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## **Title 3R**

### **REVENUE AND FINANCE RULES AND PROCEDURES**

#### **Chapter:**

**3R.08 Purchase and Sale of Supplies**

**3R.24 Advance Payments**

**3R.40 Property Taxes**

**3R.68 Parking Revenue Procedures**

NOTE: Footnotes are numbered throughout the text and are located at the end of this title.

**Chapter 3R.08**

**PURCHASE AND SALE OF SUPPLIES**

**Section:**

- 3R.08.010** City manager authorized to execute request for purchase of materials, supplies and equipment by state Department of General Services.
- 3R.08.020** Adoption of uniform public construction cost accounting procedures.

**3R.08.010 City manager authorized to execute request for purchase of materials, supplies and equipment by state Department of General Services.**

Pursuant to Sections 14814 and 54205 of the California Government Code, the city manager is hereby authorized and directed to execute all required documents in connection with the purchase of materials, equipment and supplies by the state Department of General Services on behalf of the city.

(Res. No. 126 81-82 §2)

**3R.08.020 Adoption of uniform public construction cost accounting procedures.**

Pursuant to the Uniform Public Construction Cost Accounting Act (the “Act”), found at California Public Contract Code Section 22000 et seq., the City has hereby elected to adopt the Uniform Public Construction Cost Accounting Procedures set forth in the Act for all public works contracts.

(Res. No. 108 93-94 §1)

**Chapter 3R.24**

**ADVANCE PAYMENTS**

**Section:**

**3R.24.010 Advance payments of certain goods and services.**

Pursuant to Section 3.24.060 of the Chico Municipal Code, the advance payment for the following goods or services is hereby authorized:

1. Training registrations;
2. Conference registrations;
3. Hotel and travel reservations;
4. Travel per diem payments and mileage advances;
5. Dues and subscriptions;
6. Periodicals and publications;
7. Licenses and permits;
8. Workers compensation and liability insurance premiums;
9. Various insurance premiums for employee coverage;
10. Rents;
11. Post office box rental and postage;
12. Software maintenance contracts;
13. Payments into escrow;
14. Cashiers checks for foreclosure sales; and
15. Advance payments for goods or services that are otherwise subject to Chapter 3.08, when immediate purchase is necessary for the support of a critical city service and the payment has been approved by the City Manager.

(Res. No. 10 04-05)

## Chapter 3R.40

### PROPERTY TAXES

**Section:**

- 3R.40.010** County assessor requested to provide estimate of assessed value of property within the city.
- 3R.40.020** County officers authorized to cancel certain taxes, penalties and costs.
- 3R.40.030** Designation of county as the agent of city for service of process in all tax refund actions.

**3R.40.010** County assessor requested to provide estimate of assessed value of property within the city.

In accordance with California Government Code Section 27421:

- A. The county assessor is hereby requested to provide to the city finance director an estimate of the assessed value of property within the city for each fiscal year.
- B. Said estimate shall be furnished by not later than May 15 of each year and shall include estimates of the assessed value of all property on the secured roll which will be common to both the next succeeding fiscal year's secured roll and the current roll as defined in Section 2261 of the California Revenue and Taxation Code.
- C. This request shall remain in effect until such time as the council notifies the assessor that it does not wish to receive further estimates of the assessed value.

(Res. No. 109 78-79, Council Reso. No. 133 95-96 §1)

**3R.40.020** County officers authorized to cancel certain taxes, penalties and costs.

In accordance with Revenue and Taxation Code Section 4986:

County officers are hereby authorized to cancel any and all portions of taxes, penalties or costs that were erroneously or illegally levied by the county on behalf of the city.

(Res. No. 84 80-81 §1)

**3R.40.030** Designation of county as the agent of city for service of process in all tax refund actions.

The county of Butte is hereby designated as the agent of the city of Chico for service of process in all actions filed in superior court against the city for a refund of taxes, all or any part of which were collected by the county on behalf of city.

(Res. No. 104 82-83)

## Chapter 3R.68

### PARKING REVENUE PROCEDURES

**Section:**

**3R.68.010**     **Definitions.**

**3R.68.020**     **Parking revenue fund created - Method of disbursement established.**

**3R.68.030**     **Revenues not pledged to bond payments - Right to amend or repeal chapter reversed.**

**3R.68.010**     **Definitions.**

For the purposes of this chapter, the following terms shall have the following meanings, unless the context otherwise requires:

- A. Facilities. The term “facilities” shall mean the following:
  - 1. Public off-street and on-street vehicle parking lots and parking places, and all property, structures or equipment necessary or appurtenant thereto; and
  - 2. Facilities and programs which can be used or implemented as an alternative to motor vehicles as a means of transportation including, but not limited to, public transit facilities and programs, bicycle facilities or programs and ride sharing programs.
- B. Finance Director. The term “finance director” means the finance director of the city.
- C. Fiscal Year. The term “fiscal year” means the period beginning July 1st of each year and ending on the next succeeding June 30th.
- D. Revenues. The term “revenues” means all revenues derived directly or indirectly from the use and operation of the facilities at any time; including, without limiting the generality of the foregoing, all tolls, rates, rents, fees, charges and other income received by or for the account of the city from the operation of the facilities, together with any consideration received from the lease of any properties included in the facilities.

(Res. No. 158 77-78 §1 (part), Res. No. 130 91-92, Res. No. 133 95-96 §1)

**3R.68.020**     **Parking revenue fund created - Method of disbursement established.**

There is hereby created the parking revenue fund, which shall be maintained by the finance director for the purposes herein specified. Upon receipt thereof, the finance director shall deposit all revenues into said fund. The revenues shall thereafter be disbursed in each fiscal year solely for the following purposes and in the following order, the requirements of each purpose to be satisfied fully before any revenues are disbursed for any purpose subsequent in priority:

- A. The payment of any obligations of the city arising out of any acquisitions, expansion, improvements or betterment relating to the facilities in such fiscal year;
- B. The payment of the costs and expenses of operating and maintaining the facilities in such fiscal year;
- C. The payment of any other costs and expenses incurred or accruing in such fiscal year in any

way connected with the facilities or any lawful public parking purpose of the city or the authority. Revenues remaining after the foregoing purposes have been fully satisfied in such fiscal year shall be solely applied to and used for the foregoing purposes in the next fiscal year, in the manner provided herein.

(Res. No. 158 77-78 §1 (part), Res. No. 133 95-96 §1)

**3R.68.030 Revenues not pledged to bond payments - Right to amend or repeal chapter reserved.**

This chapter is not intended, nor shall it be construed, in any way to pledge any revenues, or represent that any revenues shall be pledged, to the payment of any bonds for the benefit of any holders of said bonds. The council hereby reserves the right at any time to repeal or amend this chapter and provide for the disposition of any revenues for whatever lawful purposes and in whatever manner it deems advisable in the interests of the city.

(Res. No. 158 77-78 §1 (part))