

**ON CUCCAC LETTERHEAD**  
**SAMPLE DRAFT LETTER TO PUBLIC AGENCIES**  
**THAT ARE SIGNATORY TO CUCCAC**

Date

First Name, Last Name, Title  
Jurisdiction  
Address 1  
Address 2  
City, State Zip

Dear:

SUBJECT: REQUEST FOR YOUR SUPPORT FOR THE CALIFORNIA UNIFORM  
PUBLIC CONSTRUCTION COST ACCOUNTING COMMISSION  
(CUCCAC)

Dear First Name:

Congratulations! As a CUCCAC signatory agency, the City of \_\_\_\_\_ [County of \_\_\_\_\_] has already experienced some of the benefits of membership such as; a higher force account limit and bidding threshold, and the use of a Cost Accounting Procedures Manual that includes a checklist to help you to expeditiously solicit bids, determine when to use force account or when to use your own employees to accomplish your necessary projects. You also have access to a Commission that is fairly balanced between public and private sector representatives of the public works construction industry, and can, hopefully, settle accounting disputes and keep both sides out of court. The Commission also makes recommendations to the State Controller Office to raise the force account limits and bidding thresholds as needed and just a few years ago, we were able to increase the formal bidding threshold from \$75,000 to \$100,000 --- without legislation.

As current Chair of the Commission, I am now asking you to join me, and the City of Vacaville, in supporting CUCCAC with a contribution of \$150 [per year?]. This contribution strengthens the Commissions ability to ensure the even-handed application of the California Uniform Public Construction Cost Accounting Act as intended more than 21 years ago.

Since its creation by the Legislature in 1983, except for the initial start-up costs, there has been no source of funding for the Act. All of the Commissioners have volunteered their time and haven't received travel expense reimbursement or per diem. The funds we did receive were from individual Commission members. Commissioners did this gladly, but

**ON CUCCAC LETTERHEAD**  
**SAMPLE DRAFT LETTER TO CONTRACTORS' ASSOCIATIONS**  
**THAT ARE SIGNATORY TO CUCCAC (7-20-04)**

Date

First Name, Last Name, Title  
Jurisdiction  
Address 1  
Address 2  
City, State Zip

Dear:

**SUBJECT: REQUEST FOR YOUR SUPPORT FOR THE CALIFORNIA**  
**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING COMMISSION**  
**(CUCCAC)**

Dear First Name:

As a current Commissioner on California Uniform Construction Cost Accounting Commission (CUCCAC), I am asking you to join me on behalf of the Laborers Union and other Unions in supporting CUCCAC with a contribution of \$750. This contribution will strengthen the Commissions ability to ensure the even-handed application of the California Uniform Public Construction Cost Accounting Act as intended when it was enacted in 1983 --- more than 21 years ago.

Our Union and others through their signatory contractors have experienced the benefits as a result of past CUCCAC action. For example, the Commission created the Cost Accounting Procedures Manual that sets the limits for soliciting bids and mandates how participating local governments, special districts, and school districts use the Public Contract Code. It defines the difference between maintenance and new construction, including rules that limit their use of force account or day labor to undertake public works construction and major maintenance that contractors should be doing.

The 14-member Commission is structured to provide a fair balance between private and public sector representatives of the public works construction industry. There are six industry representatives of which two seats are held by labor. This Commission can, and does, intervene or assists in settling cost accounting disputes between industry and government representatives in order to keep both sides out of court. The Commission also makes recommendations

to the State Controller's Office to determine force account limits and bidding thresholds as needed. Just a few years ago, while the public sector was able to increase the formal bidding threshold from \$75,000 to \$100,000, we were able to hold the lower limits at \$25,000 --- providing more opportunities for bidding.

Since its creation by the Legislature in 1983, except for the initial start-up costs, there has been no source of funding for the enforcement of the Act. All the Commissioners volunteer their time and do not receive travel expense or per diem reimbursement. We now need your support in order to continue to provide your signatory contractors and hopefully your members with valuable services, such as:

- 1) updating the Cost Accounting Manual;
- 2) conducting cost accounting reviews;
- 3) hiring independent accounting consultants as complaints are filed;
- 4) maintaining a website for easy access to the rules;
- 5) working with the Legislature; and
- 6) periodically reviewing force account and bidding rules to ensure that they are relevant and keeping pace with today's industry demands.

Please help us by making your check payable to the "State of California" and note in the memo portion "for CUCCAC."

Send your contribution to:

State Controllers Office  
Division of Accounting & Reporting  
3301 C Street, Suite 500  
Sacramento, CA 95816

Attn: Bob Stonehouse

Sincerely,

Dennis Carpenter, Commissioner

cc: Dale Pfeiffer, Chairman, CUCCAC  
Bob Stonehouse, SCO

**ON CUCCAC LETTERHEAD**  
**SAMPLE DRAFT LETTER TO CONTRACTORS' ASSOCIATIONS**  
**THAT ARE SIGNATORY TO CUCCAC (7-20-04)**

Date

First Name, Last Name, Title  
Jurisdiction  
Address 1  
Address 2  
City, State Zip

Dear:

**SUBJECT: REQUEST FOR YOUR SUPPORT FOR THE CALIFORNIA**  
**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING COMMISSION**  
**(CUCCAC)**

Dear First Name:

As a current member and past Chairman of the Commission, I am asking you to join me on behalf of the Public Works Construction Contractors in supporting CUCCAC with a contribution of \$\_\_\_\_\_. This contribution strengthens the Commissions ability to ensure the even-handed application of the California Uniform Public Construction Cost Accounting Act as intended when it was enacted in 1983 --- more than 21 years ago.

Our industry has already experienced some of the benefits of membership such as; the creation of the Cost Accounting Procedures Manual that mandates local governments use of the Public Contract Code and requires them to solicit bids. It includes rules that limit their use of force account or day labor to undertake public works construction and major maintenance that contractors should be doing.

You also have access to a Commission that is fairly balanced between private and public sector representatives of the public works construction industry, and who can, hopefully, settle accounting disputes keeping both sides out of court. The Commission also makes recommendations to the State Controller to determine force account limits and bidding thresholds as needed. Just a few years ago, while the public sector was able to increase the formal bidding threshold from \$75,000 to \$100,000, we were able to hold the lower limits at \$25,000 --- providing more opportunities for bidding.

Since its creation by the Legislature in 1983, except for the initial start-up costs, there has been no source of funding for the Act. All of the Commissioners have volunteered their time and haven't received travel expense reimbursement or per diem. The funds we did receive were from individual Commission members. Commissioners did this gladly, but we now need your support in order to continue to provide you with valuable services. These services include updating the Cost Accounting Manual, conducting cost accounting reviews, hiring independent accounting consultants as complaints are filed, maintaining a website for easy access to the rules, working with the legislature, and periodically reviewing force account and bidding rules to ensure that they are relevant and keeping pace with today's industry demands.

Please help us by making your check payable to the "State of California" and note in the memo portion "for CUCCAC."

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State Controllers Office  
Division of Accounting & Reporting  
3301 C Street, Suite 500  
Sacramento, CA 95816

Attn: Bob Stonehouse

Sincerely,

(Northern California Associations):  
David A. McCosker, Commissioner  
2001 Chair, CUCCAC

(Southern California Associations):  
Richard S. Greenberg  
CFO, C.A. Rasmussen, Inc.  
Commissioner, CUCCAC

(Both):  
Dale Pfeiffer  
Director of Public Works  
City of Vacaville  
Chair, CUCCAC

we now need your support in order to continue to provide you with valuable services. These services include updating the Cost Accounting Manual, conducting cost accounting reviews, hiring independent accounting consultants as complaints are filed, maintaining a website for easy access to the rules, working with the Legislature, and periodically reviewing force account and bidding rules to ensure that they are relevant and keeping pace with today's industry demands.

Please help us by making your check payable to the "State of California" and note in the memo portion "for CUCCAC."

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State Controllers Office  
Division of Accounting and Reporting  
3301 C Street, Suite 500  
Sacramento, CA 95816

Attn: Bob Stonehouse

Your \$150 contribution will help us help your jurisdiction.

Sincerely,

Dale Pfeiffer  
Chair, CUCCAC  
Director of Public Works, City of Vacaville  
Immediate Past President, League of California Cities' Public Works Department