



THE CITY OF JACKSONVILLE

**JACKSONVILLE CITY COUNCIL MEETING
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, DECEMBER 14, 2021
6:00 PM**

***5:15 PM CLOSED EXECUTIVE SESSION CITY HALL EXECUTIVE CONFERENCE ROOM**

**Randy Gorham, Mayor
Rob Gowin, Mayor Pro-tem - District 4
Hubert Robinson - District 1
Mindy Gellock – District 2
Tim McRae –District 3**

-
- 1. 5:15 PM CLOSED EXECUTIVE SESSION CITY HALL CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER TEXAS GOVERNMENT CODE SECTION:
 - A. 551.071 CONSULT CITY ATTORNEY**
 - B. 551.072 DELIBERATIONS ABOUT REAL PROPERTY****
 - 2. CALL TO ORDER**
 - 3. INVOCATION**
 - 4. PLEDGE OF ALLEGIANCE US & TEXAS FLAGS**
 - 5. SPECIAL PRESENTATION –
 - A. EMPLOYER OF THE MONTH PRESENTED BY JEDCO PRESIDENT SHANE PACE - CHANTILLY'S**
 - B. RECOGNIZE ROXANNA BRILEY FOR RECEIVING THE GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING - MAYOR RANDY GORHAM****
 - 6. CITIZEN PARTICIPATION**
 - 7. ANY ACTION OUT OF CLOSED EXECUTIVE SESSION IF NECESSARY**
 - 8. CONSENT AGENDA - ITEMS UNDER CONSENT AGENDA REQUIRE LITTLE OR NO DELIBERATIONS BY COUNCIL. APPROVAL OF CONSENT AGENDA AUTHORIZES THE CITY MANAGER OR HIS DESIGNEES TO PROCEED WITH CONCLUSION OF EACH ITEM IN ACCORDANCE WITH STAFF RECOMMENDATION
 - A. MINUTE APPROVAL NOVEMBER 9, 2021 REGULAR COUNCIL MEETING; DECEMBER 9, 2021 AGENDA WORKSHOP**
 - B. DECLARE THE FIRE BOAT SURPLUS AND AUTHORIZE STAFF TO PLACE IT UP FOR SALE****
 - 9. DISCUSS AND CONSIDER WITH POSSIBLE ACTION A CONTRACT WITH TXU AS CITY ELECTRIC SUPPLIER FROM 2025 THRU 2033 - PRESENTATION BY CONNIE SCHAEFER OF TXU**
 - 10. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN ORDINANCE APPROVING A SANITATION RATE INCREASE**
 - 11. DISCUSS AND CONSIDER WITH POSSIBLE ACTION A RESOLUTION AMENDING THE JEDCO ARTICLES OF INCORPORATION**
 - 12. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDDING THE DOGWOOD STREET PROJECT RFP**



THE CITY OF JACKSONVILLE

DECEMBER 14, 2021

PAGE 2

- 13. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDDING THE JANITORIAL RFP**
- 14. OPEN FORUM FOR MAYOR AND COUNCIL**
- 15. CITY MANAGER REPORT**
- 16. ADJOURN**

Posted this the 10th day of December 2021.

5:00 PM

CERTIFICATION

I certify that this notice was posted at City Hall for public viewing on the date and time designated above.

Greg Lowe, City Secretary

All items on the agenda are for possible discussion and action. The Jacksonville City Council or this board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071(Consultation with Attorneys); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about gifts and donations); 551.074 (Personnel Matters); 551.076(Deliberations about security devises); and 551.087(Deliberations regarding economic development negotiations).The City of Jacksonville is committed to compliance with the American with Disabilities Act (ADA). Reasonable accommodation and equal access to communications will be provided to those who provide notice to the City Secretary at (903)339-3306 at least 48 hours in advance.



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>12/14/2021</u>	ITEM NUMBER:	<u>8.A.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>November 9, 2021 Regular Council Meeting, December 9, 2021 Agenda Workshop</u>

EXECUTIVE SUMMARY:

The council approves the minutes of all meetings. Minutes for the November 9, 2021 regular council meeting and the November 9, 2021 agenda workshop.

RECOMMENDED ACTION:

Approve the minutes.

BID AND AWARD:

N/A

BUDGET DATA:

N/A

BUDGET JUSTIFICATION:

N/A

BACKGROUND:**POLICY/GOAL CONSIDERATION:****LEGAL:**

**JACKSONVILLE CITY COUNCIL MEETING
TUESDAY, NOVEMBER 9, 2021
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
6:00 PM**

Meeting Items

****5:15 PM CLOSED EXECUTIVE SESSION CITY HALL
CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER
TEXAS GOVERNMENT CODE SECTION:**

**551.071 CONSULT CITY ATTORNEY - PENDING
LITIGATION**

551.072 DELIBERATIONS ABOUT REAL PROPERTY

**CALL TO ORDER 6:00 PM JACKSONVILLE CITY
COUNCIL REGULAR COUNCIL MEETING**

Mayor Randy Gorham 6:00 PM

**Present: Mayor Randy Gorham, Mayor Pro tem Rob
Gowin, Councilman Hubert Robinson, Councilman Tim
McRae, Councilwoman Mindy Gellock**

INVOCATION

John Atkinson of the People's Church

PLEDGE OF ALLEGIANCE US & TEXAS FLAGS

**Mayor Randy Gorham led everyone in the pledges to the
United States and Texas flags.**

SPECIAL PRESENTATION –

**EMPLOYER OF THE MONTH - BEALLS - PRESENTED
BY JEDCO PRESIDENT SHANE PACE**

**JEDCO President Shane Pace presented representatives
from Beall's with the employer of the month award.**

**RECOGNIZE RHONDA RAY, WHO IS RETIRING
AFTER 30 YEARS OF SERVICE TO THE CITY OF
JACKSONVILLE - MAYOR RANDY GORHAM**

**Police Chief Joe Williams stated Mrs. Rhonda Ray has been
with the police department for thirty years and is retiring at
the end of November. Mrs. Ray started out in dispatch and
then moved to the criminal investigation division. Mayor
Randy Gorham presented Mrs. Ray with a plaque of
appreciation for service to the City of Jacksonville.**

**RECOGNIZE ROXANNA BRILEY AND THE FINANCE
DEPARTMENT FOR RECEIVING THE DISTINGUISHED
BUDGET PRESENTATION AWARD FOR THE FIFTH
YEAR IN ROW - MAYOR RANDY GORHAM**

**Mayor Randy Gorham presented Mrs. Roxanna Briley with
the Distinguished Budget Award and congratulated her on
this being the fifth year in a row to win the award.**

CITIZEN PARTICIPATION

**Mr. Bob Martin of the Marine Corps League came forward
to remind everyone of the Toys for Tots drive the league puts
on each year. Mr. Martin stated the league helped over 1900
families last year and are hoping to serve even more this
year. He encouraged everyone to help fill the boxes that will
be placed around town.**

**Ms. Luann Williams came forward and thanked Mayor
Randy Gorham and everyone who came out to help with the
cleanup day in Lincoln park this past weekend.**

**ANY ACTION, IF NECESSARY, FROM CLOSED
EXECUTIVE SESSION**

**Councilwoman Mindy Gellock made a motion to authorize
the City Manager and City Attorney to negotiate an
amendment to the landfill lease with Republic Services.**

**CONSENT AGENDA - ITEMS UNDER CONSENT
AGENDA REQUIRE LITTLE OR NO DELIBERATIONS
BY COUNCIL. APPROVAL OF CONSENT AGENDA
AUTHORIZES THE CITY MANAGER OR HIS
DESIGNEES TO PROCEED WITH CONCLUSION OF
EACH ITEM IN ACCORDANCE WITH STAFF
RECOMMENDATION**

**Councilman Tim McRae made a motion to approve the
consent agenda. Second, by Councilman Hubert Robinson.
All voted "Aye"**

**MINUTE APPROVAL OCTOBER 12, 2021 REGULAR
COUNCIL MEETING; NOVEMBER 4, 2021 AGENDA
WORKSHOP**

**APPROVE JANICE ARP AS COMMISSIONER TO THE
JACKSONVILLE HOUSING AUTHORITY**

**APPROVE THE CERTIFIED TAX ROLL AS SUBMITTED
BY CHEROKEE COUNTY APPRAISAL DISTRICT**

APPROVE THE 2022 HOLIDAY CALENDAR FOR ALL

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A FOUR FOOT VARIANCE REQUEST FROM THE SOUTHWEST PROPERTY LINE TO ALLOW FOR THE CONSTRUCTION OF A BOAT DOCK LOCATED AT 1953 CR 3108

City Manager James Hubbard explained this variance request is to decrease the required six-foot side setback for boat houses to allow for a two-foot setback. Mr. Hubbard presented council with slides outlining the request. Mr. Hubbard informed the council that the neighbors affected by the variance did come to the Lake Advisory Board meeting and they are in favor of granting the variance. Mr. Hubbard reviewed the recap of the two Lake Advisory Board meetings in which this variance was considered. Mr. Mark Hoster, the applicant, came forward to address the council and speak in favor of the variance. Mayor Randy Gorham asked Mr. Hoster if he was forced to comply with the six-foot setback rule, would it really create an issue with his plans? Mr. Hoster stated that without the four-foot variance, he would have to eliminate one boat and a jet ski. Councilwoman Mindy Gellock asked Mr. Hoster if the boathouse would obstruct anyone's view. Mr. Hoster said it would not obstruct anyone's view. Councilwoman Mindy Gellock asked if the three to two vote by the Lake Advisory Board was in favor of granting the variance. Mr. Hubbard replied the vote was in favor of granting the variance. Councilman Tim McRae made a motion to grant the variance. Second, by Councilman Hubert Robinson. All voted "Aye"

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A MOTION TO FOREGO THE ISSUANCE OF CERTIFICATES OF OBLIGATION UNDER THE CURRENT NOTICE OF INTENT

City Manager James Hubbard told council the issuance of certificates of obligation had previously been postponed to allow for the street survey to be completed. The staff is recommending forgoing the issuance at this time to allow for the results of the street survey to come in. Mayor Pro tem Rob Gowin made a motion to forego the issuance of certificates of obligation under the current notice of intent. Second, by Councilwoman Mindy Gellock. All voted "aye"

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A RESOLUTION OF SUPPORT FOR A COMPENSATION AND CLASSIFICATION STUDY

City Manager James Hubbard stated that during the budget workshop in July the subject of staff compensation had been raised. Staff are currently contracted with Paypoint, out of Maine, to perform a compensation and classification study. Mr. Hubbard stated this resolution shows the council's support for the study. Councilman Tim McRae made a motion to approve the resolution in support of the compensation and classification study. Second, by Councilman Hubert Robinson. All voted "Aye"

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FINANCIAL ASSISTANCE THROUGH THE TEXAS WATER DEVELOPMENT BOARD TO REPAIR INFRASTRUCTRE

City Manager James Hubbard said this resolution authorizes making an application for a low interest loan through the Texas Water Development Board. Mr. Hubbard said this is not binding and if the terms of the loan were not suitable, we would not have to take the loan out. Mr. Hubbard reviewed the proposed project the loan would be for. It is to replace about a mile and a quarter of sewer line that runs east to west through the southern portion of Jacksonville. Mayor Pro tem Rob Gowin made a motion to approve the resolution authorizing making an application for a low interest loan through the Texas Water Development Board. Second, by Councilwoman Mindy Gellock. All voted "aye"

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A RESOLUTION DESIGNATING CITY MANAGER JAMES HUBBARD AS THE AUTHORIZED OFFICIAL FOR A COMMUNICATIONS UPGRADE GRANT

City Manager James Hubbard told council this resolution just changes the grant official for the communications grant from the previous city manager to the current city manager. Councilman Tim McRae made a motion to approve the resolution naming James Hubbard as the grant official for the communications grant. Second, by Councilman Hubert Robinson. All voted "Aye"

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A RESOLUTION CASTING BALLOTS FOR NOMINEES TO THE CHEROKEE COUNTY APPRAISAL DISTRICT BOARD

City Manager James Hubbard explained to council this resolution is to cast their 422 votes for one or more of the nominees on the ballot. Mayor Randy Gorham informed council the county had also nominated Joe Ballard, so Mr. Ballard may very well be elected by the county. Councilwoman Mindy Gellock stated that with only 422 votes, she feels all votes should be cast for one nominee. All councilmembers agreed that both Mr. Ballard and Dr. Michael Banks would both be excellent selections. Councilwoman Mindy Gellock stated she thinks they should use all 422 votes to elect Mr. Ballard as he is likely to receive votes from the county as well. Councilwoman Mindy Gellock made a motion to pass a resolution casting all 422 votes for

OPEN FORUM FOR MAYOR AND COUNCIL

CITY MANAGER REPORT

ADJOURN

Mr. Joe Ballard. Second, by Councilman Tim McRae. All voted "Aye"

Mayor Randy Gorham thanked Police Chief Joe Williams and City Manager James Hubbard for their help with the clean-up day in Lincoln Park. Mayor Gorham reminded everyone of the veterans' day recognition on Saturday,

Mr. Hubbard thanked everyone for their help with the water main break in late October. Mr. Hubbard pointed out the new hours for the animal shelter. He said the public safety complex is getting close to completion. Mr. Hubbard recognized the veterans who are also city employees and reminded everyone that city offices will be closed November 12 in recognition of Veterans' Day.

6:45 PM

Randy Gorham, Mayor
City of Jacksonville

Greg Lowe, City Secretary

**JACKSONVILLE CITY COUNCIL MEETING
THURSDAY, DECEMBER 9, 2021
JACKSONVILLE CITY HALL EXECUTIVE CONFERENCE ROOM
315 S. RAGSDALE
12:00 PM**

Meeting Items

CALL TO ORDER

12:00 PM Mayor Pro tem Rob Gowin

Present: Mayor Pro tem Rob Gowin, Councilman Hubert Robinson, Councilwoman Mindy Gellock

Absent: Mayor Randy Gorham, Councilman Tim McRae

INVOCATION

Mayor Pro tem Rob Gowin

CITIZEN PARTICIPATION

No one came forward.

FIRST READING OF RESOLUTION IN SUPPORT OF ECONOMIC DEVELOPMENT INCENTIVES

JEDCO President Shane Pace told council this resolution was approving an additional JEDCO expenditure not to exceed \$497,000 for the downtown sidewalk project. Mr. Pace said the bid came in higher than the estimate. Mr. Pace said the JEDCO board would be considering the additional expenditure on December 16. 12:04 PM Mr. Pace gave the first reading of the resolution.

REVIEW AND DISCUSS AGENDA FOR REGULAR COUNCIL MEETING TUESDAY DECEMBER 14, 2021. NO ACTION TO BE TAKEN – ITEMS MAY BE REMOVED OR ADDED TO THIS LIST BY CITY COUNCIL, CITY MANAGER, CITY ATTORNEY OR CITY SECRETARY AS NEEDED ANY TIME PRIOR TO THE OFFICIAL POSTING OF MEETING AGENDA

City Manager James Hubbard reviewed the agenda with council. Mr. Shane Pace explained item "K" was a resolution modifying the JEDCO articles of incorporation. Mr. Pace said during the February meeting council approved changes to the articles. After a review by the Secretary of State, they requested a few modifications. This resolution addresses the modifications requested by the Secretary of State.

5:15 PM CLOSED EXECUTIVE SESSION CITY HALL CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER TEXAS GOVERNMENT CODE SECTION:

551.072 DELIBERATIONS ABOUT REAL PROPERTY

CALL TO ORDER

INVOCATION

CITIZEN PARTICIPATION

SPECIAL PRESENTATIONS

**EMPLOYER OF THE MONTH PRESENTED BY JEDCO
PRESIDENT SHANE PACE - CHANTILLY'S**

RECOGNIZE ROXANNA BRILEY FOR RECEIVING THE GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

ANY ACTION OUT OF CLOSED EXECUTIVE SESSION IF NECESSARY

**CONSENT - MINUTE APPROVAL NOVEMBER 9, 2021
REGULAR COUNCIL MEETING; DECEMBER 9, 2021
AGENDA WORKSHOP**

**CONSENT - DECLARE THE FIRE BOAT SURPLUS AND
AUTHORIZE STAFF TO PLACE IT UP FOR SALE**

**DISCUSS AND CONSIDER WITH POSSIBLE ACTION A
CONTRACT RENEWAL WITH TXU AS CITY
ELECTRIC SUPPLIER UNTIL 2033 - PRESENTATION
BY TXU REPRESENTATIVE**

**DISCUSS AND CONSIDER WITH POSSIBLE ACTION
AN ORDINANCE APPROVING A SANITATION RATE
INCREASE**

**DISCUSS AND CONSIDER WITH POSSIBLE ACTION A
RESOLUTION AMENDING THE JEDCO ARTICLES OF**

DECEMBER 9, 2021
PAGE 2
INCORPORATION

OPEN FORUM FOR MAYOR AND COUNCIL

CITY MANAGER REPORT

ADJOURN

QUESTIONS, COMMENTS, DISCUSSION

CLOSED EXECUTIVE SESSION CITY HALL 12:17 PM
CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER
TEXAS GOVERNMENT CODE SECTION:

551.072 DELIBERATIONS ABOUT REAL PROPERTY

RECONVENE FOR ANY ACTION OUT OF EXECUTIVE 12:47 PM No action taken.
SESSION, IF NECESSARY

ADJOURN 12:47 PM



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	12/14/2021	ITEM NUMBER:	8.B.
DEPARTMENT:	Administration	PREPARED BY:	James Hubbard, CITY MANAGER
INITIATED BY:	James Hubbard, CITY MANAGER	EXHIBITS:	

EXECUTIVE SUMMARY:

In August 2019, the City of Jacksonville executed an interlocal agreement with the City of Grand Prairie for the purchase of a 2011 Fire Hawk boat (fire boat). The purchase price for the 24-foot firefighting equipped boat was \$40,000. The fire boat was intended to increase the City's ability to protect structures and boaters/recreationalists on Lake Jacksonville. It was the City's intent to operate the fire boat on weekends and holidays. While Fire Department staff was quickly trained to operate the onboard firefighting equipment, specialized training for water rescue operations has not been conducted. This specialized training would come at an initial cost of more than \$40,000 and increase the requirement for recurrent training. Since purchasing the fire boat, its use has been limited due a shift in resources to address increased calls for service related to the COVID-19 pandemic, and maintenance related downtime. To date, the City has spent approximately \$5,000 on addressing maintenance issues. Currently, the fire boat is out of service with a cracked intake pump line necessary to provide water to the firefighting nozzle. The damage was likely caused by the extreme temperatures associated with winter Storm Uri in February 2021. The location of the crack is inaccessible without cutting away a portion of the boat decking and repairs are estimated at more than \$15,000. The City has received a settlement check on the insurance claim.

RECOMMENDED ACTION:

Declare the fire boat surplus and authorize staff to place it up for sale.

BID AND AWARD:

N/A

BUDGET DATA:

N/A

BUDGET JUSTIFICATION:

N/A

BACKGROUND:**POLICY/GOAL CONSIDERATION:****LEGAL:**

Council must declare items surplus before they can be sold or auctioned off.



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>12/14/2021</u>	ITEM NUMBER:	<u>9.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Roxanna Briley, Finance Director</u>
INITIATED BY:	<u>Roxanna Briley, Finance Director</u>	EXHIBITS:	<u></u>

EXECUTIVE SUMMARY:

The city is currently under contract with TXU for electric service until June 2025 at a contracted rate of \$.04082/kwh. The TXU representative met with the Finance Committee concerning an opportunity to potentially lower the contracted rate and extend the contract until June 2033.

RECOMMENDED ACTION:

Receive information from TXU representative concerning rate and possible contract extension, determine whether or not to extend contract.

BID AND AWARD:

TXU

BUDGET DATA:

Neutral

BUDGET JUSTIFICATION:

Locking in contract at or below current rate provides for budget certainty

BACKGROUND:

The city is currently under contract with TXU until 2025 with a rate of \$.04082/kwh

POLICY/GOAL CONSIDERATION:

Budget stability

LEGAL:

Contract is subject to review by City Attorney



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>12/14/2021</u>	ITEM NUMBER:	<u>10.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>Sanitation Rate Increase Notice, Sanitation Rate Ordinance</u>

EXECUTIVE SUMMARY:

The contract with Republic Services allows for a fixed COLA adjustment of 3%. This ordinance is approving an increase in all sanitation fees of 3% to include the franchise fee paid by Republic.

RECOMMENDED ACTION:

Make a motion approving the ordinance allowing for a sanitation rate increase.

BID AND AWARD:

N/A

BUDGET DATA:

N/A

BUDGET JUSTIFICATION:

N/A

BACKGROUND:**POLICY/GOAL CONSIDERATION:****LEGAL:**

A 3% annual rate increase is build into city's contract with Republic Services.

REPUBLIC
SERVICES INC.

November 1, 2021
City of Jacksonville
PO Box 1390
Jacksonville, Tx. 75 766

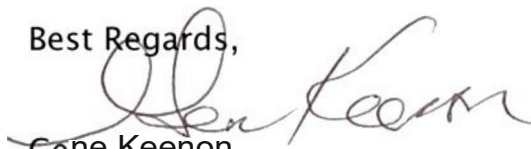
Dear Mr. Lowe,

Republic Services is proud to be the waste collection service provider for the City of Jacksonville. In accordance with the agreed terms of the Solid Waste Collection and Disposal Contract with the City, an annual COLA adjustment of 3% fixed (.39 per month) is allowed upon notification. This notification is to inform you in order to adjust your budget and Residential & Commercial handload rates accordingly for the 2022 year.

These adjustments are necessary for increased insurance, maintenance and labor costs associated in our industry. Attached for your review is a copy of the most current CPI published by the U.S Government. The effective date for the increase will be January 1, 2022 for Residential and Commercial handload only.

If you have any questions please do not hesitate to contact me. Republic Services appreciates your business and I look forward to hearing from you in the near future. Thank you.

Best Regards,



Gene Keenon
Manager Municipal Sales
Republic Services
gkeenon@republicservices.com

CITY OF JACKSONVILLE

RATE SCHEDULE

Commercial & Industrial Effective October 1, 2021

Residential Effective January 1, 2022

Residential 10 bag limit

\$13.64 (NO FF)

Commercial Hand load (2yard limit)

\$35.50 (NO FF)

NOTE* CITIZENS CALL CITY FOR CARTS AND BULK PICK UP
NO FRANCHISE FEE PAID ON RESIDENTIAL

NOTE: CITY FRANCHISE COMMERCIAL INDIVIDUAL BILLED BY REPUBLIC
CITY RECIEVES 10% FRANCHISE FEE ON ALL COMMERCIAL DUMPSTERS

SIZE	1X	2X	3X	4X	SX	6X	Extra Lift
2 Yard	69.46	120.17	161.48	208.10	239.53	260.94	28.61
3 Yard	85.53	143.38	202.73	256.96	317.66	435.08	40.07
4 Yard	98.41	177.99	247.08	320.06	394.92	501.58	51.52
6 Yard	114.81	215.88	319.88	423.04	512.37	709.26	57.25
8 Yard	127.02	240.12	384.26	519.29	632.86	698.60	62.98

*McDonalds 6yd Vertipak 3x wk \$992.98

*Locks \$5 per month extra

II. INDUSTRIAL: *Republic will direct bill and LINK CODE for 10% franchise fee*

SIZE	DELIVERY FEE	RENTAL/MONTH	PER HAUL
20YD	\$75.00	\$110.00	362.01
30YD	\$75.00	\$110.00	440.16
40YD	\$75.00	\$110.00	519.15
30 / 35 YD COMPACTOR		NEGOTIABLE	656.14
40/ 42 YD COMPACTOR		NEGOTIABLE	675.26

ALERT! Under city contract NO Fuel fees or Environmental fees charged inside city limits

City receives 10% Fee on all permanent and temporary roll offs.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS AMENDING TO DELETE CHAPTER 9, “GARBAGE, TRASH, WEEDS AND ABANDONED PERSONAL PROPERTY” DIVISION II. “FEES AND CHARGES GENERALLY,” SECTIONS 9-31 “RESIDENTIAL” AND 9-32 “COMMERCIAL” OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE, TEXAS IN THEIR ENTIRETY AND ADOPT IN THEIR STEAD NEW SECTIONS 9-31 AND 9-32 PROVIDING FOR REVISIONS TO THE RATE CHARGED FOR CERTAIN RESIDENTIAL, COMMERCIAL AND INDUSTRIAL WASTE MATERIAL COLLECTION; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Sections 9-31 and 9-32 of Chapter 9 of the Code of Ordinances govern the rates charged for the collection and removal of certain Waste Material; and

WHEREAS, such provisions of the Code of Ordinances of the City of Jacksonville, Texas are in need of modifications to accurately reflect changes made to the rates for such collection and removal; and

WHEREAS, the City of Jacksonville desires to protect the health, safety and welfare of its residents;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS THAT:

Section I.

Sections 9-31. Residential and Section 9-32. Commercial, Division II. Fees and Charges Generally of Chapter 9, Garbage, Trash, Weeds and Abandoned Personal Property of the Code of Ordinances of the City of Jacksonville, Texas, are revoked and deleted and the following new Sections 9-31 and 9-32 are substituted therefor:

Sec. 9-31. Residential

Effective January 1, 2022, the following rate shall apply for collection and removal of certain Waste Materials from residential units. The rate shall be \$20.33 per month per residential unit, with collection occurring twice per week from residential curbside with a ten bag/container limit per pick up.

Sec. 9-32. Commercial

(a) Commercial Hand Pick-Up. Collection of hand pick-up Waste Materials shall be by contract only with the City. Commercial hand pick-up shall be limited to those commercial

customers who generate no more than two (2) cubic yards of refuse per week. The rate for such service shall be \$51.71 per month.

(b) Commercial Non-Hand Pick-Up. Collection of non-hand pick-up shall be by contract only with the City. The charge for commercial containers (dumpsters) shall be as follows:

<u>SIZE/FREQ</u>	<u>1X/WK</u>	<u>2X/WK</u>	<u>3X/WK</u>	<u>4X/WK</u>	<u>5X/WK</u>	<u>6X/WK</u>	<u>Extras</u>
2 YD	69.46	120.17	161.48	208.10	239.53	260.94	28.61
3 YD	85.53	143.38	202.73	256.96	317.66	435.08	40.07
4 YD	98.41	177.99	247.08	320.06	394.92	501.58	51.52
6 YD	114.81	215.88	319.88	423.04	512.37	709.26	57.25
8 YD	127.02	240.12	384.26	519.29	632.86	698.60	62.98

*McDonalds 6yd Vertipak 3x wk \$928.02

*Locks \$5 per month extra

(c) Industrial, Non-Hand Pick-Up (Roll-off Containerized). Collection of industrial, non-hand pick-up (roll-off containerized) shall be by contract with the City only. The charge for industrial, non-hand pick-up (roll-off container) shall be as follows:

<u>SIZE</u>	<u>DELIVERY FEE</u>	<u>RENTAL/MONTH</u>	<u>PER HAUL</u>
20 YD	\$75.00	\$110.00	\$362.01
30 YD	\$75.00	\$110.00	\$440.16
40 YD	\$75.00	\$110.00	\$519.15

30/35 YD		NEGOTIABLE	\$656.14
40/42 YD		NEGOTIABLE	\$675.26

Section II.

Severability Clause

If any section, subsection, sentence, clause or phrase of this ordinance, or the application of same to a particular set of persons or circumstances, should for any reason be held to be invalid, such invalidity shall not affect the remaining portions of this Ordinance.

Section III.

Effective Date

This Ordinance shall take effect from and after its passage by the Jacksonville City Council and publication. The City Secretary is hereby directed to give notice hereof by causing the caption of this ordinance to be published in a local newspaper of general circulation.

Section IV.

Compliance

A notice was posted and this ordinance was passed in accordance with the Texas Open Meetings Act.

Passed and adopted the _____ day of December, 2021.

Randy Gorham, Mayor

ATTEST:

Greg Lowe, City Secretary

APPROVED AS TO FORM:

D. Brett Brewer, City Attorney



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	12/14/2021	ITEM NUMBER:	11.
DEPARTMENT:	Jacksonville Economic Development Corporation	PREPARED BY:	Shane Pace
INITIATED BY:	Shane Pace	EXHIBITS:	Resolution on JEDCO articles of Incorporation

EXECUTIVE SUMMARY:

At the January 7, 2021 meeting, the JEDCO Board unanimously approved the amended Bylaws and Restated Certificate of Formation (formerly Articles of Incorporation). Subsequently, City Council approved Resolution 01-2021-01 at the February 9, 2021 meeting. At that time the amendments reflected necessary changes as required by State Law and direction from the JEDCO Board of Directors given at the August 4, 2020 meeting. Brett Brewer of Norman Law Firm provided guidance and review of these documents and submitted the approved documents to the office of the Secretary of State for review and approval.

Several months later, Mr. Brewer received feedback from the Secretary of State requesting minor changes to the Certificate of Formation submitted for review. Mr. Brewer has completed the changes per, the Secretary of State's direction, and the JEDCO Board approved the proposed revisions at the November 18, 2021 meeting. Resolution 12-2021-01, attached for your review and consideration, contains the proposed changes and amendments.

RECOMMENDED ACTION:

Make a motion approving a resolution amending the JEDCO Articles of Incorporation.

BID AND AWARD:

N/A

BUDGET DATA:

N/A

BUDGET JUSTIFICATION:

N/A

BACKGROUND:**POLICY/GOAL CONSIDERATION:****LEGAL:**

Secretary of State requested the proposed changes.

RESOLUTION NO. 12-2021-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS APPROVING AMENDMENTS TO THE ARTICLES OF INCORPORATION FOR JACKSONVILLE ECONOMIC DEVELOPMENT CORPORATION IN THE FORM OF A RESTATED CERTIFICATE OF FORMATION (WITH AMENDMENTS); INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville, Texas (hereinafter referred to as the "City") authorized the creation of the Jacksonville Development Corporation n/k/a Jacksonville Economic Development Corporation (the "EDC"), pursuant to the provisions of Texas Revised Civil Statutes Annotated Article 5190.6, as amended (the "Act"); and

WHEREAS, the EDC has advised the City that it is necessary and proper to make certain amendments to its Articles of Incorporation and to update them to conform to the Texas Business Organizations Code and the Texas Local Government Code and that it is in the best interests of the EDC to do so; and

WHEREAS, the City has determined that it is in the best interests of the EDC and the City to amend the EDC's Articles of Incorporation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS THAT:

Section One. Approval. The Restated Certificate of Formation (With New Amendments) for the Jacksonville Economic Development Corporation attached hereto as Exhibit "A" is hereby approved.

Section Two. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Three. Recitals. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Four. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED this 14th day of December, 2021.

City of Jacksonville, Texas

By:

Randy Gorham, Mayor

ATTEST:

Greg Lowe, City Secretary

APPROVED AS TO FORM:

D. Brett Brewer, City Attorney

EXHIBIT "A"

RESTATED CERTIFICATE OF FORMATION

(Formerly Articles of Incorporation) **WITH AMENDMENTS**

JACKSONVILLE ECONOMIC DEVELOPMENT CORPORATION

A NON-PROFIT CORPORATION

JACKSONVILLE, TEXAS

We, the undersigned natural persons, not less than three in number, each of whom is at least 18 years of age and each of whom is a resident of the City of Jacksonville, Texas (which is a duly established city under the laws of the State of Texas, acting as Incorporators of a public instrumentality and non-profit development corporation ("the Corporation") under the provisions of the Development Corporation Act of 1979, Tex. Rev. Civ. Stat. Ann. Art. 5190.6, as amended ("the Development Corporation Act"), with the approval of the governing body of the City of Jacksonville, Texas, ("the City") as evidenced by resolution, do hereby amend the Articles of Incorporation, filed on August 1, 1995 and previously amended June 13, 1997, May 21, 2001, August 17, 2001, December 4, 2001, June 11, 2002, June 21, 2002 and February 14, 2017 by adopting the following Restated Certificate of Formation (formerly Articles of Incorporation) With Amendments in accordance with applicable law:

ARTICLE I

NAME

The name of the Corporation is JACKSONVILLE ECONOMIC DEVELOPMENT CORPORATION.

ARTICLE II

NON-PROFIT CORPORATION

The Corporation is a non-profit corporation specifically governed by the Development Corporation Act of 1979, as amended and governed by Chapters 501 and 505 of the Local Government Code, as now existing or as may be amended from time to time.

ARTICLE III

DURATION

Subject to the provisions of Article Fourteen hereof, the period of duration of the Corporation is perpetual.

ARTICLE IV

PURPOSES AND LIMITATIONS

(a) The Corporation is organized exclusively for the purpose of benefitting and accomplishing the public purposes of, and to act on behalf of, the City, and the specific purposes for which the Corporation is organized. The Corporation may issue bonds, notes, and other forms of debt instruments, and it may acquire, maintain, lease, and sell property, and interests therein, on behalf of the City, as authorized by Chapter 505 of the Local Govt. Code, to promote economic development within the City and the State of Texas in order to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare of, for, and on behalf of the City. The Corporation may finance and undertake any such project, subject to the regulations and limitations set forth in Chapter 505 of the Local Govt. Code and a special election held in the City in the year 1995. The Corporation is authorized to issue

Revised November 2021

bonds, as permitted by the Local Govt. Code; provided, however, no bonds may be issued by the Corporation and no project may be financed with bond proceeds or other revenues of the Corporation unless such bonds or projects are first approved by the City Council unless otherwise provided by law. The Corporation is a constituted authority and a public instrumentality within the meaning of the Local Govt. Code, the regulations of the United States Treasury Department, and the rulings of the Internal Revenue Service, prescribed and promulgated pursuant to Sections 103 and 141 of the Internal Revenue Code of 1986, as amended, and the Corporation is authorized to act on behalf of the City, as provided in the Local Govt. Code and this Restated Certificate.

(b) In the fulfillment of its corporate purpose, the Corporation shall have and may exercise the powers described in paragraph (a) of this Article, together with all of the other powers granted to the corporations that are incorporated under the Local Govt. Code and that are governed by Chapter 505 thereof, and, to the extent not in conflict with the Local Govt. Code, the Corporation shall additionally have and may exercise all of the rights, powers, privileges, authorities, and functions given by the general laws of the State of Texas to non-profit corporations under the Business Organizations Code, as amended, Section 2.008 and Section 22.001, et seq. (the "Business Code").

(c) The Corporation shall have the purposes and powers permitted by the Local Govt. Code, pursuant to the authority granted in Article III, Section 52-a of the Texas Constitution, but the Corporation does not have and shall not exercise the powers of sovereignty of the City, including the power to tax, except for the power to receive and use the sales and use taxes specified in Chapter 505 of the Local Govt. Code, and the police power, except that the Corporation shall have and may exercise the power of eminent domain when the exercise thereof is approved by the City Council and to the extent allowed by the City Charter, if applicable, and State Law. For the purposes of the Texas Tort Claims Act, as amended under Subchapter A, Chapter 101, Texas Civil Practice and Remedies Code, the Corporation is a governmental unit and its actions are governmental functions.

ARTICLE V OBLIGATIONS AND DEBTS

No agreements, bonds, debts, or obligations of the Corporation are or shall ever be deemed to be agreements, bonds, debts, or obligations, or the lending of credit, or the grant of public money or thing of value, of or by the City of Jacksonville, or any other political subdivision or agency of the State of Texas, or a pledge of the faith and credit of any of them. Any and all such agreements, bonds, debts or obligations shall be payable solely and exclusively from the revenues and funds received by the Corporation from the sources authorized by Chapter 505 of the Local Govt. Code, as amended, and from such other sources as may be otherwise lawfully available and belonging to the Corporation from time to time.

ARTICLE VI REGISTERED OFFICE AND AGENT

The street address of the registered office of the Corporation is, 309 E. Commerce Street, Jacksonville, Texas, 75766, and the name of the registered agent at such address is Shane Pace.

ARTICLE VII DIRECTORS

The affairs of the Corporation shall be managed by a Board of Directors.

The City Council shall appoint the Directors of the Corporation. The number of Directors shall be seven (7). The Directors shall meet such qualifications as required by the City Council. Members of the City Council may not serve as Directors of the Corporation. The Directors are removable by the City Council for cause or at will.

Directors serving in Places 1,2,3 and 4 shall be appointed by City Council members representing wards or City Council districts with corresponding number. Directors serving in Places 5 and 6 shall be appointed by City Council. The Mayor shall appoint the Director serving in Place 7.

Each of the Directors shall reside within the City or within the area of the extraterritorial jurisdictional limits of the City, or on a lot adjacent to Lake Jacksonville (City lease or fee simple) Cherokee County, Texas.

Directors shall serve two-year terms. Any vacancy occurring shall be filled by appointment by the City Council for the remainder of the term. The term of office of Directors shall expire on June 30. The Directors shall serve as such without compensation, except that they shall be reimbursed for their actual expenses incurred in the performance of their duties as Directors.

ARTICLE VIII MEMBERSHIP/STOCK

The Corporation has no members and is a non-stock corporation.

ARTICLE IX AMENDMENTS

This Restated Certificate of Formation may, at any time and from time to time, be amended as provided in the Development Corporation Act so as to make any changes therein and add any provisions thereto which are lawful under the Development Corporation Act as then in effect. Any such amendment shall be effected in either of the following manners: (i) the members of the Board of Directors of the Corporation shall file with the City Council a written application requesting approval of the amendments to the Certificate of Formation, specifying in such application the amendments proposed to be made; the City Council shall consider such application if it shall, by appropriate resolution duly find and determine that it is advisable that the proposed amendments be made and shall approve the form of the proposed amendments, then the Board of Directors of the Corporation may amend the Certificate of Formation by adopting such amendments at a meeting of the Board of Directors and delivering the Articles of Amendment to the Secretary of State; or (ii) the City Council may, at its sole discretion and at any time, amend this Restated Certificate of Formation and alter or change the structure, organization, programs, or activities of the Corporation, or terminate or dissolve the Corporation (subject to the provisions of the Development Corporation Act, and subject to any limitation provided by the Constitution and laws of the State of Texas and the United States of America on the impairment of contracts entered into by the corporation) by written resolution adopting the amendment to the Certificate of Formation of the Corporation or Articles of Dissolution at a meeting of the governing body to the city and delivering the Certificate of Formation or Articles of Dissolution to the Secretary of state, as provided in the Development Corporation Act or upon election as provided in the Act.

ARTICLE X INCORPORATOR

The name and street address of each Incorporator was set forth in the original Articles of Incorporation dated August 1, 1995.

ARTICLE XI AUTHORIZATION

The City has specifically authorized the Corporation by resolution to act on its behalf to further the public purposes stated in said resolution and this Restated Certificate of Formation, and the City has, by said resolution, approved this Restated Certificate of Formation.

ARTICLE XII DIVIDENDS AND RESTRICTIONS

No dividends shall ever be paid by the Corporation and no part of its net earnings remaining after payment of its expenses shall be distributed to or inure to the benefit of its Directors or officers or any individual, firm, corporation, or association. No part of the Corporation's activities shall be carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE XIII BYLAWS

The Corporation's internal affairs shall be regulated by a set of Bylaws, not inconsistent with the laws of this state or with this Restated Certificate of Formation, which Bylaws, as amended from time to time, have been approved by the City Council, under whose offices the Corporation is created. Any amendment to the bylaws must be approved by the Jacksonville City Council.

ARTICLE XIV DISSOLUTION

If the Corporation ever should be dissolved when it has, or is entitled to, any interest in any funds or property of any kind, real, personal or mixed, such funds or property or rights thereto shall not be transferred to private ownership, but shall be transferred and delivered to the City after satisfaction or provision for satisfaction of debts and claims. Should at the time of dissolution of the Corporation, the City of Jacksonville have been dissolved or no longer exist, then upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code, or should be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court may determine, which are organized and operated exclusively for such purposes.

ARTICLE XV LEGAL COMPLIANCE

This document is an accurate copy of the Certificate of Formation and all amendments that are in effect additional amendments, as further amended by this Restated Certificate of Formation. Further, this

Restated Certificate of Formation does not contain any other change in the Certificate of Formation other than omissions allowed by BOC § 3.059.

Jacksonville Economic Development Corporation

By: _____
Name: Loretta Doty
Title: Secretary

By: _____
Name: Darrell Dement
Title: Chairman of the Board

By: _____
Name: Shane Pace
Title: President

STATE OF TEXAS)

COUNTY OF CHEROKEE)

This instrument was acknowledged before me on _____, 2021, by Loretta Doty, Secretary of Jacksonville Economic Development Corporation, a Texas nonprofit corporation, on behalf of said nonprofit corporation.

Notary Public, State of Texas

STATE OF TEXAS)

COUNTY OF CHEROKEE)

This instrument was acknowledged before me on _____, 2021, by Darrell Dement, Chairman of the Board of Jacksonville Economic Development Corporation, a Texas nonprofit corporation, on behalf of said nonprofit corporation.

Notary Public, State of Texas

STATE OF TEXAS)

COUNTY OF CHEROKEE)

This instrument was acknowledged before me on _____, 2021, by
Shane Pace, President of Jacksonville Economic Development Corporation, a Texas nonprofit corporation,
on behalf of said nonprofit corporation.

Notary Public, State of Texas



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>12/14/2021</u>	ITEM NUMBER:	<u>12.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Randall Chandler, Director of Community and Public Services</u>	EXHIBITS:	<u>RFP Dogwood Street Drainage, Capps bid</u>

EXECUTIVE SUMMARY:

In November 2021, the City issued a Request for Proposal for the replacement of culverts at various street intersections in the area of Dogwood Street. The improvements, as engineered by Schaumburg and Polk, Inc., were designed to carry a 5-year storm event at a minimum. Capps Capco was the only bidder with a bid of \$105,912. After reviewing the bid, staff recommends rejection based on its belief that a more targeted improvement at an existing drive on Dogwood Street may resolve known surface drainage issues. Staff intends to complete the targeted improvement no later than the first-quarter 2022 and estimates improvements will cost less than \$15,000.

RECOMMENDED ACTION:

Make a motion not to award the RFP.

BID AND AWARD:

BUDGET DATA:

N/A

BUDGET JUSTIFICATION:

N/A

BACKGROUND:**POLICY/GOAL CONSIDERATION:****LEGAL:**

REQUEST FOR PROPOSAL

REPLACE CULVERTS AT VARIOUS STREET INTERSECTIONS ALONG DOGWOOD STREET

For

**City of Jacksonville Streets and
Infrastructure Department**



RFP # 2022-603-01
DUE DATE: November 30, 2021

Jacksonville Streets & Infrastructure Department
1220 S Bolton St.
Jacksonville, TX 75766
Phone: (903) 589-3510
<http://www.jacksonvilletx.org/>

Contents

SECTION I – CALENDAR FOR DOGWOOD STREET CULVERT REPLACEMENT	4
SECTION II – INTRODUCTION AND RFP TERMS AND CONDITIONS	4
SECTION III – DEFINITIONS, TERMS AND CONDITIONS	4
DEFINITIONS	4
ELECTRONIC DOCUMENTS	5
RECEIPT OF PROPOSALS	5
QUESTIONS AND INQUIRIES	5
CITY PREROGATIVE TO ACCEPT/REJECT PROPOSALS	5
REIMBURSEMENTS	5
CERTIFICATION	6
AGREEMENT	6
COMMUNICATION	6
COMPANY OWNERSHIP/MANAGEMENT	7
DISCLOSURE	7
AWARD OF THE CONTRACT	7
ADDENDA	7
FALSE OR MISLEADING STATEMENTS	8
CLARIFICATION OF PROPOSAL	8
RESPONSIVENESS	8
REJECTION OF PROPOSAL	8
INDEMNIFICATION AND RELEASE	8
INDEMNIFICATION	8
RELEASE	8
CONFLICT OF INTEREST	9
SECTION IV - TECHNICAL SPECIFICATIONS	9
GENERAL INFORMATION	9
BACKGROUND	9
PURPOSE	9
SCOPE OF WORK	10
RESPONSIBILITIES OF THE CITY	10
RESPONSIBILITIES OF THE CONTRACTOR	10
HAULING	10
SURFACE TREATMENTS AND PAVEMENTS	10
SPREADING AND FINISHING	11
SAFETY REQUIREMENTS	11

SCHEDULE NOTIFICATION	11
SITE VISITS.....	11
FORMAT REQUIREMENT	11
TAB A QUALIFICATIONS AND EXPERIENCE	11
TAB B PROCEDURES	12
TAB C RATES AND EXPENSES.....	12
TAB D REFERENCES	12
TAB E INSURANCE.....	12
TAB F CERTIFICATION PAGE.....	12
SECTION V – EVALUATION FACTORS	12
APPENDIX A – CONFLICT OF INTEREST FORM.....	14
APPENDIX B – REPLACEMENT OF CULVERTS, LOCATIONS WITH PROPER PHASES.....	17
APPENDIX C –DOGWOOD PLAN SET.....	18

SECTION I – CALENDAR FOR DOGWOOD STREET CULVERT REPLACEMENT

November 6, 13 Announce RFP and advertise in newspaper.

November 30 Proposals Due / Bid Opening

December 14 City Council awards contract

December 15 Execute Contracts / Agreements

SECTION II – INTRODUCTION AND RFP TERMS AND CONDITIONS

The City of Jacksonville is soliciting Proposal(s) from qualified contractors who are interested and qualified to provide the required product and services as indicated herein.

It is the intent of the City of Jacksonville to select a single provider to accomplish all the services outlined in this Request for Proposal. Proposals will be evaluated utilizing the criteria herein.

Submissions should include one (1) original and three (3) copies of the proposal and should be returned in a sealed envelope bearing the following information on the outside of the submittal envelope: the name and address of the respondent, as well as “City of Jacksonville RFP #2022-603-01; Dogwood Street.”

Response packages will be accepted until 2:00 p.m. on November 30, 2021, and should be addressed to:

Jacksonville Streets & Infrastructure
Attn: James Worley, Streets Director
1220 S Bolton St.
Jacksonville, TX 75766

SECTION III – DEFINITIONS, TERMS AND CONDITIONS

DEFINITIONS

To simplify the language throughout this request for qualification, the following definitions shall apply:

CITY OF JACKSONVILLE – Same as City.

CITY COUNCIL – The elected officials of the City of Jacksonville, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

CONTRACT – An agreement between the City and a Provider to furnish supplies and/or services over a designated period during which repeated purchases are made of the commodity and/or service specified.

CITY – The government of the City of Jacksonville, Texas.

CONTRACTOR OR FIRM – The successful Offeror of this request.

RFP – Request for Proposal

ELECTRONIC DOCUMENTS

Requesting firms may be supplied with the original documents in electronic form to aid in the preparation of proposal(s). By accepting these electronic documents, Firms agree not to edit or change the language or format of these documents. Submission of a proposal by Firms signifies full agreement with this requirement.

RECEIPT OF PROPOSALS

The submitted Proposal(s) must be received by the city prior to the time and date specified. The mere fact that the Proposal was dispatched will not be considered; the firm must ensure that the Proposal is delivered.

Regardless of cause, late qualifications will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery at the designated office by the designated time. Late qualifications will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

QUESTIONS AND INQUIRIES

Questions and inquiries about this Request for Proposal should be directed to: James Worley, Streets Director at (903) 589-3510. Questions should be submitted in writing no later than seven (7) days prior to the specified due date of the RFP and may be submitted to: James.Worley@jacksonvilletx.org.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made based on this statement.

CITY PREROGATIVE TO ACCEPT/REJECT PROPOSALS

The City reserves the right to accept or reject any or all Proposals because of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of the City. All Proposals become the property of the City of Jacksonville.

REIMBURSEMENTS

There is no express or implied obligation for the City of Jacksonville to reimburse responding firms for any expenses incurred in preparing Proposals in response to this Request for Proposal and City of Jacksonville will not reimburse responding firms for

these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

CERTIFICATION

Proposals must be completed and submitted as required in this document. Certification form below should be fully completed.

The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other firm, and that the contents of this RFP have not been communicated to any other firm prior to the official opening of this RFP.

Signed By:	_____
Title:	_____
Typed Name:	_____
Company Name:	_____
Phone No.:	_____
Fax No.:	_____
Email:	_____
Bid Address:	_____
P.O. Box or Street	_____
City, State ZIP	_____
Purch. Order Address:	_____
P.O. Box or Street	_____
City, State ZIP	_____
Remit Address:	_____
P.O. Box or Street	_____
City, State ZIP	_____
Federal Tax ID No.:	_____
Date:	_____

AGREEMENT

Submittals should include any vendor proposed, or required, agreements and contracts regarding this RFP.

COMMUNICATION

Prospective vendors shall communicate only with the staff identified herein during the entire RFP process (from this solicitation to award). The City shall not be responsible for

any verbal or non-verbal communication between a potential bidder and any other employees of the City; and such action may be cause for rejection of the subject bidder's proposal. Only written requirements and qualifications, and addenda as issued by the City will be considered.

COMPANY OWNERSHIP/MANAGEMENT

Should there be a change in the awarded vendor ownership or management, the contract may be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

DISCLOSURE

At the public opening, there will be no disclosure of contents to competing firms, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection after the contract award.

AWARD OF THE CONTRACT

Award of the contract shall be made to the responsible offeror whose proposal is determined to be the best offer, taking into consideration the relative importance of price and other factors set forth in this request for proposals.

The contents of the proposal of the successful bidder will become, at our option, a contractual obligation if a contract ensues. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the proposing vendors. The City of Jacksonville reserves the right to terminate the selection process at any time and to reject any or all proposals.

The City of Jacksonville reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City of Jacksonville and to the public; to reject the low price Proposal; to accept any item of any Proposal; to reject any and all Proposals; and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposal process, provided; however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing vendors should not rely upon or anticipate such waivers in submitting their Proposal.

ADDENDA

Any addenda to the Proposal specifications issued during the period between issuance of the RFP and receipt of proposals are to be considered covered in the Proposal and in awarding a contract they will become a part thereof. Receipt of addenda should be acknowledged by vendors in their proposal cover letter.

FALSE OR MISLEADING STATEMENTS

If, in our opinion, if a proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by the vendor, the entire proposal may be rejected at the discretion of the City.

CLARIFICATION OF PROPOSAL

We reserve the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's proposal.

RESPONSIVENESS

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration if the approach clearly offers us increased benefits.

REJECTION OF PROPOSAL

Proposals that are not prepared in accordance with these instructions to vendors may be rejected/disqualified. If not rejected, the City of Jacksonville may demand correction of any deficiency and accept the corrected Proposal upon compliance with these instructions to proposing vendors.

INDEMNIFICATION AND RELEASE

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

INDEMNIFICATION

It is further agreed that the Contractor (separately and collectively the "Indemnitee") shall indemnify, hold harmless, and defend the City, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the City, any other party indemnified hereunder, the Contractor, or any third party.

RELEASE

The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or

damage was caused in whole or in part by the negligence of the City, any other party released hereunder, the Contractor, or any third party.

CONFLICT OF INTEREST

Provide a completed copy of the Conflict-of-Interest Questionnaire (Form CIQ) and Certificate of Interested Parties form upon contract execution.

SECTION IV - TECHNICAL SPECIFICATIONS

GENERAL INFORMATION

BACKGROUND

The City of Jacksonville is in an area of rolling hills in East Texas, north of the county seat, Rusk, and south of Tyler, in neighboring Smith County, on U.S. Route 69. The north-south Highway 69 intersects the east-west U.S. Route 79. The city was founded in 1847 and incorporated in 1921. With a current population of 14,849 in the city limits, it is the principal city of the Jacksonville Micropolitan Statistical Area, which includes all Cherokee County, and part of the larger Tyler–Jacksonville combined statistical area. The City of Jacksonville has a 14.1 square mile footprint. The City of Jacksonville is a home-rule city that operates under the Council-Manager form of government. The city provides a full range of municipal services as prescribed by statute or charter. These services include police, fire and emergency medical services, parks and recreational facilities, library services, street maintenance and construction, public improvements, general administrative services and water, sewer, and sanitation systems.

The Street Department is responsible for all city owned streets. This includes:

- Cleaning
- Mowing
- Repair
- Replacement

The street department overlays approximately 15 streets a year and mows the right of way 2 times a month during the spring and summer months. In addition to mowing the right of way, the street department operates a street sweeper that runs a set route several times a month. The street department is also responsible for the installation and maintenance of street signs inside the city limits.

The City of Jacksonville's surface street maintenance program in part, consists of annual evaluation of the physical condition of all drainage and developing a plan for addressing issues on annual basis. Currently the culverts in this area are at or near capacity during heavy storm events.

PURPOSE

The City of Jacksonville is seeking a qualified contractor to replace culverts at various street intersections along Dogwood Street within the City of Jacksonville, TX 75766. The company chosen will be required to provide all labor and materials needed to complete the process.

SCOPE OF WORK

This project provides for the improvement of the drainage by replacement of a total of 21 culverts as outlined in Appendix B. Work tasks will generally involve the removal of undersized or dilapidated culverts at the project site and replacing them with a new culvert according to the attached plans with Round Concrete Pipe (RCP). Work to be performed under this contract shall include all labor and materials overlay HMA onto existing streets.

Construction will take place during dry weather and low flow prior to the deadline stipulated in the permit. Work hours and timeframe will be agreed upon by the Contractor, and Project Coordinator prior to construction. All disturbed areas shall be returned to pre-construction conditions and additional stabilization implemented if needed. Disturbance shall be minimized during construction.

The completion of this project will be accomplished in 2 Phases. The Phase I will encompass all work from the east entrance from Dogwood Street into the Legacy Nursing Home Driveway and extending North on Dogwood to Live Oak Street and all identified driveway intersections on Live Oak. The Phase II portion of this project will include the remainder of the identified intersections on Dogwood. Appendix B identifies locations with the proper Phases.

RESPONSIBILITIES OF THE CITY

- Designation of locations of work, see Appendix B.
- Necessary permitting

RESPONSIBILITIES OF THE CONTRACTOR

- Contractor is responsible for all signage, cones, and traffic control
- The Contractor shall be responsible for notifying private property owners, or tenants, two (2) working days in advance of scheduled interruptions of access to private roads or driveways. Access shall be restored as soon as possible, but not later than the end of each working day
- The Contractor shall furnish and install information signs that provide advance notification of a road closure a minimum of 5 working days prior to the closure. The signs shall have a black legend on a white reflective background.
- Contractor shall keep required insurance in force without interruption from the commencement of the Contractor's Work through the term of the Contract.

HAULING

All costs involved for hauling shall be incidental and included in the project.

SURFACE TREATMENTS AND PAVEMENTS

Work shall consist of removal of existing culverts and surrounding pavement, dirt and debris and replacement with new Round Concrete Pipe culverts as described in attached plans and Appendix B. Where pavement is removed it shall be replaced with Hot Mix asphalt and tied into the existing driveway and street.

SPREADING AND FINISHING

The mixture shall be paved in place on an existing surface, spread to 2.5" depth and compacted with a no less than a 5-ton compactor to the grade and elevation already established. On areas where irregularities or unavoidable obstacles make the use of mechanical spreading and finishing equipment impractical, the paving may be done with other equipment or by hand.

SAFETY REQUIREMENTS

Safety protocols for the industry shall always be observed as outlined in US Department of Labor, OSHA Laws and Regulations (Standards – 29 CFR) and TxDOT Construction Contract Administration Manual (CCAM), Manual Notice: 2020-1, Chapter 13: Health and Safety, Effective Date: April 27, 2020

SCHEDULE NOTIFICATION

The City must be notified, in writing of any significant changes to the work schedule, once established. Stating the reasons, duration of change and the anticipated impact to the project. All notifications must be in writing to James.Worley@jacksonvilletx.org no later than February 28, 2022.

SITE VISITS

Site visits will be available upon appointment Monday through Friday 9 AM till 4:00 PM. by calling James Worley, located at our Public & Community Services Center at (903) 589-3510.

FORMAT REQUIREMENT

The following instructions describe the form in which proposals should be submitted. Responses to the following items will be used for proposal evaluation. Proposals which do not contain responses to each of the required items will be considered incomplete and may be rejected by the City of Jacksonville. Proposal documents should provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City of Jacksonville. The requirements stated do not preclude Offerors herein from furnishing additional reports, functions, and costs as deemed appropriate.

To facilitate the review of the responses, Firms shall follow the described proposal format. Organizing the information within each tab in the order listed below will be appreciated.

TAB A QUALIFICATIONS AND EXPERIENCE

1. Briefly introduce your firm, providing a summary of the administration, organization and staffing of your firm, including multiple offices, if applicable.
2. List the contact person for your firm.
3. If your firm has multiple office locations, specify which location you propose to service our account.

4. List of any relevant projects to demonstrate the contractor's capabilities to complete the project, with emphasis on municipal and other governmental experience.
5. Discuss your staff's training.
6. List the firm's professional relationships involving the City or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed ambulance billing and collections services.
7. If applicable, provide an affirmative statement that your firm is independent of the city and all the component units of the city.
8. Provide a statement that the firm complies with all applicable Federal, State, and local laws and regulations as they apply to the services being provided.

TAB B PROCEDURES

1. Brief statement which demonstrates the submitters' understanding of the project.
2. Complete timeline (start and completion dates).
3. Description of materials to be used.
4. Any other information the company feels is missing from the RFP and the bid sheets.

TAB C RATES AND EXPENSES

Please include a complete cost breakdown for the scope of work to include all materials, labor, travel, etc.

TAB D REFERENCES

Provide at least three (3) references, preferably government agencies, including the name of the agency, contact name, telephone, and email address.

TAB E INSURANCE

Statement of Proof of at least \$1,000,000 general liability insurance.

TAB F CERTIFICATION PAGE

Acknowledgement of any Addenda issued and a statement of willingness to sign the City's Standard Form of Agreement.

SECTION V – EVALUATION FACTORS

The City of Jacksonville will review all proposals to determine compliance with the requirements as specified in the RFP. Only proposals which, in the opinion of the Selection Committee, meet the requirements of the RFP will be further evaluated. Proposals that pass the preliminary review will be evaluated on how well the proposal meets the needs of the City of Jacksonville as described in the Firm's response to each requirement listed in the RFP. The Selection Committee will review all written proposals that meet the minimum requirements and will select what it deems to be the top two to four proposals for further review. It is important that the responses be clear and complete so that the Selection Committee can adequately understand all aspects of the proposals. After receipt of proposals, the City of Jacksonville will use the following criteria in the selection process:

Project Understanding (10 POINTS):

The firm's proposal adequately demonstrates an understanding of the Project and familiarity with the City of Jacksonville.

Note: Firms should not simply restate the information contained in this RFP; this evaluation criteria requires that the proposal identify "critical issues" to the Project, identify an approach to resolving any critical issues, and otherwise provide additional information regarding the Project which supports the firm's ability to perform if selected.

Scope of Work (10 POINTS):

Proposed approach to the Project including the expected time commitment of key personnel, technical approach to the Project, and the emphasis placed on individual tasks.

Note: As this RFP has identified a General Scope of Work, evaluation criteria require that the proposal identify a detailed scope of work to successfully complete the project. The detailed scope of work must be identical to the format in which the Cost Proposal has been submitted – each sub-task must be identified in the firm's separately submitted Cost Proposal with a corresponding fee.

Staff Qualifications (10 POINTS):

Qualifications of the staff assigned to manage and provide services related to the Project; identify the specific staff assigned to manage the various phases and elements of work associated with the Project.

Note: This evaluation criteria requires that the proposal identify specific experience with coordinating projects of similar scope and complexity. Relevant experience must be demonstrated.

Firm Qualifications (10 POINTS):

Experience with projects of similar scope and complexity; familiarity with coordinating projects that include the required scope of work.

Total Cost (50 POINTS)

Project Schedule (10 POINTS):

Thoroughness and reasonableness of the project schedule with emphasis on navigating approval of the project. Firms are required to provide a project schedule that shall address the required work to be complete the project before March 31, 2022.

APPENDIX A – CONFLICT OF INTEREST FORM



ATTENTION VENDORS DOING BUSINESS WITH THE CITY OF JACKSONVILLE

Pursuant to House Bill 914, Local Government Code, chapter 176, a person or business and their agents who does business with the City of Jacksonville is required to complete a conflict-of-interest questionnaire (Form CIQ) no later than seven days after being contacted by City of Jacksonville for the purpose of establishing a business relationship. This legal requirement went into effect as of January 1, 2006.

Failure to meet this requirement could result in termination of your business relationship with the City of Jacksonville, whether or not a contract is in place. This is a legal requirement that supersedes contract provisions relating to termination.

Thank you for your cooperation.

James Worley
Streets Director
City of Jacksonville
903-589-3510
James.Worley@jacksonvilletx.org

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.**OFFICE USE ONLY****Date Received:**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code,

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor

1. Name of person who has a business relationship with a governmental entity.

☐

2. Check this box if you are filing an update to a previously filed questionnaire. *(The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)*

3. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Signature of person doing business with the governmental entity Date

APPENDIX B – REPLACEMENT OF CULVERTS, LOCATIONS WITH PROPER PHASES

ALL CULVERTS WILL BE REPLACED WITH ROUND CONCRETE PIPE (RCP)

Phase	Street	Intersections	Existing Pipe Size	Number of Replacement Pipe	Proposed Pipe Size
I	Dogwood	Dogwood / Nursing Home Driveway	None	1	18"
I	Dogwood	Dogwood / Briarwood	15"	2	30"
I	Dogwood	Dogwood / Driveway	24"	2	30"
I	Dogwood	Dogwood / Driveway	15"	2	24"
I	Dogwood	Dogwood / Live Oak	18"	2	24"
I	Dogwood	Dogwood / Driveway	15"	2	24"
I	Live Oak	Live Oak / Driveway	15"	2	24"
II	O'Keefe	O'Keefe and Dogwood	None	1	24"
II	Dogwood	N/A	None	1	18"
II	Dogwood	N/A	None	1	18"
II	Live Oak	Live Oak / Driveway	15"	2	24"
II	Dogwood	Dogwood / Driveway	24"	1	36"
II	Dogwood	Dogwood / King	24"	2	24"

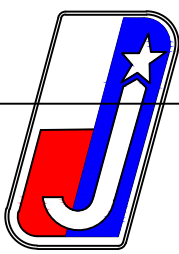
APPENDIX C –DOGWOOD PLAN SET

CITY OF JACKSONVILLE, TEXAS

DOGWOOD STREET DRAINAGE IMPROVEMENTS

SHEET INDEX

- 1 COVER SHEET & SHEET INDEX
- 2 - 5 DOGWOOD DRAINAGE IMPROVEMENTS



MAYOR:
RANDY GORHAM

COUNCIL MEMBERS:
MAYOR PRO-TEM ROB GOWIN
TIM MCRAE
HUBERT ROBINSON
MINDY GELLOCK

CITY MANAGER:
JAMES HUBBARD

PW DIRECTOR:
RANDALL CHANDLER

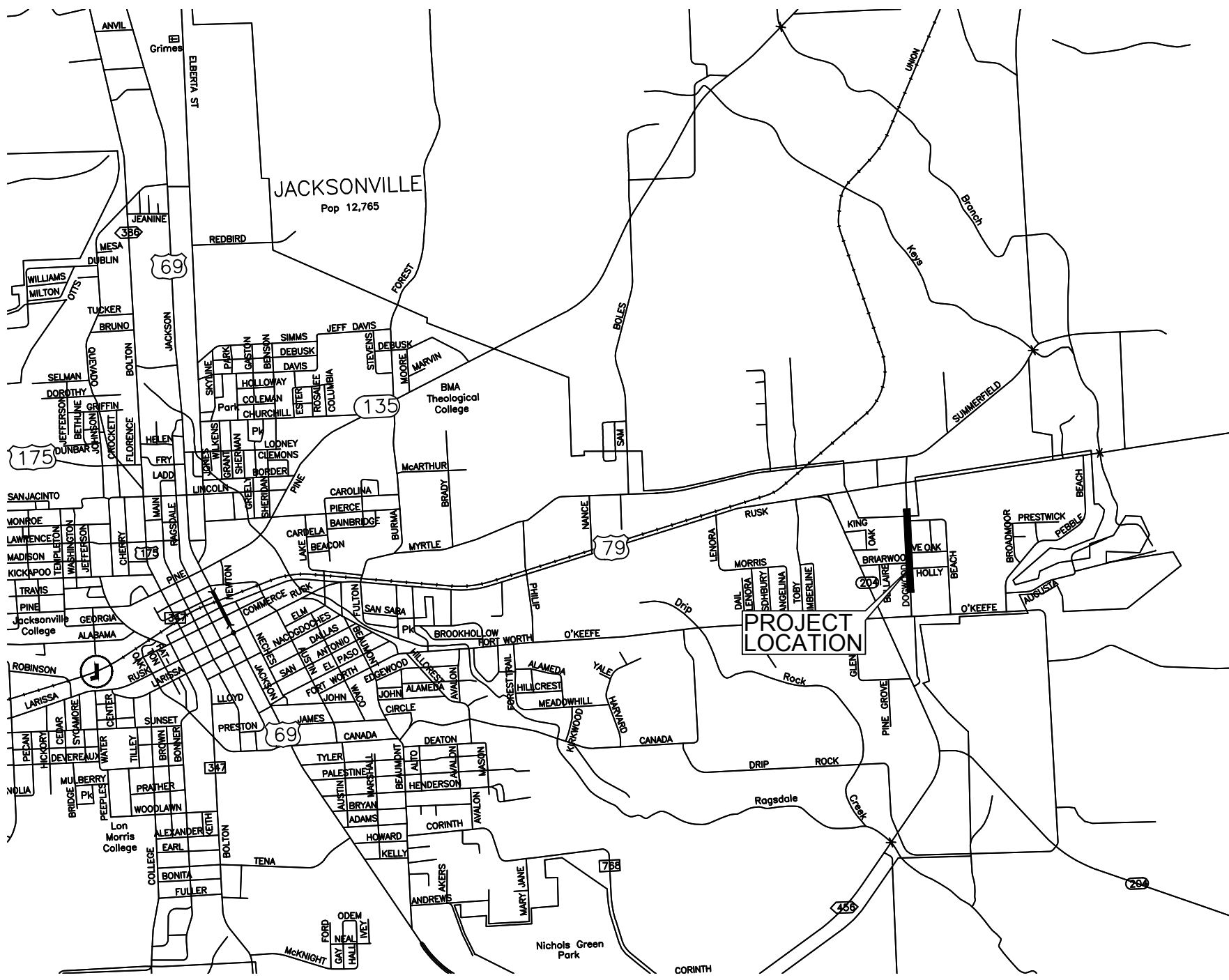
CITY HALL
JACKSONVILLE, TX
315 SOUTH RAGSDALE ST.
Phone: (903) 586-3510
www.jacksonvilletx.org



SPI

SCHAUMBURG & POLK, INC.

BEAUMONT | GARLAND | HOUSTON
PORT ARTHUR | TERRELL | TYLER
320 S. Broadway Ave., SUITE 200
Tyler, TX 75702
903.595.3913
Firm Registration No. F-520



LOCATION MAP - JACKSONVILLE, TX
(NOT TO SCALE)



SPI

SCHAUMBURG & POLK, INC.
BEAUMONT | GARLAND | HOUSTON
PORT ARTHUR | TERRELL | TYLER
320 S. Broadway Ave., SUITE 200
Tyler, TX 75702
903.595.3913
Firm Registration No. F-520



CITY OF
JACKSONVILLE
DOGWOOD STREET
DRAINAGE
IMPROVEMENTS

COVER SHEET &
SHEET INDEX

REVISIONS:

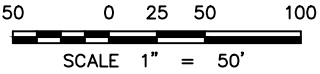


DRAWN BY:	R.DAILEY
REVIEWED BY:	J. SIMMONS
PROJECT NO:	938034.00
SHEET NO:	1

FILENAME: X:\CLIENTS\JACKSONVILLE - CITY OF\938034.00 - DOGWOOD STREET DRAINAGE\CD\01 COVER.DWG PLOT DATE: 8/11/2021 8:46 AM

FILENAME: X:\CLIENTS\JACKSONVILLE - CITY OF\938034.00 - DOGWOOD STREET DRAINAGE\DWG\02-05 DOGWOOD.DWG PLOT DATE: 8/11/2021 8:47 AM

- NOTES:
1. CREATE A UNIFORM DITCH SHAPE AND SLOPE BETWEEN DRAINAGE STRUCTURES. DITCH BOTTOM WIDTH MEET OR EXCEED THE WIDTH OF THE DRAINAGE STRUCTURES ON EACH END.
 2. PROPOSED DRAINAGE STRUCTURE SLOPE SHALL MATCH THE PROPOSED CHANNEL SLOPE.
 3. AS DESIGNED, THIS DRAINAGE SYSTEM WILL CARRY A 5 YEAR STORM EVENT AT MINIMUM.





SPI
SCHAUMBURG & POLK, INC.
BEAUMONT | GARLAND | HOUSTON
PORT ARTHUR | TERRELL | TYLER
320 S. Broadway Ave., SUITE 200
Tyler, TX 75702
903.595.3913
Firm Registration No. F-520





CITY OF JACKSONVILLE
DOGWOOD STREET DRAINAGE IMPROVEMENTS

DOGWOOD DRAINAGE

REVISIONS:									



BEFORE YOU DIG
Texas 811.com

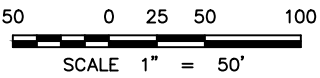
DRAWN BY:
R.DAILEY

REVIEWED BY:
J. SIMMONS

PROJECT NO:
938034.00

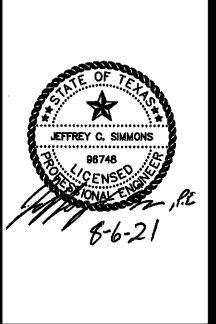
SHEET NO:
2

FILENAME: X:\CLIENTS\JACKSONVILLE - CITY OF\938034.00 - DOGWOOD STREET DRAINAGE\DWG\02-05 DOGWOOD.DWG PLOT DATE: 8/11/2021 8:47 AM





SCHAUMBURG & POLK, INC.
BEAUMONT | GARLAND | HOUSTON
PORT ARTHUR | TERRELL | TYLER
320 S. Broadway Ave., SUITE 200
Tyler, TX 75702
903.595.3913
Firm Registration No. F-520





CITY OF
JACKSONVILLE
DOGWOOD STREET
DRAINAGE
IMPROVEMENTS

DOGWOOD DRAINAGE

REVISIONS:									



BEFORE YOU DIG
Texas 811.com

DRAWN BY:
R.DAILEY

REVIEWED BY:
J. SIMMONS

PROJECT NO:
938034.00

SHEET NO:
3

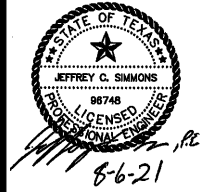
FILENAME: X:\CLIENTS\JACKSONVILLE - CITY OF\938034.00 - DOGWOOD STREET DRAINAGE\DWG\02-05 DOGWOOD.DWG PLOT DATE: 8/11/2021 8:48 AM



50 0 25 50 100
SCALE 1" = 50'



SPI
SCHAUMBURG & POLK, INC.
BEAUMONT | GARLAND | HOUSTON
PORT ARTHUR | TERRELL | TYLER
320 S. Broadway Ave., SUITE 200
Tyler, TX 75702
903.595.3913
Firm Registration No. F-520



JEFFREY G. SIMMONS
98748
LICENSED PROFESSIONAL ENGINEER
8-6-21



CITY OF
JACKSONVILLE

DOGWOOD STREET
DRAINAGE
IMPROVEMENTS

DOGWOOD DRAINAGE

REVISIONS:

NO.	DESCRIPTION	DATE



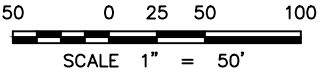
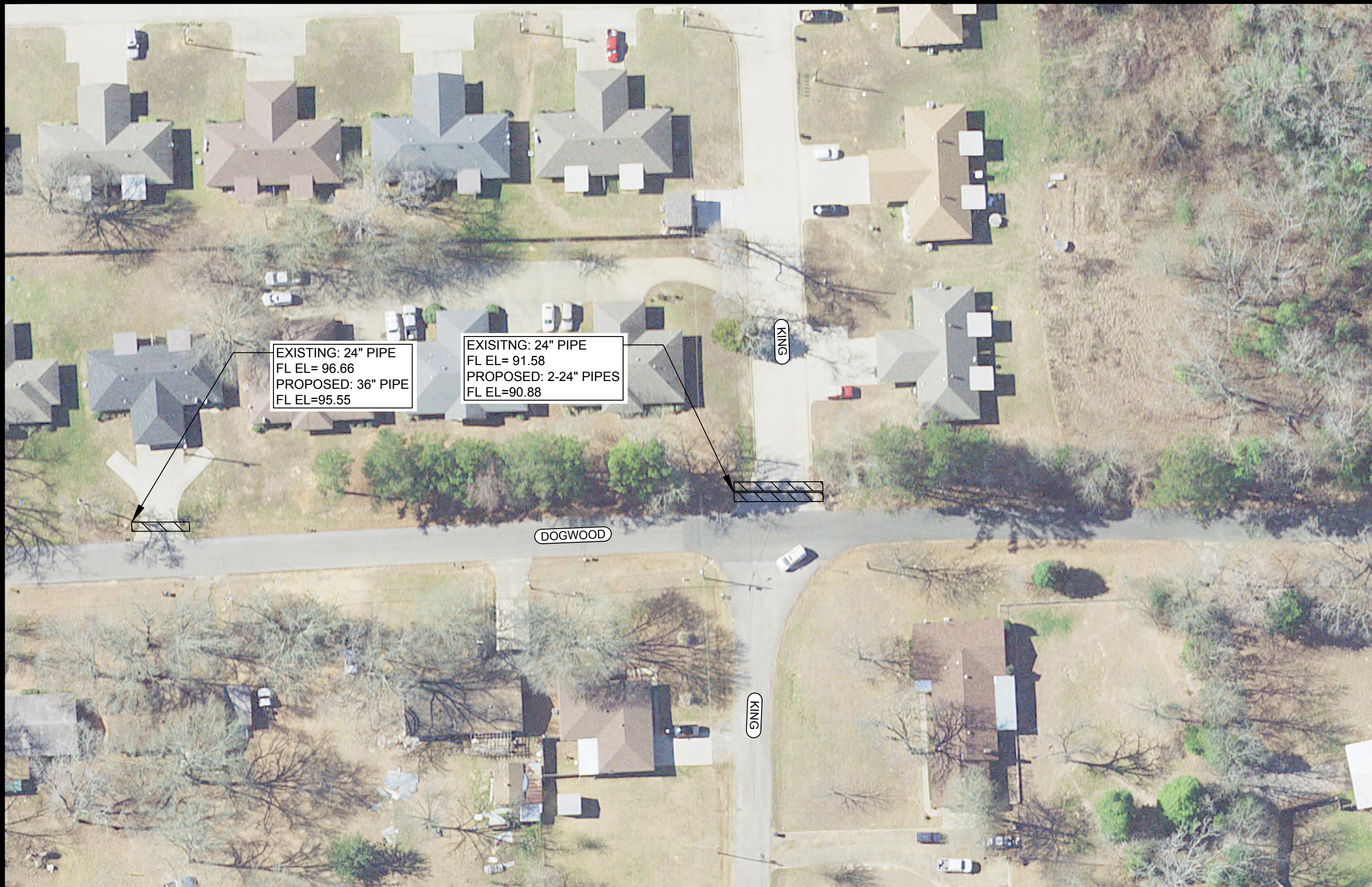
BEFORE YOU DIG
Texas 811.com

DRAWN BY:
R.DAILEY

REVIEWED BY:
J. SIMMONS

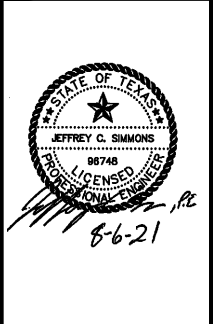
PROJECT NO:
938034.00

SHEET NO:
4





SCHAUMBURG & POLK, INC.
BEAUMONT | GARLAND | HOUSTON
PORT ARTHUR | TERRELL | TYLER
320 S. Broadway Ave., SUITE 200
Tyler, TX 75702
903.593.3913
Firm Registration No. F-520





CITY OF
JACKSONVILLE
DOGWOOD STREET
DRAINAGE
IMPROVEMENTS

DOGWOOD DRAINAGE

REVISIONS:

--	--	--	--	--	--



BEFORE YOU DIG
Texas 811.com

DRAWN BY:
R.DAILEY

REVIEWED BY:
J. SIMMONS

PROJECT NO:
938034.00

SHEET NO:
5



CAPPS-CAPCO CONSTRUCTION, INC. QUOTE

FOR

CITY OF JACKSONVILLE DOGWOOD STREET DRAINAGE

ITEM NO	DESCRIPTION	UNIT OF MEASURE	CONTRACT QUANTITY	UNIT PRICE	EXTENSION
1.00	Mobilization, insurance	LS	1.00	\$7,850.00	\$7,850.00
2.00	ditch grading	LF	2,000.00	\$10.00	\$20,000.00
3.00	18" rcp	LF	114.00	\$55.00	\$6,270.00
4.00	24" rcp	LF	360.00	\$72.00	\$25,920.00
5.00	30" rcp	LF	128.00	\$81.00	\$10,368.00
6.00	36" rcp	LF	30.00	\$128.00	\$3,840.00
7.00	asphalt demo and repair	SY	110.00	\$125.00	\$13,750.00
8.00	concrete demo and repair	SY	55.00	\$150.00	\$8,250.00
9.00	rock drive repair	SY	40.00	\$75.00	\$3,000.00
10.00	replace sod/grass per spec	SY	833.00	\$8.00	\$6,664.00
				TOTAL	\$105,912.00

- *No water or sewer adjustments included in price
- *No SET or headwalls shown on plans or specs, so not included
- *All pipe lengths provided by City
- *Project to start Mid January
- *60 day project time



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	12/14/2021	ITEM NUMBER:	13.
DEPARTMENT:	Administration	PREPARED BY:	Greg Lowe, City Secretary
INITIATED BY:	Randall Chandler, Director of Community and Public Services	EXHIBITS:	RFP for Janitorial Services November 2021, Janitorial Bid Results

EXECUTIVE SUMMARY:

In November, staff issued a request for proposal for janitorial services. This request was for all city facilities to include the new public safety complex. Three responses were received and scored by staff. After reviewing the responses and extensive conversations with staff, it has been determined that hiring two full-time employees in lieu of janitorial services is in the best interest of the City of Jacksonville. The staff recommend not awarding the RFP.

RECOMMENDED ACTION:

Make a motion not to award the RFP.

BID AND AWARD:

N/A

BUDGET DATA:

N/A

BUDGET JUSTIFICATION:

N/A

BACKGROUND:**POLICY/GOAL CONSIDERATION:****LEGAL:**

Bid was posted as required by state law.

REQUEST FOR PROPOSAL

JANITORIAL SERVICES

For

**City of Jacksonville Development & Facility
Services Department**



**RFP # 2022-601-02
DUE DATE: November 30, 2021**

**Jacksonville Development & Facility Services Department
1220 S Bolton St.
Jacksonville, TX 75766
Phone: (903) 589-3510
<http://www.jacksonvilletx.org/>**

Contents

SECTION I – CALENDAR FOR JANITORIAL SERVICES	5
SECTION II – INTRODUCTION AND RFP TERMS AND CONDITIONS	5
SECTION III – DEFINITIONS, TERMS AND CONDITIONS	5
DEFINITIONS	5
ELECTRONIC DOCUMENTS	6
RECEIPT OF PROPOSALS	6
QUESTIONS AND INQUIRIES	6
CITY PREROGATIVE TO ACCEPT/REJECT PROPOSALS	6
REIMBURSEMENTS	6
CERTIFICATION	6
AGREEMENT	7
COMMUNICATION	7
COMPANY OWNERSHIP/MANAGEMENT	7
DISCLOSURE	7
AWARD OF THE CONTRACT	8
ADDENDA	8
FALSE OR MISLEADING STATEMENTS	8
CLARIFICATION OF PROPOSAL	8
RESPONSIVENESS	8
REJECTION OF PROPOSAL	8
INDEMNIFICATION AND RELEASE	9
INDEMNIFICATION	9
RELEASE	9
CONFLICT OF INTEREST	9
SECTION IV - TECHNICAL SPECIFICATIONS GENERAL INFORMATION	9
BACKGROUND	9
GENERAL SCOPE OF WORK	9
ITEMS THAT MUST BE INCLUDED IN YOUR PROPOSAL	10
PROPOSAL FORM	10
EXAMINATION OF SITE AND CONTRACT DOCUMENTS	10
WITHDRAWAL OF BIDS	11
INSURANCE	11
ROUTINE INSPECTIONS	11
PERFORMANCE OF WORK	11
CONTRACT DURATION AND LIQUIDATED DAMAGES	11
SCHEDULE OF WORK AND HOURS OF OPERATION	11

CONTRACT TERM	11
COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES AND REGULATIONS	12
GOVERNING LAW AND PARTIAL INVALIDITY	12
PREVAILING WAGES	12
BONDS	12
GENERAL CONDITIONS	12
REPRESENTATIVES	12
PROPOSED COSTS	12
CONTRACTOR STAFF/EMPLOYEES & WORKERS	12
WORK SCHEDULE	13
VEHICLE LIMITATIONS	13
TRAFFIC CONTROL, PUBLIC CONVENIENCE AND SAFETY	13
WAIVER	13
DATA TO BE FURNISHED BY THE CONTRACTOR	13
CONTRACTORS OPERATIONS/STORAGE	13
OFFICE, TELEPHONE & RADIOS	14
INDEPENDENT CONTRACTOR	14
CONTRACTOR CUSTOMER SERVICE STANDARDS	14
PERFORMANCE OF THE WORK	14
PERFORMANCE OF WORK – GENERAL	14
NO ASSIGNMENT OR DELEGATION	14
DEFECTIVE WORK	14
COMMUNICATIONS REGARDING THE WORK	14
EMERGENCY WORK	14
SUBCONTRACTORS	15
COOPERATION WITH OTHER WORK FORCES	15
PROTECTION OF PROPERTY	15
CLEANING AND ENVIRONMENTAL CONTROLS	15
RECYCLABLE PRODUCTS	16
TECHNICAL SPECIFICATIONS, SCOPE OF WORK	16
GENERAL	16
CLEANING PRODUCTS, PAPER GOODS AND SUPPLIES	16
PAINTED/HARD SURFACES AND FIXTURES	16
FLOORS	16
KITCHENS	17
RESTROOMS/LOCKER ROOMS	17
DOORS, SWITCH PLATES AND DRINKING FOUNTAINS	17
TRASH RECEPTACLES/OUTDOOR HANDRAILS AND BRIDGES	18

WINDOWS, GLASS DOORS AND PARTITIONS.....	18
DUSTING.....	18
OFFICE FURNITURE, DESKS AND FILE CABINETS	18
MINIMUM FREQUENCY SCHEDULE	18
DAILY JANITORIAL SERVICES.....	20
GENERAL FACILITIES	20
KITCHENS	21
RESTROOMS/SHOWERS/LOCKER ROOMS	21
FLOORS	21
WEEKLY JANITORIAL SERVICES	21
BI-MONTHLY JANITORIAL SERVICES (Twice Per Month).....	22
MONTHLY JANITORIAL SERVICES.....	22
QUARTERLY JANITORIAL SCHEDULE	22
BUILDING SECURITY.....	22
AGREEMENT	23
LIST OF REFERENCES	25
BID PROPOSAL SCHEDULE	26
EVALUATION CRITERIA.....	27
CONFLICT OF INTEREST FORM	28

SECTION I – CALENDAR FOR JANITORIAL SERVICES

November 9, 16	Announce RFP and advertise in newspaper
November 30	Proposals Due / Bid Opening
December 14	City Council awards contract
December 15	Execute Contracts / Agreements
January 1	Contract and Services Begin

SECTION II – INTRODUCTION AND RFP TERMS AND CONDITIONS

The City of Jacksonville is soliciting Proposal(s) from qualified firms who are interested and qualified to provide the required product and services as indicated herein.

It is the intent of the City of Jacksonville to select a single provider to accomplish all the services outlined in this Request for Proposal. Proposals will be evaluated utilizing the criteria herein.

Submissions should include one (1) original and three (3) copies of the proposal and should be returned in a sealed envelope bearing the following information on the outside of the submittal envelope: the name and address of the respondent, as well as "City of Jacksonville RFP #2022-601-02; Janitorial Services."

Response packages will be accepted until 2:00 p.m. on November 30, 2021, and should be addressed to:

Jacksonville Development & Facility Services
Attn: Chris Silvey, Building Inspector
1220 S Bolton St.
Jacksonville, TX 75766

SECTION III – DEFINITIONS, TERMS AND CONDITIONS

DEFINITIONS

To simplify the language throughout this request for qualification, the following definitions shall apply:

CITY OF JACKSONVILLE – Same as City.

CITY COUNCIL – The elected officials of the City of Jacksonville, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

CONTRACT – An agreement between the City and a Provider to furnish supplies and/or services over a designated period during which repeated purchases are made of the commodity and/or service specified.

CITY – The government of the City of Jacksonville, Texas.

CONTRACTOR OR FIRM – The successful Offeror of this request.

RFP – Request for Proposal

ELECTRONIC DOCUMENTS

Requesting firms may be supplied with the original documents in electronic form to aid in the preparation of proposal(s). By accepting these electronic documents, Firms agree not to edit or change the language or format of these documents. Submission of a proposal by Firms signifies full agreement with this requirement.

RECEIPT OF PROPOSALS

The submitted Proposal(s) must be received by the city prior to the time and date specified. The mere fact that the Proposal was dispatched will not be considered; the firm must ensure that the Proposal is delivered.

Regardless of cause, late qualifications will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery at the designated office by the designated time. Late qualifications will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

QUESTIONS AND INQUIRIES

Questions and inquiries about this Request for Proposal should be directed to: Chris Silvey, Building Inspector at (903) 589-3510. Questions should be submitted in writing no later than seven (7) days prior to the specified due date of the RFP and may be submitted to: Chris.Silvey@jacksonvilletx.org.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made based on this statement.

CITY PREROGATIVE TO ACCEPT/REJECT PROPOSALS

The City reserves the right to accept or reject any or all Proposals because of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of the City. All Proposals become the property of the City of Jacksonville.

REIMBURSEMENTS

There is no express or implied obligation for the City of Jacksonville to reimburse responding firms for any expenses incurred in preparing Proposals in response to this Request for Proposal and City of Jacksonville will not reimburse responding firms for these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

CERTIFICATION

Proposals must be completed and submitted as required in this document. Certification form below should be fully completed.

The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other firm, and that the contents of this RFP have not been communicated to any other firm prior to the official opening of this RFP.

Signed By:

Title:

Typed Name:

Company Name:

Phone No.:

Fax No.:

Email:

Melissa Dorey
owner

Melissa Dorey

M+D Cleaning

903-292-9471

—

MDcleaninggirls@gmail.com

Bid Address:

P.O. Box or Street

City, State ZIP

173 County Road 3900

JACKSONVILLE TX 75746

Purch. Order Address:

P.O. Box or Street

City, State ZIP

—

—

—

Remit Address:

P.O. Box or Street

City, State ZIP

173 County Road 3900

JACKSONVILLE TX 75746

Federal Tax ID No.:

Date:

11.29.21

AGREEMENT

Submittals should include any vendor proposed, or required, agreements and contracts regarding this RFP.

COMMUNICATION

Prospective vendors shall communicate only with the staff identified herein during the entire RFP process (from this solicitation to award). The City shall not be responsible for any verbal or non-verbal communication between a potential bidder and any other employees of the City; and such action may be cause for rejection of the subject bidder's proposal. Only written requirements and qualifications, and addenda as issued by the City will be considered.

COMPANY OWNERSHIP/MANAGEMENT

Should there be a change in the awarded vendor ownership or management, the contract may be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

DISCLOSURE

At the public opening, there will be no disclosure of contents to competing firms, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection after the contract award.

AWARD OF THE CONTRACT

Award of the contract shall be made to the responsible offeror whose proposal is determined to be the best offer, taking into consideration the relative importance of price and other factors set forth in this request for proposals.

The contents of the proposal of the successful bidder will become, at our option, a contractual obligation if a contract ensues. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the proposing vendors. The City of Jacksonville reserves the right to terminate the selection process at any time and to reject any or all proposals.

The City of Jacksonville reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City of Jacksonville and to the public; to reject the low price Proposal; to accept any item of any Proposal; to reject any and all Proposals; and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposal process, provided; however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing vendors should not rely upon or anticipate such waivers in submitting their Proposal.

ADDENDA

Any addenda to the Proposal specifications issued during the period between issuance of the RFP and receipt of proposals are to be considered covered in the Proposal and in awarding a contract they will become a part thereof. Receipt of addenda should be acknowledged by vendors in their proposal cover letter.

FALSE OR MISLEADING STATEMENTS

If, in our opinion, if a proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by the vendor, the entire proposal may be rejected at the discretion of the City.

CLARIFICATION OF PROPOSAL

We reserve the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's proposal.

RESPONSIVENESS

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration if the approach clearly offers us increased benefits.

REJECTION OF PROPOSAL

Proposals that are not prepared in accordance with these instructions to vendors may be rejected/disqualified. If not rejected, the City of Jacksonville may demand correction of any deficiency and accept the corrected Proposal upon compliance with these instructions to proposing vendors.

INDEMNIFICATION AND RELEASE

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

INDEMNIFICATION

It is further agreed that the Contractor (separately and collectively the "Indemnitee") shall indemnify, hold harmless, and defend the City, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the City, any other party indemnified hereunder, the Contractor, or any third party.

RELEASE

The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the City, any other party released hereunder, the Contractor, or any third party.

CONFLICT OF INTEREST

Provide a completed copy of the Conflict-of-Interest Questionnaire (Form CIQ) and Certificate of Interested Parties form upon contract execution.

SECTION IV - TECHNICAL SPECIFICATIONS GENERAL INFORMATION

BACKGROUND

The City of Jacksonville is in an area of rolling hills in East Texas, north of the county seat, Rusk, and south of Tyler, in neighboring Smith County, on U.S. Route 69. The north-south Highway 69 intersects the east-west U.S. Route 79. The city was founded in 1847 and incorporated in 1921. With a current population of 14,849 in the city limits, it is the principal city of the Jacksonville Micropolitan Statistical Area, which includes all Cherokee County, and part of the larger Tyler-Jacksonville combined statistical area. The City of Jacksonville has a 14.1 square mile footprint. The City of Jacksonville is a home-rule city that operates under the Council-Manager form of government. The city provides a full range of municipal services as prescribed by statute or charter. These services include police, fire and emergency medical services, parks and recreational facilities, library services, street maintenance and construction, public improvements, general administrative services and water, sewer, and sanitation systems.

GENERAL SCOPE OF WORK

The scope of this contract shall be to furnish all labor, equipment, tools, cleansers, and disinfectants to do all work necessary to perform the required janitorial services at the following locations:

SITE	ADDRESS
City Hall: Council Chambers, Administrative Offices, Court Room, Court Offices, Conference Rooms, Meeting Rooms, Kitchen, Break Room, Hallways, Restrooms	315 S. Ragsdale Street
Finance Building: Administrative Offices, Lobby, Work Room, Kitchen/Break Room, Hallway, Restrooms	215 E. Rusk Street
Library: Main Library, Offices, Conference Rooms, Meeting Rooms, Kitchen, Break Room Hallways, Restrooms	526 E. Commerce Street
Vanishing Texana Museum: Offices, Main Areas, Hallways, Restrooms	302 S. Bolton Street
Public Safety Complex: Non-Restricted Offices, Conference Rooms, Meeting Rooms, Kitchen, Break Room, Hallways, Restrooms, Fitness Center	911 S. Bolton Street
Public & Community Services: Offices, Lobby, Conference Rooms, Meeting Rooms, Kitchen, Break Room, Hallways, Restrooms	1220 S. Bolton Street

ITEMS THAT MUST BE INCLUDED IN YOUR PROPOSAL

- Brief statement which demonstrates the submitters' understanding of the project.
- Cost breakdown for the scope of work and those numbers totaled with signature to acknowledge.
- List of any relevant projects and a minimum of three (3) references to demonstrate the contractor's capabilities to complete the project
- Any other information the company feels is missing from the RFP and the bid sheets.
- Statement of Proof of \$1,000,000 general liability insurance.

Proposals not containing the above items or lacking signatures will be considered incomplete and rejected for selection.

PROPOSAL FORM

All proposals must be on the forms furnished by the city, completed in full, and signed by the authorized representative of the organization providing the bid. All items and statements shall be properly filled out. Numbers shall be stated both in words and in figures where so indicated, and where there is a conflict in the words and the figures, the words shall govern.

The signatures of all persons signing the bid shall be in long hand. Prices, wording, and notations must be in ink or typewritten. Erasures or other changes shall be noted over by signature of the bidder.

EXAMINATION OF SITE AND CONTRACT DOCUMENTS

At its own expense and prior to submitting its bid, each bidder shall examine the contract documents; visit the site and determine the local conditions which may in any way affect the performance of the work, including the prevailing wages and other relevant factors; familiarize itself with all Federal, State and local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work, determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided; and correlate its observations, investigations, and determinations with the requirements of the contract documents. The contract documents show and describe the existing conditions as they are believed to be, and the City shall not be liable for any loss sustained by the bidder resulting from any variance between the conditions and design data given in the contract documents and the actual conditions revealed during the bidder's examination or during the progress of the work.

WITHDRAWAL OF BIDS

Any bid may be withdrawn, either personally or by written request, at any time prior to the scheduled closing time for receipt of bids.

INSURANCE

During the performance of the work and until its acceptance by City, Contractor shall maintain in force public liability and property damage insurance in an amount acceptable City Council to cover all awards judgments for any death, injury, loss, or damage arising out of the performance of the work by Contractor.

Public liability insurance shall be in an amount of not less than three hundred thousand dollars (\$300,000) for injuries, including accidental death, to any one person or one accident. Property damage insurance shall be in an amount of not less than three hundred thousand dollars (\$100,000). Such insurance shall have the City of Jacksonville as the named co-insured. Contractor shall furnish the City concurrently with execution of the contract a valid endorsement of Liability Insurance in the amounts prescribed.

ROUTINE INSPECTIONS

The Director of Public & Community Services, or the Building Inspector, or authorized agent shall always have access to the work and shall be furnished with every reasonable facility for ascertaining full knowledge regarding the workmanship and equipment used and employed in the work. The inspection of the work shall not relieve the Contractor of any of his obligations to fulfill the contract.

PERFORMANCE OF WORK

Contractor shall furnish all materials, tools equipment, safety equipment and labor necessary to perform in a good and workmanlike manner, the work as called for, in the manner designated in, and in strict conformity with, the instructions for said work.

For non-performance or non-compliance, City shall withhold compensation for any period during which Contractor fails, in total or in part, to satisfactorily perform the full scope of work as set forth in the contract documents as indicated under Liquidated Damages.

CONTRACT DURATION AND LIQUIDATED DAMAGES

All work must be completed within the time limits set forth in the specifications. It is agreed that damages for the failure of the Contractor to complete the total work described herein within the time limits required are impossible to ascertain but that the sum of three hundred dollars (\$300.00) per day is a reasonable estimate. Should the work not be completed within the specified time for completion, the Contractor shall be liable for liquidated damages; payable to the City, in the amount of three hundred dollars (\$300.00) for each calendar day of delay in completion.

SCHEDULE OF WORK AND HOURS OF OPERATION

Contractor shall complete all the work as indicated for each facility and shall provide a schedule at the commencement of the contract as indicated in the Minimum Frequency Schedule.

CONTRACT TERM

The contract shall be valid for **12 months** for the work as described in the Bid Proposal and specifications and may be terminated at any time by a majority vote of the City Council. At the option of the City, the Agreement may be extended for four (4) additional one-year terms based

upon acceptable performance by the Contractor, acceptable fees and subject to the same terms and conditions of the Agreement. Pricing is to remain firm as submitted in the initial RFP. Should the option to renew for additional years be exercised, City and Contractor shall negotiate all price modifications. The contract shall not be assignable or transferable by either party without the express written consent of the other party.

COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES AND REGULATIONS

Contractor shall comply with all applicable Federal, State of Texas, Cherokee County, and City statutes, ordinances, and regulations.

GOVERNING LAW AND PARTIAL INVALIDITY

The laws of the State of Texas shall govern this Agreement. If any provision in the contract is held by any court to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in force.

PREVAILING WAGES

Prevailing wages as prescribed by the Government Code of the State of Texas as published by the State shall apply for the various job classifications employed in this work.

BONDS

All bonds obtained for this contract shall be from an "A" rated surety company that is admitted to do business in the State of Texas.

GENERAL CONDITIONS

REPRESENTATIVES

The Director of Public and Community Services shall be the representative of the City and, except as otherwise expressly provided herein, shall make all decisions and interpretations to be made by the City under the provisions of the Contract Documents. Instructions and information given by the Director to the Contractor's Representative shall be the same as if communicated directly to the Contractor. The decision(s) of the Director shall be final and binding on all questions concerning the acceptability of materials, supplies or machinery, the classification of materials or supplies, and execution of the work. The Director will make periodic observations of materials and completed work to observe their compliance with the Contract Documents, but he/she is not responsible for the site conditions, operations, equipment, personnel, or the maintenance of a safe place to work or any safety in, on, or about the site of work.

PROPOSED COSTS

The monthly prices and lump sum amount to be paid for the areas listed in the Compensation Schedules shall include full compensation for furnishing all labor, cleaning supplies, vehicles, equipment, and incidentals necessary to complete the work under the Contract. This shall include the Contractor's costs involved with bonding, insurance, worker's compensation, overhead, financing, mobilization, public convenience and safety, storage of equipment and materials, security against theft and vandalism, clean-up, and all other items incidental to the work.

CONTRACTOR STAFF/EMPLOYEES & WORKERS

The Contractor shall provide sufficient personnel to perform all work in accordance with this RFP. At no time, will the Contractor allow its crew to be diminished in size or labor hours to not effectively complete the assigned maintenance tasks. A qualified, English-speaking foreman in the employ of the Contractor shall supervise all the Contractor's maintenance personnel. At

least one (1) member of each crew working at each site shall be able to communicate both orally and in writing in English and a crew shall consist of no less than two (2) employees. At no time, shall the Contractor provide less than two persons at each site. Contractor shall require employees to wear a uniform identifying them as an employee of the Contractor while working in the City. This shall include proper work shoes and uniform clothing with a name badge and photo ID. If any person employed by the Contractor or any subcontractor shall fail or refuse to carry out the directions of the Director, or is in the opinion of the Director, incompetent, intemperate, or disorderly; or uses threatening or abusive language to any person on the work site; or is otherwise unsatisfactory, he/she shall be discharged from the facility immediately, and shall not again be employed on the work except with the written consent of the Director.

WORK SCHEDULE

The Contractor shall accomplish all maintenance required under this RFP between the hours of 5:00AM and 10:00PM, Monday through Sunday including holidays, except as noted in the Minimum Frequency Schedules. Exceptions may be made to normal work hours where incidence of use may be too great during the specified hours to allow for proper maintenance.

The city may grant, on an individual basis, permission to perform maintenance at other hours. Special notification listing exact dates for infrequent operations shall be furnished to the Director at least five (5) days prior to performing these operations. The City shall have the authority to suspend the work, wholly or in part, for such a period as may be deemed necessary due to renovation or construction, or to such other conditions as are considered unfavorable for the suitable prosecution of the work.

VEHICLE LIMITATIONS

The Contractor shall at no time drive vehicles on turf or sidewalks for any reason unless prior authorization has been granted.

TRAFFIC CONTROL, PUBLIC CONVENIENCE AND SAFETY

The Contractor shall conduct its operations to offer the least possible obstruction and inconvenience to the public, and shall have underway, no greater length or amount of work than can be accomplished properly with due regard to the rights of the public.

WAIVER

A waiver by City of any breach of any term, covenant, or condition contained in the Contract Documents shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained therein, whether of the same or a different character.

DATA TO BE FURNISHED BY THE CONTRACTOR

The Contractor shall furnish the Director with such information as it may desire respecting the progress and manner of the work, including all information necessary to determine its costs, such as the number of persons employed, their pay, the time during which they worked on site and other pertinent data. This may be requested at any time and must be turned over to the City within five (5) days of request.

CONTRACTORS OPERATIONS/STORAGE

Storage space for small equipment will be provided by the city, any other needs required for its maintenance operations, should be provide by the Contractor at its own expense. City will furnish storage areas for cleaning supplies and

miscellaneous paper goods such as trash liners, toilet paper, paper towels, hand soap, etc.

OFFICE, TELEPHONE & RADIOS

Contractor is required to maintain an office and provide telephone service so that all calls from the city have no toll charge. If a telephone answering service is utilized, the answering service shall be capable of contacting Contractor by radio or pager. Contractor staff shall be capable of communicating with City staff using cellular phones.

INDEPENDENT CONTRACTOR

The Contractor in the performance of the work hereunder will be acting in an independent capacity and not as an agent, employee, partner, or joint venture of the City.

CONTRACTOR CUSTOMER SERVICE STANDARDS

The Contractor shall always represent the City in a professional, friendly and efficient manner.

PERFORMANCE OF THE WORK

PERFORMANCE OF WORK – GENERAL

Contractor shall, at its own cost and expense, furnish all necessary materials, supplies, labor, transportation, and equipment for doing and performing work required under this RFP.

Contractor agrees that all services performed hereunder shall be provided in a manner commensurate with the highest professional standards and shall be performed by qualified and experienced personnel; that any work performed by Contractor under the Contract will be performed in the best manner; that any material furnished shall be subject to the approval of the Director; and that both work and materials will meet fully the requirements of this RFP.

NO ASSIGNMENT OR DELEGATION

Contractor shall not assign or delegate the duties or obligation under this Contract or its interest therein in whole or in part without the prior written consent of the City, which may be withheld at the City's sole discretion.

DEFECTIVE WORK

The Contractor shall redo at its own expense any part of the work that has been improperly executed, even though it has been included in the monthly estimates. If Contractor refuses or neglects to redo such defective work, prior to acceptance of the work, the City at the expense of the Contractor, plus 30% for overhead expenses may perform it, and Contractor's sureties shall be liable.

COMMUNICATIONS REGARDING THE WORK

After award of the Contract, all communications regarding the work covered by this RFP shall be addressed and mailed, or hand delivered to:

Chris Silvey, Building Inspector
City of Jacksonville
1220 S. Bolton Jacksonville, TX 75766
Phone: 903-589-3510
E-mail: Chris.Silvey@jacksonvilletx.org

EMERGENCY WORK

In case of an emergency that threatens loss or injury of property, and/or safety of life, the

Contractor shall act, without previous instructions from the City, as the situation may warrant. Contractor shall notify the City of the emergency and the action taken immediately thereafter. If such emergency arises out of or is the result of operations by the Contractor, the cost of the corrective measures will be billed to the Contractor and deducted from Contractor's payment as provided in the Contract Documents. The performance of emergency work by City forces will not relieve the Contractor of any of its responsibilities, obligations, or liabilities under the Contract.

SUBCONTRACTORS

All subcontracts, if any, shall contain a reference to the Contract between the City and the Contractor, and the terms of the Contract and all parts thereof shall be made part of each subcontract insofar as applicable to the work covered thereby. Nothing contained in this RFP shall be construed as creating any contractual relationship between any subcontractor and the City. The Contractor shall be considered the employer of any subcontractor and is fully responsible to the City for the acts and omissions of persons employed by them as he/she is for the acts and omissions of persons directly employed by Contractor. The Contractor shall be responsible for the coordination of the subcontractors, and material suppliers engaged upon its work. It shall be Contractor's duty to see that all its subcontractors commence their work at the proper time and carry it on with due diligence so that they do not delay or injure either the work or materials; and that all damage caused by them, or their workers are remedied at Contractor's expense. The city will not undertake to settle differences between the Contractor and its subcontractors or between subcontractors. The Contractor shall utilize the services of specialty subcontractors, without additional expense to the City, on those parts of the work, which are specified to perform by specialty Contractors.

COOPERATION WITH OTHER WORK FORCES

The City reserves the right to perform other work at or near the maintenance areas at any time using its own forces or other contractors. Other contractors, utilities and/or public agencies and their contractors, and City personnel may be working in the vicinity during the Contract term. There may be some interference between these activities and the work completed under this RFP. The Contractor shall cooperate and coordinate its work with that of other work forces to assure timely completion of work.

PROTECTION OF PROPERTY

The Contractor shall safely guard all public and private property or improvements from damage or loss in connection with this Contract, always. Should any facility, structure, or property be damaged during operations of the Contractor, it shall immediately notify the proper owners or authorities. The Contractor shall pay all damages and losses incurred. Before or after normal working hours, without exception, all exterior doors are to remain locked while the Contractor is in the building. Doors are to be locked and alarms set when the building is vacated following completion of work. Contractor shall be responsible for all costs associated with their failure to set the alarm or secure any facility (i.e., false alarm fees, stolen items or equipment, damage repairs, etc.). Contractor shall be issued keys to all facilities prior to the start of the work. In the event keys are lost or stolen while in Contractor's care, Contractor shall be responsible for all costs associated with the re-keying of all facilities, and duplication of keys for all authorized personnel. The Contractor shall be responsible for any materials, equipment and/or supplies so furnished and for the care of all work until its completion and final acceptance. Contractor shall at its own expense replace damaged or lost materials and repair-damaged parts of the work.

CLEANING AND ENVIRONMENTAL CONTROLS

Maintain areas free of waste materials, debris, and rubbish. Maintain sites in a clean and orderly

condition. Remove waste materials, debris and rubbish from site and dispose of all trash. The Contractor shall take appropriate action to ensure that no dust originates from the maintained areas. Water containing mud, silt, or other pollutants from activities, shall not be allowed to enter the storm drains, or surrounding landscaped areas. An approved NPDES recovery system must be used.

Any equipment or vehicles driven and/or operated within or adjacent to a street gutter, storm drain, or runoff conveyance shall be checked and maintained daily to prevent leaks of materials that, if introduced to water, could be deleterious to aquatic life. The Contractor shall comply with all litter and pollution laws. All Contractors, subcontractors and employees shall also obey these laws and it shall be the responsibility of the Contractor to ensure compliance. Contractor shall comply with OSHA's standards as it applies to the janitorial service industry.

RECYCLABLE PRODUCTS

The Contractor is encouraged to support the City of Jacksonville in recycling efforts. All recyclable trash containers are to be empty to its appropriate trash bin. We also encourage the use of green sealed cleaning products, whenever possible.

TECHNICAL SPECIFICATIONS, SCOPE OF WORK

GENERAL

The work to be done consists of complete and thorough janitorial maintenance of the City's facilities. Said maintenance shall include but not be limited to: community centers, kitchens, restrooms, locker rooms, gymnasiums, offices, meeting rooms, and classrooms; carpet and upholstery cleaning; cleaning and polishing drinking fountains and other metal surfaces; window washing, litter and debris removal; restocking restroom and kitchen, soap and paper supplies, clean, sweep, dry mop, wet mop, strip, wax, sanitize, scrub and vacuum floors; clean, scrub and maintain walls; clean ceiling vents; remove cobwebs; clean window sills, windows, light fixtures, plumbing fixtures and window coverings; and other maintenance required to maintain the facilities listed in the RFP.

CLEANING PRODUCTS, PAPER GOODS AND SUPPLIES

Contractor shall provide all labor, equipment, tools, cleansers, and disinfectants to do all work necessary to perform the required janitorial services.

PAINTED/HARD SURFACES AND FIXTURES

The Contractor shall thoroughly wash all interior painted surfaces with an approved cleaner, in accordance with the Minimum Frequency Schedules. Additionally, walls and counter surfaces shall be spot cleaned as needed to remove spills, finger marks, ink and pencil marks, and other dirty areas. Counter surfaces will be polished twice per week, or more often if necessary to maintain a clean surface area. Mirrors, powder shelves, plumbing fixtures, light fixtures, and ceiling grates, etc., shall be cleaned and dusted in accordance with the Minimum Frequency Schedules. All increased cleaning schedules for specialty areas are included in the Minimum Frequency Schedules. All stainless-steel surfaces shall be cleaned and polished with an approved polish. All basins, counter tops, fixtures, toilet bowls, and urinals shall be cleaned with an approved germicidal detergent solution. All dispensers shall be cleaned and disinfected and refilled with approved solutions.

FLOORS

Restroom floors shall be thoroughly cleaned with an approved germicidal detergent solution. Floors shall be waxed and polished as requested by the City to maintain a high luster gloss finish. Special attention shall be paid during floor cleaning and waxing to remove grout stains and to prevent wax from becoming built up at the base of the fixtures and on baseboards. All

non-skid mats shall be rinsed quarterly and disinfected (vacuum) daily.

Carpeted areas and rugs shall be thoroughly vacuumed daily and any staples, paperclips, etc., shall be removed from the floor. Carpet stains shall be spot cleaned with rug spotter at the time of detection. Carpeted surfaces shall be cleaned as needed to maintain a clean appearance. Doormats and chair mats shall be cleaned concurrently with vacuuming. Carpet cleaning methods shall be consistent with carpet manufacturer's recommendations or as otherwise approved the by Director. All carpeted areas shall be thoroughly cleaned quarterly.

LVT floors shall be thoroughly cleaner with a PH7 neutral floor solution cleaner in accordance with the manufacture's recommendations.

Wood floors shall be maintained in accordance with the manufacture's recommendations.

Concrete floors shall be maintained in a manner consistent with composite flooring material.

Gymnasium floors shall be cleaned with a City approved cleaner and specially treated dust mops. Remove trash, debris, and spillages in areas around and under benches. Dry mop/sweep gymnasium floors, including door thresholds/plates daily.

Shoe marks shall be removed from all floors upon detection.

KITCHENS

Kitchen floors shall be thoroughly cleaned with a germicidal detergent solution. Floors shall be waxed and polished as requested by the City to maintain a high luster gloss finish. Special attention is required during floor cleaning and waxing to remove grout stains and to prevent wax from becoming built up at the base of the fixtures and on baseboards. Exterior surfaces of all appliances, including stove, refrigerator and microwave shall be cleaned daily. Sinks shall be thoroughly cleaned using an approved detergent. Floor drains shall receive an enzyme treatment weekly or more often if requested by the City.

RESTROOMS/LOCKER ROOMS

The Contractor shall clean basins, fixtures, countertops, partitions, toilet bowls and urinals with an approved germicidal detergent solution daily. All restroom dispensers shall be disinfected and refilled daily. All paper and soap supplies shall be restocked as needed, including toilet tissue, hand soap, seat covers, sanitary supplies and deodorizers.

The Contractor shall wash and polish mirrors, dust shelves, etc., including flushometer, piping and toilet seat hinges, light fixtures, disposal bins and tops of stall partitions.

Both sides of toilets shall be washed daily with an approved germicidal solution. The Contractor shall report any leaks or plugged drains to the Director upon discovery.

Debris on walls and ceiling shall be removed daily. Walls and ceilings shall be cleaned as needed to maintain a clean surface.

All restroom drains shall receive an enzyme treatment weekly or more often if requested by the City. Enzyme products must be approved by City prior to use.

Deodorant aerosol cans shall be replaced as needed.

DOORS, SWITCH PLATES AND DRINKING FOUNTAINS

All doors, door frames, kick plates, door hardware, switch plates, and drinking fountains shall be cleaned daily to remove any spillage, smudge marks, and ink and pencil

marks. Stainless steel and brass hardware shall be cleaned and polished as needed to maintain a shiny appearance and to prevent scale and rust from forming.

Drinking fountains shall be always kept clean. Every instance of damage and/or inoperable drinking fountains shall be reported to the Director.

TRASH RECEPTACLES/OUTDOOR HANDRAILS AND BRIDGES

The Contractor shall empty all trash receptacles and replace liners daily. Trashcans shall be wiped down to remove spills, smudges or ink/pencil marks as needed. All handrails shall be wiped down.

WINDOWS, GLASS DOORS AND PARTITIONS

The Contractor shall clean all interior and exterior windows in accordance with the Minimum Frequency Schedule. Finger marks, smudges, and spills shall be cleaned from all glass surfaces and mirrors at the time of detection. Cleaners shall be non-abrasive and special care shall be taken so that glass treatment (tinting) is not scratched, damaged, or removed.

DUSTING

The Contractor shall dust all exposed surfaces daily, including desks, filing cabinets, cabinets, tables and chairs, telephones, bookcases, and other office equipment using specially treated dust cloths or feather dusters, except for desks and tables covered with papers and other work materials. Desk or cabinet tops will be thoroughly cleaned when left cleared. High dusting (above 10 feet) shall be performed monthly by the 7th day of the month and shall also include tops of doorframes, partitions, air vents, overhead shelves, special molding, and inside and outside of florescent light coverings. All blinds shall be cleaned (dusted) monthly. Vending machines shall be dusted on a weekly basis.

OFFICE FURNITURE, DESKS AND FILE CABINETS

The sides of all furniture shall be cleaned and waxed to remove smudges and/or marks on an as needed basis. **Contractor is not to disturb any computers, papers, folders, etc., on desks.** Desks are to be thoroughly cleaned when all items are removed from desk surfaces.

All upholstered furniture shall be vacuumed twice monthly, or more often, if necessary, to maintain the fabrics in a dirt and spot-free manner.

MINIMUM FREQUENCY SCHEDULE

Inspect entire site daily for signs of vandalism, abuse, or disrepair. Report any concerns to Center Director or Facilities Department immediately. Follow the routine cleaning duties and schedule.

Routine Cleaning Duties

Frequency: Daily (D), Weekly (W), Monthly (M), As Needed (N)

Restrooms

Empty trash receptacles and replace liners	D
Mop and disinfect floors using enzymatic cleaner	D
Clean and disinfect sinks	D
Clean and disinfect mirrors	D
Clean and disinfect toilet bowls-seats, urinals, & pipes	D
Empty sanitary napkin receptacles	D

Check & replenish hand soap, paper towel, & tissue supplies	D
Check that toilets, urinals, faucets & drain are working	D
Clean exterior of all dispensers (tissue, soap, etc.)	D
Clean and disinfect all waste receptacles	W/N
Clean doors and partitions	W
Clean baseboards	M
Spot clean vents, walls, switch plates, doorjambs, doors, etc.	N
Clean light fixtures	N

Meeting Rooms

Vacuum all carpeted floors and area rugs	D
Spot clean small marks and stains on carpets and area rugs	D
Sweep, mop and disinfect all non-carpeted floors	D
Empty trash receptacles and replace liners	D
Clean sinks and faucets	D
Clean and disinfect all waste receptacles	W/N
Dust all horizontal surfaces, including furniture and windowsills	W
Spot clean vents, walls, baseboards, switch plates, doorjambs, doors, etc.	W/N
Clean shades or blinds	M
Clean window glass on doors	N

Lounge, Hallways, Entryways, Kitchens and Utility Rooms

Empty trash receptacles and replace liners	D
Sweep all floors with a dust mop	D
Wet mop all floors	D
Clean and disinfect sinks	D
Dust all horizontal surfaces, including furniture and windowsills	W
Clean and disinfect exterior of appliances (refrigerator, microwave, etc.)	W
Clean and disinfect all waste receptacles	M/N
Spot clean vents, walls, baseboards, switch plates, doorjambs, doors, etc.	M/N
Clean light fixtures	N
Clean shades or blinds	N

Offices

Vacuum all carpeted floors and area rugs	D
Spot clean small marks and stains on carpets and area rugs	D
Sweep, mop and disinfect all non-carpeted floors	D
Empty trash receptacles and replace liners	D
Dust all ledges and other horizontal surfaces	D
Vacuum all fabric-covered surfaces (upholstered furniture and partitions)	W/N
Clean shades or blinds	W/N
Clean and disinfect all waste receptacles	M/N
Spot clean vents, walls, baseboards, switch plates, doorjambs, doors, etc.	M/N

Building perimeter and grounds

Sweep entry areas at all entrances	D
Sweep and pick up trash around entrances and trash dumpsters	D/N
Empty trash receptacles and replace liners	D/N

Window Care

All glass (on both sides) is thoroughly cleaned once each year.

To reduce the risk of cross-contamination, custodians are required to change the cleaning solution after mopping every two rooms. The cleaning solution (including both chemicals and water) must be disposed and replenished after mopping each restroom. Under no circumstances is the cleaning solution and water used for mopping restroom to be re-used for mopping other areas.

The paper dispensers in the restrooms need to be replaced when more than 3/4 empty, in kitchens and offices when completely empty.

Remove all trash from building to designated disposal area. No trash is to be left in janitorial closets or other areas. Recyclable products may be kept in an identified recycle receptacle. All recycle receptacles must be emptied at least weekly or sooner if full.

Utility Rooms

- Utility rooms shall be kept in a clean orderly fashion.
- Dust mops shall be washed no less than weekly
- Chemicals and cleaning products shall be kept in original containers and properly labeled
- No trash shall be stored in closets
- Mops to be rung dry, bagged, and stored in mop holders
- Mop buckets to be emptied and stored dry

Inventory:

Inventory cleaning supplies and paper products to maintain an appropriate level. Timely order necessary replenishment of supplies.

DAILY JANITORIAL SERVICES

GENERAL FACILITIES

- Dust all desks, tables, chairs, filing cabinet tops, cabinets, telephones, bookcases, and other office equipment using specially treated dust cloths or feather duster.
- Feather dust around computers, printers, and computer equipment.
- Empty and reline all interior wastebaskets and trashcans. Place trash in trash dumpsters. Wipe inside and outside of trashcans and spray with disinfectant.
- Remove fingerprints, smudges and spills from glass windows, doors and partitions, elevators, and mirrored walls.
- Remove smudges from doors, doorframes, handles, knobs, bars, and woodwork and wall switches.
- Clean, polish and sanitize drinking fountains (inside and attached to facilities).
- Remove finger marks, ink marks and smudges from tabletops, walls, and counters.
- Clean hard surface areas, partitions, doors, stairways, and walls, etc.
- Clean windowsills and ledges.
- Clean baseboards and molding strips.
- Remove cobwebs.
- Restock paper towel, toilet paper, seat covers and hand soap dispensers.
- Return all chairs to proper locations.
- Clean door thresholds/plates and door frames.

- Remove trash, debris, and spillages in areas around and under benches.
- Wipe down padded surfaces/mats.
- Mop mats with disinfectant.
- Clean showcases and directories (attached to facilities).
- Clean and polish stainless steel surfaces and fixtures.
- Notify City of any graffiti that cannot be removed with normal cleaning solutions.

KITCHENS

- Thoroughly clean kitchen with approved disinfectant.
- Clean exterior surfaces of all appliances (i.e., microwaves, stoves, refrigerators, etc.)
- Clean sinks, counters, cabinets, and fixtures. (No cleaning of dishes, silverware, or coffeepots will be required.)
- Spot clean doors and walls.
- Clean floor drains/under appliances and stainless-steel tables.
- Notify City of any leaks or plugged drains.

RESTROOMS/SHOWERS/LOCKER ROOMS

- Clean restroom floors with germicidal detergent solution.
- Clean locker rooms and shower walls and floors with a fungicide.
- Clean basins, countertops, fixtures, toilet bowls and urinals with germicidal detergent solution.
- Clean, disinfect and refill restroom dispensers (paper goods, soap). Restock toilet tissue, hand soap, seat covers, paper towels, sanitary supplies, and deodorizers. Toilet tissue to be replaced when more than 1/3 of the roll is gone.
- Wash and polish mirrors, powder shelves, bright work, etc., piping and toilet seat hinges, light fixtures, disposal bins and tops of stall partitions.
- Wash both sides of toilet seats with germicidal solution.
- Spot clean restroom doors, walls, and partitions.
- Notify City of any leaks or plugged drains.
- Clean partitions, etc.
- Remove grout stains (if this is not maintained a quarterly detail is required)

FLOORS

- Sweep and/or dust mop all hard surfaces using dust control sweeping mops.
- Clean and vacuum floor mats. All non-skid mats shall be rinsed and disinfected.
- Wet mop hard surfaces and composite floors with Operations Supervisor approved cleaner.
- Vacuum carpets and rugs COMPLETELY. Remove any staples, paper clips, confetti, etc., from carpets.
- Clean locker rooms floors with a fungicide.
- Sweep with chemically treated dust mop including gym.
- Vacuum carpets in all areas and spot clean carpet stains with rug spotter.
- Remove any spillage on floors.
- Remove shoe marks.
- Pour clean water in all floor drains to flush traps.

WEEKLY JANITORIAL SERVICES

- Clean and dust vending machines.
- Power wash (deep cleaning) locker rooms flooring and tile areas.
- Polish counter surfaces to maintain clean surface area.

BI-MONTHLY JANITORIAL SERVICES (Twice Per Month)

- Polish all metal doorframes and door kick plates.
- Vacuum all upholstered furniture, such as desk chairs and guest chairs, etc.
- Dust all blinds and window coverings.
- Wash down staircases indoors and outdoors.
- Steam clean exterior concrete restroom floors.
- Clean and dry interior windows and glass doors.
- Perform high dusting, such as tops of doorframes, partitions, air vents, overhead shelves, bookcases, cabinets, light covers, fire extinguisher casing, special molding, etc.
- Clean all basketball backboards.
- Clean inside/outside of florescent light covers.

MONTHLY JANITORIAL SERVICES

- Vacuum and wipe down all ceiling vents. Remove and wash as needed.
- High dusting main lobbies (everything above 10 feet).
- Machine scrub all interior restroom floors.
- Clean and dry exterior windows and glass doors, including hard water deposits.
- Clean and machine polish hard surface floors.

QUARTERLY JANITORIAL SCHEDULE

- Strip, wax and machine polish tiles and all hard surface floors.
- All carpeted areas shall be thoroughly cleaned stain free.
- Clean janitor's room.
- Clean Upholstery with approved cleaner.

BUILDING SECURITY

- Before or after normal working hours, all exterior doors are to remain locked while cleaning crew is in the building. NO EXCEPTIONS.
- Secure all exterior and interior doors and windows. Turn off all but security night lighting.
- Reset alarms when leaving the buildings.

AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____ 2021,
by and between the CITY OF JACKSONVILLE, a municipal corporation (hereinafter
"CITY") and M&D Cleaning

(hereinafter "CONTRACTOR");

WITNESSETH:

The parties hereto do agree as follows:

- (1) **RECITALS:** This Agreement is made and entered into with respect to the following facts:
 - (a) That CITY has heretofore solicited sealed public bids for janitorial services as specified herein and accordance with the plans and specifications in said City; and
 - (b) That CONTRACTOR has submitted bid to accomplish said work; and
 - (c) That the City Council of CITY has heretofore determined, in accordance with all applicable laws, that CONTRACTOR'S said bid constitutes the lowest responsible bid and has heretofore awarded said bid to said CONTRACTOR; and
 - (d) That CONTRACTOR is fully qualified to perform the work as hereinafter described.
- (2) **CONTRACTOR DOCUMENTS:** The following documents, incorporated herein by this reference shall constitute the contract documents referred to in this Agreement.
 - a. Notice Inviting Sealed Bids dated
 - b. Contractor's Bid dated
 - c. Bid Proposals
 - d. Instructions to Bidders
 - e. Specifications
 - f. Liability Insurance Certificate
- (3) **NATURE OF WORK:** CONTRACTOR agrees to furnish all materials, tools, equipment, apparatus, transportation, labor, and service necessary to perform and complete in a good and workmanlike manner the services in the manner designated in the Agreement and the contract documents.
- (4) **TERM OF AGREEMENT:** This Agreement shall commence within ten days of the Notice to Proceed and shall be valid for a period of thirty-six months thereafter. The Agreement may be terminated at any time by a majority vote of the City Council. The Agreement shall not be assignable or transferable by either party without the express written consent of the other party. The City reserves the right to negotiate an extension to the initial contract for an additional period of one (1) year prior to expiration of the contract.
- (5) **WARRANTY:** Warranty for labor and material will be for a period of not less than one (1) year.

(6) INDEMNIFICATION: The CONTRACTOR shall hold harmless the CITY and the City's agents and employees against all claims, demands, actions and suits brought against any of them arising from the CONTRACTOR'S work under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CITY OF JACKSONVILLE

Mayor

Date

ATTEST:

City Clerk

Date

Contractor:

Melissa Dorey
Signature

Melissa Dorey
Name

Owner
Title

LIST OF REFERENCES

Provided at least three (3) references representing a good sample of the vendor's customers (i.e., new customers if less than 5 years, customers of 5 years or more and customers of 10 years or more). If any customers are municipalities or governmental agencies, please list them.

NAME OF COMPANY	HOW LONG (YEARS)	TELEPHONE NUMBER OF COMPANY	NAME OF CONTACT PERSON
City of Jacksonville	6mo	903-584-3510	Chris Silver
Adams engineering	1yr	903-520-8884	Ann Adams
Our family vet	2mo	903-584-6541	Misty Alexander
Tiffany Laine	1yr	912-900-9191	Tiffany Laine
Kyle Stacy	1yr	903-721-9401	Kyle Stacy

BID PROPOSAL SCHEDULE

Bidder Name: M&D Cleaning

The above-named Bidder, having examined the proposed Contract Documents and having visited the sites and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, supplies and equipment, and to perform operations necessary to complete the work as required by proposed Contract Documents.

ITEM NO.	SITE	APPROX. SQ. FT.	MONTHLY PRICE
1	City Hall: Council Chambers, Administrative Offices, Court Room, Court Offices, Conference Rooms, Meeting Rooms, Kitchen, Break Room, Hallways, Restrooms	7,600	\$ 925
2	Finance Building: Administrative Offices, Lobby, Work Room, Kitchen/Break Room, Hallway, Restrooms	2,700	\$ 500
3	Library: Main Library, Offices, Conference Rooms, Meeting Rooms, Kitchen, Break Room Hallways, Restrooms	11,000	\$ 2100
4	Vanishing Texana Museum: Offices, Main Areas, Hallways, Restrooms	5,500	\$ 875
5	Public Safety Complex: Non-Restricted Offices, Conference Rooms, Meeting Rooms, Kitchen, Break Room, Hallways, Restrooms, Fitness Center	28,000	\$ 3500
6	Public & Community Services: Offices, Lobby, Conference Rooms, Meeting Rooms, Kitchen, Break Room, Hallways, Restrooms	4,000	\$ 800
TOTAL COST PER MONTH			\$ 8,700
TOTAL ANNUAL COST			\$ 104,400
THE ANNUAL SUM (spell out amount):			one hundred four thousand four hundred dollars.

Melissa Dorey
Signature

Melissa Dorey
Print Name

Owner
Title

M&D Cleaning
Company

EVALUATION CRITERIA

The following criteria will be used by the city to evaluate the proposals and make a selection:

10% Qualifications of key personnel – Cleaning and supervisory staff duly qualified, capable, and bondable to fulfill and abide by specifications

20% Experience – Experience in janitorial services including years and history

10% References – Respondents shall provide a minimum of three (3) references for janitorial maintenance of the type specified herein has been performed in the last twelve (12) month period. Please provide your last 3 year of annual reports.

30% Fee schedule/cost of service

20% Project/Service approach

10% Supplies – Quality of cleaning supplies and paper products based on submittal of manufacturers and samples, if applicable

Department Staff may choose to meet with the top-rated Contractors. Any additional information requested shall be considered as part of the proposal and evaluated as such. The city reserves the right to negotiate a best and final offer with the selected contractor.

CONFLICT OF INTEREST FORM



ATTENTION VENDORS DOING BUSINESS WITH THE CITY OF JACKSONVILLE

Pursuant to House Bill 914, Local Government Code, chapter 176, a person or business and their agents who does business with the City of Jacksonville is required to complete a conflict-of-interest questionnaire (Form CIQ) no later than seven days after being contacted by City of Jacksonville for the purpose of establishing a business relationship. This legal requirement went into effect as of January 1, 2006.

Failure to meet this requirement could result in termination of your business relationship with the City of Jacksonville, whether or not a contract is in place. This is a legal requirement that supersedes contract provisions relating to termination.

Thank you for your cooperation.

Chris Silvey
Building Inspector
City of Jacksonville
903-589-3510
Chris.Silvey@jacksonvilletx.org

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.**OFFICE USE ONLY****Date Received:**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code,

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor

1. Name of person who has a business relationship with a governmental entity.

melissa dorely

☐

2. Check this box if you are filing an update to a previously filed questionnaire. (The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☒ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes☒ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☒ No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Melissa Doney

11.29.21

Signature of person doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.**OFFICE USE ONLY****Date Received:**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code,

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor

1. Name of person who has a business relationship with a governmental entity.

Melissa Dorely

☐

2. Check this box if you are filing an update to a previously filed questionnaire. (The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☒

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐

Yes

☒

No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☒

No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Melissa Doney

11.29.21

Signature of person doing business with the governmental entity Date

Janitorial Services Bids

Company	Bid Amount	Score
Sanchez Janitorial Service	103,140.00	140
Trey's Office Treatment	\$128,983	115
M&D Cleaning	104,400.00	135



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	12/14/2021	ITEM NUMBER:	15.
DEPARTMENT:	Council and Board	PREPARED BY:	Greg Lowe, City Secretary
INITIATED BY:	James Hubbard, CITY MANAGER	EXHIBITS:	October 2021 Financial Report, Police Dept. Report Nov2021, November 2021 Council Report Fire Dept, Community and Public Services Nov 2021, Library Report November 2021, Museum Report November 21 2021

EXECUTIVE SUMMARY:

The following items are departmental monthly reports. They are part of the city manager's monthly report as required by charter.

RECOMMENDED ACTION:

No action necessary

BID AND AWARD:

N/A

BUDGET DATA:

N/A

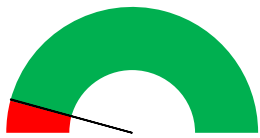
BUDGET JUSTIFICATION:

N/A

BACKGROUND:**POLICY/GOAL CONSIDERATION:****LEGAL:**

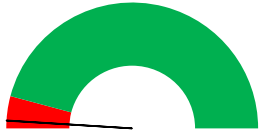
The city manager is required to give a monthly report by charter.

8.5% of Annual Projection



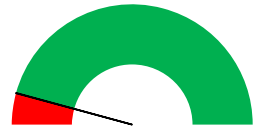
Water Sales

2% of Annual Projection



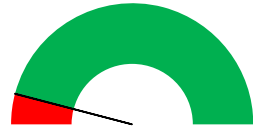
Property Taxes

8.4% of Annual Projection



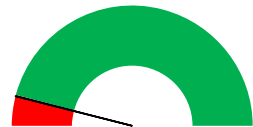
Sales Taxes

8.1% of Annual Projection



Sanitary Sewer Charges

7.9% of Annual Projection



Fees

City of Jacksonville, Texas

Financial Statement

As of October 31st, 2021

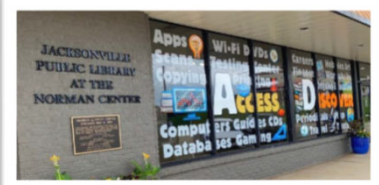
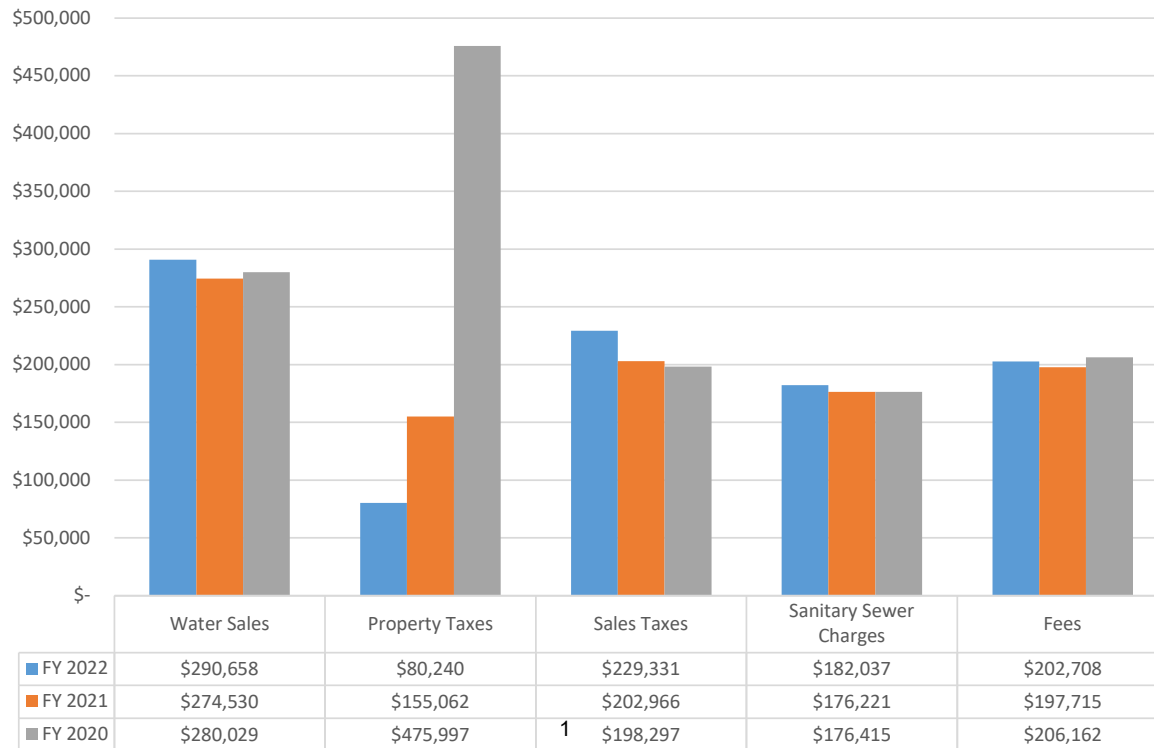
OVERVIEW

October 31st marks the end of the first period of the FY 2022 budget year. Therefore, the year-to-date budget percentage for budgetary comparison is 8.3%.

As of October 31st, 2021 General & Utility Fund combined revenues are \$1,458,773. This is less than budgeted expectations at 7.6% of the annual budgeted amount. FY 2022 revenues are decreased \$(422,442), or (22.5)%, from FY 2021.

General & Utility Fund combined expenditures of \$1,039,840 are less than revenue received. This amount is less than budgeted expectations at 5.6% of the annual budgeted amount. FY 2022 expenditures are increased \$341,268, or 48.9%, over FY 2021.

Top 5 Revenue Sources- Comparison to Prior Fiscal Years





GENERAL FUND REVENUES

Revenue Signal Key	
	> 100% of Projected
	95-100% of Projected
	< 95% of Projected

	October 2021					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Taxes		\$ 309,571	\$ 569,031	54.4%			\$ 309,571	\$ 569,031	54.4%		\$ 309,571	\$ 6,828,377	4.5%		\$ 358,028	\$ 6,340,189	5.6%
Franchise Fees		219,062	105,217	208.2%			219,062	105,217	208.2%		219,062	1,262,601	17.4%		183,763	1,188,354	15.5%
Intergovernmental Revenue		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	823,594	0.0%
Fines & Forfeiture		29,202	58,798	49.7%			29,202	58,798	49.7%		29,202	705,576	4.1%		46,413	515,473	9.0%
License & Permits		5,869	4,098	143.2%			5,869	4,098	143.2%		5,869	49,175	11.9%		2,971	31,521	9.4%
Fees & Charges For Services		202,708	213,345	95.0%			202,708	213,345	95.0%		202,708	2,560,136	7.9%		197,715	2,551,053	7.8%
Investment Income		3,447	2,500	137.9%			3,447	2,500	137.9%		3,447	30,000	11.5%		2,783	19,131	14.5%
Miscellaneous Receipts		40,079	3,304	1213.0%			40,079	3,304	1213.0%		40,079	39,650	101.1%		417,873	434,133	96.3%
Transfers In		140,486	140,486	100.0%			140,486	140,486	100.0%		140,486	1,685,833	8.3%		153,676	1,777,806	8.6%
Total Revenues		\$ 950,424	\$ 1,096,779	86.7%			\$ 950,424	\$ 1,096,779	86.7%		\$ 950,424	\$ 13,161,348	7.2%		\$ 1,363,222	\$ 13,681,254	10.0%

YEAR-TO-DATE OVERVIEW

October 31st, 2021 marks the end of the first period of the new fiscal year. General Fund non-property tax revenue of \$870,184 is \$116,048 greater than projected. Total revenues (including Property Taxes) are \$(146,355) less than projected and are decreased \$(412,797), or (30.3)%, from last fiscal year. This is related to the one-time sale of \$400,000 capital property last fiscal year.

PROPERTY TAXES

Tax collection of \$80,240 is \$(262,403) less than projected and is decreased \$(74,822), or (48.3)%, from last fiscal year. This is related to timing of property tax payments/receipts.

SALES TAXES

Through October 31st \$229,331 of sales tax revenue has been received. Receipts are \$2,943 greater than projected and are increased \$26,365 over last fiscal year.

FRANCHISE FEES

Year-to-date Franchise Fees total \$219,062. Receipts are \$113,845 greater than projected and are increased 19.2%, or \$35,299 over last fiscal year.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenue is comprised of local, county, state, and federal grants and reimbursements received by the city. Through October 31st, no intergovernmental revenue has been received.

MUNICIPAL COURT

Revenue of \$29,202 is \$(29,596) less than the year-to-date projection. Collections are decreased \$(17,211) from prior year.

LICENSES & PERMITS

Revenue of \$5,869 is \$1,771 greater than the year-to-date projection and is increased \$2,898 over FY 2021 receipts.

FEES & CHARGES FOR SERVICES

Fees & charges for services revenue year-to-date is \$202,708, which is \$(10,636) less than the year-to-date projection. However, collections are increased \$4,994, or 2.5%, over last fiscal year. This category is primarily made up of Sanitation Fees, EMS/Ambulance Service Fees, and Lake Jacksonville Fees.

INVESTMENT INCOME

Revenue of \$3,447 is \$947 greater than the year-to-date projection. Interest received on the City's investments was increased, \$664, over FY 2021.

MISCELLANEOUS RECEIPTS

As of October 31st, \$40,079 of miscellaneous revenue was received. Receipt of insurance proceeds and rebates has put this category over annual budgeted expectations.

TRANSFERS IN

Monthly transfers reimburse the General Fund for the transferring fund's share of general, administrative and other applicable expenses.

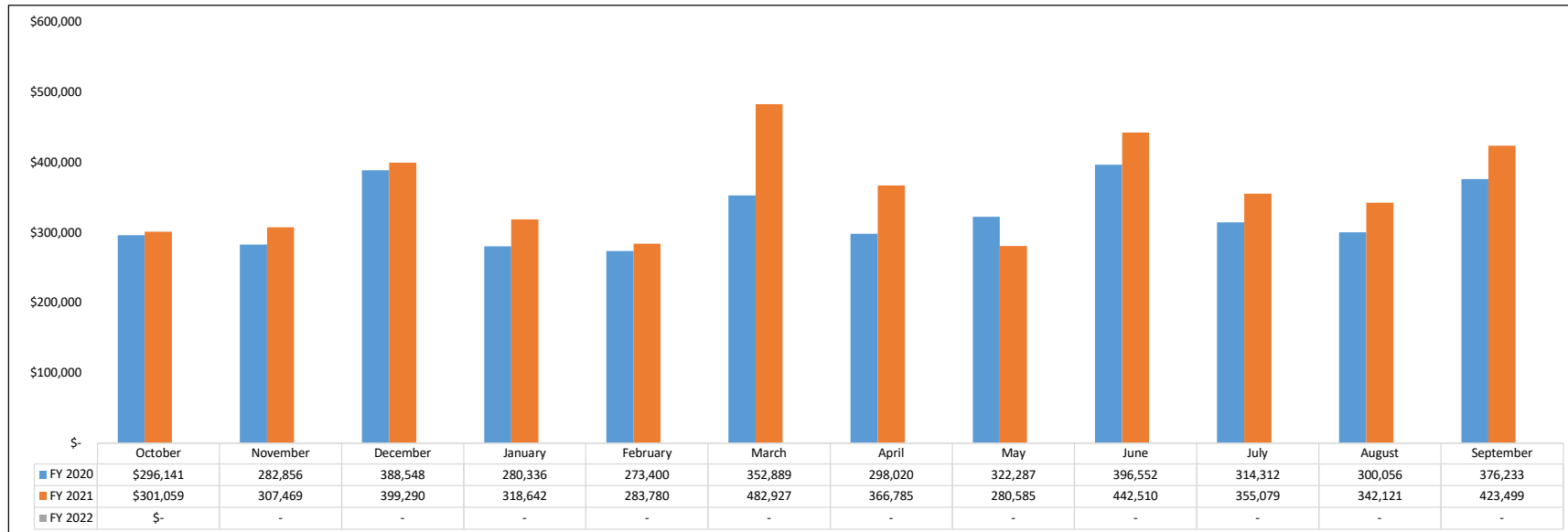
The monthly transfer schedule is as follows:

• Water/Wastewater Utility	\$ 136,011
• Hotel/Motel Occ Tax	2,994
• Court Security	1,481



Sales Tax History: Fiscal Years 2020 - 2022

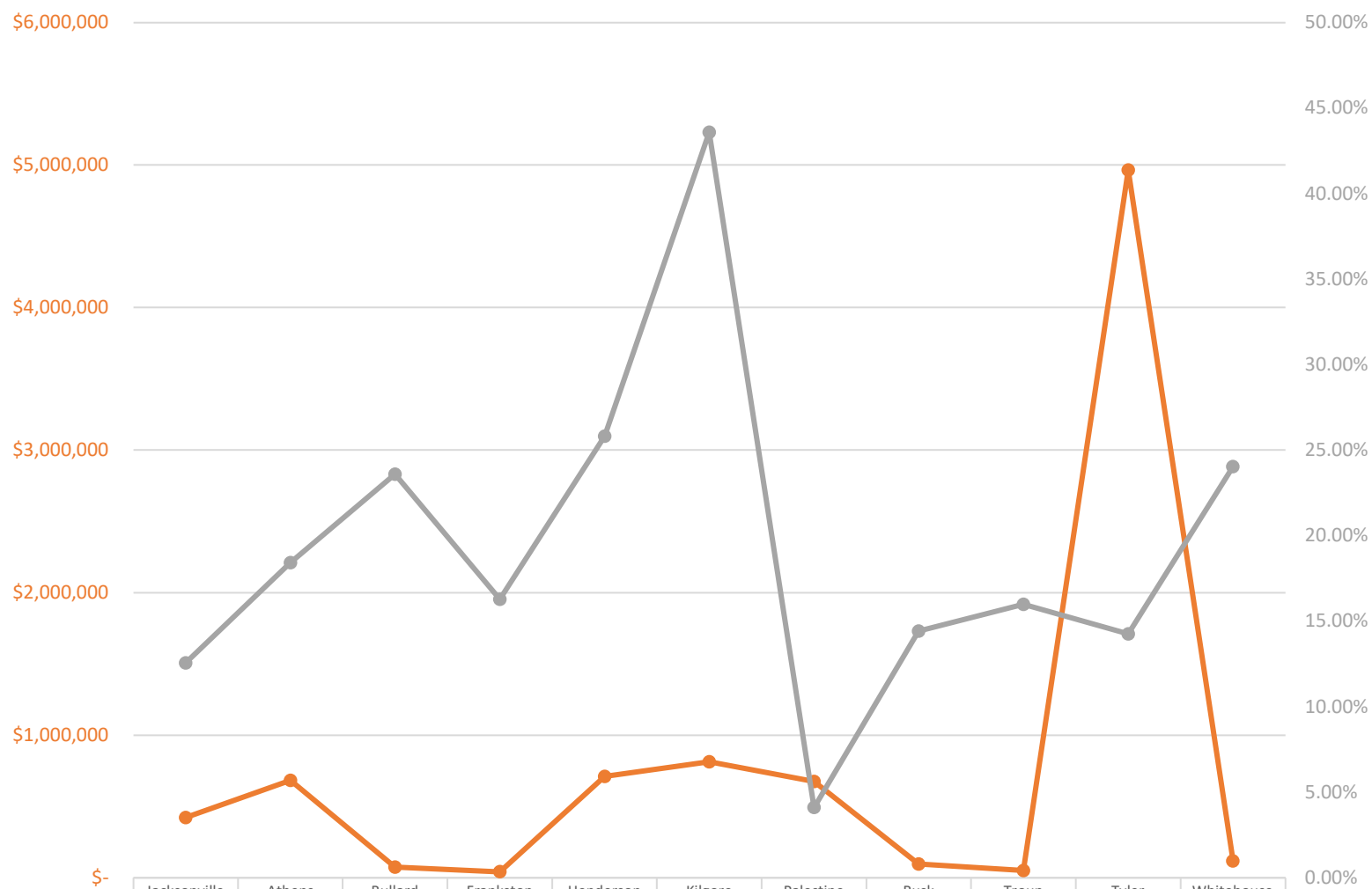
FY 2020					FY 2021					FY 2022				
	CITY 66.67%	JEDCO 33.33%	TOTAL 100.00%	CUMULATIVE TOTAL		CITY 66.67%	JEDCO 33.33%	TOTAL 100.00%	CUMULATIVE TOTAL		CITY 66.67%	JEDCO 33.33%	TOTAL 100.00%	CUMULATIVE TOTAL
October	\$ 197,428	\$ 98,714	\$ 296,141	\$ 296,141	October	\$ 200,706	\$ 100,353	\$ 301,059	\$ 301,059	October			\$ -	\$ -
November	188,571	94,285	282,856	578,998	November	204,980	102,490	307,469	608,528	November			-	-
December	259,032	129,516	388,548	967,546	December	266,193	133,097	399,290	1,007,818	December			-	-
January	186,890	93,445	280,336	1,247,881	January	212,428	106,214	318,642	1,326,460	January			-	-
February	182,267	91,133	273,400	1,521,282	February	189,187	94,593	283,780	1,610,240	February			-	-
March	235,260	117,630	352,889	1,874,171	March	321,951	160,976	482,927	2,093,167	March			-	-
April	198,680	99,340	298,020	2,172,191	April	244,523	122,262	366,785	2,459,952	April			-	-
May	214,858	107,429	322,287	2,494,478	May	187,057	93,528	280,585	2,740,537	May			-	-
June	264,368	132,184	396,552	2,891,030	June	295,007	147,503	442,510	3,183,047	June			-	-
July	209,542	104,771	314,312	3,205,342	July	236,719	118,360	355,079	3,538,126	July			-	-
August	200,037	100,019	300,056	3,505,398	August	228,081	114,040	342,121	3,880,247	August			-	-
September	250,822	125,411	376,233	3,881,631	September	282,333	141,166	423,499	4,303,746	September			-	-
	<u>\$ 2,587,754</u>	<u>\$ 1,293,877</u>	<u>\$ 3,881,631</u>			<u>\$ 2,869,164</u>	<u>\$ 1,434,582</u>	<u>\$ 4,303,746</u>			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	





City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

Sales Tax FY 2021 - September - Period 12





East Texas Cities Calendar Year 2021-2022 Sales Tax Comparison % Δ

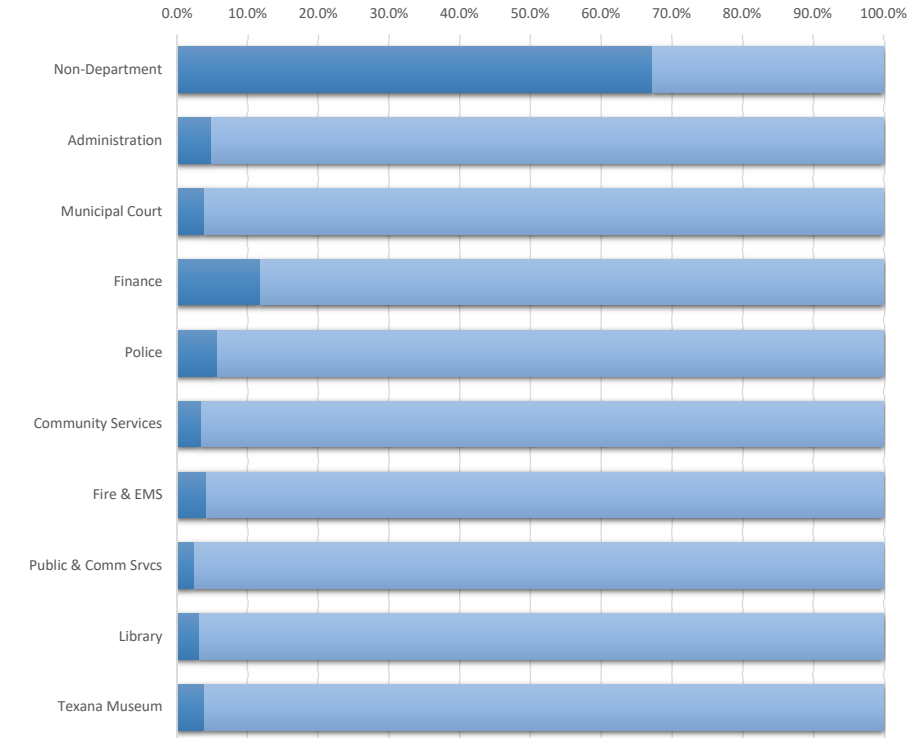
	Jacksonville			Palestine	Kilgore	Henderson	Athens	Rusk	Troup	Bullard	Frankston	Whitehouse	Tyler	Weighted Average
	<u>2022 - 2019</u>	<u>2022 - 2020</u>	<u>2022 - 2021</u>											
	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ
	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
Oct-21	22.4%	17.5%	14.0%	17.3%	31.3%	14.2%	14.2%	-51.9%	14.7%	29.0%	20.9%	10.4%	16.9%	16.1%
Nov-21	28.4%	22.9%	12.6%	4.1%	43.6%	25.8%	18.4%	14.4%	16.0%	23.6%	16.3%	24.0%	14.3%	17.0%
Dec-21														
Jan-22														
Feb-22														
Mar-22														
Apr-22														
May-22														
Jun-22														
Jul-22														
Aug-22														
Sep-22														
	<u>2022 - 2019</u>	<u>2022 - 2020</u>	<u>2022 - 2021</u>											
	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ	% Δ
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD
Oct-21	22.4%	17.5%	14.0%	17.3%	31.3%	14.2%	14.2%	-51.9%	14.7%	29.0%	20.9%	10.4%	16.9%	16.1%
Nov-21	25.6%	20.4%	13.2%	9.8%	38.0%	20.5%	16.5%	-25.0%	15.3%	26.1%	18.4%	17.3%	15.5%	20.1%
Dec-21														
Jan-22														
Feb-22														
Mar-22														
Apr-22														
May-22														
Jun-22														
Jul-22														
Aug-22														
Sep-22														

"Month" is month in which revenue is received.



GENERAL FUND EXPENDITURES

	October 2021			Prior Year		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Non-Department	\$ 142,053	\$ 210,908	67.4%	\$ 34,714	\$ 1,100,038	3.2%
Administration	52,587	1,069,637	4.9%	33,094	1,025,221	3.2%
Municipal Court	8,967	227,618	3.9%	8,400	207,393	4.1%
Finance	46,368	393,064	11.8%	43,453	358,374	12.1%
Police	197,826	3,474,383	5.7%	122,860	3,424,368	3.6%
Community Services	14,133	416,306	3.4%	8,463	298,496	2.8%
Fire & EMS	135,102	3,305,845	4.1%	121,366	3,315,312	3.7%
Public & Comm Svcs	77,590	3,270,730	2.4%	54,479	3,391,383	1.6%
Library	11,634	366,531	3.2%	10,701	354,526	3.0%
Texana Museum	970	24,988	3.9%	556	23,680	2.3%
Total Expenditures	\$ 687,230	\$ 12,760,008	5.4%	\$ 438,087	\$ 13,498,790	3.2%



YEAR-TO-DATE OVERVIEW

October 31st, 2021, marks the end of the first period of the FY 2022 budget year. The year-to-date budget percentage for budgetary comparison is therefore 8.3%. Total General Fund expenditures of \$687,230 are below budgetary expectations at 5.4% expended.

Non-Department

Non-Department expenditures, through October 31st, are at 67.4% of budgeted expectations. Payment of annual general liability insurance for property, plant, and equipment explains the variance to budget.

Finance

The Finance Department exceeds year-to-date budget expectations at this time. The variance to budget is related to the first quarterly payment to the Cherokee County Appraisal District for appraisal, billing, and collections services.

Capital Outlay

The FY 2022 Capital Budget for both the General and General Capital Projects Funds is \$7,386,608. Through October 31st, \$28,498, or 0.4%, of the annual budgets have been spent as described below.

FY 2022 CAPITAL EXPENDITURES

Police/Fire	Public Safety Complex	\$ 25,765
Police	Two Patrol Vehicles	50,096
Fire	Ice Machine	3,500
Library	Library Relocation project	(767)
Police	Reimburse for prior year patrol vehicles	(50,096)
		<u>\$ 28,498</u>



UTILITY FUND REVENUES

Revenue Signal Key	
	> 100% of Projected
	95-100% of Projected
	< 95% of Projected

	October 2021					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Taxes		\$ -	\$ -	0.0%			\$ -	\$ -	0.0%		\$ -	\$ -	0.0%		\$ -	\$ -	0.0%
Franchise Fees		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Intergovernmental Revenue		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Fines & Forfeiture		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
License & Permits		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Fees & Charges For Services		499,115	499,514	99.9%			499,115	499,514	99.9%		499,115	5,994,168	8.3%		471,426	6,115,385	7.7%
Investment Income		3,176	1,465	216.8%			3,176	1,465	216.8%		3,176	17,580	18.1%		1,807	30,000	6.0%
Miscellaneous Receipts		6,058	350	1730.8%			6,058	350	1730.8%		6,058	4,200	144.2%		44,761	4,060	1102.5%
Transfers In		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Total Revenues		\$ 508,349	\$ 501,329	101.4%			\$ 508,349	\$ 501,329	101.4%		\$ 508,349	\$ 6,015,948	8.5%		\$ 517,994	\$ 6,149,445	8.4%

YEAR-TO-DATE OVERVIEW

Total Utility Fund revenue of \$508,349 ended October \$7,020 greater than the year-to-date projection but \$(9,645) below prior year collections. The decrease from prior year is related to \$44,351 insurance proceeds received October 2020.

WATER SALES

Revenue totaling \$290,658 was \$4,215 greater than the year-to-date projection. Water sales, through October, are up about 5.9% when compared to FY 2021.

For the month of October, the city billed out 78,369,641 gallons of water. This amount is 7.5% greater than gallons billed October 2020. Year-to-date, the city has billed out 78,369,641 gallons. This amount is 107.5% of FY 2021 year-to-date billing.

SEWER CHARGES

Revenues of \$182,037 were \$(4,897) less than the monthly projection. Billing, however, was up about 3.3%, or \$5,816, when compared to October 2020. Sanitary sewer billings are driven by water consumption.

OTHER CHARGES FOR SERVICE

Revenue of \$5,021 ended October \$491 greater than projected. This revenue source is primarily driven by charges for Tap Fees (the cost of connecting a home or business to the City's sewer and water systems).

FINES AND FORFEITURES

Revenue (penalties assessed on past due utility bills) of \$21,399 ended October \$(208) less than the year-to-date projection. Late payment penalty revenue is driven by payment timing and the size of the past due balance.

INVESTMENT INCOME

Interest earnings of \$3,176 finished the month up about 116.8% over the projection and \$1,369 greater than prior year receipts.

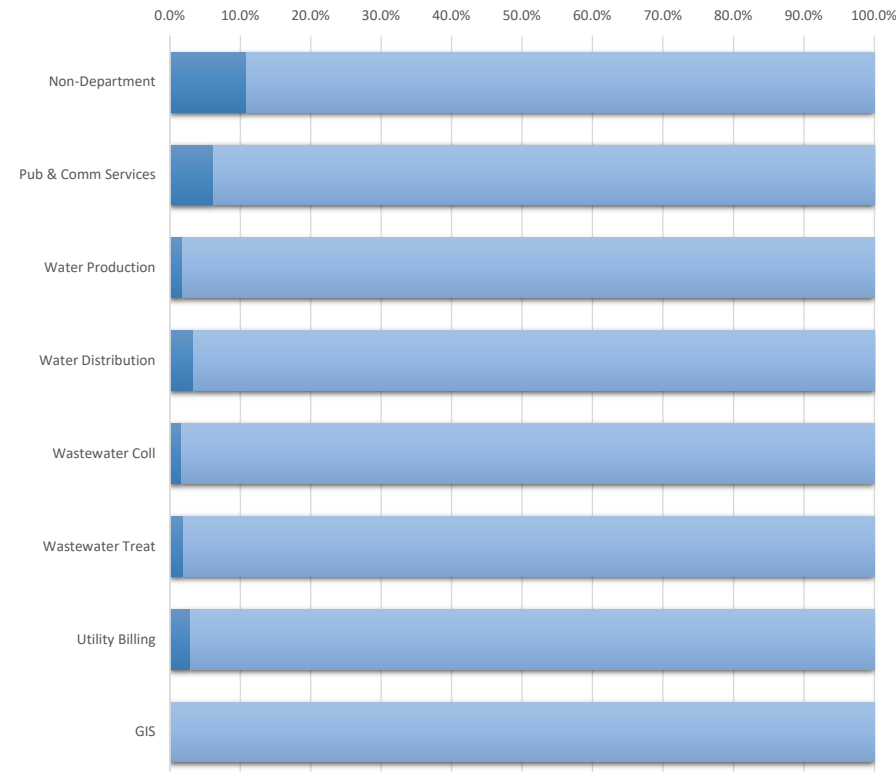
MISCELLANEOUS RECEIPTS

Miscellaneous revenue includes revenues from sources not classified elsewhere, such as sale of items not normally held for resale, collections and recoveries.



UTILITY FUND EXPENDITURES

	October 2021				Prior Year		
	YTD Actual	Annual Budget	% of Budget		YTD Actual	Annual Budget	% of Budget
Non-Department	\$ 239,295	\$ 2,202,374	10.9%	\$	183,793	\$ 2,269,237	8.1%
Pub & Comm Services	49,576	796,965	6.2%		8,569	763,462	1.1%
Water Production	10,086	590,300	1.7%		12,798	533,189	2.4%
Water Distribution	17,748	530,609	3.3%		20,089	493,442	4.1%
Wastewater Coll	10,603	648,872	1.6%		7,118	511,880	1.4%
Wastewater Treat	13,363	706,553	1.9%		19,301	781,654	2.5%
Utility Billing	11,939	404,380	3.0%		8,816	358,494	2.5%
GIS	-	-	0.0%		-	10,741	0.0%
Total Expenditures	\$ 352,610	\$ 5,880,054	6.0%	\$	260,485	\$ 5,722,099	4.6%



OVERVIEW

October 31st, 2021, marks the end of the first period of the FY 2021 budget year. The year-to-date budget percentage for budgetary comparison is therefore 8.3%. Year to date expenditures total \$352,610 or 6.0% of the budget.

NON-DEPARTMENT

Non-Department expenses, at \$239,295, represent 10.9% of the annual budgeted amount. Payment of annual general liability insurance for property, plant, and equipment explains the variance to budget.

PUBLIC & COMMUNITY SERVICES

At \$49,576, the Public & Community Services Department expended 6.2% of the annual budget amount.

WATER PRODUCTION

The Water Production program ended the month at \$10,086, or 1.7%, of the annual budget amount.

WATER DISTRIBUTION

At \$17,748, the Water Distribution program expended 3.3% of the annual budget amount.

WASTEWATER COLLECTION

Wastewater Collection expended \$10,603, or 1.6% of the department's annual budget.

WASTEWATER TREATMENT

The Wastewater Treatment budget, expended through October, was \$13,363 which represents 1.9% of the programs operating budget.

UTILITY BILLING

The Utility Billing program ended the month at \$11,939, or 3.0% of budgeted expectations.

CAPITAL OUTLAY

The FY 2022 Capital Budget for both the Utility and Utility Capital Projects Funds is \$440,830. As of October 31st none of the annual budgets were spent.

FY 2022 CAPITAL EXPENDITURES

\$ -



FUND BALANCE SUMMARY (unaudited)

Fund	Beginning Fund Balance 09/30/2021	Revenue	Expense	Ending Fund Balance 10/31/2021	Target Fund Balance	Over / (Under) Target Fund Balance
101 GENERAL FUND	\$ 3,828,208.08	\$ 950,424.37	\$ 687,229.74	\$ 4,091,402.71	\$ 2,552,001.70	\$ 1,539,401.01
102 DEBT SERVICE FUND	154,005.22	65,372.16	750.00	218,627.38	158,816.02	59,811.36
103 CAPITAL PROJECTS FUND (GENERAL)	2,661,514.78	2,542.45	(23,890.12)	2,687,947.35		
Total Major Governmental Funds	6,643,728.08	1,018,338.98	664,089.62	6,997,977.44		
110 GRANT FUND	363,984.72	-	-	363,984.72		
111 HOTEL / MOTEL OCCUPANCY TAX FUND	679,174.86	28,424.41	14,776.17	692,823.10		
112 COURT TECHNOLOGY FUND	-	(11,318.83)	-	(11,318.83)		
113 COURT SECURITY FUND	151,744.03	778.28	1,481.28	151,041.03		
114 COURT CHILD SAFETY TRUST FUND	10,877.46	150.99	-	11,028.45		
115 POLICE STATE FORFEITURE FUND	11,029.28	183.50	-	11,212.78		
116 POLICE FEDERAL FORFEITURE FUND	9,216.60	8.32	-	9,224.92		
118 POLICE LEASE	-	-	-	-		
119 WAR MEMORIAL FUND	9,777.23	9.09	-	9,786.32		
Total Nonmajor Governmental Funds	1,235,804.18	18,235.76	16,257.45	1,237,782.49		
201 WATER & WASTEWATER UTILITY FUND	3,954,588.99	508,349.10	352,609.90	4,110,328.19	1,449,876.43	2,660,451.76
203 CAPITAL PROJECTS FUND (UTILITY)	2,548,530.75	186,002.76	-	2,734,533.51		
Total Enterprise Funds	6,503,119.74	694,351.86	352,609.90	6,844,861.70		
301 BEAUTIFICATION FUND	21,992.66	738.94	21.67	22,709.93		
Total Fiduciary Fund	21,992.66	738.94	21.67	22,709.93		
Grand Total- All Funds	\$ 14,404,644.66	\$ 1,731,665.54	\$ 1,032,978.64	\$ 15,103,331.56		



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

		Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
101 -GENERAL FUND- DETAIL									
REVENUE									
41-TAXES									
101-41400	AD VALOREM TAX- CURRENT	\$ 3,949,769	\$ 3,949,769	\$ 70,544	\$ 70,544	1.8%	\$ 3,879,225	\$ 146,580	\$ (76,036)
101-41401	AD VALOREM TAX- PRIOR	97,954	97,954	7,434	7,434	7.6%	90,520	6,762	673
101-41402	AD VALOREM TAX- PENALTY & INTEREST	59,247	59,247	2,262	2,262	3.8%	56,985	1,720	542
101-41403	AD VALOREM TAX- MISCELLANEOUS	4,749	4,749	-	-	0.0%	4,749	-	-
101-41404	SALES TAX	2,698,682	2,698,682	228,081	228,081	8.5%	2,470,601	200,037	28,043
101-41405	SALES TAX- TIMELY FILING DISCOUNT	450	450	-	-	0.0%	450	37	(37)
101-41406	MIXED BEVERAGE TAX	17,526	17,526	1,250	1,250	7.1%	16,276	2,891	(1,641)
*** REVENUE CATEGORY TOTALS ***		6,828,377	6,828,377	309,571	309,571	4.5%	6,518,806	358,028	(48,456)
42-FRANCHISE FEES									
101-42410	ROW RENTAL FEES- ELECTRICITY	505,000	505,000	154,390	154,390	30.6%	350,610	148,749	5,641
101-42411	ROW RENTAL FEES- GAS UTILITIES	130,000	130,000	-	-	0.0%	130,000	-	-
101-42412	ROW RENTAL FEES- TELECOM	22,000	22,000	57	57	0.3%	21,943	38	19
101-42413	ROW RENTAL FEES- CABLE TV	128,064	128,064	-	-	0.0%	128,064	-	-
101-42414	SANITATION FRANCHISE FEES	104,111	104,111	18,568	18,568	17.8%	85,543	7,935	10,633
101-42415	LANDFILL CONTRACT FEES	373,426	373,426	46,048	46,048	12.3%	327,378	27,041	19,006
*** REVENUE CATEGORY TOTALS ***		1,262,601	1,262,601	219,062	219,062	17.4%	1,043,539	183,763	35,299
43-INTERGOVERNMENTAL REVENUE									
101-43427	MISCELLANEOUS GRANT REVENUE	-	-	-	-	0.0%	-	-	-
*** REVENUE CATEGORY TOTALS ***		-	-	-	-	0.0%	-	-	-
44-FINES & FORFEITURE									
101-44440	MUNICIPAL COURT- ADMINISTRATION FEES	240,000	240,000	(886)	(886)	-0.4%	240,886	31,918	(32,804)
101-44444	MUNICIPAL COURT- FINES	450,000	450,000	29,463	29,463	6.5%	420,537	13,450	16,014
101-44445	MUNICIPAL COURT- JUDICIAL ADMIN FUND	300	300	0	0	0.1%	300	30	(30)
101-44446	MUNICIPAL COURT- JURY FUND	276	276	12	12	4.4%	264	20	(8)
101-44447	MUNICIPAL COURT- TRUANCY PREVENTION & DIVERSION	15,000	15,000	612	612	4.1%	14,388	995	(383)
*** REVENUE CATEGORY TOTALS ***		705,576	705,576	29,202	29,202	4.1%	676,374	46,413	(17,211)
45-LICENSE & PERMITS									
101-45450	BEER & WINE PERMIT-OFF PREMISE	210	210	-	-	0.0%	210	-	-
101-45451	BUILDING PERMITS	24,000	24,000	3,696	3,696	15.4%	20,304	843	2,852
101-45452	DEMOLITION PERMITS	1,100	1,100	100	100	9.1%	1,000	-	100
101-45453	ELECTRICAL PERMITS & LICENSES	10,500	10,500	155	155	1.5%	10,345	250	(95)
101-45455	HEALTH PERMITS	908	908	-	-	0.0%	908	60	(60)
101-45457	MECHANICAL PERMITS	3,000	3,000	1,449	1,449	48.3%	1,551	1,035	414
101-45458	OUTDOOR BURNING PERMITS	660	660	150	150	22.7%	510	-	150
101-45459	PLAT PERMITS	200	200	24	24	12.0%	176	-	24
101-45460	PLUMBING & GAS PERMITS	8,397	8,397	295	295	3.5%	8,102	783	(488)
101-45463	SYSTEMS/MISCELLANEOUS PERMITS	200	200	-	-	0.0%	200	-	-



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
*** REVENUE CATEGORY TOTALS ***								
	49,175	49,175	5,869	5,869	11.9%	43,306	2,971	2,898
46-FEES & CHARGES FOR SERVICES								
101-46470 AMBULANCE FEES	969,820	969,820	84,253	84,253	8.7%	885,567	79,582	4,671
101-46471 AMBULANCE MEMBERSHIP FEES	26,868	26,868	2,232	2,232	8.3%	24,636	2,248	(16)
101-46472 ACCOUNT TRANSFER FEES	8,000	8,000	1,200	1,200	15.0%	6,800	1,600	(400)
101-46473 LAKE LOT LEASE FEES	75,790	75,790	400	400	0.5%	75,390	1,600	(1,200)
101-46474 FUEL PUMP SALES	85,000	85,000	1,942	1,942	2.3%	83,058	3,462	(1,520)
101-46475 CAMPGROUND RENTAL FEES	70,500	70,500	3,663	3,663	5.2%	66,837	3,160	503
101-46476 CONCESSION SALES	-	-	-	-	0.0%	-	-	-
101-46477 SANITATION FEES	1,226,572	1,226,572	99,432	99,432	8.1%	1,127,140	95,933	3,500
101-46478 GARBAGE CAN RENTAL FEES	23,331	23,331	1,912	1,912	8.2%	21,419	1,726	186
101-46479 SPECIAL PICK UP FEES	4,360	4,360	1,440	1,440	33.0%	2,920	1,315	125
101-46492 WRITE-OFF COLLECTIONS	100	100	-	-	0.0%	100	79	(79)
101-46493 POLICE DEPT FEES	3,420	3,420	225	225	6.6%	3,195	-	225
101-46494 ANIMAL SERVICES FEES	11,424	11,424	610	610	5.3%	10,814	1,600	(990)
101-46495 INSPECTION FEES	-	-	-	-	0.0%	-	-	-
101-46496 CEMETERY LOT SALES	24,000	24,000	3,220	3,220	13.4%	20,780	4,410	(1,190)
101-46497 INDUSTRIAL PARK RENTAL	12,000	12,000	1,000	1,000	8.3%	11,000	1,000	-
101-46498 LIBRARY FEES	18,951	18,951	1,179	1,179	6.2%	17,772	-	1,179
101-46499 PARKS & RECREATION FEES	-	-	-	-	0.0%	-	-	-
101-46500 RENTAL FEES	-	-	-	-	0.0%	-	-	-
*** REVENUE CATEGORY TOTALS ***								
	2,560,136	2,560,136	202,708	202,708	7.9%	2,357,428	197,715	4,994
47-INVESTMENT INCOME								
101-47510 INTEREST INCOME	30,000	30,000	3,447	3,447	11.5%	26,553	2,783	664
*** REVENUE CATEGORY TOTALS ***								
	30,000	30,000	3,447	3,447	11.5%	26,553	2,783	664
48-MISCELLANEOUS RECEIPTS								
101-48515 MISCELLANEOUS REVENUE	20,000	20,000	69	69	0.3%	19,931	1,038	(969)
101-48516 PRIOR YEARS REIMBURSEMENTS	-	-	-	-	0.0%	-	-	-
101-48517 REBATES & DISCOUNTS	17,250	17,250	22,159	22,159	128.5%	(4,909)	10,028	12,130
101-48518 INSURANCE PROCEEDS	-	-	16,801	16,801	0.0%	(16,801)	450	16,351
101-48519 LIBRARY DONATIONS	2,400	2,400	1,050	1,050	43.8%	1,350	-	1,050
101-48521 AUCTION PROCEEDS	-	-	-	-	0.0%	-	-	-
101-48522 SALE OF CAPITAL EQUIPMENT	-	-	-	-	0.0%	-	-	-
101-48523 SALE OF CAPITAL PROPERTY	-	-	-	-	0.0%	-	400,000	(400,000)
101-48524 SALE OF LAKE LOTS	-	-	-	-	0.0%	-	607	(607)
101-48525 SALE OF CAPITAL VEHICLES	-	-	-	-	0.0%	-	5,500	(5,500)
101-48528 CASH OVER/SHORT	-	-	-	-	0.0%	-	-	-
101-48532 DESIGNATED DONATIONS	-	-	-	-	0.0%	-	250	(250)
*** REVENUE CATEGORY TOTALS ***								
	39,650	39,650	40,079	40,079	101.1%	(429)	417,873	(377,794)
49-TRANSFERS IN								
101-49551 TRANSFER FROM COURT TECHNOLOGY FUND	-	-	-	-	0.0%	-	5,525	(5,525)
101-49552 TRANSFER FROM COURT SECURITY FUND	17,775	17,775	1,481	1,481	8.3%	16,294	1,462	19
101-49553 TRANSFER FROM UTILITY FUND	1,632,130	1,632,130	136,011	136,011	8.3%	1,496,119	143,686	(7,675)



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
101-49554 TRANSFER FROM HOTEL/MOTEL OCC TAX FUND	35,927	35,927	2,994	2,994	8.3%	32,933	3,003	(9)
*** REVENUE CATEGORY TOTALS ***	1,685,833	1,685,833	140,486	140,486	8.3%	1,545,347	153,676	(13,190)
*** TOTAL REVENUE ***	13,161,348	13,161,348	950,424	950,424	7.2%	12,210,924	1,363,222	(399,608)
10 -GENERAL FUND- DETAIL								
EXPENSE								
51-EMPLOYEE SERVICES								
101-51600 SUPERVISION	1,049,704	1,049,704	41,634	41,634	4.0%	1,008,070	45,529	(3,895)
101-51601 OPERATIONAL	3,864,238	3,864,238	153,568	153,568	4.0%	3,710,670	148,518	5,050
101-51602 PERMANENT PART-TIME	123,196	123,196	2,898	2,898	2.4%	120,298	3,636	(738)
101-51603 TEMPORARY PART-TIME	-	-	-	-	0.0%	-	-	-
101-51604 SEASONAL PART-TIME POOL	32,256	32,256	-	-	0.0%	32,256	-	-
101-51605 SEASONAL PART-TIME SUMMER	-	-	-	-	0.0%	-	-	-
101-51606 SEASONAL PART-TIME CONCESSION	-	-	-	-	0.0%	-	-	-
101-51607 TRANSFER TRUCK	112,743	112,743	4,350	4,350	3.9%	108,393	4,364	(14)
101-51608 CONTRACT INSPECTION STIPEND	2,000	2,000	-	-	0.0%	2,000	-	-
101-51609 FIELD TRAINING OFFICER STIPEND	11,420	11,420	882	882	7.7%	10,538	940	(58)
101-51610 HR STIPEND	12,000	12,000	355	355	3.0%	11,645	405	(50)
101-51611 K9 CARE STIPEND	7,040	7,040	318	318	4.5%	6,722	155	163
101-51612 ON CALL STIPEND	7,405	7,405	259	259	3.5%	7,146	189	69
101-51613 BI-LINGUAL PAY	19,800	19,800	905	905	4.6%	18,896	514	390
101-51614 CERTIFICATION PAY	133,500	133,500	6,031	6,031	4.5%	127,469	5,214	817
101-51615 DIFFERENTIAL PAY	31,500	31,500	1,223	1,223	3.9%	30,277	1,500	(277)
101-51616 EDUCATION PAY	30,000	30,000	1,166	1,166	3.9%	28,834	1,429	(262)
101-51617 LONGEVITY PAY	38,748	38,748	1,695	1,695	4.4%	37,053	1,587	109
101-51618 SALARY PREMIUM PAY	118,861	118,861	-	-	0.0%	118,861	-	-
101-51619 STEP UP PAY	3,194	3,194	-	-	0.0%	3,194	351	(351)
101-51620 AUTO ALLOWANCE	2,000	2,000	12	12	0.6%	1,988	381	(370)
101-51621 CELL PHONE ALLOWANCE	5,460	5,460	27	27	0.5%	5,433	55	(28)
101-51622 CLOTHING ALLOWANCE	3,500	3,500	245	245	7.0%	3,255	-	245
101-51623 OVERTIME- CALL-OUT	26,332	26,332	936	936	3.6%	25,396	464	472
101-51624 OVERTIME- COURT	4,633	4,633	-	-	0.0%	4,633	-	-
101-51625 OVERTIME- FIRE PREVENTION	1,591	1,591	-	-	0.0%	1,591	-	-
101-51626 OVERTIME- HOLIDAY WORKED	4,815	4,815	-	-	0.0%	4,815	-	-
101-51627 OVERTIME-INCREASED MANPOWER	2,858	2,858	-	-	0.0%	2,858	-	-
101-51628 OVERTIME- LAKE PUBLIC SAFETY	3,000	3,000	-	-	0.0%	3,000	-	-
101-51629 OVERTIME- LATE CALLS	37,767	37,767	2,644	2,644	7.0%	35,123	889	1,755
101-51630 OVERTIME- TRAINING	53,364	53,364	934	934	1.8%	52,430	2,418	(1,483)
101-51631 OVERTIME- COVID 19	-	-	-	-	0.0%	-	-	-
101-51632 OVERTIME- SCHEDULED (MANDATED)	261,300	261,300	11,279	11,279	4.3%	250,021	9,746	1,532
101-51633 OVERTIME- SHIFT COVERAGE	149,918	149,918	7,511	7,511	5.0%	142,407	9,513	(2,002)
101-51634 OVERTIME- SPECIAL EVENTS	11,476	11,476	2,711	2,711	23.6%	8,765	-	2,711
101-51635 OVERTIME- TOMATO BOWL	-	-	-	-	0.0%	-	231	(231)
101-51636 OVERTIME- TRAFFIC STEP	14,256	14,256	59	59	0.4%	14,197	611	(551)
101-51638 FICA	461,943	461,943	17,759	17,759	3.8%	444,183	17,513	247
101-51639 DENTAL INSURANCE	32,494	32,494	1,347	1,347	4.1%	31,148	1,444	(97)
101-51640 HEALTH INSURANCE	675,743	675,743	28,698	28,698	4.2%	647,045	30,787	(2,090)



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
101-51641 LIFE INSURANCE	1,872	1,872	76	76	4.1%	1,796	82	(6)
101-51642 TMRS	637,983	637,983	25,552	25,552	4.0%	612,431	25,035	517
101-51643 WORKER'S COMPENSATION	111,401	111,401	7,831	7,831	7.0%	103,570	4,108	3,723
101-51644 CONTRA WAGE EXPENSE	(14,256)	(14,256)	-	-	0.0%	(14,256)	-	-
101-51645 UNEMPLOYMENT	-	-	-	-	0.0%	-	-	-
101-51646 CONTRACT LABOR	203,500	203,500	5,800	5,800	2.9%	197,700	5,960	(160)
101-51647 BENEFIT ADMINISTRATION	4,968	4,968	81	81	1.6%	4,888	204	(124)
101-51648 EMPLOYEE TESTING	6,402	6,402	-	-	0.0%	6,402	-	-
101-51649 OTHER EMPLOYEE COSTS	16,300	16,300	1,663	1,663	10.2%	14,637	1,319	344
101-51650 RECRUITING & RETENTION	-	-	-	-	0.0%	-	-	-
101-51651 VOLUNTEER FIRE FUND	350	350	-	-	0.0%	350	-	-
101-51652 VOLUNTEER FIRE PENSION	4,200	4,200	-	-	0.0%	4,200	-	-
*** EXPENSE CATEGORY TOTALS ***	8,322,776	8,322,776	330,449	330,449	4.0%	7,992,327	325,089	5,360
52-MAINTENANCE								
101-52700 R/M BUILDINGS & STRUCTURES	72,387	72,387	6,628	6,628	9.2%	65,759	1,567	5,061
101-52701 R/M EQUIPMENT & MACHINERY	123,607	123,607	573	573	0.5%	123,034	902	(329)
101-52705 R/M MOTOR VEHICLES	57,383	57,383	458	458	0.8%	56,925	1,134	(676)
101-52706 R/M OFFICE EQUIPMENT	1,200	1,200	-	-	0.0%	1,200	-	-
101-52707 R/M PARKS	52,250	52,250	323	323	0.6%	51,927	-	323
101-52708 R/M RADIO COMMUNICATION	6,000	6,000	-	-	0.0%	6,000	-	-
101-52709 R/M SIDEWALKS CULVERTS BRIDGES	50,000	50,000	-	-	0.0%	50,000	-	-
101-52710 R/M STREETS & ALLEYS	245,000	245,000	1,928	1,928	0.8%	243,072	4,984	(3,056)
101-52712 R/M WATER & WASTEWATER MAINS	-	-	-	-	0.0%	-	-	-
101-52715 DAMAGES & CLAIMS	3,000	3,000	6,500	6,500	216.7%	(3,500)	-	6,500
*** EXPENSE CATEGORY TOTALS ***	610,827	610,827	16,411	16,411	2.7%	594,417	8,587	7,823
53-UTILITIES								
101-53730 ELECTRICITY	298,937	298,937	26,478	26,478	8.9%	272,459	-	26,478
101-53731 NATURAL GAS	29,288	29,288	476	476	1.6%	28,812	39	437
101-53732 PHONE/CABLE/INTERNET	134,439	134,439	8,012	8,012	6.0%	126,427	2,177	5,835
101-53733 WATER/SEWER & GARBAGE	33,828	33,828	-	-	0.0%	33,828	-	-
*** EXPENSE CATEGORY TOTALS ***	496,492	496,492	34,966	34,966	7.0%	461,526	2,216	32,750
54-SUPPLIES								
101-54740 AMBULANCE SUPPLIES	48,616	48,616	-	-	0.0%	48,616	3,994	(3,994)
101-54741 ANIMAL CARE SUPPLIES	5,950	5,950	-	-	0.0%	5,950	-	-
101-54742 ANIMAL FOOD	13,480	13,480	180	180	1.3%	13,300	-	180
101-54743 BOOK SUPPLIES	6,010	6,010	-	-	0.0%	6,010	-	-
101-54744 BOTANICAL SUPPLIES	2,150	2,150	-	-	0.0%	2,150	-	-
101-54745 CASH OVER/SHORT	-	-	43	43	0.0%	(43)	3	40
101-54746 CHEMICAL SUPPLIES	52,125	52,125	-	-	0.0%	52,125	140	(140)
101-54747 CONCESSION SUPPLIES	-	-	-	-	0.0%	-	-	-
101-54749 FIRE ARM TRAINING SUPPLIES	6,000	6,000	150	150	2.5%	5,850	-	150
101-54750 FIRE FIGHTING FOAM	1,050	1,050	-	-	0.0%	1,050	-	-
101-54751 FIRE HOSE SUPPLIES	4,300	4,300	-	-	0.0%	4,300	-	-
101-54752 FOOD	17,312	17,312	214	214	1.2%	17,098	237	(23)



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
101-54755 INVESTIGATION SUPPLIES	3,900	3,900	-	-	0.0%	3,900	31	(31)
101-54756 JANITORIAL SUPPLIES	18,126	18,126	248	248	1.4%	17,878	915	(667)
101-54757 K-9 CARE SUPPLIES	10,600	10,600	63	63	0.6%	10,537	40	23
101-54762 MINOR TOOLS & EQUIPMENT	17,230	17,230	(339)	(339)	-2.0%	17,569	44	(383)
101-54763 MISCELLANEOUS SUPPLIES	3,150	3,150	200	200	6.3%	2,950	619	(419)
101-54764 MOTOR VEHICLE FUEL	172,164	172,164	-	-	0.0%	172,164	14	(14)
101-54765 OFFICE EQUIP/FURNITURE/FIXTR	1,904	1,904	20	20	1.0%	1,884	169	(149)
101-54766 OFFICE SUPPLIES	20,548	20,548	321	321	1.6%	20,227	375	(54)
101-54767 OXYGEN SUPPLIES	6,463	6,463	-	-	0.0%	6,463	-	-
101-54768 PLAQUES & AWARDS	2,710	2,710	610	610	22.5%	2,100	-	610
101-54769 POSTAGE	10,105	10,105	523	523	5.2%	9,582	710	(187)
101-54770 PRINTING SUPPLIES	7,485	7,485	-	-	0.0%	7,485	-	-
101-54771 PROGRAMMING SUPPLIES	4,430	4,430	-	-	0.0%	4,430	-	-
101-54772 PROTECTIVE CLOTHING	12,501	12,501	-	-	0.0%	12,501	-	-
101-54773 PUBLIC EDUCATION SUPPLIES	2,550	2,550	-	-	0.0%	2,550	-	-
101-54774 RECREATION SUPPLIES	1,450	1,450	251	251	17.3%	1,199	-	251
101-54775 RESALE GASOLINE	56,470	56,470	-	-	0.0%	56,470	-	-
101-54776 SAFETY EQUIPMENT	500	500	-	-	0.0%	500	-	-
101-54777 STREET SIGN SUPPLIES	30,000	30,000	-	-	0.0%	30,000	-	-
101-54778 TECHNOLOGY SUPPLIES	3,868	3,868	-	-	0.0%	3,868	6,870	(6,870)
101-54779 WEARING APPAREL	64,457	64,457	432	432	0.7%	64,025	(254)	685
*** EXPENSE CATEGORY TOTALS ***	607,602	607,602	2,915	2,915	0.5%	604,688	13,906	(10,991)
55-SERVICES								
101-55800 ACCOUNTING & AUDITING	36,829	36,829	-	-	0.0%	36,829	-	-
101-55801 APPRAISAL DISTRICT	115,864	115,864	28,966	28,966	25.0%	86,898	27,369	1,597
101-55802 BAD DEBT EXPENSE	-	-	-	-	0.0%	-	96	(96)
101-55804 BILLING & COLLECTION SERVICES	153,355	153,355	15,038	15,038	9.8%	138,317	12,081	2,957
101-55805 CONSTRUCTION CONTRACTS	30,000	30,000	-	-	0.0%	30,000	7,968	(7,968)
101-55806 CONSULTING SERVICES	13,632	13,632	833	833	6.1%	12,799	-	833
101-55807 CONTINGENCY	32,202	32,202	-	-	0.0%	32,202	-	-
101-55809 CREDIT CARD PROCESSING FEES	15,764	15,764	100	100	0.6%	15,664	500	(400)
101-55810 ELECTION COSTS	4,000	4,000	-	-	0.0%	4,000	-	-
101-55812 ENGINEERING SERVICES	10,000	10,000	-	-	0.0%	10,000	-	-
101-55813 FEES & PERMITS	100	100	-	-	0.0%	100	-	-
101-55815 INSURANCE-PROPERTY, PLANT, & EQUIPMENT	125,333	125,333	152,056	152,056	121.3%	(26,723)	-	152,056
101-55816 IT SUPPORT	66,800	66,800	-	-	0.0%	66,800	1,373	(1,373)
101-55817 JANITORIAL SERVICES	85,000	85,000	7,250	7,250	8.5%	77,750	825	6,425
101-55819 LEASE/RENTAL OF EQUIPMENT	26,438	26,438	100	100	0.4%	26,338	100	-
101-55820 LEASE/RENTAL OF PROPERTY	6,000	6,000	-	-	0.0%	6,000	500	(500)
101-55821 LEGAL ADVERTISING	4,250	4,250	-	-	0.0%	4,250	550	(550)
101-55822 LEGAL SERVICES	110,000	110,000	-	-	0.0%	110,000	-	-
101-55824 MISCELLANEOUS SERVICES	5,487	5,487	-	-	0.0%	5,487	575	(575)
101-55826 PUBLIC COMMUNICATION	2,200	2,200	-	-	0.0%	2,200	-	-
101-55828 SOFTWARE	219,237	219,237	46,450	46,450	21.2%	172,787	-	46,450
101-55829 SPECIAL SERVICES	1,000	1,000	-	-	0.0%	1,000	-	-
101-55830 SUPPORT OF COMMUNITY SERVICES	67,500	67,500	8,750	8,750	13.0%	58,750	-	8,750
101-55833 VETERINARY SERVICES	7,000	7,000	-	-	0.0%	7,000	-	-
101-55834 SOLID WASTE & SLUDGE DISPOSAL	846,826	846,826	-	-	0.0%	846,826	506	(506)



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
*** EXPENSE CATEGORY TOTALS ***								
	1,984,816	1,984,816	259,542	259,542	13.1%	1,725,274	52,443	207,099
56-TRAVEL & EDUCATION EXPENDITURES								
101-56851 MEMBERSHIP DUES	21,556	21,556	525	525	2.4%	21,031	-	525
101-56852 TRAINING EXPENSES	80,231	80,231	191	191	0.2%	80,040	159	32
101-56853 TRAVEL & LODGING EXPENSES	8,928	8,928	-	-	0.0%	8,928	-	-
*** EXPENSE CATEGORY TOTALS ***								
	110,715	110,715	716	716	0.6%	109,999	159	557
57-DEBT SERVICE								
101-57862 CAPITAL LEASE INTEREST	30,197	30,197	-	-	0.0%	30,197	-	-
101-57863 CAPITAL LEASE PRINCIPAL	335,463	335,463	-	-	0.0%	335,463	-	-
101-57867 PAYING AGENT FEES	-	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***								
	365,660	365,660	-	-	0.0%	365,660	-	-
58-CAPITAL EXPENDITURES								
101-58880 CAPITAL BUILDINGS & STRUCTURES	25,000	25,000	-	-	0.0%	25,000	-	-
101-58881 CAPITAL MACHINERY & EQUIPMENT	63,600	63,600	3,500	3,500	5.5%	60,100	-	3,500
101-58882 CAPITAL MISCELLANEOUS	24,520	24,520	-	-	0.0%	24,520	-	-
101-58883 CAPITAL MOTOR VEHICLES	100,000	100,000	50,096	50,096	50.1%	49,904	3,244	46,852
101-58887 LIBRARY BOOKS & MATERIALS	42,000	42,000	-	-	0.0%	42,000	-	-
*** EXPENSE CATEGORY TOTALS ***								
	255,120	255,120	53,596	53,596	21.0%	201,524	3,244	50,352
59 - TRANSFERS OUT								
101-59902 TRANSFER TO GEN CAPITAL PROJECTS FUND	-	-	-	-	0.0%	-	-	-
101-59903 TRANSFER TO GRANT FUND	-	-	-	-	0.0%	-	33,333	(33,333)
101-59906 TRANSFER TO BEAUTIFICATION FUND	6,000	6,000	500	500	8.3%	5,500	500	-
101-59909 TRANSFER TO COURT TECHNOLOGY FUND	-	-	(11,865)	(11,865)	0.0%	11,865	(1,392)	(10,474)
*** EXPENSE CATEGORY TOTALS ***								
	6,000	6,000	(11,365)	(11,365)	-189.4%	17,365	32,442	(43,807)
*** TOTAL EXPENSE ***								
	\$ 12,760,008	\$ 12,760,008	\$ 687,230	\$ 687,230	5.4%	\$ 12,072,779	\$ 438,087	\$ 249,142
102 -DEBT SERVICE FUND- DETAIL								
REVENUE								
102-41400 AD VALOREM TAX- CURRENT	\$ 1,221,084	\$ 1,221,084	\$ 21,809	\$ 21,809	1.8%	\$ 1,199,276	\$ 55,701	\$ (33,892)
102-41401 AD VALOREM TAX- PRIOR	23,689	23,689	2,686	2,686	11.3%	21,003	1,986	700
102-41402 AD VALOREM TAX- PENALTY & INTEREST	23,811	23,811	825	825	3.5%	22,986	545	280
102-47510 INTEREST INCOME	6,960	6,960	189	189	2.7%	6,771	236	(46)
102-48529 CERTIFICATES OF OBLIGATION ISSUED	-	-	-	-	0.0%	-	-	-
102-48531 PREMIUM ON DEBT ISSUANCE	-	-	-	-	0.0%	-	-	-
102-49553 TRANSFER FROM UTILITY FUND	478,348	478,348	39,862	39,862	8.3%	438,486	39,249	614
*** TOTAL REVENUE ***								
	1,753,893	1,753,893	65,372	65,372	3.7%	1,688,520	97,716	(32,344)

102 -DEBT SERVICE FUND- DETAIL



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
EXPENSE								
102-57860 BOND INSURANCE PREMIUM	-	-	-	-	0.0%	-	-	-
102-57861 BOND ISSUANCE COST	-	-	-	-	0.0%	-	-	-
102-57864 CONTINUING DISCLOSURE	3,500	3,500	-	-	0.0%	3,500	-	-
102-57865 DEBT SERVICE INTEREST	573,011	573,011	-	-	0.0%	573,011	-	-
102-57866 DEBT SERVICE PRINCIPAL	1,145,000	1,145,000	-	-	0.0%	1,145,000	-	-
102-57867 PAYING AGENT FEES	1,500	1,500	750	750	50.0%	750	750	-
102-57868 UNDERWRITERS' DISCOUNT	-	-	-	-	0.0%	-	-	-
102-59902 TRANSFER TO GEN CAPITAL PROJECTS FUND	-	-	-	-	0.0%	-	-	-
*** TOTAL EXPENSE ***	<u>\$ 1,723,011</u>	<u>\$ 1,723,011</u>	<u>\$ 750</u>	<u>\$ 750</u>	<u>0.0%</u>	<u>\$ 1,722,261</u>	<u>\$ 750</u>	<u>\$ -</u>

103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL

REVENUE

103-47510 INTEREST INCOME	\$ 6,000	\$ 6,000	\$ 2,542	\$ 2,542	42.4%	\$ 3,458	\$ 7,807	\$ (5,265)
103-48523 SALE OF CAPITAL PROPERTY	-	-	-	-	0.0%	-	-	-
103-48525 SALE OF CAPITAL VEHICLES	720,000	720,000	-	-	0.0%	720,000	-	-
103-48530 OTHER FINANCING SOURCES	754,681	754,681	-	-	0.0%	754,681	-	-
103-49550 TRANSFER FROM GENERAL FUND	-	-	-	-	0.0%	-	-	-
103-49560 TRANSFER FROM DEBT SERVICE FUND	-	-	-	-	0.0%	-	-	-
*** TOTAL REVENUE ***	<u>1,480,681</u>	<u>1,480,681</u>	<u>2,542</u>	<u>2,542</u>	<u>0.2%</u>	<u>1,478,139</u>	<u>7,807</u>	<u>(5,265)</u>

103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL

EXPENSE

103-51629 OVERTIME- LATE CALLS	-	-	-	-	0.0%	-	-	-
103-51638 FICA	-	-	-	-	0.0%	-	-	-
103-51639 DENTAL INSURANCE	-	-	-	-	0.0%	-	-	-
103-51640 HEALTH INSURANCE	-	-	-	-	0.0%	-	-	-
103-51641 LIFE INSURANCE	-	-	-	-	0.0%	-	-	-
103-51642 TMRS	-	-	-	-	0.0%	-	-	-
103-51643 WORKER'S COMPENSATION	-	-	-	-	0.0%	-	-	-
103-55803 BANKING FEES	120	120	10	10	8.3%	110	10	-
103-55824 MISCELLANEOUS SERVICES	-	-	-	-	0.0%	-	-	-
103-55829 SPECIAL SERVICES	-	-	-	-	0.0%	-	-	-
103-57862 CAPITAL LEASE INTEREST	16,787	16,787	1,198	1,198	7.1%	15,589	1,023	175
103-57863 CAPITAL LEASE PRINCIPAL	575,010	575,010	-	-	0.0%	575,010	-	-
103-58880 CAPITAL BUILDINGS & STRUCTURES	6,243,554	6,243,554	20,253	20,253	0.3%	6,223,301	18,758	1,495
103-58881 CAPITAL MACHINERY & EQUIPMENT	183,253	183,253	4,745	4,745	2.6%	178,508	-	4,745
103-58882 CAPITAL MISCELLANEOUS	-	-	-	-	0.0%	-	-	-
103-58883 CAPITAL MOTOR VEHICLES	704,681	704,681	(50,096)	(50,096)	-7.1%	754,777	1,950	(52,046)
*** TOTAL EXPENSE ***	<u>\$ 7,723,405</u>	<u>\$ 7,723,405</u>	<u>\$ (23,890)</u>	<u>\$ (23,890)</u>	<u>-0.3%</u>	<u>\$ 7,747,295</u>	<u>\$ 21,740</u>	<u>\$ (45,630)</u>

201 -WATER & WASTEWATER UTILITY FUND- DETAIL

REVENUE



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
201-43427 MISCELLANEOUS GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -
201-46472 ACCOUNT TRANSFER FEES	3,000	3,000	350	350	11.7%	2,650	50	300
201-46480 WATER SALES	3,437,316	3,437,316	290,658	290,658	8.5%	3,146,658	274,530	16,128
201-46481 WATER TAP FEES	10,000	10,000	500	500	5.0%	9,500	565	(65)
201-46482 SEWER SALES	2,243,208	2,243,208	182,037	182,037	8.1%	2,061,171	176,221	5,816
201-46483 SEWER TAP FEES	6,500	6,500	500	500	7.7%	6,000	-	500
201-46484 PENALTIES	256,717	256,717	21,249	21,249	8.3%	235,468	18,317	2,931
201-46486 RECONNECT FEES	525	525	-	-	0.0%	525	-	-
201-46488 METER TAMPERING FEES	2,432	2,432	-	-	0.0%	2,432	-	-
201-46489 NSF CHECK FEES	2,070	2,070	150	150	7.2%	1,920	-	150
201-46491 SERVICE APPLICATION FEES	14,433	14,433	1,150	1,150	8.0%	13,283	1,375	(225)
201-46492 WRITE-OFF COLLECTIONS	500	500	-	-	0.0%	500	367	(367)
201-46501 METER PURCHASE FEE	17,467	17,467	2,521	2,521	14.4%	14,945	-	2,521
201-47510 INTEREST INCOME	17,580	17,580	3,176	3,176	18.1%	14,404	1,807	1,369
201-48515 MISCELLANEOUS REVENUE	2,100	2,100	-	-	0.0%	2,100	-	-
201-48516 PRIOR YEARS REIMBURSEMENTS	-	-	-	-	0.0%	-	-	-
201-48517 REBATES & DISCOUNTS	2,100	2,100	6,058	6,058	288.5%	(3,958)	410	5,648
201-48518 INSURANCE PROCEEDS	-	-	-	-	0.0%	-	44,351	(44,351)
201-48522 SALE OF CAPITAL EQUIPMENT	-	-	-	-	0.0%	-	-	-
201-49557 TRANSFER FROM UT CAPITAL PROJECTS FUND	-	-	-	-	0.0%	-	-	-
*** TOTAL REVENUE ***	<u>6,015,948</u>	<u>6,015,948</u>	<u>508,349</u>	<u>508,349</u>	<u>8.5%</u>	<u>5,507,599</u>	<u>517,994</u>	<u>(9,645)</u>

**201 -WATER & WASTEWATER UTILITY FUND- DETAIL
EXPENSE**

51-EMPLOYEE SERVICES								
201-51600 SUPERVISION	131,206	131,206	5,383	5,383	4.1%	125,823	5,192	191
201-51601 OPERATIONAL	656,794	656,794	25,414	25,414	3.9%	631,380	25,097	317
201-51612 ON CALL STIPEND	6,825	6,825	173	173	2.5%	6,652	206	(33)
201-51613 BI-LINGUAL PAY	-	-	80	80	0.0%	(80)	-	80
201-51614 CERTIFICATION PAY	5,775	5,775	227	227	3.9%	5,548	300	(73)
201-51616 EDUCATION PAY	5,100	5,100	294	294	5.8%	4,806	114	180
201-51617 LONGEVITY PAY	10,291	10,291	437	437	4.2%	9,854	430	7
201-51618 SALARY PREMIUM PAY	19,700	19,700	-	-	0.0%	19,700	-	-
201-51620 AUTO ALLOWANCE	2,000	2,000	12	12	0.6%	1,988	71	(60)
201-51621 CELL PHONE ALLOWANCE	2,100	2,100	12	12	0.6%	2,088	25	(13)
201-51623 OVERTIME- CALL-OUT	78,885	78,885	1,264	1,264	1.6%	77,621	780	484
201-51626 OVERTIME- HOLIDAY WORKED	10,466	10,466	-	-	0.0%	10,466	-	-
201-51629 OVERTIME- LATE CALLS	26,540	26,540	1,484	1,484	5.6%	25,056	881	604
201-51632 OVERTIME- SCHEDULED (MANDATED)	34,923	34,923	2,562	2,562	7.3%	32,361	2,038	524
201-51638 FICA	75,548	75,548	2,814	2,814	3.7%	72,734	2,626	188
201-51639 DENTAL INSURANCE	6,271	6,271	248	248	3.9%	6,023	235	12
201-51640 HEALTH INSURANCE	117,750	117,750	4,382	4,382	3.7%	113,369	4,111	270
201-51641 LIFE INSURANCE	361	361	15	15	4.0%	347	14	1
201-51642 TMRS	108,533	108,533	4,041	4,041	3.7%	104,492	3,795	246
201-51643 WORKER'S COMPENSATION	17,187	17,187	1,002	1,002	5.8%	16,185	619	383
201-51645 UNEMPLOYMENT	-	-	-	-	0.0%	-	-	-
201-51646 CONTRACT LABOR	3,570	3,570	-	-	0.0%	3,570	-	-



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
201-51654 PENSION EXPENSE	-	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***	1,319,826	1,319,826	49,844	49,844	3.8%	1,269,982	46,535	3,309
52-MAINTENANCE								
201-52700 R/M BUILDINGS & STRUCTURES	65,000	65,000	-	-	0.0%	65,000	-	-
201-52701 R/M EQUIPMENT & MACHINERY	25,400	25,400	125	125	0.5%	25,275	(66)	191
201-52702 R/M LIFT STATIONS	45,143	45,143	-	-	0.0%	45,143	-	-
201-52703 R/M METERS TAPS SVC CONNECTS	116,000	116,000	9,050	9,050	7.8%	106,950	2,600	6,450
201-52704 R/M MISCELLANEOUS	-	-	-	-	0.0%	-	-	-
201-52705 R/M MOTOR VEHICLES	2,950	2,950	78	78	2.7%	2,872	892	(814)
201-52706 R/M OFFICE EQUIPMENT	-	-	-	-	0.0%	-	-	-
201-52710 R/M STREETS & ALLEYS	52,263	52,263	-	-	0.0%	52,263	786	(786)
201-52711 R/M WASTEWATER PLANTS	10,000	10,000	-	-	0.0%	10,000	-	-
201-52712 R/M WATER & WASTEWATER MAINS	285,000	285,000	3,623	3,623	1.3%	281,377	9,137	(5,514)
201-52713 R/M WATER STORAGE TANKS	45,000	45,000	-	-	0.0%	45,000	-	-
201-52714 R/M WATER WELLS	84,449	84,449	-	-	0.0%	84,449	-	-
201-52715 DAMAGES & CLAIMS	6,000	6,000	-	-	0.0%	6,000	-	-
*** EXPENSE CATEGORY TOTALS ***	737,205	737,205	12,877	12,877	1.7%	724,328	13,349	(472)
53-UTILITIES								
201-53730 ELECTRICITY	462,057	462,057	41,034	41,034	8.9%	421,023	-	41,034
201-53731 NATURAL GAS	519	519	49	49	9.4%	470	-	49
201-53732 PHONE/CABLE/INTERNET	15,892	15,892	1,118	1,118	7.0%	14,774	-	1,118
201-53733 WATER/SEWER & GARBAGE	65,647	65,647	-	-	0.0%	65,647	-	-
*** EXPENSE CATEGORY TOTALS ***	544,115	544,115	42,201	42,201	7.8%	501,914	-	42,201
54-SUPPLIES								
201-54745 CASH OVER/SHORT	-	-	-	-	0.0%	-	(32)	32
201-54746 CHEMICAL SUPPLIES	139,441	139,441	2,776	2,776	2.0%	136,665	7,630	(4,854)
201-54752 FOOD	500	500	-	-	0.0%	500	-	-
201-54753 GROUNDWATER PURCHASES	25,557	25,557	-	-	0.0%	25,557	-	-
201-54756 JANITORIAL SUPPLIES	5,026	5,026	83	83	1.6%	4,944	50	33
201-54758 LAB EQUIPMENT & SUPPLIES	3,677	3,677	-	-	0.0%	3,677	-	-
201-54762 MINOR TOOLS & EQUIPMENT	9,163	9,163	248	248	2.7%	8,915	50	198
201-54763 MISCELLANEOUS SUPPLIES	2,450	2,450	-	-	0.0%	2,450	144	(144)
201-54764 MOTOR VEHICLE FUEL	44,803	44,803	-	-	0.0%	44,803	-	-
201-54766 OFFICE SUPPLIES	4,459	4,459	(32)	(32)	-0.7%	4,491	97	(129)
201-54769 POSTAGE	846	846	24	24	2.9%	822	17	8
201-54778 TECHNOLOGY SUPPLIES	61,410	61,410	-	-	0.0%	61,410	-	-
201-54779 WEARING APPAREL	11,204	11,204	487	487	4.3%	10,717	435	52
*** EXPENSE CATEGORY TOTALS ***	308,535	308,535	3,585	3,585	1.2%	304,950	8,390	(4,805)
55-SERVICES								
201-55800 ACCOUNTING & AUDITING	23,546	23,546	-	-	0.0%	23,546	-	-
201-55802 BAD DEBT EXPENSE	1,288	1,288	-	-	0.0%	1,288	858	(858)
201-55803 BANKING FEES	355	355	-	-	0.0%	355	-	-



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
201-55804 BILLING & COLLECTION SERVICES	37,422	37,422	-	-	0.0%	37,422	-	-
201-55809 CREDIT CARD PROCESSING FEES	37,000	37,000	-	-	0.0%	37,000	-	-
201-55811 ELECTROINC PAYMENT- UB CREDITS	29,000	29,000	3,318	3,318	11.4%	25,682	2,321	997
201-55812 ENGINEERING SERVICES	30,000	30,000	-	-	0.0%	30,000	-	-
201-55813 FEES & PERMITS	40,775	40,775	-	-	0.0%	40,775	-	-
201-55814 GRANT ADMINISTRATION	-	-	-	-	0.0%	-	-	-
201-55815 INSURANCE-PROPERTY, PLANT, & EQUIPMENT	66,707	66,707	63,421	63,421	95.1%	3,286	-	63,421
201-55816 IT SUPPORT	-	-	-	-	0.0%	-	-	-
201-55818 LAB SERVICES	61,000	61,000	695	695	1.1%	60,305	-	695
201-55819 LEASE/RENTAL OF EQUIPMENT	165,825	165,825	796	796	0.5%	165,029	708	88
201-55821 LEGAL ADVERTISING	1,000	1,000	-	-	0.0%	1,000	-	-
201-55822 LEGAL SERVICES	10,000	10,000	-	-	0.0%	10,000	-	-
201-55824 MISCELLANEOUS SERVICES	500	500	-	-	0.0%	500	181	(181)
201-55826 PUBLIC COMMUNICATION	5,000	5,000	-	-	0.0%	5,000	-	-
201-55828 SOFTWARE	1,590	1,590	-	-	0.0%	1,590	-	-
201-55829 SPECIAL SERVICES	1,000	1,000	-	-	0.0%	1,000	-	-
201-55834 SOLID WASTE & SLUDGE DISPOSAL	166,229	166,229	-	-	0.0%	166,229	5,208	(5,208)
*** EXPENSE CATEGORY TOTALS ***	678,237	678,237	68,231	68,231	10.1%	610,006	9,277	58,954
56-TRAVEL & EDUCATION EXPENDITURES								
201-56851 MEMBERSHIP DUES	525	525	-	-	0.0%	525	-	-
201-56852 TRAINING EXPENSES	9,800	9,800	-	-	0.0%	9,800	-	-
201-56853 TRAVEL & LODGING EXPENSES	1,750	1,750	-	-	0.0%	1,750	-	-
*** EXPENSE CATEGORY TOTALS ***	12,075	12,075	-	-	0.0%	12,075	-	-
57-DEBT SERVICE								
201-57862 CAPITAL LEASE INTEREST	11,596	11,596	-	-	0.0%	11,596	-	-
201-57863 CAPITAL LEASE PRINCIPAL	147,988	147,988	-	-	0.0%	147,988	-	-
201-57865 DEBT SERVICE INTEREST	-	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***	159,583	159,583	-	-	0.0%	159,583	-	-
58-CAPITAL EXPENDITURES								
201-58881 CAPITAL MACHINERY & EQUIPMENT	10,000	10,000	-	-	0.0%	10,000	-	-
201-58883 CAPITAL MOTOR VEHICLES	-	-	-	-	0.0%	-	-	-
201-58889 WATER SYSTEM IMPROVEMENTS	-	-	-	-	0.0%	-	-	-
201-58890 DEPRECIATION EXPENSE	-	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***	10,000	10,000	-	-	0.0%	10,000	-	-
59-TRANSFERS OUT								
201-59900 TRANSFER TO GENERAL FUND	1,632,130	1,632,130	136,011	136,011	8.3%	1,496,119	143,686	(7,675)
201-59901 TRANSFER TO DEBT SERVICE FUND	478,348	478,348	39,862	39,862	8.3%	438,486	39,249	614
201-59905 TRANSFER TO UT CAPITAL PROJECTS FUND	-	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***	2,110,478	2,110,478	175,873	175,873	8.3%	1,934,605	182,934	(7,061)
*** TOTAL EXPENSE ***	\$ 5,880,054	\$ 5,880,054	\$ 352,610	\$ 352,610	6.0%	\$ 5,527,445	\$ 260,485	\$ 92,125



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

	Adopted Budget	Current Budget	Current Month	Y-T-D Actual	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
203 -CAPITAL PROJECTS FUND (UTILITY)- DETAIL								
REVENUE								
203-47510 INTEREST INCOME	\$ 27,600	\$ 27,600	\$ 2,434	\$ 2,434	8.8%	\$ 25,166	\$ 2,762	\$ (328)
203-48518 INSURANCE PROCEEDS	-	-	183,569	183,569	0.0%	(183,569)	-	183,569
203-48525 SALE OF CAPITAL VEHICLES	440,000	440,000	-	-	0.0%	440,000	-	-
203-48527 GAIN/LOSS DISPOSAL-FIXED ASSET	-	-	-	-	0.0%	-	-	-
203-49553 TRANSFER FROM UTILITY FUND	-	-	-	-	0.0%	-	-	-
*** TOTAL REVENUE ***	467,600	467,600	186,003	186,003	39.8%	281,597	2,762	183,241
203 -CAPITAL PROJECTS FUND (UTILITY)- DETAIL								
EXPENSE								
203-52702 R/M LIFT STATIONS	80,936	80,936	-	-	0.0%	80,936	-	-
203-52711 R/M WASTEWATER PLANTS	63,493	63,493	-	-	0.0%	63,493	-	-
203-52713 R/M WATER STORAGE TANKS	40,524	40,524	-	-	0.0%	40,524	-	-
203-52714 R/M WATER WELLS	32,600	32,600	-	-	0.0%	32,600	-	-
203-55812 ENGINEERING SERVICES	-	-	-	-	0.0%	-	-	-
203-55829 SPECIAL SERVICES	-	-	-	-	0.0%	-	-	-
203-58880 CAPITAL BUILDINGS & STRUCTURES	30,000	30,000	-	-	0.0%	30,000	-	-
203-58881 CAPITAL MACHINERY & EQUIPMENT	60,000	60,000	-	-	0.0%	60,000	-	-
203-58883 CAPITAL MOTOR VEHICLES	340,830	340,830	-	-	0.0%	340,830	33,642	(33,642)
203-58888 LOOP 456 W/WW IMPROVEMENTS	-	-	-	-	0.0%	-	-	-
203-58889 WATER SYSTEM IMPROVEMENTS	-	-	-	-	0.0%	-	-	-
203-58890 DEPRECIATION EXPENSE	-	-	-	-	0.0%	-	-	-
203-59904 TRANSFER TO WATER & WASTEWATER UTILITY FUND	-	-	-	-	0.0%	-	-	-
*** TOTAL EXPENSE ***	\$ 648,383	\$ 648,383	\$ -	\$ -	0.0%	\$ 648,383	\$ 33,642	\$ (33,642)



NON MAJOR FUNDS SUMMARY

	110 GRANT FUND	111 HOTEL/MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND	115 POLICE STATE FORFEITURE FUND
Beginning Fund Balance	\$ 363,985	\$ 679,175	\$ -	\$ 151,744	\$ 10,877	\$ 11,029
REVENUE						
TAXES	-	27,454	-	-	-	-
FRANCHISE FEES	-	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	-	173
FINES & FORFEITURE	-	-	546	642	141	-
LICENSE & PERMITS	-	-	-	-	-	-
FEES & CHARGES FOR SERVICES	-	-	-	-	-	-
INVESTMENT INCOME	-	599	-	136	10	10
MISCELLANEOUS RECEIPTS	-	371	-	-	-	-
TRANSFERS IN	-	-	(11,865)	-	-	-
Total	-	28,424	(11,319)	778	151	184
EXPENSE						
EMPLOYEE SERVICES	-	855	-	-	-	-
MAINTENANCE	-	-	-	-	-	-
UTILITIES	-	38	-	-	-	-
SUPPLIES	-	2,590	-	-	-	-
SERVICES	-	8,299	-	-	-	-
TRAVEL & EDUCATION EXPENDITURES	-	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-	-	-
TRANSFERS OUT	-	2,994	-	1,481	-	-
Total	-	14,776	-	1,481	-	-
Surplus (Deficit)	-	13,648	(11,319)	(703)	151	184
Ending Fund Balance	\$ 363,985	\$ 692,823	\$ (11,319)	\$ 151,041	\$ 11,028	\$ 11,213



NON MAJOR FUNDS SUMMARY

	116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE	119 WAR MEMORIAL FUND	301 BEAUTIFICATION FUND	TOTAL
Beginning Fund Balance	\$ 9,217	\$ -	\$ 9,777	\$ 21,993	\$ 1,257,797
REVENUE					
TAXES	-	-	-	-	27,454
FRANCHISE FEES	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	173
FINES & FORFEITURE	-	-	-	-	1,330
LICENSE & PERMITS	-	-	-	-	-
FEES & CHARGES FOR SERVICES	-	-	-	-	-
INVESTMENT INCOME	8	-	9	21	794
MISCELLANEOUS RECEIPTS	-	-	-	217	588
TRANSFERS IN	-	-	-	500	(11,365)
Total	8	-	9	739	18,975
EXPENSE					
EMPLOYEE SERVICES	-	-	-	-	855
MAINTENANCE	-	-	-	-	-
UTILITIES	-	-	-	-	38
SUPPLIES	-	-	-	22	2,612
SERVICES	-	-	-	-	8,299
TRAVEL & EDUCATION EXPENDITURES	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-	-
TRANSFERS OUT	-	-	-	-	4,475
Total	-	-	-	22	16,279
Surplus (Deficit)	8	-	9	717	2,696
Ending Fund Balance	\$ 9,225	\$ -	\$ 9,786	\$ 22,710	\$ 1,260,492



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

Summary of Cash and Investment Activity				
	Par Value	Book Value	Market Value	Ratio Market-to-Book Value
Beginning Balances				
Cash	\$ 13,326,495.52	\$ 13,326,495.52	\$ 13,326,495.52	100.00%
Investments	1,900,754.01	1,900,754.01	1,900,754.01	100.00%
Total	15,227,249.53	15,227,249.53	15,227,249.53	100.00%
Activity				
Cash	(1,379,465.83)	(1,379,465.83)	(1,379,465.83)	
Investments				
Net Accretion & Amortization				
Purchases	1,394.58	1,394.58	1,394.58	
Maturities/Calls	-	-	-	
Changes to Market Value	-	-	6,878.75	
Net Monthly Activity	(1,378,071.25)	(1,378,071.25)	(1,371,192.50)	
Ending Balances				
Cash	11,947,029.69	11,947,029.69	11,947,029.69	100.00%
Investments	1,902,148.59	1,902,148.59	1,909,027.34	100.36%
Total	\$ 13,849,178.28	\$ 13,849,178.28	\$ 13,856,057.03	100.05%



City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

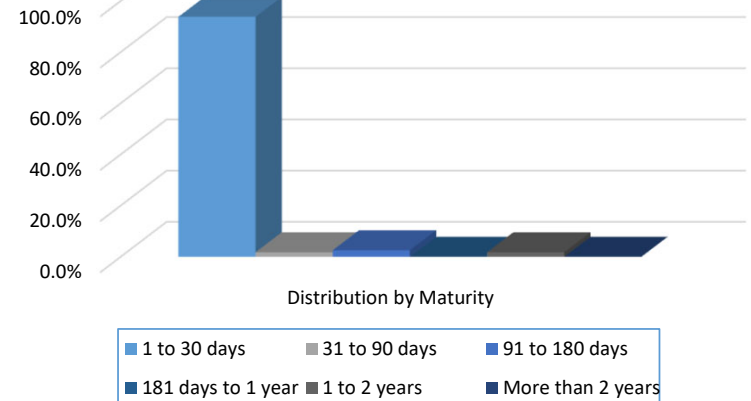
Summary of Cash and Investment Activity												
Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
N/A	N/A	N/A	Cash In Depository Bank	\$11,947,030		\$ 100.000	1.000%	\$ 11,947,030	\$ 11,947,030	\$ 11,947,030	\$ -	1
N/A	N/A	N/A	FNC - Cash, Money Funds, and Bank Deposits	8,990		100.000	0.010%	8,990	8,990	8,990	-	1
N/A	N/A	N/A	LOGIC	288,080		100.000	0.036%	288,080	288,080	288,080	-	1
N/A	N/A	N/A	TexSTAR	250,331		100.000	0.010%	250,331	250,331	250,331	-	1
N/A	N/A	N/A	Texas Range	250,446		100.000	0.020%	250,446	250,446	250,446	-	1
N/A	N/A	N/A	Lone Star	250,301		100.000	0.010%	250,301	250,301	250,301	-	1
12/11/2019	12/10/2021	49228XAJ9	CD - Kern Schs Fec Cr Un Sh Ctf	249,000		100.000	1.790%	249,000	249,000	249,503	503	40
3/4/2020	3/4/2022	052392AG2	CD - Austin Telco Fed Cr Un Tex Sh Ctf	249,000		100.000	1.590%	249,000	249,000	250,317	1,317	124
3/31/2020	4/1/2022	46176PMY8	CD - Investors Bk Short Hills Nj Ctf Dep	109,000		100.000	1.240%	109,000	109,000	109,538	538	152
2/28/2020	2/28/2023	05580AVA9	CD - Bmw Bk North Amer Salt Lake City Utah	247,000		100.000	1.620%	247,000	247,000	251,520	4,520	485
Totals/Weighted Average				\$ 13,849,178			0.964%	\$ 13,849,178	\$ 13,849,178	\$ 13,856,057	\$ 6,879	14
Benchmark - 4-week Treasury Bill Rates Coupon Equivalent							0.060%					



Summary of Cash and Investment Activity

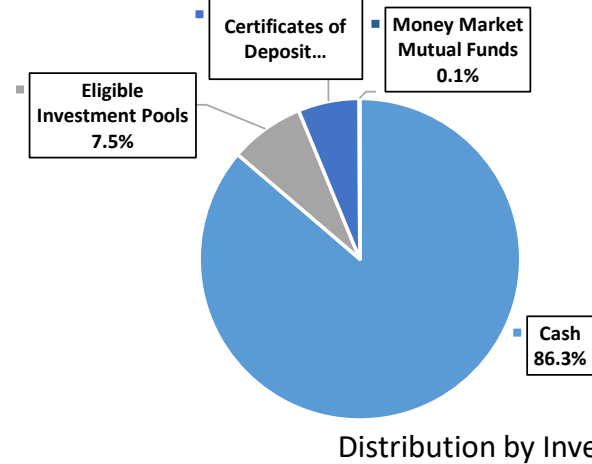
Distribution by Maturity

	Par Value	Percent
1 to 30 days	\$12,995,178	93.8%
31 to 90 days	249,000	1.8%
91 to 180 days	358,000	2.6%
181 days to 1 year	-	0.0%
1 to 2 years	247,000	1.8%
More than 2 years	-	0.0%
	<u>\$ 13,849,178</u>	<u>100.0%</u>



Distribution by Investment Type

	Book Value	Percent
Cash	\$ 11,947,030	86.3%
US Agencies & Instrumentalities	-	0.0%
Eligible Investment Pools	1,039,158	7.5%
Certificates of Deposit	854,000	6.2%
US Treasury Bills / Notes / Bonds	-	0.0%
Money Market Mutual Funds	8,990	0.1%
Repurchase Agreements	-	0.0%
	<u>\$ 13,849,178</u>	<u>100.0%</u>





City of Jacksonville, Texas
Financial Statement
As of October 31, 2021

Summary of Cash and Investment Activity									
Transaction Information				Beginning			Ending		
Dates		Description	Security Type	Par Value	Book Value	Market Value	Par Value	Book Value	Market Value
Purchase	Maturity								
N/A	N/A	FNC - Cash, Money Funds, and Bank Deposits	Money Market Mutual Funds	\$ 7,611	\$ 7,611	\$ 7,611	\$ 8,990	\$ 8,990	\$ 8,990
N/A	N/A	LOGIC	Investment Pool	288,071	288,071	288,071	288,080	288,080	288,080
N/A	N/A	TexSTAR	Investment Pool	250,329	250,329	250,329	250,331	250,331	250,331
N/A	N/A	Texas Range	Investment Pool	250,442	250,442	250,442	250,446	250,446	250,446
N/A	N/A	Lone Star	Investment Pool	250,300	250,300	250,300	250,301	250,301	250,301
12/11/2019	12/10/2021	CD - Kern Schs Fec Cr Un Sh Ctf	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,503
3/4/2020	3/4/2022	CD - Austin Telco Fed Cr Un Tex Sh Ctf	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	250,317
3/31/2020	4/1/2022	CD - Investors Bk Short Hills Nj Ctf Dep	Certificate of Deposit	109,000	109,000	109,000	109,000	109,000	109,538
2/28/2020	2/28/2023	CD - Bmw Bk North Amer Salt Lake City Utah	Certificate of Deposit	247,000	247,000	247,000	247,000	247,000	251,520
Total of Investments				1,900,754	1,900,754	1,900,754	1,902,149	1,902,149	1,909,027
Cash					13,326,496	13,326,496		11,947,030	11,947,030
Total Investments & Cash					<u>\$ 15,227,250</u>	<u>\$ 15,227,250</u>		<u>\$ 13,849,178</u>	<u>\$ 13,856,057</u>



Cash and Investment Distribution by Fund										
Transaction Information		101 GENERAL FUND	102 DEBT SERVICE FUND	103 CAPITAL PROJECTS FUND	110 GRANT FUND	111 HOTEL / MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND	115 POLICE STATE FORFEITURE FUND
Description	Security Type									
LOGIC	Investment Pool	\$ 67,319	\$ 4,600	\$ 15,633	\$ 9,381	\$ 14,549	\$ (248)	\$ 3,305	\$ 241	\$ 245
TexSTAR	Investment Pool	67,172	4,590	15,599	9,360	14,517	(247)	3,298	241	245
Texas Range	Investment Pool	67,202	4,592	15,606	9,364	14,523	(247)	3,300	241	245
Lone Star	Investment Pool	67,164	4,589	15,597	9,359	14,515	(247)	3,298	241	245
FNC	Money Market Mutual Funds	2,412	165	560	336	521	(9)	118	9	9
FNC Brokered CD's	Certificates of Deposit	229,155	15,657	53,216	31,931	49,523	(843)	11,252	822	835
Total of Investments		500,424	34,192	116,212	69,731	108,148	(1,841)	24,571	1,794	1,824
Cash		2,576,872	176,067	2,942,110	359,071	556,894	(9,482)	126,527	9,239	9,393
Total Investments & Cash		3,077,296	210,259	3,058,322	428,802	665,042	(11,323)	151,098	11,033	11,217

Transaction Information		116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE	119 WAR MEMORIAL FUND	201 WATER & WASTEWATER UTILITY FUND	203 CAPITAL PROJECTS FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	901 UB CONVERSION	TOTAL
Description	Security Type									
LOGIC	Investment Pool	202	-	221	74,308	96,249	522	1,780	(227)	288,080
TexSTAR	Investment Pool	201	-	220	74,145	58,922	521	1,776	(227)	250,331
Texas Range	Investment Pool	202	-	220	74,179	58,949	521	1,777	(227)	250,446
Lone Star	Investment Pool	201	-	220	74,136	58,915	520	1,776	(227)	250,301
FNC	Money Market Mutual Funds	7	-	8	2,663	2,116	19	64	(8)	8,990
FNC Brokered CD's	Certificates of Deposit	687	-	751	252,943	201,011	1,776	6,058	(773)	854,000
Total of Investments		1,501	-	1,640	552,372	476,162	3,878	13,229	(1,688)	1,902,149
Cash		7,728	-	8,447	2,844,375	2,260,393	19,968	68,123	(8,694)	11,947,030
Total Investments & Cash		\$ 9,228	\$ -	\$ 10,088	\$ 3,396,748	\$ 2,736,554	\$ 23,846	\$ 81,352	\$ (10,383)	\$ 13,849,178



Summary of Cash and Investment Activity									
Summary of Investment Earnings									
Description	101 GENERAL FUND	102 DEBT SERVICE FUND	103 CAPITAL PROJECTS FUND	110 GRANT FUND	111 HOTEL / MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND	115 POLICE STATE FORFEITURE FUND
Bank Interest	\$ 2,338.43	\$ 159.78	\$ 2,531.83	\$ 325.85	\$ 505.36	\$ (8.60)	\$ 114.82	\$ 8.38	\$ 8.52
LOGIC	2.06	0.14	0.48	0.29	0.44	(0.01)	0.10	0.01	0.01
TexSTAR	0.58	0.04	0.13	0.08	0.13	(0.00)	0.03	0.00	0.00
Texas Range	0.95	0.07	0.22	0.13	0.21	(0.00)	0.05	0.00	0.00
Lone Star	0.29	0.02	0.07	0.04	0.06	(0.00)	0.01	0.00	0.00
FNC Money Market Mutual Funds	0.02	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
FNC Brokered CD's	500.17	34.17	116.15	69.70	108.09	(1.84)	24.56	1.79	1.82
Total	2,842.50	194.22	2,648.89	396.08	614.30	(10.46)	139.57	10.19	10.36

Summary of Investment Earnings									
Description	116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE	119 WAR MEMORIAL FUND	201 WATER & WASTEWATER UTILITY FUND	203 CAPITAL PROJECTS FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	901 UB CONVERSION	TOTAL
Bank Interest	7.01	-	7.67	2,581.18	2,051.24	18.12	61.82	(7.89)	10,703.52
LOGIC	0.01	-	0.01	2.27	2.90	0.02	0.05	(0.01)	8.76
TexSTAR	0.00	-	0.00	0.64	0.51	0.00	0.02	(0.00)	2.16
Texas Range	0.00	-	0.00	1.05	0.84	0.01	0.03	(0.00)	3.55
Lone Star	0.00	-	0.00	0.32	0.26	0.00	0.01	(0.00)	1.09
FNC Money Market Mutual Funds	0.00	-	0.00	0.02	0.02	0.00	0.00	(0.00)	0.07
FNC Brokered CD's	1.50	-	1.64	552.09	438.74	3.88	13.22	(1.69)	1,864.00
Total	\$ 8.52	\$ -	\$ 9.32	\$ 3,137.58	\$ 2,494.49	\$ 22.03	\$ 75.15	\$ (9.59)	\$ 12,583.15

This monthly report is in full compliance with the investment strategies as established in the City's Investment Policies and the Public Funds Investment Act, Chapter 2256, Texas Government Code.

Roxanna Briley

Roxanna Briley
Finance Director

JACKSONVILLE POLICE DEPARTMENT



MONTHLY REPORT

November, 2021



POLICE PERSONNEL

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
TCOLE Training Hours	105	214	
Community Meetings	9	12	
Lake Patrol Hours	0	0	
Volunteer Hours	9	17	
Volunteer Security Checks	3	8	
Open Records Requests	21	49	
Special Events	1	4	

PART 1 UCR CRIMES

OFFENSE CATEGORY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
Murder	0	0	
Rape	0	1	
Robbery	0	0	
Individual	0	0	
Business	0	0	
Assaults	17	42	
Aggravated	6	10	
Other Assaults	11	32	
Burglary	2	6	
Habitation	1	2	
Building	1	4	
Theft	27	43	
Burglary Vehicle	3	6	
Burglary Coin-Op Machine	0	0	
Thefts	24	37	
Motor Vehicle Theft	1	4	
TOTAL OFFENSES	47	96	

TRAFFIC ACCIDENT SUMMARY

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
Motor Vehicle Accidents	32	72	
Injury Accidents	9	14	
Number Transported	11	16	
Fatality Accidents	0	1	
Fatalities	0	1	

COMMUNICATIONS DIVISION ACTIVITY

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
NCIC/TCIC Entries	24	42	
911 Calls - Total	474	920	
911 Calls - Police	242	484	
911 Calls - Fire	96	163	
911 Calls - EMS	136	273	

PATROL DIVISION ACTIVITY

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
Calls for Service	1,884	3,663	response time data for November is corrupted due to bad data sets. Looking into the cause. Will provide an update in December's report.
Offense Reports Taken	156	147	
Patrol Div. Citations	94	143	
Response Time Avg- Emergency	NA	NA	
Response Time Avg- Non-Emergency	NA	NA	

TRAFFIC DIVISION ACTIVITY

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
Traffic Accidents	2	3	STEP suspended for a month for grant refresh and comm center shortage
Calls for Service	11	27	
Traffic Stops	69	122	
Traffic Div. Citations	62	108	
STEP Citations*	0	0	
STEP Hours Worked	0	0	

* STEP citations included in total citations

CRIMINAL INVESTIGATION ACTIVITY

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
Cases Assigned	43	88	
Cases Cleared	35	76	
Cases Filed (Misdemeanor)	31	49	
Cases Filed (Felony)	33	49	
Cases Filed (Juvenile)	1	1	

ARRESTS

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
DWI Arrests	10	16	
Adult Arrests	44	104	
City Warrants Cleared	5	14	
Drug Related Arrests	13	24	
Juvenile Arrests	0	0	

CODE ENFORCEMENT ACTIVITY

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
Inspections - Trash & Rubbish	9	26	
Junk Vehicles	0	2	
Grass/Weeds	2	16	
Illegal Signs	27	51	
Unsanitary-Unsafe Conditions	2	2	
Vendors	2	2	
Other	4	12	
Resolved - Trash & Rubbish	23	35	
Junk Vehicles	13	15	
Grass/Weeds	25	45	
Illegal Signs	27	51	
Unsanitary-Unsafe Conditions	0	0	
Vendors	2	2	
Other	4	12	

ANIMAL SERVICES ACTIVITY

ACTIVITY	Nov., 2021	Fiscal Year Oct. 1st - YTD	Notes:
Dogs - Intake	15	39	Donated materials include dog and cat food.
Dogs - Adopted / Rescued	26	51	
Dogs - Reclaimed by Owner	9	19	
Cats - Intake	6	21	
Cats - Adopted / Rescued	10	19	
Cats - Reclaimed by Owner	0	0	
Calls for Service Total	60	122	
Barking Dogs	0	4	
Loose Animals	50	112	
Other Wildlife - Livestock	2	3	
Value of Donated Materials	\$485	\$985	
Volunteer Hours	95	164	
Community Service Hours	181	364	



Fire Department

November Council Report



Fire Responses	
EMS Backups	90
Vehicle/Trailer Fires	3
Structure Fire	2
Structure Fire-Fully Active	2
Fire Alarms	88
Brush Fire Mutual Aid	2
Misc. Fires	18
Motor Vehicle Assists	30
TOTAL	235

Notes For Council:

In the month of November, out of town transport numbers

are back to this time of year's average.

JFD is still experiencing a decline in out of town transport numbers.

EMS Report	
Out of Town Transfers	29
Christus Tyler	20
UT Tyler	9
Rusk Nursing Home Transfers	5
Treatment no Transports	65
Airport Flight Crew Transport	0
Total 911 EMS Transports	198
TOTAL	297

Jacksonville Fire Department hired one new Firefighter

in November. The department will be arranging his

Paramedic schooling in the near future. However,

Fire Marshall's Office	
Fire Inspections	21
Fire Investigations	2
Fire Permits	8
Plan Review/Meetings	9
Fire Prevention/Tours	6
Bailiff Hours	16



Community & Public Services Reported Concerns



Monthly Report

November-21

Building

CONCERN

Building

Illegal Use of Occupancy

Misc. - Issue Internal Use

General

Inspection

Other

Zoning Violations

Nov-21	Oct. 1 - YTD	Notes:
	0	
0	0	
0	0	
0	1	
0	0	
0	6	
0	0	

Parks

CONCERN

Overgrowth

Trash & Rubbish

Other

Parks/Facility Maintenance

		Notes:
0		
0	0	
0	0	
0	0	
0	0	

Public Services

CONCERN

General Request-Public Services

		Notes:
0		
0	0	

Sanitation

CONCERN

Trash Can

Trash & Rubbish

		Notes:
0		
8	13	
0	2	

Bulky Waste Pick Up Request

47	92	
----	----	--

Streets

CONCERN

Decorative Street Light
Clogged Storm Drain
Dead/Fallen Tree on Street
Grass in Curb and Gutter
Low Limbs or Vegetation Blocking Line of Sight
Misc. Use
Other
Overgrowth
Pothole/Street Repairs
Right of Way Mowing
Signage
Stagnant Water
Street Light Out
Street Sweeping Needed

0		Notes:
1	1	
0	0	
0	2	
0	0	
0	0	
0	0	
2	11	
0	0	
3	6	
0	0	
0	2	
0	0	
0	0	
1	4	

Water

CONCERN

Fire Hydrant Maintenance
locates
Water in the Streets
Water Leaks
Water Meter Leaks
Other

0		Notes:
0	0	
11	108	
0	0	
14	27	
7	7	
4	4	

Wastewater Collection

CONCERN

Sewer backup
sewage other
Sewage Leak
Sewer Odor

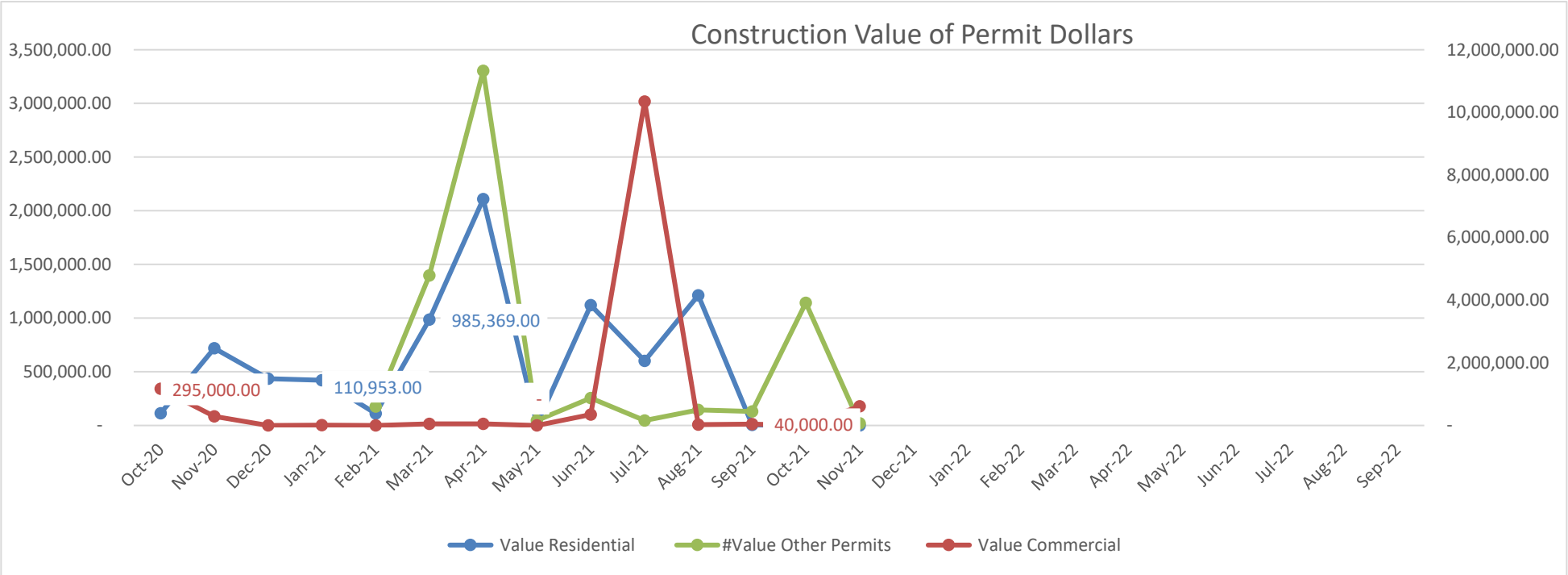
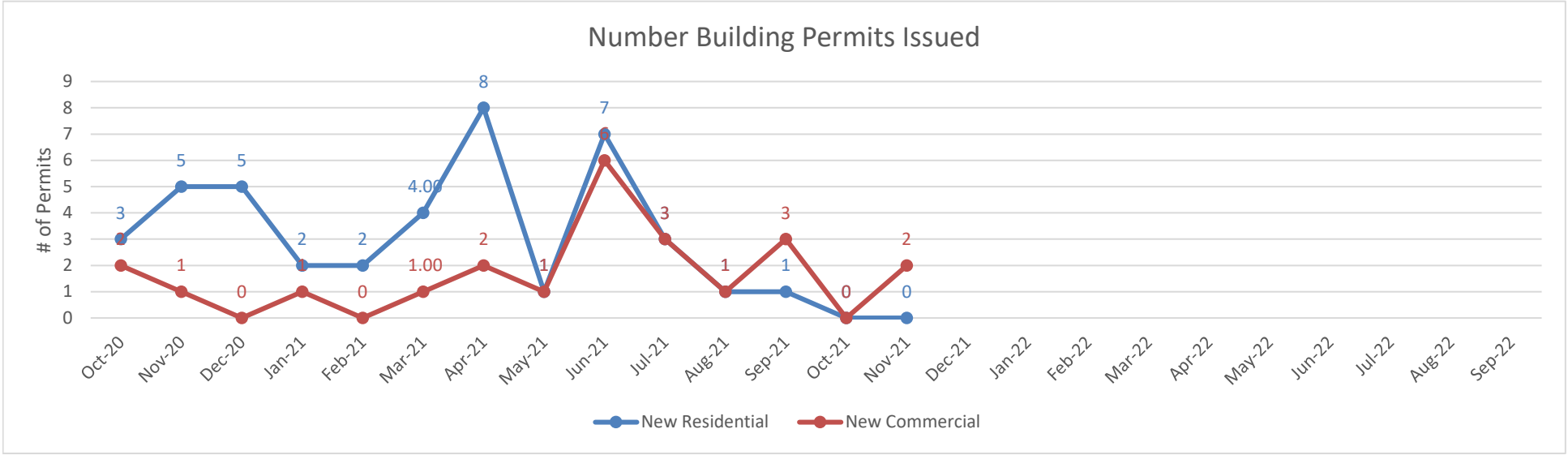
0		Notes:
5	7	
0	0	
0	1	
2	2	

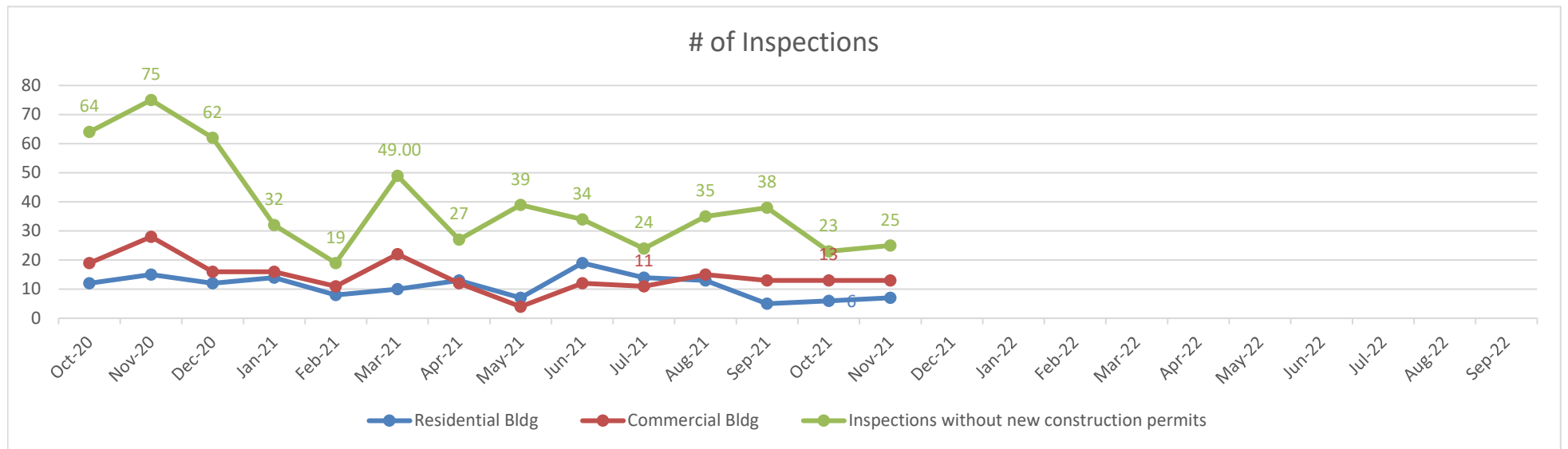
Utility Billing

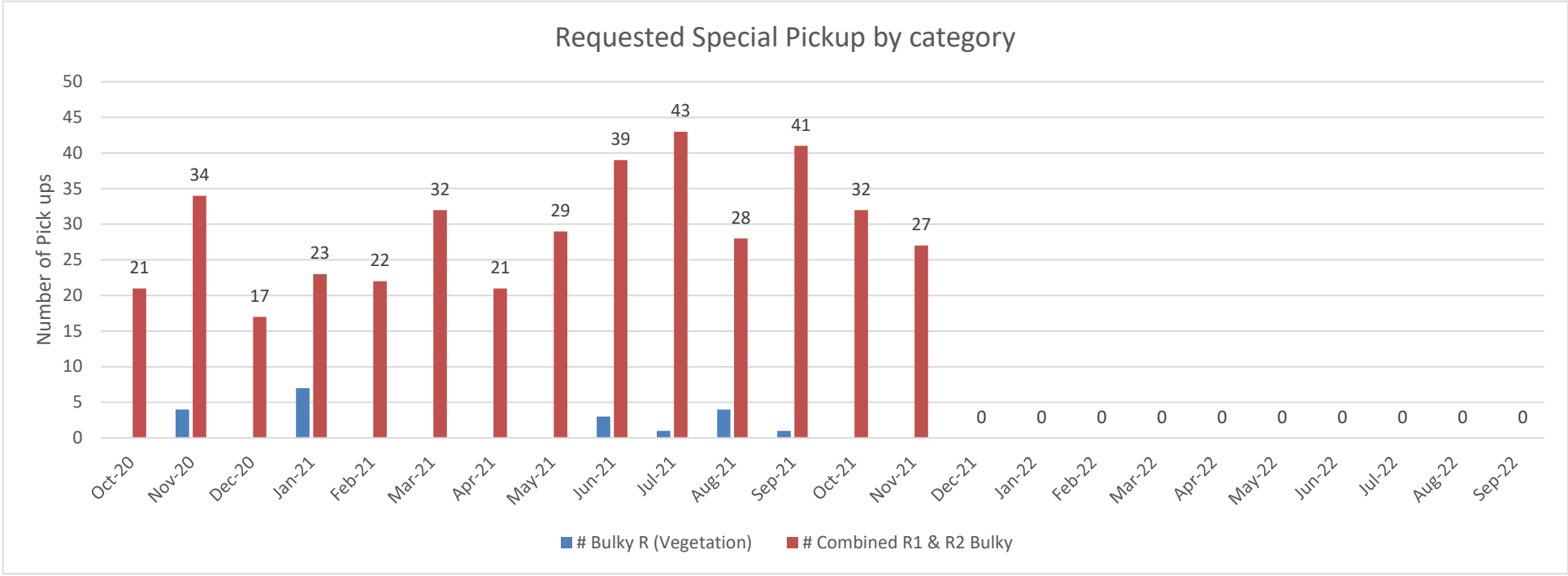
- CONCERN
- Park Reservations
- Permits
- Reads
- Meter Turn on/Turn off
- Account setups- new/transfer/ disconnect
- Biling questions
- AMI Meter repairs/ replacements

Totals

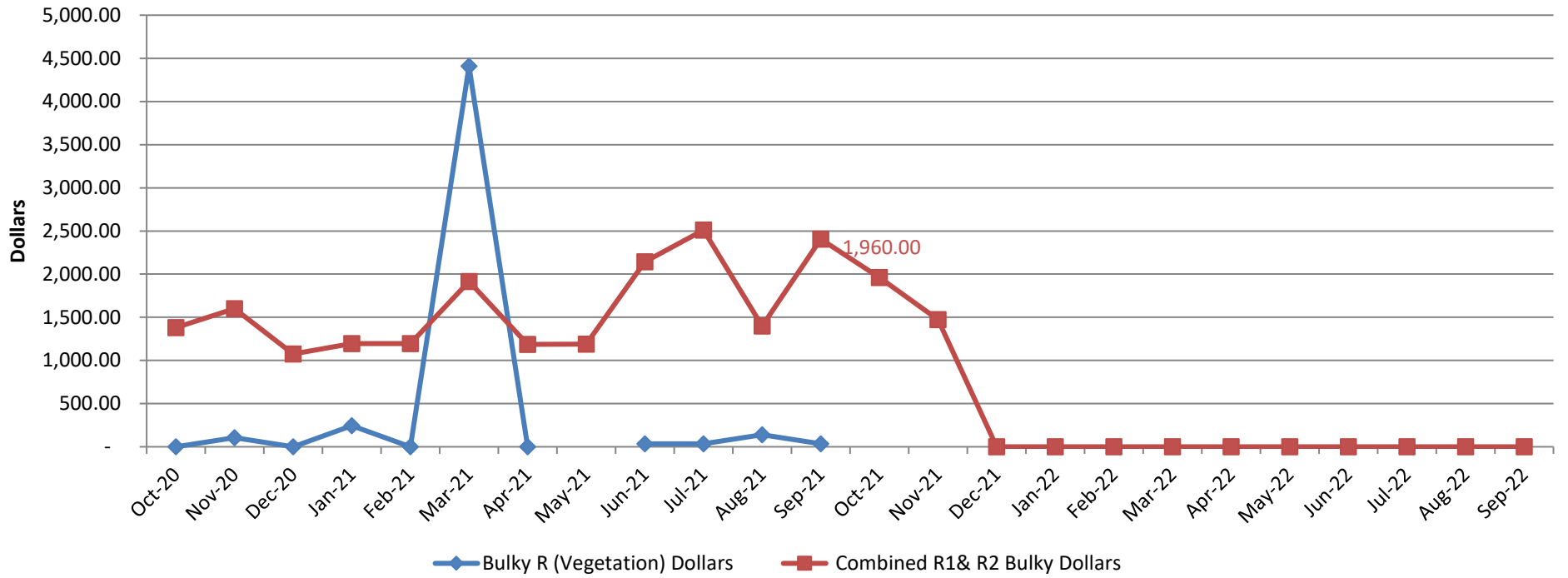
0		Notes:
0	0	
0	0	
0	0	
4	10	
51	119	
0	0	
12	26	
172	451	



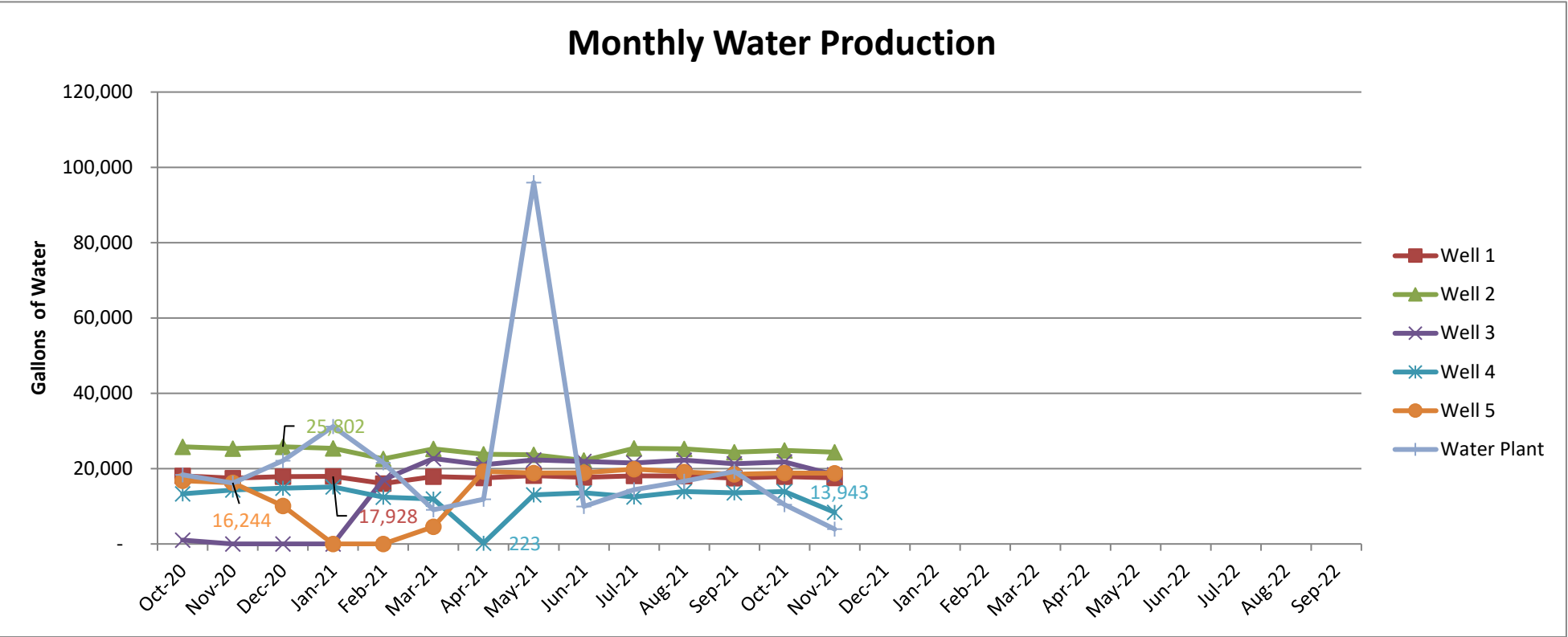




Sanitation Revenue from Special Pickup

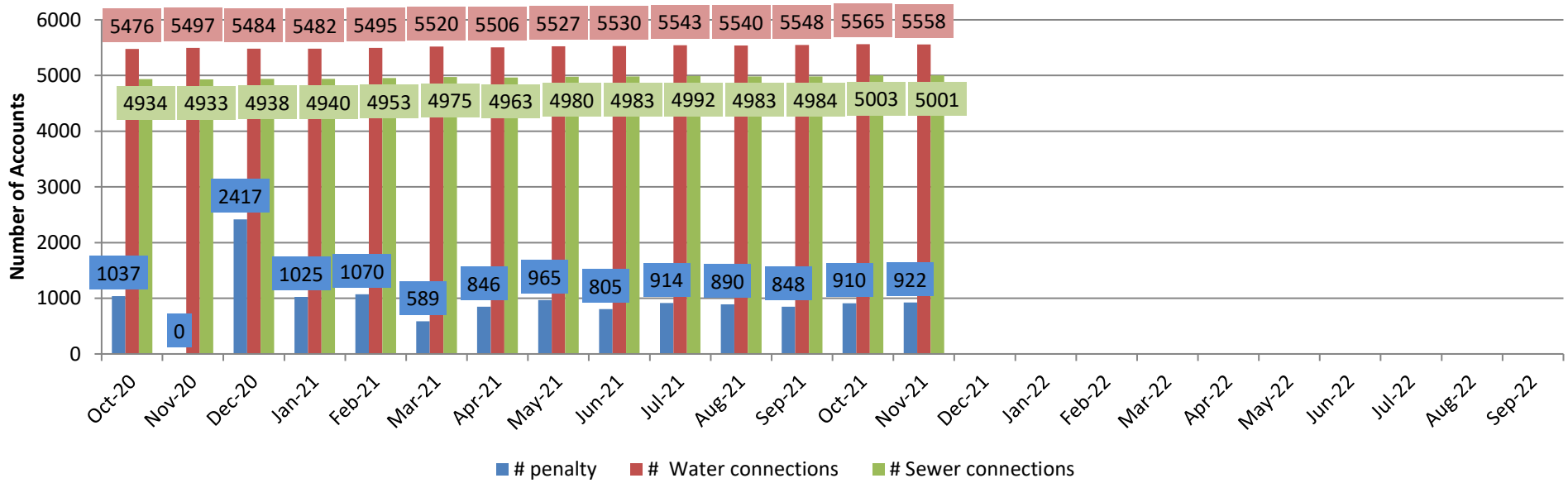


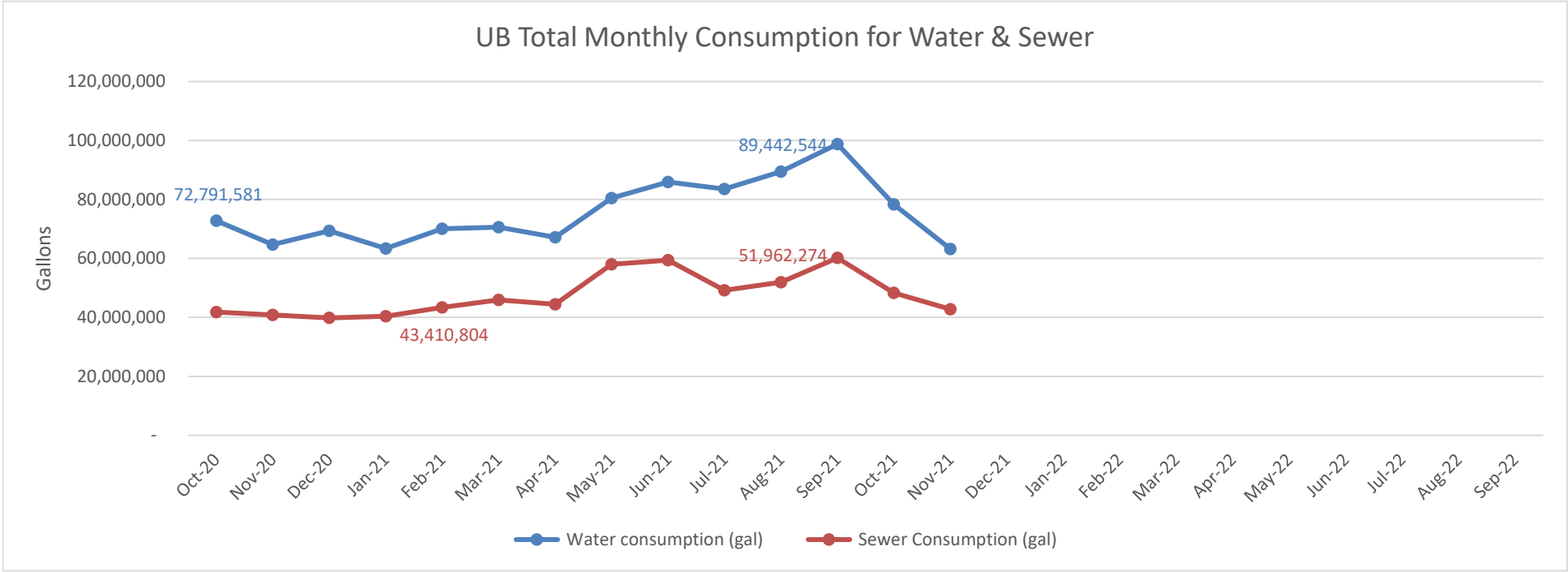
Monthly Water Production



** information from Water Plant Daily Production Logs

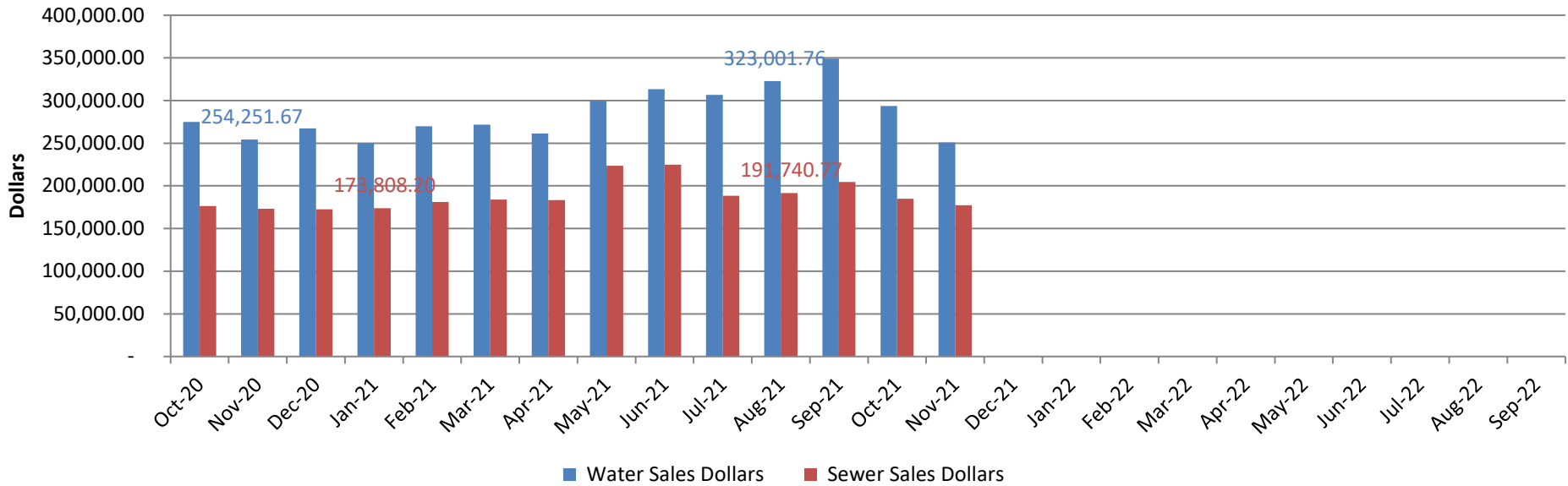
Monthly Billed total # of Accounts for Water/ Sewer & Penalties Applied



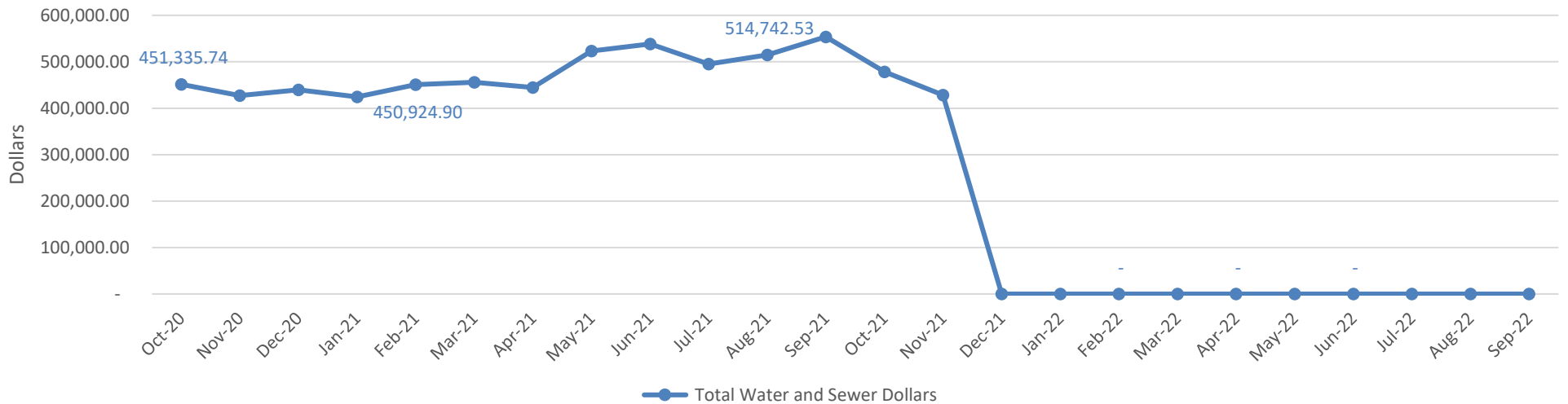


** information from Billing Recap by Rate Within Service Monthly report

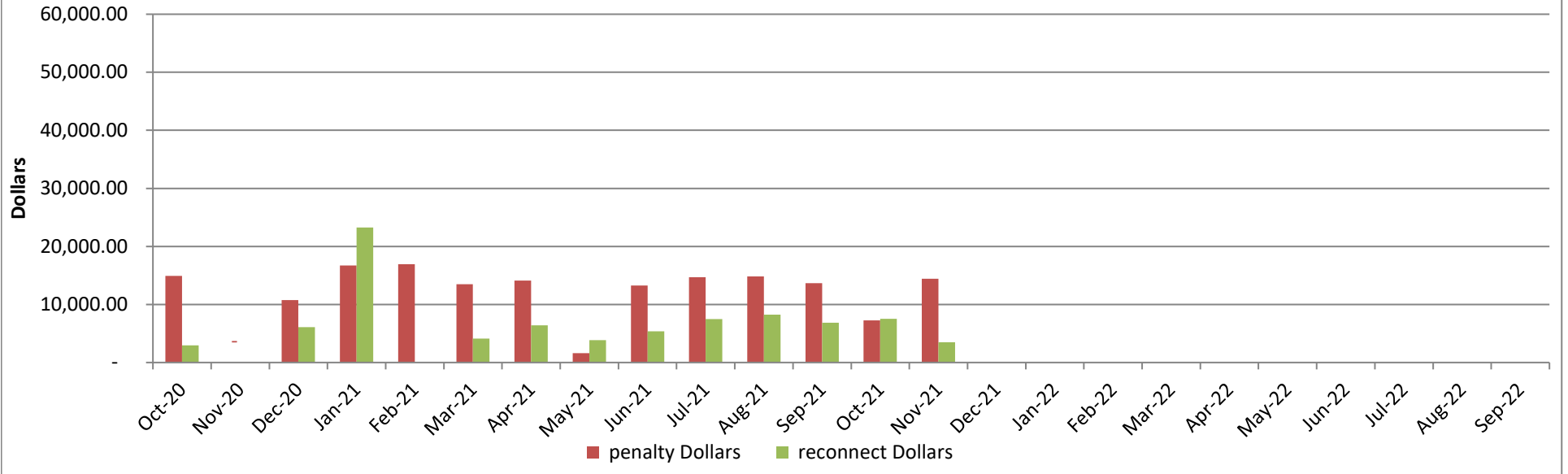
UB Revenue from Water & Sewer Sales



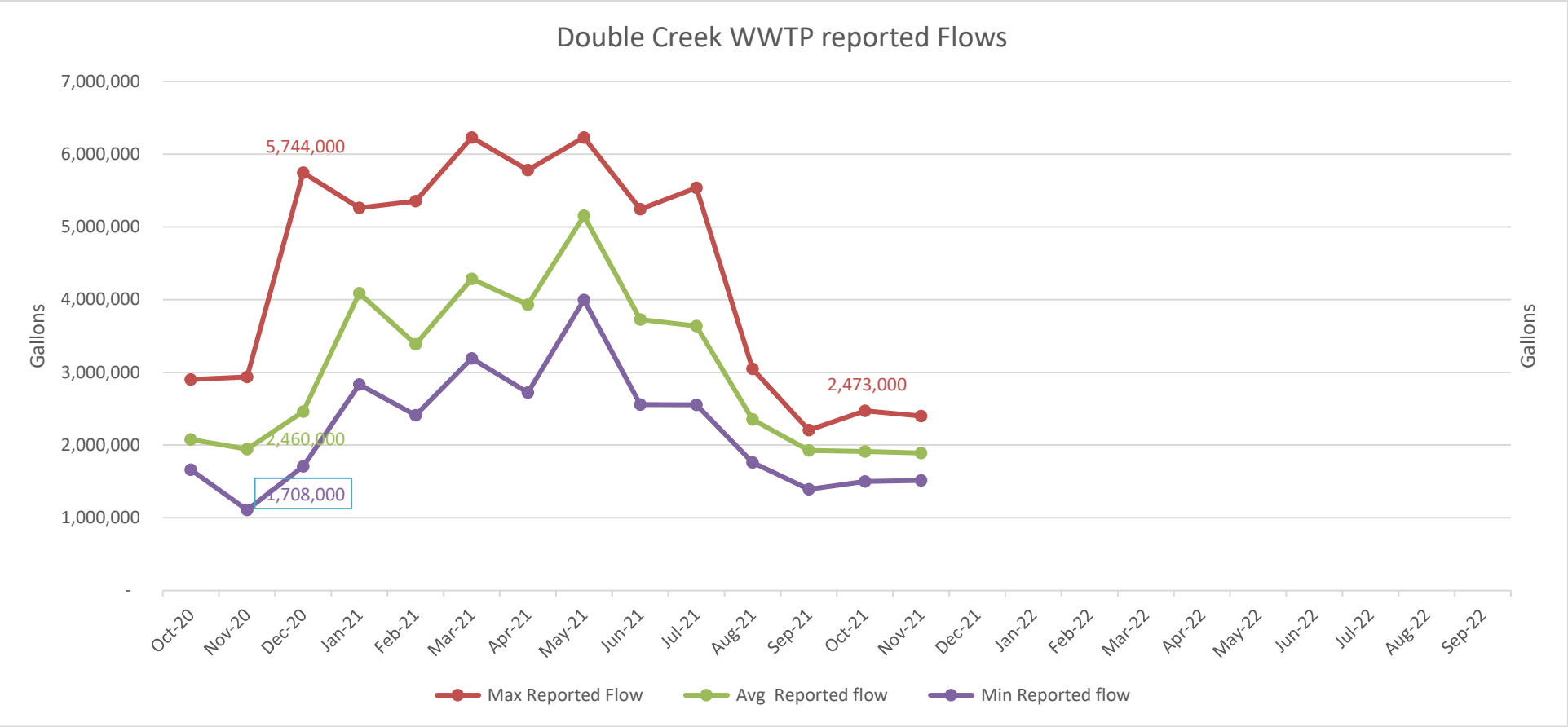
Combined Water and Sewer Grand Total Dollars

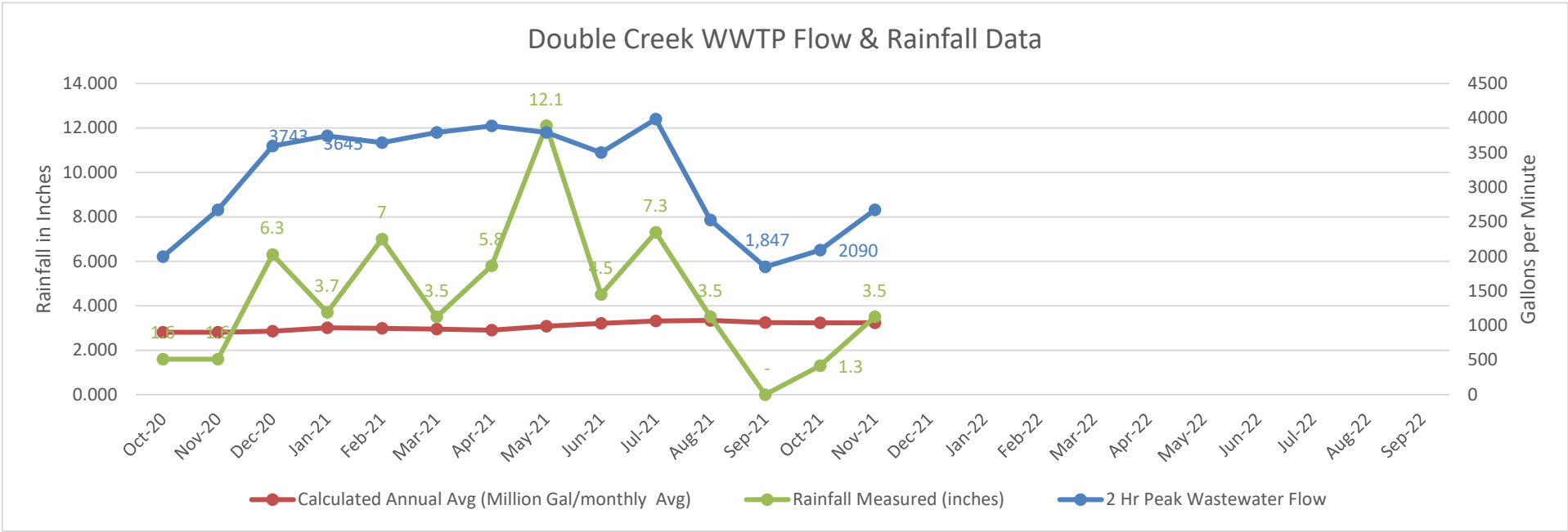


UB Revenue generated from Penalties Applied & Reconnection Fees



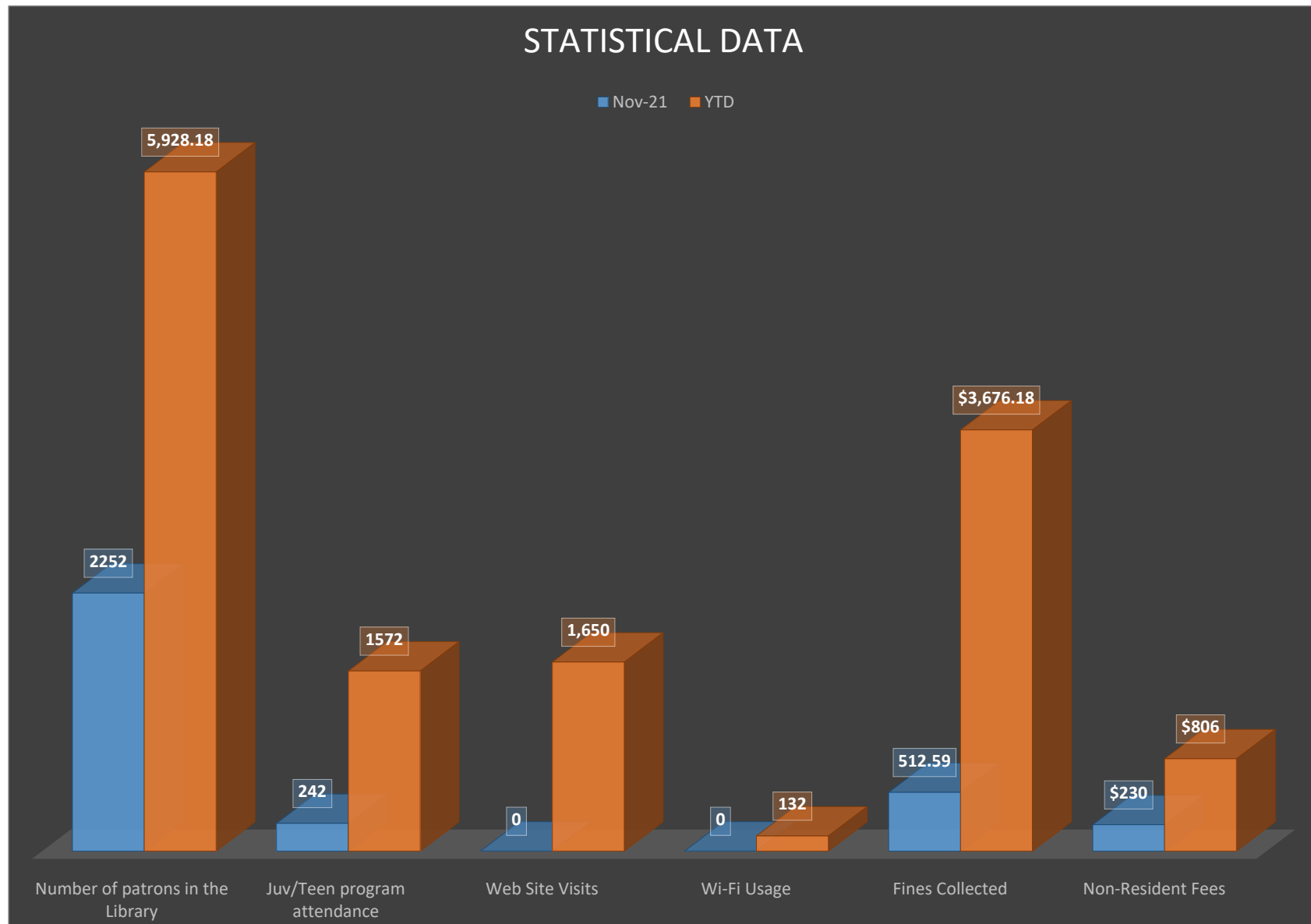
Wastewater:





** information from WasteWater Plant Daily Log Reports

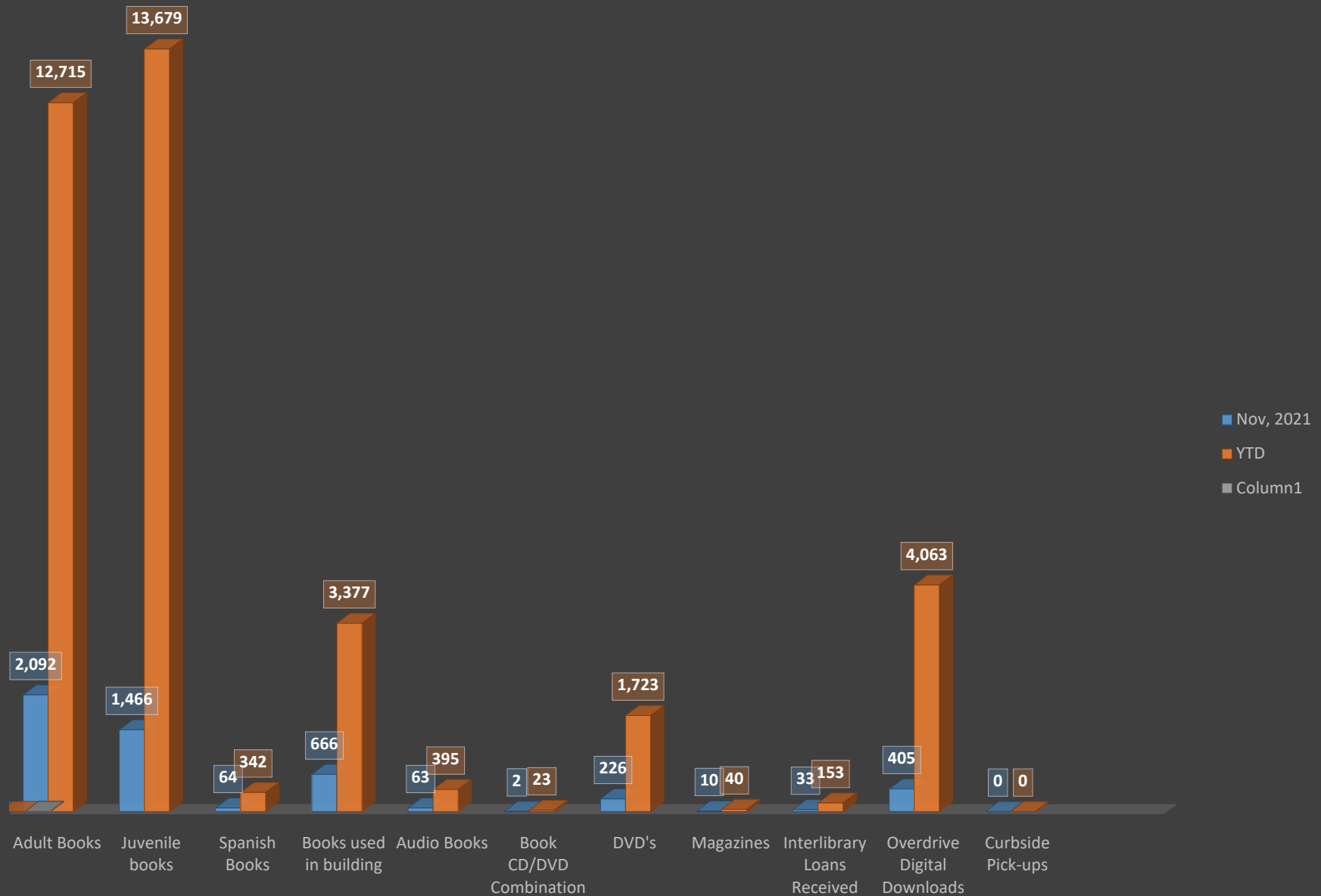
CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
November 2021



- Web site and wi-fi information is not available at this time

CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
November 2021

TOTAL ITEM CIRCULATION



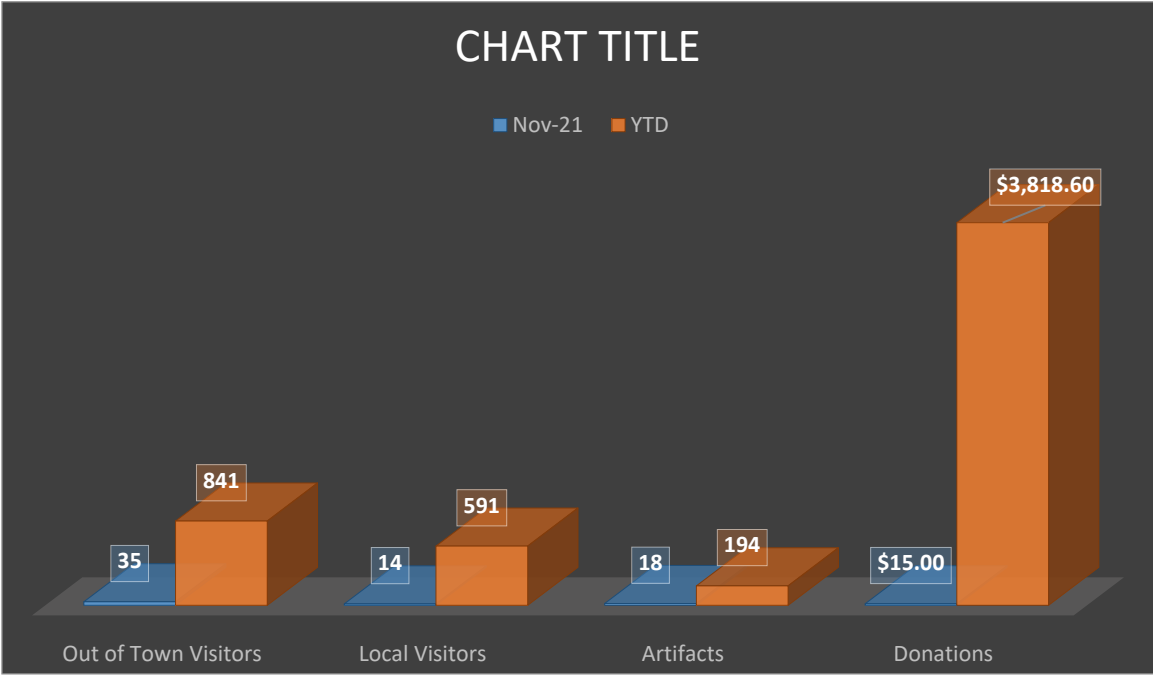
**CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
November 2021**

Items provided to other libraries through Interlibrary Loan: 10 monthly / YTD 68 total.

Book and DVD gifts to the library for the month of October: 0 items / YTD 40 items.

The data for this report was gathered on December 1, 2021.

CITY OF JACKSONVILLE
Vanishing Texana Museum
MONTHLY REPORT
November 2021



November 2021 total museum visitors - 231

Artifacts inventory for November = 146