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**CFD Disbursement Approval Procedure**

CFD 2004-1 (Victoria Ranch)

Payment Request No. 9-2018

Date Requested: August 27, 2018

**Request Information:** Payment Request No. 9-2018 is for construction, engineering and related costs incurred for an Acquisition Agreement Exhibit "A" facilities/fees as shown in Attachment 1. The request is to reimburse the advanced amount as follows: \$638,963.99

**Actions required and steps taken in approving this request:**

1. **Special Tax Consultant:** *Confirms that the facilities/fees are per the Acquisition Agreement dated November 1, 2005, includes confirmation of three (3) bids, contracts to perform the work, invoices or cancelled checks, and lien releases.*

**Special Tax Consultant Recommendations:** To submit to the City Manager the request to pay as requested from Surplus Funds. The Request lists the facilities/fees and meets the requirements for reimbursement that include the submittal of support documents in the form of contracts, invoices, cancelled checks, and lien releases, so that it can be processed for submission to the City Finance Manager for payment under the Acquisition Agreement. This request should be paid from **Surplus Funds** (less retention if applicable) as follows:

\$638,963.99 representing fee reimbursements.

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City Special Tax Consultant Approval

2. **City Public Works Director:** *Confirm that the improvements have been completed, inspected, and meet the conditions set out in the Acquisition Agreement. Sign the original copy of the request and below.*

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City Public Works Director Approval

**Victoria CFD**

2/20/2019	Consent - D-5. Approval of the 2019-1 (9-2018)	638,963.99
2/20/2019	Request 1st payment of reimbursement 2019-1	<u>238,963.99</u>
		400,000.00
5/1/2019	Request 2nd payment of reimbursement 2019-1	<u>200,000.00</u>
		200,000.00