



CITY COUNCIL,  
Robert Amparano - Mayor  
Darrell Pechtli - Mayor Pro Tem  
Geoff Dale - Councilmember  
Karin Eugenio - Councilmember  
James Tucker - Councilmember

CITY CLERK  
Debra Jackson

CITY TREASURER  
Stacy Cox

CITY ATTORNEY  
Dennis Morita

CITY MANAGER  
Stefan T. Chalwin

**CFD Disbursement Approval Procedure**

CFD 2004-1 (Victoria Ranch)

Payment Request No. 12-2019

Date Requested: June 26, 2019

**Request Information:** Payment Request No. 12-2019 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: \$97,358.80

**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:

\$97,358.80 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**



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3. **City Manager:** Review, submit to Council if appropriate, and approve the request for disbursement.

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**City Manager Approval**

4. **City Finance Manager:** Please prepare and send these payments (wire instructions on file):

Silvergate Bank  
VR5A, Inc.  
Routing No. 322286803  
Account No. 5010000346

**From: Surplus Funds (with 0% retention of 0.00 to be held) \$97,358.80.**