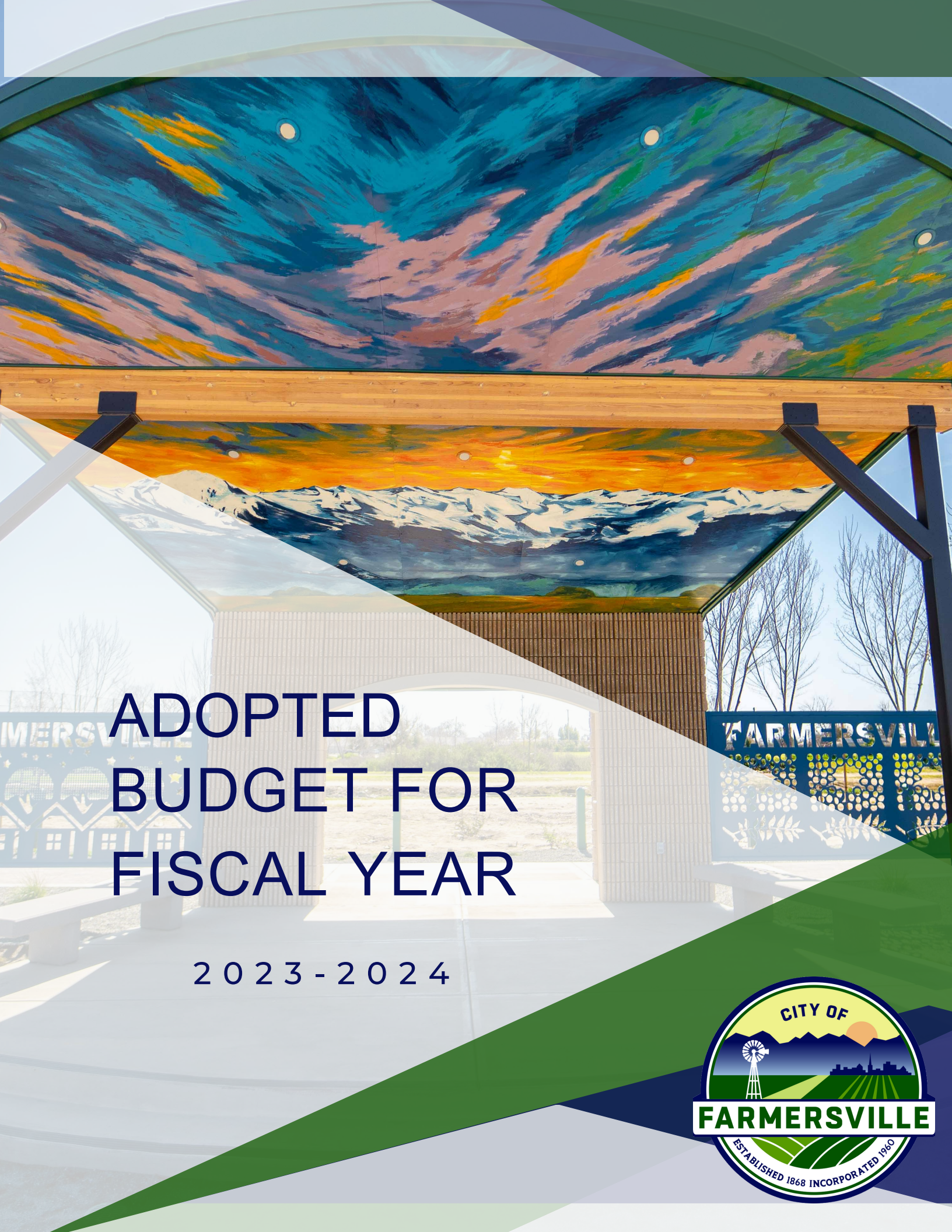


ADOPTED BUDGET FOR FISCAL YEAR

2023-2024

CITY OF FARMERSVILLE
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Adopted Budget for Fiscal Year 2023-2024

City of Farmersville
City Council



Tina Hernandez
Mayor



Danny Valdovinos
Mayor Pro Tem



Greg Gomez
Councilmember



Paul Boyer
Councilmember



Armando Hinojosa
Councilmember

City of Farmersville

City Leadership

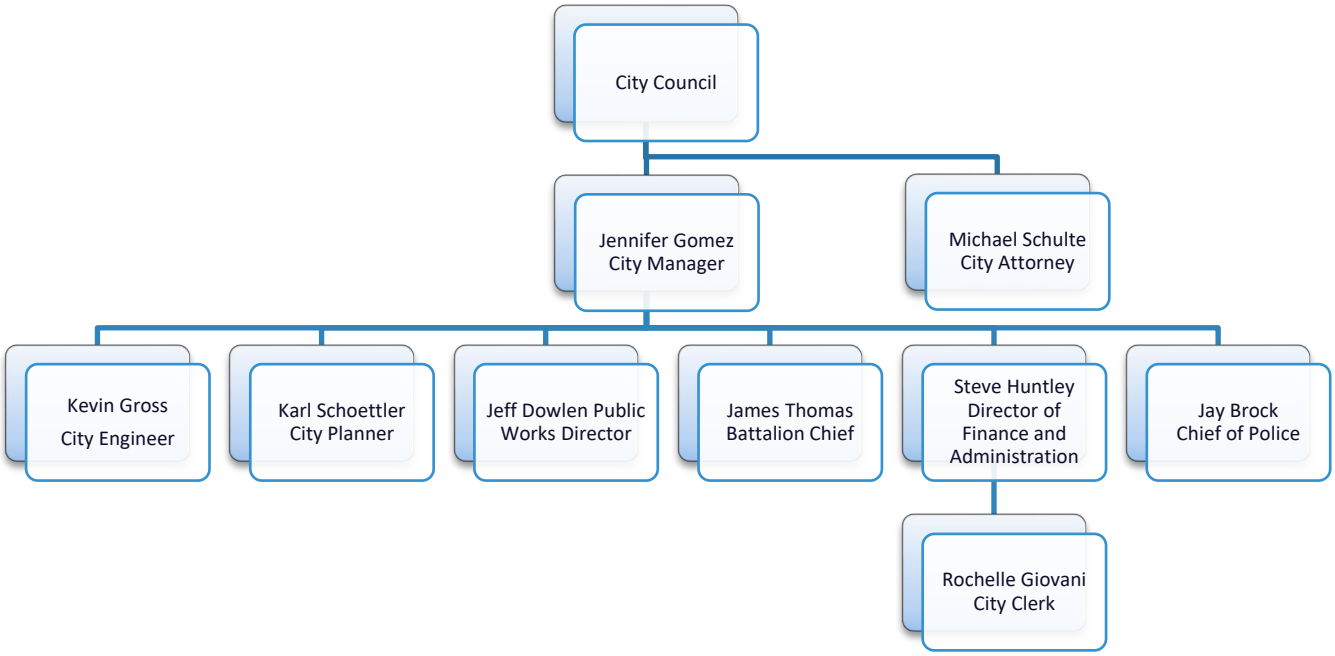


Table of Contents

Budget Overview

Budget Message 1

City Overview and Mission

Mission Statement & Goals 25

Community 31

Financial Structure, Policy, and Process

Overview of Funds 37

Changes to Funds 51

Financial Policies 53

Basis of Accounting and Budget 57

Prop 4 Gann Appropriation Limit 59

Summary of Financial Statements 69

Summary of Budget Process 73

Measure Q: Cannabis Business Tax 79

Budget Summaries

Budget Summaries 87

Summary of Fund Balances 91

Proposed Fiscal Year 2023-2024 Budget by Fund 92

Summary of General Fund Expenditure by Department 93

Estimated Ending General Fund Net Position 93

Summary of Revenues by Fund 94

Summary of Expenditures by Fund 95

Summary of Expenditures by Department 96

Summary of Expenditures by Department & Type 100

Summary of Budget Transfers 103

Summary of Restricted Funds 104

All Revenue and Expenditure Accounts 105

Budget Charts

Budget Charts 129

General Fund: Where the Money Comes From 135

General Fund: Where the Money is Spent 136

Actual Revenue and Expenses with FY 2024 Projection 137

General Fund Expense – Budget vs. Actual 138

General Fund Revenue – Budget vs. Actual 139

Historic Sales Tax Receipts & FY 2024 Budget 140

Capital Projects by Department 141

Capital Projects by Fund 142

Capital Projects by Year 143

Capital Projects – New vs. Existing 144
Largest Capital Projects 145
Funding Status of Capital Projects 146
Capital Budget for FY 2023-2024 147
Measure Q Budget by Type for FY 2023-2024 148
Measure Q Budget by Department 149

Capital and Debt

Summary of Debt 151
Debt Service Schedules 154
Five Year Capital Improvement Plan and Capital Budget 159
Proposed Five Year Capital Improvement Plan 176
Administration and Finance 177
Code Enforcement 179
Engineering 181
Fire 197
Planning 201
Police 205
Public Works 211

Budget Overview by Department

City Department Overview 233
Jurisdiction Wide Organizational Chart 236
Administration and Finance 237
Community Development 247
Fire & Code Enforcement 255
Police 263
Public Works & Engineering 271

Positions, Salaries & Benefits

Positions, Salaries & Benefits 281
Organizational Chart by Department 284
Authorized Full-Time Personnel Positions by Department 285
Time & Cost Allocation for Full-Time Positions 286
Historical Payroll & Benefit Cost by Fund 297
Salary Schedule 298

Resolutions

Budget Adoption Resolutions 301

Appendixes

Debt Management Policy 309
Investment Policy 327
Minimum Fund Balance and Budgetary Uncertainty Fund Policy 349
Procurement Policy 353
Glossary 509

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Budget Message

Budget Message for Fiscal Year 2023-2024

June 12, 2023

To: Honorable Mayor and City Council of Farmersville

From: Jennifer Gomez, MPA
City Manager

Steve Huntley, CPFO, IPMA-SCP
Director of Finance and Administration

City of Farmersville **"Strong Roots…Growing Possibilities"**

2023-24 Budget Introduction

It is an honor to present this balanced Fiscal Year (FY) 2023-24 Budget to the City Council and residents of Farmersville this year. This Budget continues the Council's legacy of fiscally prudent and strategic spending goals to reach outcomes that assure this community's quality of life, unique identity, and growth mindset. The long-term vision of Farmersville's leaders will provide the opportunities needed for a strong foundation of fertile soil from which consistent growth can sprout and flourish for years to come.

The FY 2023-24 Budget takes into consideration the updated strategic goals and long-term vision of the Council and couples them with the operational requirements and new challenges that the municipal organizations face daily. The FY 2023-24 Budget balances the need for laying solid foundations for future growth while addressing the needs of today. The immediate future has some uncertain trends developing but while that could represent new challenges, new opportunities also grow from those situations, just the same.

Although the City has weathered the health crisis of the pandemic that started in early 2020, the underlying and subsequent ramifications of the pandemic are still being felt to this day in 2023. In fact, many factors are still coming to light that could challenge (or create opportunities) in the City of Farmersville for years to come. **These factors will likely result in budget impacts, first, by new required efforts and increasing costs to continue to do the existing work, second, by creation of new costs associated with new mandates, and finally by demanding more, diversified revenue in an environment of uncertainty to pay for these costs.**

The City will face these challenges head on with an updated Strategic Plan, Priorities, and Core Values that focus on economic and community development and clearing out deferred maintenance while maintaining service levels and valuing employee contributions and participation.

Policy, Economic, and Legislative Context for the Budget

No budget is created in a vacuum. Each spending plan made by the City is a product of the environment in which it is developed. Therefore, we will explore the context for the Fiscal Year 2023-24 Budget first. Following that, a high-level view of the budget in total will explain how the context, strategic vision, and goals work together.

There are no short-cuts to budgeting in the real world. The budget is the approved spending plan of the City, and it is the intersection of policy and practice. It is also the height of collaboration both intra-departmentally and between staff and the City Council. The end goal is to meet the priorities set out by the Council, but also create a healthy environment for employees and residents alike.

There are certainly challenges ahead for Farmersville but there are also a potentially equal number of opportunities. This annual budget will be one step in the right direction of balancing those forces. Each step, one year at a time, will add up to a cumulative journey for the City – and it is that long-term perspective that keeps the City governed responsibly.

Increasing Requirements and Costs to Continue "Doing-Business-As-Usual"

The cost of "Doing-Business-As-Usual" has certainly increased in the last few years. As reiterated through the budget process and budget presentations this year during Council Meetings, the City, unlike private business, cannot pivot on its product or service offerings or reposition itself in challenging times. It also cannot take direct measures to increase revenue and cashflows to meet new costs. However, despite these limitations, services must be delivered – Police must patrol, Fire must respond, and Public Works must maintain. **The four factors including high inflationary prices, high liability costs, increasing labor costs, and increasing complexity will be the major burdens on the necessary tasks of continuing business as usual into the future.**

High Inflation and High Prices

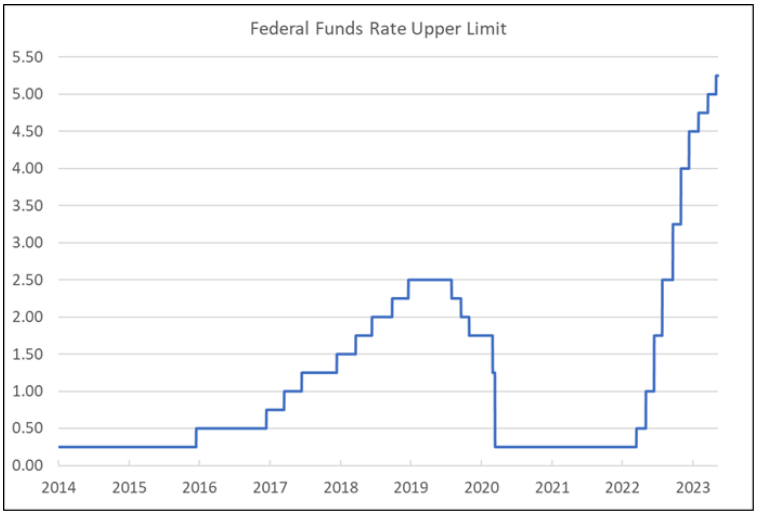
First, like the prior year, the City of Farmersville must still deal with elevated inflation rates (and prices) and the associated looming economic recession that has remained predicted for over a year now. Lingering supply chain issues (whether real or just implied through price elevation)

are expected to challenge the ongoing City operations and residents alike well into the next year.

Currently, updates on inflation and the health of the US consumer, as measured by the Personal Consumption Expenditures (PCE) Price Index, are lower recently, but still running well above average at 4.4% increase year-over-year (compared to 6.3% at this time last year). The average is considered near 2%. **The drop in the rate of year-over-year price increases is an indication that inflation has leveled off and may be dropping.**

As a result, and as measured by the University of Michigan Consumer Sentiment index, consumer inflation expectations are 4.2% for the coming year, down from 4.6% last month, and the 5-year expectations is a 3.1% inflation figure. This means that consumers see that the environment for prices is improving but not yet to target levels – a move in the right direction.

Durable goods orders increased 1.1% last month, beating survey expectations, and are now up for two consecutive months. Simultaneously, new home sales rose to 683,000 annualized rate compared to a rate of 591,000 at this time last year. These are indicators that expectations are for prices to continue to moderate, but there is still economic growth happening. We can see the impacts of this by increased interest in residential development in the City of Farmersville recently.



As expected, the Federal Open Market Committee (FOMC), which is tasked with combating inflation and creating jobs, tightened monetary policy at historic levels over the last year which resulted in unprecedented market volatility. However, the economy has proved resilient thus far. Forecasts are still positive but pointing to a below average trend of growth over the rest of 2023. The tightening policy has clearly had an impact on slowing the economy though.

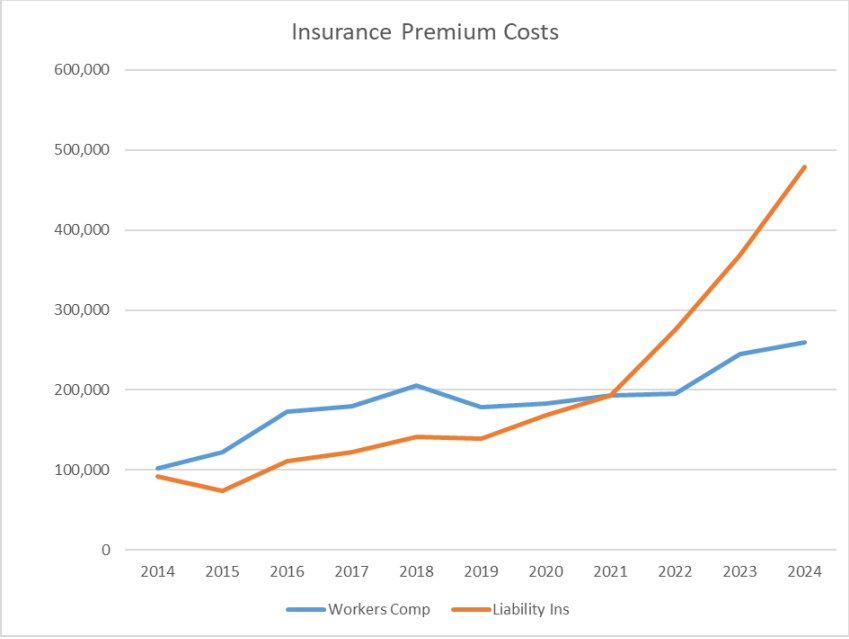
While higher rates make lending more difficult and purchasing other goods and services on credit difficult, the City has taken advantage of this and increased its return on investment of idle cash to attempt to keep up with inflationary factors. Safe, liquid investments are now yielding over 5%, a helpful offset to higher prices.

In summary, inflation and prices are moderating, and yet, growth has persisted so far which is a positive indicator that, perhaps while there may be slower growth in the future, it will still be growth. This does not rule out a recession, and any impacts that may have on the City, but it does look like there is going to be more opportunity than challenge in this regard for the City.

High Liability Costs

Next, the City continues to be covered for worker's compensation, liability, crime, auto, property, and employer's liability insurance, with coverage that is pooled with 53 other cities in the Central San Joaquin Valley Risk Management Authority (CSJVRMA). Membership in the CSJVRMA allows the City to be self-funded for most of the program areas, which is a proven cost-effective approach as opposed to relying upon traditional insurance carriers for these essential coverages.

However, the property insurance market has become the hardest market in decades caused in large part by unprecedented loss activity such as global catastrophic losses (hurricanes, and floods), wildfires, and other attritional losses.



These losses have caused increased scrutiny of client data, reduced sub-limits and caps on certain types of exposures, decreased limits offered by single carriers, increased deductibles, and material premium increases. As a result, the City of Farmersville's total insurance premiums have increased in prior years by 26.92% and 25.50% for Fiscal Year 2021-22 and 2022-23 respectively. The expectation is for premiums to increase by 20.52% again in Fiscal Year 2023-24.

While these seem like large increases, they are still very competitive compared to the market where some customers are non-renewed simply because the insurance companies do not have a budget to cover the risk perceived by insuring a City or similar type of government.

It's not clear yet when this market will start to calm down from the recent impacts of the hard market, but costs have more than doubled in three years, and this is not a sustainable trend. To be fair, not all these cost increases are due to just the hard market.

In addition to the hard market cost recovery efforts, there is also a trend referred to nuclear verdicts, referring to extreme jury awards (over $10 million), that is now commonplace among risk management for Cities such as Farmersville and the risk pools like the CSJVRMA. These outsized legal fines have increased dramatically in size and velocity. From 2015 to 2019, the average verdict in the National Law Journal's Top 100 Verdicts more than tripled from $64 million to $214 million. These jaw dropping verdicts are creating challenges for the insurance industry and commerce alike, making it difficult to underwrite potential legal risks, increasing premiums and threatening to put liability insurance out of reach for businesses and governments.

Unfortunately, this means that price for being in the industry of high-risk activities, such as police work (civil rights violations), driving large vehicles (catastrophic injuries), working with children (sexual assault and molestation), and managing infrastructure (inverse condemnation) – which are all essential government risk areas – have now become far too expensive to operate the same way we always have. While these traumatic levels of losses are shared in our risk pool, they are still extremely damaging and are far outside actuarial predictions. However, the excessive premiums still must be paid, meanwhile the coverage limits continue to decline. Therefore, budgets for operations are now eaten up by the premiums of the very insurance necessary to cover those same operations.

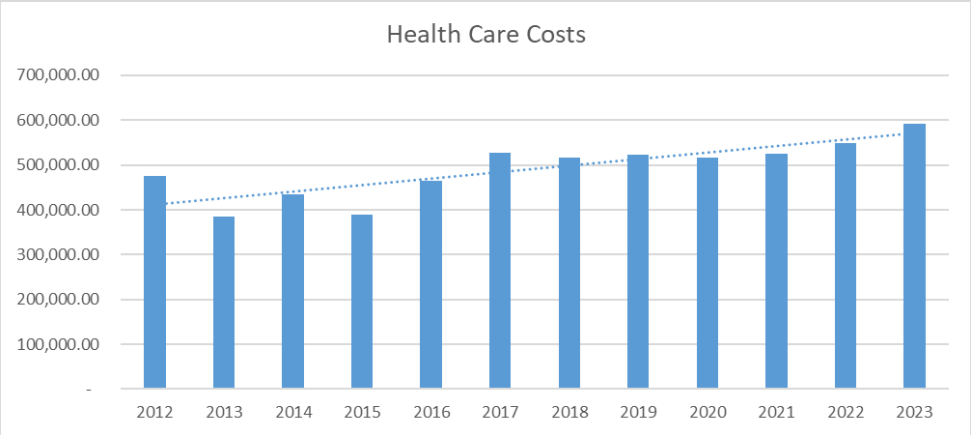


As a result, Farmersville must commit to rethinking which activities it should be participating in, how it can contractually transfer risk to others, make sure that staff are well trained, and ensure that deferred maintenance of infrastructure is caught up and well documented. The priority of the City is to minimize risk by always evaluating potential and existing programs and activities liability exposure.

Increasing Labor Costs

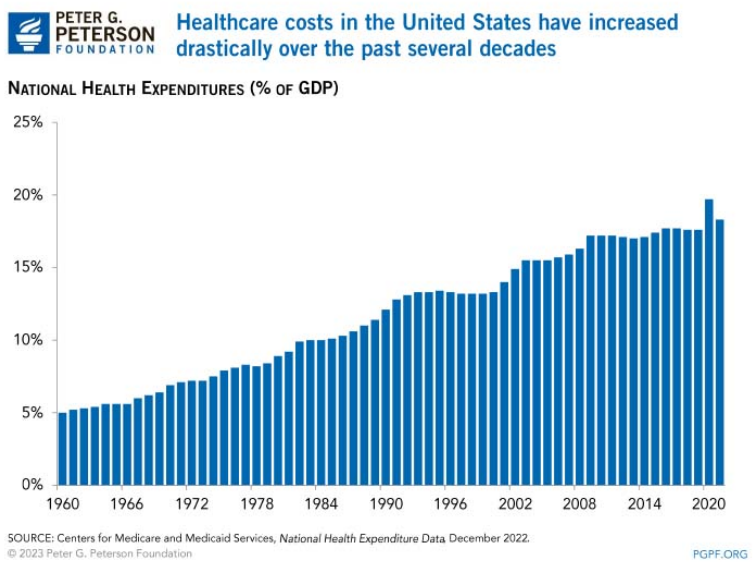
Third, the increasing cost of labor through salary increases, health insurance premiums, and pension obligations will continue to strain the budget for existing City operations. It is no secret, that the staff of a City are extremely valuable and should be paid competitive wages that are in line with the market rates. However, the market rates will likely be difficult to keep up with because of the high inflationary environment caused by the unprecedented fiscal stimulus after the pandemic shutdown.

Inflationary rates rising do not necessarily correlate to equal amounts of revenue growth for the City and it is therefore expected that, small cities especially, will struggle to keep up with wage growth in the future. The City recently negotiated the largest cost of living adjustment (COLA) commitment with bargaining units in recent history, if not all of it's history – a 5.5% increase.



In addition to the challenges with salary increases, health insurance premium increases continue to fuel the aftermath of the pandemic. The City had been able to keep premium rates level for many years due to successfully navigating away from an unsustainable benefit package and toward one with some employee "skin in the game". However, pandemic changes have thrown all of this off. **This translated from an average total cost change from year to year of just above 0% to a 13% increase overnight**.

However, this is also a complex balance to keep given that health costs in general have also increased. According to the Peter G. Peterson Foundation, healthcare costs in the United States has increased dramatically in the last several decades and now has one of the highest costs in the world spending $4.3 trillion in just 2021 alone ($12,900 per capita).



This level of spending continues to push the City to increase the total cost of normal operations but with the same level of staffing. Employees have exposure to these costs, but the City is taking most cost increases. **The City will need to continually look for new ways to provide competitive benefits and keep costs low. This has become increasingly more difficult in recent years with insurance providers preemptively locking in new**

costs through expanded requirements due to pandemic related legislation.

The final portion of the increasing labor costs calculation is that of the pension offered through the City. Farmersville continues to adjust to current CalPERS funding changes, but also paying for debt through CalPERS unfunded accrued liabilities (UAL). To better evaluate this, in October 2018, the City went through a detailed analysis with its municipal advisor to evaluate the most appropriate manner to tackle this large and growing financial issue. This evaluation was revisited in 2023 to make sure that the City was still on a good path forward.

Currently, the City pre-pays the "normal" amount owed for the year (instead of paying monthly, it pays annually, thus reducing some interest expense on the amount owed that year). The City also makes Additional Discretionary Payments (ADPs) when funds are available (typically in carryover revenue from one year to the next), which helps to reduce the UAL debt burden.

As the State attempts to find ways to pay for the pension debt crisis that started in the early 2000s the answer has been to shift costs to employers (the City). As the CalPERS portfolio took loss after loss, adjustments were made including signing of PEPRA into law in 2013, lowering the discount rates from 7.75% to 7% shortly thereafter, and it is now to 6.8%. These were accompanied by other actuarial changes that slowly shifted the responsibility of funding pensions from investment earnings to employers. This is best illustrated with the "pension buck" as seen below:

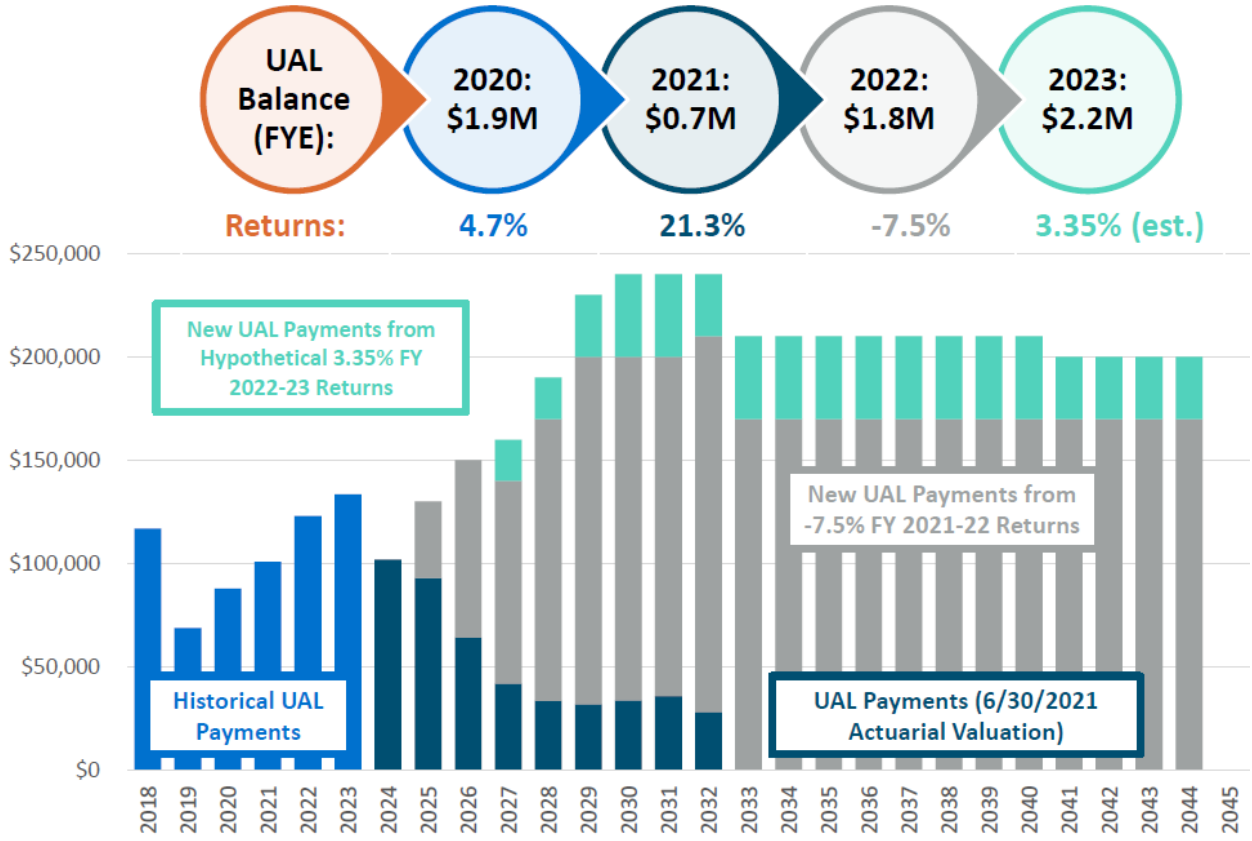


The 'Pension Buck' graphic clearly illustrates that only 56% of pension costs are currently paid by investment earnings (this had been around 80% many years ago) with most of that cost shifting to employers. The investment policies of the CalPERS Board continue to act as an additional tax on Farmersville residents. We know that because investment returns suffered in 2022, and are estimated to do so for 2023, this cost shift to employers is likely to continue exacerbating this issue.

This cost for pension benefits in the City budget crowds out the ability to fund other community needs. These rising pension costs are not a reflection of local control, as the City has managed its pension liability prudently - the City has no control over how CalPERS invests pension contributions.

Comparatively, Farmersville is faring well with the amount of debt and the funding ratio of its pension but there are still concerns with this amount of debt and the interest rate (7% generally) will have on the future of the City. The total payments required will more than double from the current year rate in about 5 years. While there are some alternatives to combat this, most of them require additional cash and/or taking on additional investment risk in the hopes of earning more funds to pay down this debt.

The chart below demonstrates these projected increases for just the UAL portion of the pension cost:





Overall, if trends continue where salary increases grow at rates above revenue growth rates, health insurance premiums increase over 10% each year, and pension costs double in the next 5 years it will be difficult to pay for the cost of doing business as usual. The City will continue to look for ways to proactively offer competitive benefits at reduced cost to try to stave off these cost increase trends now appearing.

Unfunded Increases in Complexity

The fourth and final challenge related to increasing costs to do business as usual is the increasing complexity of operations by way of State mandates (funded or otherwise). This expresses itself in a few different ways across all departments within the City.

As in past years, the relentless flood of laws coming down from the State of California continues to impact on the City. The last several years have seen over 2,000 bills introduced collectively by both the Senate and Assembly with nearly half signed into law by the Governor. Each year, City staff must realign their procedures and policies whether these new laws are successful or effective. This is a heavy burden on the small staff of the City. New law is typically applied to all agencies, no matter their level of staffing, expertise, or budgetary capacity to address such issues.

Some of the most obvious impacts are in Code Enforcement and Public Works with new mandates related to drought and water sustainability, building codes, and recycling and composting. Fats, Oils, and Greases program will need to come completely online due to the operation of the new, more complex wastewater treatment plant.

Other complexity impacts first responders and law enforcement with new laws dictating new reporting requirements, processes, and software for Police and ever-increasing standards of operation in the Fire service.

Even finance and administration are not free of the challenges with ever increasing complexity in financial reporting and accounting standards and new administrative law burdens for business licensing and credit card payment compliance.

Human resources will be challenged by new laws that will dramatically increase minimum wages for certain sectors (i.e., Healthcare workers from $15.00 to $25.00) making competition for new employees very competitive and restrictive.

Cyber security is another complexity that is necessary given the internet and digital footprint of the City. No matter the size of the government it is a target, and the standards must be met to always ensure compliance and safety of resident and employee information.



No matter the size of government, the mounting and increasing required complexities of operating in the modern world with ever-changing legal mandates will continue to be a strain on effective operations of the City. While many of these costs seem "invisible" because they don't materialize in traditional costs like new staff or equipment, they silently add up and take away from serving public needs.

Requirements and Costs to Accomplish New Activities

In addition to the cost of "Doing-Business-As-Usual" there are costs to taking on new activities and programs too. **These could commonly be combined into a few categories of Costs of New Capital and Commitments, Costs of New Initiatives, and Costs of New Challenges.**

New Capital and Commitments

New Capital is important to the mission and goals of the City and there is substantial cost involved. Fortunately, the City has been able to use grants, loans, and loan forgiveness very successfully for many of these new projects and equipment. However, the hidden costs associated with these new assets are the maintenance and operations of these new features.

For example, the expansion of parkland in the Sports Park will have several positive impacts for residents over the years. These park additions are paid for with "free" grants, but the hidden cost is in the maintenance and operations of the parkland afterward. It is not reasonable to expect to double the amount of acreage without expecting that the maintenance costs related to that parkland would also double. More staff are needed to mow, blow, weed, clean, and repair these assets. A new system to manage the reservation of features in the park for league play will need to be managed and paid for through the administration department and staff. Utility costs will increase with more lighting, water, and sewer usage.

Additionally, the cost is only exacerbated if there is continued vandalism in the park. This would require additional maintenance and perhaps police cameras to monitor the area. The camera footage is now subject to recordkeeping and compliance and needs to be maintained through a software license with an annual subscription fee. Police management of the system will be necessary, which will pull them away from other tasks. The ongoing expenses will lead to contract management and regular accounts payable requests to pay the bills.

The point is that "free money" to create new assets is not free at all but can create a string of expenses that must be accounted for and paid. In this example, expanded parks are a great asset to the City, it is also a liability in that it incurs costs annually through several departments.

Careful budgetary considerations need to be made when adding new projects and purchases to the capital improvement plan of any kind. The true cost of the project is the ongoing operational cost after the ribbon cutting. While the City has an aggressive capital plan to add many amenities to the City there should be careful planning for the tax dollars that will be spent afterward to maintain them. Operations and Maintenance costs will pull those tax dollars away from the City's ability to expand into new initiatives and programs.

New Initiatives

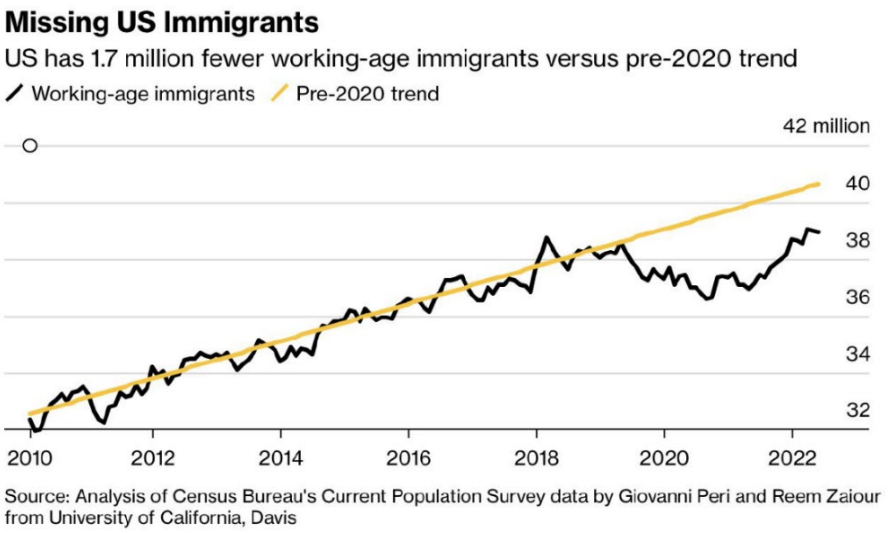
New Initiatives are also important to the City because meeting the needs of residents is an important part of City government. Recent examples of expanded initiatives of the City are Youth Services and Senior Services through partnerships with non-profits. While these services started as a grant funded project, they can only be sustain through partial funding through City tax money that would otherwise be spent on other essential services.

While grants are a great way to expand services if they transition to General Fund tax dollars being spent, it becomes an expectation that is difficult to unwind and unpopular to shrink or eliminate in tight times. Highly volatile revenue sources (like what Farmersville relies upon) put new programs at risk if not thoroughly assessed and planned for.

New Challenges

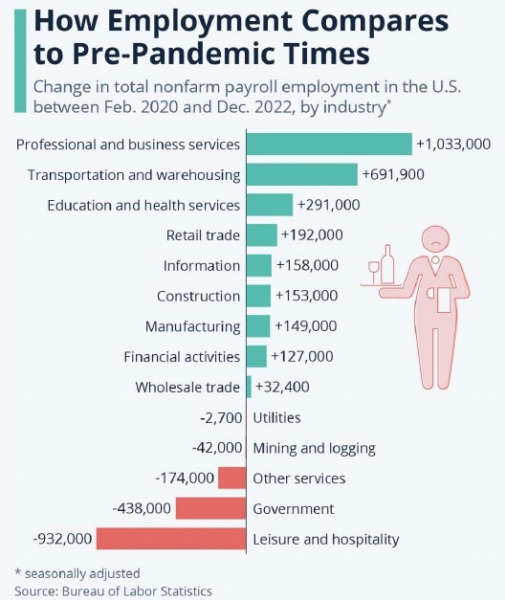
New Challenges are always popping up in local government. For example, even the offering of basic services like public transit can come into question. With the future of Tulare County Regional Transit Authority (TCRTA) funding in question, how will the City ensure that operations continue in the future? Further challenging questions in the near future could include: What will happen if there is more flooding in the area? Or will the area revert to drought instead? Will there be business growth or a recession? Is the right type of growth for the City residential, retail, or mixed? The City must be ready to respond to any and all of these types of challenging questions.

One such new challenge is not actually new at all. The coming "Hiring Crisis" has been in the works since the early 1970s and is now here. It is predicted that there will soon be at least two job openings for every working age person in the United States.



Over time, the US fertility rate has steadily declined but dropped 35% since 1990 to present. There is no letup in this decline. Simultaneously, the nation's population at age 65+ was only 1/8 of US population in 2007 and now jumped to 1/6 in 2020. They will soon vacate all their jobs, with enough replacements. Meanwhile, the immigration status of the United States has dramatically changed leaving a large gap in available workers to fill positions since the pandemic.

The "Silver Tsunami" created by the retirement of the Baby Boomers generation has now been added to by the job losses created in the pandemic and the birth and immigration rate drops. In the last decade, population growth of people in their 60s grew by 9.5 million while population in their 20s grew by only 172,000 during the same time.



While the private sector employment levels now exceed pre-pandemic levels there are still over 400,000 State and local government jobs still vacant. For every ten government jobs posted from July 2021 through August 2022, roughly four were filled – the worst rate of the ten major economic sectors tracked by the Bureau of Labor Statistics.

All this means that filling positions in the near future could become very difficult, even with competitive pay packages. In the long run, creative alternatives will need to be discovered if there is not a change in birth and immigration rates in this Country.

Many types of challenges come up every year as new issues and hidden costs and the City must be ready to respond. Response is determined by careful budgeting of expenses and revenues throughout the years to create a stable, responsibly sized City government that is a good fit for the community and the budgetary constraints of the tax base, with room to be flexible and responsive.

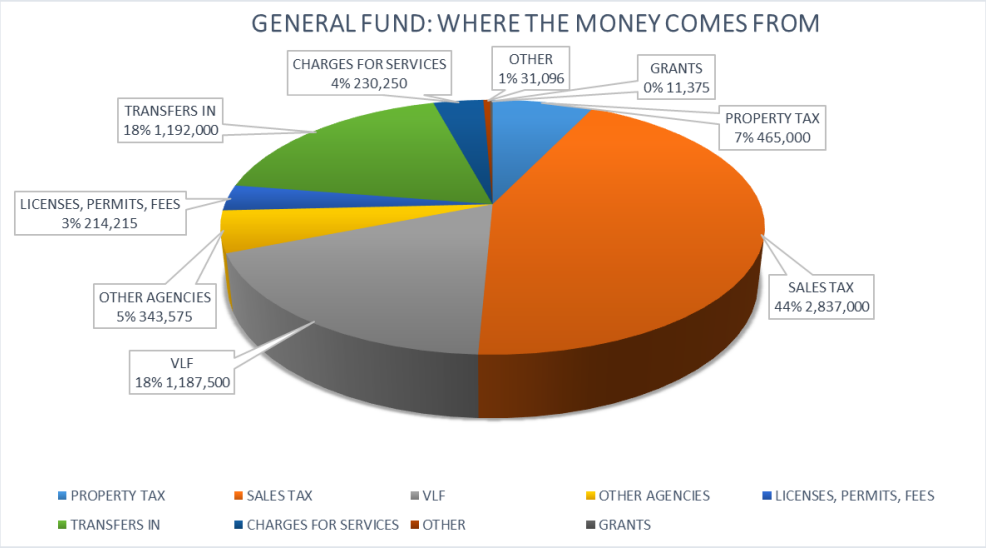
Revenue Needed to Pay for Existing and New Activities

So, there are many potential hurdles ahead involved in planning and maintaining City operations. There are some troubling trends in the works, but also the potential for opportunities, if they can be paid for. These issues must be carefully accounted for in the budget so that growth in these areas can remain stable and manageable.

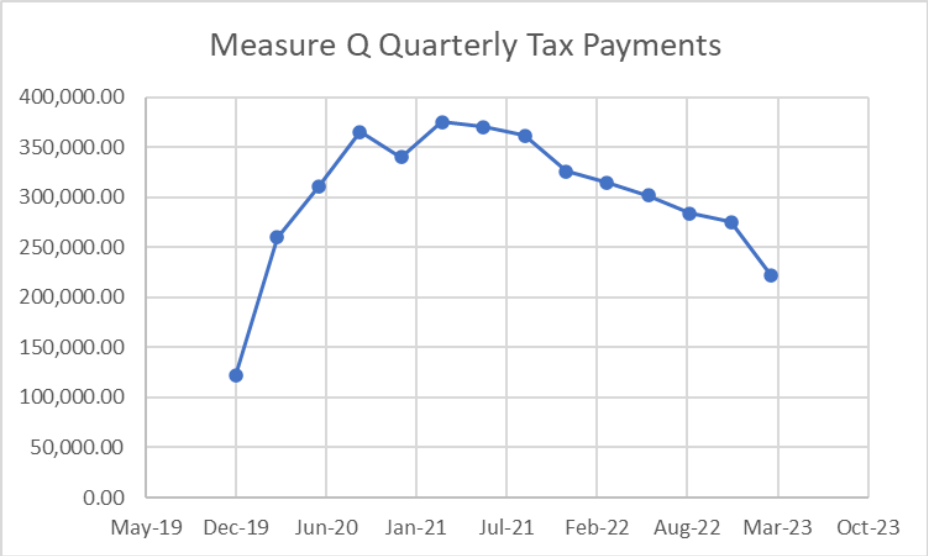
It is also clear through the adoption of the newly updated strategic plan that the direction and vision of the City Council is to create economic growth in the City to provide opportunities for business, play, and sense of community. All these goals will take effort and resources to be met. Now that the effort has been examined, the resources must be considered as well.

Declining Revenue Trends

The defining revenue source of City operations is Sales Tax – it funds nearly half of all the operations of the City and is rivaled only by property tax (VLF). Between these two sources of revenue 62% of all General Fund revenue is accounted for.



However, the defining revenue source of the City's capital purchases and projects is Measure Q. Without it, there is no Capital Improvement Plan for General Fund needs. All the revenue in the General Fund is used to run the daily operations of the City. There is not enough revenue to support operations and capital in the General Fund from Sales and Property taxes alone. This is why Measure Q revenue is so precious – before Measure Q, the capital improvements in the City were at a standstill, other than grant funded projects.



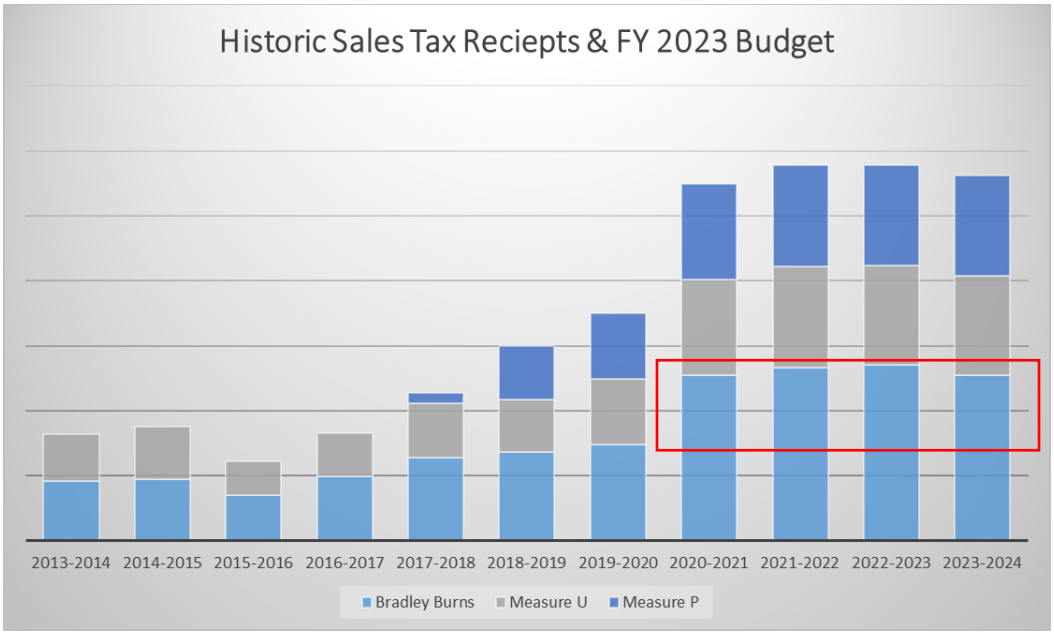
The Capital Budget of the City for Fiscal Year 2023-24 is $19,802,511 and while most of that is funded by grants and one-time restricted funds, the portion related to capital purchases tied to operations is primarily made up of Measure Q revenues.

However, the fact of the matter is that Measure Q revenues are declining consistently and should not be counted on for substantial contributions to the budget in future years. Therefore, the City will likely need to slow the pace of scheduling capital improvement projects as Measure Q revenue declines.

As the business cycle continues in the new cannabis industry in the State of California, dilution and consolidation will have dramatic impacts on the performance of all participants, some good and some bad. It is just not clear how the businesses in Farmersville will fair in this cycle.

Sales tax growth is also tied to the inauguration of cannabis industry in Farmersville. Not only do these businesses pay Measure Q taxes, but they also pay sales taxes that benefit the City's operations.

Sales tax growth has been substantial in Farmersville since 2020 when the cannabis industry came to Farmersville. As indicated in the graph below, and highlighted in a red box, represents the near doubling of sales tax base rates since the cannabis industry started making payments. Tax receipts increased from $736,970 to $1,350,000 from FY 2019-20 to FY 2022-23.



The dark blue and gray portions of each bar indicate the add-on district sales and use taxes that are specific to Farmersville (Measure U and Measure P). While the addition of Measure P revenue was at the same time as Measure Q was implemented, and it is a substantial amount, it too is fueled by these businesses.

In other words, as the future of cannabis industry sales tax performance goes, so too Farmersville tax revenues will follow that trend. Sales tax receipts lag a few months while they are processed by the State and then distributed to Farmersville. However, Measure Q does not lag, but only by 30 days at most. So, Measure Q revenue is an insight into what will happen to Sales Tax revenues, to some degree, in the near future.

These tax revenues are what have made hiring new positions in Police, Fire, Code Enforcement, Public Works, Administration and purchases of additional technology and professional services possible. However, they will be threatened by decreases in sales tax cashflow.

New Opportunities for Revenue

So, if it appears that future revenue sources may be in a decline, what can be done to substitute this potential issue? **There are only a handful of ways to increase revenue for the City: Increase Taxes Rates, Increase the Type of Tax, and Grow the Tax Base.**

As mentioned earlier, the City has already substantially increased the tax rate with the addition of Measure P, a ½ cent Sales Tax that is Citywide without any sunset clause. This provided much needed revenue to get the City back on track.

There have been efforts to increase the types of taxes recently too. A hotel tax measure was attempted twice in the last couple of years (assuming that industry would materialize soon) but

it was not passed by voters. Additionally, staff sought out options to establish a new revenue source through a Utility Users Tax, but the Council decided not to pursue this option.

Therefore, the last remaining option is to grow the tax base. This can be a very slow process that will take a lot of effort and time to develop. Most developments are years in the making before they begin construction, much less start paying taxes that the City will get. To jump start economic growth, the City may need to make financial investments to incentivize development.

It is, therefore, no mystery that the newly updated Strategic Plan of the City focuses on economic development so much. In fact, 5 of the 6 Tier 1 Priorities and Proposed Actions are about economic development! Focus in the next few years will then be to push for development progress not just in the Freeway and Downtown areas but Citywide. Addressing the needs from a planning, engineering, financial, and quality of life perspectives must all work together to ensure that these core funds are available to keep the City service levels appropriate.



However, getting revenue to just get more revenue is missing the mark. The council's goals make it clear that the intent is to have a sense of place, a community that is distinctly Farmersville, that is tight knit because of the local development that is evenly prioritized across all categories as needed. Revenue must support specific and distinct needs of the community.

Highlights & Priorities for the Coming Year

As previously stated, we know that budgets are not created in a vacuum but in context of their environment. The environment for the Fiscal Year 2023-24 Budget will be a noteworthy one because of so many new challenges and potential opportunities. It is difficult to see which way it will go at this point. So, with this context in mind, and the revised strategic goals, the following budget highlights will cover what is new and different in this year of uncertainty.

Total Budget Highlights

The overall budget differs from the prior year in a few significant ways. Much like Fiscal Year 2021-22, the expenses projected with the capital budget (one-time expenses related to projects and equipment) are more than the operational budget (on-going expenses related to daily operations and personnel costs).

Budget	FY 2022-23	FY 2023-24	Difference	Percent
Operation	12,958,637	13,312,549	353,912	3%
Capital	10,487,462	19,802,511	9,315,049	89%
Total	23,446,099	33,115,060	9,668,961	41%

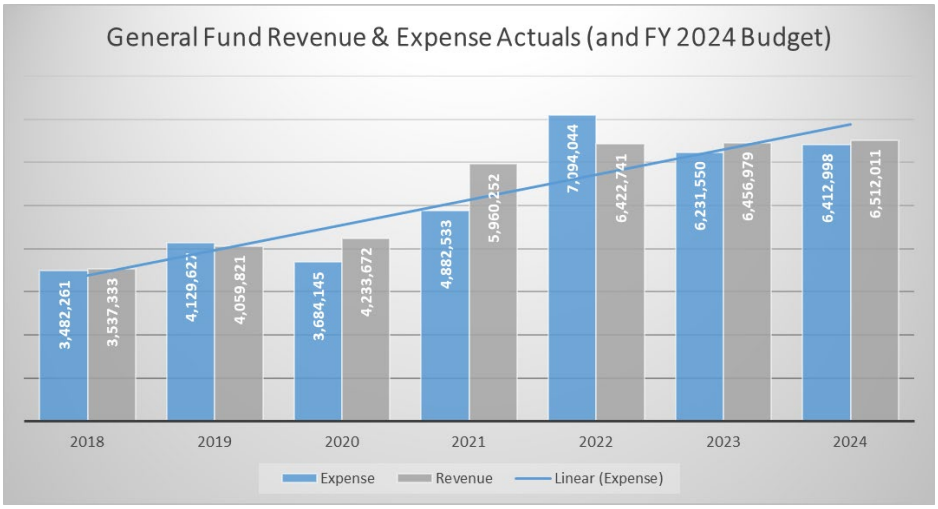
To keep operation costs in line and still offer the cost-of-living adjustments needed for the employees of the City a few things like professional expenses, contingencies, and debt pre-payment were eliminated or reduced. This allows the increase in the operations portion of the total budget to reflect only a 3% increase over the prior year.

The capital portion of the total budget is nearly twice that of the prior year (an 89% increase) mainly because of three big projects all coming online this next year. Street Project #1 from the Pavement Management Program will start with a total expense of $2.7 million, the Solar Plant project is expected to also start with a total cost of $5 million, and the lion's share of the Highway 198 Gateway Improvements Project will be underway for about $3.6 million. These three projects account for about 57% of the entire capital budget and 34% of the total budget itself.

Again, in parallel with the strategic focus of the Council's goals each of these capital projects closely aligns with preparing the City for economic development, creating a common sense of community, and improving the quality of life of residents.

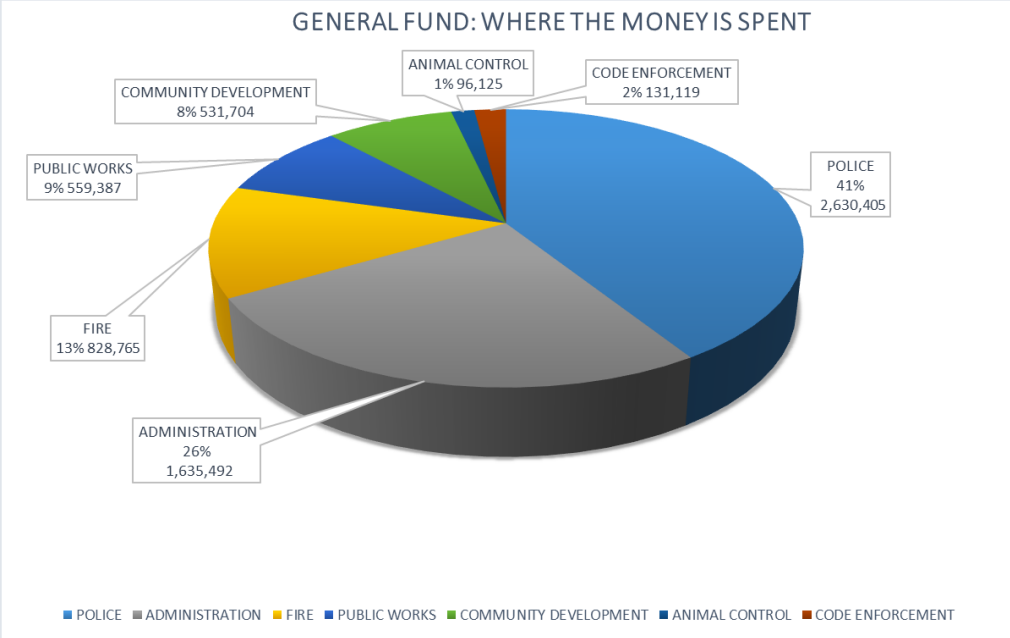
The General Fund Highlights

The General Fund is the main operating portion of the budget and is largely the same (only a 3% increase from the prior year to a total of $6,412,998) with a few notable differences. The Budget for the General Fund for Fiscal Year 2023-24 is in alignment with revenue expectations as we know them right now, and balanced.



Expectations should be for the City to operate more conservatively in the face of the uncertainty mentioned in the context above (rising costs, falling revenue, and major shifts in future expectations for risk and hiring, etc.). This does not mean that the City is in danger, but that it needs to move carefully and prudently based on the information that it does have right now. The environment of turmoil permeates the Federal level all the way down to the small cities like Farmersville. This just means that a "wait and see" status is best until better information presents itself.

However, this does not mean that the City will just sit on its hands. Notable work is being done to move law enforcement into new technology territories, new vehicles are being purchased for first responders to implement the Fire Department Strategic Plan another step forward, more staff is being added to the Public Works department, and new ways of doing business are under way in the administration department with the outsourcing of business licenses, and updates to payment processes for utility billing, and bolstering cyber security.



Progress is still being made, but the last three years of increased expansion of staff levels and new expense commitments will likely need to take a pause. Until we can see what a more normalized revenue stream looks like going forward, expansion should not continue. As mentioned previously, the decline of Measure Q cashflow does have a real impact on the General Fund and its recent decline is meaningful.

Utility Fund Highlights

The Utility Funds, as reviewed earlier in the budget process, vary in financial standing and financial status. The enterprise funds of the City – Water, Sewer, and Trash are all facing continuing transitions in the coming year.



The Water Utility Fund is one of three Enterprise funds of the City, and it has undergone significant change in the last few years. The conversion to meters from a flat rate city-wide and the implementation rate increases over five years (ended in Fiscal Year 2021-22), dramatically changed the operations of this fund. At this point, the fund is still projected to breakeven (before depreciation cost). **This means that although it may have enough revenue to operate, it is not effectively preparing for the eventual repair and replacement of assets appropriately.**

Therefore, the results of the evaluation of this enterprise's assets and rates will prove important for planning ahead for managing deferred maintenance in the future and is currently underway.



The sewer system is not currently in a period of rate increases but more work needs to be done to ensure that the fund is healthy for the long term. Now that the new wastewater treatment plant is complete, the City must repay the debt owed to the State and USDA. There were significant operation cost increases to stay compliant with the State standards that must be absorbed while maintaining critical debt covenant revenue ratios. The future of this fund is very different from the history it has had so far. A rate increase evaluation is also underway for this fund.

Overall, the status of these operations could dramatically change given the results of the Water, Sewer, and Storm Drain Master Plan currently being worked on by Engineering staff. This will give a much better picture of what the true capital needs of these funds are in the future. It will determine the amount of cash needed on hand, what the user rates should be, and how debt will be handled in the future. There are many variables at play and so careful consideration of them all will be key.



The rate increases for the refuse service in Farmersville are designed specifically to offset the costs related to increased education and compliance work needed for compliance with SB 1383, organics recycling and composting enforced by CalRecycle. Ultimately, this is a burden on the operation and the refuse fund which can only be solved with service-related user rates charged to residents.

The other funds operated and held by the City are dominated by the Capital Improvement Plan rather than operational expenses. Like prior years, work will continue on park improvements and road repairs and there are still significant grant projects in progress. This is taking the full attention of several grant managers and City staff. Many of these projects will wind down in the next couple of years. However, that does not mean that the workload will decrease, only change focus.

In a significant shift from prior years, the City will be taking on substantial projects with funds that it has in the bank that were direct allocations from the State in prior years. Most road projects in the last few years, for example, are a result of regional funding from TCAG or grants, or both. Now that just about all the major arterial roadways have been repaired and updated with those funds, what is left is the collector roadways that will require street funding already on hand with the City.

There are still unique projects that will take place though too. Work toward a connection between Citrus and Road 168 is in progress as is a replacement for Well #3. The City is engaged in dozens of projects for millions of dollars' worth of improvements. City staff are making the most of all available funding sources to get these done. There are a variety of sources of payment for all the capital projects from many different funds as illustrated in the following table.

CAPITAL PROJECTS BY FUND	YEAR 1 2023-24
02 WATER UTILITY	311,655
03 WATER DEVELOPMENT	-
04 SEWER UTILITY	5,661,155
05 SEWER DEVELOPMENT	-
06 REFUSE UTILITY	300,000
12 FEDERAL AND STATE GRANTS	4,508,069
20 STP	845,349
22 TDA	2,840,188
26 MEASURE R FUND	944,651
27 RMRA (SB1) FUND	-
31 PARK IMPROVEMENTS	980,500
39 CITY PROPERTIES	-
40 CDBG PROGRAM INCOME	334,000
60 AMERICAN RESCUE PLAN (ARPA)	2,241,000
72 FIRE COST REPLACEMENT	392,000
103 GENERAL FUND CAPITAL	443,944
TOTAL	19,802,512

This shift in funding will bring about a new chapter in the City that will see cash on hand decrease significantly while assets increase. The net position changes in future years will be different given that the funding for much of these projects will start to become internal. There are pros and cons to this but sufficient to say, it is probably not good or bad, just different and something new to manage.

The Capital budget of course impacts all of the departments of the City, at least in a small way. Vehicle purchases and necessary equipment are of course part of the plan again this year but also planning documents, Government Facility improvements, park improvements, and work will finally begin on the new Fire Station! It is exciting to see how quickly the changes to this department are taking shape.



Summary

Farmersville faces a potentially hectic year ahead that is admittedly filled with some potential hurdles as equally with potential opportunities for growth. There is no shortage of issues that range the full gambit from high inflationary prices to insurance markets, hiring crises, mandated complexities, and hidden costs. But remaining fixed on the values we hold dear and turning issues into opportunities will allow Farmersville to create a unique community that is fully sustaining to its residents and visitors.

By sticking with the plan and being directed by the updated Strategic goals of the City, Farmersville will endure and overcome challenges presented through increasing costs and other mandates and requirements to expand the possibilities of the City government services and residents alike.

This plan will take concerted effort on the part of the City's staff and diligent commitment from the City Council to adhere to the strategic framework. This budget is reflective of the updated goals, priorities, and core values of the City Council. Staff will maintain our commitment to a

long-term perspective of unswerving leadership and professionalism to deliver the stability and consistency of essential services in the most efficient way possible.

An environment of teamwork is critical to fostering an environment of continuous improvement necessary to meet the growing complexities of government and life post-pandemic. We are confident and optimistic that as we follow these foundational guidelines, the long-term success of the City will sprout up for years to come. Farmersville's strong roots will continue to grow many possibilities!

Sincerely,





Jennifer Gomez, MPA
City Manager

Steve Huntley, CPFO, IPMA-SCP
Director of Finance & Administration

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Mission Statement & Goals

Mission & Strategic Goals 2023-2025

Mission Statement

The mission of the City of Farmersville is to work in partnership with the community to promote a living and working environment that allows for the best quality of life by serving the residents with responsive, consistent, progressive, and professional leadership.

Motto

"Strong Roots…Growing Possibilities"

Core Values

Leadership

We value leadership through staff's ability to communicate with others and develop trusting relationships. They exemplify honesty, compassion, ethics, and pride in their work.

Professionalism

We value a professional work environment which provides quality services, demonstrates integrity, and acts with transparent decision-making.

Stability

We value a stable and reliable organization that is prepared to deal with change. Well planned actions bring security and achievable goals.

Consistency

We value a consistent level of service in treating all parties equally without bias. Consistency brings reliability, dependability, and trustworthiness.

Efficiency

We value efficient processes and procedures which are developed through continuous improvement within the organization.

City Council Strategic Goals

Quality of Life

Enhance Core Services and Address Needs of Community

- Improve infrastructure and facilities.
- Develop and improve City parks to encourage community use.
- Provide an excellent level of current services.
- Provide safe streets for vehicles, bicycles, and pedestrians.

Strong & Diverse Economy

Support New Development for Residential, Commercial, and Industrial Needs

- Approve new subdivisions that offer affordable housing.
- Encourage business development to provide more services and jobs to the community.
- Promote Opportunity Zone to attract manufacturers to the Industrial Zone.
- Broaden the tax base to increase City revenue.

Public Safety

Improve Current Levels of Services

- Deliver high quality services while managing workforce capacity and resources.
- Improve technological capabilities of the City.
- Utilize grant opportunities to implement and complete prioritized City projects.
- Cultivate a positive work environment.



Community Engagement

Effectively Communicate with the Community Including Bilingual Information

- Encourage community engagement through outreach and interagency partnerships.
- Educate the public through social media and online presence.
- Provide clarification and direction on City policies and processes.
- Promote a positive image to the community.

Financial Sustainability

Maintain Healthy Finances

- Adopt conservative Annual Budgets for Operations and Capital Improvement Plan.
- Adhere to Debt Management and other Fiscal policies.
- Fully fund the Budgetary Uncertainty Fund and maintain the Minimum Fund Balance.
- Strategically prepare for a changing legislative landscape and economic conditions.

Standard Operating Procedures

Guidelines Promoted Throughout the Normal Course of Business

- Ensure future operations and maintenance are not negatively impacted from grant related projects.
- Work with Tulare County Association of Governments to identify funding for future transportation projects.
- Ascertain opportunities to use SB 1 funds for street maintenance projects.
- Work with Self-Help Enterprises to provide affordable housing through programs and projects.
- Respond promptly to inquiries made by potential developers and retailers.

Priorities & Proposed Actions: Tier 1

Highway 198 Development

- Promote City improvements and businesses near Hwy 198 in marketing materials.
- Use privately owned digital billboards to advertise local businesses and community events.
- Review opportunities to add infrastructure in Highway Commercial Zone.
- Develop strategic zoning of residential and industrial to encourage commercial development.



General Plan – City Limits / Urban Boundaries



- Analyze zoning for potential modifications to Zoning Map inside current city limits.
- Determine future growth to accommodate development and consider potential impact to traffic circulation.

Downtown Improvements

- Implement recommendations in Downtown Specific Plan.
- Improve communication between City and Downtown Businesses to address concerns.
- Increase presence of public safety.

Opportunity for More Business / Growth

- Promote new residential developments to attract commercial development.
- Provide business friendly services to approve permits.
- Develop a robust website for Economic Development

Staff



- Acknowledge staff for excellent levels of service through employee events and personal recognition.
- Continue efforts to communicate and collaborate more with staff.
- Encourage training and leadership opportunities.
- Maintain the organization's culture with fair and consistent expectations.
- Anticipate future needs and utilize succession planning and promoting from within when possible.

Visalia Proximity

- Attract businesses to Farmersville to keep shopping local and minimize retail leakage.
- Continue beautification efforts to develop a separate identity from Visalia, Exeter, and County.
- Protect the Sphere of Influence to maintain separation from other developments outside city limits.

Priorities & Proposed Actions: Tier 2

Affordable Housing

- Encourage development of single-family, multi-family, and mixed-use housing.
- Approve requests for annexations to develop more housing.
- Allow mixed use of residential and commercial along Farmersville Blvd.
- Partner with developers looking to develop multi-family housing for low-income residents.

Tax Base

- Utilize retail consultants to market Farmersville and attract more commercial businesses.
- Identify improvements needed that will appeal to commercial developers.

Transit System

- Expand services with Tulare County Regional Transit Agency.

Railroad

- Maintain long term planning to address future railroad crossings.
- Maintain long term planning for future cross valley rail.

Quality of Water

- Maintain a safe and efficient water system.
- Address issues identified in Water Master Plan and State Mandates.

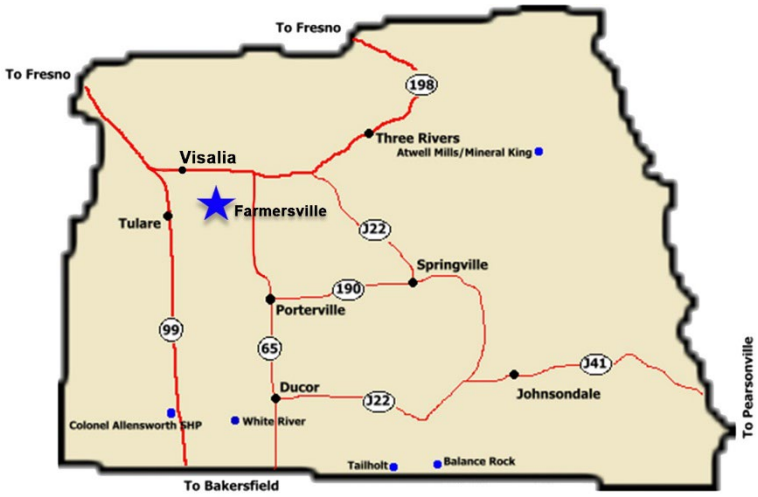
Grants

- Apply for grants that will work to meet the needs of the City without overextending current resources.

Community

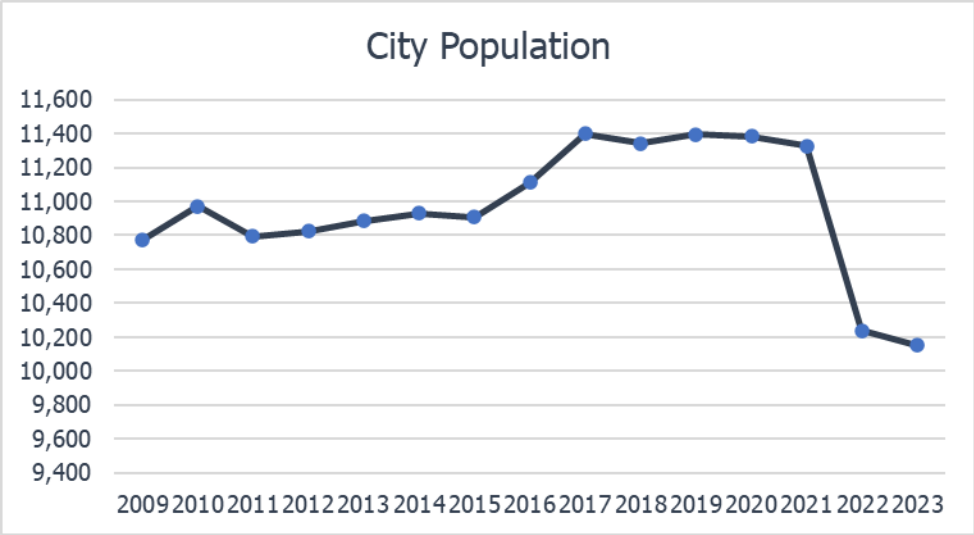
Demographics

The City of Farmersville combines a small-town environment with the outdoor amenities offered by the fertile farmlands. It has a strategic location situated along Highway 198, providing easy access to Visalia and Highway 99 to the west, as well as the Sequoia National Park in the Sierra Nevada Mountains to the east.



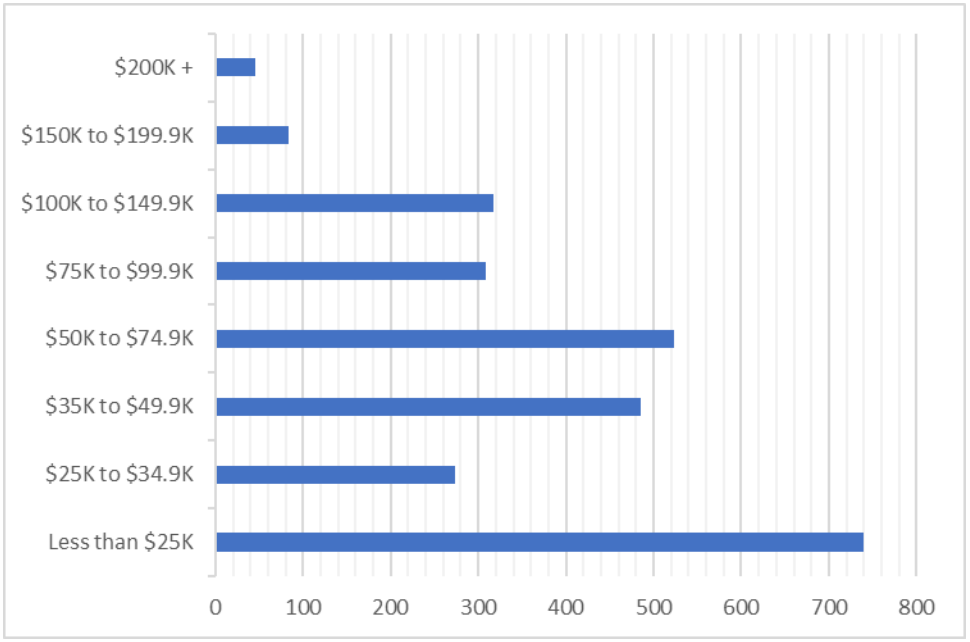
Farmersville is a community of just over 11,000 people and is devoted to preserving its rich history, creating opportunities for quality development, and carefully planning for its future through smart growth efforts. The city is ranked as the safest city in Tulare County and continues to thrive in the growing central San Joaquin Valley region.

City Population



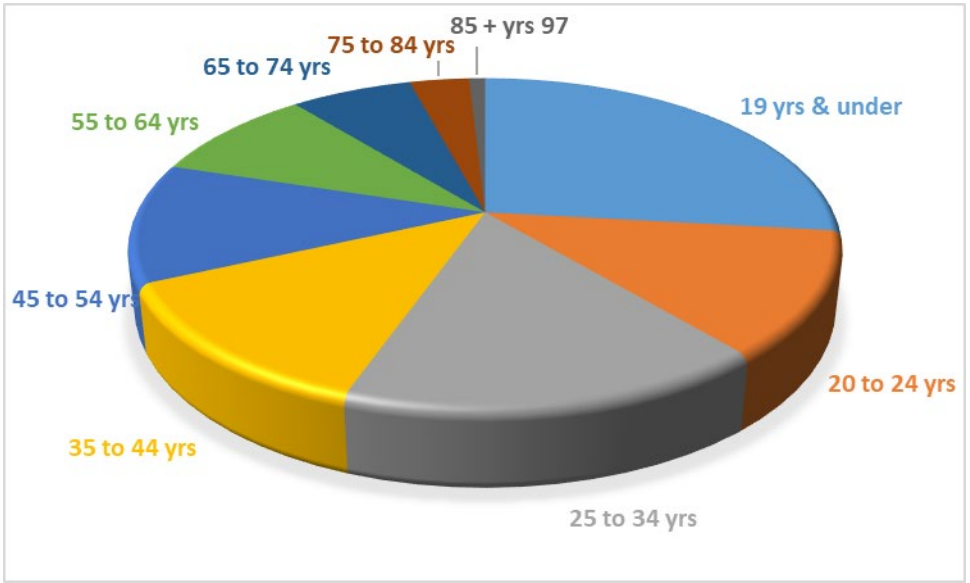
Source: CA Department of Finance

Household by Income



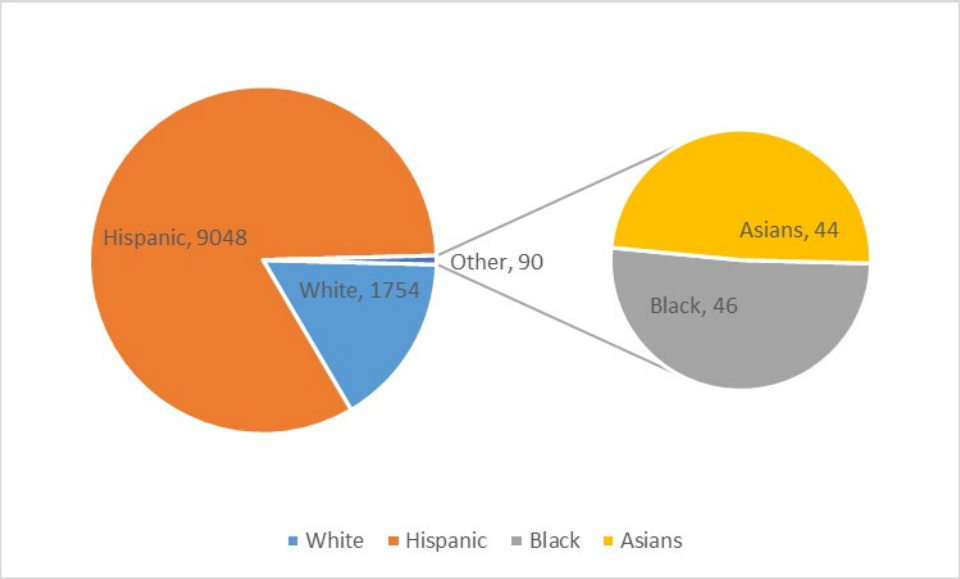
Source: Economic Development Corporation

Population by Age



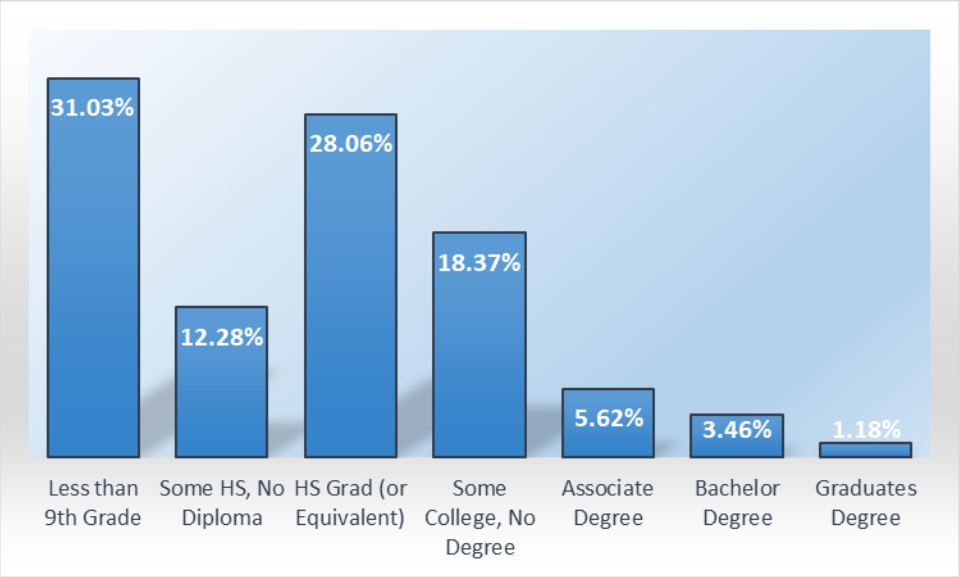
Source: ECONSolution by HDL

Population by Race



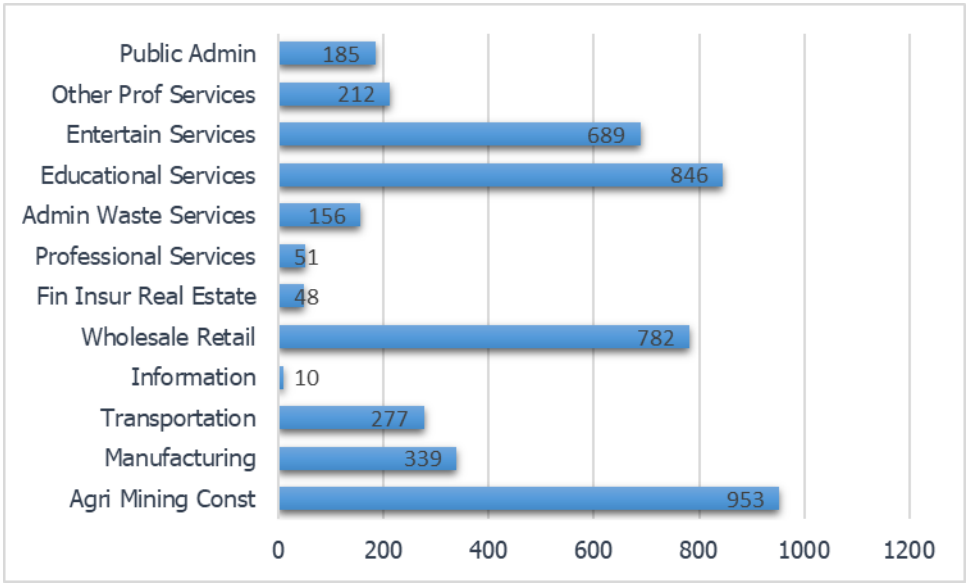
Source: ECONSolution by HDL

Education



Source: ECONSolution by HDL

Employment by Industry



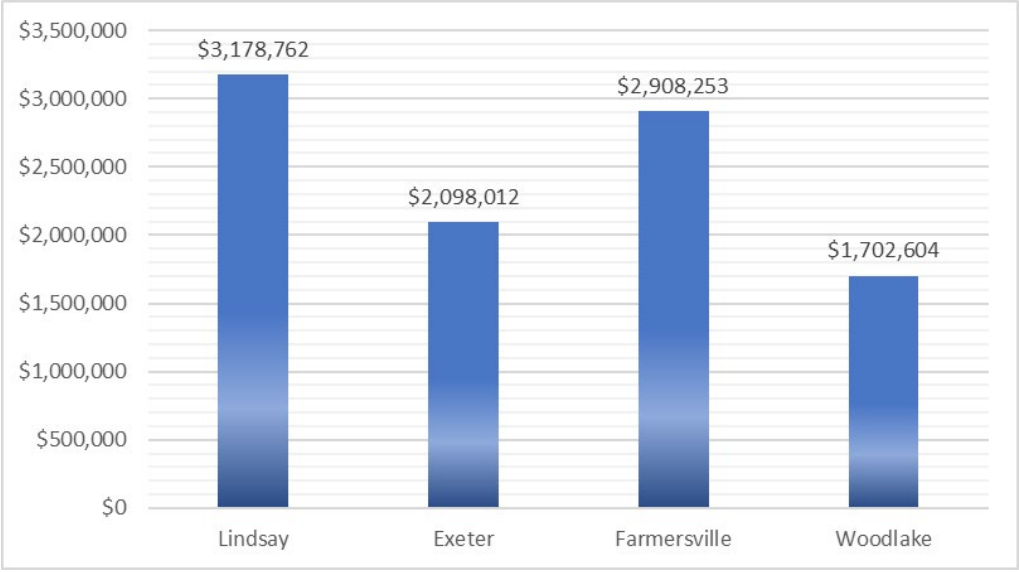
Source: ECONSolution by HDL

Surrounding Municipalities

The following municipalities are also located within Tulare County:

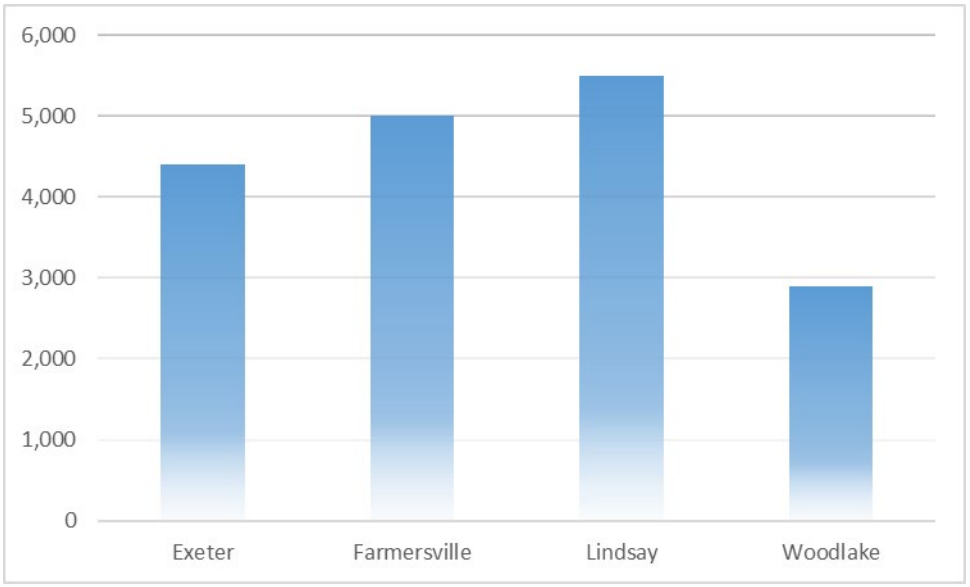
- Visalia, Exeter, Woodlake, Tulare, Dinuba, Porterville, and Lindsay.

Sales Tax Revenue Comparison



Excludes data from City of Visalia, City of Tulare, City of Porterville, City of Dinuba, and Tulare County – source CDTFA FY 2022

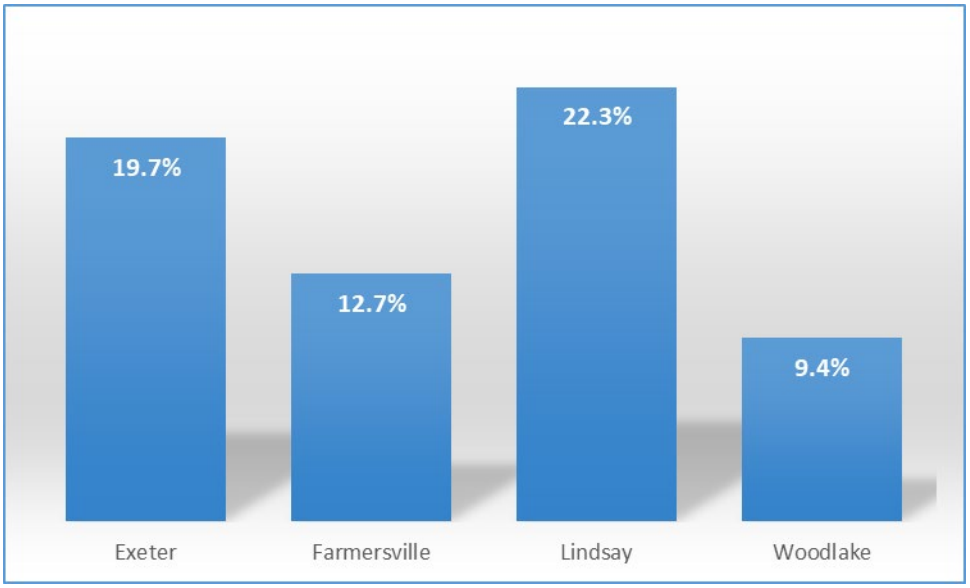
Labor Force Comparison



Excludes data from City of Visalia, City of Tulare, City of Porterville, City of

Dinuba, and Tulare County – source Employment Development Department - March 2023 Preliminary Statistics

Unemployment Rate Comparison



Excludes data from City of Visalia, City of Tulare, City of Porterville, City of

Dinuba, and Tulare County – source Employment Development Department - March 2023 Preliminary Statistics

Overview of Funds

Overview of Funds

The City's financial system utilizes fund accounting. There are over 35 active funds and each fund should be considered to be a separate and unique "entity". Each fund has a separate accounting structure for its revenues and expenditures, cash, assets, and liabilities. With the exception of the General Fund, the revenues and expenditures of these funds are restricted for the unique purpose of the specific fund.

General Fund - 01

The General fund is the only fund that can be completely used at the City's discretion. However, it is also precious as it supports a huge range of programs and departments from public safety to financial administration. The General Fund is organized in multiple departments to help delineate all the varying expenses it supports. This allows for proper organization and budgetary control by individual departments. Some of these departments are self or partially sustaining through their own income generation while most are not. While there are many important revenue sources that support these expenditures, three are foremost: Motor Vehicle License Fees (swapped for Property Tax by the State), Property Taxes, and Sales Tax (Bradley-Burns).



Property Taxes are the 1% annual tax paid by property owners within City limits. In 1978, The State of California passed proposition 13 which sets the property tax rate at a 1% fixed amount. This 1% is shared by all taxing agencies for which the subject property resides within. In addition to the 1% fixed amount, taxes are levied within the tax rate area to pay interest and redemption charges on voter-approved indebtedness. Some of the bonds are applicable to only a few tax rate areas within the City. This total 1% tax is split up and shared among many taxing jurisdictions, including the City of Farmersville, Tulare County, Tulare County Library, Kaweah Delta Water Conservation District, College of the Sequoias District, Delta Vector Mosquito Abatement District, Farmersville Unified School District, Deep Creek Cemetery District, among others. The City receives approximately 12% of the total property tax revenue collected within Farmersville's city limits.

The other notable revenue source for the General Fund is Sales Tax (Bradley-Burns). When a purchase is made in Farmersville, an additional 8.75% of the original purchase price is added to the original cost of an item and represents the sales tax amount. Like property taxes, this total sales tax amount collected from Farmersville purchases is shared among the State of California, the County of Tulare and the City of Farmersville. The City's General Fund retains a realistic "sales tax rate" of only .950% (less than 1%) of the original purchase price due to the section 3.32.030 of the City Municipal Code (as with all Cities in Tulare County). Sales Tax is the only large General Fund revenue source that has potential for significant growth, but it takes large

changes in the City's taxable sales base to realize noteworthy adjustments. For the City to receive $10,000 additional dollars in sales tax revenue, there must be new taxable purchases of over $1,000,000 (one million dollars) that takes place within City limits.

General Fund Reserve - 102

This fund was created by way of the Minimum Fund Balance Policy in Fiscal Year 2018-19 and acts as the minimum fund balance for the General Fund. The balance is determined as 25% of the average actual revenue received over the last three fiscal years. These funds can only be used by Council authority and is intended only to meet unanticipated revenue shortfalls, short-term economic downturns, local disaster expenses, and shall remain exclusive of all other reserve funds. Repayment is required as soon as possible after use.

General Fund Capital - 103

This fund was created by way of the Debt Management Policy in Fiscal Year 2017-18 which called out the requirement of a separate Capital Budget and five-year projection and a separate fund that acts as the capital set aside for the General Fund. This is the vehicle by which major capital projects and capital equipment purchases are made. Major capital expenditures for the General Fund are housed here and monies designated in the General Fund Capital Budget fund it.

Water Utility Fund - 02

The Water Utility fund is an enterprise fund. The operation and maintenance of this fund are handled by the Public Works Department while the billing and collections aspect of the operation are handled by the Administration Department. The budget document reflects the net operating cash for this Utility. Only activities directly related to the City's water system may be accounted for in this fund, both expense and revenue.



Water Development Fund - 03

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

Fund 03 is for Water Distribution Facilities and Equipment; Fund 05 is for Wastewater Collection Facilities and Equipment; Fund 23 is for Storm Drainage Facilities and Equipment; Fund 30 is for Park Land and Park Development; Fund 61 is for Circulation System Facilities (transportation); Fund 62 is for General Government Facilities; Fund 63 is for Library Collection and Computers; Fund 64 is for Community Center Facilities; Fund 71 is for Fire Rescue/Suppression Facilities and Equipment; Fund 81 is for Law Enforcement Facilities and Equipment.

Sewer Utility Fund - 04

The Sewer Utility fund is also an enterprise fund. The operation and maintenance of this fund are handled by the Public Works Department while the billing and collections aspect of the operation are handled by the Administration Department. The budget document reflects the net operating cash for this Utility. Only activities directly related to the City's sewer system may be accounted for in this fund, both expense and revenue.

Sewer Development Fund - 05

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

Fund 03 is for Water Distribution Facilities and Equipment; Fund 05 is for Wastewater Collection Facilities and Equipment; Fund 23 is for Storm Drainage Facilities and Equipment; Fund 30 is for Park Land and Park Development; Fund 61 is for Circulation System Facilities (transportation); Fund 62 is for General Government Facilities; Fund 63 is for Library Collection and Computers; Fund 64 is for Community Center Facilities; Fund 71 is for Fire Rescue/Suppression Facilities and Equipment; Fund 81 is for Law Enforcement Facilities and Equipment.

Solid Waste Utility Fund - 06



The Solid Waste Utility fund is another enterprise fund. The operation and maintenance of this fund are handled by the contract waste-hauler (Mid Valley Disposal). The billing and collections aspect of the operation for residential accounts are handled by the Administration Department whereas the commercial accounts are directly handled by the waste-hauler. The budget document reflects the net operating cash for this Utility. Only activities directly related to the City's sewer system may be accounted for in this fund, both expense and revenue.

Self-Insured Reserve - 08

This is a restricted reserve fund that houses the prudent reserves for the City. Currently, there are three separate reserves called out by other Agency requirements or Council action. The reserves are: The Self-Insurance Retention (SIR) Reserve; the Vacation Accrual Cap Reserve; The Budgetary Uncertainty Fund.

The Self-Insurance Retention (SIR) Reserve is designed to maintain the minimum requirement payout needed to offset the SIR, or amount paid by City first, for various types of claims through the claim process though the City's membership in The Central San Joaquin Valley Risk Management Authority (CSJVRMA). The Vacation Accrual Cap Reserve was established in Fiscal Year 2016-17 and is a calculated figure to offset the existing liability to a certain level in case of large payouts that could unexpectedly adversely impact the General Fund. The Budgetary Uncertainty Fund was established in FY 2017-18 in case of fiscal emergency and can be used for a small set of emergency actions by Council authority only.



Customer Deposits - 09

This fund temporarily houses customer deposits taken and potentially refunded when a resident or land-owner opens a utility account with the City.

Drug Enforcement - 11

This fund houses Law Enforcement forfeiture funds from the State and County level and are restricted to only certain types of purchases and uses within law enforcement parameters.

Federal and State Grant Fund - 12



This fund houses a majority of grants that are not associated directly with other restricted funds or enterprise funds. Since the City is very active in grant programs and management it is essential to properly segregate these reimbursable expenses and track them independently for clear accountability purposes.

Police Supplemental Law Enforcement Services Fund (SLESF) - 14

This fund houses law enforcement funds from the State allocated through the Supplemental Law Enforcement Services Fund and are restricted to only certain types of purchases and uses within law enforcement parameters.

Surface Transportation Fund - 20

This fund is for road projects that receive State and/or Local assistance. These funds are restricted to certain types of expenditures only related to qualifying projects related to street repair and maintenance or other specific transportation expenses.

Gas Tax Fund - 21

The Gas Tax Fund is used primarily to pay for only salaries and benefits of City employees that work within the Road Division. Because this fund relies solely upon taxes imposed upon state-wide gasoline sales as its only revenue source, the funds are restricted for street purposes only. This is also commonly referred to as Highway Users Tax Allocation (HUTA).



Transportation Development Act Fund - 22

This Fund houses allocations of restricted funds from the State for street repair, maintenance, construction, and other transportation expenses on qualifying projects through the programs known as TDA and LTF.

Storm Drain Development Fund - 23

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

Fund 03 is for Water Distribution Facilities and Equipment; Fund 05 is for Wastewater Collection Facilities and Equipment; Fund 23 is for Storm Drainage Facilities and Equipment; Fund 30 is for Park Land and Park Development; Fund 61 is for Circulation System Facilities (transportation); Fund 62 is for General Government Facilities; Fund 63 is for Library Collection and Computers;

Fund 64 is for Community Center Facilities; Fund 71 is for Fire Rescue/Suppression Facilities and Equipment; Fund 81 is for Law Enforcement Facilities and Equipment.

Measure R Fund - 26

In November of 2006, the voters of Tulare County approved Measure R, a ½ cent sales tax, which addresses the major regional, local, and transit/bike/environmental report transportation needs in Tulare County. This fund houses both the local allocation of Measure R to the City as well as the expenses and reimbursements relative to the approved regional projects approved through the Oversight Committee and administered through Tulare County Association of Governments (TCAG).



SB 1 Road Maintenance and Rehabilitation Account Fund (RMRA) - 27

A State gasoline tax resulting from the passage of Senate Bill 1 provides funding for repairs to local street and road systems. This was a landmark transportation funding package that was signed by Governor Brown on April 28, 2017. It includes annual inflationary adjustments to all per-gallon motor vehicle excise taxes (HUTA). The revenue allocated through the RMRA includes:

- An additional 12 cent per gallon increase to the gasoline excise tax
- An additional 20 cent per gallon increase to the diesel fuel excise tax with half of the revenues going to the state Trade Corridor Enhancement Account (TCEA) and half to the RMRA
- An additional vehicle registration tax called the "Transportation Improvement Fee" with rates based on the value of the motor vehicle effective January 1, 2018
- An additional $100 vehicle registration tax on zero emissions vehicles of model year 2020 or later effective July 1, 2020

Park Development Fund - 30

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

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Fund 62 is for General Government Facilities; Fund 63 is for Library Collection and Computers; Fund 64 is for Community Center Facilities; Fund 71 is for Fire Rescue/Suppression Facilities and Equipment; Fund 81 is for Law Enforcement Facilities and Equipment.

Park Improvement Fund - 31

This fund is set aside to support the expenses and revenues directly related to parks and their use, maintenance, future development. Many of the expenses and reimbursement related to grants used to construct the Sports Park are contained in this fund.



Maintenance Districts Fund - 35

The Lighting and Landscape Maintenance District Fund was formed to track assessment district fees that are paid by a property owner, through property tax assessments, for the upkeep of common areas located within their housing subdivisions. There are numerous districts within the City of Farmersville. All revenue and expenditures within these districts are pooled within this fund currently. As such, the fund balance has been restricted for the use for the benefit of these districts only.

City Properties Fund - 39

This is a distinct fund related to properties owned by the City other than the main Civic Center in order to track the rental income and expenses related to the ownership and maintenance of these properties in one location.

CDBG Program Income Fund - 40

This is the fund that receives program income payments and related expenditures through the City of Farmersville's active Community Development Block Grant (CDBG) Program. These funds are highly restricted and require approval from California Department of Housing and Community Development (HCD).

HOME Program Income Fund - 41

This is the fund that receives program income payments and related expenditures through the City of Farmersville's active HOME Investment Program (HOME). These funds are highly restricted and require approval from U.S. Department of Housing and Urban Development (HUD).

Cal HOME Program Income Fund - 42

This is the fund that receives program income payments and related expenditures through the City of Farmersville's active CalHOME Program. These funds are highly restricted and require approval from California Department of Housing and Community Development (HCD).

American Rescue Plan Act (ARPA) Revenue Fund - 60

This fund houses the revenues directed to the City through the American Rescue Plan Act of 2021. The funds are restricted for specific use by the US Treasury. All funds will be transferred to cover the eligible costs in other funds. Allocation of the funds to the City will be completed in June 2021 and June 2022.

Circulation System Facilities Development Fund - 61

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

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General Government Development Fund - 62

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

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Library Development Fund - 63

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

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Community Center Development Fund - 64

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Fire Development Fund - 71



Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

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Fire Cost Recovery Fund - 72

The Fire Cost Recovery Fund is designed to primarily house the revenue generated by Farmersville Fire Department staff participating in Office of Emergency Services deployments throughout the State fighting wildfires. This revenue is offset with the cost of sending those resources out of the City to participate in the same deployments. The resulting surplus will then be set aside for future asset replacement for the Fire Department apparatus and related equipment as needed. This will serve the City in the long run to help defray the staggering increases in costs relative to Fire Apparatus in recent years.

Evidence Holding Fund - 80

A fund to temporarily preserve assets seized and held related to Police actions within City limits.

Police Development Fund - 81

Funds 03, 05, 23, 30, 61, 62, 63, 64, 71, and 81 are all Development Impact Fee Funds. These fees are assessed and collected at the building permit level and are restricted for their respective use relative to increased expenses borne by the City due to the development of property with City limits.

Fund 03 is for Water Distribution Facilities and Equipment; Fund 05 is for Wastewater Collection Facilities and Equipment; Fund 23 is for Storm Drainage Facilities and Equipment; Fund 30 is for Park Land and Park Development; Fund 61 is for Circulation System Facilities (transportation); Fund 62 is for General Government Facilities; Fund 63 is for Library Collection and Computers; Fund 64 is for Community Center Facilities; Fund 71 is for Fire Rescue/Suppression Facilities and Equipment; Fund 81 is for Law Enforcement Facilities and Equipment.

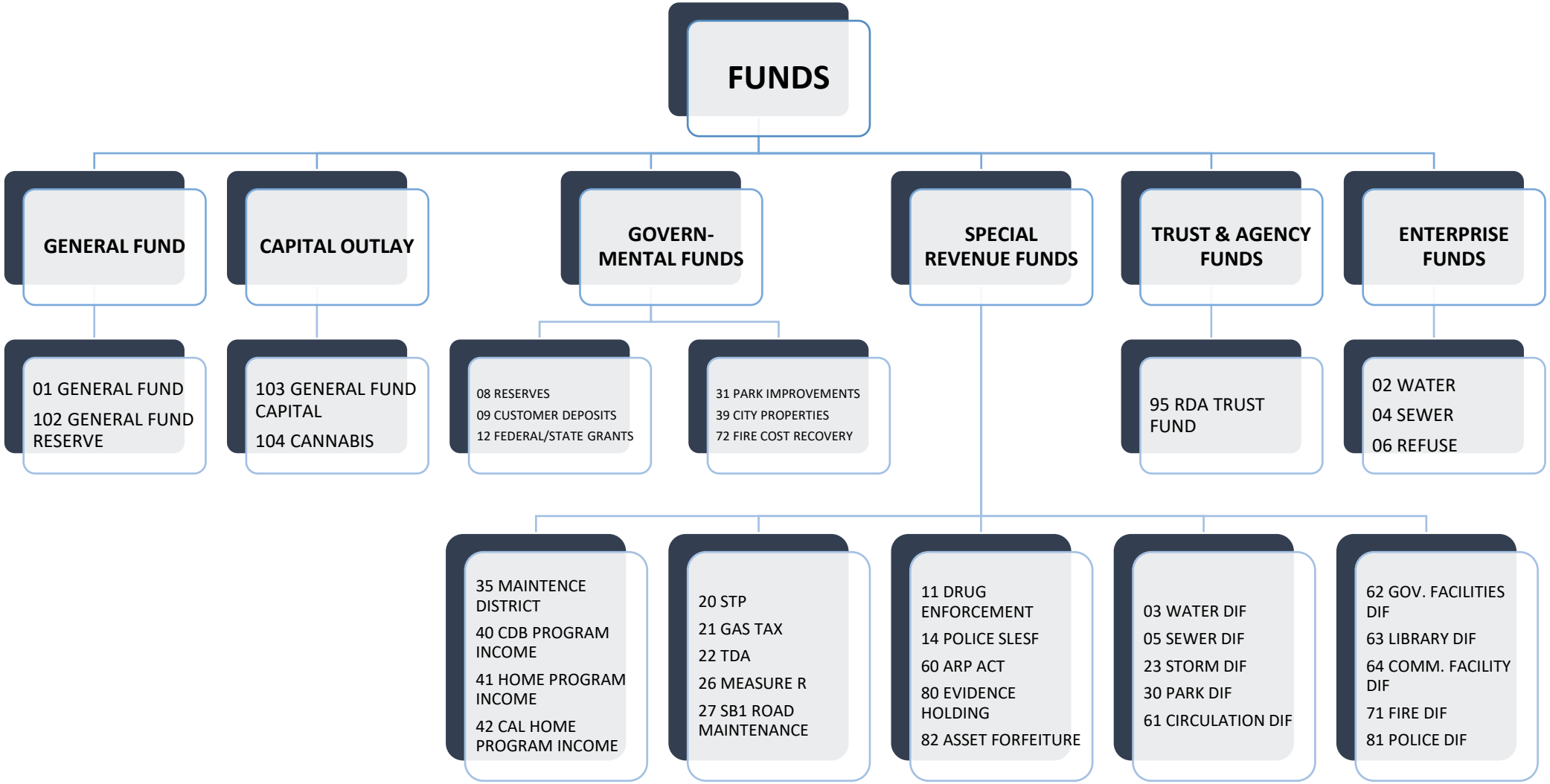
Federal Asset Forfeiture Fund - 82

This fund houses Law Enforcement forfeiture funds from the Federal level and are restricted to only certain types of purchases and uses within law enforcement parameters.

Cannabis Capital Fund - 104

This Fund holds tax revenues related to the Cannabis Business Tax within the City of Farmersville. This tax was approved by voters on November 7, 2017 for a tax as high as 10% or $25 per square foot of canopied growing area. On June 11, 2018 the Council voted to set the rate at 5% and $7 per square foot respectively and this rate has been confirmed each year following.




FUNDS
GENERAL FUND
CAPITAL OUTLAY
GOVERN-MENTAL FUNDS
SPECIAL REVENUE FUNDS
TRUST & AGENCY FUNDS
ENTERPRISE FUNDS
01 GENERAL FUND
102 GENERAL FUND RESERVE
103 GENERAL FUND CAPITAL
104 CANNABIS
08 RESERVES
09 CUSTOMER DEPOSITS
12 FEDERAL/STATE GRANTS
31 PARK IMPROVEMENTS
39 CITY PROPERTIES
72 FIRE COST RECOVERY
95 RDA TRUST FUND
02 WATER
04 SEWER
06 REFUSE
35 MAINTENCE DISTRICT
40 CDB PROGRAM INCOME
41 HOME PROGRAM INCOME
42 CAL HOME PROGRAM INCOME
20 STP
21 GAS TAX
22 TDA
26 MEASURE R
27 SB1 ROAD MAINTENANCE
11 DRUG ENFORCEMENT
14 POLICE SLESF
60 ARP ACT
80 EVIDENCE HOLDING
82 ASSET FORFEITURE
03 WATER DIF
05 SEWER DIF
23 STORM DIF
30 PARK DIF
61 CIRCULATION DIF
62 GOV. FACILITIES DIF
63 LIBRARY DIF
64 COMM. FACILITY DIF
71 FIRE DIF
81 POLICE DIF

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Changes to Funds

Changes to Funds

The following section of this report identifies major fund changes that have taken place over the prior year. Additional information for all City funds can be found in the Overview of City Funds section.

New Funds

There are no planned changes to funds for Fiscal Year 2023-24 at this time. However, as the needs arise the City follows a practice of operating with efficiency in the use of funds. The minimal amount of funds will be used that still allow the City to demonstrate the legal separation of funds effectively.

Financial Policies

Financial Policies

Financial Policies of the City of Farmersville are included with the Budget to give the reader an overview of the City's current significant Financial Policies guiding decisions and processes. Each Financial Policy has a signed Resolution that gives a detailed summary of how each policy will maintain financial stability within the City's current funds.



All Policies are in Appendix A at the end of this report.

Minimum Fund Balance and Budgetary Uncertainty Fund Policy

The adoption of the policy establishing a minimum fund balance and a contingency fund for the General Fund was adopted April 9, 2018 by Resolution 2018-011.

The policy establishes a target for minimum cash balance for the General Fund be 25% of the average actual revenue received over the last three fiscal years. The Government Finance Officers Association (GFOA) recommends a balance of no less than two months expenses or revenue (about 17%), but highly recommends additional balances based upon the unique characteristics of the agency, especially if it is a small agency like Farmersville. This recommended rate could be as high as 40%. Use of the Fund Balance such that it would bring the balance below the minimum would require explanation in the budget message and is limited to meet unanticipated revenue shortfalls, short-term economic downturns, local disaster expenses, and shall remain exclusive of all other reserve funds. Repayment is required as soon as possible after use. The Fund minimum is currently at the targeted rate of 25%.

The most obvious benefits of this specific policy for the City of Farmersville includes, but is not limited to:

- It prepares the City for eventual future economic and other external shocks not under City control.
- It saves the City from making cuts and layoffs to essential services.
- It protects the City from slowly whittling away savings over time by inappropriate General Fund budget deficits.
- It clearly shows the City's commitment to prudent fiscal management and planning for the future appropriately.

The policy also sets a target for the Budgetary Uncertainty Fund (BUF) of 15% of the average of the last three years of General Fund revenue received. Initially, the BUF was funded at 5% with the remaining 10% to be funded in future years. Use of the Budgetary Uncertainty Fund is limited by the requirement of a declaration of a Fiscal Emergency by the City Council and requires a refunding of the fund over the following five years.

The City Council then may use the funds to:

- Provide resources to make up for temporary decreased revenues, such as State subventions.
- Provide temporary resources in the event of an economic downturn while expenditure reductions are also implemented.
- Provide resources to meet emergency expenditures in the case of flood, fire, earthquake, landslides, or other disaster(s).

Currently, the BUF is funded approximately to the 11.5% level and the target of 15% has not yet been achieved.

Debt Management Policy

The adoption of the Debt Management Policy for the City of Farmersville was adopted February 26, 2018 by Resolution 2018-005.

From time to time, the City uses long and short-term debt issuances to finance its capital improvement program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The GFOA recommends that local governments adopt comprehensive written debt management policies that provide Staff, elected officials and the public with guidelines, allowances and restrictions to follow during the debt issuance process.

The purpose of establishing the Debt Management Policy is to provide management objectives and overall parameters for issuing and administering the Debt Program for the City of Farmersville. It provides guidance for the issuance of City debt obligations, and to maintain the City's ability to incur debt and other long-term obligations at favorable interest rates for capital improvements, facilities, and equipment beneficial to the City and necessary for essential services.

Investment Policy

The adoption of the Investment Policy for the City of Farmersville was adopted February 27, 2023 by Resolution 2023-010.



The goal of the Investment Policy is to provide guidelines for the prudent investment of the City's temporary idle cash and outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash. The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest

extent possible. The City attempts to obtain the highest yield obtainable as long as the investments first meet the criteria established for safety and liquidity.

Procurement Policy

The adoption of the Procurement Policy for the City of Farmersville was adopted February 24, 2020 by Resolution 2020-003.

The Procurement policy is the guiding document for the City's purchasing processes. This includes planning purchases, 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 policy sets out the description of the system, the authority, structure, and thresholds applicable to different kinds of purchases as well as ethical standards of care, exceptions to bidding, and compliance with State and Federal regulations.

Basis of Accounting and Budget

Basis of Accounting and Budget

Basis of accounting refers to the point at which revenue and expenditures are recognized in the budget and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.



The City of Farmersville's budget and financial statements are prepared in accordance with generally accepted accounting principles.

The budgets for proprietary funds are presented on the ACCRUAL basis of accounting. Revenue is recognized when earned and expense is recognized when incurred.

The budgets of governmental funds are presented on the MODIFIED ACCRUAL basis of accounting. Under the MODIFIED ACCRUAL basis of accounting, revenue is recorded when susceptible to accrual; i.e., both measurable and available. Available means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the MODIFIED ACCRUAL basis of accounting when the related liability is incurred.

Governmental Funds

General Fund – The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital costs which are not paid through other funds.

Special Revenue Funds – Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Capital Project Funds – Capital Project Funds are used to account for the acquisition, construction and improvement of capital facilities other than those financed by proprietary funds.

Proprietary Funds

Enterprise Funds – Enterprise Funds are used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Proposition 4 – Gann Appropriations Limit

Prop 4 Gann Appropriations Limit

California Proposition 4, commonly referred to as the Gann Limit, was a ballot initiative adopted in 1980. It was modified by Proposition 111, which was passed in 1990, to limit the amount of tax proceeds that state and local governments can spend each year. The Gann Limit now appears in California's State Constitution as Article XIIIB.

What Local Government Funds Are Covered



Article XIIIB attempted to restrict spending at all levels of government in California. The Appropriations Limit applies to all taxes levied by and for a government entity. The law applies to the state, as well as to all local governments, including cities, counties, school districts, special districts, authorities, or other political subdivisions within the state.

For most local governments, the funds constrained by Article XIIIB will include the General Fund, Capital Outlay Funds, and Special Revenue Funds. The source of revenues will determine whether a fund requires a separate Appropriations Limit.

Determining the Appropriations Limit

The total annual appropriations subject to the limitation of the state and each local government shall not exceed the appropriations limit of the government entity for the prior year, adjusted for the change in the cost of living and the change in population, unless otherwise provided in this article. (California Constitution, Article XIIIB, Section 1)

The Appropriations Limit:

- It is the calculated dollar amount that restricts the ability to allocate tax proceeds.
- The Appropriations Subject to Limitation must not exceed the Appropriations Limit.
- The Appropriations Limit for any given year is the Appropriations Limit from the previous fiscal year, adjusted for inflation and population growth.
- The Appropriations Limit for a specific year depends on the Appropriations Limit for the Base Year (first year of calculation), which is annually adjusted based on specified factors.

Appropriations Subject to the Limitation

Appropriations subject to the limitation of an entity of local government" means any authorization to expend, during a fiscal year, the proceeds of taxes levied by or for that entity and the proceeds of state subventions to that entity (excluding subventions made pursuant to Section 6), except for tax refunds. (California Constitution, Article XIIIB, Section 8(B))

The "Appropriations Subject to Limitation" of an entity of local government refers to the specified revenue sources that are subject to the limit established in Article XIIIB. The categories and definitions of revenues included in an entity's "Appropriations Subject to Limitation" should remain consistent across all years, including the Base Year.

Proceeds of Taxes

Proceeds of taxes include:

- All taxes levied by or for a public agency.
- Any revenue generated from regulatory licenses, user charges, and user fees, to the extent that the proceeds exceed the cost of providing the regulation, product, or service.
- State subventions provided for general purposes.
- Any interest earned from the investment of the proceeds of taxes.

State Subventions

State subventions shall include only money received by a local agency from the state, the use of which is unrestricted by the statute providing the subvention. – Government Code Section 7903

For the purposes of Article XIIIB, state subventions to local governments refer to money received from the state that has no restrictions on its use. Since the passage of Proposition 4 in 1979, discretionary funding from the state to local governments has significantly decreased.

The following are examples of funds that fall within this category:

Motor Vehicle License Fees (VLF) In Lieu funds that are not designated for specific use.
Homeowners Property Tax Relief.
State funds provided to local governments with restricted uses are to be included in the state's Appropriations Limit computations. State subventions provided to local governments without restrictions on use are excluded from the state's Appropriations Limit computations. The same proceeds of taxes cannot be included in the Appropriations Limit computations of more than one local jurisdiction or the state.

Motor Vehicle Fuel Tax (Gasoline Tax or HUTA) revenues allocated to a local government are not considered a state subvention for the purposes of Article XIIIB because these funds are

restricted in their use. The State of California includes these funds in its own Appropriations Limit calculations, so they should not be included in the calculation worksheet of the local agency. State mandated reimbursements are specifically excluded from state subventions.

User Fees

Revenue received from regulatory licenses, user charges, and user fees is not considered as proceeds of taxes unless the amount exceeds the costs reasonably borne in providing the regulation, service, or product. If it is determined that the revenue from an aggregated group of regulatory licenses, user charges, or user fees exceeds the costs, then any excess amount is considered proceeds of taxes under Article XIIIB.



Examples of group fees and charges that can be compared with the costs of providing services for which they are charged include:

- Group planning and zoning fees and charges
- Group building inspection, fire safety inspection, public works inspection, and construction permit fees and charges.
- Group police department fees and charges
- Group parks and recreation fees and charges

Please note that the following items are not considered regulatory licenses, user fees, or charges for the purpose of this Article XIIIB requirement, and they are not considered proceeds of taxes:

- Rents, concessions, entrance fees, franchise fees (such as facility room rentals, equipment rentals, park, museum and zoo entrance fees, golf greens fees, on and off-street parking, and tolls)
- Fines, forfeitures, penalties (such as late payment fees, citations, parking fines, code enforcement fees and penalties, interest charges, and other charges for violation of the law)
- Assessments on real property or persons for special benefits conferred.

Exclusions

The following are excluded from the Appropriations Subject to Limitation:

- Certain types of debt service costs.
- Qualified Capital Outlay:
    - Qualified Capital Outlay refers to an appropriation for a fixed asset (including land and construction) with a useful life of 10 years or more and a value equal to or exceeding one hundred thousand dollars ($100,000).
- The costs of complying with court orders and federal mandates that, without discretion, require additional expenditures for services or unavoidably increase the costs of providing existing services.
- Appropriations required to refund taxes.
- Local agency loan funds or indebtedness funds, or investment funds in bank accounts.
- Debt service.
- Annual debt service and other financing costs.
- Certificates of participation.
- Lease-purchases.
- Periodic contributions into a capital reserve fund, provided that the funds are used to purchase a qualified capital asset.
- Purchases or rehabilitation that enhance the value of or extend the life of an existing property, as long as the equipment, land, facility, and/or construction costs meet the dollar and life expectancy criteria (ten years and $100,000). For example, the addition of $100,000 in sprinkler improvements to enhance an existing park sprinkler system or the reconstruction of a deteriorated roadway.
- Lease of a qualified capital asset.

Special Determination for Exclusions

Items that are not considered Qualified Capital Outlay include:

- Collections of lower-priced assets that, when aggregated, total more than $100,000.
- Regular maintenance of assets. Only the portion of the asset(s) purchased with tax proceeds should be counted. If an asset has multiple funding sources, it should be prorated to determine the amount exempt from the Appropriations Limitation.

Income from the rent or sale of a qualified capital asset may need to be considered as proceeds of taxes. If the asset was originally acquired using funds that would have exceeded the Appropriations Limit if not for the qualified capital outlay exclusion, any revenue generated from the asset under these circumstances should be treated as proceeds of taxes.

Reserve Funds

Whenever tax proceeds are appropriated into a reserve fund (such as contingency, emergency, unemployment, reserve, retirement, sinking fund, trust, or similar fund), they are to be counted as Appropriations Subject to Limitation in the year of appropriation. However, such funds are not included in the computation when they are withdrawn or authorized to be withdrawn. Transfers among eligible reserve funds are also not counted as Appropriations Subject to Limitation.

There are two exceptions to this rule:

1. The future costs of a qualified capital outlay or
2. The damages of an eligible emergency may be created and financed outside of the Appropriations Limit. The specific capital outlay project should be clearly stated prior to funding the reserve, and strict accounting should be used for the expenditure of the funds.

Annual Calculation Methods

Percentage changes in population for each year, including for a city, special district, county, or county incorporated area, are available from the California Department of Finance Demographics Unit. The percentage change in California per capita personal income is defined by law as California personal income divided by the civilian population of the state, divided by the similarly determined quotient for the next prior year. The Department of Finance is required to make this calculation and notify each local agency of the figure no later than May 1 of each year.

The percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction is properly defined as follows:

The dollar changes in locally assessed non-residential valuation due to new construction from the prior year's assessment roll to the most recent assessment roll is divided by the total secured and unsecured assessment roll in the prior year.

The "change in the cost of living" for an entity of local government shall be either (A) the percentage change in California per capita personal income from the preceding year or (B) the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction. Each entity of local government shall select its change in the cost of living pursuant to this paragraph annually by a recorded vote of the entity's governing body.



Annual Review and Enforcement

The annual calculation of the Appropriations Limit under this article for each local government entity shall be reviewed as part of an annual financial audit - California Constitution Article XIIIB Section 1.5.

The annual calculation of the Appropriations Limit must be reviewed as part of an annual financial audit. The League of California Cities interprets this requirement as follows:

- An annual financial audit of the entity shall include a review of the adjustments made to the Appropriations Limit from the prior year.

- If the government entity alters or modifies its Appropriations Limit, the review will address those changes, including any related revision of base year and intervening year calculations.

- The review will evaluate the accuracy of the computations and the adequacy of documentation. Completion of the worksheets in these guidelines or other alternative computations, along with required council motions, will provide adequate documentation needed for the review.

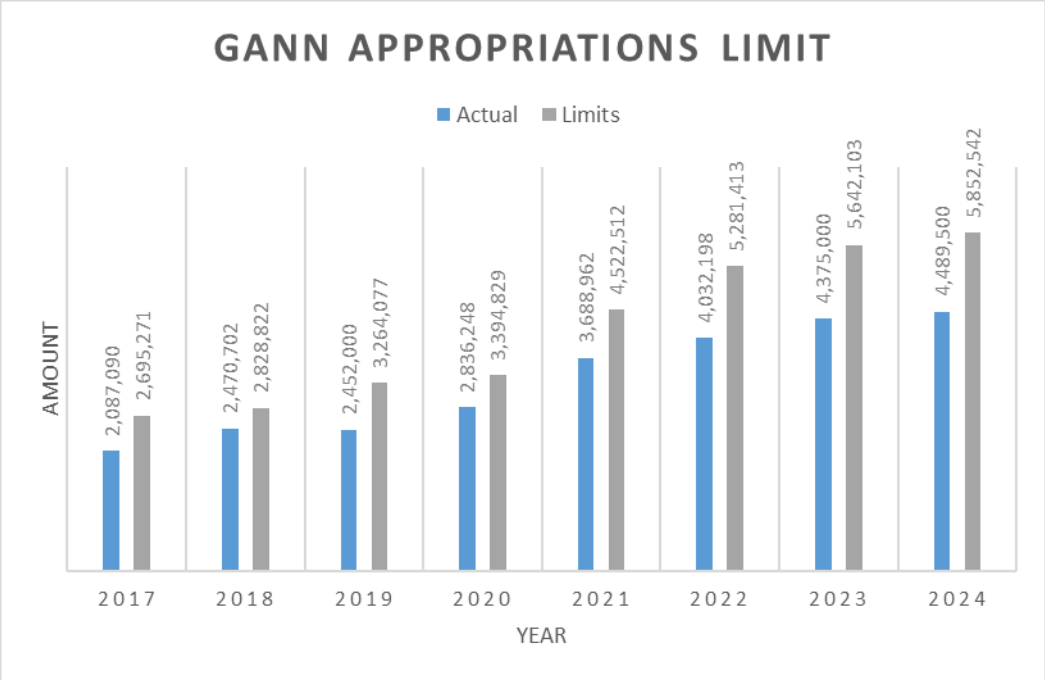
- A local government is not required to conduct an annual audit of its proceeds of taxes. The limit changes annually and is different for every city. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978-79 in each city and modified for changes in inflation and population in each subsequent year. By law, inflationary adjustments are based on the California Department of Finance's official report on changes in the state's per capita income or non-residential assessed valuation

due to new construction. Population adjustments are based on changes in city or county population levels.

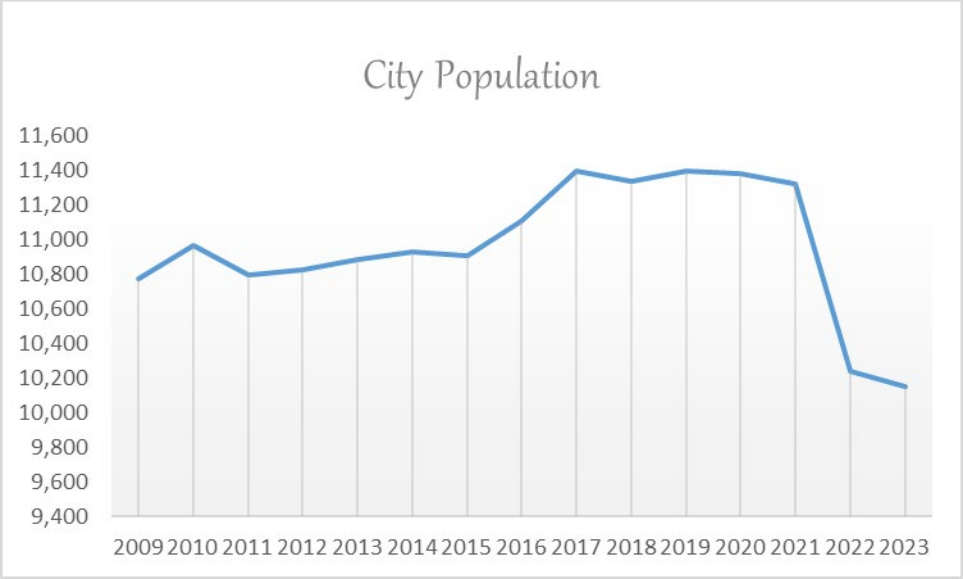
City of Farmersville Appropriations Limit

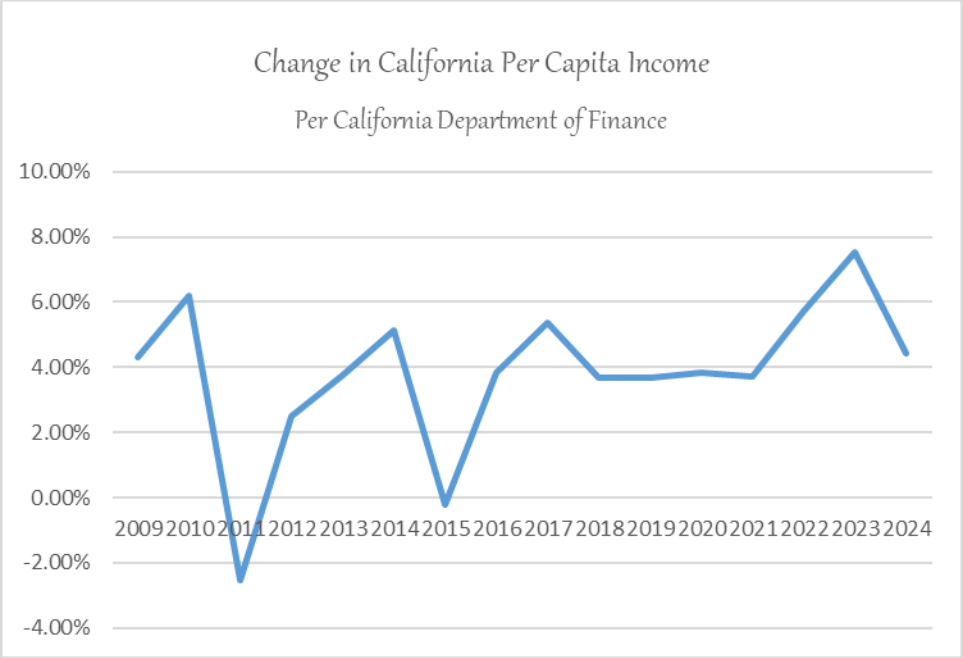
As a recap, Section 9710 of the California Government Code, added in 1980 by the State legislature, requires the Council to adopt the City's Gann Appropriations Limit for the following year by resolution. This annual resolution identifies the maximum tax proceeds that can be appropriated and spent. If a City receives more revenue than the appropriation limit, the revenue must be returned to the taxpayers through a tax reduction or refund. Additional appropriations to the budget funded by non-tax sources such as service charges, restricted revenues from other agencies, grants, or beginning fund balances are unaffected by the Appropriations Limit.

A copy of the annual Appropriations Limit Resolution can be found in the budget under the Adopting Resolution section. The Appropriations Limit is also identified on the Consolidated Financial Statement pages of the budget document. The Department of Finance does not release the annual information until May of each year.



The following charts track the changes in the data from the Department of Finance reference in the annual letter as applied to Farmersville's appropriation limit:





Implications of the Gann Appropriations Limit

As exhibited above for the last several completed fiscal years, the City's tax revenue is consistently lower than the appropriation limits. This necessitates the City balance its budget each year, ensuring that operational and capital programs are supported within the available tax revenue, effectively living within their means. Based on this historical pattern, it appears that future trends will continue in the same vein unless the City experiences a significant increase in tax revenue from sources not accounted for in the calculations made by the California Department of Finance. This could potentially occur if there is an influx of high-tax revenue generating businesses, such as distribution centers or big-box retailers.

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Summary of Financial Statements

Summary of Financial Statements

The Summary of Financial Statements is the combined financial inflows and outflows of the City and its various funds into a single table. It provides the reader with a snapshot of the entire financial position of the City on one page. It includes revenues by type of revenue and expenditures by function. The prior three years' worth of audited data are presented.

Expenditures (outflows)

The expenditures for all the different functions of the City will be reflected in one of the following groups. These groups correlate to several different schedules within the City's Financial Statements as verified by our Auditors. While different accounting basis apply to Governmental Funds and Enterprise Funds, they are represented here in the clearest comparison possible.

- City Council
- Administration
- City Properties
- Law Enforcement
- Fire Services
- Animal Control
- Buildings, Grounds, and Parks
- Street Construction and Maintenance
- Community Development
- Interest and Fiscal Charges
- Water Utility
- Solid Waste Utility
- Sewer Utility



Revenues (inflows)

The revenues for all the different functions of the City will be reflected in one of the following groups as well which also correlate to several different schedules within the City's Financial Statements as verified by our Auditors. A different accounting basis apply to Governmental Funds and Enterprise Funds with revenues, as with the expenditures.

- Governmental – General Revenues
- Business – General Revenues

Summary of Financial Statements

Total Expenditures by Function	Note: These amounts were derived using Report (or Modified Accrual)
Functional Revenues by Function	balances plus any capital asset additions in the enterprise funds.
General Revenues	

Description	Report 6/30/2019	Report 6/30/2020	Report 6/30/2021	Report 6/30/2022
City Council				
Expenses	11,113.00	7,962.00	4,452.00	23,167.00
	11,113.00	**7,962.00**	**4,452.00**	**23,167.00**
Administration				
Expenses	501,775.00	441,678.00	503,262.00	962,963.00
Charges for Services	(97,777.00)	(64,863.00)	(98,482.00)	(118,705.00)
	403,998.00	**376,815.00**	**404,780.00**	**844,258.00**
City Properties				
Expenses	70,782.00	60,866.00	53,737.00	57,309.00
	70,782.00	**60,866.00**	**53,737.00**	**57,309.00**
Law Enforcement				
Expenses	2,241,441.00	2,251,119.00	2,685,143.00	2,402,859.00
Charges for Services	(169,661.00)	(214,771.00)	(145,341.00)	(157,494.00)
Operating Grants and Contributions	(164,286.00)	(172,795.00)	(382,707.00)	(250,280.00)
Capital Grants and Contributions	(5,896.00)	(59,033.00)	(4,206.00)	(13,904.00)
	1,901,598.00	**1,804,520.00**	**2,152,889.00**	**1,981,181.00**
Fire Services				
Expenses	764,929.00	382,638.00	500,346.00	599,318.00
Charges for Services	(154,138.00)	(9,699.00)	(159,311.00)	(147,880.00)
Operating Grants and Contributions	(144,132.00)	0.00	0.00	(750,000.00)
Capital Grants and Contributions	(5,898.00)	(4,640.00)	(1,654.00)	(18,974.00)
	460,761.00	**368,299.00**	**339,381.00**	**(317,536.00)**
Animal Control				
Expenses	76,283.00	75,800.00	74,534.00	67,705.00
Charges for Services	(115.00)	(2,790.00)	(2,015.00)	(1,635.00)
	76,168.00	**73,010.00**	**72,519.00**	**66,070.00**
Building, Grounds & Parks				
Expenses	363,081.00	359,395.00	663,270.00	1,140,800.00
Charges for Services	(600.00)	(472.00)	(99.00)	(1,930.00)
Capital Grants & Contributions	(200,232.00)	(27,578.00)	(240,925.00)	(451,931.00)
	162,249.00	**331,345.00**	**422,246.00**	**686,939.00**
Street Construction & Maintenance				
Expenses	894,683.00	824,833.00	3,557,677.00	795,697.00
Charges for Services	(61,553.00)	(62,830.00)	(63,349.00)	(70,307.00)
Operating Grants & Contributions	(432,406.00)	(444,727.00)	(463,444.00)	(491,873.00)
Capital Grants & Contributions	(851,818.00)	(1,436,970.00)	(3,130,757.00)	(8,779,205.00)
	(451,094.00)	**(1,119,694.00)**	**(99,873.00)**	**(8,545,688.00)**

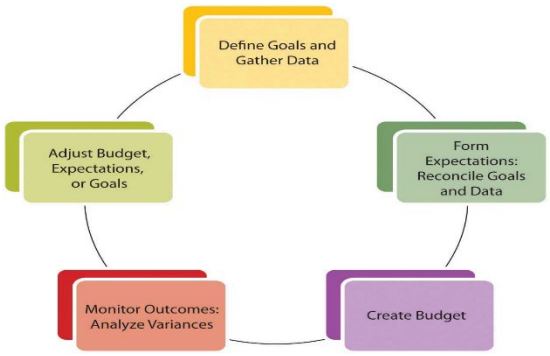
Community Development				
Expenses	632,756.00	484,901.00	965,877.00	748,573.00
Charges for Services	(47,108.00)	(31,838.00)	(51,492.00)	(71,606.00)
Operatin Grants & Contributions	(179,408.00)	(158,890.00)	(453,076.00)	(892,451.00)
Capital Grants & Contributions	0.00	0.00	(2,426.00)	(316,388.00)
	406,240.00	**294,173.00**	**458,883.00**	**(531,872.00)**
Interest and Fiscal Charges				
Expenses	46,028.00	2,063.00	51,126.00	956.00
	46,028.00	**2,063.00**	**51,126.00**	**956.00**
Water Fund				
Expenses	902,924.00	1,138,171.00	1,053,654.00	1,050,863.00
Charges for Services	(924,884.00)	(987,823.00)	(1,053,631.00)	(1,136,219.00)
Capital Grants and Contributions	(7,920.00)	(6,230.00)	(4,983.00)	(13,733.00)
	(29,880.00)	**144,118.00**	**(4,960.00)**	**(99,089.00)**
Refuse/Solid Waste Fund				
Expenses	803,383.00	870,420.00	826,347.00	915,009.00
Charges for Services	(834,527.00)	(851,545.00)	(859,038.00)	(890,190.00)
Operating Grants and Contributions	(10,000.00)	(624.00)	0.00	(14,356.00)
	(41,144.00)	**18,251.00**	**(32,691.00)**	**10,463.00**
Sewer Fund				
Expenses	999,771.00	1,181,472.00	1,340,108.00	2,278,230.00
Charges for Services	(1,981,879.00)	(1,973,337.00)	(1,988,004.00)	(1,989,466.00)
Capital Grants and Contributions	(5,263,673.00)	(9,552.00)	(11,284.00)	(2,241,950.00)
	(6,245,781.00)	**(801,417.00)**	**(659,180.00)**	**(1,953,186.00)**
Governmental - General Revenues				
Property Taxes	(1,369,636.00)	(1,434,714.00)	(1,509,127.00)	(1,566,661.00)
Sales Taxes	(1,522,607.00)	(1,774,721.00)	(2,770,742.00)	(2,929,081.00)
Franchise Taxes	(140,606.00)	(150,109.00)	(163,836.00)	(182,888.00)
Cannabis Taxes	0.00	(691,919.00)	(1,451,278.00)	(1,303,701.00)
Other Taxes	(8,332.00)	(7,019.00)	(10,021.00)	(13,395.00)
Motor Vehicle In-Lieu	0.00	0.00	0.00	0.00
Rental Income	(180,246.00)	(184,422.00)	(218,408.00)	(210,250.00)
Earnings on Investments	(188,628.00)	(298,387.00)	6,929.00	511,502.00
Gain on Sale of Capital Assets	0.00	16,044.00	0.00	0.00
Miscellaneous	(78,965.00)	(96,756.00)	(59,370.00)	(24,279.00)
Transfers	(138,013.00)	(68,000.00)	0.00	(243,000.00)
American Rescue Plan Act	0.00	0.00	0.00	(2,560,386.00)
	(3,627,033.00)	**(4,690,003.00)**	**(6,175,853.00)**	**(8,522,139.00)**
Business - General Revenues				
Earnings on Investments	(94,765.00)	(107,249.00)	(64,368.00)	(53,819.00)
Miscellaneous	(368.00)	(870.00)	845.00	(118,027.00)
Transfers	138,013.00	68,000.00	0.00	243,000.00
Settlement Revenues	0.00	0.00	0.00	(582,359.00)
	42,880.00	**(40,119.00)**	**(63,523.00)**	**(511,205.00)**
Government-Wide Grouping Codes	**(6,813,115.00)**	**(2,757,796.00)**	**(2,928,647.00)**	**(16,810,372.00)**
Net Income (Loss)	**6,813,115.00**	**2,757,796.00**	**2,928,647.00**	**16,810,372.00**
Total Revenue	**(15,896,707.00)**	**(11,806,618.00)**	**(15,914,035.00)**	**(28,741,457.00)**
Total Expense	**9,083,592.00**	**9,048,822.00**	**12,985,388.00**	**11,931,085.00**

Summary of Budget Process

Budget Preparation Process

The City of Farmersville prepares a budget covering operations and capital improvements that is comprehensive for the entire agency. The process begins in January and typically concludes in June with the adoption of the Budget for the fiscal year (starting July 1).

The following is a brief discussion about the process.



January



Every January, the City completes its mid-year budget review, which covers the first six months of the fiscal year from July 1st through December 31st. This is a comprehensive review of all revenue sources and expenses for each department and fund. All Department Heads are apprised of the budget status monthly throughout the year, but the mid-year review is an important milestone to have an in-depth analysis of budget progress.

Although most revenue sources and expenses are predictable in nature, they may not be paid to or from the City uniformly throughout the year and can have other factors that can impact them. Therefore, economic factors, legislatives changes, local events, among others, are all considered and evaluated for their possible impact on the current year City budget. These data points are reviewed and compared to prior periods for trend analysis and other statistical measures.

The Mid-Year Review is a citywide process that includes input from the Department Heads and is reviewed with the City Manager and City priorities. All these requests are then assimilated into a formal budget amendment presented to Council for approval.

February

With a better view of where the City is headed toward the end of the fiscal year, finance staff begins to make projections for revenue and expenditures in the next year. Staff considers both quantitative and qualitative factors in these estimates.
Work also begins with each department to gather requests for additions or changes to the Capital Improvement Program (CIP) which ultimately creates the Capital Budget.

Finance staff also begins work to create and update budget request documents for each department to complete in March.

March

Typically, Finance staff compiles and analyzes the budget request documents from each department for both CIP and the Operation Budgets to create draft documents for the City Manager to review. The City Manager is then given a general status update based upon the preliminary budget with the budget requests compiled together for the first time.



The City Manager then begins the process with finance staff to review, prioritize, and discuss options with each department. From there, with direction of the City Manager, finance staff formalize the results into a document for City Council.

The Capital Budget and Five-Year Capital Improvement Projection is first presented to Council in March to get direction on its inclusion in the overall budget of the City.

April

At this point, most budget items have been finalized with the City Manager and finance staff begins creating official reports, tables, charts, and other documents to prepare for final presentation and adoption by the City Council.

Last minute additions, changes, and updates are made with the intent to have the most complete budget possible to present.

Labor negotiations, if applicable, should also be concluding by this point in order to be included in the budget for the next fiscal year.

May



The Proposed City Budget is typically rolled out sometime in May. Copies of the Proposed Budget are distributed to the City Council and community by way of Council Packets and the City's website.

Special budget hearings are scheduled for mid to late May, where the proposed budget is rolled out by the City Manager and Director of Finance & Administration. Each City department is available to present or further explain their portion of the budget.

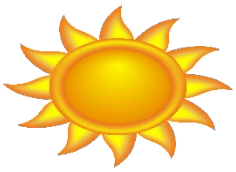
The department budgets highlight department accomplishments from the past year, current status, plans, and requests for the next fiscal year. The budget hearing meetings are duly

noticed public meetings that everyone is encouraged to attend, and ample opportunities are provided for the public to speak and interact.

There are potentially two ways in which the Proposed Budget is revised before being adopted; the City Manager may propose an amendment to the Proposed Budget or any member of the City Council makes a motion to add, alter, or remove appropriations for a particular program or project.

Typical reasons for this would be a significant assumption in the budget has changed due to an event, such as legislative changes at the State level, an inadvertent omission of staff during the budget build process, or a development in labor negotiations.

June



The proposed budget documents and reports are updated to reflect any changes from the prior meeting(s) and is then voted on by the City Council to adopt the budget as presented.

There are other documents that are typically considered and adopted along with the annual budget, specifically:

- Salary Schedule Table (sets compensation levels for all employees, required by State statute)
- Adoption of Memorandums of Understanding (MOU) with labor groups
- The Appropriation Limit (Gann Limit) as calculated with State Department of Finance figures

The City's budget must be adopted by June 30th each year unless a special resolution is passed that extends appropriations into the new fiscal year. Once adopted, the Proposed Budget becomes the Adopted Budget and Administrative Services Department staff enter all new appropriations into the financial system in time for the first day of the new fiscal year (July 1st).

The Adopted Budget document is created from the Proposed, posted on the City's website, and distributed to interested parties.

The City's annual budget is adopted every June, and covers a 12 month fiscal year beginning July 1st and ending June 30th. The City Council authorizes all appropriations, which is the legal authority to spend public tax or rate dollars for a specific purpose. All appropriations lapse at June 30th every fiscal year, and must be reauthorized by the City Council if still needed for the purpose in which they were initially approved.

From time to time, it becomes necessary to recognize new revenue and request new appropriations that were not included in the Adopted Budget. Budget appropriations may be revised at any time during the year by taking a Budget Amendment Resolution to the City Council.

The process to amend the budget starts with a staff request to the City Manager, review by the Finance Department, and a staff report to the City Council justifying the request. Typical budget amendments include:

- Receipt of a grant for a new project or program
- The progress/timing of a capital project has changed since the estimates developed in the budget
- The City is facing a significant unfunded need

There is typically one larger amendment affiliated with the mid-year review and there may be need for multiple other smaller amendments as well. Once these are completed, the final revised budget is the official record and included in the audited financial statement report to City Council each fiscal year.

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Measure Q: Cannabis Business Tax

Measure Q: Cannabis Business Tax

Measure Q History

Measure Q was a general tax measure that was approved in November 2017 authorizing the City to levy a local tax on cannabis businesses at a maximum rate of 10 percent of gross receipts or $25 per square foot of cultivated growing area with no automatic sunset date.

Measure Q revenues may be used in any lawful purpose, as directed by the City Council, including but not limited to addressing cannabis industry impacts and/or maintaining and/or improving: 9-1-1 emergency response and neighborhood police patrols; fire protection services; streets and roads repairs; support of senior and youth services; city parks; recreation programs; and any other city services for Farmersville residents and the public.

The approved tax measure (Yes: 65.41%, No: 34.59%) created Ordinance 484 and added Chapter 5.30 Commercial Cannabis Business Tax to the Farmersville municipal code.

Measure Q revenues are budgeted through the normal annual budgeting process typically reviewed in public meeting with City Council March through June of each year.

The tax rate is set by City Council resolution annually and was initially set at a rate of 5 percent of gross receipts or $7 per square foot of cultivated land in Fiscal Year 2019-20 and has remained the same each year thereafter.

The City tracks all the receipts of revenue from the commercial dispensaries in a separate fund, Cannabis Business Tax Revenue (#104), and all expenditures are budgeted and transferred out to the separate funds in which they are applied.

A complete listing of the transfers between funds is available in the Budget Summaries section of this budget report.

Management of Cannabis Business Tax (CBT)

The City's strategy in dealing with Cannabis Business Tax is in partnership with HDL Companies. HDL Companies is a pioneer and leader of auditing, operations, and revenue solutions for public agencies, and specifically Cannabis Consulting. HDL helped the City with initial development of regulations, the application evaluation process, and compliance management of the dispensaries.

HDL assists the City with routine compliance management of the dispensaries in cooperation with the Farmersville Police Department and supplies other regulatory services over the dispensaries through routine operational and financial audits.

The City manages the revenue from the dispensaries as one-time funds, not ongoing revenue streams, for a number of reasons. Overall, the City has a small tax base that is highly susceptible to swings in the business cycles of the surrounding economy so the City has to stay conservative to make sure that it does not get over-extended in the good times so that it can survive the lean times.

Additionally, while this industry is lucrative, at this point City Council and staff are both very aware that, despite heavy regulation, this industry is new and highly influenced by regulations set forth by the California Department of Tax and Fee Administration (CDTFA). A change in regulation in this industry could drastically change the revenue for the City one way or another.

Finally, the market share is currently limited by the amount of permits allowed by the City Council but even more so by participation in surrounding jurisdictions. Currently, the City of Visalia does not allow commercial dispensaries and therefore Farmersville is the closest retail and delivery option to the approximate 140,000 residents of this neighboring city. Therefore, if the regulations in the City of Visalia were to change, the revenue stream could change very quickly and whatever Farmersville is dependent upon this revenue for would need to change just as quickly. The industry is still early on in the business cycle and could change significantly in the future.

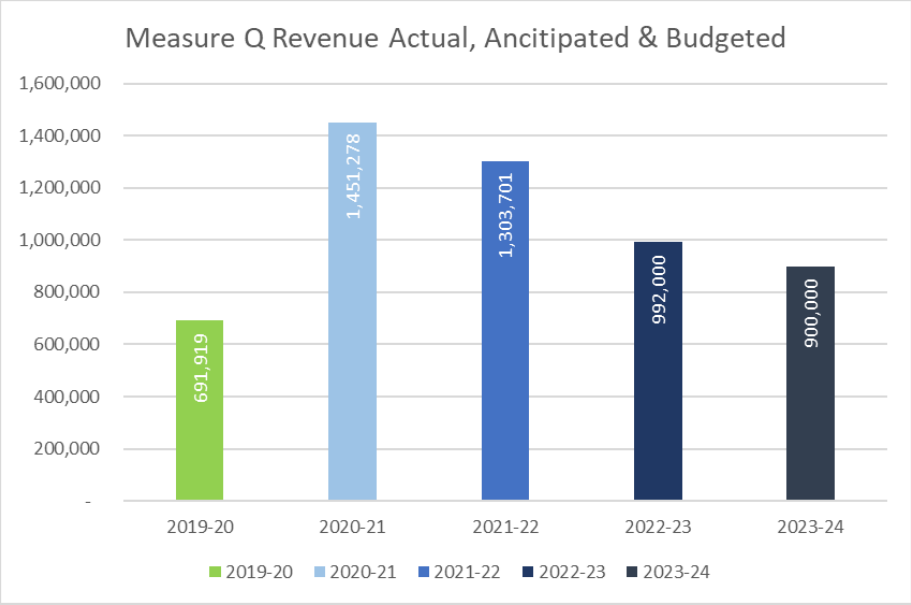
Therefore, the City uses these funds to protect the financial sustainability of the General Fund. This is accomplished by redirecting deferred maintenance, special one-time cost projects, and other capital improvement expenditures like grant matching funds or equipment purchases to Cannabis Business Taxes rather than the fund balance of the General Fund. The new tax revenues also support one police officer and ongoing equipment and supply expenses along with fees paid to HDL for services directly related to the compliance and regulatory services relative to this industry.

Measure Q Revenue

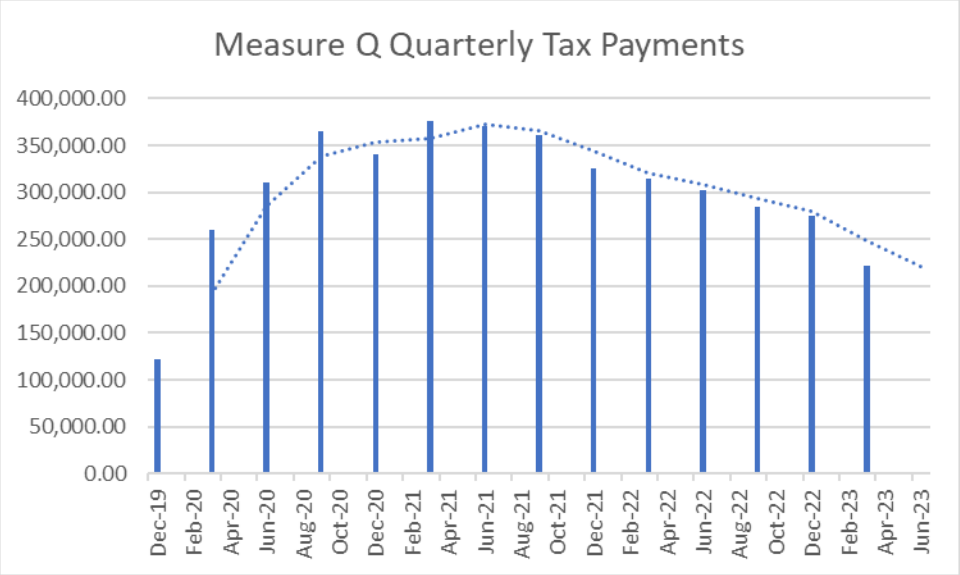
Measure Q revenue is collected from the permitted businesses within City limits through a quarterly tax return. City code allows for three businesses to be permitted to operate as a dispensary. Currently, there are three permitted, but only two operating. The quarterly payment is received by City staff from the operating dispensaries and handled separately and reported separately. In addition to the funds being reported like all others through the financial statements created by the City at year-end, staff also produces a standalone Measure Q report which reports all the revenues and expenditures of the separate fund and is available on the City website.

The City received $691,919 in FY 2019-20, the first year of operation of the new dispensaries in Farmersville. The first full year of dispensary operations, FY 2020-21, the City received $1,451,278. Last year there was $1,303,701 in revenue. It is anticipated that the City will received approximately $992,000 in FY 2022-23.

Although the budget was originally set to $1,200,000 for FY 2022-23, it appears that the revenue has peaked and actual revenue receipts may lag the budget by a significant amount.



Revenue from Measure Q continues to decline steadily for the last two years in a row. Quarterly proceeds have declined every quarter since the high point in March of 2021.

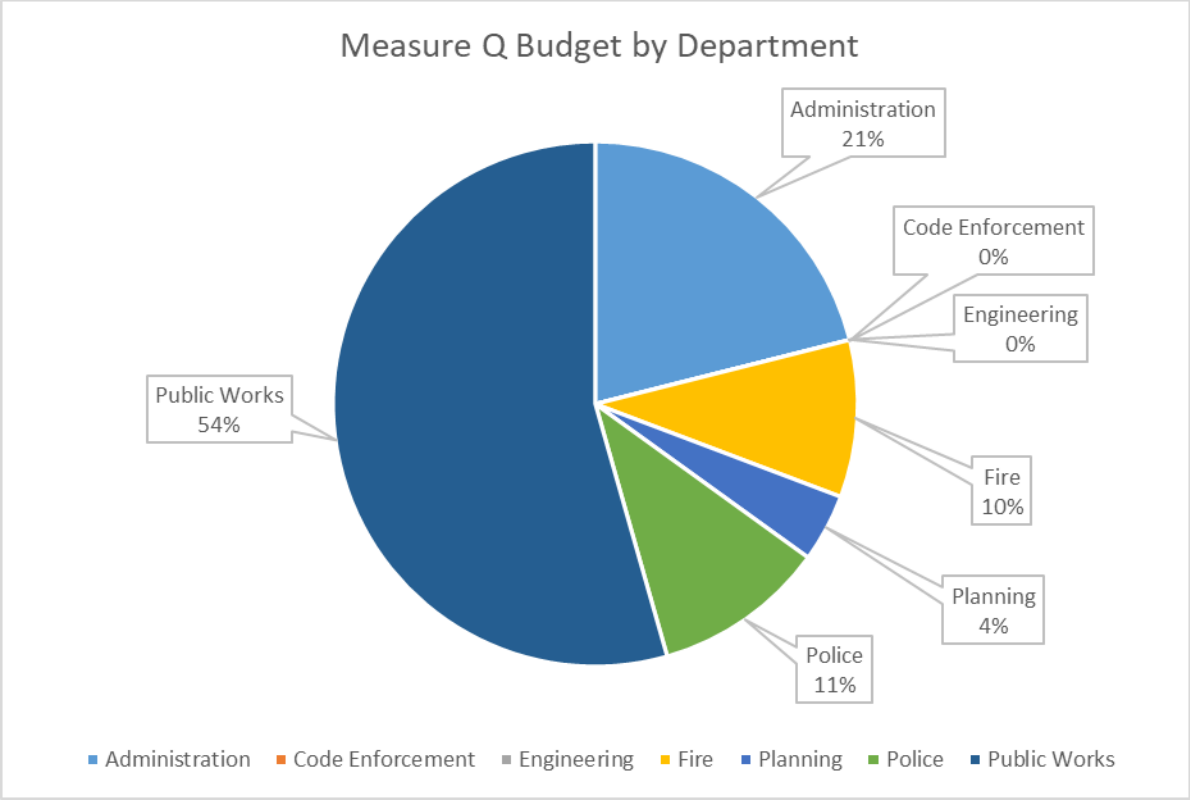


The City has projected that Measure Q revenue will be $900,000 for FY 2023-24. This is based on current performance, considering current market assumptions, and not accounting for any additional revenues from a third dispensary that may open sometime in FY 2023-24.

Measure Q Expenditures

Following the strategy listed in the previous section of this report, the City did not have any expenditures from this revenue stream in FY 2019-20. This allowed the City to operate conservatively and spend down the cash on hand before budgeting cashflows for FY 2020-21 and following.

Currently, to meet the objectives of the tax measure, the funds are used in a variety of ways across different departments and most spending is made from cash on hand. The following chart illustrates this with Public Works, Administration, and Police departments allocated the most amounts of revenue to offset capital costs in FY 2022-23 (54%, 21%, and 11%, respectively).



The current budget has $1,755,944 in expenses budgeted. Of that amount, $1,068,944 is going to support the capital costs of the General Fund in a variety of ways, detailed below.

MEASURE Q CAPITAL COSTS FOR FY 2023-24	AMOUNT
Sports Park Rehabilitation Project	39,000
Skid Steer Loader (Bobcat)	49,000
Public Works Backhoe	57,334
Community Center Air Conditioning Units	108,475
Public Works Pickup Trucks	26,657
Downtown Specific Plan (SB2 Grant)	15,000
General Plan Update	58,667
Patrol Vehicle Replacement (FY22)	58,070
Patrol Vehicle Replacement (FY24)	11,500
Axon Fleet 3 In-Vehicle Camera System	20,241
Transfer from Measure Q for Freedom Field	625,000
TOTAL	1,068,944

The other $687,000 of budgeted is being used to cover costs relative to ongoing Cannabis Business Tax operations (HDL and related costs), the one additional Police Officer position, one additional Fire Department position, and several additional operational expenditures, also detailed below.

MEASURE Q OPERATION COSTS FOR FY 2023-24	AMOUNT
HDL Cannabis Compliance Services & Management	30,000
Salary & Benefits of 1 additional police officer	87,000
Salary & Benefits of Fire Battalion Chief	170,000
Additional officer supplies and equipment	10,000
Townsend Public Affairs contract	60,000
Additional Temporary Public Works staff	50,000
FUSD Swim Program	20,000
BGC Youth Program	100,000
CSET Senior Program	60,000
Contingency	100,000
TOTAL	687,000

For Fiscal Year 2022-23 forecasted revenues of $900,000 less budgeted expenditures of $1,75,944 leaves a negative cashflow of $855,944 for the period. However, it is anticipated that the ending available balance as of 6/30/2023 will be more than enough to cover this cost and hold to the strategy of paying from on-hand cash, not current year cashflows.

Annual Report on Measure Q

The City plans to release annual reports detailing the cash balance of the cannabis business tax revenue fund and all the actual revenues and expenditures for the period after it has been closed. The release date of this report is likely in September following the end of a Fiscal Year (June 30).

Future Uses of Measure Q Revenues

Each year the City Council approves the budget of the City which incorporates capital and operation budget expenses. The use of cannabis business tax revenues are included within this budgeting process. No future encumbrances or commitments exist on these funds outside of the current budget and Capital Improvement Plan.

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Budget Summaries

Budget Summaries



The Budget Summaries section of the budget document is intended to give the reader an overview of the City's Budget through several different viewpoints. The purpose of splitting the budget up in several different ways is to clearly show the true nature of revenue sources and the expenditures they support in a transparent way. The tables are described below, in the order in which they appear:

Summary of Fund Balances

The fund balance summary shows the impact, over several years, the annual revenue and expenditure activity has on the fund balance of all the City's individual funds. In some cases, the fund balance may show a negative amount which can be due to several factors; including timing differences in expenditures and grant reimbursements or a previous operating deficit that is being addressed.

Summary of Proposed Budget by Fund

This schedule is meant to give the reader an understanding of how requested budget appropriations breakdown for each fund between personnel-related costs, operations and maintenance accounts, and capital expenditures.

Summary of General Fund Expenditures by Department

Providing more detail than the fund summaries described above, this schedule provides the reader with a detail of General Fund appropriations for each Department and operating sections within each for a 3-year period. Some City departments, such as the Fire Department have appropriations in the General Fund alone; whereas other departments, such as Public Works have only a portion of their appropriations in the General Fund.



General Fund Net Position Estimate

Using a beginning cash balance estimate, this schedule applies the revenue and expense budgeted for the year (and other factors as applicable) to produce an estimated cash balance at the end of the year. The intent of this table is to demonstrate what level of cash the General Fund has left to meet cashflow swings, fund capital purchases in the future, and weather emergencies expenditures.

Summary of Revenues by Fund

This provides the reader with a breakdown of anticipated revenue compared to actual revenues in prior years by fund.

Summary of Expenditures by Fund

This provides the reader with a breakdown of anticipated expenditures compared to actual expenditures in prior years by fund.

Summary of All Expenditures by Department

This schedule provides a brief summary of expenditures by department and then by fund for a comparison to prior periods.

Summary of All Expenditures by Department & Type

This schedule is a comprehensive look at the expenditures by department and broken down by type to allow detailed, yet summarized view of expenditures in the budget compared to prior periods.

Summary of Restricted Funds



The City has numerous revenue streams that are treated as restricted fund balances, which reflects resources that are subject to externally enforceable legal restrictions (e.g. debt covenants, grantors, etc.) and/or when revenues are restricted to a particular purpose pursuant to enabling legislation (e.g. gasoline taxes). This schedule shows details related to these funds and the impact of the proposed budget upon them.

Summary of Budgeted Transfers

This table separately displays all the transfers in the budget for the year with detail about the purposes and details regarding the due to and due from accounts.

All Revenue and Expenditure Accounts

A complete listing of all revenue and expenditure accounts listed by fund and department and including totals by group to provide the reader a complete picture of the budget as a whole. Expenditures and expenses are listed as positive figures (debits) while revenues are listed at negative figures (credits) to show to the true accounting by department and fund.



Summary of Fund Balances

Fund	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023 (As of 04/30/23)
01 GENERAL FUND	434,595.70	1,320,467.79	635,556.08	(152,662.27)
102 GENERAL FUND RESERVE	1,439,868.82	1,439,868.82	1,439,868.82	1,439,868.82
103 GENERAL FUND CAPITAL	44,081.31	-	-	(347,238.93)
104 CANNABIS CAPITAL FUND	383,619.12	1,065,025.91	1,462,839.03	2,559,354.69
02 WATER UTILITY	899,441.67	1,070,986.34	1,136,951.49	1,442,783.17
03 WATER DEVELOPMENT	380,419.72	387,002.19	292,154.94	370,575.43
04 SEWER UTILITY	2,662,554.32	5,568,637.98	5,777,634.51	5,646,189.61
05 SEWER DEVELOPMENT	1,004,457.45	1,025,088.79	806,463.75	938,758.89
06 REFUSE	360,425.20	372,826.47	389,639.05	557,010.14
09 CUSTOMER DEPOSITS	11,262.60	13,948.70	16,401.63	24,041.63
11 DRUG ENFORCEMENT	16,962.82	17,044.00	17,155.46	17,155.46
12 FEDERAL AND STATE GRANTS	(92,032.72)	(426,346.07)	(257,554.87)	(661,467.68)
14 POLICE DEPT SLESF	239,232.43	230,772.30	186,768.58	172,617.55
20 STP	1,048,578.10	90,021.87	845,348.62	845,348.62
21 GAS TAX	409,523.80	373,625.71	263,225.80	237,442.55
22 TDA	1,138,543.28	1,612,361.48	1,750,797.81	2,093,764.20
23 STORM DRAIN	152,931.22	154,642.98	8,317.38	59,277.38
25 STREET MITIGATION FUND	32,090.60	-	-	-
26 MEASURE R FUND	1,399,930.99	1,338,077.96	(516,605.77)	2,500,670.91
27 RMRA (SB1) FUND	256,830.88	-	226,402.86	415,615.83
30 PARK DEVELOPMENT	18,718.68	18,991.55	21,050.61	34,162.47
31 PARK IMPROVEMENTS	(11,515.72)	(100,010.56)	199,906.19	(1,522,022.16)
35 MAINTENANCE DISTRICT	20,312.60	(5,270.14)	(7,250.92)	7,181.75
39 CITY PROPERTY FUND	21,944.80	59,992.15	82,101.49	78,667.70
40 CDBG PROGRAM INCOME	3,527.14	56,606.86	328,730.77	381,318.77
41 HOME PROGRAM INCOME	36,383.73	66,758.58	22,802.70	186,072.70
42 CAL HOME PROGRAM INCOME	123,300.11	259,211.14	215,378.99	(1,946.01)
60 AMERICAN RESCUE PLAN ARAP	-	-	1,176,000.79	2,195,647.59
61 CIRCULATION SYSTEM DEVELOPMENT	-	-	-	249.59
62 GOVERNMENT FACILITIES DEVELOPMENT	-	-	-	14.45
63 LIBRARY DEVELOPMENT	-	-	-	782.92
71 FIRE DEVELOPER FEES	162,774.50	157,505.52	160,799.41	180,435.31
72 FIRE COST RECOVERY	-	-	-	7,005,289.54
80 EVIDENCE HOLDING	11,364.85	17,779.85	17,779.85	20,779.85
81 POLICE DEVELOPER FEES	151,768.42	14,191.96	25,671.38	67,270.94
82 ASSET FORFEITURE	2,767.19	2,297.03	2,312.05	2,982.05
83 LIVE SCAN	(3,765.00)	(4,319.00)	-	-
	14,308,093.62	12,760,898.61	16,726,648.48	26,795,993.46

Proposed Fiscal Year 2023-2024 Budget by Fund

Fund	Personnel	Maintenance & Operation	Capital Outlay	Total Expenditure	Total Revenue
01 GENERAL FUND	3,412,996	2,826,002	174,000	6,412,998	(6,512,011)
102 GENERAL FUND RESERVE	-	-	-	-	-
103 GENERAL FUND CAPITAL	-	73,667	370,277	443,944	(443,944)
104 CANNABIS CAPITAL FUND	-	1,755,944	-	1,755,944	(949,947)
02 WATER UTILITY	641,925	769,653	167,989	1,579,567	(1,199,035)
03 WATER DEVELOPMENT	-	-	-	-	(7,437)
04 SEWER UTILITY	614,079	1,179,788	5,853,583	7,647,450	(7,123,827)
05 SEWER DEVELOPMENT	-	-	-	-	(22,741)
06 REFUSE	111,799	754,237	300,000	1,166,036	(941,077)
08 SELF INSURED RESERVE	-	-	-	-	-
09 CUSTOMER DEPOSITS	-	-	-	-	-
11 DRUG ENFORCEMENT	-	-	17,250	17,250	(416)
12 FEDERAL AND STATE GRANTS	-	235,000	4,423,069	4,658,069	(4,658,069)
14 POLICE DEPT SLESF	188,876	3,738	-	192,614	(164,131)
15 POLICE DEPT AB109	-	-	-	-	-
20 STP	-	-	845,349	845,349	(20,872)
21 GAS TAX	233,160	164,149	-	397,309	(337,317)
22 TDA	-	30,000	2,840,188	2,870,188	(706,040)
23 STORM DRAIN	-	-	-	-	(8,188)
25 STREET MITIGATION FUND	-	-	-	-	-
26 MEASURE R FUND	-	-	944,651	944,651	(275,239)
27 RMRA (SB1) FUND	-	-	-	-	(264,602)
30 PARK DEVELOPMENT	-	-	-	-	(19,370)
31 PARK IMPROVEMENTS	-	-	980,500	980,500	(721,500)
35 MAINTENANCE DISTRICT	16,211	43,682	-	59,893	(63,000)
39 CITY PROPERTY FUND	-	87,816	-	87,816	(91,562)
40 CDBG PROGRAM INCOME	-	-	334,000	334,000	(342,576)
41 HOME PROGRAM INCOME	-	-	-	-	(1,986)
42 CAL HOME PROGRAM INCOME	-	-	-	-	(2,647)
60 AMERICAN RESCUE PLAN	-	-	2,241,000	2,241,000	(58,537)
61 CIRCULATION SYSTEM DEVELOPMENT	-	-	-	-	(2,283)
62 GOVERNMENT FACILITIES DEVELOPMENT	-	-	-	-	(3,366)
63 LIBRARY DEVELOPMENT	-	-	-	-	(132)
64 COMMUNITY FACILITY DEVELOPMENT	-	-	-	-	(7,163)
71 FIRE DEVELOPER FEES	-	-	-	-	(7,627)
72 FIRE COST RECOVERY	30,500	55,000	392,000	477,500	(160,000)
80 EVIDENCE HOLDING	-	-	-	-	-
81 POLICE DEVELOPER FEES	-	-	-	-	(5,610)
82 ASSET FORFEITURE	-	2,982	-	2,982	-
	5,249,547	7,981,658	19,883,856	33,115,060	(25,122,252)

Summary of General Fund Expenditure By Department

General Fund	Fiscal Year 2022 Actuals				Fiscal Year 2023 Revised Budget				Fiscal Year 2023 Proposed Budget			
	Personnel	Maintenance & Operation	Capital Outlay	Total	Personnel	Maintenance & Operation	Capital Outlay	Total	Personnel	Maintenance & Operation	Capital Outlay	Total
400 GENERAL FUND RESERVE	-	1,388,879	-	1,388,879	-	-	-	-	-	-	-	-
401 CITY COUNCIL	1,102	22,065	-	23,167	1,102	26,400	-	27,502	1,102	28,546	-	29,648
404 ADMINISTRATION	592,076	229,400	3,537	825,013	457,593	302,500	4,000	764,093	382,031	306,952	5,000	693,983
405 MEMBERSHIPS LEGISLATIVE	-	21,529	-	21,529	-	25,000	-	25,000	-	16,000	-	16,000
406 ADMINISTRATION OVERHEAD	-	614,440	1,012	615,452	-	765,041	2,500	767,541	-	881,361	2,500	883,861
407 CITY SPONSORSHIPS	-	5,600	-	5,600	-	12,000	-	12,000	-	12,000	-	12,000
411 POLICE	2,171,153	386,113	4,388	2,561,655	2,158,401	431,400	92,562	2,682,363	2,132,830	455,075	42,500	2,630,405
414 COMMUNITY DEVELOPMENT	50,332	296,612	-	346,945	43,180	440,600	-	483,780	45,275	486,429	-	531,704
415 CODE ENFORCEMENT	69,000	19,770	-	88,770	146,659	26,500	16,000	189,159	93,559	33,560	4,000	131,119
420 FIRE DEPARTMENT	344,727	263,373	59,064	667,165	422,559	178,300	100,000	700,859	492,513	236,252	100,000	828,765
425 PUBLIC WORKS	200,908	281,222	-	482,130	247,789	245,000	12,500	505,289	265,685	273,702	20,000	559,387
426 ANIMAL CONTROL	-	67,741	-	67,741	-	73,965	-	73,965	-	96,125	-	96,125
	3,429,298	3,596,745	68,001	7,094,044	3,477,282	2,526,706	227,562	6,231,550	3,412,996	2,826,002	174,000	6,412,998

Estimated General Fund Net Position

		Beginning Balance	Expense	Revenue	Ending Balance
Beginning Balance as of 04/30/2023		1,287,207			
	Less: Fund Minimum Balance	1,233,624			
	Less: Budgeted Expense		6,412,998		
	Add: Budgeted Revenue			6,512,011	
Estimated Available Balance as of 06/30/2024					152,596

Summary of Revenues by Fund

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
01 GENERAL FUND	5,656,682	6,422,741	6,456,979	6,512,011
102 GENERAL FUND RESERVE	-	-	-	-
103 GENERAL FUND CAPITAL	462,422	1,188,505	1,290,022	443,944
104 CANNABIS CAPITAL FUND	1,702,169	1,315,528	1,209,666	949,947
02 WATER UTILITY	1,062,566	1,287,682	1,185,834	1,199,035
03 WATER DEVELOPMENT	8,514	15,790	8,030	7,437
04 SEWER UTILITY	2,026,088	4,896,067	2,016,831	7,123,827
05 SEWER DEVELOPMENT	20,631	24,375	8,026	22,741
06 REFUSE	862,662	926,843	911,495	941,077
08 SELF INSURED RESERVE	150,000	250,000	-	-
11 DRUG ENFORCEMENT	-	111	93	416
12 FEDERAL AND STATE GRANTS	717,515	634,596	2,244,837	4,658,069
14 POLICE DEPT SLESF	158,935	162,577	161,078	164,131
20 STP	758,958	5,327	4,405	20,872
21 GAS TAX	255,684	270,673	270,500	337,317
22 TDA	649,043	624,083	659,635	706,040
23 STORM DRAIN	1,712	7,674	8,716	8,188
25 STREET MITIGATION FUND	-	-	-	-
26 MEASURE R FUND	1,786,078	8,558,754	236,344	275,239
27 RMRA (SB1) FUND	211,321	224,031	226,331	264,602
30 PARK DEVELOPMENT	273	2,059	18,907	19,370
31 PARK IMPROVEMENTS	241,756	1,129,173	3,610,980	721,500
35 MAINTENANCE DISTRICT	88,349	70,307	62,500	63,000
39 CITY PROPERTY FUND	83,854	92,082	114,459	91,562
40 CDBG PROGRAM INCOME	59,222	272,124	335,041	342,576
41 HOME PROGRAM INCOME	31,225	41,132	319	1,986
42 CAL HOME PROGRAM INCOME	136,261	87,978	1,152	2,647
60 AMERICAN RESUE PLAN	-	2,568,452	1,286,976	58,537
61 CIRCULATION SYSTEM DEVELOPMENT	-	-	2,280	2,283
62 GOVERNMENT FACILITIES DEVELOPMENT	-	-	3,366	3,366
63 LIBRARY DEVELOPMENT	-	-	132	132
64 COMMUNITY FACILITY DEVELOPMENT	-	-	7,152	7,163
71 FIRE DEVELOPER FEES	3,101	19,968	5,217	7,627
72 FIRE COST RECOVERY	-	-	150,000	160,000
80 EVIDENCE HOLDING	-	-	-	-
81 POLICE DEVELOPER FEES	3,554	11,829	5,185	5,610
82 ASSET FORFEITURE	22	15	13	-
83 LIVE SCAN	251	-	-	-
	17,138,847	31,110,477	22,502,502	25,122,252

Summary of Expenditures by Fund

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
01 GENERAL FUND	4,865,721	7,094,044	6,231,550	6,412,998
102 GENERAL FUND RESERVE	-	-	-	-
103 GENERAL FUND CAPITAL	473,503	1,224,099	1,290,022	443,944
104 CANNABIS CAPITAL FUND	960,423	986,626	1,938,022	1,755,944
02 WATER UTILITY	1,045,213	1,182,177	1,222,267	1,579,567
03 WATER DEVELOPMENT	1,932	110,638	-	-
04 SEWER UTILITY	1,340,111	2,401,007	2,496,414	7,647,450
05 SEWER DEVELOPMENT	-	243,000	-	-
06 REFUSE	826,346	934,018	836,733	1,166,036
08 SELF INSURED RESERVE	-	-	-	-
11 DRUG ENFORCEMENT	-	-	15,000	17,250
12 FEDERAL AND STATE GRANTS	787,228	559,288	2,244,837	4,658,069
14 POLICE DEPT SLESF	170,749	207,224	209,588	192,614
20 STP	967,514	-	-	845,349
21 GAS TAX	298,659	361,320	392,258	397,309
22 TDA	94,801	31,453	1,358,188	2,870,188
23 STORM DRAIN	-	154,000	-	-
25 STREET MITIGATION FUND	32,091	-	-	-
26 MEASURE R FUND	1,622,230	7,909,585	-	944,651
27 RMRA (SB1) FUND	458,678	-	-	-
30 PARK DEVELOPMENT	-	-	-	-
31 PARK IMPROVEMENTS	239,677	667,267	3,610,534	980,500
35 MAINTENANCE DISTRICT	116,899	67,086	62,031	59,893
39 CITY PROPERTY FUND	53,736	70,985	80,500	87,816
40 CDBG PROGRAM INCOME	6,142	-	-	334,000
41 HOME PROGRAM INCOME	850	85,088	-	-
42 CAL HOME PROGRAM INCOME	350	131,810	-	-
60 AMERICAN RESCUE PLAN	-	112,259	1,126,100	2,241,000
71 FIRE DEVELOPER FEES	8,370	16,674	278,000	-
72 FIRE COST RECOVERY	-	-	80,000	477,500
80 EVIDENCE HOLDING	-	-	-	-
81 POLICE DEVELOPER FEES	141,480	-	5,200	-
82 ASSET FORFEITURE	492	-	2,300	2,982
83 LIVE SCAN	886	(3,971)	-	-
	14,514,079	24,545,675	23,479,545	33,115,060

Summary of Expenditures by Department

Department	Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
400 General	01 GENERAL FUND	150,000	1,388,879	-	-
	102 GENERAL FUND RESERVE	-	-	-	-
	103 GENERAL FUND CAPITAL	244,403	-	-	-
	104 CANNABIS CAPITAL FUND	960,423	986,626	1,938,022	1,755,944
	12 FEDERAL AND STATE GRANTS	787,228	559,288	2,244,837	4,658,069
General Total		2,142,054	2,934,792	4,182,859	6,414,013
401 City Council	01 GENERAL FUND	4,452	23,167	27,502	29,648
City Council Total		4,452	23,167	27,502	29,648
404 Administration	01 GENERAL FUND	325,346	825,013	764,093	693,983
	103 GENERAL FUND CAPITAL	8,022	6,123	-	-
	02 WATER UTILITY	267,360	322,293	311,073	337,741
	04 SEWER UTILITY	267,019	299,077	292,464	318,612
	06 REFUSE	62,351	70,586	60,706	64,455
	21 GAS TAX	18,621	22,115	20,363	24,182
	40 CDBG PROGRAM INCOME	6,142	-	-	334,000
	41 HOME PROGRAM INCOME	850	85,088	-	-
	42 CAL HOME PROGRAM INCOME	350	131,810	-	-
	60 AMERICAN RESCUE PLAN	-	112,259	1,126,100	775,000
Administrative Total		956,059	1,874,362	2,574,799	2,547,974

Summary of Expenditures by Department

Department	Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
405 Membership Legislative	01 GENERAL FUND	15,179	21,529	25,000	16,000
Membership Legislative Total		15,179	21,529	25,000	16,000
406 Administration Overhead	01 GENERAL FUND	470,920	615,452	767,541	883,861
Administration Overhead Total		470,920	615,452	767,541	883,861
407 City Sponsorships	01 GENERAL FUND	4,216	5,600	12,000	12,000
City Sponsorships Total		4,216	5,600	12,000	12,000
411 Police	01 GENERAL FUND	2,375,854	2,561,655	2,682,363	2,630,405
	103 GENERAL FUND CAPITAL	204,376	127,551	220,245	89,811
	11 DRUG ENFORCEMENT	-	-	15,000	17,250
	14 POLICE DEPT SLESF	170,749	207,224	209,588	192,614
	81 POLICE DEVELOPER FEES	141,480	-	5,200	-
	82 ASSET FORFEITURE	492	-	2,300	2,982
	83 LIVE SCAN	886	(3,971)	-	-
Police Total		2,893,838	2,892,458	3,134,696	2,933,061
414 Community Development	01 GENERAL FUND	450,296	346,945	483,780	531,704
	103 GENERAL FUND CAPITAL	-	-	36,000	73,667
Community Development Total		450,296	346,945	519,780	605,371

Summary of Expenditures by Department

Department	Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
415 Code Enforcement	01 GENERAL FUND	83,572	88,770	189,159	131,119
	103 GENERAL FUND CAPITAL	-	-	-	-
	02 WATER UTILITY	-	-	-	35,424
	04 SEWER UTILITY	-	-	-	35,424
	06 REFUSE	-	-	-	17,712
	60 AMERICAN RESCUE PLAN	-	-	-	50,000
Code Enforcement Total		83,572	88,770	189,159	269,679
420 Fire	01 GENERAL FUND	491,975	667,165	700,859	828,765
	103 GENERAL FUND CAPITAL	7,286	844,243	-	-
	60 AMERICAN RESCUE PLAN	-	-	-	255,000
	71 FIRE DEVELOPER FEES	8,370	16,674	278,000	-
	72 FIRE COST RECOVERY	-	-	80,000	477,500
Fire Total		507,631	1,528,081	1,058,859	1,561,265

Summary of Expenditures by Department

Department	Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
425 Public Works	01 GENERAL FUND	419,377	482,130	505,289	559,387
	103 GENERAL FUND CAPITAL	9,417	246,182	1,033,777	280,466
	02 WATER UTILITY	777,853	859,884	911,194	1,206,402
	03 WATER DEVELOPMENT	1,932	110,638	-	-
	04 SEWER UTILITY	1,073,092	2,101,930	2,203,951	7,293,414
	05 SEWER DEVELOPMENT	-	243,000	-	-
	06 REFUSE	763,995	863,433	776,028	1,083,870
	20 STP	967,514	-	-	845,349
	21 GAS TAX	280,038	339,206	371,895	373,127
	22 TDA	94,801	31,453	1,358,188	2,870,188
	23 STORM DRAIN	-	154,000	-	-
	25 STREET MITIGATION	32,091	-	-	-
	26 MEASURE R FUND	1,622,230	7,909,585	-	944,651
	27 SB1 Road Maintenance & Rehab	458,678	-	-	-
	31 PARK IMPROVEMENTS	239,677	667,267	3,610,534	980,500
	35 MAINTENANCE DISTRICT	116,899	67,086	62,031	59,893
	39 CITY PROPERTIES	53,736	70,985	80,500	87,816
	60 AMERICAN RESCUE PLAN		-	-	1,161,000
Public Works Total		6,911,329	14,146,778	10,913,386	17,746,063
426 Animal Control	01 GENERAL FUND	74,534	67,741	73,965	96,125
Animal Control Total		74,534	67,741	73,965	96,125
Grand Total		14,514,079	24,545,675	23,479,545	33,115,060

Summary of Expenditures by Department & Type

Department	Category	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
400 General	CAPITAL OUTLAY	1,595	147,787	1,604,837	4,423,069
	OTHER	1,354,826	2,375,505	1,938,022	1,755,944
	PROFESSIONAL & CONTRACTUAL SRV	785,633	411,501	640,000	235,000
General Total		2,142,054	2,934,792	4,182,859	6,414,013
401 City Council	OPERATING SERVICES & SUPPLIES	1,529	6,066	9,000	7,500
	PROFESSIONAL & CONTRACTUAL SRV	2,923	15,999	17,400	14,400
	SALARIES & BENEFITS	-	1,102	1,102	1,102
	UTILITIES	-	-	-	6,646
City Council Total		4,452	23,167	27,502	29,648
404 Administration	CAPITAL OUTLAY	11,703	121,918	1,130,100	1,114,000
	OPERATING SERVICES & SUPPLIES	10,108	22,197	22,500	22,500
	PROFESSIONAL & CONTRACTUAL SRV	137,326	424,101	280,000	280,000
	SALARIES & BENEFITS	796,921	1,306,146	1,142,199	1,127,022
	UTILITIES	-	-	-	4,452
Administrative Total		956,059	1,874,362	2,574,799	2,547,974
405 Membership Legislative	PROFESSIONAL & CONTRACTUAL SRV	15,179	21,529	25,000	16,000
Membership Legislative Total		15,179	21,529	25,000	16,000

Summary of Expenditures by Department & Type

Department	Category	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
406 Administration Overhead	CAPITAL OUTLAY	4,782	1,012	2,500	2,500
	OPERATING SERVICES & SUPPLIES	199,317	298,437	379,041	491,361
	PROFESSIONAL & CONTRACTUAL SRV	207,744	272,163	325,000	325,000
	UTILITIES	59,077	43,840	61,000	65,000
Administration Overhead Total		470,920	615,452	767,541	883,861
407 City Sponsorships	PROFESSIONAL & CONTRACTUAL SRV	4,216	5,600	12,000	12,000
City Sponsorships Total		4,216	5,600	12,000	12,000
411 Police	CAPITAL OUTLAY	405,542	131,939	330,107	149,561
	OPERATING SERVICES & SUPPLIES	102,719	165,174	163,400	190,400
	PROFESSIONAL & CONTRACTUAL SRV	187,501	189,510	246,700	239,482
	SALARIES & BENEFITS	2,171,388	2,378,267	2,367,489	2,321,705
	UTILITIES	26,687	27,568	27,000	31,913
Police Total		2,893,838	2,892,458	3,134,696	2,933,061
414 Community Development	CAPITAL OUTLAY	-	-	-	-
	OPERATING SERVICES & SUPPLIES	-	719	600	600
	OTHER	15	-	-	-
	PROFESSIONAL & CONTRACTUAL SRV	404,262	295,893	476,000	558,667
	SALARIES & BENEFITS	46,019	50,332	43,180	45,275
	UTILITIES	-	-	-	829
Community Development Total		450,296	346,945	519,780	605,371

Summary of Expenditures by Department & Type

Department	Category	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
415 Code Enforcement	CAPITAL OUTLAY	-	-	16,000	54,000
	OPERATING SERVICES & SUPPLIES	283	4,674	10,000	18,870
	PROFESSIONAL & CONTRACTUAL SRV	6,662	8,840	10,000	12,000
	SALARIES & BENEFITS	70,598	69,000	146,659	182,119
	UTILITIES	6,030	6,256	6,500	2,690
Code Enforcement Total		83,572	88,770	189,159	269,679
420 Fire	CAPITAL OUTLAY	46,504	919,981	378,000	747,000
	OPERATING SERVICES & SUPPLIES	33,991	79,968	79,000	109,500
	PROFESSIONAL & CONTRACTUAL SRV	114,597	167,900	125,000	171,000
	SALARIES & BENEFITS	297,543	344,727	462,559	523,013
	UTILITIES	14,996	15,506	14,300	10,752
Fire Total		507,631	1,528,081	1,058,859	1,561,265
425 Public Works	CAPITAL OUTLAY	3,583,783	9,932,509	6,546,990	13,393,726
	OPERATING SERVICES & SUPPLIES	517,582	663,487	895,059	1,047,865
	OTHER	32,091	507,638	10,000	-
	PROFESSIONAL & CONTRACTUAL SRV	1,604,249	1,547,252	2,100,254	1,723,302
	SALARIES & BENEFITS	779,746	939,106	892,083	1,049,310
	UTILITIES	393,879	556,786	469,000	531,860
Public Works Total		6,911,329	14,146,778	10,913,386	17,746,063
426 Animal Control	PROFESSIONAL & CONTRACTUAL SRV	74,534	67,741	73,965	96,125
Animal Control Total		74,534	67,741	73,965	96,125
Grand Total		14,514,079	24,545,675	23,479,545	33,115,060

Summary of Budgeted Transfers

	Due To		Due From		Amount	Description
01 GENERAL FUND						
	01-400-4004	GENERAL FUND FRANCHISE FEE	02-425-5404	WATER FUND FRANCHISE FEE	10,750	ANNUAL FRANCHISE FEE - WATER FUND
	01-400-4004	GENERAL FUND FRANCHISE FEE	04-425-5404	SEWER FUND FRANCHISE FEE	12,500	ANNUAL FRANCHISE FEE - SEWER FUND
	01-400-4004	GENERAL FUND FRANCHISE FEE	06-425-5404	TRASH FUND FRANCHISE FEE	51,230	ANNUAL FRANCHISE FEE - TRASH FUND
	01-406-5250	OVERHEAD DEPT, OVERHEAD EXPENSE	02-425-5250	WATER FUND OVERHEAD EXPENSE	252,500	ANNUAL OVERHEAD ALLOCATION - WATER FUND
	01-406-5250	OVERHEAD DEPT, OVERHEAD EXPENSE	04-425-5250	SEWER FUND OVERHEAD EXPENSE	252,500	ANNUAL OVERHEAD ALLOCATION - SEWER FUND
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	30,000	ANNUAL EXPENSE RELATIVE TO CANNABIS OPERATIONS
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	100,000	OPERATING CONTINGENCY
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	50,000	PUBLIC WORKS TEMP EMPLOYEES
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	100,000	BOYS AND GIRLS CLUB YOUTH PROGRAM
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	60,000	CSET SENIOR SERVICES
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	20,000	FARMERSVILLE UNIFIED SCHOOL DISTRICT SWIM PROGRAM
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	97,000	POLICE OFFICER SALARY AND BENEFITS
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	170,000	FIRE BATTALION CHIEF SALARY AND BENEFITS
	01-400-9000	GENERAL FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	60,000	TOWNSEND & ASSOCIATES CONTRACT COST
GENERAL FUND TOTAL					1,266,480	
103 GENERAL FUND CAPITAL						
	103-400-9000	GENERAL FUND CAPITAL TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	443,944	COVER GENERAL FUND CAPITAL COSTS FOR FY 2024
GENERAL FUND CAPITAL TOTAL					443,944	Total
04 SEWER UTILITY						
	31-425-9000	PARK IMPROVEMENTS FUND TRANSFER IN	104-400-9001	CANNABIS FUND TRANSFER OUT	625,000	URBAN GREEN FREEDOM FIELD
SEWER UTILITY FUND TOTAL					625,000	Total
Grand Total					2,335,424.00	

Summary of Restricted Funds

Fund	Fiscal Year 2023 (As of 04/30/22)	Fiscal Year 2024 Proposed Revenue	Fiscal Year 2024 Proposed Expense	Summary
02 WATER UTILITY	1,442,783.17	1,199,035.09	1,579,567.43	1,062,250.82
03 WATER DEVELOPMENT	370,575.43	7,436.65	-	378,012.08
04 SEWER UTILITY	5,646,189.61	7,123,827.37	7,647,450.35	5,122,566.64
05 SEWER DEVELOPMENT	938,758.89	22,741.38	-	961,500.27
06 REFUSE	557,010.14	941,076.58	1,166,036.42	332,050.30
11 DRUG ENFORCEMENT	17,155.46	416.02	17,250.00	321.48
12 FEDERAL AND STATE GRANTS	(661,467.68)	4,658,069.00	4,658,069.00	(661,467.68)
14 POLICE DEPT SLESF	172,617.55	164,131.42	192,613.58	144,135.39
20 STP	845,348.62	20,871.62	845,349.00	20,871.24
21 GAS TAX	237,442.55	337,316.79	397,308.58	177,450.76
22 TDA	2,093,764.20	706,039.62	2,870,188.00	(70,384.18)
23 STORM DRAIN	59,277.38	8,187.69	-	67,465.07
25 STREET MITIGATION FUND	-	-	-	-
26 MEASURE R FUND	2,500,670.91	275,238.97	944,651.00	1,831,258.88
27 RMRA (SB1) FUND	415,615.83	264,602.47	-	680,218.30
30 PARK DEVELOPMENT	34,162.47	19,370.37	-	53,532.84
31 PARK IMPROVEMENTS	(1,522,022.16)	721,500.00	980,500.00	(1,781,022.16)
35 MAINTENANCE DISTRICT	7,181.75	63,000.00	59,892.80	10,288.95
40 CDBG PROGRAM INCOME	381,318.77	342,575.80	334,000.00	389,894.57
41 HOME PROGRAM INCOME	186,072.70	1,985.58	-	188,058.28
42 CAL HOME PROGRAM INCOME	(1,946.01)	2,647.29	-	701.28
60 AMERICAN RESUE PLAN	2,195,647.59	58,537.15	2,241,000.00	13,184.74
61 CIRCULATION SYSTEM DEVELOPMENT	249.59	2,283.42	-	2,533.01
62 GOVERNMENT FACILITIES DEVELOPMENT	14.45	3,366.00	-	3,380.45
63 LIBRARY DEVELOPMENT	782.92	132.00	-	914.92
64 COMMUNITY FACILITY DEVELOPMENT	-	7,162.74	-	7,162.74
71 FIRE DEVELOPER FEES	180,435.31	7,627.38	-	188,062.69
72 FIRE COST RECOVERY	7,005,289.54	160,000.00	477,500.00	6,687,789.54
80 EVIDENCE HOLDING	20,779.85	-	-	20,779.85
81 POLICE DEVELOPER FEES	67,270.94	5,609.99	-	72,880.93
82 ASSET FORFEITURE	2,982.05	-	2,982.00	0.05
Grand Total	**23,193,961.82**	**17,124,788.40**	**24,414,358.16**	**15,904,392.06**

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
01 GENERAL FUND					
400 GENERAL REVENUES					
01 -400-400 -4001 -	PROPERTY TAX	(320,000)	(340,000)	(204,043)	(340,000)
01 -400-400 -4002 -	SALES TAX (54058)	(1,210,000)	(1,350,000)	(711,983)	(1,270,000)
01 -400-400 -4003 -	SALES TAX-PROP 172	(27,000)	(27,000)	(23,025)	(27,000)
01 -400-400 -4004 -	FRANCHISE FEE	(182,512)	(182,512)	(17,976)	(203,250)
01 -400-400 -4005 -	PROPERTY TAX - VLF	(1,163,000)	(1,164,200)	(582,100)	(1,187,500)
01 -400-400 -4006 -	REAL PROP TRANSFER TAX	(4,500)	(4,500)	(5,435)	(4,500)
01 -400-400 -4007 -	PROPERTY TAX - PRIOR	(3,500)	(3,500)	(2,381)	(3,500)
01 -400-400 -4008 -	PROPERTY TAX - SUPPLEMENTAL CR	(3,500)	(3,500)	(2,515)	(3,500)
01 -400-400 -4009 -	PROPERTY TAX - SUPPLEMENTAL PR	(3,500)	(3,500)	(998)	(3,500)
01 -400-400 -4010 -	CASH OVER AND SHORT	-	-	(157)	-
01 -400-400 -4040 -	INVESTMENT EARNINGS	(8,778)	(8,778)	(135,631)	(25,096)
01 -400-400 -4051 -	M V IN-LIEU FEES	-	-	-	-
01 -400-400 -4055 -	PROPERTY TAX RELIEF	-	-	(888)	-
01 -400-400 -4059 -	NOTARY FEES	-	-	(75)	-
01 -400-400 -4077 -	PROPERTY TAX INCREMENTS	(100,000)	(110,000)	(58,444)	(110,000)
01 -400-400 -4080 -	MISC INCOME (ONE-TIME PAYMENTS)	(5,000)	(45,000)	(67,569)	(5,000)
01 -400-400 -4082 -CARES	CARES GRANTS			-	-
01 -400-400 -4105 -	SALES TAX - ADD ON (121)	(770,000)	(770,000)	(410,826)	(770,000)
01 -400-400 -4109 -	SALES TAX - ADD ON (628)	(770,000)	(770,000)	(410,618)	(770,000)
01 -400-400 -4996 -	GAIN/LOSS ON INVESTMENT	-	-	245,395	-
01 -400-00 -9000 -	OPERATING TRANFER IN	(627,000)	(627,000)	-	(687,000)
01 -400-00 -9001 -	TRANSFER OUT	-	-	-	-
	TOTAL GENERAL REVENUES	(5,198,290)	(5,409,490)	(2,389,268)	(5,409,846)
401 CITY COUNCIL					
01 -401-300 -5110 -	FICA	893	893	688	893
01 -401-300 -5111 -	MEDICARE	209	209	161	209
01 -401-300-5202 -	OPERATING SUPPLIES	1,000	1,000	-	1,000
01 -401-300 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	17,400	17,400	13,202	14,400
01 -401-300 -5208 -	EMPLOYEE DEVELOPMENT	8,000	8,000	3,894	6,500
01 -401-300 -5211 -	PHONE/INTERNET				6,646
	TOTAL CITY COUNCIL	27,502	27,502	17,945	29,648
404 ADMINISTRATION					
01 -404-400 -4011 -	BUSINESS LICENSE	(40,000)	(40,000)	(66,773)	(70,000)
01 -404-400 -4012 -	RENTAL LICENSE	(30,000)	(30,000)	(30,836)	(32,000)
01 -404-400 -4022 -	GARAGE SALE PERMITS	(1,000)	(1,000)	(715)	(1,000)
01 -404-400 -4075 -	RENT	(141,400)	(141,400)	(111,915)	(141,400)
01 -404-000 -4080 -	MISC INCOME	-	-	-	-
01 -404-000 -4084 -	BUSINESS LICENSE PENALTY	(500)	(500)	(1,953)	(1,000)
01 -404-400 -4115 -	CANNABIS COMMERCIAL	(35,000)	(35,000)	(39,325)	(35,000)
01 -404-400 -4116 -	CANNABIS RESIDENTIAL	-	-	-	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
01 -404-400 -5101 -	SALARIES	222,995	222,995	164,860	243,146
01 -404-400 -5103 -	OVERTIME	200	200		1,000
01 -404-400 -5110 -	FICA	13,755	13,755	9,983	15,131
01 -404-400 -5111 -	MEDICARE	3,247	3,247	2,352	3,539
01 -404-400 -5112 -	PERS RETIREMENT	16,849	16,849	12,509	20,754
01 -404-400 -5116 -	LTD/LIFE INSURANCE	1,829	1,829	1,349	1,642
01 -404-400 -5117 -	WORKERS COMPENSATION	1,378	1,378	1,321	1,378
01 -404-400 -5118 -	CLEANING ALLOWANCE	525	525	525	525
01 -404-400 -5119 -	DEFERRED COMP	7,652	7,652	5,392	8,408
01 -404-400 -5121 -	HEALTH/DENTAL/VISION	29,124	29,124	23,824	36,130
01 -404-400 -5122 -	PERS UAL PAYMENT	10,037	9,663	10,252	-
01 -404-400 -5122 - ADP	PERS UAL PAYMENT	150,000	150,000	285,000	50,000
01 -404-400 -5124 -	HEALTHY LIVING	378	378	189	378
01 -404-400 -5202 -	OPERATING SUPPLIES	2,500	2,500	-	2,500
01 -404-400 -5204 -	REPAIRS & MAINENANCE SERVICES	-	-	-	-
01 -404-400 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	250,000	250,000	117,284	250,000
01 -404-400 -5205 - CNBIS	PROFESSIONAL & CONTRACTUAL SRV	30,000	30,000	18,160	30,000
01 -404-400 -5206 -	UTILITIES	-	-	-	-
01 -404-400 -5208 -	EMPLOYEE DEVELOPMENT	20,000	20,000	9,857	20,000
01 -404-400 -5211 -	PHONE/INTERNET	-	-	-	4,452
01 -404-400 -5255 -	FUEL	-	-	-	-
01 -404-400 -5504 -	EQUIPMENT	4,000	4,000	3,728	5,000
	TOTAL ADMINISTRATION	516,568	516,193	415,067	413,583
405 MEMBERSHIP LEGISLATION					
01 -405-300 -5205 -	MEMBERSHIPS LEGISLATIVE	25,000	25,000	16,783	16,000
	TOTAL MEMBERSHIP LEGISLATION	25,000	25,000	16,783	16,000
406 ADMINISTRATIVE OVERHEAD					
01 -406-400 -5101 -FLOOD	SALARIES	-	-	2,825	-
01 -406-400 -5103 -FLOOD	OVERTIME	-	-	8,367	-
01 -406-400 -5110 -FLOOD	FICA	-	-	692	-
01 -406-400 -5111 -FLOOD	MEDICARE	-	-	162	-
01 -406-400 -5201 -	OFFICE SUPPLIES	5,000	5,000	4,219	5,000
01 -406-400 -5202 -	OPERATING SUPPLIES	6,000	6,000	-	6,000
01 -406-400 -5203 -	REPAIR & MAINTENANCE SUPPLIES	-	-	-	-
01 -406-400 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	325,000	325,000	251,269	325,000
01 -406-400 -5205 -FLOOD	PROFESSIONAL & CONTRACTUAL SRV	-	-	14	-
01 -406-400 -5206 -	UTILITIES	38,000	.	33,161	42,000
01 -406-400 -5207 -	INSURANCE	366,641	366,641	370,224	478,886
01 -406-400 -5211 -	PHONE/INTERNET	23,000	23,000	17,512	23,000
01 -406-400 -5250 -	OVERHEAD	(475,000)	(475,000)	-	(505,000)
01 -406-400 -5255 -	FUEL	1,400	1,400	1,259	1,475
01 -406-400 -5504 -	EQUIPMENT	2,500	2,500	3,563	2,500
	TOTAL ADMINISTRATIVE OVERHEAD	292,541	292,541	693,265	378,861

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
407 CITY SPONSORSHIPS					
01 -407-200 -4064 -	RECREATION FEES	-	-	-	-
01 -407-200 -5202 -	OPERATING SUPPLIES	-	-	-	-
01 -407-200 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	12,000	12,000	5,475	12,000
	TOTAL CITY SPONSORSHIPS	12,000	12,000	5,475	12,000
411 POLICE					
01 -411-000 -4031 -	VEHICLE CODE FINES	-	-	-	-
01 -411-000 -4032 -	PARKING FINES	(1,000)	(1,000)	-	(1,000)
01 -411-000 -4033 -	OTHER COURT FINES	-		-	-
01 -411-100 -4034 -	FINES & FORFEITURES	(10,000)	(10,000)	(9,476)	(10,000)
01 -411-000 -4035 -	FORFEITURES	-	-	-	-
01 -411-100 -4054 -	VEHICLE THEFT	-	-	-	-
01 -411-100 -4063 -	POLICE SERVICES	(15,000)	(15,000)	(19,455)	(20,000)
01 -411-100 -4068 -	SCHOOL DISTRICT REIMBURSEMENT	(187,347)	(187,347)	(96,486)	(198,175)
01 -411-100 -4071 -	DUI REIMBURSEMENT	(5,000)	(5,000)	(10,250)	(8,000)
01 -411-100 -4072 -	POST REIMBURSEMENT	-	-	(2,970)	(6,000)
01 -411-100 -4080 -	MISC INCOME	-	-	(13,033)	-
01 -411-000 -4080 -DMV	DMV AUTO THEFT	(15,000)	(25,000)	-	-
01 -411-000 -4080 -LSCAN	LIVE SCAN REVENUE	(1,000)	(1,000)	(1,309)	(1,000)
01 -411-000 -4081 -PDWEL	STATE GRANTS	-	-	(15,000)	-
01 -411-000 -4081 -PRP56	STATE GRANTS	-	-	-	-
01 -411-000 -4081 -OES20	STATE GRANTS	-	-	-	-
01 -411-000 -4081 -20HSP	STATE GRANTS		(27,812)		-
01 -411-100 -4082 -VESTS	BULLETPROOF VESTS	(2,500)	(2,500)	(832)	(3,375)
01 -411-100 -4111 -	TRAFFIC SCHOOL REIMBURSEMENT	-	-	-	-
01 -411-100 -4113 -	RESTITUTION	-	-	-	-
01 -411-000 -9000 -	OPERATING TRANSFER IN	-	-	-	-
01 -411-100 -5101 -	SALARIES	1,360,840	1,360,840	1,134,158	1,356,167
01 -411-100 -5103 -	OVERTIME	70,000	100,000	101,191	130,000
01 -411-100 -5110 -	FICA	85,344	85,344	72,493	85,054
01 -411-100 -5111 -	MEDICARE	19,960	19,960	17,976	19,892
01 -411-100 -5112 -	PERS RETIREMENT	153,190	153,190	108,828	155,174
01 -411-100 -5116 -	LTD/LIFE INSURANCE	11,791	11,791	8,088	11,250
01 -411-100 -5117 -	WORKERS COMPENSATION	90,163	90,163	88,949	90,163
01 -411-100 -5118 -	UNIFORM ALLOWANCE	12,800	12,800	7,800	12,800
01 -411-100 -5119 -	DEFERRED COMP	26,840	26,840	16,374	32,126
01 -411-100 -5121 -	HEALTH/DENTAL/VISION	246,797	246,797	164,170	237,324
01 -411-100 -5122 -	PERS UAL PAYMENT	47,797	47,797	40,016	-
01 -411-100 -5124 -	HEALTHY LIVING	2,880	2,880	1,440	2,880
01 -411-100 -5201 -	OFFICE SUPPLIES	4,000	4,000	4,096	5,000
01 -411-100 -5202 -	OPERATING SUPPLIES	14,000	14,000	3,012	15,000
01 -411-100 -5203 -	REPAIR & MAINTENANCE SUPPLIES	-	-	-	-
01 -411-100 -5204 -	REPAIRS & MAINENANCE SERVICES	35,000	35,000	16,518	35,000

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
01 -411-100 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	205,000	240,000	244,352	235,000
01 -411-100 -5205 - LSCAN	LIVE SCAN EXPENSE	1,000	1,000	-	1,000
01 -411-100 -5205 - PDWEL	WELLNESS GRANT BSCC	-		-	-
01 -411-100 -5208 -	EMPLOYEE DEVELOPMENT	30,000	30,000	20,875	40,000
01 -411-100 -5209 -	UNIFORM MAINTENANCE	2,400	2,400	3,928	5,000
01 -411-100 -5210 -	ADVERTISING	-	-	-	-
01 -411-100 -5211 -	PHONE/INTERNET	27,000	27,000	23,150	28,675
01 -411-100 -5255 -	FUEL	78,000	78,000	66,902	90,400
01 -411-100 -5504 -	EQUIPMENT	33,000	33,000	4,364	35,000
01 -411-100 -5504 -20HSP	EQUIPMENT	-	27,812	27,813	-
01 -411-100 -5504 -DMV	EQUIPMENT	15,000	25,000	11,250	-
01 -411-100 -5504 -OES20	EQUIPMENT	-		-	-
01 -411-100 -5504 -VESTS	EQUIPMENT	6,750	6,750	-	7,500
01 -411-100 -5514 -	VEHICLES	-	-	13,472	-
01 -411-100 -5558 -	INTEREST EXPENSE	-	-	-	-
	TOTAL POLICE	2,342,704	2,407,704	2,032,402	2,382,855
414 COMMUNITY DEVELOPMENT					
01 -414-800 -4021 -	BUILDING PERMITS	(2,000)	(2,000)	(16,563)	(6,000)
01 -414-800 -4028 -	CONDITIONAL USE PERMITS	(3,560)	(3,560)	(8,900)	(3,560)
01 -414-000 -4080 -	MISC INCOME	(1,000)	(1,000)	-	(1,000)
01 -414-800 -4120 -	SIGN PERMIT	(300)	(300)	(120)	(100)
01 -414-800 -4121 -	EVENT PERMIT	(840)	(840)	(1,320)	(840)
01 -414-800 -4122 -	TEMPORARY USE PERMIT - BUSINES	(200)	(200)	-	(200)
01 -414-800 -4125 -	ADMINISTRATIVE FEES	(2,500)	(2,500)	(7,156)	(12,000)
01 -414-000 -4130 -	TENTATIVE PARCEL MAP	(3,015)	(3,015)	(23,775)	(9,000)
01 -414-800 -4131 -	FINAL PARCEL MAP	(3,030)	(3,030)	-	(3,030)
01 -414-000 -4132 -	ANNEXATION	(9,125)	(9,125)	-	(9,125)
01 -414-000 -4161 -	EIR FEE	-	-	-	-
01 -414-000 -4162 -	ZONE CHANGE	(4,550)	(4,550)	(60)	(4,550)
01 -414-000 -4163 -	GENERAL PLAN AMENDMENT	(2,275)	(2,275)	(13,825)	(2,275)
01 -414-000 -4165 -	ENCROACHMENT PERMIT	(3,525)	(3,525)	(7,615)	(3,525)
01 -414-800 -4710 -	SITE PLAN REVIEW FEE	(4,420)	(4,420)	(12,820)	(4,420)
01 -414-800 -4711 -	VARIANCE	(1,780)	(1,780)	(240)	(1,780)
01 -414-000 -4712 -	LOT LINE ADJUSTMENT	(2,210)	(2,210)	(2,210)	(2,210)
01 -414-800 -9000 -	TRANSFER-IN	-	-	-	-
01 -414-800 -5101 -	SALARIES	31,788	31,788	23,410	34,034
01 -414-800 -5103 -	OVERTIME	-	-	-	-
01 -414-800 -5110 -	FICA	1,984	1,984	1,468	2,123
01 -414-800 -5111 -	MEDICARE	464	464	343	497
01 -414-800 -5112 -	PERS RETIREMENT	2,243	2,243	1,634	2,461
01 -414-800 -5116 -	LTD/LIFE INSURANCE	327	327	237	346
01 -414-800 -5117 -	WORKERS COMPENSATION	328	328	337	328
01 -414-800 -5118 -	UNIFORM ALLOWANCE	125	125	125	125
01 -414-800 -5119 -	DEFERRED COMP	940	940	697	1,021

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
01 -414-800 -5121 -	HEALTH/DENTAL/VISION	3,605	3,605	2,862	4,251
01 -414-800 -5122 -	PERS UAL PAYMENT	1,336	1,286	1,353	-
01 -414-100 -5124 -	HEALTHY LIVING	90	90	135	90
01 -414-800 -5202 -	OPERATING SUPPLIES	500	500	58	500
01 -414-800 -5204 -	REPAIRS & MAINTENANCE SERVICES	100	100	-	100
01 -414-800 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	385,000	385,000	334,095	425,000
01 -414-800 -5205 - BLITE	BLIGHT REMOVAL & IMPROVEMENT	25,000	25,000	-	25,000
01 -414-800 -5205 - DEVLP	ECONOMIC DEVELOPMENT	30,000	30,000	14,941	35,000
01 -414-800 -5206 -	UTILITIES	-	-	-	-
01 -414-800 -5211 -	PHONE/INTERNET	-	-	-	829
	TOTAL COMMUNITY DEVELOPMENT	439,500	439,450	287,090	468,089
415 CODE ENFORCEMENT					
01 -415-800 -4034 -	FINES & FORFEITURES	(1,000)	(1,000)	-	(1,000)
01 -415-000 -4122 -	TEMPORARY USE PERMIT - BUSINESS	-	-	(805)	-
01 -415-800 -5101 -	SALARIES	62,332	89,894	56,924	62,398
01 -415-800 -5103 -	OVERTIME	500	500		5,000
01 -415-800 -5110 -	FICA	3,925	5,683	3,531	3,923
01 -415-800 -5111 -	MEDICARE	918	1,329	826	918
01 -415-800 -5112 -	PERS RETIREMENT	4,397	8,194	3,922	4,512
01 -415-800 -5116 -	LTD/LIFE INSURANCE	643	998	569	645
01 -415-800 -5117 -	WORKERS COMPENSATION	6,346	12,693	12,260	6,346
01 -415-800 -5118 -	UNIFORM ALLOWANCE	800	1,400	350	700
01 -415-800 -5119 -	DEFERRED COMP	-	-		-
01 -415-800 -5121 -	HEALTH/DENTAL/VISION	10,454	20,909	10,273	8,937
01 -415-800 -5122 -	PERS UAL PAYMENT	2,620	4,699	2,654	-
01 -415-100 -5124 -	HEALTHY LIVING	180	360	-	180
01 -415-100 -5201 -	OFFICE SUPPLIES	-	-	-	-
01 -415-800 -5202 -	OPERATING SUPPLIES	500	500	735	1,000
01 -415-800 -5203 -	REPAIR & MAINTENANCE SUPPLIES	-	-	-	-
01 -415-800 -5204 -	REPAIRS & MAINTENANCE SERVICES	3,000	3,000	270	5,000
01 -415-800 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	10,000	10,000	6,170	12,000
01 -415-800-5208	EMPLOYEE DEVELOPMENT	3,000	3,000	2,271	6,000
01 -415-800 -5211 -	PHONE/INTERNET	6,500	6,500	5,074	2,690
01 -415-800 -5255 -	FUEL	3,500	3,500	3,592	6,870
01 -415-800 -5504 -	EQUIPMENT	1,000	16,000	20,178	4,000
	TOTAL CODE ENFORCEMENT	119,616	188,159	128,794	130,119
420 FIRE DEPARTMENT					
01 -420-100 -4053 -	ABANDONED VEH ABATEMENT	(4,000)	(4,000)	(2,438)	(4,000)
01 -420-100 -4065 -	FIRE SERVICES - FINES & FEES	(100)	(100)	(310)	(100)
01 -420-100 -4067 -	REIMB OF COSTS - OES OUT OF COUNTY	-	-	-	-
01 -420-000 -4080 -	MISC INCOME	-	-	-	-
01 -420-100 -4081 -VFAG	VFA GRANT REIMB	-	-	-	-
01 -420-100 -5101 -	SALARIES	279,326	279,326	210,330	310,813

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
01 -420-100 -5103 -	SPECIAL PAY	-	-	5,925	28,000
01 -420-100 -5110 -	FICA	17,561	17,561	13,542	19,513
01 -420-100 -5111 -	MEDICARE	4,107	4,107	3,167	4,564
01 -420-100 -5112 -	PERS RETIREMENT	28,232	28,232	21,603	31,021
01 -420-100 -5116 -	LTD/LIFE INSURANCE	2,777	2,777	2,255	2,778
01 -420-100 -5117 -	WORKERS COMPENSATION	40,369	40,369	38,561	40,369
01 -420-100 -5118 -	UNIFORM ALLOWANCE	3,200	3,200	1,800	3,200
01 -420-100 -5119 -	DEFERRED COMP	4,216	4,216	2,123	4,896
01 -420-100 -5121 -	HEALTH/DENTAL/VISION	33,242	33,242	26,454	46,640
01 -420-100 -5122 -	PERS UAL PAYMENT	8,809	8,809	7,602	-
01 -420-100 -5124 -	HEALTHY LIVING	720	720	360	720
01 -420-100 -5201 -	OFFICE SUPPLIES	1,000	1,000	547	1,200
01 -420-100 -5202 -	OPERATING SUPPLIES	12,000	12,000	11,992	15,000
01 -420-100 -5202 -VFEXP	VOLUNTEER EQUIPMENT EXP	3,000	3,000	3,299	6,000
01 -420-100 -5203 -	REPAIR & MAINTENANCE SUPPLIES	8,000	8,000	7,922	10,000
01 -420-100 -5204 -	REPAIRS & MAINENANCE SERVICES	25,000	25,000	8,785	30,000
01 -420-100 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	85,000	85,000	73,970	116,000
01 -420-100 -5206 -	UTILITIES	1,300	1,300	691	1,300
01 -420-100 -5208 -	EMPLOYEE DEVELOPMENT	15,000	15,000	5,146	15,000
01 -420-100 -5211 -	PHONE/INTERNET	13,000	13,000	11,294	9,452
01 -420-100 -5255 -	FUEL	15,000	15,000	21,830	32,300
01 -420-100 -5504 -	EQUIPMENT	100,000	100,000	58,201	100,000
01 -420-100 -5504 -VFAG	VOL FIRE ASSIS GRANT	-	-	-	-
01 -420-100 -5514 -	VEHICLES	-	-	-	-
01 -420-100 -5505 -	VOLUNTEER PASS THRU PAY	-	-	-	-
01 -420-100 -9000 -	TRANSFER-IN	-	-	-	-
	TOTAL FIRE DEPARTMENT	696,759	696,759	534,649	824,665
425 PARKS, BUILDINGS & GROUNDS					
01 -425-600 -5101 -	SALARIES	140,785	140,785	99,203	153,931
01 -425-600 -5110 -	FICA	8,885	8,885	6,187	9,713
01 -425-600 -5111 -	MEDICARE	2,078	2,078	1,447	2,272
01 -425-600 -5112 -	PERS RETIREMENT	10,462	10,462	7,363	12,634
01 -425-600 -5116 -	LTD/LIFE INSURANCE	1,443	1,443	980	1,532
01 -425-600 -5117 -	WORKERS COMPENSATION	26,633	26,633	26,535	28,899
01 -425-600 -5118 -	UNIFORM ALLOWANCE	2,083	2,083	1,565	2,253
01 -425-600 -5119 -	DEFERRED COMP	4,619	4,619	3,062	5,137
01 -425-600 -5121 -	HEALTH/DENTAL/VISION	44,380	44,380	31,444	48,857
01 -425-600 -5122 -	PERS UAL PAYMENT	6,232	6,000	6,176	-
01 -425-600 -5124 -	HEALTHY LIVING	423	423	221	459
01 -425-600 -5202 -	OPERATING SUPPLIES	2,000	2,000	264	2,000
01 -425-600 -5203 -	REPAIR & MAINTENANCE SUPPLIES	20,000	20,000	21,137	35,000
01 -425-600 -5203 - H20PK	H20PK R&M MAINT WATER PARK	20,000	20,000	2,777	3,500
01 -425-600 -5203 - PARKS	PARKS MAINT WATER PARK	1,500	1,500	2,853	80,000
01 -425-600 -5204 -	REPAIRS & MAINENANCE SERVICES	20,000	20,000	2,800	10,000

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
01 -425-600 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	82,000	82,000	62,683	35,000
01 -425-600 -5205 - TEMP	PROFESSIONAL & CONTRACTUAL SRV	50,000	50,000	49,438	50,000
01 -425-600 -5206 -	UTILITIES	32,000	32,000	24,211	34,000
01 -425-600 -5211 -	PHONE/INTERNET	6,500	6,500	6,483	5,932
01 -425-600 -5255 -	FUEL	4,000	4,000	2,854	11,270
01 -425-600 -5285 -	SMALL TOOLS	7,000	7,000	490	7,000
01 -425-600 -5504 -	EQUIPMENT	12,500	12,500	-	20,000
	TOTAL PARKS, BUILDINGS & GROUNDS	505,521	505,289	360,172	559,387
426 ANIMAL CONTROL					
01 -426-100 -4066 -	ANIMAL CONTROL FEES	(500)	(500)	-	(500)
01 -426-100 -5203 -	REPAIR & MAINTENANCE SUPPLIES	100	100	-	100
01 -426-100 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	73,865	73,865	55,584	96,025
	TOTAL ANIMAL CONTROL	73,465	73,465	55,584	95,625
	TOTAL GENERAL FUND	(147,114)	(263,428)	2,157,960	(99,013)
	TOTAL REVENUES	(6,207,967)	(6,456,979)	(2,907,754)	(6,512,011)
	TOTAL EXPENSES	6,060,852	6,193,550	5,065,713	6,412,998
102 GENERAL FUND RESERVE					
102 -400-100 -9000 -	TRANSFER-IN				
102 -400-100 -9001 -	TRANSFER OUT	-	-	-	-
	TOTAL GENERAL FUND RESERVE	-	-	-	-
	TOTAL REVENUES	-	-	-	-
	TOTAL EXPENSES	-	-	-	-
103 GENERAL FUND CAPITAL					
103 -404-000 -5504 -	EQUIPMENT	-	-	-	-
103 -404-000 -5514 -	VEHICLES	-	-	-	-
103 -411-000 -5504 -	EQUIPMENT	75,000	125,000	82,361	20,241
103 -411-000 -5514 -	VEHICLES	91,683	91,683	53,593	65,767
103 -411-000 -5558 -	INTEREST	3,561	3,561	4,338	3,803
103 -411-000 -5907 -	PRINCIPAL PORTION OF DEBT	-	-	25,013	-
103 -414-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	21,000	21,000	3,660	-
103 -414-000 -5205 -GPLAN	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	58,667
103 -414-000 -5205 -SB2DT	PROFESSIONAL & CONTRACTUAL SRV	15,000	15,000	-	15,000
103 -415-000 -5514 -	VEHICLES	-	-	-	-
103 -415-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
103 -420-000 -5504 -	EQUIPMENT	-	-	-	-
103 -420-000 -5514 -	VEHICLES	-	-	-	-
103 -420-000 -5514 - FRENG	VEHICLES	-	-	-	-
103 -425-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	50,000	50,000	46,100	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
103 -425-000 -5205 -ADAFX	PROFESSIONAL & CONTRACTUAL SRV	25,000	250,000	16,345	-
103 -425-000 -5504 -	EQUIPMENT	158,492	82,277	82,527	196,475
103 -425-000 -5504 -BLCHR	EQUIPMENT	-	26,500	-	-
103 -425-000 -5504 -CHGEN	EQUIPMENT	-	-	-	-
103 -425-000 -5514 -	VEHICLES	-	-	7,432	83,991
103 -425-000 -5516 -	CONSTRUCTION IN PROCESS	34,000	-	-	-
103 -425-000 -5516 -CHPL1	CONSTRUCTION IN PROCESS	-	-	521	-
103 -425-000 -5516 -FREE	CONSTRUCTION IN PROCESS	625,000	625,000	-	-
103 -411-0000-4081 -	STATE GRANTS	-	-	-	
103 -400-100 -9000 -	TRANSFER IN	(1,098,737)	(1,290,022)	-	(443,944)
103 -400-00 -9001 -	TRANSFER OUT	-	-	-	
	TOTAL GENERAL FUND CAPTIAL	(0)	(0)	321,889	-
	TOTAL REVENUES	(1,098,737)	(1,290,022)	-	(443,944)
	TOTAL EXPENSES	1,098,737	1,290,022	321,889	443,944
104 MEASURE Q: CANNABIS BUSINESS TAX					
104 -400-400 -4200 -	CANNABIS TAX REVENUE	(1,200,000)	(1,200,000)	(573,600)	(900,000)
104 -400-000 -4040 -	INVESTMENT EARNINGS	(9,666)	(9,666)	-	(49,947)
104 -400-0000-9000 -	OPERATING TRANFER IN	-	-	-	
104 -400-00 -9001 -	TRANSFER OUT	1,725,737	1,938,022	-	1,755,944
	TOTAL CANNABIS TAX COLLECTION	516,071	728,356	(573,600)	805,997
	TOTAL REVENUES	(1,209,666)	(1,209,666)	(573,600)	(949,947)
	TOTAL EXPENSES	1,725,737	1,938,022	-	1,755,944
02 WATER UTILITY					
02 -404-00 -5101 -	SALARIES	221,502	221,502	164,474	243,437
02 -404-00 -5110 -	FICA	12,788	12,788	9,989	15,158
02 -404-00 -5111 -	MEDICARE	3,227	3,227	2,351	3,545
02 -404-00 -5112 -	PERS RETIREMENT	16,880	16,880	12,578	21,038
02 -404-00 -5116 -	LTD/LIFE INSURANCE	1,866	1,866	1,381	1,753
02 -404-00 -5117 -	WORKERS COMPENSATION	1,607	1,607	1,605	1,607
02 -404-00 -5118 -	UNIFORM ALLOWANCE	613	613	613	613
02 -404-00 -5119 -	DEFERRED COMP	7,461	7,461	5,069	8,258
02 -404-00 -5121 -	HEALTH/DENTAL/VISION	35,006	35,006	28,241	41,891
02 -404-00 -5122 -	PERS UAL PAYMENT	10,056	9,681	10,307	-
02 -404-00 -5124 -	HEALTHY LIVING	441	441	221	441
02 -415-00 -5101 -	SALARIES	-	-	-	24,959
02 -415-00 -5110 -	FICA	-	-	-	1,569
02 -415-00 -5111 -	MEDICARE	-	-	-	367
02 -415-00 -5112 -	PERS RETIREMENT	-	-	-	1,805
02 -415-00 -5116 -	LTD/LIFE INSURANCE	-	-	-	258
02 -415-00 -5117 -	WORKERS COMPENSATION	-	-	-	2,539

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
02 -415-00 -5118 -	UNIFORM ALLOWANCE	-	-	-	280
02 -415-00 -5119 -	DEFERRED COMP	-	-	-	-
02 -415-00 -5121 -	HEALTH/DENTAL/VISION	-	-	-	3,575
02 -415-00 -5122 -	PERS UAL PAYMENT	-	-	-	-
02 -415-00 -5124 -	HEALTHY LIVING	-	-	-	72
02 -425-00 -5101 -	SALARIES	120,746	120,746	81,490	151,137
02 -425-600 -5103 -	OVERTIME	12,000	12,000	14,099	12,000
02 -425-00 -5110 -	FICA	7,611	7,611	5,966	9,533
02 -425-00 -5111 -	MEDICARE	1,780	1,780	1,395	2,230
02 -425-00 -5112 -	PERS RETIREMENT	8,984	8,984	6,038	12,194
02 -425-00 -5116 -	LTD/LIFE INSURANCE	1,209	1,209	938	1,496
02 -425-00 -5117 -	WORKERS COMPENSATION	21,533	21,533	20,355	28,333
02 -425-00 -5118 -	UNIFORM ALLOWANCE	1,658	1,658	1,265	2,168
02 -425-00 -5119 -	DEFERRED COMP	4,026	4,026	2,964	5,053
02 -425-00 -5121 -	HEALTH/DENTAL/VISION	36,370	36,370	29,098	44,167
02 -425-00 -5122 -	PERS UAL PAYMENT	5,352	5,153	5,255	-
02 -425-00 -5124 -	HEALTHY LIVING	342	342	176	450
02 -425-00 -5201 -	OFFICE SUPPLIES	200	200	-	200
02 -425-00 -5202 -	OPERATING SUPPLIES	20,000	20,000	30,542	20,000
02 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	15,000	15,000	3,141	50,000
02 -425-00 -5204 -	REPAIRS & MAINENANCE SERVICES	1,500	1,500	-	10,000
02 -425-00 -5205 -HYDNT	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	13,200
02 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	105,000	105,000	62,081	105,000
02 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	96,000	96,000	-	70,000
02 -425-00 -5205 - GPLAN	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	58,666
02 -425-00 -5205 - SB2DT	PROFESSIONAL & CONTRACTUAL SRV	15,000	15,000	-	15,000
02 -425-00 -5206 -	UTILITIES	140,000	140,000	93,300	140,000
02 -425-00 -5208 -	EMPLOYEE DEVELOPMENT	2,000	2,000	-	2,000
02 -425-00 -5211 -	PHONE/INTERNET	2,500	2,500	1,413	11,497
02 -425-00 -5250 -	OVERHEAD	237,500	237,500	-	252,500
02 -425-00 -5255 -	FUEL	6,000	6,000	4,281	10,840
02 -425-00 -5404 -	FRANCHISE PAYMENT	10,750	10,750	-	10,750
02 -425-00 -5504 -	EQUIPMENT	38,333	38,333	-	49,000
02 -425-00 -5504 -WELL6	EQUIPMENT	-	-	-	-
02 -425-00 -5504 -WELL7	EQUIPMENT	-	-	-	-
02 -425-00 -5514 -	VEHICLES	-	-	7,432	83,989
02 -425-00 -5516	CONSTRUCTION IN PROCESS	33,000	-	12,000	-
02 -425-00 -5516 -BIRCH	CONSTRUCTION IN PROCESS	-	-	-	35,000
02 -425-000 -4014 -	WATER USER FEES	(1,133,087)	(1,133,087)	(871,349)	(1,161,486)
02 -425-000 -4015 -	RECONNECTION FEES	(10,000)	(10,000)	(1,205)	(5,000)
02 -425-000 -4040 -	INVESTMENT EARNINGS	(6,247)	(6,247)	-	(32,049)
02 -425-000 -4058 -	RETURNED CHECK FEE	(500)	(500)	(650)	(500)
02 -425-000 -4080 -	MISC INCOME	-	-	(17,736)	-
02 -425-00 -4081 - SB2DT	STATE GRANT - SB2	(15,000)	(15,000)	-	-
02 -425-00 -4081 - REAP	EQUIPMENT	(21,000)	(21,000)	-	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
02 -425-000 -9000 -	TRANSFER-IN	-	-	-	-
02 -425-000 -9001 -	TRANSFER-OUT	-	-	-	-
	TOTAL WATER UTILITY	70,008	36,433	(270,884)	380,532
	TOTAL REVENUES	(1,185,834)	(1,185,834)	(890,941)	(1,199,035)
	TOTAL EXPENSES	1,255,842	1,222,267	620,057	1,579,567

03 WATER DEVELOPMENT					
03 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
03 -425-00 -5504 -	EQUIPMENT	-	-	-	-
03 -425-100 -5514	VEHICLES	-	-	-	
03 -425-00 -5516 -BASIN	CONSTRUCTION IN PROGRESS	-	-	-	-
03 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	
03 -425-000 -4016 -	WATER DEVELOPMENT FEES	(6,291)	(6,291)	(12,985)	
03 -425-000 -4040 -	INVESTMENT EARNINGS	(1,739)	(1,739)	-	(7,437)
03 -425-000 -9001	TRANSFER-OUT	-	-	-	
	TOTAL WATER DEVELOPMENT	(8,030)	(8,030)	(12,985)	(7,437)
	TOTAL REVENUES	(8,030)	(8,030)	(12,985)	(7,437)
	TOTAL EXPENSES	-	-	-	-

04 SEWER UTILITY					
04 -404-00 -5101 -	SALARIES	207,961	207,961	154,559	229,356
04 -404-00 -5110 -	FICA	11,946	11,946	9,380	14,283
04 -404-00 -5111 -	MEDICARE	3,030	3,030	2,206	3,340
04 -404-00 -5112 -	PERS RETIREMENT	15,831	15,831	11,801	19,754
04 -404-00 -5116 -	LTD/LIFE INSURANCE	1,771	1,771	1,311	1,674
04 -404-00 -5117 -	WORKERS COMPENSATION	1,542	1,542	1,537	1,542
04 -404-00 -5118 -	UNIFORM ALLOWANCE	588	588	588	588
04 -404-00 -5119 -	DEFERRED COMP	6,910	6,910	4,660	7,676
04 -404-00 -5121 -	HEALTH/DENTAL/VISION	33,383	33,383	26,949	39,977
04 -404-00 -5122 -	PERS UAL PAYMENT	9,431	9,079	9,675	-
04 -404-00 -5124 -	HEALTHY LIVING	423	423	212	423
04 -415-00 -5101 -	SALARIES	-	-	-	24,959
04 -415-00 -5110 -	FICA	-	-	-	1,569
04 -415-00 -5111 -	MEDICARE	-	-	-	367
04 -415-00 -5112 -	PERS RETIREMENT	-	-	-	1,805
04 -415-00 -5116 -	LTD/LIFE INSURANCE	-	-	-	258
04 -415-00 -5117 -	WORKERS COMPENSATION	-	-	-	2,539
04 -415-00 -5118 -	UNIFORM ALLOWANCE	-	-	-	280
04 -415-00 -5119 -	DEFERRED COMP	-	-	-	-
04 -415-00 -5121 -	HEALTH/DENTAL/VISION	-	-	-	3,575
04 -415-00 -5122 -	PERS UAL PAYMENT	-	-	-	-
04 -415-00 -5124 -	HEALTHY LIVING	-	-	-	72

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
04 -425-00 -5101 -	SALARIES	116,455	116,455	78,446	145,659
04 -425-600 -5103 -	OVERTIME	12,000	12,000	14,099	12,000
04 -425-00 -5110 -	FICA	7,338	7,338	5,783	9,187
04 -425-00 -5111 -	MEDICARE	1,716	1,716	1,352	2,149
04 -425-00 -5112 -	PERS RETIREMENT	8,681	8,681	5,822	11,698
04 -425-00 -5116 -	LTD/LIFE INSURANCE	1,161	1,161	908	1,438
04 -425-00 -5117 -	WORKERS COMPENSATION	20,399	20,399	19,521	27,199
04 -425-00 -5118 -	UNIFORM ALLOWANCE	1,573	1,573	1,205	2,083
04 -425-00 -5119 -	DEFERRED COMP	3,899	3,899	2,885	4,889
04 -425-00 -5121 -	HEALTH/DENTAL/VISION	34,567	34,567	28,141	43,310
04 -425-00 -5122 -	PERS UAL PAYMENT	5,172	4,979	5,072	-
04 -425-00 -5124 -	HEALTHY LIVING	324	324	167	432
04 -425-00 -5201 -	OFFICE SUPPLIES	200	200	-	200
04 -425-00 -5202 -	OPERATING SUPPLIES	35,000	35,000	5,275	35,000
04 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	50,000	50,000	3,494	50,000
04 -425-00 -5204 -	REPAIRS & MAINENANCE SERVICES	52,000	52,000	170	52,000
04 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	369,000	369,000	253,071	369,000
04 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	96,000	96,000	-	70,000
04 -425-00 -5205 -GPLAN	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	58,666
04 -425-00 -5205 -SB2DT	PROFESSIONAL & CONTRACTUAL SRV	15,000	15,000	-	15,000
04 -425-00 -5205 -SD	STORM DRAIN PROF & CONT SRV	25,000	25,000	50,850	25,000
04 -425-00 -5205 -WWTP	WWTP CONSTRUCTION	-	-	-	-
04 -425-00 -5206 -	UTILITIES	180,000	180,000	151,685	216,000
04 -425-00 -5208 -	EMPLOYEE DEVELOPMENT	2,000	2,000	-	2,000
04 -425-00 -5211 -	PHONE/INTERNET	3,000	3,000	2,538	11,082
04 -425-00 -5250 -	OVERHEAD	237,500	237,500	-	252,500
04 -425-00 -5255 -	FUEL	13,000	13,000	9,989	10,840
04 -425-00 -5404 -	FRANCHISE PAYMENT	12,500	12,500	-	12,500
04 -425-00 -5503 -	CAPITAL IMPROVEMENTS	-	-	-	-
04 -425-00 -5504 -	EQUIPMENT	422,833	422,833	-	433,500
04 -425-00 -5514 -	VEHICLES	-	-	7,432	83,989
04 -425-00 -5516	CONSTRUCTION IN PROGRESS	33,000	-	-	-
04 -425-00 -5516 -WWTP	CONSTRUCTION IN PROGRESS	-	-	124	-
04 -425-00 -5516 -SOLAR	CONSTRUCTION IN PROGRESS	150,000	150,000	5,908	5,000,000
04 -425-00 -5558 - WWTP	INTEREST EXPENSE	317,825	317,825	263,984	336,094
04 -425-000 -4017 -	SEWER USER FEES	(1,987,782)	(1,987,782)	(1,486,873)	(1,985,010)
04 -425-000 -4040 -	INVESTMENT EARNINGS	(29,049)	(29,049)	-	(138,817)
04 -425-000 -4080 -	STATE REVOLVING FUND	-	-	-	-
04 -425-000 -4081 - SOLAR	STATE REVOLVING FUND	-	-	-	(5,000,000)
04 -425-000 -4082 - WWTP	USDA	-	-	-	-
04 -425-000 -9001	TRANSFER-OUT	10,000	10,000	-	-
	TOTAL SEWER UTILITY	513,128	479,583	(346,077)	523,623
	TOTAL REVENUES	(2,016,831)	(2,016,831)	(1,486,873)	(7,123,827)
	TOTAL EXPENSES	2,529,959	2,496,414	1,140,796	7,647,450

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
05 SEWER DEVELOPMENT					
05 -425-000 -4018 -	WASTEWATER DEVELOPMENT FEES	(2,424)	(2,424)	(19,029)	(2,424)
05 -425-000 -4118 -	DEV FEES - SEWER COLLECTION	-	-	(3,953)	
05 -425-000 -4040 -	INVESTMENT EARNINGS	(5,602)	(5,602)	-	(20,317)
05 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
05 -425-00 -5504 -	EQUIPMENT	-	-	-	-
05 -425-100 -5514	VEHICLES	-	-	-	-
05 -400-100 -9001 -	TRANSFER OUT	-	-	-	-
	TOTAL SEWER DEVELOPMENT	(8,026)	(8,026)	(22,982)	(22,741)
	TOTAL REVENUES	(8,026)	(8,026)	(22,982)	(22,741)
	TOTAL EXPENSE	-	-	-	-
06 REFUSE					
06 -404-00 -5101 -	SALARIES	42,044	42,044	31,037	44,832
06 -404-00 -5110 -	FICA	2,241	2,241	1,918	2,793
06 -404-00 -5111 -	MEDICARE	613	613	453	653
06 -404-00 -5112 -	PERS RETIREMENT	3,252	3,252	2,421	4,001
06 -404-00 -5116 -	LTD/LIFE INSURANCE	354	354	263	336
06 -404-00 -5117 -	WORKERS COMPENSATION	328	328	337	328
06 -404-00 -5118 -	UNIFORM ALLOWANCE	125	125	150	125
06 -404-00 -5119 -	DEFERRED COMP	1,547	1,547	1,013	1,663
06 -404-00 -5121 -	HEALTH/DENTAL/VISION	8,247	8,247	6,572	9,634
06 -404-00 -5122 -	PERS UAL PAYMENT	1,937	1,865	1,978	-
06 -404-00 -5124 -	HEALTHY LIVING	90	90	54	90
06 -415-00 -5101 -	SALARIES	-	-	-	12,480
06 -415-00 -5110 -	FICA	-	-	-	785
06 -415-00 -5111 -	MEDICARE	-	-	-	184
06 -415-00 -5112 -	PERS RETIREMENT	-	-	-	902
06 -415-00 -5116 -	LTD/LIFE INSURANCE	-	-	-	129
06 -415-00 -5117 -	WORKERS COMPENSATION	-	-	-	1,269
06 -415-00 -5118 -	UNIFORM ALLOWANCE	-	-	-	140
06 -415-00 -5119 -	DEFERRED COMP	-	-	-	-
06 -415-00 -5121 -	HEALTH/DENTAL/VISION	-	-	-	1,787
06 -415-00 -5122 -	PERS UAL PAYMENT	-	-	-	-
06 -415-00 -5124 -	HEALTHY LIVING	-	-	-	36
06 -425-00 -5101 -	SALARIES	17,313	17,313	11,466	19,468
06 -425-00 -5110 -	FICA	1,083	1,083	717	1,217
06 -425-00 -5111 -	MEDICARE	253	253	168	285
06 -425-00 -5112 -	PERS RETIREMENT	1,398	1,398	939	1,738
06 -425-00 -5116 -	LTD/LIFE INSURANCE	143	143	93	119
06 -425-00 -5117 -	WORKERS COMPENSATION	1,700	1,700	4,127	1,700
06 -425-00 -5118 -	UNIFORM ALLOWANCE	128	128	185	128

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
06 -425-00 -5119 -	DEFERRED COMP	853	853	568	973
06 -425-00 -5121 -	HEALTH/DENTAL/VISION	3,264	3,264	2,385	3,978
06 -425-00 -5122 -	PERS UAL PAYMENT	833	802	844	-
06 -425-00 -5124 -	HEALTHY LIVING	27	27	14	27
06 -425-00 -5202 -	OPERATING SUPPLIES	500	500	-	500
06 -425-00 -5203 -STSWP	STREET SWEEPER EXPENSES	5,000	5,000	213	5,000
06 -425-00 -5204 -	REPAIRS & MAINENANCE SERVICES	-	-	-	
06 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	692,254	692,254	425,190	692,770
06 -425-00 -5205 -RECYC	BEVERAGE RECYCLING	-	-	5,000	-
06 -425-00 -5211 -	PHONE/INTERNET	2,000	2,000	1,320	1,837
06 -425-00 -5250 -	OVERHEAD	-	-	-	
06 -425-00 -5255 -	FUEL	2,000	2,000	-	2,000
06 -425-00 -5255 -STSWP	STREET SWEEPER FUEL	1,000	1,000	-	900
06 -425-00 -5404 -	FRANCHISE PAYMENT	46,309	46,309	-	51,230
06 -425-00 -5516 -PMPY1	CONSTRUCTION IN PROGRESS	-	-	-	300,000
06 -425-000 -4004 -	FRANCHISE FEE	(46,309)	(46,309)	(29,951)	(51,230)
06 -425-000 -4019 -	REFUSE FEES	(714,962)	(714,962)	(545,163)	(714,886)
06 -425-000 -4040 -	INVESTMENT EARNINGS	(2,035)	(2,035)	-	(11,025)
06 -425-000 -4080 -	MISC INCOME	-	-	-	-
06 -425-000 -4081 -RECYC	BEVERAGE RECYCLING	-	-	-	-
06 -425-000 -4092 -	ADMINISTRATIVE FEE	(64,833)	(64,833)	(41,931)	(71,722)
06 -425-000 -4093 -	ALLEY RECONSTRUCTION REPAIR	(37,047)	(37,047)	(28,202)	(40,984)
06 -425-000 -4094 -	STREET SWEEPING FEE	(46,309)	(46,309)	(25,710)	(51,230)
06 -400-100 -9001 -	TRANSFER OUT	-	-	-	-
	TOTAL REFUSE	(74,659)	(74,762)	(171,532)	224,960
	TOTAL REVENUES	(911,495)	(911,495)	(670,957)	(941,077)
	TOTAL EXPENSES	836,837	836,733	499,425	1,166,036
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	(93)	(93)	-	(416)
11 -411-000 -4080 -	NARCOTICS REVENUE	-	-	-	
11 -411-00 -5205 -	NARCOTICS EXPENSE	-	-	688	
11 -411-00 -5504 -	EQUIPMENT	15,000	15,000	-	17,250
11 -411-00 -5504 -	EQUIPMENT	-	-	-	
	TOTAL DRUG ENFORCEMENT	14,907	14,907	688	16,834

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
	TOTAL REVENUES	(93)	(93)	-	(416)
	TOTAL EXPENSES	15,000	15,000	688	17,250
12 FEDERAL AND STATE GRANTS					
12 -400-000 -4040	INVESTMENT EARNINGS	-	-	-	-
12 -400-000 -4082 -ALLEY	2020 CDBG ALLEY GRANT (12028)	-	-	(117,849)	
12 -400-000 -4082 -12600	2018 HOME - 12600	(390,000)	(390,000)	(153,012)	(150,000)
12 -400-00 -4082 -12909	2018 CDBG - 12909 (Youth Svcs)	(40,000)	(40,000)	(138,162)	
12 -400-00 -4082 -12910	2018 CDBG - 12910 (Senior Svcs)	(50,000)	(50,000)	(36,936)	
12 -400-00 -4082 -00013	CDBG CV1 (00013)	-	-	-	
12 -400-000 -4081 - SB2DT	SB2 DOWNTOWN	(45,000)	(45,000)	(18,497)	(35,000)
12 -400-000 -4081 - SB2ZO	SB2 ZONING UPDATE	(50,000)	(50,000)	-	(50,000)
12 -400-000 -4081 -BLCHR	T MOBILE GRANT	-	(50,000)	(50,300)	-
12 -400-000 -4081 - USRP	URBAN STREAMS RESTORATION	-	-	-	
12 -400-000 -4081 - LEAP	Update City Standards (LEAP Grant)	(65,000)	(65,000)	(19,500)	
12 -400-000 -4081 - WLGEN	OES GRANT	-	-	-	
12 -400-000 -4081 - NEWLL	CWSRF WELL GRANT		(822,000)		(822,000)
12 -400-000 -4081 -CCLGP	CLEAN CALIFORNIA GRANT (HWY 198)	(1,732,837)	(732,837)	-	(3,601,069)
12 -400-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
12 -400-00 -5205 -12600	2018 HOME - 12600	390,000	390,000	125,146	150,000
12 -400-00 -5205 -12909	2018 CDBG - 12909 (Youth Svcs)	40,000	40,000	45,611	
12 -400-00 -5205 -12910	2018 CDBG - 12910 (Senior Svcs)	50,000	50,000	18,304	
12 -400-00 -5205 -00013	CDBG CV1 (00013)	-	-	2,338	
12 -400-00 -5205 -0004	PROFESSIONAL & CONTRACTUAL SRV	-	-	56,333	
12 -400-000 -5205 -LEAP	PROFESSIONAL & CONTRACTUAL SRV	65,000	65,000	47,264	-
12 -400-000 -5205 -SB2DT	PROFESSIONAL & CONTRACTUAL SRV	45,000	45,000	3,228	35,000
12 -400-000 -5205 -SB2ZO	PROFESSIONAL & CONTRACTUAL SRV	50,000	50,000	10,260	50,000
12 -400-000 -5205 -USRP	URBAN STREAMS RESTORATION	-	-	-	-
12 -400-00 -5504 -WLGEN	EQUIPMENT	-	-	295,900	-
12 -400-00 -5504 -BLCHR	EQUIPMENT	-	50,000	-	-
12 -400-00 -5516 -AHSC	CONSTRUCTION IN PROCESS	-	-	3,900	-
12 -400-00 -5516 -ALLEY	CONSTRUCTION IN PROCESS	-	-	34,253	-
12 -400-00 -5516 -CBLVD	CONSTRUCTION IN PROCESS	-	-	-	-
12 -400-00 -5516 -CCLGP	CONSTRUCTION IN PROCESS	1,732,837	732,837	227,181	3,601,069
12 -400-00 -5516 -ALLEY	CONSTRUCTION IN PROCESS	-	-	-	-
12 -400-00 -5516 -NEWLL	CONSTRUCTION IN PROCESS	-	822,000	-	822,000
12 -400-000 -9000 -9900	OPERATING TRANFER IN	-	-	-	-
	TOTAL FEDERAL AND STATE GRANTS	-	-	335,463	-
	TOTAL REVENUES	(2,372,837)	(2,244,837)	(534,255)	(4,658,069)
	TOTAL EXPENSES	2,372,837	2,244,837	869,718	4,658,069
14 POLICE SLESF					

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
14 -411-00 -5101 -SLESF	SALARIES	138,807	138,807	101,049	127,610
14 -411-00 -5103 -SLESF	OVERTIME	6,000	6,000	5,064	6,000
14 -411-00 -5110 -SLESF	FICA	8,728	8,728	6,637	8,033
14 -411-00 -5111 -SLESF	MEDICARE	2,041	2,041	1,552	1,879
14 -411-00 -5112 -SLESF	PERS RETIREMENT	13,642	13,642	10,194	13,061
14 -411-00 -5116 -SLESF	LTD/LIFE INSURANCE	1,350	1,350	988	1,263
14 -411-00 -5117 -SLESF	WORKERS COMPENSATION	12,693	12,693	13,050	12,693
14 -411-00 -5118 -SLESF	UNIFORM ALLOWANCE	1,600	1,600	1,000	1,600
14 -411-00 -5119 -SLESF	DEFERRED COMP	2,207	2,207	801	-
14 -411-00 -5121 -SLESF	HEALTH/DENTAL/VISION	17,403	17,403	16,964	16,377
14 -411-00 -5122 -SLESF	PERS UAL PAYMENT	4,257	4,257	3,564	-
14 -411-00 -5124 -SLESF	HEALTHY LIVING	360	360	180	360
14 -411-00 -5205 -SLESF	PROFESSIONAL & CONTRACTUAL SRV	500	500	-	500
14 -411-00 -5211 -SLESF	PHONE/INTERNET				3,238
14 -411-00 -5504 -SLESF	EQUIPMENT	-	-	-	-
14 -411-00 -5514 -SLESF	VEHICLES	-	-	-	-
14 -411-000 -4040 -SLESF	INVESTMENT EARNINGS	(1,078)	(1,078)	-	(4,131)
14 -411-000 -4045 -SLESF	POLICE GRANTS	(160,000)	(160,000)	(145,909)	(160,000)
14 -411-000 -4080 -	MISC INCOME	-	-	-	
	TOTAL POLICE SLESF	48,510	48,510	15,132	28,482
	TOTAL REVENUES	(161,078)	(161,078)	(145,909)	(164,131)
	TOTAL EXPENSES	209,588	209,588	161,041	192,614

20 STP					
20 -425-00 -5202 -	OPERATING SUPPLIES	-	-	-	-
20 -425-00 -5516 - PMPY2	CONSTRUCTION IN PROCESS	-	-	-	845,349
20 -425-000 -4030 -	STP PROGRAM	-	-	-	-
20 -425-000 -4040 -	INVESTMENT EARNINGS	(4,405)	(4,405)	-	(20,872)
20 -425-000 -4081 -WWLNT	STATE GRANTS	-	-	-	-
	TOTAL STP	(4,405)	(4,405)	-	824,477
	TOTAL REVENUES	(4,405)	(4,405)	-	(20,872)
	TOTAL EXPENSES	-	-	-	845,349

21 GAS TAX					
21 -404-00 -5101 -	SALARIES	15,235	15,235	11,690	18,646
21 -404-00 -5110 -	FICA	947	947	664	1,159
21 -404-00 -5111 -	MEDICARE	222	222	155	271
21 -404-00 -5112 -	PERS RETIREMENT	1,218	1,218	932	1,759
21 -404-00 -5116 -	LTD/LIFE INSURANCE	95	95	70	80
21 -404-00 -5117 -	WORKERS COMPENSATION	66	66	67	66
21 -404-00 -5118 -	UNIFORM ALLOWANCE	25	25		25
21 -404-00 -5119 -	DEFERRED COMP	451	451	344	559

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
21 -404-00 -5121 -	HEALTH/DENTAL/VISION	1,389	1,389	1,131	1,600
21 -404-00 -5122 -	PERS UAL PAYMENT	726	699	761	-
21 -404-00 -5124 -	HEALTHY LIVING	18	18	-	18
21 -425-00 -5101 -	SALARIES	92,938	92,938	61,093	115,120
21 -425-00 -5110 -	FICA	5,858	5,858	3,835	7,272
21 -425-00 -5111 -	MEDICARE	1,370	1,370	897	1,701
21 -425-00 -5112 -	PERS RETIREMENT	6,997	6,997	4,635	9,055
21 -425-00 -5116 -	LTD/LIFE INSURANCE	928	928	599	1,140
21 -425-00 -5117 -	WORKERS COMPENSATION	19,266	19,266	15,278	26,066
21 -425-00 -5118 -	UNIFORM ALLOWANCE	1,275	1,275	995	1,785
21 -425-00 -5119 -	DEFERRED COMP	3,204	3,204	2,007	3,973
21 -425-00 -5121 -	HEALTH/DENTAL/VISION	29,640	29,640	18,289	42,453
21 -425-00 -5122 -	PERS UAL PAYMENT	4,168	4,013	4,081	-
21 -425-00 -5124 -	HEALTHY LIVING	306	306	135	414
21 -425-00 -5202 -	OPERATING SUPPLIES	100	100	74	100
21 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	30,000	30,000	2,041	30,000
21 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	86,000	86,000	4,846	40,000
21 -425-00 -5206 -	UTILITIES	65,000	65,000	50,551	65,000
21 -425-00 -5211 -	PHONE/INTERNET				4,949
21 -425-600 -5255 -	FUEL	13,000	13,000	9,989	9,100
21 -425-00 -5266 -	SIGNAGE	12,000	12,000	9,007	15,000
21 -425-600 -5504 -	EQUIPMENT	-	-	-	-
21 -425-600 -5514 -	VEHICLES	-	-	7,432	
21 -425-000 -4035 -	STATE GAS TAX 2103	(111,560)	(89,350)	(61,351)	(111,560)
21 -425-000 -4036 -	STATE GAS TAX 2105	(73,080)	(62,808)	(40,269)	(73,080)
21 -425-000 -4037 -	STATE GAS TAX 2106	(43,529)	(38,381)	(25,877)	(43,529)
21 -425-000 -4038 -	STATE GAS TAX 2107	(99,839)	(75,240)	(54,422)	(99,839)
21 -425-000 -4039 -	STATE GAS TAX 2107.5	(3,000)	(3,000)	(3,000)	(3,000)
21 -425-000 -4040 -	INVESTMENT EARNINGS	(1,721)	(1,721)	-	(6,309)
21 -425-000 -4080 -	MISC INCOME	-	-	-	
	TOTAL GAS TAX	59,711	121,757	26,680	59,992
	TOTAL REVENUES	(332,729)	(270,500)	(184,918)	(337,317)
	TOTAL EXPENSES	392,440	392,258	211,599	397,309

22 TDA					
22 -425-00 -5202 -	OPERATING SUPPLIES	-	-	-	-
22 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	10,000	10,000	1,519	10,000
22 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	85,000	108,000	71,667	20,000
22 -425-00 -5205 -COSNR	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
22 -425-00 -5205 -WWLNT	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
22 -425-00 -5266 -	SIGNAGE	-	-	-	-
22 -425-00 -5504 -	EQUIPMENT	40,188	40,188	-	40,188
22 -425-00 -5516 -	CONSTRUCTION IN PROCESS	-	-	-	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
22 -425-00 -5516 -XWALK	CONSTRUCTION IN PROCESS	-	-	-	-
22 -425-00 -5516 -PMPY1	CONSTRUCTION IN PROCESS	1,600,000	1,200,000	153,168	2,400,000
22 -425-00 -5516 -PMPY2	CONSTRUCTION IN PROCESS	-	-	-	400,000
22 -425-000 -4040 -	INVESTMENT EARNINGS	(9,635)	(9,635)	-	(56,040)
22 -425-000 -4041 -	LTF STREETS	(650,000)	(650,000)	-	(650,000)
22 -425-000 -4081 -SBLVD	STATE GRANTS	-	-	-	-
	TOTAL TDA	1,075,553	698,553	226,354	2,164,148
	TOTAL REVENUES	(659,635)	(659,635)	-	(706,040)
	TOTAL EXPENSES	1,735,188	1,358,188	226,354	2,870,188

23 STORM DRAIN DEVELOPMENT					
23 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
23 -425-00 -5503 -	CAPITAL IMPROVEMENTS	-	-	-	-
23 -425-000 -4040 -	INVESTMENT EARNINGS	(847)	(847)	-	(319)
23 -425-000 -4044 -	STORM DRAIN DEV FEES	(7,869)	(7,869)	(6,734)	(7,869)
23 -425-000-9001	OPERATING TRANSFER OUT	-	-	-	
	TOTAL STORM DRAIN	(8,716)	(8,716)	(6,734)	(8,188)
	TOTAL REVENUES	(8,716)	(8,716)	(6,734)	(8,188)
	TOTAL EXPENSES	-	-	-	-

26 MEASURE R					
26 -425-000 -4040 -	INVESTMENT EARNINGS	(2,344)	(2,344)	-	(41,239)
26 -425-000 -4080 -	MEASURE R REVENUE	(234,000)	(234,000)	(197,270)	(234,000)
26 -425-000 -4081 -CBLVD	STATE GRANTS	-	-	-	-
26 -425-000 -4081 -ENTRY	STATE GRANTS	-	-	(717,543)	-
26 -425-900 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
26 -425-900 -5205 -ENTRY	PROFESSIONAL & CONTRACTUAL SRV	-	-	384,256	-
26 -425-900 -5516 - CBLVD	CONSTRUCTION IN PROCESS	-	-	-	-
26 -425-900 -5516 - PMPY2	CONSTRUCTION IN PROCESS	-	-	-	754,651
26 -425-900 -5516 - RD168	CONSTRUCTION IN PROCESS	-	-	-	190,000
26 -425-00 -9000	OPERATING TRANFER IN	-	-	-	-
	TOTAL MEASURE R	(236,344)	(236,344)	(530,557)	669,412
	TOTAL REVENUES	(236,344)	(236,344)	(914,813)	(275,239)
	TOTAL EXPENSES	-	-	384,256	944,651

27 ROAD MAINTENANCE & REHAB (SB1)					
27 -425-00 -5516 -PMPY2	CONSTRUCTION IN PROCESS	-	-	-	-
27 -425-000 -4040 -	INVESTMENT EARNINGS	(574)	(574)	-	(7,907)
27 -425-000-4081	STATE GRANT	(258,195)	(225,757)	(133,474)	(256,695)
27 -425-00 -9000	OPERATING TRANFER IN	-	-	-	

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
	TOTAL SB1 RMRA	(258,769)	(226,331)	(133,474)	(264,602)
	TOTAL REVENUES	(258,769)	(226,331)	(133,474)	(264,602)
	TOTAL EXPENSES	-	-	-	-
30 PARK DEVELOPMENT					
30 -425-000 -4020 -	PARK DEVELOPMENT FEES	(18,801)	(18,801)	(3,392)	(18,801)
30 -425-000 -4040 -	INVESTMENT EARNINGS	(106)	(106)	-	(569)
	TOTAL PARK DEVELOPMENT	(18,907)	(18,907)	(3,392)	(19,370)
	TOTAL REVENUES	(18,907)	(18,907)	(3,392)	(19,370)
	TOTAL EXPENSES	-	-	-	-
31 PARK IMPROVEMENTS					
31 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
31 -425-00 -5516-CCNR	CONSTRUCTION IN PROCESS	1,600,000	1,600,000	1,222,850	-
31 -425-00 -5516-FREE	CONSTRUCTION IN PROCESS	2,214,034	1,814,034	642,181	884,000
31 -425-00 -5516 -JENGS	CONSTRUCTION IN PROCESS	-	-	2,101	-
31 -425-00 -5516-ROYPK	CONSTRUCTION IN PROCESS	196,500	196,500	23,292	96,500
31 -425-000 -4040 -	INVESTMENT EARNINGS	(446)	(446)	-	-
31 -425-000 -4080 -	MISC INCOME	-	-	-	
31 -425-000 -4081 -CCNR	STATE GRANTS	(1,600,000)	(1,600,000)	(673,701)	
31 -425-000 -4081 -FREE	STATE GRANTS	(2,214,034)	(1,814,034)	(24,877)	
31 -425-000 -4081 -ROYPK	STATE GRANTS	(196,500)	(196,500)	-	
31 -425-000 -4081 -SPP	STATE GRANTS	-	-	-	(96,500)
31 -425-000 -9000 -	TRANSFER IN	-	-	-	(625,000)
	TOTAL PARK IMPROVEMENTS	7,054	(446)	1,191,846	259,000
	TOTAL REVENUES	(4,010,980)	(3,610,980)	(698,578)	(721,500)
	TOTAL EXPENSES	4,018,034	3,610,534	1,890,424	980,500
35 MAINTENANCE DISTRICTS					
35 -425-00 -5101 -	SALARIES	10,554	10,554	6,573	10,229
35 -425-00 -5110 -	FICA	661	661	410	641
35 -425-00 -5111 -	MEDICARE	155	155	96	150
35 -425-00 -5112 -	PERS RETIREMENT	828	828	511	850
35 -425-00 -5116 -	LTD/LIFE INSURANCE	92	92	62	77
35 -425-00 -5117 -	WORKERS COMPENSATION	1,133	1,133	1,165	1,133
35 -425-00 -5118 -	UNIFORM	85	85	155	85
35 -425-00 -5119 -	DEFERRED COMP	426	426	279	437
35 -425-00 -5121 -	HEALTH/DENTAL/VISION	2,605	2,605	1,602	2,591
35 -425-00 -5122 -	PERS UAL PAYMENT	493	475	427	-
35 -425-00 -5124 -	HEALTHY LIVING	18	18	9	18

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
35 -425-00 -5202 -	OPERATING SUPPLIES	500	500	-	-
35 -425-00 -5203 -	REPAIR & MAINTENANCE SUPPLIES	500	500	1,255	1,000
35 -425-00 -5204 -	REPAIRS & MAINENANCE SERVICES	-	-	-	-
35 -425-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	36,000	36,000	20,323	36,000
35 -425-00 -5206 -	UTILITIES	6,000	6,000	1,088	6,000
35 -425-00 -5211 -	PHONE/INTERNET	-	-	-	247
35 -425-00 -5255 -	FUEL	2,000	2,000	1,426	435
35 -425-00 -5285 -	SMALL TOOLS	-	-	-	-
35 -425-00 -5504	EQUIPMENT	-	-	-	-
35 -425-00 -5514	VEHICLES	-	-	7,432	-
35 -425-000 -4025 -	PROPERTY ASSESSMENTS	(62,500)	(62,500)	(33,480)	(63,000)
35 -425-000 -4040 -	INVESTMENT EARNINGS	-	-	-	-
35 -425-000 -9000 -	TRANSFER IN	-	-	-	-
	TOTAL MAINTENANCE DISTRICTS	(451)	(469)	9,332	(3,107)
	TOTAL REVENUES	(62,500)	(62,500)	(33,480)	(63,000)
	TOTAL EXPENSES	62,049	62,031	42,813	59,893
39 CITY PROPERTIES					
39 -425-000 -4040 -	INVESTMENT EARNINGS	(416)	(416)	-	(2,005)
39 -425-000 -4075 -	RENT	(93,043)	(93,043)	(59,630)	(89,557)
39 -425-000-4080	MISC REVENUE	-	-	-	-
39 -425-000 -5202 -	OPERATING SUPPLIES	-	-	-	-
39 -425-000 -5203 -	MAINTENANCE SUPPLIES	2,500	2,500	2,238	2,500
39 -425-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	25,000	25,000	5,474	50,000
39 -425-00 -5206 -	UTILITIES	-	-	46	-
39 -425-000 -5206 - CMCTR	COMM CENTER UTILITIES	26,000	26,000	25,708	29,000
39 -425-000 -5206 -HLTHY	UTILITIES - HEALTHY START	1,000	1,000	846	1,000
39 -425-000 -5207	INSURANCE	-	-	-	-
39 -425-000 -5211 -	PHONE/INTERNET	5,000	5,000	3,706	5,316
39 -425-000 -5504 -	EQUIPMENT		21,000	20,874	
39 -425-000 -9000 -	TRANSFER IN	-	(21,000)	-	
	TOTAL CITY PROPERTIES	(33,959)	(33,959)	(738)	(3,746)
	TOTAL REVENUES	(93,459)	(114,459)	(59,630)	(91,562)
	TOTAL EXPENSES	59,500	80,500	58,892	87,816
40 CDBG PROGRAM INCOME					
40 -404-000 -4040 -	INVESTMENT EARNINGS	(1,041)	(1,041)	-	(8,576)
40 -404-000 -4081 -	STATE GRANTS	-	-	(910)	-
40 -404-000 -4081 -1983	STATE GRANTS	-	-	(755)	-
40 -404-000 -4081 -1984	STATE GRANTS	-	-	-	-
40 -404-000 -4081 -1987	STATE GRANTS	-	-	(18,281)	-
40 -404-000 -4081 -1988	STATE GRANTS	-	-	(7,100)	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
40 -404-000 -4081 -1989	STATE GRANTS	(75,000)	(75,000)	-	(75,000)
40 -404-000 -4081 -1990	STATE GRANTS	(75,000)	(75,000)	(400)	(75,000)
40 -404-000 -4081 -1992	STATE GRANTS	(75,000)	(75,000)	-	(75,000)
40 -404-000 -4081 -1994	STATE GRANTS	(75,000)	(75,000)	(1,050)	(75,000)
40 -404-000 -4081 -1995	STATE GRANTS	(34,000)	(34,000)	(350)	(34,000)
40 -404-000 -4081 -1997	STATE GRANTS	-	-	-	-
40 -404-000 -4081 -1999	STATE GRANTS	-	-	(1,675)	-
40 -404-000 -4081 -2000	STATE GRANTS	-	-	-	-
40 -404-000 -4081 -2001	2001 PROGRAM INCOME	-	-	(2,350)	-
40 -404-000 -4081 -2002	GRANT PI	-	-	(100)	-
40 -404-000 -4081 -2003	GRANT PI	-	-	-	-
40 -404-000 -4081 -2004	STATE GRANTS	-	-	-	-
40 -404-000 -4081 -2005	2005 CDBG Program Income	-	-	-	-
40 -404-000 -4081 -6713	STATE GRANTS	-	-	-	-
40 -404-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
40 -404-00 -5205 -9900	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
40 -404-00 -5516- JENGS	CONSTRUCTION IN PROCESS	-	-	-	334,000
40 -404-000 -9001	TRANSFER-OUT	-	-	-	-
	TOTAL CDBG PROGRAM INCOME	(335,041)	(335,041)	(32,971)	(8,576)
	TOTAL REVENUES	(335,041)	(335,041)	(32,971)	(342,576)
	TOTAL EXPENDITURES	-	-	-	334,000

41 HOME PROGRAM INCOME					
41 -404-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	19,750	-
41 -404-00 -5205 -0895	PROFESSIONAL & CONTRACTUAL SRV	-	-	-	-
41 -404-000 -4040 -	INVESTMENT EARNINGS	(319)	(319)	-	(1,986)
41 -404-000 -4082 -12600	FEDERAL GRANTS	-	-	-	-
41 -404-000 -4081 -00HM	STATE GRANTS	-	-	(85,600)	-
41 -404-000 -4082 -2349	FEDERAL GRANTS	-	-	(97,120)	-
41 -404-000 -4082 -0652	0652 FEDERAL	-	-	-	-
41 -404-000 -4082 -H3104	FEDERAL GRANTS	-	-	-	-
41 -404-000 -4082 -98HM	FEDERAL GRANTS	-	-	-	-
	TOTAL HOME PROGRAM INCOME	(319)	(319)	(162,970)	(1,986)
	TOTAL REVENUES	(319)	(319)	(182,720)	(1,986)
	TOTAL EXPENDITURES	-	-	19,750	-

42 CALHOME PROGRAM INCOME					
42 -404-000 -4040 -	INVESTMENT EARNINGS	(1,152)	(1,152)	-	(2,647)
42 -404-000 -4081 -	STATE GRANTS	-	-	(800)	-
42 -404-000 -4081 -00HM	STATE GRANTS	-	-	-	-
42 -404-000 -4081 -08CH	STATE GRANTS	-	-	(1,000)	-
42 -404-000 -4081 -10CH	STATE GRANTS	-	-	(2,400)	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
42 -404-000 -4081 -12CH	STATE GRANTS	-	-	-	-
42 -404-000 -4081 -CH04	STATE GRANTS	-	-	-	-
42 -404-00 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	225,093	-
42 -404-00 -9001 -	TRANSFER OUT	-	-	-	-
	TOTAL CALHOME PROGRAM INCOME	(1,152)	(1,152)	220,893	(2,647)
	TOTAL REVENUES	(1,152)	(1,152)	(4,200)	(2,647)
	TOTAL EXPENDITURES	-	-	225,093	-

60 AMERICAN RESCUE PLAN (ARPA)					
60 -404-400 -4082 -	ARP TAX REVENUE	(1,280,193)	(1,280,193)	(1,280,193)	-
60 -404-000 -4040 -	INVESTMENT EARNINGS	(6,783)	(6,783)	-	(58,537)
60 -404-00 -5516	CONSTRUCTION IN PROCESS	90,000	-	-	-
60 -404-00 -5516 -PUMP	CONSTRUCTION IN PROCESS	-	20,000	2,185	-
60 -404-00 -5516 -ROY2	CONSTRUCTION IN PROCESS	775,000	775,000	-	775,000
60 -404-00 -5516 -TENDR	CONSTRUCTION IN PROCESS	-	240,000	-	-
60 -404-000 -5504 -	EQUIPMENT	81,000	91,100	-	-
60 -415-00 -5514	VEHICLES	-	-	-	50,000
60 -420-000 -5504 -	EQUIPMENT	-	-	179,077	255,000
60 -425-00 -5514	VEHICLES	-	-	-	-
60 -425-00 -5516 -CHPL1	CONSTRUCTION IN PROCESS	-	-	-	450,000
60 -425-000 -5504 -	EQUIPMENT	-	-	-	240,000
60 -425-000 -5504 -POCKT	EQUIPMENT	-	-	-	150,000
60 -425-000 -5504 -PUMP	EQUIPMENT	-	-	-	180,000
60 -425-000 -5504 -TRAIL	EQUIPMENT	-	-	-	141,000
60 -404-00 -9001 -	TRANSFER OUT	-	-	-	-
	TOTAL AMERICAN RESCUE PLAN	(340,976)	(160,876)	(1,098,931)	2,182,463
	TOTAL REVENUES	(1,286,976)	(1,286,976)	(1,280,193)	(58,537)
	TOTAL EXPENSES	946,000	1,126,100	181,262	2,241,000

61 CIRCULATION SYSTEM DEVELOPMENT					
61 -404-000 -4040 -	INVESTMENT EARNINGS	-	-	-	(3)
61 -404-000 -4221 -	DEVELOPER FEES	(2,280)	(2,280)	(250)	(2,280)
	TOTAL CIRCULATION SYSTEM FACILITIES	(2,280)	(2,280)	(250)	(2,283)
	TOTAL REVENUES	(2,280)	(2,280)	(250)	(2,283)
	TOTAL EXPENSES	-	-	-	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
62 GOVERNMENT FACILITIES DEVELOPMENT					
62 -404-000 -4040 -	INVESTMENT EARNINGS	-	-	-	-
62 -404-000 -4221 -	DEVELOPER FEES	(3,366)	(3,366)	-	(3,366)
	TOTAL GENERAL GOVERNMENT FACILITIES	(3,366)	(3,366)	-	(3,366)
	TOTAL REVENUES	(3,366)	(3,366)	-	(3,366)
	TOTAL EXPENSES	-	-	-	-
63 LIBRARY DEVELOPMENT					
63 -404-000 -4040 -	INVESTMENT EARNINGS	-	-	-	-
63 -404-000 -4221 -	DEVELOPER FEES	(132)	(132)	(14)	(132)
	TOTAL LIBRARY COLLECTION AND COMPUTERS	(132)	(132)	(14)	(132)
	TOTAL REVENUES	(132)	(132)	(14)	(132)
	TOTAL EXPENSES	-	-	-	-
64 COMMUNITY FACILITY DEVELOPMENT					
64 -404-000 -4040 -	INVESTMENT EARNINGS	-	-	-	(11)
64 -404-000 -4221 -	DEVELOPER FEES	(7,152)	(7,152)	(783)	(7,152)
	TOTAL COMMUNITY CENTER FACILITIES	(7,152)	(7,152)	(783)	(7,163)
	TOTAL REVENUES	(7,152)	(7,152)	(783)	(7,163)
	TOTAL EXPENSES	-	-	-	-
71 FIRE DEVELOPMENT					
71 -420-000 -5205 -	PROFESSIONAL & CONTRACTUAL	40,000	40,000	9,820	-
71 -420-000 -5504 -	EQUIPMENT	-	-	-	-
71 -420-000 -5514 -	VEHICLES	-	-	-	-
71 -420-000 -5504 -FREBRK	EQUIPMENT	-	130,000	83,430	-
71 -420-000 -5516 -STATN	CONSTRUCTION IN PROCESS	-	108,000	-	-
71 -420-100 -4112 -	PUBLIC SAFETY DEVELOPER FEES	(4,398)	(4,398)	(17,338)	(4,398)
71 -420-100 -4040 -	INVESTMENT EARNINGS	(819)	(819)	-	(3,229)
71 -420-000 -9001	TRANSFER-OUT			-	-
	TOTAL FIRE DEVELOPER FEES	34,783	272,783	75,912	(7,627)
	TOTAL REVENUES	(5,217)	(5,217)	(17,338)	(7,627)
	TOTAL EXPENSES	40,000	278,000	93,249	-

City of Farmersville

Operational Budget for 12 Months Ending June 30, 2024

		2022-2023 BUDGET	2022-2023 AMENDED BUDGET	2022-2023 ACTUAL AS OF 03/31/2023	2023-2024 PROPOSED BUDGET
72 FIRE COST RECOVERY					
72 -420-000 -5103 -	OUT OF COUNTY SPECIAL PAY	40,000	40,000	25,908	28,000
72 -420-000 -5110 -	FICA	-		1,606	2,000
72 -420-000 -5111 -	MEDICARE	-		376	500
72 -420-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-		55,063	55,000
72 -420-000 -5505 -	VOLUNTEER PASS-THRU	40,000	40,000	-	-
72 -420-000 -5504 -	EQUIPMENT	-	-	-	-
72 -420-000 -5516 -STATN	CONSTRUCTION IN PROCESS	-		40,485	392,000
72 -420-100 -4040 -	INVESTMENT EARNINGS	-	-	-	-
72 -420-100 -4081 -	STATE REIMBURSEMENT	(150,000)	(150,000)	(159,203)	(160,000)
	TOTAL FIRE COST RECOVERY	(70,000)	(70,000)	(35,765)	317,500
	TOTAL REVENUES	(150,000)	(150,000)	(159,203)	(160,000)
	TOTAL EXPENDITURES	80,000	80,000	123,438	477,500

81 POLICE DEVELOPMENT					
81 -411-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	5,200	5,200	-	-
81 -411-000 -5504 -	EQUIPMENT	-	-	38,152	-
81 -411-100 -4040 -	INVESTMENT EARNINGS	(91)	(91)	-	(516)
81 -411-100 -4112 -	PUBLIC SAFETY DEVELOPER FEES	(5,094)	(5,094)	(20,995)	(5,094)
	TOTAL POLICE DEVELOPER FEES	15	15	17,158	(5,610)
	TOTAL REVENUES	(5,185)	(5,185)	(20,995)	(5,610)
	TOTAL EXPENDITURES	5,200	5,200	38,152	-

82 STATE ASSET FORFEITURE					
82 -411-000 -5205 -	PROFESSIONAL & CONTRACTUAL SRV	-	-	2,312	2,982
82 -411-000 -5504 -	EQUIPMENT	2,300	2,300	-	-
82 -411-100 -4040 -	INVESTMENT EARNINGS	(13)	(13)	-	-
82 -411-100 -4035 -	FORFEITURES	-	-	-	-
	TOTAL STATE ASSET FORFEITURE	2,287	2,287	-	-
	TOTAL REVENUES	(13)	(13)	-	-
	TOTAL EXPENDITURES	2,300	2,300	2,312	2,982

	GRAND TOTAL				
	TOTAL REVENUES	(22,663,872)	(22,502,502)	(10,979,943)	(25,122,252)
	TOTAL EXPENDITURES	23,446,099	23,441,545	12,176,923	33,115,060
	REVENUE (OVER) OR UNDER	782,227	939,043	1,196,980	7,992,808

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Budget Charts

Budget Charts

The Budget Charts section of the budget document is intended to give the reader a graphical overview of the most important areas and trends with the City's proposed Budget compared to prior years.

General Fund: Where the Money Comes From



This pie chart's aim is to convey a summarized version of the various types of revenues that the General Fund is dependent upon. These figures are the result of extensive analysis to produce an accurate yet estimated projection for the Fiscal Year. A percentage and amount are assigned to each slice of the pie for reference to the total General Fund budgeted revenue. While these sources are generally static there will be variance in the percentage related to each source from year to year.

General Fund: Where the Money is Spent

This pie chart's aim is to convey a summarized version of the various types of expenditure areas within the General Fund. These figures are the result of the entire budgeting process from individual departments up to the City Manager. A percentage and amount is assigned to each slice of the pie for reference to the total General Fund budgeted revenue. While these sources are generally static there will be variance in the percentage related to each source from year to year. Community Development contains the recreation sponsorship program and Administration contains, overhead, City Council, and other various expenses. Public Works is primarily allocated to other funds so the amount in the General Fund is just one portion of their total budget.



Actual Revenue and Expense with Projected Budget

This is an historic look at the actual revenue and expenses by year for the General Fund. This is displayed in a cash basis, which is primarily how the City operates and budgets. However, these figures will vary slightly from the Financial Statements as they are modified accrual basis for the General Fund. Additionally, other funds are rolled up in the General Fund for the purposes of the financial statements; this graph is the General Fund alone. The purpose for

this difference is to graphically show the variances from year to year and how the City is dependent upon unevenly flowing revenues to operate ongoing operations.

The other item worthy of mentioning is the trend line that is placed on this chart. While the trend line is not indicative of actual rate or an actual future rate of growth, it is simply a linear trend line for illustration purposes. The intent is to show that the budget is below the linear trend line expected. This is an important factor as it will allow for there to be easier decision about additional revenues at year-end (conservative budgeting strategic goal) rather than being short and trying to determine what to cut in future years.

This chart provides the reader with a graphical breakdown of actual revenues compared to actual revenues by year to allow a general conclusion of how well the City is living within its means during each year. It is important that the City not overspend but also not hoard cash to the detriment of the service levels provided. These actuals are then compared the budgeted amounts for the next fiscal year to show the trend. It is important to note that after a year of revenues exceeding expense, additional revenues may be allocated in the following years by City Council since that money is received and available to spend.

General Fund Expense – Budget vs. Actual

This provides the reader with a graphical breakdown of anticipated expenditures compared to actual expenditures by year. This allows a general conclusion of how well the budgetary controls of the City are working and the trend of expenses relative to the General Fund.

Expenditures vary widely and different budgetary emphases each year can make these amounts change over time.

General Fund Revenue – Budget vs. Actual

This provides the reader with a graphical breakdown of anticipated revenues compared to actual revenues by year. This allows a general conclusion of how well the budgetary forecasting of the City is working and the trend of revenues relative to the General Fund.

Revenues vary widely and different many external impacts out of the control of the City can make these amounts vary widely over time.

Historic Sales Tax Receipts & Projected Budget

This schedule provides a brief graphical summary of the City's largest income generator, Sales Tax. A separate bar is assigned to the standard Bradley Burns Sales Tax and additional bars for local tax: Measure U and Measure P.

This chart is significant in that it shows the wide swings of this revenue source, even within a relatively short period of time. City staff are always anticipating volatility in Sales Tax and the budget reflects conservatism because of the nature of this revenue source. The anticipated economic changes over the next twelve months will be difficult to predict but may have less impact on Farmersville than other surrounding Cities due to the small tax base of the City.



Capital Projects by Department

This provides the reader with a graphical breakdown of anticipated capital costs by each department within the City for the full Five Year Capital Improvement Plan. This allows a general conclusion of where most capital needs and improvements will be made in the future.

Capital needs are usually know well in advance but as timeline near, these projected costs can vary or projects could be delayed or revised.

Capital Projects by Fund

This provides the reader with a graphical breakdown of anticipated capital costs by each fund within the City for the full Five Year Capital Improvement Plan. This allows a general conclusion of where most capital needs and improvements will be made in the future and what resource will be paying for them.

Capital needs are usually know well in advance but as timeline near, these projected costs can vary or projects could be delayed or revised.

Capital Projects by Year

This provides the reader with a graphical breakdown of anticipated capital costs by each year within the full Five Year Capital Improvement Plan. This allows a general conclusion of where most capital needs and improvements will be made in the future.

Capital needs are usually know well in advance but as timeline near, these projected costs can vary or projects could be delayed or revised.

Capital Projects – New vs. Existing

This provides the reader with a graphical breakdown of anticipated capital costs by what projects were already existing versus new projects added in this next year for the full Five Year Capital Improvement Plan. This allows a general conclusion of where most capital needs and improvements will be made in the future.

Capital needs are usually know well in advance but as timeline near, these projected costs can vary or projects could be delayed or revised.

Largest Capital Projects

This provides the reader with a graphical breakdown of largest anticipated capital costs within the City for the full Five Year Capital Improvement Plan. This allows a general conclusion of where most capital needs and improvements will be made in the future.

Capital needs are usually know well in advance but as timeline near, these projected costs can vary or projects could be delayed or revised.

Funding Status of Capital Projects

This provides the reader with a graphical breakdown of which projects in the Five Year Capital Improvement Plan are already funded with a cash resource and which are not yet funded.

Revenues vary widely and different many external impacts out of the control of the City can make these amounts vary widely over time.

Capital Budget for FY 2023-24

This provides the reader with a graphical breakdown of anticipated capital for only the first year of the Five Year Capital Improvement Plan which will be combined with the rest of the budget for the current year. This allows a general conclusion of where most capital needs and improvements will be made in the future.

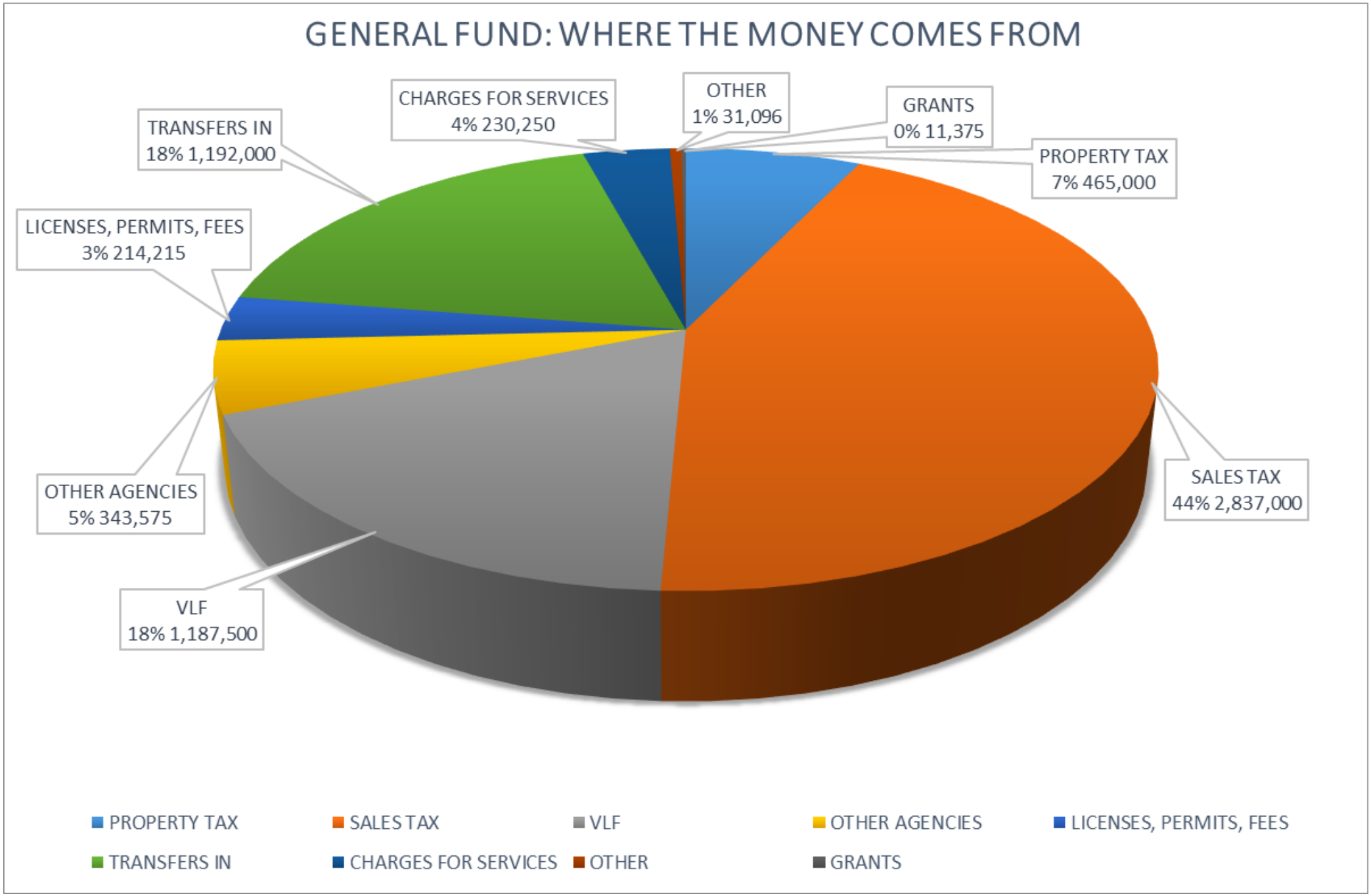
Capital needs are usually know well in advance but as timeline near, these projected costs can vary or projects could be delayed or revised.

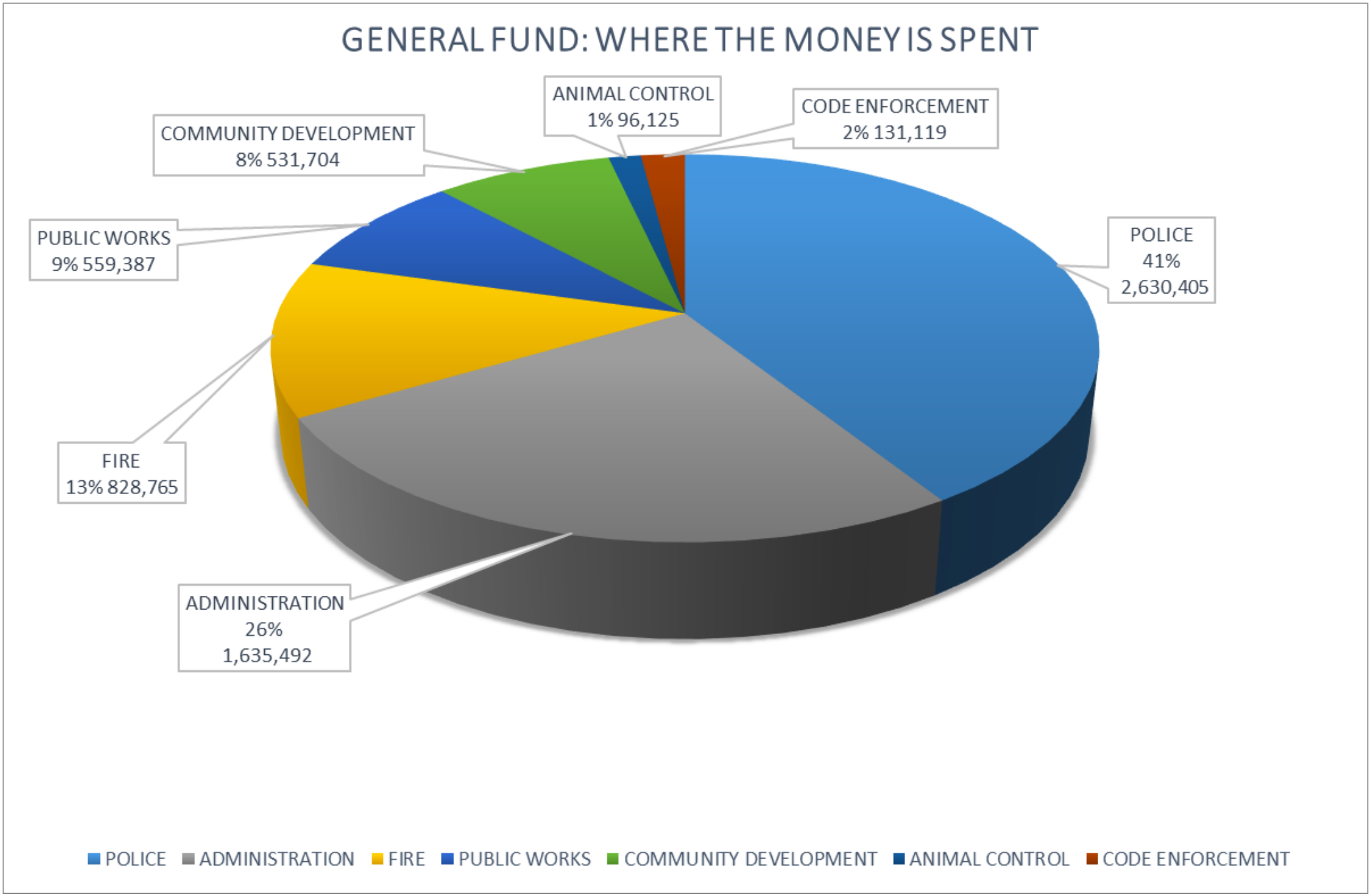
Measure Q Budget by Type for FY 2023-24

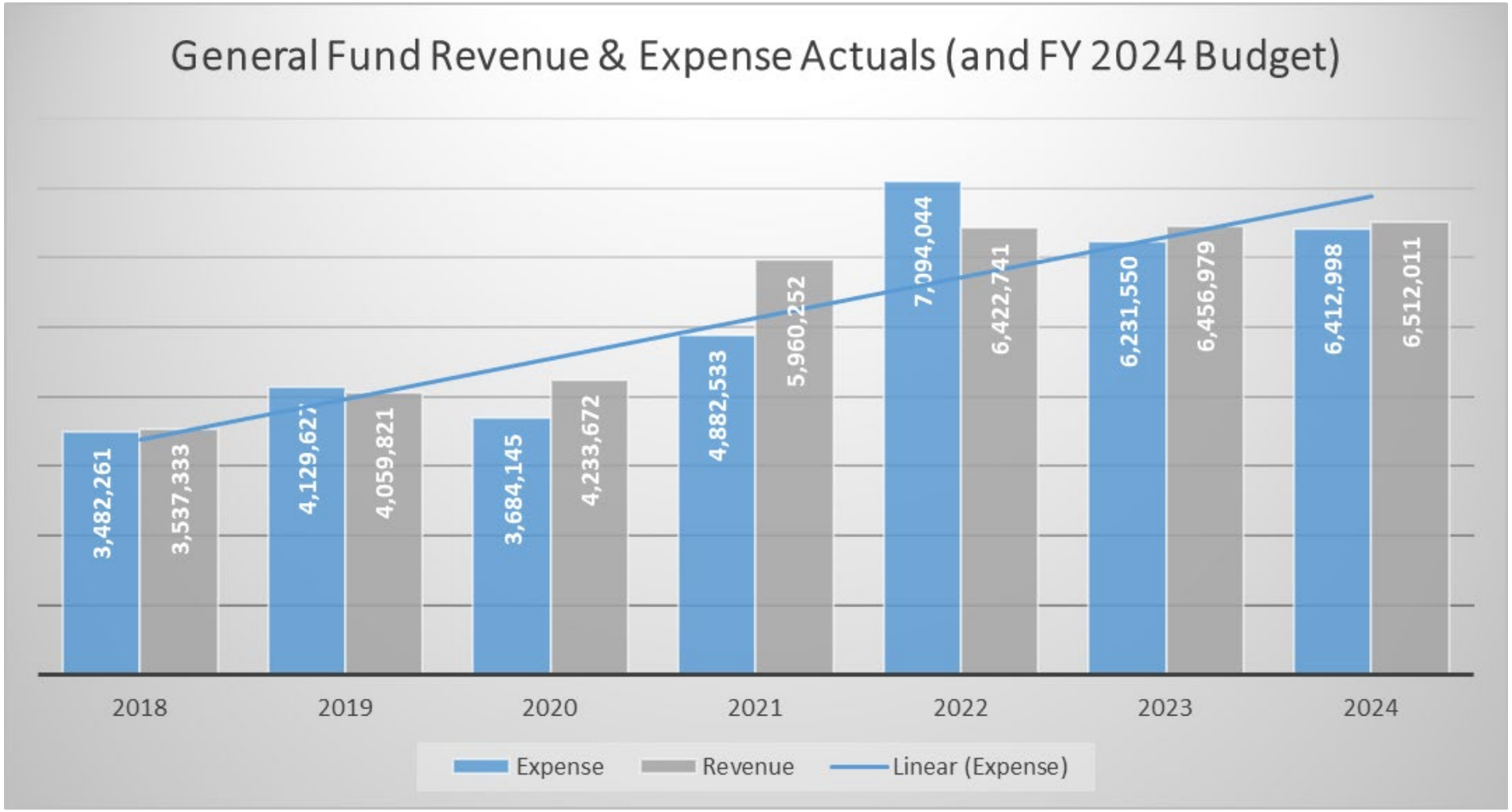
This provides the reader with a graphical breakdown of anticipated spending of Measure Q funds in the next budget year between Capital and Operation items. This allows a general conclusion of where Measure Q funds will be spent and how the spending is prioritized one either one-time (capital) or ongoing (operation) expenses.

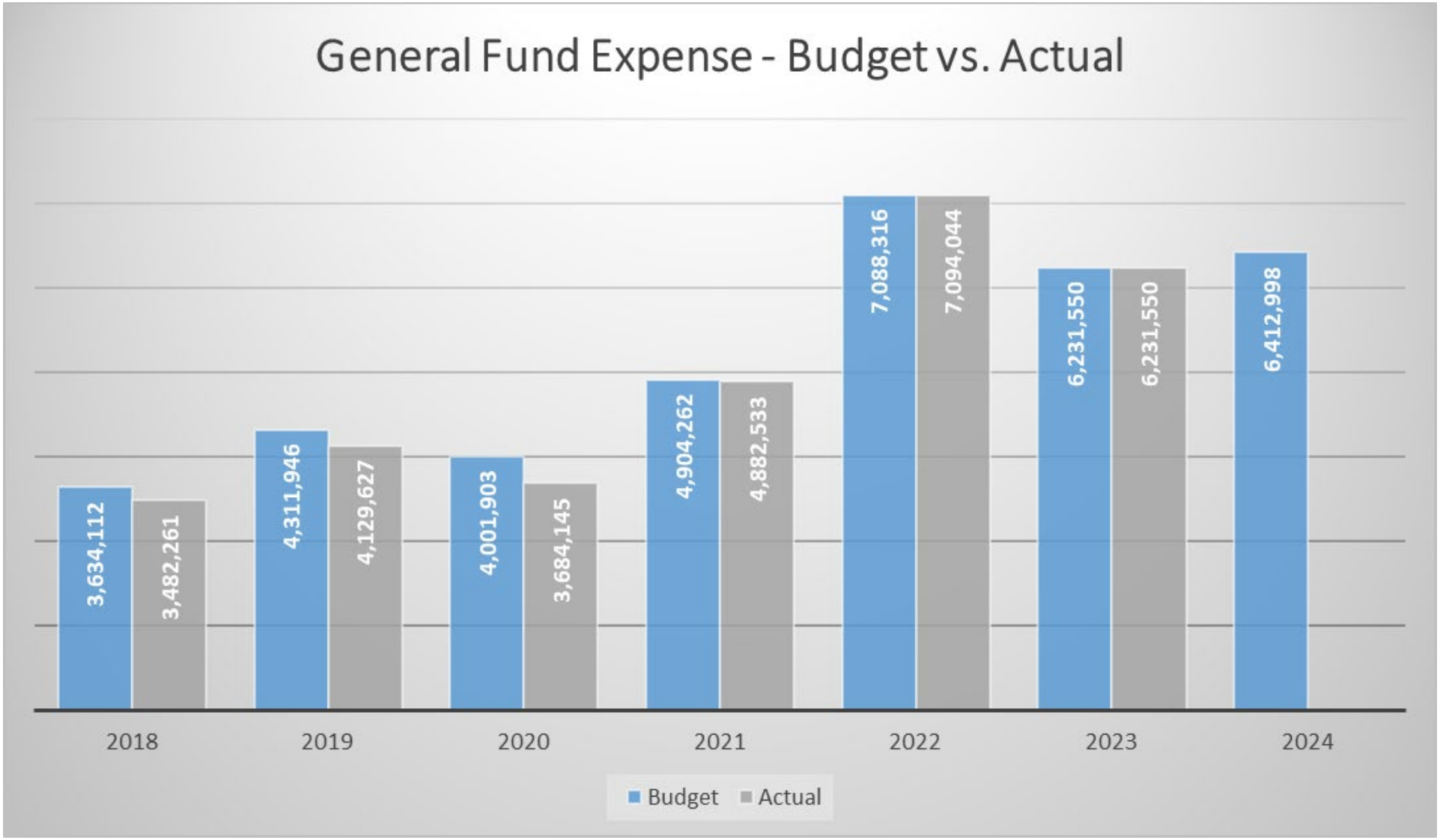
Measure Q Budget by Department

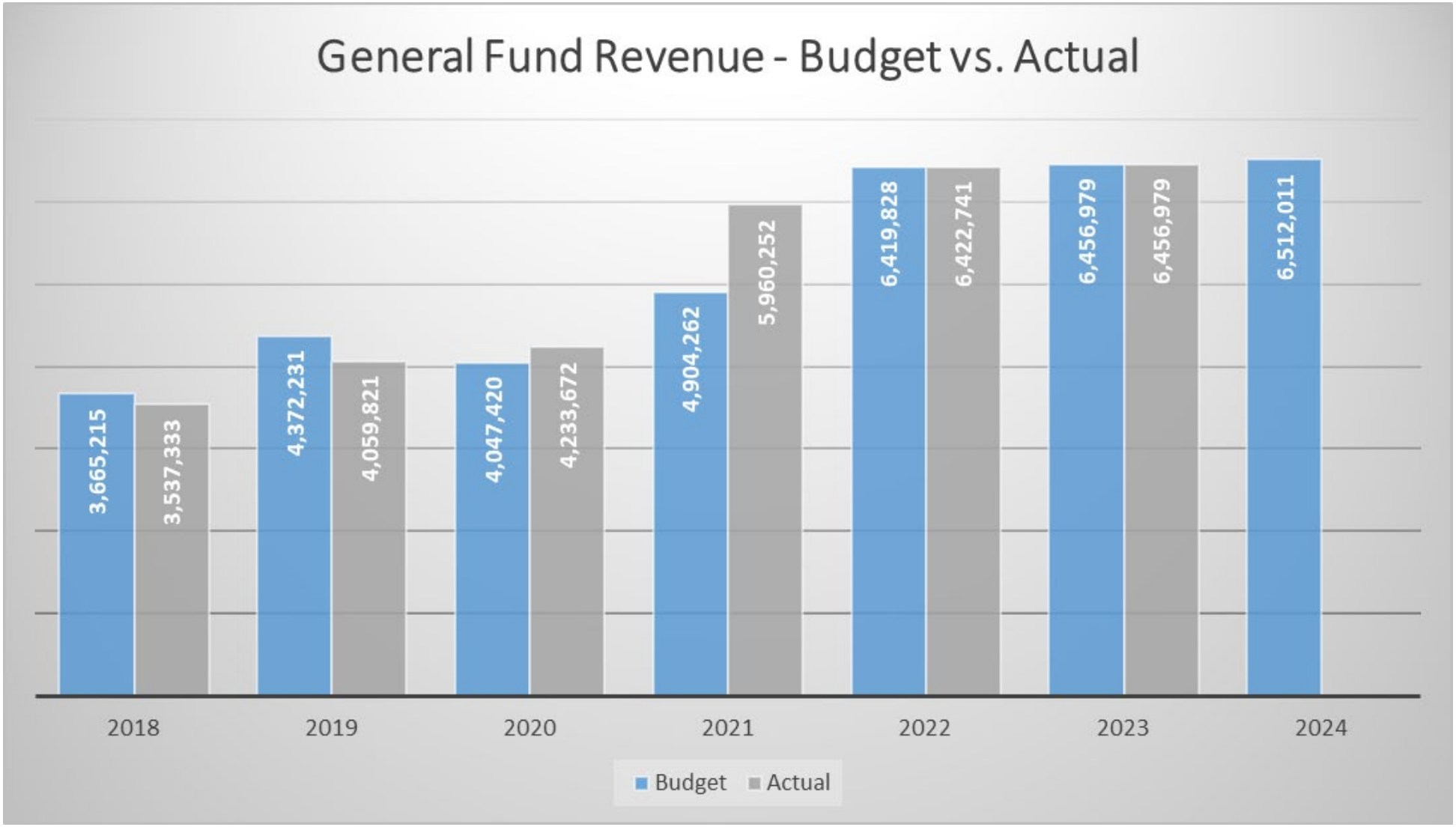
This provides the reader with a graphical breakdown of anticipated spending of Measure Q funds in the next budget year between the different departments within the City. This allows a general conclusion of where Measure Q funds will be spent and how the spending is prioritized by each department.

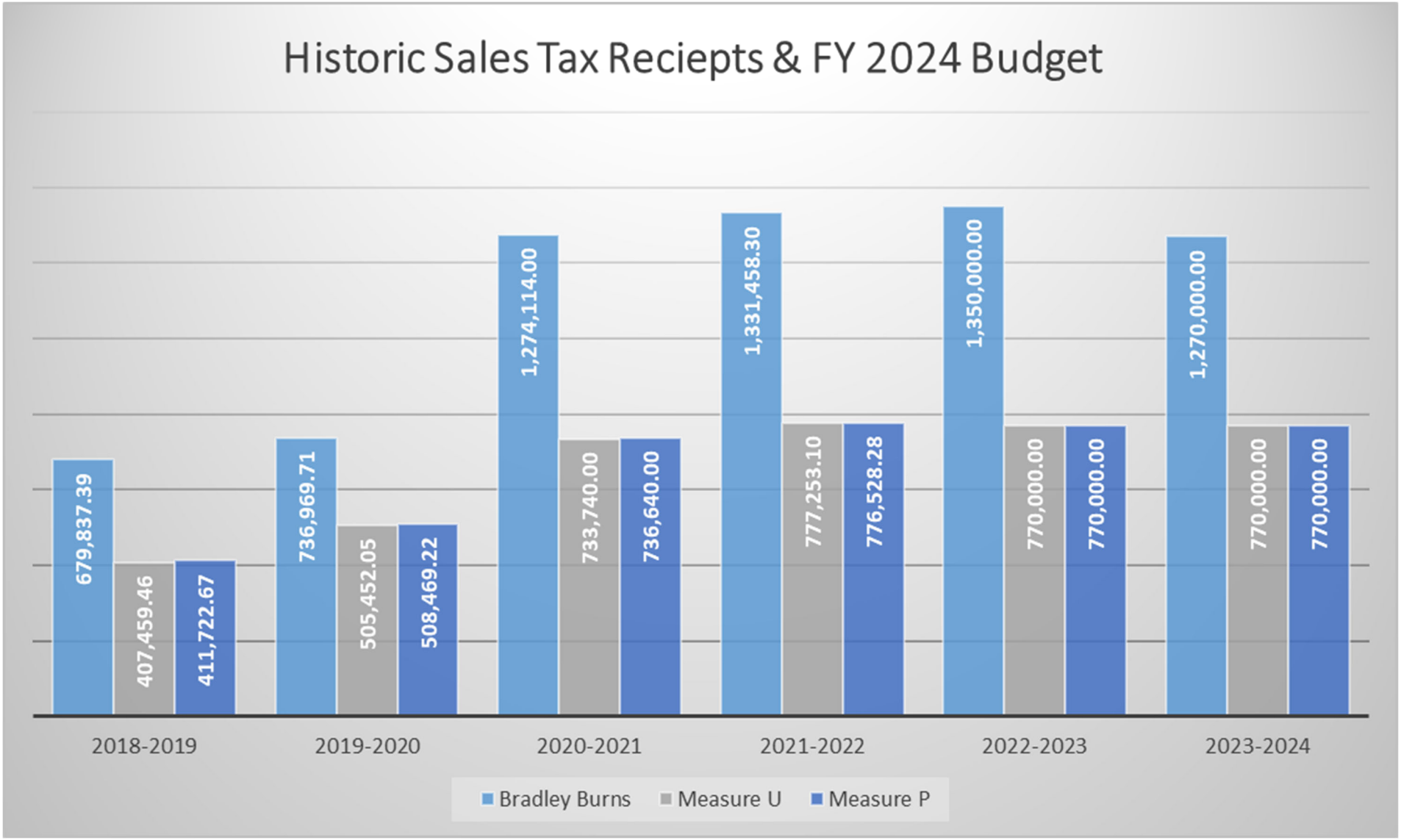

GENERAL FUND: WHERE THE MONEY COMES FROM
CHARGES FOR SERVICES
4% 230,250
OTHER
1% 31,096
GRANTS
0% 11,375
TRANSFERS IN
18% 1,192,000
PROPERTY TAX
7% 465,000
LICENSES, PERMITS, FEES
3% 214,215
OTHER AGENCIES
5% 343,575
SALES TAX
44% 2,837,000
VLF
18% 1,187,500
PROPERTY TAX
SALES TAX
VLF
OTHER AGENCIES
LICENSES, PERMITS, FEES
TRANSFERS IN
CHARGES FOR SERVICES
OTHER
GRANTS

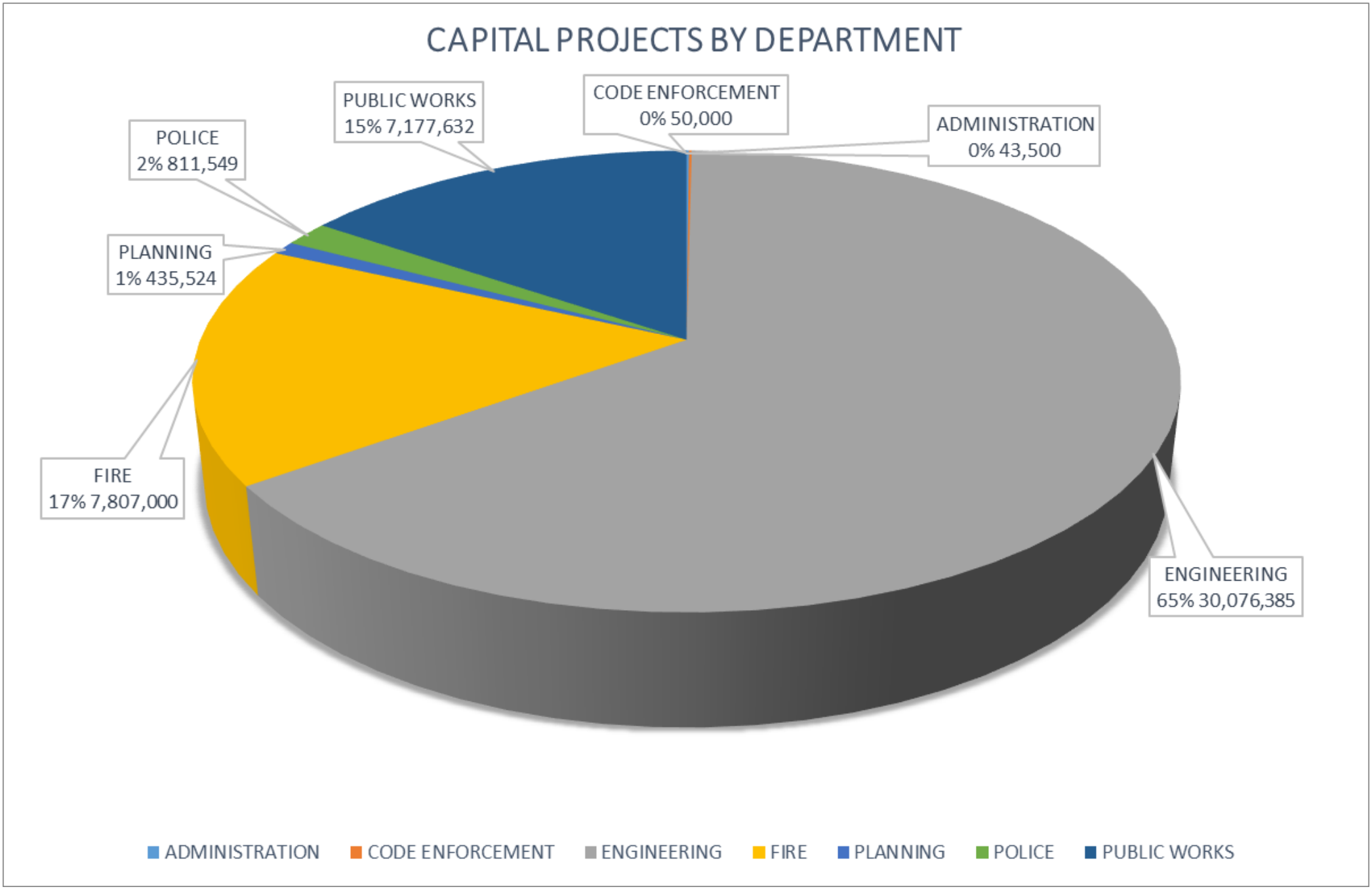

GENERAL FUND: WHERE THE MONEY IS SPENT
ANIMAL CONTROL
1% 96,125
CODE ENFORCEMENT
2% 131,119
COMMUNITY DEVELOPMENT
8% 531,704
PUBLIC WORKS
9% 559,387
POLICE
41%
2,630,405
FIRE
13% 828,765
ADMINISTRATION
26%
1,635,492
POLICE
ADMINISTRATION
FIRE
PUBLIC WORKS
COMMUNITY DEVELOPMENT
ANIMAL CONTROL
CODE ENFORCEMENT

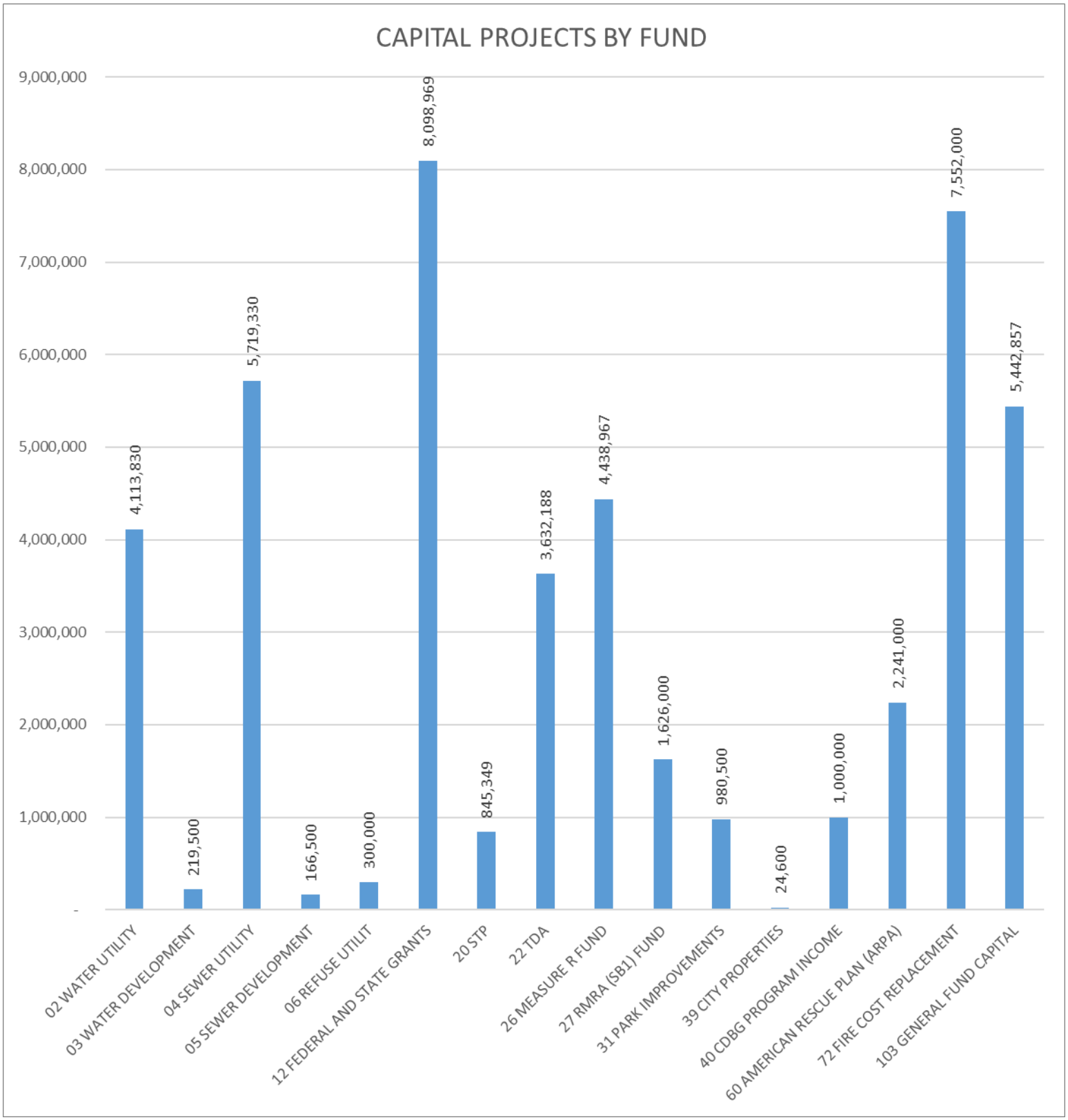

General Fund Revenue & Expense Actuals (and FY 2024 Budget)
3,482,261
3,537,333
4,129,627
4,059,821
3,684,145
4,233,672
4,882,533
5,960,252
7,094,044
6,422,741
6,231,550
6,456,979
6,412,998
6,512,011
2018
2019
2020
2021
2022
2023
2024
Expense
Revenue
Linear (Expense)

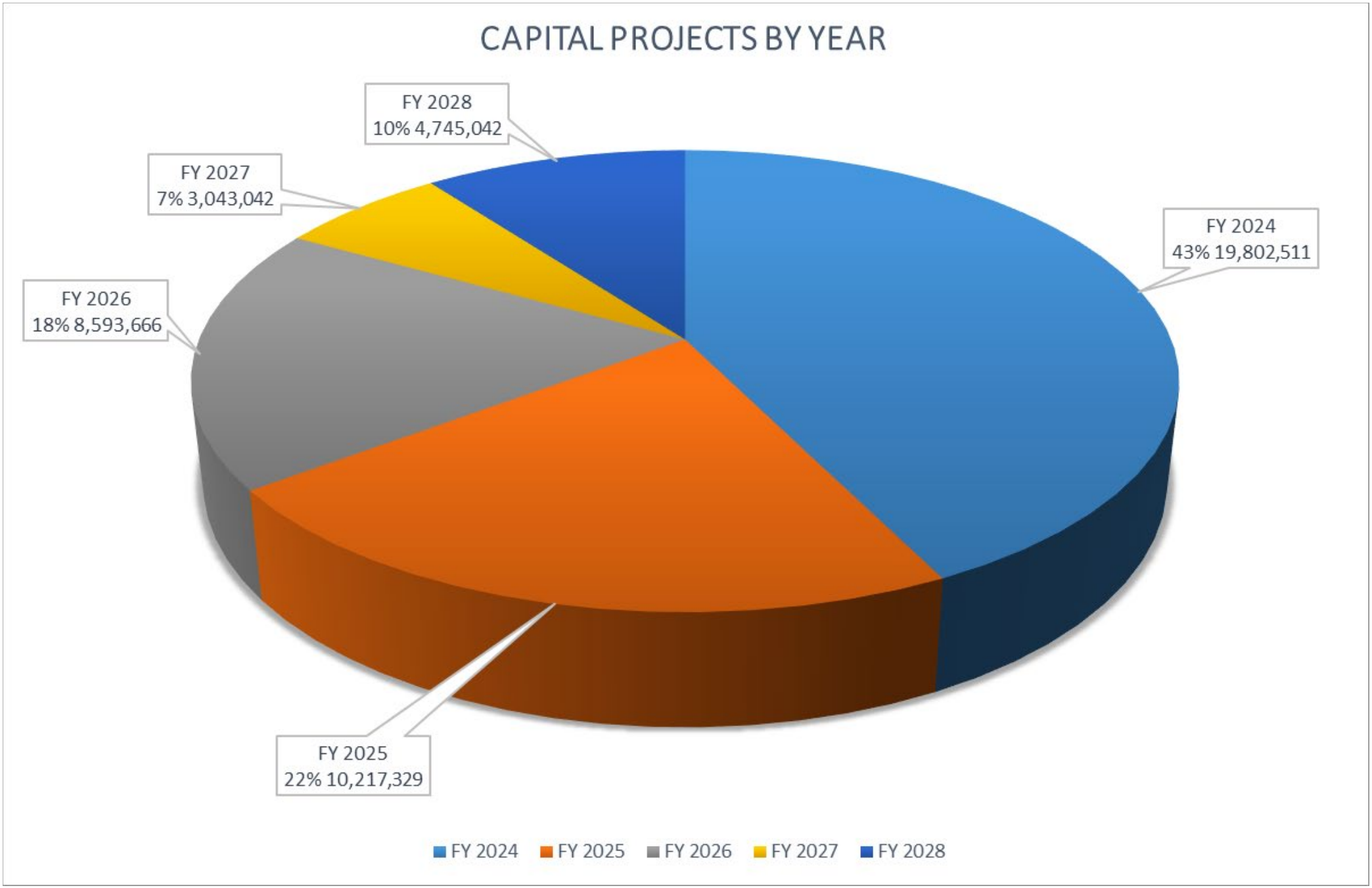

General Fund Expense - Budget vs. Actual
3,634,112
3,482,261
4,311,946
4,129,627
4,001,903
3,684,145
4,904,262
4,882,533
7,088,316
7,094,044
6,231,550
6,231,550
6,412,998
2018
2019
2020
2021
2022
2023
2024
Budget
Actual

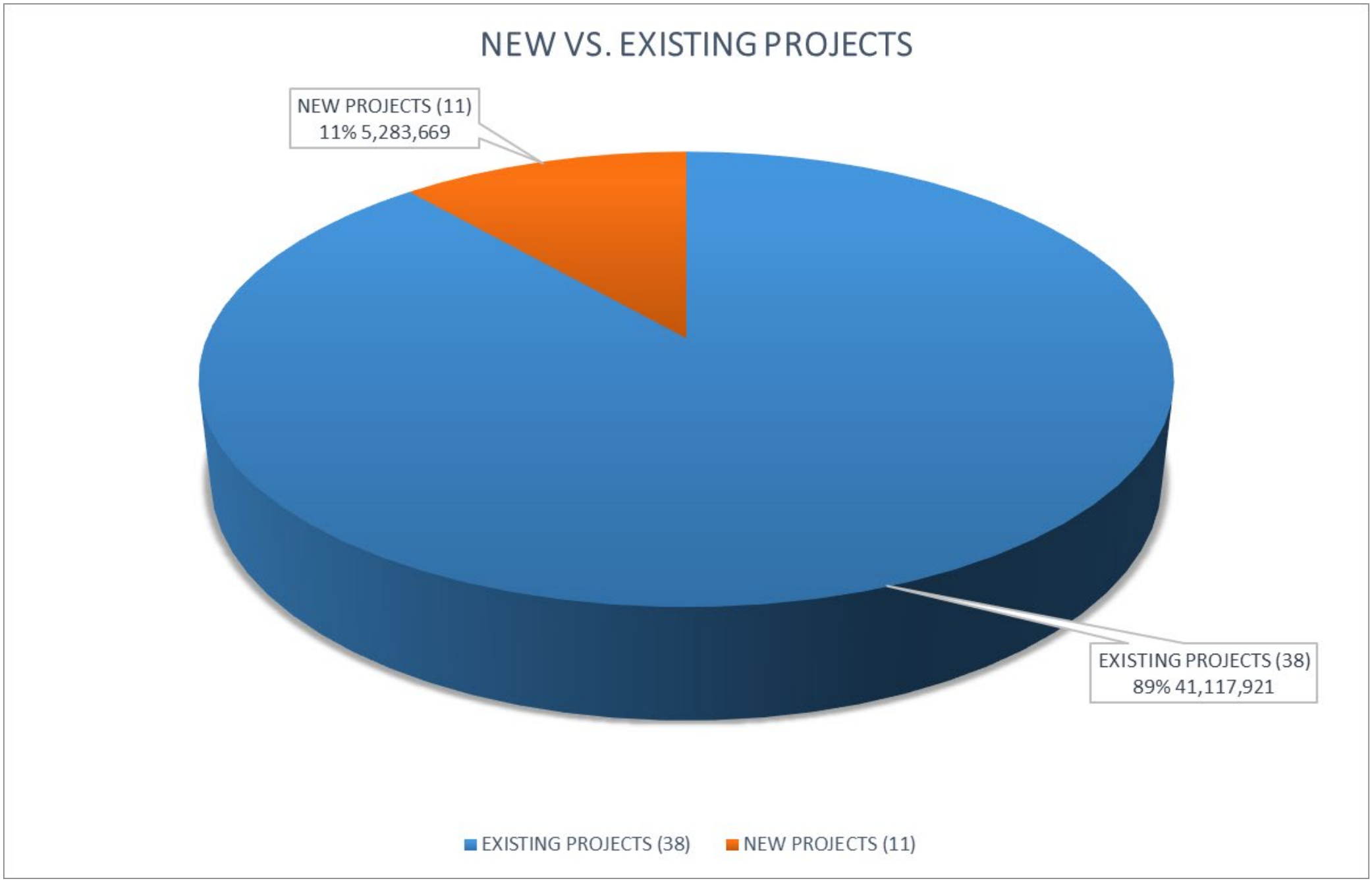

General Fund Revenue - Budget vs. Actual
3,665,215
3,537,333
4,372,231
4,059,821
4,047,420
4,233,672
4,904,262
5,960,252
6,419,828
6,422,741
6,456,979
6,456,979
6,512,011
2018
2019
2020
2021
2022
2023
2024
Budget
Actual

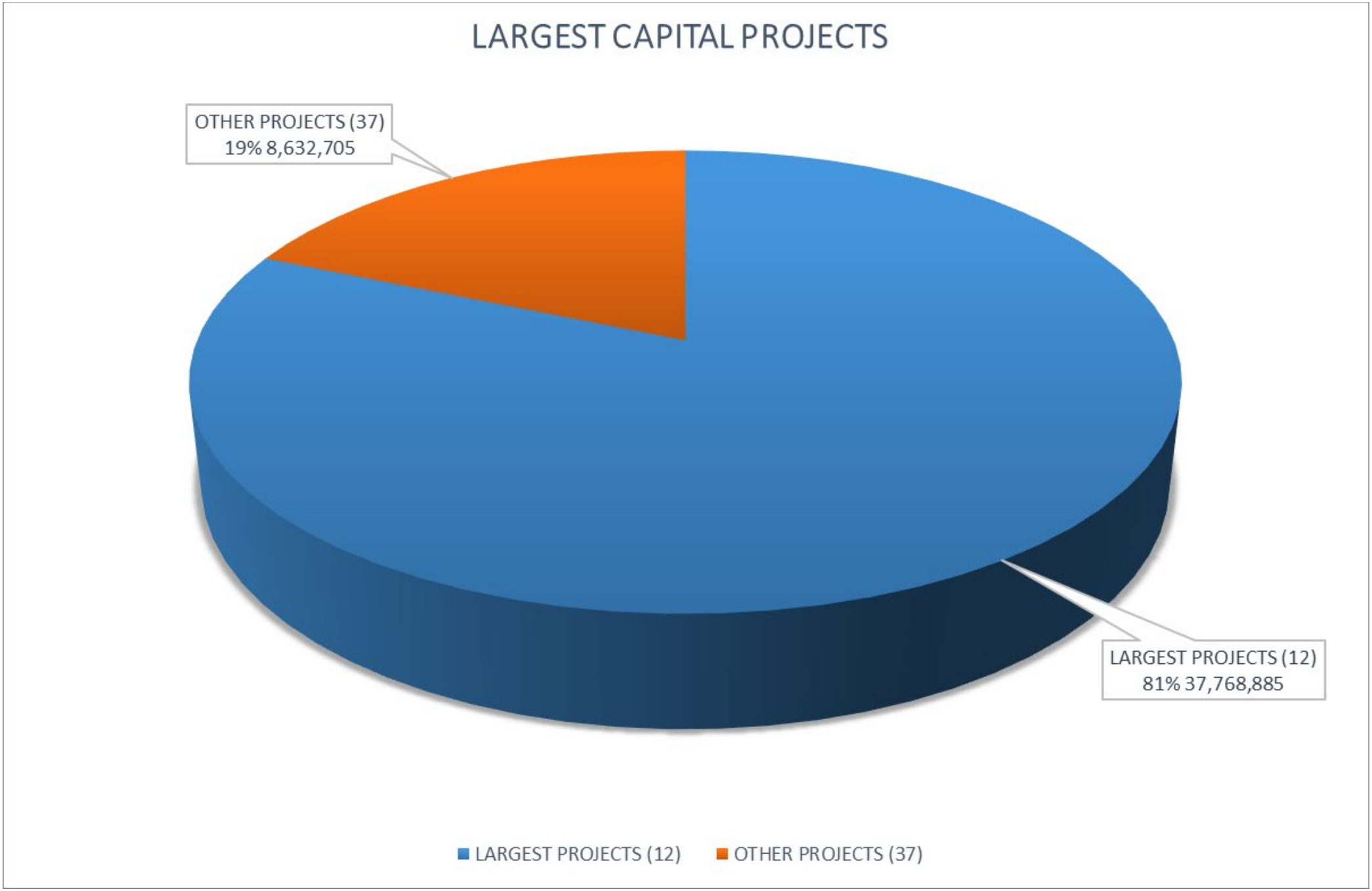

Historic Sales Tax Reciepts & FY 2024 Budget
679,837.39
407,459.46
411,722.67
736,969.71
505,452.05
508,469.22
1,274,114.00
733,740.00
736,640.00
1,331,458.30
777,253.10
776,528.28
1,350,000.00
770,000.00
770,000.00
1,270,000.00
770,000.00
770,000.00
2018-2019
2019-2020
2020-2021
2021-2022
2022-2023
2023-2024
Bradley Burns
Measure U
Measure P

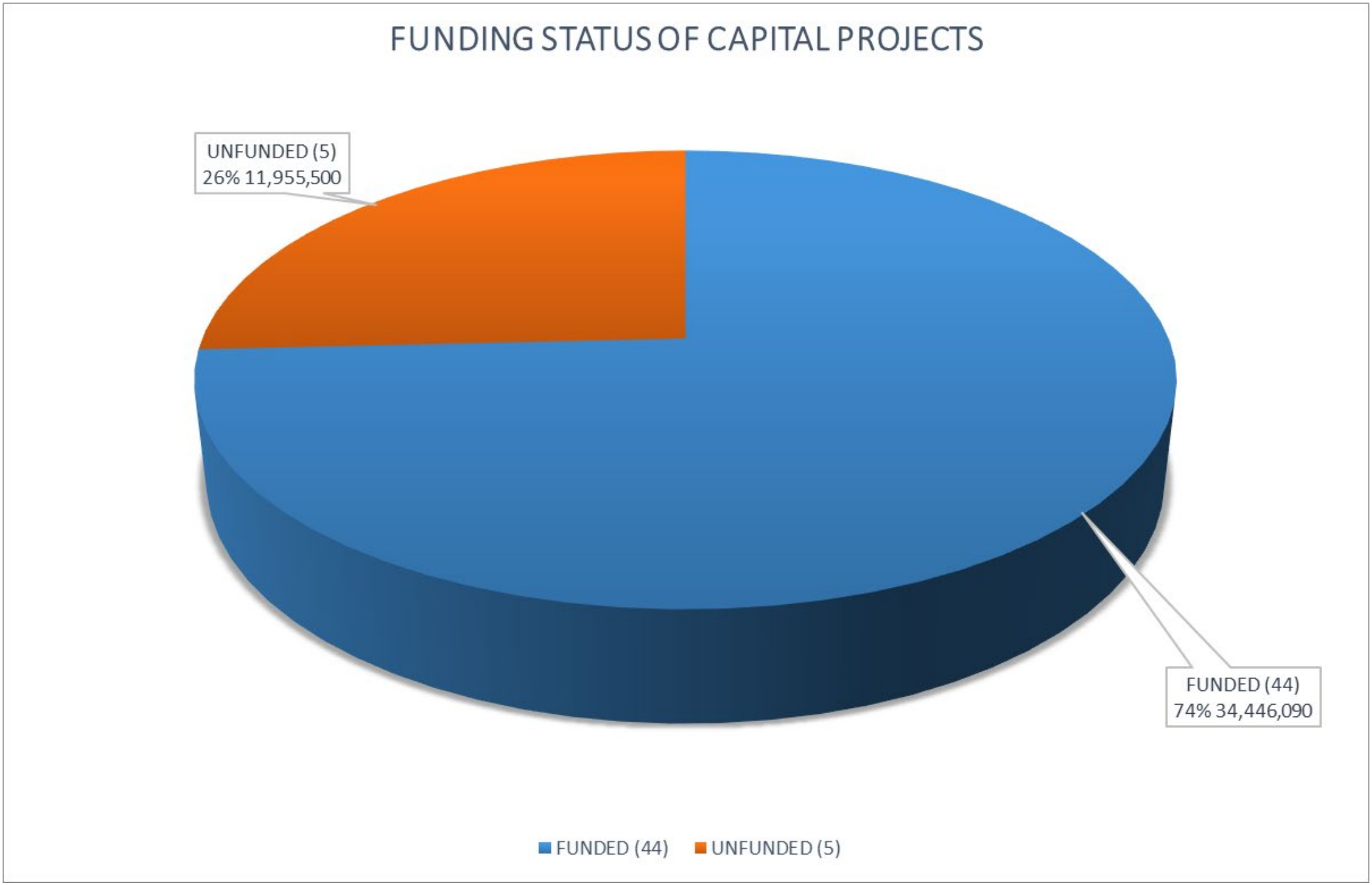

CAPITAL PROJECTS BY DEPARTMENT
PUBLIC WORKS
15% 7,177,632
CODE ENFORCEMENT
0% 50,000
ADMINISTRATION
0% 43,500
POLICE
2% 811,549
PLANNING
1% 435,524
FIRE
17% 7,807,000
ENGINEERING
65% 30,076,385
ADMINISTRATION
CODE ENFORCEMENT
ENGINEERING
FIRE
PLANNING
POLICE
PUBLIC WORKS

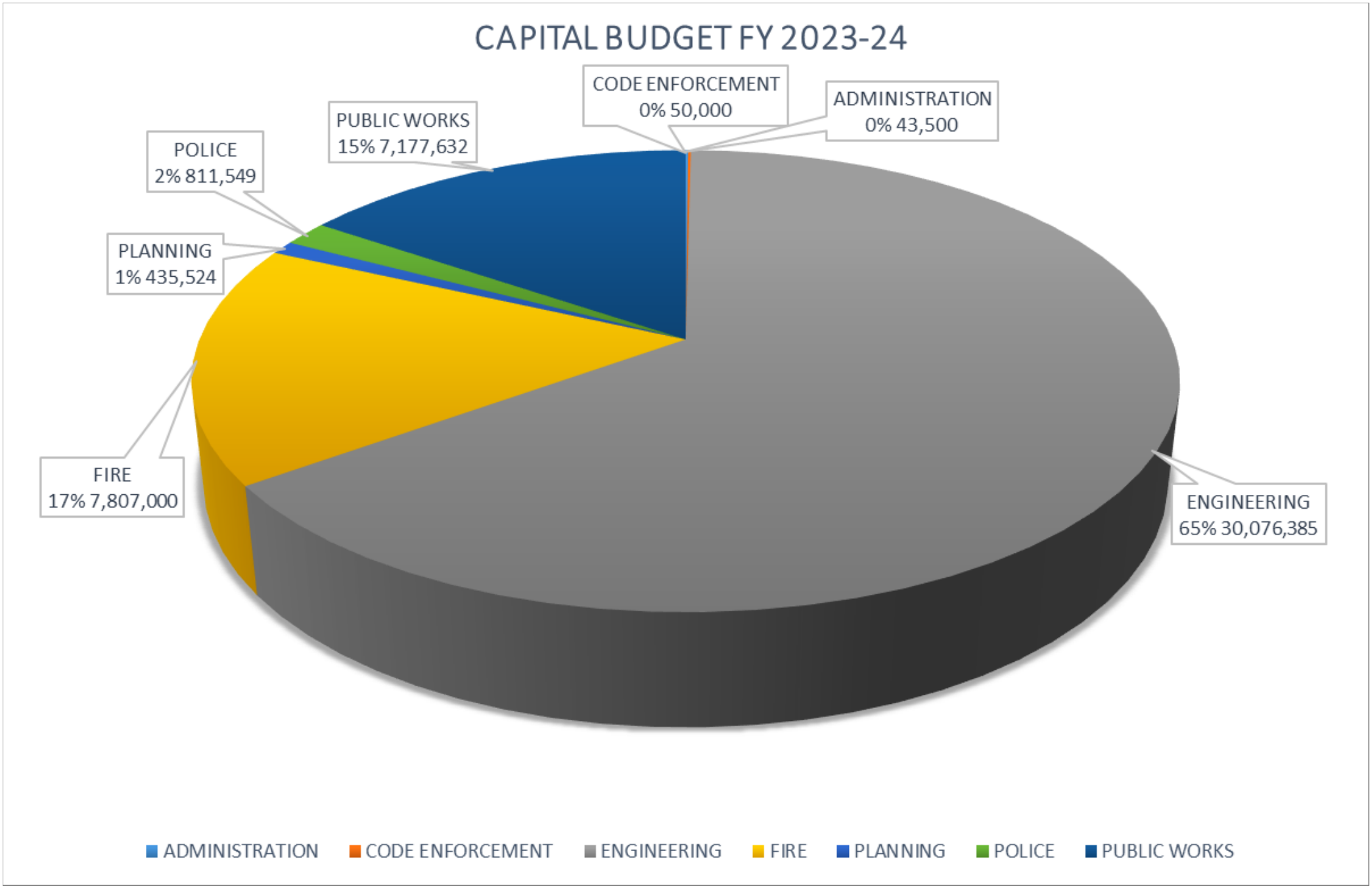

CAPITAL PROJECTS BY FUND
9,000,000
8,000,000
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
-
4,113,830
219,500
5,719,330
166,500
300,000
8,098,969
845,349
3,632,188
4,438,967
1,626,000
980,500
24,600
1,000,000
2,241,000
7,552,000
5,442,857
02 WATER UTILITY
03 WATER DEVELOPMENT
04 SEWER UTILITY
05 SEWER DEVELOPMENT
06 REFUSE UTILIT
12 FEDERAL AND STATE GRANTS
20 STP
22 TDA
26 MEASURE R FUND
27 RMRA (SB1) FUND
31 PARK IMPROVEMENTS
39 CITY PROPERTIES
40 CDBG PROGRAM INCOME
60 AMERICAN RESCUE PLAN (ARPA)
72 FIRE COST REPLACEMENT
103 GENERAL FUND CAPITAL

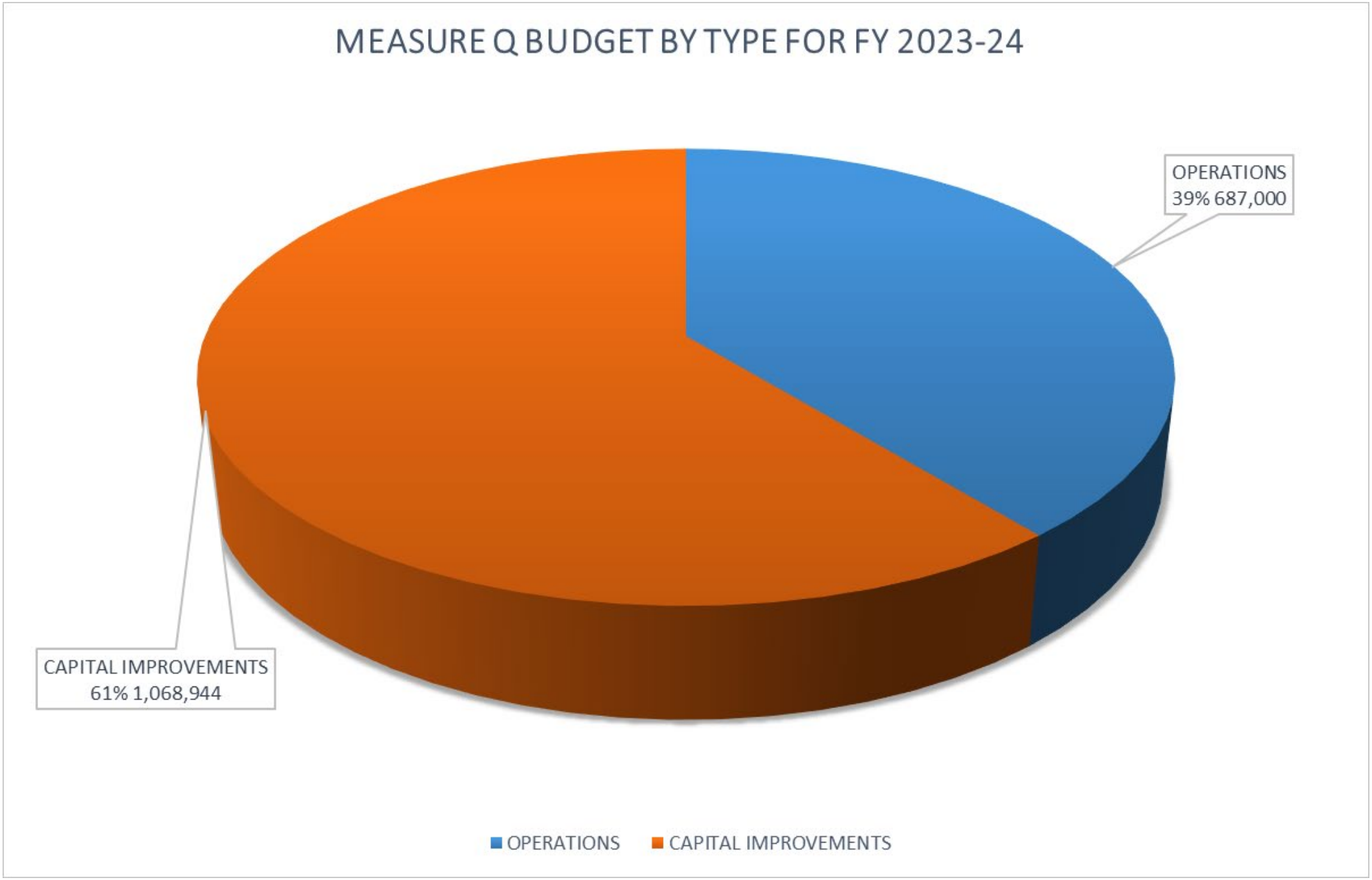

CAPITAL PROJECTS BY YEAR
FY 2028
10% 4,745,042
FY 2027
7% 3,043,042
FY 2024
43% 19,802,511
FY 2026
18% 8,593,666
FY 2025
22% 10,217,329
FY 2024
FY 2025
FY 2026
FY 2027
FY 2028

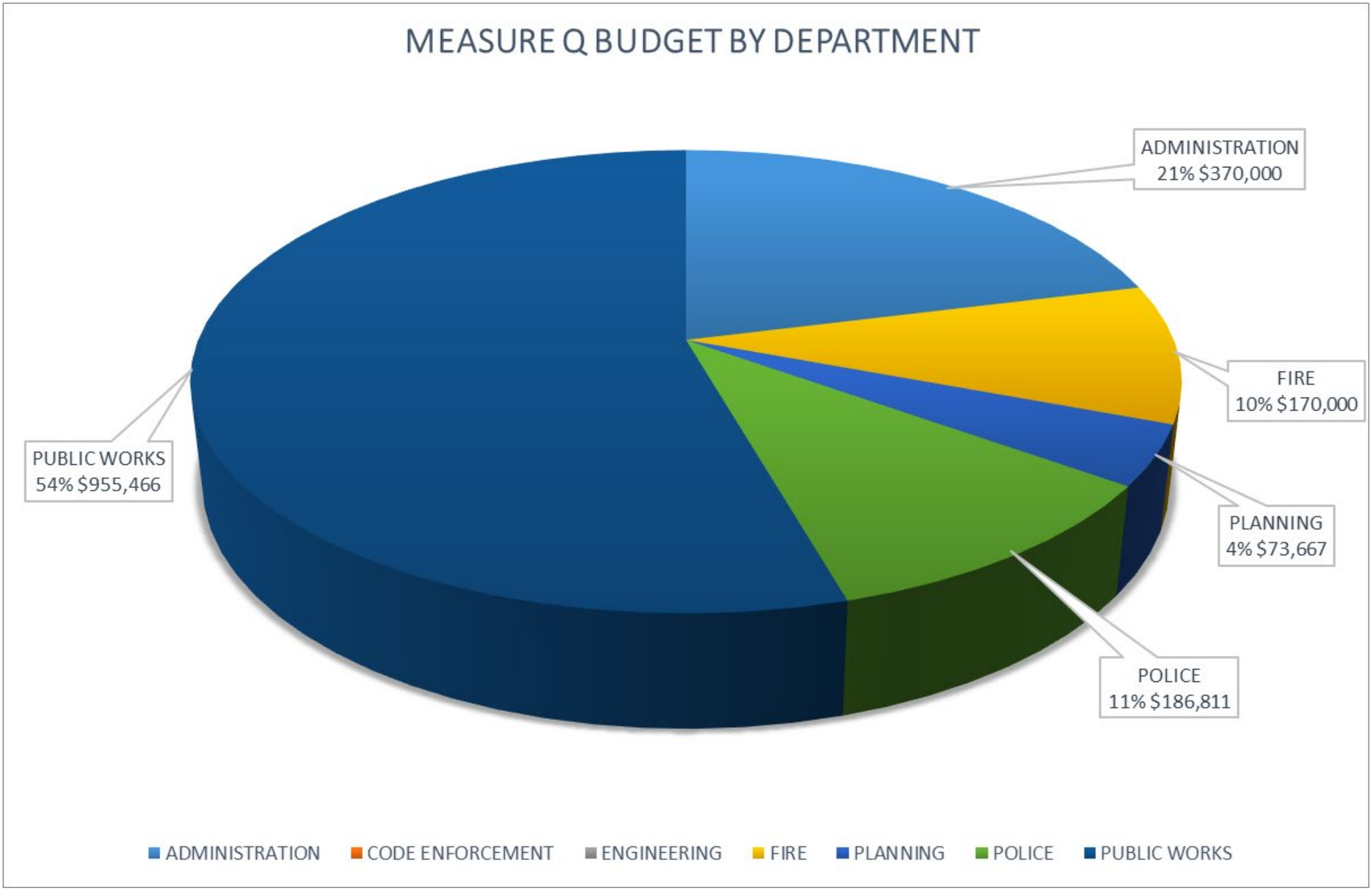

NEW VS. EXISTING PROJECTS
NEW PROJECTS (11)
11% 5,283,669
EXISTING PROJECTS (38)
89% 41,117,921
EXISTING PROJECTS (38)
NEW PROJECTS (11)


LARGEST CAPITAL PROJECTS
OTHER PROJECTS (37)
19% 8,632,705
LARGEST PROJECTS (12)
81% 37,768,885
LARGEST PROJECTS (12)
OTHER PROJECTS (37)


FUNDING STATUS OF CAPITAL PROJECTS
UNFUNDED (5)
26% 11,955,500
FUNDED (44)
74% 34,446,090
FUNDED (44)
UNFUNDED (5)


CAPITAL BUDGET FY 2023-24
CODE ENFORCEMENT
0% 50,000
ADMINISTRATION
0% 43,500
PUBLIC WORKS
15% 7,177,632
POLICE
2% 811,549
PLANNING
1% 435,524
FIRE
17% 7,807,000
ENGINEERING
65% 30,076,385
ADMINISTRATION
CODE ENFORCEMENT
ENGINEERING
FIRE
PLANNING
POLICE
PUBLIC WORKS


MEASURE Q BUDGET BY TYPE FOR FY 2023-24
OPERATIONS
39% 687,000
CAPITAL IMPROVEMENTS
61% 1,068,944
OPERATIONS
CAPITAL IMPROVEMENTS


MEASURE Q BUDGET BY DEPARTMENT
ADMINISTRATION
21% $370,000
FIRE
10% $170,000
PLANNING
4% $73,667
POLICE
11% $186,811
PUBLIC WORKS
54% $955,466
ADMINISTRATION
CODE ENFORCEMENT
ENGINEERING
FIRE
PLANNING
POLICE
PUBLIC WORKS

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Summary of Debt

Summary of Debt

The City Council adopted the Debt Management Policy in February 2018. The purpose of establishing the Debt Management Policy is to provide management objectives and overall parameters for issuing and administering the Debt Program for the City of Farmersville. It provides guidance for the issuance of City debt obligations, and to maintain the City's ability to incur debt and other long-term obligations at favorable interest rates for capital improvements, facilities, and equipment beneficial to the City and necessary for essential services. The GFOA recommends that local governments adopt comprehensive written debt management policies.

From time to time, the City uses long and short-term debt issuances to finance its capital improvement program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The current debt of the City is discussed below:

2024 Equipment Purchase

In the next fiscal year, the City plans to obtain a three-year financing package for the purchase of three Police Department Dodge Charger Interceptors. This debt will retire in spring of 2025 but the amount is unknown at this time.

2022 Equipment Purchase

In Fiscal Year 2021-22, the City obtained a three-year financing package of $167,336 for the purchase of three Police Department Dodge Charger Interceptors. This debt will retire in spring of 2025.

The Debt Service Schedule is included in the next section.



2018 Wastewater Treatment Plant Debt

In 2018, construction began on the new wastewater treatment facility and it was ultimately completed in 2021. This project total cost was about $26 million. Financing the project was done through a combination of a grant / loan / loan forgiveness debt through the State Revolving Fund (SRF), a loan through a Certificate of Participation with the United States Department of Agriculture (USDA), and Fund balance from the Sewer Utility Fund.



The total principal amount to be repaid totaled $16,166,916.77 after loan forgiveness and grant amounts of $6,000,000 were applied. Of the total amount, $11,166,916.77 in principal will be repaid to the SRF (with an interest rate of 1.900%) and the remaining $5,000,000 in principal to USDA (with an interest rate of 2.750%).

The debt will retire in fall of 2051 for SRF and in summer of 2058 for USDA. The total cost paid to USDA will be $8,177,919.40 and $14,736,415.78 to SRF for a grand total of $22,914,335.18.

The aggregate and individual Debt Service Schedules are included in the next section.

City of Farmersville

2018 WWTP Project Financing

All Financing Sources

(Reflects Final Amortization Schedule)

Aggregate Debt Service

DATE	SRF Loan Debt Service	USDA Loan Debt Service	Total Debt Service
06/30/2019	-	88,555.95	88,555.95
06/30/2020	-	196,227.61	196,227.61
06/30/2021	-	207,595.00	207,595.00
06/30/2022	-	207,560.00	207,560.00
06/30/2023	491,213.86	207,470.00	698,683.86
06/30/2024	491,213.86	207,673.84	698,887.70
06/30/2025	491,213.86	208,125.00	699,338.86
06/30/2026	491,213.86	207,842.50	699,056.36
06/30/2027	491,213.86	207,505.00	698,718.86
06/30/2028	491,213.86	208,436.10	699,649.96
06/30/2029	491,213.86	207,637.50	698,851.36
06/30/2030	491,213.86	208,107.50	699,321.36
06/30/2031	491,213.86	207,495.00	698,708.86
06/30/2032	491,213.86	208,122.92	699,336.78
06/30/2033	491,213.86	208,077.50	699,291.36
06/30/2034	491,213.86	207,245.00	698,458.86
06/30/2035	491,213.86	207,357.50	698,571.36
06/30/2036	491,213.86	207,651.58	698,865.44
06/30/2037	491,213.86	207,335.00	698,548.86
06/30/2038	491,213.86	208,200.00	699,413.86
06/30/2039	491,213.86	207,955.00	699,168.86
06/30/2040	491,213.86	207,856.62	699,070.48
06/30/2041	491,213.86	207,217.50	698,431.36
06/30/2042	491,213.86	207,725.00	698,938.86
06/30/2043	491,213.86	208,122.50	699,336.36
06/30/2044	491,213.86	207,600.16	698,814.02
06/30/2045	491,213.86	207,615.00	698,828.86
06/30/2046	491,213.86	207,710.00	698,923.86
06/30/2047	491,213.86	207,695.00	698,908.86
06/30/2048	491,213.86	207,716.76	698,930.62
06/30/2049	491,213.86	207,335.00	698,548.86
06/30/2050	491,213.86	207,990.00	699,203.86
06/30/2051	491,213.86	207,507.50	698,721.36
06/30/2052	491,213.84	208,013.40	699,227.24
06/30/2053	-	208,185.00	208,185.00
06/30/2054	-	207,317.50	207,317.50
06/30/2055	-	207,340.00	207,340.00
06/30/2056	-	207,269.46	207,269.46
06/30/2057	-	207,972.50	207,972.50
06/30/2058	-	207,555.00	207,555.00
Total	**$14,736,415.78**	**$8,177,919.40**	**$22,914,335.18**

Par Amounts Of Selected Issues

SRF Loan Principal to be Repaid	10,991,591.00
USDA Loan Principal to be Repaid	5,000,000.00
TOTAL PRINCIPAL TO BE REPAID	**15,991,591.00**

City of Farmersville

2018 WWTP Project Financing

USDA Portion

(Reflects Final Amortization Schedule)

Net Debt Service Schedule

FY	Principal	Coupon	Interest	Total P+I	Net New D/S
06/30/2019	70,000.00	2.750%	18,555.95	88,555.95	88,555.95
06/30/2020	72,000.00	2.750%	124,227.61	196,227.61	196,227.61
06/30/2021	74,000.00	2.750%	133,595.00	207,595.00	207,595.00
06/30/2022	76,000.00	2.750%	131,560.00	207,560.00	207,560.00
06/30/2023	78,000.00	2.750%	129,470.00	207,470.00	207,470.00
06/30/2024	80,000.00	2.750%	127,673.84	207,673.84	207,673.84
06/30/2025	83,000.00	2.750%	125,125.00	208,125.00	208,125.00
06/30/2026	85,000.00	2.750%	122,842.50	207,842.50	207,842.50
06/30/2027	87,000.00	2.750%	120,505.00	207,505.00	207,505.00
06/30/2028	90,000.00	2.750%	118,436.10	208,436.10	208,436.10
06/30/2029	92,000.00	2.750%	115,637.50	207,637.50	207,637.50
06/30/2030	95,000.00	2.750%	113,107.50	208,107.50	208,107.50
06/30/2031	97,000.00	2.750%	110,495.00	207,495.00	207,495.00
06/30/2032	100,000.00	2.750%	108,122.92	208,122.92	208,122.92
06/30/2033	103,000.00	2.750%	105,077.50	208,077.50	208,077.50
06/30/2034	105,000.00	2.750%	102,245.00	207,245.00	207,245.00
06/30/2035	108,000.00	2.750%	99,357.50	207,357.50	207,357.50
06/30/2036	111,000.00	2.750%	96,651.58	207,651.58	207,651.58
06/30/2037	114,000.00	2.750%	93,335.00	207,335.00	207,335.00
06/30/2038	118,000.00	2.750%	90,200.00	208,200.00	208,200.00
06/30/2039	121,000.00	2.750%	86,955.00	207,955.00	207,955.00
06/30/2040	124,000.00	2.750%	83,856.62	207,856.62	207,856.62
06/30/2041	127,000.00	2.750%	80,217.50	207,217.50	207,217.50
06/30/2042	131,000.00	2.750%	76,725.00	207,725.00	207,725.00
06/30/2043	135,000.00	2.750%	73,122.50	208,122.50	208,122.50
06/30/2044	138,000.00	2.750%	69,600.16	207,600.16	207,600.16
06/30/2045	142,000.00	2.750%	65,615.00	207,615.00	207,615.00
06/30/2046	146,000.00	2.750%	61,710.00	207,710.00	207,710.00
06/30/2047	150,000.00	2.750%	57,695.00	207,695.00	207,695.00
06/30/2048	154,000.00	2.750%	53,716.76	207,716.76	207,716.76
06/30/2049	158,000.00	2.750%	49,335.00	207,335.00	207,335.00
06/30/2050	163,000.00	2.750%	44,990.00	207,990.00	207,990.00
06/30/2051	167,000.00	2.750%	40,507.50	207,507.50	207,507.50
06/30/2052	172,000.00	2.750%	36,013.40	208,013.40	208,013.40
06/30/2053	177,000.00	2.750%	31,185.00	208,185.00	208,185.00
06/30/2054	181,000.00	2.750%	26,317.50	207,317.50	207,317.50
06/30/2055	186,000.00	2.750%	21,340.00	207,340.00	207,340.00
06/30/2056	191,000.00	2.750%	16,269.46	207,269.46	207,269.46
06/30/2057	197,000.00	2.750%	10,972.50	207,972.50	207,972.50
06/30/2058	202,000.00	2.750%	5,555.00	207,555.00	207,555.00
Total	**$5,000,000.00**	**-**	**$3,177,919.40**	**$8,177,919.40**	**$8,177,919.40**

City of Farmersville

2018 WWTP Project Financing

SRF Loan

(Reflects Final Amortization Schedule)

Net Debt Service Schedule

FY	Principal	Coupon	Interest	Total P+I	Net New D/S
06/30/2019	-		-	-	-
06/30/2020	-		-	-	-
06/30/2021	-		-	-	-
06/30/2022	-		-	-	-
06/30/2023	291,964.39	1.900%	199,249.47	491,213.86	491,213.86
06/30/2024	284,589.76	1.900%	206,624.10	491,213.86	491,213.86
06/30/2025	289,996.97	1.900%	201,216.89	491,213.86	491,213.86
06/30/2026	295,506.91	1.900%	195,706.95	491,213.86	491,213.86
06/30/2027	301,121.54	1.900%	190,092.32	491,213.86	491,213.86
06/30/2028	306,842.85	1.900%	184,371.01	491,213.86	491,213.86
06/30/2029	312,672.87	1.900%	178,540.99	491,213.86	491,213.86
06/30/2030	318,613.65	1.900%	172,600.21	491,213.86	491,213.86
06/30/2031	324,667.31	1.900%	166,546.55	491,213.86	491,213.86
06/30/2032	330,835.99	1.900%	160,377.87	491,213.86	491,213.86
06/30/2033	337,121.87	1.900%	154,091.99	491,213.86	491,213.86
06/30/2034	343,527.19	1.900%	147,686.67	491,213.86	491,213.86
06/30/2035	350,054.21	1.900%	141,159.65	491,213.86	491,213.86
06/30/2036	356,705.24	1.900%	134,508.62	491,213.86	491,213.86
06/30/2037	363,482.64	1.900%	127,731.22	491,213.86	491,213.86
06/30/2038	370,388.81	1.900%	120,825.05	491,213.86	491,213.86
06/30/2039	377,426.19	1.900%	113,787.67	491,213.86	491,213.86
06/30/2040	384,597.29	1.900%	106,616.57	491,213.86	491,213.86
06/30/2041	391,904.64	1.900%	99,309.22	491,213.86	491,213.86
06/30/2042	399,350.83	1.900%	91,863.03	491,213.86	491,213.86
06/30/2043	406,938.49	1.900%	84,275.37	491,213.86	491,213.86
06/30/2044	414,670.32	1.900%	76,543.54	491,213.86	491,213.86
06/30/2045	422,549.06	1.900%	68,664.80	491,213.86	491,213.86
06/30/2046	430,577.49	1.900%	60,636.37	491,213.86	491,213.86
06/30/2047	438,758.47	1.900%	52,455.39	491,213.86	491,213.86
06/30/2048	447,094.88	1.900%	44,118.98	491,213.86	491,213.86
06/30/2049	455,589.68	1.900%	35,624.18	491,213.86	491,213.86
06/30/2050	464,245.88	1.900%	26,967.98	491,213.86	491,213.86
06/30/2051	473,066.55	1.900%	18,147.31	491,213.86	491,213.86
06/30/2052	482,054.80	1.900%	9,159.04	491,213.84	491,213.84
06/30/2053	-	-	-	-	-
06/30/2054	-	-	-	-	-
06/30/2055	-	-	-	-	-
06/30/2056	-	-	-	-	-
06/30/2057	-	-	-	-	-
06/30/2058	-	-	-	-	-
Total	**$11,166,916.77**		**$3,569,499.01**	**$14,736,415.78**	**$14,736,415.78**

CITY OF FARMERSVILLE
CITIZEN BUSINESS BANKLOAN SCHEDULE: POLICE VEHICLES (3)

CONTACT: STEFAN MORTON (MUNICIPAL FINANCE CORPORATION)
Municipal Finance Corporation 2945 Townsgate Road, Suite 200 Westlake Village, CA 91361
805-719-1237

2021 Dodge Chargers: 2C3CDXAT7MH666250
2C3CDXAT9MH666251
2C3CDXAT9MH663978

Agreement: 2022-002

DATE OF LOAN	4/20/2022		LOAN PAYMENTS MADE QUARTERLY - FIXED AMOUNT AT $14,517.62
INTEREST RATE	2.50%		PAYMENT TO CITIZENS BUSINESS BANK, FINANCING THROUGH MUNICIPAL FINANCE CORPORATION
AMOUNT OF LOAN	167,335.81		3 YEAR LEASE WITH OPTION TO BUY

PAYMENT NUMBER	DATE	PRINCIPAL AMOUNT	INTEREST AMOUNT	PAYMENT TOTAL	STATUS	PRINCIPAL BALANCE	NOTES
	4/20/2022					167,335.81	Loan funded on 4/5/2022
1	7/20/2022	13,471.77	1,045.85	14,517.62	PAID	153,864.04	#135737 DTD 7/22/2022
2	10/20/2022	13,555.97	961.65	14,517.62	PAID	140,308.07	#136035 DTD 09/23/2022
3	1/20/2023	13,640.69	876.93	14,517.62	PAID	126,667.38	#136381 DTD 12/14/2022
4	4/20/2023	13,725.95	791.67	14,517.62	PAID	112,941.43	#136730 DTD 03/09/2023
5	7/20/2023	13,811.74	705.88	14,517.62		99,129.69	
6	10/20/2023	13,898.06	619.56	14,517.62		85,231.63	
7	1/20/2024	13,984.92	532.70	14,517.62		71,246.71	
8	4/20/2024	14,072.33	445.29	14,517.62		57,174.38	
9	7/20/2024	14,160.28	357.34	14,517.62		43,014.10	
10	10/20/2024	14,248.78	268.84	14,517.62		28,765.32	
11	1/20/2025	14,337.84	179.78	14,517.62		14,427.48	
12	4/20/2025	14,427.48	90.14	14,517.62		-	
		167,335.81	6,875.63	174,211.44		-	

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Five-Year Capital Improvement Plan
And Capital Budget

Five Year Capital Improvement Plan and Capital Budget

Each year, the City of Farmersville updates its five-year projection of capital projects and purchases through the updating of the Five-Year Capital Improvement Plan (CIP). The first year (in this case, Fiscal Year 2023-24) of the five-year plan will then be presented as the proposed Capital Budget for the upcoming Fiscal Year – a substantial portion of the overall annual budget for the City. It is a best practice for municipalities to update their Five-Year CIP on an annual basis, typically during the budget process, because it serves as a valuable tool for the Council, Staff, and the Community to understand the current and future needs of the City.

This report will show all projects by Department, with a brief description of the project, funding source(s), current year appropriations in Year one and a projection of needs the additional four years (5 years total) for planning purposes only. Amounts shown in year one correspond to projects listed in each respective Department budget.

An area of particular note is that the CIP identifies both funded and unfunded projects/needs so that a full picture of current and future needs is illustrated. This CIP is the result of many staff hours and discussion of future needs of the organization. By nature, it is a fluid document that will be refined each year as future needs are discovered or present themselves to Staff.

Criteria and Assumptions

The criteria used to qualify a project for the CIP includes new facilities, equipment/vehicles, building refurbishment, and infrastructure projects; and includes the design, construction, and major rehabilitation of capital improvements that have long-term life spans and typically cost more than $5,000. Essentially, one-time costs over this threshold are considered capital, although there are some exceptions to these strict categories with other one-time purchases that are outside a normal operation budget. The criteria used includes:

- Criteria 1: Project corrects immediate and urgent public health or public safety issue.
- Criteria 2: Project addresses regulatory, safety, or environmental requirements that more likely than not threatens in whole or in part the City's ability to operate a core program or function within the next fiscal year if not replaced or repaired.
- Criteria 3: Project replaces a capital asset that will more likely than not reduce or eliminate the City's ability to operate a core program within the next fiscal year if not replaced or repaired.

- Criteria 4: Project represents an investment that will return real cash savings over an identifiable investment horizon and that return exceeds the City's cost of capital (cost of capital equals weighted average interest on City debt issues and capital leases).

- Criteria 5: Project extends an existing City Program or function to meet the Council's vision and explicit direction.

- Criteria 6: Project creates a new City program or function to meet the Council's vision and explicit direction.

- Criteria 7: Project addresses regulatory, safety, or environmental requirements that could threaten in whole or in part the City's ability to operate a core program or function at some future time if not replaced or repaired.

- Criteria 8: Project replaces a capital asset that could reduce or eliminate the City's ability to operate a core program at some future time if it is not replaced or repaired.

Other assumptions made for the capital budget include:

1. A limited Capital Budget: The biggest assumption is that the funds available for the Capital Budget are limited and therefore extremely precious. There are many funding sources and restrictions sometimes apply (like street funding, or Development Impact Fees or DIF). The City is in much improved financial standing since the low in Fiscal year 2011-12, but still does not have many of the long-term funding vehicles in place to make capital purchases sustainable yet (outside of grant funding). However, there is a lot of Capital Purchasing that has been deferred and so there is much more need than resources and so projects must be carefully considered and prioritized.

2. Establish sinking funds: The City does not have any sinking funds established at this point. This means, that although we are aware that capital assets wear out and break, we are not systematically saving for their subsequent replacement over time. However, it is assumed that this trend should be reversed to align with Council strategic initiatives and mission statement. Therefore, identifying these items and saving for them will need to become an important part of the City budgets going forward.

3. Completely fund and maintain reserves to appropriate policy levels: In addition to systematically saving for capital asset replacement, the City has adopted policies for a fund minimum on the General Fund and a Budgetary Uncertainty Fund in case of specific and dire emergency needs only. While the fund minimum has been met, the emergency savings has not yet been fully funded. Now that the City is anticipating new one-time funds, these critical reserves full funding are essential.

4. Avoiding financing / debt issuance: The City is desirous of purchasing the capital it needs to provide the level of service that it can with the resources available to it. However, it is staff's assumption that a goal is to avoid borrowing and debt issuance whenever possible and keep total purchase costs low. However, there are also times

where debt is appropriate to make major capital purchases and smooth costs out over time at reasonable borrowing costs, but only in accordance with the Debt Policy of the City.

Capital Budget Organization for Fiscal Year 2023-24

Government Code and the best practice for Capital Budgeting is to include a projection for the upcoming year as well as at least four more years to create a full five-year projection. The City of Farmersville is now in its fourth year of the formalized process and is learning how to best incorporate the mandated structure of the city's Debt Policy and the industry best practices for Capital Budgeting.

However, staff is confident that this process has been improved from the prior years through the establishment of the General Fund Capital Fund which will house many of the planned purchases and projects outlined in the Fiscal Year 2023-24 Capital Budget. The series of tables that follow are a way to show a simplified version of the Capital Budget in different ways, but ultimately still displaying all the items and estimated costs for Fiscal Year 2023-24. The point is to draw out the changes and additions, so they are clear in the midst of the long lists of projects and purchases.

This section of the report will give a general overview of the Capital Budget and highlight some of the budgeting process. It will also make statistical comparisons for review purposes and to identify trends and issues. Finally, it will touch on funding status or other issues of the different items included in the Capital Budget from the prior year.

The process of creating the Capital Budget begins with the evaluation of Capital Projects that is straightforward. Essentially, as described like a mathematical statement:

"existing budget items – completed items – removed items + new items = new budget"

So, to identify what comprises the "existing budget" all other items progress was reviewed with each department and confirmed their likely status at the end of the year. The table below highlights what Finance staff estimates will be the existing capital budget at the end of the year (6/30/2023):

CAPITAL PROJECTS ROLLED OVER FROM FY 2022-23	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Admin Vehicle (Air Quality Grant)	-	-	-	43,500	-	43,500
Central Farmersville Blvd Repairs	-	-	-	150,000	1,342,500	1,492,500
Birch Water Line Relocation	35,000	326,000	-	-	-	361,000
Master Plans for Sewer, Water, and Storm Drain	140,000	-	-	-	-	140,000
Water Storage Tank	-	18,000	3,400,000	-	-	3,418,000
New Water Well (ARP allocation)	822,000	2,000,000	-	-	-	2,822,000
City Hall Parking Lot (Phase 1)	450,000	-	-	-	-	450,000
City Hall Parking Lot (Phase 2)	-	47,500	200,000	-	-	247,500
Pavement Management Program: Street Repairs Year 1	2,700,000	-	-	-	-	2,700,000
Pavement Management Program: Ongoing Repairs	2,000,000	-	2,000,000	2,000,000	-	6,000,000
Solar Plant located at new WWTP	5,000,000	-	-	-	-	5,000,000
Highway 198 Gateway Improvements (CCLGP)	3,601,069	-	-	-	-	3,601,069
Urban Water Management Program	-	-	53,000	-	-	53,000
Central Fire Station	392,000	6,500,000	-	-	-	6,892,000
Fire Patrol Vehicle	255,000	-	-	-	-	255,000
Downtown Specific Plan	80,000	-	-	-	-	80,000
Zoning Ordinance Update	50,000	-	-	-	-	50,000
General Plan Update	175,999	129,525	-	-	-	305,524
Jennings Park Remodel Project	334,000	333,000	333,000	-	-	1,000,000
New Corporation Yard	240,000	500,500	500,500	-	-	1,241,000
Sports Park Rehabilitation Project	39,000	-	-	-	-	39,000
Roy's Park Improvement	96,500	-	-	-	-	96,500
Skid Steer Loader (Bobcat)	147,000	-	-	-	-	147,000
Digital Sign	-	-	45,000	-	-	45,000
Downtown Streetlight Upgrade	40,188	-	-	-	-	40,188
Freedom Field	884,000	-	-	-	-	884,000
Booster Pump & Electrical Panel for Sports Park	180,000	-	-	-	-	180,000
Liberty Park Trail Improvements	141,000	-	-	-	-	141,000
Pocket Park Improvements	150,000	-	-	-	-	150,000
Liberty Park - Phase II	-	-	-	-	545,000	545,000
Roy's Park - Phase II	775,000	-	-	-	-	775,000
Roy's Park - Phase III	-	-	-	500,000	-	500,000
Veteran's Park Improvements	-	-	-	-	500,000	500,000
Soccer Field Improvements	-	8,500	-	-	-	8,500
Vacuum Truck	384,500	-	-	-	-	384,500
Patrol Vehicle Replacement (FY22)	58,070	58,070	-	-	-	116,140
Patrol Vehicle Replacement (FY24)	11,500	65,000	65,000	53,500	-	195,000
Patrol Vehicle Replacement (FY26)	-	-	73,000	73,000	73,000	219,000
TOTAL	19,181,826	9,986,095	6,669,500	2,820,000	2,460,500	41,117,921

While the number of projects that need to be carried forward to Fiscal Year 2023-24 are many and represent over $41 million, there is good rationale for these changes. First, of the 38 projects to be carried forward, 11 are projects scheduled beyond Fiscal Year 2023-24 and are appropriate to carry forward as part of the natural planning process. Of the 27 projects that remain, 15 are multi-year projects or had timing such that they have expenses in both Fiscal Year 2022-23 and Fiscal Year 2023-24 (and maybe future years too).

Therefore, the 12 projects carried forward, that were both scheduled for FY 2023-24, and are not multi-year, are displayed in the table below. Of these 12 projects, most of them were scheduled for Fiscal Year 2023-24 anyway, with only a few projects that carried forward (such as the Skid Steer Loader and Vacuum Truck) due to delays in ordering or supply chain issues. Most of these projects are the responsibility of Public Works in which they are limited by staffing or they are dependent upon another entity before the project can move forward (Like Southern California Edison for Booster Pump and Solar Plant Projects).

CAPITAL PROJECTS ROLLED OVER FROM FY 2022-23	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Pavement Management Program: Street Repairs Year 1	2,700,000	-	-	-	-	2,700,000
Solar Plant located at new WWTP	5,000,000	-	-	-	-	5,000,000
Fire Patrol Vehicle	255,000	-	-	-	-	255,000
Sports Park Rehabilitation Project	39,000	-	-	-	-	39,000
Roy's Park Improvement	96,500	-	-	-	-	96,500
Skid Steer Loader (Bobcat)	147,000	-	-	-	-	147,000
Downtown Streetlight Upgrade	40,188	-	-	-	-	40,188
Booster Pump & Electrical Panel for Sports Park	180,000	-	-	-	-	180,000
Liberty Park Trail Improvements	141,000	-	-	-	-	141,000
Pocket Park Improvements	150,000	-	-	-	-	150,000
Roy's Park - Phase II	775,000	-	-	-	-	775,000
Vacuum Truck	384,500	-	-	-	-	384,500

After the items that are identified to be carried forward are assessed, it is also important to figure out what has been completed, removed, or anticipated to be completed, before Fiscal Year 2023-24 begins. The table on the following page will help demonstrate these changes.

A few important notes about the table below:

1. There are several projects/purchases listed as complete – these have verified completion by the departments and a stated actual amount spent. This assumes that there are no unknown expenses that were delayed and unpaid or misallocated to another area.

2. Items listed as "by 6/30/23" is a reference to finance staff's understanding that all these projects will be complete for Fiscal Year 2022-23. However, some of them have the actual column listed as "Pending" rather than a dollar amount because the purchase is still yet to be completed at the writing of this report.

3. There are three projects/purchases listed as Deleted with explanations listed in the following table.

PROJECTS REMOVED FROM THE CAPITAL PLAN	BUDGET	STATUS
Water Recharge Basin	208,100	REVISED
Update City Standards	65,000	BY 6/30/23
Residential Streetlight Study	50,000	COMPLETE
Pavement Management Plan - Year 3	2,000,000	REVISED
ADA Sidewalk Improvements	250,000	BY 6/30/23
Pavement Management Plan - Year 4	2,000,000	REVISED
SCBA Bottle Filling Station	60,000	REVISED
Fire Rescue Equipment	28,100	COMPLETE
AEDs for Fire Apparatus	23,000	COMPLETE
Fire Modem & Tablet Update	40,000	BY 6/30/23
Fire Tender Apparatus	240,000	BY 6/30/23
Fire Barracks Upgrades	130,000	COMPLETE
Sports Park Phase III	1,600,000	COMPLETE
Field Mower	43,943	BY 6/30/23
Bleachers	76,500	BY 6/30/23
Police Office Remodel	125,000	COMPLETE

To better explain the deletions, finance staff evaluated each and confirmed with the departments the rationale for the changes. A summary of these reasons is listed below:

PROJECTS REMOVED FROM THE CAPITAL PLAN	STATUS	REASON
Water Recharge Basin	DELETED	PROJECT PURSUED WITH ANOTHER AGENCY

The next step of the Capital Budgeting process begins with the submission of requests from the separate departments within the City for Fiscal Year 2023-24 projects and projects estimated for the future. These requests are then reviewed and edited as needed and ultimately prioritized by the City Manager to align with the overall strategy of the City.

NEW ADDITIONS TO THE CAPITAL PLAN FOR FY 2023-24	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Code Enforcement Vehicle	50,000	-	-	-	-	50,000
City Hall Backup Generator	-	-	11,500	177,500	-	189,000
Citrus/Road 168 Connectivity Street Project	190,000	45,192	1,867,124	-	-	2,102,316
Street Light Project	-	-	-	-	1,500,000	1,500,000
Fire Bulldozer and Transport	-	-	-	-	660,000	660,000
Public Works Backhoe	172,000	-	-	-	-	172,000
Community Center Air Conditioning Units	108,475	-	-	-	-	108,475
Public Works Pickup Trucks	79,969	-	-	-	-	79,969
Library Improvements	-	140,500	-	-	-	140,500
Axon Fleet 3 In-Vehicle Camera System	20,241	45,542	45,542	45,542	45,542	202,409
Patrol Vehicle Replacement (FY28)	-	-	-	-	79,000	79,000
TOTAL	620,685	231,234	1,924,166	223,042	2,284,542	5,283,669

There is just over $5 million in new project additions this year. However, it is the goal to add as little as possible to this list as needs should be identified early on if possible. However, sometimes needs arise as changes are made in the organization. Some staffing and strategy changes in Code Enforcement and the Fire Department necessitated that some of these additions be made to the Capital Budget. New equipment in the Public Works Department also come as a result of recent changes too.

Administration & Finance Department

The list of Administration and Finance Department's capital projects and purchases continues to be only one for the next five years as it was last year. The new projection for the next five-years is as listed in the following table:

ADMINISTRATION & FINANCE CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Admin Vehicle (Air Quality Grant)	-	-	-	43,500	-	43,500
TOTAL	-	-	-	43,500	-	43,500

There were no major changes from the prior year.

The administration vehicle is intended only to be purchased with an available Air Quality Control Board grant, thus reducing the total cost to about $23,500 when that is available.

As time progresses, these projected costs or funding sources could change. For the full details on these projects and programs, see the attached schedule detailing the entire Capital Budget and Project. Ultimately, this request will be rolled up in the summary later in the report.

Code Enforcement Department

The list of Code Enforcement Department's capital projects and purchases will be only one for the next five years. The new projection for the next five-years is as listed in the following table:

CODE ENFORCEMENT DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Code Enforcement Vehicle (Air Quality Grant)	50,000	-	-	-	-	50,000
TOTAL	50,000	-	-	-	-	50,000

There only change was to add the new vehicle to allow for the second code enforcement officer to be able to patrol and inspect on-site throughout the City. The new position was approved in December of 2022.

The administration vehicle is intended to mirror the existing vehicle in this department and will likely be some kind of truck. An air quality grant was originally sought for this vehicle but this may not be a viable option. The full cost of the truck is budgeted accordingly.

As time progresses, these projected costs or funding sources could change. For the full details on these projects and programs, see the attached schedule detailing the entire Capital Budget and Project. Ultimately, this request will be rolled up in the summary later in the report.

Engineering Department

The Engineering Department Capital Budget request has changed meaningfully for Fiscal Year 2023-24. Significant progress has been made in the last year on some projects while others have been delayed, and therefore rescheduled, for various reasons. As mentioned previously, there was, and continues to be, a project glut of deferred maintenance that must be done. However, City staff and finances are only able to do so many projects at once and although there is a light at the end of the tunnel, the overwhelming number of projects continues to be a strain on City resources.

This projection anticipates 15 projects with a total cost of about $30 million. Compared with this same five-year projection last year, the Year 1 total has decreased from 21 projects but projected costs are up by about $3 million. As the City enters a new phase of repairs (using it's own allocations of street money rather than grants or regional allocations from TCAG) the soze and scope of projects will change. The major repairs of the main arterials are completed for the most part and the City is starting work on collector streets in the next several years. This can be see in the projects listed below.

ENGINEERING CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Central Farmersville Blvd Repairs	-	-	-	150,000	1,342,500	1,492,500
Birch Water Line Relocation	35,000	326,000	-	-	-	361,000
Master Plans for Sewer, Water, and Storm Drain	140,000	-	-	-	-	140,000
Water Storage Tank	-	18,000	3,400,000	-	-	3,418,000
New Water Well (ARP allocation)	822,000	2,000,000	-	-	-	2,822,000
City Hall Parking Lot (Phase 1)	450,000	-	-	-	-	450,000
City Hall Parking Lot (Phase 2)	-	47,500	200,000	-	-	247,500
Pavement Management Program: Street Repairs Year 1	2,700,000	-	-	-	-	2,700,000
Pavement Management Program: Ongoing Repairs	2,000,000	-	2,000,000	2,000,000	-	6,000,000
Solar Plant located at new WWTP	5,000,000	-	-	-	-	5,000,000
Highway 198 Gateway Improvements (CCLGP)	3,601,069	-	-	-	-	3,601,069
Urban Water Management Program	-	-	53,000	-	-	53,000
City Hall Backup Generator	-	-	11,500	177,500	-	189,000
Citrus/Road 168 Connectivity Street Project	190,000	45,192	1,867,124	-	-	2,102,316
Street Light Project	-	-	-	-	1,500,000	1,500,000
TOTAL	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385

The Engineering Department Capital Budget request includes only a few projects that are already underway. This is telling again of the transition year that the City is in after the completion of such a large project (North Farmersville Blvd) and the need to reschedule projects due to capacity and cashflow issues. So, while there may not appear to be as many projects this year, there are an equal amount, just many more in the preliminary stages.

As discussed previously, some of the new projects coming online are as follows:

Central Farmersville Blvd repairs are scheduled further out in the plan (FY 2026-27) to coordinate with the City's other street projects. It is also currently unfunded, or underfunded, and work will need to be done to identify how it would be paid for appropriately.

The Birch water line relocation is an ill-located water line that needs to be addressed in the coming years.

A master plan for water, sewer, and storm drains is critically important to determining the status of the underground assets of the City and developing a plan to properly maintain them and avoid costly deferred maintenance or emergency repairs because of neglected infrastructure.

A water storage tank is being considered for the efficiency and resiliency of the water system of the City. This is unfunded at this point and needs more research.

The parking lot of City Hall is another example of deferred maintenance that has gone well beyond the traditional cost of routine maintenance and must be addressed.

The first year of implementing the pavement management plan will be important. This is the first time in several years that the City has had opportunity to focus on smaller collector road repairs as road repairs had been dominated by major road repairs with outside funding for major arterial roads.

Now that the wastewater treatment plant is online and fully operational the ongoing costs are better known and an application with the State in underway to acquire grant funding for solar panels to make the project more efficient and affordable in the long run.

Work progresses for the awarded grant for beautification primarily out at the onramp area to Highway 198 that will also make a large aesthetic impact for the City.

Initial work is also underway regarding the connection of Citrus and Road 168 to improve traffic flow around the High School.

Finally, there is a street light project tentatively planned for Fiscal Year 2027-28 but is yet unfunded. This would dramatically increase the amount of lights throughout the City.

Most of these projects are considered high priority as the maintenance of these roads and other facilities and the planning for expansion of access and transportation around the City is overdue because of years of unfunded deferred maintenance.

As time progresses, these projected costs or funding sources could change. For the full details on these projects and programs, see the attached schedule detailing the entire Capital Budget and Project. Ultimately, this request will be rolled up in the summary later in the report.

Fire Department

FIRE DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Central Fire Station	392,000	6,500,000	-	-	-	6,892,000
Fire Patrol Vehicle	255,000	-	-	-	-	255,000
Fire Bulldozer and Transport	-	-	-	-	660,000	660,000
TOTAL	647,000	6,500,000	-	-	660,000	7,807,000

The Fire Department request contains three projects/equipment of which are all now fully funded. These projects represent a massive change to this department which had historically been small, volunteer-based with limited assets.

The Central Fire Station, was funded by State budget earmarks and will be a significant project for the City. The City is in possession of the $7 million needed to complete this project. The previous project of the SCBA Bottle Filling Station was removed as it will be incorporated into the new Fire Station project.

The Fire Patrol vehicle was funded through the American Rescue Plan Act (ARPA) allocation and was therefore bumped up to the current Fiscal Year. These funds need to be spent within the time parameters dictated by US Treasury (December 2024).

The Fire bulldozer and transport are not yet funded but they are part of the Out-of-County strike team funding strategy for asset replacement within the Fire Department. Preliminary work has been done to identify the strategy and the potential costs to create an asset that CalFire will consistently pay the City for, and therefore fund new Fire assets with net proceeds.

Many significant changes have impacted this budget in the last year with the implementation of the new Fire Department Strategy adopted by Council in the previous year. As time progresses, these projected costs or funding sources could change. For the full details on these projects and programs, see the attached schedule detailing the entire Capital Budget and Project. Ultimately, this request will be rolled up in the summary later in the report.

Planning Department

The Planning Department has indicated that there are several major documents/plans that are due for an update in the coming years. Due to the recent award of the SB 2 grant to the City the timelines of two projects were shifted dramatically and work has begun. As indicated in the table below, work began in Fiscal Year 2020-21 for both the Downtown Specific Plan and the Zoning Ordinance update because of the grant funding and continues to date.

PLANNING DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Downtown Specific Plan	80,000	-	-	-	-	80,000
Zoning Ordinance Update	50,000	-	-	-	-	50,000
General Plan Update	175,999	129,525	-	-	-	305,524
TOTAL	305,999	129,525	-	-	-	435,524

Previously, both projects were slated to begin in Fiscal Year 2023-24. No changes were made to the General Plan update as it was scheduled to start work in FY 2021-22 originally.

The removal of a Housing Element Update project that was just added last year is preliminary at this point. The project is sharing cost with the other Cities throughout the County in a multi-jurisdictional cooperation and run by TCAG. Therefore, the project is ongoing but no longer listed on the Capital Project list for the City.

As time progresses, these projected costs or funding sources could change. For the full details on these projects and programs, see the attached schedule detailing the entire Capital Budget and Project. Ultimately, this request will be rolled up in the summary later in the report.

Police Department

The Police Department Capital Project list has been updated to the following five items:

POLICE DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Patrol Vehicle Replacement (FY22)	58,070	58,070	-	-	-	116,140
Patrol Vehicle Replacement (FY24)	11,500	65,000	65,000	53,500	-	195,000
Patrol Vehicle Replacement (FY26)	-	-	73,000	73,000	73,000	219,000
Axon Fleet 3 In-Vehicle Camera System	20,241	45,542	45,542	45,542	45,542	202,409
Patrol Vehicle Replacement (FY28)	-	-	-	-	79,000	79,000
TOTAL	89,811	168,612	183,542	172,042	197,542	811,549

A previously listed items on the Police department Capital budget that were completed in Fiscal Year 2022-23 was the Police Department Office Remodel Project.

All projects listed are funded through future financing, existing cash on hand, or grant funds.

The routine purchase of patrol vehicles is already an approved program that the Council adopted and implemented in 2016. The current strategy is to purchase three new vehicles every other year to smooth costs and keep an up-to-date fleet under warranty and performing well, thus reducing repair expenses (among other benefits). The purchase in Fiscal Year 2022-23 is a three year pay off period, as will be the one scheduled in this year so cost will continue to be budgeted for several years.

The only new addition to this list is the next iteration of vehicles purchases in Fiscal Year 2027-28. As time progresses, these projected costs or funding sources could change. For the full details on these projects and programs, see the attached schedule detailing the entire Capital Budget and Project. Ultimately, this request will be rolled up in the summary later in the report.

Public Works Department

The Public Works Department has a request for 21 projects and purchases again this year for a total of over $7 million. This is a decrease from the prior year's five-year projection of 21 projects and over $10 million. However, most of these projects are related to ongoing projects or initiatives already underway.

Of the four new projects/purchases added to the total five-year capital improvement plan this year, two are equipment purchases, one is a grant for library improvements, and one is for repairs needed for community center HVAC systems. The most impactful of these items is the grant work needing to be completed in both Freedom Field (Sports Park) and Jennings Park. Work is beginning on a new corporation yard for Public Works as well as some required equipment purchases.

The following table displays the full five-year projection for the Public Works Department but one of the most important factors in these projects is the funding status. Currently, some of the largest of the projects on the list remain unfunded (New Corporation Yard). The total amount unfunded is just under $1 million.

PUBLIC WORKS DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Jennings Park Remodel Project	334,000	333,000	333,000	-	-	1,000,000
New Corporation Yard	240,000	500,500	500,500	-	-	1,241,000
Sports Park Rehabilitation Project	39,000	-	-	-	-	39,000
Roy's Park Improvement	96,500	-	-	-	-	96,500
Skid Steer Loader (Bobcat)	147,000	-	-	-	-	147,000
Digital Sign	-	-	45,000	-	-	45,000
Downtown Streetlight Upgrade	40,188	-	-	-	-	40,188
Freedom Field	884,000	-	-	-	-	884,000
Booster Pump & Electrical Panel for Sports Park	180,000	-	-	-	-	180,000
Liberty Park Trail Improvements	141,000	-	-	-	-	141,000
Pocket Park Improvements	150,000	-	-	-	-	150,000
Liberty Park - Phase II	-	-	-	-	545,000	545,000
Roy's Park - Phase II	775,000	-	-	-	-	775,000
Roy's Park - Phase III	-	-	-	500,000	-	500,000
Veteran's Park Improvements	-	-	-	-	500,000	500,000
Soccer Field Improvements	-	8,500	-	-	-	8,500
Vacuum Truck	384,500	-	-	-	-	384,500
Public Works Backhoe	172,000	-	-	-	-	172,000
Community Center Air Conditioning Units	108,475	-	-	-	-	108,475
Public Works Pickup Trucks	79,969	-	-	-	-	79,969
Library Improvements	-	140,500	-	-	-	140,500
TOTAL	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632

As time progresses, these projected costs or funding sources could change. For the full details on these projects and programs, see the attached schedule detailing the entire Capital Budget and Project. Ultimately, this request will be rolled up in the summary later in the report.

Summary of the Complete FY 2023-24 Capital Improvement Plan & Budget

The Capital Budget and five-year Capital Projection is an extensive list of projects and capital purchases that have been thoroughly reviewed and prioritized. They have been evaluated by the City Manager and connected to the strategic initiatives and plans of the City. In total, the Capital budget for Fiscal Year 2023-24 is $19,802,511. Including the estimates through Fiscal Year 2027-28, it is a total of $46,401,590 over the five years.

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

Many funding sources will be used and acquired in the process to complete these ambitious objectives across the many funds of the City. A breakdown by fund is summarized below:

CAPITAL PROJECTS BY FUND	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
02 WATER UTILITY	311,655	387,175	3,415,000	-	-	4,113,830
03 WATER DEVELOPMENT	-	83,250	136,250	-	-	219,500
04 SEWER UTILITY	5,661,155	43,175	15,000	-	-	5,719,330
05 SEWER DEVELOPMENT	-	83,250	83,250	-	-	166,500
06 REFUSE UTILIT	300,000	-	-	-	-	300,000
12 FEDERAL AND STATE GRANTS	4,508,069	2,098,400	-	150,000	1,342,500	8,098,969
20 STP	845,349	-	-	-	-	845,349
22 TDA	2,840,188	-	792,000	-	-	3,632,188
26 MEASURE R FUND	944,651	45,192	1,926,124	1,523,000	-	4,438,967
27 RMRA (SB1) FUND	-	-	1,149,000	477,000	-	1,626,000
31 PARK IMPROVEMENTS	980,500	-	-	-	-	980,500
39 CITY PROPERTIES	-	24,600	-	-	-	24,600
40 CDBG PROGRAM INCOME	334,000	333,000	333,000	-	-	1,000,000
60 AMERICAN RESCUE PLAN (ARPA)	2,241,000	-	-	-	-	2,241,000
72 FIRE COST REPLACEMENT	392,000	6,500,000	-	-	660,000	7,552,000
103 GENERAL FUND CAPITAL	443,944	571,787	591,542	1,093,042	2,742,542	5,442,857
TOTAL	19,802,512	10,169,829	8,441,166	3,243,042	4,745,042	46,401,590

While many of the items requested in the Capital Budget are significant, and some are small equipment purchases, the vast majority of the spending is concentrated in only 12 of 49 projects listed in the Capital Plan. Each of these major projects has an estimated total cost of at least $1,000,000. Each project will also then require a funding source outside of the City's immediate resources such as a grant, street funding allocation, or some type of financing.

LARGEST CAPITAL IMPROVEMENTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Central Farmersville Blvd Repairs	-	-	-	150,000	1,342,500	1,492,500
Water Storage Tank	-	18,000	3,400,000	-	-	3,418,000
New Water Well (ARP allocation)	822,000	2,000,000	-	-	-	2,822,000
Pavement Management Program: Street Repairs Year 1	2,700,000	-	-	-	-	2,700,000
Pavement Management Program: Ongoing Repairs	2,000,000	-	2,000,000	2,000,000	-	6,000,000
Solar Plant located at new WWTP	5,000,000	-	-	-	-	5,000,000
Highway 198 Gateway Improvements (CCLGP)	3,601,069	-	-	-	-	3,601,069
Citrus/Road 168 Connectivity Street Project	190,000	45,192	1,867,124	-	-	2,102,316
Street Light Project	-	-	-	-	1,500,000	1,500,000
Central Fire Station	392,000	6,500,000	-	-	-	6,892,000
Jennings Park Remodel Project	334,000	333,000	333,000	-	-	1,000,000
New Corporation Yard	240,000	500,500	500,500	-	-	1,241,000
TOTAL	15,279,069	9,396,692	8,100,624	2,150,000	2,842,500	37,768,885

As mentioned earlier in previous sections of this report, there are several projects that remain unfunded at this time. While this could be as simple as grant funding that has been applied for but not yet awarded, it could also be necessary repairs that there is no level of current funding guaranteed at all.

To summarize, the total unfunded projects by year are listed below. City staff will diligently work to fund these projects and will update City Council with progress toward that end. However, if funding cannot be acquired or not without significant burden or other cost, the projects may be delayed.

UNFUNDED CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Central Farmersville Blvd Repairs				150,000	1,342,500	1,492,500
Water Storage Tank		18,000	3,400,000			3,418,000
Solar Plant at WWTP	5,000,000					5,000,000
Street Light Project					1,500,000	1,500,000
Liberty Park - Phase III					545,000	545,000
TOTAL	5,000,000	18,000	3,400,000	150,000	3,387,500	11,955,500

Ensuring that all projects are appropriately funded to allow for timely execution is a priority. However, there are many factors that contribute to the difficulty of making these estimates. Since transactions are constantly occurring, and revenues are not always exact, figuring out what the most accurate figures are can be challenging, much less what they will be in the future.

Continual strategic planning that looks at both short and long-term goals to combat constraints and other challenges is currently underway and will need to become an ongoing commitment to keep this Capital Budget relevant and effective from year to year. This will direct prudent future action to allow the City to function within reasonable means for the long-term benefit of its residents.

Part of this delicate balance of funding is with the new, yet not entirely stable, Measure Q funding that the City has through the Cannabis Business Tax. This revenue source props up the General Fund projects that could never happen otherwise. This funding source has brought in less money each quarter for three quarters in a row as of the writing of this report. The future is precarious with these funds but the City is dependent upon them to fund its major capital initiatives.

MEASURE Q CAPITAL COSTS FOR FY 2023-24	AMOUNT
Sports Park Rehabilitation Project	39,000
Skid Steer Loader (Bobcat)	49,000
Public Works Backhoe	57,334
Community Center Air Conditioning Units	108,475
Public Works Pickup Trucks	26,657
Downtown Specific Plan (SB2 Grant)	15,000
General Plan Update	58,667
Patrol Vehicle Replacement (FY22)	58,070
Patrol Vehicle Replacement (FY24)	11,500
Axon Fleet 3 In-Vehicle Camera System	20,241
Transfer from Measure Q for Freedom Field	625,000
TOTAL	1,068,944

Measure Q revenues have declined consistently throughout the last two years. If this continues it will severely inhibit the City's ability to fund projects in the future. Many projects will need to be reprioritized to ensure that essential services are met and provided with adequate capital to do the required jobs before beautification and other aesthetic or quality of life projects could be added to the list.

For review, the entire Capital Budget and Five-Year Projection is attached to this report but the summarized Capital Budget is listed in the table on the following page.

TOTAL CAPITAL BUDGET AND FIVE YEAR PROJECTION	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Admin Vehicle (Air Quality Grant)	-	-	-	43,500	-	43,500
Code Enforcement Vehicle (Air Quality Grant)	50,000	-	-	-	-	50,000
Central Farmersville Blvd Repairs	-	-	-	150,000	1,342,500	1,492,500
Birch Water Line Relocation	35,000	326,000	-	-	-	361,000
Master Plans for Sewer, Water, and Storm Drain	140,000	-	-	-	-	140,000
Water Storage Tank	-	18,000	3,400,000	-	-	3,418,000
New Water Well (ARP allocation)	822,000	2,000,000	-	-	-	2,822,000
City Hall Parking Lot (Phase 1)	450,000	-	-	-	-	450,000
City Hall Parking Lot (Phase 2)	-	47,500	200,000	-	-	247,500
Pavement Management Program: Street Repairs Year 1	2,700,000	-	-	-	-	2,700,000
Pavement Management Program: Ongoing Repairs	2,000,000	-	2,000,000	2,000,000	-	6,000,000
Solar Plant located at new WWTP	5,000,000	-	-	-	-	5,000,000
Highway 198 Gateway Improvements (CCLGP)	3,601,069	-	-	-	-	3,601,069
Urban Water Management Program	-	-	53,000	-	-	53,000
City Hall Backup Generator	-	-	11,500	177,500	-	189,000
Citrus/Road 168 Connectivity Street Project	190,000	45,192	1,867,124	-	-	2,102,316
Street Light Project	-	-	-	-	1,500,000	1,500,000
Central Fire Station	392,000	6,500,000	-	-	-	6,892,000
Fire Patrol Vehicle	255,000	-	-	-	-	255,000
Fire Bulldozer and Transport	-	-	-	-	660,000	660,000
Downtown Specific Plan	80,000	-	-	-	-	80,000
Zoning Ordinance Update	50,000	-	-	-	-	50,000
General Plan Update	175,999	129,525	-	-	-	305,524
Jennings Park Remodel Project	334,000	333,000	333,000	-	-	1,000,000
New Corporation Yard	240,000	500,500	500,500	-	-	1,241,000
Sports Park Rehabilitation Project	39,000	-	-	-	-	39,000
Roy's Park Improvement	96,500	-	-	-	-	96,500
Skid Steer Loader (Bobcat)	147,000	-	-	-	-	147,000
Digital Sign	-	-	45,000	-	-	45,000
Downtown Streetlight Upgrade	40,188	-	-	-	-	40,188
Freedom Field	884,000	-	-	-	-	884,000
Booster Pump & Electrical Panel for Sports Park	180,000	-	-	-	-	180,000
Liberty Park Trail Improvements	141,000	-	-	-	-	141,000
Pocket Park Improvements	150,000	-	-	-	-	150,000
Liberty Park - Phase II	-	-	-	-	545,000	545,000
Roy's Park - Phase II	775,000	-	-	-	-	775,000
Roy's Park - Phase III	-	-	-	500,000	-	500,000
Veteran's Park Improvements	-	-	-	-	500,000	500,000
Soccer Field Improvements	-	8,500	-	-	-	8,500
Vacuum Truck	384,500	-	-	-	-	384,500
Public Works Backhoe	172,000	-	-	-	-	172,000
Community Center Air Conditioning Units	108,475	-	-	-	-	108,475
Public Works Pickup Trucks	79,969	-	-	-	-	79,969
Library Improvements	-	140,500	-	-	-	140,500
Patrol Vehicle Replacement (FY22)	58,070	58,070	-	-	-	116,140
Patrol Vehicle Replacement (FY24)	11,500	65,000	65,000	53,500	-	195,000
Patrol Vehicle Replacement (FY26)	-	-	73,000	73,000	73,000	219,000
Axon Fleet 3 In-Vehicle Camera System	20,241	45,542	45,542	45,542	45,542	202,409
Patrol Vehicle Replacement (FY28)	-	-	-	-	79,000	79,000
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL IMPROVEMENT PLAN:

FISCAL YEAR 2023-2024 THROUGH FISCAL YEAR 2027-2028

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

CAPITAL PROJECTS BY FUND	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
02 WATER UTILITY	311,655	387,175	3,415,000	-	-	4,113,830
03 WATER DEVELOPMENT	-	83,250	136,250	-	-	219,500
04 SEWER UTILITY	5,661,155	43,175	15,000	-	-	5,719,330
05 SEWER DEVELOPMENT	-	83,250	83,250	-	-	166,500
06 REFUSE UTILIT	300,000	-	-	-	-	300,000
12 FEDERAL AND STATE GRANTS	4,508,069	2,098,400	-	150,000	1,342,500	8,098,969
20 STP	845,349	-	-	-	-	845,349
22 TDA	2,840,188	-	792,000	-	-	3,632,188
26 MEASURE R FUND	944,651	45,192	1,926,124	1,523,000	-	4,438,967
27 RMRA (SB1) FUND	-	-	1,149,000	477,000	-	1,626,000
31 PARK IMPROVEMENTS	980,500	-	-	-	-	980,500
39 CITY PROPERTIES	-	24,600	-	-	-	24,600
40 CDBG PROGRAM INCOME	334,000	333,000	333,000	-	-	1,000,000
60 AMERICAN RESCUE PLAN (ARPA)	2,241,000	-	-	-	-	2,241,000
72 FIRE COST REPLACEMENT	392,000	6,500,000	-	-	660,000	7,552,000
103 GENERAL FUND CAPITAL	443,944	571,787	591,542	1,093,042	2,742,542	5,442,857
TOTAL	19,802,512	10,169,829	8,441,166	3,243,042	4,745,042	46,401,590

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL BUDGET AND PROGRAM:

FISCAL YEAR 2023-2024

ADMINISTRATION & FINANCE DEPARTMENTS

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

ADMINISTRATION & FINANCE CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Admin Vehicle (Air Quality Grant)	-	-	-	43,500	-	43,500
TOTAL	-	-	-	43,500	-	43,500

Project No.	ADM2020-03
Department:	**Administration**
Criteria:	**8**
Title:	**Administration Vehicle**

Capital Improvement Plan
Project Request
Fiscal Year 2020 CIP

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Purchase of New Admin Vehicle to replace an aging vehicle. The 2012 Prius used for admin purposes will be 14 years old in 2026 and although it will likely have light use and lower miles compared to normal use it is likely to be time to replace it as older vehicles become more difficult and expensive to maintain.

2. In the past there has been numerous opportunities to get a grant for $20,000 toward the purchase of a hybrid or electric vehicle through the Air Resources Control Board. Although the City does not know if these grants will be available in the future, the City does plan to take advantage of it if they are.

3. The admin vehicle will be of similar make and model to the existing admin vehicle but will depend upon the availability and other market conditions in the auto industry at the time of purchase.

4. Maintenance and Operational costs are expected to be low and consist of mainly fuel costs and some minor maintenance. The purchase will likely include a maintenance package and/or warranty which will allow for minimal expense each year.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle				43,000.00		43,000.00
Other (specify)						-
Total	-	-	-	43,000.00	-	43,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance				500.00	500.00	1,000.00
Total	-	-	-	500.00	500.00	1,000.00

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund				23,000.00	500.00	23,500.00
Other (specify)				20,000.00		20,000.00
Total Funding Sources	-	-	-	43,000.00	500.00	43,500.00
Total Funding Sources	-	-	-	43,000.00	500.00	43,500.00
Total Project Cost	-	-	-	43,500.00	500.00	44,000.00
Total Unfunded	-	-	-	500.00	-	500.00

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL BUDGET AND PROGRAM:

FISCAL YEAR 2023-2024

CODE ENFORCEMENT DEPARTMENT

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

CODE ENFORCEMENT DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Code Enforcement Vehicle (Air Quality Grant)	50,000	-	-	-	-	50,000
TOTAL	50,000	-	-	-	-	50,000

Project No.	CDE2024-01	**Capital Improvement Plan Project Request**
Department:	**Code Enforcement**	Fiscal Year 2024 CIP
Criteria:	**1**	
Title:	**New Code Enforcement Vehicle**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. New Code Enforcement Vehicle to support second code officer position.

2. ARPA Funds will pay for the new vehicle in total.

3. One 2024 Ford F-150.

4. The vehicle will require regular and ongoing maintenance.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	50,000.00					50,000.00
Other (specify)						-
Total	50,000.00	-	-	-	-	50,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
Other (specify)	50,000.00					50,000.00
Total Funding Sources	50,000.00	-	-	-	-	50,000.00
Total Funding Sources	50,000.00	-	-	-	-	50,000.00
Total Project Cost	50,000.00	-	-	-	-	50,000.00
Total Unfunded	-	-	-	-	-	-

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL BUDGET AND PROGRAM:

FISCAL YEAR 2023-2024

ENGINEERING DEPARTMENT

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

ENGINEERING CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Central Farmersville Blvd Repairs	-	-	-	150,000	1,342,500	1,492,500
Birch Water Line Relocation	35,000	326,000	-	-	-	361,000
Master Plans for Sewer, Water, and Storm Drain	140,000	-	-	-	-	140,000
Water Storage Tank	-	18,000	3,400,000	-	-	3,418,000
New Water Well (ARP allocation)	822,000	2,000,000	-	-	-	2,822,000
City Hall Parking Lot (Phase 1)	450,000	-	-	-	-	450,000
City Hall Parking Lot (Phase 2)	-	47,500	200,000	-	-	247,500
Pavement Management Program: Street Repairs Year 1	2,700,000	-	-	-	-	2,700,000
Pavement Management Program: Ongoing Repairs	2,000,000	-	2,000,000	2,000,000	-	6,000,000
Solar Plant located at new WWTP	5,000,000	-	-	-	-	5,000,000
Highway 198 Gateway Improvements (CCLGP)	3,601,069	-	-	-	-	3,601,069
Urban Water Management Program	-	-	53,000	-	-	53,000
City Hall Backup Generator	-	-	11,500	177,500	-	189,000
Citrus/Road 168 Connectivity Street Project	190,000	45,192	1,867,124	-	-	2,102,316
Street Light Project	-	-	-	-	1,500,000	1,500,000
TOTAL	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385

Project No.	ENG2020-02	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2020 CIP
Criteria:	**5**	
Title:	**Central Farmersville Boulevard Repairs**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Pavement re-construction of Central Farmersville Boulevard (Visalia Road to Walnut Avenue)
2. Funding – As funds are available. Initial Design and Engineering costs could be supported by work done through TCAG regarding the road diet idea. Other project costs are currently unfunded and would require grant funding (also potentially through TCAG).
3. Road work would include pavement work, curb and gutter as necessary, and required ADA improvements at intersections.
4. Maintenance will be outside of the limits of this CIP Plan.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.				150,000.00	50,000.00	200,000.00
Acquisitions						-
Permits						-
Administration					100,000.00	100,000.00
Construction					950,000.00	950,000.00
Inspection					100,000.00	100,000.00
Contingency					142,500.00	142,500.00
Equip / Vehicle						-
Other (specify)						-
Total	-	-	-	150,000.00	1,342,500.00	1,492,500.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)						-
Total Funding Sources	-	-	-	-	-	-
Total Funding Sources	-	-	-	-	-	-
Total Project Cost	-	-	-	150,000.00	1,342,500.00	1,492,500.00
Total Unfunded	-	-	-	150,000.00	1,342,500.00	1,492,500.00

Project No.	ENG2020-06	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2020 CIP
Criteria:	**5**	
Title:	**Birch Water Line Relocation**	**REVISED**

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Relocation of 700’ of 6” water line from between lot lines to Birch Street.
2. Water Funds
3. Includes water line, trenching, abandonment of existing line.
4. Maintenance will be outside of the limits of this CIP Plan.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.	35,000.00					35,000.00
Acquisitions						-
Permits						-
Administration		25,000.00				25,000.00
Construction		240,000.00				240,000.00
Inspection		25,000.00				25,000.00
Contingency		36,000.00				36,000.00
Equip / Vehicle						-
Other (specify)						-
Total	35,000.00	326,000.00	-	-	-	361,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility	35,000.00	326,000.00				361,000.00
General Fund						-
Other (specify)						-
Total Funding Sources	35,000.00	326,000.00	-	-	-	361,000.00
Total Funding Sources	35,000.00	326,000.00	-	-	-	361,000.00
Total Project Cost	35,000.00	326,000.00	-	-	-	361,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2022-01	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2022 CIP
Criteria:	**5**	
Title:	**Master Plans (Sewer, Water, Storm Drain)**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Update the city's master plans for sewer, water and storm drain.
2. Funding through Sewer & Water Utility
3. Update city's master plans for future development including sewer and water infrastructure, storm drain systems and retention basins.
4. Maintenance will be negligible.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.	140,000.00					140,000.00
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	-	-	-	-	140,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility	70,000.00					70,000.00
Water Utility	70,000.00					70,000.00
General Fund						-
Other (specify)						-
Total Funding Sources	-	-	-	-	-	140,000.00
Total Funding Sources	-	-	-	-	-	140,000.00
Total Project Cost	-	-	-	-	-	140,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2022-04	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2022 CIP
Criteria:	**5**	
Title:	**Water Tank Construction**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. New water storage tank to be installed at location determined by updated master plan. Assume 1,000,000 gallon tank.
2. Funding through Water Utility funds.
3. Water tank. Established master plan for determining location.
4. Annual inspections, water testing, on-site maintenance.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.		18,000.00				18,000.00
Acquisitions						-
Permits						-
Administration						-
Construction			3,360,000.00			3,360,000.00
Inspection			40,000.00			40,000.00
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	18,000.00	3,400,000.00	-	-	3,418,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility		18,000.00				18,000.00
General Fund						-
Other (specify)						-
Total Funding Sources	-			-	-	18,000.00
Total Funding Sources	-	-	-	-	-	18,000.00
Total Project Cost	-	18,000.00	3,400,000.00	-	-	3,418,000.00
Total Unfunded	-	18,000.00	3,400,000.00	-	-	3,400,000.00

Project No.	ENG2022-05
Department:	**Engineering**
Criteria:	**5**
Title:	**Water Well Construction**

Capital Improvement Plan
Project Request
Fiscal Year 2022 CIP

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Replace existing Well 3 at Corporation Yard with an upgraded system to handle increased city water demand.
2. Funding through Water Utility Funds or a DWR grant if available. ARP funding may also be applied if applicable.
3. Replace the existing well with a larger, deeper system capable of producing 1 MGD. Include 150 KW generator.
4. Water well test reports, annual inspections, pump maintenance.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.	77,500.00	15,000.00				92,500.00
Acquisitions						-
Permits						-
Administration	12,500.00	9,000.00				21,500.00
Construction	732,000.00	1,941,000.00				2,673,000.00
Inspection		35,000.00				35,000.00
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	822,000.00	2,000,000.00	-	-	-	2,822,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	822,000.00	2,000,000.00				2,822,000.00
Total Funding Sources	822,000.00	2,000,000.00	-	-	-	2,822,000.00
Total Funding Sources	822,000.00	2,000,000.00	-	-	-	2,822,000.00
Total Project Cost	822,000.00	2,000,000.00	-	-	-	2,822,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2022-06	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2022 CIP
Criteria:	**5**	
Title:	**City Hall Parking Lot (Phase 1)**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Improve/ rehab existing AC pavement & drainage elements for City Hall parking lot.

2. Funding through ARPA one-time funds.

3. Phase 1:

   Initial improvements will be focused primarily at the south end of City Hall within the Police and Fire Department area. The elements included in this phase are:

   a. 1,960 S.Y. Grind & Overlay (within Fire and Police private parking area).
   b. 240 L.F. Valley Gutter
   c. 2,870 S.F. Reinforced Concrete (west entrance replacement, additional concrete slab at south end of building).
   d. 5,162 S.Y. Fog Seal (within public parking area).

4. Maintenance will be negligible once improvements are complete. Planning completed in Fiscal Year 2021-22 but construction delayed until Fiscal Year 2023-24 due to funding constraints.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	440,000.00					440,000.00
Inspection	10,000.00					10,000.00
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	450,000.00	-	-	-	-	450,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	450,000.00					450,000.00
Total Funding Sources	450,000.00	-	-	-	-	450,000.00
Total Funding Sources	450,000.00	-	-	-	-	450,000.00
Total Project Cost	450,000.00	-	-	-	-	450,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2022-07
Department:	**Engineering**
Criteria:	**5**
Title:	**City Hall Parking Lot (Phase 2)**

Capital Improvement Plan
Project Request
Fiscal Year 2022 CIP

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Improve/ rehab existing AC pavement & drainage elements for City Hall parking lot.
2. Funding through General Fund Capital Fund.
3. Phase 2 will include the pavement rehabilitation for the public parking area of City Hall. (5,162 S.Y.)
4. Maintenance will be negligible once improvements are complete.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.			42,000.00			42,000.00
Acquisitions						-
Permits						-
Administration			5,500.00			5,500.00
Construction				191,000.00		191,000.00
Inspection				9,000.00		9,000.00
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	-	47,500.00	200,000.00	-	247,500.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund			47,500.00	200,000.00		247,500.00
Other (specify)						-
Total Funding Sources	-	-	47,500.00	200,000.00	-	247,500.00
Total Funding Sources	-	-	47,500.00	200,000.00	-	247,500.00
Total Project Cost	-	-	47,500.00	200,000.00	-	247,500.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2022-09	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2022 CIP
Criteria:	**5**	
Title:	**PAVEMENT MANAGEMENT PROGRAM - PROJECT 1**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Pavement re-construction of roadway based on results from Pavement Management System results. The first Project year will include improvements to the Central section of Farmersville Blvd, surrounding alleyways and various nearby streets.
2. Funding – As funds are available funded by alleyway cash set aside and TDA street funds.
3. Road work would include pavement work, curb and gutter as necessary, and required ADA improvements at intersections.
4. Maintenance will be outside of the limits of this CIP Plan.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	2,700,000.00					2,700,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	2,700,000.00	-	-	-	-	2,700,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA	2,400,000.00					2,400,000.00
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	300,000.00					300,000.00
Total Funding Sources	2,700,000.00	-	-	-	-	2,700,000.00
Total Funding Sources	2,700,000.00	-	-	-	-	2,700,000.00
Total Project Cost	2,700,000.00	-	-	-	-	2,700,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2022-10	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2024 CIP
Criteria:	**5**	
Title:	**PMP Ongoing Repairs**	**REVISED**

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Perform road rehabilitation techniques based on current pavement conditions in segments of town recommended from the Pavement Management System survey conducted in 2020.

2. Funding through City Capital funds using all street funding sources available to the City. Requesting an advance of Measure R funds in FY 2027 may be necessary to meet the construction deadlines and cashflow needs.

3. Approx. 22,000 LF annually of road rehabilitation through a variety of methods including overlays, cape seals, slurry seals, or full reconstruction. Sidewalk and concrete improvements, signing and striping upgrade, ADA compliance design measures, crosswalk modifications are included as necessary.

4. Asphalt pavement life after rehabilitation procedures will not require maintenance for 5+ years.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.	350,000.00		350,000.00	350,000.00		1,050,000.00
Acquisitions						-
Permits						-
Administration						-
Construction	1,650,000.00	-	1,650,000.00	1,650,000.00		4,950,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	2,000,000.00	-	2,000,000.00	2,000,000.00	-	6,000,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R	754,651.00		851,000.00	-		1,605,651.00
LTF/ TDA	400,000.00					400,000.00
RMRA (SB1)			1,149,000.00	477,000.00		1,626,000.00
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
STP	845,349.00					845,349.00
Total Funding Sources	2,000,000.00	-	2,000,000.00	477,000.00	-	4,477,000.00
Total Funding Sources	2,000,000.00	-	2,000,000.00	477,000.00	-	4,477,000.00
Total Project Cost	2,000,000.00	-	2,000,000.00	2,000,000.00	-	6,000,000.00
Total Unfunded	-	-	-	1,523,000.00	-	1,523,000.00

Project No.	ENG2022-13
Department:	**Engineering**
Criteria:	**4**
Title:	**Solar Plant Located at WWTP**

Capital Improvement Plan
Project Request
Fiscal Year 2022 CIP

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Ground-mounted solar system array to supply electrical power to applications at the Farmersville Wastewater Treatments Plant.

2. Potential funding provided through a grant with the DWR for construction, but this application has not been completed yet. Wastewater Utility and/or Cannabis Business Tax funds can be used for the design phase of the project.

3. Solar panels and ground mount structure, excavation/conduit runs, interconnection with SCE coordination.

4. System performance analysis, inverter inspection and maintenance, array inspection and cleaning. Software updates and system calibration will be necessary for max efficiency of solar array.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.	150,000.00					150,000.00
Acquisitions						-
Permits						-
Administration						-
Construction	4,850,000.00					4,850,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	5,000,000.00	-	-	-	-	5,000,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	-					-
Total Funding Sources	-	-	-	-	-	-
Total Funding Sources	-	-	-	-	-	-
Total Project Cost	5,000,000.00	-	-	-	-	5,000,000.00
Total Unfunded	5,000,000.00	-	-	-	-	5,000,000.00

Project No.	ENG2023-01	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2023 CIP Request
Criteria:	**6**	
Title:	**Hwy 198 Gateway Improvements**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Beautification project at Hwy 198 at the offramp areas to represent a gateway to Farmersville. Additionally, a litter campaign will be conducted as well as some downtown improvements. The total cost for this project is estimated at $4,333,906.

2. This project is 100% funded by the Clean California Local Grant Program - Caltrans.

3. Environmental Phase: $123,640
   Encroachment Permit: $51,080
   Design/Engineering: $549,117
   Construction Engineering: $447,515
   Construction (Downtown Improvements): $53,346
   Construction: $3,099,708
   Clean Up Events & Groundbreaking/Ribbon Cutting: $1,000
   Anti Litter Campaign: $2,000
   Anti Litter Signage: $6,500

4. Maintenance will be performed by City.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	3,600,569.00					3,600,569.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	500.00					500.00
Total	3,601,069.00	-	-	-	-	3,601,069.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
Other (specify)	3,601,069.00					3,601,069.00
Total Funding Sources	3,601,069.00	-	-	-	-	3,601,069.00
Total Funding Sources	3,601,069.00	-	-	-	-	3,601,069.00
Total Project Cost	3,601,069.00	-	-	-	-	3,601,069.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2023-05	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2023 CIP Request
Criteria:	**5**	
Title:	**Urban Water Management Plan**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The Urban Water Management Plan is a comprehensive document detailing how the City handles water in a variety of contexts from safety to stormwater run off and much more. This Plan is required by State Law once a community reaches a certain threshold in population and then is required to be updated routinely thereafter in 2025, 2030, 2035 and so on. The City of Farmersville is projected to near this threshold in the coming years but has not yet. As a proactive approach the City will engage in creating this plan document in the year 2025 to maximize the efficiency of coordinating with the updating schedule.

2. The estimated cost from the City Engineer is projected to be about $53,000 and is eligible to be paid from the Developer Impact Fees specifically for the Water Utility as it directly pertains to expense from growth of the system.

3. The plan will consist of all the State required documentation and various schedules needed to demonstrate the compliance of the City with the plan and State law.

4. The plan will have incremental costs as it is required to be updated on a routine basis set by State Law.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)			53,000.00			53,000.00
Total	-	-	53,000.00	-	-	53,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF			53,000.00			53,000.00
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
Other (specify)						-
Total Funding Sources	-	-	53,000.00	-	-	53,000.00
Total Funding Sources	-	-	53,000.00	-	-	53,000.00
Total Project Cost	-	-	53,000.00	-	-	53,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2024-01	**Capital Improvement Plan Project Request**
Department:	**Engineering/ Public Works**	Fiscal Year 2024 CIP
Criteria:	**7**	
Title:	**City Hall Backup Generator**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Install a commercial standby generator at City Hall for backup power in case of loss of power with direct connection to power grid.

2. Funding through City Capital funds (General Fund supported by Measure Q).

3. Commercial Backup Generator (150kW – 250kW) Diesel or natural gas.

4. Annual inspections, electrical / fuel testing, on-site maintenance.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.			10,000.00			10,000.00
Acquisitions						-
Permits						-
Administration			1,500.00	2,500.00		4,000.00
Construction				175,000.00		175,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	-	11,500.00	177,500.00	-	189,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund			11,500.00	177,500.00		189,000.00
Other (specify)						-
Total Funding Sources	-	-	11,500.00	177,500.00	-	189,000.00
Total Funding Sources	-	-	11,500.00	177,500.00	-	189,000.00
Total Project Cost	-	-	11,500.00	177,500.00	-	189,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2024-02	**Capital Improvement Plan**	
Department:	**Engineering**	**Project Request**	
Criteria:	**5**	Fiscal Year 2024 CIP	
Title:	**Citrus/Road 168 Connectivity Street Project**		

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Construct Citrus Drive as a new 2 lane road connecting to Walnut Avenue running parallel to the east side of Farmersville High School including a new roundabout intersection at Walnut Ave.

2. Funding through City allocation of Street Funding (LTF and Measure R).

3. Approx. 1700 LF of new roadway, 60,000 SF of new pavement, roundabout intersection, sidewalk and concrete improvements, water and well improvements / relocations, street lighting, irrigation / landscaping. Right of Way acquisition. Environmental mitigation studies.

4. Asphalt pavement rehabilitation within 7-10 years, striping maintenance at intersection bi-annually, landscape of irrigation monthly.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.	190,000.00					190,000.00
Acquisitions		45,192.00				45,192.00
Permits						-
Administration						-
Construction			1,410,905.00			1,410,905.00
Inspection						-
Contingency			291,219.00			291,219.00
Equip / Vehicle						-
Other (specify)			165,000.00			165,000.00
Total	190,000.00	45,192.00	1,867,124.00	-	-	2,102,316.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R	190,000.00	41,214.00				231,214.00
LTF/ TDA			937,039.00			937,039.00
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
Other (specify)		3,978.00	930,085.00			934,063.00
Total Funding Sources	190,000.00	45,192.00	1,867,124.00	-	-	2,102,316.00
Total Funding Sources	190,000.00	45,192.00	1,867,124.00	-	-	2,102,316.00
Total Project Cost	190,000.00	45,192.00	1,867,124.00	-	-	2,102,316.00
Total Unfunded	-	-	-	-	-	-

Project No.	ENG2024-03	**Capital Improvement Plan Project Request**
Department:	**Engineering**	Fiscal Year 2024 CIP
Criteria:	**8**	
Title:	**Street Light Project**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The results of the streetlight study project for the Brundage area presented to City Council on March 13, 2023 established low cost alternatives to more immediate streetlight improvements for the area. At that time, City Council directed that a more permanent solution to streetlighting in the area should be scheduled on the capital improvement plan in the future, pending financial means to do so.

2. Project is currently unfunded but is eligible for street funding or other grant sources potentially, as applicable.

3. Permanent streetlight improvements with stand-alone poles in the Brundage Street Area.

4. Detailed Operations and Maintenance costs are unknown at this time, depending upon number and type of lights installed.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction					1,500,000.00	1,500,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	-	-	-	1,500,000.00	1,500,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
Other (specify)						-
Total Funding Sources	-	-	-	-	-	-
Total Funding Sources	-	-	-	-	-	-
Total Project Cost	-	-	-	-	1,500,000.00	1,500,000.00
Total Unfunded	-	-	-	-	1,500,000.00	1,500,000.00

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL BUDGET AND PROGRAM:

FISCAL YEAR 2023-2024

FIRE DEPARTMENT

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

FIRE DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Central Fire Station	392,000	6,500,000	-	-	-	6,892,000
Fire Patrol Vehicle	255,000	-	-	-	-	255,000
Fire Bulldozer and Transport	-	-	-	-	660,000	660,000
TOTAL	647,000	6,500,000	-	-	660,000	7,807,000

Project No.	FRE2020-05
Department:	**FIRE**
Criteria:	**5**
Title:	**Central Fire Station**

Capital Improvement Plan
Project Request
Fiscal Year 2020 CIP

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. A new fire station should be constructed in the central part of town to meet ISO requirements for response distances, to improve response times and meet current safety and operational standards. The current facility is makeshift at best and was the least recommended location as contained in the 1997 Quad Fire Station Study. The current location has been in use since 1998. The recommendation is to scrap the ($3.2 mil.) RRM design completed in 2007 and change scope to a pre-engineered structure with less site work.

   The optimal need is for a 7500 square foot facility per fire station design guidelines and needs assessment. At minimum the FFD could operate in a 6000-7000 square foot facility. Cost is estimated at 160-174 dollars/sq ft at prevailing wage as a public works project.

   Currently the FFD operates out of a dedicated space of 3509 sq ft and 1621 sq ft of shared space for a total of 5130 sq ft.

2. Project is funded complete by State Ear-Marked funds for this project that are housed in Fund 72, Fire Cost Recovery.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	392,000.00	6,500,000.00				6,892,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	392,000.00	6,500,000.00	-	-	-	6,892,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	392,000.00	6,500,000.00				6,892,000.00
Total Funding Sources	392,000.00	6,500,000.00	-	-	-	6,892,000.00
Total Funding Sources	392,000.00	6,500,000.00	-	-	-	6,892,000.00
Total Project Cost	392,000.00	6,500,000.00	-	-	-	6,892,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	FRE2022-05
Department:	**Fire**
Criteria:	**6**
Title:	**Fire Patrol Vehicle**

Capital Improvement Plan
Project Request
Fiscal Year 2022 CIP

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Purchase of Patrol. Estimated purchase price is $255,000.
2. This apparatus will replace the existing aging Patrol that has reached the end of its useful service life. A funding source has not yet been identified for this project.
3. The Patrol is a vital piece of the fire department fleet of apparatus. It fills a segment of response type that is necessary in order to meet NFPA recommendations and aids in the department's ability to respond to all manner of emergency response types. This Patrol is in line with the Vision and Goals of the Council providing a complete level of public safety response to the community.
4. The Patrol has an estimated front line service life of 10 years and an additional service life as backup apparatus of another 5 years for a total of 15 years of service (2014 Ram).

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	255,000.00					255,000.00
Other (specify)						-
Total	255,000.00	-	-	-	-	255,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	255,000.00					255,000.00
Total Funding Sources	255,000.00	-	-	-	-	255,000.00
Total Funding Sources	255,000.00	-	-	-	-	255,000.00
Total Project Cost	255,000.00	-	-	-	-	255,000.00
Total Unfunded	-	-	-	-		-

Project No.	FRE2024-01	**Capital Improvement Plan**	
Department:	**Fire**	**Project Request**	
Criteria:	**5**	Fiscal Year 2024 CIP	
Title:	**Fire Bulldozer and Transport Vehicle & Trailer**		

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. To operate a Fire Dozer with a transport and support vehicle as a way of generating revenue for the fire dept. Equipment needed to facilitate this project will be a ICS Class Type 2 Bulldozer adapted for wildland fire environments. The transport will be a 3 axle Class 8 vehicle that meets current ARB requirements along with a 2- axle heavy duty lowboy equipment trailer. Support vehicle will a ¾ ton truck or higher weight rating with a utility box with room for a 100 gal. fuel tank and air compressor.

2. OOC revenues from tactical type 2 water tender and type 6 patrol. Low interest loans from a financial institution or from other various funds within city means.

3. 1 – ICS Type 2 Bulldozer 22,000 lbs. to 33,000 lbs. 110 to 150 HP at the fly wheel. 6-way blade from 9 ft. to 10 ft. in width. Either a ripper bar with 2 – 3 shanks or a winch. Environmental cab with appropriate roll bars and rock screens. Transport to be a 3-axle class 8 truck with 500+ hp with air compliant engine and a multi speed manual transmission. Equipment will be a 2-axle heavy haul trailer with rear loading/off- loading capabilities to facilitate rapid response at emergencies. Support vehicle can either be a single or four door cab with a diesel engine and automatic transmission. Also, will have a utility type box with lockable compartments for tools and spare parts along with the capabilities to have a 100 gal. fuel cell and an air compressor.

4. Quick detail – Operations – Since this is for revenue generation the dozer will most likely operate in accordance with California's fire season, basically we'll follow CalFire on when they ready their dozers for emergency response. The dozer program will need two individuals (one operator & one dozer swamper). Operator should be a full time hire but a seasonal hire is possible if we can secure the seasonal operator to come back year after year. Swamper classification can be a seasonal hire or a volunteer. The goal is the same as for the water tender program and that is to get the equipment out on an assignment and to keep it out on campaign fires. Maintenance – Cost should be somewhat minimal due to the incident that the equipment is assigned to supplies fuel, tires (if needed) and other related services on a as need basis. Off season costs such insurances, fuel and maintenance expenses should be minimal as the equipment will parked and checked in preparation for the following season. Off season use might be something for public works or a possible USFS contract for fire road maintenance or a natural disaster (flooding) where it might be needed. Mileage for the transport vehicle could be around 50K a year (est.) with dozer work hrs around 750 (est.). We should easily see a solid 8-10 yr span of performance on fire assignments for revenues to the fire dept. This can be accomplished with a solid maintenance program and a trained operator.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle					660,000.00	660,000.00
Other (specify)						-
Total	-	-	-	-	660,000.00	660,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
Other (specify)					660,000.00	660,000.00
Total Funding Sources	-	-	-	-	660,000.00	660,000.00
Total Funding Sources	-	-	-	-	660,000.00	660,000.00
Total Project Cost	-	-	-	-	660,000.00	660,000.00
Total Unfunded	-	-	-	-	-	-

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL BUDGET AND PROGRAM:

FISCAL YEAR 2023-2024

PLANNING DEPARTMENT

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

PLANNING DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Downtown Specific Plan	80,000	-	-	-	-	80,000
Zoning Ordinance Update	50,000	-	-	-	-	50,000
General Plan Update	175,999	129,525	-	-	-	305,524
TOTAL	305,999	129,525	-	-	-	435,524

Project No.	PLN2020-01	**Capital Improvement Plan Project Request**
Department:	**Planning**	Fiscal Year 2020 CIP
Criteria:	**7**	
Title:	**Downtown Specific Plan (SB2 Grant)**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. A Downtown Specific Plan needs to be developed.

2. Total project cost is $130,000. Project will be paid from several sources; $85,000 from SB2 grant, and the balance will be shared by the enterprise funds.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	80,000.00					80,000.00
Total	80,000.00	-	-	-	-	80,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility	15,000.00					15,000.00
Water Utility	15,000.00					15,000.00
General Fund	15,000.00					15,000.00
Other (specify)	35,000.00					35,000.00
Total Funding Sources	80,000.00	-	-	-	-	80,000.00
Total Funding Sources	80,000.00	-	-	-	-	80,000.00
Total Project Cost	80,000.00	-	-	-	-	80,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PLN2020-02	**Capital Improvement Plan Project Request**
Department:	**Planning**	Fiscal Year 2020 CIP
Criteria:	**7**	
Title:	**Comprehensive Zoning Ordinance Update (SB2 Grant)**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. A Comprehensive Zoning Ordinance Update needs to be done and should coincide with the General Plan Update.

2. Funding for the Update can be taken from the General Fund and Enterprise Funds but will now be funded by SB2 ($75,000).

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	50,000.00					50,000.00
Total	50,000.00	-	-	-	-	50,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	50,000.00					50,000.00
Total Funding Sources	50,000.00	-	-	-	-	50,000.00
Total Funding Sources	50,000.00	-	-	-	-	50,000.00
Total Project Cost	50,000.00	-	-	-	-	50,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PLN2020-03	**Capital Improvement Plan Project Request**
Department:	**Planning**	Fiscal Year 2020 CIP
Criteria:	**7**	
Title:	**Comprehensive General Plan Update & Env Impact Report**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The General Plan was adopted and prepared for a 20 year period covering the City's growth up to 2025. Updating a general plan can take a couple of years so the process should begin in FY 2021-22.

2. Funding for the General Plan can be taken from the General Fund and Enterprise Funds. The total contracted price will be $318,525.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	175,999.00	129,525.00				305,524.00
Total	175,999.00	129,525.00	-	-	-	305,524.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility	58,666.00	43,175.00				101,841.00
Water Utility	58,666.00	43,175.00				101,841.00
General Fund	58,667.00	43,175.00				101,842.00
Other (specify)						-
Total Funding Sources	175,999.00	129,525.00	-	-	-	305,524.00
Total Funding Sources	175,999.00	129,525.00	-	-	-	305,524.00
Total Project Cost	175,999.00	129,525.00	-	-	-	305,524.00
Total Unfunded	-	-	-	-	-	-

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL BUDGET AND PROGRAM:

FISCAL YEAR 2023-2024

POLICE DEPARTMENT

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

POLICE DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Patrol Vehicle Replacement (FY22)	58,070	58,070	-	-	-	116,140
Patrol Vehicle Replacement (FY24)	11,500	65,000	65,000	53,500	-	195,000
Patrol Vehicle Replacement (FY26)	-	-	73,000	73,000	73,000	219,000
Axon Fleet 3 In-Vehicle Camera System	20,241	45,542	45,542	45,542	45,542	202,409
Patrol Vehicle Replacement (FY28)	-	-	-	-	79,000	79,000
TOTAL	89,811	168,612	183,542	172,042	197,542	811,549

Project No.	POL2020-05	**Capital Improvement Plan**	
Department:	**Police**	**Project Request**	
Criteria:	**8**	Fiscal Year 2020 CIP	
Title:	**Vehicle Replacement Program for 2021/2022 Fiscal Year**		
		REVISED	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The Police Department Vehicle Replacement Program was adopted by council a number of years ago
2. It calls for the replacement of three (3) Police Patrol vehicles every other year
3. The 2021/2022 Fiscal Year is a vehicle purchase year for the program
4. For the purchase year the department intends to replace three Dodge chargers with the purchase of three new Dodge Chargers.
5. The vehicles will be purchased fully equipped and with extended warranties
6. This will be done under a lease purchase program over a three year term

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	58,070.00	58,070.00				116,140.00
Other (specify)						-
Total	58,070.00	58,070.00	-	-	-	116,140.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund	58,070.00	58,070.00				116,140.00
Other (specify)						-
Total Funding Sources	58,070.00	58,070.00	-	-	-	116,140.00
Total Funding Sources	58,070.00	58,070.00	-	-	-	116,140.00
Total Project Cost	58,070.00	58,070.00	-	-	-	116,140.00
Total Unfunded	-	-	-	-	-	-

Project No.	POL2020-06	**Capital Improvement Plan**	
Department:	**Police**	**Project Request**	
Criteria:	**8**	Fiscal Year 2020 CIP	
Title:	**Vehicle Replacement Program for 2023/2024 Fiscal Year**		
		REVISED	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The Police Department Vehicle Replacement Program was adopted by council a number of years ago
2. It calls for the replacement of three (3) Police Patrol vehicles every other year
3. The 2023/2024 Fiscal Year is a vehicle purchase year for the program
4. For the purchase year the department intends to replace three Dodge chargers with the purchase of three new Dodge Chargers.
5. The vehicles will be purchased fully equipped and with extended warranties
6. This will be done under a lease purchase program over a three year term

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	11,500.00	65,000.00	65,000.00	53,500.00		195,000.00
Other (specify)						-
Total	11,500.00	65,000.00	65,000.00	53,500.00	-	195,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund	11,500.00	65,000.00	65,000.00	53,500.00		195,000.00
Other (specify)						-
Total Funding Sources	11,500.00	65,000.00	65,000.00	53,500.00	-	195,000.00
Total Funding Sources	11,500.00	65,000.00	65,000.00	53,500.00	-	195,000.00
Total Project Cost	11,500.00	65,000.00	65,000.00	53,500.00	-	195,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	POL2022-03	**Capital Improvement Plan**	
Department:	**Police**	**Project Request**	
Criteria:	**8**	Fiscal Year 2022 CIP	
Title:	**Vehicle Replacement Program for 2025/2026 Fiscal Year**		

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The Police Department Vehicle Replacement Program was adopted by council a number of years ago
2. It calls for the replacement of three (3) Police Patrol vehicles every other year
3. The 2024/2026 Fiscal Year is a vehicle purchase year for the program
4. For the purchase year the department intends to replace three Dodge chargers with the purchase of three new Dodge Chargers.
5. The vehicles will be purchased fully equipped and with extended warranties
6. This will be done under a lease purchase program over a three year term

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle			73,000.00	73,000.00	73,000.00	219,000.00
Other (specify)						-
Total	-	-	73,000.00	73,000.00	73,000.00	219,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund			73,000.00	73,000.00	73,000.00	219,000.00
Other (specify)						-
Total Funding Sources	-	-	73,000.00	73,000.00	73,000.00	219,000.00
Total Funding Sources	-	-	73,000.00	73,000.00	73,000.00	219,000.00
Total Project Cost	-	-	73,000.00	73,000.00	73,000.00	219,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	POL2024-01	**Capital Improvement Plan Project Request**
Department:	**Police Department**	Fiscal Year 2024 CIP
Criteria:	**6**	
Title:	**Axon Fleet 3 In-Vehicle Camera System**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The Axon Fleet 3 in vehicle camera system for fourteen (14) police vehicles (12 marked / 2 unmarked).
2. General Fund Capital (Measure Q) funding source will pay for these upgrades.
3. Axon Fleet 3 in vehicle camera system for fourteen (14) police vehicles (12 marked / 2 unmarked).
4. Ongoing equipment and maintenance fee over a five- year term. The initial year (2023-2024) can be reduced to 20% of the total with deferred cost spread over the five years of the term. At a total cost of $202,409.61

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	$20,240.97	$45,542.16	$45,542.16	$45,542.16	$45,542.16	202,409.61
Other (specify)						-
Total	20,240.97	45,542.16	45,542.16	45,542.16	45,542.16	202,409.61
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						
General Fund						-
Other (specify)	$20,240.97	$45,542.16	$45,542.16	$45,542.16	$45,542.16	202,409.61
Total Funding Sources	20,240.97	45,542.16	45,542.16	45,542.16	45,542.16	202,409.61
Total Funding Sources	20,240.97	45,542.16	45,542.16	45,542.16	45,542.16	202,409.61
Total Project Cost	20,240.97	45,542.16	45,542.16	45,542.16	45,542.16	202,409.61
Total Unfunded	-	-	-	-	-	-

Project No.	POL2024-02	**Capital Improvement Plan**	
Department:	**Police**	**Project Request**	
Criteria:	**8**	Fiscal Year 2024 CIP	
Title:	**Vehicle Replacement Program for 2027/2028 Fiscal Year**		
		REVISED	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The Police Department Vehicle Replacement Program was adopted by council a number of years ago
2. It calls for the replacement of three (3) Police Patrol vehicles every other year
3. The 2027/2028 Fiscal Year is a vehicle purchase year for the program
4. For the purchase year the department intends to replace three Dodge chargers with the purchase of three new Dodge Chargers.
5. The vehicles will be purchased fully equipped and with extended warranties
6. This will be done under a lease purchase program over a three year term

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle					79,000.00	79,000.00
Other (specify)						-
Total	-	-	-	-	79,000.00	79,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2022-23	2023-24	2024-25	2025-26	2026-27	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund					79,000.00	79,000.00
Other (specify)						-
Total Funding Sources	-	-	-	-	79,000.00	79,000.00
Total Funding Sources	-	-	-	-	79,000.00	79,000.00
Total Project Cost	-	-	-	-	79,000.00	79,000.00
Total Unfunded	-	-	-	-	-	-

CITY OF FARMERSVILLE

PROPOSED FIVE YEAR CAPITAL BUDGET AND PROGRAM:

FISCAL YEAR 2023-2024

PUBLIC WORKS DEPARTMENT

SUMMARY OF CAPITAL IMPROVEMENT PLAN	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Administration	-	-	-	43,500	-	43,500
Code Enforcement	50,000	-	-	-	-	50,000
Engineering	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385
Fire	647,000	6,500,000	-	-	660,000	7,807,000
Planning	305,999	129,525	-	-	-	435,524
Police	89,811	168,612	183,542	172,042	197,542	811,549
Public Works	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632
TOTAL	19,802,511	10,217,329	8,593,666	3,043,042	4,745,042	46,401,590

PUBLIC WORKS DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Jennings Park Remodel Project	334,000	333,000	333,000	-	-	1,000,000
New Corporation Yard	240,000	500,500	500,500	-	-	1,241,000
Sports Park Rehabilitation Project	39,000	-	-	-	-	39,000
Roy's Park Improvement	96,500	-	-	-	-	96,500
Skid Steer Loader (Bobcat)	147,000	-	-	-	-	147,000
Digital Sign	-	-	45,000	-	-	45,000
Downtown Streetlight Upgrade	40,188	-	-	-	-	40,188
Freedom Field	884,000	-	-	-	-	884,000
Booster Pump & Electrical Panel for Sports Park	180,000	-	-	-	-	180,000
Liberty Park Trail Improvements	141,000	-	-	-	-	141,000
Pocket Park Improvements	150,000	-	-	-	-	150,000
Liberty Park - Phase II	-	-	-	-	545,000	545,000
Roy's Park - Phase II	775,000	-	-	-	-	775,000
Roy's Park - Phase III	-	-	-	500,000	-	500,000
Veteran's Park Improvements	-	-	-	-	500,000	500,000
Soccer Field Improvements	-	8,500	-	-	-	8,500
Vacuum Truck	384,500	-	-	-	-	384,500
Public Works Backhoe	172,000	-	-	-	-	172,000
Community Center Air Conditioning Units	108,475	-	-	-	-	108,475
Public Works Pickup Trucks	79,969	-	-	-	-	79,969
Library Improvements	-	140,500	-	-	-	140,500
TOTAL	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632

Project No.	PBW2020-04	**Capital Improvement Plan Project Request**
Department:	**PUBLIC WORKS**	Fiscal Year 2020 CIP
Criteria:	**6**	
Title:	**JENNINGS PARK REMODEL - CDBG PROGRAM INCOME**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Convert Jennings Park from a ballfield to a family park. Park would include a playground, playground seating, circular sidewalk, picnic tables, restroom, bar-b-que grills and trees. Staff is looking at spending up to $1,000,000 depending on funding.

2. Park conversion is not eligible for DIF or any other restricted funds. Therefore staff is applying to use Program Income from CDBG if awarded as a supplemental activity through CDBG 2018 grant.

3. Jennings park essentially is not used. Conversion of this park from a ball field to a family park will provide residents with more family oriented leisure.

4. Currently the park receives little usage. Park maintenance is anticipated to remain the same.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	334,000.00	333,000.00	333,000.00			1,000,000.00
Total	334,000.00	333,000.00	333,000.00	-	-	1,000,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance		-				-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	334,000.00	333,000.00	333,000.00			1,000,000.00
Total Funding Sources	334,000.00	333,000.00	333,000.00	-	-	1,000,000.00
Total Funding Sources	334,000.00	333,000.00	333,000.00	-	-	1,000,000.00
Total Project Cost	334,000.00	333,000.00	333,000.00	-	-	1,000,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2020-21	**Capital Improvement Plan Project Request**
Department:	**PUBLIC WORKS**	Fiscal Year 2020 CIP
Criteria:	**4**	
Title:	**New Corporation Yard for Public Works**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Replacement or expansion of existing public works yard that is too small and using antiquated technology facilities. Planning is still under way but it is anticipated that the cost would be over $1,000,000 with the purchase of land and other upgrades to equipment, infrastructure and facilities. Estimated cost of land purchase is $240,000.

2. Partial payment from DIF funds is appropriate and combined with one-time ARPA funds will eliminate some of the General Fund exposure to cost.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions	240,000.00					240,000.00
Permits						-
Administration						-
Construction		500,500.00	500,500.00			1,001,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	240,000.00	500,500.00	500,500.00	-	-	1,241,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF		166,500.00	166,500.00			333,000.00
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund		334,000.00	334,000.00			668,000.00
Other (specify)	240,000.00					240,000.00
Total Funding Sources	240,000.00	500,500.00	500,500.00	-	-	1,241,000.00
Total Funding Sources	240,000.00	500,500.00	500,500.00	-	-	1,241,000.00
Total Project Cost	240,000.00	500,500.00	500,500.00	-	-	1,241,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2020-23	**Capital Improvement Plan Project Request**	
Department:	**PUBLIC WORKS**	Fiscal Year 2020 CIP	
Criteria:	**4**		
Title:	**FARMERSVILLE SPORTS REHAB PROJECT**		

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. The existing Farmersville Sports Park Trail is in need of significant landscape refurbishment. The initial funding agency denied the installation of hard plumb irrigation as requested by this office, and mandated the installation of a drip irrigation system. As a result, pest rodents have decimated the drip system chewing holes in the tubing which ultimately has caused flood irrigation of the surrounding landscape, allowing weeds to overtake all areas of the walking trail.

   The subsequent time public works personnel must dedicate to maintain the walking trail is impractical, unproductive and not cost effective over the long-term.

2. This project would commence with the refurbishment of single zones along the trail over the course of several years. Refurbishment includes installation of hard plumb irrigation, landscape fabric (AKA… weed barrier) and rubber mulch. This combination will significantly reduce operation and maintenance costs over the long term.

3. Refurbishment is estimated between $8,000.00 – 17,000.00 per zone and will be paid solely from the General Fund unless other funding sources become available.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	39,000.00					39,000.00
Total	39,000.00	-	-	-	-	39,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund	39,000.00					39,000.00
Other (specify)						-
Total Funding Sources	39,000.00	-	-	-	-	39,000.00
Total Funding Sources	39,000.00	-	-	-	-	39,000.00
Total Project Cost	39,000.00	-	-	-	-	39,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2021-02	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2021 CIP
Criteria:	**8**	
Title:	**Roys Park Improvements - Phase I**	

REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Upgrade amenities at Roys Park. Estimated cost is $196,500. The details of the costs have not been identified yet.

2. The City will be receiving $178,000 from the Per Capita Program funded by Prop 68. Farmersville Kiwanis Club has also expressed interest in donating up to $10,000 for ADA accessible equipment. Irrigation upgrades have been budgeted for $8,500 and will be funded by Fund 31.

3. Improvements will include ADA accessible sidewalks, new playground equipment, shade structures, additional picnic tables, improve/replace current arbors, improve restroom, and irrigation upgrades.

4. Roys Park is currently maintained by Public Works and these improvements will not have a significant impact on ongoing operations and maintenance.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	96,500.00					96,500.00
Total	96,500.00	-	-	-	-	96,500.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other	96,500.00					96,500.00
Total Funding Sources	96,500.00	-	-	-	-	96,500.00
Total Funding Sources	96,500.00	-	-	-	-	96,500.00
Total Project Cost	96,500.00	-	-	-	-	96,500.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2021-03	**Capital Improvement Plan Project Request**
Department:	**PUBLIC WORKS**	Fiscal Year 2021 CIP
Criteria:	**4**	
Title:	**Skid Steer Loader (Bobcat)**	REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Estimated purchase one Bobcat Skid-steer loader – S595 T4, and utility trailer $147,000.
2. The Bobcat is eligible to be paid for with multiple funds. Therefore, it will not be paid solely from the General Fund.
3. Trailer to haul the equipment will need to be purchased separately.
4. Ongoing operations and maintenance expense will be minimal.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	147,000.00					147,000.00
Other (specify)						-
Total	147,000.00	-	-	-	-	147,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility	49,000.00					49,000.00
Water Utility	49,000.00					49,000.00
General Fund	49,000.00					49,000.00
Other (specify)						-
Total Funding Sources	147,000.00	-	-	-	-	147,000.00
Total Funding Sources	147,000.00	-	-	-	-	147,000.00
Total Project Cost	147,000.00	-	-	-	-	147,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2021-07	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2021 CIP
Criteria:	**6**	
Title:	**Digital Message Sign**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. A digital message sign along Farmersville Blvd at Veterans Park to announce upcoming meetings and community events.

2. This purchase will use General Fund and Enterprise Funds. The cost can vary from $10,000 to $100,000 depending on the size and style. Staff has received a quote of $30,000 to $40,000 based on general discussions. This amount could vary once a specific sign is designed.

3. The sign would need to be purchased as well as the material for the base, which could be a metal stand, brick, or stone and the total cost will be impacted by this too.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle			40,000.00			40,000.00
Material			5,000.00			5,000.00
Total		-	45,000.00	-	-	45,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility			15,000.00			15,000.00
Water Utility			15,000.00			15,000.00
General Fund			15,000.00			15,000.00
Other						-
Total Funding Sources	-	-	45,000.00	-	-	45,000.00
Total Funding Sources	-	-	45,000.00	-	-	45,000.00
Total Project Cost		-	45,000.00	-	-	45,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2022-02	**Capital Improvement Plan Project Request**
Department:	**PUBLIC WORKS**	Fiscal Year 2022 CIP
Criteria:	**5**	
Title:	**DOWNTOWN STREETLIGHT UPGRADE**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Downtown lighting has been deficient due to lack of adequate streetlighting. This project will mitigate those issues.

2. City Council has requested streetlight improvements for the downtown area. The costs to convert the existing High Pressure Sodium Mission Bell fixtures to an LED is:

    a. $25,000 for fourteen (14) LED Mission Bell Light Fixtures (not including SCE labor).
    b. $2,688 for fourteen (14) TAP devices for streetlight mounted decorations.
    c. $196 for ongoing monthly fee for the TAP devices. A total of $2,352 per year fee.
    d. Estimate for SCE labor is an additional $12,500.

3. More accurate quote information is only available from SCE with an actual work order.

4. No information on going operations and maintenance costs outside of TAP device fees.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)	40,188.00					40,188.00
Total	40,188.00	-	-	-	-	40,188.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA	40,188.00					40,188.00
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)						-
Total Funding Sources	40,188.00	-	-	-	-	40,188.00
Total Funding Sources	40,188.00	-	-	-	-	40,188.00
Total Project Cost	40,188.00	-	-	-	-	40,188.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2022-04	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2022 CIP
Criteria:	**5**	
Title:	**Freedom Field**	REVISED

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Design and construction of Freedom Field, Phase 4 of the sports park. Estimated cost is $2,249,034 plus annual maintenance.

2. Urban Greening Grant will fund $1,994,034. The City's match of $255,000 will be funded by the Cannabis Business Tax ($250,000 for parking lot and $5,000 for grand opening). The City will also need to provide an additional $370,000 in Cannabis Business Tax funds to additional upgrades and cost increases related to the high inflationary trends in the economy currently. Additional costs due to supply chain issues and changes to the scope will also require an additional $400,000 in funds from the Park Improvement Fund.

3. This is in line with the master plan for the sports park and will add approximately 2.33 acres. Features will include a 1.5 acre turf area, picnic shelters, a tot lot, walking trails, shrubs, trees, a plaza for community events, and an ADA accessible parking lot with drop off zones.

4. Maintenance and operations will be managed by the Public Works Department. Projected costs have not been calculated.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	884,000.00					884,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other						-
Total	884,000.00	-	-	-	-	884,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund						-
Other (specify)	884,000.00					884,000.00
Total Funding Sources	884,000.00	-	-	-	-	884,000.00
Total Funding Sources	884,000.00	-	-	-	-	884,000.00
Total Project Cost	884,000.00	-	-	-	-	884,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-02	**Capital Improvement Plan Project Request**	
Department:	**Public Works**	Fiscal Year 2023 CIP Request	
Criteria:	**4**		
Title:	**Booster Pump & Electrical Panel**		

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Purchase and installation of booster pump and electrical panel for Sports Park. Current estimates are $75,000 for the booster pump and $125,000 for the electrical panel. This equipment will be installed at the north end of the park near Walnut. This does not include the cost to install and run the power to various locations in the park. Estimates will be provided along with lighting costs as installation is needed.

2. This project will need to be paid for from One-Time ARPA funds.

3. This equipment will provide better water pressure and more efficient watering at the Sports Park which is becoming a higher need as additional phases have been added. Electricity is needed for future lights in the ball fields, so this will provide the source for that power. This request is in line with the vision of the Council for the next 5 years.

4. Standard maintenance will be performed by the Public Works Department and incorporated into the annual operations budget.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	180,000.00					180,000.00
Other (specify)						-
Total	180,000.00	-	-	-	-	180,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						-
General Fund						-
Other (specify)	180,000.00					180,000.00
Total Funding Sources	180,000.00	-	-	-	-	180,000.00
Total Funding Sources	180,000.00	-	-	-	-	180,000.00
Total Project Cost	180,000.00	-	-	-	-	180,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-03	**Capital Improvement Plan Project Request**	
Department:	**Public Works**	Fiscal Year 2023 CIP Request	
Criteria:	**5**		
Title:	**Liberty Park Trail Improvements**		

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Replace and install new trail at Liberty Park. Estimated cost is $141,000 for a concrete walkway.
2. City staff is looking into funding opportunities through TCAG. Otherwise, this project will need to be paid one-time ARPA funds.
3. Improvements to the Liberty Park trail came at the request of City Council.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	141,000.00					141,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	141,000.00	-	-	-	-	141,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						-
General Fund						-
Other (specify)	141,000.00					141,000.00
Total Funding Sources	141,000.00	-	-	-	-	141,000.00
Total Funding Sources	141,000.00	-	-	-	-	141,000.00
Total Project Cost	141,000.00	-	-	-	-	141,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-04	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2023 CIP Request
Criteria:	**5**	
Title:	**Pocket Park Improvements**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Improvements to Pocket Park on North Steven Ave. Estimated cost is $150,000.
2. This project will need to be paid for from one-time ARPA funds.
3. Improvements to Pocket Park are at the direction of Council with the intent to include irrigation, turf, a drinking fountain, playground and shade structure, and general landscaping. This project is scheduled for FY 2024 and will be contracted out.
4. Ongoing maintenance will also be contracted out in order to keep public works staff focused on other city services.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	150,000.00					150,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	150,000.00	-	-	-	-	150,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						-
General Fund						-
Other (specify)	150,000.00					150,000.00
Total Funding Sources	150,000.00	-	-	-	-	150,000.00
Total Funding Sources	150,000.00	-	-	-	-	150,000.00
Total Project Cost	150,000.00	-	-	-	-	150,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-05	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2023 CIP Request
Criteria:	**8**	
Title:	**Liberty Park Improvements - Phase 2**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Additional improvements to Liberty Park. Estimated cost is $500,000 for the restroom. $10,000 for trees and sign. $35,000 for fabric shade structure.

2. Project will need to be paid for from General Fund (Measure Q).

3. The Parks Strategic Plan identifies the replacement of the existing restroom, adding a shade structure over the playground, plant trees along the north fence, and replace the sign for the park.

4. The life expectancy of the fabric shade structure is 10 years. Also, if a shade structure is installed then the trees surrounding the playground will need to be removed in order to accommodate the support poles. A decision on installing a shade structure or utilizing the existing trees for shade can be confirmed by Council closer to the timing of the project.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction					545,000.00	545,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	-	-	-	545,000.00	545,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						-
General Fund						-
Other (specify)						-
Total Funding Sources	-	-	-	-	-	-
Total Funding Sources	-	-	-	-	-	-
Total Project Cost	-	-	-	-	545,000.00	545,000.00
Total Unfunded	-	-	-	-	545,000.00	545,000.00

Project No.	PBW2023-06	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2023 CIP Request
Criteria:	**8**	
Title:	**Roy Park Improvements - Phase 2**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Additional improvements to Roy Park. This phase is to complete amenities and features that were not completed with the Per Capita grant. Estimated cost is $775,000.

2. This project will need to be paid using ARPA funds.

3. A Master Plan for the park identifies multiple amenities and features to be added.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction	775,000.00					775,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	775,000.00	-	-	-	-	775,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q						-
General Fund						-
Other (specify)	775,000.00					775,000.00
Total Funding Sources	775,000.00	-	-	-	-	775,000.00
Total Funding Sources	775,000.00	-	-	-	-	775,000.00
Total Project Cost	775,000.00	-	-	-	-	775,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-07	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2023 CIP Request
Criteria:	**8**	
Title:	**Roy Park Improvements - Phase 3**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Additional improvements to Roy Park. Estimated cost is $500,000 for a restroom. Estimates for a stage and additional sidewalks have not been obtained.

2. This project will need to be paid for from Measure Q. An updated budget will be prepared once a scope is finalized leading up to FY 2026-27.

3. The Parks Strategic Plan identifies the replacement of the existing restroom and adding an outdoor stage.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction				500,000.00		500,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	-	-	500,000.00	-	500,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q				500,000.00		500,000.00
General Fund						-
Other (specify)						-
Total Funding Sources	-	-	-	500,000.00	-	500,000.00
Total Funding Sources	-	-	-	500,000.00	-	500,000.00
Total Project Cost	-	-	-	500,000.00	-	500,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-08	**Capital Improvement Plan Project Request**	
Department:	**Public Works**	Fiscal Year 2023 CIP Request	
Criteria:	**8**		
Title:	**Veterans Park Improvements**		

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Improvements to Veterans Memorial Park. Estimated cost is $500,000 to replace existing restroom. Modifying the irrigation system will need to be done once the ball fields are no longer use and relocated to the sports park. Other amenities may be added to transform the park into a more family-oriented area instead of active recreation. The scope of this project and a budget will need to be developed once the construction of the sports park nears completion.

2. This project will need to be paid for from Measure Q unless a grant is available.

3. The Parks Strategic Plan identifies the replacement of the existing restroom, repainting the splash pad, and modifying the irrigation. While this is scheduled for FY 2027, the timing for some improvements will depend on the completion of the sports park. This CIP will be revised as developing the scope becomes more practical.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction					500,000.00	500,000.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	-	-	-	500,000.00	500,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q					500,000.00	500,000.00
General Fund						-
Other (specify)						-
Total Funding Sources	-	-	-	-	500,000.00	500,000.00
Total Funding Sources	-	-	-	-	500,000.00	500,000.00
Total Project Cost	-	-	-	-	500,000.00	500,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-09	**Capital Improvement Plan Project Request**	
Department:	**PUBLIC WORKS**	Fiscal Year 2023 CIP	
Criteria:	**5**		
Title:	**Sports Park Soccer Field Irrigation Upgrades**		

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Expand irrigation for the children's sports field. Estimated cost for this addition is $8,500.00.

2. Park conversion is not eligible for DIF or any other restricted funds. Therefore it will need to be paid for from the General Fund.

3. The addition of irrigation in the southwest side of the sports field will enable smaller children to engage in outdoor sports along with the older children. Currently irrigation valves for the area were installed in the initial construction. This will require the installation of irrigation laterals, sprinklers and valve decoders.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction		8,500.00				8,500.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	8,500.00	-	-	-	8,500.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance		-				-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund		8,500.00				8,500.00
Other (specify)						-
Total Funding Sources	-	8,500.00	-	-	-	8,500.00
Total Funding Sources	-	8,500.00	-	-	-	8,500.00
Total Project Cost	-	8,500.00	-	-	-	8,500.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2023-10	**Capital Improvement Plan Project Request**
Department:	**PUBLIC WORKS**	Fiscal Year 2023 CIP
Criteria:	**2**	
Title:	**VACUUM TRUCK**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Replace our existing 2006 Vactor vacuum truck due to the State of California Air Resources Board is phasing out diesel powered vehicles older than 2010. To accomplish phasing out older vehicles, California DMV will not issue a vehicle registration for our Vactor in 2023. Estimated cost for this vehicle is $384,500.00.

2. This vehicle will be funded by the Sewer Fund.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	384,500.00					384,500.00
Other (specify)						-
Total	384,500.00	-	-	-	-	384,500.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance		-				-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility	384,500.00					384,500.00
Water Utility						-
General Fund						-
Other (specify)						-
Total Funding Sources	384,500.00	-	-	-	-	384,500.00
Total Funding Sources	384,500.00	-	-	-	-	384,500.00
Total Project Cost	384,500.00	-	-	-	-	384,500.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2024-01	**Capital Improvement Plan Project Request**
Department:	**PUBLIC WORKS**	Fiscal Year 2024 CIP
Criteria:	**2**	
Title:	**BACKHOE**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

Replace our current 2008 John Deere 310SJ Backhoe as it no longer meets current California Air Resources Board requirements and at our workload, we have exceeded our 200 hours maximum annual operation per year as allowed by CARB.

The backhoe can be utilized in multiple divisions within Public Works and funded by five sources within the PW Budget.

As of February 2023, a new CARB compliant Tier 4F Backhoe will cost approximately $172,000.00.

Our current backhoe can still be utilized but its operational hours are limited to 200 hours per year.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	172,000.00					172,000.00
Other (specify)						-
Total	172,000.00	-	-	-	-	172,000.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility	57,333.00					57,333.00
Water Utility	57,333.00					57,333.00
Measure Q						
General Fund	57,334.00					57,334.00
Other (specify)						-
Total Funding Sources	172,000.00	-	-	-	-	172,000.00
Total Funding Sources	172,000.00	-	-	-	-	172,000.00
Total Project Cost	172,000.00	-	-	-	-	172,000.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2024-02	**Capital Improvement Plan**	
Department:	**PUBLIC WORKS**	**Project Request**	
Criteria:	**3**	Fiscal Year 2024 CIP	
Title:	**COMMUNITY CENTER HVAC - REPLACEMENT**		

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

Community Center's HVAC units have deteriorated and have required constant repairs. Replacement is strongly recommended.

A quote for replacement of the three (3) units has been obtained. The total cost of replacements is:

1. Three (3) 5-ton Amana/Daikin gas/electric HVAC units - $48,500.00
2. One (1) 20-ton Daikin gas/electric HVAC unit - $59,975.00

Total cost $108,475.00

The HVAC replacements are only eligible to be paid for through the General fund.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	108,475.00					108,475.00
Other (specify)						-
Total	108,475.00	-	-	-	-	108,475.00
Operations & Maint						
FTE Costs						-
Operations						-
Maintenance						-
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
General Fund	108,475.00					108,475.00
Other (specify)						-
Total Funding Sources	108,475.00	-	-	-	-	108,475.00
Total Funding Sources	108,475.00	-	-	-	-	108,475.00
Total Project Cost	108,475.00	-	-	-	-	108,475.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2024-03	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2024 CIP
Criteria:	**3**	
Title:	**VEHICLE PURCHASE**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Purchase two Ford F150 or equivalent pick-up trucks for new hires.
   The cost per vehicle is:

   Ford F150 - $39,989.01

2. They are eligible to be paid for with multiple funds. Therefore, it will not be paid solely from the General Fund.

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction						-
Inspection						-
Contingency						-
Equip / Vehicle	79,969.00					79,969.00
Other (specify)						-
Total	79,969.00	-	-	-	-	79,969.00
Operations & Maint						
FTE Costs						-
Operations						
Maintenance						
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility	26,656.00					26,656.00
Water Utility	26,656.00					26,656.00
Measure Q	26,657.00					26,657.00
Facilities Fund						-
Other (Grant)						-
Total Funding Sources	79,969.00	-	-	-	-	79,969.00
Total Funding Sources	79,969.00	-	-	-	-	79,969.00
Total Project Cost	79,969.00	-	-	-	-	79,969.00
Total Unfunded	-	-	-	-	-	-

Project No.	PBW2024-04	**Capital Improvement Plan Project Request**
Department:	**Public Works**	Fiscal Year 2024 CIP Request
Criteria:	**7**	
Title:	**Library Improvements**	

Project Description

1. Describe Project / Equipment. 2. List potential Funding Sources. 3. Describe Project Items 4. Detail Operations and Maintenance costs:

1. Make various improvements to Library for ADA compliance, safety, and efficiency. Estimated cost is $140,500.

2. Funding for these improvements include the Building Forward Library Facilities Improvement Program grant if awarded ($98,400), the City Facilities Fund ($24,600), and Measure Q ($17,500). The grant requires a 25% match and there are some improvements that would be outside the grant which the City would need to fund.

3. There are accessibility concerns that were recently identified in the Partial ADA Transition Plan. Additionally, some modifications need to be made in the library to make work space more efficient for County staff.

4. If the grant is awarded this will also secure a 10-year lease agreement with the County to continue operating the space as a library.

   - Create office space and storage - $6,000
   - Library entrance - $12,000
   - Ceiling drywall - $18,000
   - Roof hatch - $36,000
   - Circulation desk - $42,000
   - Interior paint and acoustic tiles - $9,000
   - Parking lot - $5,000
   - Restrooms ADA improvements - $12,500

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Project Items						
Design/Eng.						-
Acquisitions						-
Permits						-
Administration						-
Construction		140,500.00				140,500.00
Inspection						-
Contingency						-
Equip / Vehicle						-
Other (specify)						-
Total	-	140,500.00	-	-	-	140,500.00
Operations & Maint						
FTE Costs						-
Operations						
Maintenance						
Total	-	-	-	-	-	-

	Fiscal Year					
	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Funding Sources						
DIF						-
SLESF						-
Measure R						-
LTF/ TDA						-
RMRA (SB1)						-
Gas Tax						-
Maint Districts						-
Sewer Utility						-
Water Utility						-
Measure Q		17,500.00				17,500.00
Facilities Fund		24,600.00				24,600.00
Other (Grant)		98,400.00				98,400.00
Total Funding Sources	-	140,500.00	-	-	-	140,500.00
Total Funding Sources	-	140,500.00	-	-	-	140,500.00
Total Project Cost	-	140,500.00	-	-	-	140,500.00
Total Unfunded	-	-	-	-	-	-

City Departments Overview

City Departments Overview

This section of the budget report is a more in-depth look at the budget by each department. Although there are areas in this document where you can look up the figures and sum up all that will be spent and received monetarily, it is also very important to examine what services are required and provided by way of the budgeted spending plan. Immediately below is a summary of service areas affiliated with each department. The following reports will breakdown these services further and tie into performance and the Proposed Budget.

Administration & Finance

- City Council
- City Manager
- City Attorney
- City Clerk
- Administration & Finance
    - Internal Controls
    - Budgeting
    - Accounting, Auditing & Reporting
    - Risk Management & Insurance
    - Banking & Investment Management
    - Contracting & Purchasing
    - Grant Management & Reporting
    - Financial Services
    - Utility Billing & Collections
    - Payroll & Benefit Management
    - Human Resources & Training
    - Information Technology Services
    - Debt Management



Community Development

- City Planning
- Building Permitting & Inspections
- Economic Development
- Grant Development & Management
- Community Services

Fire & Code Enforcement

- Emergency Response & Operations
- Training
- Emergency Preparedness & Disaster Management
- Fire Prevention
- Code Enforcement

Police

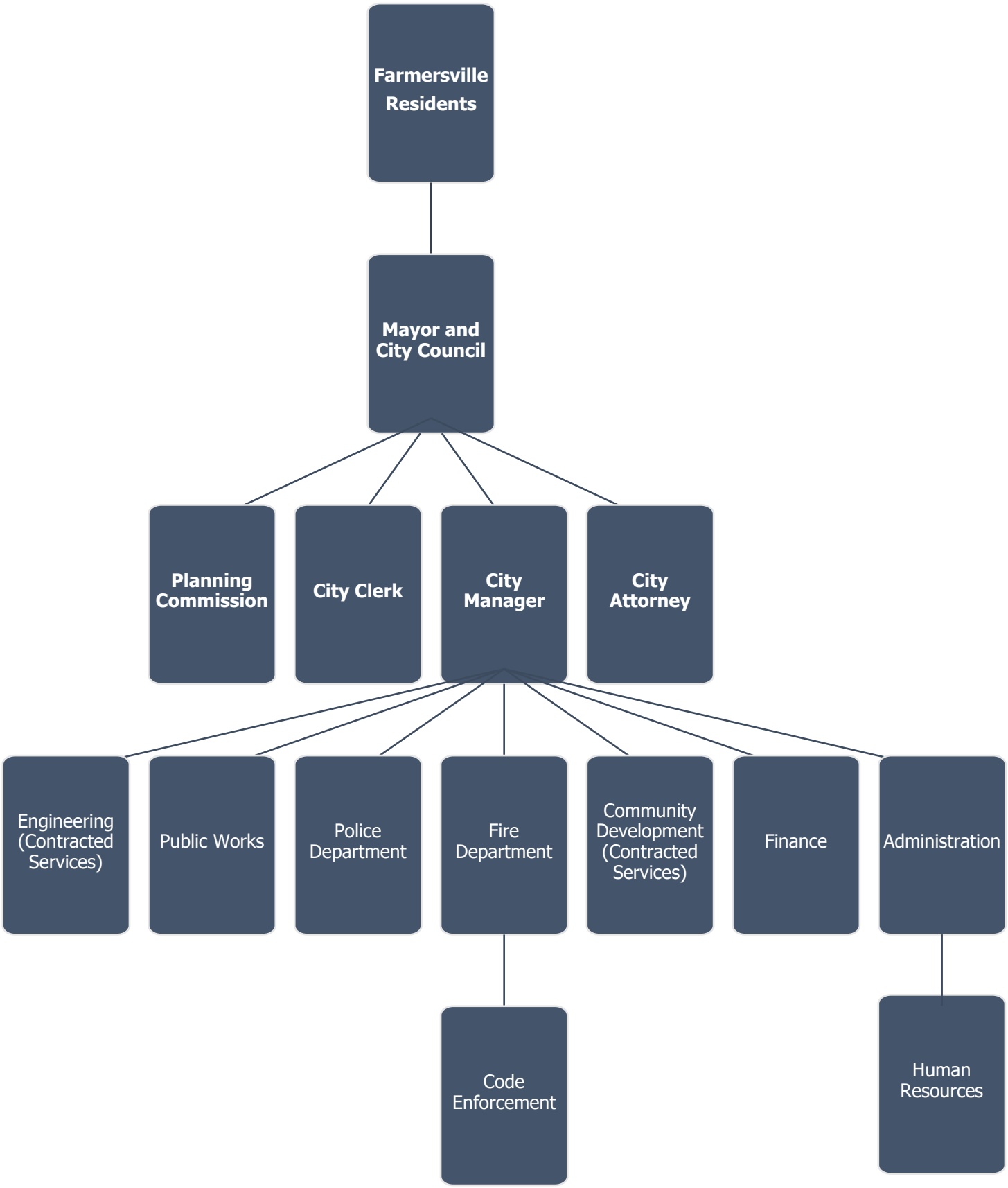
- Administration
  - Rules and Regulations
  - Policy and Procedures
  - Personnel
  - Recruiting and Hiring
  - Internal Affairs
  - Records
  - Dispatch
  - Training
  - Supplies and Services
- Operations
  - Patrol
  - Traffic Enforcement
  - Parking Enforcement
  - Field Training Officer Program
  - School Resource Officers
- Investigations
  - Criminal Investigations
  - Vice
  - Narcotics



Public Works & Engineering

- Water Department
- Wastewater
- Street Maintenance
- Fleet Maintenance
- Parks Maintenance
- Landscape & Lighting Maintenance Districts
- Buildings Maintenance
- Engineering

Jurisdiction Wide Organizational Chart



Administration & Finance Departments

Administration & Finance Departments

The Administration and Finance Departments are two different departments that are bound together by the services they must provide, their location and proximity together, and the small size of the agency. Therefore, both departments are managed by one Department Head (Director of Finance and Administration) at City Hall.

This department manages the financial integrity of the City's critical programs, activities, and resources through a number of policies and systems covering the areas of:

- Internal Controls
- Budgeting
- Accounting, Auditing & Reporting
- Risk Management & Insurance
- Banking & Treasury Management
- Contracting & Purchasing
- Grant Management & Reporting
- Financial Services
- Permitting & Licensing
- Utility Billing & Collections
- Payroll & Benefit Management
- Human Resources & Training
- Information Technology Services



In addition to the wide variety of tasks and areas of responsibility, general customer service at City Hall, administrative support to the City Manager, as well as the role of City Clerk, are all functionally reporting in this department as well. This department is staffed by seven full-time positions currently.

Department Accomplishments

Finance Department:

- Successfully received an unqualified audit opinion (best available) for the City and for the Fiscal year ended June 30, 2022. The Single Audit (report on federal funds awarded was also completed without findings).

- Completed all quarterly reporting to various agencies for more than a dozen different grant projects throughout the year.

- Staff is near completion on implementing a utility billing upgrade which will allow residents further freedom and conveniences to pay their utility bills online and automatically, free of charge.

- Staff continues to improve and add to the permitting portion of the MyGov software that was implemented by the City in FY 2020-21.



- Completed work to implement new Development Impact Fee and Comprehensive Fee Schedules. New Services fees were effective 1/1/2022 and new Development Impact fees are effective 7/1/2022 and will accurately recover cost of providing elective services to employees.

- Currently, a project is underway to outsource business licensing to improve customer service levels (hours, languages, and ease of payment) to HDL Companies.

- Currently, a project is underway to complete a total aesthetic overhaul to the City Website and eliminate potential "junk" information on the website.

- Managed multiple COVID assistance programs from the State to assist residents in defraying the cost of outstanding utility debt. The City issued over $120,000 in assistance to residents.

- Continued work with providers and grant administrators for HOME 2018, CDBG 2018 (both Senior & Youth services), CDBG 2020, and CDBG CV1 (covid response), and CalHOME program income.



- Began working on new grant awards through the California Natural Resources Agency and Urban Greening as well as the Statewide Parks and Community Revitalization.

- Work continues on managing and reporting for the Downtown Specific Plan and Zoning Update projects through the SB2 grant funding award.

- Assisted with the application and management of the CDBG Technical Assistance grant (alleyway improvement design) and the CalOES Community Power Resiliency grant (backup generator for water wells).

- Completed reimbursement work for grants related to North Farmersville Blvd improvements, East Walnut improvements, West Walnut Improvements, Deep Creek Restoration work, and improvements in multiple parks.

- Staff attended the California Society of Municipal Finance Officers (CSMFO) Annual Conference, a statewide gathering of public finance leaders, for dozens of training sessions on current and upcoming issues relevant to California cities, so that department staff stay current on emerging financial issues, including a focus this year on the status

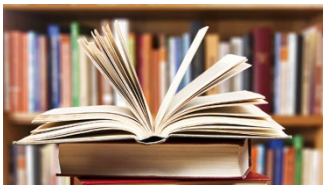
of the California Public Employees Retirement System (CalPERS), internal controls, and GASB updates for financial statement compliance.

- Staff also attended the Government Finance Officers Association of the United States and Canada (GFOA) Annual Conference, an international gathering of public finance leaders, for similar training on a different level as CSMFO.

Administration Department:

- Continued work on further documenting all Policies and Procedures for the department in one consolidated location. This is an ongoing effort but, according to City records has never been accomplished before.

- Further expanded staff training opportunities to making education and job enrichment a priority through membership with CSJVRMA, LCW consortium, ERMA, and CPS HR.



- Implemented new procedures related to records management and contract compliance with the City Clerk. This work includes digitizing past years records and contracts for a total of over 14,000 pages this year.

- Held a few joint management – labor meeting for the new Alternative Dispute Resolution program to expedite the Workers Compensation Program claims.

- Staff attended the California Association of Joint Powers Authorities Annual Conference, a statewide gathering of public finance and risk leaders, for dozens of training sessions on current and upcoming issues relevant to California cities, so that department staff stay current on emerging financial issues, including a focus this year on the hardening insurance market, evolving risk trends, and best practices in managing JPAs dealing with Workers Compensation and Liability claims.

- Completed work to assist the City Manager in restructuring options for Public Works and Fire Department for future growth.

- Conducted analysis to ensure that benefits offered to City staff are efficient and competitive for the market.

- Improved our management of protected leaves and other medical or workers compensation related processes to reduce lost time.

- Updated and improved recruitment process and hired several new staff.

- New improvements to the website for increased accessibility (ADA) and website changes to focus on the economic development of the community.

Department Goals

Specific Goals for the Departments in the coming year are:

Finance Department:

- Staff will continue to expand the budget process and further professionalize the presentation and comprehensiveness of the report including the routine update of the CIP and Capital Budget.
- Continue work to implement a new Utility Billing system in order to better manage and improve payment options and account details for increased levels of customer service.



- Continue work to implement a multi-modal payment System for utility billing to bring more payment options, in more locations, for extended hours to all City residents.
- Upgrading the City ERP software to more user-friendly and up-to-date technology.
- Improve the timesheet process for all employees.
- Improve the business licensing process and compliance of the City.

Administration Department:

- Further expand staff training opportunities and hosting of trainings on-site to making education and job enrichment a priority. Specifically targeting technical training for system users, customer service training for public interaction, and City Clerk, risk, and human resources training for other staff as appropriate.
- Create improved cyber security and related training opportunities for City staff.
- Continue building a new HR department from the ground up to assist all areas of the City with the latest compliance and resources.
- Complete the overhaul of the Employee Handbook and Personnel Policies.
- Increased presence on website and social media for community interaction and economic development of the community.



Fiscal Year 2022-23 Budget Specifics

Finance Department:



- Most of the department cost is salaries and benefits but no new staff are added this year. The department has a current complement of five full time staff: Finance Manager, Development Coordinator / AR Clerk, Utility Billing Clerk, AP Clerk, and the Director of Finance & Administration that oversees the entire department and Administration too. All position costs are allocated across the General Fund and Enterprise Funds.
- Cost of salary and benefit changes and decreased from $1,142,199 to $1,127,022 in FY 2023-24 (2% decrease). This decrease is due the reduction of funds set aside for CalPERS UAL additional discretionary payment in Fiscal Year 2023-24. The large payment in prior year was one time spending from carryforward amounts. The payment this year will be less.
- Anticipating moderate growth in most main revenue sources for the year at about 3% increases.
- No Capital items currently planned for the department this year.
- Other incremental changes due to ongoing costs for operations and supplies are minimal and allocated through the overhead process to be shared among the General Fund and Enterprise Funds.
- Insurance costs are located in this department and are planned to be another large increase this year of around 21%.

Administration Department:

- No significant changes to the salary and benefit costs outside of minor changes to the allocation of salary expense for the HR Manager position to match the reality of time spent by department/fund. Department primarily made up of Director of Finance and Administration, City Clerk, and HR Manager and outside consultants.
- Significant increases in Capital Outlay section due to Clean California grant with planned expenditures of about $5,537,069. These are one-time expenses related to beautification near the Highway 198 onramp area.

- Other grant activity is continuing keep expenditures inflated due to work done on the SB2 grant for Zone Updates and Downtown Plan.

- All transfers from the Measure Q Fund are recorded here with a record transfer amount this next year of $1,755,944 to fund both operations and capital costs.

- Responding to increase public and departmental demands and required will have unknown budget impacts.

Department Unmet Needs / Future Goals

Finance Department:

Although staff is more effective than ever with newer technologies supporting streamlined systems and processes as well as increasingly out-sourcing tasks to more effective consultants, City Hall staff workload is still at (or beyond) capacity and will likely need more support and/or more outsourcing to be able to handle the workload going forward.

No new staff positions are planned right now, but the department is working on outsourcing of billing and licensing to see if those options could be effective. However, the addition of a new HR Manager in Administration has freed up other staff from some HR and training tasks and given them more capacity.

Each member of the City Hall staff is responsible for different tasks (some which cannot be combined because of internal control standards) and therefore have no back-up or effectively cross-trained staff member in case of leave, attrition, or vacations. Although the system manages to work currently, and is lean and efficient, there is no leeway. If additional demands and requirements are made, then existing staff will have to add to their existing duties.

Administration Department:

Staff is still working on improving existing processes and systems languishing after years of neglect because of staffing shortages. These shortcomings need to be shored up immediately, but the shortage of staff time and other resources hinder immediate upgrades. Some progress toward filling this gap will be accomplished through the hiring of an HR Manager. While there will be years of work to get caught up on potentially, staff anticipates that there could be immediate impacts to workloads not only within the department but in other operational units as the tasks become consolidated.

Managing the increasing workload and compliance requirements with the ongoing changes to laws, increased maintenance and reporting from grant project assets, bog down staff efforts to meet essential basic services.

Staff is keenly aware that any increases at the administration level increase the cost of all services provided by the City. Therefore, lean is the goal but it is a fine line to walk for any department to be understaffed and therefore taking on undue risk.

Departmental Budget Summary - Administration & Finance

Administration & Finance

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Revenues by Fund				
01 GENERAL FUND	(5,205,459)	(5,595,968)	(5,657,390)	(5,690,246)
102 GENERAL FUND RESERVE	-	-	-	-
103 GENERAL FUND CAPITAL	(422,422)	(1,188,505)	(1,290,022)	(443,944)
104 CANNABIS CAPITAL FUND	(1,702,169)	(1,315,528)	(1,209,666)	(949,947)
08 SELF INSURED RESERVE	(150,000)	(250,000)	-	
12 FEDERAL AND STATE GRANTS	(717,515)	(634,596)	(2,244,837)	(4,658,069)
40 CDBG PROGRAM INCOME	(59,222)	(272,124)	(335,041)	(342,576)
41 HOME PROGRAM INCOME	(31,225)	(41,132)	(319)	(1,986)
42 CAL HOME PROGRAM INCOME	(136,261)	(87,978)	(1,152)	(2,647)
60 AMERICAN RESCUE PLAN	-	(2,568,452)	(1,286,976)	(58,537)
61 CIRCULATION SYSTEM DEVELOPMENT	-	-	(2,280)	(2,283)
62 GOVERNMENT FACILITIES DEVELOPMENT	-	-	(3,366)	(3,366)
63 LIBRARY DEVELOPMENT	-	-	(132)	(132)
64 COMMUNITY FACILITY DEVELOPMENT	-	-	(7,152)	(7,163)
Grand Total	**(8,424,272)**	**(11,954,282)**	**(12,038,333)**	**(12,160,896)**

Expenditures by Fund				
01 GENERAL FUND	475,346	2,213,892	764,093	693,983
102 GENERAL FUND RESERVE	-	-	-	-
103 GENERAL FUND CAPITAL	252,424	6,123	-	-
104 CANNABIS CAPITAL FUND	960,423	986,626	1,938,022	1,755,944
02 WATER UTILITY	267,360	322,293	311,073	337,741
04 SEWER UTILITY	267,019	299,077	292,464	318,612
06 REFUSE	62,351	70,586	60,706	64,455
12 FEDERAL AND STATE GRANTS	787,228	559,288	2,244,837	4,658,069
21 GAS TAX	18,621	22,115	20,363	24,182
40 CDBG PROGRAM INCOME	6,142	85,088	-	334,000
41 HOME PROGRAM INCOME	850	-	-	-
42 CAL HOME PROGRAM INCOME	350	131,810	-	-
60 AMERICAN RESCUE PLAN	-	112,259	1,126,100	775,000
Grand Total	**3,098,113**	**4,809,154**	**6,757,658**	**8,961,987**

Departmental Budget Summary - Administration & Finance

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Expenditures by Category				
CAPITAL OUTLAY	13,298	269,705	2,734,937	5,537,069
OPERATING SERVICES & SUPPLIES	10,108	22,197	22,500	22,500
OTHER	1,354,826	2,375,505	1,938,022	1,755,944
PROFESSIONAL & CONTRACTUAL SRV	922,959	835,602	920,000	515,000
SALARIES & BENEFITS	796,921	1,306,146	1,142,199	1,127,022
UTILITIES	-	-	-	4,452
Grand Total	**3,098,113**	**4,809,154**	**6,757,658**	**8,961,987**

Full Time Personnel Count		
City Manager	1	1
Administrative Analyst/City Clerk	1	1
Director of Finance & Administration	1	1
HR Manager	1	1
Finance Manager	1	1
Account Clerk I	1	1
Account Clerk II	1	1
Grand Total	**7**	**7**

Community Development Department

Community Development Department

The Community Development Department is primarily outsourced by way of multiple contracted positions or consultants that assist the City in the functional areas within this department. It is lead directly by the City Manager with support staff provided by the Finance and Administration departments. The role of Development Coordinator is relatively new to the City which acts as the permitting technician and liaison between the following contracted consultants:

- City Planner: This position is contracted with Collins & Schoettler Planning Consultants, and specifically, as Karl Schoettler serving as the City Planner.
- Building Permitting and Inspections: These services are outsourced primarily to the County of Tulare Resource Management Agency.
- Economic Development: HDL Companies is a primary consultant that assists the City with Economic Development efforts. However, Townsend & Associates have also assisted the City with lobbying and resources research.



- Grant Development and Management: Blais & Associates assist the City extensively with grant research, development, and management.
- Community Services: This is a broad category, but related to the expansive affordable housing efforts underway, it is Self Help Enterprises that primarily assists the City with these type of services.

Department Accomplishments

- Continuing with fine-tuning the processes of permits and licenses through City-wide MyGov software that manages planning, permitting, citizen requests, business licensing, and resident requests in a comprehensive way through a web-based solution.
- Started the process to create a new Downtown Specific Plan, and a new update to the Zoning Ordinance provided by SB2 Planning Grant.
- Continued the Economic Development Incentive Program and other economic outreach activities by the City Manager and Administrative staff.

- Two (2) Housing Rehabilitation loans totaling $153,012 in financing and activity delivery under the 2018 HOME.

- One (1) Homebuyer Assistance loan totaling $144,471 in financing and activity delivery with the CalHome Program Income.

- Two (2) Housing Rehabilitation loans totaling $224,743 in financing and activity delivery with CalHome Program Income.

- Two (2) Homebuyer Assistance loans totaling $216,173 in financing and activity delivery with the Community Development Block Grant (CDBG).

- The City has also been providing financial support to CSET for Senior Services of $140,000 and the Boys and Girls Club for youth activities of $250,000 utilizing 2018 CDBG funding.

New Grant Activity (B&A involvement):

- Awarded the **T-Mobile Hometown grant ($50,000)** to replace bleachers at the Sports Park.

- Requested **$99,220 from California State Library Building Forward** grant program for critical Community Center/Library Branch updates to improve safety, accessibility, and functionality. Proposed improvements include: completing ADA infrastructure for entrance, creating roof hatch for HVAC system, creating a new office/storage space, installing drywall to ceiling gap, and installing a new circulation desk. Award annoucemetns expected in late 2023.

- Application in development for next funding cycle **Rural Violent Crime Reduction Initiative** for surveillance cameras and E-bikes for community policing.

Recent Project Completion and Grant Closeout (B&A Involvement):

1) California Department of Housing and Community Development-LEAP (Local Early Action Planning) City Improvements Standards with Technical Specifications and Guidance Document
   Grant: $65,000

Active Grant-Funded Projects Underway (B&A Involvement):

1) SB2 Planning Grant: Zoning Update and Downtown Specific Plan.
   Grant: $160,000

2) California Natural Resources Urban Greening Grant: Freedom Field Phase of Community Sports Park Development
   Grant: $1,994,034 / City Match $255,000 / Additional Funding $770,000

3) CDBG Program Income: Jennings Park Improvements
   Program Funds: $1,015,983

4) CDBG Planning and Technical Assistance: Design/Environmental Alley Paving
   Grant: $250,000

5) CA Office of Emergency Services: Community Power Resiliency: Drinking Water Wells Generators
   Grant: $256,000

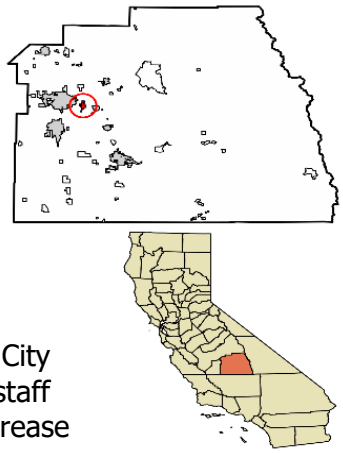
6) California Natural Resources Cultural and Community Natural Resources: Farmersville Community Park Sequoia Gateway Phase (amphitheater, outdoor classroom, and a playground)
   Grant: $1,908,206 / City Match $20,640

7) Caltrans: Clean California: State Route 198 Gateway and Downtown Improvements and Anti-litter Campaign
   Grant: $4,333,906

8) California State Parks Prop. 68 Per Capita: Roy's Park Revitalization (new playground structure, sidewalks, shaded picnic pavilions and signage)
   Grant: $177,952

Department Goals

Specific Goals for the Departments in the coming year are:



- City Planning:
  - Preparing updates to general plans, the zoning code, developing a downtown specific plan, and others
  - Working to approve multiple new potential developments within City limits

- Building Permitting and Inspections:
  - Improve the flow of the approval process through the City
  - Increase the amount of building permits approved as staff anticipates economic development to continue and increase
  - Increased intradepartmental coordination
  - Outsourcing business licensing process to HDL Companies

- Economic Development:
  - Enhance Marketing efforts to meet potential developers and retailers
  - Using Retail Coach consulting firm to increase outreach

- Development of Economic Development website for the City

- Grant Development and Management:
  - Successfully manage the 8 open grants and additional locally funded projects
  - Close out up to several of the existing grants in Fiscal Year 2022-23.

- Community Services:
  - Ongoing management of $10,000,000+ loan portfolio
  - Administration of the 2018 Home Investment Partnerships Program Award of $500,000 for first-time homebuyer and owner-occupied rehabilitation programs through multi-year grant term.
  - Expand use of parks for public purposes and aligned with City goals.
  - Create and manage a new online park amenities reservation process.

Fiscal Year 2022-23 Budget Specifics

The highlights of the Fiscal Year 2023-24 budget for Community Development are:

- Continued investment of $30,000 appropriation to ongoing Economic Development Initiatives. The allocation will help to support the City Manager and administrative staff seeking new investment in the City by developers and other sources.

- Working with Self Help Enterprises to maximize program income for future uses aligned with City strategic goals.

- The City will continue to invest in blight removal when and where appropriate throughout the year. Annual budget of $25,000 encumbrance to roll up to a maximum of $50,000 encumbered.

- Grant management will continue for several park, infrastructure, and housing projects in Fiscal Year 2023-24. The improvements create a more sustainable and enjoyable quality of life in the City.

- Anticipating completion and closeout of several existing grants in Fiscal Year 2023-24 related to park development, street improvements, and potential residential and commercial developments.

- Extended program funding to CSET of $60,000 and to Boys & Girls Club of $100,000 to continue senior and youth services as directed by City Council. These general fund expenses will be partially offset with Measure Q funds and will allow services to continue after the CDBG grant ends.

- $20,000 annually of Measure Q funding used to partner with FUSD summer swim program.

Department Unmet Needs / Future Goals

The City is dependent upon the contracted employees and consultants hired to assist the City in providing these ongoing services. The challenge is to ensure that resources are available in the future so that there is no lapse in service or service levels.



The high number of active grants to manage in this department is a stretch given the small number of staff currently employed. This also creates further dependence upon outside help to provide these ongoing services too.

The City needs a strong tax base to keep providing the services in this department but in order to get the strong tax base, investing tax dollars on economic development is required. This natural conflict will not be resolved but needs to be effectively managed for optimum results.

Departmental Budget Summary - Community Development

Community Development

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Revenues by Fund				
01 GENERAL FUND	(29,740)	(69,445)	(44,330)	(63,615)
Grand Total	**(29,740)**	**(69,445)**	**(44,330)**	**(63,615)**

Expenditures by Fund				
01 GENERAL FUND	450,296	346,945	483,780	531,704
103 GENERAL FUND CAPITAL	-	-	36,000	73,667
Grand Total	**450,296**	**346,945**	**519,780**	**605,371**

Expenditures by Category				
CAPITAL OUTLAY	-	-	-	
OPERATING SERVICES & SUPPLIES	-	719	600	600
PROFESSIONAL & CONTRACTUAL SRV	404,277	295,893	476,000	558,667
SALARIES & BENEFITS	46,019	50,332	43,180	45,275
UTILITIES	-	-	-	829
Grand Total	**450,296**	**346,945**	**519,780**	**605,371**

Full Time Personnel Count		
Development Coordinator	1	1
Grand Total	**1**	**1**

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Fire Department and Code Enforcement

Fire Department and Code Enforcement

The Fire Department is one of the oldest institutions in the community and in 2023 reached a milestone of 75 years of dedicated service to the residents and visitors of Farmersville.

The Farmersville Fire Department is a "Combination Fire Department" serving the community with both career and volunteer members. In FY 2018-19, personnel included the Fire Chief and 3 Fire Officers who are fulltime employees, along with a part-time Code Enforcement Officer, with 26 personnel serving as volunteers who contribute their time and effort to protect their neighbors from the ravages of fire and other perils. In FY 2022-23 the Department went through a dramatic restructuring and now consists of three fulltime fire officers, two fulltime Code Enforcement officers, and a full time Battalion Chief.

"The Mission of the Farmersville Fire Department is to prevent the loss of life and property through effective emergency response and proactive community engagement".

Fire Department Functions

EMERGENCY RESPONSE & OPERATIONS

The Fire Department continues to function as an "All Hazards" agency responding to requests for service that include structural, vehicle, grass, and other exterior miscellaneous fires. The department is a First Responder to medical emergencies and traffic accidents, as well as other hazardous conditions such as downed power lines, chemical spills, and natural disasters.

In 2022, the Fire Department responded to over 1,546 calls for service. In addition to protecting the over 11,000 people within the 2.3 square mile incorporated city limits, the department has a reciprocal automatic aid agreement with the Tulare County Fire Department expanding the response area to the 56 square miles surrounding the city. The "Closest Resource Concept" serves the public well and it is not unusual to see firefighters and apparatus from Farmersville, Exeter, Visalia, Tulare County & Cal Fire working closely together.

The Fire Department also participates in mutual aid strike team response regionally and throughout California when requested by the State Office of Emergency Services.

TRAINING

Response readiness is a top priority in the fire service. Routine apparatus & equipment checks regularly occur to meet the challenge of emergency response. In addition, maintenance and testing of equipment takes up a considerable amount of time between answering alarms and training. All fire pumps are tested annually as is each piece of fire hose in the departments 10,000 ft. inventory.

Firefighters must attend training on a wide variety of subjects to meet the requirements of Cal OSHA, and the National Fire Protection Association (NFPA). Many of the department personnel hold various certifications from the State Fire Marshal's Office. Training topics include Structural & Wildland Firefighting, Vehicle & Other Rescue Situations, Hazardous Materials Response, and Emergency Medical Care. Half of the department members are also certified as Emergency Medical Technicians (EMTs). In addition, personnel conduct Pre-Fire Planning surveys of Target Hazards and commercial occupancies for safe & effective operations.

EMERGENCY PREPAREDNESS & DISASTER MANAGEMENT

The Fire Department is responsible for Disaster Planning for all hazards faced by the community which include fires, floods, earthquakes, hazardous materials, and severe weather-related incidents. All city departments work under the Standardized Emergency Management System (SEMS) to minimize the effects of disasters through mitigation, response, and recovery activities with the goal of returning to normalcy as soon as possible.

The City participates in the Emergency Council along with various planning and preparedness committees. Police, Fire & Public Works resources participate in the Mutual Aid System and work in conjunction with the Tulare County Operational Area and State Office of Emergency Services when incidents exceed local capabilities.

FIRE PREVENTION

The Farmersville Fire Department is committed to a Community Risk Reduction Strategy. The goal is to prevent incidents from occurring in the first place which provides a greater cost/benefit ratio.

The Fire Department enforces the California Fire Code in conjunction with Title 19 (Public Safety) and Title 24 (Building Standards) as well as the Farmersville Municipal Code. Fire Inspections are conducted for new construction as well as periodic inspections of existing buildings such as schools, apartments, places of assembly and commercial occupancies. Inspections are also completed on properties to reduce fire hazards and public nuisances from weeds, and rubbish accumulation and other property maintenance issues.

Public education activities include age-appropriate school programs, fire station tours, career

days, and senior citizen or workplace programs as requested. In addition, the department participates in various parades, festivals, and community events.

CODE ENFORCEMENT

Inspections are completed on properties to reduce fire hazards and public nuisances from weeds, rubbish accumulation, and other property maintenance issues, such as substandard housing and vehicle abatement. Business licensing is enforced to prevent illegal businesses, vending, or rental operations. Code enforcement also enforces the permitting of yard sales and temporary event permits.

The purpose of the program is to enforce City codes that will contribute to improving the overall health, safety, and quality of life in the community. An educational approach before citation is utilized to gain compliance initially. Citations, abatement, and liens against the property can ultimately be used.

APPARATUS & EQUIPMENT

The Department maintains a fleet of specialized fire apparatus including a 4-wheel drive Type 6 Patrol Unit, a Quick Attack Squad Unit (250 GPM Pumper), a Type 2 Engine (1500 GPM Pumper), a new Type 1 Engine (1500 GPM Pumper), and 2 Command/Utility Vehicles. This new engine is a step towards modernizing the Fire Department as well as allowing the ability to remove obsolete equipment from service.

Equipment includes the "Jaws of Life" Hydraulic Rescue tool used to free accident victims that has been placed into service on the new engine. Ropes and Rescue Equipment, Thermal Imaging Cameras (TICs) which allows firefighters to "see through smoke", Self-Contained Breathing Apparatus, air monitors, an assortment of fire hose, nozzles, ladders, smoke removal fans, generators, lights, power saws, and hand tools. Each vehicle also carries lifesaving oxygen, medical gear, and Automatic External Defibrillators (AED's) for victims of cardiac arrest.

Department Accomplishments

- Replacement of aging handheld radios. New handheld radios will help the department communicate during multi-agency responses and incidents.
- Received and put into service the new Fire Engine that has allowed the Department to surplus the aerial ladder truck and move the older engine into reserve status.
- Received and put into service the new command vehicle with enhanced communications capabilities.
- Participated in Regional Hazardous Materials Response Team planning process.

- Provided over 3000 hours of personnel training sessions with a focus on volunteer development and increasing the number of engine operators.
- Enhanced volunteer program personnel effectiveness
- Responded to over 1546 emergency calls in 2022.
- Continued the process to become accredited to deliver emergency medical care at the EMT level.

Fiscal Year 2023-24 Budget Specifics

Like the past few years, the Fire Department and Code Enforcement budgets are planned to increase substantially. Since Fiscal Year 2021, the operations portions of these budgets have increased by 92% (about $336,991) due to the transition from three fire officers and one code enforcement officer to a Battalion Chief, Fire Captain, two Fire Lieutenants, and two Code Officers. Additionally, it is planned to move the Fire Department to mimic a larger department that pays overtime rather than an exempt smaller department. This will fundamentally change how the service works and is paid but remains to be seen how significant that will be in years to come.

Salary allocations for Code Enforcement officers were also dramatically changed to capture the amount of time that they spent on utility related enforcement. Implementation of the FOG program for sewer, GSA and drought restrictions for water use, and extensive regulations regarding composting for trash services will be a larger portion of the workday and therefore change the funding for these positions.

Additions to professional expenses and equipment budgets also accompanied these staffing changes to ensure that safety equipment is properly funded and replaced on a regular basis. This strategy change was significant and in alignment with City Council desires and the Fire Strategic Plan adopted by City Council. This has resulted in a tripling of the operational costs outside of salary and benefits since Fiscal Year 2020-21.

These important structural changes are the largest updates in structure and cost of any department in the City currently.

Investment in capital assets has also been significant and planned for over $801,000 in Fiscal Year 2023-24. Many of these purchases are funded by one-time funds like Measure Q and ARPA that relieve the General Fund of this burden. Examples of what is budgeted for these departments this year include work to be started on the Central Fire Station and the acquisition of a new Type 6 Patrol Unit.

The entire budget for the Fire and Code Enforcement Departments has grown tremendously in the last few years as demonstrated on the following pages of this report. However, it is not without thoughtful intent based upon planned out strategy. More changes are likely to come in the future as the department grows, but probably not at the same level of impact or cost.

Department Goals

The following work plan reflects the various goals and objectives that the Department is striving to achieve each year based upon the following workload analysis:

1. **Emergency Response:** Fire Suppression (Structural, Vehicle, Grass & Other Exterior types), Emergency Medical Services (Medical Aids & Traffic Accidents), Special Operations (Hazardous Materials, Technical Rescues and Other Disasters), Public Service and Hazardous Condition calls. FFD provides mutual aid to neighboring agencies on a regular basis and participates in statewide mutual aid response.
2. **Maintenance & Operations:** Routine checks and servicing of apparatus and equipment, fire station building and grounds to provide an environment of safety and readiness. Includes Maintenance and Inspection of and/or Testing of 7 vehicles and specialized equipment including: 8 Ladders, 10,000 feet of Fire Hose, 7 apparatus mounted and portable pumps, 4 chain saws, 3 rotary saws, 5 generators, 16 fire extinguishers, 5 Thermal Imaging Cameras, 4 atmospheric monitors, 2 hydraulic rescue tool sets, 263 + hydrants, 18 breathing apparatus, 9 AED's, 50 air cylinders and periodic facility safety inspections.
3. **Training & Safety:** Company Drills, Tailboard Safety Topics, Special Drills, In Service Training and Professional Development efforts to maintain certification and/or competency in required fire, hazardous materials, emergency medical services and rescue disciplines to perform in an OSHA compliant, safe, and effective manner.
4. **Community Risk Reduction:** Periodic Fire & Life Safety Inspections of approximately 156 Commercial & Residential Occupancies which includes 30 Apt. Bldgs.12 Licensed Care Facilities. 25 Assembly & Educational Occupancies including 14 Churches & 7 Schools, Conduct Code Enforcement, Nuisance, Hazard & Vehicle Abatement, Public Education, and Target Hazard Pre-Fire Planning programs.
5. **Records & Reports:** Complete and/or maintain documentation as it relates to each of the programs and activities listed above (NFIRS incident reports, payroll, shift change, training, safety, fire prevention, operations, etc.) as required by OSHA, NFPA, statutes or regulations.

Department Unmet Needs / Future Goals

The challenges facing any organization are many. The Fire Department is charged with protecting over $548,672,872 in assessed property valuation. This translates into maintaining appropriate staffing levels and providing adequate equipment and facilities.

Recruitment and retention of volunteer firefighters is a constant challenge in a climate of decreased civic participation and busy working families. The nature of the volunteer has changed including having only a few living in town. It is also imperative that firefighters have the best equipment to complete their mission in a safe and effective manner. An apparatus and equipment replacement programs are now implemented which will help to ensure necessary replacement of asset

Efforts need to continue to revert to a central fire station response in the core of the city to meet response time goals and ISO requirements, especially considering continued growth to the northern end of the city and the Hwy 198 commercial area.

In addition, the City continues to grow and with the pending addition of a 108-unit affordable housing apartment complex will likely increase the City's population by an estimated 500 residents and add a number of large two-story structures placing additional response burdens and challenges on the fire department. The City is also poised for a potential growth of up to 800 additional single family and multifamily units with a potential population growth of between 3000 and 4000 residents.

Departmental Budget Summary - Fire & Code Enforcement

Fire & Code Enforcement

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Revenues by Fund				
01 GENERAL FUND	(184,463)	(150,308)	(5,100)	(5,100)
103 GENERAL FUND CAPITAL	-	-	-	-
71 FIRE DEVELOPER FEES	(3,101)	(19,968)	(5,217)	(7,627)
72 FIRE COST RECOVERY	-	-	(150,000)	(160,000)
Grand Total	**(187,564)**	**(170,276)**	**(160,317)**	**(172,727)**
Expenditures by Fund				
01 GENERAL FUND	575,547	755,934	890,017	959,885
02 WATER UTILITY	-	-	-	35,424
04 SEWER UTILITY	-	-	-	35,424
06 REFUSE	-	-	-	17,712
103 GENERAL FUND CAPITAL	7,286	844,243	-	-
60 AMERICAN RESCUE PLAN	-	-	-	305,000
71 FIRE DEVELOPER FEES	8,370	16,674	278,000	-
72 FIRE DEVELOPER FEES	-	-	80,000	477,500
Grand Total	**591,202**	**1,616,851**	**1,248,017**	**1,830,944**
Expenditures by Category				
CAPITAL OUTLAY	46,504	919,981	394,000	801,000
OPERATING SERVICES & SUPPLIES	34,274	84,641	89,000	128,370
OTHER	-	-	-	-
PROFESSIONAL & CONTRACTUAL SRV	121,259	176,740	135,000	183,000
SALARIES & BENEFITS	368,141	413,727	609,217	705,132
UTILITIES	21,025	21,762	20,800	13,442
Grand Total	**591,203**	**1,616,851**	**1,248,017**	**1,830,944**
Full Time Personnel Count				
Battalion Chief			1	1
Fire Captain			1	1
Fire Lieutenant			2	2
Code Enforcement			1	2
Grand Total			**5**	**6**

Police Department

Police Department

The Farmersville Police Department is responsible for the safety and welfare of the approximately 11,000 residents of the City of Farmersville and its visitors. The Department provides general law enforcement services for the community. These services include, but are not limited to, patrol, traffic enforcement, criminal investigations, civil standby, and law enforcement services during special community events. In addition, the Department maintains all records generated within the department, management of property, evidence storage, dispatching services; and functions as a vital part of the entire City team assisting with Public Works, Animal Control, Code Enforcement, and the Fire Department as needed.

This annual budget report includes a brief overview describing the divisions of the Department, their duties, and some of their accomplishments for the past year. The intent is to relay a sense of the general department activities however it is not intended to be a detailed accounting of department operations.

Mission Statement:

The Mission of the Farmersville Police Department is to work in partnership with our community to enhance the quality of life in our city, preserving peace, reducing fear, and providing a safe environment through the equitable and professional enforcement of law.

Department Structure

The Police Department has a current allocation of (16) sixteen funded sworn full-time positions and (2) two non-sworn Technical Services Clerks (TSC).

The police department is divided into three categories. These are Administration, Operations, and Investigations. Each of these divisions is administered under the same budget via the Office of The Chief of Police.

The Administration Division is responsible for development of rules and regulations, policy and procedures, personnel matters, all phases of recruitment and hiring, internal affairs, records, dispatch, training, supplies and services.

The Operations Division is responsible for the delivery of all essential services provided by the police department including patrol, traffic enforcement, parking enforcement, Field Training Officer program, and School Resource Officers.

The Investigations Division is responsible for all criminal investigations as well as any self-initiated investigations, such as vice and narcotics.

Department Accomplishments

- The Department continues its relationship with the School District and its Pathways program at the High School. This program focusses classes for students interested in careers in public safety. Officers have appeared as guest lecturers and assisted with preparation for competitions with the students in the program.

- The department continues its training in defensive tactics and continues to look for innovative ways to provide our officers skills and tools to allow them to better serve the community. The department initiated a new contract with Axon for the purchase of in car cameras / ALPR to better assist our officers with documentation and investigating crime.

- The department has recruited, hired, and trained new officers over the past year but has also endured several extended absences related to injuries and other protected leaves. Even with these absences the department has continued to provide a high level of service.

- Several special details were conducted including compliance checks for subjects on probation and parole, sweeps of the community for gang activity, and extra patrols during the holidays specifically looking for subjects engaged in package theft and thefts from vehicles.

Department Goals

Specific goals for the department in the coming year are:

- Work towards implementation of the Councils Vision and Goals as outlined in their adopted Strategic Plan.

- Continue to work cooperatively with the Farmersville Unified School District through the School Resource Officers and their Pathways Program.

- Continue the "Coffee with a Cop" public outreach at least once per quarter.

- Continue to work through the challenges of the growing cannabis industry guiding it through the ever-changing rules and regulations coming down from the State level as well as the newly allowed delivery permits, addition of a third retail outlet, and relocation of an

existing outlet with the addition of an on-site venue.

- Continue implementation of the Transit Camera program establishing the infrastructure for monitoring of the street cameras as well as live feed from cannabis retailers.
- Implementation of a UAV Program to better assist with criminal investigations and crime scene documentation.
- Implementation of an ALPR (Automatic License Plate Reader) system to reduce crime and assist with criminal investigations.
- Successfully implement all CIP projects as budgeted and on time.
- Continue to work with the community to maintain the lowest crime rate in Tulare County and work towards further reducing crime numbers.
- Implementation of a department social media platform to increase transparency and communication with the community.
- Continue to develop staff through training. Continue mentoring staff and engaging in succession planning department wide.
- Continue to explore new tools, techniques, and technology to maximize the limited staff time and staffing levels.
- Work toward increasing staffing to ensure high levels of service as revenues increase.

Fiscal Year 2023-24 Budget Specifics

The FY 2023-24 Police Department Budget strives to provide the City of Farmersville with the best service possible with adequate staffing and resources by leveraging new technology and quality training.

Over the past several years, and particularly the past few fiscal years, the Department has experienced significant challenges in retention of existing, experienced staff and recruitment of new officers. This has stabilized over the past year and the department has been able to preserve one of the lowest crime rates of any city in Tulare County. This has been the case for the past five fiscal years and the department, and its staff, continue to work hard to maintain and improve that status.

FY 2023-24 Budget Summary

The Budget for FY 2023-24 reflects a spending decrease of about 6% for a total planned spending of $2,933,061. However, the revenue to offset some of these expenses is anticipated at $417,707 for a net expense of $2,515,354. At this point there are now new positions scheduled outside of normal attrition and replacement that could happen in any year. As in past years, about 90% of the Police Department is funded by the General Fund with another 7% funded through SLESF Funds and Measure Q and some restricted funds funding the rest of the budget (one-time capital expenses).

On the revenue side, a slight decrease is expected in the General Fund with about $247,550 expected and $164,131 in the SLESF fund. These are safe, reoccurring revenue streams that are not anticipated to change or decrease for any reason in the next year.2,342,704 in the General Fund, $209,588 in the SLESF Fund, $7,500 from forfeiture funds, and $170,245 in capital expenditures through Measure Q. While there are some incremental changes budgeted relative to minor increased operation costs like fuel and utilities, additions including security camera software-as-a-service subscription, new hardware to become compatible with dispatch updates, and other costs related to new app-based technology for officers, account for nearly $40,000 in additional cost. These cost increases related to one-time projects are offset by reduced capital costs and reduced salary and benefit costs. Fees for services for the year are not expected to change significantly.

Separately, in the Capital Fund, the department will continue implementation of the Capital Improvement Plan at a cost of $89,811. 100% of these capital costs are paid for with Measure Q revenues. This will include the cost of new vehicles through the standard vehicle replacement program and equipment related to the Automatic License Plate Reader (ALPR) program.

The significant revenues brought in by the department consist of reimbursement by contract with the Farmersville Unified School District for two (2) School Resource Officers assigned to the schools for the regular school year (partial funding for two positions).

The department also receives an allocation of AB 3229, Citizens Option for Public Safety (COPS) funds at a minimum of $100,000 annually. The department is currently funding two (2) fulltime police officers with these revenues. The City has typically received about $160,000 annually in this allocation and combined with cash on hand in this separate fund, anticipates that it will be able to support the second additional position to FY 2025-26. At that point, additional funding will likely be needed to continue to support the second position.

One (1) additional police officer position is currently supported by Measure Q Cannabis Business Tax revenues and the City has budgeted for this position to continue in FY 2023-24. In the future, when additional Measure Q funds can be spared for ongoing operational costs such as salary and benefits, the number of sworn officers should be increased to 17.

It is important to note that these five (5) positions are almost fully funded through means other than General Fund tax revenue. The FY 2023-2024 General Fund budget supports the remaining eleven (11) sworn officers and two (2) civilian positions.

The department continues to watch for grant opportunities and does take advantage of Homeland Security funding when appropriate as well as making use of DMV Auto Theft Funds when appropriate projects are developed.

The dedicated men and women of the Farmersville Police Department will continue to work diligently to maintain and improve the reputation they have built in the community providing full-service law enforcement to all its members.

Departmental Budget Summary - Police

Police

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Revenues by Fund				
01 GENERAL FUND	(235,006)	(251,500)	(274,659)	(247,550)
103 GENERAL FUND CAPITAL	(40,000)	-	-	-
11 DRUG ENFORCEMENT	-	(111)	(93)	(416)
14 POLICE DEPT SLESF	(158,935)	(162,577)	(161,078)	(164,131)
15 POLICE DEPT AB109	-	-	-	-
80 EVIDENCE HOLDING	-	-	-	-
81 POLICE DEVELOPER FEES	(3,554)	(11,829)	(5,185)	(5,610)
82 ASSET FORFEITURE	(22)	(15)	(13)	-
83 LIVE SCAN	(251)	-	-	-
Grand Total	**(437,768)**	**(426,034)**	**(441,027)**	**(417,707)**

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Expenditures by Fund				
01 GENERAL FUND	2,375,854	2,561,655	2,682,363	2,630,405
103 GENERAL FUND CAPITAL	204,376	127,551	220,245	89,811
11 DRUG ENFORCEMENT	-	-	15,000	17,250
14 POLICE DEPT SLESF	170,749	207,224	209,588	192,614
15 POLICE DEPT AB109	-	-	-	-
81 POLICE DEVELOPER FEES	141,480	-	5,200	-
82 ASSET FORFEITURE	492	-	2,300	2,982
83 LIVE SCAN	886	(3,971)	-	-
Grand Total	**2,893,838**	**2,892,458**	**3,134,696**	**2,933,061**

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Expenditures by Category				
CAPITAL OUTLAY	405,542	131,939	330,107	149,561
OPERATING SERVICES & SUPPLIES	102,719	165,174	163,400	190,400
OTHER	-	-	-	-
PROFESSIONAL & CONTRACTUAL SRV	187,501	189,510	246,700	239,482
SALARIES & BENEFITS	2,171,388	2,378,267	2,367,489	2,321,705
UTILITIES	26,687	27,568	27,000	31,913
Grand Total	**2,893,838**	**2,892,458**	**3,134,696**	**2,933,061**

Departmental Budget Summary - Police

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Full Time Personnel Count				
Police Chief			1	1
Police Commander			1	1
Police Sergeant			3	4
Police Officer			12	11
Technical Service Clerk			2	2
Grand Total			**19**	**19**

Public Works Department & Engineering

Public Works Department & Engineering

Mission:

The mission of the Public Works Department of the City of Farmersville is to continually provide cost effective and efficient essential services to the public. This includes safe drinking water; environmentally sound wastewater collection and treatment, storm water management, solid waste collection, and safe well-managed streets, parks, and public facilities.

Vision:

The City of Farmersville Public Works Department strives to build community confidence by providing quality services to its citizens in a safe, responsive, and cost-effective manner. The Department is dedicated to the pursuit of new technologies and innovations that result in service improvements that enhance the quality of life for the residents. The Department continues to expand upon the commitment to meet the challenges of the future.

Department Structure

The Public Works Department is comprised of 8 Full-Time employees who attend to the following divisions:

Water Department: The Water Division operates and maintains six (6) City water wells, over 26 miles of water main pipeline, 576 water valves, 263 fire hydrants, 2,624 water metered services, 95 Cameron Creek water metered services, submits reports to the State of California and performs monthly water meter usage readings.

Wastewater: The Wastewater Division manages, operates and maintains over 29 miles of sewer main pipeline, four (4) sewer lift stations, 389 Sanitary Sewer Manholes, the 1.25 million gallon per day Wastewater Treatment Plant.

Street Maintenance: The Street Maintenance Division maintains over 65 miles of streets and alleys, City parking lots, 5 miles of storm drain pipeline, manholes and drain inlets, all City sidewalks, curbs, gutters, ponding basins, City owned trees, signage, median islands, graffiti removal from public properties and bi-monthly street sweeping. Street striping services are contracted.

Fleet Maintenance: The Fleet Maintenance Division manages, maintains vehicles (Diesel & Gas) and various pieces of equipment. The division is responsible for On & Off Road Vehicle Registry (DOORS), SMOG & Opacity Testing & Reporting and the Hazardous Materials Handling Programs.

Parks Maintenance: Parks Maintenance Division provides maintenance for the City's eight (8) parks totaling thirty-three (33) acres (including, trails, turf, trees, ballfields, playgrounds, and the water park).

Landscape & Lighting Maintenance Districts: The Public Works Department is responsible for the operations and maintenance of the City's seven (7) Landscape Zones.

Building Maintenance: The Government Building Maintenance Division is responsible for the maintenance and repair of the Police, Fire, City Hall, and other City owned facilities.

Department Accomplishments

Water Division

Water Division produced the following required reports to remain in compliance:

- Monthly summary of distribution system coliform monitoring. Twelve (12) weekly water samples taken throughout the City
- Monthly summary of coliform monitoring for source(s) (Wells) taken from each active well source
- Monthly Chlorine & Production Report
- Stage 2 Disinfection Byproduct Report and Sampling Report
- Annual distribution system Lead & Copper sampling
- Annual report to the Drinking Water Program
- Complete and distribute the annual Consumer Confidence Report (CCR)
- Participate in EPA Un-Regulated Contaminant Monitoring (UCMR)
- Complete State Water Boards water system inspection
- Responded to over 150 Under Ground Service Alerts (USA) marking City water, sewer and storm drain utilities.

The Water Division completed the following water system projects:

- Completed upgrade to Well 5 which included a VFD, water lube conversion, Pump Extension, motor, and flowmeter.

Recycling Division

- Provide free Metal, Green Waste, E-waste and Mattress/Box spring collection at City Yard
- Continued to implement Mandatory Commercial Recycling Plan (AB 341), Mandatory Organics Recycling Plan (AB 1826), and California's Short-Lived Climate Pollutant Reduction law (SB1383) to residential and commercial customers.
- Met and complied with State and County quarterly and yearly reports, such as: CalRecycle Electronic Annual Report, Recycling Incentive Payment Program Report, CalRecycle Mattress Recovery and Recycling Program Report, among others
- Assisted Code Enforcement with special clean-ups.

Wastewater Division

- Weekly WWTP sampling in compliance with state regulations.
- Monthly WWTP Report.
- Performed water jet cleaning in portions of the sanitary sewer collection system.
- Quarterly maintenance of four (4) sanitary sewer lift stations.
- Monthly maintenance & cleaning of the Wastewater Treatment Plant.
- Laboratory analyzed wastewater samples.
- Replace existing Vacuum Truck with new compliant unit.

Street Maintenance Division

- Performed water jet cleaning in portions of the storm sewer collection system.
- Completed monthly pothole repairs, clear storm drains, trim/remove/replace street trees, replace signage, weed abatement and more.
- Continued recycling program for damaged/non-compliant street signs.
- Continued replacing street signage to meet new retro-reflectivity requirements.
- Continued on-going storm drain inlet cleaning throughout the city.
- Perform bi-monthly street sweeping.
- Trim city trees throughout the City.
- Completed the Roundabout irrigation and landscaping upgrades.
- Commenced the Visalia Road median irrigation and landscaping upgrades.
- Removed graffiti from all City controlled or maintained property.
- Complete North Farmersville Blvd Widening and Improvements.

Fleet Maintenance

- Monitored and complied with State and Federal vehicular maintenance requirements.
- Complete Smog Check & Smoke Test requirements.
- Continued to oversee the preventive maintenance program to safeguard the drivability and prolong the life of City vehicles.
- Updated the DOORS On & Off Road Registry Program.

Parks Maintenance

- Repaired irrigation, mark lines for sports programs, field repair, playground repair, and general park maintenance.
- Repaired Veterans Park electrical outlets.
- Completed the Armstrong Park renovation project.

Buildings & Grounds

- Completed work orders for maintenance or repairs at City Facilities.
- Commenced irrigation upgrade at Sports Park.
- Partial completion of Police Department remodel.

Department Goals

The primary goal of the Public Works Department is to improve the quality of life for all Farmersville Residents and customers. Specific goals for the future include:

- Improve landscaping and amenities at all City Parks.
- Develop and improve the City website to better inform the public of the services available.
- Install trail lighting at Liberty Park walking trail.
- Install trail lighting at Farmersville Sports Park.
- Install sidewalk at Farmersville Sports Park walking trail if supported by public.
- Expand/improve Public Works Corporation Yard.
- Water main upgrade on E. Birch from Costner to Magnolia.
- Complete multiple park improvement projects (grants).

Fiscal Year 2023-24 Budget Specifics

The budget for Public Works is typically one of the most difficult department budgets to understand because it is split between 18 different funds that have multiple funding sources within them. At the risk of being too vague, the total rolled up budget for the department is $17,746,063 for the department in Fiscal Year 2023-24 with offsetting revenues expected at about $11,801,806, indicating that there is $5,944,257 anticipated cash on hand that would be spent down if all budgeted items progress on time.

Speaking of the operations side of the department (daily tasks and reoccurring costs) most of

this cost is in salaries and benefits and operating services and supplies. This total is $2,097,175 but is not a perfect split between capital and operations. Notably, the changes from prior year, is the creation and hiring of two new maintenance worker positions and move the total full-time staff allocation to 10. This is a significant increase to the department and is likely the only addition of manpower outside of temporary staffing that may be needed from time to time.

Accordingly, there is over $37 million in capital costs planned across many funds (for both Public Works and Engineering) but primarily focused on projects related to park improvements, street improvements, solar additions to the sewer plant, water line improvements, and one-time equipment purchases like a backhoe and vacuum truck. Capital projects are divided between Public Works and Engineering depending upon which division has more control and involvement. Capital projects are important to review for this department because the budget is so heavily influenced by those costs:

PUBLIC WORKS DEPARTMENT CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Jennings Park Remodel Project	334,000	333,000	333,000	-	-	1,000,000
New Corporation Yard	240,000	500,500	500,500	-	-	1,241,000
Sports Park Rehabilitation Project	39,000	-	-	-	-	39,000
Roy's Park Improvement	96,500	-	-	-	-	96,500
Skid Steer Loader (Bobcat)	147,000	-	-	-	-	147,000
Digital Sign	-	-	45,000	-	-	45,000
Downtown Streetlight Upgrade	40,188	-	-	-	-	40,188
Freedom Field	884,000	-	-	-	-	884,000
Booster Pump & Electrical Panel for Sports Park	180,000	-	-	-	-	180,000
Liberty Park Trail Improvements	141,000	-	-	-	-	141,000
Pocket Park Improvements	150,000	-	-	-	-	150,000
Liberty Park - Phase II	-	-	-	-	545,000	545,000
Roy's Park - Phase II	775,000	-	-	-	-	775,000
Roy's Park - Phase III	-	-	-	500,000	-	500,000
Veteran's Park Improvements	-	-	-	-	500,000	500,000
Soccer Field Improvements	-	8,500	-	-	-	8,500
Vacuum Truck	384,500	-	-	-	-	384,500
Public Works Backhoe	172,000	-	-	-	-	172,000
Community Center Air Conditioning Units	108,475	-	-	-	-	108,475
Public Works Pickup Trucks	79,969	-	-	-	-	79,969
Library Improvements	-	140,500	-	-	-	140,500
TOTAL	3,771,632	982,500	878,500	500,000	1,045,000	7,177,632

More details of the breakdown of expenses and revenues by fund and type are available on the following table at the end of this report.

Department Unmet Needs / Future Goals

The following list of projects and programs are identified as part of the Department's strategic planning process, and staff would like to call them out as future activities as funding becomes available:

- Replace all walking trail irrigation at Farmersville Sports Park
- Purchase portable, stand-by generators for water wells

- Implement Leak Detection Program
- Continue with installation of electronic flow meters at each well location
- Electronic static and residual water level reporting units at each well location
- Public restroom improvements and remodels
- Integrate Public Works assets into GIS
- Addition of new water well on south side of City

Engineering Department:

The Engineering Department is a fully contracted position out-sourced to QK Inc., professional engineers. While all projects underway are essentially Public Works Department projects, they are split out separately when they require much more in the way of planning, administration, construction management, environmental or biological needs, surveying, or other specialty tasks. For reference, the projects that fall under the engineering category are as follows:

ENGINEERING CAPITAL PROJECTS	YEAR 1 2023-24	YEAR 2 2024-25	YEAR 3 2025-26	YEAR 4 2026-27	YEAR 5 2027-28	TOTAL
Central Farmersville Blvd Repairs	-	-	-	150,000	1,342,500	1,492,500
Birch Water Line Relocation	35,000	326,000	-	-	-	361,000
Master Plans for Sewer, Water, and Storm Drain	140,000	-	-	-	-	140,000
Water Storage Tank	-	18,000	3,400,000	-	-	3,418,000
New Water Well (ARP allocation)	822,000	2,000,000	-	-	-	2,822,000
City Hall Parking Lot (Phase 1)	450,000	-	-	-	-	450,000
City Hall Parking Lot (Phase 2)	-	47,500	200,000	-	-	247,500
Pavement Management Program: Street Repairs Year 1	2,700,000	-	-	-	-	2,700,000
Pavement Management Program: Ongoing Repairs	2,000,000	-	2,000,000	2,000,000	-	6,000,000
Solar Plant located at new WWTP	5,000,000	-	-	-	-	5,000,000
Highway 198 Gateway Improvements (CCLGP)	3,601,069	-	-	-	-	3,601,069
Urban Water Management Program	-	-	53,000	-	-	53,000
City Hall Backup Generator	-	-	11,500	177,500	-	189,000
Citrus/Road 168 Connectivity Street Project	190,000	45,192	1,867,124	-	-	2,102,316
Street Light Project	-	-	-	-	1,500,000	1,500,000
TOTAL	14,938,069	2,436,692	7,531,624	2,327,500	2,842,500	30,076,385

Many of these projects are grant funded and therefore, are funded with resources outside the City, and outside Public Works department listing. While engineering is not a specific department unto itself, it has a close correlation to Public Works and charges most of its expenses there. More information about these projects are available in the Capital Improvement section of this budget report.

Departmental Budget Summary - Public Works

Public Works

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
Revenues by Fund				
02 WATER UTILITY	(1,062,566)	(1,287,682)	(1,185,834)	(1,199,035)
03 WATER DEVELOPMENT	(8,514)	(15,790)	(8,030)	(7,437)
04 SEWER UTILITY	(2,026,088)	(4,896,067)	(2,016,831)	(7,123,827)
05 SEWER DEVELOPMENT	(20,631)	(24,375)	(8,026)	(22,741)
06 REFUSE	(862,662)	(926,843)	(911,495)	(941,077)
20 STP	(758,958)	(5,327)	(4,405)	(20,872)
21 GAS TAX	(255,684)	(270,673)	(270,500)	(337,317)
22 TDA	(649,043)	(624,083)	(659,635)	(706,040)
23 STORM DRAIN	(1,712)	(7,674)	(8,716)	(8,188)
25 STREET MITIGATION FUND	-	-	-	-
26 MEASURE R FUND	(1,786,078)	(8,558,754)	(236,344)	(275,239)
27 RMRA (SB1) FUND	(211,321)	(224,031)	(226,331)	(264,602)
30 PARK DEVELOPMENT	(273)	(2,059)	(18,907)	(19,370)
31 PARK IMPROVEMENTS	(241,756)	(1,129,173)	(3,610,980)	(721,500)
35 MAINTENCE DISTRICT	(88,349)	(70,307)	(62,500)	(63,000)
39 MUSEUM FUND	(83,854)	(92,082)	(114,459)	(91,562)
Grand Total	**(8,057,488)**	**(18,134,921)**	**(9,342,995)**	**(11,801,806)**

Expenditures by Fund				
01 GENERAL FUND	419,377	482,130	505,289	559,387
103 GENERAL FUND CAPITAL	9,417	246,182	1,033,777	280,466
02 WATER UTILITY	784,360	859,884	911,194	1,206,402
03 WATER DEVELOPMENT	1,932	110,638	-	-
04 SEWER UTILITY	1,073,092	2,101,930	2,203,951	7,293,414
05 SEWER DEVELOPMENT	-	243,000	-	-
06 REFUSE	763,995	863,433	776,028	1,083,870
20 STP	967,514	-	-	845,349
21 GAS TAX	280,038	339,206	371,895	373,127
22 TDA	94,929	31,453	1,358,188	2,870,188
23 STORM DRAIN	-	154,000	-	-
25 STREET MITIGATION FUND	32,091	-	-	-
26 MEASURE R FUND	1,622,230	7,909,585	-	944,651

Departmental Budget Summary - Public Works

Fund	Fiscal Year 2021 Actual	Fiscal Year 2022 Actual	Fiscal Year 2023 Budget	Fiscal Year 2024 Proposed
27 SB1 RMRA	458,678	-	-	-
31 PARK IMPROVEMENTS	239,677	667,267	3,610,534	980,500
35 MAINTENANCE DISTRICT	116,899	67,086	62,031	59,893
39 CITY PROPERTY FUND	53,736	70,985	80,500	87,816
60 AMERICAN RESCUE PLAN				1,161,000
Grand Total	**6,917,964**	**14,146,778**	**10,913,386**	**17,746,063**

Expenditures by Category				
CAPITAL OUTLAY	3,583,783	9,932,509	6,546,990	13,393,726
OPERATING SERVICES & SUPPLIES	517,582	663,487	895,059	1,047,865
OTHER	32,091	507,638	10,000	-
PROFESSIONAL & CONTRACTUAL SRV	1,610,884	1,547,252	2,100,254	1,723,302
SALARIES & BENEFITS	779,746	939,106	892,083	1,049,310
UTILITIES	393,879	556,786	469,000	531,860
Grand Total	**6,917,964**	**14,146,778**	**10,913,386**	**17,746,063**

Full Time Personnel Count		
Public Works Director	1	1
Public Works Supervisor	1	1
Maintenance Worker	5	7
Public Works Crew Leader	1	1
Grand Total	**8**	**10**

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Positions, Salaries & Benefits

Positions, Salaries & Benefits

The City of Farmersville has four labor groups: the Police Officer's Association (POA), the International Brotherhood of Teamsters (Local 517), the Miscellaneous Employee Association, and the Mid-Management Employee Association. The salaries and benefits for employees in these labor groups are determined through Memorandums of Understanding (MOUs). MOUs are typically considered and adopted around the same time as the annual budget, unless the MOU is a multi-year agreement.



Memorandums of Understanding – MOUs

The current MOUs agreements for the City of Farmersville cover the period through June 30, 2024. These agreements include all the negotiated benefits and other important employment-related information for each bargaining group, including the salary schedule attached in this section.

Organizational Chart by Position

This chart displays all the currently filled positions and their organization within the structure of the City.

Authorized Full-Time Personnel Positions by Department

This schedule details the number of positions, by title, authorized and assigned to each Department.

Time & Cost Allocation for Full-Time Positions

This schedule shows the standard time and cost allocation by City Department for each full-time position.

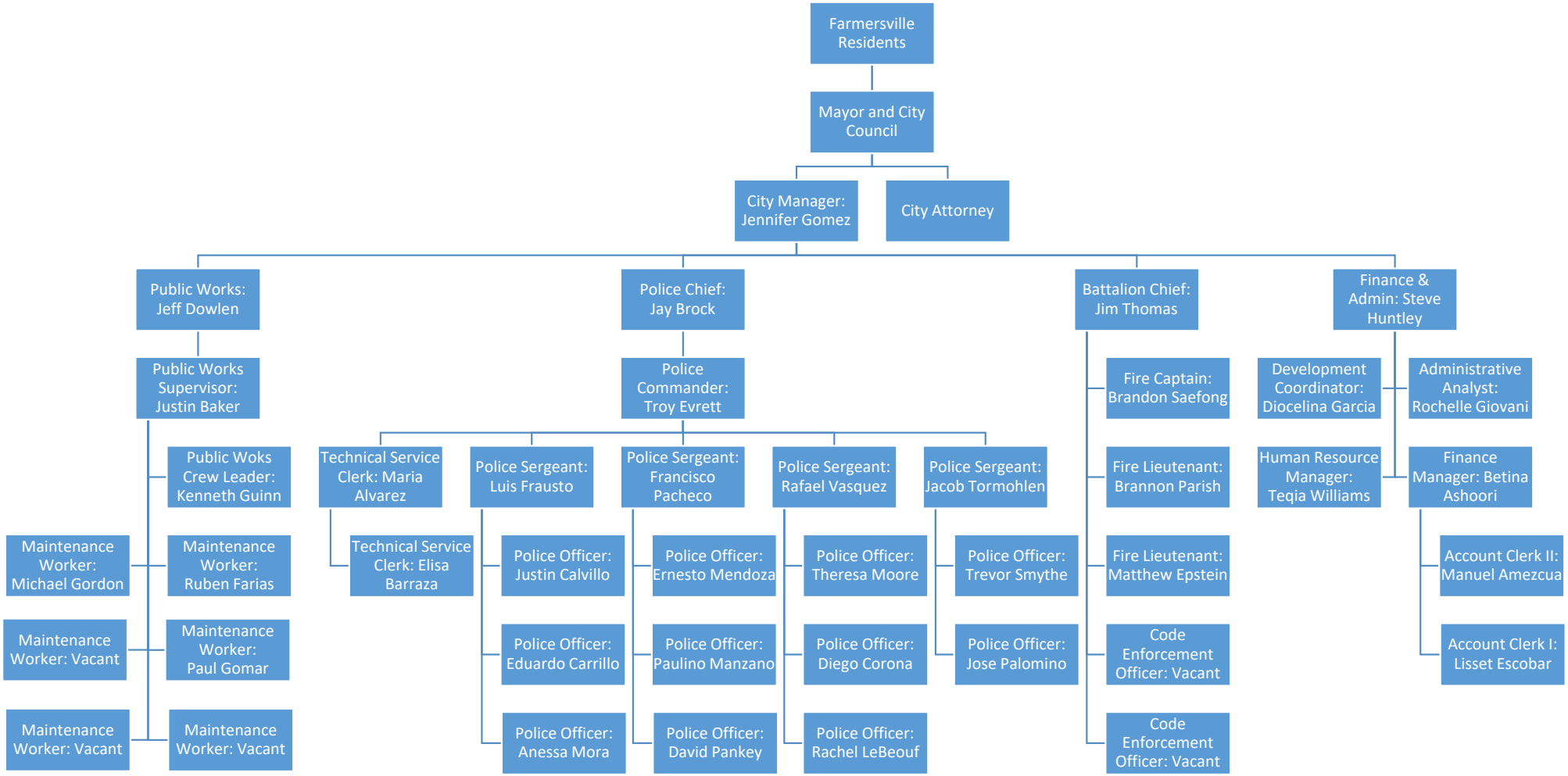
Historical Payroll & Benefit Cost by Fund

This Schedule shows the time and cost allocation of full-time staff by fund and accounting department. Funding sources are based upon level of service or involvement attributed to a program or department. It is important to note that the total number of positions shown here may not match the number of positions, since not all positions are funded at 100% every year due to vacancies or new positions.



Salary Schedule

The Salary schedule covers all positions available for the City of Farmersville. However, not all are filled or budgeted necessarily. This can be compared to the prior schedule for clearer information regarding budgeted positions. This schedule is what is adopted with the MOUs. All employees hired before January 1, 2018 are considered part of Tier 1 and have a different salary schedule length and a different benefits package. Employees hired on January 1, 2018 or later are considered part of Tier 2.


Farmersville Residents
Mayor and City Council
City Manager: Jennifer Gomez
City Attorney
Public Works: Jeff Dowlen
Police Chief: Jay Brock
Battalion Chief: Jim Thomas
Finance & Admin: Steve Huntley
Public Works Supervisor: Justin Baker
Police Commander: Troy Evrett
Fire Captain: Brandon Saefong
Development Coordinator: Diocelina Garcia
Administrative Analyst: Rochelle Giovani
Public Woks Crew Leader: Kenneth Guinn
Technical Service Clerk: Maria Alvarez
Police Sergeant: Luis Frausto
Police Sergeant: Francisco Pacheco
Police Sergeant: Rafael Vasquez
Police Sergeant: Jacob Tormohlen
Fire Lieutenant: Brannon Parish
Human Resource Manager: Teqia Williams
Finance Manager: Betina Ashoori
Maintenance Worker: Michael Gordon
Technical Service Clerk: Elisa Barraza
Police Officer: Justin Calvillo
Police Officer: Ernesto Mendoza
Police Officer: Theresa Moore
Police Officer: Trevor Smythe
Fire Lieutenant: Matthew Epstein
Account Clerk II: Manuel Amezcua
Maintenance Worker: Ruben Farias
Maintenance Worker: Vacant
Police Officer: Eduardo Carrillo
Police Officer: Paulino Manzano
Police Officer: Diego Corona
Police Officer: Jose Palomino
Code Enforcement Officer: Vacant
Account Clerk I: Lisset Escobar
Maintenance Worker: Paul Gomar
Maintenance Worker: Vacant
Police Officer: Anessa Mora
Police Officer: David Pankey
Police Officer: Rachel LeBeouf
Code Enforcement Officer: Vacant
Maintenance Worker: Vacant

Authorized Full-Time Personnel Positions by Department

Department	Position Title	FY 2023-2024
Administration	City Manager	1
Administration	Administrative Analyst	1
Administration	Director of Finance & Administration	1
Administration	Human Resources Manager	1
Administration	Finance Manager	1
Administration	Account Clerk I	1
Administration	Account Clerk II	1
	Departmental Subtotal	**7**
Public Works	Public Works Director	1
Public Works	Public Works Supervisor	1
Public Works	Maintenance Worker	7
Public Works	Public Works Crew Leader	1
	Departmental Subtotal	**10**
Fire	Battalion Chief	1
Fire	Fire Captain	1
Fire	Fire Lieutenant	2
	Departmental Subtotal	**4**
Code Enforcement	Code Enforcement Officer	2
	Departmental Subtotal	**2**
Community Development	Development Coordinator	1
	Departmental Subtotal	**1**
Police	Police Chief	1
Police	Police Commander	1
Police	Police Sergeant	4
Police	Police Officer	11
Police	Technical Service Clerk	2
	Departmental Subtotal	**19**
	Total Authorized Full-Time Positions	**43**

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
City Manager	Administration	01	404	30%
City Manager	Administration	02	404	30%
City Manager	Administration	04	404	30%
City Manager	Administration	21	404	10%
City Manager	Administration			100%
Administrative Analyst	Administration	01	404	50%
Administrative Analyst	Administration	02	404	25%
Administrative Analyst	Administration	04	404	25%
Administrative Analyst	Administration			100%
Director of Finance & Administration	Administration	01	404	35%
Director of Finance & Administration	Administration	02	404	30%
Director of Finance & Administration	Administration	04	404	25%
Director of Finance & Administration	Administration	06	404	10%
Director of Finance & Administration	Administration			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Human Resources Manager	Administration	01	404	50%
Human Resources Manager	Administration	02	404	25%
Human Resources Manager	Administration	04	404	25%
Human Resources Manager	Administration			100%
Finance Manager	Administration	01	404	35%
Finance Manager	Administration	02	404	30%
Finance Manager	Administration	04	404	25%
Finance Manager	Administration	06	404	10%
Finance Manager	Administration			100%
Account Clerk I	Administration	01	404	5%
Account Clerk I	Administration	02	404	40%
Account Clerk I	Administration	04	404	40%
Account Clerk I	Administration	06	404	15%
Account Clerk I	Administration			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Account Clerk II	Administration	01	404	5%
Account Clerk II	Administration	02	404	40%
Account Clerk II	Administration	04	404	40%
Account Clerk II	Administration	06	404	15%
Account Clerk II	Administration			100%
Public Works Director	Public Works	01	425	20%
Public Works Director	Public Works	02	425	20%
Public Works Director	Public Works	04	425	20%
Public Works Director	Public Works	06	425	15%
Public Works Director	Public Works	21	425	20%
Public Works Director	Public Works	35	425	5%
Public Works Director	Public Works			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Public Works Supervisor	Public Works	01	425	20%
Public Works Supervisor	Public Works	02	425	30%
Public Works Supervisor	Public Works	04	425	30%
Public Works Supervisor	Public Works	21	425	15%
Public Works Supervisor	Public Works	35	425	5%
Public Works Supervisor	Public Works			100%
Public Works Crew Leader	Public Works	01	425	20%
Public Works Crew Leader	Public Works	02	425	35%
Public Works Crew Leader	Public Works	04	425	35%
Public Works Crew Leader	Public Works	21	425	10%
Public Works Crew Leader	Public Works			100%
Maintenance Worker	Public Works	01	425	35%
Maintenance Worker	Public Works	02	425	20%
Maintenance Worker	Public Works	04	425	20%
Maintenance Worker	Public Works	21	425	25%
Maintenance Worker	Public Works			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Maintenance Worker	Public Works	01	425	60%
Maintenance Worker	Public Works	02	425	20%
Maintenance Worker	Public Works	04	425	10%
Maintenance Worker	Public Works	21	425	10%
Maintenance Worker	Public Works			100%
Maintenance Worker	Public Works	01	425	50%
Maintenance Worker	Public Works	02	425	10%
Maintenance Worker	Public Works	04	425	10%
Maintenance Worker	Public Works	21	425	30%
Maintenance Worker	Public Works			100%
Maintenance Worker	Public Works	01	425	30%
Maintenance Worker	Public Works	02	425	30%
Maintenance Worker	Public Works	04	425	30%
Maintenance Worker	Public Works	21	425	10%
Maintenance Worker	Public Works			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Maintenance Worker	Public Works	01	425	10%
Maintenance Worker	Public Works	02	425	30%
Maintenance Worker	Public Works	04	425	30%
Maintenance Worker	Public Works	21	425	30%
Maintenance Worker	Public Works			100%
Maintenance Worker	Public Works	01	425	10%
Maintenance Worker	Public Works	02	425	30%
Maintenance Worker	Public Works	04	425	30%
Maintenance Worker	Public Works	21	425	30%
Maintenance Worker	Public Works			100%
Maintenance Worker	Public Works	01	425	10%
Maintenance Worker	Public Works	02	425	30%
Maintenance Worker	Public Works	04	425	30%
Maintenance Worker	Public Works	21	425	30%
Maintenance Worker	Public Works			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Battalion Chief	Fire	01	420	100%
Battalion Chief	Fire			100%
Fire Captain	Fire	01	420	100%
Fire Captain	Fire			100%
Fire Lieutenant	Fire	01	420	100%
Fire Lieutenant	Fire			100%
Fire Lieutenant	Fire	01	420	100%
Fire Lieutenant	Fire			100%
Code Enforcement Officer	Code Enforcement	01	415	100%
Code Enforcement Officer	Code Enforcement			100%
Code Enforcement Officer	Code Enforcement	01	415	100%
Code Enforcement Officer	Code Enforcement			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Development Coordinator	Community Development	01	414	50%
Development Coordinator	Community Development	02	404	25%
Development Coordinator	Community Development	04	404	25%
Development Coordinator	Community Development			100%
Police Chief	Police	01	411	100%
Police Chief	Police			100%
Police Commander	Police	01	411	100%
Police Commander	Police			100%
Police Sergeant	Police	01	411	100%
Police Sergeant	Police			100%
Police Sergeant	Police	01	411	100%
Police Sergeant	Police			100%
Police Sergeant	Police	01	411	100%
Police Sergeant	Police			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Police Sergeant	Police	01	411	100%
Police Sergeant	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	01	411	100%
Police Officer	Police			100%
Police Officer	Police	14	411	100%
Police Officer	Police			100%
Police Officer	Police	14	411	100%
Police Officer	Police			100%

Time & Cost Allocation for Full-Time Positions 2023-2024

Position	Department	Fund	Department	Time & Cost Allocation
Technical Service Clerk	Police	01	411	100%
Technical Service Clerk	Police			100%
Technical Service Clerk	Police	01	411	100%
Technical Service Clerk	Police			100%
	Grand			43

Historical Payroll & Benefit Cost by Fund & Department

Fund	Department	FY 21 Actuals	FY 22 Actuals	FY 23 Budget	FY 24 Proposed
01-General Fund	401-City Council	$0	$15,502	$15,502	$15,502
01-General Fund	404-Administration	$181,572	$592,076	$457,593	$382,031
02-Water	404-Administration	$267,360	$322,293	$311,073	$337,741
04-Sewer	404-Administration	$267,019	$299,077	$292,464	$318,612
06-Refuse	404-Administration	$62,351	$70,586	$60,706	$64,455
21-Gas Tax	404-Administration	$18,621	$22,115	$20,363	$24,182
01-General Fund	411-Police	$2,000,640	$2,171,153	$2,158,401	$2,132,830
14-Police SLESF	411-Police	$170,749	$207,114	$209,088	$188,876
01-General Fund	414-Community Development	$46,019	$50,332	$43,180	$45,275
01-General Fund	415-Code Enforcement	$70,598	$69,000	$146,659	$93,559
02-Water	415-Code Enforcement	$0	$0	$0	$35,424
04-Sewer	415-Code Enforcement	$0	$0	$0	$35,424
06-Refuse	415-Code Enforcement	$0	$0	$0	$17,712
01-General Fund	420-Fire	$297,543	$344,727	$422,559	$492,513
01-General Fund	425-Public Works	$117,455	$200,908	$247,789	$265,685
02-Water	425-Public Works	$219,680	$218,243	$221,411	$268,760
04-Sewer	425-Public Works	$206,260	$216,103	$213,093	$260,043
06-Refuse	425-Public Works	$24,870	$142,349	$26,965	$29,633
21-Gas Tax	425-Public Works	$134,407	$143,235	$165,795	$208,978
35-Maintence District	425-Public Works	$77,074	$18,267	$17,031	$16,211
	Total	**$4,162,215**	**$5,087,578**	**$5,014,168**	**$5,217,945**

Salary Schedule Fiscal Year 2024

Tier 1

Position	Range	A	B	C	D	E	F
City Manager	21	$184,145					
Administrative Analyst	8©	$60,960	$64,008	$67,208	$70,569	$74,097	$77,802
Development Coordinator	8©	$58,805	$61,745	$64,832	$68,074	$71,477	$75,051
Human Resources Manager	8©	$78,357	$82,275	$86,389	$90,708	$95,244	$100,006
Director of Finance & Administration	19	$111,402	$116,972	$122,821	$128,962	$135,410	$142,180
Finance Director	18	$96,215	$101,026	$106,077	$111,381	$116,950	$122,797
Finance Manager	17	$80,316	$84,332	$88,548	$92,976	$97,625	$102,506
Account Clerk I	1(b)	$36,105	$37,910	$39,806	$41,796	$43,886	$46,080
Account Clerk II	2(a)	$48,384	$50,803	$53,343	$56,010	$58,811	$61,751
Technical Service Clerk	1(a)	$42,027	$44,128	$46,335	$48,651	$51,084	$53,638
Police Officer	5(b)	$50,671	$53,204	$55,865	$58,658	$61,591	$64,670
Corporal	7	$53,217	$55,877	$58,671	$61,605	$64,685	$67,919
Police Sergeant	8(a)	$67,907	$71,303	$74,868	$78,611	$82,542	$86,669
Police Commander	9(b)	$96,016	$100,817	$105,858	$111,151	$116,708	$122,544
Police Chief	17	$137,107	$143,962	$151,160	$158,718	$166,654	$174,987
Code Enforcement Officer	5(a)	$49,872	$52,365	$54,984	$57,733	$60,619	$63,650
Fire Chief	20	$117,384	$123,254	$129,416	$135,887	$142,681	$149,816
Battalion Chief	17	$88,576	$93,004	$97,655	$102,537	$107,664	$113,047
Fire Captain	8(b)	$66,096	$69,401	$72,871	$76,515	$80,341	$84,358
Fire Lieutenant	5(a)	$49,322	$51,788	$54,378	$57,097	$59,951	$62,949
Maintenance Worker	2(b)	$37,351	$39,219	$41,180	$43,239	$45,401	$47,671
Public Works Crew Leader	3	$50,054	$52,557	$55,185	$57,944	$60,841	$63,883
Public Works Supervisor	9(a)	$67,076	$70,430	$73,951	$77,649	$81,531	$85,608
Public Works Director	19	$89,879	$94,373	$99,092	$104,046	$109,248	$114,711

Salary Schedule Fiscal Year 2024

Tier 2

Position	Range	A	B	C	D	E	F	G	H	I
City Manager	21	184,145								
Administrative Analyst	8©	60,960	62,865	64,829	66,855	68,945	71,099	73,321	75,612	77,975
Development Coordinator	8©	58,805	60,642	62,537	64,492	66,507	68,585	70,729	72,939	75,218
Human Resources Manager	8©	78,357	80,806	83,331	85,935	88,621	91,390	94,246	97,191	100,228
Director of Finance & Administration	19	111,402	114,883	118,473	122,176	125,994	129,931	133,991	138,179	142,497
Finance Director	18	96,215	99,222	102,322	105,520	108,817	112,218	115,725	119,341	123,070
Finance Manager	17	80,316	82,826	85,414	88,083	90,836	93,675	96,602	99,621	102,734
Account Clerk I	1(b)	36,105	37,233	38,397	39,596	40,834	42,110	43,426	44,783	46,182
Account Clerk II	2(a)	48,491	50,007	51,570	53,181	54,843	56,557	58,324	60,147	62,026
Technical Service Clerk	1(a)	42,027	43,340	44,695	46,091	47,532	49,017	50,549	52,129	53,758
Police Officer	5(b)	50,671	52,254	53,887	55,571	57,308	59,099	60,946	62,850	64,814
Corporal	7	53,217	54,880	56,595	58,363	60,187	62,068	64,007	66,008	68,070
Police Sergeant	8(a)	67,907	70,030	72,218	74,475	76,802	79,202	81,677	84,230	86,862
Police Commander	9(b)	96,016	99,017	102,111	105,302	108,593	111,986	115,486	119,095	122,816
Police Chief	17	137,107	141,392	145,810	150,367	155,066	159,911	164,909	170,062	175,376
Code Enforcement Officer	5(a)	49,872	51,430	53,037	54,695	56,404	58,167	59,984	61,859	63,792
Fire Chief	20	117,384	121,053	124,836	128,737	132,760	136,908	141,187	145,599	150,149
Battalion Chief	17	88,970	91,751	94,618	97,575	100,624	103,768	107,011	110,355	113,804
Fire Captain	8(b)	66,244	68,314	70,448	72,650	74,920	77,262	79,676	82,166	84,734
Fire Lieutenant	5(a)	49,322	50,864	52,453	54,092	55,783	57,526	59,323	61,177	63,089
Maintenance Worker	2(b)	37,351	38,518	39,722	40,963	42,243	43,564	44,925	46,329	47,777
Public Works Crew Leader	3	50,165	51,733	53,350	55,017	56,736	58,509	60,338	62,223	64,168
Public Works Supervisor	9(a)	67,076	69,172	71,334	73,563	75,862	78,232	80,677	83,198	85,798
Public Works Director	19	89,879	92,688	95,584	98,571	101,651	104,828	108,104	111,482	114,966

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Resolutions

RESOLUTION 2023-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERVILLE ESTABLISHING FISCAL YEAR 2023-24 APPROPRIATIONS LIMIT PURSUANT TO ARTICLE XIIIB OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIIIB of the Constitution of the State of California places a limit on the annual appropriations of "proceeds of taxes" of state and local government; and

WHEREAS, SB1352, Chapter 1205, 1980 Statutes, provides for implementation of Article XIIIB by defining various terms used in said article and prescribing procedures to be used in implementing specific provisions of the article, one such provision is that each year the governing body of each local jurisdiction shall, by resolution, establish its Appropriations Limit for the fiscal year; and

WHEREAS, pursuant to Article XIIIB of the Constitution of the State of California and SB1352, the City of Farmersville is required to establish its Appropriations Limit for fiscal year 2023-24; and

WHEREAS, the Appropriations Limit computation for Fiscal Year 2023-24 is based on the change in California per capita personal income multiplied by the change in population for the City of Farmersville as provided by the State of California Department of Finance.

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

1. The Appropriations Limit for the City of Farmersville for the Fiscal Year 2023-24 is the sum of $ 5,852,542.30 as detailed in Schedule "A" attached hereto and by this reference incorporated herein.

PASSED, ADOPTED AND APPROVED this 12th day of June 2023 by the following vote:

Motion to Approve Boyer; **Second** Gomez

AYES: Hernandez, Valdovinos, Gomez, Boyer, Hinojosa

NOES: 0

ABSTAIN: 0

ABSENT: 0

Tina Hernandez
MAYOR of the City of Farmersville

Attest:

ROCHELLE GIOVANI
CITY CLERK

RESOLUTION 2023-019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERVILLE ESTABLISHING A REVISED SALARY SCHEDULE FOR ALL PERSONNEL FOR FISCAL YEAR 2023-24

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;

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 2023-24 as detailed in Schedule "A" attached hereto and by this reference incorporated herein.

PASSED, ADOPTED AND APPROVED this 12th day of June, 2023 by the following vote:

AYES: Hernandez, Valdovinos, Gomez, Boyer, Hinojosa

NOES: Ø

ABSTAIN: Ø

ABSENT: Ø

Tina Hernandez
MAYOR of the City of Farmersville

Attest:

ROCHELLE GIOVANI
CITY CLERK

RESOLUTION 2023-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERVILLE ADOPTING A BUDGET FOR THE CITY OF FARMERSVILLE FOR THE FISCAL YEAR 2023-24

WHEREAS, the City Council of the City of Farmersville is desirous of establishing an annual Budget spending plan for the Fiscal Year 2023-24, and

WHEREAS, the Farmersville City Council has reviewed and considered the draft budget documents and has received input from the public on May 8, 2023, and

WHEREAS, the Budget for the twelve months ending June 30, 2024 document attached hereto and made a part of this Resolution, reflects the Fiscal Year 2023-24 Operating and Capital Budget for the City of Farmerville.

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

1. The Farmersville City Council does hereby adopt the Fiscal Year 2023-24 Budget for the City of Farmersville, as outlined in the attached Budget for the twelve months ending June 30, 2024.
2. The City Manager is hereby authorized to make expenditures and appropriations in accordance with the Budget as adopted, with the exception of those expenditures which require prior Council approval, in accordance with the adopted City ordinances, rules, and regulations.

PASSED, ADOPTED AND APPROVED this 12th day of June, 2023 by the following vote:

Motion to Approve Gomez; **Second** Valdovinos

AYES: Hernandez, Valdovinos, Gomez, Boyer, Hinojosa.

NOES: Ø

ABSTAIN: Ø

ABSENT: Ø

Tina Hernandez
MAYOR of the City of Farmersville

Attest:

ROCHELLE GIOVANI
CITY CLERK

RESOLUTION 2023-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERVILLE ADOPTING A CAPITAL IMPROVEMENT PLAN AND CAPITAL BUDGET FOR THE CITY OF FARMERSVILLE FOR THE FISCAL YEAR 2023-24 AND FIVE-YEAR PROJECTION THROUGH FISCAL YEAR 2027-28

WHEREAS, the City Council of the City of Farmersville is desirous of establishing an annual Capital Budget and Five-Year Capital Improvement Plan, and

WHEREAS, the Farmersville City Council has reviewed and considered the draft Capital Budget and Capital Improvement Plan documents on February 27, 2023 and May 8, 2023, and

WHEREAS, the Proposed Budget for the twelve months ending June 30, 2024 document has combined the revised Capital Budget and Five-Year Capital Improvement Plan and was reviewed on May 8, 2023;

WHEREAS, attached hereto the Proposed Budget for Fiscal Year 2023-2024 and made a part of this Resolution, reflects both the Fiscal Year 2023-2024 Operating and Capital Budget for the City of Farmerville.

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

1. The Farmersville City Council does hereby adopt the Fiscal Year 2023-24 Capital Budget and Five-Year Capital Improvement Plan projection for the City of Farmersville, as outlined in the attached Budget for the twelve months ending June 30, 2024.
2. The City Manager is hereby authorized to make expenditures and appropriations in accordance with the Budget as adopted, with the exception of those expenditures which require prior Council approval, in accordance with the adopted City ordinances, rules, and regulations.

PASSED, ADOPTED AND APPROVED this 12th day of June, 2023 by the following vote:

AYES: Hernandez, Valdovinos, Gomez, Bowser, Hinojosa

NOES: Ø

ABSTAIN: Ø

ABSENT: Ø

Tina Hernandez
MAYOR of the City of Farmersville

Attest:

ROCHELLE GIOVANI
CITY CLERK

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Appendixes

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Debt Management Policy

EXHIBIT A

CITY OF FARMERSVILLE
DEBT MANAGEMENT POLICY

Scope and Application

This Debt Management Policy sets forth certain debt management objectives and establishes overall parameters for issuing and administering debt for which the City or other Covered Entities (as defined hereafter) is financially obligated or is responsible for managing ("**Debt Program**"). Recognizing that cost-effective access to the capital markets depends on prudent management of the Debt Program, this Debt Management Policy has been adopted by resolution.

Debt Management Policy Review and Approval

This Policy, adopted by City Council/Board of Directors resolution, will be reviewed biennially by the Finance Director to ensure the Policy remains current. It is the intention of the governing body that any modifications to this Policy will be reviewed by the City Council, unless otherwise directed by the City Council. Any and all modifications to this Policy are subject to City Council approval by resolution.

Debt Management Objectives and Goals

This Policy is intended to comply with section 8855 of the California Government Code and to assist the Covered Entities in accomplishing each of the following objectives:

- Maintain a prudent balance of debt and equity in meeting long-term capital needs in the form of pay-as-you-go financing. Debt and equity balance will be considered when planning the use of debt financing to address facility needs and other public infrastructure, and will ensure against incurring a level of fixed debt obligation which denies an appropriate level of future operating flexibility.
- Maintain financial discipline, prudence and long term stability.
- Ensure the Covered Entities'' long-term ability to maintain an acceptable level of service to residents of the City of Farmersville.
- Lower the cost of borrowing by maintaining high ratings and easy access to capital markets.

- Establish and periodically review policies, goals, objectives and standards which will enable the Covered Entities to maintain or improve their credit ratings.
- Keep policy makers informed of the Covered Entities' policies, goals and standards with regard to the issuance of debt.
- Facilitate approval of debt issuance using predetermined, certain policies.
- Incorporate debt management practices into the City's planning and project management activities.
- Support decisions based upon sound financial and management practices; reduce political influence in the debt issuance process.
- Ensure financial controls are in place with respect to proceeds of debt issuances.
- Ensure compliance with applicable state and federal laws.
- Full and timely repayment of debt.

Entities Covered

These policies establish the parameters within which debt may be issued by the City of Farmersville, Farmersville Housing Authority, and Farmersville Public Finance Authority and the Successor Agency to the Redevelopment Agency of the City of Farmersville (collectively, the "**Covered Entities**"). Additionally, these policies apply to debt issued by the Covered Entities on behalf of assessment, community facilities or other special districts, conduit-type financing by the City for multifamily housing or industrial development projects.

Supplemental policies, tailored to the specifics of certain types of financings, may be adopted by the City Council in the future. These supplemental policies may address, but are not limited to, the Covered Entities' general obligation, lease revenue, enterprise, multifamily housing and land-secured financings.

Professional Assistance

The Covered Entities will use the services of independent financial/municipal advisors and bond counsel on all debt financings. The Finance Director shall have the authority to periodically select service providers as necessary to meet legal requirements and minimize the Covered Entities' debt costs. Such services, depending upon the type of financing, which may include financial advisory, underwriting, trustee, verification agent, escrow agent, arbitrage consulting and special tax consulting.

The City Attorney's Office shall be responsible for selection of bond counsel and, for publicly-issued debt, selection of disclosure counsel. Additionally, the City

Attorney's Office will be responsible for the selection of disclosure counsel in those circumstances where the City Attorney's Office determines it to be necessary or desirable to retain disclosure counsel to generally advise the Covered Entities with respect to its obligations under state and federal securities-laws. The goal in selecting service providers, whether through a competitive process or otherwise, is to achieve an appropriate balance between service and cost.

Types and Purposes of Debt

The Covered Entities may use several types of municipal debt obligations to finance long-term capital projects and associated real property acquisitions, to the extent permitted by applicable law. Long-term debt is only issued to finance the acquisition and/or construction of capital improvements unless otherwise decreed by court order or adjudicated settlement. Long-term debt financing shall never be used to fund operating or maintenance costs. Prior to the issuance of debt, a reliable revenue source shall be identified to secure repayment of the debt. The following types and purposes of debt of the Covered Entities.

A. Long-term Borrowing: Long-term borrowing may be used to finance the acquisition or improvement of land, facilities or equipment for which it is appropriate to spread these costs over more than one budget year and, with respect to the Covered Entities, will be reflected in the Adopted Annual Capital Budget and Adopted Five-Year Capital Improvement Plan. Long-term borrowing may also be used to fund capitalized interest, costs of issuance, required reserves, and any other financing-related costs which may be legally capitalized. Long-term borrowing shall not be used to fund normal and re-occurring operating costs.

B. Short-term Borrowing: In general, short-term borrowing through financing vehicles, such as commercial paper and lines of credit, will be considered as an interim source of funding for a capital improvement in anticipation of long-term borrowing or for the acquisition of equipment, or any other purpose permitted under the California Government Code, including but not limited to Articles 7 and 7.6 of Chapter 4, of Part 1, of Division 2 of Title 5 thereof. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the Covered Entity determine that extraordinary circumstances exist, must not exceed seven (7) years. The Covered Entity may also authorize the use of a short-term financing vehicle with a maturity longer than seven (7) years consistent with the useful life of

the financed project if use of a short-term financing vehicle would be a beneficial component to the applicable debt portfolio. Additionally, short-term borrowing may be considered if available cash is insufficient to meet short-term operating needs.

C. Assessment Bonds: Proceeds from Assessment Bonds may be used to finance local public improvements, provided that said improvements benefit the parcels of land to be assessed. Local streets, street lights, landscaping, sidewalks and sanitary sewers are some examples of local improvements commonly financed by assessment bonds.

D. General Obligation Bonds: General Obligation Bonds may only be issued with two-thirds approval of a popular vote. The California State Constitution (Article 16, Section 18) limits the use of the proceeds from General Obligation Bonds to "the acquisition or improvement of real property." Libraries, parks and public safety facilities are all types of facilities which could be financed with General Obligation Bonds.

E. Enterprise Revenue Bonds: Enterprise Revenue Bonds finance facilities for a revenue producing enterprise, and are payable from revenue sources within that enterprise.

F. Lease Financing:

i) As used in this section, the term "**lease financing**" means any lease or sublease made between the Covered Entities and another party for the purpose of financing the acquisition, construction or improvement by the Covered Entities of real property or equipment. By way of example and not limitation, the term "lease financing" includes certificates of participation, lease revenue bonds or lease revenue notes.

ii) Prior to bringing a lease financing to the City Council for approval, the Finance Director will perform initial due diligence on the project to be financed. The Finance Director's due diligence review will include the following elements:

a. Any lease financing must have an identified revenue source for repayment, which may include the general fund, eligible special funds or project revenues.

b. Prior to embarking on a lease financing in which project revenues are identified as the repayment source, a feasibility study will be performed to determine the volatility of the revenue and provide a sensitivity analysis on project revenue projections including worst/best case scenarios, including without limitation, the impact on any repayment source identified as the backstop to the project revenues as the repayment source.

c. The Finance Director will present the results of the due diligence review including any feasibility study to the City Council for review and consideration, in order to proceed with the preparation of the documents necessary for the lease financing, at least two-thirds majority approval by the City Council of the proposed plan of finance is required.

d. At the time the Finance Director brings forward the lease financing for City Council approval, the Finance Director will also provide the City Council with an update to the due diligence report and any feasibility study. Approval of the lease financing will require at least two-thirds majority approval by the City Council.

iii) The provisions of this section will not apply to a refunding of a lease financing transaction.

G. Refunding Obligations: Periodic reviews of outstanding debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve City objectives relating to changes in covenants, call provisions, operational flexibility, tax status, issuer, or the debt service profile. In general, refundings which produce a net present value savings of at least three percent (3%) of the refunded debt will be considered economically viable. Refundings which produce a net present value savings of less than three percent (3%) will be considered on a case-by-case basis. Refundings with negative savings will not be considered unless there is a compelling public policy objective which is accomplished by retiring the debt.

H. Tax and Revenue Anticipation Bonds or Notes.

I. Land-secured financings, such as special tax revenue bonds and limited obligation assessment bonds.

J. Tax increment financings to the extent permitted under State law.

K. Debt may be publicly issued or privately placed and may be issued on either a long term basis or short-term basis consistent with the provisions of this Policy.

L. Other Obligations: There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to non-enterprise revenue bonds, bond anticipation notes, grant anticipation notes and judgment or settlement obligation bonds.

Responsibility for Debt Management Activities

The City's Finance Director will be responsible for managing and coordinating all activities related to the issuance and administration of debt under this policy, including the implementation of internal control procedures to ensure that the proceeds of debt will be directed to the intended use. The Finance Director shall be subject to City Manager's direction and supervision. The Finance Director is charged with responsibility for the conduct of all City finance functions.

Additionally, the Finance Director serves as the chief financial officer of the Covered Entities is responsible for the oversight of the their 'financial affairs, including use of the proceeds of debt issued by the Covered Entities.

Covered Entities implementing debt-financed capital programs will work in partnership with the Finance Director to provide information and otherwise facilitate the issuance and administration of debt.

All long-term financing proposed transactions for capital improvements must be approved by the governing body of the Covered Entities. "**Long-term financing**" means financing which constitutes an obligation beyond one fiscal year. The Covered Entities must comply with all public hearing requirements applicable to the specific type of bond being approved.

A. Annual Debt Report and Other Reports

The Finance Director will prepare an annual debt report for review by the governing body of the Covered Entities for consideration. The content of the annual debt report will include a summary of the Covered Entities'' credit ratings, outstanding and newly-issued debt, a discussion of anticipated debt issues,

refunding opportunities, a review of legislative, regulatory and market issues, and an outline of any new or proposed changes to this Debt Management Policy. The Finance Director shall also be responsible for timely preparation of all reports mandated by law in connection with issuance of debt, including but not limited to under Government Code § 8855(i), (j) and (k) (i), including timely submittal to the governing bodies of the Covered Entities prior to submittal to the California Debt and Investment Advisory Commission.

B. Debt Administration Activities

The Finance Director is responsible for the Covered Entities' debt administration activities, particularly investment of bond proceeds, monitoring compliance with bond covenants, implementing internal control procedures to ensure the use of proceeds of bonds and other debt will be directed to their intended use, monitoring use of facilities financed and tax-exempt debt, continuing disclosure, monitoring arbitrage compliance for tax-exempt debt, and ongoing interactions with credit rating agencies, all of which shall be centralized with the Office of the Finance Director.

C. Internal Control Procedures

Whenever reasonably possible, proceeds of debt used to finance capital improvements will be held by a third-party trustee and the Covered Entities will submit written requisitions for such proceeds. The Finance Director will execute each such requisition. The Finance Director will be responsible for selecting trustees and other fiscal agents associated with bond and certificate of participation issues. To the extent permitted by bond counsel, the rating agencies or any bond insurer, the Finance Director will serve as the Covered Entities' fiscal agent on its debt transactions.

D. Method of Sale

Except to the extent a competitive process is required by law, the Finance Director under supervision of the City Manager shall be responsible for determining the appropriate manner in which to offer any securities to investors. The preferred method of sale is competitive bid. However, other methods such as negotiated sale and private placement may be considered on a case-by-case basis.

Debt Issuance

A. Debt Capacity

The Covered Entities must keep outstanding debt within the limits of applicable law and all levels consistent with its credit worthiness objectives. Without limiting the foregoing, the Covered Entities must keep outstanding debt within the limits of the City's requirementsand the Successor Agency will issue debt to refund its outstanding debt consistent with applicable law. In particular, the Covered Entities must assess the impact of new debt issuance on the long-term affordability of all outstanding and planned debt issuance. Such analysis recognizes that Covered Entities have limited capacity for debt service in their budget, and that each newly issued financing will obligate the Covered Entities to a series of payments until the bonds are repaid.

B. Credit Quality

The Covered Entities seek to obtain and maintain from rating agencies the highest possible credit ratings for all categories of short-term and long-term debt. The Covered Entities will not issue bonds directly or on behalf of others which do not carry investment grade ratings. However, the Covered Entities will consider the issuance of non-rated special assessment, community facilities, multifamily housing and special facility bonds.[1]

C. Structural Features

i) Debt Repayment

Debt will be structured for a period consistent with a fair allocation of costs to current and future beneficiaries of the financed capital project and, consideration will be given, The Covered Entities must structure their debt issues so that the maturity of the debt issued is consistent with the economic or useful life of the capital project to be financed.

ii) Variable-Rate Debt

The Covered Entities may choose to issue securities which pay a rate of interest which varies according to a pre-determined formula or results from a periodic remarketing of the securities. Such issuance must be consistent with applicable law and covenants of pre-existing bonds, and in an aggregate amount consistent with the Covered Entity's' creditworthiness objectives. When making the determination to issue bonds in a variable rate mode, consideration will be given in regards to the useful life of the project or facility being financed or refinanced

[1] In most cases, a bond which cannot achieve an investment-grade rating will not be rated at all, because there is little value from a bond-marketing perspective in a below investment-grade rating.

or the term of the project requiring the funding, market conditions and the overall debt portfolio structure when issuing variable rate debt for any purpose.

iii) Derivatives

Derivative products[2] may have application to certain Covered Entities borrowing programs. In certain circumstances these products can reduce borrowing cost and assist in managing interest rate risk. However, these products carry with them certain risks not faced in standard debt instruments. The Finance Director must evaluate the use of derivative products on a case-by-case basis to determine whether the potential benefits are sufficient to offset any potential costs.

Relationship to Capital Improvements Program or Budget Planning Goals and Objectives

The Covered Entities are committed to long term financial planning, maintaining appropriate reserve levels and employing prudent practices in governance, management and budget administration. The Covered Entities intend to issue debt for the purposes stated in this Debt Management Policy and to implement policy decisions incorporated in the Covered Entities' annual operations and capital budgets-and the City's five-year capital improvement plan. This Debt Management Policy is intended to ensure that debt levels and their related annual costs will advance the Covered Entities' planning goals and objectives.

Debt Affordability Target Limitations

"**Debt affordability**" is considered in the policies established by the Covered Entities and financial and economic ratios recognized by rating agencies. Target ratios identified in this Debt Management Policy are guidelines and should be revisited as the Covered Entities' capital program and financial resources change.

The principal affordability measures will be the follows:

- **As a percent of budget**: Consistent with market practices this ratio will be calculated as a percent of General Fund revenue, as a percent of General Fund revenue less General Fund intergovernmental revenue, and as a percent of operating expenditures. The Covered Entities will keep ratios at or below the median for California cities.

[2] A derivative product is a financial instrument which "derives" its own value from the value of another instrument, usually an underlying asset such as a stock, bond or an underlying reference such as an interest rate index.

- **Tax rate threshold**: The Covered Entities recognize taxpayer sensitivity to tax rates. The City may set a target limit for approving any such special obligations, for example where the aggregate tax would exceed 2% of assessed value of real property. However, bond issues which achieve a level of community support sufficient to satisfy the two-thirds (2/3) majority vote threshold will be deemed to be an exception to the guidelines for financial and economic measures insofar as an inconsistency may otherwise appear to exist.
- **Rating agency ratios**: The rating agencies, bond insurance companies and institutional investor analysts commonly rely on certain ratios to measure a jurisdiction's debt load. In addition to the ratios of debt as a percent of revenues and expenditures, the rating agencies employ debt as a percent of assessed valuation; debt as a percent of personal income; and debt per capita.

These three ratios are not direct measures of issuer debt affordability, however they provide useful benchmarks by which the Covered Entities can compare to its peers and affect the way bond market participants view the Covered Entities. The Covered Entities' goal is to maintain such measures at levels which are at or below the average of comparable counties. Moody's Investors Services publishes debt measures for certain California public entities, which will be utilized as a source for comparison purposes.

The Covered Entities may determine that a particular improvement is of such high necessity to ensure the safety and welfare of their residents that it must incur obligations in excess of these thresholds. To the extent such thresholds are ever exceeded for such purposes, it is the intention of the Covered Entities to avoid future occurrences of debt or other fixed obligations until such thresholds are restored.

Disclosure Practices and Procedures

A. Statement of Policy

The Covered Entities are committed to full and complete primary (prior to issuance) and secondary (post issuance) market disclosure in accordance with disclosure requirements established by the Securities and Exchange Commission and Municipal Securities Rulemaking Board and other applicable legal authorities, as may be amended from time to time. The City is also committed to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, timely and accurate financial information.

B. Implementation of Policy Objectives

i) For purposes of this section, the following definitions apply

"**Continuing Disclosure Agreement**" means the certificate or agreement entered into by the City in connection with the sale of bonds in order to satisfy the requirements of Securities and Exchange Rule 15c2-12 which requires the Covered Entities, as applicable, to provide specified information and annual reports while the bonds remain outstanding.

"**Offering Document**" means the document prepared by the City in connection with the sale of bonds to the public.

ii) Written Policies and Procedures

In order to carry out these policies objectives, the City Manager, in consultation with the City Attorney, will implement written disclosure policies and procedures related to the provision of financial and other relevant information to investors including preparation and review of Offering Documents before submission to the governing bodies of the Covered Entities for approval and compliance with Continuing Disclosure Agreements, and if required, the development and maintenance of an investor webpage on the City's website as well as and other related topics.

iii) City Council Review and Approval of Offering Documents

The City's consideration of the approval of bonds and the Offering Documents related to the bonds is to be placed on the applicable City Council agenda as a new business matter and not on the Consent Calendar. Any Offering Document to be issued in connection with the sale of the bonds is to be transmitted to City Council in substantially final form for the City Council's consideration and approval to release to investors, subject to any updating required to make the Offering Document accurate and complete. The City Council's review will consider whether the Offering Document includes all material information to an investor in the bonds - meaning information where there is a substantial likelihood that the information would have actual significance in the deliberations of the reasonable investor. At the City Council meeting at which the proposed sale of bonds is considered, the City Council will have the opportunity to address questions to City staff and the professional advisors regarding the information presented in the Offering Document.

iv) Responsibility for Disclosure

The City Manager and the Finance Director are the Covered Entities' designated officials for communicating information concerning the Covered Entities'' finances and other information about the Covered Entities which a reasonable investor would consider to be material in making a decision to purchase or sell debt issued by the Covered Entities.

Communications from other Covered Entities officials or employees regarding the City's financial condition must not be considered to be official communications by the City to the investor marketplace unless otherwise approved by the City.

The reports re

Debt Administration – Investments, Use of Proceeds and Tax Compliance

A. Investment and use of Proceeds

Investments of proceeds of bonds or other forms of debt shall be consistent with federal tax requirements and any applicable State law requirements, and the City's Investment Policy as modified from time to time, and with requirements contained in the governing documents. The Finance Director will be responsible for the implementation of internal control procedures to ensure that the proceeds of debt, regardless of tax status, will be directed to the intended use. This responsibility is in addition to the specific requirements related to the monitoring use of tax-exempt proceeds specified below.

B. Federal Tax Compliance

i) Responsible Department

The Finance Director will have primary responsibility for all ongoing tax compliance matters relating to tax-exempt debt issued by the Covered Entities. The Finance Director, who may in turn consult with bond counsel, will be responsible for monitoring ongoing tax compliance matters relating to tax-exempt debt, including compliance with the arbitrage rebate requirements of section 148 of the Internal Revenue Code, as set forth below. It is contemplated that additional policies and procedures will be implemented by either or both the City Manager and the Finance Director to supplement the policies and procedures set forth in this Debt Management Policy.

ii) Arbitrage Compliance

The Finance Director will maintain a system of record keeping and reporting to meet the arbitrage compliance requirements of federal tax law for tax-exempt debt. In connection with this responsibility, the Finance Director must:

a) Program payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of bonds or notes, and no later than 60 days after the last bond or notes of each issue is redeemed;

b) During the construction period of each capital project financed in whole or in part by bonds or notes, monitor the investment and expenditure of proceeds and consult with rebate experts as necessary, to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the bonds or notes; and

c) Retain copies of all arbitrage reports and account statements as described below in "Record Keeping Requirements."

C. Use of Tax-Exempt Debt and Facilities

The Finance Director, together with the applicable City department heads, will be responsible for:

- Monitoring the use of tax-exempt proceeds and the use of tax-exempt financed or refinanced assets (e.g., facilities, furnishings or equipment) throughout the term of the debt to ensure compliance with covenants and restrictions set forth in the governing documents relating to the debt;

- Maintaining records identifying the assets or portion of assets which are financed or refinanced with proceeds of each issue of tax-exempt debt, including a final allocation of tax-exempt proceeds as described below under "Record Keeping Requirements";

- Consulting with the City Attorney's Office and bond counsel in the review of any contracts or arrangements involving use of tax-exempt financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the governing documents relating to the tax-exempt debt;

- Maintaining records for any contracts or arrangements involving the use of tax-exempt financed or refinanced assets as described below under "Record Keeping Requirements";

- Conferring at least annually with personnel responsible for tax-exempt financed or refinanced assets to identify and discussing any existing or planned use of tax-exempt financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the governing documents relating to the tax-exempt debt; and

- To the extent that the City discovers that any applicable tax restrictions regarding use of tax-exempt proceeds and tax-exempt-financed or refinanced assets will or may be violated, consulting promptly with the City Attorney's Office and bond counsel to develop a course of action to remediate any identified violation.

D. Record Keeping Requirements

The Finance Director and other applicable City departments, as may be necessary, will be responsible for maintaining the following documents for the term of each issue of tax-exempt debt (including debt issued to refinance existing debt, if any) plus at least three (3) years:

- A copy of the closing transcript(s) and other relevant documentation delivered to the City at or in connection with closing of the issue of tax-exempt, including any elections made by the City in connection therewith;

- A copy of all material documents relating to capital expenditures financed or refinanced by tax-exempt debt proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, draw requests for tax-exempt debt proceeds and evidence as to the amount and date for each draw down of tax-exempt debt proceeds, as well as documents relating to costs paid or reimbursed with tax-exempt debt proceeds and records identifying the assets or portion of assets which are financed or refinanced with tax-exempt debt proceeds, including a final allocation of tax-exempt debt proceeds;

- A copy of all contracts and arrangements involving the use of tax-exempt debt-financed or refinanced assets; and

- A copy of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in

connection with any investment agreements, and copies of all bidding documents, if any.

BEFORE THE CITY COUNCIL OF THE CITY OF FARMERSVILLE

IN THE MATTER OF: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE ADOPTING A DEBT MANAGEMENT POLICY	**RESOLUTION 2018-005**

WHEREAS, pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016 and went into effect on January 1, 2017, California public agencies which issue debt must adopt debt management policies which meet certain criteria;

WHEREAS, in response to SB 1029, and in order to adhere to sound financial management practices, the City Counci finds it desirable to approve the City's Debt Management Policy; and

WHEREAS, there has been presented to this meeting a proposed form of a Debt Management Policy; and

THEREFORE, BE IT RESOLVED, by the City Council of the City of Farmersville, State of California, hereby adopts the City of Farmersville Debt Management Policy, as set forth in the attached EXHIBIT A; and

BE IT FURTHER RESOLVED, that this Resolution and the above-noted City of Farmersville Debt Management Policy shall be effective immediately after the date of adoption of this Resolution.

UPON MOTION OF COUNCIL MEMBER BENAVIDES, SECONDED BY COUNCIL MEMBER GOMEZ, THE FOLLOWING WAS PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL AT AN OFFICIAL MEETING HELD ON FEBRUARY 26, 2018, BY THE FOLLOWING VOTE:

AYES: Boyer, Sisk, Gomez, Benavides
NOES:
ABSTAIN:
ABSENT: Vasquez

BY: _____
PAUL BOYER, MAYOR

ATTEST: _____
Gregorio Gomez, City Clerk Pro Tempore

* * * * * * * * * * * * * * * * * *
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Investment Policy

City of Farmersville Investment Policy

I. Governing Authority

Legality
The investment program shall be operated in conformance with governing legislation and other legal requirements laid out in section 2.04 of the Farmersville Municipal Code regarding the position of Treasurer / Chief Financial Officer and California Government Code Section 53601.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds.

1. *Pooling of Funds*
Except for cash in certain restricted and special funds, the City of Farmersville will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Also, per SEC Rule 15B (Municipal Advisor Rule), the policy must clearly state whether or not the cash being pooled/invested includes municipal bond proceeds or not.

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives of investment activities shall be safety, liquidity, and return:

1. *Safety*
Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk
The City of Farmersville will minimize credit risk, which is the risk of loss of all or part of the investment due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying and conducting ongoing due diligence of the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section V
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk
The City of Farmersville will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that security maturities match cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting individual security maturity as well as the average maturity

of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*
The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. *Return*
The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal;
- Selling a security and reinvesting the proceeds that would improve the quality, yield, or target duration in the portfolio may be undertaken;
- Unanticipated liquidity needs of the portfolio require that the security be sold.

IV. Standards of Care

1. *Prudence*
The standard of prudence to be used by investment officials shall be the "uniform prudent investor act" standard and shall be applied in the context of managing an overall portfolio. The Investment Officer acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. *Ethics and Conflicts of Interest*
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business, in accordance with applicable laws (City's Conflict of Interest Policies, California Government Code section 1090, and the California Political Reform Act). They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Farmersville.

3. *Delegation of Authority*
Authority to manage the investment program is granted to the Chief Financial Officer / Treasurer and

derived from City of Farmersville Municipal Code section 2.04 and California Government Code 53601. Responsibility for the operation of the investment program is hereby delegated to the Chief Financial Officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. At a minimum, procedures should include references to the following: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. *Authorized Financial Institutions, Depositories, and Broker/Dealers*
A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness and/or other factors, such as FINRA broker check.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA)certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the [entity's] investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the Chief Financial Officer.

2. If a third party investment advisor is authorized to conduct investment transactions on the City's behalf, the investment advisor may use its own list of approved broker/dealers and financial institutions for investment purposes. The investment advisor's approved list must be made available to City upon request. In selecting financial institutions for the deposit or investment of City funds, the credit rating of these institutions will be considered. These financial institutions shall be authorized to provide investment services in California.

VI. Safekeeping and Custody

1. *Delivery vs. Payment*
All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible custody account prior to the release of funds.

2. Safekeeping
Securities will be held by an independent third-party custodian selected by the city as with all securities held in the City's name (centralized, if possible). The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No.

70, or SAS 70).

3. *Internal Controls*
The Chief Financial Officer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed annually by the investment committee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, mis-representation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

VII. Suitable and Authorized Investments

1. *Investment Types*
Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, California State Law, and other binding documents, the following investments will be permitted by this policy and in the following proportions:

Investment Type	Maximum % or $	Maximum Maturity	Minimum Required Rating
Bank / Time Deposits	None	5 years	N/A
U.S. Treasuries	None	5 years	N/A
U.S. Agencies	None	5 years	N/A
Money Market Funds	20% (10% with one mutual fund)	N/A	N/A
Bankers Acceptances	30% (5% with one bank)	180 days	A1/P1
Commercial Paper	25% (5% with one firm)	270 days	A1/P1
Negotiable CDs	30% (5% with one bank)	5 years	A < 1 year AA < for 1-5 years
CDs non-negotiable CDARS	30% (5% with one bank)	3 years	N/A
Municipal Obligations	5% with on Agency	5 years	A (except City's own bonds)
Medium Term Notes	30%	5 years	A
Supranationals	2%	5 years	AAA
LAIF (State Pool)	Per State Statute	N/A	N/A
Local Government Investment Pools (CSJVRMA, CAMP, CLASS, etc).	None	N/A	N/A

Investment in derivatives of the above instruments shall require authorization by the appropriate governing authority.

It is the intent that investments shall be managed in such a way that any market price losses resulting from interest-rate volatility would be offset by coupon income and current income received from the overall portfolio over market cycles. To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements.

Pursuant to Government Code Section 53601 et seq. the City may only invest in the following security types (See the Glossary section for a detailed description of each of these investment types):

A. U.S. Government Treasury Bills and Notes

B. U.S. Government Sponsored Enterprise Debt (GSE's) (known as Agencies)

C. ***Certificates of Deposit*** (non-negotiable) (CDs) – The City is authorized to use of private CD placement services by local agencies. This investment policy allows for the use of a placement service called the Certificate of Deposit Account Registry Service (CDARS), which acts as the master custodian for the placement of CDs. Through the use of this placement service, local banks that work with CDARS place one investment by the City and divide the deposit into individual CDs not to exceed $250,000, so that each individual CD is fully insured by the FDIC.

D. ***Bankers Acceptances*** (BA) – with an A1/P1 rating as provided for by a nationally recognized statistical-rating organization (NRSRO).

E. Commercial Paper - Prime commercial paper with an A1/P1 rating as provided for by a NRSRO. Purchases must be limited to corporations organized and operating within the United States, and as a practical matter generally only those corporations operating within the State of California, having total assets in excess of $500 million, and having an "A" or higher rating for the issuer's debentures, other than commercial paper (as-provided by Moody's or Standard and Poor's rating services). In addition, purchases may not represent more than ten percent (10%) of the outstanding paper of an issuing corporation.

F. State of California Local Agency Investment Fund (LAIF)

G. Local Government Investment Pools (LGIP) – Pooled investments providing shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California which invests exclusively in investments permitted by Section 53601 of Title 5, Division 2, Chapter 4 of the Government Code of California, as it may be amended. Examples include Central San Joaquin Valley Risk Management Authority Pooled Investment Account (CSJVRMA), California Asset Management Program (CAMP), California CLASS, and other pools provided that they meet the requirements stated above.

H. Domestic money market mutual funds – These must be registered with the Federal Securities and Exchange Commission (SEC), have over $500 million in total assets, be rated in the highest rating category by two nationally recognized rating services and only invest in:

a. U.S. Government or federal agency securities and repurchase agreements,
b. Tax exempt obligations or other investment instruments specifically included in the local investment policy

I. ***Negotiable Certificates of Deposit*** - Must be issued by a nationally or state chartered bank or savings and loan association, or by a state licensed branch of a foreign bank.

J. ***Medium Term Corporate Notes*** - Notes issued by corporations organized and operating within the U.S. or by depository institutions licensed by the United States or any state and operating within the U.S. Must be rated "A" or better by a NRSRO.

a. If a corporate note owned by the City is downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such a corporate note in the portfolio.

b. If a security is downgraded two grades below the level required by the City, the security shall be sold immediately.

c. If a security is downgraded one grade below the level required by this policy and matures within 6 months, the security will be held to maturity. The Chief Financial Officer may determine to sell the security if it is determined that there is a probability of default prior to maturity. If a decision is made to retain the security in the portfolio, its presence in the portfolio will be monitored and reported quarterly to the City Council.

K. ***Municipal Obligations*** – Must be rated "A" or better by a nationally recognized rating agency except for the City's own bonds and bonds issued by the City's former Redevelopment Agency and its Financing Authority, which may have any rating. Municipal Obligations include the following:

i. Registered state warrants or treasury notes or bonds of the State of California and bonds, notes, warrants, or other evidences of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a revenue producing property owned, controlled, or operated by the state or local agency or by a department or agency of the state or local agency.

ii. Registered treasury notes or bonds of any of the 49 U.S. States in addition to the State of California, including bonds payable solely out of the revenues from a revenue producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 U.S. States, in addition to California.

L. ***Supranationals*** - Must be rated "AAA" or better by a nationally recognized rating

a. agency and is U.S. dollar denominated senior unsecured unsubordinated obligations issued by the International Bank for Reconstruction and Development, International Finance Corporation, or the Inter-American Development Bank.

2. *Collateralization*

Where allowed by governing legislation and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit (at least 102% per California Government Code).

3. *Repurchase Agreements*

Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements and California Government Code.

VIII. Investment Diversification & Constraints

1. *Diversification*

It is the policy of the City of Farmersville to diversify its investment portfolios. To eliminate risk of loss resulting from the overconcentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all City of Farmersville funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the investment committee/investment officer for all funds except for the employee retirement fund.

In establishing specific diversification strategies, the following general policies and constraints shall apply: Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

- Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury bills.
- Positions in securities having potential default risk (e.g., commercial paper) shall be limited in size so that in case of default, the portfolio's annual investment income will exceed a loss on a single issuer's securities.
- Risks of market price volatility shall be controlled through maturity diversification and duration management.
- The Chief Financial Officer shall establish strategies and guidelines for the percentage of the total portfolio that may be invested in securities other than repurchase agreements, Treasury bills, or collateralized certificates of deposit. The Chief Financial Officer shall conduct a quarterly review of these guidelines and evaluate the probability of market and default risk in various investment sectors as part of its considerations.

The following diversification limitations shall be imposed on the portfolio:

Any security type or structure not specifically approved by this policy and investment instructions is specifically prohibited. Security types, which are thereby prohibited to be purchased as defined by Government Code Section 53601.6 include, but are not limited to:

a) Complex derivative structures such as range notes, inverse floaters, or any other complex variable rate or structure note.
b) Interest-only strips that are derived from a pool of mortgages (i.e. Collateralized Mortgage Obligations), or any security that could result in zero interest accrual if held to maturity.
c) Mortgage and asset backed securities, and trade in options or future contracts.

2. *Maximum Maturities*

To the extent possible, the City of Farmersville shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with governing legislation. The City shall adopt weighted average maturity limitations consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be segregated into a long-term "core" investment portfolio and invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds as allowed by State law. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

3. Competitive Bids

The Chief Financial Officer shall obtain competitive bids from at least three brokers or financial institutions on all purchases and sales of investment instruments transacted on the secondary market when practicable.

IX. Reporting

1. *Methods*

The Chief Financial Officer shall prepare an investment report monthly, according to California government code section 53607 and 53646(b) relative to the investment holdings and investment activity of the City.

The report shall include a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy.

The report will be provided to the City Manager, City Clerk, and the City Council. The report will include the following:

- Listing of individual securities held at the end of the reporting period including type, acquisition cost, book cost, and market value.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).
- Average weighted return on investments as compared to applicable benchmarks.
- Percentage of the total portfolio which each type of investment represents.
- A statement that the investment portfolio is in compliance with the investment policy and is meeting the investment policy objectives

2. *Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. An appropriate benchmark(s) shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken, and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. *Marking to Market*

The market value of the portfolio shall be calculated monthly and a statement of the market value of the portfolio shall be issued monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, “Accounting and Financial Reporting for Certain Investments”, as of June 30th of each Fiscal Year the City will report all investments in excess of one year at market value. Any change in the value of the investments will be recognized annually, as a part of interest income.

X. Policy Considerations

1. *Amendments*

This policy shall be reviewed on an annual basis. Any changes must be submitted by the investment officer and approved by the investment oversight committee or authoritative body acting in such capacity.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the City Council and reviewed annually.

XII. Glossary

A

Accrued Interest: Coupon interest accumulated on a bond or note since the last interest payment or, for a new issue, from the dated date to the date of delivery.

Agencies: Federal agency securities and/or Government-sponsored enterprises. These include securities of government agencies such as, but not limited to: Federal National Mortgage Association (FNMA); Federal Home Loan Bank (FHLB); Government National Mortgage Association (GNMA); Community Development Corporation (CDC), Small Business Association (SBA), Federal Farm Credit Bank (FFCB) and Federal Home Loan Mortgage Corporation (FHLMC).

Arbitrage: Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets. The 1986 Tax Reform Act made this practice by municipalities illegal solely as a borrowing tactic, except under certain safe- harbor conditions.

Asked: The price at which securities are offered.

Asset Backed Securities: Securities that are supported by pools of assets, such as installment loans or leases, or by pools of revolving lines of credits. Asset-backed securities are structured as trusts in order to perfect a security interest in the underlying assets.

B

Bank Deposits: To deposit collateral in the form of currency that may be in the form of demand accounts (checking) or investments in accounts that have a fixed term and negotiated rate of interest.

Bank Notes: A senior, unsecured, direct obligation of a bank or U.S. branch of a foreign bank.

Bankers' Acceptance (BA): These are bills of exchange or time drafts drawn on, and accepted by, commercial banks in the top 100 of the world, which are eligible for purchase by the Federal Reserve System. Acceptance of the draft obligates the bank to pay the bearer the face amount of the draft at maturity. In addition to the guarantee by the accepting bank, the transaction is secured with a specific commodity. The sale of the underlying goods will generate the funds necessary to liquidate the indebtedness. BAs are usually created to finance the import and export of goods, the shipment of goods within the United States and the storage of readily marketable staple commodities. BAs are sold at a discount from par and the amount and maturity date are fixed.

Basis Point: Refers to the yield on bonds. Each percentage point of yield in bonds equals 100 basis points (1/100% or 0.01%). If a bond yield changes from 7.25% to 7.39% that is an increase of 14 basis points.

Benchmark: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid: The price offered by a buyer of securities. When you are selling securities, you ask for a bid. See Offer.

Bond Proceeds: The money paid to the issuer by the purchaser or underwriter of a new issue of municipal securities. These moneys are used to finance the project or purpose for which the securities were issued and to pay certain costs of issuance as may be provided in the bond contract.

Bonds: A debt obligation of a firm or public entity. A bond represents the agreement to repay the debt in principal and, typically, in interest on the principal.

Book Entry: The system maintained by the Federal Reserve, by which most money market securities are delivered to an investor's custodial bank. The Federal Reserve maintains a computerized record of the ownership of these securities and records any changes in ownership corresponding to payments made over the Federal Reserve wire (delivery versus payment).

Book Value: The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of any premium or discount.

Broker: A broker assists in the buying and selling of investments together for a commission.

C

Call Price: The price at which an issuer may redeem a bond before maturity

Callable Bond: A bond issue in which all or a part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions

CALTRUST: a Joint Powers Authority created by public agencies to provide a convenient method for public agencies to pool their assets for investment purposes. CalTRUST is governed by a Board of Trustees made up of experienced local agency treasurers and investment officers. The Board sets overall policies for the program and oversees the activities of the investment manager and other agents.

CD Placement Service: A private cd placement service that allows local agencies to purchase more than $250,000 in cds from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS (Certificate of Deposit Account Registry System) is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than $250,000 each, so that FDIC coverage is maintained.

Central San Joaquin Valley Risk Management Authority Pooled Investment Account (CSJVRMA): CSJVRMA is a money market portfolio created for the 54 member Public Agencies of the CSJVRMA. Similar to LAIF, this pool provides daily liquidity, money market returns and unlimited number of deposits and withdrawals. CSJVRMA pool may hold a broader range of securities that would not be eligible under the City investment criteria. Since CSJVRMA pool is subject to different statutory investment provisions, any such variances in their holdings are acceptable under this policy

Certificate Of Deposit (CD): A time deposit with a maturity evidenced by a certificate See "Non-Negotiable" and "Negotiable" Certificate of Deposit. Large-denomination CDs are typically negotiable.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Commercial Paper: Unsecured promissory notes issued to finance short term credit needs, with maturities ranging from 2 to 270 days. Unsecured promissory notes are issued to finance short term credit needs. The paper must be of "prime" quality of the highest ranking, or of the highest letter and numerical

rating as provided by Moody's or Standard & Poor's. Eligible paper is further limited to issuing corporations that are organized and operate within the United States, have total assets in excess of $500 million, and have an 'A1-P1' rating for its debt from Moody's or Standard & Poor's.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Corporate Notes And Bonds: Debt instruments, typically unsecured, issued by corporations, with original maturities in most cases greater than one year and less than ten years. Medium term notes (MTN) are unsecured, corporate and depository institution debt obligations. Allowable medium term notes must be issued by corporations organized and operating within the United States (U.S.) or by depository institutions licensed by the U.S. or any state and operating within the U.S. MTNs must be rated “A” or better by Moody’s or Standard and Poor’s.

Coupon: (a) The annual rate of interest that a bond’s issuer promises to pay the bondholder on the bond’s face value and (b) a certificate attached to a bond evidencing interest due on a payment date.

Credit Rating: Various alphabetical and numerical designations used by institutional investors, Wall Street underwriters, and commercial rating companies to give relative indications of bond and note creditworthiness. Standard & Poor’s and Fitch Ratings use the same system, starting with their highest rating, of AAA, AA, A, BBB, BB, B, CCC, CC, C, and D for default. Moody’s Investors Service uses Aaa, Aa, A, Baa, Ba, B, Caa, Ca, C, and D. Each of the services use pluses (+), minuses (-), or numerical modifiers to indicate steps within each category. The top four letter categories are considered investment grade ratings.

Credit Risk: The chance that an issuer will be unable to make scheduled payments of interest and principal on an outstanding obligation. Another concern for investors is that the market’s perception of a corporation’s credit will cause the market value of a security to fall, even if default is not expected.

CUSIP Number: The Committee on Uniform Security Information Procedures (CUSIP) Number refers to a security’s identification number assigned to each publicly traded security by the CUSIP Service Bureau operated by Standard & Poor’s for the American Bankers Association. The CUSIP Number is a nine-character identifier unique to the issuer, the specific issue and the maturity, if applicable (the first six characters identifying the issuer, the next two identifying the security and the last digit provides a check digit to validate the accuracy of the preceding CUSIP number).

Custodian: A bank or other financial institution that keeps custody of stock certificates and other assets.

D

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions; buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

Defeased Bond Issues: Issues that have sufficient money to retire outstanding debt when due so that the agency is released from the contracts and covenants in the bond document.

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for

the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Derivatives: Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or financial contracts based upon amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price after sale is considered sold at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value, *e.g.,* U.S. Treasury Bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns

Duration: A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

E

Effective Duration: A measure of the price sensitivity of fixed-income investments, especially for those with embedded option features such as call options. As yields rise, the effective duration of a callable investment rises to reflect the fact that it has become less likely to be called. The more rates rise, the longer the effective duration will become, approaching the duration to maturity. The converse is true in a declining interest rate environment (that is, the more rates fall, the shorter the effective duration will become, approaching the duration to call). For securities without an embedded option, the duration to call, maturity, and effective duration are all the same.

Extendable Notes: Securities with maturity dates that can be extended by mutual agreement between the issuer and investor. When investing in these types of securities, the maturity date plus the stated extendable option must not exceed the time frames that are allowed in California Government Code or the investment policy for the investment type.

F

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, *e.g.*, banks, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, up to $250,000 per deposit.

Federal Funds Rate: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB): Government sponsored wholesale banks which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac): A United States government sponsored corporation.

Federal National Mortgage Association (FNMA or Fannie Mae): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, is a private stockholder- owned corporation and its purchases include a variety mortgages and second loans, in addition to fixed rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Fiduciary: A person who holds something in trust for another and bears liability for its safekeeping.

First Tier Securities: Securities that have received short-term debt ratings in the highest category from the requisite nationally recognized statistical-rating organizations (NSROS), or are comparable unrated securities, or are issued by money market funds, or government securities. [See sec Rules: Paragraph (a)(12) of rule 2a-7]

G

Government Accounting Standards Board (GASB): A standard-setting body, which prescribes standard accounting practices for governmental units.

Government National Mortgage Association (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

Guaranteed Investment Contracts (GICS): An agreement acknowledging receipt of funds for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest.

H-K

Interest: The amount a borrower pays to a lender for the use of his or her money.

Interest Rate Risk: The potential for a decline in bond prices and the market value of bonds in the portfolio, due to rising market interest rates. In general, bond prices vary inversely with interest rates. The change in a bond's price depends on several factors, including its maturity date. In general, bonds with longer maturities are more sensitive to changes in interest rates than bonds with shorter maturities. Similarly, bond funds with longer average portfolio maturities, such as the CalTRUST Medium-Term and Long-Term Accounts, will be more sensitive to interest rate changes than those with shorter average portfolio

maturities, such as the CalTRUST Short-Term account.

Investment Agreements: Investment agreements are contracts with respect to funds deposited by an investor. Investment agreements are often separated into those offered by banks and those offered by insurance companies. In the former case, they are sometimes referred to as “bank investment contracts.”

L

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Liquidity Risk: The chance that a security, sold prior to maturity, will be sold at a loss of value. For a local agency, the liquidity risk of an individual investment may not be as critical as how the overall liquidity of the portfolio allows the agency to meet its cash needs.

Local Agency Investment Fund (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment. LAIF was created in the California State Treasury by Section 17429 GC. LAIF holds local government funds in trust in a state investment pool in order to provide safety, liquidity and the benefits of the investment pool yield for local government entities invested in LAIF.

M

Market Risk: The price at which a security is trading and could be presumably be purchased or sold.. In general, as interest rates fall, prices of fixed income securities rise. Similarly, as interest rates rise, prices fall. Market risk also is referred to as systematic risk that affects all securities within an asset class similarly.

Market Value: The price at which a security is trading and could presumably be purchased or sold on a specific date.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase and reverse repurchase agreements that establish each party’s rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded. Rule 2a-7 of the Investment Company Act applies to Money Market Funds, which mandates these funds to maintain certain standards, including a 13 month maturity limit and a 90 day average maturity on investments, to maintain a constant net asset value of $1.00.

Mortgage Backed Securities (MBS): Mortgage-backed securities (MBS) are created when a mortgagee or a purchaser of residential real estate mortgages creates a pool of mortgages and markets undivided interests or participations in the pool. MBS owners receive a prorata share of the interest and principal cash flows (net of fees) that are “passed through” from the pool of mortgages. MBS are complex securities whose cash flows are determined by the characteristics of the mortgages that are pooled together. Investors in MBS face prepayment risk associated with the option of the underlying mortgagors

to pre-pay or payoff their mortgage. Most MBS are issued and/or guaranteed by federal agencies and instrumentalities (e.g., Government National Mortgage Association (GNMA), Federal National Mortgage Association (FNMA), and Federal Home Loan Mortgage Corporation (FHLMC)).

Mortgage Pass-Through Obligations: Securities that are created when residential mortgages (or other mortgages) are pooled together and undivided interests or participations in the stream of revenues associated with the mortgages are sold.

Mutual Funds: An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

N

National Association Of Securities Dealers (NASD): A self-regulatory organization (SRO) of brokers and dealers in the over the counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Nationally Recognized Statistical Rating Organizations (NSROs): Credit rating agencies whose ratings are permitted to be used for regulatory purposes such as Securities and Exchange Commission.

Negotiable Certificate Of Deposit (NCD): A large denomination certificate of deposit which can be sold in the open market prior to maturity. Generally, it is a short-term debt instrument that usually pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state- licensed branch of a foreign bank. The majority of negotiable cds mature within six months, while the average maturity is two weeks. Negotiable cds are traded in a secondary market and are payable upon order to the bearer or initial depositor (investor). These instruments are supported only by the strength of the institution issuing them.

Net Asset Value (NAV): A term used in the mutual fund industry to determine the average price per share of a pool or mutual fund. How this measure varies over time provides information on whether the pool is stable or variable. NAV is the market value of all securities in a mutual fund, less the value of the fund's liabilities, divided by the number of shares in the fund outstanding. Shares of mutual funds are purchased at the fund's offered NAV.

Net Present Value: An amount that equates future cash flows with their value in the present terms.

Non-Negotiable Certificates Of Deposit: Funds deposited in nationally or state chartered bank or state or federal association for a specified period of time at a specified rate of interest. The first $250,000 is guaranteed by the Federal Deposit Insurance Corporation (FDIC) for banks, the Federal Savings and Loan Insurance Corporation (FSLIC) for savings and loan associations and the National Credit Union Share Insurance Fund (NCUSIF) for credit unions. CDs with a face value in excess of $250,000 must be collateralized at 110% of market value with pledged securities of the bank.

Note: A written promise to pay a specified amount to a certain entity on demand or on a specified date. Usually bearing a short-term maturity of a year or less (though longer maturities are issued—see "Medium-Term Note").

O

Offer: The price asked by a seller of securities. When you are buying securities, you ask for an offer. See Asked and Bid.

Open Market Operations: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Options: A contract that gives the buyer the right to buy or sell an obligation at a specified price for a specified time. Exchange Traded Options are standardized option contracts that are actively traded on the Chicago Board of Exchange on a daily basis, whereas over the counter options are traded directly between the buyer and seller at agreed upon prices and conditions (the former type of option is therefore more liquid than the latter).

P-Q

Par Amount Or Par Value: The principal amount of a note or bond which must be paid at maturity. Par, also referred to as the "face amount" of a security, is the principal value stated on the face of the security. A par bond is one sold at a price of 100 percent of its principal amount.

Portfolio: Collection of securities held by an investor.

Premium: The amount by which the price paid for a security exceeds the security's par value. Investors pay a premium to purchase a security when the return to the investor (yield) is lower than the stated coupon (interest rate) on the investment.

Price: Price is the amount of monetary consideration required by a willing seller and a willing buyer to sell an investment on a particular date.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include the Securities and Exchange Commission (SEC), registered securities broker-dealers and banks.

Principal: The face value or par value of a debt instrument, or the amount of capital invested in a given security.

Prospectus: A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements (also known as an "official statement").

Prudent Person Rule: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state, the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking an income and preservation of capital.

Qualified Public Depositories: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

R

Rate Of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity, on a bond it is the current income return.

Reverse Repurchase Agreements: An agreement of one party (for example, a financial institution) to purchase securities at a specified price from a second party (such as a public agency) and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Repurchase Agreement (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. One exception is when the Federal Reserve is said to be doing RP, it is lending money that is increasing bank reserves.

Risk: The uncertainty of maintaining the principal or interest associated with an investment due to a variety of factors.

Rule G-37 Of The Municipal Securities Rulemaking Board: Federal regulations to sever any connection between the making of political contributions and the awarding of municipal securities.

S

Safekeeping: A service to customers rendered by banks for a fee, whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Safety: In the context of investing public funds, safety relates to preserving the principal of an investment in an investment portfolio; local agencies address the concerns of safety by controlling exposure to risks.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC Rule 15C3-1: See Uniform Net Capital Rule.

Settlement Date: The date when a trade is cleared by delivery of securities against funds

Structured Notes: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, FHLB, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, and derivative based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

Swap: A swap is any financial transaction that involves the simultaneous purchase of a security and the sale of another for the purpose of enhancing an investor's portfolio. Swap transactions of interest to California public investors include portfolio swaps and interest rate swaps.

T

Tax And Revenue Anticipation Notes (TRANS): Notes issued in anticipation of receiving tax proceeds or other revenues at a future date.

Time Deposits: Issued by depository institutions against funds deposited for a specified length of time. Time deposits include instruments such as deposit notes. They are distinct from certificates of deposit (CDs) in that interest payments on time deposits are calculated in a manner similar to that of corporate bonds, whereas interest payments on CDs are calculated similar to that of money market instruments.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months to one year.

Treasury Bonds: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

Treasury Notes: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

Trustee: A financial institution with powers to act in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

U

Underwriter: A dealer that purchases a new issue of municipal securities for resale.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted to cash.

U.S. Treasury Obligations: These are debt obligations of the U.S. Government sold by the Treasury Department in the forms of bills, notes, and bonds, for which the full faith and credit of the United States are pledged for the payment of principal and interest. Bills are short-term obligations that mature in one year or less and are sold at a discount. Notes are obligations that mature between one year and ten years. Bonds are long-term obligations that generally mature in ten years or more**.**

W-Z

Weighted Average Maturity (WAM): The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years

Yield (Yield to Maturity, Yield to Call or Yield to Worst): The rate of annual income return on an investment, expressed as a percentage. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Yield Curve: A graphical representation of the yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

Zero Coupon Security: A security that is issued at a discount and makes no periodic interest payments. The rate of return consists of an accretion of the principal and is payable at par upon maturity.

RESOLUTION 2023-010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE ADOPTING THE STATEMENT OF INVESTMENT POLICY

WHEREAS, the City Council of the City of Farmersville reviewed and adopted the City of Farmersville's Investment Policy; and

WHEREAS, the revised policy and report has been presented to the Council requesting adoption of the updated Statement of Investment Policy; and

WHEREAS, the authority governing investments for California local agencies is set forth in the California Government Code, Sections 53601 et. Seq.; and

WHEREAS, the Statement of Investment Policy describes the investment of City funds in compliance with the Municipal Code and State law; and

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

1. The Statement of Investment Policy attached hereto as "Exhibit A" has been reviewed in a public meeting and is hereby adopted.

2. Pursuant to Government Code Sections 53601 et. Seq., the City of Farmersville City Council hereby authorizes and directs the City Treasurer / Chief Financial Officer (Director of Finance and Administration) to invest funds not required for the immediate necessities of the City in accordance with the attached Investment Policy and to do all things necessary to implement said Investment Policy.

PASSED, ADOPTED AND APPROVED this 27th day of February, 2023 by the following vote:

AYES: Hernandez, Valdovinos, Gomez, Hinojosa.

NOES: Ø

ABSTAIN: Ø

ABSENT: Bayer

TINA HERNANDEZ
MAYOR of the City of Farmersville

ATTEST:

ROCHELLE GIOVANI – CITY CLERK

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Minimum Fund Balance and Budgetary Uncertainty Fund Policy

City of Farmersville: Financial Policies

Minimum Fund Balance and Budgetary Uncertainty Fund Policy

The City will avoid the appropriation of fund balance for recurring operating expenditures (deficit spending). If at any time the utilization of a fund balance to pay for operating expenditures is necessary to maintain the quality or level of current services, and explanation of the circumstances of the utilization of fund balance and the strategy to arrest the future use of fund balance will be included in the annual budget message.

Therefore, the City will strive to maintain a General Fund Operating Cash Balance of unassigned cash balance equal to approximately 25% of the three-year moving average of the General Fund actual revenue received. This minimum fund balance is necessary to ensure the ongoing ability of the City to maintain the City's needed credit ratings, meet unanticipated revenue shortfalls, short-term economic downturns, local disaster expenses, and shall remain exclusive of all other reserve funds. If the balance drops below the target amount the City will strive to replenish the fund as soon as possible.

The City shall also establish a General Fund Budgetary Uncertainty Fund to provide for contingency funding during extreme situations that threaten the ongoing operational abilities of the City. In order for the City to access and use this fund a Fiscal Emergency must be declared by the City Council. The City Council may then use the balance of the fund at its discretion to:

- Provide resources to make up for temporary decreased revenues, such as State subventions.
- Provide temporary resources in the event of an economic downturn while expenditure reductions are also implemented.
- Provide resources to meet emergency expenditures in the case of flood, fire, earthquake, landslides, or other disaster(s).

The target for the Budgetary Uncertainty Fund shall be approximately 15% of a three-year moving average of actual General Fund revenues received (average two months of revenue). The initial funding of this fund shall be approximately 5% of the three-year moving average of actual General Fund revenues received.

Once some or all of the fund is used, the amount must be repaid to the fund as soon as possible within five years to the level set forth by this policy.

Unassigned cash balances in excess of the General Fund Operating Cash Balance and any potential annual adjustments to the Budgetary Uncertainty Fund will be appropriately budgeted through the Capital Budget of the City of Farmersville on an annual basis.

The balances and required levels of these funds will be examined annually and reported to City Council. At that time any adjustments needed will be made and the policy will be evaluated and adjusted appropriately as well.

BEFORE THE CITY COUNCIL OF THE CITY OF FARMERSVILLE

IN THE MATTER OF:
RESOLUTION CITY COUNCIL OF THE CITY OF FARMERSVILLE ADOPTING THE MINIMUM FUND BALANCE AND BUDGETARY UNCERTAINTY FUND AND AUTHORIZING CERTAIN ACTIONS IN CONNECTION THEREWITH

RESOLUTION 2018-011

WHEREAS, the City of Farmersville is a municipal corporation that is organized and existing pursuant to the laws of the State of California (the "City") and at certain times adopts policies to give guidance to compliance with the law, conformity to best practices, and prudent management; and

WHEREAS, the City has determined that it would be in the best interests of the City and citizens of the community to adopt a fiscal policy for a minimum fund balance in the General Fund to ensure several important goals, including but not limited to, ensure the ongoing ability of the City to maintain the City's needed credit ratings, meet unanticipated revenue shortfalls, short-term economic downturns, local disaster expenses; and

WHEREAS, the City has determined that it would be in the best interests of the City and citizens of the community to also adopt a fiscal policy for the establishment of a budgetary uncertainty fund for the General Fund to provide for contingency funding during extreme situations that threaten the ongoing operational abilities of the City

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville

1. Approves and adopts the Fiscal Policy of Minimum Fund Balance and Budgetary Uncertainty Fund to be enacted immediately.

2. Therefore, the establishment of the Minimum Fund Balance of 25% of the 3-year moving average of actual revenues received by the General Fund will be effective immediately.

3. Therefore, the creation of the Budgetary Uncertainty Fund will also be created and funded in part with continued funding in future years to ultimately meet the goal of 15% of the 3-year moving average of actual revenues received by the General Fund.

UPON MOTION OF COUNCIL MEMBER BENAVIDES, SECONDED BY COUNCIL MEMBER GOMEZ, THE FORGOING WAS PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL AT AN OFFICIAL MEETING HELD ON APRIL 9, 2018, BY THE FOLLOWING VOTE:

AYES: 5
NOES:
ABSTAIN:
ABSENT:

BY: _____
PAUL BOYER, MAYOR

ATTEST: _____
ROCHELLE GIOVANI, City Clerk

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Procurement Policy

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 and Resolution	
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

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 24th day of February, 2020 by the following vote:

AYES: Gomez, Vasquez, Boyer, Hernandez

NOES: _____

ABSTAIN: _____

ABSENT: Macareno

GREGORIO GOMEZ
MAYOR of the City of Farmersville

ATTEST:

ROCHELLE GIOVANI – CITY CLERK

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

Chapter 2 – Overview of County Policies Affecting Procurement

Topic	Page
Bidding Policies	**8**
Exceptions to Bidding	**18**
Unauthorized Purchases	**21**
Written Contracts	**21**
Insurance Requirements	**21**
Prevailing Wages	**22**
Surety and Performance Bonds	**22**
Settlements and Other Agreements	**23**
Outside Legal Services	**23**

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 City Council.

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.

Local Preference

Purchasing goods and services from local vendors is desired because it stimulates the Farmersville economy and recognizes that local vendors are valued members of our community. City staff, exercising good judgement by considering factors such as quality, previous performance, availability, and potential tax revenues to the City will, when practicable, give preference to purchasing locally. All other portions of this policy relative to normal competitive bidding will apply.

A local advantage cannot be considered for Federal funded contracts. For more information see Uniform Guidance 2 CFR Ch. II §200.319 (7)(b).

A local advantage cannot be considered for State funded contracts due to increasingly strict State requirements mirroring Federal standards (e.g. CalTrans funded programs).

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 fifty thousand dollars ($50,000) shall be approved by the City Council.
- Contracts for such services, which do not exceed fifty thousand dollars

($50,000), 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

Topic	Page
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

Topic	Page
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

Topic	Page
Contact with Vendors	**31**
Making Commitments to Purchase	**31**
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

Topic	Page
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

Table of Contents

Exhibit 1: Risk Matrix Definitions 1

Exhibit 2: Risk Matrix 2

Category 1 “Low Risk” 3

Category 2 “Intermediate Risk” 4

Category 3 “High Risk” 6

Exhibit 3: Ancillary Coverage Requirements 9

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	• Vending machine providers • Facilities use • Special events • Some professional service providers • General contracts
2	Intermediate	• Construction contracts • Some professional service providers • Technology consultants • Facilities use • Special events
3	High	• Major construction contracts • Garbage haulers • Some professional service providers
Other	Undefined	• 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. <u>Category 2 "Intermediate Risk"</u>

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. <u>Category 3 "High Risk"</u>

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

PURCHASE ORDER

DATE:	
P.O. #	

909 WEST VISALIA ROAD
FARMERSVILLE, CA 93223
Phone: 559-747-0458

VENDOR

SHIP TO

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	SHIPPING TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
			SUBTOTAL	
			TAX	
			S & H	
			OTHER	
			TOTAL	

Other Comments or Special Instructions

Authorized by Date

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

Table of Contents

CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT 5

CHAPTER 2 THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT 35

CHAPTER 3 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING POLICIES AND PROCEDURES 42

CHAPTER 4 IDENTIFICATION, REPORTING, AND COMPUTATION OF PERSONNEL COSTS 52

CHAPTER 5 IDENTIFICATION, REPORTING, AND COSTING OF MATERIALS, SUPPLIES, AND SUBCONTRACTS 60

CHAPTER 6 IDENTIFICATION, REPORTING, AND COSTING EQUIPMENT 64

CHAPTER 7 IDENTIFICATION, RATE DEVELOPMENT, AND ALLOCATION OF OVERHEAD 70

APPENDIX A COST PRINCIPLES FOR STATE, LOCAL, AND INDIAN TRIBAL GOVERNMENTS 74

APPENDIX B OVERHEAD DETERMINATION AND ALLOCATION PERCENTAGE OF DIRECT LABOR COSTS METHOD 78

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

Table of Contents

Instructions for Adoption and Implementation of the Uniform Construction Cost Accounting Procedures.....7

1.01 Instructions for Adoption and Implementation of the Uniform Public Construction Cost Accounting Act (ACT) by Local Agencies.....7

1.02 Sample Election Resolution – Model.....8

1.03 Sample Informal Bidding Ordinance 9

Procedure for Establishment and Maintenance of List of Registered Contractors.....10

1.04 Procedure for Establishment and Maintenance of List of Registered Contractors Per Section 22034 of the Public Contract Code 10

1.05 County-by-County List of Construction Trade Journals..... 11

1.06 Sample Information for Mailed Notice 13

1.07 List of Construction Trade Journals..... 13

Accounting Procedures Review Process.....20

1.08 Accounting Procedures Review..... 19

Uniform Public Construction Cost Accounting Act.....23

1.09 California Public Contract Code..... 23

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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.

SAMPLE

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:

SAMPLE

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, 6th 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
6	Valley Contractors Exchange, Inc. 951 East Eighth Street Chico, CA 95928 Phone: 530-343-1981 Email: info@vceonline.com Website: www.vceonline.com	Butte, Colusa, Glenn, Plumas, Sutter, and Yuba
7	North Coast Builders Exchange 1030 Apollo Way Santa Rosa, CA 95407 Phone: 707-542-9502 Fax: 707-542-2027 Website: www.ncbeonline.com	Lake, Marin, Mendocino, Napa, and Sonoma
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	Alameda, Contra Costa, Lake, Los Angeles, Marin, Mendocino, Napa, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Solano, Sonoma, and Yolo
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	Napa and Solano
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	El Dorado, Nevada, Placer, Sacramento, Solano, Sutter, Yolo, and Yuba
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	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,

	ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
		Shasta, Sierra, Siskiyou, Stanislaus, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba
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	Butte, El Dorado, Glenn, Lassen, Nevada, Placer, Plumas, Sacramento, Sierra, Sutter, Tehama, and Yuba
13	El Dorado Builders' Exchange 3430 Robin Lane, Suite 7 Shingle Springs, CA 95682 Phone: 530-672-2955	Amador, El Dorado, Nevada, Placer, Sacramento, and Yolo
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	Alameda, San Francisco, San Mateo, and Santa Clara
15	Bay Area Builders Exchange 3055 Alvarado Street San Leandro, CA 94577 Phone: 510-483-8880 Email: info@bayareabx.com Website: www.bayareabx.com	Alameda, Contra Costa, San Francisco, San Mateo, and Santa Clara
16	Bay Area Builders Exchange 2440 Stanwell Drive, Suite B Concord, CA 94520 Phone: 925-685-8630 Website: www.bayareabx.com	Alameda, Contra Costa, El Dorado, Lake, Mendocino, Napa, Placer, Sacramento, San Francisco, Santa Clara, Solano, and Sonoma
17	Peninsula Builders Exchange 735 Industrial Road San Carlos, CA 94070 Phone: 650-591-4486 Website: www.safetystar.org/safetystar	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.bxmm.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 9th Avenue, 2nd 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	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. 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. c) "Public project" means any of the following: 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. d) "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following: 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
	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. 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.
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	There is hereby created the California Uniform Construction Cost Accounting Commission. The commission is comprised of 14 members. a) Thirteen of the members shall be appointed by the State 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.

Code	Statute
	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. *(Amended by Stats. 2015, Ch. 269, Sec. 24. Effective January 1, 2016.)*
22011 Appointment Recommendations	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.
22012 Members; Accounting Experience	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.
22013 Chairperson; Term	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.
22014 Members; Term; Vacancies	a) The members of the commission shall hold office for terms of three years, and until their successors are appointed. b) Members may be reappointed, by the Controller, for subsequent terms of three years. c) The Controller may appoint a successor for any commissioner after his or her three-year term expires. d) The Controller shall, within 120 days, appoint a replacement to fill any vacancy on the commission. *(Amended by Stats. 2015, Ch. 269, Sec. 25. Effective January 1, 2016.)*
22015 Staff; Members' Compensation; Grants	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 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. 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. *(Amended by Stats. 2015, Ch. 269, Sec. 26. Effective January 1, 2016.)*
22016 Meetings	The commission shall meet not less than once each year, at a time and place chosen by its membership.

Code	Statute
22017 The Commission's Four Principle Duties	The commission shall do all of the following: 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: 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. *(Amended by Stats. 2015, Ch. 269, Sec. 27. Effective January 1, 2016.)*
22018 Recommended Procedure; Controller's Review	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.
22019 Adoption; Promulgation of Uniform Procedure	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.

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	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. 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. *(Amended by Stats. 2015, Ch. 269, Sec 28. Effective January 1, 2016)*
22031 Alternative Procedures	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. 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: 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. 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).

Code	Statute
	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). 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. f) The requirements set forth in Section 22038 shall apply to any county subject to this section. 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. *(Amended by Stats. 2014, Ch. 345, Sec. 3. Effective January 1, 2015.)*
22032 Contracting Procedures; Dollar Amount Limitations	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. 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. 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. *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.*
22033 Separation of Work orders of Projects; Evasion of Provision of Article	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.
22034 Informal Bidding Ordinance	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: a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.

Code	Statute
	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.)*
22035 Emergencies	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. 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).
22035.5 Overcrowded Justice Facilities; Court Ordered Relief; Application of Section 22034	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.
22036 Determination of Construction Trade Journals to Receive Notice of Informal and Formal	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.

Code	Statute
Construction Contracts	*(Amended by Stats. 2015, Ch. 269, Sec. 30. Effective January 1, 2016.)*
22037 Notice Inviting Formal Bids; Information; Publication	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.
22038 Rejection of Bids; Failure to Receive Bids; Options	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: 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. 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. 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. *(Amended by Stats. 2003, Ch. 296, Sec. 29. Effective January 1, 2004.)*

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. *(Amended by Stats. 2015, Ch. 269, Sec. 31. Effective January 1, 2016.)*
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. *(Added by Stats. 2015, Ch. 269, Sec. 32. Effective January 1, 2016.)*
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
	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. 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. *(Amended by Stats. 2015, Ch. 269, Sec. 33. Effective January 1, 2016.)*
22044 Written Findings; Failure to Comply with Chapter; Action	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: 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. 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. 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. 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' best efforts to comply. *(Amended by Stats. 2015, Ch. 269, Sec. 34. Effective January 1, 2016.)*
22044.5 Compliance; Removal from Act	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. *(Amended by Stats. 2015, Ch. 269, Sec. 34. Effective January 1, 2016.)*
22045 Implementation of Procedures	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.

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	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. 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. 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). 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). 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. 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. 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

Code	Statute
	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

Table of Contents

The Uniform Public Construction Cost Accounting Act....38

2.01 The Uniform Public Construction Cost Accounting Act.... 38

2.02 Public Agency 38

2.03 Public Project.... 38

2.04 Exemptions.... 38

2.05 Bid Limitations.... 39

2.06 Award of Bid 39

California Uniform Construction Cost Accounting Commission....40

2.07 California Uniform Construction Cost Accounting Commission 40

2.08 Implementation.... 40

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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, Statues 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

Table of Contents

Uniform Public Construction Cost Accounting Policies and Procedures 44

3.01 CUCCAC Philosophy 44

3.02 Applicable Projects 44

3.03 Definitions 45

3.04 Public Agency Organization Structure 46

3.05 Classification of Costs 46

3.06 Direct Costs 47

3.07 Indirect Costs 49

3.08 Overhead Costs 49

3.09 Project Identification 50

3.10 Project Tracking 50

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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.html

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

Table of Contents

Identification, Reporting, and Computation of Personnel Costs 54

Tracking Personnel Time 54

4.01 Timekeeping System 54

4.02 Examples of Timekeeping Systems 54

4.03 Application of Timekeeping Systems 55

4.04 Recording Time to Public Projects 56

Computing Personnel Costs 56

4.05 Productive Hourly Rate 56

4.06 Unit Overhead Rate 58

4.07 Government-Wide Overhead Rate 58

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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

Table of Contents

Identification, Reporting, and Costing of Materials, Supplies, and Subcontracts 62

Materials and Supplies 62

5.01 Tracking Materials and Supplies 62

5.02 Costing Materials and Supplies 62

5.03 Handling/Carrying Cost 63

5.04 Subcontracts 63

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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

Table of Contents

Identification, Reporting, and Costing Equipment....66

6.01 Equipment Tracking Systems 66

6.02 Equipment Tracking of Agency Owned/Operated Equipment.... 66

Equipment Usage Rates 67

6.03 Internal Rates (Equipment Owned by Public Agency) 67

6.04 Equipment Rate Books (Equipment Owned by Public Agency) 68

6.05 Rental or Lease Rates 69

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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

Table of Contents

Identification, Rate Development, and Allocation of Overhead.....72

7.01 Commission Adopted Simplified Overhead Rate 72

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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

Table of Contents

Cost Principles for State, Local, and Indian Tribal Governments.....76

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APPENDIX A Cost Principles for State, Local, and Indian Tribal Governments

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

Table of Contents

Identification, Rate Development, and Allocation of Overhead 80

B.01 Identification, Rate Development, and Allocation of Overhead 80

B.02 Unit Overhead 81

B.03 Government-Wide Overhead 82

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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)

Amount	*Conditions*	*Authorized Buyer*	*Notes*
$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: informal written quotes	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

Amount	*Conditions*	*Authorized Buyer*	*Notes*
$1 - $50,000	Written approval from City Attorney	Purchasing Agent	PA signs contract
Over $50,000		City Council	Mayor signs contract

Settlements & Other Agreements

Amount	*Conditions*	*Authorized Buyer*	*Notes*
$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)

Amount	*Conditions*	*Authorized Buyer*	*Notes*
$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: informal written quotes	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)

Amount	*Conditions*	*Authorized Buyer*	*Notes*
$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: informal written quotes	Department Head with Purchasing Agent Approval	Three bids preferred
$60,001 - $200,000	Competitive bidding required: **informal bids comply with CUPCCAP**	City Council	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

Amount	*Conditions*	*Authorized Buyer*	*Notes*
$1 - $10,000 (Micro Purchases)	Administrative Process	Department Head	
$10,001 - $250,000 (Small Purchases)	Competitive bidding required: informal written quotes	Purchasing Agent	More than one bid required
Over $250,000	Competitive bidding required: Formal process 1. Sealed Bids (if feasible) 2. Competitive Proposals (if feasible) 3. 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 NDAAs 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.

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[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,

Sandeep Singh

Sandeep Singh
Manager, Local Government Policy

Local Government Programs and Services Division
MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250
3301 C Street, Suite 700, Sacramento, CA 95816

Glossary



Accounting Standards – Generally accepted accounting principles (see GAAP) published by the Governmental Accounting Standards Board (GASB) that guide local and state agencies' recording and reporting of financial information. The standards establish such guidelines as when transactions are recognized and annual financial report content.

Accounting System - The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

Accrual Accounting Method - An accounting method that recognizes economic events regardless of when cash transactions occur.

Ad Valorem Tax – A tax assessed based on the dollar value of an item or activity. Typical examples are property and sales taxes. Ad valorem taxes contrast with per-unit taxes, such as alcoholic beverage and cigarette taxes, which are assessed at a fixed dollar per unit purchased.

Adopted Budget - The budget document formally approved by the City Council.

Adverse Opinion – A finding issued by an independent auditor as part of the annual single audit requirement. This opinion finds that the auditee is not in compliance with all material aspects.

Allocated Costs – A method for allocating overhead time and other expenses to activities that provide direct services.

Allotments - Management allocation of appropriated funds subject to legal constraints.

Appropriation – A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. An appropriation is usually for a fixed amount and time limited and must be expended before the deadline.

Appropriation Spending Limitation (Gann Limit) – Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. The amounts of appropriations subject to the limit are budgeted proceeds of taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriate limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

Arbitrage – A technique used to take advantage or price differences in separate markets. This is accomplished by either selling debt instruments at a low interest rate and investing the proceeds at a higher rate, or by purchasing securities, negotiable instruments or currencies in one market for immediate sale in another market at a better price.

Assessed Valuation - A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

Assessment District – Not a separate governmental entity, but rather a defined area of land which will be benefited by the acquisition, construction or maintenance of a public improvement.

Authorized Positions - Positions approved by the City Council which may or may not have funding (see Budgeted Positions).

Asset Forfeiture Fund - This fund accounts for the proceeds from sale of assets seized primarily from illegal narcotics activities. Asset Forfeiture funds are used for law enforcement purposes.

Audit - an official inspection of an individual's or organization's accounts, typically by an independent body.

Balanced Budget - (particularly that of a government) is a budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists (the accounts "balance"). More generally, it is a budget that has no budget deficit, but could possibly have a budget surplus.

Base Budget – Those resources are necessary to meet an established and existing service level.

Basis of Budgeting - Basis of budgeting refers to the method used for recognizing revenues and expenditures in budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles.

Beginning Fund Balance – The available fund balance in a fund from the end of the prior year for use in the following year.

Benefit Assessment – Charges levied on parcels to pay for public improvements or services provided within a pre-determined district or area according to the benefit the parcel receives from the improvement or services.

Benefit Assessment Act of 1982 – The 1982 Act lets cities, counties and special districts finance a variety of improvements. The Act requires majority voter approval if the proposed assessment area has 12 or more registered voters. If less than 12, the owners of at least 60% of the land in the assessment area must give written consent to the assessment.

Bond - A City may raise capital funds by issuing a written promise to pay a specified sum of money, called the face value or principal amount; at a specified date or dates in the future, together with the periodic interest at a specified rate.

Bond Interest and Redemption - Payment of interest and principal on an obligation resulting from the issuance of bonds.

Budget - A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period, usually one year. A plan or action expressed in figures.

Budget Amendment – A request for an increase or decrease in an existing service level (over and above the base budget).

Budget Calendar - The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

Budget Document - The official written statement prepared by the budget office and supporting staff.

Budget Message - A general written description summarizing the proposed budget. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

Budget Modification – A change of expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget modifications are reflected in the current year's budget and are approved by the City Council and/or City Manager as authorized by the Annual Budget Adoption Resolution.

Budgeted Positions - The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position.

Business Improvement District - A public-private partnership in which businesses in a defined area pay special taxes, fees and/or assessments to fund public facility improvements and programs in the area.

Business License Tax - A type of excise tax imposed on businesses for the privilege of conducting business within the city. The tax is most commonly based on gross receipts or levied at a flat rate.

California State Board of Equalization (BOE) – California state agency responsible for the collection and administration of the state's sales and use, alcohol, tobacco, and other taxes. In addition, the BOE determines the assessed value of certain properties and oversees property tax assessment practices of county assessors.

California State Controller – The Controller is the Chief Fiscal Officer of the state and is elected every four years. The Controller is responsible to: account and disburse all state funds; determine the legality and accuracy of claims against the state; pay the state's bills; audit and process all personnel and state payroll transactions; audit various state and local government programs; administer the Unclaimed Property Law; and inform the public of financial transactions of city, county and district governments.

Capital Improvement Plan - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from long-term work program. Included are expenditures made for land, building, permanent public works projects, major reconstruction or renovation of structures, and major landscaping or park improvements.

Capital Outlay - Expenditures for the acquisition of capital assets.

Carry-Over Balance - Balance of funds brought forward from prior years.

Cash Basis Accounting - An accounting method that recognizes revenues and expenses at the time physical cash is actually received or paid out.

Central San Joaquin Valley Risk Management Authority (CSJVMRA) – The Central San Joaquin Valley Risk Management Authority is a joint powers authority of 54 cities, providing quality, cost-effective risk financing and risk control services. The City of Reedley is a member and participates in the self-funded programs for general liability, employment practices liability, property damage, and workers' compensation coverage.

Certificates of Participation (C.O.P.) – Debt instrument, commonly called C.O.P., that provides long-term financing through a lease (with an option to purchase) or through an installment agreement.

Charter City – Charter cities have authority over "municipal affairs," trumping state law governing the same topic. In contrast, general law city is a city that has not adopted a charter and is therefore bound by the state's general laws, even with respect to municipal affairs. The City of Farmersville is a general law city.

Congestion Mitigation and Air Quality Improvement Program (CMAQ) - Jointly administered by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the CMAQ program was reauthorized under the Transportation Equity Act for the 21st Century (TEA-21) in 1998. The CMAQ program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

Community Development Block Grant (CDBG) - The Community Development Block Grant is a federal program for the development of housing and community projects within a pre-approved functional area. Funds are awarded to agencies on an annual basis to carry out these activities

Comprehensive Annual Financial Report (CAFR) - A set of government financial statements comprising the financial report of a state, municipal or other governmental entity that complies with the accounting requirements promulgated by the Governmental Accounting Standards Board (GASB).

Contingency - Funds appropriated by the City Council for unforeseen needs.

Consultants - Fees paid to outside individuals who provide advice or services.

Citizens Option for Public Safety (COPS) – A state subvention for local law enforcement initiated in 1996.

Community Facilities District (CFD) – See Mello-Roos Community Facilities District.

Construction / Development Tax – Excise tax imposed on the privilege or activity of development and/or the availability or use of municipal services.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

County Assessor – An elected official whose main duty is to set values on real property for the purpose of taxation within the county. The Assessor is responsible for the creation and maintenance of assessor parcels from final

subdivisions, parcel maps, lot line adjustments, record of survey, deeds and miscellaneous documents.

County Auditor-Controller – The chief accounting officer of the county established to provide various accounting and property tax administration services to the county and other local governments within the county. The Auditor Controller is responsible for budget control, disbursements and receipts, financial reporting, and for audits of certain agencies within the county. Auditor-Controllers are nonpartisan elected officials serving four-year terms, except in four counties with appointed officers: San Francisco, Santa Clara, Los Angeles, and San Diego.

County Treasurer-Tax Collector – Administers the billing, collection, and reporting of property tax revenues and conducts Tax Defaulted Property Sales for real property tax delinquencies remaining after five years. Treasurer-Tax Collectors are nonpartisan elected officials serving four-year terms except in three counties with appointed officers: Los Angeles, Sacramento, and Santa Clara.

Countywide/Statewide Pools – A system used to allocate local sales and use tax payments that cannot be identified with a specific place of sale or use in California. Local tax reported to the pools is distributed to the local jurisdictions in proportion to taxable sales.

Current Refunding – When restructuring or retiring outstanding bonds, if bonds are paid off within 90 days of depositing either cash on hand or refunding bond proceeds, the refunding is a “current refunding”.

Debt Financing – Issuance of bonds and other debt instruments to finance municipal improvements and services.

Debt Instrument – Written pledge to repay debt such as bills, notes and bonds.

Debt Service – Payment of principal and interest on long-term indebtedness such as bond maturities, loans and revenue anticipation notes.

Defeasance - A provision that voids a bond or loan when the borrower sets aside cash or bonds sufficient to service the borrower's debt.

Deficit - The amount by which government spending exceeds government revenues. (Also see: structural deficit)

Department - An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

Department Activity - A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the City is responsible.

Description - Contains a list of the typical activities of programs.

Development Impact Fees (DIF) – Fees placed on the development of land or conditions required for the approval of a development project such as the dedication of certain lands to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

Discretionary Revenue - Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to Special Funds.

Disclaimer of Opinion – A finding issued by an independent auditor as part of the annual single audit requirement. This means that the scope of the auditor’s work is insufficient to express any opinion on the auditee’s compliance.

D.I.V.C.A. – The Digital Infrastructure and Video Competition Act of 2006 effectively replaced locally issued franchise agreements for video service with a system of state-issued franchises subject to certain limited locally imposed conditions and requiring franchise fees to be paid to local agencies where services are provided.

Division - A functional grouping of related activities within a department. There are usually several activities within a division.

Earmarked Funds – Funds that have been tagged or “earmarked” for a specific purpose.

Employee (Fringe) Benefits - The cost to the City for contribution to employee retirement, social security, health and

workers' compensation programs.

Encumbrance - Funds not yet expended but which are delegated or set aside in anticipation of an expenditure in the form of a purchase order, contract, or other commitment, chargeable to an appropriation. These funds cease to be an encumbrance when paid.

Enterprise Fund - Established to finance and account for the operation and maintenance of facilities and services which are predominately self-supporting by user charges.

ERAF: Educational Revenue Augmentation Fund – Accounts established by the state Legislature to receive shifts of property tax revenues from cities, counties, special districts and redevelopment agencies. The additional ERAF property tax revenues to schools enable the state general fund to reduce support from the state general fund.

Excise Tax – Tax placed on a person for a voluntary act, making the tax avoidable. Includes sales and use tax, business license tax, transient occupancy tax, utility users' tax, etc. Phrase "excise tax" is most commonly used to refer to a parcel tax.

Exemption – The exclusion from the tax base of certain types of transactions or objects. For example, federally owned land is exempted from property tax.

Expenditure – The actual payment for goods and services. A decrease in payee resources.

Fair Market Value - The value of a piece of real estate in the open market. Used to determine the assessed value of property for taxing purposes.

Fee – A charge to the consumer for the cost of providing a particular service. California government fees may not exceed the estimated reasonable cost of providing the service of facility for which the fee is charged, plus overhead.

Fiduciary Fund - Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs. Resources held in trust for the benefit of the agency's own programs.

Fines, Forfeitures and Penalties – Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

Fiscal Year – The period designated by the City for the beginning and ending of financial transactions. The City of Reedley's fiscal years begin on July 1 and end on June 30 of the following year.

Fiscal Year End (FYE) – This term means as of June 30th (end of the fiscal year).

Fiscal Year to Date (FYTD) – This term means as of a specific period, year-to-date, regarding the fiscal year ending June 30th.

Fixed Asset – A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of $10,000.

Franchises – Fee paid to a municipality from a franchisee for "rental" or "toll" for the use of city streets and rights-of-way.

Fringe Benefits - Benefits to City employees, in addition to salaries, paid by the City. These benefits include social security, pensions, workers' compensation, unemployment compensation, life and health insurance.

Full Time Equivalency (FTE) - One employee position totals one full year of service or approximately 2080 hours a year. FTE are allocated to Department Expenditures based upon the work within that unit. As an example, the City Clerk Department may have 50% with the remaining 50% expensed out to the Administration Department, thus equaling 1 FTE Position.

Functional Revenue – Revenues that can be associated with and allocated to one or more expenditure function and which meet one of the following criteria: (1) the revenue is generated from direct services, such as revenues from fees or charges; (2) the revenue is associated with specific service by external requirements, such as grant conditions, bond sale agreements, or statutory or charter requirements.

Full Faith and Credit – Pledge by issuer of general obligation bonds to bondholders that issuer guarantees "all available funds" be used to pay bondholders should the project go into default.

Full-Service City – A city that is financially responsible for the major categories of municipal services including police, fire, planning, parks, water, sewer and solid waste services.

Fund – Accounting entity with a set of self-balancing revenue and expenditure accounts used to record the financial affairs of a governmental organization.

Fund Accounting - A accounting system used by non-profit organizations and governments. In this system, a fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

Fund Balance – Difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) of a particular fund.

Funding Source – Identifies fund(s) that will provide resources for City expenditures.

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use.

General Law City – A city that has not adopted a charter and is therefore bound by the state's general laws, even with respect to municipal affairs. In contrast, charter cities have authority over "municipal affairs", trumping state law governing the same topic. The City of Farmersville is a general law city.
General Obligation Bond – Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Plan – The General Plan is a long-range planning document that provides the City a framework for action and the direction in which to focus that action. General Plan Elements are areas in which the City has elected to administer and manage the delivery of services to its community.

General Revenue – Those revenues that cannot be associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax.

Generally Accepted Accounting Principles (GAAP) - A combination of authoritative standards (set by policy boards) and simply the commonly accepted ways of recording and reporting accounting information.

Governmental Accounting Standards Board (GASB) – The body that sets accounting standards for governmental entities at the state and local levels.

Governmental Funds - A government fund is a grouping used in accounting for tax-supported governmental activities. Its opposite is a proprietary fund, which accounts for business-like activities conducted by the government. There are several government fund types, each of which maintains a balance sheet.

Grant - A contribution from one government unit to another, usually made for a specific purpose and time period.

Highway Safety Improvement Program (HSIP) – The HSIP went into effect on October 1, 2012 and is a Federal-Aid program that focuses on significant reduction in traffic fatalities and serious injuries on all public roads. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads.

Homeowner's Property Tax Relief – Revenue from the state to offset city loss of property tax for state-imposed $7,000 per dwelling homeowner exemption.

Improvement Bond Act of 1915 – Act which lets cities, counties and "public districts" issue assessment bonds and bond anticipation notes. The 1915 Act does not authorize assessments.

Inter-Fund Transfers - Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

Intermodal Surface Transportation Efficiency Act (ISTEA) – Adopted as part of the Moving Ahead for Progress in the 21st Century Act in 2012, ISTEA is a Federal-aid program for transportation planning and the funding of non-motorized commuter trails.

Investment Earnings – Revenue earned from the investment of idle public funds.

Joint Powers Authority (JPA) – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.

Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.

Landscaping and Lighting Act of 1972 – The 1972 Act lets cities, counties and special districts levy assessments for land purchase and the construction, operation, and maintenance of parks, landscaping, lighting, traffic signals and graffiti abatement.

Lease Revenue Bonds – Bonds similar to certificates of participation and used for the same types of projects with main exceptions that: (1) lessor must be either a governmental entity with the power to issue revenue bonds or a nonprofit corporation that issues bonds on behalf of a political subdivision; and (2) the bonds constitute a direct debt of the lessor.

Levy – (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

Licenses and Permits – Charge designed to reimburse city for costs of regulating activities being licensed, such as licensing of animals, bicycles, yard sale permits, etc.

Lien – A claim on assets, especially property, for the payment of taxes or utility service charges.

Limited Obligation Bonds – Similar to general obligation bonds except that security for the issuance is limited exactly to the revenues pledged in the bond statement and not to the full faith and credit of the city.

Line-Item Budgeting – The most widely used of all budgeting systems. A line item budget lists each of the revenue sources and expenditures.

Liquidity – The ability to convert a security into cash promptly with minimum risk of principal.

Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.

Major Funds - Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

Maintenance of Effort (MOE) – A requirement, often as a condition of an intergovernmental subvention or supplemental tax, to maintain a level of spending at a certain level. Maintenance of Effort requirements are intended to prevent or limit the use of the additional revenues to supplant existing revenues such that the new revenues result in an increase in the level of program spending and services.

Mandate (Mandated Services) – A legal requirement, usually imposed by State or Federal law. This term is used to refer to City services, which are provided to comply with State or Federal laws.

Materials, Supplies and Services - Expenditures for materials, supplies and related services which are ordinarily consumed within a fiscal year and which are not included in department inventories.

Measure P – A tax imposed on the total retail price of any tangible personal property purchased within the City at a rate of ½ of 1%. The Measure was passed by nearly 61% of the voting residents of Farmersville on November 7, 2017.

There is no sunset clause.

Measure U – A tax imposed on the total retail price of any tangible personal property purchased within the City at a rate of ½ of 1%. The Measure was passed by nearly 65% of the voting residents of Farmersville on November 2, 2004. There is no sunset clause.

Mello-Roos Community Facilities District – A destine entity of government for the purpose of imposing and collecting the Mello-Roos Community Facilities Tax. The governing body and the boundaries of the district may be the same as for the City.

Mello-Roos Community Facilities District Tax – Special non ad valorem tax imposed to finance public capital facilities and services in connection with new development.

Mello-Roos Bonds – Bonds allowing cities, counties, school districts and special districts to finance certain public capital facilities and services, especially in developing areas and areas undergoing rehabilitation. Property owners in the Mello-Roos district pay an annual special tax which is included on the property tax bill.

Modified Accrual Accounting Method - An accounting method commonly used by government agencies that combines accrual-basis accounting with cash-basis accounting. Modified accrual accounting recognizes revenues when they become available and measurable and, with a few exceptions, recognizes expenditures when liabilities are incurred.

Motor Vehicle Fuel Tax –A per gallon tax on fuel used to propel a motor vehicle or aircraft. Use of tax is limited to research, planning, construction, improvement, maintenance and operation of public stress and highways or public mass transit guideways. Also called Highway Users Tax, Gas Tax and Motor Vehicle Fuel Tax.

Motor Vehicle License Fee (VLF) – VLF is fee for privilege of operating a vehicle on public streets. VLF is levied annually at 2% of the market value of motor vehicles and is imposed by the state "in lieu" of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax.

Municipal Code - A book that contains City Council approved ordinances presently in effect. The Code defines City policies in various categories.

Nexus – In general, a minimum threshold of connection necessary within a taxing jurisdiction to allow taxing authority over out-of-state individuals or businesses. Requirement of Government Code Sections 66000 et seq. that there be a reasonable connection ("nexus") between required development impact fees and the development project in question.

Objectives - Identifies the desired results of the activities of a program.

Operating Budget – A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the City, which does not include capital improvement projects.

Operating Expenses – Expenses incurred as a result of day-to-day operations.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it conflicts with any higher form of law, such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution. A law set forth by a government authority, specifically, a municipal regulation.

Other Post-Employment Benefits (OPEB) – A pension is a form of "post-employment benefit" that an employee receives after their service to the agency ends. Other forms of such benefits can include health insurance and other health-related benefits provided to former employees.

Parcel Tax – Special non ad valorem tax on parcels of property generally based on either a flat per- parcel rate or a variable rate depending on the size, use and/or number of units on the parcel.

Pay as You Use – Concept that debt financing enables the public entity to spread the cost of a capital project over time, as the project is being utilized.

Pay as You Go – Concept of paying for capital projects when the initial cost is incurred, rather than over time using debt financing.

Performance Budget – Same as a program budget, except that an additional component – performance – is included to tie expenditures for each program to specific goals established for that program.

Performance Indicator – A performance indicator is a measurement designed by a reasoning process to determine whether a service objective has been met. It measures the effectiveness of achieving the objective or how well the objective has been accomplished.

PERS (CalPERS) - Public Employees Retirement System. A pension plan administered by the State of California for government agencies.

Personnel Expenditures – Salaries, wages and fringe benefits paid to and on behalf of employees.

Police and Fire Special Tax – Special tax on parcels of property in support of police and/or fire protection services.

Portfolio – The collection of securities held by an individual or institution.

Possessory Interest – Taxable private ownership of interests in tax-exempt public property.

Prevailing Wage – The basic hourly rate paid on public works projects to a majority of workers engaged in a particular craft, classification, or type of work within the locality and in the nearest labor market area. Prevailing wage laws require all bidders to use the same wage rates when bidding on a public works project.

Program Budget – A program budget displays a series of 'mini-budgets' which show the cost of each activity that city departments perform.

Program Revenues – Revenues received by a department as a result of the services or operations of that department (such as user fees), which are used to finance the related services or programs. Program Revenue is not discretionary (general-purpose) revenue.

Property Related Fee – A levy imposed on a parcel or upon a person as an incident of property ownership for property-related service.

Property Tax – California State Constitution Article XIII A provide that the combined maximum property tax rate on any given property equal 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. The County assesses properties, bills and collects these property taxes. The County remits the City's share.

Property Tax In Lieu of VLF – Property tax shares and revenues allocated to cities and counties beginning in FY04-05 as compensation for Vehicle License Fee (VLF) revenues previously allocated to cities and counties by the State.

Proposed Budget - The working document for the fiscal year under discussion.

Proposition 1A (2004) – Voter approved state constitutional amendment protecting most major city county and special district revenues from reduction or shifting by the state Legislature.

Proposition 1A (2006) – Voter approved constitutional amendment protecting the local allocation of state transportation sales tax revenues under Proposition 42 from reduction or shifting by the state Legislature.

Proposition 4 (1979) – Also called the Gann Initiative, this initiative, now Article XIIIB of the State Constitution, was drafted to be a companion measure to Proposition 13, Article XIIIA of the Constitution. Article XIIIB limits growth in the government spending to changes in population and inflation.

Proposition 8 (1978) – As amendment to Proposition 13, passed in November 1978 to allow Assessors to recognize declines in value for property tax purposes. Revenue & Taxation Code Section 51 requires the Assessor to annually enroll either a property's Proposition 13 base year value factored for inflation, or its market value as of January 1st, whichever is less.

Proposition 13 (1978) – Article XIIIA of the California Constitution, commonly known as Proposition 13, which limits the maximum annual increase of any ad valorem tax on real property to 1% of the full cash value of such property.

Proposition 42 (2002) – Voter approved measure that directs the Legislature to allocate revenues derived from the

taxable sales of gasoline to certain transportation programs including to cities and counties.

Proposition 111 (1994) – Voter approved measure that increased the state Motor Vehicle Fuel Tax by $0.09 per gallon and made certain adjustments to the spending limits under Proposition 4 (1979).

Proposition 172 (1993) – A 1993 measure which places a one-half cent sales tax for local public safety in the constitution effective January 1, 1994. The tax is imposed by the state and distributed to cities and counties.

Proposition 218 (1996) – A voter approved state Constitutional amendment, self-titled "Right to Vote on Taxes Act" expanded restrictions on local government revenue-raising, allowing the voters to repeal or reduce taxes, assessments, fees, and charges through the initiative process; reiterating the requirement for voter approval for both "special taxes" and "general taxes", and imposing procedural and substantive limitations on assessments of real property and on certain types of fees.

Proprietary Funds - in governmental accounting, is a business-like fund of a state or local government. Examples of proprietary funds include enterprise funds and internal service funds. Enterprise funds provide goods or services to the general public for a fee.

Principal – "Face" or "par value" of an instrument. It does not include accrued interest.

Purchase Order - Authorizes the delivery of specific goods or services, and incurrence of debt for them.

Purpose/Goal - This element explains the need for the activity and the reason for its existence.

Qualified Opinion – A finding issued by an independent auditor as part of the annual single audit requirement. This opinion finds that the auditee is mostly in compliance with all material aspects. Some instance of material noncompliance was noted during the scope of the audit.

Rating – The designation used by investors' services to rate the quality of a security's creditworthiness.

Rating Agencies – Firms that evaluate the likelihood bonds or debts will be repaid by assigning rates to those bonds or debts. A bond rating is often the single most important factor affecting the interest cost on bonds. There are three major rating agencies for municipal bonds: Moody's Investors Service, Standard & Poor's, and Fitch Ratings.

Real Property – Land and permanently attached improvements.

Real Property Transfer Tax – Tax imposed on the transfer of ownership in real estate. Typically imposed instead of a Documentary Transfer Tax.

Realignment – Actions taken by the State of California in 1991 and 2011 to restructure the state-county fiscal relationship by making certain health, social service, criminal justice, and mental health service programs county responsibilities, and providing some funding to help pay for the new responsibilities.

Regional Surface Transportation Program (RSTP) – The RSTP was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code. Funds are typically eligible for construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvement on Federal-aid highways.

Reimbursement for State Mandated Costs – Article XIIIB, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of the state-imposed programs. Process is commonly called "SB90" after its original 1972 legislation.

Regulatory Fee – A charge imposed on a regulated action to pay for the cost of public programs or facilities necessary to regulate a business or other activity or mitigate the impacts of the fee payer on the community. A regulatory fee does not include a charge on a property or a property owner solely due to property ownership.

Repairs and Maintenance - Expenditures for repairs and maintenance of all equipment and supplies, buildings, structures and grounds.

Reserve - An account used to earmark a portion of the fund balance as legally segregated for a specific use.

Resolution - A special or temporary order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Restricted Use Funds – Funds designated for use for a specific purpose.

Revenue – Annual income received by the city.

Revenue Bonds – Bonds issued to acquire, construct or expand public projects for which fees or admissions are charged. Bonds are repaid solely from the income generated by use of that project.

Salary Savings - That percentage or dollar amount of salaries which can be expected to be unspent during the fiscal year due to vacancies and employees receiving less than the top-step pay of the classification.

Sales Tax – A tax imposed on the total retail price of any tangible personal property. The City's general fund receives .95% percent of the 8.75% of taxes assessed on retail sales or leases of tangible personal property in the City.

SB1977 – 1992 bill (Government Code, Section 54945.6 as amended) requiring local officials to mail notice of new and increased benefit assessments and to hold public hearings prior to imposing benefit assessments.

SB90 – Reimbursement process for state mandated costs, named after its original 1972 legislation.

Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.

Secured Property Taxes - Taxes levied on secured property in the City.

Secured Roll – That property tax list containing all assessed property secured by land subject to local taxation.

Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.

Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).

Service Level – Indicates a project's effect on existing levels of service provision or identifies a new service to be provided to the public.

Short-Term Financing Methods – Techniques used for many purposes, such as meeting anticipated cash flow deficits, interim financing of a project, and project implementation. Using these techniques involves issuance of short-term notes. Voter approval is not required.

Single Audit - An annual examination by an independent auditor of a governmental agency's financial records, financial statements, federal award transactions and expenditures, general management of its operations, internal control systems, and federal assistance. The final independent audit report must be presented in conformity with Generally Accepted Accounting Principles. It must include a report on the status of internal controls relative to the financial statements and major programs. The auditor must also issue an opinion on the degree to which the recipient has complied with laws, regulations, and the terms and conditions of the federal assistance awards. If the Single Audit produced audit findings, the auditor must prepare a Schedule of Findings and Questioned Costs. See Unqualified Opinion, Qualified Opinion, Adverse Opinion and Disclaimer of Opinion.

Special Assessment Fund - A fund used to account for the financing of public improvements or services deemed to benefit primarily the properties against which special assessments are levied.

Special District - Independent unit of local government generally organized to perform a single function.

Specialized Services - Services that are not otherwise categorized, such as title searches, police work for private parties, consultant fees, library materials, fringe benefits and loans.

Special Tax – A tax that is collected and earmarked for a special purpose and deposited into a separate account. A two-thirds vote of the electorate is required to impose, extend or increase any special tax.

Street Lighting Act of 1919 – Act authorizing cities to fund the maintenance and operation of street lighting.

Structural Deficit - The amount by which a government's spending is more than it receives in taxes in a particular period, whether the economy is performing well or not. Structural deficit issues can only be addressed by explicit and direct government policies: reducing spending, increasing the tax base, and/or increasing tax rates. It can be described as more "chronic" or long-term in nature hence needing government action to remove it.

Subvention – Subsidy or financial support received from county, state or federal government. The state and county currently levy certain taxes that are "subvented" to cities, including motor vehicle license fees, state mandated costs and motor vehicle fuel tax.

Sunset Clause - In public policy, a sunset provision or clause is a measure within a statute, regulation or other law that provides that the law shall cease to have effect after a specific date, unless further legislative action is taken to extend the law.

Supplemental Property Tax – In the event a property changes ownership, the county collects a supplemental property tax assessment in the current tax year by determining a supplemental value. In future tax periods, the property carries the full cash value.

Tangible Personal Property – Movable property.

Tax – Compulsory charge levied by a government for the purpose of financing services performed for the common benefit.

Tax Allocation Bonds – Bonds that were issued by redevelopment agencies to revitalize blighted and economically depressed areas of the community and to promote economic growth.

Tax and Revenue Anticipation Notes (TRANs) – TRANs are short-term borrowings by a public entity to meet cash flow needs in the general fund and other unrestricted funds of a public entity. TRANs are issued before expected receipt of taxes and other revenues during the same fiscal year.

Tax Base – The objects or transactions to which a tax is applied (e.g. parcels of property, retail sales, etc.). State law or local ordinances define the tax base and the objects or transactions exempted from taxation.

Tax Rate - The amount of tax applied to the tax base. The rate may be flat, incremental or a percentage of the tax base, or any other reasonable method.

Transactions and Use Tax – Also known as an "add-on local sales tax", a tax imposed on the total retail price of any tangible personal property and the use or storage of such property when sales tax is not paid.

Transient Occupancy Tax (TOT) - Tax levied by cities on persons staying 30 days or less in a room(s) in a hotel, inn, motel, tourist home, non-membership campground or other lodging facility. Also called Transient Lodging Tax or Hotel Tax. The City of Reedley's TOT rate is 8% is applicable only at the Edgewater Motel.

Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 401, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments.

Triple Flip – A mechanism used to repay state fiscal recovery bonds pursuant to Proposition 57 of 2004. Under the Triple Flip, the local sales and use tax rate is reduced from 1.00% to .75% with the 0.25% diverted to repay state fiscal recovery bonds. Cities and counties are reimbursed for the lost revenue from a shift of property tax revenue.

Tulare County Association of Governments (TCAG) – This body was formed by a joint powers agreement in 1971. The eight incorporated cities and the County of Tulare executed the agreement. The purpose of this formation was to assist local jurisdictions in obtaining federal assistance by providing advice, counsel, and professional direction; review and coordinate applications for programs utilizing federal funding; and provide a clearinghouse for the coordination and review of all state funded projects. In 1982, TCAG was designated the Metropolitan Planning Organization for Tulare County. This, along with responsibilities as Tulare County's Council of Governments, Transportation Authority, and the Regional Transportation Planning Agency, provides TCAG with a unique opportunity to represent the region in many different forums.

Unqualified Opinion – A finding issued by an independent auditor as part of the annual single audit requirement. This opinion finds that the auditee is in compliance with all material aspects.

Unsecured Property – As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

Use Tax – A tax imposed on the use or storage of the tangible personal property when sales tax is not paid.

User Fee – Fees charged for the use of a public service or program such as for recreation programs or public document retrieval. User fees for property-related services are referred to as property-related fees.

Utility Connection Fee – Utility connection fees or capacity fees are imposed based on a voluntary decision to connect to a utility system or to acquire the right to use additional capacity.

Utility Rate – A category of user fee paid by the user of utility services.

Utility Users Tax (UUT) – Tax imposed on the consumer (residential and/or commercial) of any combination of electric, gas, cable, television, water, and telephone services. The City of Reedley does not have any Utility Users Tax.

VLF – Property Tax Swap – The trade of most city and county Vehicle License Fee revenue for additional property tax share and revenue.

Voter Approved Property Tax for Indebtedness – Includes ad valorem property taxes levied in addition to the 1 percent rate for voter approved debt, approved prior to July 1, 1978 or after July 1, 1986.

Williamson Act and Open Space Subvention – State subvention to foster preservation of open-space by lowering cost of property tax.

WWTP – Wastewater Treatment Plant.

Year-End – This term means as of June 30th (end of the fiscal year).

Yield – The total amount of revenue a government expects to receive from a tax, determined by multiplying the tax rate by the tax base. Also, the annual rate of return on an investment, expressed as a percentage of the investment.

Zero-Based Budget – Zero-based budgeting is a system that requires all departments to defend their programs and justify their continuation each year. The department(s) must show the various levels of service that could be provided with different levels of funding, including zero funding.

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