

# MEETING PACKET



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**Thursday, May 16, 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 16, 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. Consider approving the minutes from the May 2, 2019 Community Development Advisory Committee meeting.
3. Discuss the Housing Rehabilitation Program:
  - a) Santex Construction, LLC.
  - b) Cynthia Session-Mathis
4. Community Development Block Grant Program Updates:
  - a) Consolidated Plan Discussion
    1. Program Activities Prioritization
    2. Section 108 Loan Guarantee Program
    3. Other Grants (E.g., Choice Grant)
    4. Volunteer Services
    5. Program Year 2018 –Program Year 2019 Application Process
5. Public Comment.
6. 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 Edwards at 281.403.8541.**

### CERTIFICATION

I certify that a copy of the May 16, 2019, agenda of items to be considered by the Missouri City Community Development Advisory Committee was posted on the City Hall bulletin board on: 5/13/2019 at 3:55pm

  
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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 \_\_\_\_\_, 2019.

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**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
DRAFT MEETING MINUTES**

**May 2, 2019, 6:00 PM**

The Community Development Advisory Committee met on Monday, May 2, 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
- Bertha Eugene, Committee member
- Reginald Pearson, Committee member

Absent were:

- Chris Preston, Mayor Pro Tem, Committee member
- Zelia Brown, Committee member

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; Cynthia Session-Mathis, Program Housing Rehab Recipient.

**1. Roll call.**

Chairperson Reiter called the meeting to order at 6:03 pm.

**2. APPROVAL OF THE January 29, 2019 MEETING MINUTES**

Chairperson Reiter called for a motion to accept the January 29, 2019 Community Development Advisory Committee meeting minutes.

**Motion:** Approval of the January 29, 2019 minutes.

**The vote as follows:**

**Ayes:** Chairperson Reiter; Committee member Rasmus; Councilmember, Committee member Boney; Committee member Pearson; Committee member Eugene.

**Nays:** None.

**The minutes were approved as corrected.**

### 3. HOUSING REHABILITATION PROGRAM

- a) Mathis – Scope of Work: Flooring, Oven and Window Security Bar mechanism.

Program Coordinator, Chalisa Dixon presented this item. Ms. Dixon informed that Ms. Session–Mathis was originally a participant of the program 2016 year. She was originally serviced through Habitat for Humanity, and currently being serviced through Santex Construction. There were items that were originally quoted and placed on the proposal that required CDAC, Community Development Advisory Committee, review.

Ms. Dixon informed that the cooktop in the kitchen was originally quoted for the replacement of the knobs and the inspection of the cooktop and oven instruments. Santex Construction performed an inspection and an infestation was identified which caused issues with the cooktop functionality. The control panel needed replacing; those services exceeded the original amount presented in the contract.

Ms. Dixon informed that there was an issue with the flooring. Originally, certain areas of flooring were quoted for replacement of the peeling hardwood floors. Santex Construction identified that the reason for the peeling was due to not having a moisture barrier between the concrete and the flooring. In the process of work throughout the house, some areas that were originally identified, started to expand due to continued moisture release and moving of furniture. Ms. Dixon informed that Santex Construction suggested to replace all of the flooring. Otherwise, the problem would still persist with a spot treatment.

Ms. Dixon informed that the burglar bars were another issue. Three windows in the home currently secured with double cylinder key locks. City inspectors identified that the locks would be a fire safety code violation. Santex Construction presented certain latches that would allow for a locking mechanism from the inside, however, not a key or security lock. Ms. Session-Mathis raised concerns about there not being a security lock. She, Ms. Session-Mathis presented options that would allow security from the exterior, with the freedom to exit in case of an emergency. Ms. Dixon informed that those items would be custom with retro fitting.

Chair Reiter asked if it would be covered by the program.

Ms. Dixon informed that it would still be a safety issue as far as exiting the property in case of an emergency. There was a concern about the locks being custom and not being covered by the program.

Director of Development Services, Otis Spriggs informed that the situation with code is a safety issue. The idea was to remove the keyed lock, and to provide a latch system. A couple of options were suggested.

Chair Reiter asked if the options worked.

Mr. Spriggs informed that the concern of the resident was if someone broke the window, they could reach around and unlatch it.

Committee member Pearson asked if the key was in the lock at all times.

Ms. Session-Mathis informed that the key was currently in the lock. If someone was to break in the window, they would be able to turn the key.

Committee member Pearson asked if prior to being made aware that it is out of code, has the key been kept to the side.

Ms. Session-Mathis informed that she kept the key in the lock; at times it would be removed. As far as having a quick access in case of a fire, she should not have to look for the key. A barrel bolt was proposed, which is like a chain that is on a door. It does not address the security aspect. Ms. Session-Mathis informed that she did not know that it was outside the scope of the program.

Mr. Spriggs informed that staff did not inform that it was outside of the scope of the program. As a priority, issues of life safety, roofing and climate control where homes could not be occupied, judgement calls have to be made on items like the keyed lock. The program has to move to the next projects that have been waiting in the que or several months. Projects have to be prioritized according to home deterioration and health and safety needs.

Committee member Pearson informed that when the term "being custom" is applied, it meant that it deviates from the stock options.

Ms. Dixon added, "That it is not an off-the-shelf product."

Committee member Pearson confirmed, "Yes." Any modifications that would have to be welded and modified, is where the customization comes in.

Ms. Session-Mathis informed that the recommendations she proposed were researched by herself.

Chair Reiter asked Ms. Session-Mathis if she understood by law, the Committee is restricted to \$20,000 per applicant.

Ms. Session-Mathis replied, "No, I did not know that."

Ms. Dixon informed that the repair of the stove exceeded the cost of replacement. The repair was \$850; to replace was \$578. Prior to signing the contract, Ms. Session-Mathis was presented with an option for a new stove. However, the stove presented was black or white and the current stove is stainless steel. Ms. Session-Mathis wanted something of the same caliber; however, the program does not allow that option. It allows for a working stove.

Ms. Session-Mathis asked if there was a restriction that would not allow for the stainless steel.

Ms. Dixon informed that like the customization of the previous item, it is more of a builder's grade. The program would pay for builder's grade appliances.

Ms. Session-Mathis informed that her other appliances were stainless steel and that was her reason for wanting a stainless steel stove.

Committee member Pearson informed that was understood, however, there are guidelines that had to be followed. A decision had to be made. Based on the color, it was understood that Ms. Session-Mathis had stainless steel. Committee member Boney asked Ms. Session-Mathis for her preference.

Ms. Session-Mathis replied, "Repair."

Committee member Boney informed that that exceeded the replacement cost. Due to the guidelines, it would not work.

Committee member Pearson informed that either the Committee denied all together, or Ms. Session-Mathis had to select a replacement.

Ms. Session-Mathis asked if she could pay the difference of \$300.

Committee member Pearson informed that he did not know if that was possible.

Ms. Dixon asked Ms. Session-Mathis if she meant for an upgraded stainless steel stove, or to repair her existing stove.

Ms. Session-Mathis replied, "They pay the \$500 and I pay the \$300."

Committee member Pearson asked Ms. Session-Mathis if she meant that they (CDBG) would pay the \$578 and she would pay the difference.

Mr. Spriggs informed that if the current stove was repaired, other issues could occur. There were not any guarantees on it. That would be his concern as a homeowner.

Ms. Session-Mathis asked Mr. Spriggs by guarantee, was he speaking about warranty.

Mr. Spriggs replied, "Right."

Ms. Session-Mathis asked if a year of warranty was provided.

Mr. Spriggs informed that there was a year of warranty for the repairs.

Committee member Pearson informed that it is an investment, so it would be an investment to have a new stove all together with a long warranty. Whether it was Ms. Session-Mathis' investment of additional funds or the program's, it was still an investment.

Mr. Spriggs informed that the preference of staff is to not have side deals where the owner and the program's contractor had a contract of additional work, with owner payment. Staff would need to speak with the City's Legal Department.

Ms. Session-Mathis informed that with the particular contract, they have had instances of owner provided money out of their pocket.

Mr. Spriggs informed that the owner had materials like paint that they made available for the repair, which was different.

Ms. Session-Mathis informed that it was still money out of pocket that was permitted.

Ms. Dixon informed that as far as the repair, repairing the cooktop, touchpad and replacement of the knobs, it could be an issue of liability.

Chairperson Reiter asked Ms. Session-Mathis what was most important of the stove, floor and burglar bars.

Ms. Session-Mathis asked if she could choose two.

Chairperson Reiter replied, "No, It would have to not exceed \$20,000".

Councilmember, Committee Member Boney informed Ms. Session-Mathis that with what was currently proposed, possibly three, but definitely only two rooms of new flooring.

Ms. Session-Mathis informed that she would not be opposed to carpet and/or tile instead of the flooring because of it being costly.

Councilmember, Committee member Boney asked staff if they could provide quotes for cheaper carpet and tile.

Mr. Spriggs informed that they would present the Committee with a plan B.

Councilmember, Committee member Boney informed to provide a plan B and C prior to going to carpet in case there is something in between.

Chairperson Reiter asked if that was a motion.

**Motion by:** Councilmember, Committee Member Boney moved to have staff provide quotes for alternative floor replacement at a lower cost.

**Second:** Committee Member Pearson.

Mr. Spriggs informed that if more was spent than the budget amount, funds from another fund year's allocations would be pulled.

Committee member Pearson informed Ms. Session-Mathis that she chose to not accept the stoves that the program would provide. That meant that she said "no" to that item. From the burglar bar situation, staff made a recommendation.

Ms. Session-Mathis informed that she said "no" to the recommendation of not repairing the oven, however, she would accept the knobs.

Mr. Spriggs informed that the expense of the knobs were currently in the budget and they could be replaced.

Mr. Spriggs informed that, from what was currently decided, flooring was the priority. Staff would provide quotes for a plan B and C.

Motion carried unanimously.

**The vote as follows:**

**Ayes:** Chairperson Reiter; Committee member Rasmus; Councilmember Boney; Committee member Pearson; Committee member Eugene.

**Nays:** None.

**The motion passed.**

b) Keith & LaShawn Cooper – Request for Electrical Reimbursement

Program Coordinator, Chalisa Dixon presented this item. Ms. Dixon informed that a special request was being made by the Coopers. It was presented to the Committee during the

previous meeting in regards to the appliance reimbursement. The Coopers were in program year 2014 with 5<sup>th</sup> Ward. Contractor 5<sup>th</sup> Ward completed some electrical repairs to their home for installing a HVAC unit. The electrical wiring was causing problems, as far as lights flickering on and off. The Cooper stated that surges and different things happening on the property were caused by the electrical work. The refrigerator and the stove were damaged. A receipt from Conn's was provided by the Coopers in the amount of \$2,294. They were seeking reimbursement for the replacement of the refrigerator and stove.

Ms. Dixon informed that the 3<sup>rd</sup> party contractor stated that the electrical lines were crossed in the box. Half of the home was pulling 240 watts, the other half was pulling 120 watts. Due to that surge, anything plugged into one side of the home would cause an overload.

Ms. Dixon informed that staff is asking the Committee to review the scope of work and information presented for a determination.

Ms. Dixon informed that the scope of work with Fort Bend Habitat for Humanity was \$9,100. The appliance invoice for the replacement of those items was \$2,294.

Chairperson Reiter informed that it seemed as if the Coopers should go after the contractors and not CDBG, Community Development Block Grant, and asked why they did not.

Ms. Dixon informed that it was unknown how the contractor ended with CDBG, which was Fifth Ward Community Development Corporation and if the Coopers was pursuing 5<sup>th</sup> Ward in regards to workmanship.

Chairperson Reiter informed that that would need to be found out.

Ms. Dixon informed that the Coopers returned to CDBG due to the contract being made through the program. 5<sup>th</sup> Ward was a subcontractor through CDBG.

Chairperson Reiter informed her suggestion would be that the Coopers would need to take the item to small claims court.

Councilmember, Committee Member Boney asked for his understanding, if it was an instance that occurred from a prior contractor, 5<sup>th</sup> Ward.

Mr. Spriggs informed that Fort Bend Habitat for Humanity came in to help with the emergency repairs to get the Coopers back into their home. The Coopers were asking for reimbursement for damages that happened prior.

Councilmember, Committee Member Boney informed that the Coopers should seek the reimbursement from the original contractor.

**Motion by:** Committee member Pearson moved to have Keith & LaShawn Cooper pursue reimbursement from 5<sup>th</sup> Ward contractors through small claims court.

**Second:** Vice Chairperson Rasmus

Motion carried unanimously.

**The vote as follows:**

**Ayes:** Chairperson Reiter; Committee member Rasmus; Councilmember, Committee member Boney; Committee member Pearson; Committee member Eugene.

**Nays:** None.

**The motion passed.**

- c) Alicia Blum – Request to meet with the CDAC, Scope of work exceeds allotted cap (Homeowner was not present).

Program Coordinator, Chalisa Dixon presented this item. Ms. Dixon informed that the roof and foundation repair were discussed during the previous CDAC meeting. The Committee decided to take the request of the homeowner to only repair the roof, in the amount of \$11,000. Fort Bend Habitat for Humanity was the contractor assigned to the property. Upon them inspecting the home, they were greeted by individuals who stated they were renters of the home. Due to investigation, it was discovered that the home was online as an Air BnB.

Ms. Dixon presented an ad of the Air BnB and the residence profile. The concern of staff was that the program requires for the resident to occupy the home full-time. Ms. Blum did not provide the additional income. Only the social security income was documented.

Chairperson Reiter asked if Ms. Blum qualified for the program.

Ms. Dixon informed that due to the two issues of Ms. Blum not living in the home and not fully disclosing income, she may not qualify.

Chairperson Reiter asked if any work had been started on the home.

Ms. Dixon replied, "No."

Mr. Spriggs informed that there was only a lead-based inspection.

Committee member Pearson informed that could result as fraud.

Mr. Spriggs informed that staff's recommendation was to rescind the previous approvals. A letter would be sent informing of noncompliance of requirements. If Ms. Blum wanted to prove that the claims were false, she would be able to.

Committee member Pearson asked if the claims are legitimate, Ms. Blum applied and she provided all the information, could reimbursement to the program be pursued for the money spent on the inspections.

Mr. Spriggs informed that anyone in violation of the HUD, Housing and Urban Development policy would be obligated to repay.

Assistant City Manager, Bill Atkinson asked for the cost of the inspections.

Ms. Dixon informed that it was \$350 for the lead-based inspection.

**Motion by:** Councilmember, Committee Member Boney moved to rescind all prior approvals based on noncompliance of the homeowner.

**Second:** Vice Chairperson Rasmus

Motion carried unanimously.

**The vote as follows:**

**Ayes:** Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Committee member Pearson; Committee member Eugene.

**Nays:** None.

**The motion passed.**

#### **4. CODE ENFORCEMENT REPORT**

Assistant City Manager, Bill Atkinson informed that they would be looking into the Air BnB issues through the Code Enforcement Task Force.

#### **5. CDBG PROGRAM UPDATES**

##### **b) Housing Study Scope of Work**

Program Coordinator, Chalisa Dixon presented this item. Ms. Dixon informed that originally when the housing study was presented as a RFP, Request for Proposal, staff was informed by the City's Finance Department that due to the cost of the study being under \$50,000, it could be presented as a scope of work and bid process.

Ms. Dixon informed that staff met with Committee member Zelia Brown. Ms. Brown reviewed the revised scope of work and was in agreement that most of the items identified were in consistent with what other cities were doing. Staff will present the study results to the CDAC and Council on or after June 31<sup>st</sup>.

**Motion by:** Committee member Boney moved to approve the housing study scope of work as presented.

**Second:** Committee Member Rasmus

Motion carried unanimously.

**The vote as follows:**

**Ayes:** Chairperson Reiter; Committee member Rasmus; Councilmember Boney; Committee member Pearson; Committee member Eugene.

**Nays:** None.

**The motion passed.**

Chairperson Reiter informed that as an update for CDBG, \$284,700 for the upcoming fiscal year would be received. Last year, \$272,000 was received. There was a slight increase.

Program Coordinator, Chalisa Dixon provided an update on Ms. Viola Abrams, who was a participant in program year 2015. There were a few items to address for the property. Fort Bend Habitat for Humanity was able to take care of those items. Ms. Abrams had issues to present to the Committee in regards to previous work that was conducted two years ago. Staff had a meeting scheduled to visit the property for investigation. Depending on the outcome, the case may be closed.

Ms. Dixon informed that FY19 allocations were received in the amount of \$284,700. In addition to the allocation, the program was reward \$1.4 million approximately through the Section 108 Loan Program. It is a program that HUD allows to assist with areas of decline within the program boundary. The rewarded amount would be used for the community, as in housing rehab and other items in regards to the program.

Mr. Spriggs informed that it would most likely be used towards economic development related projects.

Committee member Pearson informed that he had spoken to Anthony Snipes (City Manager) and Joe Esch (Economic Development Director) about ways to utilize the grant awards to enhance certain areas like 5<sup>th</sup> Street.

Chairperson Reiter informed that it would depend on the cost of it, if it is cheaper to issue bonds, or if the interest rate is such that it is cheaper to go with the reward. Staff will provide more information in the months to come.

Mr. Spriggs informed that staff would present pros and cons of the program.

Mr. Spriggs informed that staff asked if the Committee could review the provided input on a sample budget. The Committee would need to prioritize where the funding would go in the next consolidated plan year. There are four years to plan for in the time period.

Chairperson Reiter asked if the Committee could be provided with the current waiting list for housing rehab for the next meeting.

Staff replied, "Yes".

6. Public Comment: None.
7. Adjourn.

**Adjourn.**

Chairperson Reiter adjourned the meeting at 7:15 p.m.

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Eunice Reiter, Chairperson



**Agenda Item Cover Memo  
May 16, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 3(a). Santex Construction, LLC.  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

Santex Construction LLC was awarded a contract to provide housing rehabilitation services to eligible residents approved by Council during the October 15, 2018 Council meeting.

**BACKGROUND**

Santex Construction LLC has extensive experience in a variety of home repairs, remodels and builds, including disaster recovery. The key personal has over a decade of rehabilitation experience. The references provided praised their communication, professionalism and timeliness which are indispensable qualities as a construction company.

Santex Construction, LLC is working concurrently with Fort Bend Habitat for Humanity to facilitate the needs of the Housing Rehabilitation program.

In attendance from Santex Construction, LLC. is Javier Santos, President; Tara Santos, Senior Vice-President; Chris Linares, General Manager; and Brittany Santos, Project Coordinator.

**FISCAL ANALYSIS**

Administrative and program funding is provided through HUD.

**SUPPORTING MATERIALS**

- Santex Construction Contract
- 2017 Housing Rehabilitation Applicant List

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC conduct the requested discussion with Housing Rehab contractor Santex Construction, LLC.

**MASTER HOUSING REHABILITATION AGREEMENT**  
(Local Contract #18-248A)

**STATE OF TEXAS §**

**COUNTY OF FORT BEND §**

This MASTER HOUSING REHABILITATION AGREEMENT ("Agreement") is entered into as of this 1st day of November, 2018, between the CITY OF MISSOURI CITY, a body corporate and politic under the laws of the State of Texas, hereinafter referred to as "CITY," and SANTEX CONSTRUCTION, LLC hereinafter referred to as "CONTRACTOR," collectively referred to as the "Parties," for the provision of housing rehabilitation to eligible homes.

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) has provided Community Development Block Grant (CDBG) funds to local governments to address housing needs that primarily benefit low and moderate income persons; and

**WHEREAS**, the City has determined through its Consolidate Plan for CDBG funds to provide assistance to eligible homeowners within the City for the purpose of rehabilitating their homes in accordance with the CDBG criteria specifically described in Title I of the Housing and Community Development Act of 1974 (42 U.S.C. §530, et seq.); 24 CFR Part 570; and the City of Missouri City Owner-Occupied Housing Rehabilitation Program Guidelines; and

**WHEREAS**, the CONTRACTOR represents that it is fully capable of and qualified to provide housing rehabilitation to eligible homes in the CITY and the CONTRACTOR desires to perform the same;

NOW, THEREFORE, the CITY and the CONTRACTOR, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

**SECTION 1**  
**DEFINITIONS**

"Building Official" means the City Building Official and his or her designee.

"City" means the City of Missouri City, Texas.

"City Code" or "City Codes" means the applicable Missouri City Code, including, but not limited to, residential, building, plumbing, electrical, and energy conservation codes.

"Director" means the Director of the City Development Services Department or his or her designee.

"Eligible Home" means a single-family owner-occupied home that is eligible for Housing Rehabilitation under Program Guidelines.

"General Contractor" means the Contractor who is selected by the City to provide rehabilitation to an individual eligible home.

"Housing Rehabilitation" or "Rehabilitation" means the diverse scope of repair work needed to bring eligible homes into compliance with applicable City Codes; provide access to persons with disabilities; or result in the conservation or more efficient use of energy.

“Owner” shall mean the owner of a single-family home that is eligible for rehabilitation under the Program Guidelines.

“Program Guidelines mean the City of Missouri City Owner-Occupied Housing Rehabilitation Program Guidelines, attached hereto as Exhibit “A”.

“Rehabilitation Agreement” means a written agreement to be executed between the City, the Owner of an eligible home, and the General Contractor to provide rehabilitation to the Owner’s home, attached hereto as Exhibit “B,” and incorporated herein for all purposes.

## **SECTION 2 SCOPE OF AGREEMENT**

- 2.1. Following a competitive selection process, the CONTRACTOR has been selected to perform housing rehabilitation utilizing CDBG funds to eligible homes located within the City. At such time that the City desires to have rehabilitation work provided, the CONTRACTOR will be invited to submit an informal quote to provide housing rehabilitation to eligible homes based on a scope of work developed by the Building Official. The scope of work will vary depending upon the actual repair needs of each individual eligible home. A general scope of work that may be needed in connection with the rehabilitation of eligible homes may include the following: water, heating, electrical, plumbing and sewer repairs; insect and rodent extermination; repairs to deteriorated steps, walls, ceilings, floors, porches, roofs, down spouts, chimneys, and foundations; work on exterior walls, including painting, siding, windows and insulation, and demolition of deteriorated structures for the purpose of housing-related improvements to meet the special needs of handicapped persons and the elderly; repair or replace principle features, specifically, a kitchen stove or a refrigerator, if no such equipment exists in the residence, or if existing equipment is unsafe or unsanitary because of its basic condition; and lead-based paint abatement. Most of the homes that are eligible for housing rehabilitation services are at alteration level one, and do not require a comprehensive set of plans. Typical homes have three (3) bedrooms with one (1) bathroom and are approximately 1200-1600 square feet.
- 2.2 Before submitting a quote, the Contractor shall, by careful examination, satisfy himself as to the nature and location of the work, the character and quality of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the performance of the work, the general and local conditions, and all other matters, which can in any way affect the scope of work, if applicable. No information given by the City or any officials thereof, other than that contained in the quote documents, shall be binding upon the City.
- 2.3 The City will not include, for housing rehabilitation, any home where it has been determined by the City that the home cannot be reasonably rehabilitated within a maximum amount of \$10,000 per home grant allowance. This amount includes a ten percent (10%) administrative activity delivery cost that will be set aside for each eligible home that is to be rehabilitated. As such, the informal quote for the rehabilitation of each eligible home shall not exceed a prima facie quote in the amount of \$9,000. However, the City may, on a case-by-case basis, authorize rehabilitation of an eligible home for an additional amount, not to exceed, \$20,000.
- 2.4 The City will evaluate the submitted quotes, and the CONTRACTOR with the lowest responsible bid for the City, as determined by the City, will be awarded a contract to serve as the General Contractor for the rehabilitation of the eligible home. No selected General

Contractor will be authorized to perform housing rehabilitation on more than three (3) homes at any one given time.

- 2.5 The General Contractor shall be solely responsible for hiring and managing qualified workers and/or sub-contractors, as needed, to ensure that all work included in the scope of work is carried out in a timely manner and is completed in compliance with the Program Guidelines, HUD regulations, applicable City ordinances, including the 2015 International Residential Building Code, and, as applicable, Uniform Federal Accessibility Standards. The normal duration of each rehabilitation project is approximately 120 calendar days.
- 2.6 For each eligible home the CONTRACTOR is selected to rehabilitate, the CONTRACTOR shall be required to execute a Rehabilitation Agreement, in substantially the form attached hereto as Exhibit "A." No work shall commence, nor shall a notice to proceed be issued by the City until the parties have signed the Rehabilitation Agreement, and until after an "Applicant –Contractor Conference" is held.
- 2.7 The Applicant-Contractor Conference shall be attended by the City CDBG Coordinator, the Owner of the subject property, the General Contractor, and any applicable subcontractor(s). The Applicant-Contractor Conference shall allow the Owner and the General Contractor to review the scope of work, the time of performance, and warranties, and negotiate logistical arrangements needed to execute the scope of work, including, but not limited to, the General Contractor's use of utilities and other facilities at the applicant's property, moving or the offsite storage of furniture and personal belongings needed to provide the General Contractor with ready access to identified work areas, and any other matters related to steps necessary to ensure that the rehabilitation is completed in a timely manner. Both the General Contractor and the Applicant shall execute a copy of the scope of work, which shall include project details and expectations, and such executed scope of work shall become an addendum to the Rehabilitation Agreement. A copy of the executed scope of work must be provided to the Director before a notice to proceed may be issued. The City will issue a notice to proceed upon receipt of all required executed documents.
- 2.8 The General Contractor shall rehabilitate eligible homes at no charge to the Owner, in accordance with the scope of work, as directed by the City and the terms of the Rehabilitation Agreement, and in the chronological order that the City has provided the list of eligible properties to the General Contractor for completion.
- 2.9 The General Contractor shall be required to apply for residential building permits from the City for all work to be performed under the scope of work. The Building Official shall conduct a preconstruction meeting with the General Contractor in accordance with the City's standard permitting process. Furthermore, the General Contractor and his/her subcontractor(s) must possess trade and/or other professional licenses as may be required by the State of Texas and the City in order to perform such functions that are subject to licensing.
- 2.10 The General Contractor and all housing rehabilitation associated with the performance of the scope of work shall be subject to inspection by the City. Inspections will be made to ensure compliance with the terms of the Rehabilitation Agreement, Program Guidelines, and applicable local, state, and federal laws, ordinances, standards and regulations. The General Contractor shall, at all times, provide access to all work sites and disposal areas to the City. The Building Official will conduct a final inspection and issue final certification of completion.

- 2.11 The General Contractor shall provide information as requested by the City to complete all HUD required reports for compliance with Section 3 requirements. The General Contractor will work closely with the City, HUD and other applicable state and federal agencies to ensure that eligible housing rehabilitation and data documentation appropriately address concerns of the likely reimbursing agencies.
- 2.12 All requests for rehabilitation services under this Agreement are on an "as needed" basis. The CITY does not guarantee a minimum order of services. If applicable, no contract(s) will be awarded to any CONTRACTOR that has been debarred, suspended, excluded or ineligible for participation in federal assistance programs. In the event an awarded party or their subcontractor(s) become debarred, suspended, excluded or ineligible for participation in federal assistance programs after execution of this Agreement, this Agreement may be terminated without notice.

### **SECTION 3 TERM OF AGREEMENT**

This Agreement shall be for the period beginning on the date of execution of the Agreement through October 31, 2019. Upon completion of the term of this Agreement and upon adoption and approval of the owner-occupied housing rehabilitation program in the City's Annual Action Plan and CDBG funding, this Agreement may be renewed for three additional one-year options with the same terms and conditions. Additional federal regulations, laws of the State of Texas, and local ordinances may become applicable as changes occur.

### **SECTION 4 TERMINATION**

The CITY may terminate this Agreement at any time by giving thirty (30) days written notice to the CONTRACTOR. The CONTRACTOR may terminate this agreement upon thirty (30) days written notice to the CITY in the event the CITY has failed to pay the CONTRACTOR'S invoices. If the CONTRACTOR has been providing services in accordance with this Agreement, the CITY shall pay the CONTRACTOR all amounts due up to the time of termination.

### **SECTION 5 ADDRESS AND NOTICES AND COMMUNICATIONS**

The parties contemplate that they will engage in informal communications with respect to the subject matter of this Agreement. However, any formal notices or other communications ("Notice") required to be given by one party to the other party under this Agreement shall be given in writing addressed to the party to be notified at the address set forth below for such party, (i) by delivering the same in person, (ii) by depositing the same in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, or (iii) by depositing the same with a nationally recognized courier service guaranteeing "next day delivery," addressed to the party to be notified, (iv) by sending the same by telefax with confirming copy sent by mail, or (v) by sending the same by electronic mail with confirming copy sent by mail. Notice deposited in the United States mail in the manner hereinabove described shall be deemed effective from and after the date of such deposit. Notice given in any other manner shall be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties, until changed by providing written notice in accordance hereunder, shall be as follows:

All notices and communications under this Agreement shall be mailed to the CONTRACTOR at the following address:

Santex Construction, LLC  
ATTN: Javier L. Santos  
4608 W. Walnut  
Pearland, TX 77581  
832-434-5883  
[javier@teamsantex.com](mailto:javier@teamsantex.com)

All notices and communications under this Agreement shall be sent to the CITY at the following address:

City of Missouri City  
1522 Texas Parkway  
Missouri City, Texas 77489  
281-403-8626

## **SECTION 6 SUCCESSORS AND ASSIGNS**

The CITY and the CONTRACTOR bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Neither the CITY nor the CONTRACTOR shall assign, sublet or transfer its or his interest in this Agreement without the written consent of the other, which consent will not be unreasonably withheld. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto.

## **SECTION 7 MEDIA**

Contact with the news media shall be the sole responsibility of the CITY. The CONTRACTOR shall under no circumstances release any material or information developed in the performance of its work hereunder without the express written permission of the CITY.

## **SECTION 8 MODIFICATIONS**

This instrument contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect, except for a subsequent modification in writing signed by both parties hereto.

## **SECTION 9 FISCAL FUNDING**

The CITY'S fiscal year is October 1<sup>st</sup> through September 30<sup>th</sup>.

If this contract extends beyond September 30<sup>th</sup>, there shall be a fiscal funding out. If, for any reason, funds are not appropriated to continue the contract in the new fiscal year, said contract shall become null and void on the last day of the current appropriation of funds. Contract will then be terminated without penalty of any kind or form to the CITY.

## SECTION 10 INSURANCE REQUIREMENTS

A current certificate of liability insurance is required to be submitted to the Purchasing Office before the CITY will enter into a Rehabilitation Agreement with the CONTRACTOR. The certificate of insurance shall be an attachment to the Rehabilitation Agreement, and shall be incorporated therein for all purposes.

### POLICY REQUIREMENTS

The CONTRACTOR and all subcontractors performing work for the CONTRACTOR under this Agreement shall furnish a completed insurance certificate to the CITY prior to the execution of this Agreement, which shall be completed by an agent authorized to bind the named underwriter(s) for coverage, limits, and termination provisions shown thereon, and which shall contain the following:

- (a) Worker's Compensation: Workers' Compensation Insurance with statutory limits as required by the State of Texas and Employer's Liability with minimum limits of \$1,000,000 each accident and each employee;
- (b) Commercial General Liability: General Liability Coverage with minimum limits of \$1,000,000 each occurrence, \$2,000,000 in aggregate;
- (c) Automobile Liability: Automobile Liability Insurance that provides coverage for owned, hired, and non-owned automobiles. Liability limits shall be \$1,000,000 combined single limit each accident for bodily injury and property damage; and
- (d) Professional Liability (Errors and Omissions): Coverage Amount \$1,000,000 per occurrence and \$1,000,000 annual aggregate.

The CITY shall be entitled, upon request and without expense, to receive copies of the certificate of insurance and the required policies and endorsements.

The CONTRACTOR agrees, with respect to the above required insurance, that all insurance contracts and certificate(s) of insurance will contain and state, in writing, on the certificate or its attachment, the following required provisions:

- (a) The CONTRACTOR shall notify the CITY of any change in the required coverage or cancellation, and shall give such notices not less than 30 days prior to the change or cancellation. The CONTRACTOR shall provide a replacement CERTIFICATE OF INSURANCE prior to such change or cancellation;
- (b) Provide for an endorsement that the "other insurance" clause or provision shall not apply to the CITY where the CITY is shown as an additional insured on the policy;
- (c) Provide for notice to the CITY at the address shown in this Agreement;
- (d) The CONTRACTOR agrees to waive all the CONTRACTOR'S, its officers, employees, agents, assigns, and successors' rights of subrogation against the CITY, its officers, employees, and elected representatives for injuries, death, property damage, or other loss covered by insurance and the CONTRACTOR will provide a waiver of subrogation endorsement against the CITY. The CITY must be named or listed on the endorsement; and

(e) The CITY, its elected and appointed officials, employees and agents shall be listed as additional insured to the required coverage. All coverage specified shall remain in effect during the term of this Agreement. No cancellation of or changes to the certificates, the policies or endorsements may be made without thirty (30) days prior written notification to the CITY. Any termination of coverage without replacement shall result in immediate termination of this Agreement.

**COVERAGES SHALL BE WITH A COMPANY (WITH AT LEAST AN A- BEST RATING) ACCEPTABLE TO THE CITY PURCHASING AND RISK MANAGEMENT DEPARTMENT AND A COPY OF THE CERTIFICATE OF COVERAGE SHALL BE DELIVERED TO THE CITY ON OR BEFORE THE DATE OF THIS AGREEMENT.**

### NOTICES

All notices shall be given to the CITY at the following address:

City of Missouri City  
Purchasing and Risk Management  
Attn: Ireyan J. Clark-Sam, Senior Contracts & Procurement Analyst  
1522 Texas Parkway  
Missouri City, Texas 77489

### **APPROVAL**

Approval, disapproval, or failure to act by the CITY regarding any insurance supplied by the CONTRACTOR shall not relieve the CONTRACTOR of full responsibility or liability for damages and accidents as set forth in the contract documents. Neither shall the bankruptcy, insolvency, or denial of liability by the insurance company exonerate the CONTRACTOR from liability.

### **SECTION 11 CHOICE OF LAW**

This Agreement shall be governed by the laws of the State of Texas, except for the conflict of law provisions, with venue in Fort Bend County, Texas and the CONTRACTOR hereby consents to such jurisdiction and venue.

### **SECTION 12 EQUAL OPPORTUNITY**

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, or national origin.

**SECTION 13**  
**SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968**

Contractor agrees to comply with 24 CFR 135.38. See the following page.

Code of Federal Regulations

Title 24. Housing and Urban Development

Subtitle B. Regulations Relating to Housing and Urban Development

Chapter I. Office of Assistant Secretary for Equal Opportunity, Department of Housing and Urban Development (Refs & Annos)

Subchapter B. Employment and Business Opportunity

Part 135. Economic Opportunities for Low- and Very Low-Income Persons (Refs & Annos)

Subpart B. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns

24 C.F.R. § 135.38

§ 135.38 Section 3 clause.

Currentness

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

SOURCE: 59 FR 33880, June 30, 1994; 61 FR 5206, Feb. 9, 1996, unless otherwise noted.

AUTHORITY: 12 U.S.C. 1701u; 42 U.S.C. 3535(d).

Current through January 9, 2014; 79 FR 1606

**SECTION 14  
MERGER OR INTEGRATION**

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof; there are no other further written or oral understandings or agreements with respect hereto.

**SECTION 15  
MODIFICATION, ASSIGNMENT OR SUBCONTRACTING**

No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the CITY and the CONTRACTOR. Any alterations, additions or deletions to the terms of this Agreement, which are required by the enactment of legislation, regulations and directives are automatically incorporated into this Agreement on the date designated by law, regulation or directive.

**SECTION 16  
SEVERABILITY**

In the event that any provision(s) of this Agreement shall for any reason be held invalid, illegal, or unenforceable, the invalidity, illegality or unenforceability of that provision(s) shall not affect any other provision(s) of this Agreement, and it shall further be construed as if the invalid, illegal, or unenforceable provision(s) had never been a part of this Agreement.

**SECTION 17  
PROHIBITION ON BOYCOTTING ISRAEL**

Pursuant to Section 2270.002, Texas Government Code, the CITY may not enter into a contract for goods or services unless the contract contains a written verification that the contractor: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. By executing the House Bill 89 Verification Form, Exhibit B, attached hereto and incorporated herein for all purposes, CONTRACTOR verifies that CONTRACTOR does not boycott Israel and will not boycott Israel during the term of this Agreement.

**SECTION 18  
ENGAGING IN BUSINESS WITH SUDAN, IRAN OR FOREIGN TERRORIST  
ORGANIZATIONS PROHIBITED**

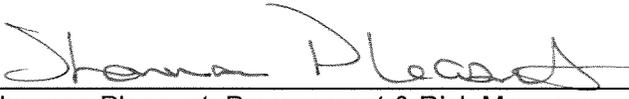
Pursuant to Section 2252.152, Texas Government Code, CONTRACTOR warrants, represents, and agrees that CONTRACTOR is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts as a company that engages in business with Sudan, Iran or a foreign terrorist organization.

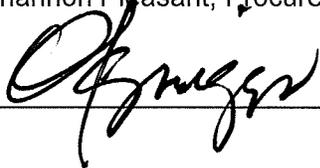
**SECTION 19  
CONTRACT SIGNATURE SHEET**

This document and the included exhibit, except for any terms and conditions attached to or included in the Scope of Work by the CONTRACTOR, is the entire Agreement and recites the full consideration between the parties, there being no other written or parole agreement.

IN WITNESS WHEREOF, the said CITY has lawfully caused these presents to be executed by the City Manager of said CITY, and the said CONTRACTOR, acting by its thereunto duly authorized representative, does now sign, execute and deliver this instrument.

Authorized by the City of Missouri City, Texas on the 5<sup>th</sup> day of November, 2018.

Reviewed by:   
Shannon Pleasant, Procurement & Risk Manager

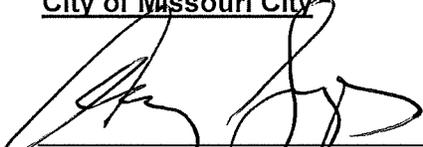
Director: 

**Santex Construction, LLC**

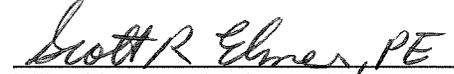
  
Javier L. Santos - Owner

11-02-18  
Date

**City of Missouri City**

  
Anthony J. Snipes - City Manager

11/5/18  
Date

  
~~Bill Atkinson - Assistant City Manager~~  
Scott Elmer, PE ACM

11-5-18  
Date



# 2017 Housing Rehabilitation

	Column1	Column2	Column6	Column8	Column9	Column10	Column122	Column13	Column15
	Name	File # (received)	Disabled	No. in HH	Income	Income Range	City, State, Zip	Address	Sent to Contractor
1	Evelyn Johnson	2/12/2018	Y	1	\$ 15,456	<=30%	Missouri City, TX 77489	3328 Palm Desert Ln	Santex
2	<del>Linda Londo McGuire</del>	<del>2/20/2018</del>	<del>Y</del>	<del>2</del>	<del>\$ 28,188</del>	<del>30.1%-50%</del>	<del>Missouri City, TX 77489</del>	<del>2055 Feather Ridge Dr</del>	<del>Habitat</del>
3	Mason L Vesser	3/2/2018	Elderly	1	\$ 1,995	<=30%	Missouri City, TX 77489	3506 Samuel Adams Ln	Habitat
4	Celestine Allums	2/24/2018	Y	1	\$ 34,000	30.1%-50%	Missouri City, TX 77489	1103 Manorglen Dr	Santex
5	Audra Harrison	2/24/2018	N	3	\$ 41,665	30.01%-50%	Missouri City, TX 77489	3423 Meadowview Dr	Habitat
	Brenda George Mackey Lang	2/24/2018	N	1	\$ 1,995	<=30%	Missouri City, TX 77489	3506 Samuel Adams Ln	Santex
6	Mozelle Simpson	2/26/2018	N	1	\$ 19,104	<=30%	Missouri City, TX 77489	647 Stephanie Dr	Habitat
7	Margo Bengé	2/27/2018	N	1	\$ 15,000	<=30%	Missouri City, TX 77489	2722 North Doral Dr	
8	Geraldine Jackson	2/27/2018	N	1	\$ 1,205	<=30%	Missouri City, TX 77489	1822 Kingman Dr	
9	Belinda G. Lovett	2/28/2018	N	1	\$ 34,000	30.1% -50%	Missouri City, TX 77489	1903 Eastfield Dr	
10	<del>Richard M. Trojanowski</del>	<del>2/28/2018</del>	<del>N</del>	<del>4</del>	<del>\$ 61,117</del>	<del>50.1%—80%</del>	<del>Missouri City, TX 77489</del>	<del>4415 Village View</del>	
11	<del>Birdie D. Canida</del>	<del>2/28/2018</del>	<del>N</del>	<del>2</del>	<del>\$ 38,070</del>	<del>30.1%-50%</del>	<del>Missouri City, TX 77489</del>	<del>2603 Oak Hill Dr</del>	
12	Phyllis Simpson	2/28/2018	Y	2	\$ 2,694	<=30%	Missouri City, TX 77489	1655 Meadow Green Dr	
13	Vesser Mason	3/2/2018	N	1	\$ 19,748	<=30%	Missouri City, TX 77489	906 Manorglen	
14	Zelda Dashiell	3/5/2018	N	2	\$ 30,710	30.1%-50%	Missouri City, TX 77489	1239 Birchstone Dr	

15	Patricia A. Ray	3/9/2018	N	1	\$ 24,203	30.1%-50%	Missouri City, TX 77489	12603 Kittybrook Ln	
16	<del>Carolyn Grace Ford</del>	<del>3/9/2018</del>	<del>N</del>	<del>3</del>	<del>\$ 119,671</del>		<del>Missouri City, TX 77489</del>	<del>1411 Green Mansions Ct</del>	
17	Edna Mayers	3/13/2018	Y	3	\$ 1,150	<=30%	Missouri City, TX 77489	1318 Gentle Bend Dr	
18	LuEthel Henry	3/13/2018	Y	1	\$ 1,225	<=30%	Missouri City, TX 77489	2726 Broadmoor Cir	
19	Bernice C. Jasper	3/15/2018	N	1	\$ 1,056	<=30%	Missouri City, TX 77489	1310 Cowden Court	
20	Cheryre Ann Jones	3/15/2018	N	1	\$ 35,728	30.1%-50%	Missouri City, TX 77489	11830 S. Marcia Cir	
21	<del>Milton &amp; Crystal Renee Lopez</del>	<del>3/16/2018</del>	<del>(2) Y / (2) N</del>	<del>4</del>	<del>\$ 110,000</del>	<del>50.1% - 80%</del>	<del>Missouri City, TX 77489</del>	<del>15431 W. Willowwind Cir</del>	
22	Belva J. Milton	3/20/2018	N	2	\$ 43,980	50.1% - 80%	Missouri City, TX 77489	2338 River Valley Dr	
23	<del>Thomas &amp; Glenda Amick</del>	<del>3/21/2018</del>	<del>N</del>	<del>2</del>	<del>\$ 48,000</del>	<del>50.1% - 80%</del>	<del>Missouri City, TX 77489</del>	<del>15423 W. Barbara Cir</del>	
24	<del>Sheila Neumann - Has Received Serv</del>	<del>3/27/2018</del>	<del>Y</del>	<del>1</del>	<del>\$ 13,200</del>	<del>&lt;=30%</del>	<del>Missouri City, TX 77489</del>	<del>3110 Southern Hills Dr</del>	
25	<del>Chantee' &amp; Nathan Hale</del>	<del>3/27/2018</del>	<del>N</del>	<del>3</del>	<del>\$ 916,710</del>	<del>50.01% - 80%</del>	<del>Missouri City, TX 77489</del>	<del>11779 N Evelyn Cir</del>	
26	Richard & Janice Gross	3/28/2018	N	2			Missouri City, TX 77489	2107 Heatherwood	



**Agenda Item Cover Memo  
May 16, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 3(b) 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, Ms. Mathis is currently being serviced by Santex Construction, LLC.

**BACKGROUND**

The Scope of Work included the removal/replace wood floor panels in master bedroom, den, and living room quoted at \$395.15, as the resident was to provide panels for the replacement. Upon further inspection, 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.

Staff was advised this problem would continue to persist in the future even should the original work scope areas are repaired. 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, however the submitted an estimate of \$27,951.54 exceed the \$20,000 allowed by HUD.

Santex has provided four (4) options of replacement flooring. The following estimates have been attached for the Committee's review:

1. Estimate for Carpet Flooring (\$13,047.50)
2. Estimate for Laminate Flooring (\$20,819.45)
3. Estimate for Tile Flooring (\$23,864.28)
4. Estimate for Vinyl Plank (\$19,760.38)

**FISCAL ANALYSIS**

Administrative and program funding is provided through HUD.

**SUPPORTING MATERIALS**

- Original Scope of Work Contract (\$10,138.09)
- Estimate for Carpet Flooring (\$13,047.50)
- Estimate for Laminate Flooring (\$20,819.45)
- Estimate for Tile Flooring (\$23,864.28)
- Estimate for Vinyl Plank (\$19,760.38)

## **STAFF'S RECOMMENDATION**

Staff recommends that the CDAC considers the original Scope of Work of \$10,138.09 and select a flooring option not to exceed \$20,000 maximum budget per HUD policies (difference of 9,861.91).

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



CITY OF MISSOURI CITY  
SANTEX CONSTRUCTION LLC

HOUSING REHABILITATION PROGRAM  
HOMEOWNER/CONTRACTOR PROVISION AGREEMENT

THIS AGREEMENT made and entered into this December day of 13, 2018, by and between Santex Construction, LLC, hereinafter called the "Contractor," whose mailing address is 4608 W. Walnut Pearland, TX. 77581, and Cynthia Session-Mathis, whose residence and project address is 1814 Allerton Dr. Missouri City, TX 77489, hereinafter called the "Owner." This agreement is in a form approved by the City of Missouri City, a home rule city under the laws of the State of Texas, a funder of this work, hereinafter referred to as the "Grantee."

WHEREAS, the Contractor proposes to execute certain rehabilitation work in accord with the Community Development Block Grant Program (CDBG), to include all labor, materials, equipment, and all appurtenances thereto, in a completed installation done in accordance with the Bid Proposal. The contract sum of which the City of Missouri City CDBG Program will provide no more than Ten Thousand One Hundred Thirty- Eight dollars (\$10,138.09) per household.

1. HOLD HARMLESS. Contractor shall agree to defend, indemnify, and hold harmless the Owner and, the City of Missouri City from liability and claim for damages because of bodily injury, death, property damage, sickness, disease or less and expense arising from Contractor's Performance under this agreement to install or construct housing rehabilitation to be paid for out of the proceeds of the Owner's rehabilitation loan. Contractor is acting in the capacity of an independent Contractor with respect to the Owner.

2. LIEN WAIVERS. Contractor agrees to protect, defend, and indemnify Owner from any claims for unpaid work. Labor, or materials with respect to Contractor's Performance. Final payment shall not be due until the Contractor has delivered to the Owner complete release of all liens for work completed arising out of Contractor's Performance or a receipt in full covering all labor and materials for which a lien could be filed or a bond satisfactory to the Owner indemnifying him against any lien.

3. CONTRACT AMOUNT AND WORK WRITE-UP. Furnish all labor, materials, supervision, and services necessary to do the work specified for Cynthia Session-Mathis, (1814 Allerton Dr. Missouri City, TX 77489) in the "work write-up" attached and made a part hereof for the total sum of no more than Ten Thousand One Hundred Thirty- Eight dollars and nine cents (\$10,138.09).

4. SCOPE OF WORK. Contractor acknowledges that it has prepared the Contractor's Proposal and that such proposal is accurate and consistent as to the name of Contractor, scope of work that the Contractor will undertake, and price. Contractor acknowledges the performance requirement established in the write up and warrants that all work undertaken will conform to said specifications.

5. TIME FOR PERFORMANCE. No work shall be commenced by the Contractor prior to receiving written Notice to Proceed from the City of Missouri City. Contractor agrees to start work within ten (10) calendar days after receipt of a written Notice to Proceed. If Contractor fails to commence work within forty-five (45) calendar of the date of the Owner's notification to commence, Owner shall have the right to terminate this Agreement. Such notice of termination shall be in writing. If completion is delayed for reasons beyond the Contractor's control, Contractor shall provide timely notice to the Owner of the reasons for such delay. If such good cause is claimed by the Contractor, it shall be Contractor's obligation to substantiate its claim by adequate documentation. In the event Contractor shall fail to complete work within the agreed upon period and fails to provide evidence of good cause for such delay, Owner shall have the right to declare Contractor in default. In such event, Owner shall be responsible for providing written notice to Contractor by registered mail of such default. If Contractor fails to remedy such default within fifteen (15) calendar days of such notice, Owner shall have the right to select a substitute Contractor. If the expense of finishing the work exceeds the unpaid balance on this Contract, the Contractor shall pay the difference to the Owner.

Upon completion and acceptance of the work, the Owner shall issue a Notice of Completion attached to the final payment request that he/she has accepted the work under the conditions of the Contract Documents. The entire balance found to be due the Contractor, but except such sums as may be lawfully retained by the Owner, shall be paid to the Contractor, within thirty (30) days of completion and acceptance of the work, if the Contractor has provided all required signed a Certification that all materials, laborers, and/or subcontractors have been paid in full.

6. OWNER'S RESPONSIBILITIES: The Owner shall: A. Permit the Contractor and /or its subcontractors to use, at no cost, existing utilities such as light, heat, power, and water necessary to the carrying out and completion of work. B. Cooperate with the Contractor and /or its subcontractors to facilitate the performance of the work, including the removal and replacements of rugs, coverings, and furnishings as necessary. C. Abide by the terms of this contract and allow the rehabilitation to be carried out in accordance with local codes and federal regulations. This includes not undertaking, altering or contracting for the services of another party to complete any of the work specified in the "Work Write-up" unless the "Work Write-up" specifically authorizes the owner to complete a specified item or supply specified materials.

7. LEAD-BASED PAINT AND ASBESTOS. (1) The Contractor shall not use or subcontract to a Contractor that uses lead-based paint having more than 6/100 of 1% lead content by weight in the performance of this contract. (2) Contractors shall comply with the provisions of 29 CFR Part 1926(OHSA), governing the protection of workers disturbing lead painted surfaces.

8. CHANGE ORDERS. Owner and Contractor expressly agree that no material changes or alterations in the description of work or price provided above shall be made unless in writing and mutually agreed to by both parties and authorized by the City of Missouri City.

9. PERMITS AND CODES. Contractor agrees to secure and pay for all necessary permits and licenses required for Contractor's Performance and to adhere to applicable local codes and requirements whether or not covered by the specifications and drawings for the work, including any Contractor/ Subcontractor registration requirements.

10. WARRANTY. For good and valuable consideration, Contractor hereby agrees to provide a full one-year warranty to the Owner, which shall extend to subsequent owners of the property to be improved. The warranty shall provide that improvements hardware, and fixtures of whatever kind or nature installed or constructed on said property by the Contractor are of good quality and free from defects in workmanship or materials or deficiencies subject to the warranty contained in this paragraph provided. Contractor and Owner agree, however, that the warranty set forth in this paragraph shall apply only to such deficiencies and defects as to which Owner or subsequent owners shall have given written notice to the Contractor, as its principal place of business, within one (1) year from the date of Contractor's request for final payment, stating that all work under contract has been completed.

11. REMOVAL OF DEBRIS. Upon completion of work. Contractor agrees to remove all construction debris and surplus material from the property and leave the property in a neat and broom clear condition.

12. SUBCONTRACTORS. Contractor agrees that all the warranties contained herein shall apply to all work performed under the Contract, including that performed by any Subcontractors.

13. RESOLUTION OF DISPUTES. All claims or disputes between the Owners and Contractor arising out of or related to the work shall be decided by arbitration in accordance with the construction industry arbitration rules of the American Arbitration Association then obtaining, unless the parties mutually agree otherwise. The Owner and Contractor shall submit all disputes or claims, regardless of the extent of the work's progress, to the American Arbitration Association/Better Business Bureau unless the parties mutually agree otherwise. Notice of the demand for arbitration shall be filed in writing with the other party to this Agreement, and shall be made within a reasonable time after the dispute has arisen. The award rendered by the arbitration shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. If the arbitrator's award is in a sum which is less than that which was offered in settlement by the Contractor, the arbitrator may award costs and attorney's fees in favor of the Contractor. If the award of the arbitrator is in a sum greater than that which was offered in settlement by the Owner, the arbitrator may award costs and attorney's fees in favor of the Owner.

14. PROHIBITION OF KICKBACKS. The Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the City of Missouri City or any person interested in the proposed Contract; and the price or prices quoted are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

15. PROHIBITION OF SIDE DEALS. Program policies prohibit the owner from making side agreements with the contractor/subcontractor for extra work while the work assisted by the Program is ongoing. Any side deal, agreement, contract or undertaking, is inconsistent with related requirements for the relationship between Owner and Contractor as stipulated in this agreement and is prohibited, and may cause for termination from the program.

16. INTEREST OF MEMBERS, OFFICERS, EMPLOYEES OF PUBLIC BODY MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS. No member, officer, or employee of the Public Body, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.

17. ACKNOWLEDGMENT. The above warranties are in addition to, and not in limitation of, any and all other rights and remedies to which the Owner, or subsequent owners, may be entitled, at law or in equity, and shall survive the conveyance of title, delivery of possession of the property, or other final settlement made by the Owner and shall be binding on the undersigned notwithstanding any provision to the contrary contained in any instrument heretofore, and thereafter executed by the Owner.

**THIS CONTRACT AND ALL TERMS AND CONDITIONS CONTAINED HEREIN ARE APPROVED AND ACCEPTED AS OF THE DATE FIRST ABOVE WRITTEN.**

**OWNER:**

Print Name: Cynthia Session-Mathis Signature: 

Address: 1814 Allerton Dr. Missouri City, TX 77489 Date: 12-13-18

**CO-OWNER:**

Print Name: N/A Signature: \_\_\_\_\_

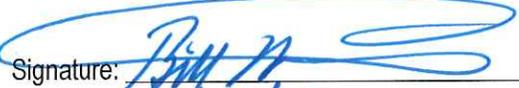
Address \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTOR:**

Print Name: Santex Construction, LLC. Signature: 

Title: Chris Linares, Vice President Date: 12-14-18

**GRANTEE:**

Print Name: City of Missouri City Signature: 

Title: Bill Atkinson, Assistant City Manager Date: 12/14/18

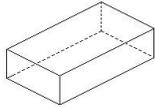




2018-11-07-199FCC

**Room: Formal Living Room**

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



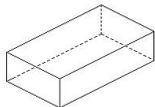
416.00 SF Walls	168.00 SF Ceiling
584.00 SF Walls & Ceiling	168.00 SF Floor
18.67 SY Flooring	52.00 LF Floor Perimeter
112.00 SF Long Wall	96.00 SF Short Wall
52.00 LF Ceil. Perimeter	

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
7. Carpet pad	168.00 SF	0.00	0.58	97.44
59. Carpet	168.00 SF	0.00	3.21	539.28

Room Totals: Formal Living Room 1,346.44

**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
14. Remove glue over concrete substrate	144.00 SF	1.44	0.00	207.36
61. Carpet pad	144.00 SF	0.00	0.58	83.52
62. Carpet	144.00 SF	0.00	3.21	462.24

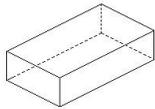


CONTINUED - Dining Room

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Room Totals: Dining Room				1,161.24

Room: Family Room

LxWxH 23' x 18' x 8'

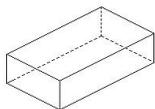


656.00 SF Walls	414.00 SF Ceiling
1,070.00 SF Walls & Ceiling	414.00 SF Floor
46.00 SY Flooring	82.00 LF Floor Perimeter
184.00 SF Long Wall	144.00 SF Short Wall
82.00 LF Ceil. Perimeter	

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
64. Carpet pad	414.00 SF	0.00	0.58	240.12
65. Carpet	414.00 SF	0.00	3.21	1,328.94
Room Totals: Family Room				3,196.62

Room: Master Bedroom

LxWxH 10' x 10' x 8'

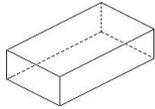


320.00 SF Walls	100.00 SF Ceiling
420.00 SF Walls & Ceiling	100.00 SF Floor
11.11 SY Flooring	40.00 LF Floor Perimeter
80.00 SF Long Wall	80.00 SF Short Wall
40.00 LF Ceil. Perimeter	



**Subroom 1: Offset**

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



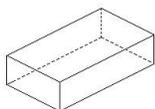
416.00 SF Walls	168.00 SF Ceiling
584.00 SF Walls & Ceiling	168.00 SF Floor
18.67 SY Flooring	52.00 LF Floor Perimeter
112.00 SF Long Wall	96.00 SF Short Wall
52.00 LF Ceil. Perimeter	

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
67. Carpet pad	268.00 SF	0.00	0.58	155.44
68. Carpet	268.00 SF	0.00	3.21	860.28

Room Totals: Master Bedroom 2,100.56

**Room: Bedroom 1**

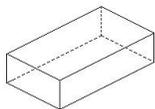
**LxWxH 12' x 10' x 8'**



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
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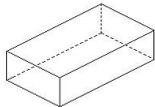


**CONTINUED - Bedroom 1**

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
70. Carpet pad	145.00 SF	0.00	0.58	84.10
71. Carpet	145.00 SF	0.00	3.21	465.45
Room Totals: Bedroom 1				1,175.86

**Room: Bedroom 2**

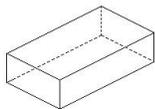
**LxWxH 12' x 10' x 8'**



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



CONTINUED - Bedroom 2

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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
73. Carpet pad	240.00 SF	0.00	0.58	139.20
74. Carpet	240.00 SF	0.00	3.21	770.40
Room Totals: Bedroom 2				1,892.20
<b>Line Item Totals: 2018-11-07-199FCC</b>				<b>10,872.92</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	10,872.92
General Requirments	2,174.58
<b>Grand Total</b>	<b>13,047.50</b>

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Christopher Linares



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: 2018-11-07-199LAMIN

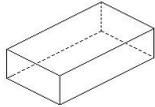
Understanding that there is a possibility of errors and/or omission, **Santex Construction, LLC** reserves the rights to amend this estimate as needed for market and/or unit cost change. This estimate is designed to provide comparative pricing information for restoration service and remodel of subject 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 formate. No warranties on price, cost, omissions and/or liabilities can be assumed by **Santex Construction, LLC and/or their estimators**.



2018-11-07-199LAMIN

Room: Formal Living Room

LxWxH 14' x 12' x 8'

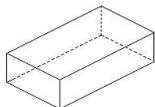


416.00 SF Walls	168.00 SF Ceiling
584.00 SF Walls & Ceiling	168.00 SF Floor
18.67 SY Flooring	52.00 LF Floor Perimeter
112.00 SF Long Wall	96.00 SF Short Wall
52.00 LF Ceil. Perimeter	

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. Snaplock Laminate - simulated wood flooring	168.00 SF	0.00	5.52	927.36
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				2,171.16

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

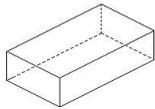


**CONTINUED - Dining Room**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
13. Remove Engineered wood flooring	144.00 SF	2.27	0.00	326.88
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. Snaplock Laminate - simulated wood flooring	144.00 SF	0.00	5.52	794.88
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
<b>Room Totals: Dining Room</b>				<b>1,807.32</b>

**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. Snaplock Laminate - simulated wood flooring	414.00 SF	0.00	5.52	2,285.28
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

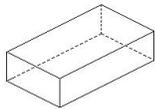


**CONTINUED - Family Room**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
28. Reducer strip - for wood flooring	13.00 LF	0.00	6.69	86.97
Room Totals: Family Room				5,010.59

**Room: Master Bedroom**

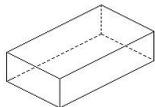
**LxWxH 10' x 10' x 8'**



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. Snaplock Laminate - simulated wood flooring	268.00 SF	0.00	5.52	1,479.36
36. Base shoe	92.00 LF	0.00	1.25	115.00

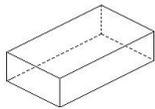


CONTINUED - Master Bedroom

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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
Room Totals: Master Bedroom				3,349.34

Room: Bedroom 1

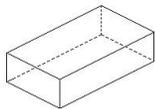
LxWxH 12' x 10' x 8'



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. Snaplock Laminate - simulated wood flooring	145.00 SF	0.00	5.52	800.40

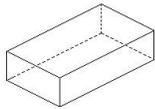


**CONTINUED - Bedroom 1**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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				1,943.21

**Room: Bedroom 2**

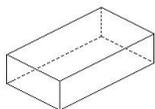
**LxWxH 12' x 10' x 8'**



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



CONTINUED - Bedroom 2

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
55. Snaplock Laminate - simulated wood flooring	240.00 SF	0.00	5.52	1,324.80
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
Room Totals: Bedroom 2				3,067.92
<b>Line Item Totals: 2018-11-07-199LAMIN</b>				<b>17,349.54</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	17,349.54
General Requirments	3,469.91
<b>Grand Total</b>	<b>20,819.45</b>

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Christopher Linares

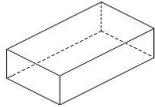




2018-11-07-199FCT

Room: Formal Living Room

LxWxH 14' x 12' x 8'



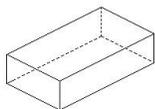
416.00 SF Walls	168.00 SF Ceiling
584.00 SF Walls & Ceiling	168.00 SF Floor
18.67 SY Flooring	52.00 LF Floor Perimeter
112.00 SF Long Wall	96.00 SF Short Wall
52.00 LF Ceil. Perimeter	

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. Tile floor covering	168.00 SF	0.00	7.36	1,236.48
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 2,480.28

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

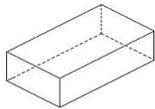


**CONTINUED - Dining Room**

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. Tile floor covering	144.00 SF	0.00	7.36	1,059.84
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
<b>Room Totals: Dining Room</b>				<b>2,072.28</b>

**Room: Family Room**

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



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

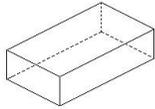
414.00 SF Ceiling  
 414.00 SF Floor  
 82.00 LF Floor Perimeter  
 144.00 SF Short Wall

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. Tile floor covering	414.00 SF	0.00	7.36	3,047.04
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
<b>Room Totals: Family Room</b>				<b>5,772.35</b>



**Room: Master Bedroom**

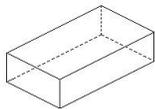
**LxWxH 10' x 10' x 8'**



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'**



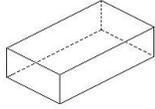
416.00 SF Walls	168.00 SF Ceiling
584.00 SF Walls & Ceiling	168.00 SF Floor
18.67 SY Flooring	52.00 LF Floor Perimeter
112.00 SF Long Wall	96.00 SF Short Wall
52.00 LF Ceil. Perimeter	

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. Tile floor covering	268.00 SF	0.00	7.36	1,972.48
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>3,842.46</b>



**Room: Bedroom 1**

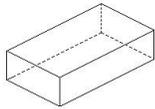
**LxWxH 12' x 10' x 8'**



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'**



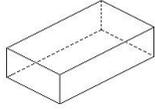
160.00 SF Walls	25.00 SF Ceiling
185.00 SF Walls & Ceiling	25.00 SF Floor
2.78 SY Flooring	20.00 LF Floor Perimeter
40.00 SF Long Wall	40.00 SF Short Wall
20.00 LF Ceil. Perimeter	

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. Tile floor covering	145.00 SF	0.00	7.36	1,067.20
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				2,210.01



**Room: Bedroom 2**

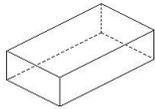
**LxWxH 12' x 10' x 8'**



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. Tile floor covering	240.00 SF	0.00	7.36	1,766.40
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>3,509.52</b>
<b>Line Item Totals: 2018-11-07-199FCT</b>				<b>19,886.90</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	19,886.90
General Requirments	3,977.38
<b>Grand Total</b>	<b>23,864.28</b>

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Christopher Linares



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: 2018-11-07-199FCV

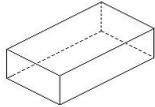
Understanding that there is a possibility of errors and/or omission, **Santex Construction, LLC** reserves the rights to amend this estimate as needed for market and/or unit cost change. This estimate is designed to provide comparative pricing information for restoration service and remodel of subject 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 formate. No warranties on price, cost, omissions and/or liabilities can be assumed by **Santex Construction, LLC and/or their estimators**.



2018-11-07-199FCV

**Room: Formal Living Room**

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



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

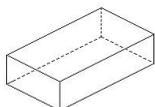
168.00 SF Ceiling  
 168.00 SF Floor  
 52.00 LF Floor Perimeter  
 96.00 SF Short Wall

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. Vapor barrier - visqueen - 6mil	168.00 SF	0.00	0.45	75.60
8. Vinyl plank flooring	168.00 SF	0.00	4.43	744.24
9. Base shoe	52.00 LF	0.00	1.25	65.00
10. Stain & finish base shoe or quarter round	52.00 LF	0.00	1.08	56.16
11. Reducer strip - for wood flooring	12.00 LF	0.00	6.69	80.28

Room Totals: Formal Living Room 2,063.64

**Room: Dining Room**

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



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

144.00 SF Ceiling  
 144.00 SF Floor  
 48.00 LF Floor Perimeter  
 96.00 SF Short Wall

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
12. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56

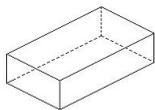


**CONTINUED - Dining Room**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
13. Remove Base shoe	48.00 LF	0.16	0.00	7.68
14. Remove Engineered wood flooring	144.00 SF	2.27	0.00	326.88
15. Remove glue over concrete substrate	144.00 SF	1.44	0.00	207.36
16. Floor leveling cement - Average	144.00 SF	0.00	1.98	285.12
17. Vapor barrier - visqueen - 6mil	144.00 SF	0.00	0.45	64.80
18. Vinyl plank flooring	144.00 SF	0.00	4.43	637.92
19. Base shoe	48.00 LF	0.00	1.25	60.00
20. Stain & finish base shoe or quarter round	48.00 LF	0.00	1.08	51.84
<b>Room Totals: Dining Room</b>				<b>1,715.16</b>

**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
21. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
22. Remove Reducer strip - for wood flooring	13.00 LF	0.38	0.00	4.94
23. Remove Base shoe	82.00 LF	0.16	0.00	13.12
24. Remove Engineered wood flooring	414.00 SF	2.27	0.00	939.78
25. Remove glue over concrete substrate	414.00 SF	1.44	0.00	596.16
26. Floor leveling cement - Average	414.00 SF	0.00	1.98	819.72
27. Vapor barrier - visqueen - 6mil	414.00 SF	0.00	0.45	186.30
28. Vinyl plank flooring	414.00 SF	0.00	4.43	1,834.02
29. Base shoe	82.00 LF	0.00	1.25	102.50

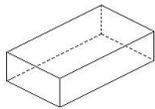


**CONTINUED - Family Room**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
30. Stain & finish base shoe or quarter round	82.00 LF	0.00	1.08	88.56
31. Reducer strip - for wood flooring	13.00 LF	0.00	6.69	86.97
Room Totals: Family Room				4,745.63

**Room: Master Bedroom**

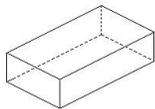
**LxWxH 10' x 10' x 8'**



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
32. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
33. Remove Reducer strip - for wood flooring	6.00 LF	0.38	0.00	2.28
34. Remove Base shoe	92.00 LF	0.16	0.00	14.72
35. Remove Engineered wood flooring	268.00 SF	2.27	0.00	608.36
36. Remove glue over concrete substrate	268.00 SF	1.44	0.00	385.92
37. Floor leveling cement - Average	268.00 SF	0.00	1.98	530.64
38. Vapor barrier - visqueen - 6mil	268.00 SF	0.00	0.45	120.60
39. Vinyl plank flooring	268.00 SF	0.00	4.43	1,187.24

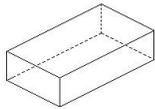


**CONTINUED - Master Bedroom**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
40. Base shoe	92.00 LF	0.00	1.25	115.00
41. Stain & finish base shoe or quarter round	92.00 LF	0.00	1.08	99.36
42. Reducer strip - for wood flooring	6.00 LF	0.00	6.69	40.14
Room Totals: Master Bedroom				3,177.82

**Room: Bedroom 1**

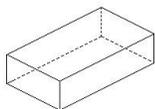
**LxWxH 12' x 10' x 8'**



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
43. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
44. Remove Reducer strip - for wood flooring	12.00 LF	0.38	0.00	4.56
45. Remove Base shoe	64.00 LF	0.16	0.00	10.24
46. Remove Engineered wood flooring	145.00 SF	2.27	0.00	329.15
47. Remove glue over concrete substrate	145.00 SF	1.44	0.00	208.80
48. Floor leveling cement - Average	145.00 SF	0.00	1.98	287.10
49. Vapor barrier - visqueen - 6mil	145.00 SF	0.00	0.45	65.25

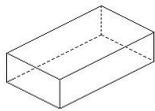


**CONTINUED - Bedroom 1**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
50. Vinyl plank flooring	145.00 SF	0.00	4.43	642.35
51. Base shoe	64.00 LF	0.00	1.25	80.00
52. Stain & finish base shoe or quarter round	64.00 LF	0.00	1.08	69.12
53. Reducer strip - for wood flooring	12.00 LF	0.00	6.69	80.28
Room Totals: Bedroom 1				1,850.41

**Room: Bedroom 2**

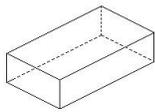
**LxWxH 12' x 10' x 8'**



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
54. Contents - move out then reset - Large room	1.00 EA	0.00	73.56	73.56
55. Remove Reducer strip - for wood flooring	12.00 LF	0.38	0.00	4.56
56. Remove Base shoe	88.00 LF	0.16	0.00	14.08
57. Remove Engineered wood flooring	240.00 SF	2.27	0.00	544.80
58. Remove glue over concrete substrate	240.00 SF	1.44	0.00	345.60
59. Floor leveling cement - Average	240.00 SF	0.00	1.98	475.20



CONTINUED - Bedroom 2

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
60. Vapor barrier - visqueen - 6mil	240.00 SF	0.00	0.45	108.00
61. Vinyl plank flooring	240.00 SF	0.00	4.43	1,063.20
62. Base shoe	88.00 LF	0.00	1.25	110.00
63. Stain & finish base shoe or quarter round	88.00 LF	0.00	1.08	95.04
64. Reducer strip - for wood flooring	12.00 LF	0.00	6.69	80.28
Room Totals: Bedroom 2				2,914.32
<b>Line Item Totals: 2018-11-07-199FCV</b>				<b>16,466.98</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	16,466.98
General Requirments	3,293.40
<b>Grand Total</b>	<b>19,760.38</b>

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Christopher Linares



**Agenda Item Cover Memo  
May 16, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 4a. CDBG Program Updates: Consolidated Plan Discussion  
**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. Program Activities Prioritization:**

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 coming meetings.

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.

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)** 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 funding)**

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

• Fort Bend Seniors Meals on Wheels	\$	<input type="text"/>
• Child Advocates	\$	<input type="text"/>
• Educational Scholarships	\$	<input type="text"/>
• Edison Art	\$	<input type="text"/>

- **New Agency(ies)**

\$   
**Total: \$ 42,705.00**

**Non-Public Service Activities**

**Funding Allocation**

• Community Dev. Project	\$	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Parks	\$	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Infrastructure	\$	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Housing Rehabilitation	\$	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Code Enforcement	\$	<u>47,000.00</u>
• Administration (Cap: 20% of total funding):	\$	<u>56,940.00</u>
	<b>Total:</b>	<b>\$ 241,995.00</b>

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

**2. Section 108 Program:**

HUD provides for a loan guarantee component of CDBG funds. The Section 108 Loan Guarantee Program offers communities a source of financing for economic development; housing rehabilitation, public facilities, and other invest in economic development projects.

Based upon our demographic requirements of designated Opportunity Zones, and CDBG FY 19 allocation the City of Missouri City has \$1,423,500 available in Section 108 borrowing authority. The City would be required to secure the loan by pledging current or future CDBG allocations to either repay the loan or secure it. The maximum repayment period for a Section 108 loan is twenty years, interest rates are charged on interim borrowing.

Depending on the type of project, the City would have two basic options for using the loan funds:

- Loan the funds to a third party developer are known as third party loans; or
- Directly expend the funds on the project.

**3. Choice Neighborhood Planning Grant:**

The Choice Neighborhoods Planning Grants Program is a HUD funded program that provides funding to create and/or implement a plan to revitalize distressed housing and surrounding neighborhoods. The program focuses on three core goals:

- 1) **Housing:** Replace distressed public and assisted housing with high-quality mixed income housing that is well-managed and responsive to the needs of the surrounding neighborhood;
- 2) **People:** Improve outcomes of households living in the target housing related to employment and income, health, and children's education; and
- 3) **Neighborhood:** Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families' choices about their community

Funding from the grant can be used for various activities such as community improvements, recycling of vacant property, community gardens, beautification/community arts projects; business façade improvement.

#### **4. Volunteer Services:**

In an effort to provide additional resources and options for the residents of Missouri City, staff has made contact with several agencies to continue our public partnerships:

- **First Methodist Church:** Our contact with First Methodist Church confirmed their Missions Committee and volunteers will continue to assist Missouri City residents with some of their impactful home repairs. Due to the limitations of their volunteers, the church focuses on minor home repairs rather than rehabilitation.
- **Home Depot:** Staff has been in contact with Home Depot located at 5900 S Texas 6, Missouri City, TX 77459 in an effort to collaborate as they are preparing to submit their Community Impact Grant. The General Manager is seeking senior citizens, veterans or residents in need of landscaping improvements and exterior repairs. Staff has provided rehabilitation information for several residents currently on our waiting list.
- **Volunteers of America:** Contact has been made with this organization in an effort to continue our public partnership. Volunteers of America offered quite a bit of Hurricane Harvey assistance, where the CDBG Program could not accommodate.

#### **5. PY18 – PY19 Application Process:**

In an effort to ensure the CDBG Program will be most effective, staff will be re-evaluating the application process for the Housing Rehab program. Staff will be working with the Legal Team to update the applications in an effort to clarify program policies and guidelines.

**A request for the CDAC Committee to discuss future meeting dates.**

### **SUPPORTING MATERIALS**

- Sample PY19 Budget Allocations

### **STAFF'S RECOMMENDATION**

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

City of Missouri City PY 2018 CDBG Activities			City of Missouri City PY 2019 CDBG Activities
<b>Public Services Activity (15% Cap=\$40,801)</b>	<b>PY 18 Actual Allocated Amount</b>	<b>PY 19 Proposed Allocated Amount</b>	<b>Public Services Activity (15% Cap=\$42,705)</b>
Post-secondary Scholarships for College or Technical School Students	\$9,975.00	\$11,205.00	Post-secondary Scholarships for College or Technical School Students
Meals on Wheels Home-delivered Meals for the elderly	\$10,200.00	\$10,500.00	Public Service Activity (1)
Child Advocates Forensic Interviewing & Counseling for Abused/Neglected Children	\$10,200.00	\$10,500.00	Public Service Activity (2)
Edison Art	\$10,426.00	\$10,500.00	Public Service Activity (3)
<b>Total</b>	<b>\$40,801.00</b>	<b>\$42,705.00</b>	<b>Total</b>
<b>Housing Rehabilitation Program</b>			<b>Housing Rehabilitation Program</b>
Owner Occupied Housing Rehabilitation	\$92,804.60	\$100,000.00	Owner Occupied Housing Rehabilitation
Renter Occupied Housing Rehabilitation- Fifth Street	\$37,000.00	\$38,055.00	Non-Public Service Activity
<b>Public Facilities and Neighborhood Facilities</b>			<b>Public Facilities and Neighborhood Facilities</b>
N/A			N/A
<b>Code Enforcement Activity</b>			<b>Code Enforcement Activity</b>
Code Enforcement	\$47,000.00	\$47,000.00	Code Enforcement
<b>Economic Development</b>			<b>Economic Development</b>
<b>Program Administration (20% Cap= \$54,401.4)</b>			<b>Program Administration (20% Cap= \$56,940)</b>
Salary & Benefits	\$ 40,076.40	\$ 41,440.00	Salary & Benefits
Consultant	\$ 8,000.00	\$ 8,000.00	Professional Services
Travel & Training	\$ 4,200.00	\$ 4,200.00	Travel & Training
Dues & Subscription	\$ 1,100.00	\$ 1,100.00	Dues & Subscription
Publication & Delivery Cost	\$ 1,000.00	\$ 1,200.00	Publication & Delivery Cost
Fair Housing	\$ 25.00	\$ 1,000.00	Fair Housing Activity(ies)
<b>Total</b>	<b>\$54,401.40</b>	<b>\$56,940.00</b>	<b>Total</b>
<b>Available Resources</b>			<b>Available Resources</b>
PY 2018 HUD Allocation	\$272,007.00	\$284,700.00	PY 2019 HUD Allocation
PY 2016 Fair Housing Plan & Housing Study Plan (* Counted in the Unexpended amount)	\$30,000*		
PY 2018 Unobligated Carry-over Funds *(Remaining \$20,000 will be unobligated and can carryover to FY2018; We will have more carry over fund we are just not sure exact amount until June 30th, we are anticipating appx. total \$24,045)	\$20,000.00		
Unexpended Carry-over Funds to FY2018 for prior year obligated projects. (PY 15 Projects unexpended: \$83,315 for PY 15 Housing Rehabilitation; \$9,617.57 for PY 15 Housing Rehabilitation ADC; \$113,000 for PY 15 Parks) *(PY 16 Projects unexpended: \$21,374.66 for PY 16 Housing Rehabilitation ADC; \$75,612.00 for PY 16 Housing Rehabilitation; \$72,400.00 for PY 16 Parks)	\$323,845.56		
<b>Total</b>	<b>\$615,852.56</b>		<b>Total</b>