

Village of Point Venture
Village Council Meeting
February 20, 2019
@ 6:30 PM
555 Venture Blvd. S.
Point Venture, Texas

*"Partnership with the community. Foster community pride.
Preserve and enhance the natural beauty of our environment"*

AGENDA

In Point Venture, Travis County, Texas, commencing on February 20, 2019 @ 6:30 p.m.
To consider and act upon any lawful subject, which may come before it, including among others, the following:

A. Items Opening Meeting

1. Call to order Mayor Eric Love
2. Pledge
3. Roll Call Vickie Knight
4. Consent Agenda
 - a. Approval of minutes
 1. Village Council Meeting January 16, 2019 #1
 2. Village Executive Closed Session February 17, 2019
 - b. Approval to post and accept requests for proposal for Village of Point Venture bank depository agreement to be effective May 1, 2019 to April 30, 2024. #2

B. Citizen Communications: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. In accordance with the Open Meetings Act, Council is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them that are not on the agenda. There is a three (3) minute time limit on any communication.

C. General Business and Action Items

1. Mayor's Report
 - a. WCID Letter of Intent – to be discussed under new business
2. Old Business
 - a. Discussion regarding an initiative to involve and request property owners to trim tree and brush on their own property in conjunction with a discussion of Village options to assist with tree/brush trimming.
 - b. Update on drainage issues and Haynie Consulting recent survey for possible improvement options on Lakefront Drive.
 - c. Discussion regarding current Village of Point Venture fine schedule and need to update fines and/or consistently address violations and issue citations.
3. New Business
 - a. Discuss and take action regarding Letter of Intent received by WCID to lease shared space at 18606 Venture Drive to Village of Point Venture via an interlocal agreement based on a two-year lease. #3
 - b. Discuss and take possible action regarding employment positions posted for Village of Point Venture services
 1. Village Office Administrator
 2. Public Works Maintenance/Animal Control Officer
 - c. Discussion, update and possible action on short term independent contractor agreements
 1. Animal Control
 2. Building Administration

D. Council Reports

- 1. Treasurer Report #4
- 2. Building Department #5
- 3. Code Enforcement
- 4. Animal Control
- 5. Village Services
- 6. Public Works #6
 - a. Reconstruction projects for Valley Hill and Venture Blvd N
- 7. Emergency Services
- 8. Travis Co. Sherriff's Report

E. Announcement / Closing comments

- a. Councilmembers
- b. Mayor

Adjournment

This facility is wheelchair accessible and accessible parking spaces are available. Reasonable modifications and equal access to communications will be provided upon request. *The Village Council for the Village of Point Venture reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).*

IT IS HEREBY CERTIFIED that the above Agenda was posted on the bulletin board at 18606 Venture Drive and bulletin board at 555 Venture Blvd S on this 16th day of February 2019 and to be removed the 21st day of February 2019.

Eric Love, Mayor - Village of Point Venture

***The Village of Point Venture Council Meetings will follow Open Meeting Rules. Be advised that a quorum of the Travis County WCID Board of Directors may be present at these meetings.**



**Village of Point Venture
Village Council Meeting
January 16, 2019 @ 6:30 PM
555 Venture Blvd. S.
Point Venture, Texas**

*"Partnership with the community. Foster community pride.
Preserve and enhance the natural beauty of our environment"*

MINUTES

**In Point Venture, Travis County, Texas, commencing on January 16, 2019 @ 6:30 p.m.
To consider and act upon any lawful subject, which may come before it, including among others, the following:**

A. Items Opening Meeting

1. **Call to order** Mayor Eric Love called the meeting to order at 6:30 p.m.
2. **Pledge** Mayor Love led the Pledge of Allegiance.
3. **Roll Call** Village Secretary Jean Cecala called roll. Present were Mayor Eric Love, Mayor Pro Tem Lance Clinton, Councilmember Royce Christopher, Councilmember Donald Conyer, Councilmember Dan Olson, and Councilmember Steve Perschler. A quorum was present.

The Village of Point Venture was recognized for participating in FireWise for five consecutive years. Ms. Kelsey Davis from Texas A&M Forest Service presented a plaque to Mayor Love and the Council.

4. Consent Agenda

All items under Consent Agenda are considered routine by the Village Council and will be enacted on by one motion. If discussion is desired, that item will then be removed from the Consent Agenda and will be considered separately.

- a. **Approval of minutes**
 1. **Village Council Meeting December 19, 2018**
 2. **Village Executive Closed Session January 6, 2019**
- b. **Approval and Adoption of Resolution Amending Authorized Representatives – TexPool**
- c. **Approval and Adoption of Resolution Amending Investment Policy**
 1. **Approval of Amended Investment Policy**
- d. **Approval of independent contractor agreements**
 1. **Melissa Uptadel, building administration**
 2. **ACO on-call position**
 3. **Management Operations Consultant – 1 year**
 - a. **Josh W. Ray**
 - i. **Cancellation of agreement**

Mayor Pro Tem Lance Clinton asked that the independent contractor agreements for Melissa Uptadel, building administration and ACO on-call position be removed from the consent agenda and considered separately. Councilmember Dan Olson made a motion to approve all remaining items on the consent agenda. It was seconded by Councilmember Royce Christopher. All approved. Motion carried.

B. Mayor's Report

a. WCID / Village services transition

Mayor Love gave a brief overview of the transition occurring between Travis County Water Control and Improvement District (WCID) and the Village for services. As of Monday, January 6, 2019, the WCID no longer has any employees and all water services were turned over to an outside utility company, AWR Services. The Mayor explained how this change has affected Village services and how the Council is working to continue to provide essential services to the residents. He asked residents who have concerns to please contact him or any councilmember.

b. Newly elected officials training recap

Mayor Love gave a brief recap of the training he and several councilmembers recently attended hosted by Texas Municipal League. Those who attended the Newly Elected Officials Training found it informative and educational.

c. Village Resident's survey

The Mayor also spoke briefly about the recent survey sent to residents. He found the open comments section of the survey extremely helpful. He plans to provide a link to residents who responded to be able to view the results.

C. Citizen Communications: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. In accordance with the Open Meetings Act, Council is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them that are not on the agenda. There is a three (3) minute time limit on any communication.

Carl Eckhardt addressed the Council about his concern of lack of communication by the WCID as to the recent changes. He also felt that the governing entities within Point Venture are not working together. Mayor Love assured him that communication lines between each of the entities are open.

Wayne Butler then addressed the Council with his concern of lack of communication to residents about the transitions taking place due to the WCID hiring a management company. He said that, at both the POA and WCID offices, he could not get information as no one knew what the plan is going forward. Mayor Love addressed this issue explaining that the abrupt transition has the Council still trying to figure out what to do. Councilmember Dan Olson also interjected that the Council is working diligently to get Village services back in place and trying to fill the gaps quickly.

D. General Business and Action Items

1. Treasurer Report

Councilmember Dan Olson gave the treasurer's report by reading the cash in bank. He then said the scheduled audit for fiscal year 2018 had to be rescheduled due to the changes at the WCID last week. He said the revised investment policy was now approved, updated from 2009. Currently he is working on a policy for internal controls, capital outlay, and funds balances. He wants to keep the Village financially stable.

2. Code Enforcement Report

Councilmember Royce Christopher said there were no code violations to report for December.

3. Public Works Report

a. Approval of Waste Connections agreement

Councilmember Steve Perschler said the amended agreement between the Village and Waste Connections for garbage and recycle services is ready for approval. A slight increase of \$1.75 will be assessed for all homes with standard service. A communication about the changes will be sent via email to residents on the email system. Mayor Pro Tem Lance Clinton made the motion to approve the amended contract with Waste Connections. Councilmember Dan Olson seconded the motion. All approved. Motion carried.

b. Update on billing terms for THPOA

Councilmember Perschler was pleased that he was able to obtain an amicable agreement with the townhomes for garbage and recycle services moving forward. He and Waste Connections representatives have been working with the townhomes to allow for fluctuating rates due to seasonal occupancy. A representative from the Townhome board of directors, Sonny Ables, expressed his appreciation in the efforts made in working with the Townhome Association.

c. Discussion on stop bars and road striping proposal

Councilmember Perschler then explained the pricing proposal for stop bars provided by Travis County. He said that WCID has agreed to contribute \$1,750 towards replacing stop bars that were affected by its waterline improvement project. The approximate cost for the Village is \$1,530.48. Councilmember Dan Olson made the motion to approve the proposal to replace stop bars in the Village. It was seconded by Councilmember Donald Conyer. All approved. Motion carried.

Councilmember Perschler said he wished to defer completing the striping on Venture Drive and Venture Blvd. South until all the streets are finished being repaired.

4. Emergency Management / Services Update

Councilmember Perschler said he had no updates provided by ESD 1 or 7. He did know they are hosting a banquet on Feb. 28. He said ESD 7 does have equipment in the Village's fire station. He also reported that a lock on the building was discovered broken and the POA was instrumental in helping get it fixed that day. He reminded residents that a class on CPR is being held at the Point Venture fire station on January 26, 2019 from 9:00 to 11:30. Seats were still available.

5. Travis County Sheriff's Office (TCSO) Report

Mayor Pro Tem Lance Clinton said the month of December was extremely quiet in the Village for the Sheriff's deputies. Winter hours for deputies have been dropped from 50 to 30.

6. Building Administration Monthly Update

a. Update on New Construction and Additions/Remodeling Projects

Councilmember Royce Christopher gave a quick report of current building projects in the Village. He said 20 homes are under construction, three new permits and four certificates of occupancy were issued in December. He said the Village has a contract with ATS engineering group for inspections. He is going through that contract at this time.

Councilmember Christopher said several complaints about drainage due to some new buildings have been brought up. According to the International Building Code, builders are responsible for assuring drainage is completed at each property to go into the Village's storm drainage system. He reminded Council that Haynie engineering firm did a study in 2015 and addressed some of these drainage issues then. He felt there may be a need to bring in a hydrology expert.

Mayor Love then discussed the temporary contract the Village has offered Melissa Uptadel to help in the interim while the Council seeks other avenues to provide the service. Councilmember Steve Perschler made a motion to approve the short-term contract between Melissa Uptadel and the Village of Point Venture for Building Administration duties. Councilmember Royce Christopher seconded the motion. All approved. Motion carried.

b. Building "issues" – an overview of the process

Councilmember Olson asked about a home that is on Venture Blvd. South that is under construction but has had no activity for months. He asked that the process for this issue be addressed.

7. Animal Control Monthly Update

a. Animal Registration letters update

Councilmember Donald Conyer reported that all dog registration letters have now been mailed due to the efforts of the city secretary. Mayor Pro Tem Lance Clinton said he has been working at the WCID office to try to get the information for dog registration and dog photos off of its drive.

b. Discussion of updating VoPV fine schedule

The Mayor asked Councilmember Conyer to look at the current fine schedule to see if it needs updating. Councilmember Conyer said he felt the fines are okay. A discussion took place about the need for Animal Control to begin cracking down on repeat offenders by issuing citations and assessing fines.

c. Report on total fees collected in 2018

Councilmember Conyer reported that a total of 364 dogs were registered in the Village in 2018 bringing in a total of \$1,644.

d. Approval of ACO on-call cell phone and direct line

The Animal Control number remains the same as always. The Mayor discussed the need to have a temporary contract with a certified animal control officer during the transition. He said it would be a four week contract with a possible extension, if needed. The officer would answer the on-call phone and work as needed at \$20/hour. Councilmember Steve Perschler moved to hire Roger Stroms for this temporary position. It was seconded by Councilmember Donald Conyer. All approved. Motion carried.

8. Village Services Report

a. Abolishment of Inter-local agreement

i. Processes during transition

The Mayor said that the Council will work with the WCID during this transition. A decision about abolishing the Interlocal agreement with the WCID was postponed until after the WCID Board's meeting on January 19.

b. Approval of Open positions

i. Village Office Administrative Manager

ii. Village Public works employee

Mayor Love then explained the need to post two positions for jobs for the Village of Point Venture. He wished to hire an office administrative manager to do all office, secretarial, building administration, and code enforcement as well as oversee the public works employee. He also wish to post a position for a person to do field work including public works and animal control. Councilmember Royce Christopher made a motion to approve posting these two open positions. Councilmember Steve Perschler seconded the motion. All approved. Motion carried.

c. Tree Trimming

Councilmember Conyer said there is a need in the Village for tree trimming. Tree canopies need to be a minimum of 12 feet above city streets. Mayor Love would like to have an initiative in place in which residents trim trees on their own property. If they don't wish to or have no way to do so, then the Village would hire someone to do it and bill the resident. A short discussion about the continued need for the Village to own a chipper as it has no one to operate it.

E. Closing comments

a. Councilmembers

No Councilmembers had closing remarks.

b. Mayor

The Mayor requested residents who have concerns to please contact him or the council between meetings so issues may be addressed immediately.

F. Adjournment

Councilmember Christopher made the motion to adjourn the meeting. Councilmember Conyer seconded the motion. All approved. Meeting adjourned at 8:17 p.m.

This facility is wheelchair accessible and accessible parking spaces are available. Reasonable modifications and equal access to communications will be provided upon request. *The Village Council for the Village of Point Venture reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).*

Eric Love, Mayor, Village of Point Venture

ATTEST:

Jean Cecala, Secretary, Village of Point Venture

#2

REQUEST FOR PROPOSAL FOR BANKING SERVICES
For the VILLAGE OF POINT VENTURE TEXAS

I. INTRODUCTION

The Village of Point Venture is requesting proposals for a banking services contract to be awarded April 25, 2019 with service to begin May 1, 2019 and extend through April 30, 2024. Through this contract the Village intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. This Request for Proposal (RFP) represents the cash management goals, specifies all banks' required qualifications, identifies the banking services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and the contract award provisions.

II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

A. MINIMUM QUALIFICATIONS

To assure a close working relationship, to facilitate available services, and to support local business, the entity may give priority to those banks with full service capabilities within the Village limits. Any required statement regarding equal opportunity and affirmative action should be included if required/desired. The proposal submitted will become part of the final contract.

B. PROPOSAL SUBMISSION INSTRUCTIONS

1. Proposal Format

In order to fully and equitably evaluate each bank's ability to meet the service needs of the Village, a standard reply format is required. Each proposal must include a response to each item in the RFP in the order given. Only proposals submitted in the prescribed format and using the exhibit forms provided will be evaluated for contract award

2. Submission Requirements

Submit completed RFP no later than 3 p.m. April 15th to:
Village of Point Venture
Attn: Dan Olson
555 Venture Blvd S
Point Venture, TX 78645

3. RFP Questions

Questions regarding this RFP or the service requested will be accepted in written form at the address below on or before 3:00 p.m. April 10, 2019. Responses to all material questions submitted will be communicated to each prospective bidder.

Village of Point Venture
Attn: Dan Olson
555 Venture Blvd S
Point Venture, TX 78645

4. Request for Proposal Amendments

Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made in writing to all known bidders.

5. Selection Criteria

Evaluation of proposals will be made on the basis of the following objectives:

| | |
|-----------------------------|------|
| Time deposit interest rates | 40% |
| Fees and Cost of Services | 20 % |
| Safety of bank | 20% |
| Service availability | 20% |

6. Award of Bid and Service Initiation

The contract is to be awarded by Village Council at its meeting April 17, 2019.

III. REQUIRED FINANCIAL INSTITUTION INFORMATION

All banks must provide, as part of the proposal:

- audited financial statements for the most recent fiscal year,
- a copy of the current call report, and
- a statement regarding any recent or foreseen merger or acquisition.

IV. REQUIRED BANKING SERVICES

This section lists all the services to be provided by the bank under this agreement. Attachment A lists each of these services. The bank should use this Attachment to provide the specific price for each service.

A. Consolidated Account Structure

The bank is to provide a master consolidation account and zero balance accounts from which daily balance and detail reporting is available. The Village's current account structure contains the following accounts:

- Operating Account – receives tax deposits/checks disbursed from this account
- Money Market Account

B. Wire Transfer Services

The Village currently generates approximately 4 incoming and 4 outgoing wires each quarter. A standard wire transfer agreement will be executed with the bank. This proposal should include a copy of bank standard transfer procedures and wire transfer agreement. The Village requires adequate security provisions and procedures. If the wire transfer requests are available on line, full information should be submitted detailing the use.

C. Automated Daily Balance Reporting

The Village requires an automated PC-based reporting system for access to the closing ledger and available balances. Stipulate the time at which the access is available and describe the system to be used. Reporting should include balance and detail reporting. Samples of the reports are to be included in the proposal.

D. Sweep Account Provisions

If the Village chooses, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment option (money market fund, repo, etc.). Describe the sweep options and, if a money market fund is used, provide a prospectus. The accounts will be swept to the compensating balance.

E. Reconciliation

The following accounts are to be reconciled by the bank. Deadlines and requirements for tape receipt and processing time should be included in the proposal.

- Operating Account
- Money Market Account

F. Investment of Idle Funds and Safekeeping of Village Securities

All certificates of deposit bought by the Village will be bought on a competitive basis. The Village has no obligation to invest its funds with or through the bank. If the bank is proposing overnight repurchase agreements, an executed Master Repurchase Agreement is required. In order to fulfill GASB III requirements for reporting, if a repurchase agreement is executed with the bank itself, the collateral must be held in the trust department of the bank in a separate account.

All securities will be handled on a delivery versus payment (DVP) basis as they are cleared into and out of the account. There will be approximately ten securities in safekeeping at any time. All clearing and safekeeping will be in the bank or its correspondent. All correspondent and safekeeping arrangement will be stipulated in the proposal.

G. Standard Disbursing Services

Standard disbursing services for all accounts are required to include the payment of all checks upon presentation.

H. Standard Deposit Services

The bank must guarantee immediate credit on all incoming wire transfers and U.S. Treasury checks upon receipt and all other checks based on the bank's published availability schedule. The bank should specify in the proposal the deposit requirements and commercial and retail deposit locations, including night deposit services and procedures.

I. Reporting and Account Analysis

Monthly account analysis reports must be provided by the bank on a timely basis for each account and on a total account basis. A sample account analysis format must be provided as part of the proposal. Samples of monthly statements should also be provided. The monthly statements are to be received within ten business days of the next month.

J. Account Executive

An account executive must be assigned to the account to coordinate the account services and expedite the solution of any problem. A trained and competent backup for the account executive, familiar with the account, should be assigned in the proposal. Stipulate the name and a brief biography of the account executive to be assigned to the Village's account.

K. Direct Deposit

Describe the requirements and deadlines for computer tap for ACH transactions. The proposal should indicate when funds will be available in participating banks.

L. Daylight Overdraft Provisions

Every effort will be made to eliminate daylight overdraft situations on the account. However, in case this situation does arise, the proposal should include any and all bank policies regarding daylight overdrafts charges or handling procedures.

M. Stop Payments

The proposal must include a statement on the proposed stop payment process on an automated or manual basis.

N. Collateralization of Deposits

The bank must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit of \$ 250,000. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside the bank's holding company. The bank will execute a tri-party safekeeping agreement with the Village and the Safekeeping bank for safekeeping of these securities. Collateral will be maintained at a minimum of 102% and marked to market at least once a month. Control will be shared jointly between the bank and the entity. Substitution will be approved by the Village and not unduly withheld. Substitutions of collateral will be requested in writing and new collateral will be received before the existing collateral is released. The proposal will name the safekeeping bank for collateral.

O. Additional Services

If new services become available and are provided during the period of this contract, they will be charged at the bank's then published rate.

V. OTHER SERVICES

The Village is interested in obtaining service and cost information on additional services for possible use during the contract period. These services are not required but will be evaluated in terms of availability, feasibility, service levels, service providers and cost. The Village will make its determination after receipt of proposals as to whether a service will be used. If the service is accepted later in the contract period, the services and charges stipulated in the proposal will be applied.

A. Lockbox Services

The Village may choose to utilize lockbox services for certain revenue collections. Describe the service including the lockbox location and a full description of the service.

VI. Bank Compensation

Any net settlement on compensating balances will be made annually. If fees are chosen as the payment methodology, fees will be paid monthly after receipt of the account analysis.

Please provide attachment listing any and all anticipated service/bank charges and fees applicable under the agreement.

Travis County WCID Point Venture

18606 Venture Dr
Point Venture, Texas 78645
Phone (512) 267-1641

February 1, 2019

Letter of Intent

Historically, Travis County WCID Point Venture (WCID) and the Village of Point Venture (Village) have shared the space at 18606 Venture Drive. There had been no set forth compensation for the use, maintenance, and the utilities and supplies from the Village to the WCID. This has been no small expenditure that the WCID has shouldered over the years.

As the organizations have separated, it makes sense to set forth an equitable arrangement for the shared space. The following paragraphs outlines this per the costs that the WCID incurs every year.

WCID and the Village desire to enter into an Interlocal agreement. The intent of the agreement is to provide for rental/lease of the office building owned by the WCID, associated grounds, and other beneficial agreements which will benefit both parties. The following are general descriptions of the provisions of an interlocal agreement which will be formalized by the attorneys for both parties when negotiations are complete:

1. The WCID will agree to lease to the Village 208 square feet of office space consisting of two offices (office across from the common office and next to the common office) at a lease cost of \$651.02 per month based on a 2-year lease.

In addition, common areas (hallways, restrooms, kitchen, and conference room space) will be shared. The Village will pay for one half of the total square feet of these spaces at a least cost of \$325.51 per month based on a 2-year lease.

Also, the WCID will agree to lease 125 square feet of storage space at the same lease rate and term for common area space.

2. The administration and control of the Building will remain with the WCID, owner of the building. The conference room will be scheduled by the WCID/AWR. The WCID will have first option for conference meeting room times.
3. Repair and maintenance of the building will be the responsibility of the WCID/AWR. The Village shall pay 50% of the cost of maintaining and repairing the building. These costs will be billed to each entity by AWR based on their respective office space square footages, excluding common areas and storage footage.
4. Electricity and housekeeping will be included in the above rate. Assessment of the prorated amounts will be completed within 6 months of this agreement.
5. Office supplies will not be provided by the WCID.
6. Additional areas for lease:
 - a. The area behind the WCID known as the “Dump yard” will also be leased to the Village. This land is formally owned by the WCID and will remain in that organization’s control. Hence, a nominal \$1.00 per year shall be paid to the WCID from the Village.
 - b. The area that is known as the “Dog Kennel” shall also be leased for \$1.00 per year. This area is between the WCID shop and the truck storage area.
 - c. Due to the high environmental impacts to these areas, an enhanced level of cleanliness and decorum needs to be followed. The areas need to be maintained for general professional decorum along with proper environmental impacts.

Dump Maintenance:

- Hazardous wastes need to be removed from the dump yard monthly at the expense of the Village.
- Trash (non-hazardous) needs to be hauled off when the dumpster is full at the expense of the Village.

- Non-dumpster trash (building materials, furniture, and etc) needs to be hauled off monthly at the expense of the Village.
- Bush needs to be regularly chipped and mulch hauled off at the expense of the Village.

Dog Kennel Maintenance:

- Animal waste needs to be picked up daily
 - Building needs to be clean and hygienic.
 - No smoking in the building
 - Dead animals need to be stored in freezer and removed on a weekly basis.
7. A professional and courteous decorum will be observed by both parties. Breaches of this decorum will be a basis for termination of the lease by either party.

Village of Point Venture
January 2019 YTD - All Depts
October 2018 through January 2019

4

| | Animal Control | Building Administration | Code Enforcement | Emergency Mgmt | Fire House | General Administration | General Fund | Public Works | Sheriff's | TOTAL |
|--------------------------------|-----------------|-------------------------|------------------|----------------|---------------|------------------------|-------------------|------------------|-----------------|-------------------|
| Ordinary Income/Expense | | | | | | | | | | |
| Income | | | | | | | | | | |
| Permits Fines and Fees | 213.00 | 17,616.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17,829.62 |
| Franchise Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,287.46 | 0.00 | 0.00 | 13,287.46 |
| Trash and Recycling Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 68,100.74 | 0.00 | 68,100.74 |
| Tax Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 254,215.39 | 0.00 | 0.00 | 254,215.39 |
| Interest Earned - Bank | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,472.90 | 0.00 | 0.00 | 4,472.90 |
| Total Income | 213.00 | 17,616.62 | 0.00 | 0.00 | 0.00 | 0.00 | 271,975.75 | 68,100.74 | 0.00 | 357,906.11 |
| Expense | | | | | | | | | | |
| Maintenance and Repair | 0.00 | 0.00 | 0.00 | 366.83 | 0.00 | 10.25 | 0.00 | 6,716.18 | 0.00 | 7,093.26 |
| Trash and Other Muni Expens | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 75,766.25 | 0.00 | 75,766.25 |
| Professional Expenses | 210.00 | 0.00 | 0.00 | 0.00 | 0.00 | 210.60 | 0.00 | 5,619.00 | 0.00 | 6,039.60 |
| Education and Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 625.00 | 0.00 | 0.00 | 0.00 | 625.00 |
| Insurance Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,177.66 | 0.00 | 0.00 | 0.00 | 7,177.66 |
| Animal Control Costs | 751.14 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 751.14 |
| Office Expense | 100.00 | 119.85 | 0.00 | 0.00 | 0.00 | 3,039.65 | 0.00 | 126.64 | 0.00 | 3,386.14 |
| Dues Fees and Subscriptions | 16.99 | 350.00 | 124.40 | 39.57 | 0.00 | 613.07 | 1,790.34 | 0.00 | 0.00 | 2,934.37 |
| Contract Services | 1,283.73 | 16,754.72 | 2,157.24 | 0.00 | 0.00 | 9,470.23 | 0.00 | 9,980.22 | 9,380.00 | 49,026.14 |
| Bank related charges and fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36.90 | 0.00 | 0.00 | 0.00 | 36.90 |
| ACO Programs | 6.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.20 |
| Travel | 2.76 | 0.00 | 0.00 | 37.69 | 0.00 | 94.12 | 0.00 | 0.00 | 0.00 | 134.57 |
| Utilities | 117.54 | 0.00 | 0.00 | 0.00 | 391.01 | 227.07 | 0.00 | 0.00 | 0.00 | 735.62 |
| Total Expense | 2,488.36 | 17,224.57 | 2,281.64 | 444.09 | 391.01 | 21,504.55 | 1,790.34 | 98,081.65 | 9,506.64 | 153,712.85 |

Village of Point Venture
3 Year Trend
10/2015-9/2018 with YTD 2019 Budget

| | Oct '15 - Sep 16 | Oct '16 - Sep 17 | Oct '17 - Sep 18 | Jan YTD 2019 | 2019 Annual Budget |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Permits Fines and Fees | 52,267.00 | 71,942.60 | 77,480.00 | 17,829.62 | 50,570.00 |
| Franchise Fees | 53,892.45 | 50,375.82 | 61,602.76 | 13,287.46 | 51,000.00 |
| Trash and Recycling Service | 168,295.61 | 181,684.78 | 194,882.46 | 68,100.74 | 203,322.40 |
| Tax Income | 246,255.97 | 274,673.43 | 306,272.14 | 254,215.39 | 320,946.75 |
| Grants | 0.00 | 3,633.15 | 0.00 | 0.00 | 0.00 |
| Interest Earned - Bank | 1,102.48 | 4,184.34 | 8,470.73 | 4,472.90 | 3,034.73 |
| Miscellaneous | 117.11 | 65.00 | 585.00 | 0.00 | 0.00 |
| Total Income | 521,930.62 | 586,559.12 | 649,293.09 | 357,906.11 | 628,873.88 |
| Gross Profit | 521,930.62 | 586,559.12 | 649,293.09 | 357,906.11 | 628,873.88 |
| Expense | | | | | |
| Capital Outlay | 0.00 | 95,587.47 | 235,645.83 | | 185,000.00 |
| Maintenance and Repair | 19,241.42 | 14,326.78 | 14,034.55 | 7,093.26 | 20,770.00 |
| Trash and Other Muni Expense | 145,658.50 | 164,510.64 | 152,180.83 | 75,766.25 | 221,824.40 |
| Professional Expenses | 18,773.73 | 28,982.68 | 21,375.19 | 6,039.60 | 25,150.00 |
| Education and Training | 3,148.00 | 2,822.71 | 2,997.06 | 625.00 | 5,200.00 |
| Insurance Expense | 6,908.44 | 7,730.68 | 7,380.52 | 7,177.66 | 8,120.00 |
| Animal Control Costs | 2,461.57 | 1,470.78 | 2,494.39 | 751.14 | 3,850.00 |
| Office Expense | 20,747.63 | 11,531.98 | 9,675.49 | 3,386.14 | 12,100.00 |
| Dues Fees and Subscriptions | 4,460.99 | 4,774.45 | 6,119.56 | 2,934.37 | 10,450.00 |
| Contract Services | | | | | |
| 6095 - Contract Labor | 19,520.00 | 0.00 | 0.00 | 0 | 0.00 |
| Security Expenses | 10,200.00 | 19,780.00 | 37,040.00 | 9,380.00 | 43,500.00 |
| Other Contract Services | | | | | |
| 6345 - Admin Support | | | | | 30,000.00 |
| 6102 - Field | 21,600.00 | 18,000.00 | 21,600.00 | 7,200.00 | 21,600.00 |
| 6056 - Inspection Fee | 5,878.00 | 19,458.00 | 18,680.00 | 4,866.00 | 11,642.00 |
| 6097 - Accounting Services | 0.00 | 7,275.00 | 19,864.37 | 3,491.50 | 17,000.00 |
| Total Other Contract Services | 27,478.00 | 44,733.00 | 60,144.37 | 15,557.50 | 80,242.00 |
| Interlocal Agreement | 109,535.76 | 109,535.76 | 109,535.76 | 24,088.64 | 116,300.00 |
| Total Contract Services | 166,733.76 | 174,048.76 | 206,720.13 | 49,026.14 | 196,542.00 |
| Bank related charges and fees | 312.82 | 152.92 | 163.14 | 36.90 | 250.00 |
| ACO Programs | 6.47 | 0.00 | 0.00 | 6.20 | |
| Travel | 6,277.66 | 3,055.85 | 4,960.11 | 134.57 | 6,420.00 |
| Utilities | 2,673.47 | 2,696.50 | 2,654.30 | 735.62 | 4,295.00 |
| Total Expense | 397,404.46 | 511,692.20 | 666,401.10 | 153,712.85 | 743,471.4 |
| Net Ordinary Income | 124,526.16 | 74,866.92 | -17,108.01 | 204,193.26 | (114,597.52) |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| Cap Metro | 0.00 | 0.00 | 0.00 | 19,500.00 | |
| Other Expense | | | | | |
| 6405 - Capital Expenditures Fund | 30,000.00 | 33,172.53 | -126,025.00 | 0.00 | 115,000.00 |
| 8010 - Other Surplus Expense | 0.00 | 42,250.00 | 100,000.00 | 0.00 | |
| Total Other Expense | 30,000.00 | 75,422.53 | -26,025.00 | | |
| Net Other Income | -30,000.00 | -75,422.53 | 26,025.00 | | |
| Net Income | 94,526.16 | -555.61 | 8,916.99 | 223,693.26 | 402.48 |

Village of Point Venture
Cash in Banks
As of January 31, 2019

02/10/19
 Accrual Basis

| | <u>Jan 31, 19</u> | <u>Jan 31, 18</u> |
|--|----------------------------|----------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| Banks | | |
| 1010 · Security State - Money Market | 94,405.09 | 94,327.92 |
| 1015 · Security State - Operating Fund | 192,479.38 | 383,242.86 |
| 1030 · TexPool - Money Market | 282,938.03 | 179,336.12 |
| 1046 · TexPool - Road Fund | 439,933.96 | 333,361.98 |
| 1047 · TexPool TimeWarner | 16,461.69 | 12,651.66 |
| Total Banks | <u>1,026,218.15</u> | <u>1,002,920.54</u> |
| Total Checking/Savings | <u>1,026,218.15</u> | <u>1,002,920.54</u> |
| Total Current Assets | <u>1,026,218.15</u> | <u>1,002,920.54</u> |
| TOTAL ASSETS | <u><u>1,026,218.15</u></u> | <u><u>1,002,920.54</u></u> |
| LIABILITIES & EQUITY | 0.00 | 0.00 |

Village of Point Venture
Statement of Financial Position
 As of January 31, 2019

| | Jan 31, 19 | Jan 31, 18 |
|--|---------------------|---------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings Banks | 1,026,218.15 | 1,002,920.54 |
| Total Checking/Savings | 1,026,218.15 | 1,002,920.54 |
| Accounts Receivable | | |
| 1100 · Accounts Receivable | 38,436.37 | 81,762.63 |
| Total Accounts Receivable | 38,436.37 | 81,762.63 |
| Other Current Assets | | |
| Accounts Receivable - Misc | 10,917.03 | 5,617.03 |
| 1499 · Undeposited Funds | 38.45 | 47.03 |
| Total Other Current Assets | 10,955.48 | 5,664.06 |
| Total Current Assets | 1,075,610.00 | 1,090,347.23 |
| TOTAL ASSETS | 1,075,610.00 | 1,090,347.23 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 1500 · Accounts Payable | 31,776.11 | 33,187.18 |
| Total Accounts Payable | 31,776.11 | 33,187.18 |
| Credit Cards | | |
| 1605 · SSBT MasterCard VKnight | 126.35 | 0.00 |
| 1600 · MasterCard -Jean Cecala | -59.73 | 0.00 |
| Total Credit Cards | 66.62 | 0.00 |
| Other Current Liabilities | | |
| 1510 · A/P Clearing | 4,500.00 | 4,500.00 |
| 2010 · Building Contractors Bond | 15,900.00 | 68,650.00 |
| 2230 · Deferred Revenue - Taxes | 5,617.03 | 5,617.03 |
| Council Reserved Funds | 549,951.39 | 552,343.54 |
| Total Other Current Liabilities | 575,968.42 | 631,110.57 |
| Total Current Liabilities | 607,811.15 | 664,297.75 |
| Total Liabilities | 607,811.15 | 664,297.75 |
| Equity | | |
| 3000 · Opening Bal Equity | 26,368.59 | 26,368.59 |
| 3200 · Retained Earnings | 217,737.00 | 208,820.01 |
| Net Income | 223,693.26 | 190,860.88 |
| Total Equity | 467,798.85 | 426,049.48 |
| TOTAL LIABILITIES & EQUITY | 1,075,610.00 | 1,090,347.23 |

January 1, 2019 - January 31, 2019

NEW CONSTRUCTION

There are 20 homes on the list for building new homes and or needing final inspections,

Issued (1) fee permit to build Single Family Residents and or Commerical buildings for the month of January

CERTIFICATE OF OCCUPANCY

Issued (2) Certificates of Occupancy

FEMA ADDITIONS AND REMODELS/

There are 0 Townhomes, and Homes that are replacing siding, repairing deck boards, rails, replacing roofs, painting the outside, replacing footings.

Issued (0) Fee permit and (0) No-Fee permits for the month January.

ADDITIONS AND REMODELS

There are 8 homes on the list for driveway extension, room additions, decks, patios, new roofs, swimming pools

installing fences, pitched roofs, pavers, clearing lots for new residential homes, and outbuildings/sheds and WCID Treatment Plant Expansion

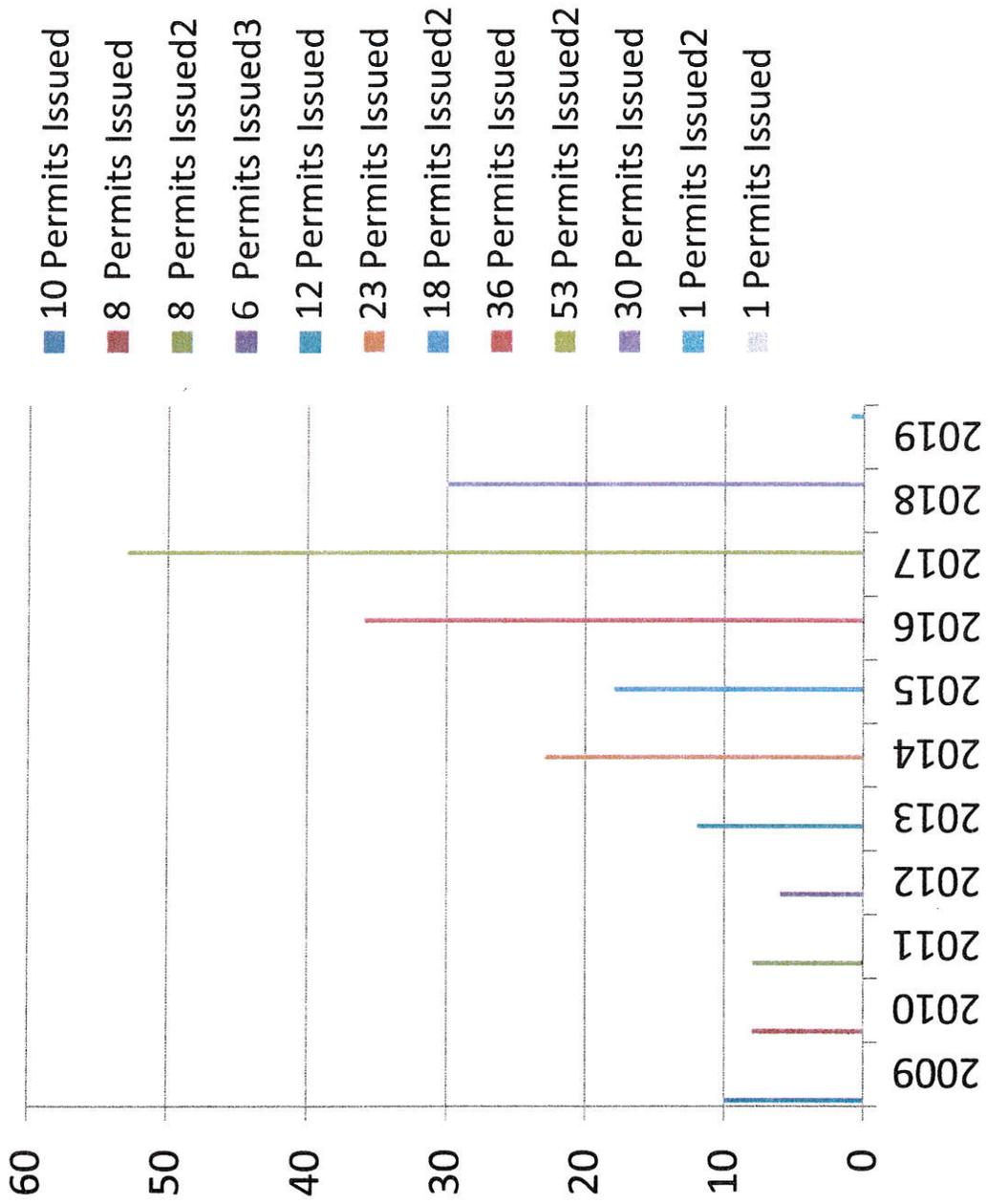
Issued (1) Fee permits and Issued (2) No-fee permits for the month of . January

CERTIFICATE OF COMPLETION

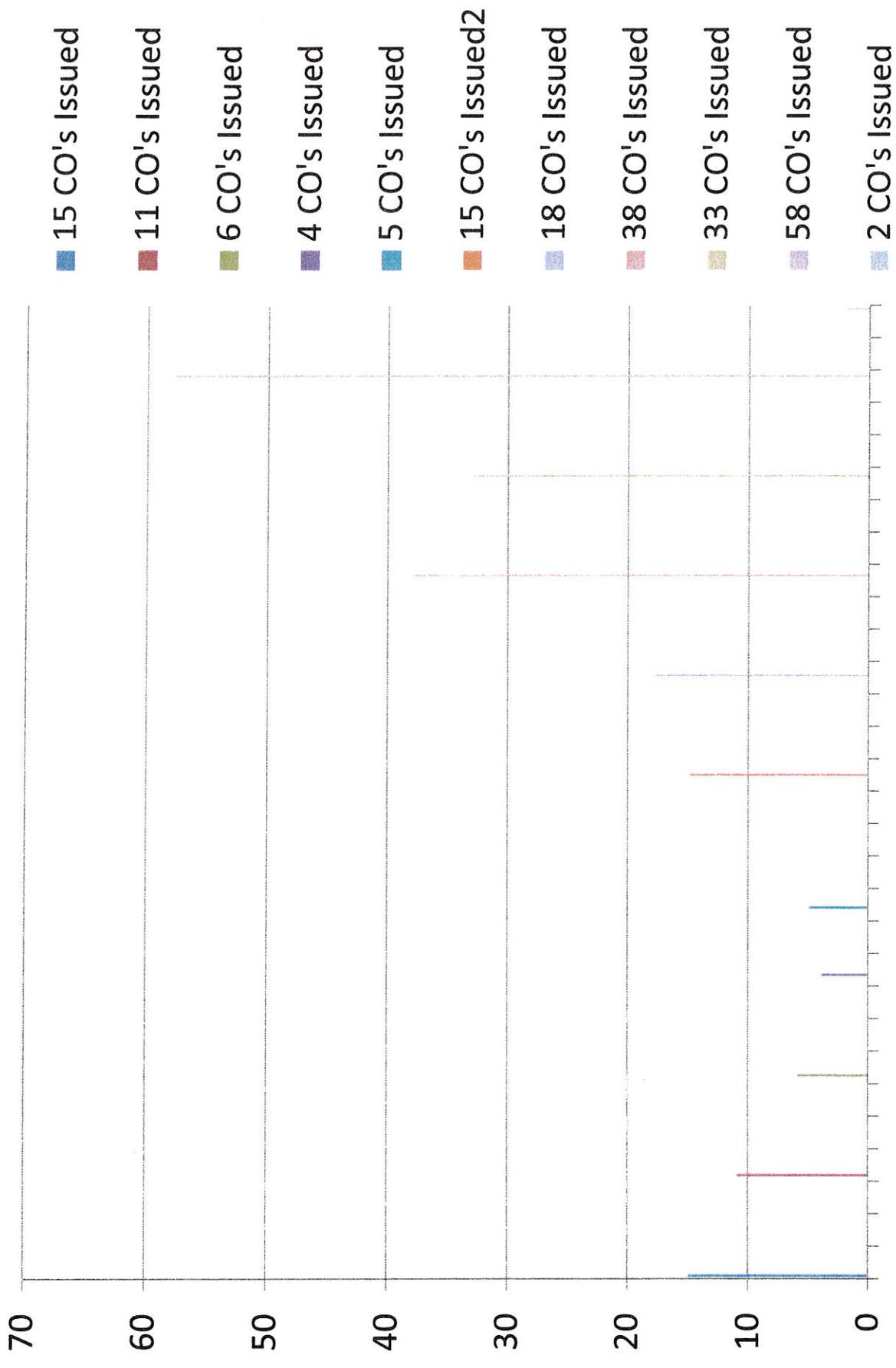
Issued (1) Certificate of Completion

5

New Homes Permitted Over 11 Years



Number of Certificate of Occupancies Issued over 11 Years



| Lot | PV address | Contact | Permit No | Builder Contact #'s | Bldg Permit Expires | Last Results |
|-----|----------------------|--------------------------|-----------|-----------------------|---------------------|--|
| 19 | 418 Venture Blvd So. | Emerie Custom Homes | 11901 | They are the Builders | June 3, 2019 | Permit has been re-issued. They have paid the \$1500 for the 1st extension of the Building Permit. |
| 207 | 577 Demarett Drive | AmeriTex Builders | 41808 | They are the Builders | April 24, 2019 | |
| 211 | 585 Demarett Drive | AmeriTex Builders | 41809 | They are the Builders | April 24, 2019 | |
| 206 | 575 Demarett Drive | AmeriTex Builders | 41810 | They are the Builders | April 24, 2019 | |
| 619 | 18507 Staghorn Drive | Silverton Custom Homes | 61501 | They are the Builders | June 5, 2019 | |
| 705 | 412 N. Summit Ridge | Silverton Custom Homes | 81801 | They are the Builders | August 7, 2019 | |
| 28 | 507 Lakland Circle | O'Conner/Murrell | 81805 | They are the Builders | August 24, 2019 | |
| 608 | 18529 Staghorn Drive | Colton McPhaul | 81806 | They are the Builders | August 24, 2019 | |
| 708 | 418 N. Summit Ridge | Vista Verde Custom Homes | 101803 | They are the Builders | October 2, 2019 | |
| 230 | 206 Burning Tree Cr | Vista Verde Custom Homes | 101802 | They are the Builders | October 2, 2019 | |
| 840 | 18905 Cedar Circle | AmeriTex Builders | 101805 | They are the Builders | October 8, 2019 | |
| 650 | 400 Buckhorn Drive | Greg Teal | 101809 | They are the Builders | October 22, 2019 | |
| 415 | 601 Deckhouse Drive | David Tiemann | 101808 | They are the Builders | October 22, 2019 | |
| 652 | 306 Buckhorn Drive | Teal Custom Homes | 1111804 | They are the Builders | November 12, 2019 | |
| 594 | 200 Venture Blvd No. | Colton McPhaul | 111805 | They are the Builders | November 26, 2019 | |
| 682 | 403 Summit Ridge | Kenwood Homes | 111806 | They are the Builders | November 26, 2019 | |
| 681 | 401 Summit Ridge | Kenwood Homes | 121802 | They are the Builders | December 12, 2019 | |

| | | | | | | |
|-----|---------------------|-------------------|--------|-----------------------|-------------------|--|
| 577 | 18504 Venture Drive | AmeriTex Builders | 121802 | They are the Builders | December 12 ,2019 | |
| 555 | 206 Fairway Circle | AmeriTex Builders | 121803 | They are the Builders | December 14 ,2019 | |
| 528 | 18912 Kelly Drive | O'Conner/Murrell | 11902 | They are the Builders | January 21, 2020 | |

Additions Remodels

Report Date: 01-31-2019

| Lot | PV address | Contact | Bldg Permit No | Bldg Permit Expires | Last Results |
|------------|------------------------|-------------------|-----------------------|----------------------------|--|
| 6 | 308 Venture Blvd So | John Johnson | 071802 | July 24, 2019 | Building a Garage |
| 421 | 19003 Lakeridge Drive | Mark Villemarette | 081807 | August 29, 2019 | Electrical Work |
| 501 | 18944 Peckham Drive | Cody Pools | 101807 | October 22, 2019 | installing a new swimming pool. |
| 188 | 505 Demarett Drive | AmeriTex Builders | 101806 | October 19, 2019 | repairing and replacing back deck, common wall, rails on Townhome that burned. |
| 189 | 507 Demarett Drive | AmeriTex Builders | 101807 | October 19, 2019 | repairing and replacing back deck, common wall, rails on Townhome that burned. |
| 883A | 510 Lakeshore Circle | Can Do Plumbing | 111808 | November 27, 2019 | Major Plumbing work |
| 186 | 18660 Champions Circle | Larson Residence | 011903 | February 18, 2019 | Clearing Lot for new build |
| 245 | 18605 Master Cove | O'Conner/Murrell | 011904 | February 21, 2019 | Clearing Lot for new build |

TRANSPORTATION AND NATURAL RESOURCES

CYNTHIA C. MCDONALD, COUNTY EXECUTIVE

#6



700 Lavaca Street-5th Floor
Travis County Administration Building
P.O. Box 1748
Austin, Texas 78767
Phone: (512) 854-9383
Fax: (512) 854-4697

January 31, 2019

Steve Perschler
Council Member
Village of Point Venture
18606 Venture Drive
Point Venture, TX 78645

Reference: Inter-local Agreement /Maintenance

Dear Steve Perschler:

The Travis County Transportation and Natural Resource Department (TNR) is submitting a cost estimate for your review in response to the village of Point Venture's request that Travis County provide reconstruction to both Venture Dr. and Valley Hill Dr. at a cost of \$19,249.01 and \$21,535.43 respectively. (see attachments).

If approved, TNR will require written confirmation to proceed and the deposit of the estimated cost prior to work commencement. The county will perform the work within 30 calendar days of receipt of the deposit of the estimated cost. This is an estimate only and the final cost of service will be determined when the project is completed, at which time any refund due the Village of Point Venture, or additional charge due to Travis County will be settled. Should you have any question, please contact me at (512) 854-8142.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kevin Kunkel".

Kevin Kunkel
Road Maintenance Manager

TRANSPORTATION AND NATURAL RESOURCES

Cynthia C. McDonald, County Executive
 700 Lavaca Street, 5th Floor
 P.O. Box 1748
 Austin, Texas 78767
 Phone: 1-(512) 854-9383



LOCATION

CONTRACT NUMBER

ROAD NAME Valley Hill Ln.
PRECINCT 3
FACILITY ID MO4604
JOB
START DATE
COMPLETION DATE N/A
LENGTH (Miles) 0.03
WIDTH (Feet) 11

Invoice No: 20190124ValleyHillLn
Invoice Date: January 31, 2019
Due Date: March 2, 2019

BILL TO _____

Road work

| 1- LABOR | | | | |
|--------------|-------------------------|--------------------|--------------------|--------------------|
| Employee ID | Position Title | Salary | Fringes | TOTAL |
| 99999999 | Road Maintenance Worker | \$ 1,600.00 | \$ 464.00 | \$ 2,064.00 |
| TOTAL | | \$ 7,280.00 | \$ 2,111.20 | \$ 9,391.20 |

| 2- EQUIPMENT | | | | |
|----------------------|------------------|------------|----------------|--------------------|
| Equipment Type | # of Pieces Used | Hours used | Equipment Cost | TOTAL |
| Class 2 Mortorgrader | 1 | 3.00 | \$ 46.50 | \$ 139.50 |
| Vibratory SW Roller | 1 | 2.00 | 31.70 | \$ 63.40 |
| Pneumatic Roller | 1 | 1.50 | 26.00 | \$ 39.00 |
| | | - | - | \$ - |
| TOTAL | | | | \$ 7,289.55 |

| 3- MATERIAL | | | | | | |
|-------------------------------|----------|------------|-------------|-----------|-----------|--------------------|
| Type | Quantity | Unit Price | Total Price | Haul Rate | Haul Cost | Total Cost |
| SS1 Emulsion | 0.15 | 582.5 | \$ 84.91 | \$ - | 0.00 | \$ 84.91 |
| Hydraulic Cement, Type 1 BULK | 0.00 | 117 | \$ - | \$ - | 0.00 | \$ - |
| DES. 3 - CMP | 0.00 | 13.17 | \$ - | \$ - | 0.00 | \$ - |
| H.M.A.C (TON) | 18.00 | 54 | \$ 972.00 | \$ - | 0.00 | \$ 972.00 |
| Joint Sealant | 0.00 | 0.47 | \$ - | \$ - | 0.00 | \$ - |
| Flex base | 115.00 | 5.5 | \$ 632.50 | \$ - | 1207.50 | \$ 1,840.00 |
| Concrete Class A | 0.00 | 92 | \$ - | \$ - | 0.00 | \$ - |
| TOTAL | | | | | | \$ 2,896.91 |

| 4- ADMINISTRATIVE COST | | | |
|---|--|--|-------------|
| Travis County Administrative Charge [10% * (1+2+3)] | | | \$ 1,957.77 |
| | | | |

| | | |
|--------------|----|-----------|
| SUBTOTAL | \$ | 21,535.43 |
| PAID TO DATE | | - |
| SUBTOTAL | \$ | 21,535.43 |

Balance Due () **\$ 21,535.43**

Terms & Instructions

30 Days.

TRANSPORTATION AND NATURAL RESOURCES

Cynthia C. McDonald, County Executive
 700 Lavaca Street, 5th Floor
 P.O. Box 1748
 Austin, Texas 78767
 Phone: 1-(512) 854-9383



LOCATION

CONTRACT NUMBER

ROAD NAME Venture Dr.
PRECINCT 2
FACILITY ID L04140
JOB
START DATE
COMPLETION DATE N/A
LENGTH (Miles) 0.01
WIDTH (Feet) 8

Invoice No: 20190124-VentureDr
Invoice Date: January 31, 2019
Due Date: March 2, 2019

BILL TO _____

Road work

| 1- LABOR | | | | |
|--------------|-------------------------|--------------------|--------------------|--------------------|
| Employee ID | Position Title | Salary | Fringes | TOTAL |
| 99999999 | Road Maintenance Worker | \$ 1,600.00 | \$ 464.00 | \$ 2,064.00 |
| TOTAL | | \$ 7,280.00 | \$ 2,111.20 | \$ 9,391.20 |

| 2- EQUIPMENT | | | | |
|----------------------|------------------|------------|----------------|--------------------|
| Equipment Type | # of Pieces Used | Hours used | Equipment Cost | TOTAL |
| Class 2 Mortorgrader | 1 | - | \$ 46.50 | \$ - |
| Vibratory SW Roller | 1 | 1.00 | 31.70 | \$ 31.70 |
| Pneumatic Roller | 1 | 1.50 | 26.00 | \$ 39.00 |
| | | - | - | \$ - |
| TOTAL | | | | \$ 7,118.35 |

| 3- MATERIAL | | | | | | |
|-------------------------------|----------|------------|-------------|-----------|-----------|------------------|
| Type | Quantity | Unit Price | Total Price | Haul Rate | Haul Cost | Total Cost |
| SS1 Emulsion | 0.10 | 582.5 | \$ 60.65 | \$ - | 0.00 | \$ 60.65 |
| Hydraulic Cement, Type 1 BULK | 3.70 | 117 | \$ 432.90 | \$ - | 0.00 | \$ 432.90 |
| DES. 3 - CMP | 0.00 | 13.17 | \$ - | \$ - | 0.00 | \$ - |
| H.M.A.C (TON) | 0.00 | 54 | \$ - | \$ - | 0.00 | \$ - |
| Joint Sealant | 0.00 | 0.47 | \$ - | \$ - | 0.00 | \$ - |
| Flex base | 31.00 | 5.5 | \$ 170.50 | \$ - | 325.50 | \$ 496.00 |
| Concrete Class A | 0.00 | 92 | \$ - | \$ - | 0.00 | \$ - |
| TOTAL | | | | | | \$ 989.55 |

| 4- ADMINISTRATIVE COST | | | |
|---|--|--|-------------|
| Travis County Administrative Charge [10% * (1+2+3)] | | | \$ 1,749.91 |
| | | | |

| | | |
|-----------------------|-----------|------------------|
| SUBTOTAL | \$ | 19,249.01 |
| PAID TO DATE | | - |
| SUBTOTAL | \$ | 19,249.01 |
| Balance Due () | \$ | 19,249.01 |

Terms & Instructions

30 Days.