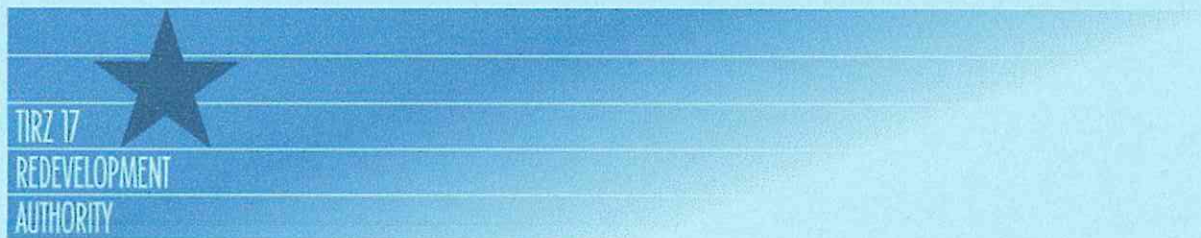


MEMORIAL CITY
REDEVELOPMENT AUTHORITY,
TIRZ No. 17,
City of Houston



Agenda and Agenda Materials
Meeting of the Board of Directors

July 26, 2016

JOINT MEETING OF THE BOARD OF DIRECTORS OF THE
TIRZ 17 REDEVELOPMENT AUTHORITY/MEMORIAL CITY REDEVELOPMENT AUTHORITY
and TAX REINVESTMENT ZONE NUMBER SEVENTEEN
HOUSTON, TEXAS

Notice is hereby given that the Board of Directors of the TIRZ 17 Redevelopment Authority (aka the Memorial City Redevelopment Authority) and the Tax Reinvestment Zone Number Seventeen, City of Houston, Texas, will hold a regular joint meeting on **Tuesday, July 26, 2016, at 8:00 a.m.**, at Four Points by Sheraton, 10655 Katy Freeway, Wycliffe Room, Houston, Texas 77024, open to the public, to 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 meeting to order.
2. Receive public comments.
3. Approve Minutes of June 23, 2016 regular meeting.
4. Receive financial and bookkeeper's report, including payment of invoices, review of investments and project cash flow reports.
5. Proposal from McGrath and Company for pre-audit services.
6. FY2017 Budget and CIP Update.
7. Proposal from LAN for drainage analysis.
8. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney, with regard to pending or contemplated litigation; and Convene in Executive Session pursuant to Section 551.072, Texas Government Code, to deliberate the purchase, exchange, lease or value of real property.
9. Reconvene in Open Session and authorize appropriate actions regarding private consultation with attorney, with regard to pending or contemplated litigation and regarding the purchase, exchange, lease or value of real property.
10. Adjournment.



Executive Director for Authority

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ NO. 17,
HOUSTON, TEXAS

AGENDA MEMORANDUM

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

3. Approve minutes of the June 23, 2016 regular meeting.

**MINUTES OF THE MEETING OF THE
TIRZ 17 REDEVELOPMENT AUTHORITY/MEMORIAL CITY REDEVELOPMENT AUTHORITY and
TAX REINVESTMENT ZONE NUMBER SEVENTEEN
CITY OF HOUSTON, TEXAS
BOARD OF DIRECTORS**

June 23, 2016

ESTABLISH QUORUM AND CALL MEETING TO ORDER.

The Board of Directors of the TIRZ 17 Redevelopment Authority/Memorial City Redevelopment Authority and Tax Reinvestment Zone Number Seventeen, City of Houston, Texas, held a regular joint meeting on Thursday, June 23, 2016, at 8:00 a.m., at the Four Points by Sheraton, 10655 Katy Freeway, Wycliffe Room, Houston, Texas 77024, inside the boundaries of the TIRZ, open to the public, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 – Marshall B. Heins
Position 2 – John Rickel
Position 3 – David P. Durham
Position 4 – Ann T. Givens, *Chair*

Position 5 – Zachary R. Hodges
Position 6 – Brad Freels, *Vice-Chair*
Position 7 – Glenn E. Airola, *Secretary*

and all of the above were present, with the exception of Director Freels, thus constituting a quorum. Also present were Scott Bean and Linda Clayton, both of Hawes Hill Calderon, LLC; Jessica Holoubek, Allen Boone Humphries Robinson, LLP; and Michelle Lofton, ETI Bookkeeping Services. Others attending the meeting were Jennifer Curley, COH - Economic Development Dept.; Jack Valinski, COH; Virginia Blake, McCall Gibson Swedlund Barfoot PLLC; Muhammad Ali, LAN; Edward Conger, Klotz Associates; Virginia Gregory; Cynthia Neely, Bruce Nichols; Donna Freedman, David Tresch; Robert Benz; Jim Muckle and Roberta Prazak. Chair Givens called the meeting to order at 8:01 a.m.

RECEIVE PUBLIC COMMENTS.

Virginia Gregory discussed water flow and control and wanting a definitive plan on how the Authority is going to capture all the water going south. She further discussed toxins in the water. Cynthia Neely thanked Director Rickel for speaking at City Council in support of Bob Tucker. Bruce Nichols welcomed Directors Durham and Heins as the two new board members and thanked them for taking on the tasks. He stated Frostwood wants to work constructively with the Board and praised the Board members for moving forward with detention plans. Donna Freedman praised the community representatives for their attendance at the meetings. Roberta Prazak discussed some of the members of the board having a conflict of interest, being that they sit on the management district board and the TIRZ board. She stated she would like an update on the Town & Country project including traffic, mobility and drainage. She wanted to know why it has been on hold for so long. She further stated she wanted an update on Memorial Drive.

APPROVE MINUTES OF MAY 19, 2016, REGULAR MEETING.

Upon a motion duly made by Director Airola, and being seconded by Director Durham, the Board voted unanimously to approve the Minutes of the May 19, 2016, Board meeting, as presented.

RECEIVE FINANCIAL AND BOOKKEEPER'S REPORT, INCLUDING PAYMENT OF INVOICES, REVIEW OF INVESTMENTS AND PROJECT CASH FLOW REPORTS.

Ms. Lofton presented the monthly Bookkeeper's Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Rickel, and being seconded by Director Heins, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

PROPOSAL FROM McCALL GIBSON SWEDLUND BARFOOT PLLC TO PERFORM FY2016 AUDIT.

Ms. Blake reviewed the proposal, included in the Board agenda materials. She stated the estimated cost to perform the FY2016 audit was between \$9,500 and \$10,500. Upon a motion duly made by Director Rickel, and being seconded by Director Airola, the Board voted unanimously to approve the proposal from McCall Gibson Swedlund Barfoot PLLC to prepare the FY2016 audit in an estimated amount between \$9,500 and \$10,500, as presented.

LANDSCAPE MAINTENANCE CONTRACT WITH SEI, INC. FOR LUMPKIN AND BRIAR BRANCH DETENTION BASINS.

Mr. Bean reviewed the landscape maintenance contracts for Lumpkin and Briar Branch detention basins, included in the Board agenda materials. He stated the maintenance for the Briar Branch detention basin should have already been turned over to the City or Flood Control; however, there have been issues in turning the maintenance over and the contract would be on a month-to-month basis until it is turned over to the City and Flood Control. Mr. Ali explained the issues is with the driveway as the City nor Flood Control want to take the driveway. He stated he has been working with the City to solve the problem. Upon a motion duly made by Director Rickel, and being seconded by Chair Givens, the Board voted unanimously to approve the landscape maintenance contracts with SEI, Inc. for Lumpkin and Briar Branch detention basins, as presented.

RECEIVE ENGINEER'S REPORT FROM LAN, INCLUDING:

- b. Approval of Lumpkin Road Change Order No. 4, Pay Applications No. 15 and No. 16 (Final), and accept Contractor's Certification of Final Completion.**

Mr. Ali reviewed Change Order No. 4, Pay Applications No. 15 and No. 16 (Final) and the Contractor's Certification of Final Completion, included in the Board agenda materials. He stated all requirements have been met and LAN is recommending for approval. He stated LAN was recommending payment to the contractor for the 5% retainage on the project. Upon a motion duly made by Director Rickel, and being seconded by Director Hodges, the Board voted unanimously to approve Change Order No. 4, Pay

Applications No. 15 and 16 (Final) and approve acceptance of the Contractor's Certification of Final Completion, as presented.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY, WITH REGARD TO PENDING OR CONTEMPLATED LITIGATION; AND CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.072, TEXAS GOVERNMENT CODE, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.

The Board convened in Executive Session at 8:29 a.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTIONS REGARDING PRIVATE CONSULTATION WITH ATTORNEY, WITH REGARD TO PENDING OR CONTEMPLATED LITIGATION AND REGARDING THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.

The Board convened in open session at 8:56 a.m. Upon a motion duly made by Director Rickel, and being seconded by Director Airola, the Board voted unanimously to authorize Chair Givens to engage legal counsel.

a. Presentation from LAN on completion of Lumpkin Road project.

Mr. Ali made a presentation on the completion of the Lumpkin Road project. A copy of the presentation is available on the TIRZ 17 Memorial City Redevelopment Authority website.

ADJOURNMENT.

There being no further business to come before the Board, Chair Givens adjourned the meeting at 9:00 a.m.

Secretary

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,
HOUSTON, TEXAS

AGENDA MEMORANDUM

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

4. Receive the financial and bookkeeper's report, including payment of invoices, review of investments, and project cash flow reports.

Memorial City Redevelopment Authority

Cash Management Report

June 30, 2016

ETI BOOKKEEPING SERVICES

17111 ROLLING CREEK DRIVE SUITE 108

HOUSTON TX 77090

TELEPHONE 281 444 3384 FAX 281 440 8304

Fiscal Year End: June 30, 2016

Summary

<u>Current Activity</u>	<u>Memorial City Redevelopment Authority</u>			
	<u>General Fund</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Total</u>
Beginning Balance	15,761,345.49	0.00	23,641.72	15,784,987.21
Revenue	8,115,993.08	0.00	4,356,868.65	12,472,861.73
Expenditures	28,892.28	0.00	12,650.43	41,542.71
Ending Balance	23,848,446.29	0.00	4,367,859.94	28,216,306.23

NOTES

Debt Service Payments due in Fiscal Year End 2016:

Date	Series	Principal	Interest	Total
9/1/2015	2008	450,000.00	171,102.50	621,102.50
9/1/2015	2011	555,000.00	151,248.00	706,248.00
9/1/2015	2011A	1,760,000.00	503,965.00	2,263,965.00
3/1/2016	2008	-	161,090.00	161,090.00
3/1/2016	2011	-	141,036.00	141,036.00
3/1/2016	2011A	-	470,085.00	470,085.00
			Total FYE 2016	4,363,526.50

June 30, 2016

General Operating Fund

BEGINNING BALANCE: **15,761,345.49**

REVENUE:

Checking Interest - Wells Fargo	1,551.16	
Texpool Interest	254.91	
Wells Fargo/TexSTAR (Surplus Funds) Interest	404.91	
City of Houston Surplus Increment	8,112,782.10	
Temporary Right of Entry Rental	1,000.00	
Voided Check(s)	0.00	
Total Revenue:		8,115,993.08

DISBURSEMENTS:

Checks Presented At Last Meeting	28,892.28	
Checks Written at/after Last Meeting	0.00	
Total Expenditures		28,892.28

Ending Balance: **23,848,446.29**

Location of Assets:

Institution	Investment Number	Interest Rate	
Wells Fargo Checking	*5490	0.1500	13,952,878.58
TexPool	*0001	0.3633	854,106.98
Wells Fargo/TexSTAR	TexSTAR Surplus Funds	0.3927	8,794,740.06
Texas Exchange Bank CD	*3601	0.8500	246,720.67
		Total	23,848,446.29
Certificate of Deposit	CD *3601	Term: 12 Months	Matures: 09/28/2016

**Memorial City Redevelopment Authority
Checks Presented July 26, 2016**

Num	Name	Description	Amount
2605	Allen Boone Humphries Robinson LLP	Legal Fee	-4,415.63
2606	Blank Rome LLP	Legal Litigation	-3,170.12
2607	Equi-Tax, Inc	Tax Assessor Fee	-400.00
2608	eSiteful, Inc.	Website Hosting	-1,307.55
2609	ETI Bookkeeping Services	Bookkeeping Fee	-915.00
2610	Gunda Corporation	Engineering Consultant	-8,249.46
2611	Hawes Hill Calderon LLP	Professional Consultant	-7,500.00
2612	Klotz Associates inc	Engineering Consultant	-6,350.45
2613	Sal Esparza, Inc.	Landscaping	-1,980.00
2614	SWA Group	Engineering Consultant	-4,465.50
2615	The Goodman Corporation Inc	Contract Services	-2,000.00
Total			-40,753.71

Debt Service Fund

BEGINNING BALANCE		23,641.72
REVENUE		
Wells Fargo/TexSTAR (2008 DSF) Interest	99.83	
Wells Fargo/TexSTAR (2008 DSF) COH Increment	4,356,761.96	
Wells Fargo/TexSTAR (2008 Pled Rev) Interest	6.86	
Total Revenue		4,356,868.65
EXPENDITURES		
2008 Debt Service Interest Payment	0.00	
2008 Debt Service Principal Payment	0.00	
Trustee Fee	12,650.43	
Total Expenditures		12,650.43
ENDING BALANCE		4,367,859.94

Location of Assets:

Institution	Investment Number	Interest Rate	Current Balance
Wells Fargo *4601	TexSTAR 2008 DSF	0.3927	4,358,353.08
Wells Fargo *4600	TexSTAR 2008 Pledged Rev	0.3927	9,506.86
Total			4,367,859.94

Memorial City Redevelopment Authority
Investment Report
June 30, 2016

SCHEDULE OF INVESTMENTS

Investment Pools

Fund	Location Of Assets	Interest Rate	Beginning Balance		Interest Earned	Deposits or (Withdrawals)	Ending Balance		
			Market	N.A.V.			Market	N.A.V.	
GOF	TexPool	0.3633	853,903.30	1.00006	254.91	0.00	854,158.23	1.00006	854,106.98
GOF	Wells Fargo/ TexStar	0.3927	681,611.66	1.000086	404.91	8,112,782.10	8,795,496.41	1.000086	8,794,740.06
DSF	Wells Fargo/ TexStar DSF	0.3927	1,491.42	1.000086	99.83	4,356,761.96	4,358,727.90	1.000086	4,358,353.08
DSF	Wells Fargo/ TexStar PI Rev	0.3927	22,152.33	1.000086	6.86	(12,650.43)	9,507.68	1.000086	9,506.86

Certificates of Deposit

Fund	Location Of Assets	Interest Rate	Purchase Value	Term	Maturity Date	Beginning Balance	Deposits or (Withdrawals)	Interest Earned	Ending Balance
GOF	TX Exch *3601	0.8500	245,000.00	12 Months	9/28/2016	246,720.67	0.00	0.00	246,720.67

Collateral Pledged In Addition to FDIC

Depository Institution	Total Funds On Deposit	Custodial Institution	Securities Pledged	Collateral Description	Par Value	Market Value
Wells Fargo	13,952,878.58	BNYM	70,468,519	WUJ2246	14,578,583	15,486,761

Certification:

The District's investments are in compliance with the investment strategy as expressed in the District's Investment Policy and the Public Funds Investment Act.

Bookkeeper

Investment Officer

Investment Officer	Date Assumed Office	Training Completed
Kenneth Byrd	8/6/2015	10/18/2014

Memorial City Redevelopment Authority
Profit & Loss Budget vs. Actual
June 2016

		June			Year To Date (12 Months)			Annual
		Actual	Budget	Variance	Actual	Budget	Variance	Budget
Ordinary Income/Expense								
Income								
	1000 · Income							
	8223 · Interest Income	2,318	7,303	-4,985	29,816	87,633	-57,817	87,633
	6-4320 · Increment Collections	13,125,170	0	13,125,170	24,635,419	12,524,238	12,111,181	12,524,238
	Total Income	13,127,488	7,303	13,120,185	24,665,235	12,611,871	12,053,364	12,611,871
Expense								
	3335 · Management Consulting Services							
	6320 · Legal	2,163	5,000	-2,837	60,327	60,000	327	60,000
	6322 · Eng Consultant/General Prof.Svc	8,249	6,250	1,999	44,034	75,000	-30,966	75,000
	6323 · Legal Litigation	4,718	0	4,718	4,718	0	4,718	0
	6337 · Construction Audit	0	10,000	-10,000	4,250	10,000	-5,750	10,000
	6343 · Other	1,308	0	1,308	42,625	0	42,625	0
	Total 3335 · Management Consulting Services	16,438	21,250	-4,812	155,954	145,000	10,954	145,000
	5650 · Transfers							
	6430 · Municipal Services	0	490,000	-490,000	0	490,000	-490,000	490,000
	Total 5650 · Transfers	0	490,000	-490,000	0	490,000	-490,000	490,000
	5706 · Debt Service							
	5707 · Principal	0	0	0	2,765,000	2,660,000	105,000	2,660,000
	5708 · Interest	0	878,351	-878,351	1,598,527	1,704,667	-106,140	1,704,667
	5710 · Other Debt Items							
	5710c · Trustee Fee	12,650	0	12,650	22,150	0	22,150	0
	Total 5710 · Other Debt Items	12,650	0	12,650	22,150	0	22,150	0
	Total 5706 · Debt Service	12,650	878,351	-865,701	4,385,677	4,364,667	21,010	4,364,667
	6-6420 · City of Houston Admin Fee	655,626	626,212	29,414	655,626	626,212	29,414	626,212
	6300 · Administration & Overhead							
	6321 · Auditor	0	0	0	19,500	17,000	2,500	17,000
	6333 · Bookkeeping/Accounting	850	875	-25	10,604	10,500	104	10,500
	6340 · Administration Salaries/Benefit	7,500	11,833	-4,333	90,000	142,000	-52,000	142,000
	6344 · Bond Svcs/Trustee/FA	400	4,800	-4,400	4,800	4,800	0	4,800
	6350 · Office Expense	0	1,250	-1,250	880	15,000	-14,120	15,000
	6351 · Office Lease	0	1,250	-1,250	0	15,000	-15,000	15,000
	6353 · Insurance / FDIC Assess.Fee	0	3,750	-3,750	3,138	45,000	-41,862	45,000
	Total 6300 · Administration & Overhead	8,750	23,758	-15,008	128,922	249,300	-120,378	249,300
	7000 · Capital Expenditure							
	1709 · Lumpkin I-10 Westview	396	275,000	-274,604	9,056,384	3,300,000	5,756,384	3,300,000
	1715A · Barryknoll East Drainage	0	16,667	-16,667	0	200,000	-200,000	200,000
	1717 · Town & Country W. Drain/Mobil	1,820	172,917	-171,097	272,895	2,075,000	-1,802,105	2,075,000
	1722 · Town & Country Blv Signalizatn	0	0	0	1,943	0	1,943	0

June 2016 FYE 2016 Budget based on FYE 2015 number.
FYE 2016 Budget not yet approved by COH as of 06/30/2016.

Memorial City Redevelopment Authority
Profit & Loss Budget vs. Actual
 June 2016

	June			Year To Date (12 Months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
1724 · Gessner at Barryknoll Intersec.	0	0	0	371	0	371	0
1725 · Parks & Green Space Improv.	0	2,083	-2,083	0	25,000	-25,000	25,000
1731A · Detention Basin & W-140 Bridge	0	0	0	8,698	0	8,698	0
1731B · Memorial Drainage & Mobility	0	0	0	171,440	0	171,440	0
1732A · N Gessner Drainage & Mobility	6,769	25,000	-18,231	130,126	300,000	-169,874	300,000
1734 · W140 Channel Improvements	5,516	134,583	-129,067	43,217	1,615,000	-1,571,783	1,615,000
1734B · Bunker Hill Bridge	0	6,250	-6,250	0	75,000	-75,000	75,000
1735A · Detention Basin A	0	256,667	-256,667	5,564	3,080,000	-3,074,436	3,080,000
1736A · Memorial Drive Drainage	0	33,333	-33,333	0	400,000	-400,000	400,000
1737 · MetroNational - Detention/Roads	0	0	0	1,055,717	0	1,055,717	0
Total 7000 · Capital Expenditure	14,501	922,500	-907,999	10,746,355	11,070,000	-323,645	11,070,000
Total Expense	707,965	2,962,071	-2,254,106	16,072,534	16,945,179	-872,645	16,945,179
Net income	12,419,523	-2,954,768	15,374,291	8,592,701	-4,333,308	12,926,009	-4,333,308

ALLEN BOONE HUMPHRIES ROBINSON LLP

To contact the ABHR Billing Department, please call 713-560-5400 or email at billing@abhr.com

July 08, 2016

MEMORIAL CITY REDEVELOPMENT AUTHORITY

Projects: Ms. Michelle Lofton
ETI Bookkeeping Services
17111 Rolling Creek Drive, Suite 108
Houston, TX 77080

Client/Matter: MEM001-03
Statement Number: 81750
Billing Attorney: Trey Lary

REMITTANCE PAGE

Fees for services posted through July 01, 2016 822.50

Expenses and Other Items posted through July 01, 2016 0.00

Total Amount Due: **\$822.50**

ABHR

ALLEN BOONE HUMPHRIES ROBINSON LLP

July 08, 2016

MEMORIAL CITY REDEVELOPMENT AUTHORITY

Projects: Ms. Michelle Lofton
ETI Bookkeeping Services
17111 Rolling Creek Drive, Suite 108
Houston, TX 77080

Client/Matter: MEM001-03
Statement Number: 81750
Billing Attorney: Trey Lary

Projects

Professional Fees

Fees for services posted through July 01, 2016, as follows:

Date	Professional	Code	Hours
08/29/16	Jessica Holoubek	6320	0.25
Discuss LOI with Mano DeAyala.			
Total Task Hours: 0.25			
Total Task Amount: \$117.50			
06/13/16	Jessica Holoubek	1717	0.50
Town & Country W. Drain/Mobil - 1717			
Review JRC letter from City of Houston, Texas; telephone conference with Muhammad Ali regarding the same.			
06/14/16	Jessica Holoubek		0.50
Review joint referral committee letter and email correspondence from Midway; follow up with Midway regarding the same.			
06/15/16	Jessica Holoubek		0.50
Telephone conference with Muhammad Ali regarding JRC right-of-way abandonment; telephone conference with Chris Seckinger at Midway regarding the same.			
Total Task Hours: 1.50			
Total Task Amount: \$705.00			
Total Fees: \$822.50			

TASK FEE BREAKDOWN

Task	Hours	Amount
SBMSA detention	0.25	117.50
Town & Country W. Drain/Mobil - 1717	1.50	705.00
Total Fees:		\$822.50

Allen Boone Humphries Robinson LLP

July 08, 2016



Allen Boone Humphries Robinson LLP
PO Box 4346
Department 80
Houston, TX 77210-4346

Please return this page with your payment to the remittance address below:

Checks should be made payable to Allen Boone Humphries Robinson LLP
Please include the invoice number on your check
Total amount payable in U.S. dollars

Code # VAP 1005
See Detail
7-1-16



Memorial City Redevelopment Authority
MEM001-03

Page: 2
81760

Statement Number:

Total Expenses and Other Items: \$ 0.00
Total Amount Due: \$ 822.50

ALLEN BOONE HUMPHRIES ROBINSON LLP

To contact the ABHR Billing Department, please call 713-560-6400 or email at billing@abhr.com

July 06, 2016

MEMORIAL CITY REDEVELOPMENT AUTHORITY

Client/Matter: MEM001-01
Statement Number: 81749
Billing Attorney: Trey Lary

General

REMITTANCE PAGE

Fees for services posted through July 01, 2016 2,033.75
Expenses and Other Items posted through July 01, 2016 11.88
Total Amount Due: \$2,045.63

Please return this page with your payment to the remittance address below:

Allen Boone Humphries Robinson LLP
PO Box 4348
Department 90
Houston, TX 77210-4346

Checks should be made payable to Allen Boone Humphries Robinson LLP
Please include the invoice number on your check
Total amount payable in U.S. dollars

Code # 6320
7-19-2016



July 06, 2016

Allen Boone Humphries Robinson LLP



ALLEN BOONE HUMPHRIES ROBINSON LLP

Telephone 713.359.1231
July 06, 2016

MEMORIAL CITY REDEVELOPMENT AUTHORITY

Ms. Michelle Lofton
ETI Bookkeeping Services
17111 Rolling Creek Drive, Suite 108
Houston, TX 77060

Client/Matter: MEM001-01
Statement Number: 81749
Billing Attorney: Trey Lary

General

Professional Fees
Fees for services posted through July 01, 2016, as follows:

Date	Professional	Hours
06/14/16	Jessica Holoubek	0.25
06/16/16	Jessica Holoubek	0.75
06/16/16	Lizl Kahn	0.50
06/17/16	Lizl Kahn	0.25
06/17/16	Trey Lary	0.25
06/20/16	Trey Lary	0.50
06/22/16	Jessica Holoubek	0.50
06/27/16	Jessica Holoubek	0.25

Total Task Hours: 3.25
Total Task Amount: \$1,328.75

Public Information Requests

06/16/16	Jessica Holoubek	0.25
06/20/16	Jessica Holoubek	0.75
06/22/16	Jessica Holoubek	0.50

Total Task Hours: 1.50

Allen Boone Humphries Robinson LLP

July 06, 2016



Memorial City Redevelopment Authority
MEM001-01

Page: 2
81749
Statement Number:

Total Task Amount: \$705.00
Total Fees: \$2,033.75

Expenses and Other Items
Expenses and Other Items posted through July 01, 2016, as follows:
06/23/16 JBH Mileage expense. 11.88

11.88

Total Expenses and Other Items: 11.88

TASK FEE BREAKDOWN

General	Hours	Amount
Public Information Requests	3.26	1,328.75
	1.50	705.00

Total Fees: \$ 2,033.75

Total Expenses and Other Items: \$ 11.88

Total Amount Due: \$ 2,045.63

Allen Boone Humphries Robinson LLP

July 06, 2016



ALLEN BOONE HUMPHRIES ROBINSON LLP

To contact the ABHR Billing Department, please call 713-860-6400 or email at billing@abhr.com

July 08, 2016

MEMORIAL CITY REDEVELOPMENT AUTHORITY

Litigation
Client/Matter: MEM001-21
Statement Number: 81751
Billing Attorney: Trey Lary


REMITTANCE PAGE

Fees for services posted through July 01, 2016 1,547.50
Expense and Other Items posted through July 01, 2016 0.00
Total Amount Due: \$1,547.50

Please return this page with your payment to the remittance address below:

Allen Boone Humphries Robinson LLP
PO Box 4346
Department 90
Houston, TX 77210-4346

Checks should be made payable to Allen Boone Humphries Robinson LLP
Please include the invoice number on your check
Total amount payable in U.S. dollars

Code # 6393
7-19-2016


BLANK ROME LLP


717 TEXAS AVENUE
SUITE 1400
HOUSTON, TEXAS 77002
(713) 228-0801 FAX: (713) 228-8605
FEDERAL TAX ID. NO. 23-1311874

MEMORIAL CITY REDEVELOPMENT AUTHORITY AND
REINVESTMENT ZONE NUMBER 17, CITY OF HOUSTON,
TEXAS
SCOTT BEAN
HA WES HILL CALDERON LLP
P.O. BOX 22167
HOUSTON, TX 77227

INVOICE DATE: JULY 07, 2016
MATTER NO. 148310-00601 02752
INVOICE NO. 1591240

REGARDING: MEMORIAL CITY REDEVELOPMENT AUTHORITY AND
REINVESTMENT ZONE NUMBER 17, CITY OF HOUSTON, TEXAS
CIVIL ACTION NO.4:16-CV-9148; RESIDENTS AGAINST FLOODING, ET
AL VS. REINVESTMENT ZONE NUMBER SEVENTEEN, CITY OF
HOUSTON, TEXAS, ET AL, IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF TEXAS, HOUSTON DIVISION

FOR LEGAL SERVICES RENDERED THROUGH 06/30/16 \$ 3,172.50
FOR DISBURSEMENTS ADVANCED THROUGH 06/30/16 37.52
CURRENT INVOICE TOTAL \$ 3,170.12

Code # 6393
7-19-2016


ACH / WIRE	MAIL
BANK NAME: RBS Citizens Bank ADDRESS: Philadelphia, PA ACCOUNT TITLE: Blank Rome LLP ACCOUNT NUMBER: 064076150 ABA NUMBER: 064076150 (Domestic) SWIFT CODE: CITIUS33 (International)	Blank Rome LLP Attn: Finance Department One Logan Square 150 North 18th Street Philadelphia, PA 19103-6998

PENNSYLVANIA NEWYORK DELAWARE WASHINGTON, DC FLORIDA CALIFORNIA OHIO TEXAS SHANGHAI

Equi-Tax Inc.

Suite 200
17111 Rolling Creek Drive
Houston Texas 77090
281-444-4866

BILL TO
TIRZ No. 17 -
Memorial City Redevelopment Authority
c/o ETI Bookkeeping Services
17111 Rolling Creek Drive, Ste 108
Houston TX 77090

Invoice

DATE	INVOICE #
7/1/2016	49735

ESITEFUL CORPORATION
12777 Jones Road, Suite 175
Houston, TX 77070
(832)604-7083
les.lee@esiteful.com
http://www.esiteful.com

INVOICE

BILL TO
Houston TIRZ 17
Ms. Michelle Lofton
ETI Bookkeeping Services
P.O. Box 73109
Houston, TX 77273

INVOICE # 5445
DATE 07/01/2016
DUE DATE 07/01/2016
TERMS Due on receipt

832-604-7083

DESCRIPTION	AMOUNT
Fee per Contract, Monthly Consultant Services	400.00
Invoice emailed to Michelle Lofton at ETI Bookkeeping Services at bkp1@etiaccounting.com Code # 6333 Code # 1.10.2016	
Total	\$400.00

eSiteful

12777 Jones Road, Suite 175
Houston, TX 77070

ACTIVITY	QTY	RATE	AMOUNT
Quarterly Hosting for 3 email exchanges (July - September 2016)	1	107.55	107.55

BALANCE DUE \$107.55

Code # 6333
Code # 1.10.2016

ESITEFUL CORPORATION
 12777 Jones Road, Suite 175
 Houston, TX 77070
 (832)604-7083
 les.lee@esiteful.com
 http://www.esiteful.com

eSiteful
 12777 Jones Road, Suite 175
 Houston, TX 77070
 832-604-7083

INVOICE

BILL TO
 Ms. Michelle Lofton
 Houston TRZ 17
 ETI Bookkeeping Services
 P.O. Box 73109
 Houston, TX 77273

INVOICE # 5459
DATE 07/01/2016
DUE DATE 07/01/2016
TERMS Due on receipt

ACTIVITY
 Annual Web Hoating (7/1/16 - 6/30/17)

QTY 1
RATE 1,200.00
AMOUNT 1,200.00

BALANCE DUE \$1,200.00

*Code # 6343
 1-1-16*

www.esiteful.com | Thank you | Thank you



ETI Bookkeeping Services
 PO BOX 73109
 Houston, TX 77273

Invoice

Date	Invoice #
7/1/2016	7700

Bill To
 TRZ 17 Redevelopment Authority
 P.O. Box 73109
 Houston, Texas 77273

Description	Qty	Rate	Amount
Bookkeeping Unclaimed Property		\$50.00 65.00	\$50.00 65.00

Total	\$915.00
Payments/Credits	\$0.00
Balance Due	\$915.00

*Code # 6343
 1-1-16*



GUNDA CORPORATION
Engineers, Planners & Managers

INVOICE

Date: June 21, 2016 *PH*

Attn: Mr. Scott Bean, Executive Director
Company: Memorial City Redevelopment Authority
Address: C/O Hawes Hill Calderon, LLP
P.O. Box 22167
Houston, Texas 77227-2167

Project: Conrad Sauer Detention Basin - Peer Review

GUNDA Project No.: 13017-02
GUNDA Invoice No.: 5210
Performance Period: November 1, 2015 through May 31, 2016

Professional Personnel	Hours	Rate	Total
Principal - Ramesh Gunda	12.0	\$275.00	\$3,300.00
PM - Kristen Hennings	23.0	\$175.00	\$4,025.00
Grad Eng - Hua Liu	8.0	\$100.00	\$800.00
Sr. Designer - Zeke Saavedra	1.0	\$110.00	\$110.00
Total Professional Personnel			\$8,235.00

Expenses	\$12.86
Mileage (24)	\$1.50
Toll Charges (1)	\$14.46
Total Expenses	\$28.82

Total Budget	\$24,980.00
Previous Billings	\$13,784.16
Current Budget	\$11,205.85
Total Fee Due This Invoice	\$8,243.46
Remaining Budget	\$2,956.39

Ray T...

*Code # 6322
6/27/2016*

6161 Savoy Suite 550 • Houston, Texas 77036
713.541.3530 • www.gundacorp.com

Gunda Corporation, LLC
6161 Savoy Drive
Houston, TX 77036
Tel: 713-541-3530 Fax: 713-541-0032
accounting@viable@gundacorp.com
www.gundacorp.com

Project Time Records by Employee Gunda

Files Used:
- Time Entry Date: 11/1/2015 to 5/31/2016
- Project ID: 13017-02 to 13017-02

Project Name (ID): 13017-02 Conrad Sauer Detention Basin (13017-02)

Date	Employee ID	Description	Hrs	Amount
4/27/2016	HU	Analysis, Design, Calcs	3.00	\$300.00
4/28/2016	HU	Analysis, Design, Calcs	5.00	\$500.00
			8.00	\$800.00
4/11/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
4/14/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
4/17/2016	khennings	Analysis, Design, Calcs	3.00	\$525.00
4/20/2016	khennings	Analysis, Design, Calcs	3.00	\$525.00
4/21/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
4/22/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
4/25/2016	khennings	Analysis, Design, Calcs	1.00	\$175.00
4/27/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
5/2/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
5/3/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
5/5/2016	khennings	Analysis, Design, Calcs	1.00	\$175.00
5/17/2016	khennings	Analysis, Design, Calcs	2.00	\$350.00
		khennings	23.00	\$4,025.00
4/22/2016	rgunda	Project Management	2.00	\$350.00
5/3/2016	rgunda	Project Management	4.00	\$1,100.00
5/4/2016	rgunda	Project Management	4.00	\$1,100.00
5/19/2016	rgunda	Project Management	2.00	\$550.00
		rgunda	12.00	\$3,300.00
4/20/2016	Zsaavedra	Analysis, Calcs	0.50	\$55.00
4/22/2016	Zsaavedra	Analysis, Calcs	0.50	\$55.00
		Zsaavedra	1.00	\$110.00
		Total for Project ID 13017-02:	44.00	\$8,235.00
		Grand Total:	44.00	\$8,235.00

Gunda Corporation, LLC

6161 Savoy Drive
Houston, TX 77036
Tel: 713-541-3530 Fax: 713-541-0032
accountspayable@gundacorp.com
www.gundacorp.com

Filters Used:

- Expense Log Date: 11/1/2015 to 5/31/2016
- Project ID: 13017-02 to 13017-02

Project Name (ID): 13017-02: (13017-02 Conrad Sauer Detention Basin)

Project Expense Detail (Gunda)

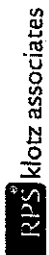
Date	Employee ID	Description	Units	Amount
5/19/2016	rgunda	Toll Charges	1.00	\$1.50
5/19/2016	rgunda	Mileage	24.00	\$12.94
			25.00	\$14.46
		Billable Expenses Total:		\$14.46
		Total:	25.00	\$14.46
		Grand Total:	25.00	\$14.46

Account Transactions

Account: 321133 NAMEESH GUNDA

Run Date: 31 May 2016

#	Transaction Date/Time	Posted Date/Time	Vehicle	Acct	Location	Description	Amount
1	05/19/2016 07:37	05/19/2016 07:56	PX 350	2	San Houston - South Barrier - Toll Garland - HOV3: 237-875-3279		-1.50
						Total Amount	-1.50



1160 Dairy Ashford, Suite 500, Houston, Texas 77079
 T 281 589 7257 E email@klotz.com V www.rpsgroup.com | klotz.com

Mr. Scott Bean
 Executive Director
 Memorial City Redevelopment Authority
 8955 Katy Freeway, Suite 215
 Houston, TX 77024

TRIZ 17 Memorial City Redevelopment Authority Briar Branch Channel Improvements
 TRIZ 17 CIP No. T-1734A
 HCFCD Unit W140-01-00

For Professional Services rendered from May 28, 2016 to June 30, 2016.

July 14, 2016
 Project No: 1111.002.000
 Invoice No: 616068

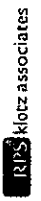
Description	Contract Amount	Percent Complete	Billed to Date	Previously Invoiced	Current Invoice
Basic Services (LS)	624,155.00	96.61	602,996.15	599,063.97	3,932.18
Additional Services (T&M)	89,645.00	71.00	63,220.08	63,220.08	0.00
Total Fee	713,800.00		666,216.23	662,284.05	3,932.18
					53,932.18
					0.00

Receipt:	Current	Previous	To-Date
Total Billings	3,932.18	662,284.05	666,216.24
Contract Amount			713,800.00
Balance			47,563.76
Total Due This Invoicer			\$3,932.18

Copy # 1734A
 11/11/16

Memorial City Redevelopment Authority / TRIZ 17

Briar Branch (W140-01-00) Channel Improvements
 TRIZ 17 CIP No. T-1734A
 Master Agreement (07-30-13) Task Order No.2
 Klotz Assoc. Job No. 1111.002.000



1160 Dairy Ashford, Suite 500, Houston, Texas 77079
 T 281 589 7257 E email@klotz.com V www.rpsgroup.com | klotz.com

Professional Services Summary

Through 06/30/16
 Invoice # 616068

Task	Contract Budget Fees	Authorized Amounts	Percent Complete %	Budget Amount Earned	Previously Billied	Earned This Period
<u>Basic Services</u>						
I. Phase I - PER (Complete)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
II. Phase II - Final Design	\$624,155.00	\$624,155.00	96.61%	\$602,996.15	\$599,063.97	\$3,932.18
III. Phase III - CFS (Not Authorized)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
SubTotal Basic Services	\$624,155.00	\$624,155.00		\$602,996.15	\$599,063.97	\$3,932.18
<u>Additional Engineering Services / Subcontracted Services / Reimbursable Expenses</u>						
I. Additional Engineering Services	\$38,620.00					
1. TCFs - Traffic Control Plans		\$23,280.00	91.80%	\$21,372.18	\$21,372.18	\$0.00
2. SWSP - Stormwater Pollution Prevention Plans		\$12,640.00	98.44%	\$12,345.00	\$12,345.00	\$0.00
III. Subcontracted Services	\$28,602.80					
1. Add'l Topo. Survey		\$29,502.80	100.00%	\$29,602.90	\$29,602.90	\$0.00
III. Reimbursable Expenses	\$24,322.10					
1. Reimbursable Expenses		\$24,322.10	0.00%	\$0.00	\$0.00	\$0.00
SubTotal Additional Services	\$89,645.00	\$89,645.00		\$89,645.00	\$89,645.00	\$0.00
Total Professional Services Fees	\$713,800.00	\$713,800.00		\$692,641.15	\$688,708.97	\$3,932.18
Total Fees Earned this Period						\$3,932.18

Monthly Progress Report

Project: Memorial City Redevelopment Authority/TIRZ 17
Briar Branch (W/40-01-00) Channel Improvements
Ph II - Design

CIP No: T-1734A

Period: Through June 30, 2016

Job No: 1111.002.000

Prepared By: W. Edward Conger PE

Activities Completed this Period

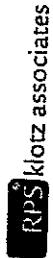
1. Ph II Final Design - Authorization received dated 03/07/14.
 - a. Basic and Additional Services
 - 1.) HCFCD review process for the Drainage Impact Analysis and Report continues. HCFCD is re-addressing maintenance and review of the proposed project.
 - 2.) Additional HCFCD comments received in meeting on 11-29-15.
 - 3.) Drainage Impact Study final report complete and submitted to HCFCD on 12-18-14. Initial HCFCD responses and comments received 05-15-15. Coordination with HCFCD continues.
 - 4.) Draft Plans (90%) and Drainage Impact Study final report submitted to TIRZ 17 on 12-19-14.
 - 5.) HCFCD requested incorporation of 'Straws' into Briar Branch Drainage Impact Study Report and project.
 - 6.) Received TIRZ 17 Board approval on 05-19-16 for incorporation of 'Straws' and Bunker Hill Bridge modifications (T-1734B) into Briar Branch project and drainage analysis.
 - b. Meetings
 - 1.) Project Team Meetings as required.
 - 2.) Additional meetings with TIRZ, LAN and SWA as required.
 - 3.) Progress Mtgs. to review status with TIRZ Executive Director.
 - 4.) Attended and provided project updates at TIRZ Board Meetings as requested.
2. Ph II Sub-consultant (Survey - Kuo & Associates) - Additional survey complete.

Activities Planned for Next Period

1. Ph II Final Design.
 - a. Basic and Additional Services
 - 1.) Drainage Impact Report submitted to HCFCD on 12-18-14 under HCFCD review. Plans will be submitted to HCFCD upon approval of Drainage Impact report by HCFCD. Plans will be submitted to CoH upon approval by HCFCD.
 - 2.) Respond to comments and questions from HCFCD and TIRZ.
 - b. Meetings
 - 1.) Project Team Meetings as required.
 - 2.) Progress Mtgs. to be held to review project status with TIRZ Executive Director.
 - 3.) Additional meetings with TIRZ, LAN and SWA as required.
 - 4.) Attend and provide project update at TIRZ Board Meeting.
2. Ph II Sub-consultant (Survey - Kuo) - additional survey complete.

Issues and Information we are waiting to receive

Need authorization and NTP for incorporation of 'Straws' and Bunker Hill Bridge modifications (T-1734B) into Briar Branch project and drainage analysis as approved by TIRZ Board on 05-19-16.



1160 Dairy Ashford, Suite 500, Houston, Texas 77079
 T 281 583 7257 E email@klotz.com V rpsgroup.com | klotz.com

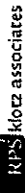
Mr. Scott Bern
 Executive Director
 Memorial City Redevelopment Authority
 8955 Katy Freeway, Suite 215
 Houston, TX 77024

TRIZ 17 North Gessner Drainage and Mobility Improvements North Gessner Road Reconstruction from IH-10 to north of Westview - Phase 2 Detailed Design
 TRIZ 17 CIP No. T-1732A

For Professional Services rendered from May 28, 2016 to June 30, 2016:

Description	Contract Amount	Percent Complete	Billed to Date	Previously Invoiced	Current Invoice
Basic Services	474,170.00	97.14	460,608.74	458,190.47	2,418.27
Additional Services	102,390.00	43.00	43,538.88	43,538.88	0.00
Sub - Contracted Engineering Services	20,000.00	0.00	0.00	0.00	0.00
Reimbursable Expenses	22,000.00	0.00	0.00	0.00	0.00
Total Fee	619,360.00	594,147.62	501,729.35	501,729.35	2,418.27
					2,418.27
					\$2,418.27
Recap:					
Total Billings	Current	Previous	To-Date		
Contract Amount	2,418.27	501,729.35	504,147.62		
Balance		619,360.00	115,212.38		
		Total Due This Invoice:			\$2,418.27

Copy # 1732A
 7-19-2016



Memorial City Redevelopment Authority / TRIZ 17

North Gessner Drainage and Mobility Improvements
 - IH10 (Katy Fwy) to Westview
 TRIZ 17 CIP No. T-1732A

Master Agreement (07-30-13) Task Order No. 4
 RPS Klotz Assoc. Job No. 111,004,000

Professional Services Summary
 Through 06/30/16
 Invoice # 011115

Task	Contract Budget Fees	Authorized Amounts	Percent Complete %	Budget Amount Earned	Previously Billed	Earned This Period
Basic Services						
I. Phase I - PER Update (Not Authorized)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
II. Phase II - Final Design	\$474,170.00	\$474,170.00	97.14%	\$460,608.74	\$468,190.47	\$2,418.27
III. Phase III - GPS (Not Authorized)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
SubTotal Basic Services	\$474,170.00	\$474,170.00		\$460,608.74	\$468,190.47	\$2,418.27
Additional Engineering Services / SubContracted Services / Reimbursable Expenses						
I. Additional Engineering Services	\$102,390.00					
1. TOPs - Traffic Control Plans		\$23,280.00	71.9%	\$16,728.01	\$16,729.01	\$0.00
2. Traffic Signals - 2 Locations (Gessner & IH10; Gessner & Westview)		\$68,010.00	24.88%	\$16,784.87	\$16,784.87	\$0.00
3. SW3P - StormWater Pollution Prevention Plans		\$11,100.00	90.32%	\$10,025.00	\$10,025.00	\$0.00
II. SubContracted Services	\$20,000.00					
1. Add'l Sub-Consultant Services		\$0.00	0.00%	\$0.00	\$0.00	\$0.00
III. Reimbursable Expenses	\$22,000.00					
1. Reimbursable Expenses		\$22,000.00	0.00%	\$0.00	\$0.00	\$0.00
SubTotal Additional Services	\$145,190.00	\$125,150.00		\$43,538.88	\$43,538.88	\$0.00
Total Professional Services Fees	\$619,360.00	\$599,360.00		\$504,147.61	\$501,729.35	\$2,418.27
Total Fees Earned this Period						\$2,418.27

Monthly Progress Report

Project: Memorial City Redevelopment Authority/TIRZ 17
N. Gessner Drainage and Mobility Improvements – IH10 (Katy Freeway) to Westview
Ph II – Design

CIP No: T-1732A

Period: Through June 30, 2016

Job No: 1111.004.000

Prepared By: W. Edward Conger PE

Activities Completed this Period

1. Ph II Final Design - Authorization received dated 11/14/14.
 - a. Basic and Additional Services
 - 1.) Development of N. Gessner SWMM model complete. Draft Drainage Impact report begun.
 - 2.) Completed development of design plans and profiles from the survey and previous PER plans.
 - 3.) TIRZ Board requested to incorporate T-1732B (N. Gessner – Westview to Long Point) as part of the T-1732A construction and design plans. Updated authorization request was submitted on 05-12-16.
 - 4.) ESA II needed for CoH and TxDOT project approval and design completion. Updated authorization request included this required service.
 - 5.) CoH PWE is now requiring additional reviews, updated PER and new TRC. In addition, the TxDOT Grant for the project will require plans to be updated for TxDOT construction. These were included in the updated authorization request.
 - 6.) TxDOT Grant for the project will require a TxDOT Environmental Assessment Study and Report. This was included in the updated authorization request.
 - 7.) SW3P and TCP plans continue.
 - 8.) Continue coordination with SWA for streetscape design.
 - b. Meetings
 - 1.) Project Team Meetings as required.
 - 2.) Progress Mtgs. with TIRZ Executive Director as requested.
 - 3.) Attended and provided project update at TIRZ Board Meeting.
 - 4.) Additional meetings with TIRZ as required.
2. Ph II Sub-consultant – None authorized.

Activities Planned for Next Period

1. Ph II Final Design.
 - a. Basic and Additional Services
 - 1.) ESA II is needed for project approval and design completion.
 - 2.) Requirement from CoH PWE for additional reviews, updated PER and new TRC. Updated authorization request was submitted (05-12-16) to provide these newly required services.
 - 3.) Completed development of design plans and profiles from the survey and previous PER plans.
 - 4.) SW3P and TCP plans continue.
 - 5.) Review of Traffic Signals for design continues.
 - 6.) Update of concepts and coordination with Mathewson Ln project continue.
 - 7.) Continue coordination with SWA for streetscape design.
 - b. Meetings
 - 1.) Project Team Meetings as required.
 - 2.) Progress Mtgs. to be held to review project status with TIRZ Executive Director.
 - 3.) Additional meetings with TIRZ as required.
 - 4.) Provide project update at next TIRZ Board Meeting.
2. Ph II Sub-consultant
 - 1.) ESA II needed
 - 2.) TBD

Issues and Information we are waiting to receive –

TIRZ Board authorization and NTP are needed for the updated and expanded project scope outlined above and in the updated LOA request submitted 05-12-16.

ARZA, INC.

06316

Invoice

Date	Invoice #
6/24/16	25030

Memorial City Redevelopment Authority, TI
 Scott Beau, Executive Director
 PO Box 22167
 Houston, Texas 77227-2167

swa

Date: June 15, 2016
 Invoice No: 196481
 For Period: May
 Project No: RHTS601.A
 Project Manager: Clayton Bruner

To: Memorial City Redevelopment
 Authority/Houston TIRZ 17
 Attn: Linda Clayton
 c/o Hawes Hill Calderon LLP
 PO Box 22167
 Houston, TX 77227-2167

Project: CIP-1717 Town & Country West Drainage and Mobility Improvements Additional Service
 WORK PERFORMED: Prepare 100% construction documentation; Coordination with design team; Project management.

Professional Services from May 01, 2016 to May 31, 2016
 Professional Personnel

Principals	Hours	Rate	Amount
Vick, James	9.00	235.00	2,115.00

Total Fee Due This Invoice

2,115.00
 Total this Invoice \$2,115.00

Prior Billed 17,568.40
 Current 2,115.00
 Billed to Date 19683.40
 % Complete 88%

Code # 110
Code # 110

Remit to:
 SWA Group
 PO Box 6904
 Sealate, CA 94966
 +1.415.332.5100

Please refer to our invoice number and Project number when making payment.
 A discount of 1% on current charges allowed if paid in full in thirty days.
 A service charge will be assessed on all past due accounts.

Quantity	Description	Rate	Amount	Project
	INITIAL GROUNDS MAINTENANCE VISIT FOR BASINS. WORK TO INCLUDE THE FOLLOWING: MOWED, EDGED, BLOWING, DEBRIS DISPOSAL, AND MANUAL WEEDING OF BEDS.			
1	BRIAR BRANCH BASIN -- #	1,584.00	1,584.00	
1	LUMPKIN BASIN -- # 1709	396.00	396.00	
Balance Due			\$1,980.00	

Code # 110 above
6/27/2016

The Goodman Corporation
 3200 Travis Street, Ste. 200
 Houston, TX 77006

Invoice

Bill To
 Ms. Michelle Loton
 STI Bookkeeping Services
 P.O. Box 73169
 Houston, TX 77273

Date
 6/30/2016

Invoice #
 6-2016-15

Item	Description	Rate	Prior %	Curr %	Amount	Project
Contract Services	Task 1 - Program Management, Oversight, and Intergovernmental Coordination for Memorial Drive	30,000.00	3%	0.00%	0.00	MCT101
Contract Services	Task 2 - Program Management, Oversight, and Intergovernmental Coordination for North Gessner	100,000.00	9%	2.00%	2,000.00	

Total	\$2,000.00
Balance Due	\$2,000.00

Phone # 713-951-7951
 Fax # 713-951-7937

*Code # 173216
 6/1/16
 [Signature]*

swa

Work order # 12
 Date: June 15, 2016
 Invoice No: 166496
 For Period: May
 Project No: RHT5502
 Project Manager: James Vick

To: Memorial City Redevelopment
 Authority/Houston TIRZ 17
 Attn: Linda Clayton
 c/o Haues Hill Calderon LLP
 PO Box 22167
 Houston, TX 77227-2167

Project North Gessner DD CD

WORK PERFORMED: Project review, Design coordination, Professional Services from May 01, 2016 to May 31, 2016

Total Fee	78,350.00
Percent Complete	18.00
Total Earned	14,103.00
Previous Fee Billing	11,752.50
Current Fee Billing	2,350.50
Total Fee	2,360.50

Total this invoice \$2,360.50

*Code # 173216
 6/1/16
 [Signature]*

Prior Billed	11,752.50
Current	2,350.50
Billed to Date	14,103.00
% Complete	18%

Remit to:
 SWA Group
 PO Box 5904
 Seussaito, CA 94688
 +1,415,332,5100

Please refer to our invoice number and Project number when making payment.
 A discount of % on current charges allowed if paid in full in thirty days.
 A service charge will be assessed on all past due accounts.

THE GOODMAN



CORPORATION

TO: Scott Bean, Executive Director
FROM: David Rodgers
DATE: July 1, 2016
SUBJECT: *TIP Project Assistance and Oversight (MCT101) – June 2016*

PROGRESS REPORT

Task	Previous % Complete	Current % Complete
1 – Program Management, Oversight, and Intergovernmental Coordination for Memorial Drive Comment: No activity this period	3%	3%
2 – Program Management, Oversight, and Intergovernmental Coordination for North Gessner Comment: TGC reviewed the RPS Kitz Supplemental Proposal for Phase I and Phase II professional services for the north Gessner drainage and mobility improvements on North Gessner from IH 10 to Long Point Road. TXDOT CSJ reference number 0812-72-373.	9%	11%

The proposal was reviewed for personnel billing rates and time applications as compared to local market rates and labor classifications for the various tasks proposed. A more detailed report of recommended counter-proposals will be provided in early July.

HAWES HILL CALDERON
LLP



P.O. Box 22167
Houston TX 77227-2167

Invoice

TIRZ-Memorial City Redevelopment
Authority/RZ 17
PO Box 22167
Houston, TX 77227-2167

Invoice #: 43015416

Date: 7/7/2016

DATE	DESCRIPTION	AMOUNT
	Professional consulting and administration fee, July 2016	\$7,500.00

Terms: C.O.D.

Code # 6340
7-19-2016

Sales Tax: \$0.00
Total Amount: \$7,500.00
Amount Applied: \$0.00
Balance Due: \$7,500.00

Owed As Of: 7/7/2016

900 DAYS	900 DAYS	900 DAYS	Total Owed
			\$7,500.00

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,
HOUSTON, TEXAS

AGENDA MEMORANDUM

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

5. Proposal from McGrath and Company for pre-audit services.

McGrath & Co., PLLC
Certified Public Accountants
P.O. Box 270148
Houston, Texas 77277

Mark W. McGrath CPA
mark@mcgrath-co.com

Colette M. Garcia CPA
colette@mcgrath-co.com

July 8, 2016

Board of Directors
Memorial City Redevelopment Authority/TIRZ No. 17
Harris County, Texas

Reference: Year End Accounting Services Engagement Letter

Ladies and Gentlemen:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitation of the services we will provide:

Year End Close and Report Preparation

Subsequent to the close of the fiscal year, we will perform the following as of June 30, 2016:

1. Review June 30, 2016 bank reconciliations for accuracy and completeness. Reconcile to the general ledger and prepare journal entries where appropriate
2. Prepare investment schedule as of June 30, 2016 and reconcile to general ledger and prepare journal entries where appropriate
3. Prepare detail of TIRZ Taxes Receivable and tax increment revenue, reconciliation to general ledger and prepare journal entries where appropriate
4. Prepare Project Plan detail and reconcile to the general ledger and prepare journal entries where appropriate
5. Read board minutes for financial statement report footnote disclosure purposes
6. Perform detail review of the detail general ledger as of June 30, 2016 and prepare and record appropriate journal entries
7. Read any new contracts for financial statement reporting purposes
8. Prepare detail schedule of capital expenditures incurred during the year and transferred
9. Prepare Long-Term Debt roll-forward schedule, update for additions and repayments, calculate accrued interest and prepare and record appropriate journal entries (if applicable).
10. Prepare detail of capital expenditures incurred during the year and transferred to the City of Houston and prepare and record appropriate journal entries
11. Perform search for unrecorded liabilities, prepare detail of accounts payable and prepare and record appropriate journal entries
12. Prepare financial report, including the MD & A, footnote disclosures and supplemental schedules as required by the City of Houston.


The estimated fee for the above-mentioned services is \$9,500. The fee includes approximately 90 hours of professional staff time. The performance of the above-mentioned accounting assistance does not guarantee that there will be no material weaknesses in financial reporting. **However, we expect that the performance of the above will minimize the likelihood of material weaknesses in financial reporting being reported.**

The above-mentioned fee ranges are based upon the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you first and obtain written approval before we incur the additional time and cost. Our invoices for these fees will be rendered monthly as work progresses and are payable upon presentation.

We will commence our work when the records are received on or about August 1, 2016, and expect completion of the financial report, including the MD & A, on or before by September 1, 2016.

We look forward to the opportunity to work with you and your staff. We believe this letter accurately summarizes the significant terms of our engagement. If you have any questions regarding the above, please do not hesitate to contact us. If you agree with terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



McGrath & Co., PLLC

RESPONSE:

This letter correctly sets forth the understanding of Memorial City Redevelopment Authority/TIRZ No. 17.

By: _____

Title: _____

Date: _____

This letter correctly sets forth the understanding of the City of Houston.

By:

Title:

Date:

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,
HOUSTON, TEXAS

AGENDA MEMORANDUM

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

6. FY 2016 Budget and CIP update.

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,
HOUSTON, TEXAS

AGENDA MEMORANDUM

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors
FROM: Executive Director
SUBJECT: Agenda Item Materials

7. Proposal from LAN for drainage analysis.