

PO # 135939

DMS REC 474963



November 30, 2018

Project No: 10.001159.0000

Invoice No: 0289991

Jillian Peterson
 Fort Bend County
 301 Jackson Street
 Richmond, TX 77469

Project 10.001159.0000 Westpark FM 1093 Phase 1 & 2 PO#135939

TOTAL CONTRACT AMOUNT: \$711,535.00 ✓
 AMOUNT INVOICED TO DATE: \$683,865.65 ✓
 CURRENT INVOICE AMOUNT: \$4,501.44
 REMAINING FUNDS AVAILABLE: \$27,669.35 ✓

Professional Services from October 20, 2018 to November 30, 2018

Professional Personnel

	Quantity	Rate	Amount
Documents Specialist			
George, Kathy	19.0	65.00	1,235.00
Project Manager			
Kaplan, Arlene	37.0	85.00	3,145.00
Total Labor			4,380.00

Reimbursable Expenses

Mileage	41.97
Postage	79.47
Total Reimbursables	121.44

Total this Invoice

\$4,501.44

ok to pay
 plus
 12/27/18

PERCHERON INVOICE DETAIL

Billing Period from October 20, 2018 to November 30, 2018

Date	Qty	Rate	Total Labor	Miles	Amt (Miles x Rate)	Lodging	Meals	Per Diem	Phone	Comp	Filing Fees	Copies	Pstg	Other Exp	Total Exp	Total
George, Kathy																
3/21/2018	3.000	65.00	195.00													195.00
Work Detail	3/21/2018 - Request from Rhia Miller to prepare informational letters for Westpark Phase 1 files; prepared letters for parcels 100-110 and 203, 206 and 207.															
10/25/2018	2.000	65.00	130.00													130.00
Work Detail	10/25/2018 - Kathy George - Westpark Phase 1; Request from Arlene Kaplan to research missing documents for an upcoming audit. Located the 103 Title commitment, 104 closing check but not the payment package and 105 closing check but not the payment package.															
10/29/2018	2.000	65.00	130.00													130.00
Work Detail	10/29/2018 - Kathy George - Westpark Phase 1; Continued working on locating missing documents for the audit. Was able to locate copies of the checks for parcels 108 and 109. Forwarded to Mike Trares and Arlene Kaplan.															
11/16/2018	2.000	65.00	130.00	43.00	23.44										23.44	153.44
Work Detail	11/16/2018 - Kathy George - FBC/Westpark Phase 1 - Request from Arlene Kaplan to pick up a thumb drive from FBC legal. Drove to FBC Richmond to pick it up.															
11/28/2018	2.000	65.00	130.00													130.00
Work Detail	11/28/2018 - Kathy George - FBC/Westpark Phase 1. Request from Arlene Kaplan to assemble 6 parcel files for FBC audit. Started parcel 102; ED file assembly; printing documents provided by FBC legal. There are 15 categories to file the documents into.															
11/30/2018	8.000	65.00	520.00													520.00
Work Detail	11/30/2018 - Kathy George- FBC/Westpark Phase 1. Started parcel 103. Have located and printed documents to 6 of the 15 categories. ED file assembly; printing documents provided by FBC legal. There are 15 categories to file the documents into.															
Total George, Kathy:	19.000		1,235.00	43.00	23.44										23.44	1,258.44
Kaplan, Arlene																
10/23/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Received documents and put in files.															
10/24/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Reviewed received documents for files and noted them rec'd in file.															
10/29/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Debbie, back from vacation, called me to discuss the needs for the title work. Cleared the required documents; holding decisions until FBC indicates title policy to FBC or to TxDOT (do policy once saving some money for the County)															
11/5/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Worked on final update for meeting tomorrow with FBC															
11/6/2018	4.000	85.00	340.00	34.00	18.53										18.53	358.53
Work Detail	Arlene Kaplan: Met with FBC to discuss Phase 1 progress; worked with Jillian to pull documents; worked on edits for check request form															
11/7/2018	3.000	85.00	255.00													255.00
Work Detail	Arlene Kaplan: Reviewing relocation documentation for files on P409.															
11/8/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Reviewing relocation documentation for files.															
11/9/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Pulled documents for files for the Westpark Phase 1 needs															
11/12/2018	3.000	85.00	255.00													255.00
Work Detail	Worked on phase 1 and phase 2 documents for files															
11/14/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Talked to P410 for explanation of expenses for move cost claim; started paperwork to support claims.															
11/15/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Reviewing relocation files for P409; working on claim for P410															
11/16/2018	3.000	85.00	255.00													255.00
Work Detail	Arlene Kaplan: Working on relocation claims for P410															
11/20/2018	3.000	85.00	255.00													255.00
Work Detail	Arlene Kaplan: Worked of organization for ED files as material comes from FBC Legal															
11/27/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Started Kathy with ED file prep for Phase 1															
11/29/2018	5.000	85.00	425.00													425.00
Work Detail	Arlene Kaplan: Working with Kathy and establishing organization for ED files for Phase 1 audit per TxDOT standard.															
Total Kaplan, Arlene:	37.000		3,145.00	34.00	18.53										18.53	3,163.53
FedEx																
11/27/2018													79.47		79.47	79.47
AP Detail	Fedex @ Katy															
Total FedEx:													79.47		79.47	79.47
Invoice Total	56.000		4,380.00	77.00	41.97								79.47		121.44	4,501.44

FEDEX

POD

Original Customer Reference	Delivery Date	Recipient Name	Recipient Address Line 1	Recipient City	Shipper Name	Shipper City	Net Charge Amount
Westpark Phase 2	20181019	Terry A. Woods	208 Springtree Trail	CIBOLO	Suzy Romoser	KATY	\$26.04
Westpark Phase 2	20181019	Suzy Romoser	1904 West Grand Parkway North	KATY	James Brown	BELLAIRE	\$13.70
Westpark Phase 2	20181023	Suzy Romoser	1904 West Grand Parkway North	KATY	Terry A. Woods	CIBOLO	\$16.25
Westpark Phase 2	20181017	James Brown	5423 Valerie	BELLAIRE	Suzy Romoser	KATY	\$23.48
							\$79.47

Prospect:	Westpark Ph 2
Client:	Ft. Bend County
Description:	FedEx
Amount:	\$ 79.47

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