

Gregorio Gomez, Mayor
Rosa Vasquez, Mayor Pro Tem
Paul Boyer, Council Member
Ruben Macareno, Council Member
Tina Hernandez, Council Member

Farmersville City Council Regular Meeting

Monday, February 10, 2020 6:00 PM
Meeting held in Civic Center Council Chambers
– 909 W. Visalia Road Farmersville, California

1. **Call to Order:**
2. **Roll Call:**
3. **Invocation:**
4. **Pledge of Allegiance:**
5. **Public Comment:**

Provides an opportunity for members of the public to address the City Council on items of interest to the public within the Council's jurisdiction and which are not already on the agenda this evening. It is the policy of the Council not to answer questions impromptu. Concerns or complaints will be referred to the City Manager's office. Speakers should limit their comments to not more than two (2) minutes. No more than twenty (20) total minutes will be allowed for Public Comment. For items which are on the agenda this evening, members of the public will be provided an opportunity to address the council as each item is brought up for discussion. Comments are to be addressed to the Council as a body and not to any individual Council Member.

6. **Presentations:**
7. **Consent Agenda:**

Under a CONSENT AGENDA category, a recommended course of action for each item is made. Any Council Member or Member of the Public may remove any item from the CONSENT AGENDA in order to discuss and/or change the recommended course of action, and the Council can approve the remainder of the CONSENT AGENDA.

A. Minutes of Regular City Council Meeting of January 27, 2020.

Recommend approval of minutes.

Documents: Draft Action Minutes of January 27, 2020.

B. Consideration of Warrant Register for January 2020

Recommend approval of Warrant Registers for January 2020.

Documents: January 2020 Warrant Register

8. General Business

A. Consider Adoption of Procurement Policy for the City of Farmersville by Resolution 2020-003 and First Reading of Ordinance 499

Recommend that the City Council adopt the new Procurement Policy for the City of Farmersville by Resolution 2020-003; and waive the first reading of Ordinance 499 which will update Chapter 3.16 "Purchases", of the Farmersville Municipal Code.

Documents:

1. Resolution 2020-003
2. City of Farmersville Procurement Policy (updated February 2020)
3. Ordinance 499 Amending Chapter 3.16 PURCHASES of the City of Farmersville Municipal Code

B. Consider Approving Resolution 2020-005 adopting Mid-Year Budget Amendment for Fiscal Year 2019-2020

Recommend that the City Council approve Resolution 2020-005 adopting the Mid-Year Budget Amendment for Fiscal Year 2019-2020.

Documents:

1. Resolution 2020-005
2. City of Farmersville FY 2020 Budget Amendment Journal
3. City of Farmersville Budget Document for the Year Ended June 30, 2020

C. Consider Adoption of Update Salary Schedule for Fiscal Year 2019-2020 of the City of Farmersville by Resolution 2020-004

Recommend that the City Council Adopt the updated Salary Schedule for Fiscal Year 2019-2020 of the City of Farmersville by Resolution 2020-004.

Documents:

1. Development Coordinator job description
2. Updated Salary Schedule
3. Resolution 2020-004

D. Consideration of Bids for Deep Creek Restoration Project, Phase I

Recommend that the City Council authorize staff to reject bids, modify Bid Documents, and re-advertise for bids for construction of the City of Farmersville's Deep Creek Restoration Project, Phase I.

9. Council Reports

A. City Council Updates and Committee Reports

10. Staff Communications:

11. Future Agenda Items

1. Review and adopt Master Fee Schedule – FY 2019/20
2. Development Impact Fee Study - FY 2019/20
3. Joint Meeting with Farmersville Unified School District – TBD
4. Discuss Groundwater Recharge Projects
5. Farmersville 60th Anniversary Celebration

12. Adjourn to Closed Session:

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 318 N. Farmersville Blvd.

Agency Negotiators: Jennifer Gomez and Michael Schulte

Negotiating Parties: Jeffrey Stoney

Under Negotiation: Terms and Price

Property: 330 N. Farmersville Blvd.

Agency Negotiators: Jennifer Gomez and Michael Schulte

Negotiating Parties: Tiburco Cortez

Under Negotiation: Terms and Price

13. Reconvene to Open Session:

14. Closed Session Report (if any):

15. Adjournment:

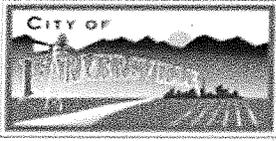
NOTICE TO PUBLIC

The City of Farmersville Civic Center and City Council Chambers comply with the provisions of the Americans with Disabilities Act (ADA). Anyone needing special assistance please contact City Hall at (559) 747-0458 please allow at least six (6) hours prior to the meeting so that staff may make arrangements to accommodate you.

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City's offices during normal business hours.

Drafted by: J. Gomez

Strong Roots.....Growing Possibilities



Gregorio Gomez, Mayor
Rosa Vasquez, Mayor Pro Tem
Paul Boyer, Council Member
Ruben Macareno, Council Member
Tina Hernandez, Council Member

Farmersville City Council Regular Meeting

Monday, January 27, 2020 6:00 PM
Meeting held in Civic Center Council Chambers
– 909 W. Visalia Road Farmersville, California

1. **Call to Order:** 6:01pm
2. **Roll Call:** Gomez, Vasquez, Boyer, Macareno, Hernandez (*absent*)
3. **Invocation:** Mayor Gomez
4. **Pledge of Allegiance:** Mayor Pro Tem Vasquez
5. **Public Comment:** none

Provides an opportunity for members of the public to address the City Council on items of interest to the public within the Council's jurisdiction and which are not already on the agenda this evening. It is the policy of the Council not to answer questions impromptu. Concerns or complaints will be referred to the City Manager's office. Speakers should limit their comments to not more than two (2) minutes. No more than twenty (20) total minutes will be allowed for Public Comment. For items which are on the agenda this evening, members of the public will be provided an opportunity to address the council as each item is brought up for discussion. Comments are to be addressed to the Council as a body and not to any individual Council Member.

6. **Presentations:**

A. **California Renewable Energy Proclamation**

Mayor Gomez gave the Proclamation for Renewable Energy

7. **Consent Agenda:**

Under a CONSENT AGENDA category, a recommended course of action for each item is made. Any Council Member or Member of the Public may remove any item from the CONSENT AGENDA in order to discuss and/or change the recommended course of action, and the Council can approve the remainder of the CONSENT AGENDA.

A. **Minutes of Regular City Council Meeting of January 13, 2020.**

Recommend approval of minutes.

Documents: Draft Action Minutes of January 13, 2020.

B. **Authorize purchase of Street Right-of-Way from Marlene Gardiner and DMA Investments Limited Partnership in the amount of \$18,900.00 and approve Right of Way Agreement; and accept Grant Deed and authorize to execute Deed Certification**

Recommend that the City Council:

- 1) Authorize the purchase of street right-of-way on Farmersville Blvd. from Marlene Gardiner and DMA Investments Limited Partnership, located as shown on the attached map in the amount of \$18,900.00; and
- 2) Accept the attached Grant Deed for street right-of-way purposes from Marlene Gardiner and DMA Investments Limited Partnership, and authorize to execute and the City Clerk to attest and record said deed; and
- 3) Approve the attached Right of Way Agreement.

Documents: Grant Deed APN 111-290-007
Right of Way Agreement

C. Authorize purchase of Street Right-of-Way from Danny Quinn and Erin Quinn in the amount of \$33,400.00 and approve Right of Way Agreement; and accept Grant Deed and authorize to execute Deed Certification

Recommend that the City Council:

- 1) Authorize the purchase of street right-of-way on Road 164 from Danny Quinn and Erin Quinn, located as shown on the attached map in the amount of \$33,400.00; and
- 2) Accept the attached Grant Deed for street right-of-way purposes from Danny Quinn and Erin Quinn, and authorize to execute and the City Clerk to attest and record said deed; and
- 3) Approve the attached Right of Way Agreement.

Documents: Grant Deed APN 128-280-004
Right of Way Agreement

D. Authorize the approved 2019/2020 CIP Project purchase of 14 handheld radios and related equipment for use by the Police Department in the amount of \$50,375.01.

Recommend that the City Council authorize the approved 2019/2020 CIP Project purchase of 14 handheld radios and related equipment for use by the Police Department.

Documents: Quotes from Motorola Solutions for 14 handheld radios

Motion to approve as presented.

Result: Approved
Mover: Councilmember Macareno
Second: Councilmember Boyer
Ayes: Gomez, Vasquez, Boyer, Macareno
Noes: 0
Abstain: 0
Absent : Hernandez

8. General Business

A. Authorize the order and purchase of a vehicle for the Code Enforcement Department in the amount of \$38,155.18.

Recommend that the City Council authorize staff to order and purchase a vehicle for use by the Code Enforcement Department.

Documents: Quote from National Fleet Group
Quote from Cooks Communications
Quote from Motorola Solutions

Chief of Police Mario Krstic discussed the need to purchase a Ford Truck for Code Enforcement.

Councilmember Boyer voiced concerns regarding needing a truck opposed to purchasing a vehicle.

Motion to approve as presented

Result: Approved
Mover: Mayor Gomez
Second: Mayor Pro Tem Vasquez
Ayes: Gomez, Vasquez, Macareno
Noes: Boyer
Abstain: 0
Absent : Hernandez

9. Council Reports

A. City Council Updates and Committee Reports

Councilmember Macareno spoke to council regarding putting together a Chamber of Commerce for the City.

Councilmember Boyer- Would like to plan something for Farmersville 60th Anniversary. Voiced concerns regarding crosswalk and lighting at Farmersville/Costner. Also, would like information sent to residents regarding Census, would like something put in Utility Bills.

Mayor Gomez- Thanked Public Works regarding Round About. Inquired about possibly combining Retail and Commercial Cannabis License. Would like to restripe Visalia Road west of City Hall, so vehicles are not held up while drivers are turning.

10. Staff Communications:

City Manager Gomez- Let council know that is was Ken's last night. New City Attorney Mike Schulte will be starting at the next council meeting. City League General Membership Meeting is coming up February 13, 2020, 2020 Census will be the topic. If you would like to attend let the City Clerk know to RSVP. Yohanes Makmur's last day with QK will be Friday. Steven Weatherly will be coming in to replace him.

Chief of Police Mario Kristic- Cannabis Permit meeting was held last week, all three businesses attended and was successful.

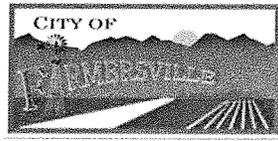
11. Future Agenda Items

1. Review and adopt Master Fee Schedule – FY 2019/20
2. Development Impact Fee Study - FY 2019/20
3. Joint Meeting with Farmersville Unified School District – TBD
4. Discuss Groundwater Recharge Projects
5. Farmersville 60th Anniversary Celebration

12. Adjournment: *Mayor Gomez adjourned meeting at 6:39pm*

Respectfully submitted,

Rochelle Giovani
City Clerk



City Council

Staff Report Consent Item # 7B

TO: Honorable Mayor Gomez and City Council
FROM: Steve Huntley, Finance Director
DATE: February 4, 2020
SUBJECT: Warrant Register for January 2019

RECOMMENDED ACTION:

It is respectfully recommended that the City Council approve the Warrant Register as presented for the period This period represents warrants issued for the current Fiscal Year (2019/2020).

COORDINATION & REVIEW:

Preparation and presentation of the Warrant Register has been coordinated with the City Finance Department and City Manager’s Office.

FISCAL IMPACT:

Each demand has been audited for accuracy and sufficiency of funds for payment. The current Warrant Registers total to \$996,704.46 inclusive of the following batches allowed for in the adopted FY 19/20 Budget:

GENERAL FUND WARRANTS	#131996-132050	\$157,306.02
GENERAL FUND WARRANTS	#132055	4,004.93
GENERAL FUND WARRANTS	#132051-132054	194.67
GENERAL FUND WARRANTS	#132056-132092	156,779.99
GENERAL FUND WARRANTS	#132093-132121	565,302.81
PAYROLL WARRANTS	#10626-10657	55,298.56
PAYROLL WARRANTS	#10659-10690	57,817.48
		\$996,704.46

CONCLUSION:

It is respectfully recommended that the City Council approve the Warrant Register as presented for the period January 1, 2019 to January 31, 2019.

Attachment(s): Warrant Registers January 2019.

Respectfully Submitted By:

Steve Huntley, Director of Finance & Administration

01/06/2020 15:24
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CITY OF FARMERSVILLE
A/P CASH DISBURSEMENTS JOURNAL

COPY

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CASH ACCOUNT: 01
CHECK NO CHK DATE TYPE VENDOR NAME CASH (DUE TO/DUE FROM) VOUCHER INVOICE

INV DATE PO WARRANT NET

131996 01/06/2020 PRTD 908 EWING 8810993 12/07/2019 2654 209.01

8810992 12/07/2019 2654 242.28

8749897 11/23/2019 2654 73.85

8741563 11/21/2019 2654 232.31

CHECK 131996 TOTAL: 757.45

131997 01/06/2020 PRTD 990 TERMINIX 39240518 12/16/2019 2654 55.00

392422653 12/16/2019 2654 89.00

CHECK 131997 TOTAL: 144.00

131998 01/06/2020 PRTD 1009 ALEX'S PAINT & BODY 23128 11/26/2019 2654 2,720.60

CHECK 131998 TOTAL: 2,720.60

131999 01/06/2020 PRTD 1207 PROFESSIONAL PRINT & 101628 12/11/2019 2654 1,548.46

CHECK 131999 TOTAL: 1,548.46

132000 01/06/2020 PRTD 1234 AUTOZONE 371176190 12/05/2019 2654 8.68

371176196 12/05/2019 2654 15.67

3711760198 12/05/2019 2654 16.60

371175513 12/04/2019 2654 46.73

CHECK 132000 TOTAL: 87.68

132001 01/06/2020 PRTD 1245 HUNTLEY, STEVE 122719 12/27/2019 2654 246.00

CHECK 132001 TOTAL: 246.00

132002 01/06/2020 PRTD 1245 HUNTLEY, STEVE 12272019 12/27/2019 2654 122.50

CHECK 132002 TOTAL: 122.50

132003 01/06/2020 PRTD 1245 HUNTLEY, STEVE DEC2719 12/27/2019 2654 122.50

CHECK 132003 TOTAL: 122.50

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CITY OF FARMERSVILLE
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01
CHECK NO CHK DATE

1100
TYPE VENDOR NAME CASH (DUE TO/DUE FROM)
VOUCHER

INVOICE

INV DATE PO

WARRANT

NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	CASH (DUE TO/DUE FROM)	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
132004	01/06/2020	PRTD	1261 GOMEZ, GREG			122719	12/27/2019		132003 TOTAL:	122.50
									CHECK	2654
									132004 TOTAL:	391.06
132005	01/06/2020	PRTD	1361 TULARE KINGS HISPANI			18997-31438	01/01/2020		132005 TOTAL:	220.00
									CHECK	2654
									132006 TOTAL:	220.00
132006	01/06/2020	PRTD	1364 O'REILLY AUTO PARTS			4734-307530	12/16/2019		132007 TOTAL:	13.90
						4734-307145	12/16/2019		CHECK	2654
						4734-306970	12/16/2019		132008 TOTAL:	30.43
									CHECK	2654
									132009 TOTAL:	36.41
132007	01/06/2020	PRTD	1456 FRANCHISE TAX BOARD			112719	01/02/2020		132010 TOTAL:	80.74
									CHECK	2654
									132011 TOTAL:	120.00
132008	01/06/2020	PRTD	1555 METLIFE			010120	01/02/2020		CHECK	2654
									132012 TOTAL:	3,593.24
132009	01/06/2020	PRTD	1558 CALIFORNIA CHAMBER O			11395426	12/18/2019		CHECK	148.35
									132013 TOTAL:	148.35
132010	01/06/2020	PRTD	1559 ASI ADMINISTRATIVE S			121719	12/17/2019		CHECK	134.62
									132014 TOTAL:	134.62
132011	01/06/2020	PRTD	1559 ASI ADMINISTRATIVE S			010220	01/02/2020		CHECK	325.62
									132015 TOTAL:	325.62
132012	01/06/2020	PRTD	1559 ASI ADMINISTRATIVE S			169657	12/27/2019		CHECK	930.00
									132016 TOTAL:	930.00

CASH ACCOUNT: 01
 CHECK NO CHK DATE TYPE VENDOR NAME CASH (DUE TO/DUE FROM) VOUCHER INVOICE

INV DATE PO WARRANT NET

132022 01/06/2020 PRTD 1877 VISALIA POWDER COATI 22810 10/16/2019 2654 150.00

132023 01/06/2020 PRTD 3602 BILL WALL'S DIRECT A 16189 12/27/2019 2654 27.09

16188 12/27/2019 2654 60.00

16187 12/20/2019 2654 360.00

CHECK 132022 TOTAL: 150.00

CHECK 132023 TOTAL: 447.09

132024 01/06/2020 PRTD 4399 BLAIS & ASSOCIATES 11-2019-FV1 12/13/2019 2654 1,910.01

11-2019-FV5 12/13/2019 2654 688.75

11-2019-FV6 12/13/2019 2654 665.00

11-2019-FV7 12/13/2019 2654 217.84

11-2019-FV8 12/13/2019 2654 1,257.70

11-2019-FV9 12/13/2019 2654 103.19

CHECK 132024 TOTAL: 4,842.49

132025 01/06/2020 PRTD 5300 B S & E COMPANY, INC 208843 12/06/2019 2654 188.06

CHECK 132025 TOTAL: 188.06

132026 01/06/2020 PRTD 9760 DELTA VECTOR CONTROL 123119 12/31/2019 2654 376.09

CHECK 132026 TOTAL: 376.09

132027 01/06/2020 PRTD 10525 EMPIRE SUPPLY CO., I 1911-220108 11/25/2019 2654 87.97

CHECK 132027 TOTAL: 87.97

132028 01/06/2020 PRTD 10553 EXETER IRRIGATION & 15507 12/16/2019 2654 7.49

15509 12/16/2019 2654 4.54

CHECK 132028 TOTAL: 12.03

01/06/2020 15:24 CITY OF FARMERSVILLE
 6175name A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01 1100 CASH (DUE TO/DUE FROM)

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INVOICE

INV DATE

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WARRANT

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132029	01/06/2020	PRTD	11900	EXETER MERCANTILE CO	1232467	11/23/2019	2654	77.62	
						CHECK	132029	TOTAL:	77.62
132030	01/06/2020	PRTD	12000	FARLEY LAW FIRM	122619	12/26/2019	2654	11,462.79	
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132031	01/06/2020	PRTD	14785	THE GLASS SHOP, INC.	1045570	01/03/2020	2654	5,760.00	
						CHECK	132031	TOTAL:	5,760.00
132032	01/06/2020	PRTD	16400	G & H AUTO REPAIR	55937	10/16/2019	2654	571.78	
						CHECK	132032	TOTAL:	571.78
132033	01/06/2020	PRTD	16580	GRAFIX SHOPPE	131457	12/10/2019	2654	808.73	
						CHECK	132033	TOTAL:	808.73
132034	01/06/2020	PRTD	16603	GROSS & STEVENS INC	110924	12/10/2019	2654	136.69	
						CHECK	132034	TOTAL:	136.69
132035	01/06/2020	PRTD	20575	INGRAM DIGITAL ELECT	583583	11/20/2019	2654	723.25	
					583584	11/20/2019	2654	1,939.01	
					583582	11/20/2019	2654	224.00	
						CHECK	132035	TOTAL:	2,886.26
132036	01/06/2020	PRTD	22955	JOHNSON, TOMMIE LOCK	01022020	01/02/2020	2654	112.50	
						CHECK	132036	TOTAL:	112.50
132037	01/06/2020	PRTD	23470	KRSTIC, MARIO	101119	10/11/2019	2654	99.00	
						CHECK	132037	TOTAL:	99.00

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 CITY OF FARMERSVILLE
 A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01
 CHECK NO CHK DATE TYPE VENDOR NAME CASH (DUE TO/DUE FROM) VOUCHER

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 VOUCHER INVOICE INV DATE PO WARRANT NET

132038 01/06/2020 PRTD 25126 LOS ANGELES COUNTY A 20ME0111 12/09/2019 2654 2,412.00

CHECK 132038 TOTAL: 2,412.00

132039 01/06/2020 PRTD 26700 MEDALLION SUPPLY 9130-454596 11/15/2019 2654 91.04

CHECK 132039 TOTAL: 91.04

132040 01/06/2020 PRTD 34634 PITNEY BOWES-PURCHAS 121619 01/06/2020 2654 200.00

CHECK 132040 TOTAL: 200.00

132041 01/06/2020 PRTD 37000 QUAD KNOPF, INC. 102041 12/11/2019 2654 1,251.77

101993 12/10/2019 2654 2,831.13

102058 12/12/2019 2654 1,298.25

102043 12/11/2019 2654 693.72

102044 12/11/2019 2654 2,457.64

102042 12/11/2019 2654 120.32

102179 12/20/2019 2654 8,788.75

102181 12/20/2019 2654 766.44

102312 01/02/2020 2654 1,403.01

CHECK 132041 TOTAL: 19,611.03

132042 01/06/2020 PRTD 37000 QUAD KNOPF, INC. 102184 12/18/2019 2654 1,521.50

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132043 01/06/2020 PRTD 37000 QUAD KNOPF, INC. 102157 12/18/2019 2654 70,729.15

CHECK 132043 TOTAL: 70,729.15

132044 01/06/2020 PRTD 43000 THE GAS COMPANY 1912 12/27/2019 2654 1,604.87

CHECK 132044 TOTAL: 1,604.87

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CITY OF FARMERSVILLE
 A/P CASH DISBURSEMENTS JOURNAL
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132045 01/06/2020 PRTD 43673 SWRCB
 LW-1026761 12/09/2019 2654 5,581.40

132046 01/06/2020 PRTD 45000 TRUCK PARTS AND SERV
 80287 01/02/2020 2654 2,562.87

132047 01/06/2020 PRTD 46180 TULARE COUNTY CHIEFS
 121719 12/17/2019 2654 250.00

132048 01/06/2020 PRTD 48250 UNDERGROUND SERVICE
 1154032019 07/19/2019 2654 307.85

132049 01/06/2020 PRTD 48350 UNITED SECURITY ALAR
 112008-18039 01/01/2020 2654 538.50
 11200818038 01/01/2020 2654 570.00

132050 01/06/2020 PRTD 51700 VISALIA TOYOTA
 C30919 12/18/2019 2654 182.08

NUMBER OF CHECKS 55 *** CASH ACCOUNT TOTAL *** 157,306.02

TOTAL PRINTED CHECKS 55 AMOUNT 157,306.02

*** GRAND TOTAL *** 157,306.02

01/06/2020 15:07 CITY OF FARMERSVILLE
 6175name INVOICE ENTRY PROOF LIST

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CLERK: 6175name BATCH: 2654
 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
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CASH 01 2020/07	INV 12/05/2019	SEP-CHK: N	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:REP SUPPLIES				35425 5203			8.68 1099:	
1234 00000 AUTOZONE	35608 371176196			2654	15.67		.00	.00		W9rcd
CASH 01 2020/07	INV 12/05/2019	SEP-CHK: N	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:REP SUPPLIES				22425 5203			15.67 1099:	
1234 00000 AUTOZONE	35609 3711760198			2654	16.60		.00	.00		W9rcd
CASH 01 2020/07	INV 12/05/2019	SEP-CHK: N	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:REP SUPPLIES				01425 5203			16.60 1099:	
1234 00000 AUTOZONE	35610 371175513			2654	46.73		.00	.00		W9rcd
CASH 01 2020/07	INV 12/04/2019	SEP-CHK: N	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:REP SUPPLIES				02425 5203 04425 5203 35425 5203 22425 5203			11.68 1099: 11.68 1099: 11.68 1099: 11.69 1099:	
1245 00000 HUNTLEY, STEVE	35635 122719			2654	246.00		.00	.00		W9rcd
CASH 01 2020/07	INV 12/27/2019	SEP-CHK: N	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:CSMFO ANNUAL CONFERENCE				01404 5208			246.00 1099:	
1245 00000 HUNTLEY, STEVE	35636 12272019			2654	122.50		.00	.00		W9rcd
CASH 01 2020/07	INV 12/27/2019	SEP-CHK: Y	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:CSURMA EXECUTIVE COMMITTEE				01404 5208			122.50 1099:	
1245 00000 HUNTLEY, STEVE	35637 DEC2719			2654	122.50		.00	.00		W9rcd
CASH 01 2020/07	INV 12/27/2019	SEP-CHK: Y	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:CARMA BOARD RETREAT WORKSHOP				01404 5208			122.50 1099:	
1261 00000 GOMEZ, GREG	35647 122719			2654	391.06		.00	.00		W9rcd
CASH 01 2020/07	INV 12/27/2019	SEP-CHK: N	DISC: .00							
ACCT 1100 DEPT	DUE 01/06/2020	DESC:2020 LATINO COUCUS WINTER BOARD RETREAT				01401 5208			391.06 1099:	

01/06/2020 15:07 CITY OF FARMERSVILLE
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CLERK: 6175name BATCH: 2654

NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE CHK/WIRE	ERR
1361 00000 TULARE KINGS HIS	35632 18997-31438			220.00	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/01/2020 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: MEMBERSHIP RENEWAL	01407 5205		220.00	1099: W9rcd
1364 00000 O'REILLY AUTO PA	35595 4734-307530			13.90	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/16/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: REP SUPPLIES	01420 5203		13.90	1099: W9rcd
1364 00000 O'REILLY AUTO PA	35596 4734-307145			30.43	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/16/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: REP SUPPLIES	01420 5203		30.43	1099: W9rcd
1364 00000 O'REILLY AUTO PA	35597 4734-306970			36.41	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/16/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: REP SUPPLIES	01420 5203		36.41	1099: W9rcd
1456 00000 FRANCHISE TAX BO	35673 112719			120.00	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/02/2020 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: 2121305941	01406 5211		120.00	1099: W9rcd
1555 00000 METLIFE	35672 010120			3,593.24	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/02/2020 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: 01/01/20-01/31/20	01 2233		3,593.24	1099: W9rcd
1558 00000 CALIFORNIA CHAMB	35659 11395426			148.35	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/18/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: 2020 CA LABOR LAW POSTER	01406 5205		148.35	1099: W9rcd
1559 00000 ASI ADMINISTRAT	35649 121719			134.62	.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/17/2019 DUE 01/06/2020	SEP-CHK: Y DISC: .00 DESC: MEDICAL CHECK RUN	01 2233		134.62	1099: W9rcd

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CLERK: 6175name BATCH: 2654 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1559 00000 ASI ADMINISTRATI	35650 010220				325.62	.00	.00		W9rcd
CASH 01 2020/07	INV 01/02/2020	SEP-CHK: Y	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: MEDICAL	CHECK RUN						
1559 00000 ASI ADMINISTRATI	35651 169657				930.00	.00	.00		W9rcd
CASH 01 2020/07	INV 12/27/2019	SEP-CHK: Y	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: MONTHLY	ADMINISTRATION						
1626 00000 OFFICETEAM	35633 54999426				1,124.00	.00	.00		W9rcd
CASH 01 2020/07	INV 12/24/2019	SEP-CHK: N	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: WK END DT	12/20/19						
1626 00000 OFFICETEAM	35634 54943250				1,124.00	.00	.00		W9rcd
CASH 01 2020/07	INV 12/17/2019	SEP-CHK: N	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: WK END DT	12/13/2019						
1626 00000 OFFICETEAM	35652 54909980				1,124.00	.00	.00		W9rcd
CASH 01 2020/07	INV 12/12/2019	SEP-CHK: N	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: WK END DT	12/06/19						
1633 00000 PITNEY BOWES	35644 1014523367				156.17	.00	.00		W9rcd
CASH 01 2020/07	INV 12/11/2019	SEP-CHK: N	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: PROFESSIONAL	SERVICE						
1719 00000 GHD INC.	35641 132987				954.50	.00	.00		W9rcd
CASH 01 2020/07	INV 12/18/2019	SEP-CHK: N	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: 18ADA-ADA	COMPLIANCE						
1734 00000 GOMEZ, JENNIFER	35600 123119				178.00	.00	.00		W9rcd
CASH 01 2020/07	INV 12/31/2019	SEP-CHK: N	DISC: .00						
ACCT 1100 DEPT	DUE 01/06/2020	DESC: PER DIEM	PARTNERING FOR SUCCESS CLASS						

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 6175name INVOICE ENTRY PROOF LIST

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CLERK: 6175name BATCH: 2654
 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
1734 00000 GOMEZ, JENNIFER	35601 01012020				2654			142.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/01/2020 DUE 01/06/2020	SEP-CHK: N	DISC: .00		01411 5208		142.00	1099:	
1845 00000 GOPHER GETTER	35603 813				2654			975.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/02/2019 DUE 01/06/2020	SEP-CHK: N	DISC: .00		01425 5205		975.00	1099:	
1854 00000 PROACTIVE ENVIRO	35614 24662				2654			169.95	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/10/2019 DUE 01/06/2020	SEP-CHK: N	DISC: .00		04425 5203		169.95	1099:	
1862 00000 CUMMINS ALLISON	35646 1357470				2654			884.19	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/18/2019 DUE 01/06/2020	SEP-CHK: N	DISC: .00		01406 5504		884.19	1099:	
1875 00000 LAMPE, MICHAEL	35643 010320				2654			2,300.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/03/2020 DUE 01/06/2020	SEP-CHK: Y	DISC: .00		26425 5516 ENTRY		2,300.00	1099:	
1876 00000 FARLEY, MICHAEL	35642 010320				2654			2,300.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/03/2020 DUE 01/06/2020	SEP-CHK: Y	DISC: .00		26425 5516 ENTRY		2,300.00	1099:	
1877 00000 VISALIA POWDER C	35657 22810				2654			150.00	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 10/16/2019 DUE 01/06/2020	SEP-CHK: N	DISC: .00		39425 5203		150.00	1099:	
3602 00000 BILL WALL'S DIRE	35638 16189				2654			27.09	.00	W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/27/2019 DUE 01/06/2020	SEP-CHK: N	DISC: .00		01404 5504		27.09	1099:0	

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CLERK: 6175name BATCH: 2654

NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE CHK/WTR	ERR
3602 00000 BILL WALL'S DIRE	35639 16188			2654			
CASH 01	2020/07	INV 12/27/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:PROFESSIONAL SERVICE		01406 5205		60.00 1099:0
3602 00000 BILL WALL'S DIRE	35640 16187			2654			
CASH 01	2020/07	INV 12/20/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:PROFESSIONAL SERVICE		01406 5205		60.00 1099:0
4399 00001 BLAIS & ASSOCIAT	35676 11-2019-FV1			2654			
CASH 01	2020/07	INV 12/13/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:GRANT RESEARCH & SUPPORT		01414 5205		1,910.01 1099:
4399 00001 BLAIS & ASSOCIAT	35677 11-2019-FV5			2654			
CASH 01	2020/07	INV 12/13/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:EWLNT-E WALNUT SAFE ROUTES TO SCHOOLS		26425 5516 EWLNT		688.75 1099:
4399 00001 BLAIS & ASSOCIAT	35678 11-2019-FV6			2654			
CASH 01	2020/07	INV 12/13/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:WWTTP-IMPROVEMENTS		04425 5516 WWTTP		665.00 1099:
4399 00001 BLAIS & ASSOCIAT	35679 11-2019-FV7			2654			
CASH 01	2020/07	INV 12/13/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:WWTTP-POST AWARD MANAGEMENT		04425 5516 WWTTP		217.84 1099:
4399 00001 BLAIS & ASSOCIAT	35680 11-2019-FV8			2654			
CASH 01	2020/07	INV 12/13/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:GENERAL PLAN AND ZONING		01414 5205		1,257.70 1099:
4399 00001 BLAIS & ASSOCIAT	35681 11-2019-FV9			2654			
CASH 01	2020/07	INV 12/13/2019	SEP-CHK: N	DISC: .00			
ACCT 1100	DEPT	DUE 01/06/2020	DESC:USRP-URBAN STREAM RESTORATION		12400 5205 USRP		103.19 1099:

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CLERK: 6175name BATCH: 2654 NEW INVOICES

VENDOR REMIT NAME DOCUMENT PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR
 ----- INVOICE -----

5300 00000 B S & E COMPANY, 35616 2654 188.06 .00 .00 62.69 1099:
 208843

CASH 01 2020/07 INV 12/06/2019 SEP-CHK: N DISC: .00 02425 5504 62.69 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:PHASE 4 04425 5504 62.69 1099:
 103404 5504

9760 00000 DELTA VECTOR CON 35625 2654 376.09 .00 .00 62.68 1099:
 123119

CASH 01 2020/07 INV 12/31/2019 SEP-CHK: N DISC: .00 04425 5205 376.09 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:PROFESSIONAL SERVICE

10525 00001 EMPIRE SUPPLY CO 35617 2654 87.97 .00 .00 29.32 1099:
 1911-220108

CASH 01 2020/07 INV 11/25/2019 SEP-CHK: N DISC: .00 02425 5504 29.32 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:PHASE 4 04425 5504 29.32 1099:
 103404 5504

10553 00000 EXETER IRRIGATIO 35622 2654 7.49 .00 .00 29.33 1099:
 15507

CASH 01 2020/07 INV 12/16/2019 SEP-CHK: N DISC: .00 02425 5203 7.49 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:REP SUPPLIES

10553 00000 EXETER IRRIGATIO 35623 2654 4.54 .00 .00 4.54 1099:
 15509

CASH 01 2020/07 INV 12/16/2019 SEP-CHK: N DISC: .00 02425 5203 4.54 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:REP SUPPLIES

11900 00000 EXETER MERCANTIL 35611 2654 77.62 .00 .00 24.87 1099:
 1232467

CASH 01 2020/07 INV 11/23/2019 SEP-CHK: N DISC: .00 02425 5504 24.87 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:PHASE 4 04425 5504 24.87 1099:
 103404 5504

12000 00000 FARLEY LAW FIRM 35631 2654 11,462.79 .00 .00 27.88 1099:
 122619

CASH 01 2020/07 INV 12/26/2019 SEP-CHK: N DISC: .00 01406 5205 11,462.79 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:PROFESSIONAL SERVICE

14785 00000 THE GLASS SHOP, 35630 2654 5,760.00 .00 .00 24.87 1099:
 1045570

CASH 01 2020/07 INV 01/03/2020 SEP-CHK: N DISC: .00 01425 5205 5,760.00 1099:
 ACCT 1100 DEPT DUE 01/06/2020 DESC:COMMUNITY CNTR ADA COMPLIANCE

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CLERK: 6175name BATCH: 2654 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
16400 00000 G & H AUTO REPAIR	35674 55937			571.78	.00	.00	571.78	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 10/16/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:REP SERVICE					
16580 00000 GRAFIX SHOPPE	35654 131457			808.73	.00	.00	808.73	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/10/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:REP SERVICE					
16603 00000 GROSS & STEVENS	35653 110924			136.69	.00	.00	136.69	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/10/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:REP SERVICE					
20575 00000 INGRAM DIGITAL E	35604 583583			723.25	.00	.00	723.25	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 11/20/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:REP SERVICE					
20575 00000 INGRAM DIGITAL E	35605 583584			1,939.01	.00	.00	1,939.01	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 11/20/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:REP SERVICE					
20575 00000 INGRAM DIGITAL E	35606 583582			224.00	.00	.00	224.00	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 11/20/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:REP SERVICE					
22955 00000 JOHNSON, TOMMIE	35671 01022020			112.50	.00	.00	112.50	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/02/2020 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:JANITORIAL DETAIL					
23470 00000 KRSTIC, MARIO	35599 101119			99.00	.00	.00	99.00	1099:0
CASH 01 ACCT 1100	2020/07 DEPT	INV 10/11/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC:CPCA BOARD MEETING					

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CITY OF FARMERSVILLE
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VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
25126 00000 LOS ANGELES COUN	35655 20ME0111			2,412.00					
CASH 01	2020/07	INV 12/09/2019	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:GSR KITS ANALYZED						
26700 00001 MEDALLION SUPPLY	35629 9130-454596			91.04					
CASH 01	2020/07	INV 11/15/2019	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:REP SUPPLIES						
34634 00001 PITNEY BOWES-PUR	35645 121619			200.00					
CASH 01	2020/07	INV 01/06/2020	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:POSTAGE						
37000 00001 QUAD KNOPE, INC.	35660 102041			1,251.77					
CASH 01	2020/07	INV 12/11/2019	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:GENERAL ENGINEERING SERVICE						
37000 00001 QUAD KNOPE, INC.	35661 101993			2,831.13					
CASH 01	2020/07	INV 12/10/2019	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:EWINT-E WALNUT IMPROEMENT						
37000 00001 QUAD KNOPE, INC.	35662 102058			1,298.25					
CASH 01	2020/07	INV 12/12/2019	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:CASTO PORTILLO TENTATIVE PARCEL MAP						
37000 00001 QUAD KNOPE, INC.	35663 102043			693.72					
CASH 01	2020/07	INV 12/11/2019	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:SELF HELP APARTMENT COMPLEX						
37000 00001 QUAD KNOPE, INC.	35664 102044			2,457.64					
CASH 01	2020/07	INV 12/11/2019	SEP-CHK: N						
ACCT 1100	DEPT	DUE 01/06/2020	DESC:ENTRY-BLVD. WIDENING						

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CLERK: 6175name BATCH: 2654 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
37000 00001 QUAD KNOPE, INC.	35665 102042			2654 120.32	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/11/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: 395 W VISALITA RD		01414 5205		120.32	1099:
37000 00001 QUAD KNOPE, INC.	35666 102184			2654 1,521.50	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/18/2019 DUE 01/06/2020	SEP-CHK: Y DISC: .00 DESC: WWTP-CONSTRUCTION MANAGEMENT		04425 5516 WWTP		1,521.50	1099:
37000 00001 QUAD KNOPE, INC.	35667 102157			2654 70,729.15	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/18/2019 DUE 01/06/2020	SEP-CHK: Y DISC: .00 DESC: WWTP-CONSTRUCTION MANAGEMENT		04425 5516 WWTP		70,729.15	1099:
37000 00001 QUAD KNOPE, INC.	35668 102179			2654 8,788.75	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/20/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: WWLNT-W. WALNUT RECONSTRUCTION		27425 5516 WWLNT		8,788.75	1099:
37000 00001 QUAD KNOPE, INC.	35669 102181			2654 766.44	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/20/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: TIRE SHOP PLAN REVIEW		01414 5205		766.44	1099:
37000 00001 QUAD KNOPE, INC.	35670 102312			2654 1,403.01	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/02/2020 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: WWTP ANNEXATION		04425 5205		1,403.01	1099:
43000 00001 THE GAS COMPANY	35682 1912			2654 1,604.87	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/27/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: GAS		01425 5206 01406 5206 39425 5206	CMCTR	158.04 903.07 543.76	1099: 1099: 1099:
43673 00001 SWRCB	35602 LM-1026761			2654 5,581.40	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/09/2019 DUE 01/06/2020	SEP-CHK: N DISC: .00 DESC: SN-5410004		02425 5205		5,581.40	1099:

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CLERK: 6175name BATCH: 2654 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE CHK/WIRE	ERR
45000 00000 TRUCK PARTS AND	35598 80287			2654			
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/02/2020 DUE 01/06/2020	SEP-CHK: N DESC:REP SERVICE	DISC: .00	01420 5204		2,562.87 1099:
46180 00000 TULARE COUNTY CH	35683 121719			2654			
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/17/2019 DUE 01/06/2020	SEP-CHK: N DESC:2020 ANNUAL MEMBERSHIP	DISC: .00	01411 5208		250.00 1099:
48250 00001 UNDERGROUND SERV	35624 1154032019			2654			
CASH 01 ACCT 1100	2020/07 DEPT	INV 07/19/2019 DUE 01/06/2020	SEP-CHK: N DESC:PROFESSIONAL SERVICES	DISC: .00	02425 5205 04425 5205 22425 5205		102.62 1099: 102.62 1099: 102.61 1099:
48350 00001 UNITED SECURITY	35612 112008-18039			2654			
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/01/2020 DUE 01/06/2020	SEP-CHK: N DESC:QUARTERLY MONITORING	DISC: .00	01425 5205 02425 5205 04425 5205 22425 5205 35425 5205		107.70 1099: 107.70 1099: 107.70 1099: 107.70 1099: 107.70 1099:
48350 00001 UNITED SECURITY	35613 11200818038			2654			
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/01/2020 DUE 01/06/2020	SEP-CHK: N DESC:QUARTERLY MONITORING	DISC: .00	04425 5205		570.00 1099:
51700 00000 VISALIA TOYOTA	35648 C30919			2654			
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/18/2019 DUE 01/06/2020	SEP-CHK: N DESC:REP SERVICE	DISC: .00	01406 5205		182.08 1099:
86 APPROVED UNPAID INVOICES				TOTAL	157,306.02		

86 INVOICE(S) REPORT POST TOTAL 157,306.02

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CITY OF FARMERSVILLE
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 01
CHECK NO CHK DATE

TYPE 1100
VENDOR NAME CASH (DUE TO/DUE FROM)

INV DATE

PO

WARRANT

NET

132055 01/07/2020 PRTD 4867 BOYS & GIRLS CLUB OF

010720

01/07/2020

2655

4,004.93

CHECK 132055 TOTAL:

4,004.93

NUMBER OF CHECKS 1

*** CASH ACCOUNT TOTAL ***

4,004.93

TOTAL PRINTED CHECKS

COUNT 1
AMOUNT 4,004.93

*** GRAND TOTAL ***

4,004.93

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CITY OF FARMERSVILLE
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NEW INVOICES

CLERK: 6175name BATCH: 2655
VENDOR REMIT NAME DOCUMENT INVOICE PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR

APPROVED UNPAID INVOICES TO BE POSTED

4867 00000 BOYS & GIRLS CLU 35684 2655 4,004.93 .00 .00

CASH 01 2020/07 INV 01/07/2020 SEP-CHK: N DISC: .00 12400 5205 9900 4,004.93 1099:
ACCT 1100 DEPT DUE 01/07/2020 DESC:OCTOBER 2019 REIMBURSEMENT

1 APPROVED UNPAID INVOICES TOTAL 4,004.93

1 INVOICE(S) REPORT POST TOTAL 4,004.93

COPY

01/06/2020 15:27 CITY OF FARMERSVILLE
6175name A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01 1100 CASH (DUE TO/DUE FROM)

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO WARRANT NET

132051 01/06/2020 PRTD 1406 RAMOS, JUAN & BERTHA 35593 01/03/2020 010320 27.05

CHECK 132051 TOTAL: 27.05

132052 01/06/2020 PRTD 1580 DVP, LP 35594 01/03/2020 010320 80.00

CHECK 132052 TOTAL: 80.00

132053 01/06/2020 PRTD 1878 CABRERA, VICTORIA 35591 01/03/2020 010320 62.00

CHECK 132053 TOTAL: 62.00

132054 01/06/2020 PRTD 1879 RANGEL, VALERIE 35592 01/03/2020 010320 25.62

CHECK 132054 TOTAL: 25.62

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 194.67

TOTAL PRINTED CHECKS COUNT AMOUNT
4 194.67

*** GRAND TOTAL *** 194.67

01/06/2020 15:09 CITY OF FARMERSVILLE
 6175name INVOICE ENTRY PROOF LIST

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CLERK: 6175ehar BATCH: 2653 NEW INVOICES
 VENDOR REMIT NAME DOCUMENT PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WTRR ERR
 INVOICE

APPROVED UNPAID INVOICES TO BE POSTED

ACCT	AMOUNT	DATE	DEPT	INVOICE	INVOICE	SEP-CHK	DISC	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WTRR	ERR				
1406	00000	RAMOS, JUAN & BE	35593	010320	27.05	.00	.00	27.05	1099:	W9rcd						
CASH 01	2020/07	INV 01/03/2020	DEPT	SEP-CHK: Y	DISC: .00											
ACCT 1100	DEPT	DUE 01/03/2020	DESC:													
1580	00000	DVP, LP	35594	010320	80.00	.00	.00	80.00	1099:							
CASH 01	2020/07	INV 01/03/2020	DEPT	SEP-CHK: Y	DISC: .00											
ACCT 1100	DEPT	DUE 01/03/2020	DESC:													
1878	00000	CABRERA, VICTORI	35591	010320	62.00	.00	.00	62.00	1099:							
CASH 01	2020/07	INV 01/03/2020	DEPT	SEP-CHK: Y	DISC: .00											
ACCT 1100	DEPT	DUE 01/03/2020	DESC:													
1879	00000	RANGEL, VALERIE	35592	010320	25.62	.00	.00	25.62	1099:							
CASH 01	2020/07	INV 01/03/2020	DEPT	SEP-CHK: Y	DISC: .00											
ACCT 1100	DEPT	DUE 01/03/2020	DESC:													
4 APPROVED UNPAID INVOICES											TOTAL	194.67				

4 INVOICE(S)

REPORT POST TOTAL

194.67

COPY

01/14/2020 14:01 CITY OF FARMERSVILLE
6175name A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01 1100 CASH (DUE TO/DUE FROM)
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER

INVOICE

INV DATE PO

WARRANT

NET

132056 01/14/2020 PRTD 486 MOTOROLA 16057870 06/19/2019 2656 3,921.18

CHECK 132056 TOTAL: 3,921.18

132057 01/14/2020 PRTD 633 CHARTER COMMUNICATIO 0048646122119 12/21/2019 2656 121.94

0039785121819 12/18/2019 2656 64.93
0050790121919 12/19/2019 2656 360.00

CHECK 132057 TOTAL: 546.87

132058 01/14/2020 PRTD 750 LAMPE CHRYSLER DODGE 6100907/1 12/26/2019 2656 784.28

6100725/1 12/20/2019 2656 209.97
6100645/1 12/19/2019 2656 349.95

CHECK 132058 TOTAL: 1,344.20

132059 01/14/2020 PRTD 922 CHAD'S AUTO GLASS 70949 01/03/2020 2656 233.50

CHECK 132059 TOTAL: 233.50

132060 01/14/2020 PRTD 1242 CALIFORNIA BUSINESS 242039 12/30/2019 2656 208.60

CHECK 132060 TOTAL: 208.60

132061 01/14/2020 PRTD 1261 GOMEZ, GREG 011320 01/13/2020 2656 174.99

CHECK 132061 TOTAL: 174.99

132062 01/14/2020 PRTD 1281 DIVISION OF THE STAT 01102020 01/10/2020 2656 194.80

CHECK 132062 TOTAL: 194.80

132063 01/14/2020 PRTD 1481 HINDERLITTE DELLAMAS 0032842-IN 12/27/2019 2656 360.00
0032727-IN 12/17/2019 2656 399.27

CHECK 132063 TOTAL: 759.27

01/14/2020 14:01
6175mame

CITY OF FARMERSVILLE
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 01
CHECK NO CHK DATE

1100
TYPE VENOR NAME

CASH (DUE TO/DUE FROM)
VOUCHER

INVOICE

INV DATE PO

WARRANT

NET

CASH ACCOUNT	CHK DATE	TYPE	VENOR NAME	CASH (DUE TO/DUE FROM)	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET	
132064	01/14/2020	PRTD	1603	DATALINK NETWORKS, I		27414	01/01/2020		2656	442.00	
									CHECK	132064 TOTAL:	442.00
132065	01/14/2020	PRTD	1626	OFFICETEAM		5505794	12/31/2019		2656	674.40	
									CHECK	132065 TOTAL:	674.40
132066	01/14/2020	PRTD	1719	GHD INC.		133427	12/20/2019		2656	13,110.65	
									CHECK	132066 TOTAL:	13,110.65
132067	01/14/2020	PRTD	1723	EXPRESS SERVICES INC		23410766	12/24/2019		2656	4,275.20	
						23368695	12/18/2019		2656	4,275.20	
						23336825	12/11/2019		2656	4,275.20	
									CHECK	132067 TOTAL:	12,825.60
132068	01/14/2020	PRTD	1734	GOMEZ, JENNIFER		1231199	12/31/2019		2656	178.00	
									CHECK	132068 TOTAL:	178.00
132069	01/14/2020	PRTD	1734	GOMEZ, JENNIFER		011020	01/10/2020		2656	198.00	
									CHECK	132069 TOTAL:	198.00
132070	01/14/2020	PRTD	1761	AUTOTECH SERVICE CEN		1100623	12/04/2019		2656	41.75	
						1100616	12/04/2019		2656	41.75	
						1100619	12/04/2019		2656	41.75	
									CHECK	132070 TOTAL:	125.25
132071	01/14/2020	PRTD	1810	TRANSUNION RISK & AL		49541-201912-1	01/01/2020		2656	75.00	
									CHECK	132071 TOTAL:	75.00
132072	01/14/2020	PRTD	1880	WOODLAKE FIRE DISTRI		2019	12/27/2019		2656	50.00	

01/14/2020 14:01 CITY OF FARMERSVILLE
 6175mame A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01 1100 CASH (DUE TO/DUE FROM)
 CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE

INV DATE PO WARRANT NET

P
 apcshdsb 3

CHECK	132072	TOTAL:	50.00
132073 01/14/2020 PRD	1882 RAMIREZ-SANCHEZ, FID	162020	01/06/2020
		2656	CHECK
		902.13	132073 TOTAL:
132074 01/14/2020 PRD	1883 GARCIAPATTINO, MELLIS	010720	01/07/2020
		2656	CHECK
		30.00	132074 TOTAL:
132075 01/14/2020 PRD	3602 BILL WALL'S DIRECT A	16191	01/03/2020
		16190	12/27/2019
		16186	12/13/2019
		16185	12/13/2019
		16177	11/22/2019
		2656	CHECK
		60.00	132075 TOTAL:
132076 01/14/2020 PRD	4867 BOYS & GIRLS CLUB OF	101020	01/10/2019
		2656	CHECK
		1,094.48	132076 TOTAL:
132077 01/14/2020 PRD	6100 CENTRAL SAN JOAQUIN	RMA-2020-0154	12/20/2019
		2656	CHECK
		69,630.00	132077 TOTAL:
132078 01/14/2020 PRD	8295 CITY CLERKS ASSOCIAT	4517	01/06/2020
		2656	CHECK
		65.00	132078 TOTAL:
132079 01/14/2020 PRD	8300 CITY OF FARMERSVILLE	1912	01/01/2020
		2656	CHECK
		2,371.81	132079 TOTAL:
132080 01/14/2020 PRD	8399 CITY OF VISALIA	AR082869	01/01/2020
		2656	CHECK
		6,155.42	132080 TOTAL:
		6,155.42	

01/14/2020 14:01
6175name

CITY OF FARMERSVILLE
A/P CASH DISBURSEMENTS JOURNAL

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| apcshdsb

CASH ACCOUNT: 01
CHECK NO CHK DATE TYPE 1100 CASH (DUE TO/DUE FROM)
VENDOR NAME VOUCHER INVOICE

INV DATE PO WARRANT

NET

132081 01/14/2020 PRTD 10600 EVRETT, TROY

010920

01/09/2020

2656

66.00

132082 01/14/2020 PRTD 14651 FGL ENVIRONMENTAL

947286A

12/19/2019

2656

84.00

947288A

12/19/2019

2656

33.00

947289A

12/19/2019

2656

33.00

947326A

12/19/2019

2656

33.00

947388A

12/19/2019

2656

165.00

947116A

12/10/2019

2656

64.00

946925A

11/27/2019

2656

64.00

946728A

11/26/2019

2656

84.00

945590A

10/15/2019

2656

84.00

947287A

12/19/2019

2656

170.00

947132A

12/19/2019

2656

1,046.00

946941A

12/03/2019

2656

62.00

946579A

11/25/2019

2656

170.00

CHECK 132082 TOTAL: 2,092.00

132083 01/14/2020 PRTD 22955 JOHNSON, TOMMIE LOCK

010220200

12/20/2019

2656

50.00

CHECK 132083 TOTAL: 50.00

132084 01/14/2020 PRTD 23470 KRSTIC, MARIO

01072020

01/07/2020

2656

177.50

CHECK 132084 TOTAL: 177.50

132085 01/14/2020 PRTD 24200 LEAGUE OF CALIFORNIA

7830

01/01/2020

2656

137.68

CHECK 132085 TOTAL: 137.68

137.68

01/14/2020 14:01 CITY OF FARMERSVILLE
 6175name A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01

CHECK NO CHK DATE

1100 CASH (DUE TO/DUE FROM)
 TYPE VENDOR NAME VOUCHER

INVOICE

INV DATE PO

WARRANT

NET

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132086 01/14/2020 PRTD 24275 LEXISNEXIS MATTHEW B 11420 01/13/2020 2656 25.00

CHECK 132086 TOTAL: 25.00

132087 01/14/2020 PRTD 30311 TYLER TECHNOLOGIES, 045-286107 01/01/2020 2656 6,615.00

CHECK 132087 TOTAL: 6,615.00

132088 01/14/2020 PRTD 34500 AT & T 2001 01/01/2020 2656 267.01

CHECK 132088 TOTAL: 267.01

132089 01/14/2020 PRTD 36695 PRICE PAIGE & COMPAN 16403 12/31/2019 2656 7,930.00

CHECK 132089 TOTAL: 7,930.00

132090 01/14/2020 PRTD 42000 SOUTHERN CALIFORNIA 1912 12/20/2019 2656 23,101.32

CHECK 132090 TOTAL: 23,101.32

132091 01/14/2020 PRTD 48030 TULARE COUNTY-RESOUR 020249 12/11/2019 2656 169.25

CHECK 132091 TOTAL: 144.68

132092 01/14/2020 PRTD 51550 VERIZON WIRELESS 9844475262 12/18/2019 2656 393.40

CHECK 132092 TOTAL: 393.40

NUMBER OF CHECKS 37 *** CASH ACCOUNT TOTAL *** 156,779.99

TOTAL PRINTED CHECKS 37 AMOUNT 156,779.99

*** GRAND TOTAL *** 156,779.99

COPY

01/14/2020 13:55 CITY OF FARMERSVILLE
6175name INVOICE ENTRY PROOF LIST

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CLERK: 6175name BATCH: 2656 NEW INVOICES
VENDOR REMIT NAME DOCUMENT
INVOICE INVOICE PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR

APPROVED UNPAID INVOICES TO BE POSTED

ACCT	DEPT	INVTY	DUEDATE	SEP-CHK	DISC	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
486	00000	MOTOROLA				3,921.18	.00	.00		
CASH 01	2020/07	INV 06/19/2019		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:RADIO						
633	00000	CHARTER COMMUNIC	35722			121.94	.00	.00		
CASH 01	2020/07	INV 12/21/2019		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:SPECTRUM BUSINESS TV						
633	00000	CHARTER COMMUNIC	35723			64.93	.00	.00		
CASH 01	2020/07	INV 12/18/2019		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:SPECTRUM BUSINESS TV						
633	00000	CHARTER COMMUNIC	35724			360.00	.00	.00		
CASH 01	2020/07	INV 12/19/2019		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:SPECTRUM BUSINESS INTERNET						
750	00000	LAMPE CHRYSLER D	35692			784.28	.00	.00		
CASH 01	2020/07	INV 12/26/2019		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:REP SERVICE						
750	00000	LAMPE CHRYSLER D	35693			209.97	.00	.00		
CASH 01	2020/07	INV 12/20/2019		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:REP SERVICE						
750	00000	LAMPE CHRYSLER D	35694			349.95	.00	.00		
CASH 01	2020/07	INV 12/19/2019		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:REP SERVICE						
922	00000	CHAD'S AUTO GLAS	35691			233.50	.00	.00		
CASH 01	2020/07	INV 01/03/2020		SEP-CHK: N	DISC: .00					
ACCT 1100	DEPT	DUE 01/13/2020		DESC:REP SERVICE						

01/14/2020 13:55 CITY OF FARMERSVILLE
 6175name INVOICE ENTRY PROOF LIST

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CLERK: 6175name BATCH: 2656
 VENDOR REMIT NAME DOCUMENT
 INVOICE PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR

NEW INVOICES	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1242 00001 CALIFORNIA BUSIN 35702 242039	2656	.00	.00		
CASH 01 2020/07 INV 12/30/2019 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:MONTHLY BILLING		01411 5205	104.30	1099:	
1261 00000 GOMEZ, GREG 35717 011320	2656	.00	.00	104.30	1099:
CASH 01 2020/07 INV 12/30/2019 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:MONTHLY BILLING		01406 5205	104.30	1099:	
1281 00000 DIVISION OF THE 35728 01102020	2656	.00	.00		
CASH 01 2020/07 INV 01/13/2020 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:2020 LATINO CAUCUS		01401 5208	174.99	1099:	
1481 00000 HINDERLITER DELL 35729 0032842-IN	2656	.00	.00		
CASH 01 2020/07 INV 01/10/2020 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:QUARTERLY REPORT		01 2240	194.80	1099:	
1481 00000 HINDERLITER DELL 35730 0032727-IN	2656	.00	.00		
CASH 01 2020/07 INV 12/27/2019 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:CANNABIS MANAGEMENT		01404 5205	360.00	1099:	
1603 00000 DATALINK NETWORK 35712 27414	2656	.00	.00		
CASH 01 2020/07 INV 12/17/2019 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:AUDIT SERVICES		01406 5205	399.27	1099:	
1626 00000 OFFICETEAM 35710 5505794	2656	.00	.00		
CASH 01 2020/07 INV 01/01/2020 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:EVALUAT BACKUP		01406 5205	442.00	1099:	
1719 00000 GHD INC. 35686 133427	2656	.00	.00		
CASH 01 2020/07 INV 12/31/2019 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:WK END DT 12/27/19		01406 5205	674.40	1099:	
CASH 01 2020/07 INV 12/20/2019 SEP-CHK: N DISC: .00					
ACCT 1100 DEPT DUE 01/13/2020 DESC:ENTRY-BLYD WIDENING		26425 5516	13,110.65	1099:	

01/14/2020 13:55 CITY OF FARMERSVILLE
 6175name INVOICE ENTRY PROOF LIST

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 apinvent 3

CLERK: 6175name BATCH: 2656 NEW INVOICES
 VENDOR REMIT NAME DOCUMENT PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR
 ----- INVOICE -----

1723 00000 EXPRESS SERVICES 35725 23410766 2656 4,275.20 .00 .00 712.53 1099: W9rcd

CASH 01 2020/07 INV 12/24/2019 SEP-CHK: N DISC: .00 01425 5205 712.53 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:MAINT/GROUNDSKEEPER 02425 5205 712.53 1099:
 06425 5205 712.53 1099:
 21425 5205 712.53 1099:
 35425 5205 712.53 1099:

1723 00000 EXPRESS SERVICES 35726 23368695 2656 4,275.20 .00 .00 712.53 1099: W9rcd

CASH 01 2020/07 INV 12/18/2019 SEP-CHK: N DISC: .00 01425 5205 712.53 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:MAINT/GROUNDSKEEPER 02425 5205 712.53 1099:
 04425 5205 712.53 1099:
 06425 5205 712.53 1099:
 21425 5205 712.53 1099:
 35425 5205 712.53 1099:

1723 00000 EXPRESS SERVICES 35727 23336825 2656 4,275.20 .00 .00 712.53 1099: W9rcd

CASH 01 2020/07 INV 12/11/2019 SEP-CHK: N DISC: .00 01425 5205 712.53 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:MAINT/GROUNDSKEEPER 02425 5205 712.53 1099:
 04425 5205 712.53 1099:
 06425 5205 712.53 1099:
 21425 5205 712.53 1099:
 35425 5205 712.53 1099:

1734 00000 GOMEZ, JENNIFER 35713 011020 2656 198.00 .00 .00 712.53 1099: W9rcd

CASH 01 2020/07 INV 01/10/2020 SEP-CHK: Y DISC: .00 01404 5208 198.00 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:CITY MANAGER CONFERENCE 01404 5208 198.00 1099:

1734 00000 GOMEZ, JENNIFER 35714 1231199 2656 178.00 .00 .00 712.53 1099: W9rcd

CASH 01 2020/07 INV 12/31/2019 SEP-CHK: N DISC: .00 01404 5208 178.00 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:PARTNERING FOR SUCCESS CLASS 01404 5208 178.00 1099:

1761 00000 AUTOTECH SERVICE 35696 1100623 2656 41.75 .00 .00 712.53 1099: W9rcd

CASH 01 2020/07 INV 12/04/2019 SEP-CHK: N DISC: .00 01411 5204 41.75 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:SMOG INSPECTION 01411 5204 41.75 1099:

01/14/2020 13:55 CITY OF FARMERSVILLE
 6175name INVOICE ENTRY PROOF LIST

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 apinvent

CLERK: 6175name BATCH: 2656 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
1761 00000 AUTOTECH SERVICE	35697 1100616				41.75		.00	.00		W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/04/2019 DUE 01/13/2020	SEP-CHK: N	DISC: .00		01411 5204		41.75	1099:	
1761 00000 AUTOTECH SERVICE	35698 1100619				41.75		.00	.00		W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/04/2019 DUE 01/13/2020	SEP-CHK: N	DISC: .00		01411 5204		41.75	1099:	
1810 00000 TRANSUNION RISK	35690 49541-201912-1				75.00		.00	.00		W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/01/2020 DUE 01/13/2020	SEP-CHK: N	DISC: .00		01411 5205		75.00	1099:	
1880 00000 WOODLAKE FIRE DI	35688 2019				50.00		.00	.00		W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/27/2019 DUE 01/13/2020	SEP-CHK: N	DISC: .00		01420 5205		50.00	1099:	
1882 00000 RAMIREZ-SANCHEZ,	35711 162020				902.13		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/06/2020 DUE 01/13/2020	SEP-CHK: Y	DISC: .00		01404 5205		902.13	1099:	
1883 00000 GARCIA PATTINO, M	35720 010720				30.00		.00	.00		W9rcd
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/07/2020 DUE 01/13/2020	SEP-CHK: N	DISC: .00		01404 5205		30.00	1099:	
3602 00000 BILL WALL'S DIRE	35705 16191				60.00		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/03/2020 DUE 01/13/2020	SEP-CHK: N	DISC: .00		01411 5205		60.00	1099:0	
3602 00000 BILL WALL'S DIRE	35706 16190				60.00		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/27/2019 DUE 01/13/2020	SEP-CHK: N	DISC: .00		01411 5205		60.00	1099:0	

CLERK: 6175name BATCH: 2656
 VENDOR REMIT NAME DOCUMENT PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR
 ----- INVOICE ----- NEW INVOICES

3602 00000 BILL WALL'S DIRE 35707 16186 2656 60.00 .00 .00 60.00 1099:0

CASH 01 2020/07 INV 12/13/2019 SEP-CHK: N DISC: .00 01406 5205 60.00 1099:0
 ACCT 1100 DEPT DUE 01/13/2020 DESC:CONSULTING

3602 00000 BILL WALL'S DIRE 35708 16185 2656 60.00 .00 .00 60.00 1099:0

CASH 01 2020/07 INV 12/13/2019 SEP-CHK: N DISC: .00 01406 5205 60.00 1099:0
 ACCT 1100 DEPT DUE 01/13/2020 DESC:CONSULTING

3602 00000 BILL WALL'S DIRE 35709 16177 2656 60.00 .00 .00 60.00 1099:0

CASH 01 2020/07 INV 11/22/2019 SEP-CHK: N DISC: .00 01406 5205 60.00 1099:0
 ACCT 1100 DEPT DUE 01/13/2020 DESC:CONSULTING

4867 00000 BOYS & GIRLS CLU 35715 101020 2656 1,094.48 .00 .00 1,094.48 1099:0

CASH 01 2020/07 INV 01/10/2019 SEP-CHK: N DISC: .00 12400 5205 9900 1,094.48 1099:0
 ACCT 1100 DEPT DUE 01/13/2020 DESC:09/01/18-09/30/18

6100 00001 CENTRAL SAN JOAQ 35745 RWA-2020-0154 2656 69,630.00 .00 .00 69,630.00 1099:0

CASH 01 2020/07 INV 12/20/2019 SEP-CHK: N DISC: .00 01404 5117 211.21 1099:0
 ACCT 1100 DEPT DUE 01/13/2020 DESC:19/20 3RD QUARTER DEPOSITS 01411 5117 19,829.46 1099:0
 14411 5117 1,513.31 1099:0
 01425 5117 SLESF 3,107.69 1099:0
 01420 5117 7,219.51 1099:0
 02404 5117 312.90 1099:0
 02425 5117 4,215.64 1099:0
 04404 5117 312.90 1099:0
 04425 5117 3,594.11 1099:0
 06404 5117 86.05 1099:0
 06425 5117 513.44 1099:0
 21404 5117 15.65 1099:0
 21425 5117 2,837.45 1099:0
 35425 5117 1,945.68 1099:0
 01406 5207 23,915.00 1099:0

8295 00001 CITY CLERKS ASSO 35719 4517 2656 65.00 .00 .00 65.00 1099:0

CASH 01 2020/07 INV 01/06/2020 SEP-CHK: N DISC: .00 01404 5208 65.00 1099:0
 ACCT 1100 DEPT DUE 01/13/2020 DESC:MEMBERSHIP RENEWAL

01/14/2020 13:55 | CITY OF FARMERSVILLE
 6175name | INVOICE ENTRY PROOF LIST

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CLERK: 6175name		BATCH: 2656		DOCUMENT		NEW INVOICES		NET AMOUNT		EXCEEDS PO BY		PO BALANCE		CHK/WIRE		ERR	
VENDOR REMIT NAME	DEPT	INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR							
14651 00000 FGL ENVIRONMENTA		35735				165.00	.00	.00									
		947388A															
CASH 01	2020/07	INV 12/19/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:BACTI	ANALYSIS		02425	5205		165.00	1099:							
14651 00000 FGL ENVIRONMENTA		35736				64.00	.00	.00									
		947116A															
CASH 01	2020/07	INV 12/10/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:BACTI	ANALYSIS		02425	5205		64.00	1099:							
14651 00000 FGL ENVIRONMENTA		35737				64.00	.00	.00									
		946925A															
CASH 01	2020/07	INV 11/27/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:BACTI	ANALYSIS		02425	5205		64.00	1099:							
14651 00000 FGL ENVIRONMENTA		35738				84.00	.00	.00									
		946728A															
CASH 01	2020/07	INV 11/26/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:BACTI	ANALYSIS		02425	5205		84.00	1099:							
14651 00000 FGL ENVIRONMENTA		35739				84.00	.00	.00									
		945590A															
CASH 01	2020/07	INV 10/15/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:BACTI	ANALYSIS		02425	5205		84.00	1099:							
14651 00000 FGL ENVIRONMENTA		35740				170.00	.00	.00									
		947287A															
CASH 01	2020/07	INV 12/19/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:INORGANIC	ANALYSIS		04425	5205		170.00	1099:							
14651 00000 FGL ENVIRONMENTA		35741				1,046.00	.00	.00									
		947132A															
CASH 01	2020/07	INV 12/19/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:INORGANIC	ANALYSIS		04425	5205		1,046.00	1099:							
14651 00000 FGL ENVIRONMENTA		35742				62.00	.00	.00									
		946941A															
CASH 01	2020/07	INV 12/03/2019	SEP-CHK: N	DISC: .00													
ACCT 1100	DEPT	DUE 01/13/2020	DESC:INORGANIC	ANALYSIS		04425	5205		62.00	1099:							

01/14/2020 13:55 CITY OF FARMERSVILLE
 6175name INVOICE ENTRY PROOF LIST

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CLERK: 6175name BATCH: 2656 NEW INVOICES

VENDOR REMIT NAME DOCUMENT PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR

14651 00000 FGL ENVIRONMENTA 35743 946579A 2656 170.00 .00 .00 170.00 1099:

CASH 01 2020/07 INV 11/25/2019 SEP-CHK: N DISC: .00 04425 5205 170.00 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:INORGANIC ANALYSIS

22955 00000 JOHNSON, TOMMIE 35687 010220200 2656 50.00 .00 .00 50.00 1099:0
 W9rcd

CASH 01 2020/07 INV 12/20/2019 SEP-CHK: N DISC: .00 01406 5205 50.00 1099:0
 ACCT 1100 DEPT DUE 01/13/2020 DESC:JANITORIAL DETAIL

23470 00000 KRSTIC, MARIO 35700 01072020 2656 177.50 .00 .00 177.50 1099:
 W9rcd

CASH 01 2020/07 INV 01/07/2020 SEP-CHK: N DISC: .00 01411 5208 177.50 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:PARTNERING FOR SUCCESS

24200 00001 LEAGUE OF CALIFO 35704 7830 2656 137.68 .00 .00 137.68 1099:
 W9rcd

CASH 01 2020/07 INV 01/01/2020 SEP-CHK: N DISC: .00 01405 5205 137.68 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:MEMBERSHIP DUES

24275 00000 LEXISNEXIS MATTH 35748 11420 2656 25.00 .00 .00 25.00 1099:
 W9rcd

CASH 01 2020/07 INV 01/13/2020 SEP-CHK: N DISC: .00 101411 4063 25.00 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:REIMBURSEMENT

30311 00001 TYLER TECHNOLOGI 35721 045-286107 2656 6,615.00 .00 .00 6,615.00 1099:
 W9rcd

CASH 01 2020/07 INV 01/01/2020 SEP-CHK: N DISC: .00 01406 5205 6,615.00 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:02/26/20-02/25/21

34500 00001 AT & T 35747 2001 2656 267.01 .00 .00 267.01 1099:
 W9rcd

CASH 01 2020/07 INV 01/01/2020 SEP-CHK: N DISC: .00 01411 5211 74.84 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:PHONE

01406 5211 88.91 1099:
 01420 5211 29.51 1099:
 01415 5211 30.99 1099:
 35425 5211 21.38 1099:
 04425 5211 21.38 1099:

CLERK: 6175name BATCH: 2656 NEW INVOICES
 VENDOR REMIT NAME DOCUMENT PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR
 INVOICE

36695 00000 PRICE PAIGE & CO 35716 16403 2656 7,930.00 .00 .00
 CASH 01 2020/07 INV 12/31/2019 SEP-CHK: N DISC: .00 21425 5205 4,000.00 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:PROFESSIONAL SERVICE 01406 5205 3,930.00 1099:

42000 00001 SOUTHERN CALIFOR 35746 1912 2656 23,101.32 .00 .00
 CASH 01 2020/07 INV 12/20/2019 SEP-CHK: N DISC: .00 01420 5206 10,411.41 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:ELECTRIC 01425 5206 325.65 1099:
 21425 5206 4,792.21 1099:
 02425 5206 11,645.15 1099:
 04425 5206 3,168.88 1099:
 01406 5206 1,856.17 1099:
 35425 5206 399.99 1099:
 39425 5206 HILTHY 10.97 1099:
 39425 5206 CMCTR 891.89 1099:

48030 00000 TULARE COUNTY-RE 35695 020249 2656 169.25 .00 .00
 CASH 01 2020/07 INV 12/11/2019 SEP-CHK: N DISC: .00 01411 5202 169.25 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:OPER SUPPLIES

48030 00000 TULARE COUNTY-RE 35718 020252 2656 144.68 .00 .00
 CASH 01 2020/07 INV 12/11/2019 SEP-CHK: N DISC: .00 01414 5205 144.68 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:OPER SUPPLIES

51550 00001 VERIZON WIRELESS 35701 9844475262 2656 393.40 .00 .00
 CASH 01 2020/07 INV 12/18/2019 SEP-CHK: N DISC: .00 01411 5211 393.40 1099:
 ACCT 1100 DEPT DUE 01/13/2020 DESC:M2M

63 APPROVED UNPAID INVOICES TOTAL 156,779.99

63 INVOICE(S) REPORT POST TOTAL 156,779.99

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 CITY OF FARMERSVILLE
 A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 01
 CHECK NO CHK DATE TYPE VENDOR NAME CASH (DUE TO/DUE FROM) VOUCHER INVOICE INV DATE PO WARRANT NET

132093 01/22/2020 PRTD 990 TERMINIX 3918189899 11/25/2019 2657 CHECK 132093 TOTAL: 65.00

132094 01/22/2020 PRTD 1207 PROFESSIONAL PRINT & 101988 01/06/2020 2657 CHECK 132094 TOTAL: 602.63

132095 01/22/2020 PRTD 1261 GOMEZ, GREG 101912 01/06/2020 2657 CHECK 132095 TOTAL: 733.64

132096 01/22/2020 PRTD 1378 MID VALLEY DISPOSAL M-2020-6 01/21/2020 2657 CHECK 132096 TOTAL: 1,336.27

132097 01/22/2020 PRTD 1457 FIRST AMERICAN TITLE 011420 01/14/2020 2657 CHECK 132097 TOTAL: 174.99

132098 01/22/2020 PRTD 1481 HINDERLITER DELLAMAS 0032870-IN 12/31/2019 2657 CHECK 132098 TOTAL: 38,921.49

132099 01/22/2020 PRTD 1559 ASI ADMINISTRATIVE S 011420 01/14/2020 2657 CHECK 132099 TOTAL: 19,275.00

132100 01/22/2020 PRTD 1559 ASI ADMINISTRATIVE S 01212020 01/21/2020 2657 CHECK 132100 TOTAL: 1,150.00

132101 01/22/2020 PRTD 1559 ASI ADMINISTRATIVE S 171202 01/15/2020 2657 CHECK 132101 TOTAL: 480.27

132102 01/22/2020 PRTD 1559 ASI ADMINISTRATIVE S 010720 01/08/2020 2657 CHECK 132102 TOTAL: 969.13

132102 01/22/2020 PRTD 1559 ASI ADMINISTRATIVE S 010720 01/08/2020 2657 CHECK 132102 TOTAL: 1,080.00

132102 01/22/2020 PRTD 1559 ASI ADMINISTRATIVE S 010720 01/08/2020 2657 CHECK 132102 TOTAL: 1,147.57

132102 01/22/2020 PRTD 1559 ASI ADMINISTRATIVE S 010720 01/08/2020 2657 CHECK 132102 TOTAL: 1,147.57

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6175name

CITY OF FARMERSVILLE
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01

CASH (DUE TO/DUE FROM)
1100
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO WARRANT

NET

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132103 01/22/2020 PRTD 1626 OFFICETEAM

55124788
55062990

01/14/2020
01/06/2020

2657
2657

908.16
786.80

132104 01/22/2020 PRTD 1702 CAL BENNETTS

223-1

01/10/2020

2657

222.94

132105 01/22/2020 PRTD 1723 EXPRESS SERVICES INC

23431596

12/30/2019

2657

2,565.12

132106 01/22/2020 PRTD 1748 CLARK BROS INC

16

12/25/2019

2657

236,835.00

132107 01/22/2020 PRTD 1763 VISALIA COUNTER TOP

01162020

01/16/2020

2657

3,876.00

132108 01/22/2020 PRTD 1823 VPHONES.COM

6194

12/15/2019

2657

1,118.02

132109 01/22/2020 PRTD 1884 MARTA ADILIA AGUIRRE

111-202-040

01/21/2020

2657

650.00

132110 01/22/2020 PRTD 1885 SONYA GAU, ILLUSTRAT

FVILLE-001

01/15/2020

2657

875.00

132111 01/22/2020 PRTD 3602 BILL WALL'S DIRECT A

16196

01/17/2020

2657

60.00

132112 01/22/2020 PRTD 4399 BLAIS & ASSOCIATES

12-2019-FV1
12-2019-FV4

01/09/2020
01/09/2020

2657
2657

839.44
71.25

CHECK 132111 TOTAL: 60.00

CHECK 132110 TOTAL: 875.00

CHECK 132109 TOTAL: 650.00

CHECK 132108 TOTAL: 1,118.02

CHECK 132107 TOTAL: 3,876.00

CHECK 132106 TOTAL: 236,835.00

CHECK 132105 TOTAL: 2,565.12

CHECK 132104 TOTAL: 222.94

CHECK 132103 TOTAL: 1,694.96

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 6175name
 CITY OF FARMERSVILLE
 A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 01
 CHECK NO CHK DATE TYPE 1100
 CASH (DUE TO/DUE FROM)
 VENDOR NAME

INVOICE VOUCHER INV DATE PO WARRANT NET

12-2019-FV5 01/09/2020 2657 95.00
 12-2019-FV6 01/09/2020 2657 190.00
 12-2019-FV7 01/09/2020 2657 268.08
 12-2019-FV8 01/09/2020 2657 522.50

132113 01/22/2020 PRTD 8250 COLLINS & SCHOETTTLER 01/06/2020 2657 1,957.50
 CHECK 132112 TOTAL: 1,986.27

132114 01/22/2020 PRTD 31560 OFFICE DEPOT 12/31/2019 2657 142.50
 13500610 12/31/2019 2657 502.68
 CHECK 132113 TOTAL: 1,957.50
 CHECK 132114 TOTAL: 645.18

132115 01/22/2020 PRTD 37000 QUAD KNOFF, INC. 01/08/2020 2657 885.72
 102453 01/08/2020 2657 1,232.46
 102445 01/08/2020 2657 495.72
 102443 01/08/2020 2657 1,843.56
 102446 01/08/2020 2657 248.94
 102447 01/08/2020 2657 3,255.02
 102444 01/08/2020 2657 806.22
 102352 01/08/2020 2657 5,930.80
 102442 01/08/2020 2657 3,072.77
 CHECK 132115 TOTAL: 17,771.21

132116 01/22/2020 PRTD 37000 QUAD KNOFF, INC. 01/17/2020 2657 1,385.44
 CHECK 132116 TOTAL: 1,385.44

132117 01/22/2020 PRTD 37000 QUAD KNOFF, INC. 01/17/2020 2657 51,222.95
 CHECK 132117 TOTAL: 51,222.95

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CITY OF FARMERSVILLE
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 01
CHECK NO CHK DATE TYPE
1100
VENDOR NAME CASH (DUE TO/DUE FROM)
VOUCHER

INV DATE PO WARRANT

NET

132118 01/22/2020 PRTD 41000 SELF-HELP ENTERPRISE

CHECK 132117 TOTAL:

51,222.95

FVLHMP1 DEC-19	12/31/2019	2657	9,881.00
FVLCHPI DEC-19	12/31/2019	2657	45,565.78
FVLADM DEC-19	12/31/2019	2657	1,761.75
FVLCDDPI DEC-19	12/31/2019	2657	712.25
FVL15HM DEC-19	12/31/2019	2657	115,855.01

132119 01/22/2020 PRTD 43685 STEWART, DOUGLAS

01/21/2020

CHECK 132118 TOTAL:

173,775.79

132120 01/22/2020 PRTD 51550 VERIZON WIRELESS

01/04/2020

CHECK 132119 TOTAL:

2,000.00

132121 01/22/2020 PRTD 52000 VISALIA TIMES DELTA/

0002981143
0003060102

12/20/2019
01/20/2020

CHECK 132120 TOTAL:

1,045.32

NUMBER OF CHECKS 29

*** CASH ACCOUNT TOTAL ***

565,302.81

TOTAL PRINTED CHECKS

COUNT AMOUNT
29 565,302.81

*** GRAND TOTAL ***

565,302.81

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 6175name INVOICE ENTRY PROOF LIST

CLERK: 6175name BATCH: 2657

NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
1559 00000 ASI ADMINISTRATI	35765 01212020		2657	969.13	.00	.00	.00	969.13	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/21/2020 DUE 01/21/2020	SEP-CHK: Y DISC: .00 DESC: MEDICAL CHECK RUN	01 2233				427.52	1099:
1559 00000 ASI ADMINISTRATI	35766 011420		2657	480.27	.00	.00	.00	480.27	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/14/2020 DUE 01/21/2020	SEP-CHK: Y DISC: .00 DESC: MEDICAL CHECK RUN	01 2233				427.52	1099:
1559 00000 ASI ADMINISTRATI	35767 010720		2657	1,147.57	.00	.00	.00	1,147.57	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/08/2020 DUE 01/21/2020	SEP-CHK: Y DISC: .00 DESC: MEDICAL CHECK RUN	01 2233				427.52	1099:
1559 00000 ASI ADMINISTRATI	35768 171202		2657	1,080.00	.00	.00	.00	1,080.00	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/15/2020 DUE 01/21/2020	SEP-CHK: Y DISC: .00 DESC: MONTHLY MEDICAL ADMINISTRATION	01 2233				427.52	1099:
1626 00000 OFFICETEAM	35758 55124788		2657	908.16	.00	.00	.00	908.16	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/14/2020 DUE 01/21/2020	SEP-CHK: N DISC: .00 DESC: LABOR INVOICE	01406 5205				427.52	1099:
1626 00000 OFFICETEAM	35759 55062990		2657	786.80	.00	.00	.00	786.80	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/06/2020 DUE 01/21/2020	SEP-CHK: N DISC: .00 DESC: LABOR INVOICE	01406 5205				427.52	1099:
1702 00000 CAL BENNETTS	35760 223-1		2657	222.94	.00	.00	.00	222.94	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/10/2020 DUE 01/21/2020	SEP-CHK: N DISC: .00 DESC: OFFICE SUPPLIES	01406 5202				427.52	1099:
1723 00000 EXPRESS SERVICES	35763 23431596		2657	2,565.12	.00	.00	.00	427.52	1099:
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/30/2019 DUE 01/21/2020	SEP-CHK: N DISC: .00 DESC: MAINT/GROUNDSKEEPER	01425 5205 02425 5205 04425 5205 06425 5205 21425 5205				427.52 427.52 427.52 427.52 427.52	1099: 1099: 1099: 1099: 1099:

01/22/2020 13:41 CITY OF FARMERSVILLE
 6175name INVOICE ENTRY PROOF LIST

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CLERK: 6175name BATCH: 2657 NEW INVOICES

VENDOR REMIT NAME DOCUMENT PO VOUCHER WARRANT NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR

1748 00000 CLARK BROS INC 35773 16 2657 236,835.00 35425 5205 .00 427.52 1099: W9rcd

CASH 01 2020/07 INV 12/25/2019 SEP-CHK: N DISC: .00 04425 5516 WWTP
 ACCT 1100 DEPT DUE 01/21/2020 DESC:WWTP EXPANSION & UPGRADE 04 2245 WWTP 249,300.00 1099:
 1763 00000 VISALITA COUNTER 35757 01162020 2657 3,876.00 .00 -12,465.00 1099:

CASH 01 2020/07 INV 01/16/2020 SEP-CHK: N DISC: .00 02425 5504 1,292.00 1099:
 ACCT 1100 DEPT DUE 01/21/2020 DESC:REMAINING DEPOSIT FOR BATHROOMS 04425 5504 1,292.00 1099:
 1823 00000 VPHONES.COM 35756 6194 2657 1,118.02 .00 1,292.00 1099:
 W9rcd

CASH 01 2020/07 INV 12/15/2019 SEP-CHK: N DISC: .00 01411 5211 464.60 1099:
 ACCT 1100 DEPT DUE 01/21/2020 DESC:CITY PHONES 01406 5211 309.60 1099:
 1884 00000 MARTA ADILIA AGU 35771 111-202-040 2657 650.00 .00 174.60 1099:
 W9rcd

CASH 01 2020/07 INV 01/21/2020 SEP-CHK: Y DISC: .00 01420 5211 54.62 1099:
 ACCT 1100 DEPT DUE 01/21/2020 DESC:16418 DILLON 01415 5211 28.65 1099:
 1885 00000 SONYA GAU, ILLUS 35769 FVILLE-001 2657 875.00 .00 28.65 1099:
 W9rcd

CASH 01 2020/07 INV 01/15/2020 SEP-CHK: Y DISC: .00 02425 5504 291.67 1099:
 ACCT 1100 DEPT DUE 01/21/2020 DESC:PROFESSIONAL SERVICES 04425 5504 291.67 1099:
 3602 00000 BILL WALL'S DIRE 35770 16196 2657 60.00 .00 291.66 1099:
 W9rcd

CASH 01 2020/07 INV 01/17/2020 SEP-CHK: N DISC: .00 01406 5205 60.00 1099:0
 ACCT 1100 DEPT DUE 01/21/2020 DESC:CONSULTING 103404 5504 291.66 1099:

CASH 01 2020/07 INV 01/09/2020 SEP-CHK: N DISC: .00 01414 5205 839.44 1099:
 ACCT 1100 DEPT DUE 01/21/2020 DESC:GRANT CONSULTING 12-2019-FV1 2657 839.44 1099:

CASH 01 2020/07 INV 01/09/2020 SEP-CHK: N DISC: .00 01414 5205 839.44 1099:
 ACCT 1100 DEPT DUE 01/21/2020 DESC:GRANT CONSULTING 12-2019-FV1 2657 839.44 1099:

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6175name

CITY OF FARMERSVILLE
INVOICE ENTRY PROOF LIST

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CLERK: 6175name BATCH: 2657

NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
4399 00001 BLAIS & ASSOCIAT	35775 12-2019-FV4				71.25		.00	.00		
CASH 01	2020/07	INV 01/09/2020	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:GGRF-CALFIRE GREEN INNOVATION			31425 5205 GGRF			71.25	1099:
4399 00001 BLAIS & ASSOCIAT	35776 12-2019-FV5				95.00		.00	.00		
CASH 01	2020/07	INV 01/09/2020	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:EMLNT-GRANT CONSULTING			26425 5516 EMLNT			95.00	1099:
4399 00001 BLAIS & ASSOCIAT	35777 12-2019-FV6				2657		.00	.00		
CASH 01	2020/07	INV 01/09/2020	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:WWTTP-GRANT CONSULTING			04425 5516 WWTTP			190.00	1099:
4399 00001 BLAIS & ASSOCIAT	35778 12-2019-FV7				268.08		.00	.00		
CASH 01	2020/07	INV 01/09/2020	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:WWTTP-GRANT CONSULTING			04425 5516 WWTTP			268.08	1099:
4399 00001 BLAIS & ASSOCIAT	35779 12-2019-FV8				522.50		.00	.00		
CASH 01	2020/07	INV 01/09/2020	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:USRP-GRANT CONSULTING			12400 5205 USRP			522.50	1099:
8250 00000 COLLINS & SCHOET	35754 010620				1,957.50		.00	.00		
CASH 01	2020/07	INV 01/06/2020	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:PLANNING CONSULTING			01414 5205			1,957.50	1099:
31560 00001 OFFICE DEPOT	35751 13500582				142.50		.00	.00		
CASH 01	2020/07	INV 12/31/2019	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:OFFICE SUPPLIES			01406 5201 01411 5201			82.40 60.10	1099: 1099:
31560 00001 OFFICE DEPOT	35752 13500610				502.68		.00	.00		
CASH 01	2020/07	INV 12/31/2019	SEP-CHK: N	DISC: .00						
ACCT 1100	DEPT	DUE 01/21/2020	DESC:OFFICE SUPPLIES			01420 5201			502.68	1099:

CLERK: 6175name BATCH: 2657 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WTR	ERR
37000 00001 QUAD KNOFF, INC.	35790 102442				2657 3,072.77		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/08/2020 DUE 01/21/2020	SEP-CHK: N	DISC: .00 DESC:GENERAL ENGINEERING SERVICE		01414 5205 02425 5205 01425 5205		2,639.55 48.60 384.62	1099: 1099: 1099:	
37000 00001 QUAD KNOFF, INC.	35797 102536				2657 1,385.44		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/17/2020 DUE 01/21/2020	SEP-CHK: Y	DISC: .00 DESC:WTTP-CONSTRUCTION MANAGEMENT		04425 5516 WTTP		1,385.44	1099:	
37000 00001 QUAD KNOFF, INC.	35798 102535				2657 51,222.95		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/17/2020 DUE 01/21/2020	SEP-CHK: Y	DISC: .00 DESC:WTTP-CONSTRUCTION MANAGEMENT		04425 5516 WTTP		51,222.95	1099:	
41000 00000 SELF-HELP ENTERP	35792 FVLMPI DEC-19				2657 9,881.00		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/31/2019 DUE 01/21/2020	SEP-CHK: N	DISC: .00 DESC:GENERAL ADMIN		41404 5205		9,881.00	1099:	
41000 00000 SELF-HELP ENTERP	35793 FVLCMPI DEC-19				2657 45,565.78		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/31/2019 DUE 01/21/2020	SEP-CHK: N	DISC: .00 DESC:GENERAL ADMIN		42404 5205		45,565.78	1099:	
41000 00000 SELF-HELP ENTERP	35794 FVLADM DEC-19				2657 1,761.75		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/31/2019 DUE 01/21/2020	SEP-CHK: N	DISC: .00 DESC:LOAN PORTFOLIO MANAGEMENT		01414 5205		1,761.75	1099:	
41000 00000 SELF-HELP ENTERP	35795 FVLCMPI DEC-19				2657 712.25		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/31/2019 DUE 01/21/2020	SEP-CHK: N	DISC: .00 DESC:9900-GENERAL ADMIN		40404 5205 9900		712.25	1099:	
41000 00000 SELF-HELP ENTERP	35796 FVLISHM DEC-19				2657 115,855.01		.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/31/2019 DUE 01/21/2020	SEP-CHK: N	DISC: .00 DESC:0895-GENERAL ADMIN		41404 5205 0895		115,855.01	1099:	

01/22/2020 13:41
6175name

CITY OF FARMERSVILLE
INVOICE ENTRY PROOF LIST

P
apinvent
7

CLERK: 6175name

BATCH: 2657

NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
43685 00000 STEWART, DOUGLAS	01212020			2,000.00	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/21/2020	SEP-CHK: N DISC: .00		01420 5205		2,000.00	1099:0
51550 00001 VERIZON WIRELESS	9845617350			1,045.32	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/04/2020	SEP-CHK: N DISC: .00		01411 5211 01415 5211 01420 5211 01406 5211 02425 5211 04425 5211 06425 5211		397.13 108.52 54.25 182.78 100.88 100.88 100.87	1099: 1099: 1099: 1099: 1099: 1099: 1099:
52000 00001 VISALIA TIMES DE	0002981143			815.99	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 12/20/2019	SEP-CHK: N DISC: .00		01414 5205		815.99	1099:
52000 00001 VISALIA TIMES DE	0003060102			200.40	.00	.00		
CASH 01 ACCT 1100	2020/07 DEPT	INV 01/20/2020	SEP-CHK: N DISC: .00		01414 5205		200.40	1099:
50 APPROVED UNPAID INVOICES				TOTAL			565,302.81	

50 INVOICE(S) REPORT POST TOTAL 565,302.81

01/08/2020 16:39
6175bash
WARRANT: 011020

CITY OF FARMERSVILLE
ADVICE REGISTER - BI WEEKLY
From: 12/25/2019 To: 01/07/2020

P
pradvreg 1

EMP #	NAME	CHK #	NET PAY
7		000010626	1,145.67
3		000010627	1,013.20
18		000010628	1,859.75
23		000010629	1,923.30
11		000010630	3,519.05
6		000010631	2,177.09
104		000010632	1,346.08
98		000010633	1,434.89
112		000010634	1,478.20
109		000010635	1,134.80
25		000010636	2,206.76
26		000010637	2,218.64
39		000010638	1,684.99
75		000010639	1,891.76
82		000010640	1,022.95
111		000010641	1,158.74
86		000010642	2,879.59
77		000010643	1,959.99
38		000010644	1,415.13
31		000010645	1,868.48
30		000010646	1,422.93
55		000010647	3,818.55
110		000010648	1,308.41
42		000010649	487.78
97		000010650	1,403.55
19		000010651	1,788.73
102		000010652	1,299.00
81		000010653	1,667.28
105		000010654	2,017.53
108		000010655	1,270.03
80		000010656	1,427.21
169		000010657	2,048.50

Total Deposits: 32

55,298.56

** END OF REPORT - Generated by Betina Ashoori **

01/08/2020 17:36
6175bash
WARRANT: 010820

CITY OF FARMERSVILLE
ADVICE REGISTER - SPECIAL
From: 12/25/2019 To: 01/07/2020

P
pradvreg 1

EMP #	NAME	CHK #	NET PAY
42		000000000	3,684.51
Total Deposits: 1			3,684.51

** END OF REPORT - Generated by Betina Ashoori **

01/28/2020 18:04
6175bash
WARRANT: 012420

CITY OF FARMERSVILLE
ADVICE REGISTER - BI WEEKLY
From: 01/08/2020 To: 01/21/2020

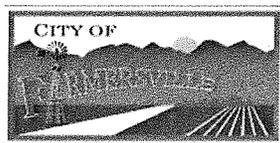
P
pradvreg 1

EMP #	NAME	CHK #	NET PAY
7		000010659	1,114.35
3		000010660	990.45
18		000010661	1,849.72
23		000010662	1,325.34
11		000010663	3,519.06
6		000010664	2,322.01
104		000010665	1,509.68
98		000010666	1,434.89
112		000010667	1,345.09
109		000010668	1,071.96
25		000010669	2,108.95
26		000010670	2,178.23
39		000010671	1,758.69
75		000010672	2,341.27
82		000010673	1,022.93
111		000010674	1,073.96
86		000010675	2,964.11
77		000010676	1,599.32
38		000010677	1,793.23
31		000010678	1,868.47
30		000010679	1,400.25
55		000010680	3,818.56
110		000010681	1,276.93
42		000010682	3,606.29
97		000010683	1,540.39
19		000010684	1,765.12
102		000010685	1,293.36
81		000010686	1,416.68
105		000010687	1,481.47
108		000010688	1,216.04
80		000010689	1,375.20
169		000010690	2,435.48

Total Deposits: 32

57,817.48

** END OF REPORT - Generated by Betina Ashoori **



City Council

Staff Report 8A

TO: Honorable Mayor and City Council

FROM: Steve Huntley, Director of Finance and Administration

DATE: February 10, 2020

SUBJECT: Consider Adoption of Procurement Policy for the City of Farmersville by Resolution 2020-003 and First Reading of Ordinance 499

RECOMMENDED ACTION

Adopt the new Procurement Policy for the City of Farmersville by Resolution 2020-003; and waive the first reading of Ordinance 499 which will update Chapter 3.16 "Purchases", of the Farmersville Municipal Code.

BACKGROUND

At the end of Fiscal Year 2019, it was determined that the purchasing policy for the City of Farmersville was over 30 years old and needed to be updated to modern standards and meet current legal requirements.

Additionally, when the policy was referenced in relation to a purchasing question by staff it was discovered that the copies possessed by staff were incomplete and therefore unreliable. As a result, the City Manager rescinded the policy and directed that a new policy be created in its place. The City of Farmersville Municipal code does give limited guidelines for purchasing upon which the City has been relying until a more specific policy can be adopted and put into place.

The attached policy and ordinance represent a significant update and will also incorporate the proposed changes to the Purchasing section of the Municipal Code and establish a procurement policy compliant with Federal and State laws. It is important that these updates to the Code follow State law (for which the City is already committed to) and be clear to all users of the information, so careful review is needed.

Additionally, the new Procurement Policy will also need to be required to comply with State law and the Municipal Code of the City of Farmersville, and be clear in the authority, responsibility, and guidelines created for the professional staff who must use it daily and other stakeholders.

As indicated in the review of the Single Audit Report for Fiscal Year 2019 presented in January 2020, the policy must be updated with the relevant procurement standards set forth by 2 CFR

200 (Federal law). These standards can not simply be followed but must exist in approved written form and followed to be compliant.

These changes have been reviewed and discussed with the City Manager, City Attorney, and Department Heads of the City of Farmersville and are recommended for adoption by the City of Farmersville.

DISCUSSION

The National Institute of Governmental Purchasing (NIGP) Principles and Practices of Public Procurement, in alignment with the best practices laid out by the Government Finance Officers Association (GFOA), have set forth certain standards and elements for ideal Procurement Policy development for government agencies within the United States and Canada. These standards and elements have been applied and assimilated into the attached policy as best as they can be implemented with the City of Farmersville capacities and procurement needs. In other words, City staff has followed Federal and State law and best practices as it applies to an agency of our size, service levels, and other determining factors to come up with the best policy for the City at this time.

The Government Accountability Office (GAO) states that:

Procurement is a complex function guided by numerous policies and statutes. A comprehensive procurement policy manual - one that lays out these policies and applicable laws is critical to ensuring that procurement, agency staff, and all stakeholders follow the proper procedures and rules so all will have a clear and consistent understanding of the required regulations. In the absence of such guidance, a lack of consistency in how procurement work is carried out becomes likely. This inconsistency results in frustration within and outside the procurement organization, and the possibility that procurement actions may appear to be arbitrary and unfair. It is therefore critical for procurement to have a comprehensive procurement policy manual in place.

It has therefore become the goal of this new procurement policy to apply these principles clearly and consistently, to not lack accountability and transparency, and eliminate frustration, unfair practices, waste, arbitrary decisions, and potential abuse to create the best procurement policy for the City.

It is therefore the City's policy to develop maximum competition for all purchases when practicable and to make awards based on the lowest responsible bid received (if bidding is required). The City's goal through purchasing is to achieve best **value** by securing goods and services at the lowest cost possible commensurate with quality and other relevant requirements of the purchase (efficiency).

Competitive purchasing must also be balanced with effectiveness and efficiency. If purchasing done by and for the City is so focused on ensuring real-time transparency down to the smallest purchases, the City will neither be effective nor efficient and will likely not meet its strategic goals or the purchasing standards required by Federal and State law.

Therefore, the attached policy is written in a way that hopes to balance these objectives of promoting competitive bidding, transparency, effectiveness, and efficiency with the goal of integrity woven throughout the process and enforced through checks and balances in the

system. In addition, clear and concise reference points for all stakeholders will be clearly explained.

Some of the highlights of the major changes to the Procurement Policy are as follows:

1. It is complete and addresses a wide spectrum of situations and purchasing circumstances currently known to the City and matching current practices.
2. Makes the City compliant with Federal purchasing requirements, thus removing the future threats to funding sources for community development, roads, and many other current and potential future project funding sources.
3. It updates purchasing thresholds to modern and inflationary trend appropriate levels. This addressed several reasons for the changes:
 - a. State purchasing standards and thresholds referenced in City Code have routinely been updated in the last 30 years, but the City's policies and ordinances have not and need to match.
 - b. Low purchasing thresholds build in inefficiency and ineffectiveness into City processes, and clog Council agendas with unnecessary reviews of already approved and budgeted routine purchases while existing systems already provide oversight and transparency.
 - c. The most prominent threshold of a \$10,000 purchase requiring City Council approval in 1984 has an equivalent purchasing power of nearly \$25,000 in 2020 according to standard inflationary rates, not accounting for additional upward price pressures.
 - d. Purchases of \$10,000 in the eyes of Federal and State purchasing standards (of which Farmersville must comply) are deemed to be micro-purchases that do not even require a competitive process to complete.
 - e. The updated thresholds are like other purchasing requirement of agencies and municipalities across the Count, State, and Nation and meet best practice examples.
4. Settlement authority is also address and updated to modern standards. Historic liability settlement data from our risk managers indicates that a City's inability to settle small claims quickly and with authority is a major cause of liability claims that balloon unnecessarily and this waste time, taxpayer funds, and raise insurance premiums. Settlement authority should match self-insured retention limits currently held by the City.
5. Specifically allows for pre-qualification of contractors as necessary by Engineering and Public Works staff as well as exceptions to bidding relative to the City's dependency upon contracted professional staff as already desired by City Council.
6. One consolidated, organized document houses all the relevant information regarding purchasing for the City. Additionally, the policy is amended with appendixes allowing for quick updates to comply with Federal and State law changes, risk management trends, and insurance limits, as they occur.
7. Gives clear direction on the behavior of City of Farmersville elected and appointed officials and staff to not violate, or have the perception of violating, ethical standards of care. Specifically, by keeping procurement processes standardized, limiting exceptions to bidding, keeping personal and professional purchases and relationships separate, and complying with FPPC thresholds.

ALTERNATIVES

The current state of the procurement policy and procedures are so outdated that they erroneously reference purchasing restrictions in State law that are irrelevant and outdated. The policy is missing Federal purchasing restrictions all together and their adoption can not be delayed any further without serious consequences for the City. While minor points and preferences of Farmersville City staff influence the policy and are established precisely for the needs of Farmersville specifically, the majority of the key points are guided by these State and Federal restrictions and do not allow for much leeway.

FISCAL IMPACT

There is no direct fiscal impact of these changes other than some expense relative to professional time spent on drafting documents and implementation of new processes. There are no anticipated changes to fiscal systems that would result in significant cost. Some cost may also be associated with updating of municipal code.

However, some savings is anticipated through greater efficiency and great compliance with existing law through time saving streamlined processes and reduced risk of audit findings and other deficiencies.

ATTACHMENT(S):

1. Resolution 2020-003 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE ADOPTING THE CITY OF FARMERSVILLE PROCUREMENT POLICY
2. City of Farmersville Procurement Policy (updated February 2020)
3. Ordinance 499 Amending Chapter 3.16 PURCHASES of the City of Farmersville Municipal Code

RESOLUTION 2020-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE ADOPTING THE CITY OF FARMERSVILLE PROCUREMENT POLICY

WHEREAS, the City of Farmersville wishes to provide for fair and equitable treatment of all vendors who are interested in and capable of providing supplies, materials, services, vehicles, machinery, equipment, appliances, apparatus, construction, repair, and maintenance to the City for its purchase and use; and

WHEREAS, the City of Farmersville wishes to maximize the purchasing value of its public funds by establishing sensible procurement policies and procedures; and

WHEREAS, the City of Farmersville's population continues to grow and the number of purchases and the purchase price of supplies, materials, services, vehicles, machinery, equipment, appliances, apparatus, construction, repair and maintenance required for municipal government operations continue to increase, and it is prudent and desirable for the City to become more efficient by streamlining organizational processes; and

WHEREAS, the City wishes to streamline handling and review of purchase contracts, afford the City Council more opportunity and time to address more important public issues, improve the economy and effectiveness of the City's purchasing efforts, and avoid unnecessary delays in purchases of routine supplies, materials, services, vehicles, machinery, equipment, appliances, apparatus, construction, repair, and maintenance necessary to provide public services to its residents by streamlining its procurement procedures; and

WHEREAS, the City wishes to implement a procurement system of quality and integrity by establishing purchasing policies and procedures which contain internal controls and safeguards by which the City's staff may ensure that proposed purchase contract awards to vendors comply with all Federal, State, and local legal requirements and verify that appropriations are budgeted and sufficient unexpended moneys remain before a commitment of public funds is made.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Farmersville, California, hereby resolve as follows:

1. Approves the establishment of the following procurement policy attached hereto as "Attachment A" empowering City staff, as appropriately designated by the policy, to do the necessary procurement work, as allowed by appropriation through the final adopted budget, is hereby adopted to govern the purchase of City supplies, goods, commodities, equipment, and services and construction projects.
2. This policy, as applicable, shall constitute the procedures and rules governing the solicitation of bids and award of contracts for public works projects and the solicitation and selection of firms for services pursuant to Chapter 3.16 of the City of Farmersville Municipal Code.

3. Regular review and updating of said policy and purchasing restrictions and thresholds shall be conducted by City staff on a routine basis and presented before Council for consideration and adoption as needed. Additionally, routine reporting of budgeting and spending of appropriated funds to City Council will continue to occur monthly.
4. This policy shall become effective upon the second reading of the Updated City of Farmersville Municipal Code Chapter 3.16: Purchases.

PASSED, ADOPTED AND APPROVED this 10th day of February, 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

GREGORIO GOMEZ
MAYOR of the City of Farmersville

ATTEST:

ROCHELLE GIOVANI – CITY CLERK

CITY OF FARMERSVILLE

Procurement Policy

City of Farmersville
909 W. Visalia Road Farmersville, CA 93223
Phone 559.747.0458
Fax 559.747.6724

Updated February 2020

Table of Contents

CHAPTER	TITLE	CHAPTER OBJECTIVES
	Introduction	
1	An Overview of Procurement ...	Introduce Farmersville procurement services, objectives, and ethical standards.
2	Overview of City Policies that...	Overview of bidding, insurance, exceptions, and other policies affecting the procurement of goods and services.
3	Procurement Methods	Review of methods used in the acquisition of products and services.
4	Purchase Orders	Familiarize the user with the purpose and usage of purchase orders and change orders.
5	Vendor Issues	Provide information about contacting vendors, making purchase commitments, adding vendors to the suppliers list, filing complaints about vendors, accepting vendor deliveries, and making payments to vendors.
6	Glossary of Procurement Terms	Definition of common procurement terms.
	Appendix A	Risk Matrix and Insurance Language
	Appendix B	Approval Memo Form
	Appendix C	Purchase Order Form
	Appendix D	CUCCAC Manual
	Appendix E	Purchasing Thresholds Matrixes

Introduction

This Procurement Policy document is intended to serve as a reference tool for City staff and departments. It details the policies and procedures of the City's purchasing authority. It outlines all phases of the procurement process and clarifies the responsibilities of individual departments and staff, and explains the legal requirements affecting the City.

This guide will help City personnel familiarize themselves with procurement processes and enable them to timely and efficiently obtain the goods and services they need.

Quick Reference

Chapter 1 – An Overview of the Procurement System

Topic	Page
What is Procurement	2
The City's Procurement System	2
Procurement Authority	3
Objectives & Standards	3
Conflict of Interest Statement	4

1

An Overview of the Procurement System

Chapter Objective: This chapter is an introduction to City of Farmersville purchasing process – its service processes, objectives, and ethical standards.

What is Procurement?

Procurement is the process through which purchases are planned, solicitations issued, vendors selected, purchase orders issued, and goods or services are received.

The City of Farmersville desires to be both effective and efficient in purchasing with the goal of integrity woven throughout the process. Ethically purchasing goods and services with an emphasis is on the best value for the City's dollar.

This is accomplished by ensuring that goods and services are of high quality, available when needed, not overpriced, and that taxpayers know that public funds are being spent wisely on its behalf and not for the personal benefit of government employees, officials, or their friends.

The City's Procurement System

The City of Farmersville has adopted a decentralized procurement system, which is under the authority of the City Manager or his/her designee(s) as the City Purchasing Agent (PA) established by the Purchases section of the City's Municipal Code. The decentralized purchasing is necessary due to the small amount of administrative staff and is functional because of the small size of the City. This means that the PA is ultimately responsible for procurement in general, but delegates his/her authority in limited measure to Department Heads within the City. The PA (or designee) therefore establishes leasing agreements; coordinates surplus sales; and most importantly, procures all commodities under \$75,000 and services under \$100,000 and certain construction services under \$200,000.

The City of Farmersville therefore does not run a centralized Internal Service Fund (ISF) but purchases are made directly by each department, as applicable, while payment and oversight of purchases are maintained through a centralized accounts payable process in the Finance Department.

Procurement Authority

The City derives its authority from two sources: local and state laws. Local law encompasses City Councils' resolutions and directives. The two main sources giving authority to Procurement Services to purchase goods and services on behalf of the City are the Purchases Ordinance and the California Government Code.

Purchasing Ordinance. The City's Municipal Code Chapter 3.16, "Purchases" was established by Ordinance 278 (passed and adopted in 1984), to govern the activities of the City. In general, it established that the PA shall have the duties and powers prescribed by the laws of the State of California relating to City Purchasing Agents, Public Contract Code, and Government Code. A full copy of the Code Section is available on the City's website.

State and Federal Laws. State laws that are applicable to various City procurement activities can be found in the Government Code, the Civil Code, and the Public Contract Code (including the California Uniform Public Construction Cost Accounting Act; CUPCCAA). Where pertinent, specific code sections are referenced throughout this policy. Federal law is applicable to City procurement activities any time federal funds are used for particular procurements, but specifically listed in Chapter 2 of this Policy.

Procurement Objectives & Standards of Conduct

The City's procurement policy objectives and standards are applied to all transactions through the following values:

- Establish the legal authority of the procurement function within the City
- Simplify, clarify, and reflect the laws governing procurement
- Enable uniform procurement policies throughout the City
- Build public confidence in public procurement
- Ensure the fair and equitable treatment of everyone who deals with the procurement system
- Provide for increased efficiency, economy, and flexibility in public procurement activities and maximize to the fullest extent the purchasing power of the City
- Foster effective broad-based competition from all segments of the supplier community
- Safeguard the integrity of the procurement system and protect against corruption, waste, fraud, and abuse
- Ensure appropriate public access to contracting information
- Foster equal employment opportunities that are in line with legal requirements, in the policies and practices of suppliers and subcontractors wishing to do business with the City

The following ethics statements are applicable to all City employees who participate in the procurement process.

- City employees shall not obligate the City of Farmersville, financially or otherwise, by any means, including but not limited to purchase orders and contracts, when the employee has a personal, material, financial, or other interest in the obligation.

- Employees are prohibited from directly or indirectly soliciting or accepting any rebate, kickback, gift, gratuity, or favor for personal gain from any individual, corporation, or group.
- The City's employees, directors, appointed or elected officials, volunteers, agents or contacts shall neither solicit nor accept gratuities, favors, gifts, consulting fees, trips, or anything having a monetary value in excess of fifty dollars (\$50.00) from a vendor, potential vendor, family or employees of a vendor, contractor or parties to subcontractors.
- City employees, when purchasing an item(s) for personal use, must avoid the appearance of City representation. The employee shall pay all such purchases with his or her personal funds. When personal purchases are made under these circumstances, separate invoices or sales receipts must be issued by the supplier. Such invoices must bear the employee's name, home address, and phone number and may *not* be delivered to the City. Employees may *not* solicit, or accept, discounts, reduced prices, or other benefits from suppliers because of employees' position with the City.

Procurement Process Conflicts of Interest

There will be uniform and equitable application of the Standards of Conduct of the City of Farmersville involving all activities associated with the procurement of goods and services. This section also defines responsibility to identify and prevent real or apparent Conflicts of Interest.

Prior to the issuance of a procurement solicitation, informational and research contacts with prospective vendors may be made for the purpose of gathering data. However, in making such contacts, employees, officers, Council Members, and agents shall avoid any commitment or implication of a possible future award.

Accordingly, no request for complimentary services or supplies, which may imply an obligation on the part of the City, shall be made. Requests for testing services, product samples, or demonstrations, and free trips to examine vendor products are to be avoided.

Whenever procurement is in process (e.g., during the solicitation, evaluation, negotiation, and award phases) all contacts with potential contractors or vendors shall be made through the Purchasing Agent or designee(s).

Employees, officers, directors, and agents of the City are also subject to the laws of the City and State of California concerning conflicts of interest. Monetary penalties and, in some cases, criminal penalties are imposed by California law for violations. In addition, City employees are subject to discipline for a violation that could lead to or result in termination of employment in addition to consequences relative to the California Fair Political Practices Commission (FPPC).

Gratuities and Kickbacks

No member of the groups listed above will neither solicit nor accept gratuities, favors or

anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City of Farmersville.

Personal Conflicts of Interest

No City employee, officer, Council member, agent or contact shall participate in the selection, award or administration of a third party contract or other agreement if a real or apparent conflict of interest would be involved. Such a conflict of interest arises, whether real or apparent, when any of the following has a financial or other interest in the firm(s) considered or selected for award:

- a) An employee, officer, board member, or agent of the City;
- b) Any member of their immediate family, including but not limited to, husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, and daughter-in-law;
- c) Their partner or business associate; or
- d) A company or organization which is about to employ any of the above.

Apparent or Appearance of Conflict is based on a reasonableness standard i.e. would a reasonable person with knowledge of all material facts believe there appears to be a conflict?

Organizational Conflict of Interest

An organizational conflict of interest may be real or apparent and arises where, because of other activities, financial interests, relationships, or contracts – a contractor is unable, or potentially unable, to render impartial assistance or advice to the City. Such a conflict exists in circumstances where the contractor's objectivity is or might be impaired or where the contractor has an unfair competitive advantage.

Organizational conflicts lead to two (2) distinct problems - bias or an unfair competitive advantage.

- a) Bias is a situation where an advisor is placed in a position that creates an incentive to distort advice or decision making.
- b) Unfair competitive advantage occurs when one contractor has information not available to other contractors in the normal course of business. For example, an unfair competitive advantage would occur when a contractor developing specifications or work statements has access to information that the City has paid the contractor to develop, or information which the City has furnished to the contractor for its work, when that information has not been made available to the public and to other offerors. Because this information enhances the contractor's competitive position in the procurement process, it represents an unfair competitive advantage over other offerors.

The City's procurement activities shall be structured to ensure full and open competition and to eliminate or minimize any unfair competitive advantage in circumstances where an organizational conflict, real or apparent, is presented. Appropriate structural steps are dependent upon the particular circumstances surrounding the procurement and might include: prohibiting the contractor from participating in the procurement, the bid process or in evaluation of bids, fully disclosing all information to all prospective offerors for a reasonable amount of time, adjustment of specifications to address any potential advantage, among others.

Confidential Information

No member of the groups listed above shall furnish advice or services to a firm which is bidding on or planning to bid on a contract with the City, or which is doing business presently with the City. No member shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to them by blood, marriage, or by common commercial or financial interest.

Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City of Farmersville.

Quick Reference

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2

City Policies that Affect Procurement

Chapter Objective: Provide an overview of City policies affecting the procurement of goods and services and provide instructions for compliance.

Bidding Policies

It is the City's policy to develop maximum competition for all purchases and to make awards based on the lowest responsive and responsible bid received. A responsive bidder is one who responds to all of the significant requirements outlined in the solicitation. A responsible bidder is one who is deemed to be capable of supplying the goods or services requested.

The City's goal through purchasing is to achieve the **best overall value** by securing goods and services at the **lowest cost possible commensurate with quality and other relevant requirements**.

Commodities (Materials & Equipment)

\$1 to \$10,000 – Administrative Process

Competitive bidding is not required. At the Buyer's discretion, the purchase can be made with the vendor recommended by the department. Many purchases can be made with purchase cards by the department staff members with the approval of the Department Head.

\$10,001 to \$25,000 – Administrative Process

Competitive bidding is not required, but approval by the PA is required by memo. After approval is granted, the purchase can be made with the vendor recommended by the department.

\$25,001 to \$75,000 – Written Quotes

Competitive bidding is required. The respective department acquires approval from the PA and then issues a written Request for Quotation. The number of vendors contacted varies, depending on the dollar amount of the purchase and the time available, but three is preferred. Award is made to the lowest responsive and responsible bidder. In

the case of capital (defined as an asset anticipated to have a useful life of over 1 year and a purchase cost over \$5,000) the item must be on the adopted Capital Budget for the year.

Over \$75,000 – Formal Bids and RFPs / RFQs

Competitive bidding is required. Staff must acquire approval to go to bid or RFP / RFQ from City Council before issuing either a **formal** sealed Invitation for Bids (IFB) or Request for Proposals (RFP), depending on the type of procurement. The number of vendors contacted will vary depending on the dollar amount of the purchase and the time available, but three is preferred. A purchase order (PO) is required.

Award is made to the lowest responsive and responsible bidder, in the case of IFBs. In the case of RFPs, award is made in accordance with the evaluation criteria, terms, and conditions stated therein.

Typically, commodity items are procured using a bid process where an award is made to the lowest responsive and responsible bidder. However, in some instances an RFP may be used. The PA must gain authorization from City Council to approve the PO.

Services (Non-Construction)

\$1 to \$10,000 – Administrative Process

Competitive bidding is not required. At the Buyer's discretion, the purchase can be made with the vendor recommended by the department. Many purchases can be made with purchase cards by the department staff members with the approval of the Department Head.

Contract requirements shall not be artificially divided to avoid bidding requirements.

\$10,001 to \$25,000 – Administrative Process

Competitive bidding is not required, but approval by the PA is required by memo. After approval is granted, the purchase can be made with the vendor recommended by the department.

\$25,001 to \$50,000 – Written Quotes

Competitive bidding is required. The respective department acquires approval from the PA and then issues a written Request for Quotation. The number of vendors contacted varies, depending on the dollar amount of the purchase and the time available, but three is preferred. Award is made to the lowest responsive and responsible bidder.

Over \$50,000 – Formal Bids or RFPs / RFQs (and contract)

Competitive bidding is required. Staff must acquire approval to go to bid or RFP / RFQ from City Council before issuing either a **formal** sealed Invitation for Bids (IFB) or Request for Proposals (RFP), depending on the type of procurement. Typically, the RFP process is used for services. The number of vendors contacted will vary depending on the dollar amount of the purchase and the time available, but three is preferred. Award is made to the lowest responsive and responsible bidder in the case of IFBs. In the case of RFPs, the award is

made in accordance with the evaluation criteria, terms, and conditions stated therein.

Services above \$100,000 require City Councils' approval

When a service contract is utilized by multiple City departments, staff will be responsible for tracking encumbrances and obtaining Council approval as needed.

Services (Construction)

\$1 to \$10,000 – Administrative Process

Competitive bidding is not required. At the Buyer's discretion, the purchase can be made with the vendor recommended by the department. Many purchases can be made with purchase cards by the department staff members with the approval of the Department Head.

\$10,001 to \$25,000 – Administrative Process

Competitive bidding is not required, but approval by the PA is required by memo. After approval is granted, the purchase can be made with the vendor recommended by the department.

\$25,001 to \$60,000 – Written Quotes

Competitive bidding is required. The respective department issues a written Request for Quotation. The number of vendors contacted will vary, depending on the dollar amount of the purchase and the time available. Award is made to the lowest responsive and responsible bidder and approved by the PA.

\$60,001 to \$200,000 – Informal Bid

Informal bids will be solicited in accordance with the California Uniform Public Construction Cost Accounting Procedures (CUPCCAP) alternative bidding procedures. The award is approved by the PA.

Services above \$200,000 require City Councils' approval

Competitive bidding is required. Staff must acquire approval to go to bid or RFP / RFQ from City Council before issuing either a **formal** sealed Invitation for Bids (IFB) or Request for Proposals (RFP), depending on the type of procurement. Typically, the RFP process is used for services. The number of vendors contacted will vary depending on the dollar amount of the purchase and the time available, but three is preferred. Award is made to the lowest responsive and responsible bidder in the case of IFBs. In the case of RFPs, the award is made in accordance with the evaluation criteria, terms, and conditions stated therein.

Federally Funded Projects / Grants Procurement (2 CFR 200)

Council on Financial Assistance Reform Priorities (COFAR) goal is to reduce risk of waste, fraud, and abuse while reducing administrative burdens through the establishment of a Uniform Administrative Requirement, Cost Principles, and Audit Requirement for Federal Awards (2 CFR 200). The City of Farmersville's policy related to Federally-funded projects and/or grant is established to reflect this goal and be in compliance with 2 CFR 200.

As a result, the City will operate with the following regulation for the procurement of property or services stemming from federal aid. This section shall apply to the awarding of sub-grants and contracts by the City stemming from federal grants to the City. This section shall have the same application on the awarding of sub-grants and contracts by the City stemming from state, county or other non-federal government entity grants originating as federal grants.

A. Determination of Federal Awards Requirements for Pass-thru Agencies, Subrecipients, and Contractors (200.330 & 200.331)

1. The City may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities.

Therefore, the City will make a case-by-case determination for each agreement it makes for the disbursement of Federal program funds that the party receiving the funds in the role of a subrecipient or a contractor.

The City will comply with any additional guidance to support these determinations from the awarding agency provided such guidance does not conflict with this section.

1. A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. For purposes of making a determination as a subrecipient the City will consider the following characteristics of a Federal assistance relationship:
 - a. Determines who is eligible to receive what Federal assistance;
 - b. Has its performance measured in relation to whether objectives of a Federal program were met;
 - c. Has responsibility for programmatic decision making;
 - d. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
 - e. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
2. A contract is for the purpose of obtaining goods and services for the City's own use and creates a procurement relationship with the contractor. For purposes of making a determination as a contractor the City will consider the following characteristics of a procurement relationship:

- a. Provides the goods and services within normal business operations;
 - b. Provides similar goods or services to many different purchasers;
 - c. Normally operates in a competitive environment;
 - d. Provides goods or services that are ancillary to the operation of the Federal program; and
 - e. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.
3. The Purchasing Agent, or designee, will use their judgement in classifying each agreement as a subaward (Federal assistance relationship) or a procurement contract (procurement relationship). The substance of the relationship is more important than the form of the agreement in making the determination.
2. Every subaward will be clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. If some of the information is not available, the City will provide the best information available to it.
 1. Federal Award Identification data as listed in Section 200.331 (1-4) and appropriate terms and conditions concerning closeout of the subaward.
3. Every subrecipient will be subject to evaluation and monitoring by the City as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:
 1. Reviewing financial and performance reports required by the pass-through entity.
 2. Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.
 3. Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by § 200.521 Management decision.
4. Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in 200.331(b), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
 - a. Providing subrecipients with training and technical assistance on program-related matters; and

- b. Performing on-site reviews of the subrecipient's program operations;
- c. Arranging for agreed-upon-procedures engagements as described in § 200.425 Audit services.

5. The City will verify that every subrecipient is audited as required by Subpart F - Audit Requirements of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in § 200.501 Audit requirements.

6. The City will consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

7. The City will consider taking enforcement action against noncompliant subrecipients as described in § 200.338.

B. Procurement Standards.

1. The City shall maintain a contract administration system which ensures contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
2. The City shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer or agent of the City shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - a. The employee, officer or agent;
 - b. Any member of his or her immediate family;
 - c. His or her partner; or
 - d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for award.
3. The City's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Such a conflict will not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value (\$50 or less). The City's standards of conduct provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the City.
4. The City shall not enter into a contract with a non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government or Indian tribe, unless the non-Federal entity maintains written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean due to relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

5. The City shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economic purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
6. The City shall consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
7. The City shall consider using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
8. The City shall consider using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at the overall lower cost.
9. The City shall make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources.
10. The City shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.
11. The City shall use time and material type contracts only:
 - a. After a determination is made that no other contract is suitable; and
 - b. If the contract includes a ceiling price the contractor exceeds at their own risk.
12. The City alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve the City of any contractual responsibilities under its contracts.

C. Competition.

1. The City will conduct procurement transactions in a manner providing full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors developing or drafting specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements.
2. The City shall conduct procurements in a manner prohibiting the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes

expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

3. The City shall have written procedures for procurement transactions. These procedures will ensure that all solicitations:
 - a. Incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and
 - b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
4. The City shall ensure prequalified lists of persons, firms or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The City shall not preclude potential bidders from qualifying during the solicitation period.

D. Methods of Procurement to be Followed

The City shall use one of the following methods of procurement:

1. Procurement by Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and adjusted periodically for inflation. As of the date of this ordinance, the micro-purchase threshold is \$10,000.
2. Procurement by Small Purchase Procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the simplified acquisition threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and periodically adjusted for inflation. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources. As of the date of this ordinance, the simplified acquisition threshold is \$250,000.
3. Procurement by Sealed Bids (Formal Advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

- a. For sealed bidding to be feasible, the following conditions should be present:
 - (1) A complete, adequate, and realistic specification or purchase description is available;
 - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
 - b. If sealed bids are used, the following requirements apply:
 - (1) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
 - (2) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services for the bidder to properly respond;
 - (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (5) If there is a sound documented reason, any or all bids may be rejected.
4. Procurement by Competitive Proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
- a. Requests for proposals shall be publicized and identify all evaluation factors including relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
 - b. Proposals will be solicited from an adequate number of qualified sources;
 - c. The City shall conduct technical evaluations of the proposal received and for selecting awardees;
 - d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances applies:

- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in a written request from the City; or
 - d. After solicitation of multiple sources, competition is determined inadequate.
6. Contracting with Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms.
- a. The City shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible.
 - b. Affirmative steps include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subsections 6.b.(1) through (6) of this section.
7. Contracts Cost and Price.
- a. The City shall perform a cost or price analysis in every procurement action exceeding the simplified acquisition threshold including contract modifications. The method and degree of analysis will be dependent on the facts surrounding each procurement situation. As a starting point, the City shall make independent estimates before receiving bids or proposals.
 - b. Costs or prices based on estimated costs for contracts under the Federal award will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E – Cost Principles of Title 2, Subtitle A, Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
 - c. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.
8. Federal Awarding Agency or Pass-Through Entity Review.
- a. The City shall make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is

needed to ensure that the item or service specified is the one being proposed for purchase.

- b. The City shall make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposal or invitations for bids, or independent cost estimates when:
 - (1) The City's procurement procedures or operation fails to comply with the procurement standards of Title 2, Subtitle A, Part 200, Subsection 200.324;
 - (2) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product;
 - (4) The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.
 - c. The City may be exempted from the pre-procurement review in subsection 8.b. above if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards set forth in Title 2, Subtitle A, Part 200, or the City self-certifies compliance with such standards if self-certification is permitted by the Federal awarding agency or pass-through entity.
9. **Bonding Requirements.** For public projects, the City shall require bid guarantees, performance bonds, and payment bonds consistent with Title 2, Part 200, Section 200.325 of the Code of Federal Regulations.
 10. **Contract Provisions.** The City's contracts shall contain the provisions in Appendix II to Title 2, Subtitle A, Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable.

E. Suspended or Debarred Parties

- A. City employees shall not enter into covered transactions with parties that are suspended or debarred or otherwise excluded from or ineligible for participation in Federal assistance programs and activities (2 CFR 200.213; 2 CFR 180).

Exceptions to Bidding (Government Code 10300-10334)

Sole Source/Brand Procurement

An exception may be granted based on two premises:

- Only a single company or organization can supply the needed product or service. As in the case of proprietary software maintenance, only the licensor of the product can provide support.

- Only a single “brand/model” will meet the department’s technical/functional requirements. For example, only the Brand X equipment is compatible with existing system requirements. Brand X is available through several distributors. Brand X would be considered a “sole brand” but not a “sole source” since it is available from many sources (distributors).

Sole source requests should not be made unless the department is confident that the request is reasonable, appropriately justified to meet the City’s requirements, and can withstand a possible audit. Sole source/brand purchasing minimizes or eliminates competition and should be avoided whenever possible.

If a department believes that only a specific make and model will meet its needs, it should include an objectively written explanation that details the unique features of the sole source/brand item, which states why these features are required. If other brands or models have been tested or used previously, the department should specify the brands or models tested or used, the dates they were tested or used, and why they are not acceptable.

A written justification, signed by the department head must be submitted for the PA’s review/approval. Department should provide the written justification in a standard memo format to the PA.

Use of Existing Agreement

An exception may be granted if the product/service is available through the utilization of another public entity’s contract (includes city, county, state, federal, school district, League of California Cities, California Communities Program, Federal GSA). The contract must have been competitively bid, be current within the last year, and be for the same product or service. It must also meet all City policies.

Standardization

When supplies, equipment, or services are uniformly adopted or otherwise standardized, or when an item is designated to match others in use by the City, the purchase may be exempt from bidding requirements or be made with limited competition to distributors of the manufacturer of the standardized item. Compatibility issues between differing technologies will also be considered for exception.

Emergencies

The item(s) purchased are *immediately necessary* for:

- The continued operation of the office or department involved; or
- Are immediately necessary for the preservation of life or property.

Technically, an emergency need is one that could not have been foreseen. Failure to submit a proper documentation on time does NOT constitute a valid emergency.

Contracted City Staff

The City of Farmersville is a small municipality that is dependent upon contracted professional staff to fill staff positions normally performed by in-house staff in larger agencies, such as City Engineer or City Planner. Therefore, an exception to the normal bidding process may apply when using contracted professional staff in their role as the City representative, in their respective field, under their existing contract. The task order will still be subject to the authorization and approval process and thresholds laid out in Chapter 2 of this document.

Pre-Qualified List of Contractors

The City of Farmersville wants to promote fairness and equality in bidding but also guard public funds from waste by avoiding awards to unqualified or under-qualified contractors that may respond with a lowest bid on a public project. Given the rural nature of the City, the bidding pool of contractors may be insufficient to meet quality standards of certain City projects. By establishing a pre-qualified list of contractors for construction projects the City can manage this risk for appropriate projects. A contractor may be added to the list after going through a vetting process established by the PA or designee. Pre-qualified contractors will be added to a list maintained by the PA or designee(s) for a period of one year. When a project becomes available, and not subject to other bidding requirements from State or Federal funding sources, a contractor from the pre-qualified list may be selected from the list, subject to the authorization and approval process and thresholds laid out in Chapter 2 of this document.

Miscellaneous

- Formal competition has failed
- A procurement made from another unit of government
- Procurement of used item is advantageous
- Public utilities (Gov Code 4217)
- Legal services
- Medical services

Unauthorized Purchases

Except for emergencies or other authorized exceptions, no purchases can be made or are authorized until funds have been encumbered by the Finance Department.

Usually, an unauthorized purchase is discovered when a department submits a documentation to cover a purchase (goods or services) that has already been delivered. Should a department make an unauthorized purchase, the department is issued a warning.

If a second violation occurs, a memorandum is sent stating that the Finance department will process the payment, after receipt of a written explanation.

If a third violation occurs, a memorandum is sent stating that the Finance department will not process the request / invoice. The department is advised approval must be sought from the City Council, or the employee can be personally responsible for the charges.

Written Contracts

City staff will typically require a written contract when the cost of the services, and in some cases goods, exceeds \$50,000. New construction contracts are needed for projects exceeding \$100,000.

The City of Farmersville prefers to use a **Standard Services Contract** and will provide it to departments upon request. The standard contract has been approved by the City Attorney and Risk Management. Use of any contract other than the standard contract, or making material changes to the standard contract, will require City Attorney approval.

Insurance Requirements

The City requires that contractors have, and maintain, certain types of insurance coverage when they enter into contractual agreements to perform services.

Insurance requirements vary depending on the type/scope of services provided. In certain cases, the contractor will need to provide insurance coverage, whether or not the contract requires the vendor to enter City property.

A Recommended Insurance Coverage Matrix has been developed to assist with the determination by Risk Management and is attached to this policy for reference.

Proof of insurance must be provided prior to the start of any work.

The following are the most commonly required types of coverage.

- **Commercial General Liability:** The City should be added, by endorsement, as an “additional insured.”
- **Automobile Liability:** Is required if driving or traveling is required in providing the contracted services. If the vendor/contractor has employees but no vehicles registered to the business (non-owned and hired automobile liability coverage should be provided).
- **Workers’ Compensation:** Contractors working on City property must first provide proof of Workers’ Compensation for all employees working on the job site. Requirement may be waived if the vendor is a sole proprietor/partner/corporate officer with no employees.
- **Professional Liability (Errors and Omissions):** Is required for certain services – including but not limited to – appraisers, notaries, software programmers, auditors, lawyers, insurance agents, surveyors, dentists, doctors, nurses, counselors, engineers, etc.

Prevailing Wages

In accordance with Labor Code Sections 1770-1773, prevailing wages must be paid to all workers on a “public works” project (see Glossary for definition) when the project is over \$1,000.

When bidding on public works projects that exceed \$1,000, under the law, all bidders are expected to use the same wage rates. The California Department of Industrial Relations determines the prevailing rate of wages for specific geographic areas. Additional information is available at www.dir.ca.gov/dlsr/pwd/index.htm.

Surety and Performance Bonds

Bid Bonds

The bid bond guarantees the City that the bidder will enter into the contract if it is awarded. Bid security shall be required for all construction work bids when the cost is estimated to exceed \$25,000. Bids must be accompanied by a Bid Security in the amount of not less than 10% of the amount bid in one of the following forms:

- Cash
- A cashier's check made payable to the City of Farmersville
- A certified check made payable to the City of Farmersville
- A bidder's bond executed by an admitted surety insurer, made payable to the City of Farmersville

Upon an award to the lowest responsive and responsible bidder, the security of an unsuccessful bidder shall be returned in a reasonable period, but in no event shall that security be held by the City beyond 60 days from the time the award is made.

A bid received and not accompanied by cash, cashier's check, certified check, or

approved bond will result in return of the bid without consideration.

Bid security is optional for other bids or proposals.

Performance and Payment Bonds

The performance bond guarantees that the contractor will perform the duties assumed by entering the contract. The payment bond guarantees that the contractor will pay all suppliers and subcontractors who assist in the performance of the work.

One hundred percent (100%) performance and payment bonds are required on all public works projects awarded in excess of \$25,000.

Performance and payment bonds are optional for other bids or proposals. In most instances, bonds are not necessary if a contractor has been selected after a thorough review of references, qualifications, and financial stability.

Settlements and Other Agreements

\$1 to \$25,000 – Administrative Process

The City Manager must act on behalf of the City with regard to settlements and other legal agreements where expeditious action would be of great benefit to the City. Because the City is largely self-insured through the Central San Joaquin Valley Risk Management Authority (CSJVRMA) with self-insured retention (SIR) limits of \$25,000 or more, the City Manager can act to settle disputes and other agreements up to the \$25,000 limit. The City Manager shall report the action to the Mayor at their earliest convenience and to the Council as a whole by the next regular Council Meeting available.

Over \$25,000 – City Councils' Approval

All other claims and disputes related to liability, property, or workers' compensation are taken over by the CSJVRMA at the point that the cost surpasses the SIR limit of the City. In cases where the Memorandum of Coverage (MOC) through the CSJVRMA does not apply, and the cost exceeds \$25,000 the City Manager must gain approval from the City Council to make settlement.

Outside Legal Services

Where it is necessary, as in the case where the City Attorney has a conflict of interest, or when it is deemed desirable because specialized legal expertise is required from the private sector, outside legal counsel may be retained by contract, subject to the following limitations:

- All contracts for outside legal services in excess of one hundred thousand dollars (\$100,000) shall be approved by the City Council.
- Contracts for such services, which do not exceed one hundred thousand dollars

(\$100,000), are within the Purchasing Agent's authority, but are subject to prior written approval of the City Attorney.

Compliance is provided by way of a memo from the City Attorney annually.

Quick Reference

Chapter 3 – Procurement Methods

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Council Approval	26
Procurement Credit Card	26
Accounts Payable Process	26

3

Procurement Methods

Chapter Objective: Review of methods used in the acquisition of products and services.

Council Approval

As stated earlier in this guide, the City Council, through the Purchases Ordinance, delegates contracting authority to the City Purchasing Agent. That authority is limited to \$100,000 when contracting for services (\$200,000 for construction services). Therefore, departments have the option to obtain Councils' approval for certain large-dollar contracts. The Mayor signs the contract on behalf of the City. Any required encumbrance or appropriation is setup, by the Finance Department.

Procurement Credit Cards

The Procurement Bank Card eliminates the many steps in the procurement process and facilitates one payment to the bank on a monthly basis, instead of individual payments to a large number of vendors.

This procurement method is typically to be used for low-dollar purchases (under \$10,000) and must be approved by the City Manager or Department Head, with complete documentation of the completed transaction, reconciled monthly by the Finance Department.

Procurement cards have unique controls that ensure purchases made are within program specifications for product and dollar limits. In addition, each cardholder requires certification of all purchases with verification performed by the approving official, before payment is made. Cardholders must sign a participation agreement accepting the terms and conditions placed on card usage.

Accounts Payable Process

The most common procedure for processing payments for the City of Farmersville is through decentralized purchasing authority granted by the Purchasing Agent to department heads and then payment to the vendor is made through the centralized Accounts Payable process in the Finance Department.

Most payments are still made by check to make reconciliation and request for reimbursement through grants and other funding sources the clearest to all invested parties. Some

reoccurring payments are made by ACH by the Accounts Payable clerk.

Invoices and Pay Estimates

As purchases are made by authorized designees, it is their responsibility to receive a copy of the invoice or receipt of purchase and forward this to the Department Head for account coding and approval or directly to Accounts Payable clerk, as appropriate. Accounts Payable will not pay from statements or work orders – only invoices and pay estimates (for large construction projects).

Many invoices are reoccurring in nature and may come directly to the Finance Department or the Accounts Payable Clerk. In these situations, the invoices will be routed back to each purchasing authority (Department Head) for coding and payment approval.

Coding and Approval

All invoices must have appropriate coding and approval from the purchasing department head or City Manager before payment will be processed. Certain exceptions for common, reoccurring payments as indicated in the municipal code, are permitted.

Submission for Payment

Invoices need to be submitted to the Finance Department on a timely basis so that payment can be effective and efficient. Sufficient back-up needs to be included prior to submission including invoices, estimates, GSA per diem calculations and other supporting documentation to prove authority to purchase as well as proof of purchase and/or receipt of goods and/or services.

Accounts Payable Process

Invoices and Pay Estimates are received by the Finance department daily by mail, email, courier, FAX, in-person, from other departments, and internally. These documents are sorted, routed, and received back with budgetary coding and approvals as appropriate. All other issues are returned or routed to the City Manager depending upon the issue, frequency, or severity of the issue.

Once gathered together the Accounts Payable clerk assembles the invoices together and creates cover sheets for uniform coding and organization of the batch. This batch is provided to the Finance Director who reviews the invoices and approves or denies them for payment. The approved invoices are then entered into the system to create a batch for payment. This is put through the distribution process and checks are created. Checks are then matched up with the supporting invoices and documents, compared to the batch reported and signed by the Finance Director and the Mayor or Mayor Pro Tem. The invoice batch, cover sheets and checks are scanned and saved for record keeping and audit purposes.

Exceptions to Check Writing

Some reoccurring payments (utility bills and ancillary payroll benefits) are paid through websites or electronically by admin staff as part of the payroll or typically monthly accounts payable process. These transactions are approved and submitted to Accounts Payable clerk to enter into the system in an "ACH batch" to record the transaction. The payments are reconciled monthly with the bank reconciliation process.

Quick Reference

Chapter 4 –Purchase Orders

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What is a Purchase Order?	29
One-Time Purchase Orders	29

4

Purchase Orders

Chapter Objective: Review of purchase order nomenclature, and the process for using and approving POs.

What is a Purchase Order?

A purchase order authorizes the vendor to deliver materials or services in accordance with the terms and conditions specified thereon (or incorporated from a bid or other document by reference). It also acknowledges the obligation of the City to pay for the goods or services ordered, upon their receipt and proper invoice. Unless a separate contract document is executed, the purchase order establishes the contractual relationship between the City and the vendor. A purchase order is a legally binding contract.

The purchase order is the City's commitment for the value of the material or service ordered. It is a legal document. When a purchase order is issued as an acceptance of a bid, quotation, or offer, a contractual relationship is established.

One-Time Purchase Orders

The City of Farmersville utilizes "One-time" purchase orders that are generally issued for a finite quantity of products, or services; i.e., large equipment purchases, and one-time projects. Encumbered funds may, with certain restrictions, be carried forward into the next fiscal year.

Purchase orders will be required in the following situations:

- Commodities (Materials & Equipment) over \$75,000

Purchase orders will not be required in the case that contracts are in place. Typically, contracts are used in procurement of services at the following thresholds:

- Services (Non-Construction) will be completed by contract over \$100,000
- Services (Construction) will be completed by contract over \$200,000

Quick Reference

Chapter 5 – Vendor Issues

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Vendor/Supplier Mailing List	31
Accepting Deliveries from Vendors	31
Making Payments to Vendors	33

5

Vendor Issues

Chapter Objective: Provide guidelines for dealing with vendors and vendor-related issues.

Making Contact with Vendors

Vendors sometimes call on City departments and divisions. Although they may offer helpful information, they may also subject City employees to high-pressure sales pitches. Please direct vendors to the City Clerk. The Clerk will gather information about their products and services and give them applications for inclusion in the City's Supplier Mailing List.

Making Commitments to Purchase

Because the City, like all public agencies, buys goods on an open competitive basis, employees / Commissioners / Council Members must *not* promise any vendor future business.

Vendor / Supplier Mailing List

The City Clerk maintains a list of suppliers for all classes of commodities and services that are regularly purchased by the City. Departments should refer all new suppliers to the City Clerk to be added to the list.

Accepting Deliveries from Vendors

Deliveries are usually made as follows:

City Hall: Packages delivered to City Hall are inspected for visible external damage, such as dents or punctures in packaging, water damage, etc. If such damage is discovered, it is noted on the delivering carrier's bill of lading, and the department is notified. All other inspections are the responsibility of the ordering department.

Received at User Location: When goods are received directly by the department, the following procedures should be observed:

- Avoid accepting delivery of any merchandise until adequate identification from the

packaging or delivery documents (carrier's receipt) is obtained. A packing slip or other suitable identification indicating the merchandise should be delivered to the department must be in evidence before the shipment is accepted.

- Sign only for the number of boxes or parcels which are received from that carrier, and are listed on the delivery documents that accompany the delivery.
- The receiver is not signing as to the condition of the merchandise inside the box or parcel. However, the receiver should note any exterior damage, including unsealed packaging, on the delivery documents before signing. The receiver should not refuse a shipment because of apparent damage. This may result in storage fees being charged to the City.
- In cases of known damage (apparent at time of delivery):
 - ⇒ Note on both copies of delivery documents "case damaged in shipment" and, if the item is visible and the damage is visible, also include "item visibly damaged"
 - ⇒ Obtain signature from carrier on both copies of delivery documents before signing for receipt
 - ⇒ Return one copy of receipt to carrier
 - ⇒ Contact the vendor immediately

Inspection: Thorough inspection of goods is the responsibility of the ordering department. This includes inspection for conformance to specifications and ordered quantity, as well as inspection for damage. ***The department has the ultimate responsibility*** for determining whether the items have been received in good order.

- Goods received should be checked promptly against the packing slip and the purchase order. Partial deliveries should be noted.
- If goods are damaged, the vendor should be notified immediately. Do not destroy or discard any damaged items or packing materials.
- Departments receiving incorrect shipments or damaged goods may wish to complete a Vendor Complaint form detailing the problem and return the form to Procurement Services or download the form from the GSA Procurement Services' intranet website.
- The ordering department is obligated to accept delivery of any goods that have been ordered. If there is a change regarding need for the items, the department should immediately contact Procurement Services to make other arrangements. Only Procurement Services has the authority to cancel purchase orders. It should be realized that there might be a restocking charge if items must be returned through no fault of the vendor. The City's failure to accept and pay for ordered goods is a breach of contract.

Making Payment to Vendors

Payments should be made within the terms of the purchase order or agreement. Customary payment terms for the City are Net 30 Days, from receipt of invoice, for goods/services received. Advance payments should be avoided. Invoices should be reviewed carefully, signed by the appropriate department authority, coded with the correct account code, and forwarded to Accounts Payable.

Some vendors offer discounts if their invoices are paid promptly. To take advantage of these early-payment discounts and to maintain good vendor relations, it is important that all invoices, packing slips, and receiving reports be forwarded to the Finance Department as soon as possible.

Questions regarding payment of invoices should be addressed to the Finance Department.

Quick Reference

Chapter 6 – Glossary

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Glossary	35

6

Glossary of Procurement Terms

- **Brand Name Or Equal Specifications.** A specification limited to one or more items by manufacturers' names or catalog numbers to describe the standard of quality, performance, and other salient characteristics needed to meet City requirements, and which provides for the submission of equivalent products.
- **Brand Name Specifications.** A specification limited to one or more items by manufacturers' names or catalog numbers.
- **Business.** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
- **Business, Local.** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity, which maintains a physical working office within the geographic boundaries of the City of Farmersville.
- **Buyer.** A professionally trained person employed by Procurement Services to obtain materials and services for City departments, in accordance with all state and local laws and internal City policies and procedures.
- **Change Order.** A written order signed and issued by the Purchasing Agent, or his designee, directing the supplier or contractor to make changes or modifications to an order. The change order may make written alteration to the specifications, delivery point, rate of delivery, period of performance, price, quality, quantity, or other provisions of the contract.
- **Contract.** Any authorized City agreement, regardless of what it is called (purchase order, contract, etc.), for the procurement of supplies, equipment, services, or construction.
- **Contractor.** Any person having a contract with the City.
- **Construction.** The erection or assembly of large structures. The term construction is, to a significant degree, synonymous with building, but in common usage it most often is applied to such major works as buildings, ships, aircraft, and public works such as roads, dams, and bridges.

- **Cost Analysis.** The evaluation of cost data for arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.
- **Cost Data.** Factual information concerning the cost of labor, material, overhead, and other cost elements that are expected to be incurred, or which have been actually incurred, by the contractor in performing the contract; or that are expected to be incurred by the City in the use of the equipment or material to be purchased.
- **Cost Reimbursement Contract.** A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions, and a fee or profit, if any.
- **Emergency Purchase Order.** An emergency purchase order results when a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest.
- **Employee.** An individual drawing a salary or wages from the City, whether elected or not; any non-compensated individual performing personal services for the City or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the City; and any non-compensated individual serving as an elected official of the City.
- **Fixed Asset.** All City equipment and other assets with a purchase price of \$5,000 or more, including tax and delivery, and relatively permanent.
- **Formal Bids.** Formal bids are those that are obtained by written solicitation. The bids are received in writing by a set date and time. The bids are publicly opened by Procurement Services. The written bids and the bid summary are maintained by Procurement Services.
- **Gratuity.** A payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received
- **Immediate Family.** A spouse, children, parents, brothers, and sisters.
- **Informal Quotes.** Informal quotes are offers made by vendors. The quotes may be verbal, electronic, or written. The Buyer maintains a summary of the quotes received.
- **Invitation for Bids.** All documents, whether attached or incorporated by reference utilized for soliciting sealed bids. Invitations for Bids (IFB) are awarded to the lowest responsive and responsible bidder(s).
- **Local Business.** (See Business, Local).
- **Personal Services Contract.** An accepted means for providing specialized tasks, which cannot be as effectively accomplished by the regular work force.
- **Prevailing Wage.** In accordance with Labor Code Sections 1770-1773 prevailing wages must be paid to all workers on a "public works" project when the project is over \$1,000.

- **Price Analysis.** The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.
- **Pricing Data.** Information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and sub-contract prices.
- **Procurement.** The buying, purchasing, renting, leasing, trading, or otherwise acquiring of any supplies, equipment, services, or construction. It also includes all functions that pertain to the obtaining of any supplies, equipment, services, or construction, including descriptions of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.
- **Procurement Policy.** Procurement governing document approved by resolution by the City Council of Farmersville.
- **Public Works Project.** As defined in Public Contract Code § 20150.2, "public project" means: a project for the erection, improvement, and repair of public buildings and works.
- **Purchase Order.** City's commitment for the value of the material or service ordered. It is a legal document.
- **Request for Proposals.** All documents, whether attached or incorporated by reference, utilized for soliciting proposals. Requests for Proposals (RFP) are generally awarded based on several evaluation factors, including price.
- **Requesting Department.** Any department, commission, board, or agency requiring supplies, equipment, services, or construction.
- **Responsible Bidder or Offeror.** A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance, and who has submitted a bid that conforms in all material respects to the requirements set forth in the solicitation.
- **Services.** The furnishing of labor, time, or effort by a contractor, not involving delivery of a specific product other than reports which are merely incidental to the required performance.
- **Specification** Any description or scope of work of the physical or functional characteristics or of the nature of supplies, equipment, service, or construction. It may include a description of any requirement for inspection, testing or delivery of supplies, equipment, services, or construction.
- **Supplier List.** A list of potential bidders, listed by commodity codes for materials and services furnished.

Appendix A:

Risk Matrix

RISK MATRIX
&
INSURANCE
LANGUAGE

YORK RISK SERVICES

Revised July 2019

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Exhibit 1
Risk Matrix Definitions

(Determine Risk Category by evaluating all factors that could increase the agency's liability for that particular project. Once Risk Category is determined, utilize Exhibit 2 to select insurance terms.)

Risk Category	Risk Level	Examples
1	Low	<ul style="list-style-type: none"> • Vending machine providers • Facilities use • Special events • Some professional service providers • General contracts
2	Intermediate	<ul style="list-style-type: none"> • Construction contracts • Some professional service providers • Technology consultants • Facilities use • Special events
3	High	<ul style="list-style-type: none"> • Major construction contracts • Garbage haulers • Some professional service providers
Other	Undefined	<ul style="list-style-type: none"> • The risk is unique • Custom insurance requirements needed

Exhibit 2
Risk Matrix

("+ " = Limits may need to increase for Risk Categories 2 & 3, depending on the project.)

Risk Category	Workers' Compensation	General Liability	Auto Liability
1	Statutory Employer's Liability \$1,000,000	\$2,000,000 per occurrence (may accept \$1,000,000 per occurrence for lower risks) \$4,000,000 general aggregate \$1,000,000 products/completed operations aggregate	\$2,000,000 Combined Single Limit (may accept \$1,000,000 for lower risks)
2	Statutory Employer's Liability \$1,000,000	\$2,000,000+ per occurrence \$4,000,000+ general aggregate \$2,000,000+ products/completed operations aggregate	\$2,000,000+ Combined Single Limit
3	Statutory Employer's Liability \$1,000,000	\$5,000,000+ per occurrence \$10,000,000+ general aggregate \$5,000,000+ products/completed operations aggregate	\$5,000,000+ Combined Single Limit
Other	Consult with Risk Management Professionals	Consult with Risk Management Professionals	Consult with Risk Management Professionals

Language Templates for Risk Categories 1-3

1. Category 1 “Low Risk”

Insurance Requirements

i. Commercial General Liability

- a. Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Vendor’s general liability policies shall be primary and shall not seek contribution from the City’s coverage, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required.
- b. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided the City.
- c. Coverage shall state that Vendor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.
- d. Coverage shall contain a waiver of subrogation in favor of the City.

ii. Business Automobile Liability

- a. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than two million dollars (\$2,000,000) per accident.

iii. Workers’ Compensation and Employers’ Liability

- a. Vendor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Vendor shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

iv. All Coverages

- a. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.
- b. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.
- c. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the City.
- d. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A- VII or higher.

2. Category 2 "Intermediate Risk"

Insurance Requirements

i. Commercial General Liability

- a. Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall

be twice the required occurrence limit. Vendor's general liability policies shall be primary and shall not seek contribution from the City's coverage, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required.

- b. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided the City.
 - c. Coverage shall state that Vendor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - d. Coverage shall contain a waiver of subrogation in favor of the City.
- ii. Business Automobile Liability
 - a. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than two million dollars (\$2,000,000) per accident.
- iii. Workers' Compensation and Employers' Liability
 - a. Vendor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Vendor shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.
- iv. All Coverages
 - a. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

- b. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.
- c. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the City.
- d. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A- VII or higher.
- e. Subcontractors and Consultants - A category of risk and the applicable insurance requirements will be determined on a “per subcontractor” or “per consultant” basis, considering the particular work to be done by the subcontractor or consultant and the interrelationship of that work to other work being conducted by the Vendor.

3. Category 3 “High Risk”

Insurance Requirements

- i. Commercial General Liability
 - a. Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than five million dollars (\$5,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Vendor’s general liability policies shall be primary and shall not seek contribution from the City’s coverage, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required.

- b. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided the City.
 - c. Coverage shall state that Vendor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - d. Coverage shall contain a waiver of subrogation in favor of the City.
- ii. Business Automobile Liability
- a. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than five million dollars (\$5,000,000) per accident.
- iii. Workers' Compensation and Employers' Liability
- a. Vendor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Vendor shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.
- iv. All Coverages
- f. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.
 - g. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.
 - h. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the City.

- i. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an A.M. Best rating of A- VII or higher.
- j. Subcontractors and Consultants - A category of risk and the applicable insurance requirements will be determined on a “per subcontractor” or “per consultant” basis, considering the particular work to be done by the subcontractor or consultant and the interrelationship of that work to other work being conducted by the Vendor.

Exhibit 3
Ancillary Coverage Requirements

Contract Activity Involved	Professional Liability	Pollution Liability	Builders Risk	Aircraft Liability	Cyber Liability	Installation Floater
Construction or Remodeling Projects - Construction or remodeling projects		X	X			X
Hazardous or Waste Materials - Removal of asbestos or lead-based paint; or the use, application, transport, removal, cleanup, or disposal of hazardous material in quantities of 100 gallons or more; or the disposal, treatment, transport, or storage of waste.		X				
Installation of Equipment						X
Professional Service Provider - Services from an accountant, architect, attorney, claims administration firm, consultant, insurance broker, engineer, financial advisor, medical professional, or other person who maintains a professional license.	X					
Technology Vendor	X				X	
Use of Aircraft or Helicopter				X		

1. The following are suggested insurance language if Ancillary Coverages are recommended. Please consult with the Risk Manager for customized limits and language for specific circumstances.

a. Aircraft Liability Insurance

- i. Aircraft liability insurance coverage shall provide limits of \$5,000,000 - \$10,000,000 per accident.
- ii. The policy shall be endorsed to include the City, its officers, employees, and agents as additional insureds.

b. Builders Risk Insurance

- i. Contractor shall obtain and maintain Builders Risk/Course of Construction insurance. Policy shall be provided for replacement value on an "all-risk" basis, including earthquake and flood. The City shall be named as Loss Payee on the policy and there shall be no coinsurance penalty provision in any such policy. Policy must include: (1) coverage for removal of debris, and insuring the buildings, structures, machinery, equipment, materials, facilities, fixtures, and all other properties constituting a part of the project; (2) "Installation Floater" coverage with limits sufficient to insure the full replacement value of any property or equipment stored either on or off the project site. Such insurance shall be on a form acceptable to City to ensure adequacy of terms and limits. Contractor shall not be required to maintain property insurance for any portion of the Project following transfer of control thereof to City.

c. Cyber Liability Insurance

- i. Cyber Liability Insurance with limits not less than \$1,000,000 per claim.
- ii. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security.

- iii. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, and credit monitoring expenses with limits sufficient to respond to these obligations.

d. Pollution Liability Insurance

- i. Pollution Coverage shall be provided for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than two million dollars (\$2,000,000) per claim. All activities contemplated in this agreement shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.
- ii. The policy shall be endorsed to include the City, its officers, employees, and agents as insureds.

e. Professional Liability Insurance

- i. Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Appendix B:

Approval Memo

PURCHASE APPROVAL MEMO

TO:

FROM:

DATE:

SUBJECT: REQUEST FOR PURCHASE APPROVAL

Please accept this memo for formal approval for purchase of the following item(s):

Description

Vendor

Capital Budget ID#

Budgeted Amount

Total Cost

Account Code

REQUEST STATUS:	APPROVED ()	DENIED ()
SIGNED:		
DATE:		
FINANCE CHECK:		

This memo to be attached to Accounts Payable back-up for each payment.

Appendix C:

Purchase Order

Appendix D:

CUCCAC Manual



State of California

Cost Accounting Policies and Procedures Manual

2019 Edition

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FOREWORD

The Uniform Public Construction Cost Accounting Act (Act), enacted in 1983 under Public Contract Code section 22000 et seq., allows local agencies to perform public project work of up to \$60,000 with their own workforces if the agencies elect to follow the cost accounting procedures set forth in the *Cost Accounting Policies and Procedures Manual* by the California Uniform Construction Cost Accounting Commission.

Every five years, the California Uniform Construction Cost Accounting Commission reviews the informal bid limits for inflation and other factors to determine whether adjustments should be made. If an adjustment is made, the State Controller notifies the affected public agencies. The adjustment may become effective before it appears as a formal change in the Public Contract Code pursuant to Public Contract Code section 22020. The most recently posted bid limits can be found at www.sco.ca.gov/ard_cuccac.html titled under New Informal Bid Limit Increase (Pursuant to PCC 22032)

Any local agency can voluntarily elect to become a participating agency of the Act. Local agencies include cities, counties, redevelopment agencies, special districts, school districts, and community college districts. Participating agencies benefit from the raised force account limit and the informal bidding procedures. More projects are completed in a timely manner as a result of the streamlines awards process and the reduction in paperwork related to advertising and report filing.

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California Uniform Construction Cost Accounting Commission

Cost Accounting Policies and Procedures Manual

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CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

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CHAPTER 1 Information for Adoption and Implementation of the California Uniform Public Construction Cost Accounting Act

Instructions for Adoption and Implementation of the Uniform Construction Cost Accounting Procedures

1.01 Instructions for Adoption and Implementation of the Uniform Public Construction Cost Accounting Act (ACT) by Local Agencies

- 1) The Governing Board must elect by resolution to become subject to the uniform construction cost accounting procedures promulgated by the State Controller pursuant to the Public Contract Code section 22019. The resolution shall specify that the local agency will meet the requirements prescribed in the California Uniform Construction Cost Accounting Commission's *Cost Accounting Policies and Procedures Manual* and state the effective date the agency will implement the accounting and bidding procedures.
- 2) The local agency must notify the State Controller in writing of the election to become subject to the uniform construction cost accounting procedures along with a copy of the resolution mailed to the following address:

Office of the State Controller
Local Government Programs and Services Division
Local Government Policy Section
P.O. Box 942850
Sacramento CA 94250

- 3) When a local agency elects to become subject to the uniform construction cost accounting procedures, the entire entity is considered subject to the Act and no departments will be exempt. However, Special Districts which are governed by a board of supervisors or city council are subject only if a separate election is made.
- 4) An informal bidding ordinance, or a board adopted policy equivalent to such as required by the participating agency, shall be enacted pursuant to Public Contract Code section 22034.
- 5) Once opting into the Act, participating agencies must always adhere to the terms of the Act until such time the agency formally opts out by resolution of its governing board. Having opted in, selective adherence to the terms of the Act is a violation.
- 6) The governing board may discontinue the agency's participation under the uniform public construction cost accounting procedures by adopting a resolution stating this fact. A copy of the resolution shall be filed with the State Controller.
- 7) The State Controller shall notify the California Uniform Construction Cost Accounting Commission (Commission) of all local agencies electing to become subject to the uniform public construction cost accounting procedures. In addition, the Commission shall also be notified of local agencies electing to discontinue participation under these procedures.

1.02 Sample Election Resolution – Model

This sample *Election Resolution* may be used by any public agency's governing body.

RESOLUTION OF THE _____, STATE OF CALIFORNIA IN THE MATTER OF
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

Resolution No. _____

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code section 22000 et seq., the Uniform Public Construction Cost Accounting Act, establishes such a uniform cost accounting standard;

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

NOW, THEREFORE, BE IT RESOLVED that the _____ of _____, California, hereby elects under Public Contract Code section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the _____ - notify the State Controller forthwith of this election.

This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED this ____ day of _____, _____ by the following vote;

AYES:
NOES:
ABSENT:

Insert Seal if Applicable

Signature Title

City of _____ County of _____

1.03 Sample Informal Bidding Ordinance

(This SAMPLE INFORMAL BIDDING ORDINANCE or POLICY indicates action by a county board of supervisors. However, the sample format shall be modified to conform to your governing agency's rules).

ORDINANCE NO. _____
AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF _____
ADDING SECTION _____ TO THE ORDINANCE CODE OF THE COUNTY OF _____
TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT (Section 22000, et seq. of the Public Contract Code)

The Board of Supervisors of the County of _____ do ordain as follows:

SECTION 1

Section _____ is hereby added to the County Code of the County of _____ to provide as follows:

Section _____ Informal Bid Procedures. Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Section _____ Contractors List. The agency shall comply with the requirements of Public Contract Code Section 22034.

Section _____ Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxes, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section _____.
2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:

(1) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Section _____ Award of Contracts

The County Purchasing Agent and the Director of Public Works are each authorized to award informal contracts pursuant to this Section.

SECTION 2

This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it or a summary of it, shall be published once, with the names of the members of the Board of Supervisors voting for and against the same in the _____, a newspaper of general circulation published in the County of _____.

PASSED, APPROVED and ADOPTED by the Board of Supervisors of the County of _____, State of California, this ____ day of _____, by the following vote:

AYES:
NOES:
ABSENT:

Procedure for Establishment and Maintenance of List of Registered Contractors

1.04 Procedure for Establishment and Maintenance of List of Registered Contractors Per Section 22034 of the Public Contract Code

Section 22034 of the Public Contract Code specifies the requirements for mailing, faxing, or emailing notices to contractors for work to be bid under the Act. As specified therein, an agency shall provide notices by electing a), b) or both methods listed as follows:

- a) In lieu of a contractors list, mailing, faxing, or emailing notices to all construction trade journals specified in section 22036
- b) Mailing, faxing, or emailing notices to all contractors on the list established by the agency for the work being paid
- c) Both (a) and (b) pursuant to section 22034(a)(1)

In the event an agency elects to provide notice by mailing, faxing, or emailing notices to all contractors on the list established by the agency for the work being bid, the agency shall utilize the following procedure to establish and maintain the list of registered contractors outlined in section 22034 (a)(1):

- a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.
 - 1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.
 - 2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in section 22036.
- b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.
- d) If all bids received are in excess of two hundred thousand dollars (\$200,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand, five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

(Amended by Stats. 2015, Ch. 269, Sec. 29. Effective January 1, 2016.)

1.04.01 Minimum Criteria for Development and Maintenance of the Contractors List Determined by the Commission, pursuant to Public Contract Code section 22034(a)(1)

1. At least once per calendar year, each public agency that has elected to become subject to the Uniform Public Construction Cost Accounting Act and intends to utilize the notice provisions outlined in section 22034(a) shall establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals

designated for that Agency under Section 22036. The notice shall invite all licensed contractors to submit the name of their firm to the Agency for inclusion on the Agency's list of qualified bidders.

2. The notice shall require that the contractor provide:
 - The name and address to which a Notice to Contractors or Proposal should be mailed, faxed, or emailed;
 - A phone number at which the contractor may be reached;
 - The type of work in which the contractor is interested and currently licensed to do (earthwork, pipelines, electrical, painting, general building, etc.);
 - The class of contractor's license(s) held; and
 - The contractor license number(s).
3. Agencies may include any contractor names they so desire on the lists, but lists must include, at minimum, all contractors who have properly provided the Agencies with the information required under #2 above in response to the written notice.

The Commission recommends that Agencies automatically include in their contractors lists the names of all contractors who submitted one or more valid bids to the Agencies.

4. A contractor may have his or her firm added to an Agency's contractors list at any time by providing the required information.

1.05 County-by-County List of Construction Trade Journals

The Commission shall determine, on a county-by-county basis, the appropriate construction trade journals which shall receive mailed, faxed, or emailed notice of all informal and formal construction contracts being bid for work within the specified county per section 22036 of the Public Contract Code.

Per Public Contract Code section 22037, notices inviting formal bids must be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency. In addition, the Commission has determined that all public agencies that adopt and contract under the Act shall be required to mail, email, or fax a notice to the following specified construction trade publications of all formal construction contracts being bid and all invitations to join an agency's qualified bidders list (i.e. the informal bidding list) within the specified county (as provided in sections 22034 and 22037 of the Public Contract Code). The numbers following the name of each county refer to the corresponding numbered trade journals listed starting on page 14.

Users will note that the notification of the trade journals listed in Column B for their county is required. Additionally, the user will have to notify at least two of the trade journals listed in Column C, unless there is only one listed, in which case notification of that trade journal is sufficient. The Commission urges each public agency to select additional publications from its geographical area and include them on its list of publications to be notified. Sample information to be included in the mailed notice to trade journals is listed on page 13.

Note: Users are not required to mail a notice to a trade journal if the trade journal listed under their county is now charging for its services, or is out of business. Instead, the Commission requests that users find some other method of notifying potential contractors of published jobs and how to be added to their informal bidding lists (e.g. internet – county's web page).

COUNTY NAME (A)	TRADE JOURNALS REQUIRED TO BE NOTIFIED (B)	NOTIFY TWO OF THE TRADE JOURNALS LISTED BELOW (C)
ALAMEDA	2, 3	8, 11, 14, 15, 16, 17, 18, 19
ALPINE	2, 3	11
AMADOR	2, 3	11, 13, 20
BUTTE	2, 3	5, 6, 11, 12
CALAVERAS	2, 3	11, 19, 20, 23
COLUSA	2, 3	5, 6, 11
CONTRA COSTA	2, 3	8, 11, 15, 16, 17, 19
DEL NORTE	2, 3	4, 5, 11
EL DORADO	2, 3	10, 11, 12, 13, 16
FRESNO	2, 3	11, 19, 21, 23, 24, 25
GLENN	2, 3	5, 6, 11, 12
HUMBOLDT	2, 3	4, 5, 11
IMPERIAL	2, 3	29, 31
INYO	2, 3	25
KERN	2, 3	21, 23, 24, 25, 26, 31
KINGS	2, 3	21, 23, 24, 25
LAKE	2, 3	4, 5, 7, 8, 11, 16
LASSEN	2, 3	5, 11, 12
LOS ANGELES	2, 3	8, 29, 31, 36
MADERA	2, 3	11, 19, 21, 23
MARIN	2, 3	7, 8
MARIPOSA	2, 3	11, 21, 23
MENDOCINO	2, 3	4, 7, 8, 11, 16
MERCED	2, 3	11, 19, 20, 21, 23
MODOC	2, 3	5, 11
MONO	2, 3	11
MONTEREY	2, 3	11, 18, 22, 26
NAPA	2, 3	7, 8, 9, 11, 16
NEVADA	2, 3	10, 11, 12, 13
ORANGE	2, 3	29, 31, 35
PLACER	2, 3	10, 11, 12, 13, 16
PLUMAS	2, 3	5, 6, 11, 12
RIVERSIDE	2, 3	29, 31, 35
SACRAMENTO	2, 3	5, 8, 10, 11, 12, 13, 16, 19
SAN BENITO	2, 3	11, 22
SAN BERNARDINO	2, 3	29, 31, 35
SAN DIEGO	2, 3	29, 31, 35
SAN FRANCISCO	2, 3	8, 11, 14, 15, 16, 17, 18
SAN JOAQUIN	2, 3	8, 11, 19, 20, 21, 23
SAN LUIS OBISPO	2, 3	22, 25, 26, 27, 31, 36, 37
SAN MATEO	2, 3	8, 14, 15, 17, 18
SANTA BARBARA	2, 3	26, 27, 28, 31, 36, 37
SANTA CLARA	2, 3	8, 11, 14, 15, 16, 17, 18

COUNTY NAME (A)	TRADE JOURNALS REQUIRED TO BE NOTIFIED (B)	NOTIFY TWO OF THE TRADE JOURNALS LISTED BELOW (C)
SANTA CRUZ	2, 3	18, 22
SHASTA	2, 3	4, 5, 11
SIERRA	2, 3	11, 12
SISKIYOU	2, 3	5, 11
SOLANO	2, 3	8, 9, 10, 11, 16, 19
SONOMA	2, 3	7, 8, 11, 16
STANISLAUS	2, 3	11, 19, 20, 21, 23
SUTTER	2, 3	6, 10, 11, 12
TEHAMA	2, 3	5, 11, 12
TRINITY	2, 3	4, 5, 11
TULARE	2, 3	23, 24, 25
TUOLUMNE	2, 3	11, 20, 23
VENTURA	2, 3	27, 31, 36, 37
YOLO	2, 3	8, 10, 11, 13
YUBA	2, 3	6, 10, 11, 12

1.06 Sample Information for Mailed Notice

Following provides the type of information that could be included in the mailed notice to the construction trade journals. This list should be used only as a guide.

- Project title and contract number, if any
- Cost range
- Site location
- Who is taking bids/date and time due
- Owner's address and phone number
- Architect's address and phone number
- Brief description of work to be done
- Where plans may be obtained/deposit required/whether or not refundable
- Percentage of bid bond/percentage of performance bond/percentage of payment bond

1.07 List of Construction Trade Journals

The following organizations have indicated to the Commission that they:

- a) Publish a newsletter or trade journal, on a weekly or more frequent basis, that contains a section listing projects being bid; or provide a telephone notice service to their members.
- b) Do not charge for publishing or otherwise disseminating a Notice to Contractors.

These organizations have indicated to the Commission that they serve subscribers or members in the counties listed to the right of each organization.

Organizations that meet criteria (a) and (b) above may be added to the list, or changes or corrections can be made to the list by contacting:

Office of the State Controller
 Local Government Programs and Services Division
 Local Government Policy Section
 P. O. Box 942850
 Sacramento, CA 94250

ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
1 CMD (Construction Market Data) Document Processing Center 30 Technology Parkway South, Suite 100 Norcross, GA 30092-2912 Phone: 800-424-3996 Email: customercare@cmdgroup.com Website www.cmdgroup.com	California
2 Construction Bidboard (Ebidboard) 11622 El Camino Real, #100 San Diego, CA 92130 Phone: 800-479-5314 Email: support@ebidboard.com Website: www.ebidboard.com	California
3 Dodge Data & Analytics 830 Third Avenue, 6 th Floor New York, NY 10022 Phone: 877-784-9556 Email: support@construction.com Website: www.construction.com	California
4 Humboldt Builders' Exchange, Inc. 1213 5th Street Eureka, California 95501 Phone: 707-442-3708 Website: www.humbx.com	Del Norte, Humboldt, Lake, Mendocino, Shasta, and Trinity
5 Shasta Builders' Exchange 5800 Airport Road Redding, CA 96002 Phone: 530-221-5556 Email: info@shastabe.com Website: www.shastabe.com	Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Modoc, Plumas, Sacramento, Shasta, Siskiyou, Tehama, and Trinity

ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
<p>6 Valley Contractors Exchange, Inc. 951 East Eighth Street Chico, CA 95928 Phone: 530-343-1981 Email: info@vceonline.com Website: www.vceonline.com</p>	<p>Butte, Colusa, Glenn, Plumas, Sutter, and Yuba</p>
<p>7 North Coast Builders Exchange 1030 Apollo Way Santa Rosa, CA 95407 Phone: 707-542-9502 Fax: 707-542-2027 Website: www.ncbeonline.com</p>	<p>Lake, Marin, Mendocino, Napa, and Sonoma</p>
<p>8 Marin Builders Association 660 Las Gallinas Avenue San Rafael, CA 94903 Phone: 415-462-1220 Fax: 415-462-1225 Email: mba@marinbuilders.org Website: www.marinba.org</p>	<p>Alameda, Contra Costa, Lake, Los Angeles, Marin, Mendocino, Napa, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Solano, Sonoma, and Yolo</p>
<p>9 Solano-Napa Builders Exchange 135 Camino Dorado Napa, CA 94558 Phone: 707-255-2515 Fax: 707-255-2749 Email: membership@snbe.com Website: http://snbe.org</p>	<p>Napa and Solano</p>
<p>10 Sacramento Regional Builders' Exchange 1331 T Street Sacramento, CA 95811 Phone: 916-442-8991 Fax: 916-446-3117 Email: tbrennan@srbx.org Website: www.srbx.org</p>	<p>El Dorado, Nevada, Placer, Sacramento, Solano, Sutter, Yolo, and Yuba</p>
<p>11 Placer County Contractors Association & Builders Exchange 10656 Industrial Avenue, Suite 160 Roseville, CA 95678 Phone: 916-771-7229 Fax: 916-771-0556 Website: www.pccamembers.com</p>	<p>Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, Santa Clara,</p>

ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
	Shasta, Sierra, Siskiyou, Stanislaus, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba
<p>12 Nevada County Contractors' Association 149 Crown Point Court Grass Valley, CA 95945 Phone: 530-274-1919 Email: nccaexec@pacbell.net Website: www.nccabuildingpros.com</p>	Butte, El Dorado, Glenn, Lassen, Nevada, Placer, Plumas, Sacramento, Sierra, Sutter, Tehama, and Yuba
<p>13 El Dorado Builders' Exchange 3430 Robin Lane, Suite 7 Shingle Springs, CA 95682 Phone: 530-672-2955</p>	Amador, El Dorado, Nevada, Placer, Sacramento, and Yolo
<p>14 The San Francisco Builders Exchange 850 South Van Ness Avenue San Francisco, CA 94110-1911 Phone: 415-282-8220 Email: deanna@bxofsf.com Website: www.bxofsf.com</p>	Alameda, San Francisco, San Mateo, and Santa Clara
<p>15 Bay Area Builders Exchange 3055 Alvarado Street San Leandro, CA 94577 Phone: 510-483-8880 Email: info@bayareabx.com Website: www.bayareabx.com</p>	Alameda, Contra Costa, San Francisco, San Mateo, and Santa Clara
<p>16 Bay Area Builders Exchange 2440 Stanwell Drive, Suite B Concord, CA 94520 Phone: 925-685-8630 Website: www.bayareabx.com</p>	Alameda, Contra Costa, El Dorado, Lake, Mendocino, Napa, Placer, Sacramento, San Francisco, Santa Clara, Solano, and Sonoma
<p>17 Peninsula Builders Exchange 735 Industrial Road San Carlos, CA 94070 Phone: 650-591-4486 Website: www.safetystar.org/safetystar</p>	Alameda, Contra Costa, San Francisco, San Mateo, and Santa Clara

ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
18 Builders' Exchange of Santa Clara County 400 Reed Street Santa Clara, CA 95050 Phone: 408-727-4000 Fax: 408-727-2779 Website: www.bxscco.com	Alameda, Monterey, San Francisco, San Mateo, Santa Clara, and Santa Cruz
19 Builders' Exchange of Stockton 7500 West Lane Stockton, CA 95210 Phone: 209-478-1000 Email: crobinson@besonline.com Website: www.besonline.com	Alameda, Calaveras, Contra Costa, Fresno, Madera, Merced, Sacramento, San Joaquin, Solano, and Stanislaus
20 Valley Builders Exchange, Inc. 1118 Kansas Avenue Modesto, CA 95351 Phone: 209-522-9031 Email: info@valleybx.com Website: www.valleybx.com	Amador, Calaveras, Merced, San Joaquin, Stanislaus, and Tuolumne
21 Builders Exchange of Merced & Mariposa 646 CA-HWY 59 Merced, CA 95341 Phone: 209-722-3612 Website: www.bxmmm.org	Fresno, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, and Stanislaus
22 Central Coast Builders Association 242 East Romie Lane Salinas, CA 93907 Phone: 831-758-1624 Email: staff@ccbabuilds.com Website: www.ccbabuilds.com	Monterey, San Benito, San Luis Obispo, and Santa Cruz
23 Central California Builders Exchange 1244 N. Mariposa Street Fresno, CA 93703 Phone: 559-237-1831 Email: info@cencalbx.com Website: http://cencalbx.com/	Calaveras, Fresno, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, Tulare, and Tuolumne

ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
24 Tulare & Kings Counties Builders Exchange 1223 S. Lovers Lane Visalia, CA 93292 Phone: 559-732-4568 Email: info@tkcbe.com Website: www.tkcbe.com	Fresno, Kern, Kings, and Tulare
25 Kern County Builders' Exchange, Inc. 4310 Ardmore Avenue, Ste. 100 Bakersfield, CA 93309 Phone: 661-324-4921 Website: www.kcbex.com	Kern
26 San Luis Obispo County Builders Exchange 153 Cross Street, #130 San Luis Obispo, CA 93401 Phone: 805-543-7330 Email: info@slocbe.com Website: www.slocbe.com	Kern, Monterey, San Luis Obispo, and Santa Barbara
28 Ventura County Contractors Association 1830 Lockwood Street, No. 110 Oxnard, CA 93036 Phone: 805-981-8088 Email: vcca@vccainc.com Website: www.vccainc.com	Santa Barbara and Ventura
29 Southern California Builders Association 732 N. Diamond Bar Blvd. #224 Diamond Bar, CA 91765 Phone: 909-396-1451 Email: scba@socalbuilders.org Website: www.socalbuilders.org	Imperial, Los Angeles, Orange, Riverside, San Bernardino, and San Diego
30 Construction Data Company 2001 9 th Avenue, 2 nd Floor Vero Beach, FL 32960 Phone: 800-800-652-0008 Email: service@cdcnews.com Website: www.cdcnews.com	Southern California-Imperial, Kern , Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura
31 BidAmerica 41085 Elm Street Murrieta, CA 92562 Phone: 951-677-4819 Email: planroom@bidamerica.com Website: www.BidAmerica.com	California

ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
32 Construction Bid Source Interactive 6265 HWY 9 Felton, CA 95018 Phone: 888-786-9450 Website: www.constructionbidsource.com	California
33 Demandstar – Onvia Supplier Services 509 Olive Way, Suite 400 Seattle, WA 98101 Phone: 800-575-1736 Website: www.demandstar.com or Website: www.onvia.com	California
34 Challenge News 1276 Lincoln Avenue, Suite 203 San Jose, CA 95125 Phone: 408-998-2534 Email: challengenews@yahoo.com	California
35 Associated General Contractors of America San Diego Chapter, Inc. 6212 Ferris Square San Diego, CA 92121 Phone: 858-558-7444 Email: planroom@agcsd.org Website: www.agcsd.org	Orange, Riverside, San Bernardino, and San Diego
36 Builders Notebook P.O. Box 4883 Santa Barbara, CA 93140 Phone: 877-776-5436 Email: planroom@buildersnotebook.com Website: www.buildersnotebook.com	Los Angeles, San Luis Obispo, Santa Barbara, and Ventura
37 Tri-Co Reprographics 513 Laguna Street Santa Barbara, CA 93101 Phone: 805-966-1701 Email: sbplots@tricoblue.com Website: www.tricoblue.com	Santa Barbara, Ventura, and San Luis Obispo

Accounting Procedures Review Process

1.08 Accounting Procedures Review

- A. Pursuant to the provisions of Public Contract Code (PCC) §22042, the Commission has adopted the following procedures for conducting an Accounting Procedures Review, where an interested party presents evidence that work undertaken by a public agency falls within any of the following categories:

1. It was performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.
 2. It exceeded the force account limit.
 3. It was improperly classified as maintenance.
- B. As used in the Accounting Procedures Review, "interested party" shall mean: a licensed contractor eligible to bid on the public project involved in the review; a labor organization whose members would be eligible to perform work on the public project if it were performed under contract; an association of licensed contractors and/or labor organizations; or a taxpayer of the public agency cited in the account review request.
- C. Request for Accounting Procedures Review
1. Pursuant to PCC §22043(a)(b), in those circumstances as set forth in PCC §22042(a)(b)(c), a request for Commission review shall be in writing. The request shall be sent via certified or registered postal mail, and received by the Commission and/or State Controller's Office (SCO) staff. It should be postmarked no later than eight business days from the date on which the public agency rejected all bids (PCC §22042(a)) or from the date on which an interested party formally complains in writing to the public agency (PCC §22042(b)(c)).
 2. The address for purposes of requesting Commission review is:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION
Office of the State Controller
Local Government Programs and Services Division
Local Government Policy Section
P.O. Box 942850
Sacramento, CA 94250
 3. Such written notice from an interested party shall include the following information:
 - (a) The name, address, phone number, and contact person for the interested party.
 - (b) An indication that work undertaken by the public agency falls within one of the following categories:
 - (i) It was performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.
 - (ii) It exceeded the force account limits.
 - (iii) It was improperly classified as maintenance.
 - (c) The name, address, and phone number of the public agency involved.
 - (d) The project name and location, and/or project identification number.
 - (e) The bid date and rejection date, if applicable.
 - (f) The low bid dollar amount, if applicable.
 - (g) The agency estimate, if available.
 - (h) Other documentation supporting the request. If the requestor is unable to obtain information from the participating agency, the request should note the fact and include an explanation of the circumstances.
 4. When the request is transmitted to the Commission for review, the interested party shall mail a copy of the request by first class mail, postage prepaid, to the public agency involved.

- D. The Commission shall approve and designate in writing the consultants available to perform the Accounting Procedures Review, if needed. Such consultants shall be prequalified as follows:
1. They shall submit resumes including experience to the Commission for prequalification.
 2. Each applicant shall have at least five years' experience with, and be knowledgeable of, public works construction or accounting under contracts let by public agencies.
 3. They shall submit their schedule of fees required to perform such service.
- E. Immediately upon receipt of a request for Accounting Procedures Review, SCO staff will forward all documentation to the Chairperson. The Chairperson shall assign the request to a working group consisting of two or more Commissioners, not to constitute a quorum. Each working group must have both private and public representations. Any correspondence received by SCO staff during the review will be immediately forwarded to the Chairperson and the members of the working group.
1. The working group may contact either the interested party or the signatory agency involved for additional information. They may also request a statement of the public agency's position regarding the claim being set forth. Participating agencies are required to cooperate with any account reviews pursuant to this Act. Agencies failing to cooperate fully, through either unwillingness or inability, may be found to be non-compliant.
 2. If the work group deems it necessary, it may use SCO Audit Division staff or a consultant deemed qualified for the purpose of this review. The auditor or consultant will conduct a thorough review of the facts surrounding the claim. This review may include any fieldwork deemed necessary by the auditor or consultant. The auditor or consultant shall interview the public agency involved, and submit as a part of the findings a complete statement of the public agency's position regarding the review being conducted.
 3. The auditor or consultant, if involved, shall prepare written findings and a recommended decision within the timeframes established in PCC §22043.
 4. The statutory limit to complete the account review begins on the day that the request is received by SCO. Incomplete review requests may affect the ability of the Commission to render a timely decision. Pursuant to PCC §22043(c), the commission review shall commence immediately and conclude within the following number of days from the receipt of the request for commission review:
 - (a) Forty-five days for a review that falls within subdivision (a) of §22042; and
 - (b) Ninety days for a review that falls within subdivision (b) or (c) of §22042.During the review of a project that falls within PCC §22042(a), the agency shall not proceed with the project until the final decision is received by the Commission.
- F. The review will be added as an agenda item to be discussed by the Commission at a public meeting held within the timeframe established in PCC §22043. All documentation and correspondence received related to the review will be included. Any documentation and correspondence received after the agenda has been posted to the SCO website will immediately be forwarded to each Commission member and available for public review at the meeting.
- G. The Commission shall review the findings of the work group and, if applicable, the auditor or consultant's report, and render its final decision within the timeframes established in PCC §22043. Within the timeframes established in PCC §22044, a copy of the decision shall be mailed by first class mail, postage prepaid, by SCO staff to the interested party and the public agency involved. A copy shall also be provided to each Commission member and included for information as part of the subsequent Commission meeting agenda.

- H. Decisions on Accounting Procedures Reviews shall be collected and maintained by SCO staff, and shall be available for public inspection during regular working hours. Such decisions may be cited and relied upon by interested parties and public agencies in subsequent reviews.
- I. If the Commission makes findings in accordance with PCC §22043, that the work undertaken by a public agency falls within any of the categories described in §22042, on three separate occasions within a 10-year term, the Commission shall notify the public agency of those findings in writing by certified mail. Public agencies that receive notice of findings on three separate occasions within a 10-year term shall not use the bidding procedures provided by this article for five years from the date of the Commission's findings contained in the third notice within a 10-year term. For the purposes of these review procedures, one investigation resulting in a finding or findings shall equate to one occasion. These review procedures are based on current statutory law.
- J. Changes to statutory law shall be reviewed and automatically adopted into these procedures as deemed appropriate.

Uniform Public Construction Cost Accounting Act

1.09 California Public Contract Code

Chapter 2 Bidding on Public Contracts (The following statute is current as of January 1, 2017)

Article 1. Legislative Intent and Definitions.

Code	Statute
22000 Name of the Act	This chapter shall be known and may be cited as the "Uniform Public Construction Cost Accounting Act."
22001 Legislative Findings and Declaration	The Legislature finds and declares that there is a statewide need to promote uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state. This chapter provides for the development of cost accounting standards and an alternative method for the bidding of public works projects by public entities.
22001.5 Notice describing chapter provisions to public agencies	On or before January 1, 2009, the State Controller shall send a notice to all public agencies describing the provisions of this chapter and the benefits of using its provisions. This notice shall also be included in any notification issued by the State Controller pursuant to Section 22020.
22002 Definitions	<p>a) "Public agency" for purposes of this chapter, means a city, county, city and county, including chartered cities and chartered counties, any special district, and any other agency of the state for the local performance of governmental or proprietary functions within limited boundaries. "Public agency" also includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.</p> <p>b) "Representatives of the construction industry" for purposes of this chapter, means a general contractor, subcontractor, or labor representative with experience in the field of public works construction.</p> <p>c) "Public project" means any of the following:</p> <ol style="list-style-type: none">1) Construction reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.2) Painting or repainting of any publicly owned, leased, or operated facility.3) In the case of a publicly owned utility system, "public project" shall include only the construction erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher. <p>d) "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:</p> <ol style="list-style-type: none">1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.2) Minor repainting.

Code	Statute
	<ul style="list-style-type: none"> 3) Resurfacing of streets and highways at less than one inch. 4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. 5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher. <p>e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.</p>
22003 Public Agency Subject to Uniform Cost Accounting Procedures, Bidding Procedures	A public agency which has, by resolution, elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010), may utilize the bidding procedures set forth in Article 3 (commencing with Section 22030) when contracting for "maintenance work," as defined in Section 22002, or when contracting for any other work which does not fall within the definition of "public project," as defined in Section 22002.

Article 2. California Uniform Construction Cost Accounting Commission

Code	Statute
22010 Creation; Membership; Appointment	<p>There is hereby created the California Uniform Construction Cost Accounting Commission. The commission is comprised of 14 members.</p> <ul style="list-style-type: none"> a) Thirteen of the members shall be appointed by the State Controller as follows: <ul style="list-style-type: none"> 1) Two members who shall each have at least 10 years of experience with, or providing professional services to, a general contracting firm engaged, during that period, in public works construction in California. 2) Two members who shall each have at least 10 years of experience with, or providing professional services to, a firm or firms engaged, during that period, in subcontracting for public works construction in California. 3) Two members who shall each be a member in good standing of, or have provided professional services to, an organized labor union with at least 10 years of experience in public works construction in California. 4) Seven members who shall each be experienced in, and knowledgeable of, public works construction under contracts let by public agencies; two each representing cities, counties, respectively, and two members representing school districts, and one member representing a special district. At least one of the two county representatives shall be a county auditor or his or her designee.

Code	Statute
	<p>b) The member of the Contractors' State License Board who is a general engineering contractor as that term is defined in Section 7056 of the Business and Professions Code shall serve as an ex officio voting member.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 24. Effective January 1, 2016.)</i></p>
22011 Appointment Recommendations	<p>The Controller, in an effort to select highly qualified commission members, shall solicit from organized representatives of the construction industry and public agencies recommendations for appointments to the commission.</p>
22012 Members; Accounting Experience	<p>At least one commission member of the seven representing the construction industry and at least one of the seven representing public agencies shall have previous accounting experience.</p>
22013 Chairperson; Term	<p>The commission members shall select a chairperson from among its membership. The chairperson shall serve as chair for a term of two years from the date of selection. In no event shall two consecutive chairpersons be appointees representing either the construction industry or public agencies.</p>
22014 Members; Term; Vacancies	<p>a) The members of the commission shall hold office for terms of three years, and until their successors are appointed.</p> <p>b) Members may be reappointed, by the Controller, for subsequent terms of three years.</p> <p>c) The Controller may appoint a successor for any commissioner after his or her three-year term expires.</p> <p>d) The Controller shall, within 120 days, appoint a replacement to fill any vacancy on the commission.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 25. Effective January 1, 2016.)</i></p>
22015 Staff; Members' Compensation; Grants	<p>a) The Controller shall make available for the conduct of the commission's business, such staff and other support as does not conflict with the accomplishment of the other business of the office of the Controller</p> <p>b) Each member of the commission shall serve without compensation, but shall be reimbursed for travel and other expenses necessarily incurred in the performance of the member's duties. Reimbursement rates shall conform to the Controller's travel guideline rates.</p> <p>c) The commission may accept grants from federal, state, or local public agencies, or from private foundations or individuals, in order to assist it in carrying out its duties, functions, and powers under this chapter.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 26. Effective January 1, 2016.)</i></p>
22016 Meetings	<p>The commission shall meet not less than once each year, at a time and place chosen by its membership.</p>

Code	Statute
22017 The Commission's Four Principle Duties	<p>The commission shall do all of the following:</p> <ul style="list-style-type: none"> a) After due deliberation and study, recommend for adoption by the Controller, uniform construction cost accounting procedures for implementation by public agencies in the performance of, or in contracting for, construction on public projects. The procedures shall, to the extent deemed feasible and practicable by the commission, incorporate, or be consistent with construction cost accounting procedures and reporting requirements utilized by state and federal agencies on public projects, and be uniformly applicable to all public agencies that elect to utilize the uniform procedures. As part of its deliberations and review, the commission shall take into consideration relevant provisions of the Office of Management and Budget Circular A-76, as periodically revised. b) After due deliberation and study, recommend for adoption by the Controller cost accounting procedures designed especially for implementation by California cities with a population of less than 75,000. The procedures shall incorporate cost accounting and reporting requirements deemed practicable and applicable to all cities under 75,000 population which elect to utilize the uniform procedures. For the purpose of these cost accounting procedures, the following shall apply: <ul style="list-style-type: none"> 1) Cities with a population of less than 75,000 shall assume an overhead rate equal to 20 percent of the total costs of a public project, including the costs of material, equipment, and labor. 2) Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate equal to 30 percent of the total costs of a public project, including the costs of material, equipment, and labor. c) Recommend for adoption by the Controller, procedures and standards for the periodic evaluation and adjustment, as necessary, of the monetary limits specified in Section 22032. d) The commission shall make an annual report to the Legislature with respect to its activities and operations, together with those recommendations as it deems necessary.
	<p><i>(Amended by Stats. 2015, Ch. 269, Sec. 27. Effective January 1, 2016.)</i></p>
22018 Recommended Procedure; Controller's Review	<p>The Controller shall, upon receipt of the commission's recommendations, review and evaluate the recommended procedures and either formally adopt or reject the recommended procedures within 90 days of submission by the commission.</p>
22019 Adoption; Promulgation of Uniform Procedure	<p>Upon determining that the recommended uniform construction cost accounting procedures will serve the best interest of the state and public agencies, and upon formal adoption by the Controller, the Controller shall promulgate the uniform procedure for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency.</p>

Code	Statute
22020 Five Year Consideration; Material Changes; Adjustments	In accordance with procedures and standards adopted pursuant to Section 22017, every five years the commission shall consider whether there have been material changes in public construction costs and make recommendations to the Controller regarding adjustments in the monetary limits prescribed by Section 22032, but in no case shall the amount, as adjusted, be less than fifteen thousand dollars (\$15,000). The Controller shall notify all participating public agencies of the adjustment prior to the effective date. That notification shall also describe the provisions of this chapter and the benefits of using its provisions.

Article 3. Public Projects; Alternative Procedures

Code	Statute
22030 Application of Article	<p>a) This article applies only to a public agency whose governing board has by resolution elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010) and which has notified the Controller of that election. In the event of a conflict with any other provision of law relative to bidding procedures, this article shall apply to any public agency which has adopted a resolution and so notified the Controller.</p> <p>b) A county, whether general law or charter, containing a population of less than 500,000 may award individual annual contracts as provided in Section 20128.5. <i>(Amended by Stats. 2015, Ch. 269, Sec 28. Effective January 1, 2016)</i></p>
22031 Alternative Procedures	<p>a) Prior to January 1, 2013, this article shall not prohibit a board of supervisors or a county road commissioner from utilizing, as an alternative to the procedures set forth in this article, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1.</p> <p>b) On or after January 1, 2013, this article shall not prohibit a board of supervisors or a county road commissioner from utilizing, as an alternative to the procedures set forth in this article, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1 for both of the following:</p> <ol style="list-style-type: none"> 1) Maintenance and emergency work. 2) New road construction and road reconstruction as long as the total value of the new road construction and the road reconstruction performed under the procedures set forth in subdivision (c) of Section 20395 during a fiscal year does not exceed 30 percent of the total value of all work performed by force account other than maintenance as reported in the Controller's Streets and Roads Annual Report as of March 1 of each year prior to the fiscal year. <p>c) The value of force account work necessary to facilitate capital projects for the purpose of contracting to the private sector, including design, engineering, inspection, testing, and other force account work necessary to administer private contracts, shall be excluded from the 30-percent limit in subdivision (b).</p>

Code	Statute
	<p>d) The value of force account work necessary to facilitate projects performed by county employees, including design, engineering, inspection, testing, and other force account work necessary to administer work performed under subdivision (b), shall apply to the 30-percent limit in subdivision (b).</p> <p>e) On or after January 1, 2013, for a county with a population of less than 50,000, this article shall not prohibit a board of supervisors or a county road commissioner from utilizing, as an alternative to the procedures set forth in this article, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1.</p> <p>f) The requirements set forth in Section 22038 shall apply to any county subject to this section.</p> <p>g) Any county board of supervisors or county road commissioner acting pursuant to the authority granted in paragraph (2) of subdivision (b) shall publicly declare its intention to use this authority prior to commencing work. The public declaration may be on a project-by-project basis, via a list of anticipated projects for the fiscal year, or via a list that may be included in the county's annual budget.</p> <p><i>(Amended by Stats. 2014, Ch. 345, Sec. 3. Effective January 1, 2015.)</i></p>
<p>22032 Contracting Procedures; Dollar Amount Limitations</p>	<p>a) Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.</p> <p>b) Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in this article.</p> <p>c) Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.</p> <p><i>76 Op. Atty. Gen. 126,7-14-93 = Job order contracts - General law county or general law city may not enter into a "job order contract" in excess of \$50,000 for the performance of public projects involving minor construction, and the renovation, alteration, painting, and repair of existing facilities, except under narrowly defined statutory conditions applicable only to counties.</i></p>
<p>22033 Separation of Work orders of Projects; Evasion of Provision of Article</p>	<p>It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.</p>
<p>22034 Informal Bidding Ordinance</p>	<p>Each public agency that elects to become subject to the uniform construction accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance shall include all of the following:</p> <p>a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.</p>

Code	Statute
	<p>1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.</p> <p>2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in Section 22036.</p> <p>b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.</p> <p>c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.</p> <p>d) If all bids received are in excess of two hundred thousand dollars (\$200,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand, five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 29. Effective January 1, 2016.)</i></p>
<p>22035 Emergencies</p>	<p>a) In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.</p> <p>b) In case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 (commencing with Section 22050).</p>
<p>22035.5 Overcrowded Justice Facilities; Court Ordered Relief; Application of Section 22034</p>	<p>In counties that are under court order to relieve justice facility overcrowding, the procedures and restrictions specified in Section 20134 shall apply to all contracts issued under this chapter.</p>
<p>22036 Determination of Construction Trade Journals to Receive Notice of Informal and Formal</p>	<p>The commission shall determine, on a county-by-county basis, the appropriate construction trade journals which shall receive mailed, faxed, or emailed notice of all informal and formal construction contracts being bid for work within the specified county.</p>

Code	Statute
Construction Contracts	<i>(Amended by Stats. 2015, Ch. 269, Sec. 30. Effective January 1, 2016.)</i>
22037 Notice Inviting Formal Bids; Information; Publication	<p>Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency; or, if there is no newspaper printed and published within the jurisdiction of the public agency, in a newspaper of general circulation which is circulated within the jurisdiction of the public agency, or, if there is no newspaper which is circulated within the jurisdiction of the public agency, publication shall be by posting the notice in at least three places within the jurisdiction of the public agency as have been designated by ordinance or regulation of the public agency as places for the posting of its notices. The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in Section 22036. The notice shall be sent at least 15 calendar days before the date of opening the bids. In addition to notice required by this section, the public agency may give such other notice as it deems proper.</p>
22038 Rejection of Bids; Failure to Receive Bids; Options	<p>a) In its discretion, the public agency may reject any bids presented, if the agency prior to rejecting all bids and declaring that the project can be more economically performed by employees of the agency, furnishes a written notice to an apparent low bidder. The notice shall inform the bidder of the agency's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the agency intends to reject the bid. If after the first invitation for bids all bids are rejected, after reevaluating its cost estimates of the project, the public agency shall have the option of either of the following:</p> <ol style="list-style-type: none"> 1) Abandoning the project or readvertising for bids in the manner described by this article. 2) By passage of a resolution by a four-fifths vote of its governing body declaring that the project can be performed more economically by the employees of the public agency, may have the project done by force account without further complying with this article. <p>b) If a contract is awarded, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the public agency may accept the one it chooses.</p> <p>c) If no bids are received through the formal or informal procedure, the project may be performed by the employees of the public agency by force account, or negotiated contract without further complying with this article.</p> <p><i>(Amended by Stats. 2003, Ch. 296, Sec. 29. Effective January 1, 2004.)</i></p>

Code	Statute
22039 Adoption of Plans, Specifications, and Working Detail	The governing body of the participating public agency or its designated representative shall adopt plans, specifications, and working details for all public projects exceeding the amount specified in subdivision (c) of Section 22032. <i>(Amended by Stats. 2015, Ch. 269, Sec. 31. Effective January 1, 2016.)</i>
22040 Plans, Specifications of Working Details; Examination	Any person may examine the plans, specifications, or working details, or all of these, adopted by the public agency for any project.
22041 Exemptions	This article does not apply to the construction of any public building used for facilities of juvenile forestry camps or juvenile homes, ranches, or camps established under Article 15 (commencing with Section 880) of Chapter 2 of Part 1 of Division 3 of the Welfare and Institutions Code, if a major portion of the construction work is to be performed by wards of the juvenile court assigned to those camps, ranches, or homes.
22042 Accounting Procedures Review	The commission shall review the accounting procedures of any participating public agency where an interested party presents evidence that the work undertaken by the public agency falls within any of the following categories: a) Is to be performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency. b) Exceeded the force account limits. c) Has been improperly classified as maintenance.
22042.5 Informal Bidding Procedures Review	The commission shall review practices of any participating public agency where an interested party presents evidence that the public agency is not in compliance with Section 22034. <i>(Added by Stats. 2015, Ch. 269, Sec. 32. Effective January 1, 2016.)</i>
22043 Work Done by Public Agency; Commission Review Request	a) In those circumstances set forth in subdivision (a) of Section 22042, a request for commission review shall be in writing, sent by certified or registered mail received by the commission postmarked not later than eight business days from the date the public agency has rejected all bids. b) In those circumstances set forth in subdivision (b) or (c) of Section 22042, a request for commission review shall be by letter received by the commission not later than eight days from the date an interested party formally complains to the public agency. c) The commission review shall commence immediately and conclude within the following number of days from the receipt of the request for commission review: 1) Forty-five days for a review that falls within subdivision (a) of Section 22042. 2) Ninety days for a review that falls within subdivision (b) or (c) of Section 22042.

Code	Statute
22044 Written Findings; Failure to Comply with Chapter; Action	<p>d) During the review of a project that falls within subdivision (a) of Section 22042, the agency shall not proceed on the project until a final decision is received by the commission.</p> <p>e) A request for commission review pursuant to Section 22042.5 shall be in writing, sent by certified or registered mail, and received by the commission no later than eight days from the day an interested party formally complains to the public agency. The commission review shall commence immediately and conclude within 90 days from the receipt of the request for commission review.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 33. Effective January 1, 2016.)</i></p> <p>The commission shall prepare written findings, which shall be presented to the public agency within 30 calendar days of formal commission review. Should the commission find that the provisions of this chapter or of the uniform cost accounting procedures provided for in this chapter were not complied with by the public agency, the following steps shall be implemented by that agency:</p> <p>a) On those projects set forth in subdivision (a) of section 22042, the public agency has the option of either (1) abandoning the project, or (2) awarding the project to the lowest responsible bidder.</p> <p>b) On those projects set forth in subdivision (b) or (c) of section 22042, the public agency shall present the commission's findings to its governing body within 30 calendar days of receipt of written notice of the findings and that governing body shall conduct a public hearing with regard to the commission's findings within 60 calendar days of receipt of the findings.</p> <p>c) 1) On findings of noncompliance pursuant to section 22042.5, the public agency shall notify its governing body of the commissioner's findings within 60 calendar days of receipt of written notice of the findings from the commission.</p> <p>2) The public agency shall notify the commission in writing, within 90 days of receipt of written notice of the findings, of the public agency's best efforts to comply.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 34. Effective January 1, 2016.)</i></p>
22044.5 Compliance; Removal from Act	<p>If the commission makes a finding, in accordance with section 22043, on three separate occasions within a 10-year period, that the work undertaken by a public agency falls within any of the categories described in section 22042, the commission shall notify the public agency of that finding in writing by certified mail and the public agency shall not use the bidding procedures provided by this article for five years from the date of the commission's findings.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 34. Effective January 1, 2016.)</i></p>
22045 Implementation of Procedures	<p>a) No later than January 1, 1985, the commission shall recommend, for adoption by the Controller, written procedures implementing the accounting procedures review provided for in this article.</p>

Code	Statute
Review: Commission Recommendations	b) The Controller shall, upon receipt of the commission's recommendation, review and evaluate the recommended procedures and either formally adopt or reject the recommended procedures within 90 days of submission of the commission.

Chapter 2.5 Emergency Contracting Procedures

Code	Statute
22050 Contract Without Bids; Procedures	<p>a) 1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.</p> <p>2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.</p> <p>b) 1) The governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a).</p> <p>2) If the public agency has no county administrative officer, city manager, chief engineer, or other nonelected agency officer, the governing body, by a four-fifths vote, may delegate to an elected officer the authority to order any action specified in paragraph (1) of subdivision (a).</p> <p>3) If a person with authority delegated pursuant to paragraph (1) or (2) orders any action specified in paragraph (1) of subdivision (a), that person shall report to the governing body, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.</p> <p>c) 1) If the governing body orders any action specified in subdivision (a), the governing body shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. If the governing body meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.</p> <p>2) If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting</p>

Code	Statute
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thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

- 3) When the governing body reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.
- d) As used in this section, “public agency” has the same meaning as defined in Section 22002.
- e) A three-member governing body may take actions pursuant to subdivision (a), (b), or (c) by a two-thirds vote.
- f) This section applies only to emergency action taken pursuant to Sections 20133, 20134, 20168, 20193, 20205.1, 20213, 20223, 20233, 20253, 20273, 20283, 20293, 20303, 20313, 20331, 20567, 20586, 20604, 20635, 20645, 20685, 20736, 20751.1, 20806, 20812, 20914, 20918, 20926, 20931, 20941, 20961, 20991, 21020.2, 21024, 21031, 21043, 21061, 21072, 21081, 21091, 21101, 21111, 21121, 21131, 21141, 21151, 21161, 21171, 21181, 21191, 21196, 21203, 21212, 21221, 21231, 21241, 21251, 21261, 21271, 21290, 21311, 21321, 21331, 21341, 21351, 21361, 21371, 21381, 21391, 21401, 21411, 21421, 21431, 21441, 21451, 21461, 21472, 21482, 21491, 21501, 21511, 21521, 21531, 21541, 21552, 21567, 21572, 21581, 21591, 21601, 21618, 21624, 21631, 21641, and 22035.

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CHAPTER 2 THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

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CHAPTER 2 THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

Uniform Public Construction Cost Accounting Act

2.01 The Uniform Public Construction Cost Accounting Act

As specified in the State of California Public Contract Code, all governmental jurisdictions are limited to the dollar amount of public project work that can be performed using internal resources. The jurisdictions are further required to follow various bidding procedures in undertaking construction work performed or contracted in the jurisdiction. The passage of Chapter 1054, Statutes of 1983, Uniform Public Construction Cost Accounting Act (Act), and subsequent amendments provides for alternative bidding procedures by public agencies in undertaking public project work, provided they subscribe to uniform construction cost accounting policies and procedures developed in accordance with the law.

The purpose of this document is to give public agencies those construction cost accounting policies and procedures required in accordance with this above-mentioned legislation. To assist in understanding these policies and procedures, we have provided examples throughout the manual. These examples are for illustrative purposes only and, although they may be used, should not be considered required formats for public agencies operating under this program.

2.02 Public Agency

Public Contract Code section 22002(a) provides the definition of a public agency for the purposes of the Act. Public agencies are cities, counties, a city and county, chartered cities and chartered counties, any special district and any other agency of the state responsible for the local performance of governmental or proprietary functions within limited boundaries. Public agency includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

2.03 Public Project

As defined in Public Contract Code section 22002(c), all public projects performed by public agencies may include:

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work involving any publicly owned, leased or operated facility.
- Painting or repainting of any publicly owned, leased or operated facility.
- In the case of publicly owned utility system, construction, erection, improvement or repair of dams, reservoirs, power plants and electrical transmission lines of 230,000 volts and higher.

2.04 Exemptions

Construction of any public building used for facilities of juvenile forestry camps or juvenile homes, ranches, or camps established under Article 15 (commencing with section 880) of Chapter 2 of Part 1 of Division 2 of the Welfare and Institutions Code, if a major portion of the construction work is to be performed by wards of the juvenile court assigned to those camps, ranches or homes, is exempt from the provisions of the Act.

In addition, in cases of great emergency, as determined by the governing body of the public agency, including, but not limited to, states of emergency defined in Government Code section 8558. When repair or replacements are necessary to permit the continued conduct of the operation or services of a public agency or to avoid danger to life or property. The governing body by majority vote, may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by

contract, or by a combination of the two. The governing body, by majority vote, may delegate to the appropriate county administrative officer or city manager the power to declare a public emergency subject to confirmation by the governing body, by a four-fifths vote, at its next meeting.

2.05 Bid Limitations

For those agencies whose governing board has by resolution elected to become subject to the uniform construction cost accounting policies and procedures and which have notified the State Controller of that election, the following bid limitations will be in effect pursuant to Public Contract Code section 22032 and 22034(d):

- Public projects of \$60,000 or less may be performed by the employees of a public agency by force account (for definition see page 39 section 2.2), by negotiated contract, or by purchase order.
- Public projects of \$200,000 or less may be let to contract by informal procedures as set forth in this legislation.
- Public projects of more than \$200,000 shall, except as otherwise provided in this legislation, be let to contract by formal bidding procedures.
- If all bids received are in excess of \$200,000, the governing body of the public agency may by adoption of a resolution by a four-fifths vote, award the contract, at \$212,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

2.06 Award of Bid

Public Contract Code section 22038 allows the public agency in its discretion to reject any bids presented. If the agency prior to rejecting all bids and declaring that the project can be more economically performed by employees of the agency provides a written notice to an apparent low bidder that:

- Informs the lowest responsible bidder of the agency's intention to reject the bid.
- Is mailed to at least two business days prior to the hearing at which the agency intends to reject the bid.

If after opening bids all bids are rejected, the public agency shall have the option, after reevaluating its cost estimates of the project, of one of the following:

- The public agency may abandon the project or re-advertise for bids in the manner described by this legislation; or
- By passage of a resolution by a four-fifths majority of its governing body declaring that its employees can perform the project more economically, the public agency may have the project done by force account without further complying with this legislation.

If a contract is awarded, it shall be awarded to the lowest bidder. If two or more bids are the same as the lowest, the public agency may accept the one it chooses.

If no bids are received, the project may be performed by employees of the public agency by force account or by informal bidding procedures set forth in section 22034 of the Public Contract Code.

California Uniform Construction Cost Accounting Commission

2.07 California Uniform Construction Cost Accounting Commission

Chapter 1054, Statutes of 1983, created the California Uniform Construction Cost Accounting Commission (CUCCAC or the Commission). The Commission is comprised of 14 members, 13 members are appointed by the State Controller and one member of the Contractors' State License Board pursuant to section 22010 of the Public Contract Code.

- a) Thirteen of the members shall be appointed by the Controller as follows:
 - 1) Two members who shall each have at least 10 years of experience with, or providing professional services to, a general contracting firm engaged, during that period, in public works construction in California.
 - 2) Two members who shall each have at least 10 years of experience with, or providing professional services to, a firm or firms engaged, during that period, in subcontracting for public works construction in California.
 - 3) Two members who shall each be a member in good standing of, or have provided professional services to, an organized labor union with at least 10 years of experience in public works construction in California.
 - 4) Seven members who shall each be experienced in, and knowledgeable of, public works construction under contracts let by public agencies; two each representing cities, counties, respectively, and two members representing school districts, and one member representing a special district. At least one of the two county representatives shall be a county auditor or his or her designee.
- b) The member of the Contractors' State License Board who is a general engineering contractor as that term is defined in Section 7056 of the Business and Professions Code shall serve as an ex officio voting member.

2.08 Implementation

The public agency must perform several administrative steps to comply and elect into the law. The major steps include:

- Adopting a resolution electing to become subject to the Act.
- Adopting ordinances or regulations providing informal bidding procedures as required by the law.
- Notifying the State Controller of the election.
- Complying with the cost accounting construction policies and procedures presented in this manual.

The Commission shall review the accounting procedures of any participating agency where an interested party presents evidence that the work undertaken by the public agency falls within any of the following categories stated in Public Contract Code section 22042:

- Is to be performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.
- Exceeded the force account limits.
- Has been improperly classified as maintenance.

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CHAPTER 3 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING POLICIES AND PROCEDURES

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CHAPTER 3 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING POLICIES AND PROCEDURES

Uniform Public Construction Cost Accounting Policies and Procedures

The California Uniform Construction Cost Accounting Commission (CUCCAC) is responsible for reviewing and developing uniform public construction cost accounting policies and procedures to be followed by public agencies electing to participate in the program. This section of the manual discusses the Commission's basic philosophy and intent in developing these cost accounting policies and procedures, the range of public construction projects that may be undertaken by public agencies using these cost accounting policies and procedures, and the support systems deemed necessary to comply with this program.

Inquiries regarding the program and/or the policies and procedures may be sent to the State Controller's Office (SCO) Local Government Policy Section at LocalGovPolicy@sco.ca.gov. Once an inquiry is received by SCO staff, it will be reviewed and a draft response will be sent to the Chair of the Commission. The Chair may appoint one or more Commissioners, not to constitute a quorum, from the public and/or private sectors to assist with responding to the inquiry in a timely manner. The Chair will provide feedback as necessary, and SCO staff will reply to the inquirer in a timely manner. A summary of inquiries is to be reviewed by the Commissioners at the next CUCCAC meeting, for incorporation into the Frequently Asked Questions as appropriate.

3.01 CUCCAC Philosophy

The policies and procedures, as dictated by Public Contract Code section 22017, shall, to the extent deemed feasible and practicable, incorporate or be consistent with construction cost accounting guidelines and standards and reporting requirements utilized by state and federal agencies on public projects and be uniformly applicable to all public agencies which elect to utilize the policies and procedures. The Commission recognizes the wide divergence in the size, capabilities and scope of operations of various public agencies operating under this legislation. Therefore, in developing this manual, the Commission wishes to present policies and procedures that are reasonable and do not demand extensive tracking of detail. The Commission feels that all cost elements, including personnel, materials, supplies and subcontracts, equipment, and overhead, associated with a project must be recorded and reported at the project level. Each of the cost elements is to be expressed in the initial bid/estimate process, captured and recorded during the construction period and compared to the initial estimate at the conclusion of the public project. This shall require the existence of a project tracking system, as discussed later in this section. The Commission refrains from dictating a specific system but requires a system to estimate for bidding purposes, and to capture the actual costs in a manner consistent with the bid estimate. In this manner, the policies and procedures are results-oriented. The Commission has determined that the Standardized Account Code Structures meets the requirements of the Act.

3.02 Applicable Projects

In keeping with the Commission's objective of providing cost accounting policies and procedures that are specific in concept yet broad enough to encompass all public agencies, regardless of size and scope of services, these policies and procedures should enable the public agencies to track all applicable construction-oriented public projects.

While allowing for the divergence of activities performed, these policies and procedures should parallel construction cost accounting practices as much as possible to allow for a comparability of private and public estimates and actual costs incurred in constructing public projects.

3.03 Definitions

The definitions listed below will assist users of the manual in interpreting and understanding the policies and procedures as stated in this manual. It is important to note that these definitions pertain only to the contents of this manual.

Cost Finding. A less formal method than project accounting of cost determination or estimation on an irregular basis. There may be no formal accounting entries during the year to record costs incurred in specific cost accounts. Instead, cost finding usually involves taking available fund financial accounting data and recording it and adjusting it to devise the cost data or estimate needed. This approach will be used in selected instances as defined in this manual.

Direct Costs. Direct costs represent economic resources that can be specifically identified with a particular construction activity or function. To the extent possible, such costs should be charged directly to the project for purposes of cost determination rather than being subjected to allocation procedures.

End Cost Objective. An end cost objective is a cost center or activity established for the accumulation of the direct costs of performing government services. All costs should be considered to indirectly support the performance of these services.

Equipment Usage Tracking System. An equipment usage tracking system allows for the identification, recording, accumulation and reporting of usage of a specific piece of equipment or type of equipment and the unit of usage, e.g., hours, days, mileage, to a particular activity.

Force Account. A force account accurate for work performed on public projects using internal resources, including but not limited to labor, equipment, materials, supplies, and subcontracts of the public agency.

Government-Wide Overhead. Government-wide overhead is defined to include all costs of a public agency not associated with organizational units performing services which support all end cost objectives of the government entity.

Materiality. It is the Commission's position that, if the value of those goods obtained from inventory is material, the cost must be recorded to the public project code as a direct cost item. Materiality is defined for purposes of this manual to be any item that has a unit or aggregate value of \$25 or more.

Materials, Supplies, and Subcontracts Tracking System. A materials, supplies, and subcontracts tracking system allows for the identification, recording, accumulation, and reporting of materials, supplies, and subcontracts used on a particular activity.

Object Cost. A cost center or activity (account code assigned to a department or project) established for the accumulation of the direct and indirect cost to arrive at a total cost of performing government services.

Overhead Costs. Overhead costs represent economic resources that are employed for common or joint purposes benefiting several projects or functions. As such, overhead costs are not as readily chargeable to individual projects and, therefore, generally require allocation based upon statistical relationships.

Personnel Tracking System. A personnel tracking system allows for the identification, recording, accumulation, and reporting of personnel working on a particular activity.

Project Accounting. Project accounting is the continuous process of analyzing, classifying, recording, and summarizing cost data within the confines and controls of a formal project accounting system and reporting them to users on a regular basis.

Project Tracking System. A project tracking system allows for the identification and establishment of cost (account) codes to particular activities. The system would be used to record, accumulate, and report personnel costs; equipment costs; material, supplies, and subcontracts costs; and allocated overhead to activities identified.

Public Project Unit. A public project unit (e.g. public works department) is an identifiable organizational unit of any size within a public agency whose primary goals include the undertaking and completion of public projects as defined in Public Contract Code section 22002. The Commission would, in general, consider a unit to be a public project unit when over 25% of the total unit's annual budget is expended on public projects. It is more common to have these organizational units in the larger public agencies - urban counties, cities, and school districts.

Subcontract. A subcontract provides for the use of an outside contractor with specialized skills and/or equipment needed to complete an element of work on the public project.

Unit Overhead. Unit overhead is defined as all costs incurred by an organizational unit, such as a public project unit, department, division or section, that are not directly attributable to any end cost objective, whether it be a public project or not. These costs include personnel costs, materials, supplies and subcontracts, and equipment costs not directly attributable to any end cost objective.

Work Order. A work order is written authorization for the performance of a particular project. It contains a description and location of the project and specifications for the work to be performed. Work orders are assigned an identification code and are used to record all costs both direct and indirect incurred in completing the project.

3.04 Public Agency Organization Structure

In general, public agencies will contract out design-and-build and heavy construction projects and perform only general building projects and specialty construction projects with internal resources. Frequently, this decision to undertake general building and specialty construction projects is made based on the agency's organization structure, current workload requirements, and available staffing resources.

Often, in large organizations, due to the ongoing workload, there are organizational units whose stated objective is to undertake and complete on an as-needed basis general building and specialty construction projects. These organizational units are project-oriented. Their end cost objectives primarily consists of the performance of public projects. Costs specifically incurred in connection with individual end cost objectives are considered to be direct costs. Costs not specifically incurred to support individual and cost objectives are considered to be overhead costs associated with the organizational units taken as a whole. To recognize all the costs associated with an end cost objective, these overhead costs must be allocated back to this end cost objective. Examples of end cost objectives include public projects, such as the construction of a warehouse, renovation of a lunch room, or street reconstruction and resurfacing over 1 inch. Smaller public agencies, which comprise the majority of public agencies in the state, usually do not have organizational units whose annual budgets represent more than 25% of public project work. Frequently, these employees perform general maintenance duties in addition to working on public projects. The public project costs incurred by these employees are more difficult to identify yet equally important.

3.05 Classification of Costs

It is the stated objective of the law and the Commission to have public agencies estimate the cost of public projects and track these project costs in a manner similar to private industry. Essential to achieving this

objective is the understanding and agreement by both parties as to the components of costs that are included in public projects.

The major classification of cost components for construction projects includes: direct, indirect, and overhead costs.

3.06 Direct Costs

Direct costs generally include these categories of costs: labor, bonds, permits, licensing fees (if any), equipment, permanent materials and supplies, subcontracts, nonpermanent materials and supplies. Components of each of these direct project cost categories are shown below and include costs applicable to the construction industry.

Labor

Hourly Pay/Salary
Payroll Taxes (Employer Contribution)
Worker's Compensation Insurance (Allocation of Self Insurance)
Group Health Insurance
Group Life Insurance
Retirement Plan (Employer Contribution)
Holiday Leave
Vacation
Sick Leave
Unassigned Time
Disability Insurance
Unemployment Insurance
Military Leave
Jury Duty Leave
Management Leave/Compensatory Leave
Uniform/Uniform Allowance
Tuition Reimbursement
Union Time Off
Time Off for Illness or Death of Family Member
Personal Liability Insurance
Administration/Employer Contribution of Deferred Compensation Program/401K
Overtime Premium

Use employee's productive hourly rate to calculate direct labor costs.

Equipment

Internal Equipment Rate

Depreciation
Insurance (Allocation of Self Insurance)
Initial Assembling and Dismantling Costs
Maintenance Costs
Repair Costs
Provision for Major Overhauls
Unassigned Time
Maintenance and Storage Yard Facilities Costs

Fuel and Oil
Tires and Grease

Or Use:

Caltrans Equipment Rental Rates and Labor Surcharge Book:

<http://www.dot.ca.gov/hq/construc/equipmnt.htm>

External Equipment Rate (Leased or Rented from Commercial Dealer) which includes, if charged by the Lessor or are the responsibility of the agency, the following costs:

Rental Rate
Maintenance Costs
Assembling and Dismantling Costs
Insurance Costs
Fuel and Oil
Tires and Grease

Permanent Materials and Supplies

Cost of Permanent Materials and Supplies-Charged Directly to Job

Permanent Materials and Supplies Cost
Sales/Use Tax
Freight
Discounts Taken

Cost of Permanent Materials and Supplies Costs

Substantiated by most recent Invoice
Handling
Warehouse and Transportation Costs

Subcontracts

Payments made to Subcontractors

Nonpermanent Materials and Supplies/Miscellaneous Costs

Permits
Fees
Performance Bonds
Licenses

3.07 Indirect Costs

Indirect costs can be identified with a project but not with a specific job or unit of production within the project.

Indirect costs generally include two categories of costs: labor and other miscellaneous project site expenses. Components of each of these indirect cost categories are shown below.

Labor

Quality Control and Inspection
Field Supervisors
Security Guards
Superintendent
Job Secretary

Other Project Expenses

Mobilization, Assembly, Move-Out Costs
Yarding and Hauling
Trailer
Utilities
Telephone
Warehouse Costs
Spoilage, Loss and Theft
Other Costs

3.08 Overhead Costs

Simplified Overhead Rate

Prior to January 1, 2004, the Commission allowed all agencies to use a 20% overhead rate applied to all direct costs in lieu of calculating their overhead rates. An amendment to Public Contract Code section 22017 provides that cities with a population of less than 75,000 can assume the 20% rate. Cities with a population of 75,000 or over can either assume a 30% overhead rate or calculate an actual overhead rate.

Calculated Overhead Rate

The Commission determined that counties, special districts, and school districts can use a 30% rate or calculate an actual overhead rate, which is the same rule that applies to cities with a population of over 75,000.

Agencies may elect to calculate their overhead rates by one of the three following methods:

- 1) Appendix A describes the federal government's method of calculating overhead (2 CFR Part 220).
- 2) Appendix B describes a method of calculating overhead by allocating overhead costs as a percentage of direct labor costs.
- 3) Any method of calculating overhead is satisfactory with the Commission, provided that acceptable accounting procedures are used and all administrative costs are included.

Overhead costs should be applied on total project costs, including costs of material, equipment, and labor.

Overhead costs cannot be identified with or charged to jobs or units of production unless some more or less arbitrary allocation basis is used.

Components of overhead are shown below and include costs applicable to the construction industry, public agencies or both, e.g., public agencies do not have to pay surety bond premiums as does the construction industry to perform construction work, but both have costs incurred due to the processing of payroll.

Payroll
Personnel
Purchasing/Procurement
Bid/Estimate Expense
Advertising Expense
Legal Costs
General Government
General Accounting/Finance
Departmental Accounting/Finance
Facilities
Data Processing
Top Management
Management Expenses

Typically public agencies recognize only two classifications of costs: direct and overhead.

It is important to note that this does not suggest that public agencies exclude indirect costs but rather that they classify a majority of them as direct costs. For example, in the construction industry a foreman supervising employees working at the job site would have his personnel costs pooled and allocated to a job or unit of production. In a public agency, the foreman's labor cost would be charged directly to the appropriate public projects.

Regardless of the differences in how the various costs are classified, both the construction industry and public agencies recognize that the significant cost elements of any construction project include:

- Personnel
- Materials, supplies and subcontracts
- Equipment
- Overhead

3.09 Project Identification

Public projects, as defined in section 2.03, shall be identified and given specific project codes. These codes are generally referred to as project or work order numbers. These codes shall enable the public agency to segregate the cost elements discussed above, thereby allowing for the proper estimation, tracking, and comparison of estimated vs. actual cost elements incurred at the completion of a public project.

3.10 Project Tracking

The public agency shall have a manual or automated system that records, accumulates, and periodically reports the cost elements - personnel; materials, supplies and subcontracts; equipment; and overhead - incurred in completing all public projects. The public agency shall be required to account for the costs of the public project in a manner consistent with the way in which the project was bid/estimated. An audit trail of the accumulation of these cost elements shall be maintained. Source documents shall be retained identifying costs incurred on the project. These documents may include timesheets, equipment tracking records, requisitions of materials

and supplies used at the project site, and the documentation of the development of overhead rates. The project tracking system does not have to be a part of the public agency's fiscal system but should capture the major cost elements and comply with the other requirements stated in this manual. This may require the agency to establish a project tracking system or alter an existing cost accounting system.

Project Tracking Systems

Project tracking refers to the management of projects which includes but is not limited to measuring and reporting the status of milestones, tasks and activities required in achieving the pre-defined project results. Project tracking can also refer to project management software which automates the tracking of tasks, assignments, event and activities related to the project.

Most counties and larger school districts, cities, and special districts have established automated cost accounting systems that can track all identified public projects. Other project tracking systems include work order systems and project ledger card systems.

Work orders are written authorizations for the performance of a particular project. They contain a description and location of the project and the specifications for the work to be performed. These authorizations, used extensively by public agencies, are assigned an identification code and are used to accumulate and report labor, materials and supplies, and other costs associated with the project. Work orders can be used to cost public project work, as well as maintenance work and other types of end cost objective work.

A project ledger card system establishes a single ledger card to be used in recording, in summary, all cost elements associated with a particular public project.

Discussion of Example

An excel spreadsheet, is listed as a template named *Sample Estimating Form* and is available online at http://www.sco.ca.gov/ard_cuccac.html

The sample project ledger card has been established by the school district's accounting area to estimate the costs of remodeling the Main Street School. This sample can be used for estimating a project. The following data elements are included on the ledger card to establish the public project:

- Project code
- Start date
- End date
- Person responsible for work
- Name of project

Chapter 4 IDENTIFICATION, REPORTING, AND COMPUTATION OF PERSONNEL COSTS

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CHAPTER 4 IDENTIFICATION, REPORTING, AND COMPUTATION OF PERSONNEL COSTS

Identification, Reporting, and Computation of Personnel Costs

The accurate estimating, tracking and costing of personnel costs is imperative to ensure accurate reporting and future estimating of these costs. Personnel costs are those costs associated with employing public agency personnel in the performance of a specific job. They include three elements:

- 1) Annual salary or wage paid by the public agency.
- 2) Benefits received by employees such as a public agency's contribution to employee retirement programs, group health plans, and unemployment insurance.
- 3) Benefits paid to employee such as salaries or wages paid to employees who are on holidays, vacation leave, and sick leave.

This section of the manual describes the systems and methods used to track personnel time, determine the costs associated with personnel, and record these costs to a project tracking system.

Tracking Personnel Time

Critical to the public agency's determination of personnel costs is the ability to identify time spent by employees performing work on all public projects.

4.01 Timekeeping System

A public agency shall have a timekeeping system that accumulates hours worked by employees and assigns these hours to all public project codes. Typically, this project code is assigned by the agency's accounting department and conveyed to the person responsible for the public project, generally the foreman or equivalent position. This system shall enable the agency to track hours worked on public projects to allow for the subsequent distribution of the appropriate personnel costs.

4.02 Examples of Timekeeping Systems

The simplest of timekeeping records is a foreman's time book. These books usually have 50 pages and the foreman records on a daily or weekly basis the employee and his daily time spent on a particular project. These books have heavy tagboard covers so they can remain at the job site and be carried in a foreman's pocket. Typically, at the week's end, the foreman's time book is copied onto timesheets or timecards. This may be done at the central office by the foreman, timekeeper, payroll clerk or bookkeeper. This timekeeping system has the advantage of actual timekeeping being performed at the job site; but if the book is lost, the entire project's time record is lost.

Weekly timesheets or timecards and electronic timekeeping systems can also be used to record time. These documents should be completed by employees no later than at the end of the week showing the hours worked on each public project. For the employees to complete the cards or sheets, they must be informed of the appropriate project code to charge. This appears to be an insignificant issue; but without the establishment of a project code and the conveyance of that information to personnel working on the public project, the costs may never get recorded accurately. This decentralization of timekeeping presents the opportunity for possible inaccuracies in the recording of time spent on public projects. Therefore, this system may warrant additional review by management.

Work orders can be used to record time by the appropriate employee. As discussed in the project tracking requirements, work orders are written authorization for the performance of a particular job containing a project code, a description and location of the job, and specifications for the work to be performed. Work orders are the most frequent public project timekeeping systems used by public agencies. These are generally completed by the supervisor of the public project who records the employees' time spent on a public project.

It is important to note that work performed on public projects, unlike timekeeping in the construction industry, requires close supervision by management to ensure that hours worked on end cost objectives as defined by this manual are recorded properly.

4.03 Application of Timekeeping Systems

As discussed earlier, there are two types of organizational units within public agencies that may perform public project work. These are (1) public project units and (2) other organizations that may, in addition to their primary duties, work on public projects.

Public Project Unit

A public project unit is an identifiable organizational unit of any size whose primary goals include the undertaking and completion of public projects. Typically, these units perform construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, and painting of any publicly owned, leased, or operated facility. For example, a public works department may have a division/section comprised of employees who as defined by this bill are dedicated to the undertaking and completion of public projects such as road resurfacing, painting, landscaping and building/remodeling. The Commission would, in general, consider a unit to be a public project unit when over 25% of the total unit's annual budget is expended on public projects. It is more common to have these organizational units in the larger public agencies--urban counties, cities and school projects.

Timekeeping Requirements

Employees who generally are considered direct labor and are assigned to a public project unit shall record their time on an hourly basis and record all hours of a full work day. This includes time spent on public projects as well as time spent on projects excluded from this program. Unassigned time by these employees will also be recorded and charged to an appropriate code.

Employees not performing labor on public projects, but who provide administrative support services to the employees of the public project unit, shall also record their time on an hourly basis and record all hours of a full work day. This time will be charged to an appropriate overhead account and will be used in the development of the organizational unit's overhead rate as discussed in Chapter 7.

Other Organizational Units Performing Work on Public Projects

There are other organizational units that have employees who perform work on public projects but whose primary goal is the performance of routine maintenance work and/or other general government services. Typically, these organizational units include: parks and recreation departments; divisions of public works agencies that have not been identified specifically as public project units, such as engineering; water and sewer; street maintenance; and routine maintenance.

a. Timekeeping Requirements

Employees of these organizational units shall report time worked on public projects. Although the Commission strongly believes that it is advisable for employees to record an eight-hour day to various end cost objectives, work performed outside of public projects is excluded from the scope of the program and is not required to be reported. All time worked on public projects by a public agency employee shall be posted to a project tracking system on a timely basis with an adequate audit trail maintained.

b. Discussion of Example

An employee of an organizational unit who performs work on a public project, but whose organization is not identified as a public project unit, must report his time. The employee has recorded only the time worked on a public project. Unit management, employees performing maintenance work, and unassigned employees need not record their time as do similar employees in a public project unit.

4.04 Recording Time to Public Projects

A public project's direct labor time shall be recorded to a project code under the following circumstances:

- The employee worked on a public project.
- The employees were in transit to or from a project site.
- The employee performed clean-up work on a public project, e.g., the employee returned to central headquarters to complete paperwork attributable to a public project.
- The employee was assigned to work on a public project but was unable to work due to unforeseen circumstances, e.g., equipment breakdown or inclement weather, and was therefore idle.

Computing Personnel Costs

In determining personnel costs, three different rates must be determined and applied: the employee's productive hourly rate, the department's overhead rate, and the general government overhead rate.

4.05 Productive Hourly Rate

Personnel costs in many public projects represent the single largest cost of a public project. In calculating these costs it is important to include the three components of personnel costs:

- 1) Annual salary/wages
- 2) Benefits received
- 3) Benefits paid

The calculation of an hourly rate integrating these three costs components is commonly called a "productive hourly rate."

A productive hourly rate shall be used to cost time reported to public projects. A productive hourly rate determines the full costs per hour of employing public agency personnel on a public project. A productive hourly rate is calculated by dividing annual personnel costs by an employee's available hours for work assignment.

Annual Personnel Cost

The annual personnel costs of an employee or class of employees shall be determined by the public agency. These costs shall include annual salary/wages and fringe benefits paid by the public agency.

Fringe benefits are generally calculated as a percentage of annual salary/wages or as an annual cost per employee.

If the productive hourly rate is calculated by employee class, members of each class should have reasonably comparable fringe benefits. Otherwise, further division of the employee class should be performed.

Fringe benefit calculations shall take into consideration, but not be limited to, the employer contribution portion of the following costs:

- Disability insurance
- Life insurance
- Retirement plan
- Unemployment insurance
- Worker's compensation insurance
- Personal liability insurance

The fringe benefits calculation is not required to include accrued benefits, such as sick leave or vacation earned but not taken, as a component of personnel costs. It is recognized that these accrued benefits represent a significant future cost to the public agency. Yet, many public agencies do not account for these costs and would have difficulty in developing accurate figures. If further pronouncements concerning accrued benefits of public agencies are issued, the Commission will determine whether inclusions of these costs are appropriate.

Productive Hours

The public agency shall start with the assumption of 2,080 productive hours in a year if a 40-hour work week is the standard for the public agency. If a 40-hour work week is not the standard, the appropriate number of annual productive hours must be determined by the agency. The public agency shall then determine average annual nonproductive time either by employee, class of employee, or agency-wide. Nonproductive time is time when the employee is not available to work or assignment to work and includes but is not limited to:

- Vacation
- Sick leave
- Holidays
- Military leave
- Jury duty
- Training

4.06 Unit Overhead Rate

Public Project Unit

A unit overhead rate shall be developed for each public project unit. This unit overhead rate shall include all public project costs that are not direct costs. The overhead rate shall be developed and added to the productive hourly rate.

Organizational Unit Performing Public Project Work

A unit overhead rate shall be developed for each organizational unit performing work on public projects in addition to its primary duties. This unit overhead rate shall include all of the organizational unit's costs that are not direct costs. The overhead rate should be developed and applied to the employee's productive hourly rate.

4.07 Government-Wide Overhead Rate

A government-wide overhead rate shall be developed to include all costs of a public agency not associated with organizational units performing services that support all end cost objectives of the government entity. The government-wide rate shall be developed and applied to the productive hourly rate after unit overhead has been applied.

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CHAPTER 5 IDENTIFICATION, REPORTING, AND COSTING OF MATERIALS, SUPPLIES, AND SUBCONTRACTS

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CHAPTER 5 IDENTIFICATION, REPORTING, AND COSTING MATERIALS, SUPPLIES, AND SUBCONTRACTS

Identification, Reporting, and Costing of Materials, Supplies, and Subcontracts

Materials, supplies, and subcontracts used on public projects are considered a cost element by the Commission and include such items as lumber, bricks, cement, doors, paint, asphalt, wire, sand, gravel, pipe, and work performed under a subcontract. Materials and supplies used on public projects shall be tracked and charged to project codes as discussed in Chapter 2 and can be accounted for either as direct purchase or inventory.

This section of the manual describes the systems and methods used to track materials, supplies, and subcontracts; determine their value, as well as the other costs associated with providing materials and supplies; and record these costs to a project tracking system.

Materials and Supplies

Critical to the public agency's determination of personnel costs is the ability to identify time spent by employees performing work on all public projects.

5.01 Tracking Materials and Supplies

The Commission wishes to provide policies and procedures so that public agencies account for public projects in a manner similar to the construction industry. The nature of governmental procurement and inventory practices presents challenges to the public agency's ability to meet the Commission's objective of effectively measuring material and supply costs for public projects.

Direct Purchases

Materials and supplies are often purchased directly for use on a public project. The public agency can thus identify the associated dollar value of items purchased to the public project code, which should be identified on the purchase order when the procurement is initiated.

Inventory

It is more difficult to identify the associated costs of items obtained from the public agency's inventory of materials and supplies, generally maintained at a warehouse or stockroom. The major challenge is identifying and recording the costs of material and supplies utilized for the public project which are obtained from the public agency's inventory. It is the Commission's position that, if the value of these goods obtained from inventory is material, the cost must be recorded to the public project code as a direct cost item. Materiality is defined for purposes of this manual to be any item that has a unit or aggregate value of \$25 or more.

Items purchased and placed into inventory that would subsequently be used on public projects and which may exceed the \$25 limit shall be issued to projects in a manner consistent with good accounting controls.

5.02 Costing Materials and Supplies

Direct Purchase

The total material and supplies costs are the invoiced amount. This amount should be posted to the project tracking system for direct purchases on a timely basis. This recorded amount should include the cost of the materials and supplies, freight, sales tax, use tax and any other appropriate costs.

Inventory

The public agency shall have a method to provide for the valuation of the inventory it releases to public projects. Acceptable methods include:

First-In, First-Out (FIFO) – The earliest acquired stock is assumed to be used first, the latest acquired stock is assumed to be still on hand. Therefore, when inventory is issued, it is valued at the cost of the earliest acquired stock.

Last-In, First-Out (LIFO) – The earliest acquired stock is assumed to be still on hand, the latest acquired stock is assumed to have been used immediately. Therefore, when inventory is issued, it is valued at the cost of the most recently (latest) acquired stock.

Weighted Average – In this type of inventory valuation system, each purchase of stock is aggregated with the former inventory balances so that a new average unit price is used to price the subsequent issues of inventory.

Recent Costs – The most recent unit costs is applied to units consumed to yield total cost.

5.03 Handling/Carrying Cost

Personnel, equipment and facilities costs are incurred by the public agency to store and transport inventoried items. This is separate and distinct from the cost of procurement that is considered to be recaptured through general government overhead, as discussed in Chapter 4. (If warehousing and transportation costs are not provided by a central organization, it is assumed that these costs are recovered through the government-wide overhead rate).

5.04 Subcontracts

A public agency may wish to complete work on a public project by subcontracting, i.e., hiring an outside contractor to perform a portion of the work.

Subcontractors shall be accounted for in a manner similar to a direct purchase of materials and supplies. Contracts or purchase orders should be coded with the appropriate project code and the subcontract costs recorded onto the project tracking system in a timely manner. The handling/carrying overhead rate shall be calculated to recover:

- Warehouse/storeroom personnel costs
- Facility costs of storeroom/warehouse
 - Utilities
 - Rent
 - Insurance
- Transportation costs associated with the receipt/delivery of materials and supplies.

CHAPTER 6 IDENTIFICATION, REPORTING, AND COSTING EQUIPMENT

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CHAPTER 6 IDENTIFICATION, REPORTING, AND COSTING EQUIPMENT

Identification, Reporting, and Costing Equipment

Usage of equipment on public projects is a cost element of performing those public projects. Equipment usage, excluding passenger riding sedans, must be tracked when a piece of equipment is assigned to a public project. Equipment used on public projects shall be charged to a project cost code. This section describes the systems and methods used to track equipment usage, determine equipment costs, and record the costs to a projects tracking system.

6.01 Equipment Tracking Systems

The public agency shall have a manual or automated system that tracks the appropriate equipment by time, mileage or other usage factor to a public project. The system shall have the capability to track equipment usage to a public project:

- When it is in motion to/from a project site;
- When at a public project site (whether in use or not), if time is the means of equipment tracking and
- When at public project site and in use, if mileage or some other mechanism is the means of equipment tracking.

Examples of Tracking Systems

One of the simplest forms for tracking equipment is a weekly timesheet for each piece of equipment that has been assigned to the public project and the time or mileage incurred by the public project. These sheets should be submitted weekly with labor timesheets or cards. They should then be sent to the accounting area and charged to a project tracking system.

6.02 Equipment Tracking of Agency Owned/Operated Equipment

As will be seen in this chapter heading Equipment Usage Rates on page 68, the public agency can cost out equipment it owns and operates in one of two ways. The public agency can either utilize internally developed equipment rates or rates from industry equipment rate books.

Internal Rates

When an agency develops internal equipment rates for certain or all types of equipment, that agency must track the time that equipment was used on end cost objectives such as public projects, maintenance work, and unassigned time. This enables the public agency to determine what the equipment's history of productive hours has been. This enables a better forecast of projected productive hours to be made for rate development purposes.

Equipment Rate Book Rates

When an agency utilizes the calculated equipment rate from rate books, it must record the time or mileage the equipment is used on public projects. Since these equipment rates generally factor in idle time, a full tracking of the equipment as performed for "internal rate" equipment is not mandated.

Equipment Usage Rates

There are three acceptable means of determining equipment rates. They include rates developed internally for public agency owned and operated equipment, equipment rate books used by the construction industry and rental or lease rates charged by commercial vendors. Each of these methods attempts to recapture the costs associated with the equipment's purchase and operations, such as depreciation, fuel, maintenance, repair and insurance.

6.03 Internal Rates (Equipment Owned by Public Agency)

Public agencies shall utilize internally developed equipment usage rates that reflect the full cost of owning, operating and maintaining types of equipment. Rates should be developed for classes of equipment and should comply with the following guidelines:

- The internal equipment rate methodology shall be documented and an adequate audit trail provided.
- The costs of depreciation, fuel and oil, equipment storage, and income are to be included in the internally developed rates.

Depreciation

Depreciation is the method used to spread the cost of equipment, capital lease, or replacement value less residual value, over a piece of equipment's useful life. The public agency's capitalization policy should be used to determine whether a piece of equipment should be depreciated. Generally, equipment that costs more than \$1,000 and has a useful life of more than one year should be depreciated.

Depreciation should be calculated as follows:

1) Useful Life

Depreciation should be based on the average useful life for the piece of equipment in a particular operation. Determination of useful life should be based on actual or planned retirement and replacement practices.

2) Residual Value

Residual value is the value at disposition (less costs of disposal) estimated at the time of acquisition. In many cases, the estimated residual value is so small and occurs so far in the future that it has no significant impact. As well, residual value may be almost or completely offset by removal and dismantling costs. Normally, public agency equipment will be used through the end of its estimated useful life and the residual value may be carried at zero. In the event that it is known at the time of acquisition that the capital equipment will not be used for at least 75% of its scheduled useful life, residual value should be estimated.

3) Capital Improvements

Capital improvements are the costs of major overhauls and modifications that add value and prolong the life of a piece of equipment. These costs should be treated as capital expenditures and depreciated over the extended or remaining useful life of either the asset or improvement, whichever is less.

4) Straight Line Depreciation Method

The straight-line depreciation method charges an equal amount for each period of useful life (generally a year). This method is considered the most practical and reasonable method for determining equipment usage costs.

5) Calculation of Depreciation Method

For annual depreciation for capitalized equipment will be estimated as follows:

- A. Start with the acquisition cost (purchase price) plus capital improvements, plus all other costs incurred to place the equipment in usage, e.g., transportation, installation. The public agency may choose to utilize replacement value for this calculation.
- B. Determine the useful life of the equipment, utilizing applicable guides such as the IRS guide.
- C. Compute annual depreciation by dividing the depreciable basis (acquisition cost plus capital improvements less residual value) by the useful life.
- D. Maintenance and Repairs
These are costs (labor and parts) that are incurred for maintenance repairs to keep the equipment in normal operating condition. These costs do not include capital improvements that add value to equipment and are accounted for under depreciation. Tires and grease are included in this classification of cost. Typically, a ledger card for each piece of equipment will be necessary to record these costs.
- E. Fuel and Oil
These costs include the labor and fuel costs of supplying the equipment with fuel of any type and oil.
- F. Equipment Storage Costs
Equipment storage costs include the cost of facilities associated with the use of equipment. These costs include equipment yards, warehouse facilities, and the cost of guards and other security measures.
- G. Insurance
These costs include the premiums paid by the public agency (whether self-insured or paid to an outside agency) for equipment insurance.

A good discussion of the calculation of internal equipment rates can be found in State Controller's Office website, http://www.sco.ca.gov/pubs_guides.html *Accounting Standards and Procedures for Counties* in the Road Fund Accounting section.

6.04 Equipment Rate Books (Equipment Owned by Public Agency)

Public agencies that own equipment used on public projects but do not calculate internal equipment rates shall utilize appropriate private industry equipment rate books. It is understood that industrial rates may include certain costs that are not incurred by public agencies, such as personal property taxes paid on the assessed value of the equipment and interest charges. However, these equipment usage rates in some cases do not include: the cost of fuel or other energy costs to operate a particular piece of equipment; the cost of preparatory work performed before a piece of equipment can be made operative; the costs of dies, blades or welding rods that are normally consumed in the operation of a piece of equipment; or the costs of extraordinary wear and tear. Therefore, the use of industrial rates is assumed to provide a reasonable approximation of internal rates.

Equipment rate books that are acceptable to the commission for use in lieu of internal rates include:

- *Caltrans Labor Surcharge and Equipment Rental Rates*
<http://www.dot.ca.gov/hq/construc/equipmnt.html>
- *Mechanical Contractors Association Tool and Equipment Rental Guide*
- *National Electrical Contractors Association Tool and Equipment Rental Schedule*

Use of other guides must first be reviewed and approved by the Commission.

These guides are maintained and updated on a periodic basis by the appropriate agency or association to accurately reflect current costs associated with equipment usage. If a piece of equipment or comparable piece of equipment is not included in an established guide, an internal rate shall be developed or a documented quote from an equipment leasing or rental agency may be utilized.

6.05 Rental or Lease Rates

Rented or leased equipment to be used partially or completely on public projects shall be tracked and have the appropriate amount charged to the public project. Additional costs associated with the leasing or renting of equipment used partially on a public project shall be charged on a pro rata basis, if appropriate to that project. Costs related to renting or leasing equipment generally include, but are not limited to:

- Rates
- Moving, loading, and assembly costs
- Maintenance and repairs
- Insurance
- Fuel (under some rate schedules)

CHAPTER 7 IDENTIFICATION, RATE DEVELOPMENT, AND ALLOCATION OF OVERHEAD

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CHAPTER 7 IDENTIFICATION, RATE DEVELOPMENT, AND ALLOCATION OF OVERHEAD

Identification, Rate Development, and Allocation of Overhead

7.01 Commission Adopted Simplified Overhead Rate

Prior to January 1, 2004, the Commission allowed all agencies to use a 20% overhead rate applied to all direct costs in lieu of calculating their overhead rates. Amendments to Public Contract Code section 22017 provides that cities with a population of less than 75,000 can assume the 20% rate. Cities with a population of 75,000 or over can either assume a 30% overhead rate or calculate an actual overhead rate.

The Commission determined that counties, special districts, and school districts can use a 30% rate or calculate an actual overhead rate, which is the same rule that applies to cities with a population of over 75,000.

Agencies may elect to calculate their overhead rates by one of three following methods:

- 1) Appendix A describes the federal government's method of calculating overhead (2CFR Part 200).
- 2) Appendix B describes a method of calculating overhead by allocating overhead costs as a percentage of direct labor costs.
- 3) Any method of calculating overhead is satisfactory with the Commission, provided that acceptable accounting procedures are used and all administrative costs are included.

Chapter 3, Definitions, lists items that define overhead.

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APPENDIX A COST PRINCIPLES FOR STATE, LOCAL, AND INDIAN TRIBAL GOVERNMENTS

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Cost Principles for State, Local, and Indian Tribal Governments

APPENDIX A COST PRINCIPLES FOR STATE, LOCAL AND INDIAN TRIBAL GOVERNMENTS

2 CFR Part 200
(OMB Circular A-87)

Please refer to:

www.ecfr.gov

Browse: Title 2 – Grants and Agreements
Volume 1, Chapter II, Part 200

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APPENDIX B OVERHEAD DETERMINATION AND ALLOCATION PERCENTAGE OF DIRECT LABOR COSTS METHOD

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APPENDIX B OVERHEAD DETERMINATION AND ALLOCATION PERCENTAGE OF DIRECT LABOR COSTS METHOD

Identification, Rate Development, and Allocation of Overhead

B.01 Identification, Rate Development, and Allocation of Overhead

Overhead is the one cost element most frequently misunderstood and absent from public agency costs. This section defines overhead costs and the various methods used to identify, track, and allocate these costs. The Commission believes that overhead is a significant factor and that it is essential that public agencies record and allocate their costs to fairly reflect the total cost of performing public projects. It is not intended that public agencies be required to recover all their overhead costs but that overhead costs reasonably borne by public projects be allocated to these projects.

Overhead includes all costs except:

- Labor performed at the site and directly charged to any end costs objective (including other than public projects) including a pro rata share of payroll taxes and related employee benefits, such as workers' compensation, group insurance, holiday and sick leave, and similar "fringe benefits." As discussed previously, an end cost objective is a pool, center, or activity established for the accumulation of the direct cost of performing fundamental government services. Labor charged to an end cost objective should be traceable to the finished goods or services performed.
- Materials, supplies, and subcontracts actually consumed on and directly charged to any end cost objective, including related freight, sales or use tax, and handling/carrying charges if appropriate. Materials and supplies charged to an end cost objective should be traceable to the finished goods or services provided.
- Equipment costs directly charged to any end cost objective. Equipment costs charged to an end cost objective should be traceable to the finished goods or services provided.

Overhead costs represent economic resources that are employed for common or joint purposes benefiting several end cost objectives and are not identifiable to an individual end cost objective. The challenge is to achieve an equitable allocation of overhead costs to these various end cost objectives of the public agency.

Public agencies shall calculate two overhead rates or use the simplified overhead rates noted in Chapter 7:

- Unit overhead rate
- Government-wide overhead rate

Unit overhead is defined as all costs incurred by an organizational unit, such as a public project unit, department, division or section, which are not directly attributable to any end cost objective whether it be a public project or not. These costs include personnel costs, materials, supplies and subcontracts and equipment costs not directly attributable to any end cost objective. As was discussed in Chapter 4, unit overhead must be developed for public project units and organization units performing public project work.

Government-wide overhead is defined to include all costs of a public agency not associated with organizational units performing services which support all end cost objectives of the government entity.

The unit and government-wide overhead rates must be developed on an annual basis. These rates should be developed prior to the fiscal year and applied to the productive hourly rate as discussed in Chapter 4.

B.02 Unit Overhead

Unit overhead is made up of personnel costs, materials, supplies and subcontracts, equipment usage and facilities costs that are not identified as direct costs. As was stated in Chapter 4, unit overhead rates shall be developed for public project units and any other organizational units whose employees may perform work on public projects.

Cost Components

Components which shall be included in the calculation of unit overhead include, but are not limited to, costs incurred within the organizational unit related to:

- Administration
- Accounting/finance
- Clerical assistance
- Facilities
 - Rental costs (Depreciation of facilities purchased or constructed by a public agency is not required by the Commission).
 - Utilities
 - Insurance
- Data processing
- Direct labor not charged to direct activities
- Materials and supplies not charged to direct activities
- Under-realization of labor and equipment rates

Unit overhead components shall not be included in the government-wide overhead.

Tracking of Unit Overhead

The tracking of overhead costs can be performed in two ways. Overhead can be determined through the utilization of a formal cost accounting system. This system allows for the identification of such costs as salaries and indirect materials and supplies as overhead costs, and records these costs to management overhead codes. Alternatively, cost-finding studies can be performed. A cost finding study, a less precise method of overhead determination, is usually performed on an annual basis and generally involves taking available financial accounting data and determining the value of overhead pools through various estimation techniques.

a. Public Project Unit

As discussed in Chapter 4, a public project unit's personnel shall record and account for a full workday. This enables the public project unit to track and record time spent on overhead activities and unassigned time on an actual basis. As well, the public project shall record equipment usage costs, subcontractor costs, materials, supplies and subcontracts, and facilities costs to overhead codes when not identifiable to a specific project. Thus, the public project unit accounts for all of its costs, whether they are direct costs or overhead. The public project unit will use the resulting data to develop its unit overhead rate.

b. Organizational Unit Performing Public Project Work

Personnel working for an organizational unit whose primary goals include the performance of routine maintenance work and/or other general government work are not required to account for a full workday. However, these employees must record all hours of work performed on public projects. This organizational unit shall develop a unit overhead rate through an annual cost finding study which distinguishes direct costs for end cost objectives from indirect (overhead) costs.

B.03 Government-Wide Overhead

Government-wide overhead represents costs incurred by the support functions of the governmental entity, which are not associated with an organizational unit performing end cost objectives. As was stated in Chapter 4, government-wide overhead rates shall be determined by each public agency.

Internally Developed Government-Wide Overhead Rate

Public agencies shall utilize an internally developed government-wide overhead rate. The rate methodology shall be documented and an adequate audit trail provided.

a. Cost Components

The government-wide overhead rate shall include but not be limited to costs associated with the functions shown below to the extent that they are not included in specific unit overhead rates:

- Payroll department
- Procurement/purchasing department
- Legal function
- Central administrative function
- Accounting/finance budget function
- Data processing
- Insurance (whether self-insured or premiums are paid to an agency)
- Public Relations
- Vehicle Pool

The government-wide overhead rate may exclude the costs associated with the legislative and judicial branches of the public agency.

b. Rate Development

The public agency shall develop the government-wide overhead rate of the public agency using direct labor dollars to allocate these government-wide overhead costs in a manner similar to the allocation of unit overhead.

Government-Wide Overhead

Where a government-wide cost allocation plan has been prepared under the auspices of 2 CFR Part 200 or other government-wide rate methodologies, the public agency may utilize the overhead costs or rates developed in lieu of an internally developed government-wide overhead rate, as described in this manual. The Commission recognizes that public agencies may consider these rates imprecise or inappropriate. It is acknowledged that, in developing these rates, some costs are not included because they are considered "not allowable." Thus, the rate may not recover all costs associated with the program. In contrast, an argument could be made that the

rates are calculated to recover the costs of government-wide overhead, which would occur whether or not the specially funded program was undertaken. In this instance, the rate would be considered too high. In acknowledging these arguments, the Commission wishes to identify the issues but still allow the use of these rates as a reasonable alternative for the calculation of government-wide overhead.

Overhead Allocation

The government-wide overhead rate shall be applied to the appropriate productive hourly rate after the unit overhead has been applied. See Chapter 4 for a more detailed discussion.

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State Controller's Office
Local Government Programs and Services Division
Local Government Policy Section
www.sco.ca.gov

If you have any questions contact:
LocalGovPolicy@sco.ca.gov

For additional copies:
http://www.sco.ca.gov/ard_cuccac.html

Appendix E:

Purchasing Threshold Matrixes

City of Farmersville Purchasing Threshold Matrixes

Commodities (Materials & Equipment)

<i>Amount</i>	<i>Conditions</i>	<i>Authorized Buyer</i>	<i>Notes</i>
\$1 - \$10,000	Administrative Process	Department Head	Capital Assets must be listed on Approved Capital Budget
\$10,001 - \$25,000	Approval Memo from the Purchasing Agent	Department Head with Purchasing Agent Approval	Capital Assets must be listed on Approved Capital Budget
\$25,001 - \$75,000	Competitive bidding required: <u>informal written quotes</u>	Purchasing Agent	Capital Assets must be listed on Approved Capital Budget
Over \$75,000	Competitive bidding required: formal RFP or IFB with approval from City Council	Purchasing Agent with Council Approval	Capital Assets must be listed on Approved Capital Budget

Outside Legal Services

<i>Amount</i>	<i>Conditions</i>	<i>Authorized Buyer</i>	<i>Notes</i>
\$1 - \$100,000	Written approval from City Attorney	Purchasing Agent	PA signs contract
Over \$100,000		City Council	Mayor signs contract

Settlements & Other Agreements

<i>Amount</i>	<i>Conditions</i>	<i>Authorized Buyer</i>	<i>Notes</i>
\$1 - \$25,000		City Manager	City Manager signs agreement
Over \$25,000	Outside of CSJVRMA MOC coverage	City Council	Mayor signs agreement

Services (Non-Construction)

<i>Amount</i>	<i>Conditions</i>	<i>Authorized Buyer</i>	<i>Notes</i>
\$1 - \$10,000	Administrative Process	Department Head	
\$10,001 - \$25,000	Approval Memo from the Purchasing Agent	Department Head with Purchasing Agent Approval	
\$25,001 - \$50,000	Competitive bidding required: <u>informal written quotes</u>	Department Head with Purchasing Agent Approval	Three bids preferred
Over \$50,000	Competitive bidding required: formal RFP or IFB	Purchasing Agent	Three bids preferred & Contract required; PA signs contract
Over \$100,000	Competitive bidding required: formal RFP or IFB with approval from City Council	City Council	Three bids preferred & Contract required; Mayor signs contract

Services (Construction)

<i>Amount</i>	<i>Conditions</i>	<i>Authorized Buyer</i>	<i>Notes</i>
\$1 - \$10,000	Administrative Process	Department Head	
\$10,001 - \$25,000	Approval Memo from the Purchasing Agent	Department Head with Purchasing Agent Approval	
\$25,001 - \$60,000	Competitive bidding required: <u>informal written quotes</u>	Department Head with Purchasing Agent Approval	Three bids preferred
\$60,001 - \$200,000	Competitive bidding required: informal bids comply with CUPCCAP	Purchasing Agent	Three bids preferred
Over \$200,000	Competitive bidding required: formal RFP or IFB with approval from City Council	City Council	Three bids preferred & Contract required; Mayor signs contract

All dollar amounts are rounded to the nearest dollar to fit into threshold ranges (i.e. total cost of \$10,000.50 would fit into \$10,001 - \$25,000 range).

Federally Funded Projects / Grants Procurement

<i>Amount</i>	<i>Conditions</i>	<i>Authorized Buyer</i>	<i>Notes</i>
\$1 - \$10,000 (Micro Purchases)	Administrative Process	Department Head	
\$10,001 - \$250,000 (Small Purchases)	Competitive bidding required: <u>informal written quotes</u>	Purchasing Agent	More than one bid required
Over \$250,000	Competitive bidding required: <u>Formal process</u> <ol style="list-style-type: none"> <u>1.</u> Sealed Bids (if feasible) <u>2.</u> Competitive Proposals (if feasible) <u>3.</u> Sole Source (if only option) 	Purchasing Agent	More than one bid required



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
FINANCIAL MANAGEMENT

June 20, 2018

M-18-18

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND HEADS OF SMALL EXECUTIVE AGENCIES

FROM:

Tim Soltis

Deputy Controller, Office of Federal Financial Management

SUBJECT:

Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance

In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. Further, it implements an approval process for certain institutions that want to request micro-purchase thresholds higher than \$10,000. Agencies are required to implement these changes in the terms and conditions of their awards, and recipients of existing Federal financial assistance awards may implement them in their internal controls.

Background

This memorandum applies to all Federal agencies, as defined at 5 U.S.C. § 551(1), that award grants or cooperative agreements. It implements changes to the micro-purchase and simplified acquisition thresholds for financial assistance under the NDAA for Fiscal Year (FY) 2017 and FY2018. The micro-purchase threshold refers to purchases of supplies or services using simplified acquisition procedures, not to exceed an established amount pursuant to the Office of Management and Budget (OMB) Governmentwide Guidance for Grants and Agreements (“Uniform Guidance”) at 2 C.F.R. § 200.67 (Micro-purchase). The simplified acquisition threshold refers to purchases of property or services using small purchase methods not to exceed an established amount pursuant to 2 C.F.R. § 200.88 (Simplified acquisition threshold). For Federal financial assistance awards, these purchases are acquired for use by a Federal program. The NDAA for FY2017 increased the micro-purchase threshold from \$3,500 to \$10,000 for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes (41 U.S.C. § 1908). The NDAA for FY2018 increases the micro-purchase threshold to \$10,000 for all recipients and also increases the simplified acquisition threshold from \$100,000 to \$250,000 for all recipients.

Implementing the NDAA for FY2017

Section 217(b) of the NDAA for FY2017 raises the micro-purchase threshold to \$10,000 for procurements under grants and cooperative agreements for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes.¹

¹ Pub. L. No. 114-328 (codified at 41 U.S.C. § 1902(a)(2)).

The NDAA for FY2017 also establishes an interim uniform process by which these recipients can request and Federal agencies can approve requests to apply a higher micro-purchase threshold. Specifically, the 2017 NDAA allows a threshold above \$10,000 if approved by the head of the relevant executive agency. For purposes of this approval, the institution's cognizant Federal agency for indirect cost rates will be the relevant executive agency as defined in 2 C.F.R. § 200.19 (Cognizant agency for indirect costs). To receive a higher threshold, the institution must either have "clean single audit findings" (*i.e.*, in accordance with 2 C.F.R. § 200.520 - Criteria for a low-risk auditee), have an acceptable internal institutional risk assessment, or the higher threshold must be consistent with State law for public institutions.

Agencies should reflect this change through policy or terms and conditions in awards for those institutions. The effective date for this change was when the NDAA for FY2017 was signed into law on December 23, 2016. OMB intends to revise the Uniform Guidance to conform with the law.²

Process for Requesting a Higher Threshold Under the NDAA for FY2017

Requests for approval should be submitted to the institution's cognizant Federal agency for indirect cost rates; however, institutions should contact the agency before sending the request to determine the correct point of contact. The cognizant Federal agency will assign review of the request to the appropriate office within the agency to determine whether to approve, and will maintain records and justification of all approvals. The request should include the threshold level being requested and the justification(s) for it based on the criteria above per Section 217(b) of the NDAA for FY2017.

Implementing the NDAA for FY2018

This memorandum also implements provisions of the NDAA for FY 2018, Pub. L. No. 115-91, which became law on December 12, 2017. Specifically, section 806 raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 raised the simplified acquisition threshold from \$100,000 to \$250,000. Pursuant to 2 C.F.R. § 200.67 (Micro-purchase) and 2 C.F.R. § 200.88 (Simplified acquisition threshold), these higher thresholds are not effective until implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions).³

In order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY2018, OMB is granting an exception allowing recipients to use the higher threshold of \$10,000 for micro-purchases and \$250,000 for simplified acquisitions in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Pursuant to 2 C.F.R. § 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when exceptions are not prohibited by statute. The exception takes effect upon the date of issuance of this memo. Agencies should apply this exception to all recipients. Recipients should document any change based on this exception in accordance with 2 C.F.R. § 200.318 (General procurement standards).

If you have any questions regarding this memorandum, please contact Mary Tutman at Mary.E.Tutman@omb.eop.gov or Gil Tran at Hai_M._Tran@omb.eop.gov.

² The American Innovation and Competitiveness Act, Pub. L. No. 114-329, § 207(b) (2017) states that the Uniform Guidance shall be revised to conform with the requirements concerning the micro-purchase threshold.

³ Codified at 41 U.S.C. § 1902(f).



BETTY T. YEE
California State Controller

November 1, 2018

City Manager
City of Farmersville
909 W. Visalia Rd.
Farmersville, CA 93223

SUBJECT: Notification Letter-Assembly Bill 2249 (Chaptered 169, Statutes of 2018)

To Whom It May Concern:

The California Uniform Construction Cost Accounting Commission (CUCCAC) in agreement with the State Controller's Office (SCO) recommended an increase to the bid limit threshold prescribed in Public Contract Code (PCC) 22032, which was signed into law. Pursuant to PCC 22020, and on behalf of the State Controller Betty T. Yee, the SCO would like to inform on the following changes effective as of **January 1, 2019**:

- a) The change would allow projects costing \$60,000 or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order;
- b) The change would allow projects costing up to \$200,000 to be contracted by informal bidding procedures; and projects costing over \$200,000 are subject to the formal bidding process.

The noted increases are pursuant to the provisions and benefits found in the Uniform Public Construction Cost Accounting Act (Act), which provides public agencies economic benefits and greater freedom to expedite public works projects. Agencies which elect to follow the cost accounting procedures set forth by the CUCCAC in its *Cost Accounting Policies and Procedures Manual*, will benefit from these increased limits by expediting delivery of public work projects and reduced bid processing costs. A new resolution adopting the change in legislation is not required if your agency is currently subject to the Act.

We encourage participating agencies to sign up on the SCO website for CUCCAC's email subscription service to receive important information concerning CUCCAC updates and legislative changes via e-mail. For more details or to sign up for the email subscription services, please contact the Local Government Programs Services Division at LocalGovPolicy@sco.ca.gov or visit our website at https://www.sco.ca.gov/ard_cuccac.html.

Sincerely,

A handwritten signature in black ink that reads "Sandeep Singh".

Sandeep Singh
Manager, Local Government Policy

ORDINANCE NO. 499

**AN ORDINANCE OF THE CITY OF FARMERSVILLE AMENDING
CHAPTER 3.16 OF TITLE 3 – PURCHASES**

The City Council of the City of Farmersville does ordain as follows:

SECTION 1: Chapter 3.16 of Title 3 of the Farmersville Municipal Code is amended to read as follows:

Chapter 3.16

PURCHASES

Sections:

- 3.16.010 Adoption of purchasing system.
- 3.16.020 Purchasing authority.
- 3.16.030 Encumbrance of funds.
- 3.16.040 Procurement Policy and Procedures

3.16.010 Adoption of purchasing system.

In order to establish efficient procedures for the purchase of supplies, equipment or services, at the lowest possible cost commensurate with quality and to clearly define authority for the purchasing function, a purchasing system is adopted.

3.16.020 Purchasing authority.

The city manager shall have the authority to purchase or contract for supplies, equipment or services required by any using department in accordance with purchasing procedures prescribed by this chapter. Within those limits as prescribed under this chapter, the city manager shall have the authority to issue purchase orders and sign contracts for the purchase of supplies, equipment and services on behalf of the city. The city manager shall have the authority to develop and administer those purchasing procedures that might be necessary to insure cost effective purchasing.

3.16.030 Encumbrance of funds.

Except in cases of emergency or where specific authority has first been obtained from city council or city manager, no purchase order or contract shall be issued unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged.

3.16.040 Procurement Policy and Procedures

The City Manager shall create and maintain a formal written procurement policy to be adopted by resolution by the City Council to remain up-to-date with current State and Federal requirements and standards. The Policy will direct City staff to create and maintain written procurement procedures to facilitate the guidelines set forth in the policy that comply with local, State, and Federal law. Said policy will be reviewed by City Council routinely and updated by

the City Manager as needed to match current standards and thresholds set forth by State and Federal Agencies.

SECTION 2: Severability. If any part of this Ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed the remainder of this Ordinance, as if such invalid portion thereof had been deleted.

SECTION 3: This ordinance shall take effect thirty (30) days after its passage.

SECTION 4: The City Clerk is hereby ordered and directed to certify the passage of this Ordinance and to cause the same to be published once in a newspaper of general circulation, published in the County of Tulare.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Farmersville held on the 10th day of February, 2020, and passed and adopted at a regular meeting of the City Council held on the 24th day of February, 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED

Greg Gomez, Mayor
City of Farmersville

ATTEST:

Rochelle Giovani
City Clerk

Chapter 3.16 - PURCHASES

Sections:

3.16.010 - Adoption of purchasing system.

In order to establish efficient procedures for the purchase of supplies, equipment or services, at the lowest possible cost commensurate with quality and to clearly define authority for the purchasing function, a purchasing system is adopted.

(Ord. 278 § 1, 1984)

3.16.020 - Purchasing authority.

The city manager shall have the authority to purchase or contract for supplies, equipment or services required by any using department in accordance with purchasing procedures prescribed by this chapter. Within those limits as prescribed under this chapter, the city manager shall have the authority to issue purchase orders and sign contracts for the purchase of supplies, equipment and services on behalf of the city. The city manager shall have the authority to develop and administer those purchasing procedures that might be necessary to insure cost effective purchasing.

(Ord. 278 § 2, 1984)

3.16.030 - Encumbrance of funds.

Except in cases of emergency or where specific authority has first been obtained from city council or city manager, no purchase order or contract shall be issued unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged.

(Ord. 278 § 3, 1984)

3.16.040 Procurement Policy and Procedures

The City Manager shall create and maintain a formal written procurement policy to be adopted by resolution by the City Council to remain up-to-date with current State and Federal requirements and standards. The Policy will direct City staff to create and maintain written procurement procedures to facilitate the guidelines set forth in the policy that comply with local, State, and Federal law. Said policy will be reviewed by City Council routinely and updated by the City Manager as needed to match current standards and thresholds set forth by State and Federal Agencies.

~~3.16.040 - Petty cash.~~

~~When the estimated value of a given purchase is less than twenty five dollars, the city manager shall have the authority to authorize the use of petty cash for such purchase.~~

~~(Ord. 278 § 4, 1984)~~

~~3.16.050—Open market procedures.~~

~~Purchases of supplies, equipment or services not otherwise covered by state law with an estimated value less than ten thousand dollars that are budgeted for must be approved by the city manager.~~

~~(Ord. 278 § 5, 1984)~~

~~3.16.060—Formal bidding procedure (city procedures).~~

~~Purchases of supplies, equipment or services otherwise not covered by state law with an estimated value in excess of ten thousand dollars shall be made by the city council to the lowest responsible bidder through the formal bidding procedure.~~

~~(Ord. 278 § 6, 1984)~~

~~3.16.070—Formal bidding procedure (California law).~~

~~Purchases of supplies, equipment or services otherwise covered under state law shall be made by the city council to the lowest responsible bidder through the formal bidding procedures pursuant to state law.~~

~~(Ord. 278 § 7, 1984)~~

~~3.16.075—Public project bidding procedures.~~

~~A.—Intent.~~

- ~~1.— It is the intent of this section to direct and authorize the establishment and maintenance of informal bidding procedures for the city in accordance with Section 22034 of the Public Contract Code to govern the selection of contractors to perform public projects under the Uniform Public Construction Cost Accounting ("the Act").~~
- ~~2.— This section shall be in effect throughout the city and shall apply to the performance of all public projects undertaken by, or to be undertaken by, the city and shall be liberally construed for the accomplishment of its purposes.~~

~~B.— Definitions. For the purpose of this section, the terms, phrases and words used in this section shall have the same meaning given them in the Public Contract Code of the state of California. When not inconsistent with the context, words used in the present tense include the future, words used in the plural include the singular, and words used in the singular include the plural. The words "include," "including" or other similar words of inclusion shall mean without limitation or restriction.~~

~~C.— Force Account Negotiated Contract Purchase Order. Any public project to be undertaken by the city, the estimated cost of which is less than twenty five thousand dollars, may be performed by the city.~~

~~D.— Informal Bidding Requirements.~~

1. ~~Any public project to be undertaken by the city, the estimated cost of which is less than seventy five thousand dollars, may be let to contract by the informal procedures established in this section.~~
 2. ~~A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and in accordance with criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.~~
 3. ~~Where a public project is to be performed which is subject to the provisions of this section, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list of contractors described in subdivision 2 of this subsection, or to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors or construction trade journals may be notified at the discretion of the city, provided, however:
 - a. ~~If there is no list of qualified contractors maintained by the city for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission;~~
 - b. ~~If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.~~~~
- E. ~~Administrative Authority. The city manager is authorized to award contracts pursuant to the informal procedures established in this section, subject to the requirement that the current adopted city budget provides for the work.~~
- F. ~~Limitations. Nothing in this section shall prohibit, or construed to prohibit, the city council of the city of Farmersville, or the city manager from utilizing the alternative procedures set forth in (1) Article 25 (commencing with Section 20390) of Chapter 1 of Part 3 of Division 2 of the Public Contract Code, or (2) in Article 7 (commencing with Section 25500) of Chapter 5 of Part 2 of Division 2 of Title 3 of the Government Code.~~

(Ord. 383 § 1, 1998)

3.16.080 ~~Professional services.~~

~~Such services shall be defined as any city department contracting with any specially trained and experienced person, firm or corporation with special services and advice in financial, economic, accounting, engineering, legal or administrative matters. Due to the nature of these services, competitive bidding is not required; however, when the estimated value of the services is ten thousand dollars or greater a request for proposal is to be prepared by the using department and request solicited where possible from at least three vendors. All contracts or purchase orders for professional services with a value less than ten thousand dollars shall be signed by the city manager. All contracts or purchase orders for professional services with a value greater than ten thousand dollars must be approved by the city council.~~

(Ord. 278 § 8, 1984)

~~3.16.090 Open purchase orders.~~

~~The city manager shall have the authority to issue open purchase orders for certain competitive and expendable items where it is not economical to maintain an inventory and need is such that the following of normal purchasing procedures would be detrimental to the effective operation of the city.~~

~~(Ord. 278 § 9, 1984)~~

~~3.16.100 Inspection and testing.~~

~~Each department shall inspect supplies, equipment or services delivered to determine their conformance with the specifications set forth in the order. Department heads shall have the authority to require chemical or physical test of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications.~~

~~(Ord. 278 § 10, 1984)~~

~~3.16.110 Emergency purchases.~~

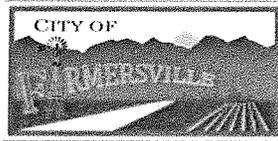
~~The normal purchasing procedures as provided for under this chapter may be dispensed with only when the purchase of supplies, equipment or services necessary to provide an essential city supplied service affecting the public health, safety or welfare would be delayed if the normal purchasing procedures would cause an undue delay in the procurement of such items.~~

~~(Ord. 278 § 11, 1984)~~

~~3.16.120 Surplus supplies and equipment.~~

~~The city manager shall have the authority to exchange or dispose of any supplies or equipment which cannot be used by any department or which become unsuitable for city use, with an original purchase price less than ten thousand dollars. All items with an original purchase price greater than ten thousand dollars can only be declared surplus by the city council.~~

~~(Ord. 278 § 12, 1984)~~



City Council

Staff Report 8B

TO: Honorable Mayor and City Council

FROM: Steve Huntley, Director of Finance and Administration

DATE: February 10, 2020

SUBJECT: Consider Approving Resolution 2020-005 adopting Mid-Year Budget Amendment for Fiscal Year 2019-2020

RECOMMENDED ACTION

Approve Resolution 2020-005 adopting the Mid-Year Budget Amendment for Fiscal Year 2019-2020.

INTRODUCTION & PURPOSE

The intent of this document is to give the City Council and the public a brief synopsis of progress made thus far through the budget year and highlight the needed amendments to the current year budget. All figures are represented exactly 50 percent of the way through the Fiscal Year 2019-2020 (FY 2020) which occurred on December 31, 2019.

The Mid-Year Review, while almost always accompanied by a budget adjustment, does not necessarily have to include an adjustment to the budget. The mid-year point is a logical milestone by which to measure progress made and make the necessary adjustments given the changing variables halfway through a year.

This mid-year report is accompanied by an adjustment, but a smaller one than in past years, in some ways. There are several reasons for this variance from past years. First, staff continues to improve the budgeting process and zero in on different factors to help make efficient and accurate budgets. Second, while there are still many factors impacting the budget this year, there are less that were unexpected. Third, the budget was designed to account for many common changes and therefore did not need to be adjusted as much as these reasons were already accounted for.

However, the one item that is larger than past years is the proposed adjustment to the Capital Budget. This current year is the first in which the City formalized the Five-Year Capital Improvement Plan and therefore a great amount of work was done to capture all the work that was in progress and needed to be done. However, six months into this, staff is needing to make adjustments as the realities of hitting the upward limit on capacity to do the work and there is a great backlog of purchases and projects to tackle. There are simply not enough people to do all

the work budgeted. Therefore, although the majority of the projects are underway, and many completed, several will need to be modified, delayed, or deleted.

ORGANIZATION OF DOCUMENTS

This staff report is accompanied by several documents and organized in a certain way to transparently display the progress made thus far and the changes proposed to the FY 2020 budget. Here is a description of the documents and how they are laid out:

1. This Staff Report contains two different parts with the intent of providing the detail and answering the question, "Why?" to each of the significant issues and proposed changes. It accomplishes this through detailing the progress made in the Capital Budget and the Operational budget separately before discussing the changes needed for both, also separately. The two sections within the first part are to cover the capital budget and the operation budget. The second part discusses the proposed amendments to the budget which is discussed in two sections – one section for capital budget and one section for operation budget.
2. The budget journal is a simplified accounting document created to show the actual changes to the budget by each accounting line that will take place in the budgeting system for the City and to create an audit record of the change.
3. The resolution is the official document the City Council uses to adopt the adjustments to the FY 2020 budget.
4. The Operation and Capital Budget documents are spreadsheets used internally to display the budget in accounting terms, by fund for entering into the system. This compares budget to actuals for the period as well as original budget to prior year budget and the new proposed budget amendment as a whole budget.
5. Capital Budget worksheets detail out each Capital Budget item included in the Five-Year Capital Improvement Plan.

PART ONE: CURRENT YEAR PROGRESS

The City of Farmersville has officially reached the 50% mark of the year and this report will now breakout any statistically significant variations or other financially significant events impacting the City through the Capital or Operation Budgets for FY 2020.

The high-level statistics relevant to the budget progress made so far through the year, first examining the Capital Budget and then the Operation Budget are listed below in the following two sections:

CAPITAL BUDGET AS OF 12/31/2019

The City of Farmersville started the year with an audacious Capital Budget of \$23,273,204 spread across all funds for FY 2020.

CAPITAL BUDGET BY FUND	YEAR 1 2019-20	YEAR 2 2020-21	YEAR 3 2021-22	YEAR 4 2022-23	YEAR 5 2023-24	TOTAL
02 WATER UTILITY	\$ 89,921	\$ 15,215	\$ 42,000	\$ 77,000	\$ 393,000	\$ 617,136
03 WATER DEVELOPMENT	\$ 340,000	\$ 100,000	\$ -	\$ 334,000	\$ -	\$ 774,000
04 SEWER UTILITY	\$ 14,041,588	\$ 1,596,449	\$ 2,346,700	\$ 42,000	\$ 67,000	\$ 18,093,737
05 SEWER DEVELOPMENT	\$ -	\$ -	\$ -	\$ 334,000	\$ -	\$ 334,000
06 REFUSE	\$ 100,000	\$ 2,000	\$ -	\$ -	\$ -	\$ 102,000
11 DRUG ENFORCEMENT	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
12 FEDERAL AND STATE GRANTS	\$ 1,486,893	\$ 1,940,000	\$ 1,342,500	\$ 464,500	\$ -	\$ 5,233,893
14 POLICE DEPT SLESF	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
20 STP	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
21 GAS TAX	\$ 20,366	\$ -	\$ -	\$ -	\$ -	\$ 20,366
22 TDA	\$ 136,585	\$ -	\$ 50,000	\$ 725,000	\$ 675,000	\$ 1,586,585
26 MEASURE R FUND	\$ 4,082,929	\$ 5,500,000	\$ -	\$ -	\$ -	\$ 9,582,929
27 ARM R (SB1) FUND	\$ 352,500	\$ -	\$ -	\$ -	\$ -	\$ 352,500
31 PARK IMPROVEMENTS	\$ 1,024,640	\$ 5,008,500	\$ 1,088,067	\$ 2,000	\$ -	\$ 7,123,207
35 MAINTENANCE DISTRICT	\$ 16,185	\$ -	\$ -	\$ -	\$ -	\$ 16,185
40 CDBG PROGRAM INCOME	\$ 334,000	\$ 333,000	\$ 333,000	\$ -	\$ -	\$ 1,000,000
71 FIRE DEVELOPER FEES	\$ -	\$ -	\$ 10,000	\$ -	\$ 2,500,000	\$ 2,510,000
81 POLICE DEVELOPER FEES	\$ 161,160	\$ -	\$ -	\$ -	\$ -	\$ 161,160
103 GENERAL FUND CAPITAL	\$ 251,437	\$ 503,165	\$ 181,600	\$ 449,400	\$ 298,100	\$ 1,683,702
TOTAL	\$ 23,273,204	\$ 14,998,329	\$ 5,393,867	\$ 2,427,900	\$ 3,933,100	\$ 50,026,400

Several of these projects in the budget amounts listed above are recommended to be modified in some way or another, which will be covered in the second half of this report in the proposed changes section. Overall, the City is making progress through the Capital Budget and funding has remained stable, and reimbursements, when applicable are up to date.

A further breakdown of the progress in the Capital Budget by each budgeted item is displayed in the following table. The table compares the Capital Budget for FY 2020 to what has been spent on those items as of 12/31/2019. It also reflects that dollar amount as a percent of budget and displays a current status if it is in process or completed. If the status field is blank there is likely a modification of some sort that will be further described in the last section of this report. Most projects that are in process are expected to be completed by 6/30/2020 but may be carried over into FY 2021 if not completed on time.

TOTAL CAPITAL BUDGET AND FIVE YEAR PROJECTION	YEAR 1 2019-20	YTD SPENT 2019-20	PERCENT OF BUDGET	CURRENT STATUS
Inventory Management System	\$ 10,000	\$ -	0.0%	
Civic Center Remodel, Phase IV	\$ 102,000	\$ 59,380	58.2%	IN PROCESS
Code Enfrmnt - Blight Removal	\$ 20,000	\$ -	0.0%	IN PROCESS
Deep Creek Restoration	\$ 337,000	\$ 17,205	5.1%	IN PROCESS
ADA Planning Project	\$ 47,000	\$ 29,728	63.3%	COMPLETE
Wastewater Treatment Plant	\$ 12,880,686	\$ 3,207,438	24.9%	IN PROCESS
W Walnut ATP Project	\$ 322,000	\$ 2,143	0.7%	IN PROCESS
N Farmersville Blvd Project	\$ 2,500,000	\$ 207,141	8.3%	IN PROCESS
E Walnut ATP Project	\$ 785,929	\$ 17,112	2.2%	IN PROCESS
Pavement Mngment System	\$ 25,000	\$ -	0.0%	
Central Farmersville Blvd	\$ 150,000	\$ 1,640	1.1%	IN PROCESS
W Walnut Reconstruction	\$ 1,102,500	\$ 22,734	2.1%	IN PROCESS
Crosswalks	\$ 135,600	\$ 7,344	5.4%	
Transit Center Plans	\$ 150,000	\$ -	0.0%	
Railroad Crossing Plans	\$ 150,000	\$ -	0.0%	
Percolation System at WWTP	\$ 1,000,000	\$ 7,387	0.7%	IN PROCESS
Ladder Truck	\$ 660,000	\$ -	0.0%	
Radio Pagers	\$ 7,500	\$ -	0.0%	
FLEER units	\$ 10,000	\$ -	0.0%	IN PROCESS
Police Admin Vehicle	\$ 20,000	\$ 21,204	106.0%	COMPLETE
Police Patrol Vehicle (2017)	\$ 31,101	\$ 23,014	74.0%	IN PROCESS
Police Office Remodel	\$ 100,000	\$ -	0.0%	
Portable Radios	\$ 75,000	\$ -	0.0%	
Patrol Vehicles	\$ 51,200	\$ -	0.0%	IN PROCESS

Police CCTV for Light Industrial	\$ 61,160	\$ -	0.0%	IN PROCESS
Sports Park Phase II	\$ 140,000	\$ 27,697	19.8%	IN PROCESS
Skate Park	\$ 7,500	\$ -	0.0%	
Park Irrigation Upgrade	\$ 8,500	\$ -	0.0%	
CDBG 2018: Jennings Park	\$ 334,000	\$ -	0.0%	
Water Well Upgrades	\$ 240,000	\$ 1,100	0.5%	IN PROCESS
Utility Truck	\$ 40,000	\$ 39,431	98.6%	COMPLETE
Two Pick-Up Trucks	\$ 50,000	\$ 48,756	97.5%	COMPLETE
Water Leak & Pipe Locator	\$ 16,019	\$ 16,242	101.4%	COMPLETE
Sewer Inspection System	\$ 87,000	\$ -	0.0%	IN PROCESS
Ground Penetrating Radar	\$ 15,500	\$ 15,500	100.0%	COMPLETE
Walk-behind Scarifier	\$ 11,850	\$ 6,386	53.9%	COMPLETE
Yard Network Upgrades	\$ 5,000	\$ -	0.0%	
Sports Park Phase III (CCNR)	\$ 348,640	\$ 2,796	0.8%	IN PROCESS
Sports Park Phase IV (SPP)	\$ 500,000	\$ 16,527	3.3%	IN PROCESS
Back Up Generator for Well 6	\$ 120,000	\$ -	0.0%	
CDBG 2018: Alley Rebuild	\$ 542,893	\$ -	0.0%	
New Fence at Sports Park	\$ 45,000	\$ 43,576	96.8%	COMPLETE
Two-Way Radio System	\$ 4,926	\$ 4,387	89.1%	COMPLETE
Large Mower Major Repair	\$ 5,700	\$ 3,346	58.7%	COMPLETE
Sports Park Rehabilitation	\$ 17,000	\$ -	0.0%	
TOTAL	\$ 23,273,204	\$ 3,849,213	16.5%	

The table above reveals that the Capital Budget was about 16.5% spent as of 12/31/2019. While this is not close to matching the 50% mark through the year, staff anticipates that the spending will begin to catch up near the end of the year. Some of these projects are new and it takes time for spending to ramp up. Spending throughout the life of a project is rarely linear and so budgets must be adjusted at times. Additionally, this is indicative of several factors working against staff productivity: maxed-out staff capacity, staff dependence upon assistance from contractors with additional duties and priorities, timelines and process of other agencies/funding sources, and other factors not within the control of the City.

As of December 31, 2019, there were 45 Capital items budgeted for the FY 2020, of which 10 are complete, another 14 are anticipated to be complete by the end of the fiscal year, and the rest are either ongoing multi-year projects or will need to be modified to adjust the scope/timeline or other substantial factor. So, at this point staff is expecting that 24 of the 45 (53%) of projects will be completed or substantially begun with an estimated value of about \$15 million by the end of the year with a very small portion of projects delayed or deleted. Those specific projects will be covered more in Part 2 of this report.

It is worth mentioning that thus far through the year, major projects including the Sports Park Phase II project (CalFire grant), the ADA Planning Project (CalTrans grant) are just about completed and closed out at the writing of this report. The Wastewater Treatment Plant project, the largest project undertaken by the City, has passed the 50% mark of the budget, and is staying within budget so far. Several road projects are underway with completion is expected

by year end including the East Walnut ATP project, the West Walnut ATP, and the West Walnut reconstruction projects.

OPERATION BUDGET AS OF 12/31/2019

In addition to the Capital Budget which encompasses many large purchases and projects, the City also employs over 30 employees in multiple departments to meet the required services and other essential needs of the City of Farmersville. Most of the budget relative to the ongoing operations of the City are housed within the General Fund and the Enterprise Funds: Water Utility, Sewer Utility, and the Refuse Utility funds. Therefore, most of the discussion about progress through the year will deal with these four funds and some other minor funds as needed.

Overall, the budgets for the four main funds listed above are performing as expected half-way through the fiscal year:

GENERAL FUND	BUDGET	ACTUAL AS OF 12/31/2019	PERCENT DIFFERENCE
REVENUES	\$4,028,534	\$1,622,257	40.3%
EXPENSES	\$3,943,908	\$1,979,680	50.2%
SURPLUS/DEFICIT	\$84,626	(\$357,423)	

The table above displays a comparison between the budget and actual figures as of 12/31/2019 for the General Fund as well as a percentage difference between budget and actual by account type. At the bottom the anticipated Surplus or Deficit figure is displayed with deficits in red and indicated negative with parenthetical marks. Please note that General Fund Capital costs are **excluded** from these figures because they are housed in another Capital fund.

Expenses are tracking nearly 50% thus far through the year which is about where staff anticipates this should be. There are no outstanding or surprising trends to report that the City Council has not already been made aware of by staff previously in the year. However, there were some expenses that need to be adjusted associated with development, planning, and code enforcement already approved by City Council which are necessary for the operation of the City and meeting strategic goals. Those changes will be covered thoroughly in Part 2 of this report.

Revenues are at just over 40% which is slightly ahead of where the General Fund normally is at this time of year. Please recall that the City is completely dependent upon revenues from State-wide and local taxation with a smaller portion paid for by cost recovery efforts and fees for ongoing survival. Sales Tax revenues are a huge portion of those revenues and lag by two months (about 17%) and other major revenue sources are not paid equally throughout the year. A few adjustments will be needed in this category as well but nothing of substantial impact or alarming in nature.

WATER UTILITY	BUDGET	ACTUAL AS OF 12/31/2019	PERCENT DIFFERENCE
REVENUES	\$1,034,842	\$505,112	48.8%
EXPENSES	\$1,110,145	\$398,236	35.9%
SURPLUS/DEFICIT	(\$75,303)	\$106,876	

The table above displays a comparison between the budget and actual figures as of 12/31/2019 for the Water Utility Fund as well as a percentage difference between budget and actual by account type. At the bottom the anticipated Surplus or Deficit figure is displayed with deficits in red and indicated negative with parenthetical marks. Please note that Water Utility Fund Capital costs are **included** in these figures.

Expenses are tracking nearly 36% thus far through the year which is about where staff anticipates this should be. One of the largest expenses of the year for the fund is the allocation of the overhead expense from the General Fund (about 17% of budget). However, this does not occur until the end of the year. Otherwise, there are no outstanding or surprising trends to report that the City Council has not already been made aware of by staff previously in the year. However, there were some expenses that needed to be adjusted for the operation of the City which will be covered in Part 2 of this report.

Revenues are at just about 49% which is slightly ahead for the Water Utility Fund at this time of year. This is likely due to a variance in calculation of anticipated revenues and the impacts of the new rate increases as well as the variable fees paid by residents and business charged for usage above the base amount allowed per month.

This fund is, however, anticipated to still be in an operational deficit (spending more than it earns) at the end of the year. The Water Utility fund is in the second year of five years of rate increases that should normalize this negative trend in time. However, until then, the fund spends its cash balances needed for capital purchases, deferred maintenance, emergency operations, and any other unexpected expenses just to keep day to day operations afloat.

SEWER UTILITY	BUDGET	ACTUAL AS OF 12/31/2019	PERCENT DIFFERENCE
REVENUES	\$14,900,917	\$1,836,730	12.3%
EXPENSES	\$15,019,905	\$3,617,187	24.1%
SURPLUS/DEFICIT	(\$118,988)	(\$1,780,457)	

The table above displays a comparison between the budget and actual figures as of 12/31/2019 for the Sewer Utility Fund as well as a percentage difference between budget and actual by account type. At the bottom the anticipated Surplus or Deficit figure is displayed with deficits in red and indicated negative with parenthetical marks. Please note that Sewer Utility Fund Capital costs are **included** in these figures.

Expenses are tracking about 24% thus far through the year which is about where staff anticipates this should be given the large budget allocation for the Wastewater Treatment Plant

project (and its associated delays). Otherwise, there are no outstanding or surprising trends to report that the City Council has not already been made aware of by staff previously in the year. However, there were some expenses that need to be adjusted for the operation of the City which will be covered in Part 2 of this report.

Revenues are at just about 12% which is where the General Fund normally is at this time of year (when grant and loan income is effectively removed). As discussed previously with City Council, the potential impact of the future utility expenses from the new plant and alternatives to dealing with that potentially large expense are complicated and could be severe. Therefore, the future of this fund, while stable in the short run, will need to be carefully monitored in order to make sure it can honor its obligations for the long-term and stay solvent.

The extreme difference between revenues received to date and expenses can be accounted for by the City paying project contractors timely and the State reimbursing project costs slowly. This large amount of "float" is dangerous but the fund has sufficient cash to operate with this float currently.

REFUSE UTILITY	BUDGET	ACTUAL AS OF 12/31/2019	PERCENT DIFFERENCE
REVENUES	\$823,390	\$409,750	49.8%
EXPENSES	\$784,085	\$336,969	43.0%
SURPLUS/DEFICIT	\$39,305	\$72,781	

The table above displays a comparison between the budget and actual figures as of 12/31/2019 for the Refuse Utility Fund as well as a percentage difference between budget and actual by account type. At the bottom the anticipated Surplus or Deficit figure is displayed with deficits in red and indicated negative with parenthetical marks. Please note that Refuse Utility Fund currently does not have any Capital costs to either include or exclude in these figures. The fund mostly operates as a pass-thru for the outsourced contracted waste-hauler of the City.

Expenses are tracking about 43% thus far through the year which is about where staff anticipates this should be at this point in the year. Staff anticipates normal increases in this category related to the contract with the waste-hauler and other incremental increases normally associated with this type of service.

Revenues are at just about 50% which is where the General Fund normally is at this time of year. The future of this fund, while stable in the short run, will need to be carefully monitored in order to make sure it can stay solvent for the long-term. It is expected that a new rate increase will be needed soon in order to accomplish this goal. It is estimated that the fund could survive another year without a rate increase, but it would sacrifice the cash it has on hand for both street sweeper operations and alley reconstruction work in order to do so. This is not a viable option and is therefore not recommended.

PART TWO: DESCRIPTION OF PROPOSED CHANGES

CAPITAL BUDGET - PROPOSED REVISION

Thus far good progress has been made in terms of Capital purchases through the year. Several capital purchases and projects have been completed, several more are anticipated to be complete by the end of FY 2020, while a smaller group were either deleted or modified to exclude them from FY 2020. As mentioned previously, there are several reasons to make mid-year adjustment to this budget including, but not limited to, changing scope of projects, new purchase needs, funding needs and changes, timelines imposed and out of City control, and staff capacity limitations.

The attached schedule, Farmersville Five Year Capital Improvement Plan Projects, details the changes proposed for the Capital budget. However, in order to summarize the changes that impact the FY 2020 Capital Budget only, the following table details the changes for each of the capital items with a comparison between the original budget and the proposed revised budget and a short description.

TOTAL CAPITAL BUDGET AND FIVE YEAR PROJECTION	ORIGINAL BUDGET	PROPOSED BUDGET	CHANGE	DESCRIPTION OF CHANGE
Inventory Management System	\$ 10,000	\$ -	\$ (10,000.00)	DELETED AND COMBINED PROJECT
Civic Center Remodel, Phase IV	\$ 102,000	\$ 102,000	\$ -	NO CHANGE
Code Enfrgmt - Blight Removal	\$ 20,000	\$ 20,000	\$ -	NO CHANGE
Deep Creek Restoration	\$ 337,000	\$ 337,000	\$ -	NO CHANGE
ADA Planning Project	\$ 47,000	\$ 47,000	\$ -	NO CHANGE
Wastewater Treatment Plant	\$ 12,880,686	\$ 12,880,686	\$ -	NO CHANGE
W Walnut ATP Project	\$ 322,000	\$ 322,000	\$ -	NO CHANGE
N Farmersville Blvd Project	\$ 2,500,000	\$ 750,000	\$ (1,750,000.00)	ADJUST TO NEW COST INFORMATION
E Walnut ATP Project	\$ 785,929	\$ 785,929	\$ -	NO CHANGE
Pavement Mngment System	\$ 25,000	\$ 35,000	\$ 10,000.00	ADJUST TO NEW COST INFORMATION
Central Farmersville Blvd	\$ 150,000	\$ -	\$ (150,000.00)	MOVED TO FY 2023
W Walnut Reconstruction	\$ 1,102,500	\$ 1,102,500	\$ -	NO CHANGE
Crosswalks	\$ 135,600	\$ 20,000	\$ (115,600.00)	EXTEND TIMELINE INTO FY 2021
Transit Center Plans	\$ 150,000	\$ -	\$ (150,000.00)	MOVED TO FY 2021
Railroad Crossing Plans	\$ 150,000	\$ -	\$ (150,000.00)	MOVED TO FY 2021
Percolation System at WWTP	\$ 1,000,000	\$ 1,000,000	\$ -	NO CHANGE
Ladder Truck	\$ 660,000	\$ -	\$ (660,000.00)	REMOVED, ADD AS NEW PROJECT LATER
Radio Pagers	\$ 7,500	\$ -	\$ (7,500.00)	REMOVED, ADD AS NEW PROJECT LATER
FLEER units	\$ 10,000	\$ 10,000	\$ -	NO CHANGE
Police Admin Vehicle	\$ 20,000	\$ 21,204	\$ 1,204.00	ADJUST TO ACTUAL
Police Patrol Vehicle (2017)	\$ 31,101	\$ 46,018	\$ 14,917.00	ADJUST CALCULATION ERROR
Police Office Remodel	\$ 100,000	\$ 100,000	\$ -	NO CHANGE
Portable Radios	\$ 75,000	\$ 75,000	\$ -	NO CHANGE
Patrol Vehicles	\$ 51,200	\$ 12,782	\$ (38,418.00)	ADJUST TO ACTUAL
Police CCTV for Light Industrial	\$ 61,160	\$ 61,160	\$ -	NO CHANGE

Sports Park Phase II	\$ 140,000	\$ 27,768	\$ (112,231.73)	ADJUST TO ACTUAL
Skate Park	\$ 7,500	\$ 7,500	\$ -	NO CHANGE
Park Irrigation Upgrade	\$ 8,500	\$ -	\$ (8,500.00)	MOVE TO FY 2021
CDBG 2018: Jennings Park	\$ 334,000	\$ -	\$ (334,000.00)	MOVED TO FY 2021 & 2022
Water Well Upgrades	\$ 240,000	\$ 240,000	\$ -	NO CHANGE
Utility Truck	\$ 40,000	\$ 39,431	\$ (569.26)	ADJUST TO ACTUAL
Two Pick-Up Trucks	\$ 50,000	\$ 48,756	\$ (1,243.69)	ADJUST TO ACTUAL
Water Leak & Pipe Locator	\$ 16,019	\$ 16,242	\$ 222.58	ADJUST TO ACTUAL
Sewer Inspection System	\$ 87,000	\$ 87,000	\$ -	NO CHANGE
Ground Penetrating Radar	\$ 15,500	\$ 15,500	\$ -	NO CHANGE
Walk-behind Scarifier	\$ 11,850	\$ 6,386	\$ (5,464.40)	ADJUST TO ACTUAL
Yard Network Upgrades	\$ 5,000	\$ -	\$ (5,000.00)	MOVE TO FY 2021
Sports Park Phase III (CCNR)	\$ 348,640	\$ 348,640	\$ -	NO CHANGE
Sports Park Phase IV (SPP)	\$ 500,000	\$ 1,500,000	\$ 1,000,000.00	ADJUST TO NEW COST INFORMATION
Back Up Generator for Well 6	\$ 120,000	\$ -	\$ (120,000.00)	MOVE TO FY 2022
CDBG 2018: Alley Rebuild	\$ 542,893	\$ -	\$ (542,893.00)	GRANT WAS NOT AWARDED
New Fence at Sports Park	\$ 45,000	\$ 43,576	\$ (1,424.00)	ADJUST TO ACTUAL
Two-Way Radio System	\$ 4,926	\$ 4,387	\$ (539.00)	ADJUST TO ACTUAL
Large Mower Major Repair	\$ 5,700	\$ 3,346	\$ (2,354.00)	ADJUST TO ACTUAL
Sports Park Rehabilitation	\$ 17,000	\$ 17,000	\$ -	NO CHANGE
Munis System Upgrades	\$ -	\$ 59,706	\$ 59,706.00	COMBINED AND MOVED FROM FY 2022
Code Enforcement Vehicle	\$ -	\$ 37,500	\$ 37,500.00	ADDED CRITICAL EQUIPMENT PURCHASE
Back Up Generator for Well 7	\$ -	\$ 100,000	\$ 100,000.00	MOVED FROM FY 2022
Downtown Specific Plan	\$ -	\$ 20,000	\$ 20,000.00	AWARDED SB2 GRANT
Zoning Ordinance Update	\$ -	\$ 19,000	\$ 19,000.00	AWARDED SB2 GRANT
TOTAL	\$ 23,273,204	\$ 20,370,017	87.5%	

Although there were many adjustments made, many are minor and most additions of projects are merely an adjustment of when, not what, will be done. Additionally, the change reduces the Capital Budget by 12.5% from \$23,273,204 in FY 2020 to \$20,370,017.

A full accounting and update to the full five-year Capital Improvement Plan will happen soon to coincide with the adoption of the FY 2021 budget adoption process.

OPERATION BUDGET - PROPOSED REVISION

Thus far through the year nearly all operational budget lines are on track with where they should be at this time of year. However, not all budgets are used up in a linear fashion, and therefore not all budget lines are 50% spent halfway through the year. That said, there are several known adjustments that can be made to this budget with the understanding that the goals and objectives remain the same, and that funding is limiting what staff is able to accomplish.

However, even with the proposed budget adjustment, staff believes that the City is living within its means and making the best attempt at full compliance while providing the full-service level possible with the resources available to it currently. Effort needs to be made to intentionally save for the future while revenue growth is good.

A full listing of the detail of the proposed changes can be found in the attached schedule, City of Farmersville Operational Budget for the Year Ending June 30, 2020, highlighted in bright blue.

In order to streamline the process to finding all the adjustments the following is a summary of the proposed changes for the Operation Budget:

Operational Budget Revisions Proposed for FY 2020:

- Revised Salary and Benefit Expense to actuals throughout main funds (minimal changes)
- Added position of Development Coordinator adding 38,371
- Revised VLF income from 1,049,468 to 1,032,594
- Revised Measure M income from 372,120 to 390,000
- Revised Measure P income from 372,120 to 390,000
- Revised Admin operating supplies from 2,000 to 2,500
- Revised Overhead professional expense from 295,000 to 345,000
- Revised Overhead utilities from 33,000 to 43,000
- Revised Overhead insurance from 153,209 to 168,100
- Revised Overhead phone/internet from 14,691 to 20,000
- Revise Community Development professional expense from 110,000 to 200,000
- Revised Community Development advertising expense from 2,500 to 0
- Revised Code Enforcement Professional expense from 2,000 to 8,000
- Revised Code Enforcement training from 0 to 3,000
- Revised Code Enforcement phone/internet from 3,835 to 5,000
- Revised Fire Dept professional expense from 79,000 to 90,000
- Revised Public Works professional expense from 15,000 to 30,000
- Revised Public Works phone/internet expense from 2,082 to 4,000
- Revised General Fund reserve transfer out from 251,436 to 254,465
- Revised General Fund Capital transfer in from 251,436 to 254,465
- Revised Cannabis Business Tax revenue from 150,000 to 420,000
- Revised Gas Tax Utility expense from 46,000 to 58,000
- Revised Gas Tax Revenue from 97,594 to 94,302
- Revised Gas Tax Revenue from 63,660 to 62,239
- Revised Gas Tax Revenue from 39,594 to 38,243
- Revised Gas Tax Revenue from 83,595 to 77,938
- Revised Gas Tax Revenue from 12,904 to 12,769
- Revise RMRA income from 189,400 to 209,250
- Revised City Properties professional expense from 8,000 to 12,000

Some of the most important changes listed above include:

1. Creation of the Development Coordinator position. This new position is a reclassification of existing staff. The front desk account clerk position is intended for the handling of utility payments, vendor coordination, billing, and responding to all utility related inquiries but was often forced to handle other tasks related to development. Since the City no longer has a Community Development department or staff, and there is an emphasis through the strategic plan for continued growth, development, and enforcement of codes throughout the City this new position is a perfect fit. It is a technical clerk / project

analyst type position that our existing account clerk was doing much of the work for already. This reclassification is necessary so that there is a responsible individual over the new MyGov software and newly created development and permitting processes. This individual will also liaise with County permit staff, the City Planner, the City Engineer, the City Manager, and all departments to better effect quick and accurate processing of permits and licenses necessary if the City wants to continue economic and community development.

2. Increased bandwidth of City internet to handle huge increases of data needs specifically linked to camera systems in the light industrial zone and throughout City parks which equates to several thousands of dollars per year increase across the General Fund.
3. Adjustments to the Code Enforcement budget to reasonable levels to handle a full-time position and new training requirements with new staff. This will need to have a budget that reflects the separate operating unit that it is. This will also set the stage for the costs to be properly reimbursed with a new fee schedule study to happen soon.
4. Adjust Fire Department budget to levels needed for ongoing expanded operations with full time staff.
5. Adjust revenue projections to revised amounts based upon consultant advice and industry association recommended projections for Gas Tax, Sales Tax, and SB1 RMRA tax.
6. Increased overhead administrative expense related to more activity with City Attorney. Also increased community development expense related to more activity with City Planner, Grant Writing & Management.

The total change for combined budgets by fund is listed in the following tables. The first table is the original budget for FY 2019-20 by fund for comparison purposes. The second table is the proposed revision to the FY 2019-20 budget by fund.

Fiscal Year 2019-20 Budget by Fund

Fund	Personnel	Maintenance & Operation	Capital Outlay	Total Expenditure	Total Revenue
01 GENERAL FUND	2,444,381	1,499,527	-	3,943,908	4,028,534
102 GENERAL FUND RESERVE	-	251,436	-	251,436	-
103 GENERAL FUND CAPITAL	-	-	251,436	251,436	251,436
104 CANNABIS CAPITAL FUND	-	32,000	-	32,000	153,633
02 WATER UTILITY	457,791	336,433	315,921	1,110,145	1,034,842
03 WATER DEVELOPMENT	-	30,000	240,000	270,000	22,800
04 SEWER UTILITY	444,634	458,683	14,116,588	15,019,905	14,900,917
05 SEWER DEVELOPMENT	-	-	-	-	34,844
06 REFUSE	83,092	700,993	-	784,085	823,390
08 SELF INSURED RESERVE	-	-	-	-	-
09 CUSTOMER DEPOSITS	-	-	-	-	-
11 DRUG ENFORCEMENT	-	-	10,000	10,000	338
12 FEDERAL AND STATE GRANTS	-	300,000	1,044,000	1,344,000	1,344,000
14 POLICE DEPT SLESF	88,061	15,649	75,000	178,710	141,429
15 POLICE DEPT AB109	-	-	-	-	-
20 STP	-	-	750,000	750,000	762,345
21 GAS TAX	161,135	98,540	19,116	278,791	304,382
22 TDA	-	82,000	137,835	219,835	235,298
23 STORM DRAIN	-	-	-	-	4,473
25 STREET MITIGATION FUND	-	-	-	-	378
26 MEASURE R FUND	-	30,000	4,082,929	4,112,929	4,286,946
27 RMRA (SB1) FUND	-	-	352,500	352,500	189,940
30 PARK DEVELOPMENT	-	-	-	-	1,408
31 PARK IMPROVEMENTS	-	-	1,004,640	1,004,640	988,640
35 MAINTENANCE DISTRICT	73,468	30,720	16,185	120,373	62,251
39 CITY PROPERTY FUND	-	54,364	-	54,364	60,766
40 CDBG PROGRAM INCOME	-	25,000	-	25,000	300,939
41 HOME PROGRAM INCOME	-	-	-	-	121
42 CAL HOME PROGRAM INCOME	-	-	-	-	2,269
71 FIRE DEVELOPER FEES	-	-	-	-	13,587
80 EVIDENCE HOLDING	-	-	-	-	-
81 POLICE DEVELOPER FEES	-	-	161,160	161,160	23,226
82 ASSET FORFEITURE	-	-	-	-	77
83 LIVE SCAN	-	-	-	-	-
	3,752,562	3,945,345	22,577,310	30,275,217	29,973,209

Proposed Revised Fiscal Year 2019-20 Budget by Fund

Fund	Personnel	Maintenance & Operation	Capital Outlay	Total Expenditure	Total Revenue
01 GENERAL FUND	2,296,093	1,705,810	-	4,001,903	4,047,420
102 GENERAL FUND RESERVE	-	254,456	-	254,456	-
103 GENERAL FUND CAPITAL	-	-	254,456	254,456	274,456
104 CANNABIS CAPITAL FUND	-	32,000	-	32,000	423,633
02 WATER UTILITY	465,183	336,433	318,465	1,120,081	1,034,842
03 WATER DEVELOPMENT	-	30,000	240,000	270,000	22,800
04 SEWER UTILITY	454,025	458,683	14,138,910	15,051,618	14,900,917
05 SEWER DEVELOPMENT	-	-	-	-	34,844
06 REFUSE	81,121	700,993	-	782,114	823,390
08 SELF INSURED RESERVE	-	-	-	-	-
09 CUSTOMER DEPOSITS	-	-	-	-	-
11 DRUG ENFORCEMENT	-	-	10,000	10,000	338
12 FEDERAL AND STATE GRANTS	-	506,702	423,000	929,702	987,642
14 POLICE DEPT SLESF	89,100	15,649	75,000	179,749	141,429
15 POLICE DEPT AB109	-	-	-	-	-
20 STP	-	-	750,000	750,000	762,345
21 GAS TAX	163,787	110,540	17,045	291,372	293,274
22 TDA	-	82,000	20,877	102,877	235,298
23 STORM DRAIN	-	-	-	-	4,473
25 STREET MITIGATION FUND	-	-	-	-	378
26 MEASURE R FUND	-	30,000	1,892,929	1,922,929	2,536,946
27 RMRA (SB1) FUND	-	-	352,500	352,500	209,790
30 PARK DEVELOPMENT	-	-	-	-	1,408
31 PARK IMPROVEMENTS	-	-	1,883,908	1,883,908	1,876,408
35 MAINTENANCE DISTRICT	65,962	30,720	12,758	109,440	62,251
39 CITY PROPERTY FUND	-	58,364	-	58,364	60,766
40 CDBG PROGRAM INCOME	-	50,000	-	50,000	100,939
41 HOME PROGRAM INCOME	-	-	-	-	121
42 CAL HOME PROGRAM INCOME	-	-	-	-	2,269
71 FIRE DEVELOPER FEES	-	-	-	-	13,587
80 EVIDENCE HOLDING	-	-	-	-	-
81 POLICE DEVELOPER FEES	-	-	161,160	161,160	23,226
82 ASSET FORFEITURE	-	-	-	-	77
83 LIVE SCAN	-	-	-	-	-
	3,615,271	4,402,350	20,551,008	28,568,629	28,875,267

CONCLUSION AND RECOMMENDATION

After careful consideration of many variables that have impacted the budget thus far through the year, and anticipating changes in the next six months, staff recommends that the changes, described in this report, and laid out in the attached journal be adopted to amend the FY 2020 budget. This adoption will take place by way of resolution 2020-003 for both the Capital Budget changes and the Operation Budget changes.

ATTACHMENT(S):

1. Resolution 2020-005 A RESOLUTION OF THE COUNCIL OF THE CITY OF FARMERSVILLE APPROVING AND ADOPTING THE MID YEAR BUDGET AMENDMENT FOR FISCAL YEAR 2019-2020.
2. City of Farmersville FY 2020 Budget Amendment Journal
3. City of Farmersville Budget Document for the Year Ended June 30, 2020

RESOLUTION 2020-005

**A RESOLUTION OF THE COUNCIL OF THE CITY OF FARMERSVILLE
APPROVING AND ADOPTING THE MID YEAR BUDGET AMENDMENT FOR FISCAL
YEAR 2019-2020.**

WHEREAS, the adopted budget for FY 2019-2020 was approved by the City Council on June 10, 2019 by Resolution 2019-019; and

WHEREAS, on February 10, 2020 the recommended amended mid-year budget for fiscal year 2019-2020 was presented to the City Council; and

WHEREAS, the City Council has considered the recommended amendments to the budget;

NOW, THEREFORE, BE IT RESOLVED, the Farmersville City Council hereby resolves that the FY 2019-2020 Budget amendment, as attached hereto as the supporting staff report, including various budget schedules regarding the revenues and expenditures for all City functions are hereby approved and adopted effective February 10th, 2020.

The foregoing resolution was adopted upon motion of Council Member
Council Member _____ seconded the motion at a regular meeting of the City
Council held on the 10th day of February, 2020, by the following roll call vote:

AYES:

NOES:

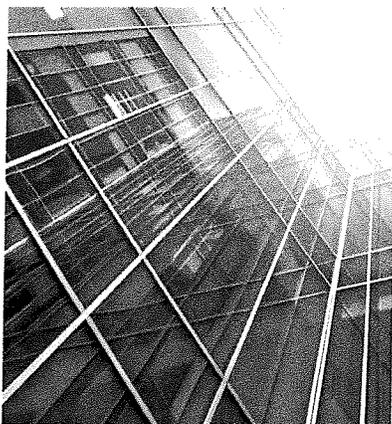
ABSTAIN:

ABSENT:

Greg Gomez, Mayor

WITNESS my hand and seal this 10th day of February, 2020.

Rochelle Giovani, City Clerk

JANUARY 2020


Market Summary

We expect US economic growth to moderate in 2020 toward trend growth of about 1.8% compared to 2.3% in 2019. We believe the impact of monetary policy on economic growth is somewhat lagged, and the more accommodative monetary policy stance of the Federal Reserve and other global central banks throughout 2019 should provide a tailwind for the economy in 2020. Though slow global growth continues to create a headwind for the US economy, recent domestic economic data has been mostly in line with expectations and consistent with modest growth. Most notably, the US labor market remains firm which should continue to support consumer spending trends as well as the housing market.

The Federal Open Market Committee (FOMC) kept the target fed funds rate unchanged in December in a range of 1.50%-1.75%. The vote to keep policy unchanged was unanimous and the Fed's quarterly update on their Summary of Economic Projections, was little changed from the September 2019 forecast. Notably the Fed's forecast calls for no change to the fed funds rate in 2020. We believe the hurdle rate to tighten policy remains high, as market-based measures of inflation are still too low. Conversely, if market-based inflation metrics fail to improve, and/or the domestic or global economy experiences an exogenous shock, we believe the Fed has left the door open for additional policy accommodation.

The Treasury yield curve steepened slightly in December. The 2-year Treasury yield decreased about four basis points to 1.57%, the 5-year Treasury yield increased almost seven basis points to 1.69%, and the 10-year Treasury yield increased about 14 basis points to 1.92%. We believe the increase in longer-term yields were driven by more favorable developments with regard to global trade and Brexit.

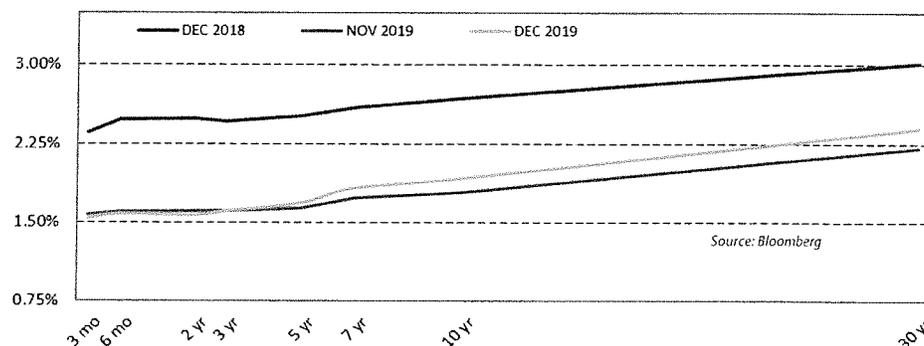
Market Data

World Stock Market Indices
 data as of 12/31/2019

	Diff (11/30/19)	% Change
S&P 500		
3,230.78	89.80	2.86%
NASDAQ		
8,972.60	307.13	3.54%
DOW JONES		
28,538.44	487.03	1.74%
FTSE (UK)		
7,542.44	195.91	2.67%
DAX (Germany)		
13,249.01	12.63	0.10%
Hang Seng (Hong Kong)		
28,189.75	1,843.26	7.00%
Nikkei (Japan)		
23,656.62	362.71	1.56%

Source: Bloomberg. Please see descriptions of indices on Page 2.

Treasury Yields Have Declined Year-Over-Year



Treasury yields declined meaningfully in 2019. At year-end, the 3-month T-bill yield was down 81 basis points, the 2-Year Treasury yield was down 92 basis points, and the 10-Year Treasury yield was down 77 basis points. We believe the year-over-year decline in long-term Treasury yields largely reflects a decline in global economic growth and inflation expectations, while the decline in shorter-term rates is in line with the Fed's three 25 basis point rate cuts in 2019. Notably, the shape of the yield curve has normalized to some extent over the past few months and is now upward sloping, which we believe reflects increased optimism about the domestic economic outlook.

TREASURY YIELDS	Trend (▲/▼)	12/31/2019	11/30/2019	Change
3-Month	▼	1.54	1.57	-0.03
2-Year	▼	1.57	1.61	-0.04
3-Year	▲	1.61	1.61	0
5-Year	▲	1.69	1.63	0.06
7-Year	▲	1.83	1.73	0.10
10-Year	▲	1.92	1.78	0.14
30-Year	▲	2.39	2.21	0.18

Source: Bloomberg

BOND MARKET REVIEW

Since 1988, Chandler Asset Management has specialized in providing fixed income investment solutions to risk-averse public agencies and institutions. Chandler's mission is to provide fully customizable, client-centered portfolio management that preserves principal, mitigates risk and generates income in our clients' portfolios.

Credit Spreads Tightened in December

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change
3-month top rated commercial paper	0.11	0.18	(0.07)
2-year A corporate note	0.29	0.31	(0.02)
5-year A corporate note	0.46	0.53	(0.07)
5-year Agency note	0.05	0.07	(0.02)

Source: Bloomberg

Data as of 12/31/2019

Economic Data Remains Consistent with Trend Growth

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(43.10) \$Bln NOV 19	(46.90) \$Bln OCT 19	(53.60) \$Bln NOV 18
Gross Domestic Product	2.10% SEP 19	2.00% JUN 19	2.90% SEP 18
Unemployment Rate	3.50% DEC 19	3.50% NOV 19	3.90% DEC 18
Prime Rate	4.75% DEC 19	4.75% NOV 19	5.50% DEC 18
Commodity Research Bureau Index	185.79 DEC 19	176.65 NOV 19	169.80 DEC 18
Oil (West Texas Int.)	\$61.06 DEC 19	\$55.17 NOV 19	\$45.41 DEC 18
Consumer Price Index (y/o/y)	2.10% NOV 19	1.80% OCT 19	2.20% NOV 18
Producer Price Index (y/o/y)	1.10% NOV 19	(0.20%) OCT 19	2.00% NOV 18
Dollar/Euro	1.12 DEC 19	1.10 NOV 19	1.15 DEC 18

Source: Bloomberg

Economic Roundup

Consumer Prices

The Consumer Price Index (CPI) was up 2.1% year-over-year in November, up from 1.8% in October. Core CPI (CPI less food and energy) was up 2.3% year-over-year in November, unchanged from October. The Personal Consumption Expenditures (PCE) index was up 1.5% year-over-year in November versus up 1.4% year-over-year in October. Core PCE, which is the Fed's primary inflation gauge, was up 1.6% year-over-year in November versus 1.7% year-over-year in October. Core PCE softened and remains below the Fed's 2.0% inflation target.

Retail Sales

Retail sales increased 0.2% in November, following growth of 0.4% in October. Excluding auto and gas, retail sales were flat in November, below expectations of 0.4%. On a year-over-year basis, retail sales increased 3.3% in November, versus 3.2% in October.

Labor Market

U.S. nonfarm payrolls rose by 145,000 in December, below expectations of 160,000. Payrolls for October and November were revised down by a total of 14,000. On a trailing 3-month and 6-month basis, payrolls increased an average of about 184,000 and 189,000 per month, respectively. The unemployment rate was unchanged at 3.5% and the participation rate held steady at 63.2%. A broader measure of unemployment called the U-6, which includes those who are marginally attached to the labor force and employed part time for economic reasons, declined to 6.7% in December from 6.9% in November. Wages edged up 0.1% in December, below expectations of 0.3%, but the November increase in wages was revised up slightly to 0.3% from 0.2%. The average workweek was unchanged at 34.3 hours. On a year-over-year basis, wages were up 2.9% in December, versus up 3.1% in November.

Housing Starts

Housing starts increased 3.2% in November to a 1.365 million annualized rate and starts in the prior month were revised higher. Permits were also stronger than expected in November, up 1.4%. Multi-family starts rose 4.9% month-over-month in November to an annualized rate of 427,000. Single-family starts rose 2.4% in November to an annualized rate of 938,000. The trends suggest that low mortgage rates and a strong labor market continue to drive housing activity.

World Stock Market Index Descriptions

S&P 500—The S&P 500 is a market value weighted index of 500 large-capitalization stocks. The 500 companies included in the index capture approximately 80% of available US market capitalization. NASDAQ—The NASDAQ Composite Index is the market capitalization-weighted index of over 3,300 common stocks listed on the NASDAQ stock exchange. Dow Jones—The Dow Jones Industrial Average is an index that tracks 30 large, publicly-owned companies trading on the New York Stock Exchange and the NASDAQ. The Financial Times Stock Exchange Group (FTSE)—The FTSE is a share index of the 100 companies listed on the London Stock Exchange with the highest market capitalization. DAX—The Deutscher Aktienindex (DAX) is a blue chip stock market index consisting of the 30 major German companies trading on the Frankfurt Stock Exchange. Hang Seng—The Hang Seng Index is a freefloat-adjusted market-capitalization-weighted stock market index in Hong Kong. It is used to record and monitor daily changes of the largest companies of the Hong Kong stock market and is the main indicator of overall market performance in Hong Kong. Nikkei—Japan's Nikkei 225 Stock Average is a price-weighted index composed of Japan's top 225 blue-chip companies traded on the Tokyo Stock Exchange.

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Data source: Bloomberg. This report is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of publication, but may become outdated or superseded at any time without notice. Any opinions or views expressed are based on current market conditions and are subject to change. This report may contain forecasts and forward-looking statements which are inherently limited and should not be relied upon as an indicator of future results. Past performance is not indicative of future results. This report is not intended to constitute an offer, solicitation, recommendation or advice regarding any securities or investment strategy and should not be regarded by recipients as a substitute for the exercise of their own judgment. Fixed income investments are subject to interest, credit, and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.



	FY 2019-2020 ORIGINAL BUDGET	FY 2019-2020 ACTUAL AS OF 12/31/2019	FY 2019-2020 PROPOSED AMENDMENT	BUDGET LINE CHANGE NEEDED FOR AMENDMENT	
01 GENERAL FUND					
400 GENERAL REVENUES					
01 -400-400 -4005 -	PROPERTY TAX - VLF	(1,049,468)	(514,797)	(1,032,594)	16,874
01 -400-400 -4105 -	SALES TAX - ADD ON (121)	(372,120)	(138,892)	(390,000)	(17,880)
01 -400-400 -4109 -	SALES TAX - ADD ON (628)	(372,120)	(143,170)	(390,000)	(17,880)
404 ADMINISTRATION					
01 -404-400 -5101 -	SALARIES	121,170	58,194	120,992	(179)
01 -404-400 -5112 -	PERS RETIREMENT	8,701	4,182	8,689	(12)
01 -404-400 -5119 -	DEFERRED COMP	1,373	901	1,883	510
01 -404-400 -5121 -	HEALTH/DENTAL/VISION	17,781	8,725	16,990	(792)
01 -404-400 -5124 -	HEALTHY LIVING	122	122	243	122
01 -404-400 -5202 -	OPERATING SUPPLIES	2,000	1,411	2,500	500
406 ADMINISTRATIVE OVERHEAD					
01 -406-400 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	295,000	218,639	345,000	50,000
01 -406-400 -5206 -	UTILITIES	33,000	23,010	43,000	10,000
01 -406-400 -5207 -	INSURANCE	153,209	120,268	168,100	14,891
01 -406-400 -5211 -	PHONE/INTERNET	14,691	2,997	20,000	5,309
411 POLICE					
01 -411-100 -5101 -	SALARIES	1,079,517	526,948	1,048,420	(31,098)
01 -411-100 -5110 -	FICA	67,631	30,252	65,859	(1,772)
01 -411-100 -5111 -	MEDICARE	15,817	8,138	15,402	(414)
01 -411-100 -5112 -	PERS RETIREMENT	111,063	52,330	106,207	(4,856)
01 -411-100 -5116 -	LTD/LIFE INSURANCE	11,093	4,816	10,822	(270)
01 -411-100 -5119 -	DEFERRED COMP	12,855	6,205	12,493	(362)
01 -411-100 -5121 -	HEALTH/DENTAL/VISION	292,802	108,558	213,560	(79,242)
01 -411-100 -5124 -	HEALTHY LIVING	1,170	1,260	2,520	1,350
414 COMMUNITY DEVELOPMENT					
01 -414-800 -5101 -	SALARIES			10,234	10,234
01 -414-800 -5110 -	FICA			637	637
01 -414-800 -5111 -	MEDICARE			149	149
01 -414-800 -5112 -	PERS RETIREMENT			735	735
01 -414-800 -5116 -	LTD/LIFE INSURANCE			166	166
01 -414-800 -5117 -	WORKERS COMPENSATION			257	257
01 -414-800 -5119 -	DEFERRED COMP			205	205
01 -414-800 -5121 -	HEALTH/DENTAL/VISION			6,759	6,759
01 -414-800 -5122 -	PERS UAL PAYMENT			735	735
01 -414-100 -5124 -	HEALTHY LIVING			45	45
01 -414-800 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	110,000	91,844	200,000	90,000
01 -414-800 -5210 -	ADVERTISING	2,500	-	-	(2,500)
415 CODE ENFORCEMENT					



		FY 2019-2020 ORIGINAL BUDGET	FY 2019-2020 ACTUAL AS OF 12/31/2019	FY 2019-2020 PROPOSED AMENDMENT	BUDGET LINE CHANGE NEEDED FOR AMENDMENT
01 -415-800 -5101 -	SALARIES	48,963	20,495	45,196	(3,767)
01 -415-800 -5110 -	FICA	3,079	1,298	2,857	(222)
01 -415-800 -5111 -	MEDICARE	720	304	668	(52)
01 -415-800 -5112 -	PERS RETIREMENT	4,551	1,316	4,201	(350)
01 -415-800 -5116 -	LTD/LIFE INSURANCE	617	318	580	(38)
01 -415-800 -5119 -	DEFERRED COMP	-	409	904	904
01 -415-800 -5121 -	HEALTH/DENTAL/VISION	13,235	4,722	10,927	(2,308)
01 -415-100 -5124 -	HEALTHY LIVING	90	90	180	90
01 -415-800 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	2,000	5,725	8,000	6,000
01 -415-800-5208	training		2,378	3,000	3,000
01 -415-800 -5211 -	PHONE/INTERNET	3,835	2,367	5,000	1,165
420 FIRE DEPARTMENT					
01 -420-100 -5101 -	SALARIES	156,518	71,187	149,036	(7,481)
01 -420-100 -5110 -	FICA	9,862	4,598	9,423	(440)
01 -420-100 -5111 -	MEDICARE	2,306	1,075	2,204	(103)
01 -420-100 -5112 -	PERS RETIREMENT	15,785	6,380	13,504	(2,281)
01 -420-100 -5116 -	LTD/LIFE INSURANCE	1,917	801	1,814	(103)
01 -420-100 -5118 -	UNIFORM ALLOWANCE	2,550	1,200	2,400	(150)
01 -420-100 -5119 -	DEFERRED COMP	2,078	736	1,801	(278)
01 -420-100 -5121 -	HEALTH/DENTAL/VISION	44,886	12,766	17,220	(27,666)
01 -420-100 -5124 -	HEALTHY LIVING	270	270	540	270
01 -420-100 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	79,000	41,395	90,000	11,000
425 PARKS, BUILDINGS & GROUNDS					
01 -425-600 -5101 -	SALARIES	64,486	31,565	59,889	(4,597)
01 -425-600 -5110 -	FICA	4,048	2,006	3,776	(272)
01 -425-600 -5111 -	MEDICARE	947	469	883	(64)
01 -425-600 -5112 -	PERS RETIREMENT	4,583	2,241	4,206	(377)
01 -425-600 -5116 -	LTD/LIFE INSURANCE	768	303	722	(46)
01 -425-600 -5119 -	DEFERRED COMP	842	564	950	108
01 -425-600 -5121 -	HEALTH/DENTAL/VISION	22,882	9,917	20,805	(2,077)
01 -425-600 -5124 -	HEALTHY LIVING	104	63	207	104
01 -425-600 -5206 -	UTILITIES	15,000	19,595	30,000	15,000
01 -425-600 -5211 -	PHONE/INTERNET	2,082	2,474	4,000	1,918
102 GENERAL FUND RESERVE					
102 -400-100 -9001 -	TRANSFER OUT	251,436	251,436	254,456	3,020
103 GENERAL FUND CAPITAL					
103 -404-000 -5504 -	EQUIPMENT	39,000	22,707	40,280	1,280
103 -411-000 -5514 -	VEHICLES	99,306	56,139	77,940	(21,366)
103 -411-000 -5558 -	INTEREST	2,995	555	2,064	(931)
103 -415-000 -5514 -	VEHICLES	-	-	37,500	37,500
103 -420-000 -5504 -	EQUIPMENT	7,500	-	-	(7,500)
103 -425-000 -5504 -	EQUIPMENT	72,635	61,453	66,929	(5,706)



		FY 2019-2020 ORIGINAL BUDGET	FY 2019-2020 ACTUAL AS OF 12/31/2019	FY 2019-2020 PROPOSED AMENDMENT	BUDGET LINE CHANGE NEEDED FOR AMENDMENT
103 -425-000 -5514 -	VEHICLES	10,000	10,083	9,752	(248)
103 -411-0000-4081 -	STATE GRANTS		(20,000)	(20,000)	(20,000)
103 -400-100 -9000 -	TRANSFER IN	(251,436)	(251,436)	(254,456)	(3,020)
104 CANNABIS REVENUE					
104 -400-400 -4200 -	CANNABIS TAX REVENUE	(150,000)	-	(420,000)	(270,000)
02 WATER UTILITY					
02 -404-00 -5101 -	SALARIES	168,205	81,282	171,892	3,687
02 -404-00 -5110 -	FICA	10,460	5,007	10,712	252
02 -404-00 -5111 -	MEDICARE	2,446	1,171	2,505	59
02 -404-00 -5112 -	PERS RETIREMENT	12,225	5,889	12,499	274
02 -404-00 -5116 -	LTD/LIFE INSURANCE	1,728	726	1,797	69
02 -404-00 -5117 -	WORKERS COMPENSATION	1,026	626	1,154	128
02 -404-00 -5119 -	DEFERRED COMP	2,168	1,161	2,498	331
02 -404-00 -5121 -	HEALTH/DENTAL/VISION	29,824	14,501	30,639	815
02 -404-00 -5124 -	HEALTHY LIVING	180	180	383	203
02 -425-00 -5101 -	SALARIES	121,044	49,654	122,321	1,277
02 -425-00 -5110 -	FICA	7,603	3,827	7,707	104
02 -425-00 -5111 -	MEDICARE	1,778	895	1,802	24
02 -425-00 -5112 -	PERS RETIREMENT	8,540	3,521	8,644	104
02 -425-00 -5116 -	LTD/LIFE INSURANCE	1,506	556	1,459	(47)
02 -425-00 -5119 -	DEFERRED COMP	1,776	1,000	2,340	565
02 -425-00 -5121 -	HEALTH/DENTAL/VISION	41,587	18,419	40,931	(656)
02 -425-00 -5124 -	HEALTHY LIVING	203	167	407	203
02 -425-00 -5504 -	EQUIPMENT	66,921	40,940	89,999	23,078
02 -425-00 -5504 -WELL6	EQUIPMENT	120,000		-	(120,000)
02 -425-00 -5504 -WELL7	EQUIPMENT	-		100,000	100,000
02 -425-00 -5514 -	VEHICLES	30,000	28,969	29,466	(534)
04 SEWER UTILITY					
04 -404-00 -5101 -	SALARIES	168,205	81,282	171,892	3,687
04 -404-00 -5110 -	FICA	10,460	5,007	10,712	252
04 -404-00 -5111 -	MEDICARE	2,446	1,171	2,505	59
04 -404-00 -5112 -	PERS RETIREMENT	12,225	5,889	12,499	274
04 -404-00 -5116 -	LTD/LIFE INSURANCE	1,728	726	1,797	69
04 -404-00 -5117 -	WORKERS COMPENSATION	1,026	626	1,154	128
04 -404-00 -5119 -	DEFERRED COMP	2,168	1,161	2,498	331
04 -404-00 -5121 -	HEALTH/DENTAL/VISION	29,824	14,501	30,639	815
04 -404-00 -5124 -	HEALTHY LIVING	180	180	383	203
04 -425-00 -5101 -	SALARIES	113,997	45,008	116,341	2,344
04 -425-00 -5110 -	FICA	7,160	3,533	7,329	169
04 -425-00 -5111 -	MEDICARE	1,675	826	1,714	40
04 -425-00 -5112 -	PERS RETIREMENT	8,062	3,208	8,258	196
04 -425-00 -5116 -	LTD/LIFE INSURANCE	1,427	516	1,382	(44)
04 -425-00 -5119 -	DEFERRED COMP	1,564	918	2,270	706



	FY 2019-2020 ORIGINAL BUDGET	FY 2019-2020 ACTUAL AS OF 12/31/2019	FY 2019-2020 PROPOSED AMENDMENT	BUDGET LINE CHANGE NEEDED FOR AMENDMENT	
04 -425-00 -5121 -	HEALTH/DENTAL/VISION	38,309	16,888	38,280	(30)
04 -425-00 -5124 -	HEALTHY LIVING	192	147	383	192
04 -425-00 -5504 -	EQUIPMENT	135,902	26,657	158,757	22,855
04 -425-00 -5514 -	VEHICLES	30,000	28,969	29,467	(533)
06 REFUSE					
06 -404-00 -5101 -	SALARIES	42,986	27,311	42,450	(536)
06 -404-00 -5110 -	FICA	2,674	1,687	2,647	(27)
06 -404-00 -5112 -	PERS RETIREMENT	3,099	1,981	3,064	(35)
06 -404-00 -5119 -	DEFERRED COMP	860	413	849	(11)
06 -404-00 -5121 -	HEALTH/DENTAL/VISION	8,824	4,923	7,878	(946)
06 -404-00 -5124 -	HEALTHY LIVING	50	59	99	50
06 -425-00 -5101 -	SALARIES	12,729	6,130	12,491	(238)
06 -425-00 -5110 -	FICA	797	388	785	(13)
06 -425-00 -5112 -	PERS RETIREMENT	929	446	909	(20)
06 -425-00 -5119 -	DEFERRED COMP	205	115	236	31
06 -425-00 -5121 -	HEALTH/DENTAL/VISION	4,065	1,831	3,839	(226)
06 -425-00 -5124 -	HEALTHY LIVING	17	13	34	17
12 FEDERAL AND STATE GRANTS					
12 -400-000 -4082 -9900	2014 CDBG - 9900	(50,000)	(155,997)	(256,702)	(206,702)
12 -400-000 -4082 -0895	2015 HOME - 0895	-	96,940	(96,940)	(96,940)
12 -400-000 -4081 - LADDR		(660,000)	-	-	660,000
12 -400-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	39,000	39,000
12 -400-000 -5205 -9900	2014 CDBG - 9900	50,000	256,702	256,702	206,702
12 -400-00 -5514-LADDR	VEHICLES	660,000	-	-	(660,000)
14 POLICE SLESF					
14 -411-00 -5110 -SLESF	FICA	3,677	1,874	3,688	11
14 -411-00 -5119 -SLESF	DEFERRED COMP	-	525	1,115	1,115
14 -411-00 -5121 -SLESF	HEALTH/DENTAL/VISION	6,175	3,048	5,996	(180)
14 -411-00 -5124 -SLESF	HEALTHY LIVING	90	90	180	90
21 GAS TAX					
21 -404-00 -5124 -	HEALTHY LIVING	9	-	18	9
21 -425-00 -5101 -	SALARIES	82,010	33,926	83,989	1,979
21 -425-00 -5110 -	FICA	5,152	2,164	5,292	140
21 -425-00 -5111 -	MEDICARE	1,205	506	1,238	33
21 -425-00 -5112 -	PERS RETIREMENT	5,763	2,397	5,920	157
21 -425-00 -5116 -	LTD/LIFE INSURANCE	1,018	317	998	(20)
21 -425-00 -5119 -	DEFERRED COMP	1,186	577	1,644	458
21 -425-00 -5121 -	HEALTH/DENTAL/VISION	29,147	10,555	28,902	(245)
21 -425-00 -5124 -	HEALTHY LIVING	140	95	279	140
21 -425-00 -5206 -	UTILITIES	46,000	32,275	58,000	12,000
21 -425-600 -5504 -	EQUIPMENT	9,116	7,295	7,294	(1,822)
21 -425-600 -5514 -	VEHICLES	10,000	10,083	9,751	(249)



		FY 2019-2020 ORIGINAL BUDGET	FY 2019-2020 ACTUAL AS OF 12/31/2019	FY 2019-2020 PROPOSED AMENDMENT	BUDGET LINE CHANGE NEEDED FOR AMENDMENT
21 -425-000 -4035 -	HUT 2103	(97,594)	(47,310)	(94,302)	3,292
21 -425-000 -4036 -	STATE GAS TAX 2105	(63,660)	(31,918)	(62,239)	1,421
21 -425-000 -4037 -	STATE GAS TAX 2106	(38,837)	(19,389)	(38,234)	603
21 -425-000 -4038 -	STATE GAS TAX 2107	(83,595)	(39,080)	(77,938)	5,657
21 -425-000 -4080 -	MISC INCOME	(12,904)	-	(12,769)	135
22 TDA					
22 -425-00 -5504 -	EQUIPMENT	2,235	877	877	(1,358)
22 -425-00 -5516 -XWALK	CONSTRUCTION IN PROCESS	135,600	7,344	20,000	(115,600)
26 MEASURE R					
26 -425-000 -4081 -ENTRY	STATE GRANTS	(2,500,000)	(81,020)	(750,000)	1,750,000
26 -425-900 -5205 -ENTRY	PROFESSIONAL & CONTRACTUAL SRV	2,500,000	-	750,000	(1,750,000)
26 -425-900 -5516 - CBLVD	CONSTRUCTION IN PROCESS	150,000	1,640	-	(150,000)
26 -425-900 -5516 - PMS20	CONSTRUCTION IN PROCESS	25,000	-	35,000	10,000
26 -425-900 -5516 - RRXNG	CONSTRUCTION IN PROCESS	150,000	-	-	(150,000)
26 -425-900 -5516 - TCNTR	CONSTRUCTION IN PROCESS	150,000	-	-	(150,000)
27 SB1 ROAD MAINTENANCE & REHAB					
27 -425-000-4081	STATE GRANT	(189,400)	(72,610)	(209,250)	(19,850)
31 PARK IMPROVEMENTS					
31 -425-00 -5205 -GGRF	PROFESSIONAL & CONTRACTUAL SRV	140,000	27,697	27,768	(112,232)
31 -425-00 -5504	EQUIPMENT	8,500	-	-	(8,500)
31 -425-00 -5516-SPP	CONSTRUCTION IN PROCESS	500,000	16,527	1,500,000	1,000,000
31 -425-000 -4081 -SPP	STATE GRANTS	(500,000)	-	(1,500,000)	(1,000,000)
31 -425-000 -4081 - GGRF	URBAN FORESTRY GRANT	(140,000)	14,124	(27,768)	112,232
35 MAINTENANCE DISTRICTS					
35 -425-00 -5101 -	SALARIES	42,586	21,571	37,849	(4,736)
35 -425-00 -5110 -	FICA	2,672	1,368	2,386	(286)
35 -425-00 -5111 -	MEDICARE	625	320	558	(67)
35 -425-00 -5112 -	PERS RETIREMENT	3,067	1,554	2,680	(386)
35 -425-00 -5116 -	LTD/LIFE INSURANCE	493	207	445	(47)
35 -425-00 -5119 -	DEFERRED COMP	752	395	509	(243)
35 -425-00 -5121 -	HEALTH/DENTAL/VISION	14,649	6,632	12,844	(1,805)
35 -425-00 -5124 -	HEALTHY LIVING	65	56	130	65
35 -425-00 -5504	EQUIPMENT	6,185	3,072	3,007	(3,178)
35 -425-00 -5514	VEHICLES	10,000	10,083	9,751	(249)
39 CITY PROPERTIES					
39 -425-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	8,000	4,884	12,000	4,000
40 CDBG PROGRAM INCOME					
40 -404-000 -4081 -1984	STATE GRANTS	(25,000)	-	-	25,000
40 -404-000 -4081 -1987	STATE GRANTS	(25,000)	-	-	25,000



		FY 2019-2020 ORIGINAL BUDGET	FY 2019-2020 ACTUAL AS OF 12/31/2019	FY 2019-2020 PROPOSED AMENDMENT	BUDGET LINE CHANGE NEEDED FOR AMENDMENT
40 -404-000 -4081 -1988	STATE GRANTS	(25,000)	-		25,000
40 -404-000 -4081 -1989	STATE GRANTS	(25,000)	(1,975)		25,000
40 -404-000 -4081 -1997	STATE GRANTS	(25,000)	-		25,000
40 -404-000 -4081 -1999	STATE GRANTS	(25,000)	-		25,000
40 -404-000 -4081 -2000	STATE GRANTS	(25,000)	-		25,000
40 -404-000 -4081 -2001	2001 PROGRAM INCOME	(25,000)	-		25,000
40 -404-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	25,000	-	50,000	25,000
					(608,629)



CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
01 GENERAL FUND					
400 GENERAL REVENUES					
01 -400-400 -4001 -	PROPERTY TAX	(280,000)	(283,450)	(282,240)	(282,240)
01 -400-400 -4002 -	SALES TAX (54058)	(620,000)	(679,837)	(645,300)	(645,300)
01 -400-400 -4003 -	SALES TAX-PROP 172	(20,000)	(23,591)	(20,000)	(20,000)
01 -400-400 -4004 -	FRANCHISE FEE	(120,000)	(140,606)	(127,000)	(127,000)
01 -400-400 -4005 -	PROPERTY TAX - VLF	(992,874)	(992,874)	(1,049,468)	(1,032,594)
01 -400-400 -4006 -	REAL PROP TRANSFER TAX	(5,000)	(8,332)	(5,000)	(5,000)
01 -400-400 -4007 -	PROPERTY TAX - PRIOR	(5,000)	(6,711)	(5,000)	(5,000)
01 -400-400 -4008 -	PROPERTY TAX - SUPPLEMENTAL CR	(5,000)	(6,284)	(5,000)	(5,000)
01 -400-400 -4009 -	PROPERTY TAX - SUPPLEMENTAL PR	(5,000)	(875)	(5,000)	(5,000)
01 -400-400 -4010 -	CASH OVER AND SHORT	-	1	-	-
01 -400-400 -4040 -	INVESTMENT EARNINGS	(3,375)	5,261	(16,900)	(16,900)
01 -400-400 -4051 -	M V IN-LIEU FEES	-	-	-	-
01 -400-400 -4055 -	PROPERTY TAX RELIEF	-	(2,212)	-	-
01 -400-400 -4059 -	NOTARY FEES	-	(75)	-	(15)
01 -400-400 -4077 -	PROPERTY TAX INCREMENTS	(74,000)	(77,224)	(75,000)	(75,000)
01 -400-400 -4080 -	MISC INCOME (ONE-TIME PAYMENTS)	(5,000)	(19,391)	(10,000)	(10,000)
01 -400-400 -4102 -	ERAF S&U TAX	-	-	-	-
01 -400-400 -4105 -	SALES TAX - ADD ON (121)	(362,000)	(407,456)	(372,120)	(390,000)
01 -400-400 -4107 -	RPTF PASSTHRU REVENUE	-	-	-	-
01 -400-400 -4108 -	STP EXCHANGE	-	-	-	-
01 -400-400 -4109 -	SALES TAX - ADD ON (628)	(364,000)	(411,723)	(372,120)	(390,000)
01 -400-400 -4114 -	SALES TAX - CANNABIS	-	-	-	-
01 -400-400 -4996 -	GAIN/LOSS ON INVESTMENT	-	(102,680)	-	(31,086)
01 -400-00 -9000 -	OPERATING TRANSFER IN	(333,393)	(51,475)	(32,000)	(32,000)
01 -400-00 -9001 -	TRANSFER OUT	-	1,658,330	-	-
	TOTAL GENERAL REVENUES	(3,194,642)	(1,551,206)	(3,022,148)	(3,041,034)
401 CITY COUNCIL					
01 -401-300 -5202 -	OPERATING SUPPLIES	1,000	43	1,000	1,000
01 -401-300 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	6,000	4,704	6,000	6,000
01 -401-300 -5208 -	EMPLOYEE DEVELOPMENT	8,000	6,366	8,000	8,000
	TOTAL CITY COUNCIL	15,000	11,113	15,000	15,000
404 ADMINISTRATION					
01 -404-400 -4011 -	BUSINESS LICENSE	(38,000)	(45,058)	(64,000)	(64,000)
01 -404-400 -4012 -	RENTAL LICENSE	(31,000)	(269)	-	-
01 -404-400 -4022 -	GARAGE SALE PERMITS	(2,000)	(1,794)	(1,500)	(1,500)
01 -404-400 -4075 -	RENT	(182,700)	(180,496)	(133,225)	(133,225)
01 -404-000 -4080 -	MISC INCOME	-	(6,128)	-	-
01 -404-000 -4084 -	BUSINESS LICENSE PENALTY	-	(123)	-	(733)
01 -404-400 -4115 -	CANNABIS COMMERCIAL	(70,000)	(50,418)	(40,000)	(40,000)
01 -404-400 -4116 -	CANNABIS RESIDENTIAL	(1,000)	(40)	-	-
01 -404-400 -5101 -	SALARIES	111,309	112,122	121,170	120,992
01 -404-400 -5101 - CAPTL	SALARIES	916	916	-	-
01 -404-400 -5103 -	OVERTIME	200	120	200	200
01 -404-400 -5110 -	FICA	6,842	6,945	7,533	7,537
01 -404-400 -5111 -	MEDICARE	1,600	1,624	1,762	1,763
01 -404-400 -5112 -	PERS RETIREMENT	7,753	7,691	8,701	8,689
01 -404-400 -5116 -	LTD/LIFE INSURANCE	1,154	1,080	1,224	1,222
01 -404-400 -5117 -	WORKERS COMPENSATION	859	766	693	693
01 -404-400 -5118 -	CLEANING ALLOWANCE	288	338	338	338
01 -404-400 -5119 -	DEFERRED COMP	-	1,741	1,373	1,883



CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
01 -404-400 -5120 -	STATE UNEMPLOYMENT INSURANCE	-	-	-	-
01 -404-400 -5121 -	HEALTH/DENTAL/VISION	16,740	18,004	17,781	16,990
01 -404-400 -5122 -	PERS UAL PAYMENT	6,023	6,391	4,782	4,782
01 -404-400 -5124 -	HEALTHY LIVING	-	243	122	243
01 -404-400 -5202 -	OPERATING SUPPLIES	2,000	1,776	2,000	2,500
01 -404-400 -5204 -	REPAIRS & MAINENANCE SERVICES	-	-	-	-
01 -404-400 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	77,000	39,637	74,000	74,000
01 -404-400 -5206 -	UTILITIES	-	-	-	-
01 -404-400 -5208 -	EMPLOYEE DEVELOPMENT	15,000	18,432	20,000	20,000
01 -404-400 -5211 -	PHONE/INTERNET	-	310	-	-
01 -404-400 -5255 -	FUEL	-	-	-	-
01 -404-400 -5504 -	EQUIPMENT	1,600	1,118	4,000	4,000
	TOTAL ADMINISTRATION	(75,416)	(65,072)	26,953	(2,906)
405 MEMBERSHIP LEGISLATION					
01 -405-300 -5205 -	MEMBERSHIPS LEGISLATIVE	26,000	22,304	19,000	19,000
406 ADMINISTRATIVE OVERHEAD					
01 -406-400 -5201 -	OFFICE SUPPLIES	5,000	7,718	5,000	5,000
01 -406-400 -5202 -	OPERATING SUPPLIES	6,000	2,677	6,000	6,000
01 -406-400 -5203 -	REPAIR & MAINTENANCE SUPPLIES	-	-	4,510	4,510
01 -406-400 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	280,000	301,543	295,000	345,000
01 -406-400 -5206 -	UTILITIES	28,000	33,335	33,000	43,000
01 -406-400 -5207 -	INSURANCE	143,365	139,583	153,209	168,100
01 -406-400 -5211 -	PHONE/INTERNET	9,965	5,056	14,691	20,000
01 -406-400 -5250 -	OVERHEAD	(356,000)	(369,894)	(374,000)	(374,000)
01 -406-400 -5255 -	FUEL	1,000	1,042	1,000	1,000
01 -406-400 -5504 -	EQUIPMENT	105,000	105,650	11,500	11,500
	TOTAL ADMINISTRATIVE OVERHEAD	222,330	226,709	149,910	376,734
407 CITY SPONSORSHIPS					
01 -407-200 -4064 -	RECREATION FEES	-	-	-	-
01 -407-200 -5202 -	OPERATING SUPPLIES	-	-	-	-
01 -407-200 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	7,000	5,324	6,000	6,000
	TOTAL CITY SPONSORSHIPS	7,000	5,324	6,000	6,000
409 CITY PROPERTIES					
01 -409-500 -5202 -	OPERATING SUPPLIES	1,500	15	-	-
01 -409-500 -5203 -	REPAIR & MAINTENANCE SUPPLIES	-	-	-	-
01 -409-500 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	2,500	3,789	-	-
01 -409-500 -5205 - CAPTL	PROFESSIONAL & CONTRACTUAL SRV	49,300	49,079	-	-
01 -409-500 -5205 - CMCTR	COMMUNITY CENTER EXPENSE	-	-	-	-
01 -409-500 -5206 - CMCTR	UTILITIES	25,000	19,497	-	-
01 -409-500 -5206 -HLTHY	UTILITIES - HEALTHY START	1,000	(3,944)	-	2
01 -409-500 -5211 -	PHONE/INTERNET	1,831	731	-	-
01 -409-500 -9000 -	TRANSFER-IN	-	-	-	-
	TOTAL CITY PROPERTIES	81,131	69,167	-	2
411 POLICE					
01 -411-000 -4031 -	VEHICLE CODE FINES	-	-	-	-
01 -411-000 -4032 -	PARKING FINES	(3,000)	(2,811)	(3,000)	(3,000)
01 -411-100 -4034 -	FINES & FORFEITURES	(20,000)	(15,896)	(20,000)	(20,000)
01 -411-000 -4035 -	FORFEITURES	-	-	-	-



CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
01 -411-100 -4054 -	VEHICLE THEFT	-	-	-	-
01 -411-100 -4063 -	POLICE SERVICES	(22,000)	(13,648)	(22,000)	(10,044)
01 -411-100 -4068 -	SCHOOL DISTRICT REIMBURSEMENT	(124,000)	(123,273)	(174,512)	(44,397)
01 -411-100 -4071 -	DUI REIMBURSEMENT	(5,000)	(4,778)	(2,500)	(3,051)
01 -411-100 -4072 -	POST REIMBURSEMENT	(10,000)	(2,309)	(10,000)	(11,350)
01 -411-100 -4080 -	MISC INCOME	(1,000)	2,371	(1,000)	(686)
01 -411-000 -4080 -DMV	DMV AUTO THEFT	-	(22,485)	(20,000)	-
01 -411-100 -4081 -JAG	STATE GRANTS	-	-	-	-
01 -411-100 -4081 -AVOID	AVOID GRANT	(1,000)	-	-	-
01 -411-100 -4081 -17HSP	17HSP EQUIPMENT	-	-	-	-
01 -411-100 -4082 -VESTS	BULLETPROOF VESTS	(2,500)	(2,239)	(2,500)	-
01 -411-100 -4111 -	TRAFFIC SCHOOL REIMBURSEMENT	(500)	-	-	-
01 -411-100 -4113 -	RESTITUTION	(1,000)	-	(100)	-
01 -411-000 -9000 -	OPERATING TRANSFER IN	-	-	-	-
01 -411-100 -5101 -	SALARIES	1,024,114	1,029,007	1,079,517	526,948
01 -411-100 -5101 -CAPTL	SALARIES	167,403	167,403	-	-
01 -411-100 -5103 -	OVERTIME	65,000	76,552	70,000	31,503
01 -411-100 -5104 -	RESERVE OFFICER PAY	-	-	-	-
01 -411-100 -5110 -	FICA	63,439	63,825	67,631	30,252
01 -411-100 -5110 -CAPTL	FICA	8,378	8,378	-	-
01 -411-100 -5111 -	MEDICARE	14,836	16,085	15,817	8,138
01 -411-100 -5111 -CAPTL	MEDICARE	2,427	2,427	-	-
01 -411-100 -5112 -	PERS RETIREMENT	101,114	101,041	111,063	52,330
01 -411-100 -5116 -	LTD/LIFE INSURANCE	10,689	9,460	11,093	4,816
01 -411-100 -5117 -	WORKERS COMPENSATION	80,654	69,138	64,928	39,659
01 -411-100 -5118 -	UNIFORM ALLOWANCE	11,300	10,900	11,300	5,650
01 -411-100 -5119 -	DEFERRED COMP	-	11,393	12,855	6,205
01 -411-100 -5120 -	STATE UNEMPLOYMENT INSURANCE	-	-	-	4,077
01 -411-100 -5121 -	HEALTH/DENTAL/VISION	245,682	224,109	292,802	108,558
01 -411-100 -5122 -	PERS UAL PAYMENT	38,152	36,067	50,540	50,540
01 -411-100 -5124 -	HEALTHY LIVING	-	2,430	1,170	1,260
01 -411-100 -5201 -	OFFICE SUPPLIES	3,500	3,126	3,850	2,594
01 -411-100 -5202 -	OPERATING SUPPLIES	12,000	7,809	12,000	1,822
01 -411-100 -5203 -	REPAIR & MAINTENANCE SUPPLIES	2,000	2,266	2,000	-
01 -411-100 -5204 -	REPAIRS & MAINENANCE SERVICES	35,000	35,809	35,000	18,117
01 -411-100 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	140,000	141,908	155,000	57,650
01 -411-100 -5206 -	UTILITIES	-	-	-	-
01 -411-100 -5208 -	EMPLOYEE DEVELOPMENT	30,000	28,244	30,000	5,446
01 -411-100 -5209 -	UNIFORM MAINTENANCE	-	-	2,400	-
01 -411-100 -5210 -	ADVERTISING	-	-	-	-
01 -411-100 -5211 -	PHONE/INTERNET	21,156	15,320	23,760	10,770
01 -411-100 -5255 -	FUEL	45,000	46,684	45,000	25,533
01 -411-100 -5504 -	EQUIPMENT	7,000	3,545	5,000	65
01 -411-100 -5504 -	VEHICLE THEFT	-	-	-	-
01 -411-100 -5504 -CAPTL	EQUIPMENT	-	1,200	-	-
01 -411-100 -5504 -16HSP	EQUIPMENT	-	-	-	-
01 -411-100 -5504 - 17HSP	17HSP EQUIPMENT	-	-	-	-
01 -411-100 -5504 -DMV	EQUIPMENT	-	15,915	20,000	-
01 -411-100 -5504 -VESTS	EQUIPMENT	5,000	5,285	5,000	-
01 -411-100 -5514 -	VEHICLES	20,000	29,436	-	-
01 -411-100 -5558 -	INTEREST EXPENSE	2,500	2,039	-	-
	TOTAL POLICE	1,966,344	1,981,732	1,872,113	913,375



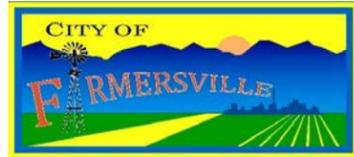
CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
414 COMMUNITY DEVELOPMENT					
01 -414-800 -4021 -	BUILDING PERMITS	(1,500)	(380)	(1,500)	(1,500)
01 -414-800 -4028 -	CONDITIONAL USE PERMITS	(3,000)	(12,000)	(3,000)	(3,000)
01 -414-000 -4080 -	MISC INCOME	-	-	-	(28,856)
01 -414-800 -4120 -	SIGN PERMIT	(1,500)	(200)	(1,500)	(50)
01 -414-800 -4125 -	ADMINISTRATIVE FEES	(4,500)	(14,553)	(4,500)	(5,400)
01 -414-000 -4130 -	TENTATIVE PARCEL MAP	(1,200)	(2,850)	(1,200)	(5,614)
01 -414-800 -4131 -	FINAL PARCEL MAP	(500)	(1,200)	(500)	-
01 -414-000 -4132 -	ANNEXATION	(200)	(200)	(200)	-
01 -414-000 -4161 -	EIR FEE	(500)	(2,700)	(500)	-
01 -414-000 -4162 -	ZONE CHANGE	(2,000)	(6,500)	(2,000)	(1,500)
01 -414-000 -4163 -	GENERAL PLAN AMENDMENT	(1,350)	(4,050)	(1,350)	(1,350)
01 -414-800 -4710 -	SITE PLAN REVIEW FEE	(1,300)	(1,300)	(1,300)	(1,300)
01 -414-800 -4711 -	VARIANCE	-	-	-	(1,200)
01 -414-000 -4712 -	LOT LINE ADJUSTMENT	-	-	-	(800)
01 -414-800 -9000 -	TRANSFER-IN	-	-	-	-
01 -414-800 -5101 -	SALARIES				10,234
01 -414-800 -5110 -	FICA				637
01 -414-800 -5111 -	MEDICARE				149
01 -414-800 -5112 -	PERS RETIREMENT				735
01 -414-800 -5116 -	LTD/LIFE INSURANCE				166
01 -414-800 -5117 -	WORKERS COMPENSATION				257
01 -414-800 -5118 -	UNIFORM ALLOWANCE				-
01 -414-800 -5119 -	DEFERRED COMP				205
01 -414-800 -5121 -	HEALTH/DENTAL/VISION				6,759
01 -414-800 -5122 -	PERS UAL PAYMENT				735
01 -414-100 -5124 -	HEALTHY LIVING				45
01 -414-800 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	120,000	123,778	110,000	91,844
01 -414-800 -5205 - DEVL	ECONOMIC DEVELOPMENT	25,000	19,431	15,000	4,364
01 -414-800 -5210 -	ADVERTISING	2,500	-	2,500	-
	TOTAL COMMUNITY DEVELOPMENT	129,950	97,276	109,950	50,138
415 CODE ENFORCEMENT					
01 -415-800 -4034 -	FINES & FORFEITURES	-	(300)	(500)	-
01 -415-800 -4121 -	EVENT PERMIT	(300)	(525)	(300)	(300)
01 -415-800 -4122 -	TEMPORARY USE PERMIT - BUSINES	-	(350)	(200)	(25)
01 -415-800 -5101 -	SALARIES	17,672	14,499	48,963	20,495
01 -415-800 -5103 -	OVERTIME	500	-	500	-
01 -415-800 -5110 -	FICA	1,117	921	3,079	1,298
01 -415-800 -5111 -	MEDICARE	261	215	720	304
01 -415-800 -5112 -	PERS RETIREMENT	-	-	4,551	1,316
01 -415-800 -5116 -	LTD/LIFE INSURANCE	-	-	617	318
01 -415-800 -5117 -	WORKERS COMPENSATION	-	4,362	7,880	-
01 -415-800 -5118 -	UNIFORM ALLOWANCE	350	350	700	463
01 -415-800 -5119 -	DEFERRED COMP	-	-	-	409
01 -415-800 -5121 -	HEALTH/DENTAL/VISION	-	-	13,235	4,722
01 -415-800 -5122 -	PERS UAL PAYMENT	-	-	2,501	2,500
01 -415-100 -5124 -	HEALTHY LIVING	-	-	90	90
01 -415-100 -5201 -	OFFICE SUPPLIES	200	399	200	-
01 -415-800 -5202 -	OPERATING SUPPLIES	200	111	250	-
01 -415-800 -5203 -	REPAIR & MAINTENANCE SUPPLIES	-	31	200	-
01 -415-800 -5204 -	REPAIRS & MAINTENANCE SERVICES	3,000	2,026	2,500	-
01 -415-800 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	1,000	477	2,000	5,725
01 -415-800 -5208	training				2,378



CITY OF FARMERSVILLE
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		2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
01 -415-800 -5211 -	PHONE/INTERNET	1,831	1,451	3,835	2,367	5,000
01 -415-800 -5255 -	FUEL	4,000	1,183	2,000	143	2,000
01 -415-800 -5504 -	EQUIPMENT	2,000	267	2,000	-	2,000
	TOTAL CODE ENFORCEMENT	31,831	25,117	94,822	42,203	99,243
420 FIRE DEPARTMENT						
01 -420-100 -4053 -	ABANDONED VEH ABATEMENT	(4,000)	(4,503)	(4,000)	(2,431)	(4,000)
01 -420-100 -4065 -	FIRE SERVICES - FINES & FEES	(87,762)	(149,635)	(500)	(20)	(500)
01 -420-100 -4067 -	REIMB OF COSTS - OES OUT OF COUNTY	(500)	-	(115,000)	(3,624)	(115,000)
01 -420-000 -4080 -	MISC INCOME	-	-	-	(1,618)	-
01 -420-100 -4081 -VFAG	VFA GRANT REIMB	(14,000)	-	-	-	-
01 -420-100 -4081 -16HSF	16HSF REIMB	-	-	-	-	-
01 -420-100 -4081 -18HSF	18HSF REIMB	-	-	-	-	-
01 -420-100 -4082 -SAFER	SAFER GRANT	(144,132)	(144,132)	-	-	-
01 -420-100 -5101 -	SALARIES	366,195	328,000	156,518	71,187	149,036
01 -420-100 -5101 -CAPTL	SALARIES	19,281	19,281	-	-	-
01 -420-100 -5103 -	SPECIAL PAY	12,000	28,045	28,000	1,500	28,000
01 -420-100 -5110 -	FICA	22,712	21,209	9,862	4,598	9,423
01 -420-100 -5110 -CAPTL	FICA	1,195	1,195	-	-	-
01 -420-100 -5111 -	MEDICARE	5,311	5,197	2,306	1,075	2,204
01 -420-100 -5111 -CAPTL	MEDICARE	280	280	-	-	-
01 -420-100 -5112 -	PERS RETIREMENT	32,846	26,616	15,785	6,380	13,504
01 -420-100 -5116 -	LTD/LIFE INSURANCE	3,078	2,697	1,917	801	1,814
01 -420-100 -5117 -	WORKERS COMPENSATION	39,153	34,896	23,640	14,439	23,640
01 -420-100 -5118 -	UNIFORM ALLOWANCE	3,550	3,000	2,550	1,200	2,400
01 -420-100 -5119 -	DEFERRED COMP	-	4,665	2,078	736	1,801
01 -420-100 -5121 -	HEALTH/DENTAL/VISION	77,948	71,149	44,886	12,766	17,220
01 -420-100 -5122 -	PERS UAL PAYMENT	12,393	11,716	7,183	7,183	7,183
01 -420-100 -5124 -	HEALTHY LIVING	-	630	270	270	540
01 -420-100 -5201 -	OFFICE SUPPLIES	1,000	28	1,000	18	1,000
01 -420-100 -5202 -	OPERATING SUPPLIES	7,000	5,488	7,000	3,493	7,000
01 -420-100 -5203 -	REPAIR & MAINTENANCE SUPPLIES	4,000	3,669	4,000	491	4,000
01 -420-100 -5204 -	REPAIRS & MAINTENANCE SERVICES	15,000	14,166	15,000	3,582	15,000
01 -420-100 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	86,000	109,811	79,000	41,395	90,000
01 -420-100 -5206 -	UTILITIES	1,200	1,929	1,300	(379)	1,300
01 -420-100 -5208 -	EMPLOYEE DEVELOPMENT	2,500	2,304	8,000	404	8,000
01 -420-100 -5211 -	PHONE/INTERNET	10,205	3,690	8,870	4,225	8,870
01 -420-100 -5255 -	FUEL	8,000	11,067	12,000	3,614	12,000
01 -420-100 -5504 -	EQUIPMENT	7,000	7,854	12,000	768	12,000
01 -420-100 -5504 - 16HSF	EQUIPMENT	-	-	-	-	-
01 -420-100 -5504 - 18HSF	EQUIPMENT	-	(32,514)	-	-	-
01 -420-100 -5504 -CAPTL	EQUIPMENT	30,000	27,030	-	-	-
01 -420-100 -5504 -VFAG	VOL FIRE ASSIS GRANT	33,889	5,889	-	-	-
01 -420-100 -5505 -	VOLUNTEER PASS THRU PAY	-	-	45,000	-	45,000
01 -420-100 -9000 -	TRANSFER-IN	(39,000)	(25,000)	-	-	-
	TOTAL FIRE DEPARTMENT	512,342	395,717	368,665	172,054	341,434
425 PARKS, BUILDINGS & GROUNDS						
01 -425-600 -5101 -	SALARIES	44,667	44,319	64,486	31,565	59,889
01 -425-600 -5101 -CAPTL	SALARIES	2,828	2,828	-	-	-
01 -425-600 -5110 -	FICA	2,756	2,794	4,048	2,006	3,776
01 -425-600 -5110 -CAPTL	FICA	232	232	-	-	-
01 -425-600 -5111 -	MEDICARE	644	653	947	469	883
01 -425-600 -5111 -CAPTL	MEDICARE	54	54	-	-	-



CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

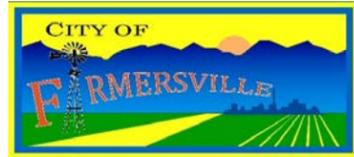
	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT	
01 -425-600 -5112 -	PERS RETIREMENT	2,970	3,002	4,583	2,241	4,206
01 -425-600 -5116 -	LTD/LIFE INSURANCE	527	436	768	303	722
01 -425-600 -5117 -	WORKERS COMPENSATION	8,793	7,837	10,175	6,215	10,175
01 -425-600 -5118 -	UNIFORM ALLOWANCE	560	600	805	909	805
01 -425-600 -5119 -	DEFERRED COMP	-	760	842	564	950
01 -425-600 -5121 -	HEALTH/DENTAL/VISION	14,589	13,698	22,882	9,917	20,805
01 -425-600 -5122 -	PERS UAL PAYMENT	2,307	2,447	2,519	2,519	2,519
01 -425-600 -5124 -	HEALTHY LIVING	-	144	104	63	207
01 -425-600 -5202 -	OPERATING SUPPLIES	100	98	2,000	21	2,000
01 -425-600 -5203 -	REPAIR & MAINTENANCE SUPPLIES	17,000	15,793	44,500	16,408	44,500
01 -425-600 -5203 - H2OPK	H2OPK R&M MAINT WATER PARK	1,500	-	1,500	-	1,500
01 -425-600 -5204 -	REPAIRS & MAINENANCE SERVICES	1,500	1,285	1,500	142	1,500
01 -425-600 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	15,000	22,404	18,905	14,191	18,905
01 -425-600 -5206 -	UTILITIES	15,000	23,435	15,000	19,595	30,000
01 -425-600 -5211 -	PHONE/INTERNET	3,842	3,255	2,082	2,474	4,000
01 -425-600 -5255 -	FUEL	1,000	1,780	2,000	1,134	2,000
01 -425-600 -5285 -	SMALL TOOLS	-	-	1,600	49	1,600
01 -425-600 -5504 -	EQUIPMENT	-	-	-	-	-
	TOTAL PARKS, BUILDINGS & GROUNDS	135,870	147,855	201,244	110,786	210,940
426 ANIMAL CONTROL						
01 -426-100 -4066 -	ANIMAL CONTROL FEES	-	-	-	(180)	-
01 -426-000 -4605 -	DOG LICENSES - ALTERED	(30)	(30)	-	-	-
01 -426-000 -4610 -	DOG LICENSE - UNALTERED	-	-	-	-	-
01 -426-000 -4630 -	IMPOUND FOR VIOLATION	385	(85)	-	-	-
01 -426-000 -4655 -	ANIMAL CONTROL SPECIAL HRG	-	-	-	-	-
01 -426-100 -5101 -	SALARIES	7,103	7,103	-	-	-
01 -426-100 -5103 -	OVERTIME	-	-	-	-	-
01 -426-100 -5110 -	FICA	440	440	-	-	-
01 -426-100 -5111 -	MEDICARE	103	103	-	-	-
01 -426-100 -5112 -	PERS RETIREMENT	-	-	-	-	-
01 -426-100 -5116 -	LTD/LIFE INSURANCE	-	-	-	-	-
01 -426-100 -5117 -	WORKERS COMPENSATION	1,227	1,227	-	-	-
01 -426-100 -5118 -	UNIFORM ALLOWANCE	-	-	-	-	-
01 -426-100 -5119 -	DEFERRED COMP	-	-	-	-	-
01 -426-100 -5121 -	HEALTH/DENTAL/VISION	-	-	-	-	-
01 -426-100 -5122 -	PERS UAL PAYMENT	922	922	-	-	-
01 -426-100 -5202 -	OPERATING SUPPLIES	95	95	-	-	-
01 -426-100 -5203 -	REPAIR & MAINTENANCE SUPPLIES	-	-	-	-	-
01 -426-100 -5204 -	REPAIRS & MAINENANCE SERVICES	-	-	-	-	-
01 -426-100 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	69,904	58,159	73,865	37,435	73,865
01 -426-100 -5208 -	EMPLOYEE DEVELOPMENT	-	-	-	-	-
01 -426-100 -5211 -	PHONE/INTERNET	178	429	-	-	-
01 -426-100 -5255 -	FUEL ANIMAL CONTROL	1,649	1,649	-	-	-
01 -426-100 -5504 -	EQUIPMENT	-	-	-	-	-
01 -426-100 -5514 -	VEHICLES	-	-	-	-	-
	TOTAL ANIMAL CONTROL	81,976	70,012	73,865	37,255	73,865
	TOTAL GENERAL FUND	(60,284)	1,436,049	(84,626)	340,619	(45,517)
	TOTAL REVENUES	(4,372,231)	(4,419,315)	(4,028,534)	(1,623,824)	(4,047,420)
	TOTAL EXPENSES	4,311,946	5,855,364	3,943,908	1,964,443	4,001,903

102 GENERAL FUND RESERVE



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		2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
102 -400-100 -9000 -	TRANSFER-IN	-	(1,658,330)	-	-	-
102 -400-100 -9001 -	TRANSFER OUT	-	-	251,436	251,436	254,456
	TOTAL GENERAL FUND RESERVE	-	(1,658,330)	251,436	251,436	254,456
	TOTAL REVENUES	-	(1,658,330)	-	-	-
	TOTAL EXPENSES	-	-	251,436	251,436	254,456
103 GENERAL FUND CAPITAL						
103 -404-000 -5504 -	EQUIPMENT	-	-	39,000	22,707	40,280
103 -404-000 -5514 -	VEHICLES	-	-	-	-	-
103 -411-000 -5514 -	VEHICLES	-	-	99,306	56,139	77,940
103 -411-000 -5558 -	INTEREST	-	-	2,995	555	2,064
103 -414-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-	-
103 -415-000 -5514 -	VEHICLES	-	-	-	-	37,500
103 -415-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	20,000	-	20,000
103 -420-000 -5504 -	EQUIPMENT	-	-	7,500	-	-
103 -425-000 -5504 -	EQUIPMENT	-	-	72,635	61,453	66,929
103 -425-000 -5514 -	VEHICLES	-	-	10,000	10,083	9,752
103 -411-0000-4081 -	STATE GRANTS	-	-	-	(20,000)	(20,000)
103 -400-100 -9000 -	TRANSFER IN	-	-	(251,436)	(251,436)	(254,456)
	TOTAL GENERAL FUND CAPTIAL	-	-	0	(120,499)	(19,991)
	TOTAL REVENUES	-	-	(251,436)	(271,436)	(274,456)
	TOTAL EXPENSES	-	-	251,436	150,937	254,465
104 CANNABIS REVENUE						
104 -400-400 -4200 -	CANNABIS TAX REVENUE	-	-	(150,000)	-	(420,000)
104 -400-000 -4040 -	INVESTMENT EARNINGS	-	-	(3,633)	-	(3,633)
104 -400-00 -9001 -	TRANSFER OUT	-	-	32,000	-	32,000
	TOTAL CANNABIS TAX COLLECTION	-	-	(121,633)	-	(391,633)
	TOTAL REVENUES	-	-	(153,633)	-	(423,633)
	TOTAL EXPENSES	-	-	32,000	-	32,000
02 WATER UTILITY						
02 -404-00 -5101 -	SALARIES	-	-	168,205	81,282	171,892
02 -404-00 -5110 -	FICA	-	-	10,460	5,007	10,712
02 -404-00 -5111 -	MEDICARE	-	-	2,446	1,171	2,505
02 -404-00 -5112 -	PERS RETIREMENT	-	-	12,225	5,889	12,499
02 -404-00 -5116 -	LTD/LIFE INSURANCE	-	-	1,728	726	1,797
02 -404-00 -5117 -	WORKERS COMPENSATION	-	-	1,026	626	1,154
02 -404-00 -5118 -	UNIFORM ALLOWANCE	-	-	500	500	500
02 -404-00 -5119 -	DEFERRED COMP	-	-	2,168	1,161	2,498
02 -404-00 -5120 -	STATE UNEMPLOYMENT INSURANCE	-	-	-	-	-
02 -404-00 -5121 -	HEALTH/DENTAL/VISION	-	-	29,824	14,501	30,639
02 -404-00 -5122 -	PERS UAL PAYMENT	-	-	6,719	6,719	6,719
02 -404-00 -5124 -	HEALTHY LIVING	-	-	180	180	383
02 -425-00 -5101 -	SALARIES	221,029	210,074	121,044	49,654	122,321
02 -425-00 -5101 -CAPTL	SALARIES	4,574	4,574	-	-	-
02 -425-600 -5103 -	OVERTIME	12,000	15,100	12,000	10,801	12,000
02 -425-00 -5110 -	FICA	13,611	13,929	7,603	3,827	7,707
02 -425-00 -5110 -CAPTL	FICA	284	284	-	-	-
02 -425-00 -5111 -	MEDICARE	3,183	3,257	1,778	895	1,802
02 -425-00 -5111 -CAPTL	MEDICARE	66	66	-	-	-
02 -425-00 -5112 -	PERS RETIREMENT	15,129	14,353	8,540	3,521	8,644



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	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT	
02 -425-00 -5116 -	LTD/LIFE INSURANCE	2,471	2,142	1,506	556	1,459
02 -425-00 -5117 -	WORKERS COMPENSATION	16,111	10,931	19,996	8,431	19,996
02 -425-00 -5118 -	UNIFORM ALLOWANCE	1,358	1,250	1,582	1,278	1,582
02 -425-00 -5119 -	DEFERRED COMP	-	3,324	1,776	1,000	2,340
02 -425-00 -5120 -	STATE UNEMPLOYMENT INSURANCE	-	-	-	-	-
02 -425-00 -5121 -	HEALTH/DENTAL/VISION	52,041	53,089	41,587	18,419	40,931
02 -425-00 -5122 -	PERS UAL PAYMENT	11,752	12,470	4,694	4,694	4,694
02 -425-00 -5124 -	HEALTHY LIVING	-	540	203	167	407
02 -425-00 -5201 -	OFFICE SUPPLIES	100	231	100	-	100
02 -425-00 -5202 -	OPERATING SUPPLIES	20,000	20,510	20,000	9,356	20,000
02 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	7,000	6,764	10,000	7,613	10,000
02 -425-00 -5204 -	REPAIRS & MAINENANCE SERVICES	-	105	1,500	-	1,500
02 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	74,000	55,659	99,000	30,244	99,000
02 -425-00 -5206 -	UTILITIES	100,000	91,836	100,000	57,972	100,000
02 -425-00 -5208 -	EMPLOYEE DEVELOPMENT	1,000	216	2,000	-	2,000
02 -425-00 -5211 -	PHONE/INTERNET	3,842	787	2,083	708	2,083
02 -425-00 -5250 -	OVERHEAD	171,000	-	187,000	-	187,000
02 -425-00 -5255 -	FUEL	3,500	2,945	3,000	1,427	3,000
02 -425-600 -5285 -	SMALL TOOLS	-	-	-	-	-
02 -425-00 -5404 -	FRANCHISE PAYMENT	10,750	-	10,750	-	10,750
02 -425-00 -5503 -	CAPITAL IMPROVEMENTS	-	-	-	-	-
02 -425-00 -5504 -	EQUIPMENT	5,100	7,161	66,921	40,940	89,999
02 -425-00 -5504 -WELL6	EQUIPMENT	-	-	120,000	-	-
02 -425-00 -5504 -WELL7	EQUIPMENT	-	-	-	-	100,000
02 -425-00 -5514 -	VEHICLES	-	-	30,000	28,969	29,466
02 -425-00 -5516 -BIRCH	CONSTRUCTION IN PROCESS	-	-	-	-	-
02 -425-000 -4014 -	WATER USER FEES	(712,000)	(909,241)	(894,342)	(497,090)	(894,342)
02 -425-000 -4015 -	RECONNECTION FEES	(10,000)	(14,975)	(10,000)	(7,665)	(10,000)
02 -425-000 -4040 -	INVESTMENT EARNINGS	(6,413)	-	(10,250)	-	(10,250)
02 -425-000 -4058 -	RETURNED CHECK FEE	(250)	(668)	(250)	(425)	(250)
02 -425-000 -4080 -	MISC INCOME	-	(368)	-	(63)	-
02 -425-00 -4082 -WELL6	EQUIPMENT	-	-	(90,000)	-	(90,000)
02 -425-000 -9000 -	TRANSFER-IN	-	-	(30,000)	-	(30,000)
02 -425-000 -9001 -	TRANSFER-OUT	25,000	-	-	-	-
	TOTAL WATER UTILITY	46,238	(393,654)	75,303	(107,007)	85,239
	TOTAL REVENUES	(728,663)	(925,251)	(1,034,842)	(505,243)	(1,034,842)
	TOTAL EXPENSES	774,901	531,597	1,110,145	398,236	1,120,081
03 WATER DEVELOPMENT						
03 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	(646)	-	-	-
03 -425-00 -5504 -	EQUIPMENT	-	-	240,000	1,100	240,000
03 -425-100 -5514	VEHICLES	-	-	-	-	-
03 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-	-
03 -425-000 -4016 -	WATER DEVELOPMENT FEES	(15,840)	(7,920)	(15,840)	-	(15,840)
03 -425-000 -4040 -	INVESTMENT EARNINGS	(5,075)	-	(6,960)	-	(6,960)
03 -425-000 -9001	TRANSFER-OUT	-	113,013	30,000	-	30,000
	TOTAL WATER DEVELOPMENT	(20,915)	104,447	247,200	1,100	247,200
	TOTAL REVENUES	(20,915)	(7,920)	(22,800)	-	(22,800)
	TOTAL EXPENSES	-	112,367	270,000	1,100	270,000
04 SEWER UTILITY						
04 -404-00 -5101 -	SALARIES	-	-	168,205	81,282	171,892



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04 -404-00 -5110 -	FICA	-	-	10,460	5,007	10,712
04 -404-00 -5111 -	MEDICARE	-	-	2,446	1,171	2,505
04 -404-00 -5112 -	PERS RETIREMENT	-	-	12,225	5,889	12,499
04 -404-00 -5116 -	LTD/LIFE INSURANCE	-	-	1,728	726	1,797
04 -404-00 -5117 -	WORKERS COMPENSATION	-	-	1,026	626	1,154
04 -404-00 -5118 -	UNIFORM ALLOWANCE	-	-	500	500	500
04 -404-00 -5119 -	DEFERRED COMP	-	-	2,168	1,161	2,498
04 -404-00 -5120 -	STATE UNEMPLOYMENT INSURANCE	-	-	-	-	-
04 -404-00 -5121 -	HEALTH/DENTAL/VISION	-	-	29,824	14,501	30,639
04 -404-00 -5122 -	PERS UAL PAYMENT	-	-	6,719	6,719	6,719
04 -404-00 -5124 -	HEALTHY LIVING	-	-	180	180	383
04 -425-00 -5101 -	SALARIES	292,521	268,727	113,997	45,008	116,341
04 -425-00 -5101 -CAPTL	SALARIES	11,063	11,063	-	-	-
04 -425-600 -5103 -	OVERTIME	12,000	15,100	12,000	10,802	12,000
04 -425-00 -5110 -	FICA	18,024	17,617	7,160	3,533	7,329
04 -425-00 -5110 -CAPTL	FICA	686	686	-	-	-
04 -425-00 -5111 -	MEDICARE	4,215	4,120	1,675	826	1,714
04 -425-00 -5111 -CAPTL	MEDICARE	160	160	-	-	-
04 -425-00 -5112 -	PERS RETIREMENT	19,992	18,436	8,062	3,208	8,258
04 -425-00 -5116 -	LTD/LIFE INSURANCE	3,294	2,753	1,427	516	1,382
04 -425-00 -5117 -	WORKERS COMPENSATION	29,301	20,361	18,846	7,188	18,846
04 -425-00 -5118 -	UNIFORM ALLOWANCE	2,198	1,925	1,491	1,200	1,491
04 -425-00 -5119 -	DEFERRED COMP	-	4,408	1,564	918	2,270
04 -425-00 -5120 -	STATE UNEMPLOYMENT INSURANCE	-	-	-	-	-
04 -425-00 -5121 -	HEALTH/DENTAL/VISION	73,704	70,522	38,309	16,888	38,280
04 -425-00 -5122 -	PERS UAL PAYMENT	15,530	16,479	4,431	4,431	4,431
04 -425-00 -5124 -	HEALTHY LIVING	-	702	192	147	383
04 -425-00 -5201 -	OFFICE SUPPLIES	-	344	100	-	100
04 -425-00 -5202 -	OPERATING SUPPLIES	5,000	185	10,000	875	10,000
04 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	16,000	5,053	16,000	1,836	16,000
04 -425-00 -5204 -	REPAIRS & MAINENANCE SERVICES	10,000	8,639	1,500	-	1,500
04 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	70,000	65,629	70,000	48,924	70,000
04 -425-00 -5205 -SD	STORM DRAIN PROF & CONT SRV	25,000	10,189	25,000	9,233	25,000
04 -425-00 -5205 -SWEEP	PROFESSIONAL & CONTRACTUAL SRV	-	11	-	-	-
04 -425-00 -5205 -WWTP	WWTP CONSTRUCTION	-	122,596	-	300	-
04 -425-00 -5206 -	UTILITIES	65,000	35,452	40,000	19,529	40,000
04 -425-00 -5208 -	EMPLOYEE DEVELOPMENT	650	400	1,000	-	1,000
04 -425-00 -5211 -	PHONE/INTERNET	3,842	1,015	2,083	836	2,083
04 -425-00 -5250 -	OVERHEAD	171,000	-	187,000	-	187,000
04 -425-00 -5255 -	FUEL	7,500	6,872	7,500	3,327	7,500
04 -425-00 -5404 -	FRANCHISE PAYMENT	12,500	-	12,500	-	12,500
04 -425-00 -5503 -	CAPITAL IMPROVEMENTS	-	-	20,000	-	20,000
04 -425-00 -5504 -	EQUIPMENT	20,000	5,982	135,902	26,657	158,757
04 -425-00 -5504 -SWEEP	EQUIPMENT	364,889	364,889	-	-	-
04 -425-00 -5514 -	VEHICLES	-	-	30,000	28,969	29,467
04 -425-00 -5516 -PERCO	CONSTRUCTION IN PROGRESS	-	-	1,000,000	7,387	1,000,000
04 -425-00 -5516 -WWTP	CONSTRUCTION IN PROGRESS	9,152,671	4,994,300	12,880,686	3,207,438	12,880,686
04 -425-00 -5516 -SOLAR	CONSTRUCTION IN PROGRESS	-	-	-	-	-
04 -425-00 -5558 - WWTP	INTEREST EXPENSE	24,000	43,677	136,000	49,448	136,000
04 -425-000 -4017 -	SEWER USER FEES	(1,926,996)	(1,981,879)	(1,973,322)	(994,755)	(1,973,322)
04 -425-000 -4040 -	INVESTMENT EARNINGS	(23,563)	-	(46,909)	-	(46,909)
04 -425-000 -4081 - WWTP	STATE REVOLVING FUND	(4,152,671)	(3,285,918)	(11,880,686)	(842,158)	(11,880,686)
04 -425-000 -4081 -SWEEP	CMAQ GRANT - SWEEPER	(364,889)	(364,889)	-	-	-
04 -425-000 -4082 - WWTP	USDA	(5,000,000)	-	(1,000,000)	-	(1,000,000)



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	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
TOTAL SEWER UTILITY	(1,037,379)	485,608	118,988	1,780,275	150,700
TOTAL REVENUES	(11,468,119)	(5,632,686)	(14,900,917)	(1,836,913)	(14,900,917)
TOTAL EXPENSES	10,430,740	6,118,294	15,019,905	3,617,187	15,051,618
05 SEWER DEVELOPMENT					
05 -425-000 -4018 - WASTEWATER DEVELOPMENT FEES	(19,266)	(9,633)	(19,266)	-	(19,266)
05 -425-000 -4118 - DEV FEES - SEWER COLLECTION	(4,002)	(2,001)	(4,002)	-	(4,002)
05 -425-000 -4040 - INVESTMENT EARNINGS	(7,350)	-	(11,576)	-	(11,576)
05 -425-00 -5205 - PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-	-
05 -425-00 -5504 - EQUIPMENT	-	-	-	-	-
05 -425-100 -5514 - VEHICLES	-	-	-	-	-
TOTAL SEWER DEVELOPMENT	(30,618)	(11,634)	(34,844)	-	(34,844)
TOTAL REVENUES	(30,618)	(11,634)	(34,844)	-	(34,844)
TOTAL EXPENSE	-	-	-	-	-
06 REFUSE					
06 -404-00 -5101 - SALARIES	-	-	42,986	27,311	42,450
06 -404-00 -5110 - FICA	-	-	2,674	1,687	2,647
06 -404-00 -5111 - MEDICARE	-	-	625	394	619
06 -404-00 -5112 - PERS RETIREMENT	-	-	3,099	1,981	3,064
06 -404-00 -5116 - LTD/LIFE INSURANCE	-	-	456	240	450
06 -404-00 -5117 - WORKERS COMPENSATION	-	-	282	172	282
06 -404-00 -5118 - UNIFORM ALLOWANCE	-	-	138	163	138
06 -404-00 -5119 - DEFERRED COMP	-	-	860	413	849
06 -404-00 -5121 - HEALTH/DENTAL/VISION	-	-	8,824	4,923	7,878
06 -404-00 -5122 - PERS UAL PAYMENT	-	-	1,703	1,703	1,703
06 -404-00 -5124 - HEALTHY LIVING	-	-	50	59	99
06 -425-00 -5101 - SALARIES	43,473	56,332	12,729	6,130	12,491
06 -425-00 -5101 -CAPTL SALARIES	919	919	-	-	-
06 -425-00 -5110 - FICA	2,653	3,475	797	388	785
06 -425-00 -5110 -CAPTL FICA	57	57	-	-	-
06 -425-00 -5111 - MEDICARE	621	813	186	91	184
06 -425-00 -5111 -CAPTL MEDICARE	13	13	-	-	-
06 -425-00 -5112 - PERS RETIREMENT	2,932	3,888	929	446	909
06 -425-00 -5116 - LTD/LIFE INSURANCE	468	532	142	61	140
06 -425-00 -5117 - WORKERS COMPENSATION	900	802	1,681	1,027	1,681
06 -425-00 -5118 - UNIFORM ALLOWANCE	173	200	133	173	133
06 -425-00 -5119 - DEFERRED COMP	-	875	205	115	236
06 -425-00 -5121 - HEALTH/DENTAL/VISION	9,435	11,497	4,065	1,831	3,839
06 -425-00 -5122 - PERS UAL PAYMENT	2,277	2,416	511	511	511
06 -425-00 -5124 - HEALTHY LIVING	-	126	17	13	34
06 -425-00 -5202 - OPERATING SUPPLIES	500	227	500	-	500
06 -425-00 -5204 - REPAIRS & MAINENANCE SERVICES	-	-	10,000	1,886	10,000
06 -425-00 -5205 - PROFESSIONAL & CONTRACTUAL SRV	640,000	660,804	642,468	284,543	642,468
06 -425-00 -5205 -RECYC BEVERAGE RECYCLING	16,739	11,342	5,000	-	5,000
06 -425-00 -5211 - PHONE/INTERNET	1,900	787	2,082	708	2,082
06 -425-00 -5250 - OVERHEAD	-	-	-	-	-
06 -425-00 -5255 - FUEL	4,000	-	-	-	-
06 -425-00 -5404 - FRANCHISE PAYMENT	38,000	-	40,943	-	40,943
06 -425-00 -5516 - CDBG18 CONSTRUCTION IN PROCESS	-	-	-	-	-
06 -425-000 -4004 - FRANCHISE FEE	(38,000)	(41,026)	(40,943)	(18,215)	(40,943)
06 -425-000 -4019 - REFUSE FEES	(640,000)	(662,219)	(642,468)	(333,292)	(642,468)
06 -425-000 -4040 - INVESTMENT EARNINGS	(2,294)	-	(3,962)	-	(3,962)



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		2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
06 -425-000 -4080 -	MISC INCOME	-	-	-	-	-
06 -425-000 -4081 -RECYC	BEVERAGE RECYCLING	(5,000)	(10,000)	(5,000)	-	(5,000)
06 -425-000 -4092 -	ADMINISTRATIVE FEE	(53,000)	(57,436)	(57,320)	(25,501)	(57,320)
06 -425-000 -4093 -	ALLEY RECONSTRUCTION REPAIR	(30,000)	(36,216)	(32,754)	(14,572)	(32,754)
06 -425-000 -4094 -	STREET SWEEPING FEE	(38,000)	(37,630)	(40,943)	(18,215)	(40,943)
	TOTAL REFUSE	(41,234)	(89,424)	(39,305)	(72,827)	(41,275)
	TOTAL REVENUES	(806,294)	(844,528)	(823,390)	(409,795)	(823,390)
	TOTAL EXPENSES	765,059	755,103	784,085	336,969	782,114
08 RESERVE						
08 -400-100 -9000 -	TRANSFER-IN	-	-	-	-	-
08 -400-100 -9001 -	TRANSFER OUT	-	-	-	-	-
	TOTAL RESERVE	-	-	-	-	-
	TOTAL REVENUES	-	-	-	-	-
	TOTAL EXPENSES	-	-	-	-	-
11 DRUG ENFORCEMENT						
11 -411-000 -4040 -	INVESTMENT EARNINGS	(247)	-	(338)	-	(338)
11 -411-000 -4067 -	REVENUES	-	-	-	-	-
11 -411-00 -5205 -	NARCOTICS EXPENSE	-	-	-	-	-
11 -411-00 -5504 -	EQUIPMENT	20,000	8,495	10,000	-	10,000
	TOTAL DRUG ENFORCEMENT	19,753	8,495	9,662	-	9,662
	TOTAL REVENUES	(247)	-	(338)	-	(338)
	TOTAL EXPENSES	20,000	8,495	10,000	-	10,000
12 FEDERAL AND STATE GRANTS						
12 -400-000 -4040	INVESTMENT EARNINGS	-	-	-	-	-
12 -400-000 -4082 -	FEDERAL GRANTS	-	-	-	-	-
12 -400-000 -4082 -9900	2014 CDBG - 9900	(34,064)	(148,410)	(50,000)	(155,997)	(256,702)
12 -400-000 -4082 -0895	2015 HOME - 0895	-	21,729	-	96,940	(96,940)
12 -400-000 -4082 -HOME18	2018 HOME - XXXX	-	-	(250,000)	-	(250,000)
12 -400-000 -4081 -	STATE GRANTS	-	-	-	-	-
12 -400-000 -4081 -8691	2012 CALHOME 8691	-	-	-	-	-
12 -400-000 -4081 - LADDR		-	-	(660,000)	-	-
12 -400-000 -4081 - USRP	URBAN STREAMS RESTORATION	(337,000)	(26,745)	(337,000)	26,260	(337,000)
12 -400-000 -4081 - WEGP	WATER-ENERGY	-	-	-	-	-
12 -400-000 -4081 - 18ADA	ADA PLANNING	(200,000)	(111,744)	(47,000)	17,732	(47,000)
12 -400-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-	39,000
12 -400-000 -5205 -8691	2012 CALHOME 8691	-	-	-	-	-
12 -400-000 -5205 -9900	2014 CDBG - 9900	55,184	166,569	50,000	256,702	256,702
12 -400-000 -5205 -0895	2015 HOME - 0895	1,788	118,705	-	4	-
12 -400-000 -5205 -HOME18	2018 HOME - XXXX	-	-	250,000	-	250,000
12 -400-000 -5205 -USRP	URBAN STREAMS RESTORATION	337,000	106,862	337,000	17,205	337,000
12 -400-00 -5205 - WEGP	WATER-ENERGY	-	48	-	-	-
12 -400-00 -5205 - 18ADA	ADA PLANNING	200,000	174,406	47,000	11,996	47,000
12 -400-00 -5514-LADDR	VEHICLES	-	-	660,000	-	-
12 -400-00 -5516-CDBG18	CONSTRUCTION IN PROCESS	-	-	-	-	-
12 -400-00 -5516-ADAFX	CONSTRUCTION IN PROCESS	-	-	-	-	-
12 -400-00 -5516-CBLVD	CONSTRUCTION IN PROCESS	-	-	-	-	-
12 -400-000 -9000 -9900	OPERATING TRAFER IN	(113,013)	(113,013)	-	-	-
	TOTAL FEDERAL AND STATE GRANTS	(90,105)	188,406	-	270,841	(57,940)



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	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT	
TOTAL REVENUES	(684,077)	(378,183)	(1,344,000)	(15,066)	(987,642)	
TOTAL EXPENSES	593,972	566,589	1,344,000	285,907	929,702	
14 POLICE SLESF						
14 -411-00 -5101 -SLESF	SALARIES	53,187	54,726	58,505	28,060	58,505
14 -411-00 -5103 -SLESF	OVERTIME	5,000	5,889	5,000	1,846	5,000
14 -411-00 -5110 -SLESF	FICA	3,347	3,798	3,677	1,874	3,688
14 -411-00 -5111 -SLESF	MEDICARE	783	888	860	438	863
14 -411-00 -5112 -SLESF	PERS RETIREMENT	5,927	4,607	5,037	2,409	5,037
14 -411-00 -5116 -SLESF	LTD/LIFE INSURANCE	641	545	668	275	668
14 -411-00 -5117 -SLESF	WORKERS COMPENSATION	6,155	5,486	4,955	3,027	4,955
14 -411-00 -5118 -SLESF	UNIFORM ALLOWANCE	800	800	800	400	800
14 -411-00 -5119 -SLESF	DEFERRED COMP	-	667	-	525	1,115
14 -411-00 -5121 -SLESF	HEALTH/DENTAL/VISION	5,807	6,692	6,175	3,048	5,996
14 -411-00 -5122 -SLESF	PERS UAL PAYMENT	2,235	2,114	2,292	2,292	2,292
14 -411-00 -5124 -SLESF	HEALTHY LIVING	-	180	90	90	180
14 -411-00 -5205 -SLESF	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-	-
14 -411-00 -5504 -SLESF	EQUIPMENT	7,000	-	75,000	-	75,000
14 -411-00 -5514 -SLESF	VEHICLES	20,000	14,553	15,649	7,523	15,649
14 -411-000 -4040 -SLESF	INVESTMENT EARNINGS	(1,353)	-	(2,429)	-	(2,429)
14 -411-000 -4045 -SLESF	POLICE GRANTS	(117,000)	(148,747)	(139,000)	(90,291)	(139,000)
14 -411-000 -4080 -	MISC INCOME	-	-	-	-	-
	TOTAL POLICE SLESF	(7,471)	(47,802)	37,281	(38,483)	38,320
	TOTAL REVENUES	(118,353)	(148,747)	(141,429)	(90,291)	(141,429)
	TOTAL EXPENSES	110,882	100,944	178,710	51,809	179,749
20 STP						
20 -425-00 -5202 -	OPERATING SUPPLIES	-	-	-	-	-
20 -425-00 -5516 - WWLNT	CONSTRUCTION IN PROCESS	-	-	750,000	-	750,000
20 -425-000 -4040 -	INVESTMENT EARNINGS	(8,020)	-	(12,345)	-	(12,345)
20 -425-000 -4081 -	STATE FUNDING	-	-	(750,000)	-	(750,000)
	TOTAL STP	(8,020)	-	(12,345)	-	(12,345)
	TOTAL REVENUES	(8,020)	-	(762,345)	-	(762,345)
	TOTAL EXPENSES	-	-	750,000	-	750,000
21 GAS TAX						
21 -404-00 -5101 -	SALARIES	-	-	13,425	-	13,425
21 -404-00 -5110 -	FICA	-	-	834	-	835
21 -404-00 -5111 -	MEDICARE	-	-	195	-	195
21 -404-00 -5112 -	PERS RETIREMENT	-	-	1,010	-	1,010
21 -404-00 -5116 -	LTD/LIFE INSURANCE	-	-	119	-	119
21 -404-00 -5117 -	WORKERS COMPENSATION	-	-	51	31	51
21 -404-00 -5118 -	UNIFORM ALLOWANCE	-	-	25	-	25
21 -404-00 -5119 -	DEFERRED COMP	-	-	-	-	-
21 -404-00 -5121 -	HEALTH/DENTAL/VISION	-	-	1,324	-	1,324
21 -404-00 -5122 -	PERS UAL PAYMENT	-	-	555	555	555
21 -404-00 -5124 -	HEALTHY LIVING	-	-	9	-	18
21 -425-00 -5101 -	SALARIES	139,240	108,374	82,010	33,926	83,989
21 -425-00 -5101 -CAPTL	SALARIES	9,898	9,898	-	-	-
21 -425-00 -5110 -	FICA	8,622	6,826	5,152	2,164	5,292
21 -425-00 -5110 -CAPTL	FICA	614	614	-	-	-



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21 -425-00 -5111 -	MEDICARE	2,016	1,596	1,205	506	1,238
21 -425-00 -5111 -CAPTL	MEDICARE	144	144		-	
21 -425-00 -5112 -	PERS RETIREMENT	9,430	7,382	5,763	2,397	5,920
21 -425-00 -5116 -	LTD/LIFE INSURANCE	1,639	1,085	1,018	317	998
21 -425-00 -5117 -	WORKERS COMPENSATION	25,894	18,793	13,714	5,675	13,714
21 -425-00 -5118 -	UNIFORM ALLOWANCE	1,645	1,388	1,085	1,058	1,085
21 -425-00 -5119 -	DEFERRED COMP	-	1,818	1,186	577	1,644
21 -425-00 -5121 -	HEALTH/DENTAL/VISION	44,119	34,221	29,147	10,555	28,902
21 -425-00 -5122 -	PERS UAL PAYMENT	7,326	7,773	3,167	3,167	3,167
21 -425-00 -5124 -	HEALTHY LIVING	-	333	140	95	279
21 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	1,000	731	5,000	1,151	5,000
21 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	2,000	9,974	40,000	4,340	40,000
21 -425-00 -5206 -	UTILITIES	45,000	44,306	46,000	32,275	58,000
21 -425-600 -5255 -	FUEL	7,540	6,872	7,540	3,327	7,540
21 -425-600 -5504 -	EQUIPMENT	-	-	9,116	7,295	7,294
21 -425-600 -5514 -	VEHICLES	-	-	10,000	10,083	9,751
21 -425-000 -4035 -	HUT 2103	(86,234)	(38,228)	(97,594)	(47,310)	(94,302)
21 -425-000 -4036 -	STATE GAS TAX 2105	(64,758)	(62,783)	(63,660)	(31,918)	(62,239)
21 -425-000 -4037 -	STATE GAS TAX 2106	(38,644)	(39,594)	(38,837)	(19,389)	(38,234)
21 -425-000 -4038 -	STATE GAS TAX 2107	(80,345)	(78,957)	(83,595)	(39,080)	(77,938)
21 -425-000 -4039 -	STATE GAS TAX 2107.5	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
21 -425-000 -4040 -	INVESTMENT EARNINGS	(3,329)	-	(4,792)	-	(4,792)
21 -425-000 -4080 -	MISC INCOME	(12,787)	(12,904)	(12,904)	-	(12,769)
	TOTAL GAS TAX	17,030	26,659	(25,591)	(21,202)	(1,902)
	TOTAL REVENUES	(289,097)	(235,467)	(304,382)	(140,697)	(293,274)
	TOTAL EXPENSES	306,127	262,126	278,791	119,495	291,372
22 TDA						
22 -425-00 -5202 -	OPERATING SUPPLIES	-	-	-	169	-
22 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	20,000	19,289	20,000	2,940	20,000
22 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	45,000	74,363	50,000	2,731	50,000
22 -425-00 -5205 -COSNR	PROFESSIONAL & CONTRACTUAL SRV	10,790	10,790	-	-	-
22 -425-00 -5205 -WWLNT	PROFESSIONAL & CONTRACTUAL SRV	173,525	-	-	-	-
22 -425-00 -5266 -	SIGNAGE	10,000	9,064	12,000	-	12,000
22 -425-00 -5504 -	EQUIPMENT	-	-	2,235	877	877
22 -425-00 -5516 -	CONSTRUCTION IN PROCESS	-	-	-	-	-
22 -425-00 -5516 -XWALK	CONSTRUCTION IN PROCESS	-	9,075	135,600	7,344	20,000
22 -425-000 -4040 -	INVESTMENT EARNINGS	(8,982)	-	(9,298)	-	(9,298)
22 -425-000 -4041 -	LTF STREETS	(210,823)	(308,578)	(226,000)	(130,100)	(226,000)
22 -425-000 -4081 -SBLVD	STATE GRANTS	(50,000)	(50,000)	-	-	-
	TOTAL TDA	(10,490)	(235,998)	(15,463)	(116,039)	(132,421)
	TOTAL REVENUES	(269,805)	(358,578)	(235,298)	(130,100)	(235,298)
	TOTAL EXPENSES	259,315	122,580	219,835	14,061	102,877
23 STORM DRAIN						
23 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-	-
23 -425-00 -5503 -	CAPITAL IMPROVEMENTS	-	-	-	-	-
23 -425-000 -4040 -	INVESTMENT EARNINGS	(1,092)	-	(1,743)	-	(1,743)
23 -425-000 -4044 -	STORM DRAIN DEV FEES	-	(2,730)	(2,730)	-	(2,730)
	TOTAL STORM DRAIN	(1,092)	(2,730)	(4,473)	-	(4,473)
	TOTAL REVENUES	(1,092)	(2,730)	(4,473)	-	(4,473)



CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
TOTAL EXPENSES	-	-	-	-	-
25 STREET MITIGATION					
25 -425-000 -4040 - INVESTMENT EARNINGS	-	-	(378)	-	(378)
TOTAL STORM DRAIN	-	-	(378)	-	(378)
TOTAL REVENUES	-	-	(378)	-	(378)
TOTAL EXPENSES	-	-	-	-	-
26 MEASURE R					
26 -425-000 -4040 - INVESTMENT EARNINGS	(17,580)	-	(34,017)	-	(34,017)
26 -425-000 -4080 - MEASURE R REVENUE	(2,822,262)	2,939,195	(645,000)	(67,863)	(645,000)
26 -425-000 -4081 -EWLNT STATE GRANTS	(41,000)	(53,672)	(785,929)	22,253	(785,929)
26 -425-000 -4081 -ENTRY STATE GRANTS	-	(82,713)	(2,500,000)	(81,020)	(750,000)
26 -425-000 -4081 -WLNT5 STATE GRANTS	(45,000)	-	(322,000)	-	(322,000)
26 -425-000 -4082 -CMAQ1 CMAQ REVENUE	-	-	-	-	-
26 -425-000 -4082 -CMAQ3 CMAQ REVENUE	-	-	-	-	-
26 -425-000 -4082 -HSIP1 HSIP REVENUE	-	-	-	-	-
26 -425-900 -5205 - PROFESSIONAL & CONTRACTUAL SRV	25,000	32,387	30,000	100	30,000
26 -425-900 -5205 -ENTRY PROFESSIONAL & CONTRACTUAL SRV	-	-	2,500,000	-	750,000
26 -425-900 -5205 -EWLNT PROFESSIONAL & CONTRACTUAL SRV	-	1,232	785,929	-	785,929
26 -425-900 -5205 -WLNT5 PROFESSIONAL & CONTRACTUAL SRV	45,000	29,846	322,000	-	322,000
26 -425-900 -5205 -TCAG1 ROUNDABOUT DESIGN TCAG REIMB	-	14	-	-	-
26 -425-900 -5205 -TCAG3 PROFESSIONAL & CONTRACTUAL SRV	-	40	-	-	-
26 -425-900 -5503 -TCAG4 PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-	-
26 -425-900 -5503 -WLNT5 PROFESSIONAL & CONTRACTUAL SRV	-	-	-	2,143	-
26 -425-900 -5503 -CMAQ1 CAPITAL IMPROVEMENTS	-	-	-	-	-
26 -425-900 -5503 -CMAQ3 CAPITAL IMPROVEMENTS	-	-	-	-	-
26 -425-900 -5503 -ENTRY BLVD WIDENING & ENTRYWAY	1,111,214	147,463	-	176,640	-
26 -425-900 -5503 -HSIP1 CAPITAL IMPROVEMENTS	-	-	-	-	-
26 -425-900 -5503 -TCAG1 CAPITAL IMPROVEMENTS	-	-	-	-	-
26 -425-900 -5503 -TCAG3 CAPITAL IMPROVEMENTS	-	-	-	-	-
26 -425-900 -5512 -ENTRY LAND	1,519,048	-	-	-	-
26 -425-900 -5512 -RVISR LAND	-	-	-	-	-
26 -425-900 -5516 -ENTRY CONSTRUCTION IN PROCESS	-	-	-	30,502	-
26 -425-900 -5516 -EWLNT CONSTRUCTION IN PROCESS	41,000	112,398	-	17,112	-
26 -425-900 -5516 -XWALK CONSTRUCTION IN PROCESS	35,600	-	-	-	-
26 -425-900 -5516 -RVISR CIP-VISALIA ROAD IMPR MSR R FU	11,465	11,465	-	-	-
26 -425-900 -5516 -CBLVD CONSTRUCTION IN PROCESS	-	-	150,000	1,640	-
26 -425-900 -5516 -PMS20 CONSTRUCTION IN PROCESS	-	-	25,000	-	35,000
26 -425-900 -5516 -RRXNG CONSTRUCTION IN PROCESS	-	-	150,000	-	-
26 -425-900 -5516 -TCNTR CONSTRUCTION IN PROCESS	-	-	150,000	-	-
TOTAL MEASURE R	(137,515)	3,137,654	(174,017)	101,507	(614,017)
TOTAL REVENUES	(2,925,842)	2,802,810	(4,286,946)	(126,630)	(2,536,946)
TOTAL EXPENSES	2,788,327	334,844	4,112,929	228,137	1,922,929
27 SB1 ROAD MAINTENANCE & REHAB					
27 -425-00 -5516 -WWLNT CONSTRUCTION IN PROCESS	135,500	48,295	352,500	22,734	352,500
27 -425-000 -4040 - INVESTMENT EARNINGS	(49)	-	(540)	-	(540)
27 -425-000 -4081 STATE GRANT	(186,785)	(209,844)	(189,400)	(72,610)	(209,250)
TOTAL SB1 RMRA	(186,834)	(209,844)	162,560	(49,877)	142,710



CITY OF FARMERSVILLE
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	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
TOTAL REVENUES	(186,834)	(209,844)	(189,940)	(72,610)	(209,790)
TOTAL EXPENSES	135,500	48,295	352,500	22,734	352,500
30 PARK DEVELOPMENT					
30 -425-000 -4020 -	PARK DEVELOPMENT FEES	(1,200)	(600)	(1,200)	(1,200)
30 -425-000 -4040 -	INVESTMENT EARNINGS	(126)	-	(208)	(208)
TOTAL PARK DEVELOPMENT	(1,326)	(600)	(1,408)	-	(1,408)
TOTAL REVENUES	(1,326)	(600)	(1,408)	-	(1,408)
TOTAL EXPENSES	-	-	-	-	-
31 PARK IMPROVEMENTS					
31 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	107	-	-
31 -425-00 -5205 -URBAN	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
31 -425-00 -5205 -CONSV	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
31 -425-00 -5205 -GGRF	PROFESSIONAL & CONTRACTUAL SRV	130,000	190,262	140,000	27,768
31 -425-00 -5205 -SKATE	PROFESSIONAL & CONTRACTUAL SRV	7,500	-	7,500	7,500
31 -425-00 -5503 -CONSV	CAPITAL IMPROVEMENTS	-	-	-	-
31 -425-00 -5503 -URBAN	CAPITAL IMPROVEMENTS	-	-	-	-
31 -425-00 -5504	EQUIPMENT	-	-	8,500	-
31 -425-00 -5516-CCNR	CONSTRUCTION IN PROCESS	-	-	348,640	2,796
31 -425-00 -5516-SPP	CONSTRUCTION IN PROCESS	9,000	7,698	500,000	16,527
31 -425-000 -4040 -	INVESTMENT EARNINGS	(87)	-	-	-
31 -425-000 -4081 -CCNR	STATE GRANTS	-	-	(348,640)	-
31 -425-000 -4081 -SPP	STATE GRANTS	-	-	(500,000)	-
31 -425-000 -4081 -URBAN	URBAN GREENING GRANT	-	-	-	-
31 -425-000 -4081 -CONSV	LAND & WATER CONSERVATION	-	-	-	-
31 -425-000 -4081 -GGRF	URBAN FORESTRY GRANT	(130,000)	(10,357)	(140,000)	14,124
TOTAL PARK IMPROVEMENTS	16,413	187,710	16,000	61,144	7,500
TOTAL REVENUES	(130,087)	(10,357)	(988,640)	14,124	(1,876,408)
TOTAL EXPENSES	137,500	198,067	1,004,640	47,020	1,883,908
35 MAINTENANCE DISTRICTS					
35 -425-00 -5101 -	SALARIES	21,995	22,053	42,586	21,571
35 -425-00 -5101 -CAPTL	SALARIES	1,721	1,721	-	-
35 -425-00 -5110 -	FICA	1,360	1,390	2,672	1,368
35 -425-00 -5110 -CAPTL	FICA	107	107	-	-
35 -425-00 -5111 -	MEDICARE	318	325	625	320
35 -425-00 -5111 -CAPTL	MEDICARE	25	25	-	-
35 -425-00 -5112 -	PERS RETIREMENT	1,460	1,489	3,067	1,554
35 -425-00 -5116 -	LTD/LIFE INSURANCE	261	215	493	207
35 -425-00 -5117 -	WORKERS COMPENSATION	4,397	3,919	6,371	3,891
35 -425-00 -5118 -	UNIFORM	280	300	504	620
35 -425-00 -5119 -	DEFERRED COMP	-	354	752	395
35 -425-00 -5121 -	HEALTH/DENTAL/VISION	7,568	7,017	14,649	6,632
35 -425-00 -5122 -	PERS UAL PAYMENT	1,248	1,203	1,685	1,685
35 -425-00 -5124 -	HEALTHY LIVING	-	72	65	56
35 -425-00 -5202 -	OPERATING SUPPLIES	-	9	1,500	82
35 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	4,000	3,978	5,000	3,190
35 -425-00 -5204 -	REPAIRS & MAINENANCE SERVICES	-	-	-	-
35 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	8,500	16,999	8,500	6,361
35 -425-00 -5206 -	UTILITIES	13,000	8,153	13,000	1,998
35 -425-00 -5211 -	PHONE/INTERNET	-	-	-	43
35 -425-00 -5255 -	FUEL	1,120	982	1,120	475



CITY OF FARMERSVILLE
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	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
35 -425-00 -5285 -	-	-	1,600	-	1,600
35 -425-00 -5504	-	-	6,185	3,072	3,007
35 -425-00 -5514	-	-	10,000	10,083	9,751
35 -425-000 -4025 -	(60,000)	(61,553)	(61,345)	(31,066)	(61,345)
35 -425-000 -4040 -	(707)	-	(906)	-	(906)
TOTAL MAINTENANCE DISTRICTS	6,652	8,758	58,122	32,536	47,189
TOTAL REVENUES	(60,707)	(61,553)	(62,251)	(31,066)	(62,251)
TOTAL EXPENSES	67,359	70,311	120,373	63,602	109,440
39 CITY PROPERTIES					
39 -425-000 -4040 -	(70)	-	(116)	-	(116)
39 -425-000 -4075 -	(500)	250	(52,830)	(38,419)	(52,830)
39 -425-000-4080	-	-	(7,820)	-	(7,820)
39 -425-000 -5202 -	-	-	1,500	-	1,500
39 -425-000 -5203 -	-	-	1,000	448	1,000
39 -425-000 -5205 -	-	-	8,000	4,884	12,000
39 -425-000 -5206 - CMCTR	-	-	25,000	14,703	25,000
39 -425-000 -5206 -HLTHY	-	-	6,000	610	6,000
39 -425-000 -5207	-	-	-	-	-
39 -425-000 -5211 -	-	-	12,864	2,177	12,864
39 -425-000 -9000 -	-	-	-	-	-
TOTAL CHURCH MUSEUM	(570)	250	(6,402)	(15,597)	(2,402)
TOTAL REVENUES	(570)	250	(60,766)	(38,419)	(60,766)
TOTAL EXPENSES	-	-	54,364	22,822	58,364
40 CDBG PROGRAM INCOME					
40 -404-000 -4040 -	(379)	-	(939)	-	(939)
40 -404-000 -4081 -	(375)	(1,400)	-	(1,075)	-
40 -404-000 -4081 -1983	(900)	(800)	-	(375)	-
40 -404-000 -4081 -1984	-	-	(25,000)	-	-
40 -404-000 -4081 -1987	-	-	(25,000)	-	-
40 -404-000 -4081 -1988	(11,094)	(11,094)	(25,000)	-	-
40 -404-000 -4081 -1989	(8,829)	(10,529)	(25,000)	(1,975)	-
40 -404-000 -4081 -1990	(150)	(250)	(25,000)	(100)	(25,000)
40 -404-000 -4081 -1992	-	(11,848)	(25,000)	-	(25,000)
40 -404-000 -4081 -1994	(1,200)	(1,175)	(25,000)	(6,650)	(25,000)
40 -404-000 -4081 -1996	-	-	(25,000)	-	(25,000)
40 -404-000 -4081 -1997	-	-	(25,000)	-	-
40 -404-000 -4081 -1999	-	-	(25,000)	-	-
40 -404-000 -4081 -2000	-	-	(25,000)	-	-
40 -404-000 -4081 -2001	-	-	(25,000)	-	-
40 -404-000 -4081 -2002	-	(100)	-	-	-
40 -404-000 -4081 -2003	(43,107)	(43,107)	-	-	-
40 -404-000 -4081 -2004	-	-	-	-	-
40 -404-000 -4081 -2005	(70,341)	(70,341)	-	-	-
40 -404-000 -4081 -6713	-	-	-	-	-
40 -404-00 -5205 -	-	28,352	25,000	-	50,000
40 -404-00 -5205 -9900	80,000	53,584	-	43,336	-
40 -404-00 -5516- CDBG18	-	-	-	-	-
40 -404-000 -9001	-	51,475	-	-	-
TOTAL CDBG PROGRAM INCOME	(56,375)	(17,233)	(275,939)	33,161	(50,939)



CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT
TOTAL REVENUES	(136,375)	(150,644)	(300,939)	(10,175)	(100,939)
TOTAL EXPENDITURES	80,000	133,411	25,000	43,336	50,000
41 HOME PROGRAM INCOME					
41 -404-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	447	-	250	-
41 -404-00 -5205 -0895	PROFESSIONAL & CONTRACTUAL SRV	167	-	-	-
41 -404-000 -4040 -	INVESTMENT EARNINGS	(14)	-	-	(121)
41 -404-000 -4081 -00HM	STATE GRANTS	-	-	(20,000)	-
41 -404-000 -4082 -0652	0652 FEDERAL	-	-	-	-
41 -404-000 -4082 -H6855	FEDERAL GRANTS	-	-	-	-
41 -404-000 -4082 -95HB	FEDERAL GRANTS	-	-	-	-
TOTAL HOME PROGRAM INCOME	(14)	614	(121)	(19,750)	(121)
TOTAL REVENUES	(14)	-	(121)	(20,000)	(121)
TOTAL EXPENDITURES	-	614	-	250	-
42 CALHOME PROGRAM INCOME					
42 -404-000 -4040 -	INVESTMENT EARNINGS	(1,101)	-	-	(2,269)
42 -404-000 -4081 -1988	STATE GRANTS	-	-	-	-
42 -404-000 -4081 -CH06	STATE GRANTS	-	-	-	-
42 -404-000 -4081 -08CH	STATE GRANTS	-	-	-	-
42 -404-000 -4081 -10CH	STATE GRANTS	(28,764)	(28,764)	-	-
42 -404-000 -4081 -12CH	STATE GRANTS	-	-	-	-
42 -404-000 -4081 -CH04	STATE GRANTS	-	-	-	-
42 -404-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	32,840	141,424	-	350
42 -404-00 -9001 -	TRANSFER OUT	-	-	-	-
TOTAL CALHOME PROGRAM INCOME	2,975	112,660	(2,269)	350	(2,269)
TOTAL REVENUES	(29,865)	(28,764)	(2,269)	-	(2,269)
TOTAL EXPENDITURES	32,840	141,424	-	350	-
71 FIRE DEVELOPER FEES					
71 -420-000 -5205 -	PROFESSIONAL & CONTRACTUAL	-	-	-	-
71 -420-000 -5504 -	EQUIPMENT	-	-	-	-
71 -420-000 -5514 -	VEHICLES	38,000	-	-	-
71 -420-100 -4112 -	PUBLIC SAFETY DEVELOPER FEES	(11,796)	(5,898)	(11,796)	(11,796)
71 -420-100 -4040 -	INVESTMENT EARNINGS	(1,089)	-	(1,791)	(1,791)
71 -420-000 -9001	TRANSFER-OUT	14,000	-	-	-
TOTAL FIRE DEVELOPER FEES	39,115	(5,898)	(13,587)	-	(13,587)
TOTAL REVENUES	(12,885)	(5,898)	(13,587)	-	(13,587)
TOTAL EXPENSES	52,000	-	-	-	-
81 POLICE DEVELOPER FEES					
81 -411-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	10,000	-	-	-
81 -411-000 -5504 -	EQUIPMENT	-	2,203	161,160	8,358
81 -411-100 -4040 -	INVESTMENT EARNINGS	(1,573)	-	(2,503)	(2,503)
81 -411-100 -4112 -	PUBLIC SAFETY DEVELOPER FEES	(20,723)	(3,657)	(20,723)	(20,723)
TOTAL POLICE DEVELOPER FEES	(12,296)	(1,454)	137,934	8,358	137,934
TOTAL REVENUES	(22,296)	(3,657)	(23,226)	-	(23,226)
TOTAL EXPENDITURES	10,000	2,203	161,160	8,358	161,160

82 STATE ASSET FORFEITURE



CITY OF FARMERSVILLE
OPERATIONAL BUDGET FOR 12 MONTHS ENDING JUNE 30, 2020

	2018-2019 AMENDMENT	2018-2019 ACTUAL AS OF 6/30/2019	2019-2020 BUDGET	2019-2020 ACTUAL AS OF 12/31/2019	2019-2020 PROPOSED AMENDMENT	
82 -411-000 -5504 -	EQUIPMENT	6,000	3,693	-	-	
82 -411-100 -4040 -	INVESTMENT EARNINGS	(40)	-	(77)	(77)	
82 -411-100 -4035 -	FORFEITURES	-	-	-	-	
	TOTAL STATE ASSET FORFEITURE	5,960	3,693	(77)	(77)	
	TOTAL REVENUES	(40)	-	(77)	(77)	
	TOTAL EXPENDITURES	6,000	3,693	-	-	
83 LIVE SCAN						
83 -411-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	2,708	-	667	
83 -411-100 -4080 -	LIVE SCAN REVENUE	-	(1,806)	-	(616)	
	TOTAL LIVE SCAN	-	902	-	51	
	TOTAL REVENUES	-	(1,806)	-	(616)	
	TOTAL EXPENDITURES	-	2,708	-	667	
GRAND TOTAL						
	TOTAL REVENUES	(22,304,371)	(12,293,431)	(29,973,209)	(5,308,757)	(28,875,268)
	TOTAL EXPENDITURES	20,882,469	15,369,028	30,275,217	7,628,855	28,568,637
	REVENUE (OVER) OR UNDER	(1,421,902)	3,075,598	302,008	2,320,098	(306,631)

Farmersville Five Year Capital Improvement Plan Projects

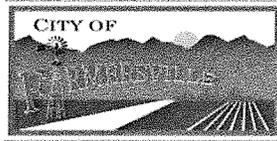
UNFUNDED STATUS	Project Number	Status	Criteria Number	DEPARTMENT	FUND	FUND NAME	ACCOUNT NUMBER	DESCRIPTION	✓	YEAR 1 2019-20	YEAR 2 2020-21	YEAR 3 2021-22	YEAR 4 2022-23	YEAR 5 2023-24	TOTAL
Grant	2019-ENG-01	IN PROGRESS	5	Engineering	12 Grants		12400-5205-USRP	Urban Streams Restoration (748,465) - 6/2020	✓	\$ 337,000					\$ 337,000
Grant	2019-ENG-02	COMPLETED	5	Engineering	12 Grants		12400-5205-18ADA	Sustainable Communities ADA Planning Grant (206,275) - 2/2020	✓	\$ 47,000					\$ 47,000
Grant / Loans	2019-ENG-03	IN PROGRESS	2	Engineering	4 Sewer Utility Fund		04425-5516-WWTP	WasteWater Treatment Plant (23,614,591) - 11/2020	✓	\$ 12,880,686	\$ 1,581,234				\$ 14,461,920
Measure R / Grant	2019-ENG-04	IN PROGRESS	5	Engineering	26 Measure R		26425-5205-WLNT5	West Walnut ATP project (50 / 45 / 322) - 6/2020	✓	\$ 322,000					\$ 322,000
Measure R	2019-ENG-05	REVISED	5	Engineering	26 Measure R		26425-5205-ENTRY	North Farmersville Blvd (8,709,787)	✓	\$ 750,000	\$ 5,500,000	\$ 2,459,787			\$ 8,709,787
Measure R / Grant	2019-ENG-06	IN PROGRESS	5	Engineering	26 Measure R		26425-5205-EWLNT	East Walnut ATP project (306,929 / 520,000) - 6/2020	✓	\$ 785,929					\$ 785,929
Grant	2019-PBW-01	COMPLETED	5	Public Works	31 Parks		31425-5205-GGRF	Sports Park Phase II - GGRF CalFIRE (270,000) - 12/2019	✓	\$ 27,768					\$ 27,768
Fund Balance	2019-PBW-02	IN PROGRESS	5	Public Works	31 Parks		31425-5205-SKATE	Skate Park Preliminary Design (7,500)	✓	\$ 7,500					\$ 7,500
Fund Balance	2019-POL-01	IN PROGRESS	5	Police	11 Drug Enforcement		11411-5504	FLEER units	✓	\$ 10,000					\$ 10,000
Fund Balance / Grant	2019-POL-02	COMPLETED	5	Police	103 General Fund Capital		103411-5514	Admin Vehicle for PD (40,000 - 20,000 50% Air Quality Grant)	✓	\$ 21,204					\$ 21,204
Fund Balance	2019-POL-03	COMPLETED	5	Police	103 General Fund Capital		103411-5514	PD Vehicle (FY 2017 purchase)	✓	\$ 45,223					\$ 45,223
Fund Balance	2019-POL-03	COMPLETED	5	Police	103 General Fund Capital		103411-5558	PD Vehicle Interest	✓	\$ 795					\$ 795
Fund Balance	ADM2020-01	DELETED	6	Administration	2 Water Utility Fund		02425-5504	Inventory Management System (shared with enterprise)	✓	\$ -					\$ -
Fund Balance	ADM2020-01	DELETED	6	Administration	4 Sewer Utility Fund		04425-5504	Inventory Management System (shared with enterprise)	✓	\$ -					\$ -
Fund Balance	ADM2020-01	DELETED	6	Administration	103 General Fund Capital		103404-5504	Inventory Management System (shared with enterprise)	✓	\$ -					\$ -
Fund Balance	ADM2020-02	REVISED	2	Administration	2 Water Utility Fund		02425-5504	MUNIS System Upgrades (shared with enterprise)	✓	\$ 26,713					\$ 26,713
Fund Balance	ADM2020-02	REVISED	2	Administration	4 Sewer Utility Fund		04425-5504	MUNIS System Upgrades (shared with enterprise)	✓	\$ 26,713					\$ 26,713
Fund Balance	ADM2020-02	REVISED	2	Administration	103 General Fund Capital		103404-5504	MUNIS System Upgrades (shared with enterprise)	✓	\$ 6,280					\$ 6,280
Fund Balance	ADM2020-03	SCHEDULED	8	Administration	103 General Fund Capital		103404-5514	Admin Vehicle (Air Quality Grant: 43,500 total cost, \$20,000 grant)	✓					\$ 23,500	\$ 23,500
Fund Balance	ADM2020-04	IN PROGRESS	5	Administration	2 Water Utility Fund		02425-5504	Phase 4 - Civic Center Remodel (Bath, hall& Council)	✓	\$ 34,000					\$ 34,000
Fund Balance	ADM2020-04	IN PROGRESS	5	Administration	4 Sewer Utility Fund		04425-5504	Phase 4 - Civic Center Remodel (Bath, hall& Council)	✓	\$ 34,000					\$ 34,000
Fund Balance	ADM2020-04	IN PROGRESS	5	Administration	103 General Fund Capital		103404-5504	Phase 4 - Civic Center Remodel (Bath, hall& Council)	✓	\$ 34,000					\$ 34,000
Fund Balance	ADM2020-07	DELETED	6	Administration	2 Water Utility Fund		02425-5504	New Online Payment System	✓	\$ -					\$ -
Fund Balance	ADM2020-07	DELETED	6	Administration	4 Sewer Utility Fund		04425-5504	New Online Payment System	✓	\$ -					\$ -
Fund Balance	CDE2020-01	IN PROGRESS	6	Code Enforcement	103 General Fund Capital		103415-5205	Code Enforcement - Blight Removal / Demolition / Clean-up (formerly ADM2020-06)	✓	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Fund Balance	CDE2020-02	ADD	2	Code Enforcement	103 General Fund Capital		103415-5514	Code Enforcement Vehicle	✓	\$ 37,500					\$ 37,500
Fund Balance	ENG2020-01	REVISED	5	Engineering	26 Measure R		26425-5516-PMS20	Pavement Management System	✓	\$ 35,000					\$ 35,000
Unfunded	ENG2020-02	REVISED	5	Engineering	12 Grants		12400-5516-CBLVD	Central Farmersville Blvd Repairs (TCAG Funding?)	✓			\$ 1,342,500	\$ 1,292,500		\$ 2,635,000
Unfunded	ENG2020-02	REVISED	5	Engineering	26 Measure R		26425-5516-CBLVD	Central Farmersville Blvd Repairs (TCAG Funding?)	✓			\$ 150,000			\$ 150,000
Fund Balance	ENG2020-03	SCHEDULED	5	Engineering	22 TDA / LTF		22425-5516	Repairs prescribed by Pavement Management System #1	✓			\$ 50,000	\$ 675,000		\$ 725,000
Fund Balance	ENG2020-04	SCHEDULED	5	Engineering	22 TDA / LTF		22425-5516	Repairs prescribed by Pavement Management System #2	✓				\$ 50,000	\$ 675,000	\$ 725,000
Unfunded	ENG2020-05	SCHEDULED	5	Engineering	12 Grants		12400-5516-ADAFX	ADA Transition Plan Implementation (grant funding?)	✓			\$ 50,000	\$ 337,500		\$ 387,500
Fund Balance	ENG2020-06	SCHEDULED	5	Engineering	2 Water Utility Fund		02425-5516-BIRCH	Birch Water Line Relocation	✓				\$ 35,000	\$ 326,000	\$ 361,000
TCAG Advance (STP)	ENG2020-07	SCHEDULED	5	Engineering	20 STP		20425-5516-WWLNT	West Walnut Full Depth Reconstruction (173,525 FY19 + 1,102,500 FY20)	✓	\$ 750,000					\$ 750,000
Fund Balance	ENG2020-07	SCHEDULED	5	Engineering	27 RMRA (SB1)		27425-5516-WWLNT	West Walnut Full Depth Reconstruction (173,525 FY19 + 1,102,500 FY20)	✓	\$ 352,500					\$ 352,500
Fund Balance	ENG2020-08	REVISED	5	Engineering	22 TDA / LTF		22425-5516-XWALK	Crosswalks (35,600 FY2019, 135,600 FY2020)	✓	\$ 20,000	\$ 115,600				\$ 135,600
Unfunded	ENG2020-09	REVISED	5	Engineering	26 Measure R		26425-5516-TCNTR	Transit Center (SELF HELP AHSC GRANT FUNDING?)	✓		\$ 150,000				\$ 150,000
Unfunded	ENG2020-10	REVISED	5	Engineering	26 Measure R		26425-5516-RRXNG	Additional Railroad Crossing (TCAG SUSTAINABLE PLANNING GRANT?)	✓		\$ 150,000				\$ 150,000
Fund Balance	ENG2020-11	SCHEDULED	2	Engineering	4 Sewer Utility Fund		04425-5516-PERCO	Replacement / Upgrade of Percolation System at Existing WWTP	✓	\$ 1,000,000					\$ 1,000,000
Unfunded	FRE2020-01	DELETED	1	Fire	12 Grants		12400-5514-LADDR	Ladder Truck Replacement (FEMA grant application pending)	✓	\$ -					\$ -
Fund Balance	FRE2020-02	REVISED	2	Fire	103 General Fund Capital		103420-5504	Radio Pagers (10)	✓	\$ -	\$ 7,500				\$ 7,500
Fund Balance	FRE2020-04	DELETED	3	Fire	103 General Fund Capital		103420-5504	Fire PPE Turnouts	✓						\$ -
Unfunded	FRE2020-05	SCHEDULED	5	Fire	71 Fire DIF		71420-5504	Central Fire Station	✓					\$ 2,500,000	\$ 2,500,000
Fund Balance	FRE2020-06	DELETED	7	Fire	71 Fire DIF		71420-5504	Automatic Vehicle Location communications technology	✓						\$ -
Unfunded	FRE2020-07	SCHEDULED	7	Fire	12 Grants		12400-5504	Fire PPE SCBA units	✓				\$ 127,000		\$ 127,000

Farmersville Five Year Capital Improvement Plan Projects

UNFUNDED STATUS	Project Number	Status	Criteria Number	DEPARTMENT	FUND	FUND NAME	ACCOUNT NUMBER	DESCRIPTION	✓	YEAR 1 2019-20	YEAR 2 2020-21	YEAR 3 2021-22	YEAR 4 2022-23	YEAR 5 2023-24	TOTAL
Fund Balance	PBW2020-03	REVISED	4	Public Works	31 Parks		31425-5504	Park Irrigation Upgrade (Armstrong: FY2021; Liberty FY 2022)	✓	\$	8,500	\$ 8,500	\$ 8,500	\$ 2,000	\$ 27,500
Unfunded	PBW2020-04	REVISED	6	Public Works	40 CDBG Program Income		40404-5516-CDBG18	CDBG 2018: Jennings Park Remodel (grant app pending) 1,000,000	✓	\$ -	\$ 334,000	\$ 333,000	\$ 333,000		\$ 1,000,000
Fund Balance	PBW2020-05	IN PROGRESS	2	Public Works	3 Water DIF		03425-5504	Water Well Upgrade (Well 7)	✓	\$ 240,000					\$ 240,000
Fund Balance	PBW2020-06	COMPLETED	4	Public Works	2 Water Utility Fund		02425-5514	Utility Truck (\$40,000)	✓	\$ 19,715					\$ 19,715
Fund Balance	PBW2020-06	COMPLETED	4	Public Works	4 Sewer Utility Fund		04425-5514	Utility Truck (\$40,000)	✓	\$ 19,716					\$ 19,716
Fund Balance	PBW2020-07	COMPLETED	4	Public Works	2 Water Utility Fund		02425-5514	Two Pick-up trucks (\$25,000 X2)	✓	\$ 9,751					\$ 9,751
Fund Balance	PBW2020-07	COMPLETED	4	Public Works	4 Sewer Utility Fund		04425-5514	Two Pick-up trucks (\$25,000 X2)	✓	\$ 9,751					\$ 9,751
Fund Balance	PBW2020-07	COMPLETED	4	Public Works	21 Gas Tax Fund		21425-5514	Two Pick-up trucks (\$25,000 X2)	✓	\$ 9,751					\$ 9,751
Fund Balance	PBW2020-07	COMPLETED	4	Public Works	35 Maintenance Dist		35425-5514	Two Pick-up trucks (\$25,000 X2)	✓	\$ 9,751					\$ 9,751
Fund Balance	PBW2020-07	COMPLETED	4	Public Works	103 General Fund Capital		103425-5514	Two Pick-up trucks (\$25,000 X2)	✓	\$ 9,752					\$ 9,752
Fund Balance	PBW2020-08	COMPLETED	4	Public Works	2 Water Utility Fund		02425-5504	Water Leak & Pipe Locator	✓	\$ 16,242					\$ 16,242
Fund Balance	PBW2020-09	IN PROGRESS	4	Public Works	4 Sewer Utility Fund		04425-5504	Mainline Sewer Inspection System	✓	\$ 87,000					\$ 87,000
Fund Balance	PBW2020-10	COMPLETED	4	Public Works	2 Water Utility Fund		02425-5504	Ground Penetrating Radar	✓	\$ 5,167					\$ 5,167
Fund Balance	PBW2020-10	COMPLETED	4	Public Works	4 Sewer Utility Fund		04425-5504	Ground Penetrating Radar	✓	\$ 5,167					\$ 5,167
Fund Balance	PBW2020-10	COMPLETED	4	Public Works	21 Gas Tax Fund		21425-5504	Ground Penetrating Radar	✓	\$ 5,166					\$ 5,166
Fund Balance	PBW2020-11	COMPLETED	4	Public Works	21 Gas Tax Fund		21425-5504	Walk-behind Scarifier	✓	\$ 2,128					\$ 2,128
Fund Balance	PBW2020-11	COMPLETED	4	Public Works	35 Maintenance Dist		35425-5504	Walk-behind Scarifier	✓	\$ 2,128					\$ 2,128
Fund Balance	PBW2020-11	COMPLETED	4	Public Works	103 General Fund Capital		103425-5504	Walk-behind Scarifier	✓	\$ 2,129					\$ 2,129
Fund Balance	PBW2020-12	REVISED	4	Public Works	2 Water Utility Fund		02425-5504	Public Works Yard Network Upgrade	✓	\$ 1,250					\$ 1,250
Fund Balance	PBW2020-12	REVISED	4	Public Works	4 Sewer Utility Fund		04425-5504	Public Works Yard Network Upgrade	✓	\$ 1,250					\$ 1,250
Fund Balance	PBW2020-12	REVISED	4	Public Works	21 Gas Tax Fund		22425-5504	Public Works Yard Network Upgrade	✓	\$ 1,250					\$ 1,250
Fund Balance	PBW2020-12	REVISED	4	Public Works	35 Maintenance Dist		35425-5504	Public Works Yard Network Upgrade	✓	\$ 1,250					\$ 1,250
Unfunded	PBW2020-13	IN PROGRESS	4	Public Works	31 Parks		31425-5516-CCNR	Sports Park Phase III - CNRA Prop 68 CCNR (grant app pending) 1,928,207	✓	\$ 348,640	\$ 1,500,000	\$ 79,567			\$ 1,928,207
Unfunded	PBW2020-14	REVISED	4	Public Works	31 Parks		31425-5516-SPP	Sports Park Phase IV - State parks Prop 68 SPP (grant app in process) 8,500,000	✓	\$ 1,500,000	\$ 5,000,000	\$ 2,000,000			\$ 8,500,000
Unfunded	PBW2020-15	REVISED	2	Public Works	3 Water DIF		02425-5504-WELL6	Back Up Generator for Well 6 (FEMA grant application in process) FEMA 90K DIF 30K	✓			\$ 120,000			\$ 120,000
Unfunded	PBW2020-16	REVISED	2	Public Works	3 Water DIF		02425-5504-WELL7	Back Up Generator for Well 7	✓	\$ 100,000					\$ 100,000
Fund Balance	PBW2020-17	DELETED	5	Public Works	6 Refuse Utility Fund		06425-5516-CDBG18	CDBG 2018: Alley Reconstruction (grant app pending) 1,142,393	✓	\$ -					\$ -
Unfunded	PBW2020-17	DELETED	5	Public Works	12 Grants		12400-5516-CDBG18	CDBG 2018: Alley Reconstruction (grant app pending) 1,142,393	✓	\$ -					\$ -
Fund Balance	PBW2020-18	COMPLETED	4	Public Works	103 General Fund Capital		103425-5504	New Fence at Sports Park	✓	\$ 43,576					\$ 43,576
Fund Balance	PBW2020-19	COMPLETED	4	Public Works	103 General Fund Capital		103425-5504	Two-Way Radio	✓	\$ 877					\$ 877
Fund Balance	PBW2020-19	COMPLETED	4	Public Works	2 Water Utility Fund		02425-5504	Two-Way Radio	✓	\$ 877					\$ 877
Fund Balance	PBW2020-19	COMPLETED	4	Public Works	4 Sewer Utility Fund		04425-5504	Two-Way Radio	✓	\$ 877					\$ 877
Fund Balance	PBW2020-19	COMPLETED	4	Public Works	22 TDA / LTF		22425-5504	Two-Way Radio	✓	\$ 877					\$ 877
Fund Balance	PBW2020-19	COMPLETED	4	Public Works	35 Maintenance Dist		35425-5504	Two-Way Radio	✓	\$ 879					\$ 879
Unfunded	PBW2020-20	SCHEDULED	4	Public Works	4 Sewer Utility Fund		04425-5516-SOLAR	Solar Plant located at new WWTP	✓			\$ 2,304,700			\$ 2,304,700
Unfunded	PBW2020-21	SCHEDULED	4	Public Works	3 Water DIF		03425-5504	New Corporation Yard for Public Works	✓				\$ 334,000		\$ 334,000
Unfunded	PBW2020-21	SCHEDULED	4	Public Works	5 Sewer DIF		05425-5504	New Corporation Yard for Public Works	✓				\$ 334,000		\$ 334,000
Unfunded	PBW2020-21	SCHEDULED	4	Public Works	103 General Fund Capital		103425-5504	New Corporation Yard for Public Works	✓				\$ 333,000		\$ 333,000
Fund Balance	PBW2020-22	COMPLETED	4	Public Works	103 General Fund Capital		103425-5504	Large Mower Major Repair	✓	\$ 3,347					\$ 3,347
Fund Balance	PBW2020-23	IN PROGRESS	4	Public Works	103 General Fund Capital		103425-5504	Sports Park Rehabilitation Project	✓	\$ 17,000	\$ 8,000	\$ 14,000			\$ 39,000
Unfunded	PBW2020-24	DELETED	4	Public Works	103 General Fund Capital		103425-5504	Armstrong Park Upgrades (Fence and Playground)	✓						\$ -
Unfunded	PBW2020-25	REVISED	4	Public Works	103 General Fund Capital		103425-5504	New Lighting at Liberty Park	✓			\$ 75,000			\$ 75,000
Unfunded	PBW2020-26	IN PROGRESS	2	Public Works	103 General Fund Capital		103425-5504	Civic Center Backup generator (formerly ADM2020-05)		\$ 250,000					\$ 250,000
GRANT	PLN2020-01	REVISED	7	Planning	2 Water Utility Fund		02425-5205	Downtown Specific Plan (SB2 GRANT AWARDED)	✓	\$ 14,000					\$ 14,000
GRANT	PLN2020-01	REVISED	7	Planning	4 Sewer Utility Fund		04425-5205	Downtown Specific Plan (SB2 GRANT AWARDED)	✓	\$ 14,000					\$ 14,000

Farmersville Five Year Capital Improvement Plan Projects

UNFUNDED STATUS	Project Number	Status	Criteria Number	DEPARTMENT	FUND	FUND NAME	ACCOUNT NUMBER	DESCRIPTION	✓	YEAR 1 2019-20	YEAR 2 2020-21	YEAR 3 2021-22	YEAR 4 2022-23	YEAR 5 2023-24	TOTAL
GRANT	PLN2020-01	REVISED	7	Planning	103	General Fund Capital	103414-5205	Downtown Specific Plan (SB2 GRANT AWARDED)	✓		\$ 13,000				\$ 13,000
GRANT	PLN2020-01	REVISED	7	Planning	12	Grants	12400-5205	Downtown Specific Plan (SB2 GRANT AWARDED)	✓	\$ 20,000	\$ 65,000				\$ 85,000
GRANT	PLN2020-02	REVISED	7	Planning	2	Water Utility Fund	02425-5205	Zoning Ordinance Update (SB2 GRANT AWARDED)	✓						\$ -
GRANT	PLN2020-02	REVISED	7	Planning	4	Sewer Utility Fund	04425-5205	Zoning Ordinance Update (SB2 GRANT AWARDED)	✓						\$ -
GRANT	PLN2020-02	REVISED	7	Planning	103	General Fund Capital	103414-5205	Zoning Ordinance Update (SB2 GRANT AWARDED)	✓						\$ -
GRANT	PLN2020-02	REVISED	7	Planning	12	Grants	12400-5205	Zoning Ordinance Update (SB2 GRANT AWARDED)	✓	\$ 19,000	\$ 56,000				\$ 75,000
Unfunded	PLN2020-03	SCHEDULED	7	Planning	2	Water Utility Fund	02425-5205	General Plan Update	✓			\$ 42,000	\$ 42,000		\$ 84,000
Unfunded	PLN2020-03	SCHEDULED	7	Planning	4	Sewer Utility Fund	04425-5205	General Plan Update	✓			\$ 42,000	\$ 42,000		\$ 84,000
Unfunded	PLN2020-03	SCHEDULED	7	Planning	103	General Fund Capital	103414-5205	General Plan Update	✓			\$ 42,000	\$ 42,000		\$ 84,000
Fund Balance	POL2020-01	IN PROGRESS	8	Police	81	Police DIF	81411-5504	Police Dept Front Office, Report rm, Booking, Lockers	✓	\$ 100,000					\$ 100,000
Fund Balance / Grant	POL2020-02	SCHEDULED	3	Police	103	General Fund Capital	103411-5514	Admin Vehicle (2) - TOTAL COST \$80,000, GRANT FOR \$40,000	✓		\$ 40,000				\$ 40,000
Fund Balance	POL2020-03	IN PROGRESS	3	Police	14	Police SLESF	14411-5504-SLESF	Portable Radios (searching for grant opportunities)	✓	\$ 75,000					\$ 75,000
Lease / Fund Balance	POL2020-04	IN PROGRESS	8	Police	103	General Fund Capital	103411-5514	Patrol Vehicle Replacement (FY20)	✓	\$ 11,513	\$ 47,067	\$ 48,737	\$ 37,683		\$ 145,000
Lease / Fund Balance	POL2020-04	IN PROGRESS	8	Police	103	General Fund Capital	103411-5558	Patrol Vehicle Replacement (FY20)	✓	\$ 1,269	\$ 4,059	\$ 2,390	\$ 661		\$ 8,379
Lease / Fund Balance	POL2020-05	SCHEDULED	8	Police	103	General Fund Capital	103411-5514	Patrol Vehicle Replacement (FY22)	✓			\$ 54,000	\$ 54,000	\$ 54,000	\$ 162,000
Lease / Fund Balance	POL2020-05	SCHEDULED	8	Police	103	General Fund Capital	103411-5558	Patrol Vehicle Replacement (FY22)	✓			\$ 2,900	\$ 2,900	\$ 2,900	\$ 8,700
Lease / Fund Balance	POL2020-06	SCHEDULED	8	Police	103	General Fund Capital	103411-5514	Patrol Vehicle Replacement (FY24)	✓					\$ 57,500	\$ 57,500
Lease / Fund Balance	POL2020-06	SCHEDULED	8	Police	103	General Fund Capital	103411-5558	Patrol Vehicle Replacement (FY24)	✓					\$ 3,400	\$ 3,400
Fund Balance	POL2020-07	IN PROGRESS	6	Police	81	Police DIF	81411-5504	Police CCTV for Light Industrial Area - 6 cameras	✓	\$ 61,160					\$ 61,160
Total										\$ 20,370,017	\$ 14,882,960	\$ 9,241,080	\$ 4,100,745	\$ 3,664,300	\$ 52,259,102



City Council

Staff Report 8C

TO: Honorable Mayor and City Council

FROM: Steve Huntley, Director of Finance and Administration

DATE: February 10, 2020

SUBJECT: Consider Adoption of Update Salary Schedule for Fiscal Year 2019-2020 of the City of Farmersville by Resolution 2020-004

RECOMMENDED ACTION

Adopt the updated Salary Schedule for Fiscal Year 2019-2020 of the City of Farmersville by Resolution 2020-004.

BACKGROUND

Within the Mid-Year Budget Amendment for Fiscal Year 2019-2020 (FY 2020) is the addition of the Development Coordinator position. This new position will create capacity for City Hall staff to effectively manage the community development and economic development initiatives so badly needed by the City of Farmersville. Currently, there is no system, structure, or staff available or with any capacity to manage such processes at any level. The creation of this position is not only wise for the long-term success of the City but will also help the City stay compliant with many areas of government code, provide much improved customer service, and give opportunity for the City to fairly recoup costs associated with permitting and development that simply is not happening.

In October of 2019, City Council authorized the City Manager to approve an agreement with MyGov to provide a software system that comprehensively handles many issues that the City is struggling with, including but not limited to: code enforcement, planning, building permits, inspections, licensing, citizen complaints, work orders, and asset management. It was determined that there were several holes in the current "all paper" system and that as a result many things were falling through the cracks. It is believed, and although not yet live, that the MyGov system will be quite effective and a breath of fresh air for these struggling services.

In addition to the "all paper" system lacking significant order, it also does not allow for staff to have any idea whether inspections were done, complaints were handled, or allow proper tracking of cases. It was determined that there is significant need for a person that "owned" the process in addition to a comprehensive software solution. Even if a software system could be created to fill the gaps, someone still needed responsibility to liaise between departments,

partners, contractors, and the fiscal side of these services to ensure that the software would be put to good use and be the most effective solution for the City.

After careful evaluation of similar position types across many cities in Tulare County and across the valley, the position of Development Coordinator was created. The duties, while similar to a permitting technician and/or administrative analyst in other agencies, is uniquely tailored to the Farmersville City Hall environment.

Additionally, since the Account Clerk position at the front counter, currently filled by Erika Haro, has already attempted to handle many of these complicated situations as work outside of her classification without resources, formal training, administrative support, or educational guidance, she will be reclassified to this new position which better describes what she is already doing. Staff believes that this will enable her to thoroughly research and handle each case in a timely fashion, and opens the possibility for her to gain education regarding applicable laws, regulations, and requirements, while empowering her to take charge of the technical process, provide excellent service to our customers, and enforcing accountability and efficiency throughout the process with all parties involved. She has been deeply involved in the establishment, direction, training, and simply getting the new MyGov software up and running. We cannot think of a more suited individual for the job.

Therefore, the City of Farmersville must add the Development Coordinator position to the official Salary Schedule for FY 2019-2020 by resolution in order to provide the resources for this position and reclassify Erika Haro to immediately fill this role and take on these important responsibilities officially.

ALTERNATIVES

The current "all paper" process, or lack thereof leaves so much wanting that there is not another viable alternative to providing this position at a comparable rate to similar positions in the area. This is a critical fix to an essential service that must be provided by the City of Farmersville to encourage compliance with the law, promote growth economically, and provide excellent service to the customers of the City.

FISCAL IMPACT

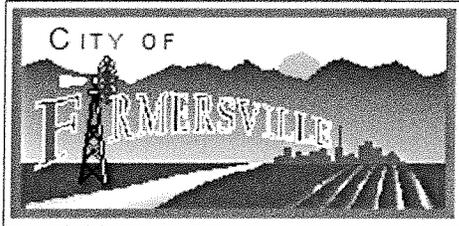
Outside of the fiscal impact of the purchase of the MyGov software, which was already considered in October, all other expenses incurred by this position, and including the software, are anticipated to be recovered through fees assessed through the permitting processes of the City and the increased economic develop of the City as a result. This is a win-win for the City, its residents, customers, and partners. The comprehensive fee schedule will be updated in the near future now that this new position, system, and set of processes are in place to best collect appropriate levels of fees to offset City costs.

ATTACHMENT(S):

1. Development Coordinator job description
2. Updated Salary Schedule
3. Resolution 2020-004 Adoption of Updated Salary Schedule for FY 2019-2020.

SALARY SCHEDULE-TIER 1
7/1/2019

BU	DEPT	POSITION	RANGE	MONTHLY						ANNUALLY					
				A	B	C	D	E	F	A	B	C	D	E	F
MR	404	Administrative Analyst	8@	4,537	4,764	5,003	5,253	5,515	5,791	54,449	57,172	60,030	63,032	66,183	69,493
M	414	Development Coordinator		4,377	4,596	4,826	5,067	5,320	5,586	52,524	55,150	57,908	60,803	63,843	67,035
DH	404	Director of Finance & Administration	19	8,292	8,707	9,142	9,599	10,079	10,583	99,504	104,479	109,703	115,188	120,948	126,995
DH	404	Finance Director	18	7,162	7,520	7,896	8,290	8,705	9,140	85,939	90,236	94,747	99,485	104,459	109,682
MR	404	Finance Manager	17	5,832	6,124	6,430	6,752	7,089	7,444	69,988	73,488	77,162	81,020	85,071	89,325
M	404	Account Clerk I	1(b)	2,687	2,822	2,963	3,111	3,267	3,430	32,249	33,861	35,554	37,332	39,198	41,158
M	404	Account Clerk II	2(a)	3,601	3,781	3,970	4,169	4,377	4,596	43,216	45,377	47,646	50,028	52,530	55,156
M	411	Technical Service Clerk	1(a)	3,128	3,285	3,449	3,621	3,802	3,992	37,538	39,415	41,386	43,455	45,628	47,909
POA	411	Police Officer	5(b)	3,790	3,979	4,178	4,387	4,606	4,837	45,475	47,748	50,136	52,654	55,275	58,038
POA	411	Corporal	7	3,980	4,179	4,388	4,607	4,838	5,080	47,759	50,147	52,654	55,287	58,052	60,954
POA	411	Police Sergeant	8(a)	5,079	5,333	5,599	5,879	6,173	6,482	60,944	63,991	67,190	70,550	74,077	77,781
MR	411	Police Lieutenant	9(b)	6,806	7,147	7,504	7,879	8,273	8,687	81,677	85,761	90,049	94,552	99,279	104,243
DH	411	Police Chief	17	9,193	9,652	10,135	10,642	11,174	11,732	110,313	115,828	121,620	127,701	134,086	140,790
M	414	Code Enforcement Officer	5(a)	3,712	3,898	4,093	4,297	4,512	4,738	44,545	46,773	49,111	51,567	54,145	56,852
DH	420	Fire Chief	20	8,737	9,174	9,633	10,114	10,620	11,151	104,847	110,090	115,594	121,374	127,443	133,815
FO	420	Fire Officer I	5(a)	3,399	3,569	3,748	3,935	4,132	4,338	40,791	42,831	44,972	47,221	49,582	52,061
FO	420	Fire Officer II	8(b)	4,555	4,783	5,022	5,273	5,537	5,814	54,662	57,395	60,264	63,278	66,441	69,764
M	425	Maintenance Worker I	2(b)	2,780	2,919	3,065	3,218	3,379	3,548	33,362	35,030	36,782	38,621	40,552	42,579
M	425	Maintenance Worker II	3	3,726	3,912	4,108	4,313	4,529	4,755	44,708	46,944	49,291	51,755	54,343	57,060
M	425	Public Works Specialist	4	3,819	4,010	4,211	4,421	4,642	4,874	45,831	48,122	50,528	53,055	55,707	58,493
MR	425	Public Works Supervisor	9(a)	4,993	5,242	5,504	5,780	6,069	6,372	59,912	62,908	66,053	69,356	72,823	76,465
DH	425	Public Works Director	19	6,690	7,024	7,376	7,744	8,132	8,538	80,280	84,294	88,508	92,934	97,580	102,459



Development Coordinator

SALARY RANGE

\$52,524 - \$67,035 Annually

DEFINITION:

Under general direction, the Development Coordinator performs a variety of professional and technical duties in support of the City Manager related to Economic and Community Development areas. These technical and professional-level duties include explaining ordinances, requirements, and City procedures to homeowners, developers, and contractors pertaining to land development and improvement, permit requests, and concerns; assists the public in the application process for building permits and other developmental processes; assists in processing construction plans for commercial and residential projects; enters data on the building permit software system; reviews plans for the purposes of establishing valuation and computing plan check and various other fees, issues "over the counter" building permits for less complex structures such as patios, fences, pools, and signs; interprets codes for building contractors, architects, engineers, builders, and the general public; performs residential plan checks; and performs related work as required. Works closely with the City Engineer, City Planner, and inspectors to expedite customer requests.

Also works closely with the City Manager and City Clerk to coordinate, process, communicate details, facilitate meetings, and otherwise assist members of the public and other stakeholders with any other community or economic development opportunities and initiatives, or special projects undertaken by the City Manager.

DISTINGUISHING CHARACTERISTICS

This non-exempt classification performs a range of internal and external support functions and administrative and technical duties department-wide, requiring complete knowledge of departmental policies and procedures. Incumbents may perform routine professional work with a fair degree of independence or may perform more complex work under closer supervision. This position is characterized by the performance of difficult, technical, complex, and/or specialized duties, which require application of a larger base of technical knowledge and skill in addition to standard office support skills

while professionally and competently serving with all levels of customers. The Development Coordinator reports directly to the Director of Finance and Administration although many tasks may relate to assisting the City Manager, City Engineer, and City Planner.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by Director of Finance and Administration. It is not anticipated that this position will supervise any other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs professional analytical and technical work in the formulation and administration various development initiatives, routine permitting processes, and other community-oriented events and programs of the City mainly through assistance to the City Manager and the Director of Finance and Administration.
- Compiles and analyzes data and ensures processes continue to deliver needed results; conducts surveys and performs research and statistical analysis on administrative, permitting, and development or operational problems.
- Participates and assists in the design, implementation, and installation of new and revised programs, systems, procedures, methods of operation, and forms.
- Coordinates and monitors the administrative functions of permitting, licensing, development, and community event processes.
- Coordination of departmental activities with other City departments and divisions, and with outside agencies; represents the assigned department in committee meetings; responds to complaints and requests for information.
- May train staff as assigned.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS:

Knowledge of:

- Applicable Federal, State and local laws, codes, regulations, policies, technical processes, procedures, and requirements related to building and/or urban planning, sufficient to answer questions and provide information to the public; applicable zoning and related laws and regulations.
- Business letter writing and basic report preparation.

- Business arithmetic and basic statistical techniques.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service the public, vendors, contractors, and City staff, in person and over the telephone.
- Organization, procedures, and operating details of the Planning and Building Department.

Ability to:

- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.
- Read and interpret plans, specifications, related construction documents, and maps.
- Calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications.
- Perform detailed, technical, and specialized planning and zoning and/or permit support work.
- Perform the full range of office and clerical support duties and tasks.
- Respond to and effectively prioritizing multiple phone calls, walk-up traffic, and other re-quests/interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial, and statistical computations.

- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

EXPERIENCE AND EDUCATION

Experience:

Two years of paid full-time experience performing as an office professional as it relates to report writing, research, analysis and/or technical support in the areas of administration, program management, or system operations.

And

Education:

A Bachelor's Degree from an accredited college or university with major coursework in public or business administration, economics, accounting, personnel, or a closely related field.

Substitution of Education:

An additional four years of paid full time experience performing as an office professional as it relates to report writing, research, analysis and/or technical support in the areas of administration, permitting and licensing programs, or system operations may substitute for the required education.

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

RESOLUTION 2020-004

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERVILLE
ESTABLISHING A REVISED SALARY SCHEDULE FOR ALL PERSONNEL FOR FISCAL YEAR
2019-2020**

WHEREAS, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees; and

WHEREAS, the City Council has heretofore by Resolution established salary schedules for all personnel groups of the City;

WHEREAS, the City Council desires to update the Salary Schedule with the addition of the Development Coordinator to the Salary Schedule for Fiscal Year 2019-2020;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Farmersville as follows:

1. The Salary Schedule for all positions for the City of Farmersville for the Fiscal Year 2019-2020 as detailed in Schedule "A" attached hereto and by this reference incorporated herein.

PASSED, ADOPTED AND APPROVED this 10th day of February 2020 by the following vote:

AYES: _____

NOES: _____

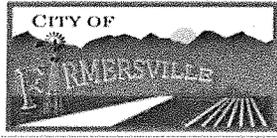
ABSTAIN: _____

ABSENT: _____

GREG GOMEZ
MAYOR of the City of Farmersville

Attest:

ROCHELLE GIOVANI
CITY CLERK



City Council

Staff Report 8D

TO: Honorable Mayor and City Council

FROM: Jennifer Gomez, City Manager

DATE: February 10, 2020

SUBJECT: Consideration of Bids for Deep Creek Restoration Project, Phase I

RECOMMENDED ACTION:

It is respectfully recommended that the City Council authorize staff to reject bids, modify Bid Documents, and re-advertise for bids for construction of the City of Farmersville's Deep Creek Restoration Project, Phase I.

BACKGROUND:

In December 2019, the City authorized bidding for construction of Phase 1 of the Deep Creek Restoration Project. The project includes restoration of portions of Deep Creek through clearing and grubbing, grading, installation of erosion control devices, plantings and irrigation. The project is being permitted by State and Federal Agencies. A pre-bid job walk was conducted on January 9, 2020, when Deep Creek was in the midst of a significant water release. Bid opening was held on January 23, 2020.

DISCUSSION:

Two bids were received for this project from Cal Valley Construction and Bush Engineering in the amounts of \$445,686 and \$511,587, respectively. The estimated, budgeted amount for construction was \$249,000.

The City is in the process of requesting a grant-extension on the project due to high risk of spring-time water releases affecting the construction of the project. It is expected that construction begun in the fall will allow for a dry creek bed to perform the work.

Review of the bids indicate that risks may have been priced into the bids that caused them to exceed the budgeted amount. Staff recommends rejection of the bids, followed by bidder interviews to determine what areas of bidder risk can be addressed in the bid documents. It is expected that addressing identified areas will result in lower bids in a subsequent round of bidding. It is expected that the bid documents will be revised, including bid scope of work, to be ready for re-advertising the project for bidding.

Rejection of bids is necessary to avoid any appearance of post-bid negotiation with bidders during the interview/outreach, which is contrary to State Law. The City has reserved its rights within the bid documents to reject any or all bids on the project.

COORDINATION & REVIEW:

Staff is working with the Public Works and Finance Departments to ensure that this project meets the needs of the City and the current and proposed budget.

ALTERNATIVES:

The City Council may choose to direct staff to reject the bids as received or direct staff to provide alternatives.

FISCAL IMPACT:

This project is being funded by the Department of Water Resources with State funds through a grant.

CONCLUSION:

That the City Council authorize staff to reject the bids, revise the bid documents and re-advertise the project for bidding purposes. The bidding start date is estimated to be in March 2020.