

# BUDGET SUMMARY



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## ➤ **BUDGET GUIDE**

The City's budget is an important policy document. It serves as an annual financial plan, identifying the spending priorities for the organization. The budget is used to balance available resources with community needs, as determined by the City Council. It also serves as a tool for communicating the City's financial strategies and for ensuring accountability.

The City's operating budget is a plan for one specified fiscal year. The fiscal year for this budget begins on July 1, 2019 and ends on June 30, 2020.

### ○ **Budget Development**

The City Manager is responsible for the development of a proposed budget for consideration by the City Council. The budget development process begins in January with a midyear update of the current year's budget and the General Fund revenue forecast, which establishes a general framework under which to develop budget guidelines for the upcoming fiscal year.

Establishing the base budget involves taking the final budget from the previous year, reducing it for any one-time expenditures, and adjusting for contractual obligations in accordance with established labor agreements and other long-term contracts. Adjustments are also made for other anticipated increases in specified line items that affect multiple departments, e.g., fuel costs. All programs funded through charges back to user operations (i.e., internal service funds, such as the central garage) are reviewed in order to establish rates for the coming fiscal year.

The base budget is then provided to each department. Departments review their base budget and prepare augmentation requests to fund current service levels and proposed goals consistent with the Council's adopted Strategic Plan for the coming year. Departmental budgets are submitted to the City Manager's Office for review.

Once the proposed budget is developed, it is presented to the City Council and copies are made available for public review at multiple locations and via the City's website. Two public budget study sessions are held with the City Council to review the budget and solicit public input. A public hearing is held to adopt the proposed budget.

### ○ **Budget Control**

Since the budget is an estimate, from time to time it is necessary to make adjustments to fine tune the line items that comprise it. Various levels of budgetary control have been established to maintain the budget's integrity. The City Manager has the authority to make transfers between accounts, usually based on

recommendations from the various departments. Whether a transfer is within a fund or between funds, that authority must be exercised taking into consideration funding source compatibility. Other levels of authority are spelled out in the City's Purchasing Policies and Procedures. Where an appropriation requires an increase that cannot be supported by a transfer, City Council authorization is required.

**BUDGET CALENDAR  
FY 19/20**

<b>Month</b>	<b>Action</b>
January	Mid-Year budget review
	Personnel allocations due from departments
	Update General Fund forecast and review
February	Update Internal Service Fund budgets and rates
	Develop budget worksheets
March	Budget worksheets issued to departments
April	Budget submittals due from departments
	Budget meetings conducted with departments to review submittals
May	Budget team and City Manager review issues
	Update General Fund forecast
	Prepare draft budget
	Conduct one public budget study session with City Council
June	Conduct one public budget study session with City Council
	Make final budget revisions
	Hold public hearing(s) and adopt budget

- **Budget Terminology**

Some key terms include:

**Augmentation:** additional funding for a cost increase in an existing program or service; for the provision of a new or expanded program or service; or for one-time costs, such as equipment.

**Appropriation:** An authorization made by the City Council which permits the City to incur obligations and to make expenditures.

**Budget Adjustment:** A revision to a budget appropriation. City staff, under the direction of the City Manager, has the authority to move budget within or between department programs. Increases to the budget must be approved by the City Council.

**Capital Improvement Program (CIP):** A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a period of one or more years.

**Cost Allocation Plan:** The purpose of the cost allocation plan is to summarize, in writing, the methods and procedures that the organization will use to allocate costs to various programs, grants, contracts, and agreements.

**Cost Distributions:** Payments made to the General Fund by other funds for the cost of providing administrative and support services, based on an established cost allocation plan. Cost Distributions are also termed Internal Cost Allocations.

**Enterprise Fund:** A governmental accounting fund in which services provided are financed and operated similarly to those of a private business. The rate or fee schedules for these services are established to ensure that the revenues are adequate to meet all necessary expenditures and obligations. Examples include the Water, Sewer, Community Development, and Transit Funds.

**Encumbrance:** The commitment of appropriated funds to purchase goods or services. Funds are typically encumbered through the use of a purchase order.

**Expenditure Category:** A basis for distinguishing types of expenditures. The major expenditure categories used by the City of Vacaville are salaries and benefits (includes full-time, part-time, overtime, benefits, and contributions toward internal service funds for workers compensation and retiree health care and leave payouts); services and supplies; major one-time expenditures, and indirect costs (overhead costs such as electricity and telephone, central garage charges, and insurances).

**Fund:** Separate, self-balancing sets of accounts that record all financial transactions for specified activities, revenue sources, or government functions. The

commonly used funds in public accounting are: general fund, special revenue funds, enterprise funds, internal service funds, debt service funds, capital project funds, special assessment funds, and trust and agency funds.

**Modified Accrual Basis:** Revenues are recorded as the amount becomes measurable and available. Expenditures are recorded when the liability is incurred.

**Operating budget:** The portion of the budget pertaining to the operations that provide government services. It does not include Capital Improvement Program expenditures.

**Performance Measurement:** The process of regular and continuous data collection on important aspects of City services, in order to evaluate the effectiveness and efficiency of those services over time.

**Prior Year Carryover:** Departments with General Fund operations are able to request that all or a portion of budget remaining unexpended at year-end be carried over into the next fiscal year. The savings may then be used for one-time expenditures approved by the City Manager. This mechanism promotes prudent use of General fund resources.

**Reserve:** An account used to indicate a portion of fund balance that is restricted or set-aside for a specific purpose, and is therefore not available for general appropriation.

**Source of Funds:** The types of revenues used to pay for the expenditures of each department. Some department budgets include revenues from one or more sources which legally may only be used for specified purposes. General Fund revenues are identified in the budget as “functional” (related to or derived from a department program, e.g., charges for services) or “discretionary” (funds from general sources such as property tax or sales tax, available for any purpose authorized by the City Council).

## FUND STRUCTURE AND ACCOUNTING BASIS

General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds	Capital Improvement Program
<ul style="list-style-type: none"> <li>• General Operating</li> </ul>	<ul style="list-style-type: none"> <li>• Landscape Maintenance District Assessments</li> <li>• Community Development Block Grants (CDBG)</li> <li>• Housing Programs</li> <li>• Community Facilities Districts</li> <li>• Gas Tax</li> <li>• Community Development</li> </ul>	<ul style="list-style-type: none"> <li>• Water Utility</li> <li>• Sewer Utility</li> <li>• Transit</li> </ul>	<ul style="list-style-type: none"> <li>• General Liability and Workers Compensation</li> <li>• Central Garage and Fuel Station</li> <li>• Retiree and Other Benefits</li> <li>• Vehicle and Equipment Replacement</li> <li>• Technology Replacement</li> <li>• Printer/Copier Replacement</li> </ul>	<ul style="list-style-type: none"> <li>• Capital Projects</li> </ul>

The **General Fund** is the primary revenue source and operating fund for most of the services that cities typically provide, such as public safety (police and fire), street and park maintenance, and community services, as well as most administrative functions. The major funding sources for the General Fund are property taxes and sales taxes. The City sets aside a portion of its General Fund as an emergency reserve. Such a reserve is a prudent financial strategy because it provides options for the City to meet unexpected changes in its financial picture while continuing to provide fundamental municipal services. Examples of such changes might include a downturn in the local economy, state-imposed reductions in City revenues, unanticipated cost increases, catastrophic losses or natural disasters. The City Council had established a goal of maintaining an emergency reserve equal to two months (16%) to three months (25%) of General Fund operating expenditures, with the target being 20% of General Fund annual expenditures. The City Council will review the revenues and expenditures on a frequent basis and provide direction to the City Manager.

**Special Revenue Funds** are established to account for the proceeds of specific revenue sources (other than special assessments, pension trusts, proprietary fund operations and revenues received for major capital projects) that are legally restricted for specific purposes.

The City of Vacaville has the following special revenue funds:

- Building Related Fund (Community Development)
- Development Engineering
- Gas Tax Funds
- Traffic Safety fines, forfeits, and penalties
- Lighting & Landscape Assessments
- Community Facilities Districts
- Community Development Block Grant (CDBG)
- Housing Programs

**Enterprise Funds** are used to account for business-type activities similar to those found in the private sector. Business-type activities include services primarily funded through user charges. An enterprise fund establishes a separate accounting and financial reporting mechanism rather than commingling them with the revenues and expenditures of all other government activities.

The City of Vacaville has the following Enterprise Funds:

- Sewer Utility
- Water Utility
- Transit

The **Successor Agency to the Redevelopment Agency of the City of Vacaville** was established as a result of the 2012 dissolution of Redevelopment by the Governor. The Successor Agency is charged with paying the debts of the former Redevelopment Agency, disposing of its property, and winding down its activities. A Vacaville Oversight Board was in place, per law, to view and approve those activities. On July 1, 2018, the Oversight Board function will transfer to Solano County.

**Internal Service Funds** are used for operations serving other funds or departments within a government on a cost-reimbursement basis.

The City of Vacaville has the following Internal Service Funds:

- General Liability and Workers Compensation Self-Insurance Funds
- Retiree Benefits
- Central Garage & Fuel Station
- Vehicle & Equipment Replacement
- Technology Replacement
- Printer/Copier replacement
- Capital Lease Obligations

**Capital Project Funds** are established to account for financial resources to be utilized for acquisition, construction and improvement of general fixed assets (other than those financed by Proprietary Funds).

The City of Vacaville has the following Capital Project Fund categories:

- Public Buildings and Grounds
- Streets, Bridges and Lighting
- Storm Drain system
- Parks and Recreation
- Sewer Utility System
- Water Utility System



## BUDGETARY BASIS

The budget is prepared in accordance with Generally Accepted Accounting Principles. All governmental funds are accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

There are three main budget categories: operating budgets, capital budgets, and debt service. Each category has its own revenue or funding sources for the services provided. All three budget categories may be found in each of the various fund types previously discussed.

### Budget at a Glance

BUDGET CATEGORIES	PURPOSE	FUNDING SOURCE
<b>Operating Budgets -</b>	<ul style="list-style-type: none"> <li>• Provide Services</li> <li>• Recreation</li> <li>• Public Safety</li> <li>• Planning/Building</li> <li>• Water/Waste Water</li> <li>• Parks</li> </ul>	<ul style="list-style-type: none"> <li>• Sales/Property Tax</li> <li>• Licenses &amp; Permit Fees</li> <li>• Franchise Fees</li> <li>• User Fees/Charges</li> <li>• Grants</li> <li>• Interest Income</li> </ul>
<b>Capital Budget -</b>	<ul style="list-style-type: none"> <li>• Build and Maintain Public Facilities</li> <li>• Infrastructure Improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Gas Tax</li> <li>• Enterprise Charges</li> <li>• State and Federal Grants</li> <li>• Capital Development Fees</li> <li>• Bond Proceeds</li> </ul>
<b>Debt Service -</b>	<ul style="list-style-type: none"> <li>• Fund Infrastructure Improvements, Safety Apparatus and Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• GF Revenue</li> <li>• Assessment District</li> <li>• CFDs</li> </ul>

## FINANCIAL POLICIES

The purpose of financial and management policies is to provide guidelines and goals that will influence and direct the financial management practices of the City. A financial policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. An effective financial policy:

- Provides principles and guidelines that minimize costs and reduce risk
- Maintains appropriate financial capacity for present and future needs
- Ensures legal compliance and appropriate internal controls.

The City Council has adopted the following financial policies:

➤ **General Fund Reserve Policy** *adopted 5/24/11*

The General Fund Reserve Policy was established in order to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. It further serves as additional insurance against disasters and emergencies.

The policy establishes the following minimum General Fund reserve targets:

- The City shall strive to maintain a General Fund operating reserve in the range of two months (16%) to three months (25%) of General Fund operating expenditures, with the target being 20% of General Fund expenditures.
- The appropriate level of General Fund reserves shall be reviewed every two years.
- As appropriate, a Capital Improvement Program General Fund Reserve may be created and developed for capital improvement needs.

The policy further states that at the end of each fiscal year, should audited year-end results show that General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end operating surplus which results in the General Fund balance exceeding the level required by the reserve policy shall be deemed available for allocation for the following, subject to Council approval:

- Re-establishing services or service levels, staffing, and/or concessions previously made by employees;
- Transfer to the General Fund CIP Fund for appropriation for general capital needs and/or deferred maintenance projects for which there is no other source of funding.
- Re-appropriation within the subsequent year's operating budget to provide for one-time, non-recurring needs.
- Use of General Fund excess balance shall not be used for new recurring expenses.

➤ **Other Post Retirement Benefits Funding Policy (OPEB):** *adopted 11/10/15*

The purpose of the policy is to reflect a goal of funding actuarially determined annual required contributions (ARC) to begin moving the CalPERS Employee Retiree Benefit Trust (CERBT) towards being more fully funded which would reduce the City's future liability with respect to the retiree health care benefit.

Under the policy, a goal of funding a specified increasing percentage of the ARC was defined over five years to reach 100% annual funding of the ARC. An exemption is allowed at any time that the General Fund Reserve is projected to reach a level below 10% to allow the City Council to determine an appropriate funding level. When the final year-end figures for the General Fund and budgeted revenues exceed budgeted expenditures, the City Council will direct 25% of the excess towards a one-time payment to the CERBT.

➤ **Purchasing Policies and Procedures** *adopted 4/25/2000*

This policy defines the responsibilities for purchasing supplies, service and equipment. It sets the levels of purchasing authority and when a purchase must be approved by the City Council.

## **FINANCIAL TRANSPARENCY**

As part of the City's 2015-17 Strategic Plan to implement budget and financial transparency, the City began using Open Budget and Open Expenditures to allow residents to easily view the City's financial operations. The website interacts directly with the City's financial software to give up-to-date information through the use of interactive charts, tables, and graphs. This user friendly app can be accessed through the following link:

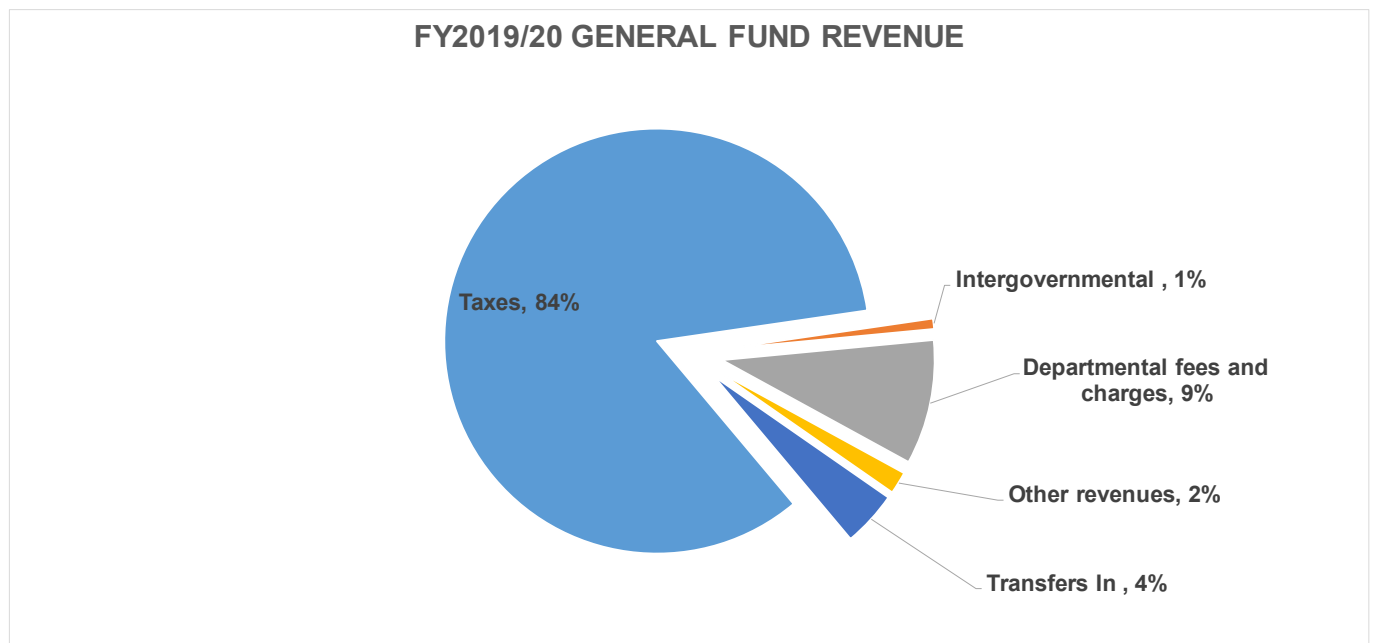
<https://cityofvacaville.budget.socrata.com/#!/year/default>

## GENERAL FUND REVENUE SOURCES

The **General Fund** is the primary revenue source and operating fund for most of the services that cities typically provide, such as public safety (police and fire), street and park maintenance, and community services, as well as most administrative functions. The major funding sources for the General Fund are property taxes and sales taxes which account for 63.4% of all General Fund revenues. Overall, General Fund revenue is projected to increase 2.8% in the coming year.

(in thousands)

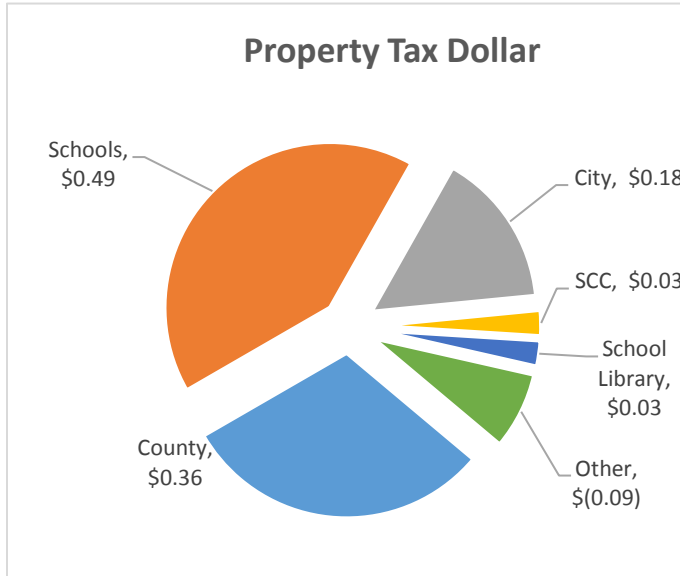
<b>General Fund Revenue Account</b>	<b>FY2016/17 Actual</b>	<b>FY2017/18 Actual</b>	<b>FY2018/19 Projected EOY</b>	<b>FY2019/20 Proposed Budget</b>
Property tax	27,513	32,363	30,229	32,002
Sales tax*	19,368	19,855	20,546	20,797
Measure M	5,096	3,941	15,269	15,803
Other taxes	19,822	20,637	21,166	22,092
<b>Intergovernmental</b>	1,030	1,488	865	860
<b>Departmental fees and charges</b>	9,179	10,016	10,357	10,262
<b>Other revenues</b>	1,818	1,940	1,647	1,843
<b>Transfers In</b>	3,062	3,787	5,180	4,562
<b>Total Revenue:</b>	<b>\$ 86,888</b>	<b>\$ 94,029</b>	<b>\$ 105,259</b>	<b>\$ 108,221</b>



## TAXES

### ➤ Property Tax

The State Constitution (Proposition 13) sets the base property tax rate at 1% of assessed value. The City currently receives only about 18 cents of every property tax



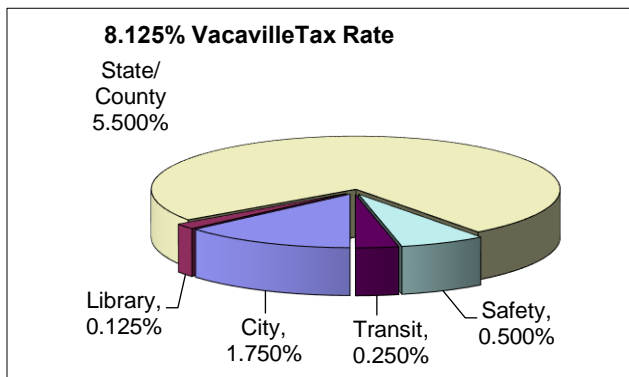
dollar generated in Vacaville, with the majority of property tax revenue going to the State (schools) and County. Homes, businesses, and other taxable real and personal property are subject to this 1% property tax rate. Growth in assessed value is limited to 2% or CPI, whichever is lower. However, when property ownership is transferred, or when property is newly constructed, it is re-appraised at its current full market value. The gross assessed value of property in the City (including redevelopment project areas) stands at \$12.7 billion for the 2018/19 tax

year; an increase of \$638 million, or 5.3% more than the prior year.

Assessed property tax is distributed among various entities as shown in the graph.

### ➤ Sales and Use Tax

The sales tax revenue received by the City is equal to 1% of all taxable sales within City limits. The City also receives a pro-rata share of use taxes which are “pooled” at the state and county level. The total tax rate in Vacaville, Solano County is 8.125%. The



breakdown of this rate, shown in the graph, is State rate of 5.50%, the Transportation Development Act rate of 0.25%; the Prop. 172 public safety sales tax rate of 0.50%, the Solano County Library rate of 0.125%, and 1.75% to the City. This includes the renewed Measure M rate of 0.75% for twenty years which was approved by voters in November 2016 and went into effect on April 1,

2018. Even with this increase, Vacaville has a lower sales tax than 85% of California’s other cities and counties.

The sales and use tax is the General Fund's second largest revenue source at \$ 36.6 million (including Measure M) for 2019/20 and comprises 34% of total General Fund revenues. Sales tax including Measure M are forecasted to be flat in 2019/20. Measure M revenues will reflect the increase in rate from one-quarter cent to three-quarters of a cent.

➤ **Franchise Fees**

The City has awarded franchise agreements to private companies for the right to do business in the City using public rights-of-way. This includes PG&E, Recology Vacaville Solano, and Comcast Cable TV and ATT. Franchise payments are estimated to generate \$4.6 million in 2019/20 or 4.3% of General Fund Revenues. Revenues are expected to be flat in the coming year.

➤ **Paramedic Tax**

The citizens of Vacaville initially approved this ad-valorem tax in 1976. The rate is \$0.3 per \$100 of assessed valuation on property within the City limits, and is collected by the County along with property taxes. The proceeds are used to pay for emergency medical and ambulance services. The paramedic tax is expected to yield \$4.9 million in 2019/20 and comprises 4.6% of projected revenues. All proceeds are used to support paramedic and ambulance services within the city and cover roughly 41% of the expected cost of providing essential EMS services.

➤ **Excise Taxes**

- **Measure I** – This tax was initially approved by voters in 1989 to pay for construction of the Ulatis Cultural Center and provide an additional source of funding for services such as street maintenance, library services, cultural events and recreation activities. The continuation of Measure I was approved by voters in November 2012. The excise tax rate is applied as follows: \$4.83 per month for residential property – collected on the bi-monthly utility bill; 2% of hotel room rates – collected along with the City transient occupancy tax; and varying amounts (per employee) for commercial establishments within the City limits – collected along with the annual business license. The Measure I tax revenue is projected to generate \$2.6 million in 2019/20, or about 2.4% of General Fund revenues.
- **Measure G** – This tax was approved by voters in 2005 to replace longstanding fees imposed upon the City's water and sewer operations. The tax is comprised of a 1% "property" tax on the assets of the utility funds and a 5% "franchise" tax on utility operating revenues. The Measure G excise tax is expected to generate \$6.2 million in 2019/20, or about 5.7% of General Fund revenues.

➤ **Other General Fund Taxes**

The City receives revenue from three lesser taxes – Transient Occupancy Tax, Real Property Transfer Tax, and Business License Tax, which together comprise about 3% of General Fund Revenue.

**INTERGOVERNMENTAL**

Intergovernmental revenues are funds received from State and federal sources, as well as other local agencies such as the County. The budget projection of \$860,000 for 2019/20 comprises 1% of General Fund revenues, and consists of the following principal sources: Vehicle License Fee (VLF), Homeowner’s Exemption, and Other (minor amounts from various sources).

**DEPARTMENTAL FEES AND CHARGES**

Due to limitations on the City’s ability to raise general fees and taxes, fee for service revenues represent a growing component of overall General Fund revenues. The projection of \$10.2 million for FY2019/20 represents around 9.4% of overall General Fund Revenues. Principal sources of departmental fees and charges include Recreation and Facility Fees, Emergency Medical Fees, and Other Fees and Charges (police charges, fire inspection and permit fees, and finance administration fees).

**OTHER REVENUE**

All other General Fund revenue sources are expected to yield \$2 million during the budget period, and account for 2% of revenues. Included in this amount are investment earnings projected at \$1.02 million. Also included are wireless site lease revenues, along with other miscellaneous revenues and reimbursements from other funds for General Fund support services.

**OPERATING TRANSFERS**

The General Fund receives money from a number of other City funds to offset the cost of providing services, including Public Safety Districts and Traffic Safety Fines.



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City of Vacaville  
 FY 2019-2020 Budget

SCHEDULE OF GENERAL FUND REVENUE

<u>General Fund Revenue Account</u>	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Projected EOY	FY 2019/20 Proposed Budget
<b><u>Taxes</u></b>				
Property tax	13,206,516	14,310,603	14,578,689	\$ 15,777,440
Property tax in lieu of VLF	9,247,437	9,750,217	10,335,230	10,749,614
RDA Pass-Through/TI Excess	5,059,475	8,302,675	5,315,485	5,474,949
Extraordinary Gain/(Loss) from RDA	-	-	-	-
Sales tax *	19,368,321	19,855,208	20,546,412	20,797,000
Measure M**	5,095,945	3,941,312	15,269,000	15,803,000
Franchise tax	4,365,574	4,262,299	4,631,437	4,645,746
Paramedic tax	3,972,996	4,420,540	4,534,662	4,951,888
Transient lodging tax	1,678,364	1,834,344	1,950,000	2,205,000
Excise tax	8,595,518	8,773,300	8,839,888	8,908,170
Real property transfer tax	527,427	647,889	500,000	640,000
Business license tax	291,459	286,994	300,268	295,668
Public safety sales tax	390,265	411,783	410,022	445,437
	<u>71,799,297</u>	<u>76,797,164</u>	<u>87,211,093</u>	<u>90,693,912</u>
<b><u>Intergovernmental</u></b>				
Motor vehicle in-lieu	-	-	-	-
GEMT Program	17,791	240,342	18,874	19,440
Partnership Health Transport	620,864	844,771	620,864	620,864
State Reimbursements	22,462	34,479	35,000	36,500
Homeowners subvention	182,621	179,652	189,999	183,600
Other state & federal grants	5,241	4,900	-	-
School reimbursements	180,860	184,300	-	-
	<u>1,029,839</u>	<u>1,488,444</u>	<u>864,737</u>	<u>860,404</u>
<b><u>Departmental fees and charges</u></b>				
Recreation and facilities	3,809,288	4,017,260	4,584,836	4,812,695
Emergency medical fees	3,650,233	4,578,225	4,200,000	4,000,000
In lieu DIF	406,408	265,121	448,065	285,000
Police and Fire Fees	777,239	757,475	684,700	711,700
Other departments	535,983	397,697	439,705	452,500
	<u>9,179,151</u>	<u>10,015,778</u>	<u>10,357,306</u>	<u>10,261,895</u>
<b><u>Other revenues</u></b>				
Interest and rents	796,123	932,253	844,607	989,027
Cell tower leases	384,194	438,098	453,700	463,096
Miscellaneous	587,732	569,974	348,293	390,486
One-Time Revenue	49,580	-	-	-
	<u>1,817,629</u>	<u>1,940,325</u>	<u>1,646,600</u>	<u>1,842,609</u>
<b>Subtotal:</b>	<b><u>83,825,916</u></b>	<b><u>90,241,711</u></b>	<b><u>100,079,736</u></b>	<b><u>103,658,820</u></b>
<b>Transfers In</b>	<b>3,062,149</b>	<b>3,787,375</b>	<b>5,179,590</b>	<b>4,640,380</b>
<b>Total revenue:</b>	<b><u>\$ 86,888,066</u></b>	<b><u>\$ 94,029,086</u></b>	<b><u>\$ 105,259,326</u></b>	<b><u>\$ 108,299,200</u></b>

\* Includes property tax in lieu of sales tax (State triple flip)

\*\* Measure M revenue is included on a separate schedule.



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**City of Vacaville  
FY 2019-2020 Budget**

**SCHEDULE OF SPECIAL OPERATING REVENUE**

<u>Revenue Sources</u>	<u>FY 2016/17 Actual</u>	<u>FY 2017/18 Actual</u>	<u>FY 2018/19 Adjusted Budget</u>	<u>FY 2019/20 Proposed Budget</u>
<b>Special Revenue Funds</b>				
<b>Building Related Fund:</b>				
Charges and fees	\$ 3,239,406	\$ 2,915,781	\$ 3,013,700	\$ 2,926,000
Interest Income	23,339	27,093	20,000	30,000
<i>Total Building-Related Funds</i>	<u>3,262,745</u>	<u>2,942,874</u>	<u>3,033,700</u>	<u>2,956,000</u>
<b>Development Engineering</b>	489,591	738,688	250,000	250,000
<b>Gas Tax Funds</b>	733,482	705,345	710,693	730,558
<b>Traffic Safety fines, forfeits, and penalties</b>	4,756	4,885	5,425	5,236
<b>Lighting &amp; Landscape Assessments</b>	2,746,761	3,172,159	3,552,291	3,870,551
<b>Community Facilities Districts</b>	3,102,728	3,787,375	4,181,279	4,635,144
<b>CDBG Program Revenue</b>	373,527	269,854	296,621	343,592
<b>Housing Programs:</b>				
HOME	13,887	20,460	-	21,239
HCD Program	64,573	20,500	17,000	-
Solano County	2,339,394	2,379,696	2,353,294	2,858,896
Section 8 Housing Assistance	9,977,007	10,823,499	10,836,325	12,366,010
Combined Housing Setaside	697,272	174,551	1,251,933	1,567,672
<i>Total Housing Programs</i>	<u>13,092,133</u>	<u>13,418,706</u>	<u>14,458,552</u>	<u>16,813,817</u>
<b>TOTAL SPECIAL REVENUE</b>	<u><b>\$ 23,805,723</b></u>	<u><b>\$ 25,039,886</b></u>	<u><b>\$ 26,488,561</b></u>	<u><b>\$ 29,604,898</b></u>
<b>Enterprise Funds</b>				
Sewer Utility	\$ 33,932,402	\$ 33,928,099	\$ 34,139,000	\$ 34,526,000
Water Utility	20,536,538	22,507,762	21,048,700	22,452,600
Transit	2,339,523	2,619,074	2,769,181	2,734,641
<b>TOTAL ENTERPRISE FUNDS</b>	<u><b>\$ 56,808,463</b></u>	<u><b>\$ 59,054,935</b></u>	<u><b>\$ 57,956,881</b></u>	<u><b>\$ 59,713,241</b></u>
<b>Successor Agency</b>				
Property taxes	7,134,779	2,604,869	-	-
Administrative	279,120	240,251	-	-
<b>TOTAL SUCCESSOR AGENCY</b>	<u><b>\$ 7,413,899</b></u>	<u><b>\$ 2,845,120</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>



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City of Vacaville  
FY 2019-2020 Budget

SUMMARY OF EXPENDITURES BY DEPARTMENT

Department/Function	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>City Council/Treasurer</b>	\$ 99,224	\$ 89,745	\$ 93,204	\$ 101,454
<b>City Attorney</b>	971,306	979,827	1,085,450	1,172,547
<b>City Manager's Office/Finance/Human Resources</b>				
City Manager's Office/City Clerk	1,854,166	2,017,799	2,476,438	2,528,416
Information Technology/Telecommunications	1,683,054	1,840,528	2,171,621	2,188,161
Finance	3,405,254	3,262,202	3,499,319	3,447,537
Human Resources/Risk Management	1,159,055	1,645,914	1,750,290	1,747,156
<b>Subtotal, City Administration</b>	<b>8,101,529</b>	<b>8,766,443</b>	<b>9,897,668</b>	<b>9,911,270</b>
<b>Housing &amp; Redevelopment Dept</b>				
Housing Services	13,701,184	13,695,502	15,114,122	15,573,484
Successor Housing Agency	740,491	816,946	1,289,159	1,573,123
Successor Agency	3,815,393	2,845,120	9,368,684	7,483,758
<b>Subtotal, Housing &amp; Redev</b>	<b>18,257,068</b>	<b>17,357,568</b>	<b>25,771,965</b>	<b>24,630,365</b>
<b>Community Services Department</b>	6,699,603	6,901,159	7,958,390	7,691,941
<b>Police Department</b>	32,879,380	35,352,850	38,849,395	38,126,104
<b>Fire Department</b>	23,368,053	25,566,059	26,163,333	27,343,605
<b>Public Works Department</b>				
Public Works	6,809,605	6,933,216	7,742,580	8,300,648
Parks Division	2,598,310	2,613,366	2,782,362	2,889,966
Park Maintenance Districts	3,763,289	4,003,819	4,065,455	4,759,476
Engineering Services	3,218,747	3,396,820	4,399,567	4,646,822
Development Engineering	428,408	593,854	523,749	560,128
Transit	2,357,386	2,809,652	2,769,181	2,734,641
<b>Subtotal, Public Works</b>	<b>19,175,745</b>	<b>20,350,727</b>	<b>22,282,894</b>	<b>23,891,681</b>
<b>Utilities</b>				
Sewer Utility Systems	35,614,681	35,217,103	36,626,542	34,460,913
Water Utility Systems	17,613,339	19,079,259	20,585,929	21,842,235
<b>Subtotal, Utilities</b>	<b>53,228,020</b>	<b>54,296,362</b>	<b>57,212,471</b>	<b>56,303,148</b>
<b>Community Development Department</b>	3,589,343	3,998,940	4,914,171	4,442,957
<b>Non-Departmental</b>	2,447,153	2,513,232	4,220,255	3,449,809
<b>Gross Operating Budget</b>	<b>168,816,424</b>	<b>176,172,912</b>	<b>198,449,196</b>	<b>197,064,881</b>
<b>Internal Cost Allocation</b>	(3,904,016)	(5,299,690)	(5,468,087)	(5,515,683)
<b>CITY GRAND TOTAL</b>	<b>\$ 164,912,408</b>	<b>\$ 170,873,222</b>	<b>\$ 192,981,109</b>	<b>\$ 191,549,198</b>



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City of Vacaville  
 FY 2019-2020 Budget

SUMMARY OF EXPENDITURES BY FUND

Department/Function	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>GENERAL FUND:</b>				
City Council/Treasurer	\$ 99,224	\$ 89,745	\$ 93,204	\$ 101,454
City Attorney	971,306	979,827	1,085,450	1,172,547
City Manager's Office/Administration	1,853,599	2,017,799	2,476,438	2,528,416
Human Resources	1,159,055	1,645,914	1,750,290	1,747,156
Finance	3,405,254	3,262,202	3,499,319	3,447,537
Information Technology	1,683,054	1,840,528	2,022,255	2,188,161
Dept. of Housing Services	567	567	-	-
Police Department	32,879,380	35,352,850	38,849,395	38,126,104
Fire Department	23,368,053	25,566,059	26,163,333	27,343,605
Public Works Department				
General	6,075,449	6,227,871	7,005,406	7,575,209
Park Maintenance	2,598,310	2,613,366	2,782,362	2,889,966
Community Services Department	6,407,909	6,628,583	7,652,280	7,691,941
Non-Departmental	2,447,153	2,492,487	4,220,255	3,449,809
<b>Subtotal General Fund</b>	<b>82,948,313</b>	<b>88,717,798</b>	<b>97,599,987</b>	<b>98,261,905</b>
Transfers	10,247,182	7,313,631	5,985,181	5,716,464
Internal Cost Allocation	(3,955,708)	(5,299,690)	(5,468,087)	(5,515,683)
<b>TOTAL GENERAL FUND</b>	<b>\$ 89,239,787</b>	<b>\$ 90,731,739</b>	<b>\$ 98,117,081</b>	<b>\$ 98,462,687</b>
<b>SPECIAL REVENUE FUNDS:</b>				
Housing Svcs (non General Fund)	\$ 13,701,184	\$ 13,695,502	\$ 15,114,122	\$ 15,573,484
Successor Housing Agency	740,491	816,946	1,289,159	1,573,123
Public Works, Gas Tax	733,482	991,640	737,174	725,439
Park Maintenance Districts	3,763,289	4,003,819	4,065,455	4,759,476
Engineering Services & TSM	3,218,748	3,396,820	4,399,567	4,646,822
Development Engineering	428,408	593,854	523,749	560,128
Building Related (Comm Development)	3,589,343	3,998,940	4,914,171	4,442,957
VUSD ASES Grant Program	291,694	281,101	306,110	-
<b>Total Special Revenue Funds</b>	<b>\$ 26,466,639</b>	<b>\$ 27,778,622</b>	<b>\$ 31,349,507</b>	<b>\$ 32,281,429</b>
<b>ENTERPRISE FUNDS:</b>				
Sewer Utility Systems	\$ 35,614,681	\$ 35,217,103	\$ 36,626,542	\$ 34,460,913
Water Utility Systems	17,613,339	19,079,259	20,585,929	21,842,235
Transit	2,357,386	2,809,652	2,769,181	2,734,641
<b>Total Enterprise Funds</b>	<b>55,585,406</b>	<b>57,106,014</b>	<b>59,981,652</b>	<b>59,037,789</b>
<b>TOTAL CITY OPERATING</b>	<b>\$ 171,291,832</b>	<b>\$ 175,616,375</b>	<b>\$ 189,448,240</b>	<b>\$ 189,781,905</b>
<b>FORMER REDEVELOPMENT AGENCY:</b>				
Successor Agency	3,815,393	2,845,120	9,368,684	7,483,758
<b>TOTAL SUCCESSOR AGENCY</b>	<b>3,815,393</b>	<b>2,845,120</b>	<b>9,368,684</b>	<b>7,483,758</b>
<b>CITY GRAND TOTAL</b>	<b>\$ 175,107,225</b>	<b>\$ 178,461,495</b>	<b>\$ 198,816,924</b>	<b>\$ 197,265,663</b>



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**City of Vacaville  
FY 2019-2020 Budget**

**SOURCES AND USES:  
GENERAL FUND OPERATIONS**

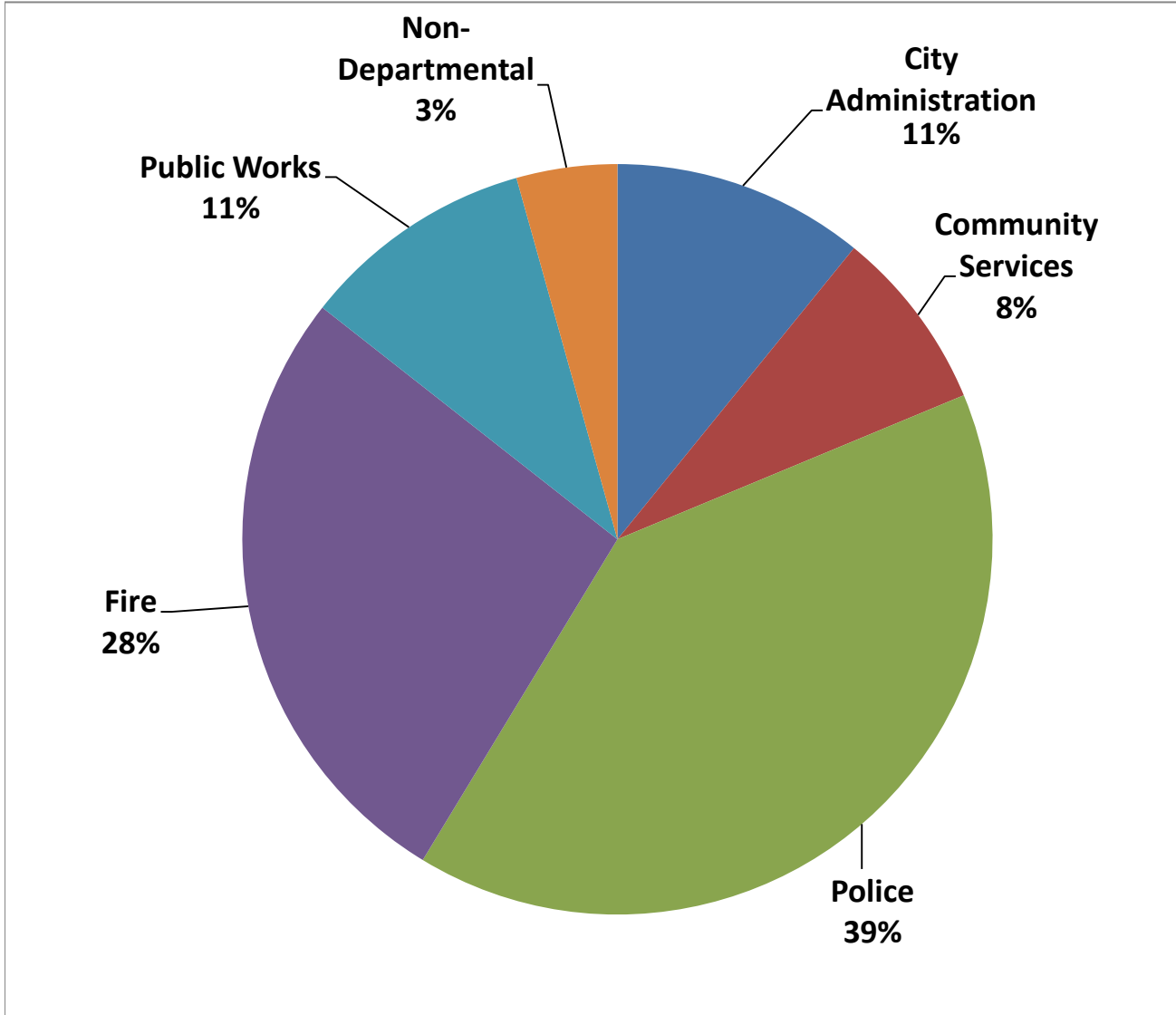
	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Projected EOY	FY 2019/20 Proposed Budget
<b>SOURCES OF FUNDS:</b>				
General Fund Operating Revenue:	\$ 78,729,971	\$ 83,158,389	\$ 84,810,739	\$ 87,821,673
Operating Transfers In:				
Traffic Safety Fines and Forfeitures	5,318	5,133	5,425	5,236
Community Facilities Districts	3,056,831	3,782,242	4,181,279	4,635,144
Redevelopment Agency	933,584	964,275	992,886	-
Subtotal, Transfers In:	3,995,733	4,751,650	5,179,590	4,640,380
Use of One-Time Revenues/Transfers	-	3,142,010	-	
Use of (addition to) Fund Balance:	1,418,138	(5,213,414)	485,987	(9,802,366)
Measure M	5,095,945	3,025,160	7,640,765	15,803,000
<b>Total Sources, General Fund:</b>	<b>\$ 89,239,787</b>	<b>\$ 88,863,795</b>	<b>\$ 98,117,081</b>	<b>\$ 98,462,687</b>
<b>USES OF FUNDS:</b>				
General Fund Operating Expenditures	\$ 78,992,605	\$ 83,546,864	\$ 92,131,900	\$ 92,746,223
Operating Transfers Out:				
General Fund support to Community Devl.	250,000	500,000	500,000	500,000
General Fund support to Engineering Services	50,000	50,000	50,000	50,000
General Fund support to Park Maintenance Dist.	489,819	525,000	616,800	644,556
General Fund support Public Art	5,000	5,000	5,000	5,000
General Fund Support for Benefits Setaside	459,030	-	-	-
General Fund to Vehicle Replacement*	2,375,000	1,750,000	2,280,048	2,280,048
Collapsing Transfers:				
General Fund to Technology Projects	883,333	833,333	833,333	36,860
General Fund to Capital Improvement Projects	5,735,000	1,653,598	1,700,000	2,200,000
Subtotal, Transfers Out:	10,247,182	5,316,931	5,985,181	5,716,464
<b>Total Uses, General Fund:</b>	<b>\$ 89,239,787</b>	<b>\$ 88,863,795</b>	<b>\$ 98,117,081</b>	<b>\$ 98,462,687</b>
<b>USES BY CATEGORY:</b>				
Salaries and Benefits	\$ 63,630,909	\$ 69,681,239	\$ 75,909,108	\$ 76,293,083
Overtime plus Offsets	3,237,624	2,758,983	2,905,475	2,978,087
Services and Supplies	9,341,672	8,747,415	10,029,426	11,043,171
Indirect Costs	15,149,364	10,798,657	11,837,608	11,533,266
One-time Costs	443,412	1,000,000	1,707,030	922,324
Technology Costs	1,392,515	1,177,192	1,196,522	1,208,439
Internal Cost Allocation	(3,955,708)	(5,299,690)	(5,468,087)	(5,515,683)
<b>Total Uses by Category, General Fund:</b>	<b>\$ 89,239,787</b>	<b>\$ 88,863,795</b>	<b>\$ 98,117,081</b>	<b>\$ 98,462,687</b>

\* Beginning in FY18/19, \$2.0 million of the General Fund transfer to Vehicle Replacement is Measure M funding



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**FY19/20 GENERAL FUND BUDGET**  
**\$98,462,687**  
**PERCENTAGE BY DEPARTMENT**





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**GENERAL FUND FORECAST  
To Be Included in Adopted Budget**



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City of Vacaville  
 FY 2019-2020 Budget

MEASURE I EXCISE TAX

	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>SOURCES OF FUNDS:</b>				
Excise Tax Revenue (net)	\$ 2,572,285	\$ 2,694,209	\$ 2,669,360	\$ 2,696,054
<b>Total Sources:</b>	<b>\$ 2,572,285</b>	<b>\$ 2,694,209</b>	<b>\$ 2,669,360</b>	<b>\$ 2,696,054</b>
<b>USES OF FUNDS:</b>				
Library Subsidy	150,000	150,000	150,000	150,000
Vacaville Performing Arts Theater	300,000	300,000	300,000	300,000
Park Maintenance	300,000	300,000	300,000	300,000
Street Maintenance/Improvement	300,000	300,000	300,000	300,000
Capital Improvements	1,522,285	1,644,209	1,619,360	1,646,054
<b>Total Uses:</b>	<b>\$ 2,572,285</b>	<b>\$ 2,694,209</b>	<b>\$ 2,669,360</b>	<b>\$ 2,696,054</b>



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**City of Vacaville  
FY 2019-2020 Budget**

**MEASURE M EXCISE TAX**

<b>Account Description</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Adjusted Budget</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Operating Expenditures:</b>			
Salaries and Benefits	\$ 19,716	\$ 2,362,000	\$ 3,021,901
Overtime	459	-	-
Services and Supplies	-	-	38,000
Indirect Costs	-	-	221,001
One-time Costs	69,608	-	-
Technology Costs	-	-	-
<b>Total Operating Expenditures</b>	<b>89,783</b>	<b>2,362,000</b>	<b>3,280,902</b>
Transfer - CIP *	-	7,925,000	10,575,000
Transfer - Vehicle Replacement*	530,048	2,000,000	2,000,000
Transfer - Code Update	-	450,000	-
<b>Total Transfers</b>	<b>530,048</b>	<b>10,375,000</b>	<b>12,575,000</b>
<b>Net Operating Expenditures</b>	<b>\$ 619,831</b>	<b>\$ 12,737,000</b>	<b>\$ 15,855,902</b>

**Source of Funding:**

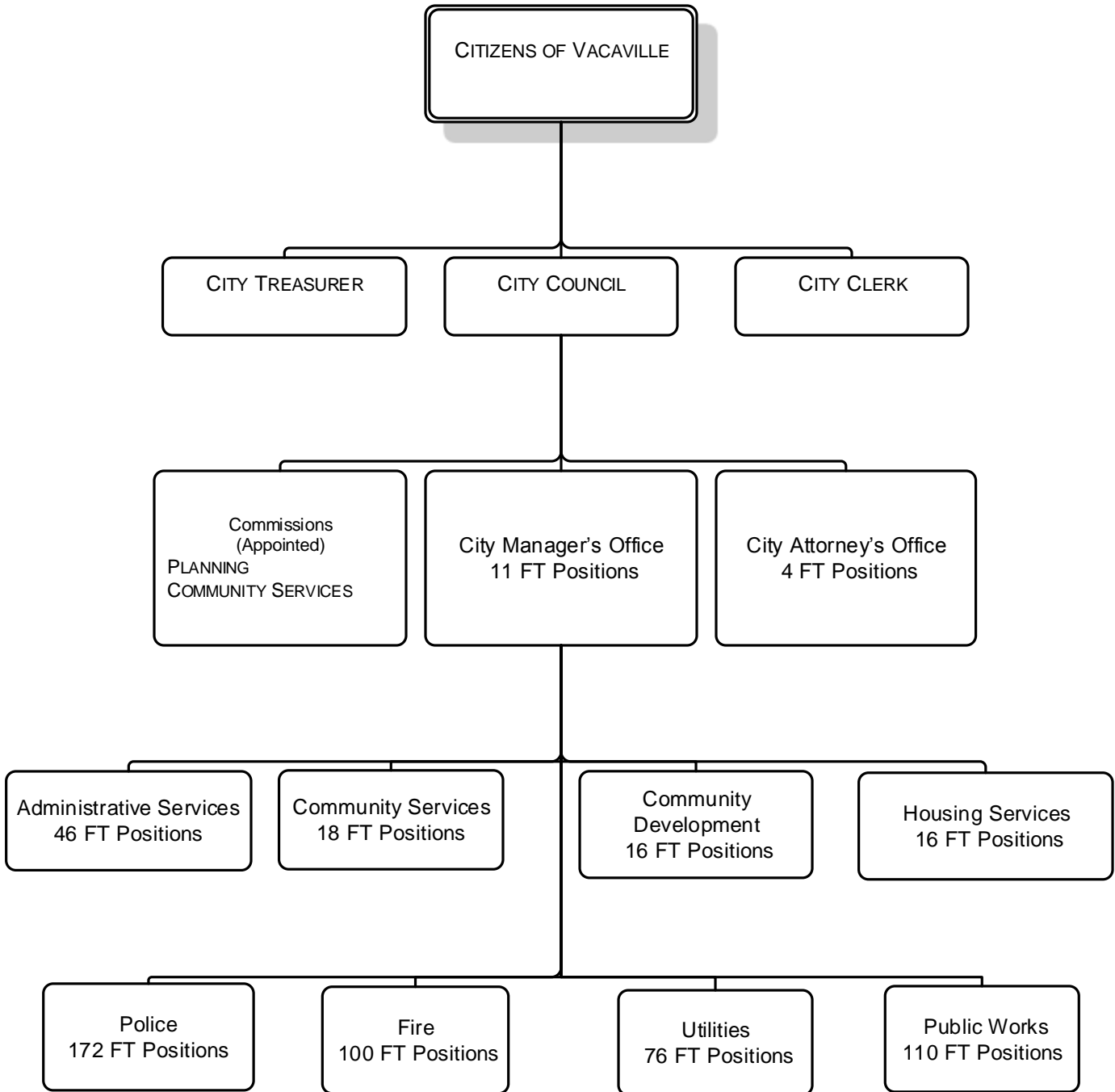
Measure M-Excise Tax Revenue	\$ 3,025,160	\$ 15,269,000	\$ 15,803,000
Measure M-Reserve for Projects	\$ (2,405,330)	\$ (2,532,000)	\$ 52,902
<b>Total Sources of Funding</b>	<b>\$ 619,831</b>	<b>\$ 12,737,000</b>	<b>\$ 15,855,902</b>

\*Transfers for CIP are included in Capital Improvement Program Budget

\*Transfers for Vehicle Replacement are included in Transfers



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TOTAL FULL TIME POSITIONS 569

**City of Vacaville**  
**SUMMARY OF AUTHORIZED FULL TIME POSITIONS**

	<b>Adopted 2017/18 Budgeted Full-Time</b>	<b>Adopted 2018/19 Budgeted Full-Time</b>	<b>Proposed 2019/20 Budgeted Full-Time</b>
<b>CITY ATTORNEY'S OFFICE</b>			
City Attorney	1	1	1
Deputy/Assistant City Attorney	2	2	2
Legal Secretary	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>CITY MANAGER'S OFFICE</b>			
City Manager	1	1	1
Assistant City Manager	1	1	1
Deputy City Clerk	1	1	1
Assistant to the City Manager	1	1	1
Management Analyst II	0	1	1
Administrative Technician I	0	1	1
Economic Development Manager	1	1	1
Communications and Media Officer	1	1	1
Secretary to City Manager/ City Clerk	1	1	1
Sr. Administrative Clerk	1	1	1
Media Production Coordinator	1	1	1
<b>Total</b>	<b>9</b>	<b>11</b>	<b>11</b>
<b>ADMINISTRATIVE SERVICES</b>			
Director of Administrative Services	1	1	1
Administrative Assistant	1	1	1
Administrative Clerk	1	1	1
Management Analyst II	1	1	1
<i>Subtotal:</i>	<u>4</u>	<u>4</u>	<u>4</u>
<b>FINANCE DIVISION</b>			
Finance Division Manager	0	1	1
Accountant I/II	3	3	3
Accounting Manager	1	1	1
Accounting Supervisor	1	0	0
Financial Analyst	0	0	1
Investment Officer	1	1	0
Buyer I/II	1	1	1
Finance Assistant I/II	8	7	7
Finance Supervisor	1	2	2
Finance Technician	3	4	4
Financial Services Manager	1	0	0
Water Service Rep I/II	2	2	2
Water Service Coordinator	1	1	1
<i>Subtotal:</i>	<u>23</u>	<u>23</u>	<u>23</u>

**Adopted Adopted Proposed**  
**2017/18 2018/19 2019/20**  
**Budgeted Budgeted Budgeted**  
**Full-Time Full-Time Full-Time**

**INFORMATION TECHNOLOGY DIVISION**

IT Division Manager	1	1	1
IT Technician	2	2	2
GIS Coordinator	1	1	1
Network Administrator	1	1	1
Systems Administrator I	2	1	1
Systems Administrator II	1	2	2
Sr. Network Administrator	1	1	1
<i>Subtotal:</i>	9	9	9

**HUMAN RESOURCES DIVISION**

HR Division Manager	0	1	1
Employee Relations Manager	0	1	1
Finance Supervisor	1	0	0
Finance Technician	1	0	0
Human Resources Analyst I/II	2	2	2
Human Resources Technician I/II	4	5	5
Human Resources Systems Supervisor	0	1	1
Risk Manager	1	0	0
Sr Human Resources Analyst	2	0	0
<i>Subtotal:</i>	11	10	10

**Total Administrative Services** **47      46      46**

**HOUSING SERVICES**

Director of Housing/Redevelopment	1	1	1
Administrative Clerk	2	2	2
Administrative Technician	1	1	1
Housing/Redev Project Coordinator	1	1	1
Housing/Redev Specialist I/II	2	2	3
Housing/Redev Technician I/II	6	5	5
Management Analyst II	2	1	1
Secretary I/II	0	1	1
Sr Housing/Redev Specialist	1	1	1
<b>Total</b>	<b>16</b>	<b>15</b>	<b>16</b>

**COMMUNITY DEVELOPMENT**

Director of Community Development	1	1	1
Administrative Assistant	1	1	1
Administrative Clerk	0	1	1
Assistant/Associate Planner	2	2	2
Senior Building Inspector	0	1	1
Building Inspector	2	1	1
Building Plans Examiner/Inspector	1	1	1
Building Services Coordinator	1	1	1
Chief Building Official	1	1	1
City Planner	2	2	2
Permit Technician	1	0	0
Planning Technician	3	3	3
Senior Planner	2	1	1
<b>Total</b>	<b>17</b>	<b>16</b>	<b>16</b>

**Adopted Adopted Proposed**  
**2017/18 2018/19 2019/20**  
**Budgeted Budgeted Budgeted**  
**Full-Time Full-Time Full-Time**

**POLICE DEPARTMENT**

Chief of Police	1	1	1
Administrative Assistant	1	1	1
Administrative Technician	1	2	3
Clinical Services Administrator	1	1	1
Communications Supervisor	1	1	1
Community Policing Outreach Specialist	1	1	1
Community Services Officer I/II/III	9	9	9
Crime Analyst	1	1	1
Crime Analysis Technician	1	1	1
Dispatcher/Lead Dispatcher	18	18	18
Evidence Technician	2	2	2
Family Support Worker	2	2	4
Family Support Worker (LT)	2	2	0
Management Analyst I/II	2	2	3
Mental Health Clinician	1	1	1
Mental Health Coordinator	3	3	3
Police Captain	1	2	2
Police Lieutenant	4	4	6
Police Officer	94	91	92
Police Records Assistant	5	5	5
Police Records Supervisor	1	1	1
Police Sergeant	13	13	12
Police Special Services Supv	1	1	0
Property/Evidence Supervisor	1	1	1
Secretary I/II	2	2	1
Sr Program Coordinator	1	1	1
Lead Police Records Assistant	1	1	1
<b>Total</b>	<b>171</b>	<b>170</b>	<b>172</b>

**FIRE DEPARTMENT**

Fire Chief	1	1	1
Administrative Assistant	1	1	1
Administrative Clerk	1	2	2
Administrative Technician II	1	0	0
Fire Battalion Chief	3	4	4
Fire Captain	16	16	16
Fire Deputy Chief	1	1	1
Fire Engineer / Fire Engineer Paramedic	15	15	15
Firefighter / Firefighter Paramedic	45	45	51
Fire Plans Examiner/Inspector	1	1	1
Fire Prevention Bureau Manager	1	1	1
Fire Prevention Specialist	2	2	2
Fire Safety Coordinator I/II	1	1	1
Code Compliance Technician I/II	3	3	3
Management Analyst I/II	1	1	1
Sr. Admin Clerk	0	0	0
<b>Total</b>	<b>93</b>	<b>94</b>	<b>100</b>

**Adopted Adopted Proposed**  
**2017/18 2018/19 2019/20**  
**Budgeted Budgeted Budgeted**  
**Full-Time Full-Time Full-Time**

**COMMUNITY SERVICES**

Director of Community Services	1	1	1
Administrative Technician	2	2	2
Facilities Maintenance Coordinator	2	2	2
Management Analyst I/II	1	1	1
Recreation Coordinator	6	6	6
Recreation Manager	2	2	2
Recreation Supervisor	2	2	2
Sr Administrative Clerk	2	2	2
<b>Total</b>	<b>18</b>	<b>18</b>	<b>18</b>

**PUBLIC WORKS/CITY ENGINEER**

Director of Public Works	1	1	1
Administrative Assistant	1	1	1
Management Analyst I/II	1	1	1
Secretary I/II	2	2	2
<i>Subtotal:</i>	5	5	5

**PUBLIC WORKS - TRAFFIC ENGINEERING/TRAFFIC DIVISION**

Traffic Engineer	1	1	1
Engineering Aide/Engineering Tech I/II/III	1	1	1
Jr./Asst/Assoc Engineer	2	2	2
<i>Subtotal:</i>	4	4	4

**PUBLIC WORKS - ENGINEERING**

Asst Director of PW Engr Svcs/City Engineer	1	1	1
Contract Compliance Specialist II	1	1	1
Engineering Aide/Engineering Tech I/II/III	1	1	1
Engineering Specialist I/II	1	1	1
Sr. Engineering Designer	1	1	1
Jr./Assistant/Associate Engineer	6	6	6
PW Construction Inspector I/II	4	4	5
PW Manager	1	1	1
Sr Civil Engineer	3	3	3
<i>Subtotal:</i>	19	19	20

**Adopted Adopted Proposed**  
**2017/18 2018/19 2019/20**  
**Budgeted Budgeted Budgeted**  
**Full-Time Full-Time Full-Time**

**PUBLIC WORKS - MAINTENANCE**

Administrative Technician II	1	1	1
Chief Distribution Officer	1	1	1
Engineering Specialist I	1	1	1
Equipment Mechanic I/II	5	5	5
Maintenance Worker I/II (Utilities)	12	14	15
Maintenance Worker I/II (Facilities)	4	4	5
Maintenance Worker I/II (Parks)	13	13	13
Maintenance Worker I/II (Streets)	8	10	10
Management Analyst I/II	1	2	2
MW Lead (Facilities)	1	1	1
MW Lead (Parks)	4	4	4
MW Lead (Streets)	3	3	3
MW Lead (Utilities)	4	4	4
Fleet and Facilities Manager	1	1	1
Park Manager	1	1	1
Street and Field Utilities Manager	1	1	1
PW Superintendent	1	1	1
PW Supervisor - Parks	2	2	2
PW Supervisor-Equipment Maintenance	1	1	1
PW Supervisor-Facility Maintenance	1	1	1
PW Supervisor-Field Utilities	1	1	1
PW Supervisor-Street Maintenance	1	1	1
Program Coordinator I/II	1	0	1
Sr Program Coordinator (ADA)	1	0	0
Secretary I/II	2	2	2
Storekeeper	1	1	1
Traffic Signal Technician II	2	2	1
Transit Coordinator I/II	0	1	1
<i>Subtotal:</i>	75	79	81
<b>Total Public Works</b>	<b>103</b>	<b>107</b>	<b>110</b>



**Adopted Adopted Proposed**  
**2017/18 2018/19 2019/20**  
**Budgeted Budgeted Budgeted**  
**Full-Time Full-Time Full-Time**

**UTILITIES**

Director of Utilities	1	1	1
Administrative Technician II	1	1	2
Assistant Director of Utilities	2	2	1
Associate Control Systems Engineer	1	1	1
Chief Plant Operator Wastewater	1	1	1
Chief Plant Operator Water	1	1	1
Cross Connections Inspector/Specialist	2	2	2
Engineering Specialist	1	1	0
Engineering Tech II/III	0	0	1
Environmental Compliance Inspector	2	2	2
Jr./Assistant/Associate Engineer	4	4	5
Assistant Engineer (LT)	1	1	0
Lab Analyst I/II	5	5	5
Lab Supervisor	1	1	1
Management Analyst I/II	2	2	2
Program Coordinator I	1	1	0
Secretary I/II	2	2	1
Sr Secretary	1	1	1
Sr Civil Engineer	1	1	1
Sr Lab Analyst	2	2	2
Sr Utility Plant Control Systems Tech	1	1	1
Sr Utility Plant Electrician	1	1	1
Sr Utility Plant Mechanic	3	3	3
Sr Wastewater Plant Operator	4	4	4
Sr Water Plant Operator	1	1	1
Utilities Administrative Manager	1	1	1
Utilities Maintenance Planner	1	1	1
Utility Maintenance Supervisor	2	2	2
Utility Operations Manager	1	1	1
Utility Plant Control Systems Tech I/II	5	5	5
Utility Plant Electrician I/II	2	2	2
Utility Plant Mechanic I/II	4	5	5
Utility Plant Worker	1	0	0
Wastewater Plant Operator II/III	10	10	10
Wastewater Plant Supervisor	1	1	1
Water Plant Operator II/III	5	5	5
Water Quality Coordinator	1	1	1
Water Quality Manager	1	1	1
Water Quality Supervisor	1	1	1
<i>Subtotal:</i>	<u>78</u>	<u>78</u>	<u>76</u>

**CITY TOTAL**

**556      559      569**



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# **OPERATING BUDGETS**



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## **CITY COUNCIL AND TREASURER**

The City of Vacaville is a general law city with a Council-Manager form of government. The City Council has five members including the Mayor, who are elected by Vacaville voters on a citywide basis (“at large”) to alternating four-year terms.

The City Council acts as a legislative and policy-making body. The responsibilities of the City Council are to establish and approve the local laws, policies and budget that guide the current operations and future direction of the city. The City Council also serves as the governing body of the Successor Agency to the Vacaville Redevelopment Agency and the Vacaville Housing Authority. The City Council appoints the City Manager and the City Attorney.

The City Treasurer, also an elected position, oversees safekeeping of public funds.



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City of Vacaville  
 FY 2019-2020 Budget

CITY COUNCIL & CITY TREASURER

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2018/19 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 90,627	\$ 80,170	\$ 82,676	\$ 90,452
Services and Supplies	8,597	9,575	10,528	11,002
Indirect Costs	-	-	-	-
One-time Costs	-	-	-	-
Technology Costs	-	-	-	-
Total Operating Expenditures	99,224	89,745	93,204	101,454
<b>Net Operating Expenditures</b>	<b>\$ 99,224</b>	<b>\$ 89,745</b>	<b>\$ 93,204</b>	<b>\$ 101,454</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 99,224	\$ 89,745	\$ 93,204	\$ 101,454
<b>Total Sources of Funding</b>	<b>\$ 99,224</b>	<b>\$ 89,745</b>	<b>\$ 93,204</b>	<b>\$ 101,454</b>
<b>Functional Distribution:</b>				
City Council	\$ 95,772	\$ 86,546	\$ 89,896	\$ 98,146
City Treasurer	3,452	3,199	3,308	3,308
<b>Total Distribution</b>	<b>\$ 99,224</b>	<b>\$ 89,745</b>	<b>\$ 93,204</b>	<b>\$ 101,454</b>



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## **CITY ATTORNEY'S OFFICE**

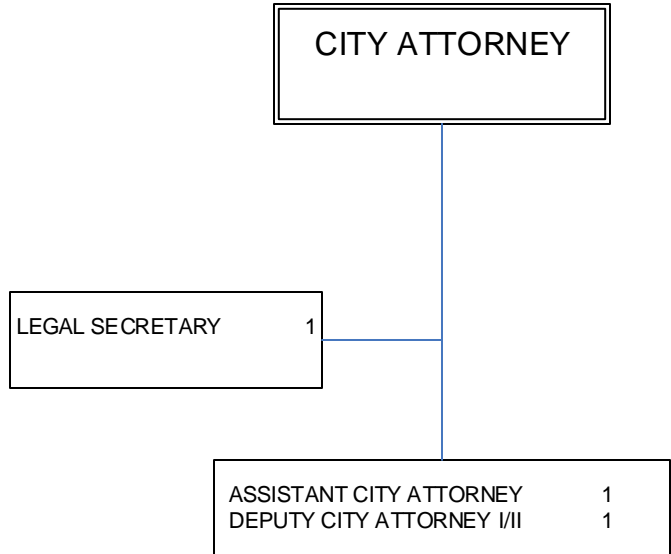
The City Attorney's Office and its staff provide legal representation and services to the Vacaville City Council, City agencies, departments and commissions.

The Office provides a wide variety of legal services to its City clients, such as representing the City and agencies in litigation and administrative hearings; preparing ordinances and resolutions; reviewing and preparing contracts, leases, and other legal documents; researching and preparing legal opinions on matters affecting the City and its agencies; and, advising City clients on various legal matters.

The Office also serves as legal counsel to the Solano Animal Control Authority and the Vacaville/Dixon Greenbelt Authority. Although the Office provides information to the public on matters involving the City and its agencies, the Office does not provide legal advice or services to the public.

The City Attorney is appointed by the City Council. The staffing level of the Office has not changed since 1995. The staff includes the City Attorney, One Assistant City Attorney, one Deputy City Attorney I/II, and one Legal Secretary. For FY19/20 the proposed budget includes \$60,000 for contract legal services to assist the Office with various more routine items, such as contract review, allowing existing staff to focus on significant projects such as preparing for the 2020 district elections, Municipal Code updates and revisions, completing the City-wide retention schedule and pro-active risk management.

# CITY ATTORNEY'S OFFICE



TOTAL FULLTIME POSITIONS 4

City of Vacaville  
 FY 2019-2020 Budget

CITY ATTORNEY'S OFFICE

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 895,507	\$ 909,939	\$ 953,983	\$ 977,079
Services and Supplies	41,926	40,188	101,442	165,550
Indirect Costs	24,235	19,265	20,148	20,305
One-time Costs	-	-	-	-
Technology Costs	9,638	10,435	9,877	9,613
Total Operating Expenditures	971,306	979,827	1,085,450	1,172,547
<b>Net Operating Expenditures</b>	<b>\$ 971,306</b>	<b>\$ 979,827</b>	<b>\$ 1,085,450</b>	<b>\$ 1,172,547</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 971,306	\$ 979,827	\$ 1,085,450	\$ 1,172,547
<b>Total Sources of Funding</b>	<b>\$ 971,306</b>	<b>\$ 979,827</b>	<b>\$ 1,085,450</b>	<b>\$ 1,172,547</b>
<b>Functional Distribution:</b>				
City Attorney	\$ 971,306	\$ 979,827	\$ 1,085,450	\$ 1,172,547
<b>Total Distribution</b>	<b>\$ 971,306</b>	<b>\$ 979,827</b>	<b>\$ 1,085,450</b>	<b>\$ 1,172,547</b>
<b>Full-Time Employees</b>	4	4	4	4



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## **CITY MANAGER'S OFFICE**

The City Manager is appointed by the City Council to serve as the chief executive officer of the organization. In addition to providing support to the City Council and administrative direction to City departments consistent with Council policies, the City Manager's Office is responsible for intergovernmental relations, economic development, government affairs, coordination of special event permit review committee, public information, and budget development/administration. The department also responds to all calls to the City's general information phone lines. Overall, the City Manager's Office oversees the operations of the City in a manner consistent with the City's core values of accountability, responsiveness, innovation, and inclusiveness. A major effort of the Department is focused on ensuring the long term viability of the community through the development and administration of programs to enhance city revenues, economic development to generate jobs for our residents, and providing for the overall quality of life for our community.

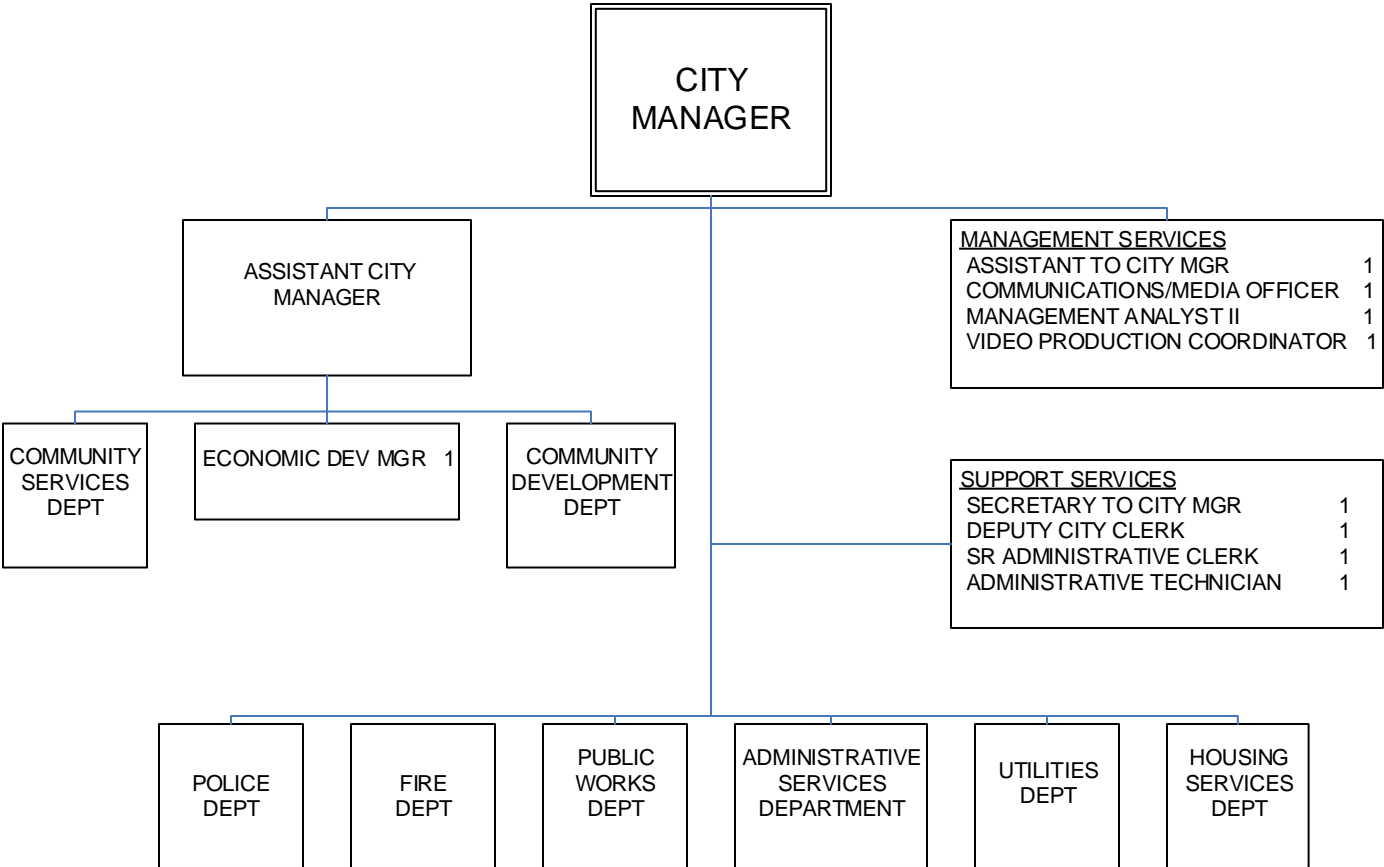
The budget for the City Clerk function, an elected position responsible for maintaining official City records and the conduct of municipal elections, is also located in the City Manager's Office.

### ***BUDGET HIGHLIGHTS***

The proposed FY19/20 budget for the Economic Development section has been increased to reflect increased activity in promoting Vacaville as an excellent place to site a business. This includes funding for a City presence at next year's international biotech conference which will take place in California.

The budget for the Communications and Media Office (formerly Public Information Office) was augmented for the potential need for contract services based on the upcoming retirement of the Communications and Media Officer and Council's direction for increased community engagement.

# CITY MANAGER'S OFFICE



TOTAL FULLTIME POSITIONS 11

**City of Vacaville  
FY 2019-2020 Budget**

**CITY MANAGER'S OFFICE**

<b>Account Description</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Adjusted Budget</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,637,226	\$ 1,838,157	\$ 2,194,452	\$ 2,171,622
Overtime	-	-	\$ 3,437	\$ 3,523
Services and Supplies	103,158	100,144	\$ 181,807	\$ 264,615
Indirect Costs	39,112	42,758	43,604	45,578
One-time Costs	43,346	-	10,000	-
Technology Costs	31,324	36,740	43,138	43,078
<b>Total Operating Expenditures</b>	<b>1,854,166</b>	<b>2,017,799</b>	<b>2,476,438</b>	<b>2,528,416</b>
<b>Net Operating Expenditures</b>	<b>\$ 1,854,166</b>	<b>\$ 2,017,799</b>	<b>\$ 2,476,438</b>	<b>\$ 2,528,416</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 1,854,166	\$ 2,017,799	\$ 2,201,438	\$ 2,243,743
Measure M	\$ -	\$ -	\$ 275,000	\$ 284,673
<b>Total Sources of Funding</b>	<b>\$ 1,854,166</b>	<b>\$ 2,017,799</b>	<b>\$ 2,476,438</b>	<b>\$ 2,528,416</b>
<b>Functional Distribution:</b>				
City Manager/City Clerk	\$ 1,345,303	\$ 1,465,726	1,806,464	1,758,569
Communications/Media Officer	\$ 290,107	\$ 283,902	313,073	373,464
Economic Development	222,484	266,599	356,902	396,384
VCVB Staff Support	(3,729)	1,572	-	-
<b>Total Distribution</b>	<b>\$ 1,854,166</b>	<b>\$ 2,017,799</b>	<b>\$ 2,476,438</b>	<b>\$ 2,528,416</b>
<b>Full-Time Employees</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>11</b>



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## **ADMINISTRATIVE SERVICES DEPARTMENT**

The Administrative Services Department includes four divisions – Administration, Human Resources, Finance, and Information Technology. The Department provides overall administrative functions for all City Departments, as well as a variety of services for our citizens and business community. The Department is customer service oriented and takes great pride in its work and models the City's core values.

### **Administration Division**

The Administration Division provides administrative oversight and support to the Department and administers the general liability risk management program.

### **Human Resources Division**

The Human Resources Division provides recruitment, classification, salary and benefits administration, payroll, workers compensation, safety, training and development, and labor and employee relations services.

### **Finance Division**

The Finance Division is responsible for the financial accounting and reporting systems; purchasing, accounts payable and accounts receivable; water meter reading, utility billing and collection; and business license administration. Finance manages the cash and investment portfolio, as well as ongoing administration of the City's long term debt transactions and community facilities districts. The Division has received state and national awards for excellence in financial reporting for the past 26 years.

### **Information Technology Division**

The Information Technology (IT) Division provides daily technical support of all hardware and software, implements IT projects, and provides long range planning and improvements related to computer network and telephone infrastructure.

## ***BUDGET HIGHLIGHTS***

The Administrative Services Department will generate approximately \$69,700 in annual revenue for the City by providing human resources, revenue accounting, and payroll services for Solano Transportation Authority (STA) and accounting services to Community Action Partnership Solano (CAP Solano).

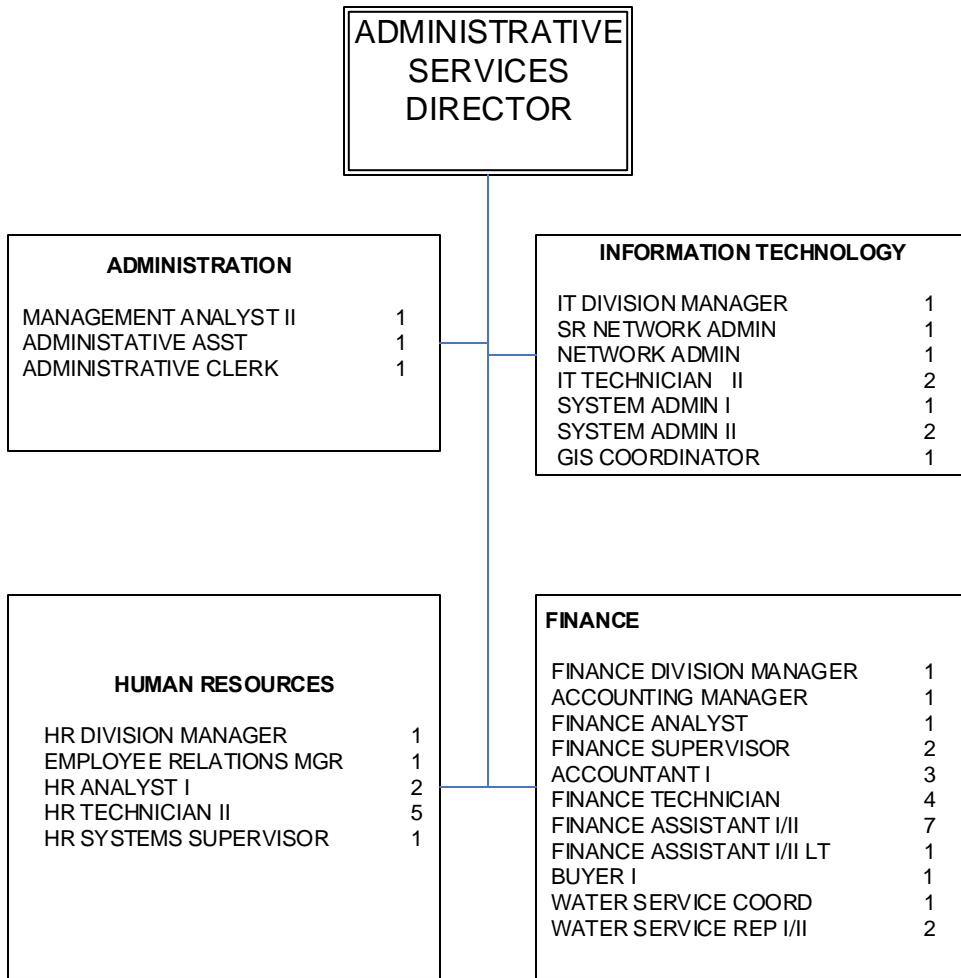
The Investment Officer in the Finance Division retired and the position has been replaced with a Finance Analyst. The City will contract out the investment function and the Finance Analyst will manage the cash, including debt transactions and community facilities districts. This position will perform analyses on a variety of finance related projects and programs.

The IT Division will work with a consultant to develop an IT Strategic Plan that includes a Geographic Information System (GIS) Master Plan.

The Human Resources Division will focus on Recruitment and Retention Initiatives that include Employee Engagement and Citywide Training. The initial focus will include health and wellness, as well as an in-house Career Advancement/Exploration Program.

The Department will begin implementation of a new enterprise resource planning system to replace the current financial and human resources software related to the City's core business processes. The projected budget for this multi-year project is \$2,500,000, funding for which has been set aside over the last three years.

# ADMINISTRATIVE SERVICES DEPARTMENT



TOTAL FULLTIME POSITIONS 46



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City of Vacaville  
 FY 2019-2020 Budget

ADMINISTRATIVE SERVICES DEPARTMENT  
 HUMAN RESOURCES DIVISION

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 980,205	\$ 1,326,294	\$ 1,442,279	\$ 1,433,988
Overtime	-	52	250	256
Services and Supplies	134,432	252,519	240,411	244,658
Indirect Costs	25,897	22,581	26,240	27,223
One-time Costs	-	24,298	-	-
Technology Costs	18,521	20,170	41,110	41,031
<b>Total Operating Expenditures</b>	<b>1,159,055</b>	<b>1,645,914</b>	<b>1,750,290</b>	<b>1,747,156</b>
<b>Net Operating Expenditures</b>	<b>\$ 1,159,055</b>	<b>\$ 1,645,914</b>	<b>\$ 1,750,290</b>	<b>\$ 1,747,156</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 1,141,909	\$ 1,630,616	\$ 1,735,290	\$ 1,747,156
General Fund - Functional Revenue	17,146	15,298	15,000	-
<b>Total Sources of Funding</b>	<b>\$ 1,159,055</b>	<b>\$ 1,645,914</b>	<b>\$ 1,750,290</b>	<b>\$ 1,747,156</b>
<b>Functional Distribution:</b>				
Human Resources	\$ 1,159,055	\$ 1,645,914	\$ 1,750,290	\$ 1,747,156
<b>Total Distribution</b>	<b>\$ 1,159,055</b>	<b>\$ 1,645,914</b>	<b>\$ 1,750,290</b>	<b>\$ 1,747,156</b>
<b>Full-Time Employees</b>	11	11	10	10
<b>Full-Time Employees - Department Administration</b>	3	4	4	4



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City of Vacaville  
 FY 2019-2020 Budget

ADMINISTRATIVE SERVICES DEPARTMENT  
 FINANCE DIVISION

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 2,887,595	\$ 2,738,642	\$ 2,937,188	\$ 2,876,302
Overtime	7,842	1,552	9,000	9,200
Services and Supplies	347,838	340,017	382,947	397,199
Indirect Costs	84,875	89,239	95,630	91,684
One-time Costs	-	9,003	-	-
Technology Costs	77,104	83,749	74,554	73,152
Total Operating Expenditures	3,405,254	3,262,202	3,499,319	3,447,537
<b>Net Operating Expenditures</b>	<b>\$ 3,405,254</b>	<b>\$ 3,262,202</b>	<b>\$ 3,499,319</b>	<b>\$ 3,447,537</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 3,081,496	\$ 2,987,405	\$ 3,199,319	\$ 3,447,537
General Fund - Functional Revenue	323,758	274,797	300,000	-
<b>Total Sources of Funding</b>	<b>\$ 3,405,254</b>	<b>\$ 3,262,202</b>	<b>\$ 3,499,319</b>	<b>\$ 3,447,537</b>
<b>Functional Distribution:</b>				
Finance Administration	\$ 483,529	\$ 518,400	\$ 580,217	\$ 513,961
General Accounting	1,234,780	1,219,402	1,674,727	1,670,237
Revenue and Disbursements	1,686,945	1,524,400	1,244,375	1,263,339
<b>Total Distribution</b>	<b>\$ 3,405,254</b>	<b>\$ 3,262,202</b>	<b>\$ 3,499,319</b>	<b>\$ 3,447,537</b>
<b>Full-Time Employees</b>	25	23	23	23



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City of Vacaville  
 FY 2019-2020 Budget

ADMINISTRATIVE SERVICE DEPARTMENT  
 INFORMATION TECHNOLOGY DIVISION

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,442,298	\$ 1,571,532	\$ 1,710,620	\$ 1,725,757
Overtime	79,706	86,621	81,949	83,997
Services and Supplies	68,887	95,483	150,344	147,822
Indirect Costs	569,151	501,646	655,029	657,831
Offset for Telecom Charges to Other Depts	(529,997)	(463,902)	(463,902)	(465,000)
Technology Costs	53,009	49,148	37,581	37,754
Total Operating Expenditures	1,683,054	1,840,528	2,171,621	2,188,161
<b>Net Operating Expenditures</b>	<b>\$ 1,683,054</b>	<b>\$ 1,840,528</b>	<b>\$ 2,171,621</b>	<b>\$ 2,188,161</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue				
General Fund - Functional Revenue	1,683,054	1,840,528	2,171,621	2,188,161
<b>Total Sources of Funding</b>	<b>\$ 1,683,054</b>	<b>\$ 1,840,528</b>	<b>\$ 2,171,621</b>	<b>\$ 2,188,161</b>
<b>Functional Distribution:</b>				
Information Technology	1,683,054	\$ 1,840,528	2,171,621	\$ 2,188,161
<b>Total Distribution</b>	<b>\$ 1,683,054</b>	<b>\$ 1,840,529</b>	<b>\$ 2,171,621</b>	<b>\$ 2,188,161</b>
Full-Time Employees		9	9	9



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## DEPARTMENT OF HOUSING SERVICES

The Department of Housing Services (DHS) takes great pride in its role in improving the quality of life for Vacaville's residents. The department consists of three divisions: Housing Programs, Successor Housing and Successor Agency. The DHS also completes special projects. The following provides a brief overview of each divisions work and FY 2019-2020 budget highlights.

**Housing Programs Division** (known as the Housing Authority) has been funded by the U.S. Department of Housing and Urban Development (HUD) since 1976. Staff implements the Housing Choice Voucher (Section 8), Family Self-Sufficiency, and Homeownership Programs. These programs improve living conditions and promote self-reliance for approximately 1,200 very low-income Vacaville households each month, while investing approximately \$11 million in the Vacaville rental market. The Division also contracts to administer the same programs for Solano County. This program is significantly smaller than Vacaville's program, serving approximately 290 very low-income households in the Cities of Dixon and Rio Vista and in the unincorporated areas of Solano County each month.

**Successor Housing Division** is responsible for developing and maintaining affordable housing with housing assets of the former RDA and for ensuring existing affordability agreements are being honored. This division also: administers the Community Development Block Grant Program through annual entitlement funding from HUD, administers a First Time Homebuyer Down Payment Assistance Loan Program through funding from the California Department of Housing and Community Development, implements the HUD certified Housing Counseling Center, implements the annual Senior Home Improvement Program and contracts to administer grants on behalf of the Community Action Partnership Joint Powers Authority (JPA). JPA related expenditures are offset by available administrative grant allowances and payment contribution from the JPA.

**Successor Agency Division** completes work necessary to "wind down" the former RDA by ensuring payment of "enforceable obligations," interacting with the state and county on former RDA financial and other matters, and preparing and providing documentation and information to the State Department of Finance and Controller's Office and Solano County Auditor-Controller's (SCAC) office as requested or required. Division staff will continue to prepare and present needed meeting agenda materials to the Solano County-wide Oversight Board in coordination with the SCAC. No administrative funds are available this year, therefore those costs are being absorbed through other operating budgets.

**Special Projects** are implemented by the DHS as appropriate. This year, the DHS will continue to administer the Downtown Blade Sign Grant Program to fund additional blade signs in the downtown. DHS will also participate in the Downtown Specific Plan and Directional Signage Program. Special Projects are funded with former RDA bond proceeds.

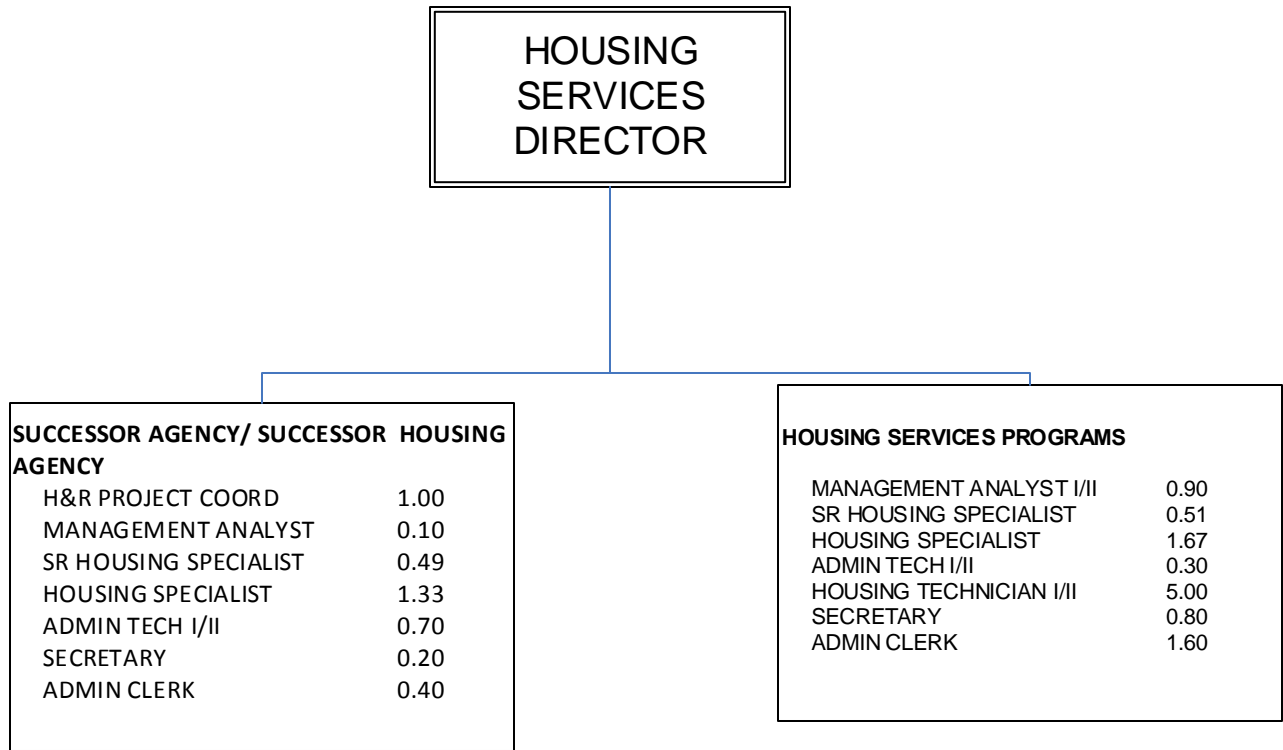
### *Budget Highlights:*

The DHS budget anticipates increased funding for the Housing Programs Division for rental assistance adding one full-time position to be paid with CAP Solano JPA available administrative allowance funding. The DHS budget incorporates the following goals:

- Housing Programs Division:
  - Provide Section 8 rental subsidy on behalf of approximately 14,400 very-low income Vacaville households and 3,480 very-low income households under the County program.
  - Assist Housing Choice Voucher households to achieve self-sufficiency and economic independence and/or homeownership.

- Continue adding Project Based Vouchers to support affordable housing acquisition/ rehabilitation and/or new construction developments.
- Opening the waiting lists to accept new applications.
  
- Successor Housing Division:
  - Continue work on developing affordable housing: Shasta/Elmira Senior, Vanden Military, etc.
  - Monitor 88 agreements covering 1,056 rent restricted apartments and single-family units.
  - Support youth development programs and conduct facility improvements to support those programs.
  - Provide First Time Homebuyer Down Payment Assistance loans and Housing Counseling Services.
  
- Successor Agency:
  - Continue “winding down” the former RDA.

# HOUSING SERVICES DEPARTMENT



TOTAL FULLTIME POSITIONS 16



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**City of Vacaville  
FY 2019-2020 Budget**

**HOUSING, LOAN PROGRAMS & CDBG  
DEPT OF HOUSING SERVICES**

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Proposed Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,668,000	\$ 1,679,179	\$ 1,861,970	\$ 2,053,943
Overtime	2,087	3,455	3,150	-
Services and Supplies	11,444,959	11,870,799	13,660,634	14,197,664
Debt Service and Indirect Costs	1,078,428	540,086	568,273	568,565
One-time Costs	6,865	15,264	-	-
Technology Costs	55,419	54,022	45,923	51,254
<b>Total Operating Expenditures</b>	<b>14,255,758</b>	<b>14,162,805</b>	<b>16,139,950</b>	<b>16,871,426</b>
Internal Cost Allocation	185,917	349,643	263,331	275,181
<b>Net Operating Expenditures</b>	<b>\$ 14,441,675</b>	<b>\$ 14,512,448</b>	<b>\$ 16,403,281</b>	<b>\$ 17,146,607</b>

**Source of Funding:**

General Fund - Discretionary Revenue	\$ 567	\$ 567	\$ -	\$ -
Special Revenue - HUD Rental Assist	9,977,007	10,823,499	10,836,325	12,366,010
Special Revenue - Solano County (1)	2,339,394	2,379,696	2,353,294	2,858,896
Special Revenue - Redevel LIHF	40,966	41,173	-	-
Special Revenue - CDBG	373,527	269,854	296,621	343,591
Special Revenue - HUD	13,887	19,580	-	21,239
Special Revenue - HCD	64,573	20,500	17,000	-
Successor Housing Agency	740,491	177,926	1,251,933	1,567,672
Blade Grant Program	26,137	46,181	-	10,000
Prior Year Carryovers/Repayments	865,126	734,039	1,648,108	(20,801)
<b>Total Sources of Funding</b>	<b>\$ 14,441,675</b>	<b>\$ 14,512,448</b>	<b>\$ 16,403,281</b>	<b>\$ 17,146,607</b>

**Functional Distribution:**

Code Compliance (General Fund)	\$ 567	\$ 567	\$ -	\$ -
CDBG Programs	373,527	269,855	299,592	343,413
Housing Assistance Programs	10,248,426	10,822,412	14,228,056	12,363,043
HOME Investment Partnership	-	880	-	-
Housing Counseling	17,964	15,504	17,000	-
Housing Loan Programs	18,419	137,500	-	-
County Housing Assistance Program (1)	2,317,205	2,404,242	509,473	2,857,029
Successor Housing Agency	1,290,455	816,946	1,289,159	1,573,123
Blade Grant Program	175,112	44,542	60,000	10,000
<b>Total Distribution</b>	<b>\$ 14,441,675</b>	<b>\$ 14,512,448</b>	<b>\$ 16,403,281</b>	<b>\$ 17,146,607</b>

(1) Solano County Housing Authority contracts with Vacaville Housing Authority to administer the County's rental assistance program.

<b>Full-Time Employees</b>	15	16	15	16
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**City of Vacaville  
FY 2019-2020 Budget**

**SUCCESSOR AGENCY**

<b>Account Description</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Adjusted Budget</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 216,027	\$ 191,623	\$ 200,976	-
Overtime	-	-	-	-
Services and Supplies	7,942	6,583	16,730	10,450
Indirect Costs	3,540,301	2,610,303	9,113,712	7,473,308
One-time Costs	-	-	-	-
Technology Costs	4,500	2,843	2,417	-
<b>Total Operating Expenditures</b>	<b>\$ 3,768,770</b>	<b>\$ 2,811,352</b>	<b>\$ 9,333,835</b>	<b>\$ 7,483,758</b>
Internal Cost Allocation	46,623	33,768	34,849	-
<b>Net Operating Expenditures</b>	<b>\$ 3,815,393</b>	<b>\$ 2,845,120</b>	<b>\$ 9,368,684</b>	<b>\$ 7,483,758</b>
<b>Source of Funding:</b>				
Property Tax	\$ 7,134,779	\$ 6,681,007	\$ -	\$ -
Administration	279,120	250,000	-	-
Reserve Funds	(3,598,506)	(4,085,887)	9,368,684	7,483,758
<b>Total Sources of Funding</b>	<b>\$ 3,815,393</b>	<b>\$ 2,845,120</b>	<b>\$ 9,368,684</b>	<b>\$ 7,483,758</b>
<b>Functional Distribution:</b>				
Successor Agency Obligations	\$ 3,536,273	\$ 2,604,869	\$ 9,118,684	\$ 7,483,758
Successor Agency Administration	279,120	240,251	250,000	-
<b>Total Distribution</b>	<b>\$ 3,815,393</b>	<b>\$ 2,845,120</b>	<b>\$ 9,368,684</b>	<b>\$ 7,483,758</b>

Full-Time Employees are included in Housing Services Department.



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## **COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department provides services that facilitate land development, including residential, commercial, industrial, public facility, and economic development projects. The Department budget has five parts: Administration, Building Division, Current Planning Division, Advanced Planning Division, and Planning Commission. The Community Development Budget includes 16 FTE (a 1 FTE reduction from FY17-18).

### ***BUDGET HIGHLIGHTS***

The FY19-20 budget anticipates steady development related activity. It also anticipates a very busy year in Advanced Planning activity, with several major projects including:

- Downtown Specific Plan
- Development Code Update
- Green Tree Specific Plan

The budget includes a \$524,000 reduction (11 percent), from the FY18-19 Budget. These budget reductions are from the following:

- Eliminating a part time office aid position and summer interns.
- Reducing our contract building inspection budget from \$250,000 to \$135,000.
- Completion of some one time projects (Code Audit, Residential Design Standards).
- A general reduction in professional and contract services.
- Various other reductions.

Note that a Senior Planner position was eliminated in the FY18-19 budget.

The budget also includes a continued General Fund contribution of \$500,000.

### ***Revenues***

The budget forecasts \$2.9 million in permit revenue: the same level as FY18-19. The City also secured two planning grants for downtown planning. The Development Code update is funded through \$350,000 in Measure M funds.

### ***Building***

It is anticipated that building activity will remain steady in FY19-20. The proposed budget reduces the contract building inspection budget from \$250,000 to \$135,000.

### ***Current Planning***

It is expected that Current Planning activity will continue to be strong during FY19-20. The budget eliminates \$60,000 of consultant services.

### Advanced Planning

In FY19-20, we will focus on three major projects:

- Downtown Specific Plan
- Development Code Update
- Green Tree Specific Plan

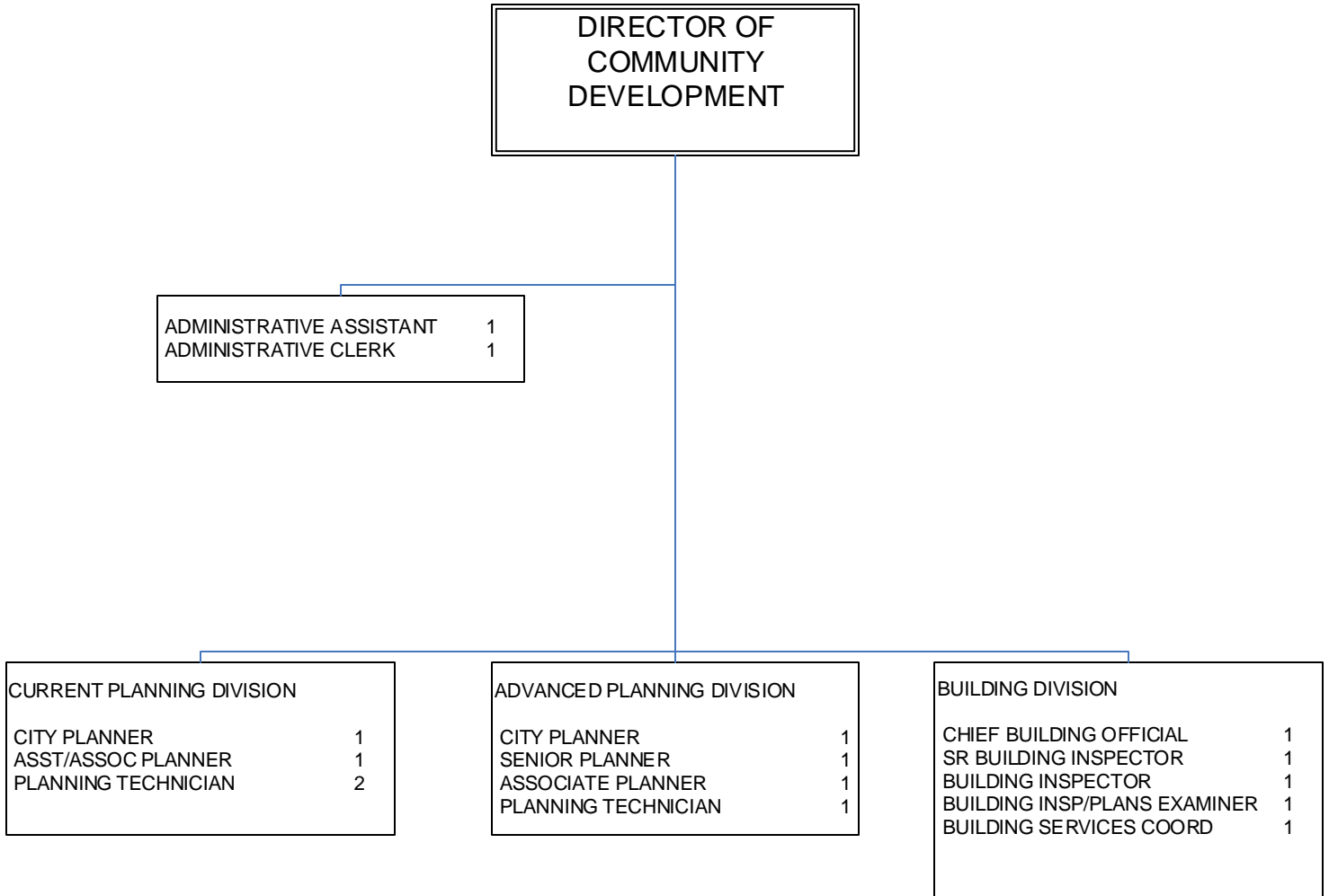
Each of these projects will be headed by one of our Advanced Planning staff. In addition, we have a number of other projects to undertake:

- Supporting the AB1600 study
- Zone changes to reflect the General Plan
- Affordable housing impact fee study
- ECAS update
- Telecommunications Ordinance update
- Secondhand Goods Collection Bins ordinance
- Cannabis ordinances

### Other

The budget includes a \$298,790 payment for an internal loan for creation of the General Plan. This will be funded partly through the General Plan Cost Recovery Fee.

# COMMUNITY DEVELOPMENT DEPARTMENT



TOTAL FULLTIME POSITIONS 16



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City of Vacaville  
FY 2019-2020 Budget

COMMUNITY DEVELOPMENT DEPARTMENT

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 2,546,627	\$ 2,764,363	\$ 3,040,169	\$ 2,913,123
Overtime	3,052	1,396	9,773	7,542
Services and Supplies	356,068	389,322	559,030	650,421
Indirect Costs	363,441	374,368	381,037	376,039
One-time Costs	-	-	450,000	-
Technology Costs	100,735	56,549	48,006	50,499
<b>Total Operating Expenditures</b>	<b>3,369,923</b>	<b>3,585,998</b>	<b>4,488,015</b>	<b>3,997,624</b>
Internal Cost Allocation	219,420	412,942	426,156	445,333
<b>Net Operating Expenditures</b>	<b>\$ 3,589,343</b>	<b>\$ 3,998,940</b>	<b>\$ 4,914,171</b>	<b>\$ 4,442,957</b>
<b>Source of Funding:</b>				
Building Related Fund Revenue	\$ 3,262,745	\$ 2,842,600	\$ 2,908,700	\$ 2,526,000
Special Project Revenue	96,000	8,000	125,000	80,000
Measure M	-	-	450,000	350,000
Transfer In - General Fund	250,000	500,000	500,000	500,000
Bldg- Related Fund Bal.	(19,402)	648,340	930,471	986,957
<b>Total Sources of Funding</b>	<b>\$ 3,589,343</b>	<b>\$ 3,998,940</b>	<b>\$ 4,914,171</b>	<b>\$ 4,442,957</b>
<b>Functional Distribution:</b>				
Administration	\$ 529,692	\$ 559,104	\$ 1,042,392	\$ 547,448
Current Planning Division	642,281	858,145	911,054	878,489
Building Division	1,376,009	1,435,048	1,601,750	1,389,806
Advanced Planning	728,660	826,114	1,008,726	927,319
Planning Commission	44,457	46,329	51,459	51,105
Planning Projects	-	-	-	350,000
Transfers Out	268,244	274,200	298,790	298,790
<b>Total Distribution</b>	<b>\$ 3,589,343</b>	<b>\$ 3,998,940</b>	<b>\$ 4,914,171</b>	<b>\$ 4,442,957</b>
<b>Full-Time Employees</b>	<b>16</b>	<b>17</b>	<b>16</b>	<b>16</b>



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## COMMUNITY SERVICES DEPARTMENT

The Community Services Department offers a wide range of recreational programs and special events for residents of all ages, operates the City's community centers, aquatic center, sports centers, parks and performing arts theatre.

For budgeting purposes, the activities of the Community Services Department are grouped into three categories, Programs, Facilities and Social Services Programs. These three categories have different goals for cost recovery. The significant portion of cost recovery comes from **Programs**, the "pay-to-play" classes, activities, and sports programs offered to the general population. These programs are expected to recover direct costs (e.g. staffing, supplies, and utilities), and to contribute toward the departmental and citywide overhead costs.

The **Facilities** category (buildings used for events, programs, trainings, meetings and private rentals, including the Vacaville Performing Arts Theater, Ulatis Community Center, Three Oaks Community Center, McBride Center, Walter V. Graham Aquatic Center and Georgie Duke Sports Center). The higher level of General Fund support for this category reflects existing policies for subsidized community usage of the buildings. The Vacaville Performing Arts Theater also receives an annual allocation from excise tax (Measure I) revenues.

The third category, **Community Well-being Programs**, includes programs and activities for seniors, community-wide special events, and a newly created therapeutic recreation program for disabled youth and adults. These programs receive a higher level of funding from General Fund discretionary revenues based on the needs and benefit to the community

### **BUDGET HIGHLIGHTS**

In FY 2019-20, the Community Services Department plans to continue creating new programs that will generate additional General Fund revenue while fostering human development, increasing cultural unity, and increasing health and wellness in Vacaville.

Cultural Arts has developed some strategic partnerships to vastly expand music and art program offerings to youth, adults and homeschool children. We will develop and create at least six classes, and recruit to expand the amount of drama, music and visual arts classes offered.

The Teen Program will be building on their newfound success of Vaca-Con, Vacaville's first event to celebrate pop culture. Teen programming will endeavor to create 1-2 additional programs and/or events.

Youth Services will streamline and enhance the drop-in component for families that need TGIF care on an intermittent basis through a membership and scan-in/out process. Youth Services will continue to seek out enriching opportunities to provide diversified programs to the community.

The Special Interest budget has expanded its offerings and is looking to add cooking classes, foreign language, dog obedience and holiday craft and gardening workshops. We will continue to develop and offer at least 8 new classes during the fiscal year.

Youth Sports is working to provide a wide variety of sports and programming for all ages and abilities and will continue to expand both competitive and recreational league offerings. Adult

Sports will program both traditional and non-traditional and trending activities that promote health and wellness in the community.

Special Events will promote a sense of community while providing family friendly events for all ages. The CreekWalk Concert Series, now in its 19<sup>th</sup> year, remains an ever popular venue for people to enjoy music, food and fun on Friday nights throughout the summer. In 2019, we will offer a fun new event, the Tournament of Families; this all-day event will take place in Andrews Park and throughout downtown Vacaville. Each team will consist of up to five family members that compete in a wide variety of park picnic style activities such as a water balloon toss, three legged race, scavenger hunt, etc. On-site business and local non-profits will be encouraged to participate as food and drink vendors.

The Aquatics team has expanded its program offerings to make the water park more attractive to the pre-teen and teen population by introducing Friday Night Glow N Slide, a Friday night pool party with glow sticks; and for families with a new Family Fun Night series, including Dive-In Movie Nights, inflatable obstacle course, carnival, float nights and more. We will connect with local businesses to make our programs and events affordable for participants by setting up and securing sponsorship relationships.

McBride Center will establish new partnerships and collaborations with other agencies and businesses in Vacaville to provide quality classes and events. In addition, active promotion of the newly developed membership program will take place. Coordination of intergenerational classes and programs will be a priority in the coming year. Finally, expect the billiards room to receive a makeover.

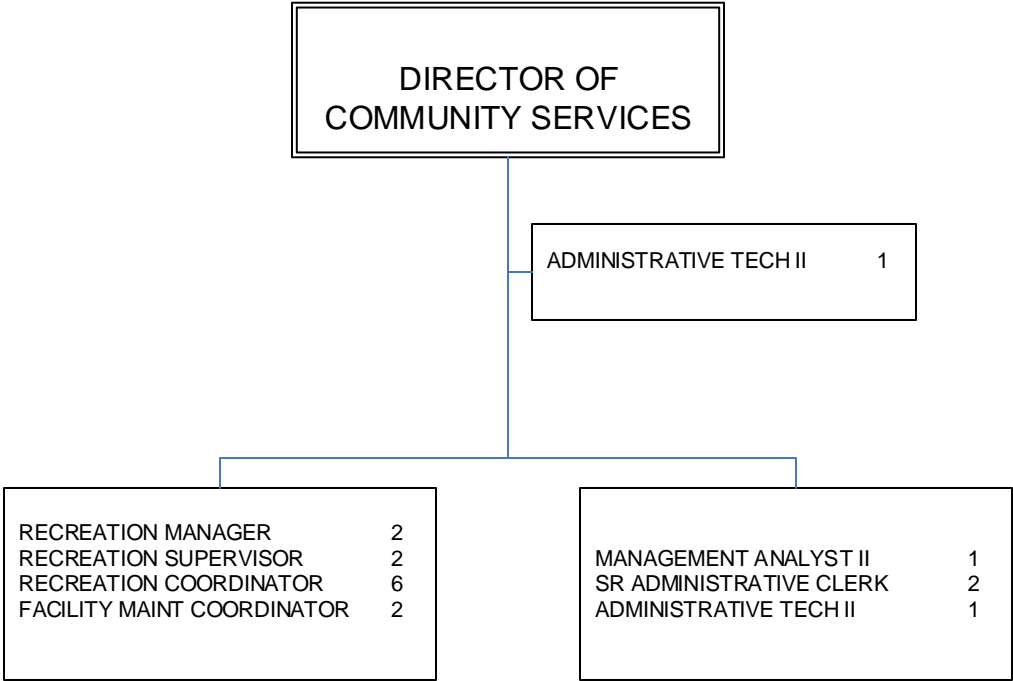
Early Childhood Enrichment will provide an enriching preschool experience for both the young child just starting, as well as those getting ready to head to kindergarten. Spring break and summer camps are in the works for little learners as well as an expanded Get Ready for Preschool option. In addition, building on the success of parent/child interactive classes, a number of one day workshops are planned throughout the next year to include an expanded family component with grandparents.

Gymnastics classes teach participants self-confidence while developing a defined skill set. In the next year the program will promote Athlete Conditioning which helps participants stay "gymnastics ready" year round. Additional new programs include Ninja 101, Parkour (a freedom of movement class) and expanded options for the homeschooling community. Additionally, we will build on our successful competitive program by soliciting to host meets at our local gymnastics facility. This will bring competitive teams from the west coast to Vacaville, boosting our local economy.

The new Therapeutic Recreation program will focus on advertising and building a consistent participant base. The intention of this program is to provide youth and adults with disabilities the opportunity to socialize, recreate and build life skills in a safe and supervised setting. Staff hope to implement monthly activities and fieldtrips that are self-sustaining.

Facilities have a number of projects coming this fiscal year. We are installing a new 3 meter platform at the Graham Aquatic Center. We are working with Public Works to get new blinds installed at McBride, Three Oaks and Ulatis Community Centers. Three Oaks Community Center is installing a new ceiling mounted projector with wireless controls to increase the use of this facility as a meeting rental space. We also anticipate upgrading and improving the stage lighting. The McBride Center will have a new PA / Sound system installed.

# COMMUNITY SERVICES DEPARTMENT



TOTAL FULLTIME POSITIONS 18



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**City of Vacaville  
FY 2019-2020 Budget**

**COMMUNITY SERVICES DEPARTMENT**

<b>Account Description</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Adjusted Budget</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 4,065,969	\$ 4,249,346	\$ 4,934,967	\$ 4,715,094
Overtime	1,710	1,129	1,733	1,776
Services and Supplies	1,920,649	1,953,413	2,197,438	2,193,662
Indirect Costs	569,114	552,188	674,671	660,849
One-time Costs	-	-	30,000	-
Technology Costs	142,161	145,083	119,581	120,560
<b>Total Operating Expenditures</b>	<b>6,699,603</b>	<b>6,901,159</b>	<b>7,958,390</b>	<b>7,691,941</b>
<b>Net Operating Expenditures</b>	<b>\$ 6,699,603</b>	<b>\$ 6,901,159</b>	<b>\$ 7,958,390</b>	<b>\$ 7,691,941</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 2,691,309	\$ 2,974,582	\$ 3,178,444	\$ 7,691,941
VUSD ASES Grant Funding	291,694	-	306,110	-
General Fund - Functional Revenue	3,716,600	3,926,577	4,473,836	-
<b>Total Sources of Funding</b>	<b>\$ 6,699,603</b>	<b>\$ 6,901,159</b>	<b>\$ 7,958,390</b>	<b>\$ 7,691,941</b>
<b>Functional Distribution:</b>				
Community Services Administration	\$ 1,691,116	\$ 1,704,641	\$ 2,019,487	\$ 2,017,113
Programs:				
Therapeutic Recreation	-	-	-	40,967
Adult Sports	192,542	195,358	224,689	206,514
Cultural Arts	100,558	127,088	131,387	222,779
Aquatics	281,473	282,816	362,173	335,128
Park Rentals*	-	959	26,331	29,946
Concessions	56,659	58,956	76,670	63,076
Tournaments	-	1,069	4,982	7,501
Gymnastics	446,523	457,444	483,876	449,992
Youth Sports	317,114	384,317	443,014	455,167
Preschool	262,655	263,947	362,288	347,051
TGIFun	682,985	719,370	717,335	834,536
Special Events & Creekwalk	203,533	170,864	246,904	276,402
Special Interest	55,492	53,367	71,940	100,077
Facilities and Teens:				
Three Oaks Community Ctr	209,667	210,230	283,483	277,303
Ulatis Community Ctr	208,546	216,976	271,905	257,415
Performing Arts Theater	719,641	787,600	812,600	844,887
Sports Center	120,331	124,318	124,358	123,499
Teens	49,011	56,032	76,599	80,248
Graham Aquatic Center	248,468	228,488	325,611	250,439
Social Services:				
Senior Programs	212,825	224,920	225,308	263,828
Senior Center	200,405	207,927	202,969	208,070
Police Activities League	148,367	151,895	158,372	-
VUSD ASES Grant Program	291,694	272,577	306,110	-
<b>Total Distribution</b>	<b>\$ 6,699,603</b>	<b>\$ 6,901,159</b>	<b>\$ 7,958,390</b>	<b>\$ 7,691,941</b>
<b>Full-Time Employees</b>	<b>16</b>	<b>18</b>	<b>18</b>	<b>18</b>

\* Park Rentals is new account FY18/19



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## **POLICE DEPARTMENT – BUDGET NARRATIVE FY 19/20**

The Vacaville Police Department's key to public safety focuses on prevention, crime suppression, and community engagement by using innovative programs, specialized enforcement units, and directed patrol teams. Legislative changes affecting crime, such as prison realignment, decriminalization initiatives like Prop 47 and Prop 57, and the legalization of marijuana continue to be challenges going into FY 19/20. Other changes in the laws related to the release of previously confidential personnel and use-of-force records, such as SB 1421 and AB 748, have resulted in far greater impacts in the Office of Professional Standards (OPS). These increased demands placed on the current sergeant of the OPS within the police department now require a manager-level lieutenant position based on the risk management and expertise regarding policy, claims, complaints, and training mandates.

Proposed changes to the use-of-force laws in our state demonstrate why liability protection and risk management in Patrol and throughout the organization are more critical than ever in this new era of policing in California. At fiscal mid-year, a 4<sup>th</sup> Watch Commander (lieutenant) will be added during evening hours to deliver management oversight coverage seven days-a-week, 20 hours-a-day, which is a standard best-practice model for a city of Vacaville's population. Mid-year FY19/20 will also see the addition of one (1) police officer position to be added to one of the Watch 3, graveyard, teams to increase minimum staffing during overnight hours.

In FY 18/19 staff examined more effective ways to deploy department staff to improve overall effectiveness. A new false-alarm administration software solution is being implemented which will reduce the manual tasks currently performed by an administrative technician by approximately 90%. This will allow the reassignment of duties in FY 19/20 to assist with other heavy administrative workloads without having to add additional staff. Further, traffic resources have been significantly impacted due to increased vehicle abatement and parking enforcement needs throughout the city. The review of additional assignments permitted the reassignment of a Community Service Officer (CSO) position to the Traffic Section to assist with vehicle parking complaints and traffic collision investigations, resulting in greater availability of motorcycle/traffic car officers for proactive enforcement around schools.

The success of the Community Response Unit (CRU) in working to reduce the impacts of homelessness demonstrates the critical importance of having direct resources available in the field. The Family Support Worker (FSW) position assigned to CRU had provide resources to persons experiencing homelessness. This grant funded position ended in FY18/19, but proved invaluable for the success of CRU. The department is exploring a partnership with a private, locally-based non-profit to provide wrap around services as well as case management to our local homeless population using a \$50,000 budget augmentation.

The Police Activities League (PAL) program has been managed by the Community Services Department in Vacaville for many years. A recent evaluation of the PAL program identified a better approach to reaching at-risk youth by moving it to the Youth Services Section (YSS) within the Police Department, making it more accessible to the police officers. Providing support for PAL programs on school campuses promotes greater youth participation and support. An existing program coordinator within the PD's Clinical Services Division will manage the program. Additional funding for part-time staff assistance has been transferred to the Police Department from the Community Services budget.

In addition to the Consumer Price Index (CPI) adjustment, the Services & Supplies budget reflects a \$92,400 augmentation which will close funding gaps in mandated training, technology, and operational supplies and equipment.

# POLICE DEPARTMENT

## Chief of Police

### FIELD SUPPORT BUREAU

CAPTAIN 1

#### CLINICAL SERVICES DIVISION (FIRST/FRC)

CLINICAL SRVCS ADMINISTRATOR	1
FAMILY SUPPORT WRKR	4
MENTAL HEALTH CLINICIAN	1
MENTAL HEALTH COORDINATOR	3
ADMINISTRATIVE TECH I/II	1
SR PROGRAM COORDINATOR	1

#### INVESTIGATIVE SERVICES DIVISION

CRIME ANALYST	1
EVIDENCE TECH	2
POLICE LIEUTENANT	1
POLICE SERGEANT	4
POLICE OFFICER	24
PROPERTY EVID SUPV	1
COMMUNITY SERVICE OFFICER	1

### OFFICE OF THE CHIEF

ADMINISTRATIVE ASSISTANT	1
ADMINISTRATIVE TECH I/11	1
SECRETARY I	1
MGT ANALYST I/II	3
POLICE LIEUTENANT	1
COMM POLICING OUTREACH SP	1

### FIELD OPERATIONS BUREAU

CAPTAIN 1

#### PATROL 1 DAYS

POLICE LIEUTENANT	1
POLICE SERGEANT	1
POLICE OFFICER	9
COMMUNITY SRVCS OFFICER	2
RECORDS SUPV	1
RECORDS LEAD	1
RECORDS ASSISTANT I	5
CRIME ANALYSIS TECH	1

#### PATROL 1 NIGHTS

POLICE LIEUTENANT	1
POLICE SERGEANT	2
POLICE OFFICER	20
COMMUNITY SRVCS OFFICER	1

#### PATROL 2 DAYS

POLICE LIEUTENANT	1
POLICE SERGEANT	3
POLICE OFFICER	20
COMMUNITY SRVCS OFFICER	4

#### PATROL 2 NIGHTS

POLICE LIEUTENANT	1
POLICE SERGEANT	2
POLICE OFFICER	19
COMMUNITY SRVCS OFFICER	1
COMMUNICATIONS SUPV	1
LEAD DISPATCHER	4
DISPATCHER	14

**TOTAL FULLTIME POSITIONS 172**



City of Vacaville  
 FY 2019-2020 Budget

POLICE DEPARTMENT

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 28,248,187	\$ 30,651,522	\$ 34,072,854	\$ 32,985,135
Overtime plus Offset	1,115,980	1,062,491	1,396,667	1,431,583
Services and Supplies	1,440,374	1,466,009	1,341,768	1,568,760
Indirect Costs	1,409,469	1,501,148	1,495,611	1,515,243
One-time Costs	19,702	69,928	-	80,584
Technology Costs	645,668	601,752	542,495	544,799
<b>Total Operating Expenditures</b>	<b>32,879,380</b>	<b>35,352,850</b>	<b>38,849,395</b>	<b>38,126,104</b>
<b>Net Operating Expenditures</b>	<b>\$ 32,879,380</b>	<b>\$ 35,352,850</b>	<b>\$ 38,849,395</b>	<b>\$ 38,126,104</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 30,366,458	\$ 32,405,210	\$ 35,959,809	\$ 34,964,170
Gen Fund - Public Safety Sales Tax	\$ 390,265	411,783	410,022	445,437
Gen Fund - School District Reimburs.	\$ 180,860	184,300	-	-
Gen Fund - Other Reimbursements	\$ 12,800	(725)	7,500	7,500
Gen Fund - Alarm Fees & Charges	\$ 192,951	185,103	180,000	190,000
Gen Fund - Other Functional Revenue	\$ 169,001	165,776	196,000	196,000
Measure M	\$ -	89,783	1,823,793	1,596,229
Special Revenue - CFDs	\$ 1,562,289	1,906,865	2,090,640	2,317,572
Special Revenue - Traffic Safety Fines	\$ 4,756	4,756	5,425	5,425
<b>Total Sources of Funding</b>	<b>\$ 32,879,380</b>	<b>\$ 35,352,850</b>	<b>\$ 38,849,395</b>	<b>\$ 38,126,104</b>
<b>Functional Distribution:</b>				
Administration	\$ 2,530,051	\$ 2,653,771	\$ 2,651,448	\$ 2,872,003
Clinical Services Division	1,451,255	1,524,942	1,550,100	1,882,260
Community Partnership Division	3,036,201	3,391,027	4,113,708	4,081,397
Field Operations Division	5,491,089	5,956,335	7,798,015	7,741,006
Investigative Services Division	20,370,784	21,826,777	22,736,123	21,549,438
<b>Total Distribution</b>	<b>\$ 32,879,380</b>	<b>\$ 35,352,850</b>	<b>\$ 38,849,395</b>	<b>\$ 38,126,104</b>
<b>Full-Time Employees</b>	156	171	170	172



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## **FIRE DEPARTMENT**

The Vacaville Fire Department (VFD) provides community risk reduction and emergency services to the City of Vacaville. Community risk reduction services include fire prevention, code compliance, construction plan review, construction inspections, fire investigations, and fire and life safety public education. VFD firefighters are all-risk emergency responders and provide a variety of services including fire suppression, emergency medical services, ambulance transport, hazardous materials response, technical rescue, water rescue, and any other non-fire emergency response. VFD's emergency medical transport serves the City of Vacaville as well as 160 square miles of unincorporated area adjacent to the City.

Call volume increased 4.1% to 11,097 total fire and Emergency Medical Services (EMS) incidents in 2018 as compared to 10,664 incidents in 2017. Medical emergency incidents also continue to rise in volume. Overall unit responses rose to 20,614 in 2018 from 20,051 in 2017.

In 2018, the VFD added an administrative battalion chief to manage the EMS and ambulance programs. The administrative battalion chief (BC) has proven invaluable for the Fire Department, ensuring that all EMS personnel are current in certification and licensing requirements. The BC has also ensured Vacaville's ambulance services continue to operate efficiently.

The Fire Department also implemented the Fire Explorer Program in 2018. The program introduces Vacaville youth to potential fire service careers. The inaugural class of explorers consisted of 15 diverse youth from Vacaville ranging in age from 15 to 21.

### ***BUDGET HIGHLIGHTS***

#### **Services and Supplies**

Ongoing expenses related to Fire Department operations continue to increase at rates higher than the standard CPI. In 2018, the Training and Personal protective equipment (PPE) budgets were increased by \$60,000 each, along with a \$45,000 increase in emergency medical supplies. These increases brought those budgets more in line with the actual cost of operations. For fiscal year (FY) 2019/20, Services and Supplies budgets were increased by a 4.5% CPI.

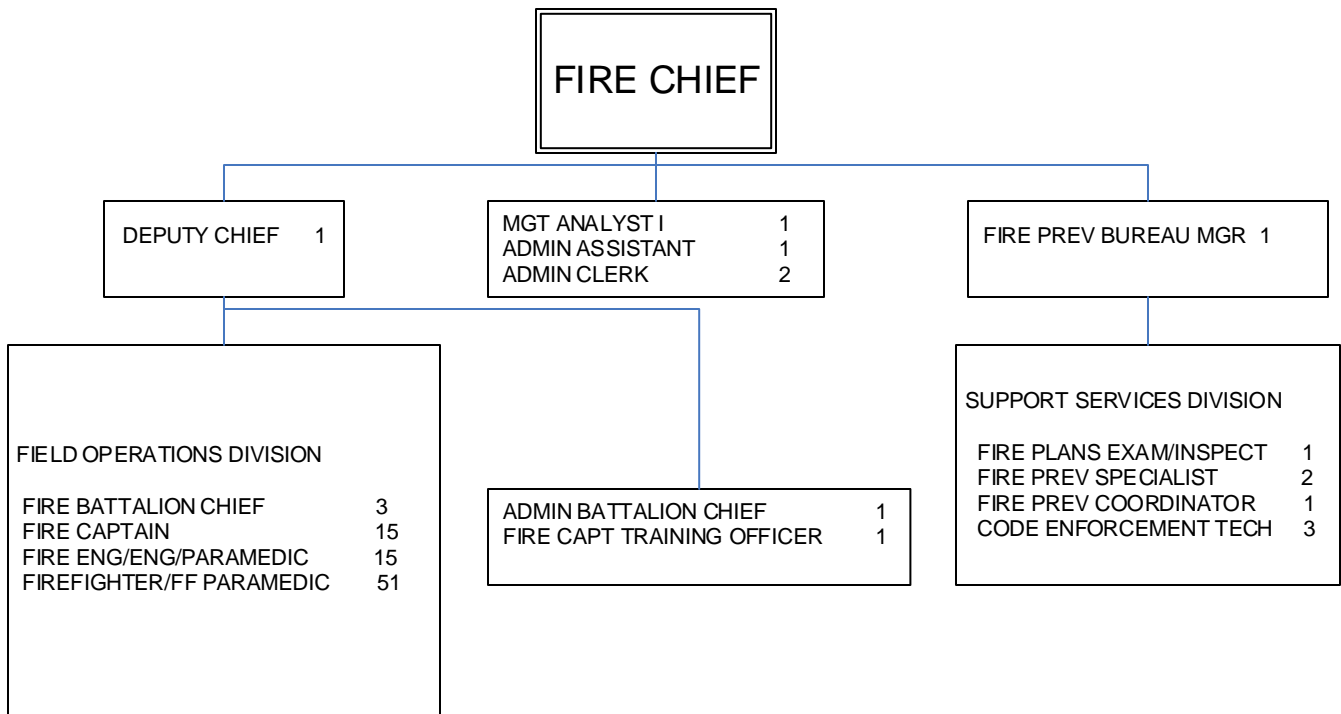
The City of Vacaville is member of the Solano County Hazardous Materials Response Team Joint Powers Authority (JPA). The JPA voted, in 2017, to increase annual member fees to \$5,000. The JPA also voted a special assessment of \$5,000 per year for two years. FY 19/20 is the second year of the \$5,000 special assessment.

#### **Salaries and Employee Benefits**

The Salaries and Employee Benefits budget will be increased by \$1,200,000 from Measure M funding to add six firefighter/paramedic positions to staff Medic 73, including clothing and equipment, as well as overtime for an in-house fire academy. This will bring the minimum daily staffing of the fire department to 26 personnel and place an ambulance in service at each of the

five fire stations in the City, improving ambulance response time in the northwest portion of the city, which currently does not have a full-time staffed ambulance. The Vacaville Fire Department ambulance services has continued to experience an upward trend in services provided in the past five years and transported 6,492 patients in 2018, which is a 6.6% increase in transports compared to 2017. Ambulance services is expected to generate over \$4 million in revenue for FY 2018/19.

# FIRE DEPARTMENT



TOTAL FULLTIME POSITIONS 100



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City of Vacaville  
 FY 2019-2020 Budget

FIRE DEPARTMENT

Account Description	FY 2016/17 Actual	FY 2016/17 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 19,462,810	\$ 21,156,321	\$ 22,548,754	\$ 23,586,213
Overtime plus Offset*	1,925,892	2,305,768	1,315,299	1,348,181
Services and Supplies	878,181	1,098,211	1,187,493	1,283,240
Indirect Costs	846,460	794,059	857,925	880,729
One-time Costs	59,618	38,302	72,500	61,190
Technology Costs	195,092	173,398	181,362	184,052
Total Operating Expenditures	23,368,053	25,566,059	26,163,333	27,343,605
<b>Net Operating Expenditures</b>	<b>\$ 23,368,053</b>	<b>\$ 25,566,059</b>	<b>\$ 26,163,333</b>	<b>\$ 27,343,605</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 14,466,948	\$ 14,131,058	\$ 14,810,660	\$ 15,611,945
General Fund - Functional Revenue	521,820	529,372	445,200	462,200
Measure M	-	-	-	1,200,000
Special Revenue - CFDs	1,562,289	1,906,865	2,090,640	2,317,572
EMS Revenue (taxes and chgs for svc)	6,816,996	8,998,765	8,816,834	8,951,888
<b>Total Sources of Funding</b>	<b>\$ 23,368,053</b>	<b>\$ 25,566,059</b>	<b>\$ 26,163,333</b>	<b>\$ 27,343,605</b>
<b>Functional Distribution:</b>				
Administration	\$ 1,178,364	\$ 948,684	\$ 1,323,873	\$ 925,220
Dispatch (20% of total dispatch)	467,998	530,846	548,805	572,085
Fire Prevention/Public Ed/Code	1,016,887	1,104,583	1,256,712	1,274,250
Fire Operations	9,714,061	10,867,054	11,033,310	12,335,002
Training	175,563	328,452	289,423	286,262
Emergency Medical Services	10,815,180	11,786,438	11,711,210	11,950,785
<b>Total Distribution</b>	<b>\$ 23,368,053</b>	<b>\$ 25,566,059</b>	<b>\$ 26,163,333</b>	<b>\$ 27,343,605</b>
<b>Full-Time Employees</b>	93	93	94	100

\*Offset is in actual, not adopted or projected budgets.



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## **PUBLIC WORKS DEPARTMENT**

The Department of Public Works includes three divisions: Administration, Engineering Services, and Maintenance. These divisions design, develop, and maintain the infrastructure of the City, including parks, streets, water, sewer and storm drainage systems, City buildings and facilities, transit, traffic signals, solid waste, recycling, street signs, and striping.

### **Engineering Services Division**

The majority of the Engineering Services budget is funded through direct charging to Capital Improvement Program (CIP) projects supported by Development Impact Fees (DIF), or charging to land development projects supported through plan check and inspection fees paid by developers.

The Engineering Services Division consists of the Design, Construction, Traffic Engineering, and Development Engineering Sections. Design and Construction provide the design, inspection, contract administration for all CIP projects, and construction inspection for private development projects. Traffic Engineering is responsible for traffic operations, long range traffic modeling and planning, and roadway and traffic signal design. Development Engineering provides land development services to support private development and is responsible for the review and approval of subdivision maps, subdivision improvement plans pertaining to public infrastructure, and the preparation of benefit/assessment districts.

### **Maintenance Division**

The primary sources of funding for the Maintenance Division are Water and Sewer Utility fees, General Fund/Measure M, Gas Tax, Landscape and Lighting Maintenance Districts, and State and Federal Transit funds (TDA/FTA).

The Maintenance Division is made up of three primary sections: Streets and Field Utilities, Parks Maintenance, and Fleet and Facilities. The Division is also responsible for City Coach transit services, central stores, recycling, solid waste franchise, and ADA coordination. The primary mission of Maintenance includes the repair and preservation of all City owned infrastructure and facilities, including water and sewer systems, streets, sidewalks, street lighting and traffic signals, parks, setback and median landscaping, city buildings, and all rolling fleet and mechanical equipment.

## **BUDGET HIGHLIGHTS**

The 2019/20 Public Works budget includes the following augmentations:

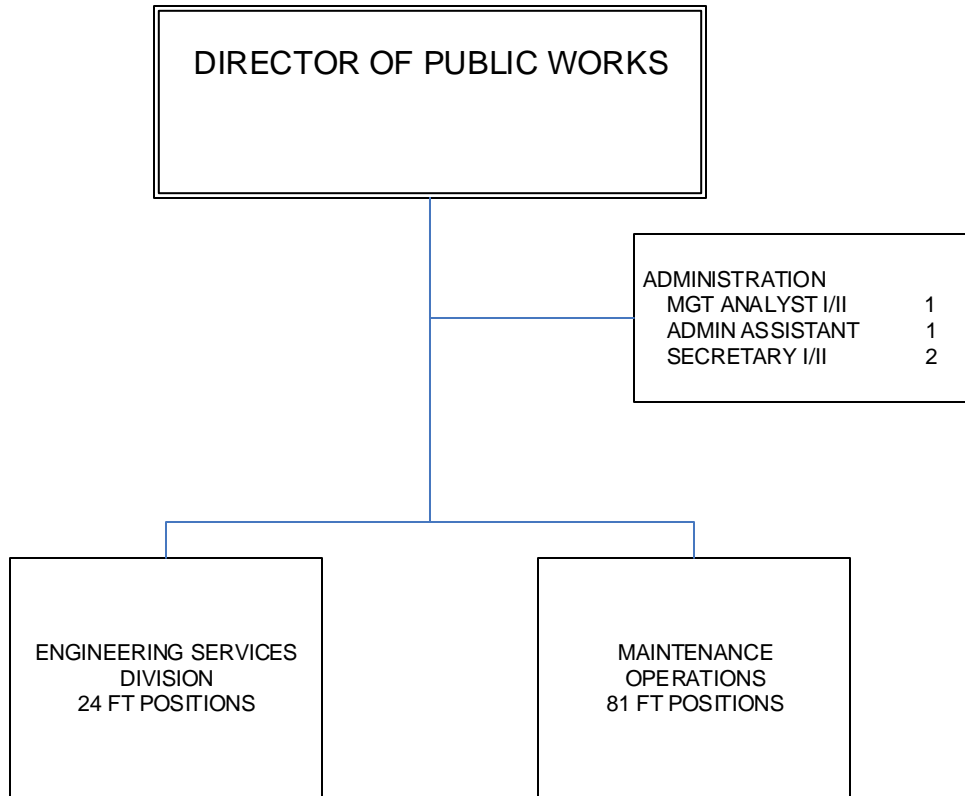
Solid Waste / Recycling: The addition of one Full Time Program Coordinator II (\$88,442) to assist the Management Analyst II who is responsible for Solid Waste franchise management, recycling, and will be the City's ADA Coordinator. The adoption of AB1826 and SB1383 by the State trigger the requirement for Vacaville to phase in organic recycling for commercial and residential customers over the next two years. This legislation places the onus of oversight, administration and reporting on the City of Vacaville. This position will insure proper implementation of the new recycling regulations, coordination with the City's solid waste contractor, development of oversight and inspection protocols, and a well-managed, efficient recycling and organic recycling program.

Homeless Site Remediation: The addition of \$60,000 for the remediation of homeless sites. Public Works has tracked expenditures for the clean-up and remediation of homeless encampments over the past two years. Remediation costs averaged \$60,000 during the two year period. This is expected to be an on-

going impact to the Public Works Maintenance Operating Budget, and takes valuable funding away from cash strapped park, landscaping and street maintenance programs. This budget will not augment salaries, but will be used solely as operating funds to employ remediation companies.

INFOR Asset Management Software License: This budget augmentation is for an annual set-aside of \$66,667 beginning in FY 19/20 for a recurring 3 year license agreement. Three years ago Public Works implemented a new asset management software system known as INFOR, which has a license renewal fee every 3 years, and includes product maintenance and software support.

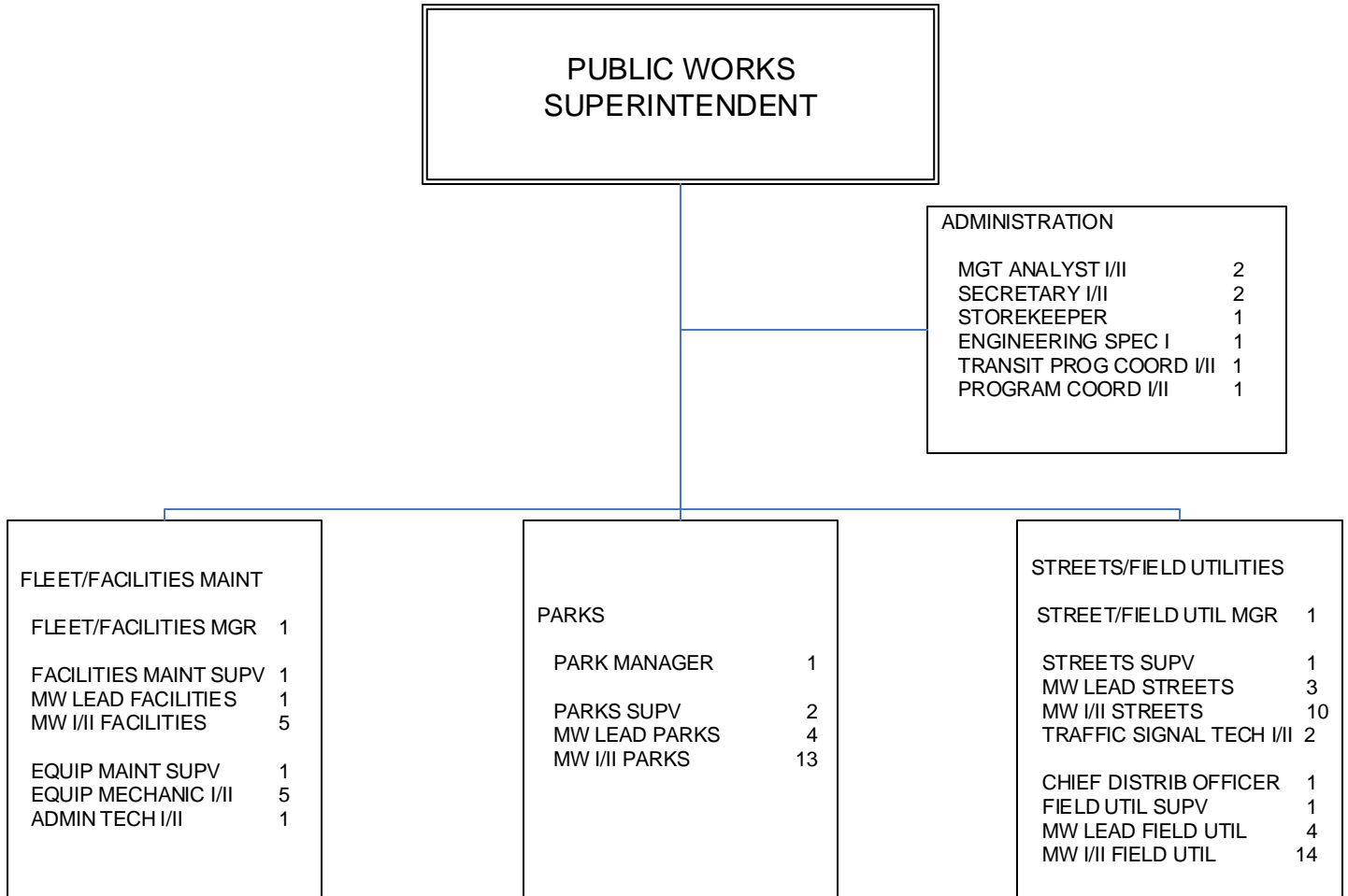
# PUBLIC WORKS DEPARTMENT



TOTAL FULLTIME POSITIONS 110

# PUBLIC WORKS DEPARTMENT

## Maintenance Operations



TOTAL FULLTIME POSITIONS 81

**City of Vacaville  
FY 2019-2020 Budget**

**PUBLIC WORKS DEPARTMENT**

<b>Account Description</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Adjusted Budget</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 3,079,083	\$ 3,277,627	\$ 4,069,785	\$ 4,458,090
Overtime	64,847	66,641	77,012	78,937
Services and Supplies	2,972,789	2,358,823	2,112,828	2,301,341
Indirect Costs	528,307	1,098,222	1,325,936	1,335,387
One-time Costs	-	182	25,000	20,000
Technology Costs	164,579	131,721	105,538	106,893
<b>Total Operating Expenditures</b>	<b>6,809,605</b>	<b>6,933,216</b>	<b>7,716,099</b>	<b>8,300,648</b>
<b>Net Operating Expenditures</b>	<b>\$ 6,809,605</b>	<b>\$ 6,933,216</b>	<b>\$ 7,716,099</b>	<b>\$ 8,300,648</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Rev	\$ 6,059,694	\$ 6,217,469	\$ 6,995,406	\$ 7,565,209
General Fund - Functional Rev	16,429	10,402	10,000	10,000
Special Revenue - Gas Tax	733,482	705,345	710,693	725,439
<b>Total Sources of Funding</b>	<b>\$ 6,809,605</b>	<b>\$ 6,933,216</b>	<b>\$ 7,716,099</b>	<b>\$ 8,300,648</b>
<b>Functional Distribution:</b>				
Administration	\$ 451,993	\$ 471,073	\$ 521,848	\$ 507,268
Traffic Engineering	627,587	654,538	755,448	750,974
Maintenance Administration	121,020	163,792	256,147	272,156
Street Maintenance	2,638,135	2,497,084	2,995,449	3,194,076
Traffic Safety	500,244	503,260	539,317	552,722
Concrete Maintenance	357,545	339,030	408,412	429,691
Storm Drainage	385,796	473,871	314,319	324,974
Public Buildings	1,113,683	1,158,523	1,230,780	1,432,998
Solid Waste Programs	24,602	41,606	31,747	121,617
Central Stores	148,493	148,986	156,483	157,571
ADA Title II Compliance	20,630	12,886	-	-
Custodial Maintenance	419,876	468,567	532,632	556,600
<b>Total Distribution</b>	<b>\$ 6,809,605</b>	<b>\$ 6,933,216</b>	<b>\$ 7,742,580</b>	<b>\$ 8,300,648</b>
<b>Full-Time Employees</b>	<b>63</b>	<b>64</b>	<b>68</b>	<b>70</b>



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City of Vacaville  
FY 2019-2020 Budget

PARKS MAINTENANCE DIVISION  
PUBLIC WORKS DEPARTMENT

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,143,250	\$ 1,304,653	\$ 1,258,756	\$ 1,287,999
Overtime	31,967	20,657	20,129	20,633
Services and Supplies	875,815	694,814	746,512	791,718
Indirect Costs	547,278	593,242	756,965	789,616
Total Operating Expenditures	2,598,310	2,613,366	2,782,362	2,889,966
<b>Net Operating Expenditures</b>	<b>\$ 2,598,310</b>	<b>\$ 2,613,366</b>	<b>\$ 2,782,362</b>	<b>\$ 2,889,966</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Rev	\$ 2,150,643	\$ 2,121,430	\$ 2,270,633	\$ 2,415,870
General Fund - Functional Rev	447,667	491,936	511,729	474,096
<b>Total Sources of Funding</b>	<b>\$ 2,598,310</b>	<b>\$ 2,613,366</b>	<b>\$ 2,782,362</b>	<b>\$ 2,889,966</b>
<b>Functional Distribution:</b>				
Parks Administration	\$ 266,701	\$ 353,066	\$ 387,160	\$ 393,314
Parks and Grounds, North	729,055	597,048	636,135	654,176
Keating Park	306,267	335,245	298,277	330,399
Creekwalk/Town Square	41,854	67,448	78,883	81,821
Ballfield Marking	8,434	3,599	16,405	16,880
Parks and Grounds, South	811,132	734,296	787,758	787,587
Open Space/Weed Abatement	73,506	80,557	81,665	84,852
Pena Adobe/Lagoon Valley	119,867	152,143	146,482	165,187
Andrews Park	6,777	6,777	-	9,866
Al Patch Park	171,855	194,260	277,967	291,029
Tree Maintenance	62,862	88,927	71,632	74,855
<b>Total Distribution</b>	<b>\$ 2,598,310</b>	<b>\$ 2,613,366</b>	<b>\$ 2,782,362</b>	<b>\$ 2,889,966</b>
<b>Full-Time Employees</b>	20	20	20	20

*Includes General Fund and Assessment District staffing*



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City of Vacaville  
FY 2019-2020 Budget

LIGHTING & LANDSCAPING DISTRICTS  
PUBLIC WORKS DEPARTMENT

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,421,407	\$ 1,720,269	\$ 2,128,658	\$ 2,133,313
Overtime	18,530	24,062	-	-
Services and Supplies	994,772	1,145,898	1,537,723	2,053,435
Indirect Costs	909,793	832,927	274,026	320,755
Contribs to Cap. Improv. Fund	273,236	(41,112)	(193,841)	(81,266)
<b>Total Operating Expenditures</b>	<b>3,617,738</b>	<b>3,682,044</b>	<b>3,746,566</b>	<b>4,426,237</b>
Internal Cost Allocation	145,551	321,775	318,889	333,239
<b>Net Operating Expenditures</b>	<b>\$ 3,763,289</b>	<b>\$ 4,003,819</b>	<b>\$ 4,065,455</b>	<b>\$ 4,759,476</b>

**Source of Funding:**

General Fund - Discretionary Rev	\$ 489,819	\$ 525,000	\$ 616,800	\$ 644,556
Special Revenues - L&L Assessments	2,746,761	3,172,159	3,552,291	3,870,551
Special Rev - Use of Reserve Funds	526,709	306,660	(103,636)	244,369
<b>Total Sources of Funding</b>	<b>\$ 3,763,289</b>	<b>\$ 4,003,819</b>	<b>\$ 4,065,455</b>	<b>\$ 4,759,476</b>

**Functional Distribution:**

Patwin Park	\$ 81,555	\$ 96,210	\$ 67,746	\$ 58,169
Vaca Valley Industrial Pk SBL	37,473	23,305	22,437	41,091
Vaca Valley Business Pk SBL	9,514	3,745	1,804	5,790
Nelson Park	84,228	69,902	69,577	80,825
Willows/Gramercy Park	43,380	43,086	47,375	49,029
Alamo Creek Park	119,381	122,328	118,175	129,473
Fairmont Beelard Park	65,407	64,272	69,379	77,243
Padan Park	79,432	85,337	53,424	74,471
Cambridge Park	55,163	62,614	69,637	71,668
Trower Park	63,351	55,101	40,508	57,604
North Orchard Park	104,045	113,769	64,652	105,408
Andrews Park	90,759	113,676	103,075	107,332
Ridgeview Zone (SBL/Park)	238,827	230,447	254,833	267,344
Browns Valley Zone (SBL/Park)	200,019	208,978	232,562	232,953
Gentry Meadowlands SBL	57,126	29,649	41,283	51,265
Country Village SBL	31,740	43,433	33,186	34,431

Account Description	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
	Actual	Actual	Adjusted Budget	Proposed Budget
Prairie Rose SBL	44,277	60,293	39,904	41,421
Stonegate SBL	87,319	105,354	98,778	110,176
Regency Zone (SBL/Cooper Park)	128,577	161,260	139,805	181,054
Hawkins (Valley Oak) Park	71,084	33,689	52,261	76,749
Gentry Meadowlands Park	135,609	103,443	123,638	137,951
Orange Tree Business Park SBL	96,518	87,422	101,240	106,706
Stonegate/Regency DB	1,758	17,765	4,831	9,159
Vaca Valley Business Drainage	216	286	287	1,738
Vaca Valley Industrial Drainage	6,580	345	2,251	3,151
<b>Functional Distribution:</b>				
Auto Mall SBL	8,288	(1,599)	1,478	10,717
Interchange BP SBL	19,414	11,738	13,020	19,993
Royal Cathay SBL	13,428	9,953	9,567	11,905
Community Ctr SBL	17,929	12,148	15,040	16,117
Community Center NP	30,160	30,854	25,792	26,936
Southwood Park	74,257	78,738	66,589	82,088
Stonegate Park	97,093	96,202	103,991	110,176
Country Village/Prairie Rose DB	16,092	3,259	8,309	12,440
Downtown Landscaping	69,472	86,556	89,545	97,530
Spring Lane SBL	2,476	2,339	1,584	2,603
Burton Estates SBL	5,374	7,062	3,738	4,920
Vacaville Business Park SBL	16,656	15,793	21,676	18,534
Arlington Community Park	125,804	153,919	158,959	147,807
Fairmont Beelard SBL	11,406	7,909	11,865	13,172
Pheasant Country Park	73,546	117,496	96,770	75,160
Southwood SBL	1,956	3,356	2,660	2,761
Vacaville Bus Park Drn	10,020	530	3,619	5,319
Interchange Bus Park DB	180	382	2,244	3,005
Cambridge SBL	8,122	17,817	14,202	12,419
Allison/Ulatis Median SBL	44,160	34,595	23,422	27,943
Auto Mall LT	1,445	1,153	1,022	1,856
Interchange LT	8,052	8,240	6,727	6,634
Vacaville Bus Park LT	3,082	2,455	2,239	4,083
Royal Cathay LT	2,212	854	1,378	2,174
Cannon Station SBL	39,415	81,282	56,135	53,037
Cannon Station Park	122,886	112,744	120,668	134,157
Nelson SBL	3,041	6,838	7,068	5,904
Theatre Landscaping (Basic SBL)	13,026	4,791	4,904	8,133
Allison/Ulatis LT	23,690	23,255	23,787	33,256
Vaca Valley Bus. Pk II SBL	-	-	-	-
Vaca Valley Bus. Pk DB	24,532	23,083	28,167	26,668
Vaca Valley Bus. Pk LT	3,346	3,477	3,031	4,822
Petco/I80 SBL	4,386	4,580	5,014	5,315

Account Description	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
	Actual	Actual	Adjusted Budget	Proposed Budget
Crestgate Cove SBL	4,713	4,682	9,945	11,132
Cooper Buffer SBL	25,922	33,129	32,139	37,446
Normandy Meadows NP	11,554	13,178	13,350	17,141
Granada Lane SBL	1,640	2,631	2,759	2,903
Orange Drive MN	6,654	7,890	3,835	3,934
Orange Drive LT	6,481	5,895	7,364	10,797
Countrywood SBL	27,868	43,600	35,783	44,998
Skyview SBL	21,160	11,053	19,807	30,167
Laurel Woods SBL	40,884	39,206	31,441	57,191
Laurel Woods DB	4,096	5,643	6,416	7,907
North Village SBL	150,504	138,749	159,221	210,640
North Village NP	39,953	99,436	106,053	117,861
North Village OS	-	-	-	-
Vaca Valley Bus Pk II-LT	5,755	6,373	6,951	6,925
<b>Functional Distribution:</b>				
Middle Horse Creek DR	\$ 41	\$ (44)	\$ 5,383	\$ 11,184
Costco LT	2,701	5,485	5,195	3,822
Hampton Park LT	7,687	1,641	1,610	2,716
Costco SBL	1,511	6,443	7,538	8,250
Quinn Rd LT	1,484	1,514	1,610	2,676
North Village DB	3,789	15,843	12,969	8,436
North Village LT	17,633	28,176	19,566	29,506
Alamo Place LT	8,906	6,603	6,677	11,176
Alamo Place DR	235	291	2,159	2,860
Majestic Oak SBL	4,663	3,393	7,239	10,761
Majestic Oak LT	1,182	2,211	1,407	1,948
Majestic Oak DR	4,538	777	4,832	10,032
Villages on Vine SBL	7,373	8,326	10,688	15,437
Villages on Vine LT	2,779	7,146	5,750	5,065
Villagio LT	1,507	1,139	1,020	1,982
Nob Hill LT	-	-	-	-
Villagio SBL	17,708	15,223	18,141	18,112
Portofino SBL	2,880	2,706	4,677	5,416
Amber Ridge SBL	7,379	5,677	7,219	8,128
Portofino LT	2,758	4,598	3,517	4,213
Maplewood SBL	5,053	5,183	6,720	10,289
Maplewood LT	2,775	4,204	4,501	3,700
Maplewood DR	116	173	1,226	1,728
Meadowood SBL	4,303	4,766	5,760	6,724

Account Description	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
	Actual	Actual	Adjusted Budget	Proposed Budget
Meadowood LT	7,782	2,185	1,223	14,563
Southtown SBL	145,511	158,217	181,076	241,986
Southtown DB	-	-	-	-
Southtown LT	35,752	25,613	17,890	41,488
Southtown NP	171,895	194,671	186,442	227,158
Cheyenne SBL	22,701	21,804	52,898	61,620
Cheyenne OS	-	-	-	-
Cheyenne LT	1,984	1,955	2,405	2,504
Cheyenne DB	-	-	-	-
Vine Meadows LT	-	-	-	-
Vine Meadows DR	-	-	-	-
Ventana SBL	(697)	(761)	5,756	9,971
Southtown DB	7,852	99	26,568	51,330
Cheyenne OS	10,912	(5,519)	15,660	15,042
Cheyenne DB	288	852	4,072	7,773
Vine Meadows LT	-	-	-	-
Vine Meadows DR	-	-	-	-
Sterling Chateau #2	699	776	880	1,397
Sterling Chateau #3	301	320	318	538
Stratton Estates OS	2,313	2,298	3,050	3,772
Ivywood OS	384	2,146	4,551	4,970
Nob Hill OS	523	2,151	1,384	939
Nut Tree Project SBL	46,954	(11,916)	13,537	41,058
Nut Tree Project LT	10,046	16,700	7,197	15,238
Aldridge Road SBL	1,572	1,919	6,751	9,787
Southtown Commons DR	1,132	10,454	13,786	13,423
Rice McMurtry LT	50	7,606	8,377	2,074
Rancho Rogelio OS	484	10,210	12,499	5,500
Brighton Landing SBL	1,315	62,033	65,687	71,235
Brighton Landing DB	9,068	48,959	54,359	61,361
Brighton Landing LT	-	10,603	11,761	11,761
Brighton Landing NP	-	-	-	-
<b>Total Distribution</b>	<b>\$ 3,763,289</b>	<b>\$ 4,003,819</b>	<b>\$ 4,065,455</b>	<b>\$ 4,759,476</b>

NOTE: Final figures for L&L Districts will come from the annual levy reports approved by City Council.

\*\*Reserve is not entered as budget because it is already in fund balance.

Full-Time employees are included with General Fund Parks.

**City of Vacaville  
FY 2019-2020 Budget**

**TRANSIT OPERATIONS  
PUBLIC WORKS DEPARTMENT**

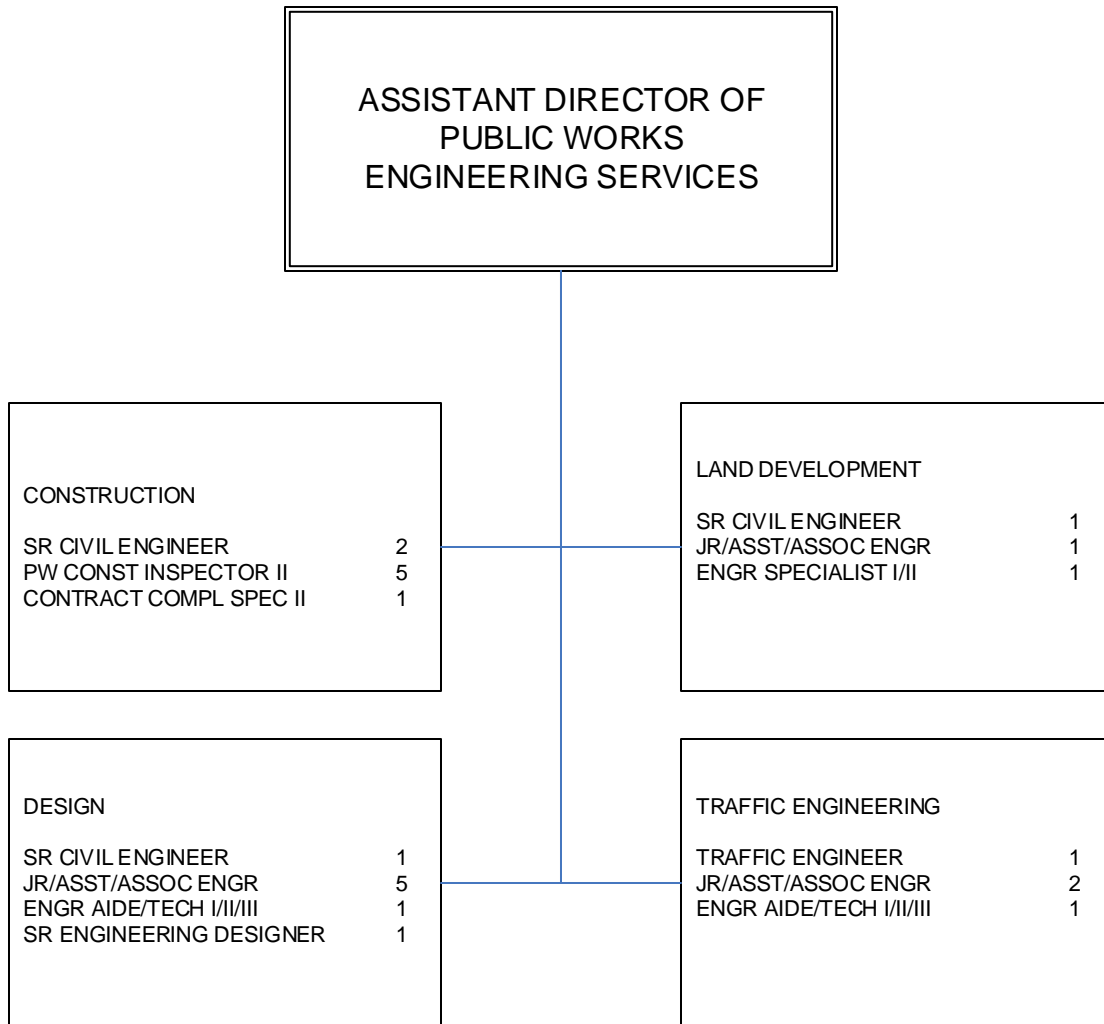
<b>Account Description</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Adjusted Budget</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 153,019	\$ 170,395	\$ 319,642	\$ 224,241
Overtime	-	-	-	-
Services and Supplies	1,806,031	2,028,955	1,947,719	2,047,810
Indirect Costs	262,330	426,642	311,291	347,936
One-time Costs	-	-	-	-
Technology Costs	44,919	18,347	19,926	27,256
<b>Total Operating Expenditures</b>	<b>2,266,299</b>	<b>2,644,339</b>	<b>2,598,578</b>	<b>2,647,243</b>
Internal Cost Allocation	91,087	165,313	170,603	87,398
<b>Net Operating Expenditures</b>	<b>\$ 2,357,386</b>	<b>\$ 2,809,652</b>	<b>\$ 2,769,181</b>	<b>\$ 2,734,641</b>
<b>Source of Funding:</b>				
Transportation Development Act (TDA)	\$ 1,038,815	\$ 1,488,097	\$ 1,111,700	\$ 1,413,017
Federal Transit Administration (FTA)	883,210	850,000	856,600	856,600
Fairbox Revenue	405,545	439,155	766,034	435,384
Intercity Taxi Service	30,320	32,400	34,847	29,640
Advertising/Investment Revenue	(504)	-	-	-
<b>Total Sources of Funding</b>	<b>\$ 2,357,386</b>	<b>\$ 2,809,652</b>	<b>\$ 2,769,181</b>	<b>\$ 2,734,641</b>
<b>Functional Distribution:</b>				
Fixed Route - City Coach/SRTP	\$ 1,835,960	\$ 2,219,922	\$ 2,093,326	\$ 2,036,162
Special Services -Taxi/Paratransit	490,812	558,522	641,008	623,920
Intercity Taxi Service	30,614	31,208	34,847	74,559
<b>Total Distribution</b>	<b>\$ 2,357,386</b>	<b>\$ 2,809,652</b>	<b>\$ 2,769,181</b>	<b>\$ 2,734,641</b>

Full-Time Employees included in Public Works.



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# PUBLIC WORKS DEPARTMENT Engineering Services



TOTAL FULLTIME POSITIONS 24



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**City of Vacaville  
FY 2019-2020 Budget**

**ENGINEERING SERVICES  
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 2,038,845	\$ 2,128,069	\$ 3,644,460	\$ 3,861,745
Overtime	9,962	36,634	-	-
Services and Supplies	570,796	613,993	130,669	134,896
Indirect Costs	95,035	102,265	104,926	106,803
One-time Costs	-	-	-	-
Technology Costs	96,727	62,091	51,223	54,016
Total Operating Expenditures	2,811,365	2,943,052	3,931,278	4,157,460
Internal Cost Allocation	407,382	453,768	468,289	489,362
<b>Net Operating Expenditures</b>	<b>\$ 3,218,747</b>	<b>\$ 3,396,820</b>	<b>\$ 4,399,567</b>	<b>\$ 4,646,822</b>
<b>Source of Funding:</b>				
Transfer In - General Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Transfer In - Utilities DIF	20,000	20,000	20,000	20,000
Traffic Impact Fees	(93,990)	274,957	329,306	358,442
Special Fund Revenue	3,242,737	3,051,863	4,000,261	4,218,380
<b>Total Sources of Funding</b>	<b>\$ 3,218,747</b>	<b>\$ 3,396,820</b>	<b>\$ 4,399,567</b>	<b>\$ 4,646,822</b>
<b>Functional Distribution:</b>				
Engineering & Inspection Services	\$ 3,016,415	\$ 3,196,291	\$ 4,142,323	\$ 4,288,379
Transportation Systems Mgt	202,332	200,529	257,244	358,442
<b>Total Distribution</b>	<b>\$ 3,218,748</b>	<b>\$ 3,396,820</b>	<b>\$ 4,399,567</b>	<b>\$ 4,646,822</b>
<b>Full-Time Employees</b>	<b>17</b>	<b>19</b>	<b>19</b>	<b>20</b>



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City of Vacaville  
 FY 2019-2020 Budget

DEVELOPMENT ENGINEERING  
 PUBLIC WORKS DEPARTMENT

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 259,060	\$ 350,119	\$ 418,905	\$ 449,818
Overtime	6,545	10,985	2,050	2,050
Services and Supplies	119,244	173,498	41,323	43,183
Indirect Costs	4,213	5,201	6,082	7,177
One-time Costs	-	-	-	-
Technology Costs	2,410	2,218	1,897	2,001
<b>Total Operating Expenditures</b>	<b>391,472</b>	<b>542,021</b>	<b>470,257</b>	<b>504,229</b>
Internal Cost Allocation	36,936	51,833	53,492	55,899
<b>Net Operating Expenditures</b>	<b>\$ 428,408</b>	<b>\$ 593,854</b>	<b>\$ 523,749</b>	<b>\$ 560,128</b>
<b>Source of Funding:</b>				
Development Related Fund Revenue	\$ 489,591	\$ 291,263	\$ 250,000	\$ 250,000
Use of (Contrib To) Fund Balance	(61,183)	302,591	273,749	310,128
<b>Total Sources of Funding</b>	<b>\$ 428,408</b>	<b>\$ 593,854</b>	<b>\$ 523,749</b>	<b>\$ 560,128</b>
<b>Functional Distribution:</b>				
Development Engineering	\$ 428,408	\$ 593,854	\$ 523,749	\$ 560,128
<b>Total Distribution</b>	<b>\$ 428,408</b>	<b>\$ 593,854</b>	<b>\$ 523,749</b>	<b>\$ 560,128</b>

Full-Time Employees included in Engineering Services



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## UTILITIES DEPARTMENT

The Utilities Department acquires, treats, and delivers clean drinking water to Vacaville's customers. The Utilities Department also collects, treats, and environmentally disposes of Vacaville's wastewater and biosolids. The operation of the water treatment facilities and the wastewater treatment facilities are regulated through permits issued by the Division of Drinking Water (DDW) and the Central Valley Regional Water Quality Control Board (RWQCB), respectively, of the State Water Resources Control Board. These agencies establish standards and monitor compliance through frequent reporting and on-site inspections to ensure that water quality, water conservation, public health, and environmental concerns are addressed.

### ***BUDGET HIGHLIGHTS***

#### Water Operations and Maintenance.

The Utilities Department has been able to keep total expenses in the Water Fund down over the past five years through deferral of non-essential maintenance projects and purchases, and temporary suspension and/or reductions of contributions to rehabilitation accounts. These efforts have reduced the Water Fund's previous cumulative deficit from (\$10.9M) at the end of FY 11/12 to (\$2.9M) at the end of FY 17/18. However, increases in raw water purchase costs, power costs, water treatment chemical prices, and water system improvements necessary to address the City's aging infrastructure are anticipated to increase expenses significantly over the next few years. Total expenses are expected to increase from \$19.8M in FY 18/19 to \$22.6M in FY 22/23.

Although revenues continue to recover from the impact of the recent California drought, water conservation is projected to continue to have an effect, albeit of a lesser magnitude, in the coming fiscal year. Per capita water demand has dropped by 20% since 2013.

In January 2016 the City Council approved a five year water service rate increase designated to increase overall revenues by 5.5% annually in order to address issues in the Water Fund, including: the existing cumulative deficit; the revenue impacts from drought-related water conservation; an imbalance between fixed and variable revenue versus expenses in the existing rate structure; impacts from a recent court decision restricting tiered rate structures; and the additional expenses required to comply with the 2014 State regulations for Hexavalent Chromium. Although the State has temporarily stayed the Hexavalent Chromium regulation as a result of a legal decision, it is anticipated a new regulation will be proposed by the State within the next two years. The revenues from the approved water rate increases are expected to meet projected operating costs, and reduce the deficit in the Water Fund through FY 19/20. It is expected that a rate study will be commenced in FY 19/20 to evaluate various rate options moving forward.

The proposed budget for FY 19/20 projects a modest surplus of \$169K. Projected revenues are \$22.4M, and projected expenses are just over \$21.8M. The proposed budget continues much-needed contributions to water system rehabilitation accounts to make some necessary repairs to the City's aging water distribution system, and debt service payments for the citywide upgrade of residential water meters.

The budget includes the addition of half the salary and benefits for one Field Utilities Maintenance Worker in the Public Works Department. This worker is a necessary addition to the water distribution system maintenance crew to address increasing repairs to the City's aging distribution system pipelines, which has increased from 232 miles in 1990 to 362 miles in 2018

(approx. 44% increase). Additionally, the proposed budget includes the replacement of two vehicles partially funded through the Water Equipment Replacement Fund.

Wastewater Operations and Maintenance. The \$136M Easterly Wastewater Treatment Plant Tertiary Project, a four-phase construction project to implement treatment requirements mandated by the Regional Water Quality Control Board (RWQCB) moves closer to completion. Phases I through III were completed by 2016 at a total construction cost of \$119.7M. The Phase IV Project (Close-Out) started construction in January 2017 and is anticipated to be completed in July 2019 at an estimated cost of \$15.5M. Consequently, the total estimated cost of the Tertiary Project is anticipated to be approximately \$135.2M. The Tertiary Project was funded through a State Water Resources Control Board (SWRCB) State Revolving Fund Loan, the payments for which were to be split approximately 50/50 between wastewater rates and Sewer Development Impact Fees, subject to economic circumstances.

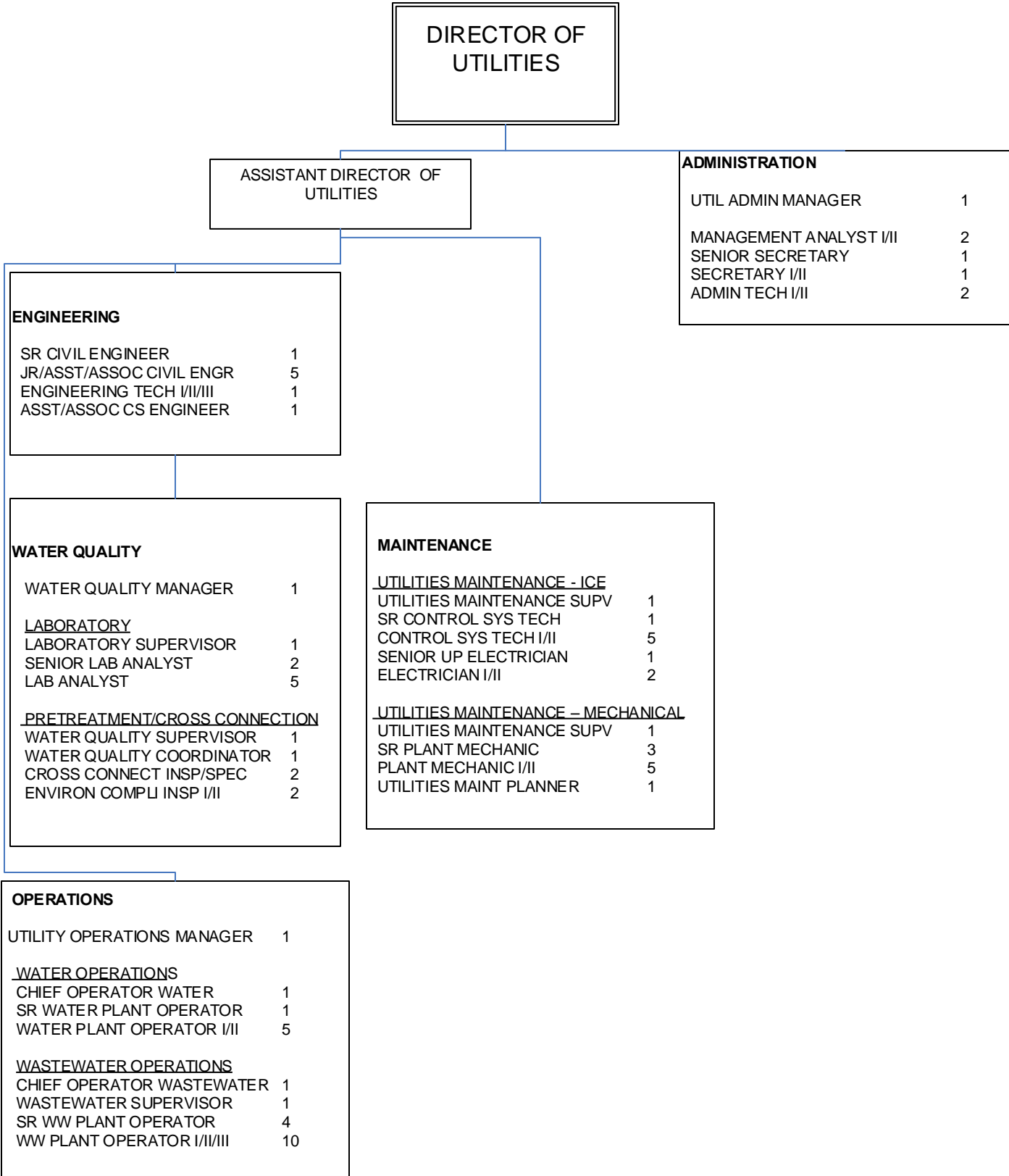
As a result of annual rate increases established in 2010 to fund this project, the Sewer Fund built up a reserve that stood at \$19.6M as of FY 17/18 to make the anticipated \$7M annual SRF Loan payments. Since the expiration of the rate increases, Sewer Fund revenues have been flat and will continue to remain relatively flat, with projected revenues of \$34.2M in FY 18/19 to \$35.6M in FY 22/23.

Total expenses in the Wastewater Fund have steadily increased over the past five years, from \$25.0M in FY 13/14 to \$36.6M in FY 17/18. This is primarily due to debt payments for the Expansion and Tertiary Projects. With the last debt payment from the Sewer Fund towards the Expansion project taking place in FY 19/20, the Fund is projected to maintain positive cash flows for the next five years. However, with debt service payments for the Tertiary project currently at \$7.1M annually, expenses will continue to increase and are projected to eventually exceed revenues starting in FY 24/25.

The proposed budget for FY 19/20 shows a modest surplus of \$173K. The budget includes the addition of half the salary and benefits for one Field Utilities Maintenance Worker in the Public Works Department. This worker is a necessary addition to the sewer collection system maintenance crew to address increasing repairs to the City's aging collection system pipelines, which have increased from 204 miles in 1990 to 291 miles in 2018 (approx. 43 % increase). Additionally, the budget includes one vehicle being replaced partially using funds that have already been set aside in the Wastewater Equipment Replacement Fund.

With the anticipated completion of all phases of the Tertiary Project in FY 19/20, the Utilities Department will be evaluating the final project costs, and the most cost effective options for making the debt service payments. This evaluation will include the results of a current study of the City's Wastewater Development Impact Fee, and may include debt restructuring and/or refinancing options, and appropriate "fair share" contributions from new development proposed in the 2015 Vacaville General Plan Update, with the intent of reducing annual debt obligations on the Wastewater Operations and Maintenance Fund and maintaining the Fund's current positive annual cash flow.

# UTILITIES DEPARTMENT



TOTAL FULLTIME POSITIONS 76



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**City of Vacaville  
FY 2019-2020 Budget**

**WATER UTILITY  
UTILITIES DEPARTMENT**

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2018/19 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 5,521,552	\$ 5,554,092	\$ 6,340,114	\$ 6,602,712
Overtime	201,027	157,943	240,083	257,840
Services and Supplies	5,359,980	5,602,106	6,729,443	6,945,077
Indirect Costs	1,862,559	2,063,019	1,941,000	2,109,975
One-time Costs	-	-	-	-
Technology Costs	52,937	52,937	10,461	10,329
Total Operating Expenditures	12,998,055	13,430,097	15,261,101	15,925,933
Transfer to Facility Replacement	1,670,562	2,029,316	1,698,120	2,215,212
Measure G	1,779,273	2,017,035	1,912,788	1,912,788
Internal Cost Allocation/Bad Debt Exp	1,165,449	1,602,811	1,713,920	1,788,302
<b>Net Operating Expenditures</b>	<b>\$ 17,613,339</b>	<b>\$ 19,079,259</b>	<b>\$ 20,585,929</b>	<b>\$ 21,842,235</b>
<b>Source of Funding:</b>				
Enterprise Fund Revenue	\$ 20,536,538	\$ 22,507,762	\$ 21,048,700	\$ 22,452,600
Use of (Contrib To) Fund Balance	(2,923,199)	(3,428,503)	(462,771)	(610,365)
<b>Total Sources of Funding</b>	<b>\$ 17,613,339</b>	<b>\$ 19,079,259</b>	<b>\$ 20,585,929</b>	<b>\$ 21,842,235</b>
<b>Functional Distribution:</b>				
Water Supply and Production	2,700,818	2,930,264	3,187,561	3,433,787
Water System Administration	2,461,246	2,604,829	2,671,081	2,589,991
Transmission and Distribution	1,834,023	1,801,666	2,251,082	2,389,312
Customer Services: Field Service	409,896	381,203	470,907	509,996
NBR Treatment Plant	2,778,058	3,178,481	3,700,000	3,900,000
Utilities Maintenance	1,123,345	1,073,992	1,336,060	1,400,974
Water Conservation Program	28,570	10,813	5,455	6,000
Backflow Repair/Maint	774,937	548,874	670,390	660,265
Water Quality Laboratory	265,819	262,991	284,474	305,743
Equipment Repair and Maint	178,869	178,223	-	-
Engineering Services	442,473	458,761	684,091	729,864
Transfer to Facility Replacement	1,670,562	2,029,316	1,698,120	2,215,212
Cost Distributions/Bad Debt Exp	1,165,449	1,602,811	1,713,920	1,788,302
Excise Taxes (Measure G)	1,779,273	2,017,035	1,912,788	1,912,788
<b>Total Distribution</b>	<b>\$ 17,613,339</b>	<b>\$ 19,079,259</b>	<b>\$ 20,585,929</b>	<b>\$ 21,842,235</b>
<b>Full-Time Employees</b>	25.15	25.25	25.65	25.42



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**City of Vacaville  
FY 2019-2020 Budget**

**SEWER UTILITY  
UTILITIES DEPARTMENT**

<b>Account Description</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Adopted Budget</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 9,241,219	\$ 8,943,373	\$ 10,326,025	\$ 10,473,891
Overtime	225,037	237,832	282,600	289,665
Services and Supplies	2,997,089	3,229,781	3,865,006	3,849,457
Indirect Costs	2,506,490	2,621,097	2,489,993	2,348,650
One-time Costs	-	-	-	-
Technology Costs	207,139	156,986	125,005	131,176
<b>Total Operating Expenditures</b>	<b>15,176,974</b>	<b>15,189,069</b>	<b>17,088,629</b>	<b>17,092,839</b>
Transfer to Facility Replacement	14,652,200	13,910,000	13,214,105	10,955,613
Measure G	4,243,960	4,219,890	4,257,740	4,257,740
Internal Cost Allocation/Bad Debt	1,541,547	1,898,144	2,066,068	2,154,721
<b>Net Operating Expenditures</b>	<b>\$ 35,614,681</b>	<b>\$ 35,217,103</b>	<b>\$ 36,626,542</b>	<b>\$ 34,460,913</b>
<b>Source of Funding:</b>				
Enterprise Fund Revenue	\$ 33,932,402	\$ 33,928,099	\$ 34,139,000	\$ 34,526,000
Use of (Contrib To) Fund Balance	1,682,279	1,289,004	2,487,542	(65,087)
<b>Total Sources of Funding</b>	<b>\$ 35,614,681</b>	<b>\$ 35,217,103</b>	<b>\$ 36,626,542</b>	<b>\$ 34,460,913</b>
<b>Functional Distribution:</b>				
Easterly Treatment Plant	5,049,949	\$ 4,910,664	\$ 6,047,587	\$ 6,032,858
Industrial Treatment Plant	14,221	23,027	10,464	10,464
System Maintenance	2,015,008	1,813,975	2,051,463	2,215,311
System Administration	2,682,391	2,783,085	3,037,499	2,800,274
Utilities Maintenance	2,673,147	2,743,229	2,912,474	3,000,994
Water Quality Laboratory	1,034,301	1,177,778	1,244,861	1,174,441
Source Control	387,473	308,358	370,212	389,227
Sludge Disposal	105,660	113,768	186,022	186,871
Easterly Permitting	177,785	177,478	174,466	157,070
Equipment Repair & Maintenance	422,686	395,950	-	-
Engineering Services	672,095	741,021	1,049,510	1,121,258
Transfer to Facility Replacement	14,652,200	13,910,000	13,214,105	10,955,613
Cost Distributions/Bad Debt/Debt Exp	1,483,807	1,898,880	2,070,140	2,158,793
Excise Taxes (Measure G)	4,243,960	4,219,890	4,257,740	4,257,740
<b>Total Distribution</b>	<b>\$ 35,614,681</b>	<b>\$ 35,217,103</b>	<b>\$ 36,626,542</b>	<b>\$ 34,460,914</b>
<b>Full-Time Employees</b>	<b>52.85</b>	<b>52.45</b>	<b>53.35</b>	<b>51</b>



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## **NON-DEPARTMENTAL**

The Non-Departmental budget funds operating costs of a general nature, not associated with a particular department. Examples include property tax administration charges imposed by the County; museum maintenance support; membership dues for the League of California Cities and ABAG; animal shelter and animal control costs; utilities cost not associated with a particular department; employee training programs; and the employee assistance program. The Non-Departmental budget includes a \$150,000 contribution to the library (allocated from Measure I revenues).

### ***BUDGET HIGHLIGHTS***

The proposed FY19/20 budget includes \$255,000 for the Motorola radio system contract and the maintenance of the Butcher road tower site lease, and \$250,000 in County property tax administration fees. The animal services budget of \$1,100,000 includes the City's \$90,000 capital improvement contribution as well as \$676,000 for shelter services and \$334,000 for animal control. The approximately \$5 million total capital cost for the shelter was amortized over 15 years and is spread to the cities and County based on their pro-rata share of facility use.

The one-time budget of \$760,550 includes funding for deferred maintenance projects, primarily at the Aquatic Center, as well as other City facilities and matching funds for grant awards. The Non-Departmental budget also includes over \$230,000 in memberships and contributions to various organizations including the Downtown Vacaville Business Improvement District (DVBID), the Vacaville Museum, Solano Economic Development Corporation and the Small Business Development Center, as well as the Travis Community Consortium and the Local Agency Formation Commission.

The FY19/20 budget includes the transfer of \$2,280,000 for General Fund vehicle and equipment purchases. The purchase plan is being evaluated by Fleet staff and the City Manager's office.



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City of Vacaville  
 FY 2019-2020 Budget

NON-DEPARTMENTAL

Account Description	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ (8,001)	\$ 9,392	\$ -	\$ -
Services and Supplies	1,683,720	1,746,898	2,011,409	2,121,870
Indirect Costs	400,008	417,106	503,030	519,882
One-time Costs	316,007	285,846	1,664,530	760,550
Technology Costs	55,419	53,990	41,286	47,507
Total Operating Expenditures	2,447,153	2,513,232	4,220,255	3,449,809
<b>Net Operating Expenditures</b>	<b>\$ 2,447,153</b>	<b>\$ 2,513,232</b>	<b>\$ 4,220,255</b>	<b>\$ 3,449,809</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 2,447,153	\$ 2,513,232	\$ 4,220,255	\$ 3,449,809
<b>Total Sources of Funding</b>	<b>\$ 2,447,153</b>	<b>\$ 2,513,232</b>	<b>\$ 4,220,255</b>	<b>\$ 3,449,809</b>
<b>Functional Distribution:</b>				
Non-Departmental - General	\$ 2,110,441	\$ 2,159,798	\$ 3,826,358	\$ 3,044,935
Radio System	186,713	203,433	243,898	254,874
Library Subsidy	150,000	150,000	150,000	150,000
<b>Total Distribution</b>	<b>\$ 2,447,153</b>	<b>\$ 2,513,232</b>	<b>\$ 4,220,255</b>	<b>\$ 3,449,809</b>



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# INTERNAL SERVICE FUNDS



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## INTERNAL SERVICE FUNDS

### GENERAL LIABILITY AND WORKERS' COMPENSATION SELF-INSURANCE PROGRAMS

The City's various property and casualty insurance programs are consolidated into one Internal Service Fund. This fund includes the following insurance coverages:

- General and Automobile Liability;
- Automobile Physical Damage;
- All-Risk Major Property (excluding flood and earthquake);
- Boiler and Machinery, and
- Crime/Faithful Performance of Duty;

Most of the above insurance coverages are obtained through the City's participation as a member of the California Joint Powers Risk Management Authority (CJPRMA).

The City provides workers' compensation benefits to injured workers in accordance with the State of California Labor Code. The City is self-insured under a certificate of consent issued by the State of California Department of Industrial Relations. The City pays for the first \$350,000 of any one occurrence. The City obtains excess workers' compensation coverage through its participation in the Local Agency Workers' Compensation Excess (LAWCX) Joint Powers Authority.

The costs incurred for these insurance programs are allocated to departments through internal service charges. Workers' comp charges are based on a percentage of salary. For FY 19-20, workers' comp charges are being reduced to a range from 2% - 7% of salary, depending on job classification, averaging about 4% of payroll.

Data on reserve funding and estimated long-term liabilities are shown below:

	<b>Estimated 6/30/2018</b>	<b>Estimated 6/30/2019</b>	<b>Estimated 6/30/2020</b>
<b>Long Term Claims Liability:</b>			
Workers' Compensation	\$4,694,000	\$4,694,000	\$4,694,000
General Liability	1,614,000	1,614,000	1,614,000
Total Long Term Liabilities	<u>\$6,051,000</u>	<u>\$6,308,000</u>	<u>\$6,308,000</u>
<b>Reserve Funding:</b>			
Workers' Compensation	\$3,673,609	\$4,460,957	\$3,461,022
General Liability	2,523,262	2,425,192	1,859,265
Total Reserve Funding	<u>\$6,196,871</u>	<u>\$6,886,149</u>	<u>\$5,320,287</u>
<b>Percent Funded:</b>	98%	109%	84%

Overall, long term liabilities have been relatively stable over the past several years for both general liability and workers' compensation. The percent funded represents the amount of funding available to meet the reserve requirement.



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City of Vacaville  
 FY 2019-2020 Budget

GENERAL LIABILITY SELF-INSURANCE  
 INTERNAL SERVICE FUND

	FY2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Estimated End of Year	FY 2019/20 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ 2,610,389	\$ 2,864,915	\$ 2,523,262	\$ 2,425,192
Internal Charges	1,382,659	1,382,184	1,382,184	1,363,883
<b>Total Resources:</b>	<b>\$ 3,993,048</b>	<b>\$ 4,247,099</b>	<b>\$ 3,905,446</b>	<b>\$ 3,789,075</b>
<b>Uses:</b>				
Pooled and Excess Insurance Costs	\$413,133	\$505,614	\$666,876	\$666,349
Transfer to Workers Comp Fund	-	500,000	-	-
Claims Administration	362,949	442,242	463,378	413,461
Claims Losses	352,051	275,981	350,000	350,000
New Claim Development	-	-	-	500,000
<b>Total Uses:</b>	<b>\$ 1,128,133</b>	<b>\$ 1,723,837</b>	<b>\$ 1,480,254</b>	<b>\$ 1,929,810</b>
<b>Projected Ending Balance:</b>	<b>\$ 2,864,915</b>	<b>\$ 2,523,262</b>	<b>\$ 2,425,192</b>	<b>\$ 1,859,265</b>



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City of Vacaville  
 FY 2019-2020 Budget

WORKERS COMPENSATION  
 INTERNAL SERVICE FUND

	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Estimated End of Year	FY 2019/20 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ 3,193,644	\$ 3,248,301	\$ 3,920,762	\$ 4,460,957
Internal Charges	2,025,102	2,433,643	2,664,351	2,254,068
Transfer from General Liability	-	500,000	-	-
<b>Total Resources:</b>	<b>\$ 5,218,746</b>	<b>\$ 6,181,944</b>	<b>\$ 6,585,113</b>	<b>\$ 6,715,025</b>
<b>Uses:</b>				
Pooled and Excess Insurance Costs	\$ 490,070	\$ 563,144	\$ 490,070	\$ 1,114,083
Claims Administration	537,399	542,163	539,454	739,920
Benefit Payments	942,976	1,155,875	1,094,632	1,400,000
<b>Total Uses:</b>	<b>\$ 1,970,445</b>	<b>\$ 2,261,182</b>	<b>\$ 2,124,156</b>	<b>\$ 3,254,003</b>
<b>Projected Ending Balance:</b>	<b>\$ 3,248,301</b>	<b>\$ 3,920,762</b>	<b>\$ 4,460,957</b>	<b>\$ 3,461,022</b>



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## **RETIREE AND OTHER BENEFITS**

This fund is used to account for two types of expenses per existing labor agreements: (1) retiree medical insurance benefits, (2) payment of accrued and vested leave balances to employees who are retiring or otherwise leaving City employment. In addition, a budgeted amount for citywide unemployment costs is included, as needed. Costs incurred for this program are allocated to departments through internal service charges, based on a percentage of payroll. Costs have been increasing steadily due to increases in health care premiums and a growing retiree population. However, as the payouts for the vested leave balances have been less than budgeted in the last year, a portion of the projected FY19/20 costs will be paid using fund balance. The internal service charge this year is budgeted at 8.31% of salary costs.

With respect to retiree medical benefits, the City has an unfunded liability related to future benefits payable to existing retirees and employees. The liability can be reduced substantially by “pre-funding” the obligation to pay medical benefits the same as we do for retirement benefits. Under a policy adopted by the City Council, contributions to the Other Post Employment Benefits (OPEB) liability have been defined and will be made separate from the calculation described above.



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**City of Vacaville  
FY 2019-2020 Budget**

**RETIREE AND OTHER BENEFITS  
INTERNAL SERVICE FUND**

	<b>FY2016/17 Actual</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Projected End of Year</b>	<b>FY 2019/20 Proposed Budget</b>
<b>Resources:</b>				
Projected Beginning Balance	\$ 1,070,749	\$ 1,622,757	\$ 816,471	\$ 2,329,246
Internal Charges - Retiree	6,139,858	5,723,986	6,148,717	4,612,889
Internal Charges - Current	1,080,258	996,263	1,254,365	448,235
OPEB - Employees/Retirees	361,041	410,063	422,650	422,650
OPEB - City	2,924,852	4,278,151	4,735,188	5,097,564
Interest	2,543	5,083	5,996	-
<b>Total Resources:</b>	<b>\$ 11,579,301</b>	<b>\$ 13,036,303</b>	<b>\$ 13,383,387</b>	<b>\$ 12,910,584</b>
<b>Uses:</b>				
Retiree Medical Premiums	\$ 4,533,748	\$ 4,755,052	\$ 5,007,609	\$ 5,162,311
Transfer to PERS OPEB Trust Fund	2,976,500	5,870,000	5,163,834	5,520,214
Payments for Accrued Leave Balances	1,122,330	472,081	300,000	750,000
Payments for Current Leave	1,314,058	1,111,768	568,996	588,241
Unemployment	9,908	10,931	13,702	13,702
<b>Total Uses:</b>	<b>\$ 9,956,544</b>	<b>\$ 12,219,832</b>	<b>\$ 11,054,141</b>	<b>\$ 12,034,468</b>
<b>Projected Ending Balance:</b>	<b>\$ 1,622,757</b>	<b>\$ 816,471</b>	<b>\$ 2,329,246</b>	<b>\$ 876,116</b>



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## **PRINTER/COPIER INTERNAL SERVICE FUND**

The City has a large fleet of printers and copiers throughout its operations. Copiers are leased from Ricoh, while printers are purchased. The City has a management contract with Ricoh which includes the lease costs, print costs based on our usage, and labor to maintain the machines. The printer fleet includes a wide variety of models ranging from new to over 15 years old. Parts are difficult to find to repair the older models, and a large inventory of supplies is necessary to maintain the many different types of machines. In order to standardize the fleet and simplify the types of supplies needed, an internal service fund has been established. A small set of printer models has been selected that would meet the various operational needs throughout the City. A ten-year replacement cycle has been established and funds are being collected from each department to replace the machines as they come due, similar to the tech fund replacement of computers. This ISF also includes the cost of the management contract with Ricoh.



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City of Vacaville  
 FY 2019-2020 Budget

PRINTER/COPIER  
 INTERNAL SERVICE FUND

	FY2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Estimated End of Year	FY 2019/20 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ -	\$ 20,711	\$ 58,703	\$ 113,270
Internal Service Charges	320,780	314,430	320,975	214,769
<b>Total Resources:</b>	<b>\$ 320,780</b>	<b>\$ 335,141</b>	<b>\$ 379,678</b>	<b>\$ 328,039</b>
<b>Uses:</b>				
Base Management Fee	\$ 164,163	\$ 169,993	\$ 151,531	\$ 151,531
Labor	35,125	37,445	38,084	38,934
Convenience Costs	80,039	67,841	54,256	53,406
Other Service Costs	16,748	17,555	16,037	16,037
Printer Replacement	3,994	(16,396)	6,500	4,813
<b>Total Uses:</b>	<b>\$ 300,069</b>	<b>\$ 276,438</b>	<b>\$ 266,408</b>	<b>\$ 264,721</b>
<b>Projected Ending Balance:</b>	<b>\$ 20,711</b>	<b>\$ 58,703</b>	<b>\$ 113,270</b>	<b>\$ 118,083</b>



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## **TECHNOLOGY REPLACEMENT FUND**

Information technology is an essential and integral part of City operations and services. As its role has grown, so has the need to maintain the hardware and software that is critical to the organization-wide technology infrastructure. Based on the recommendation of the Information Technology Steering Committee (ITSC), an internal service fund for technology was established in FY 05/06. Included are servers and desktop computers (based on a 5 year lifespan), network devices, and software licensing for citywide applications. Through this replacement mechanism, the organization benefits from consistent availability of mission-critical technology, improved data security, increased staff efficiency, and greater accessibility to current versions of software applications. Costs are allocated to department operating budgets through internal service charges based on number of desktop computers and the applications that reside on each server.

The beginning fund balance for FY19/20 will be approximately \$1.7 million. Work will continue towards reducing hardware, as applicable, as part of the IT division's Energy Efficiency Program. The Division's goals also include continued work on wireless connectivity at remote sites as well as implementing the budgeted radio replacement.



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	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Estimated End of Year	FY 2019/20 Proposed Budget
<b>Resources:</b>				
Internal Service Charges	1,939,642	1,728,745	1,535,152	1,561,846
<b>Total Resources:</b>	<b>\$ 1,939,642</b>	<b>\$ 1,728,745</b>	<b>\$ 1,535,152</b>	<b>\$ 1,561,846</b>
<b>Uses:</b>				
Server Replacement	\$ -	\$ -	\$ 252,250	\$ 86,500
PC Replacement	190,154	111,975	143,600	183,000
Network Device Replacement	175,304	49,406	108,500	203,000
Software Licensing	604,217	573,728	676,935	684,644
Services & Non Capital Computer Eq	49,110	63,093	104,782	104,782
Equipment Maintenance Agreements	14,767	132,694	20,000	40,000
GIS	146,564	62,148	175,102	182,981
Miscellaneous expenditures	4,154	157	-	-
Phone System	-	168,559	-	-
<b>Total Uses:</b>	<b>\$ 1,184,270</b>	<b>\$ 1,161,760</b>	<b>\$ 1,481,169</b>	<b>\$ 1,484,907</b>

**FUND BALANCE (working capital)**

<b>Projected Beginning Balance</b>	<b>\$ 759,173</b>	<b>\$ 1,024,935</b>	<b>\$ 1,511,844</b>	<b>\$ 1,740,929</b>
Internal Service Charges	\$ 1,939,642	\$ 1,728,745	\$ 1,535,152	\$ 1,561,846
Sale of Property	154	-	-	-
<b>Total Resources</b>	<b>\$ 2,698,969</b>	<b>\$ 2,753,680</b>	<b>\$ 3,046,996</b>	<b>\$ 3,302,775</b>
Expenditures	\$ 1,184,270	\$ 1,161,760	\$ 1,053,817	\$ 1,215,426
Capitalization of Assets	319,921	36,737	252,250	86,500
Payment of Lease	169,843	43,339	-	-
Transfer out	-	-	-	-
<b>Total Uses</b>	<b>\$ 1,674,034</b>	<b>\$ 1,241,836</b>	<b>\$ 1,306,067</b>	<b>\$ 1,301,926</b>
<b>Projected Ending Balance</b>	<b>\$ 1,024,935</b>	<b>\$ 1,511,844</b>	<b>\$ 1,740,929</b>	<b>\$ 2,000,849</b>



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## **CENTRAL GARAGE AND FUEL STATION**

Central Garage services for City vehicles and equipment are provided through the Public Works Department. Departments are charged for actual work performed on their vehicles, on a time and materials basis. Based on a thorough review of the services and the efficiency of the Garage in providing them, the chargeout rate is \$100 per hour, which is below market costs. A mark-up on parts and outside services is also assessed to partially cover overhead costs. In FY19/20, the operating account budgets include an assessment of a fixed overhead amount that is allocated based on three year workorder histories. A fuel and compressed natural gas (CNG) station is also operated at the Central Garage.



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City of Vacaville  
 FY 2019-2020 Budget

CENTRAL GARAGE & FUEL STATION  
 INTERNAL SERVICE FUND

	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Estimated End of Year	FY 2019/20 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ (555,562)	\$ (521,912)	\$ (415,408)	\$ (256,491)
Internal Service Charges, Garage	2,053,355	2,576,719	2,547,672	2,343,694
Internal Service Charges, Fuel/CNG/SID	641,799	728,716	656,958	722,654
Other Revenue	230,127	240,472	342,693	250,000
<b>Total Resources:</b>	<b>\$ 2,369,719</b>	<b>\$ 3,023,995</b>	<b>\$ 3,131,915</b>	<b>\$ 3,059,857</b>
<b>Uses:</b>				
Salaries and Benefits	\$ 1,007,826	\$ 1,144,342	\$ 1,199,951	\$ 1,231,400
Sublet Costs - Garage	572,270	760,803	619,511	379,106
Vehicle Parts - Garage	448,280	576,036	492,441	367,200
Garage Supplies/Overhead	131,136	139,370	199,088	163,052
Fuel Station Supplies/Overhead	732,119	818,852	877,415	902,649
<b>Total Uses:</b>	<b>\$ 2,891,631</b>	<b>\$ 3,439,403</b>	<b>\$ 3,388,406</b>	<b>\$ 3,043,407</b>
<b>Projected Ending Balance:</b>	<b>\$ (521,912)</b>	<b>\$ (415,408)</b>	<b>\$ (256,491)</b>	<b>\$ 16,450</b>



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## **VEHICLE AND EQUIPMENT REPLACEMENT FUND**

This internal service fund is used to replace existing vehicles, including police patrol cars, sedans, vans, and pickups, as well as other rolling stock such as tractors, trailer-mounted pumps and generators, and gators. Excluded are ambulances and major fire apparatus, which are on a lease-purchase program. Balances are tracked by the contributing funding source.

The FY19/20 budget includes the transfer of \$2,280,000 from the General Fund to the equipment replacement fund. Of that transfer, \$2,000,000 is Measure M funding. The purchase plan for these funds centers on replacing those units which meet certain criteria based on mileage, years of use, and maintenance costs.



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City of Vacaville  
 FY 2019-2020 Budget

VEHICLE & EQUIPMENT REPLACEMENT  
 INTERNAL SERVICE FUND

	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adjusted Budget	FY 2019/20 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ 2,654,918	\$ 2,605,312	\$ 3,871,355	\$ 3,517,504
Operating Transfer from General Fund	2,375,000	2,280,048	2,280,048	2,280,048
Sale of Property	96,863	32,601	-	-
Transfers	-	1,153,158	-	-
Lease/Loan Funding	323,010	-	-	-
Internal Service Charges, Water	22,500	22,500	22,500	22,500
Internal Service Charges, Sewer	80,500	280,500	280,500	280,500
Internal Service Charges, Building Related	11,000	6,000	6,000	7,200
Internal Service Charges, L&L Districts	176,876	-	-	155,807
Internal Service Charges, Other	-	-	-	-
<b>Total Resources:</b>	<b>\$ 5,740,667</b>	<b>\$ 6,380,119</b>	<b>\$ 6,460,403</b>	<b>\$ 6,263,559</b>
<b>Uses:</b>				
Vehicles, General Fund	\$ 2,136,702	\$ 1,895,831	\$ 2,280,048	\$ 2,280,048
Transfers Out Non-GF	66,130	24,312	-	-
Vehicles, Water	187,137	171,850	93,400	274,993
Vehicles, Sewer	141,192	79,383	131,600	299,745
Vehicles, Engineering Services	50,097	-	-	-
Vehicles, Building Related	-	28,633	-	-
Vehicles L&L Districts	187,900	55,814	96,000	108,000
Non-General Fund Loan Payments	67,511	62,998	341,851	342,193
General Fund Loan Payments	298,686	189,943	-	-
<b>Total Uses:</b>	<b>\$ 3,135,355</b>	<b>\$ 2,508,764</b>	<b>\$ 2,942,899</b>	<b>\$ 3,304,979</b>
<b>Projected Ending Balance:</b>	<b>\$ 2,605,312</b>	<b>\$ 3,871,355</b>	<b>\$ 3,517,504</b>	<b>\$ 2,958,580</b>

Note: Balances are tracked by individual fund.



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City of Vacaville  
 FY 2019-2020 Budget

CAPITAL EQUIPMENT LEASE OBLIGATIONS  
 LEASED EQUIPMENT SCHEDULE

<b>FY Beg</b>	<b>Equipment</b>	<b>Term</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Thereafter</b>
FY15/16	Vactor	10 yrs	\$ 48,279	\$ 48,279	\$ 48,279	\$ 48,279	\$ 48,279	\$ 48,279
	Dump Truck	10 yrs	10,900	10,900	10,900	10,900	10,900	10,900.00
			<u>\$ 59,179</u>	<u>\$ 59,179</u>	<u>\$ 59,179</u>	<u>\$ 59,179</u>	<u>\$ 59,179</u>	<u>\$ 59,179</u>
FY16/17	Ladder Truck/Fire Engine	10 yrs	189,943	189,943	189,943	189,943	189,943	379,886
			<u>\$ 249,122</u>	<u>\$ 249,122</u>	<u>\$ 249,122</u>	<u>\$ 249,122</u>	<u>\$ 249,122</u>	<u>\$ 439,065</u>
FY17/18	Sewer TV Inspection Van	10 yrs	39,811	39,613	39,408	39,197	38,980	115,567
	Sewer Dump Truck	10 yrs	14,376	14,309	14,240	14,168	14,095	55,599
	Water Service Truck	10 yrs	16,009	15,934	15,857	15,777	15,696	61,914
	Sewer Tractor/Aerator	10 yrs	22,875	22,769	22,658	22,545	22,428	88,470
			<u>\$ 342,193</u>	<u>\$ 341,747</u>	<u>\$ 341,285</u>	<u>\$ 340,809</u>	<u>\$ 340,321</u>	<u>\$ 760,615</u>
FY18/19	Radio System	10 yrs	212,576	212,576	212,576	212,576	212,576	1,009,736
			<u>\$ 554,769</u>	<u>\$ 554,323</u>	<u>\$ 553,861</u>	<u>\$ 553,385</u>	<u>\$ 552,897</u>	<u>\$ 1,770,351</u>



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**CAPITAL  
IMPROVEMENT  
PROGRAM**

***TO BE INCLUDED IN  
ADOPTED BUDGET***



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