



# Hiram Clarke/Fort Bend

Redevelopment Authority  
TIRZ 25

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## **JOINT MEETING OF THE BOARD OF DIRECTORS**

**January 3, 2019**  
**BOARD PACKET**

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**REINVESTMENT ZONE NUMBER**  
**TWENTY-FIVE, CITY OF HOUSTON, TEXAS**



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TIRZ 25 Board Meeting | January 3, 2019

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REINVESTMENT ZONE NUMBER TWENTY-FIVE, CITY OF HOUSTON, TEXAS  
(HIRAM CLARKE/FORT BEND ZONE)

AND

HIRAM CLARKE/FORT BEND REDEVELOPMENT AUTHORITY

**NOTICE OF JOINT MEETING**

TO: THE BOARD OF DIRECTORS OF REINVESTMENT ZONE NUMBER TWENTY-FIVE, CITY OF HOUSTON, TEXAS, AND THE HIRAM CLARKE/FORT BEND REDEVELOPMENT AUTHORITY, AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Reinvestment Zone Number Twenty-Five, City of Houston, Texas (the "Zone"), and the Hiram Clarke/Fort Bend Redevelopment Authority will hold a meeting on **Thursday, January 3, 2019, at 12 noon**, at the Fountain Life Center, in the Assembly Room, 14083 South Main Street, Houston, Texas 77035, open to the public, to consider, discuss and adopt such orders, resolutions or motions, and take direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

**AGENDA**

1. Establish quorum and call to order
2. Approve minutes from previous meeting
3. Chair and Committee Reports
  - a. Chairman's Report, Theodore Andrews
  - b. Finance, Homer Clark
    - i. Financial Report
    - ii. TexPool Update
    - iii. Unpaid Invoices
  - c. Board Development, George Anderson
    - i. 2018 District K Holiday Reception Report
    - ii. Strategy 2019
    - iii. Board Training
    - iv. Team Building Exercise
  - d. Real Estate Development, Kevin Riles
  - e. Planning, Linda Scurlock
4. Public Comments
5. Discuss next Joint Meeting of the Boards of Directors
  - a. Proposed date: Thursday, February 7, 2019
6. Convene in Executive Session if necessary pursuant to section 551.087, Texas Government Code, to discuss economic development matters of the Zone
7. Reconvene in Open Session and authorize appropriate action regarding economic development negotiations
8. Adjourn



Theodore R. Andrews  
Chairman of the Board of Directors

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact The Fountain Life Center at (713) 358-2715 at least three business days prior to the meeting so that appropriate arrangements can be made.



# Minutes



# Finance

Homer Clarke

Pages 6-32

**Hiram Clarke/ Fort Bend Redevelopment Authority**  
**Balance Sheet**  
As of November 30, 2018

Accrual Basis

	<b>Nov 30, 18</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Comerica Bank Ck Acct #8198	61,334.71
TexPool	1,008,462.18
<b>Total Checking/Savings</b>	1,069,796.89
<b>Other Current Assets</b>	
Prepaid Expense	2,165.80
Prepaid Expense-Amortization	-180.49
<b>Total Other Current Assets</b>	1,985.31
<b>Total Current Assets</b>	1,071,782.20
<b>Fixed Assets</b>	
Computer Equipment	1,822.62
Computer Equipment-Accum Depr	-151.85
Office Furniture	3,819.01
Office Furniture-Accum Depr	-296.86
<b>Total Fixed Assets</b>	5,192.92
<b>TOTAL ASSETS</b>	<b>1,076,975.12</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	4,000.00
<b>Total Accounts Payable</b>	4,000.00
<b>Total Current Liabilities</b>	4,000.00
<b>Total Liabilities</b>	4,000.00
<b>Equity</b>	
Unrestricted Net Assets	1,106,629.31
Net Income	-33,654.19
<b>Total Equity</b>	1,072,975.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,076,975.12</b>

**Hiram Clarke/ Fort Bend Redevelopment Authority**  
**Statement of Activities**  
**For Five Months Ended November 30, 2018**

Accrual Basis

	Jul - Nov 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest Income	6,620.39
<b>Total Income</b>	6,620.39
<b>Expense</b>	
Accounting	2,000.00
Advertising and Promotion	30.00
Bank Service Charges	239.00
Computer and Internet Expenses	1,297.46
<b>Consulting Fees</b>	
Consulting Fee-Webb Site Design	5,430.00
Consulting Fees-Hawes Hill	7,500.00
Consulting Fees-RY2 Solutions	7,570.00
Consulting Fees-TIF Works	1,350.00
<b>Total Consulting Fees</b>	21,850.00
Depr Expense-Computer Equipment	151.85
Depr Expense-Office Furniture	227.30
Dues and Subscriptions	156.94
Equi-Tax Inc	2,629.80
Insurance Expense	902.37
Legal Fees-WilsonCribbs & Goren	5,480.00
Meetings -Meals	795.81
Office Expense & Administration	0.99
Office Supplies	725.79
Rent Expense	3,625.00
Telephone & Communication	162.27
<b>Total Expense</b>	40,274.58
<b>Net Ordinary Income</b>	-33,654.19
<b>Net Income</b>	-33,654.19

**Hiram Clarke/ Fort Bend Redevelopment Authority**  
**A/P Aging Summary**  
**As of November 30, 2018**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Hawes Hill & Associates, LLP	3,000.00	0.00	0.00	0.00	0.00	3,000.00
Wilson, Cribbs & Goren, P.C.	1,000.00	0.00	0.00	0.00	0.00	1,000.00
<b>TOTAL</b>	<u><u>4,000.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>4,000.00</u></u>



2:08 PM  
12/17/18

Hiram Clarke/ Fort Bend Redevelopment Authority  
**Reconciliation Detail**  
TexPool, Period Ending 11/30/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						1,006,639.49
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	11/30/2018			X	1,822.69	1,822.69
Total Deposits and Credits					1,822.69	1,822.69
Total Cleared Transactions					1,822.69	1,822.69
Cleared Balance					1,822.69	1,008,462.18
Register Balance as of 11/30/2018					1,822.69	1,008,462.18
Ending Balance					1,822.69	1,008,462.18

TexPool Participant Services  
 C/O Federated Investors Inc.  
 1001 Texas Avenue, Suite 1400  
 Houston, TX 77002



**TEXAS TRUST**  
TEXAS STEADFAST SAFETYKEEPING TRUST COMPANY  
 COMPTROLLER OLIVER NEASEL, CHAIRMAN

# Participant Statement

HIRAM CLARKE/FORT BEND REDEV AUTHOR  
 HIRAM CLARKE/FORT BEND REDEV AUTHOR  
 ATTN HOMER L CLARK  
 14076 MAIN ST STE A  
 HOUSTON TX 77035-5447

Statement Period 11/01/2018 - 11/30/2018

Page 1 of 2

Customer Service 1-866-TEX-POOL  
 Location ID 000079574  
 Investor ID 000024548

## TexPool Update

Sending a form to TexPool Participant Services to ensure you are completing the most up-to-date information. Visit the Account Documents section of [texpool.com](http://texpool.com) to ensure

## TexPool Summary

Pool Name	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$0.00	\$1,822.69	\$1,008,462.18	\$1,008,700.25
<b>Total Dollar Value</b>	<b>\$0.00</b>	<b>\$1,822.69</b>	<b>\$1,008,462.18</b>	

## Portfolio Value

Pool Name	Market Value (11/30/2018)
Texas Local Government Investment Pool	\$1,008,462.18
<b>Total Dollar Value</b>	<b>\$1,008,462.18</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	44977957400001	\$1,822.69	\$8,462.18
<b>Total</b>		<b>\$1,822.69</b>	<b>\$8,462.18</b>



TXP...92210...0853302004...03881...03881...CNSTEX01...INVTX...TEX...000079574

DST 00151781

**Hiram Clarke/ Fort Bend Redevelopment Authority**  
**Unpaid Bills Detail**  
As of January 3, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Hawes Hill &amp; Associates, LLP</b>					
Bill	11/30/2018	Invoice #43015880	12/10/2018	24	1,500.00
<b>Total Hawes Hill &amp; Associates, LLP</b>					<u>1,500.00</u>
<b>Huitt-Zollars, Inc.</b>					
Bill	12/28/2018	Invoice #3069500101	01/03/2019		50,998.68
<b>Total Huitt-Zollars, Inc.</b>					<u>50,998.68</u>
<b>The Fountain of Praise</b>					
Bill	01/01/2019	January 2019 Rent	01/03/2019		725.00
<b>Total The Fountain of Praise</b>					<u>725.00</u>
<b>Wilson, Cribbs &amp; Goren, P.C.</b>					
Bill	10/31/2018	Invoice #111207	01/03/2019		1,000.00
Bill	11/30/2018	Invoice #111745	01/03/2019		1,000.00
<b>Total Wilson, Cribbs &amp; Goren, P.C.</b>					<u>2,000.00</u>
<b>TOTAL</b>					<u><u>55,223.68</u></u>

HAWES HILL & ASSOCIATES  
LLP



Rec'd  
12-4-18

11/30/18  
~~12/4/2018~~

Invoice #: 43015880

**Bill To:**

Hiram Clarke/Ft. Bend Redevelopment Authority  
P.O. Box 22167  
Houston, TX 77227-2167

**Balance Due: \$1,500.00**

DESCRIPTION	Amount
Professional consulting and administratoin fee, November 2018	\$1,500.00

**Terms:**

C.O.D.

**Total**

**\$1,500.00**

Hawes Hill & Associates, LLP, P.O. Box 22167, Houston TX 77227-2167  
713-595-1200 FEIN 76-0565638

# HUITT-ZOLLARS

HUITT-ZOLLARS, INC. | 1717 McKinney Avenue | Suite 1400 | Dallas, TX 75202-1236 | 214.871.3311 phone | 214.871.0757 fax | huitt-zollars.com

Ted Andrews  
 Hiram Clarke/Fort Bend Houston  
 Redevelopment Authority  
 TIRZ # 25  
 14075 S. Main Street, Suite A  
 Houston, TX 77035-5447

December 28, 2018  
 Project No: R306950.01  
 Invoice No: 3069500101  
 Project Manager: Chaitanya Gampa

Project R306950.01 TIRZ 25 TO 1 Traffic Signal Rebuild Pkg1  
 Tax Increment Reinvestment Zone Number 25 (TIRZ 25)

**For Professional Services Rendered Through Period Ended December 15, 2018**

Phase 001 Task Order 1

**Professional Labor Charges**

	Hours	Rate	Amount
1-Person Survey Crew	15.50	95.00	1,472.50
2-Person Survey Crew	95.00	140.00	13,300.00
Sr. Cadd Technician	50.50	130.00	6,565.00
Surveyor Intern	17.00	120.00	2,040.00
2-Person Survey Member	95.00		0.00
Sr. Project Surveyor	8.00	150.00	1,200.00
Totals	281.00		24,577.50
<b>Total Labor</b>			<b>24,577.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	24,577.50	0.00	24,577.50
NTE Limit			24,660.00
Remaining			82.50

**Total this Phase \$24,577.50**

Phase 002 Task Order 2

**Professional Labor Charges**

	Hours	Rate	Amount
Civil Engineer	43.00	175.00	7,525.00
Principal-In-Charge	15.00	245.00	3,675.00
Sr. Civil Engineer	47.50	180.00	8,550.00
Survey Manager	11.50	160.00	1,840.00
Sr. Project Surveyor	16.00	150.00	2,400.00
Totals	133.00		23,990.00
<b>Total Labor</b>			<b>23,990.00</b>

**Reimbursable Expenses**

Reproduction & Printing			
11/20/2018	B & E Reprographics, Inc.		285.78
Mileage			
10/4/2018	Menendez, Daniel	Attend TIRZ 25 Meeting	10.90
Other Reimbursable Expense			
10/25/2018	GRAM Traffic Counting, Inc.	21352	2,134.50
	<b>Total Reimbursables</b>		<b>2,431.18</b>

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Remit to: 1717 McKinney Ave. Lock Box 15, Dallas, TX 75202  
 ACH: Huitt-Zollars, Inc.  
 ABA #113010547  
 Account #3308005044

Project	R306950.01	TIRZ 25 TO 1 Traffic Signal Rebuild Pkg1	Invoice	3069500101
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		26,421.18	0.00	26,421.18
NTE Limit				38,974.00
Remaining				12,552.82
			<b>Total this Phase</b>	<b>\$26,421.18</b>
		<b>TOTAL DUE THIS INVOICE</b>		<b>\$50,998.68</b>

# Billing Backup

Friday, December 28, 2018

Huitt-Zollars, Inc

Invoice 3069500101 Dated 12/28/2018

10:41:10 AM

Project R306950.01 TIRZ 25 TO 1 Traffic Signal Rebuild Pkg1  
 Phase 001 Task Order 1

## Professional Labor Charges

		Hours	Rate	Amount
<b>1-Person Survey Crew</b>				
Andrews, Keith	10/26/2018	7.50	95.00	712.50
Choate, Samuel	10/29/2018	8.00	95.00	760.00
<b>2-Person Survey Crew</b>				
Andrews, Keith	10/16/2018	8.00	140.00	1,120.00
Andrews, Keith	10/18/2018	8.00	140.00	1,120.00
Andrews, Keith	10/19/2018	8.00	140.00	1,120.00
Andrews, Keith	10/24/2018	7.00	140.00	980.00
Andrews, Keith	11/1/2018	8.00	140.00	1,120.00
Choate, Samuel	9/25/2018	1.00	140.00	140.00
Choate, Samuel	9/26/2018	4.00	140.00	560.00
Choate, Samuel	9/28/2018	8.00	140.00	1,120.00
Choate, Samuel	10/4/2018	2.00	140.00	280.00
Choate, Samuel	10/8/2018	4.00	140.00	560.00
Choate, Samuel	10/30/2018	8.00	140.00	1,120.00
Choate, Samuel	10/31/2018	5.00	140.00	700.00
Choate, Samuel	11/1/2018	8.00	140.00	1,120.00
Choate, Samuel	11/2/2018	8.00	140.00	1,120.00
Choate, Samuel	11/5/2018	8.00	140.00	1,120.00
<b>Sr. Cadd Technician</b>				
Gutierrez, Jr., Gilbert	11/9/2018	3.00	130.00	390.00
Gutierrez, Jr., Gilbert	11/12/2018	8.00	130.00	1,040.00
Gutierrez, Jr., Gilbert	11/13/2018	5.00	130.00	650.00
Gutierrez, Jr., Gilbert	11/14/2018	8.00	130.00	1,040.00
Gutierrez, Jr., Gilbert	11/15/2018	6.00	130.00	780.00
Gutierrez, Jr., Gilbert	11/16/2018	8.00	130.00	1,040.00
Gutierrez, Jr., Gilbert	11/20/2018	8.00	130.00	1,040.00
Gutierrez, Jr., Gilbert	11/21/2018	1.50	130.00	195.00
Gutierrez, Jr., Gilbert	12/5/2018	2.00	130.00	260.00
Gutierrez, Jr., Gilbert	12/6/2018	1.00	130.00	130.00
<b>Surveyor Intern</b>				
Dolan, Muzaffar	9/28/2018	3.00	120.00	360.00
Dolan, Muzaffar	10/1/2018	1.50	120.00	180.00
Dolan, Muzaffar	10/2/2018	.50	120.00	60.00
Dolan, Muzaffar	10/5/2018	1.00	120.00	120.00
Dolan, Muzaffar	10/8/2018	1.00	120.00	120.00
Dolan, Muzaffar	10/9/2018	3.00	120.00	360.00
Dolan, Muzaffar	10/17/2018	1.00	120.00	120.00
Dolan, Muzaffar	10/18/2018	1.50	120.00	180.00
Dolan, Muzaffar	10/30/2018	1.00	120.00	120.00
Dolan, Muzaffar	11/7/2018	2.00	120.00	240.00
Dolan, Muzaffar	11/8/2018	1.50	120.00	180.00
<b>2-Person Survey Member</b>				
Nash, Joseph	10/4/2018	2.00		0.00
Nash, Joseph	10/8/2018	4.00		0.00

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Remit to: 1717 McKinney Ave, Lock Box 15, Dallas, TX 75202  
 ACH: Huitt-Zollars, Inc.  
 ABA #113010547  
 Account #3308005044

Project	R306950.01	TIRZ 25 TO 1 Traffic Signal Rebuild Pkg1	Invoice	3069500101	
Nash, Joseph		10/30/2018	8.00	0.00	
Nash, Joseph		10/31/2018	5.00	0.00	
Nash, Joseph		11/1/2018	8.00	0.00	
Nash, Joseph		11/2/2018	8.00	0.00	
Nash, Joseph		11/5/2018	8.00	0.00	
Saluzzi, Sean		10/16/2018	8.00	0.00	
Saluzzi, Sean		10/18/2018	8.00	0.00	
Saluzzi, Sean		10/19/2018	8.00	0.00	
Saluzzi, Sean		10/24/2018	7.00	0.00	
Saluzzi, Sean		11/1/2018	8.00	0.00	
Soto-Melendez, Fernando		9/25/2018	1.00	0.00	
Soto-Melendez, Fernando		9/26/2018	4.00	0.00	
Soto-Melendez, Fernando		9/28/2018	8.00	0.00	
Sr. Project Surveyor					
Chiles, Sr., Jack		10/24/2018	2.00	150.00	300.00
Chiles, Sr., Jack		10/25/2018	2.00	150.00	300.00
Chiles, Sr., Jack		10/26/2018	1.00	150.00	150.00
Chiles, Sr., Jack		10/29/2018	3.00	150.00	450.00
Totals			281.00		24,577.50
<b>Total Labor</b>					<b>24,577.50</b>
				<b>Total this Phase</b>	<b>\$24,577.50</b>

Phase 002 Task Order 2

**Professional Labor Charges**

		Hours	Rate	Amount
<b>Civil Engineer</b>				
Gallegos, Alejandra	10/11/2018	4.00	175.00	700.00
Gallegos, Alejandra	10/12/2018	2.00	175.00	350.00
Gallegos, Alejandra	10/18/2018	4.00	175.00	700.00
Gallegos, Alejandra	10/19/2018	2.50	175.00	437.50
Gallegos, Alejandra	10/22/2018	4.00	175.00	700.00
Gallegos, Alejandra	10/23/2018	1.00	175.00	175.00
Gallegos, Alejandra	10/24/2018	4.00	175.00	700.00
Gallegos, Alejandra	10/25/2018	1.50	175.00	262.50
Gallegos, Alejandra	10/29/2018	.50	175.00	87.50
Gallegos, Alejandra	10/30/2018	.50	175.00	87.50
Gallegos, Alejandra	10/31/2018	.50	175.00	87.50
Gallegos, Alejandra	11/1/2018	2.00	175.00	350.00
Gallegos, Alejandra	11/2/2018	4.00	175.00	700.00
Gallegos, Alejandra	11/5/2018	4.50	175.00	787.50
Gallegos, Alejandra	11/20/2018	4.00	175.00	700.00
Gallegos, Alejandra	11/28/2018	1.00	175.00	175.00
Gallegos, Alejandra	12/14/2018	3.00	175.00	525.00
<b>Principal-In-Charge</b>				
Menendez, Daniel	9/21/2018	1.00	245.00	245.00
Menendez, Daniel	9/25/2018	1.00	245.00	245.00
Menendez, Daniel	10/3/2018	2.00	245.00	490.00
Menendez, Daniel	10/4/2018	1.00	245.00	245.00
Menendez, Daniel	10/17/2018	1.00	245.00	245.00
Menendez, Daniel	10/23/2018	1.00	245.00	245.00
Menendez, Daniel	10/29/2018	.50	245.00	122.50
Menendez, Daniel	10/30/2018	1.00	245.00	245.00

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Remit to: 1717 McKinney Ave. Lock Box 15, Dallas, TX 75202  
 ACH: Huitt-Zollars, Inc.  
 ABA # 113010547  
 Account #3308005044



Project	R306950.01	TIRZ 25 TO 1 Traffic Signal Rebuild Pkg1	Invoice	3069500101
Menendez, Daniel		10/31/2018	.50 245.00	122.50
Menendez, Daniel		11/13/2018	.50 245.00	122.50
Menendez, Daniel		11/14/2018	1.00 245.00	245.00
Menendez, Daniel		11/27/2018	1.00 245.00	245.00
Menendez, Daniel		11/28/2018	.50 245.00	122.50
Menendez, Daniel		12/5/2018	1.00 245.00	245.00
Menendez, Daniel		12/10/2018	.50 245.00	122.50
Menendez, Daniel		12/11/2018	.50 245.00	122.50
Menendez, Daniel		12/13/2018	1.00 245.00	245.00
Sr. Civil Engineer				
Davis, Keith		12/6/2018	4.00 180.00	720.00
Davis, Keith		12/7/2018	8.00 180.00	1,440.00
Davis, Keith		12/10/2018	2.00 180.00	360.00
Gampa, Chaitanya		9/18/2018	1.00 180.00	180.00
Gampa, Chaitanya		9/19/2018	1.00 180.00	180.00
Gampa, Chaitanya		9/25/2018	1.00 180.00	180.00
Gampa, Chaitanya		9/26/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/1/2018	1.50 180.00	270.00
Gampa, Chaitanya		10/2/2018	1.50 180.00	270.00
Gampa, Chaitanya		10/3/2018	4.00 180.00	720.00
Gampa, Chaitanya		10/4/2018	3.00 180.00	540.00
Gampa, Chaitanya		10/8/2018	.50 180.00	90.00
Gampa, Chaitanya		10/9/2018	.50 180.00	90.00
Gampa, Chaitanya		10/10/2018	.50 180.00	90.00
Gampa, Chaitanya		10/11/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/12/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/15/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/16/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/18/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/19/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/24/2018	1.00 180.00	180.00
Gampa, Chaitanya		10/25/2018	1.00 180.00	180.00
Gampa, Chaitanya		11/1/2018	2.00 180.00	360.00
Gampa, Chaitanya		11/15/2018	1.00 180.00	180.00
Gampa, Chaitanya		11/16/2018	.50 180.00	90.00
Gampa, Chaitanya		11/27/2018	1.00 180.00	180.00
Gampa, Chaitanya		12/5/2018	1.00 180.00	180.00
Gampa, Chaitanya		12/7/2018	1.00 180.00	180.00
Gampa, Chaitanya		12/10/2018	1.00 180.00	180.00
Gampa, Chaitanya		12/11/2018	1.00 180.00	180.00
Gampa, Chaitanya		12/13/2018	1.00 180.00	180.00
Gampa, Chaitanya		12/14/2018	.50 180.00	90.00
Survey Manager				
Love, Maurice		9/25/2018	1.50 160.00	240.00
Love, Maurice		9/26/2018	2.00 160.00	320.00
Love, Maurice		9/27/2018	1.00 160.00	160.00
Love, Maurice		9/28/2018	.50 160.00	80.00
Love, Maurice		10/5/2018	2.00 160.00	320.00
Love, Maurice		10/9/2018	1.50 160.00	240.00
Love, Maurice		10/26/2018	.50 160.00	80.00
Love, Maurice		10/30/2018	1.00 160.00	160.00
Love, Maurice		11/2/2018	1.00 160.00	160.00
Love, Maurice		11/13/2018	.50 160.00	80.00

ADVANCEDESIGN™

Remit to: 1717 McKinney Ave. Lock Box 15, Dallas, TX 75202  
 ACH: Huit-Zollars, Inc.  
 ABA #113010547  
 Account #3308005044

Sr. Project Surveyor

Chiles, Sr., Jack	10/30/2018	4.00	150.00	600.00
Chiles, Sr., Jack	10/31/2018	2.00	150.00	300.00
Chiles, Sr., Jack	11/2/2018	2.50	150.00	375.00
Chiles, Sr., Jack	11/5/2018	3.50	150.00	525.00
Chiles, Sr., Jack	11/6/2018	2.00	150.00	300.00
Chiles, Sr., Jack	11/7/2018	2.00	150.00	300.00

Totals		133.00		23,990.00
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<b>Total Labor</b>				<b>23,990.00</b>
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**Reimbursable Expenses**

Reproduction & Printing

AP 40196982	11/20/2018	B & E Reprographics, Inc. / Invoice: 120481, 10/22/2018	285.78	
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Mileage

EX 000000055638	10/4/2018	Menendez, Daniel / Attend TIRZ 25 Meeting / Attend TIRZ 25 Meeting / 20.00 miles @ 0.545	10.90	
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Other Reimbursable Expense

AP 40196207	10/25/2018	GRAM Traffic Counting, Inc. / 21352 / Invoice: 21352, 10/19/2018	2,134.50	
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<b>Total Reimbursables</b>			<b>2,431.18</b>	<b>2,431.18</b>
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<b>Total this Phase</b>	<b>\$26,421.18</b>
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<b>Total this Project</b>	<b>\$50,998.68</b>
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<b>Total this Report</b>	<b>\$50,998.68</b>
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Approved:  
Gampa, Chaitanya  
11/20/2018



3664 Walnut Bend Ln, Suite A  
Houston, TX 77042  
Telephone: (713) 243-7200  
Fax: (888) 513-6872

Email: berepro@berepro.com  
Website: www.berepro.com

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INVOICE

DATE: NUMBER

Printed 11/05/18 17:53:36

10/22/18 120481

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HUITT-ZOLLARS INC.  
10350 RICHMOND AVE #300  
HOUSTON TX 77042

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HUITT-ZOLLARS INC.  
10350 RICHMOND AVE #300  
HOUSTON TX 77042  
(281)496-0066

PROJECT NAME: TIRZ9 COH TO 1  
TERMS: Net 30 days

Requested for: 10/22/18

ORDERED BY: DIANA RUIZ

CUSTOMER P.O.	SHIPPED VIA	ACCOUNT #	ORDER#	SALESPERSON	ORDER DATE
R309156.01-001	Our truck	00147	113018	B&E HOUSE ACCOUNT	10/22/18

ORDERED	SHIPPED	B.O.	UNIT	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
48	48		SQ. FT.	102-0SCLR6LS	O/S COLOR IJ GLOSS 8 originals, 1 set(22x34) 48 sq ft Tech #50 B&E HOUSE ACCOUNT	5.50	264.00
48	48		SQ. FT.	442-MNTGTRB03/16	MOUNT ON GATORBRO 3/16" 8 originals, 1 set(22x34) 48 sq ft Tech #50 B&E HOUSE ACCOUNT	5.50	264.00

Notes  
DELIVER TO: DIANA Freight terms: No charge Ship date: 10/22/18

Opened by: EYDELL SANTANA

THANK YOU FOR YOUR ORDER

NOW AVAILABLE TO PRINT,  
AT B & E REPROGRAPHICS INC,  
ON ENVELOPES AND LETTERHEADS  
PLEASE INQUIRE WITHIN

Sale amount 528.00  
TX Sales Tax 43.56

Balance due 571.56 ÷ 2 =  
285.78  
Due Date: 11/22/18

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Project Amounts:

R309156.01 TIRZ 9 City of Houston TO 1 001 001 Study 5070 \$285.78

R306950.01 TIRZ 25 TO 1 Traffic Signal Rebuild Pkg1 001 001 Study 5070 \$285.78

Approved:  
Gampa, Chaitanya  
10/25/2018



# Invoice

Invoice No. 21352  
Invoice Date 10/19/18

Bill To:  
  
Huitt-Zollars, Inc.  
Attn: Chaitanya Gampa  
10350 Richmond Ave, Ste 300  
Houston, TX 77042

Remit To:  
  
GRAM Traffic Counting, Inc.  
3751 FM 1105, Bldg. A  
Georgetown, TX 78626

Proj. #R306950 / I11166		Terms	LOCATION:	
		Net 30	Houston, TX	
Qty	Description	Unit Price	Amount	
	Location: Fuqua - TIRZ 25 Project #: R306950.01 Services Performed: 10/09/18			
16	Turning Movement Count(s) - Video - 2 Site(s) x 8 Hrs. - 5:30 - 9:30 am & 3:30 - 7:30 pm	65.00	1,040.00	
8	24-Hour Uni-Directional Volume Approach Count(s)	120.00	960.00	
2	Project Manager	40.00	80.00	
100	Mileage	0.545	54.50	
<p>This is a Lump Sum Invoice per attached work authorization.</p> <p>This invoice is deemed to be correct. Any discrepancies must be addressed to GRAM Traffic in writing within 20 days from invoice date.</p>				
<b>Total</b>			<b>\$2,134.50</b>	

Questions regarding this invoice? Call 512-832-8650.

YOUR BUSINESS IS VERY MUCH APPRECIATED!

**Project Amounts:**

R306950.01 TIRZ 25 TO 1 Traffic Signal Rebuild Pkg1 002 001 Traffic Counts 5091 \$2,134.50

# Bill

Hiram Clarke/ Fort Bend Redevelopment  
Authority  
14075 South Main St. Ste A  
Houston, TX 77035

Date	Ref. No.
01/01/2019	January 2019 Rent

Vendor
The Fountain of Praise 14075 S. Main Street Houston, TX 77035

Bill Due	01/03/2019
Terms	
Memo	January 2019 Rent-Suite A

## Expenses

Account	Memo	Amount	Customer:Job
Rent Expense		725.00	

Expense Total : 725.00

Bill Total : **\$725.00**

The Fountain of Praise  
14075 S. Main Street  
Houston TX 77035



City of Houston Reinvestment Zone 25 & Hiram  
Clarke/Ft. Bend Redevelopment Authority  
14075 -A S. Main Street  
Houston TX 77035

Invoice # 0000113  
Invoice Date December 29, 2018  
PO # TIRZFLC  
**Balance Due (USD) \$725.00**

Item	Description	Unit Cost	Quantity	Line Total
Lease Payment	December 2018 400 sq. ft.	725.00	1	725.00

**Total 725.00**  
Amount Paid 0.00  
**Balance Due (USD) \$725.00**

This invoice was sent using FRESHBOOKS

## PAYMENT STUB

The Fountain of Praise  
14075 S. Main Street  
Houston TX 77035

### To View Your Invoice Online

Go to <https://thefountainofpraise-receivables.freshbooks.com/code> and enter the code 3hxcrcpzjg4SFPg

**Client** City of Houston Reinvestment  
Zone 25 & Hiram Clarke/Ft.  
Bend Redevelopment Authority  
**Invoice #** 0000113  
**Invoice Date** December 29, 2018  
**Balance Due (USD)** \$725.00

Amount Enclosed

The Fountain of Praise  
14075 S. Main Street  
Houston TX 77035




City of Houston Reinvestment Zone 25 & Hiram  
Clarke/Ft. Bend Redevelopment Authority  
14075 -A S. Main Street  
Houston TX 77035

Invoice # HCFBRDA-0000113  
Invoice Date December 29, 2018  
PO # TIRZFLC

**Balance Due (USD) \$5,319.61**

Item	Description	Unit Cost	Quantity	Line Total
Contract Staffing	September 23, 2018 - October 6, 2018	38.19	13	496.47
Contract Staffing	October 7, 2018 - October 20, 2018	38.19	23	878.37
Contract Staffing	October 21, 2018 - November 3, 2018	38.19	22	840.18
Contract Staffing	November 4, 2018 - November 17, 2018	38.19	21.5	821.09
Contract Staffing	November 18, 2018 - December 1, 2018	38.19	18.5	706.52
Contract Staffing	December 2, 2018 - December 15, 2018	38.19	19	725.61
Contract Staffing	December 16, 2018 - December 29, 2018	38.19	23	878.37
<b>Total</b>				<b>\$5,319.61</b>
Amount Paid				0.00
<b>Balance Due (USD)</b>				<b>\$5,319.61</b>

This invoice was sent using 

## PAYMENT STUB

The Fountain of Praise  
14075 S. Main Street  
Houston TX 77035

### To View Your Invoice Online

Go to <https://thefountainofpraise-receivables.freshbooks.com/code> and enter the code  
3hxcrcpzjg4SFPg

**Client** City of Houston Reinvestment  
Zone 25 & Hiram Clarke/Ft.  
Bend Redevelopment Authority  
**Invoice #** HCFBRDA-0000113  
**Invoice Date** December 29, 2018

**Balance Due (USD)** \$5,319.61

Amount Enclosed



14075 South Main Street, Ste. A, Houston, TX 77035

## HOURLY EMPLOYEE TIMESHEET

EMPLOYEE INFORMATION					
NAME <b>LeRon Wilson</b>					
DEPARTMENT <b>HCFB-RDA</b>			MANAGER <b>Board of Directors</b>		
BI-WEEK ENDING SATURDAY	<b>HOURS WORKED BY EMPLOYEE</b> <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing.</small>				
DATE	DAY	START TIME	END TIME	HOURS	ACTIVITY
	SUN				
	MON				
	TUE				
	WED				
	THUR				
	FRI				
	SAT				
<b>WEEK (1) TOTALS</b>					
	SUN				
	MON				
	TUE				
10/3/18	WED	10am	5pm	7	Board Packet and Board Meeting Slides. Preperation and Print
10/4/18	THUR	8am	2pm	6	Assemble Board Packet and Board Meeting
	FRI				
	SAT				
<b>WEEK (2) TOTALS</b>				13	
<b>TOTAL BI-WEEKLY HOURS</b>					
<b>EMPLOYEE SIGNATURE</b>			<b>DEPARTMENT APPROVAL</b>		
<p style="text-align: center;"><b>TERMS &amp; CONDITIONS</b></p> <p>Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p> <p><b>EMPLOYEE'S SIGNATURE</b> X _____</p> <p><b>Date:</b> _____</p>			<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p><b>MANAGER SIGNATURE</b> X _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p><b>DIRECTOR SIGNATURE</b> X _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
<p><b>EMPLOYEE'S SIGNATURE</b> X _____</p> <p><b>Date:</b> _____</p>			<b>PAYROLL PROCESSING (Accounting Use Only)</b>		





14075 South Main Street, Ste. A, Houston, TX 77035

## HOURLY EMPLOYEE TIMESHEET

EMPLOYEE INFORMATION					
NAME <b>LeRon Wilson</b>					
DEPARTMENT <b>HCFB-RDA</b>			MANAGER <b>Board of Directors</b>		
BI-WEEK ENDING SATURDAY		<b>HOURS WORKED BY EMPLOYEE</b> <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing.</small>			
DATE	DAY	START TIME	END TIME	HOURS	ACTIVITY
	SUN				
	MON				
	TUE				
	WED				
10/11/18	THUR	10am	12pm	2	Meeting with Ted Andrews, George Anderson and Homer Clarke
10/12/18	FRI	10pm	3pm	5	MailChimp account and email campaign setup
	SAT				
<b>WEEK (1) TOTALS</b>				7	
	SUN				
10/15/18	MON	9am	2pm	5	Video Casting attempt in the TIRZ Office
10/16/18	TUE	12am	2pm	2	Prepare all past sign-in sheets to upgrade distribution list for Board Meeting
10/17/18	WED	9am	11am	2	Brochure Development: Research Stage
10/18/18	THUR	9am	2pm	5	TIRZ 25 Informational presentation for Ted Andrews Debugging/Resolving Casting Issue in TIRZ Office
10/19/18	FRI	3pm	5pm	2	Meeting with Impact Strategies, Eric Lyon with Ted Andrews and George Anderson
	SAT				
<b>WEEK (2) TOTALS</b>				16	
<b>TOTAL BI-WEEKLY HOURS</b>				23	
<b>EMPLOYEE SIGNATURE</b>			<b>DEPARTMENT APPROVAL</b>		
<p><b>TERMS &amp; CONDITIONS</b> Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p>			<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p>MANAGER SIGNATURE X _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p>DIRECTOR SIGNATURE X _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
<p><b>EMPLOYEE'S SIGNATURE X</b> _____</p> <p>Date: _____</p>			<p><b>PAYROLL PROCESSING (Accounting Use Only)</b></p>		



14075 South Main Street, Ste. A, Houston, TX 77035

## HOURLY EMPLOYEE TIMESHEET

EMPLOYEE INFORMATION					
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DEPARTMENT <b>HCFB-RDA</b>			MANAGER <b>Board of Directors</b>		
BI-WEEK ENDING SATURDAY		<b>HOURS WORKED BY EMPLOYEE</b> <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing.</small>			
DATE	DAY	START TIME	END TIME	HOURS	ACTIVITY
	SUN				
10/22/18	MON	4pm	5pm	1	Brochure Creation: Content Gathering
10/23/18	TUE	3pm	6pm	3	Brochure Creation: Content Gathering
10/24/18	WED	12pm	3pm	3	Bochure Creation:
	THUR				
	FRI				
	SAT				
<b>WEEK (1) TOTALS</b>				7	
	SUN				
	MON				
10/30/18	TUE	10am	12pm	2	Board Meeting Content Gathering, Ted Andrews and Homer Clarke
10/31/18	WED	10am	6pm	8	Board Packet and Meeting Slides creation
11/1/18	THUR	9am	3pm	5	Book Assembly and Meeting
	FRI				
	SAT				
<b>WEEK (2) TOTALS</b>				15	
<b>TOTAL BI-WEEKLY HOURS</b>				22	
<b>EMPLOYEE SIGNATURE</b>			<b>DEPARTMENT APPROVAL</b>		
<p style="text-align: center;"><b>TERMS &amp; CONDITIONS</b></p> <p>Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p> <p><b>EMPLOYEE'S SIGNATURE X</b> _____</p> <p><b>Date:</b> _____</p>			<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p><b>MANAGER SIGNATURE X</b> _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p><b>DIRECTOR SIGNATURE X</b> _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
			<b>PAYROLL PROCESSING (Accounting Use Only)</b>		



14075 South Main Street, Ste. A, Houston, TX 77035

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EMPLOYEE INFORMATION					
NAME <b>LeRon Wilson</b>					
DEPARTMENT <b>HCFB-RDA</b>			MANAGER <b>Board of Directors</b>		
BI-WEEK ENDING SATURDAY	<b>HOURS WORKED BY EMPLOYEE</b> <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing.</small>				
DATE	DAY	START TIME	END TIME	HOURS	ACTIVITY
	SUN				
11/5/18	MON	9am	12pm	3	Brochure Design: Conceptual Analysis
11/6/18	TUE	11am	2pm	3	Brochure Design: Sketches
	WED				
11/8/18	THUR	10am	12pm	2	Setup up apple tv, consult with Ted Andrews about the Zoom app
11/9/18	FRI	10am	11:30am	1.5	Video conference call with George Anderson, Ted Andrews, Homer Clarke, Eric Lyons and Debny G.
	SAT				
<b>WEEK (1) TOTALS</b>				<b>9.5</b>	
	SUN				
11/12/18	MON	11am	2pm	3	Brochure Design: Refine Sketches
11/13/18	TUE	9am	1pm	4	Preparation for Website Update Meeting and met with Jesse Young and George Anderson
11/14/18	WED	3pm	5pm	2	Executed deliverables from Website update meeting
11/15/18	THUR	10am	1pm	3	Brochure Design: Refine Sketches
	FRI				
11/17/18	SAT				
<b>WEEK (2) TOTALS</b>				<b>12</b>	
<b>TOTAL BI-WEEKLY HOURS</b>				<b>21.5</b>	
<b>EMPLOYEE SIGNATURE</b>			<b>DEPARTMENT APPROVAL</b>		
<p><b>TERMS &amp; CONDITIONS</b> Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p> <p><b>EMPLOYEE'S SIGNATURE</b> X _____</p> <p><b>Date:</b> _____</p>			<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p><b>MANAGER SIGNATURE</b> X _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p><b>DIRECTOR SIGNATURE</b> X _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
			<b>PAYROLL PROCESSING (Accounting Use Only)</b>		



14075 South Main Street, Ste. A, Houston, TX 77035

## HOURLY EMPLOYEE TIMESHEET

EMPLOYEE INFORMATION					
NAME <b>LeRon Wilson</b>					
DEPARTMENT <b>HCFB-RDA</b>			MANAGER <b>Board of Directors</b>		
BI-WEEK ENDING SATURDAY	<b>HOURS WORKED BY EMPLOYEE</b> <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing.</small>				
DATE	DAY	START TIME	END TIME	HOURS	ACTIVITY
	SUN				
	MON				
11/20/18	TUE	10am	4pm	4	Brochure Design: Build Out
11/21/18	WED	12pm	2pm	2	District K Holiday Reception: Invitation Research
	THUR				
	FRI				
	SAT				
<b>WEEK (1) TOTALS</b>				<b>6</b>	
	SUN				
	MON				
	TUE				
11/28/18	WED	2pm	5:30pm	3.5	District K Holiday Reception Location Exploration and Invitation Design
11/29/18	THUR	10am	3pm	5	Corrected invitation design and info for District K Holiday Reception. Test and fix error with distribution and Develop fill distribution list
11/30/18	FRI	10am	2pm	4	Brochure Design: Build Out
	SAT				
<b>WEEK (2) TOTALS</b>				<b>12.5</b>	
<b>TOTAL BI-WEEKLY HOURS</b>				<b>18.5</b>	
<b>EMPLOYEE SIGNATURE</b>			<b>DEPARTMENT APPROVAL</b>		
<p style="text-align: center;"><b>TERMS &amp; CONDITIONS</b></p> <p>Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p> <p><b>EMPLOYEE'S SIGNATURE</b> X _____</p> <p><b>Date:</b> _____</p>			<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p><b>MANAGER SIGNATURE</b> X _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p><b>DIRECTOR SIGNATURE</b> X _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
			<b>PAYROLL PROCESSING (Accounting Use Only)</b>		



14075 South Main Street, Ste. A, Houston, TX 77035

## HOURLY EMPLOYEE TIMESHEET

EMPLOYEE INFORMATION					
NAME <b>LeRon Wilson</b>					
DEPARTMENT <b>HCFB-RDA</b>			MANAGER <b>Board of Directors</b>		
BI-WEEK ENDING SATURDAY		<b>HOURS WORKED BY EMPLOYEE</b> <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing.</small>			
DATE	DAY	START TIME	END TIME	HOURS	ACTIVITY
	SUN				
	MON				
	TUE				
	WED				
	THUR				
12/7/18	FRI	10am	5pm	7	Office Support Punchbowl Invitation Design
	SAT				
<b>WEEK (1) TOTALS</b>				7	
	SUN				
12/10/18	MON	10am	4pm	6	District K Holiday Reception Sponsorship Agreement Creation
	TUE				
	WED				
12/13/18	THUR	10am	2pm	4	Tri-Party Preparation and Meeting
12/14/18	FRI	4pm	6pm	2	District K Holiday Reception Preparation
	SAT			12	
<b>WEEK (2) TOTALS</b>				19	
<b>TOTAL BI-WEEKLY HOURS</b>					
<b>EMPLOYEE SIGNATURE</b>			<b>DEPARTMENT APPROVAL</b>		
<p style="text-align: center;"><b>TERMS &amp; CONDITIONS</b></p> <p>Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p> <p><b>EMPLOYEE'S SIGNATURE</b> X _____</p> <p><b>Date:</b> _____</p>			<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p><b>MANAGER SIGNATURE</b> X _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p><b>DIRECTOR SIGNATURE</b> X _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
			<b>PAYROLL PROCESSING (Accounting Use Only)</b>		



14075 South Main Street, Ste. A, Houston, TX 77035

# HOURLY EMPLOYEE TIMESHEET

EMPLOYEE INFORMATION					
NAME <b>LeRon Wilson</b>					
DEPARTMENT <b>HCFB-RDA</b>			MANAGER <b>Board of Directors</b>		
BI-WEEK ENDING SATURDAY	<b>HOURS WORKED BY EMPLOYEE</b> <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing.</small>				
DATE	DAY	START TIME	END TIME	HOURS	ACTIVITY
	SUN				
12/17/18	MON	10am	8pm	10	Preparation for District K Holiday Reception and District K Holiday Reception
	TUE				
12/19/18	WED	11am	2pm	3	District K Holiday Reception Sponsorship Organization
12/20/18	THUR	10am	2pm	4	
12/21/18	FRI	10am	12pm	2	January Board Meeting Agenda Preparation and Agenda Edits
	SAT				
<b>WEEK (1) TOTALS</b>				<b>19</b>	
	SUN				
	MON				
Christmas	TUE				
	WED				
12/27/18	THUR	11am	3pm	4	Agenda Correction and Email Notice Creation and send off
	FRI				
	SAT				
<b>WEEK (2) TOTALS</b>				<b>4</b>	
<b>TOTAL BI-WEEKLY HOURS</b>				<b>23</b>	
<b>EMPLOYEE SIGNATURE</b>			<b>DEPARTMENT APPROVAL</b>		
<p style="text-align: center;"><b>TERMS &amp; CONDITIONS</b></p> <p>Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p> <p><b>EMPLOYEE'S SIGNATURE X</b> _____</p> <p><b>Date:</b> _____</p>			<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p><b>MANAGER SIGNATURE X</b> _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p><b>DIRECTOR SIGNATURE X</b> _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
			<b>PAYROLL PROCESSING (Accounting Use Only)</b>		

Hours up  
ON THIS  
APPROVED  
1-2-2019

Rec'd  
11-20-18

Wilson Cribbs & Goren, P.C.  
2500 Fannin Street  
Houston, TX 77002  
(713) 222-9000 Fax (713) 229-8824  
www.wcglaw.com

November 9, 2018

Homer Clark  
Hiram Clarke/Fort Bend County Redevelopment  
Authority - TIRC #25  
14085 South Main Street, Suite A  
Houston, TX 77035

Billed Through: 10/31/2018  
Invoice #: 111207  
Tax ID No.: 72-1036599  
Our File No.: 10289 00002

Regarding: General Matters  
General Counsel for TIRZ

**PROFESSIONAL SERVICES**

			Hours	Rate	Amount
10/01/18	SOI	Review of correspondence from client related to development agreement.	0.30	400	120.00
10/02/18	SOI	Review of correspondence and review of development agreement and draft changes.	1.30	400	520.00
10/05/18	SOI	Correspondence with TIRZ consultant and board director concerning edits to development agreement.	0.20	400	80.00
10/25/18	SOI	Telephone conference with TIRZ consultant regarding status of development agreement. Telephone conference with counsel for developer regarding nature of reimbursement and status of agreement.	0.70	400	280.00
10/30/18	SOI	Telephone conference with board director on upcoming development agreement.	0.30	400	120.00
10/31/18	SOI	Review of correspondence related to development agreement. Follow-up telephone conference with Kevin Riles concerning same.	0.50	-0	0.00
			<u>3.30</u>		<u>\$1,120.00</u>

**FEE RECAP**

Timekeeper Name	Hours	Rate	Amount
S Omar Izfar	3.30	339.39	\$1,120.00
	<u>3.30</u>		<u>\$1,120.00</u>

\* Adj. for 7/31/18  
Invoice from  
640.00 to 520.00  
\$1,120.00  
\$1,000.00 OK

TOTAL FEES  
TOTAL DUE ON THIS INVOICE  
NET BALANCE FORWARD  
TOTAL AMOUNT NOW DUE

\$1,120.00  
\$1,120.00  
\$3,960.00 ✓  
\$5,080.00

PAID \$3,200 9-6-18  
" 880 10-4-18  
" 1000 OCT INV. UNPAID  
5080.00

Wilson Cribbs & Goren, P.C.  
2500 Fannin Street  
Houston, TX 77002  
(713) 222-9000 Fax (713) 229-8824  
www.wcglaw.com

Approved  
1-2-2019

Rec'd  
1-2-2019

December 7, 2018

Homer Clark  
Hiram Clarke/Fort Bend County Redevelopment  
Authority - TIRC #25  
14085 South Main Street, Suite A  
Houston, TX 77035

Billed Through: 11/30/2018  
Invoice #: 111745  
Tax ID No.: 72-1036599  
Our File No.: 10289 00002

Regarding: *General Matters*  
*General Counsel for TIRZ*

**PROFESSIONAL SERVICES**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
11/01/18	SOI	Attendance at board meeting, travel to and from.	1.60	400	640.00
11/26/18	SOI	Telephone conference with Ted, Kevin, Ralph on Boulevard Oaks project.	0.90	400	360.00
			2.50		\$1,000.00

**FEE RECAP**

<u>Timekeeper Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
S Omar Izfar	2.50	400.00	\$1,000.00
	2.50		\$1,000.00

TOTAL FEES	\$1,000.00
TOTAL DUE ON THIS INVOICE	\$1,000.00
NET BALANCE FORWARD	\$5,080.00
TOTAL AMOUNT NOW DUE	\$6,080.00



**GEORGE BAUGH III**  
*Certified Public Accountant*

FOUNDERS  
GEORGE BAUGH III, CPA

2413 BLODGETT  
HOUSTON, TEXAS 77004  
(713) 528-3535  
FAX: (713) 529-0147

AMERICAN INST  
TEXAS SOCIETY OF  
PUBLIC ACCO

November 12, 2018

Board of Directors  
Harm Clarke/Fort Bend Redevelopment Authority  
TIRZ #25  
Attn: Mr Homer Clarke  
14075 South Main Street Suite #A  
Houston, TX 77035

Re: Invoice

Please accept this document as our formal billing in connection with accounting services rendered for Harm Clarke/Fort Bend Redevelopment Authority for the year ended June 30, 2018.

Description

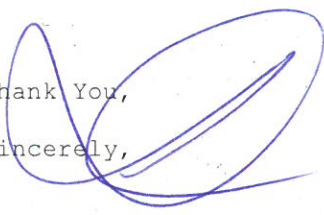
Amount Due

Accounting Services year ended 6/30/ 2018

\$8,200.00  
=====

If there are any questions please contact us.

Thank You,  
Sincerely,





# Board Development

George Anderson

Pages 34-37



# Hiram Clarke/Fort Bend-Houston

Redevelopment Authority  
TIRZ 25

## 2018 District K Holiday Reception

### *Program Report 12/19/2018*

<u>REVENUE</u>		%
Hawes Hill and Associates, LLP	\$1,000.00	34%
Hines	\$640.31	22%
Huitt-Zollars	\$1,000.00	34%
Kamal Rasheed	\$300.00	10%
<b>TOTAL REVENUE</b>	<b>\$2,940.31</b>	<b>100%</b>
<u>EXPENSES</u>		
Food/Beverage (Brennan's of Houston)	\$2,882.00	98%
Invitations (Punchbowl.com)	\$5.99	0%
Printing (TFOP/Kinkos)	\$52.32	2%
<b>TOTAL EXPENSES</b>	<b>\$2,940.31</b>	<b>100%</b>
<b>Surplus (Loss)</b>	<b>\$0.00</b>	<b>0%</b>

# 2018 District K Holiday Reception

Hiram Clarke/ Ft. Bend-Houston  
Redevelopment Authority

South Post Oak  
Redevelopment Authority

5 Corner District

December 17, 2018  
Brennan's Of Houston  
3300 Smith St. Houst, TX 77006

Welcome ..... George Anderson  
Invocation..... Kevin Riles  
Introductions..... Homer Clarke  
Council Member's Address..... Council Member  
Martha Castex-Tatum  
Commissioner's Address..... Commissioner Grady Pestage

## Reception Sponsors



**Hines**

**HUIT-ZOLLARS**

**Kamal Rasheed, PE**

No goods or services will be provided in exchange for any sponsor's donation.  
Sponsor donations will not affect consideration for any contracting and/or  
purchasing with TIRZ 25, TIRZ 9 or 5 Corners District

# Brennan's of Houston

0134

Server: JOSE M  
12/17/18 21:20, Swiped T: 651 Term: 1

Rec:133

BRENNAN'S HOUSTON  
(713)522-9711

0134b Table 651 #Party 25  
JOSE M SvrCk: 2 9:00p 12/17/18  
BANQUET

25 DUCK GUMBO, 25 how many?  
1 @ 0.00 0.00  
25 HOLIDAY SALAD, 25 how many?  
1 @ 0.00 0.00  
25 SORTBET, 25 how many?  
1 @ 0.00 0.00  
10 TEX STFD CHICKEN,  
10 how many?  
1 @ 69.00 690.00  
15 BEEF TENDERLOIN, 15 how many?  
1 @ 69.00 1035.00  
13 BANANA FOSTER, 13 how many?  
1 @ 0.00 0.00  
12 BNQT DINNER CHEESE CAKE/ COMPLETE  
0.00  
25 PRALINE GIFT BAG,  
25 how many?  
1 @ 2.50 62.50  
3 Paladin PG 120.00  
6 Patient Cottat PN 228.00  
18 BQT VALET 90.00

Sub Total: 2225.50  
Tax: 176.18  
Sub Total: 2401.68

12/17 9:05p TOTAL: 2401.68

BTL WINE  
RETAIL


deposit 348.00  
600  
1801.68

\*\*\* THANK YOU \*\*\*  
FOR DINING WITH US.

2,882.00

CARD TYPE ACCOUNT NUMBER  
MASTER CARD XXXXXXXXXXXXX6588  
Name: THEADORE ANDREWS  
OO TRANSACTION APPROVED  
AUTHORIZATION #: 822899  
Reference: 1217010000134  
TRANS TYPE: Credit Card SALE

CHECK: 1801.68  
TIP: 180.32  
TOTAL: 2282.00

X 

PHONE: ( ) -  
\*\*\*Duplicate Copy\*\*\*

CARDHOLDER WILL PAY CARD ISSUER ABOVE  
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT  
total and sign one copy, keep the other





December 07, 2018  
Thank you for your payment!

---

Dear LeRon,  
Your order confirmation number is: 615xfjzm

---

**Items Purchased**

Monthly Plus Membership  
Price: \$5.99

Total amount: \$5.99

[Sign in to your account](#)

For information on your membership  
or to cancel future billing go to your  
[account settings page](#)

---

Add [mail@mail.punchbowl.com](mailto:mail@mail.punchbowl.com) to your address book to ensure you receive all invitations and cards  
in your inbox



Punchbowl, Inc.  
50 Speen Street, Suite 202  
Framingham, MA 01701

The Fountain of Praise  
14075 S. Main Street  
Houston TX 77035




City of Houston Reinvestment Zone 25 & Hiram  
Clarke/Ft. Bend Redevelopment Authority  
14075 -A S. Main Street  
Houston TX 77035

Invoice # HCFBRDA-0000112  
Invoice Date December 29, 2018  
PO # TIRZFLC  
**Balance Due (USD) \$52.32**

Item	Description	Unit Cost	Quantity	Line Total
Graphic Support	Printing & Cutting	52.32	1	52.32

**Total \$52.32**  
Amount Paid 0.00  
**Balance Due (USD) \$52.32**

This invoice was sent using 

## PAYMENT STUB

The Fountain of Praise  
14075 S. Main Street  
Houston TX 77035

### To View Your Invoice Online

Go to <https://thefountainofpraise-receivables.freshbooks.com/code> and enter the code  
3hxcrcpzjg4SFPg

**Client** City of Houston Reinvestment  
Zone 25 & Hiram Clarke/Ft.  
Bend Redevelopment Authority  
**Invoice #** HCFBRDA-0000112  
**Invoice Date** December 29, 2018

**Balance Due (USD) \$52.32**

Amount Enclosed



# **BOARD TRAINING AND DEVELOPMENT**

- **Strategy 2019**
- **Ethics for City Boards and Commissions**
- **Texas Open Meeting Act (TOMA)**
- **Texas Public Information Act (TPIA)**
- **Team Building Exercise**