in experience

95% of recent guests gave the check-in process a 5-star rating.

### 🌟 Alicia is a Superhost · Since 2018

“And the hosts were extremely accommodating.”

### 🔑 Self check-in

Check yourself in with the lockbox.

Located in a quiet neighborhood, in Missouri City and no back neighbors this warm home will welcome you with its cozy furniture, stone fireplace, fully equipped kitchen and warm comfortable baths.

### Contact host

### Amenities

🍴 Kitchen

🅑 Free parking on premises

♨️ Hot tub

📶 Wifi

[Show all 50 amenities](#)

### Sleeping arrangements

Overview · Reviews · The Host · Location · Policies

**Bedroom 1**  
1 queen bed

**Bedroom 2**  
1 queen bed, 1 air mattress

**Bedroom 3**  
1 queen bed

**Accessibility**

Well-lit path to entrance                      Step-free access to the bedroom

**Availability**

Updated today

May 2019							June 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

**53 Reviews**

Search reviews

- Accuracy    Location
- Communication                                      Check-in
- Cleanliness    Value

 **Alan**  
April 2019

Awesome host! Great communication! Great place!

 **Mallory**  
March 2019

Alicia's home is beautiful. The pool/backyard is AMAZING. She was super quick to respond to any of my questions/concerns. Tenant was a very kind man. Beds were all very comfortable. Safe neighborhood.

 **Dora**  
February 2019

This place was more than we expected. It was so cozy and relaxing. The kitchen had everything we could have needed. The hot tub and pool was amazing! Would return here as soon as we could. Communication with Alicia was always quick. She even met us

late that evening to instruct on the pool when we returned late from our dinner out.  
[Overview](#) · [Reviews](#) · [The Host](#) · [Location](#) · [Policies](#)  
Awesome place!! Very clean. The patio is an oasis

**Response from Alicia:**

Thank you for sharing with us your thoughts and wonderful memories spent during your stay at the Beautiful Cozy House. Hope you come back to visit us again!

February 2019

**J**

January 2019

Look no further for a great place to stay near Houston! The nicest hosts you can imagine, and a beautiful jewel of a home with a heated pool. We stayed for 3 weeks and loved it!

**Response from Alicia:**

Thank you for your kind words Janie. Reach out to us on your next trip to Houston.

January 2019

**Vicki**

December 2018

This is a nice home with several rooms. The pool and hot tub are very nice. Be sure and let your host know to turn it on before you arrive so it can be warmed up. If not, it can take hours to get warm. I did not read everything as well as I should, there is an attached garage, you can not use and a family member that lives in it. It was changed to a suite. It is not the entire home just for you, it is possible, the other family member could be residing there while you are as well. Overall, we enjoyed our stay.

**Response from Alicia:**

We always appreciate the comments and personal experiences of our guests. Happy to read you enjoyed your stay. You are right in saying that you did not read well everything that is written, because if so you would have known with all confidence that the house, the backyard and the Swimming Pool is independent and is not shared with anyone.

December 2018

**Jessica**

December 2018

A little gem tucked away. Great house, beautiful pool area, great communication with host.

**Jill**

December 2018

A great stay! Alicia is so helpful. The house is cozy (great pillows!) and the pool and hot tub are amazing. I'm not really planning on returning to Houston (sorry Houston), but if I was, I'd be staying at Alicia's place!

**Response from Alicia:**

Thank you for sharing your experience with us during your stay at the Beautiful Cozy House.

December 2018

1 2 3 ... 8 >

**Hosted by Alicia**

Houston, TX · Joined in March 2017  
[Overview](#) · [Reviews](#) · [The Host](#) · [Location](#) · [Policies](#)  
★ 65 Reviews ✨ Verified



Alicia is a **Superhost** · Superhosts are experienced, highly rated hosts who are committed to providing great stays for guests.



Languages: English, Deutsch, Español

Response rate: 100%

Response time: within an hour

Contact host

Always communicate through Airbnb · To protect your payment, never transfer money or communicate outside of the Airbnb website or app. [Learn more](#)

### About the home

When you stay in an Airbnb, you're staying in someone's home.

This is Alicia's place.



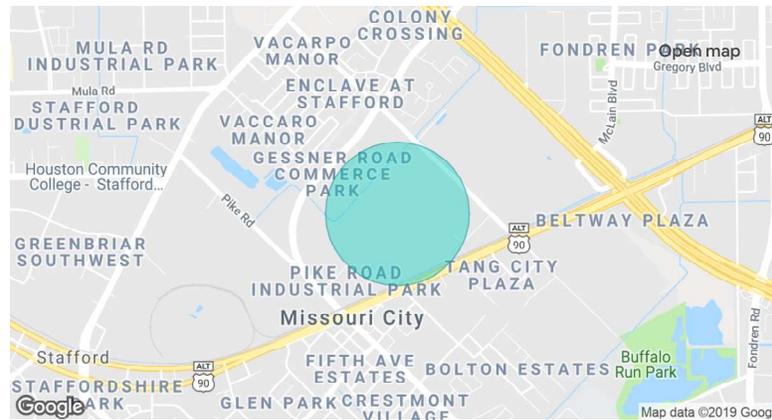
Adriana and Jose help host.



### The neighborhood

Alicia's home is located in Missouri City, Texas, United States.

- Very quiet and safe neighborhood with minimal traffic. 0 break-ins Pets friendly. Enjoy waking up in the morning with the sound of birds as if you were in the country side.
- Lake and Park -walking distance- walking trail and a Boat launching ramp and Fishing piers fishing -behind the property-
- (Happy to offer suggestions about other activities near by, let me know what you are interested to tell you which places you could visit)



Exact location information is provided after a booking is confirmed.

### Policies

#### House Rules

- No smoking, parties, or events
- Check-in is anytime after 3PM and check out by 10AM

Self check-in with lockbox  
[Overview](#) · [Reviews](#) · [The Host](#) · [Location](#) · [Policies](#)

---

### Cancellations

#### Strict - Free cancellation for 48 hours

After that, cancel up to 7 days before check-in and get a 50% refund, minus the service fee.

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[Report this listing](#)

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### Explore other options in and around Missouri City

More places to stay in Missouri City: [Apartments](#) · [Bed and breakfasts](#) · [Lofts](#) · [Villas](#) · [Condominiums](#)

Houston  
Scalo Ferroviario  
Jagungal Wilderness  
Cairo Governorate  
Monsireigne  
Altea Hills  
La Xara  
Gifford  
Glemsford

Galveston  
Eratap  
Fuentemilanos  
Kato Kefalari  
Malpica  
Collorec  
Niaqornat  
Malpartida de Plasencia  
Newburgh

---

**\$199** per night  
53

[Request to Book](#)



# A

Superhost

65 reviews

Verified

### Alicia provided

Government ID

Email address

Phone number

## Hi, I'm Alicia

Joined in 2017

Lives in Houston, TX

Speaks Deutsch, English, Español

Connected account

### Alicia's listings

**ENTIRE HOUSE · 3 BEDS**  
**Beautiful Cozy House**  
53 · Superhost

**ENTIRE CONDOMINIUM · 1 BED**  
**Beautiful Cozy Condo in the heart of TXMed Center**  
12 · Superhost

### 65 reviews

Stayed at Beautiful Cozy House

April 2019



El lugar es increíble, las atenciones así como la comunicación con Alicia es excelente siempre está al pendiente, el patio y la alberca una maravilla, las instalaciones y amenidades de la casa de lo mejor, el internet y el aire acondicionado excelente así como la iluminación. Es asombroso el lugar para pasar unos días en familia.

[Translate](#)



**Walter, Saltillo, Mexico**  
Joined in 2017 · Report

Stayed at Beautiful Cozy House

April 2019



Awesome host! Great communication! Great place!



**Alan, Duluth, MN**  
Joined in 2019 · Report

Stayed at Beautiful Cozy Condo in the heart of TXMed Center

April 2019



Great neighborhood and surrounding area. Try duck donuts... Place was awesome



**David, Garland, TX**  
Joined in 2017 · Report

Stayed at Beautiful Cozy House

April 2019



In Alicia's house , you will find a place that both allows you to take advantage of the central position, but also a comfortable nest that will make you stay home and enjoy the peaceful environment. Furthermore, the installations are easy of use and the house is well maintained. Alicia is quick to respond in case of a problem and just as quick to resolve the issue if there is one. Book it with your eyes closed, you won't regret it.



**Morgane, Belgium**  
Joined in 2018 · Report

Stayed at Beautiful Cozy House

March 2019



Has a quick 2 night stay before a cruise out of Galveston. House and everything was as pictured, the backyard is a fantastic area and we enjoyed it as much as possible during our time. Alicia was very quick to respond and checked on us constantly. We enjoyed our time and had no concerns with tenant in front apartment with noise or anything at all..



**Dave**  
Joined in 2014 · Report

Stayed at Beautiful Cozy Condo in the heart of TXMed Center

March 2019



Omg it's place is amazing I love everything in its place So Comfortable, Security everything u need just the best place



**Carlos, Yonkers, NY**  
Joined in 2018 · Report

Stayed at Beautiful Cozy House

March 2019



Alicia's home is beautiful. The pool/backyard is AMAZING. She was super quick to respond to any of my questions/concerns. Tenant was a very kind man. Beds were all very comfortable. Safe neighborhood.



**Mallory, La Crosse, WI**  
Joined in 2017 · Report

Stayed at Beautiful Cozy Condo in the heart of TXMed Center



March 2019

Great place. Thanks.



**William, Seattle, WA**  
Joined in 2017 · Report

Stayed at Beautiful Cozy Condo in the heart of TXMed Center



March 2019

loved Alicia and Joe, but the place is very old and was a bit smaller than anticipated.



**Grant, Houston, TX**  
Joined in 2019 · Report

Stayed at Beautiful Cozy Condo in the heart of TXMed Center



March 2019

The space was cleaned from top to bottom and Alicia was extremely prompt with any of our questions and concerns. Joe was able to get there relatively quick(within 15 minutes) when we needed assistance. Beautiful plantlife that gave fresh oxygen to the rooms!



**Grant, Houston, TX**  
Joined in 2019 · Report

Stayed at Beautiful Cozy Condo in the heart of TXMed Center



February 2019

There is no wonder Alicia is a super hostess. She is available at a moments notice to meet every need no matter how big or small. The place is modern and comfortable at the same time and had little touches for a family such as a pack n play and high chair for kids and coffee and snacks for adults. The bed is extremely comfortable and parking and pool have easy access. We would definitely recommend this place for people traveling to the area.



**Rachel, Seattle, WA**  
Joined in 2013 · Report

Response from Alicia

Thank you for your wonderful review Rachel!! am very happy to know that you were satisfied with all the arrangements and that your stay in...[Read more](#)

Stayed at Beautiful Cozy House



February 2019

This place was more than we expected. It was so cozy and relaxing. The kitchen had everything we could have needed. The hot tub and pool was amazing! Would return here as soon as we could. Communication with Alicia was always quick. She even met us late that evening to instruct on the pool when we returned late from our dinner out. Awesome place!! Very clean. The patio is an oasis



**Dora, Louisiana, United States**  
Joined in 2017 · Report

Response from Alicia

Thank you for sharing with us your thoughts and wonderful memories spent during your stay at the Beautiful Cozy House. Hope you come back to...  
[Read more](#)

Stayed at Beautiful Cozy Condo in the heart of TXMed Center



February 2019

Alicia is a wonderful host and her place It's an amazing place to stay. Communication was fast, she was flexible for the check-in and was very accommodating, taking care of every detail. Her place is clean, comfortable and nicely decorated. We enjoyed our time at her place and couldn't have asked for more. Definitely recommend staying at Alicia's place and we hope to stay here when we visit again.



**Adrian, Guatemala City, Guatemala**  
Joined in 2013 · Report

Response from Alicia

Adrian, Thank you so much for your nice feedback We hope to see you back soon!!

Stayed at Beautiful Cozy House



January 2019

Look no further for a great place to stay near Houston! The nicest hosts you can imagine, and a beautiful jewel of a home with a heated pool. We stayed for 3 weeks and loved it!



**J, Tolono, IL**  
Joined in 2018 · Report

Response from Alicia

Thank you for your kind words Janie. Reach out to us on your next trip to Houston.

Stayed at Beautiful Cozy Condo in the heart of TXMed Center



January 2019

Wonderful place to stay! Close to the Medical Center and lots of places to eat. The condo has so many homey touches and it is spotless. Will stay here again!



**Pamela, Waco, TX**  
Joined in 2015 · Report

Stayed at Beautiful Cozy House



December 2018

This is a nice home with several rooms. The pool and hot tub are very nice. Be sure and let your host know to turn it on before you arrive so it can be warmed up. If not, it can take hours to get warm. I did not read everything as well as I should, there is an attached garage, you can not use and a family member that lives in it. It was changed to a suite. It is not the entire home just for you, it is possible, the other family member could be residing there while you are as well. Overall, we enjoyed our stay.



**Vicki, Longview, TX**  
Joined in 2017 · Report

Response from Alicia

We always appreciate the comments and personal experiences of our guests. Happy to read you enjoyed your stay. You are right in saying...[Read more](#)

Stayed at Beautiful Cozy House



December 2018

A little gem tucked away. Great house, beautiful pool area, great communication with host.



**Jessica, Golden, CO**  
Joined in 2016 · Report

Stayed at Beautiful Cozy House



December 2018

A great stay! Alicia is so helpful. The house is cozy (great pillows!) and the pool and hot tub are amazing. I'm not really planning on returning to Houston (sorry Houston), but if I was, I'd be staying at Alicia's place!



**Jill, Leavenworth, WA**  
Joined in 2014 · Report

Response from Alicia

Thank you for sharing your experience with us during your stay at the Beautiful Cozy House.

Stayed at Beautiful Cozy Condo in the heart of TXMed Center



November 2018

Such a great space- and the host is even more amazing! Quick to connect and make sure my team was taken care of when we only booked just a day prior. Was such a great experience and we hope to stay again in the future!



**Ashley, Minneapolis, MN**  
Joined in 2018 · Report

Response from Alicia

Ashley, Thank you for sharing your experience with us. They were wonderful guests and I'm happy to hear they enjoyed their stay.

Stayed at Beautiful Cozy House



November 2018

Very gracious and kind hosts. I highly recommend this home as a place to stay for any trip to Houston!



**Amanda, Frisco, CO**  
Joined in 2018 · Report

[Show more reviews](#)

[Report this profile](#)



**Agenda Item Cover Memo  
May 2, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 4. Housing Study Scope of Work  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

This item allows the commencement of a comprehensive Housing Study for the City of Missouri City, TX. The results of this Housing Study will help decision-makers, stakeholders and community members develop a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy and policy decisions.

**BACKGROUND**

The Housing Study should provide a measured assessment of present and future unmet housing demand over the next 5 - 15 year period. As a result of the study, the City will have a detailed understanding of the existing housing market, as well as current and projected unmet housing needs. The study and subsequent plan will assist the City in financing resources offered through the U. S. Department of Housing and Urban Development and resources available from the State.

The report from the study will be available to all interested parties. In addition, the city will use the information from the study to develop the Annual Action Plans for the 2018-2023 Consolidated Housing and Community Development Plan (Con Plan). The Con Plan will serve as the strategic foundation for federal funding of housing initiatives for the next five years.

**FISCAL ANALYSIS**

Administrative and program funding is provided through HUD.

**SUPPORTING MATERIALS**

1. Housing Study Scope of Work Draft.

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC approve the Housing Study Scope of Work, with the intention to have the final product presented to the CDAC and Council by July 31, 2019.



## Housing Study

Requesting Consulting Services

Scope of Work Estimates

DUE: May 10, 2019

City of Missouri City, TX

Development Services Department  
CDGB

## Introduction

The City of Missouri City, TX is soliciting consultants for a comprehensive Housing Study for the City of Missouri City, TX. The results of this Housing Study will help decision-makers, stakeholders and community members develop a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy and policy decisions.

The study should provide a measured assessment of present and future unmet housing demand over the next 5, 10, and 15-year period. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions, allocation of City resources, and the most appropriate allocation of housing financing resources offered through the U. S. Department of Housing and Urban Development and resources available from the State. The study should suggest methods for positioning City of Missouri City's housing planning to promote an economically diverse community. Interested consultants should closely take into consideration recent plans adopted or completed by the City such as the 2017 Comprehensive Plan Update and the Regional Analysis of Impediments to Fair Housing Choice when performing the scope of work.

### **1. Rules:**

A Professional Services Contract will be awarded pursuant to the rules set forth in the City of Missouri City Purchasing Manual and subject to approval by the City Manager.

### **2. Reviewing of Scope Estimates received:**

All estimates must HUD/City professional services procurement requirements and conditions may be held by the City of Missouri City, TX upon the investigating of the qualifications of consultants, prior to the awarding of the contract.

### **3. Compliance with Applicable Laws:**

The contract shall be governed by and construed in accordance with the laws of the State of Texas.

The estimates must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations, as well as all HUD guidelines, policies and procurement procedures.

### **4. Questions:**

Any substantive questions regarding the estimate documents shall be referred to the City of Missouri City, TX, Development Services Department Attention: Otis Spriggs or Chalisa Dixon, Program Coordinator in writing.

**5. Ability and Experience:**

The City of Missouri City, TX will not award a contract to any consultant who cannot furnish satisfactory evidence of their ability and experience to perform the requested services.

The City of Missouri City, TX may make such investigations as it deems necessary to determine the above and a consultant shall furnish information requested in this regard.

**6. Conflict of Interest:**

The consultant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of City of Missouri City, TX Purchasing Manual concerning conflict of interest. The consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement.

No employee of the City of Missouri City, TX and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

DRAFT

**10. Place and Time**

Estimates will be received at the City of Missouri City, TX Purchasing Department 1522 Texas Parkway, Missouri City, TX, 77489 on or before Friday, May 10, 2019.

**Contract Terms and Conditions****Estimate Preparation**

The prospective consultant is to follow the instructions and requirements of the scope of work submission requirements in preparing and submitting its response to the scope estimate.

**Cost Liability**

The City of Missouri City assumes no responsibility and no liability for costs incurred relevant to the scope estimate by prospective consultants prior to issuance of a contract.

**Selection of Scope of Work**

The City of Missouri City shall award a professional consulting contract to the responsible prospective consultant whose scope estimate, is the most advantageous to the City of Missouri City, and meets the requirements as stated in the scope of work submission requirements.

DRAFT

The selected consultant will be required to sign a contract with the City of Missouri City, in which s/he accepts responsibility for the performance of services as stated in the submitted estimate and be prepared to commence work immediately upon execution of the signed contract and receipt of a Notice to Proceed.

### **Acceptance of Estimate Content**

The contents of the estimate of the successful consultant, in its entirety, shall form the basis of any contract that is awarded.

### **Successful Consultant Responsibilities**

The successful consultant will be required to assume sole responsibility for the complete project as required by this scope of work. The City of Missouri City will consider the successful consultant to be the sole point of contact with regard to contractual matters, whether or not subcontractors are used by the successful consultant for one or more parts of this project.

### **Subcontracting**

Subcontracting will be allowed for tasks required by this scope of work. Any intent to subcontract on the part of the prospective consultant must be specifically described in the scope estimate. The City of Missouri City reserves the right to approve the use of all subcontractors.

### **Ownership of Material**

All rights, titles to and ownership of all data, material, and documentation resulting from this project and/or prepared for the City pursuant to this contract shall remain exclusively with the City. The prospective consultant shall be paid for all service as will be specified in the contract.

### **Additional Requirements**

During the project's contract, the selected Consultant will attend all required meetings without additional compensation. In addition, the Consultant will meet with City partners at the start of the project and as necessary throughout the project to review recommendations and project status.

### **Price Change**

All prices shall be firm and not subject to increase during the period of this contract.

## **SCOPE OF WORK**

### **Primary Questions To Be Answered With This Study**

The Housing Study will at a minimum respond to the following eight questions.

1. What are the demographic and economic characteristics of households living in our community?
2. What can the City of Missouri City expect with respect to economic, employment, and population growth that will impact housing planning and policy decisions?
3. Based on market information, what is the nature and extent of short-to-mid- term housing need in our community? Price range? Affordable? New construction or rehab? Rental or Homeownership? Seniors? Families? Special Needs? Students? Young Professionals? New Immigrants?
4. Based on analysis of age and quality of current housing stock what are strategies for sustainability of older housing stock, and the viability and cost effectiveness of rehabilitation of older structures?
5. Is there a market for unsubsidized, market rate housing, and what are the City's strategic options for promoting or attracting market rate homeowners and renters?
6. What strategies and programs, existing or to be created, should the City of Missouri City pursue or provide for the development and/or redevelopment of necessary housing within the City?
7. How should the City maximize the use of public funds to support the potential housing market, and improve housing for all income levels and stabilize neighborhoods?
8. How does housing fit into the City of Missouri City economic growth; i.e. as a walk to work community; as a commuter community, etc.?

### **Service Area**

The area to be covered in this study is the City of Missouri City. Appropriate consideration should be given to the housing demands and availability within the surrounding metropolitan area and their effect on the local market.

### **Minimum Required Elements of the Study**

The Consultant selected to complete the study is free to develop specific methodology as it deems appropriate. However, the final document should, at a minimum, quantify the data elements (Use of 2010 and newer census data - from the American Community Survey - is required.) listed in 1 through 7 below. Citywide data must also be organized by census tracts and neighborhoods, and relevant information must be mapped so that we can better understand clusters of activity.

1. Existing housing stock
  - By tenure if data is available – rental, owned
  - By type – single, 2-family, triple decker, multi-family
  - By value – property values, rents
  - By age and condition (if information is available) Vacancy rates
  - Inventory of Assisted Housing
2. Sales activity and prices over last five years
  - By Neighborhood (City will provide neighborhood boundaries to successful proposer)
  - Type of building: single, 2-family, triple decker, multifamily Type of buyer – owner-occupier or investor
  - Foreclosure-related activity
3. Analysis of housing conditions data
  - Building Code violations – number and type annually Age and quality of existing housing
  - Site Window surveys must be performed to a minimum.
4. Data should be organized by
  - Neighborhoods or census tracts Household income
  - Household size
  - Tenure type
5. Demographics – now and future (5 yr, 10 yr, 15 yr)
  - Population by age Households by income, age, size
  - Estimated number of renter households at 50%, 60% and 80% of AMI and the supply of adequate housing for same, now and projected.
6. Economics
  - Anticipated local and regional employment trends and impact on local housing demand
  - Commuting patterns – employment and services (education, retail, health care)
7. Other Housing Elements
  - a. Housing affordability analysis (ie. comparison of rents to household income Housing affordability compared to other markets
  - b. Affordable housing inventory and utilization of Section 8 Housing Choice Vouchers

- c. Analysis of abandoned, vacant, and dilapidated residential properties  
Available land for housing development
- d. Senior/Assisted living options Special Needs housing
- e. Housing market turnover/sales data
- f. Building permit history (community's recent history of new construction and adaptive reuse)
- g. Rental market analysis including information on existing rental properties related to rents, vacancies and amenities. Include information on pending developments and rental housing needs.
- h. Senior and Family market analysis including information on existing properties related to rents, vacancies, services, amenities and resident profiles. Include information on pending developments.

## **STUDY PROCESS AND TIMELINE**

The City of Missouri City Housing Study will be overseen by the City of Missouri City Development Services Department, CDBG with input from community partners and the Community Development Advisory Committee.

The City will execute a contract with the selected firm before **Date: May 31, 2019.**

### **Community Input**

Communication with community stakeholders is important. Once chosen, the selected firm will meet with City officials, nonprofit housing developers and for profit housing developers to better define the results being sought and the methodology the firm will use.

The firm will provide preliminary findings to the Development Services Department and community stakeholders at which time refinements to the study can be requested.

The firm will provide a final report and presentation to the Development Services Department and community stakeholders.

The firm will provide a final report and presentation in a public community meeting.

### **Work Product**

The final report should be delivered to the community both as a PDF file and in hard copy consisting of 20 bound copies. An electronic copy of the public presentation materials should be provided as well.

All deliverables will become property of the City of Missouri City, TX.

### **Estimate Submission Requirements**

The name of the proposer and title of the project, City of Missouri City, TX Housing Study, must appear on the outside front cover of each estimate.

Scope of Work shall be due to the Purchasing Office on or before Friday, May 10, 2019.

Estimates are to be submitted to:

City of Missouri City, TX  
Financial Services/Purchasing Division  
1522 Texas Parkway  
Missouri City, TX. 77489

### **Non-price Estimate Contents**

The information submitted must include, but should not necessarily be limited to, the following items:

#### **1. Cover Letter**

A letter signed by an officer of the firm, binding the firm to all comments made in the estimate is required. Include a primary contact person for the estimate.

#### **2. Qualifications and Experience**

A description of the history, experience and qualifications of your firm and any proposed subcontractors to perform the Scope of Services. Please provide:

1. Names and addresses of all firms involved on the project (including subcontractors);
2. History, size and structure of firm(s)
3. Name(s) of principals in firm(s);

4. Identification of Principal in Charge, the Project Manager and the roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to project.
5. Describe other similar projects your firm has undertaken with contact information.
6. Listing of contracts currently under contract;
7. Contact information for references from similar projects

### **3. Approach to Scope of Work Estimate**

A detailed description of the approach to Scope of Work estimate is required. The City is seeking creative, proven techniques including clear, understandable written products suitable for a wide range of policy makers and community leaders.

### **4. Plan of Services/Timeline**

The Plan of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time. It is the City's goal to have this study completed by July 22, 2019. Proposers are invited to submit timelines with earlier completion dates.

### **5. City Resources Required**

A list of the resources, personnel, data, or other assistance which the proposer expects are required from the City in order to complete each task in the scope of work during the planned time period

### **6. References**

Provide three references from individuals familiar with your work.

### **7. Price Estimate Contents**

#### **a. Detailed Description of Costs**

Provide a total not-to-exceed fixed fee. The City seeks Scope of Work estimate that demonstrate maximum value and effectiveness.

#### **b. Detailed Cost Breakdown**

Provide a cost for each task identified in the Scope/Schedule and an estimate of manpower hours necessary to complete work. All cost assumptions must be

clearly documented in this portion of the submittal. Include a budget for direct expenses.

**c. Form for Price Estimate**

Complete and sign Scope of Work estimate.

**Minimum Evaluation Criteria**

In order to be reviewed, the estimate must be substantially complete, meet the Qualifications listed in the Scope of Work estimate and contain all necessary forms.

**QUALIFICATIONS:**

- § Proposer has 5 years of experience in Housing Planning
- § Team Leader for project must have a Minimum of a Master's Degree in Management, Community Planning, Urban Planning, Business Administration, or a related field.
- § Team Leader for project must have a minimum of 5 years of experience in housing needs assessments.

**Comparative Evaluation Criteria**

The Estimate will be reviewed by the City and ranked on the following criteria:

**1. Plan of Services:**

**Highly advantageous**

Estimate includes a detailed, creative, logical, and highly efficient scheme and schedule for addressing all of the required tasks.

**Advantageous**

The estimate includes a credible scheme for addressing all of the required tasks.

**Non-Advantageous**

The estimate is not sufficiently detailed to fully evaluate, or does not contain components necessary to address all the required tasks.

**Unacceptable**

The estimate does not include a plan of services.

**2. General Qualifications of Firm:**

**Highly Advantageous**

Firm has successfully completed two or more housing studies similar to that requested in this SCOPE OF WORK, has experience in working with communities of similar size

and demographics, and has a proven track record for completing projects on time, within budget, and on schedule.

**Advantageous**

Firm has completed one or more housing studies successfully and timely.

**Non-Advantageous**

Firm has no experience completing local housing studies, but has completed other local planning studies.

**Unacceptable**

Firm has no experience completing any local planning studies.

**3. Personnel and Resources to be utilized: Highly Advantageous**

Individuals from the proposed project team have experience with and have substantially contributed to the design and development of a housing study as described in this SCOPE OF WORK.

**Advantageous**

At least one individual from the proposed project team has contributed to or has experience with the design and development of a Housing Study.

**Non-Advantageous**

None of the proposed project team has substantially contributed to the design and development of a Housing Study, but at least one member has undertaken other planning studies.

**Unacceptable**

None of the proposed project team has worked on any local planning studies.

**Consultant Interviews**

Following evaluation of the submitted materials, at dates and times to be announced, the City may request the three (3) candidate firms that score highest based on the above-listed comparative evaluation criteria to make an oral presentation to the City evaluation team. The presentation must be made by the project manager (and key support team members) to be assigned to the work. Such presentation shall, as a general rule, be limited to approximately 30 minutes for presentation plus 30 minutes of questions.

Deadline for submission: On or before **May 10, 2019** at the Purchasing Dept. 1522 Texas Parkway, Missouri City, TX, 77489.

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature of person submitting contract/bid

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date



**Agenda Item Cover Memo  
May 2, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 5. Code Enforcement Report  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

The City of Missouri City PY 2018 is currently underway.

**BACKGROUND**

**Code Enforcement (PY18):** The PY 2018 Code Enforcement project is underway. To date, this program has expended \$37,731.96.

Code Enforcement did not provide a report.

**SUPPORTING MATERIALS**

1. CDBG Code Enforcement Report (*will be provided at the meeting if available*)



**Agenda Item Cover Memo  
May 2, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 6. CDBG Program Updates  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

The City of Missouri City is currently underway with its completing Program Years (PY) 2016 and commencing on 2017 projects.

**BACKGROUND**

**1. Housing Rehabilitation Update:**

**A. Viola Abrams Update: Fort Bend Habitat for Humanity, Inc.**

Homeowner is a previous year recipient who was approved to have a project scope of work completed at costs not exceed \$2,500.00 under Program Year 2015 funding (CDAC Meeting held 3/30/2017), for work not finished by a former contractor (Fifth Ward). This project has continued to this date (almost 3 years after project commencement), due to homeowner's dissatisfaction with workmanship. Staff enlisted Habitat for Humanities, the contractor, to complete the final three (3) punch-list items for this project, which have been accomplished. Still to-date staff is receiving calls of other scope of work issues. Staff is hoping to place closure on this contract due to influx of waitlist applicants.

**B. City of Missouri City FY 19 Allocation:**

The Fiscal Year (FY) 2019 budget for the Department of Housing and Urban Development has been enacted. The City full-year allocations for the Office of Community Planning and Development's (CPD) formula Community Development Block Grants Program (CDBG) for **FY 19** is **\$284,700**. The 2019 CDBG allocations were based on the July 1, 2017 population estimates and the 2012-2016 ACS data, whereas the 2018 allocations were based on the July 1, 2016 population estimates and the 2011-2015 ACS data. Missouri City's allocation increased by \$12,600. HUD also provided information regarding **Section 108 Guaranteed Loan Program** possible funding at **\$1,423,500** available for borrowing authority.

The City of Missouri City is undertaking the new budget cycle process which impacts this new allocation. Staff is recommending that the CDAC begins its process for allocating the budget make-up for the upcoming **Consolidated Plan Period (2018-2022)**.

Staff requests that the CDAC begins preliminary discussions regarding the upcoming Consolidated Plan Period and Action Plan projects to be prioritize over the course of the next three (3) months. The following sample budget parameters are suggested by staff for consideration and fine-tuning:

**Sample Budget: PY2018 (City FY 2019-2020)**

**Public Service Activities**

- Fort Bend Seniors Meals on Wheels
- Child Advocates
- Educational Scholarships
- Edison Art
- **New Agency(ies)**

**Funding Allocation (Cap: 15% of total funding)**

\$	
\$	
\$	
\$	
\$	
<b>Total:</b>	<b>\$ 42,705.00</b>

**Non-Public Service Activities**

- Community Dev. Project
- Parks
- Infrastructure
- Housing Rehabilitation
- Code Enforcement
- Administration (Cap: 20% of total funding):

**Funding Allocation**

\$	
\$	
\$	
\$	
\$	<u>47,000.00</u>
\$	<u>56,940.00</u>
<b>Total:</b>	<b>\$ 241,995.00</b>

**Grand Total: \$284,700.00**

**Section 108 Loan Program Activity (Example: Economic Development Project)**

- Budget: **\$1,423,500 (Max.)**

The above will be focused on in the next CDAC meeting.

**2. TX GLO Disaster Recovery Assistance:**

**Homeowner Assistance Program:** The TX GLO has approximately \$1 billion in community development block grant assistance available to homeowners with disaster rebuilding process. The stated funded program is designed to assist eligible homeowners in rehabilitating, reconstructing and elevating homes their homes after Hurricane Harvey; as well as temporary relocation assistance.

**Reimbursement Program:** Will provide \$100 million to allow homeowners to apply for reimbursement funds of up to \$50,000 for personal costs incurred to repair their home. To be eligible for this program, the home must have been the owner's primary residence; also all repairs must be completed prior to the submission of the application.

**3. Consolidated Plan 2018 -2022:**

Staff has begun the new Consolidated Plan development, which is due to HUD by August 15, 2019. The majority of the Plan will be performed in-house in the IDIS program module, supplemented by the allotted \$8,000 approved by the CDAC for consulting services. Staff will be providing engagement opportunities before the CDAC in the next three meetings.

**Possible upcoming meeting dates:**

May 16, 2019: CDAC Meeting- Topic: Consolidated Plan/Budget

May 30, 2019: CDAC Meeting- Topic: Consolidated Plan/Budget

**SUPPORTING MATERIALS**

- HUD Allocation Letter

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC receives listed updates by the Development Services Department.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

April 15, 2019

**City Secretary**  
**MAY 01 2019**  
**Missouri City, TX**

The Honorable Yolanda Ford  
Mayor of Missouri City  
1522 Texas Parkway  
Missouri City, TX 77489-2170

Dear Mayor Ford,

I am pleased to inform you of your jurisdiction’s Fiscal Year (FY) 2019 allocations for the Office of Community Planning and Development’s (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-6 on February 15, 2019, which includes FY 2019 funding for these programs. Your jurisdiction’s FY 2019 available amounts are as follows:

Community Development Block Grant (CDBG)	\$284,700
HOME Investment Partnerships (HOME)	\$ 0
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grant (ESG)	\$ 0
Housing Trust Fund (HTF)	\$ 0

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Additionally, several of these CPD funding sources may serve as important resources to leverage investments in any designated Opportunity Zones in your jurisdiction. Created by the 2017 Tax Cut and Jobs Act, the Opportunity Zone program will stimulate private investment in designated, low-income census tracts nationwide. CPD will publish further guidance on how funding available through the formula grant programs can be deployed to leverage Opportunity Zone financing.

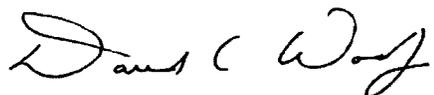
Based on the demographic requirements of designated Opportunity Zones, it is possible that your jurisdiction could use CDBG and Section 108 Guaranteed Loan Program funds to invest in infrastructure, assist existing businesses, or provide gap financing sources for real estate projects in these zones. Based on your jurisdiction’s CDBG allocation for this year, you also have \$1,423,500 in available Section 108 borrowing authority. Since Section 108 loans are federally-guaranteed, this

program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all of its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in black ink that reads "David C. Woll, Jr." in a cursive style.

David C. Woll, Jr.  
Assistant Secretary (Acting)



**Agenda Item Cover Memo  
May 2, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 6. Public Comment  
**Submitted by:** Chalisa G. Dixon, Community Development Coordinator

**SYNOPSIS**

This item allows the opportunity for the public to address the CDAC on agenda items or concerns not on the agenda--those wishing to speak must request permission from the Chair prior to the beginning of the meeting, and observe a three-minute time limit.

**BACKGROUND**

Per the Citizen Participation Plan, the City of Missouri City is committed to involving all residents in the development of its programs, especially those utilizing federal or state funds. During the first funding year of the Community Development Block Grant (CDBG) Program, the City of Missouri City established a Community Development Advisory Committee, with members appointed by the Mayor for the purpose of providing direction to the distribution of the CDBG funds. The CDAC is generally comprised of at least 2 City Councilmembers, 2 former City Councilmembers, and 4 City residents each representing a different quadrant of the City. Pertinent City staff members and the contract CDBG management consultant serve as non-voting members of the committee to provide information regarding CDBG and City regulations. Notices for all CDAC meetings are posted at least 72 hours in advance and meetings, held on weekday evenings, are open to the public.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

None

**STAFF'S RECOMMENDATION**

None