

OPERATING BUDGETS



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City Attorney's Office

The City Attorney's Office provides a wide array of in-house legal services to all City Departments and the City's Legislative Bodies (the "City"), including representing the City 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, advising the City on various legal matters. The City Attorney's Office also serves as legal counsel to the Solano Animal Control Authority and the Vacaville/Dixon Greenbelt Authority.

The City Attorney's Office does not provide legal advice or services to the public. However, the City Attorney's Office – along with other City Departments – provides information to the public on matters involving the City.

The City Attorney is appointed by the City Council. The City Attorney's Office is comprised of the City Attorney, one Assistant City Attorney, two Deputy City Attorneys, one Management Analyst, one Paralegal, and one Executive Assistant.

BUDGET HIGHLIGHTS

Last fiscal year, for the first time since 1995, the City Attorney's Office added a new attorney to meet the demands of the Office as of 2021. Need for the new attorney was palpable given the increased volume and variety of legal demands facing the Office during the intervening 26 years, which were due in part to the City's exponential growth, increased and ever-changing legal requirements on local governments, and the transition to a seven-member City Council.

The City Attorney's Office remains committed to helping the City achieve its strategic plan goals. In doing so, the City Attorney's Office drafts contracts and other legal documents necessary to implement the strategic plan goals and implementation strategies and provides related legal and policy advice to all City Departments. Further, the City Attorney's Office is working with the City Manager's Office to implement an Enterprise Risk Management program targeted for FY23.

**City of Vacaville
FY 2022-2023 Budget**

CITY ATTORNEY'S OFFICE

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 983,325	\$ 1,096,093	\$ 1,503,066	\$ 1,870,086
Services and Supplies	63,979	58,765	161,947	135,070
Indirect Costs	20,110	31,571	36,142	62,978
One-time Costs	-	-	-	-
Technology Costs	9,613	5,531	14,312	14,218
Total Operating Expenditures	1,077,027	1,191,960	1,715,467	2,082,352
Net Operating Expenditures	\$ 1,077,027	\$ 1,191,960	\$ 1,715,467	\$ 2,082,352
Source of Funding:				
General Fund - Discretionary Revenue	\$ 1,077,027	\$ 1,191,960	\$ 1,715,467	\$ 2,082,352
Total Sources of Funding	\$ 1,077,027	\$ 1,191,960	\$ 1,715,467	\$ 2,082,352
Functional Distribution:				
City Attorney	\$ 1,077,027	\$ 1,191,960	\$ 1,715,467	\$ 2,082,352
Total Distribution	\$ 1,077,027	\$ 1,191,960	\$ 1,715,467	\$ 2,082,352



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City Council & Treasurer

The City of Vacaville is a general law city with a Council-Manager form of government. The City Council is comprised of seven members, including members representing six districts and the Mayor who is elected “at large.”

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 budgets 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 Redevelopment Agency, Housing Authority, Groundwater Sustainability Agency, and Public Financing Authority of the City of Vacaville, with no additional compensation for their roles on those boards. The City Council appoints the City Manager and the City Attorney.

The City Treasurer is also an at large elected position with a four-year term. The responsibility of the City Treasurer is to assure the proper handling and recording of all municipal funds and overseeing the investment of these funds. The legal requirements of the City Treasurer are outlined in the California Government Code: Sections 41001 through 41007, which outline the primary statutory duties of City Treasurer in general law cities. These duties were transferred to the City of Vacaville Finance Director in 1970.

The City Treasurer reviews the monthly investment report to ensure that the Investment Policy of the City of Vacaville remains consistent with the City's Investment Policy objectives, current law, and economic trends. The Investment Policy is presented annually to the City Council.

BUDGET HIGHLIGHTS

The proposed FY22/23 budget is a direct continuation of the FY21/22 budget.

**City of Vacaville
FY 2022-2023 Budget**

CITY COUNCIL & CITY TREASURER

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 86,251	\$ 84,595	\$ 114,777	\$ 116,183
Services and Supplies	10,238	21,095	20,660	21,527
One-time Costs	-	-	350,000	350,000
Total Operating Expenditures	96,488	105,690	485,437	487,710
Net Operating Expenditures	\$ 96,488	\$ 105,690	\$ 485,437	\$ 487,710
Source of Funding:				
General Fund - Discretionary Revenue	\$ 96,488	\$ 105,690	\$ 135,437	\$ 137,710
Measure M	-	-	350,000	350,000
Total Sources of Funding	\$ 96,488	\$ 105,690	\$ 485,437	\$ 487,710
Functional Distribution:				
City Council	\$ 93,184	\$ 102,633	\$ 482,145	\$ 484,402
City Treasurer	3,304	3,057	3,292	3,308
Total Distribution	\$ 96,488	\$ 105,690	\$ 485,437	\$ 487,710



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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 (CMO) is responsible for intergovernmental relations, government affairs, information technology, public relations, and program and risk management. The department also facilitates the special event review committee and 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.

BUDGET HIGHLIGHTS

The proposed FY22/23 budget reflects refinement of recent restructuring efforts within the City Manager's Office to strengthen our service delivery to the Council, community, and organization. These changes will continue staff's efforts to better serve the growing demand placed on the organization, in addition to helping us be responsive to the 5-year Strategic Plan Goals and Initiatives. This includes the promotion of the Deputy City Manager to Assistant City Manager so that additional services and new programs can be provided to better serve the Council and the community.

Included in the proposed budget is training related to staff expansion and enhanced coordination and strategic planning among staff within the City Manager's Office and other departments. This investment would indirectly impact all other initiatives as enhanced training and coordination enable staff to effectively meet a variety of challenges.

Information Technology: The Information Technology Division provides significant support to the City's infrastructure. The Information Technology (IT) Division provides 24/7 365 days of technical support for all City employees and computer systems, implements technology projects, GIS, and provides long-range planning and improvements related to technology within the City. The IT Division has been working to

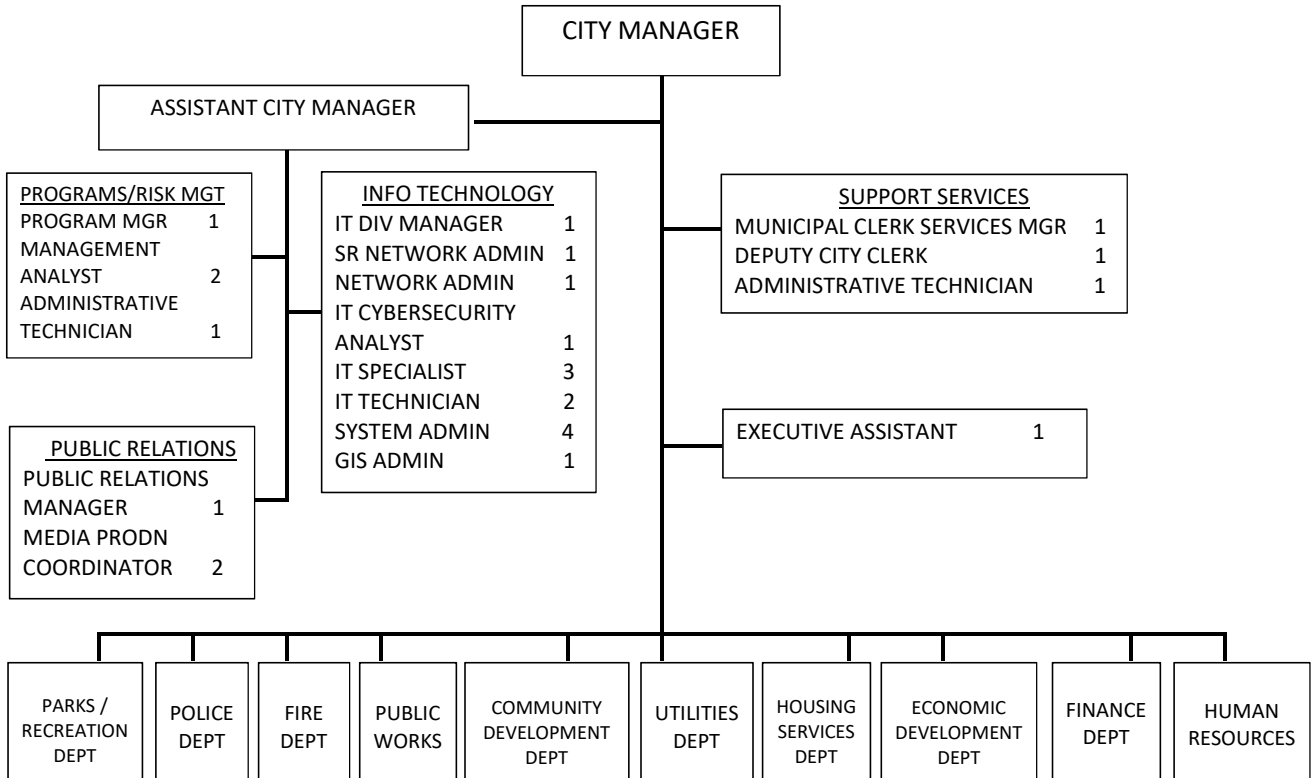
implement the Technology Strategic Plan and Geographic Information System (GIS) Master Plan.

The proposed FY22/23 budget also includes two augmentation requests, which are both consistent with the 5-year Technology Strategic Plan and advancement of Initiative 4B: Rebuild City Support Services. The first request is to convert the existing part-time IT Technician into a full-time position. This would provide four full-time IT Technicians to staff the Help Desk. The timely response of IT to Help Desk items keeps the City running effectively and therefore has an indirect effect on all other initiatives.

The second request is to fund a full-time System Administrator II focused on public safety. The addition of this position is supported by the Technology Strategic Plan and it is anticipated that this will result in enhanced service delivery as well as coordination between IT and public safety departments. This investment would support both strategic initiatives within Goal #1 – Ensure Public Safety.

Public Relations: The proposed FY22/23 budget for Public Relations includes a budget augmentation request to fund the implementation of a new vision for public relations within the City of Vacaville. This includes funding to add a seasonal intern, a part time position to increase engagement with our Spanish speaking community members, website enhancements (including language translation), increased broadcasting capability, advertising and public outreach, enhanced staff training, and the incorporation of a variety of tools to increase effectiveness and efficiency in the delivery of information to the community, stakeholders, and visitors. This investment aligns with several of the City Council's strategic initiatives including newly added Initiative 5A: Promote Community Engagement and Increased Equity and Inclusion.

CITY MANAGER'S OFFICE



TOTAL FULLTIME POSITIONS 27

City of Vacaville
 FY 2022-2023 Budget

CITY MANAGER'S OFFICE

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 1,815,208	\$ 1,634,751	\$ 2,036,927	\$ 2,407,054
Overtime	2,055	3,683	4,180	6,440
Services and Supplies	63,709	257,272	524,353	657,872
Indirect Costs	45,202	64,693	76,493	90,976
One-time Costs	1,338	-	662,000	242,000
Technology Costs	43,078	62,674	38,169	52,133
Total Operating Expenditures	1,970,591	2,023,074	3,342,122	3,456,474
Net Operating Expenditures	\$ 1,970,591	\$ 2,023,074	\$ 3,342,122	\$ 3,456,474

Source of Funding:

General Fund - Discretionary Revenue	\$ 1,806,557	\$ 1,686,777	\$ 2,392,825	\$ 2,838,420
Measure M	164,034	149,606	745,297	405,486
Special Revenue - PEG Fees	-	186,691	204,000	212,568
Total Sources of Funding	\$ 1,970,591	\$ 2,023,074	\$ 3,342,122	\$ 3,456,474

Functional Distribution:

City Manager/City Clerk	\$ 1,725,214	\$ 1,710,549	\$ 2,893,101	\$ 2,752,706
Communications/Media Officer	245,377	312,525	449,021	703,768
Total Distribution	\$ 1,970,591	\$ 2,023,074	\$ 3,342,122	\$ 3,456,474

**City of Vacaville
FY 2022-2023 Budget**

INFORMATION TECHNOLOGY DIVISION

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 1,642,368	\$ 1,783,347	\$ 2,061,157	\$ 2,442,899
Overtime	82,555	84,256	87,819	91,508
Services and Supplies	96,714	106,425	153,367	160,370
Indirect Costs	559,643	587,621	626,859	683,379
Offset for Telecom Charges to Other Dept:	(513,820)	(533,172)	(561,775)	(596,410)
Technology Costs	37,754	21,516	50,093	52,133
Total Operating Expenditures	1,905,215	2,049,993	2,417,521	2,833,879
Net Operating Expenditures	\$ 1,905,215	\$ 2,049,993	\$ 2,417,521	\$ 2,833,879
Source of Funding:				
General Fund - Discretionary Revenue	1,905,215	2,049,993	2,417,521	2,833,879
Total Sources of Funding	\$ 1,905,215	\$ 2,049,993	\$ 2,417,521	\$ 2,833,879
Functional Distribution:				
Information Technology	\$ 1,905,215	\$ 2,049,993	\$ 2,417,521	\$ 2,833,879
Total Distribution	\$ 1,905,215	\$ 2,049,993	\$ 2,417,521	\$ 2,833,879



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Community Development Department

The Community Development Department facilitates community and land development activities and services. These services include long range visioning and planning to help the community realize their land use, environmental, economic, and transportation goals, facilitating the approval of development projects to achieve those goals, and the inspection and monitoring of development to ensure a safe community environment. The Department budget has five parts: Administration, Building Division, Current Planning Division, Advanced Planning Division, and Planning Commission.

BUDGET HIGHLIGHTS

The FY 2022/23 budget anticipates a busy year in all aspects of community development activity. A number of major development projects are underway involving both the planning and building staffs. While two major development projects in northeast Vacaville are anticipated to conclude during calendar year 2022, there are new major projects on the horizon and significant building permit activity particularly in the area east of Leisure Town. The budget anticipates continuing activity to provide services for the level of construction activity that has remained steady.

The budget includes a General Fund contribution of \$500,000 similar to prior fiscal years.

Building

FY 2021/22 was a busy year for building construction. It is anticipated that building activity will remain steady or possibly experience a slight decrease, but general levels of activity are expected to remain consistent with FY 2021/22.

An increasing number of permits can be handled online which creates efficiency for both permit issuance and inspection services. It is anticipated that the Building Division will continue to be involved in implementing greenhouse gas reduction efforts through improved procedures for issuance of solar permits and in inspecting for proper installation of water quality and environmental mitigation to meet the requirements of the California Building Standards.

Advanced Planning and Current Planning

In FY 2022/23, planning staff will continue to provide both long-range policy planning and current development review planning services to the community.

In FY 2021/22, the two Planning Divisions were consolidated under one manager and an Assistant Director role replaced one of the City Planner positions. The City Planner classification was subsequently eliminated and the Planning Manager position created. Under this reorganization, the Senior Planner for Current Planning and the Senior Planner for Advanced Planning supervise their respective work groups and report to the Planning Manager.

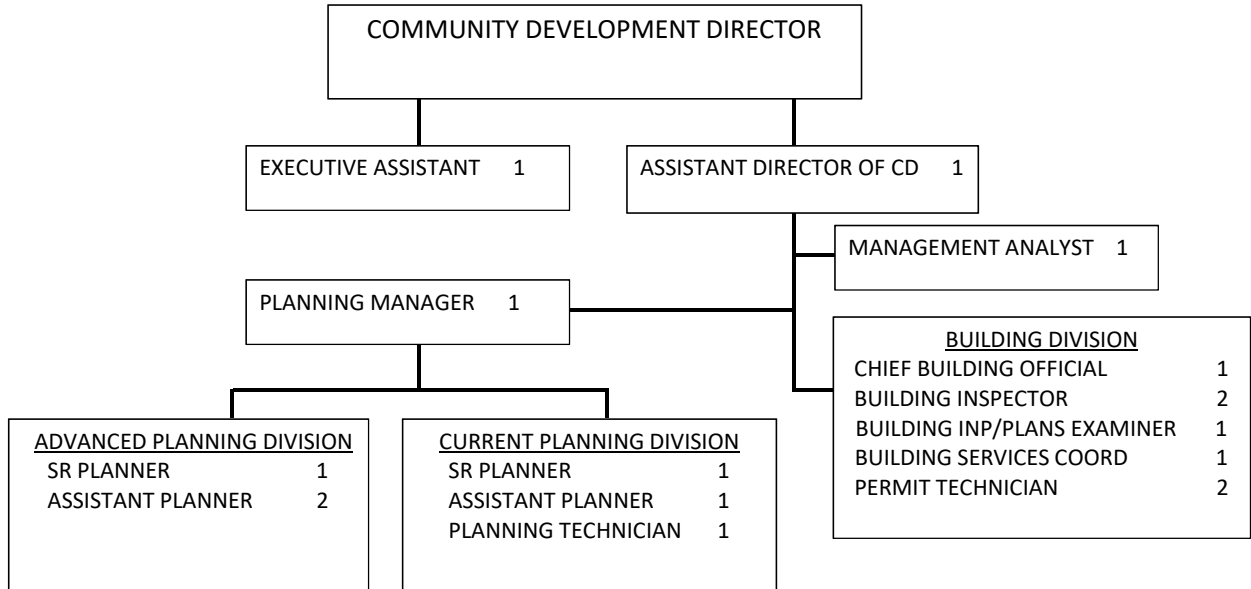
The FY 2022/23 budget proposes to add a Management Analyst to provide budget administration support and to assist with process improvements, and a Permit Technician to assist with customer service activities including building permit intake and permit processing.

Development review activity appears strong with continued single family residential construction in Vanden Meadows, Roberts' Ranch, Farmstead, and North Village. Commercial, multi-family residential, and industrial projects are also under review, along with community projects to improve parks, the Rocky Hill Trail, and other community facilities. For FY 2022/23, the Planning staff will also focus on several major projects:

- Continued coordination with the Bio-Manufacturing Initiative, including initial planning work for the Northeast Growth Area
- Implementation of the Downtown Specific Plan
- Implementation of the updated Land Use & Development Code
- Completion of the Green Tree Specific Plan
- Completion of the North Village Area Plan 2 Specific Plan Amendment
- Housing Element Update and associated rezonings
- Implementation of the Housing Analysis and Strategy
- Commencement of planning for the Allison Priority Development Area (PDA)
- Implementation of the Energy & Conservation Action Strategy (ECAS) Update
- CEQA Support for City Departments

The activities summarized above support overall enhancement of the community. The department's tasks mesh well with the City's Strategic Plan initiatives to articulate an economic development strategy, promote housing for all, manage the impacts from growth, and encourage community engagement.

COMMUNITY DEVELOPMENT DEPARTMENT



TOTAL FULLTIME POSITIONS 18

**City of Vacaville
FY 2022-2023 Budget**

COMMUNITY DEVELOPMENT DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Budget	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 2,711,222	\$ 2,814,240	\$ 3,020,288	\$ 3,641,164
Overtime	5,079	8,102	10,253	10,684
Services and Supplies	1,123,623	849,456	1,263,351	1,113,344
Indirect Costs	465,253	707,132	450,870	472,952
One-time Costs	-	2,838	10,000	2,800
Technology Costs	50,499	32,572	69,176	73,460
Total Operating Expenditures	4,355,677	4,414,340	4,823,938	5,314,403
Internal Cost Allocation	445,333	456,467	465,595	485,150
Net Operating Expenditures	\$ 4,801,010	\$ 4,870,807	\$ 5,289,533	\$ 5,799,553
Source of Funding:				
Building Related Fund Revenue	\$ 3,531,463	\$ 4,761,589	\$ 3,420,300	\$ 3,055,460
Special Project Revenue	197,640	271,440	250,000	25,000
General Plan Fee	135,611	174,570	100,000	100,000
Special Revenue - Other Grants	652,971	197,140	603,108	127,500
Measure M	209,912	54,360	93,035	-
Transfer In - General Fund	709,912	554,750	500,000	500,000
Bldg- Related Fund Bal.	16,473	(945,903)	926,198	2,119,093
Total Sources of Funding	\$ 4,801,010	\$ 4,870,807	\$ 5,289,533	\$ 5,799,553
Functional Distribution:				
Administration	\$ 623,473	\$ 468,889	\$ 568,437	\$ 797,017
Current Planning Division	880,145	907,826	1,015,732	1,324,052
Building Division	1,320,773	1,417,119	1,644,964	1,999,927
Advanced Planning	717,623	914,528	1,436,372	1,256,441
Planning Commission	48,167	50,722	53,503	63,328
Planning Projects	887,591	643,395	271,734	60,000
Transfers Out	323,238	468,327	298,790	298,790
Total Distribution	\$ 4,801,010	\$ 4,870,807	\$ 5,289,533	\$ 5,799,553



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Economic Development Department

The Economic Development Department is responsible for oversight of a multi-faceted economic development strategies recently approved by City Council. The focus will continue to be on COVID economic recovery, business retention, expansion, and attraction efforts especially in the biotechnology and advanced manufacturing industries. These activities are related to the Council's first strategic goal priority: Articulate a Current Economic Development Program. The approved implementation strategies within this strategic priority are:

1. Invest in proactive Economic Development strategies that capitalize on the City's strengths.
 - a. Implement Biotech & Advanced Manufacturing Strategies.
2. Implement COVID-19 Economic Recovery & Tourism Strategies.
3. Expand relationships with existing partnerships to help promote local workforce readiness and meet local business needs.
 - a. Travis AFB, Solano College, Local School Districts & County Workforce Development Board
4. Develop a citywide business incentive plan that fosters economic diversification (i.e. infrastructure investments, incubator programs and grow local entrepreneurs).
5. Create an efficient development approval process.

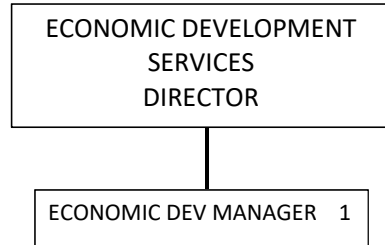
BUDGET HIGHLIGHTS

The proposed FY22/23 budget remains a combination of Measure M and General Fund and has been refined to address the unique challenges and opportunities of the economy. The proposed budget includes augmentation requests, which are summarized below, supportive of the Solano County Small Business Development Center, Phase 3 of the Biotech Strategy, and the need for data analytics:

1. Provide funding to support the Solano County Small Business Development Center to facilitate the Vacaville Manufacturing Group. Specifically, this investment aligns with strategies 1, 2, 3, and 5.
2. Provide ongoing funding for Phase 3 of the Biotech Strategy including membership in the California Biomanufacturing Center (CBC) and ongoing contract costs in excess of this year's one-time budget augmentation request related to the CBC's assistance with the City's attraction and retention efforts of Biotech companies including events such as Bio International, the American Biomanufacturing Summit, and the San Francisco Business Times Biotech Forum. Specifically, this investment aligns with implementation strategies 1-4.
3. Provide funding for the purchase of data resources and tools to support data-driven decision making to target and measure the effect of Economic Development efforts within the City of Vacaville. This request specifically includes ongoing funding for the following tools, which advance the implementation of strategies 1-3:

- Applied Economics Economic Impact Analysis tool provides Economic Development staff to calculate the economic impact of a potential business that either chooses to locate in Vacaville or expand existing operations. Staff will be able to measure the impact of those efforts in terms of job creation, City revenue streams, etc.
 - Placer.AI data provides a clear picture of where Vacaville Residents travel to work, shop and/or recreate while in or outside of Vacaville. This data can inform attraction and expansion efforts by helping us understand the skillset of residents that leave the City of Vacaville for work.
 - eImpact provides enhanced dashboard data to allow both Economic Development staff and the public access to real-time data on the City's economic condition and climate.
 - Finally, a site selection database that allows Economic Development staff to connect with site selectors around the world and provide information about opportunity sites within Vacaville, and demonstrate that Vacaville is a viable location for numerous industries to locate facilities.
4. As we enter Phase III of the City of Vacaville's Biotechnology Initiative it is time to invest in marketing and advertising. Telling our story as to why Vacaville is the best place for a business to locate/grow. This request specifically includes ongoing funding for the following efforts, which advance implementation strategies 1 and 2:
- A dedicated custom content insert in the San Francisco Business Times' publication that is distributed in concert with their annual Biotech Summit, which attracts movers and shakers in Biotech companies in the Bay Area. This custom content insert will demonstrate why Vacaville's location, amenities, and workforce make Vacaville the logical home for Biotech companies looking to relocate or expand.
 - Sponsorship and inclusion in Genesis' American Biomanufacturing Summit, a local boutique event bringing key players to the same table to discuss the future of Biomanufacturing in the area and provides Economic Development staff direct access to Biomanufacturing Companies that are actively looking for expansion locations. Funding to attend this year's event was made possible through the approval of a mid-year budget augmentation.
 - Sponsorship with Team California for the Bio International Conference is the world's largest trade show representing biotechnology companies, academic institutions, state biotechnology centers and related organizations across the United States and in more than 30 other nations. This event brings key players to the same table to discuss the future of Biotechnology. With the assistance of the California Biomanufacturing Center meetings are being scheduled for Economic Development staff to meet Biotechnology companies that are actively looking for expansion locations.
 - Finally, advertising and site selection magazine will showcase to site selection professionals that Vacaville's long-established and growing Biotech industry makes it an ideal location for new development and expansion.

**ECONOMIC DEVELOPMENT SERVICES
DEPARTMENT**



TOTAL FULLTIME POSITIONS 2

**City of Vacaville
FY 2022-2023 Budget**

**ECONOMIC DEVELOPMENT
SERVICES DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 195,953	\$ 369,160	\$ 481,819	\$ 543,354
Overtime	-	-	-	-
Services and Supplies	137,307	266,416	182,815	442,393
Indirect Costs	-	-	-	18,401
One-time Costs	-	127,900	636,197	-
Technology Costs	-	-	-	-
Total Operating Expenditures	333,260	763,476	1,300,831	1,004,148
Net Operating Expenditures	\$ 333,260	\$ 763,476	\$ 1,300,831	\$ 1,004,148
Source of Funding:				
General Fund - Discretionary Revenue	\$ 324,887	\$ 369,160	\$ 416,722	\$ 435,508
Measure M	8,373	394,316	884,109	568,640
Total Sources of Funding	\$ 333,260	\$ 763,476	\$ 1,300,831	\$ 1,004,148
Functional Distribution:				
Economic Development	333,260	763,476	1,300,831	1,004,148
Total Distribution	\$ 333,260	\$ 763,476	\$ 1,300,831	\$ 1,004,148

Finance Department

The Finance Department is responsible for the financial accounting and reporting systems; city-wide budget preparation and administration; 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 Finance Department has received state and national awards for excellence in financial reporting for the past 30 years. The Finance Department is a service-oriented Department with a focus on providing excellent customer service. The staff takes great pride in their work.

BUDGET HIGHLIGHTS

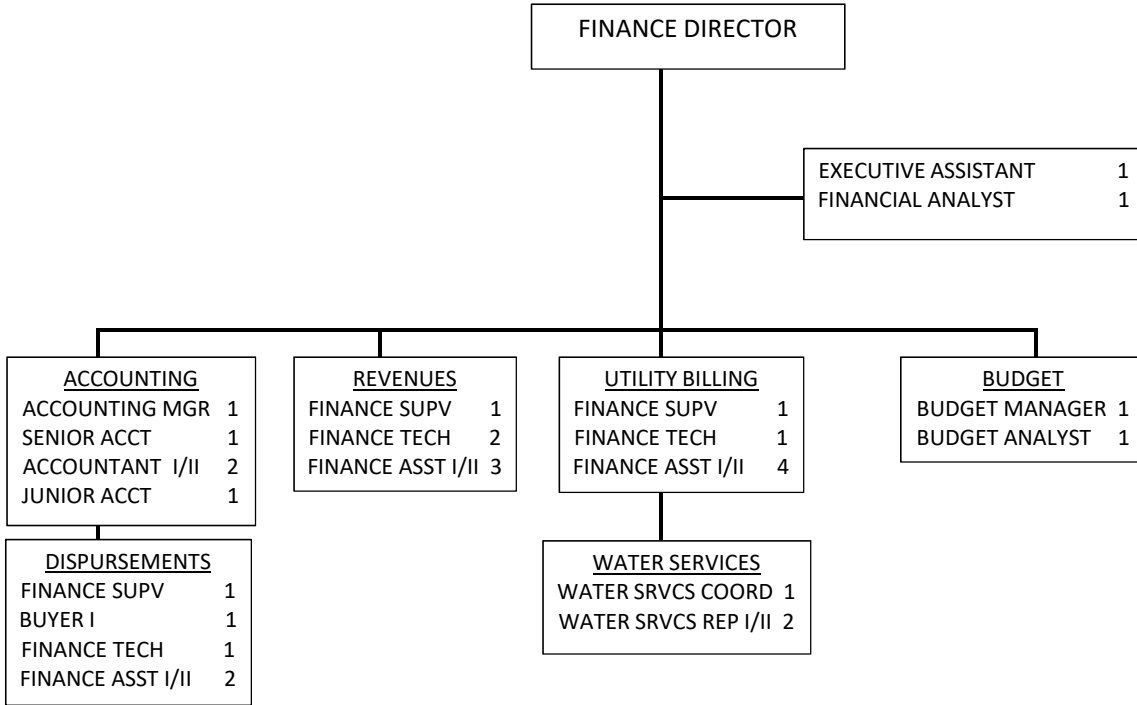
The Finance Department provides revenue accounting and invoice processing for Solano Transportation Authority (STA) and accounting services to Community Action Partnership Solano (CAP Solano). In partnership with the Human Resources Department, these activities will generate approximately \$75,000 in revenue.

Implementation of the new Enterprise Resource Planning (ERP) system was completed during fiscal year 2021-22 with the new utility billing module going live in fall/winter 2021. In the upcoming fiscal year, Finance will complete the revamping of the budget and expense transparency portal, Socrata, which will give users a more inclusive, up-to-date look into the City's financial operations. Additionally, furthering our customers' ability to make online payments for all City services remains a goal of the department.

This year's proposed budget includes the addition of two positions, a Finance Supervisor and Junior Accountant. The additions will allow the accounting and accounts payable sections to more efficiently handle its large workload while also providing excellent customer service to staff and vendors.

The Finance Department will be instrumental in continuing the efforts of Strategic Plan initiatives 4A (Ensure Fiscal Sustainability). Planning additional discretionary payments (ADPs) to CalPERS to address the city's pension liability and save on long-term interest costs is a strategy the Finance Department will be implementing in the upcoming fiscal year.

FINANCE DEPARTMENT



TOTAL FULLTIME POSITIONS 30

**City of Vacaville
FY 2022-2023 Budget**

FINANCE DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 2,766,921	\$ 3,159,838	\$ 3,557,260	\$ 4,316,294
Overtime	34	670	3,060	3,189
Services and Supplies	320,579	320,456	408,110	440,345
Indirect Costs	88,745	113,038	138,628	168,447
One-time Costs	-	-	-	-
Technology Costs	73,152	44,504	104,956	111,374
Total Operating Expenditures	3,249,432	3,638,506	4,212,014	5,039,650
Net Operating Expenditures	\$ 3,249,432	\$ 3,638,506	\$ 4,212,014	\$ 5,039,650
Source of Funding:				
General Fund - Discretionary Revenue	\$ 3,121,209	\$ 3,603,502	\$ 4,012,014	\$ 4,839,650
General Fund - Functional Revenue	128,223	35,004	200,000	200,000
Total Sources of Funding	\$ 3,249,432	\$ 3,638,506	\$ 4,212,014	\$ 5,039,650
Functional Distribution:				
Finance Administration	\$ 479,197	\$ 1,007,765	\$ 1,329,241	\$ 1,621,197
General Accounting	1,608,601	1,552,680	1,600,776	2,149,124
Revenue and Disbursements	1,161,634	1,078,061	1,281,996	1,269,330
Total Distribution	\$ 3,249,431	\$ 3,638,506	\$ 4,212,014	\$ 5,039,650



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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 to 12,546 total fire and Emergency Medical Service (EMS) incidents in 2021, as compared to 11,208 incidents in 2020. This was an increase of 12%. Medical emergency incidents also continue to rise in volume. Overall unit responses increased to 22,676 in 2021 from 20,894 in 2020.

BUDGET HIGHLIGHTS

Services and Supplies

Firefighter safety is a critical concern for the City of Vacaville. We depend on the health and well-being of our firefighters to best serve the community. Therefore, in March 2022 City Council unanimously authorized the Fire Chief to enter into an agreement for contract services with Life Extension Clinics for annual firefighter physicals for a total contract cost of \$66,000. This service provides firefighter specific annual physicals with early detection testing for all fire suppression personnel pursuant to the National Fire Protection Agency standards outlined in NFPA 1582 and NFPA 1583.

Personnel

Beginning in FY 22/23 the Fire Department will implement an Apprentice Firefighter Program. This program will create an internal pathway to develop firefighter and firefighter-paramedic candidates in-house. It will recruit primarily from local youth, including the successful Fire Explorer Program. During a two-to-four year apprenticeship, participants will work in the Fire Department while being provided the training, education and experience required to become journey-level fire service professionals.

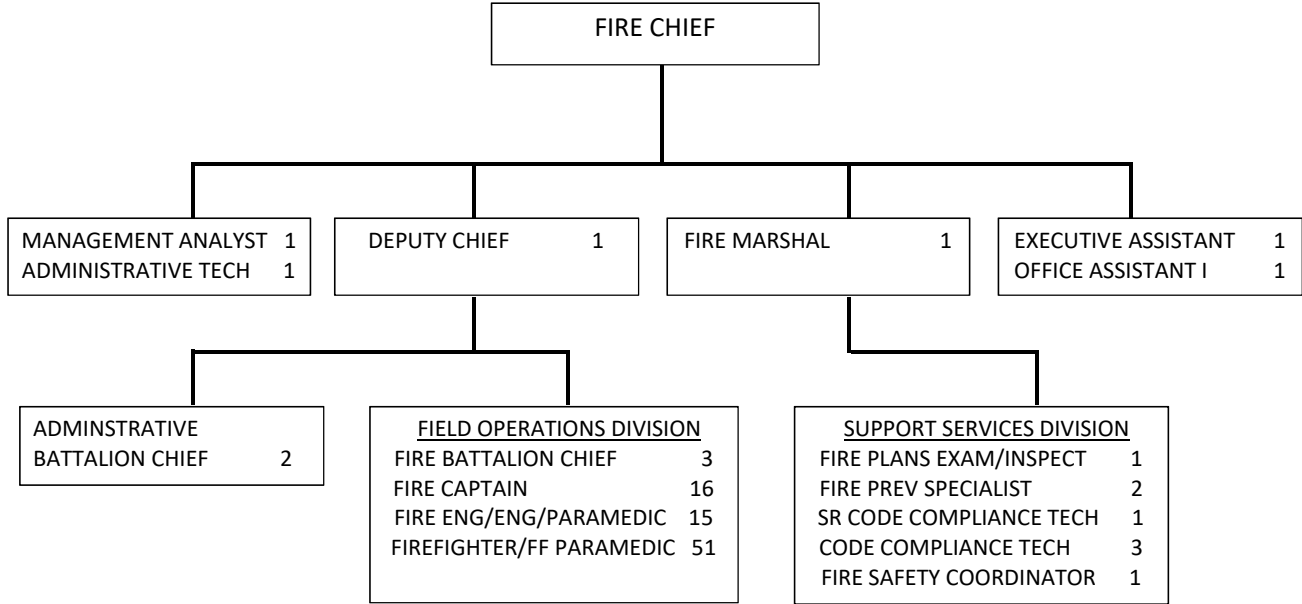
Additionally, the Fire Department will be holding an 18-week in-house academy for new hires beginning in FY 22/23. The new hires are required to fill existing vacancies and anticipated retirements in the upcoming year. The salaries and benefits budget will be

increased by \$255,000 to pay for backfill and overtime costs associated with teaching the academy on a temporary assignment. The instructors' regular field assignments must be backfilled while they are assigned to the academy.

The Fire Department is expanding our full-time employees (FTE's) by one position with the inclusion of a Senior Code Compliance Technician in the FY 22/23 budget. This position will oversee the Code Enforcement Division and report directly to the City of Vacaville Fire Marshal.

The Fire Department will focus on many of the goals outlined in the City's Strategic Plan; primarily on goal 1, to ensure public safety and evaluate staffing models and facility demands to meet future service delivery needs. Additionally on goal 4, to maintain effective and efficient services. And lastly on goal 5, to promote community engagement and increased equity and inclusion.

FIRE DEPARTMENT



TOTAL FULLTIME POSITIONS 102

**City of Vacaville
FY 2022-2023 Budget**

FIRE DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 23,958,696	\$ 25,121,152	\$ 26,729,039	\$ 28,904,624
Overtime plus Offset*	2,816,892	2,546,143	1,409,524	1,468,724
Services and Supplies	1,204,400	794,025	1,679,984	1,493,383
Indirect Costs	1,173,615	1,588,696	1,632,348	1,752,986
One-time Costs	65,662	120,022	355,000	1,208,548
Technology Costs	184,052	120,737	286,245	298,578
Total Operating Expenditures	29,403,317	30,290,775	32,092,140	35,126,844
Net Operating Expenditures	\$ 29,403,317	\$ 30,290,775	\$ 32,092,140	\$ 35,126,844
Source of Funding:				
General Fund - Discretionary Revenue	\$ 14,061,676	\$ 12,621,938	\$ 15,078,062	\$ 14,695,916
General Fund - Functional Revenue	681,842	716,166	510,200	509,750
General Fund - Public Safety Equipment	-	-	400,000	400,000
Measure M	1,008,706	1,266,433	1,462,383	2,351,153
Special Revenue - CFDs	2,317,572	2,952,552	3,282,646	3,804,054
IGT & GEMT	1,224,489	1,983,745	1,000,000	1,000,000
EMS Revenue (taxes and chgs for svc)	10,109,032	10,749,941	10,358,849	12,365,971
Total Sources of Funding	\$ 29,403,317	\$ 30,290,775	\$ 32,092,140	\$ 35,126,844
Functional Distribution:				
Administration	\$ 822,608	\$ 920,257	\$ 1,351,935	\$ 1,652,360
Dispatch (20% of total dispatch)	628,403	688,424	689,738	826,517
Fire Prevention/Public Ed/Code	1,260,455	1,378,911	1,560,308	1,747,390
Fire Operations	12,466,715	12,445,212	13,282,123	13,975,195
Training	223,928	260,491	353,839	533,405
Emergency Medical Services	14,001,209	14,597,481	14,854,196	16,391,976
Total Distribution	\$ 29,403,317	\$ 30,290,775	\$ 32,092,140	\$ 35,126,844

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

Housing & Community Services

The Department of Housing and Community Services (DHCS) takes great pride in its role in improving the quality of life for Vacaville's residents. This work is accomplished through three divisions: Administration Division, Housing Division, and Community Services Division. In addition, the Department completes special projects. The following provides a brief overview of the DHCS work and FY 2022-2023 budget highlights.

Administration Division is responsible for department-wide office management and administrative activities. This includes, but is not limited to: grant fiscal oversight through quality control and program regulatory compliance monitoring; tracking and monitoring administrative contracts; coordinating recruitment, hiring, orientation, personnel actions; ensuring Department/City policies and procedures are followed; assisting in staff training (development opportunities/ performance evaluation feedback/workflow processes); maintaining operational efficiencies and records of department actions/functions (e.g. accounts payable/receivable, maintenance agreements, purchasing cards; meetings/agendas, etc.), and providing "first contact" customer services to callers and front counter customers.

Housing Division includes all housing related programs:

- Vacaville Housing Authority (VHA) has been funded by the U.S. Department of Housing and Urban Development (HUD) since 1976. Staff administers the Housing Choice Voucher (Section 8), Family Self-Sufficiency, and Homeownership Programs. A portion of Housing Choice Voucher funding is allocated to special programs: Family Unification Program, Veterans Affairs Supportive Housing, Mainstream Housing Vouchers, and Emergency Housing Vouchers. The VHA is now a Move to Work agency. These programs improve living conditions and promote self-reliance for approximately 1,300 very low-income Vacaville households each month, investing approximately \$12.75M in the Vacaville rental market.
- The Division also contracts to administer the same programs for Solano County. The Solano County program is significantly smaller than Vacaville's program, serving almost 370 very low-income households in the Cities of Dixon and Rio Vista and in the unincorporated areas of Solano County each month.
- The HUD certified Housing Counseling Center works to provide clients with as much information and education as possible to help them succeed in the areas of homeownership, financial literacy, and obtaining and maintaining rental housing.
- Affordable Housing Programs include: first time homebuyer down payment assistance loan programs; monitor, preserve, and support new construction of affordable housing; implement components of the upcoming Housing Strategy, etc.

Community Services Division is responsible for: administering the Community Development Block Grant Program through annual entitlement funding from HUD; assisting with City homelessness initiatives, projects, and programs; and oversight of contracts to administer grants on behalf of the Community Action Partnership Joint Powers Authority (expenditures are primarily funded through available administrative grant funding provided through the JPA).

Special Projects are implemented by the DHCS as appropriate. This includes the 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 related 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. In addition, the DHCS will implement Capital Improvement Projects such as the Mariposa Center Improvements and Brown Street Multi-Purpose Building/New Park/Community Center.

Budget Highlights:

The DHCS budget anticipates an increase in funding for the Housing Division for new construction affordable housing projects. This year, a self-service kiosk and workstation will be implemented as well as additional staffing (Housing Services Administrator, Administrative Technician) added to increase efficiencies and customer services for the Section 8 programs. The Community Services Division also anticipates an increase in funding due to the CDBG CARES funding and related programs/expenditures. The DHCS budget incorporates the following goals:

- Housing Division:
 - Provide Section 8 rental subsidy on behalf of approximately 1,300 very-low income Vacaville households and 370 very-low income households under the County program each month.
 - Assist Housing Choice Voucher households to achieve self-sufficiency and economic independence and/or homeownership.
 - Implement self-service kiosk and workstation for customers.
 - Adding Project Based Vouchers to support affordable housing developments.
 - Open Section 8 waiting lists, as appropriate, to accept new applications.
 - Provide Housing Counseling Services.
 - Work with developers on pre-development activities for the Oak Grove and Allison Drive affordable housing projects.
 - Work with owners of existing affordable housing to improve and preserve units.
 - Monitor 159 agreements covering 1,106 rent restricted apartments and single-family units.
 - Provide First-Time Homebuyer Down Payment Assistance loans.

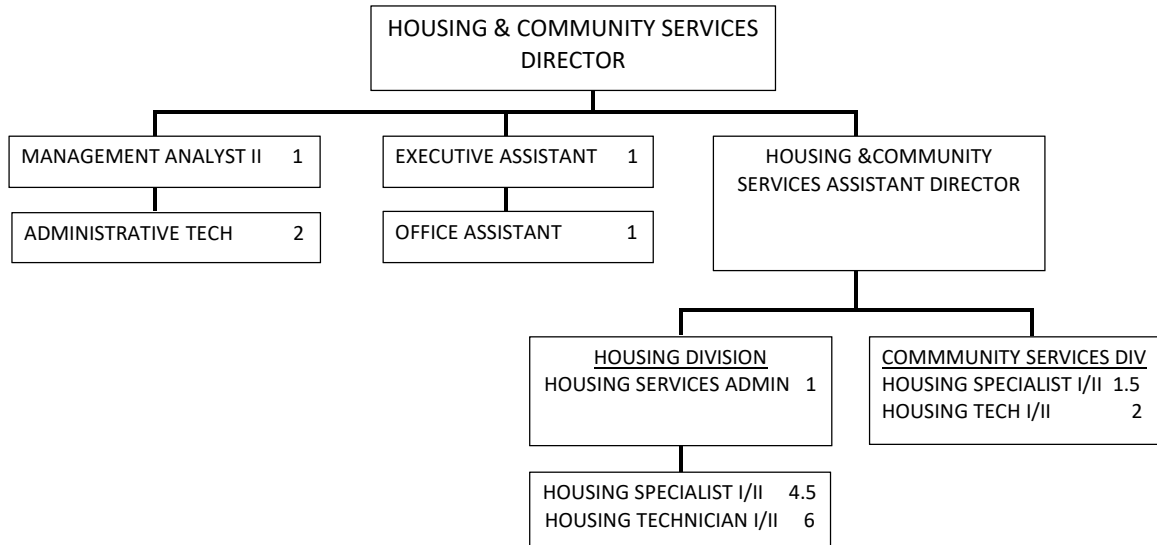
- Implement components of the Housing Strategy.

- Community Services Division:
 - Support youth and other programs at CDBG neighborhood centers and improve building space at Eldridge Avenue if needed due to the age and condition of the facilities.
 - Administer a Sidewalk Repair Program.
 - Prevent, prepare for, and respond to COVID-19 through mental health, homeless facility, food security, and homelessness prevention and diversion funding.
 - Assist with initiatives to address homelessness.
 - Oversee regional grants on behalf of the CAP Solano, JPA.

- Special Projects:
 - Continue “winding down” the former RDA.
 - Make improvements to the Mariposa Neighborhood Center.
 - Continue work on developing the Brown Street Multi-Purpose and Recreation facilities: DHCS offices, non-profit space, new community room, and new park/outdoor public recreation components.
 - Work to dispose of properties in the E Main-Mason and McClellan-Depot downtown area for the development of 700 Parc on Main.

The Housing and Community Services Department contributes to the City’s Strategic Plan Goal 3, Protect Vacaville’s Quality of Life.

HOUSING & COMMUNITY SERVICES DEPARTMENT



TOTAL FULLTIME POSITIONS 22

**City of Vacaville
FY 2022-2023 Budget**

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

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 2,026,142	\$ 2,129,586	\$ 2,748,599	\$ 3,398,061
Overtime	2,875	3,229	3,293	3,431
Services and Supplies	14,464,197	16,271,053	18,160,157	20,595,546
Debt Service and Indirect Costs	1,088,325	408,593	2,690,551	7,678,518
One-time Costs	1,436	-	-	-
Technology Costs	51,254	29,335	66,791	68,720
Total Operating Expenditures	17,634,229	18,841,796	23,669,392	31,744,276
Internal Cost Allocation	275,181	248,146	253,109	263,740
Net Operating Expenditures	\$ 17,909,410	\$ 19,089,942	\$ 23,922,501	\$ 32,008,016
Source of Funding:				
General Fund - Discretionary Revenue	\$ -	\$ -	\$ -	\$ -
Special Revenue - HUD Rental Assist	12,593,101	14,289,559	15,084,063	17,086,889
Special Revenue - Solano County*	2,659,946	3,277,442	4,423,460	3,883,016
Special Revenue - CDBG	798,287	521,923	533,880	1,363,834
SR - Successor Housing Agency	338,790	1,513,181	4,271,455	9,635,577
Blade Grant Program	10,000	-	-	-
SR - Other Grants	77,803	20,266	-	-
Prior Year Carryovers/Repayments	1,431,483	(532,429)	(390,357)	38,700
Total Sources of Funding	\$ 17,909,410	\$ 19,089,942	\$ 23,922,501	\$ 32,008,016
Functional Distribution:				
CDBG Programs	807,339	323,255	369,053	1,363,834
Housing Assistance Programs	13,391,478	14,095,714	15,192,846	17,111,140
Housing Counseling	40,912	-	22,878	-
County Housing Assistance Program*	2,573,513	3,161,999	3,899,265	3,895,266
Successor Housing Agency	969,214	1,508,975	4,438,459	9,637,776
Other Housing Grant Programs	126,954	-	-	-
Total Distribution	\$ 17,909,410	\$ 19,089,942	\$ 23,922,501	\$ 32,008,016

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

**City of Vacaville
FY 2022-2023 Budget**

SUCCESSOR AGENCY

Account Description	FY 2019/20 Actual	FY 2020/21 Actuals	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	203	196,414	196,200	195,192
Services and Supplies	-	10,482	11,996	21,236
Indirect Costs	-	6,104	6,104	7,122
ROPS Obligations	6,285,852	7,474,058	7,527,442	7,192,778
Technology Costs	-	2,000	-	2,000
Total Operating Expenditures	\$ 6,286,055	\$ 7,689,058	\$ 7,741,742	\$ 7,418,328
Internal Cost Allocation	-	35,000	35,700	35,000
Net Operating Expenditures	\$ 6,286,055	\$ 7,724,058	\$ 7,777,442	\$ 7,453,328
Source of Funding:				
Property Tax	\$ 3,376,183	\$ 4,706,100	\$ 5,912,540	\$ 2,024,926
Administration	-	250,000	250,000	250,000
Reserve Funds/Other Income	2,909,872	2,767,958	1,614,902	5,178,402
Total Sources of Funding	\$ 6,286,055	\$ 7,724,058	\$ 7,777,442	\$ 7,453,328
Functional Distribution:				
Successor Agency Obligations	\$ 6,286,055	\$ 7,474,058	\$ 7,527,442	\$ 7,203,328
Successor Agency Administration	-	250,000	250,000	250,000
Total Distribution	\$ 6,286,055	\$ 7,724,058	\$ 7,777,442	\$ 7,453,328

Full-Time Employees are included in Housing Services Department.

Human Resources

The Human Resources Department provides recruitment, classification, salary and benefits administration, payroll, workers compensation, safety, training and development, and labor and employee relations services. The Human Resources Department is a service-oriented Department with a focus on providing excellent customer service. The staff takes great pride in their work.

BUDGET HIGHLIGHTS

Human Resources continues to work with all departments to fill vacancies as the City experiences a significant and steady increase in retirements.

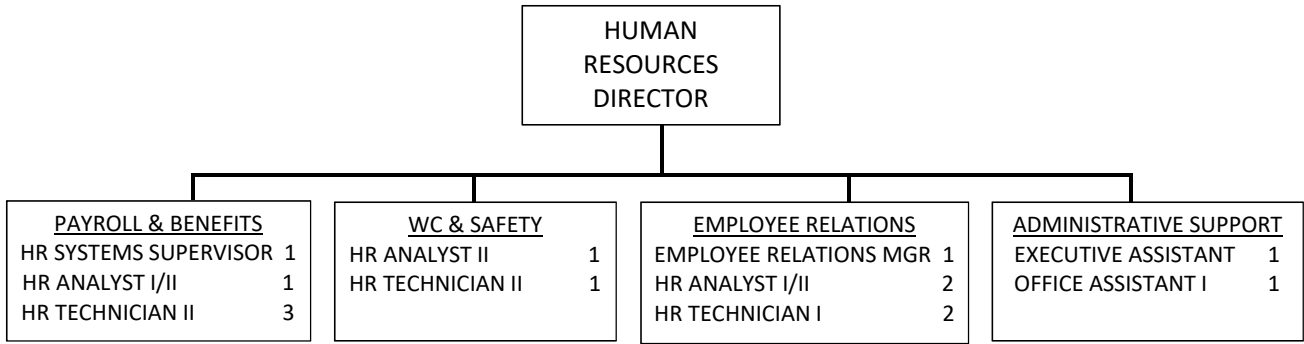
The Human Resources Department will be instrumental in continuing the efforts of Strategic Plan initiatives 4C (Build a Positive Organizational Culture and Workforce) and 4A (Ensure Fiscal Sustainability).

The Human Resources Department provides human resources and payroll services for Solano Transportation Authority (STA) and partners with the Finance Department to generate approximately \$75,000 in annual revenue for the City.

Human Resources is in the beginning phases of labor negotiations with Fire unions (contract expiration dates are October 31, 2022).

The addition of two Human Resources Analysts will assist with all of the above items along with continuing the day to day operations of serving our customers both internal and external. One analyst will be assigned to recruitment/classification and will assist the existing full time analyst with recruitments. The second analyst will be assigned to the payroll and benefits section. Both positions will also take on analyst level work from management positions above them allowing the managers to focus on strategic plan initiatives and other projects.

HUMAN RESOURCES DEPARTMENT



TOTAL FULLTIME POSITIONS 15

**City of Vacaville
FY 2022-2023 Budget**

HUMAN RESOURCES DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Actuals	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 1,435,737	\$ 1,593,055	\$ 1,674,397	\$ 2,326,951
Overtime	-	4,022	500	5,000
Services and Supplies	163,256	172,654	277,585	302,672
Indirect Costs	26,747	38,297	40,487	62,467
One-time Costs	-	-	-	-
Technology Costs	41,031	24,554	59,119	19,514
Total Operating Expenditures	1,666,771	1,832,581	2,052,088	2,716,604
Net Operating Expenditures	\$ 1,666,771	\$ 1,832,581	\$ 2,052,088	\$ 2,716,604
Source of Funding:				
General Fund - Discretionary Revenue	\$ 1,629,271	\$ 1,793,881	\$ 2,012,088	\$ 2,676,604
General Fund - Functional Revenue	37,500	38,700	40,000	40,000
Total Sources of Funding	\$ 1,666,771	\$ 1,832,581	\$ 2,052,088	\$ 2,716,604
Functional Distribution:				
Human Resources	\$ 1,666,771	\$ 1,832,581	\$ 2,052,088	\$ 2,716,604
Total Distribution	\$ 1,666,771	\$ 1,832,581	\$ 2,052,088	\$ 2,716,604

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) and \$399,065 for the Motorola radio system contract and the maintenance of the Butcher Road tower site lease.

BUDGET HIGHLIGHTS

The proposed FY22/23 budget includes approximately \$215,000 for County property tax administration fees. In addition, \$1,067,252 is included for City's portion of animal control services with \$89,477 for capital improvement contribution, \$619,683 for shelter services and \$358,092 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 Non-Departmental budget also includes over \$363,985 in memberships and contributions to various organizations including the Downtown Vacaville Business Improvement District (DVBID), the Vacaville Museum, Solano Economic Development Corporation, Vacaville Chamber of Commerce and the Small Business Development Center, as well as the Travis Community Consortium and the Local Agency Formation Commission. Regarding one-time funding in FY22/23, there is \$190,000 for a Citywide Landscape and Lighting District feasibility analysis and \$200,000 for the November 2022 election.

The FY22/23 budget funds citywide costs related to Homeless Services from Measure M as a community enhancement program. The proposed budget includes \$23,275 for Temporary Assistance Hotel Rooms; \$53,142 for Mental Health/Outreach Services; \$26,571 for Public Works Homeless Site Remediation, \$159,426 for sheltering services through Shelter Solano; and \$83,360 for contract services to work with our Community Response Team to remediate homeless encampments in Vacaville.

In addition, beginning in FY22/23, this budget includes \$2.2 million of Measure M funds to make an additional discretionary payment towards the City's CalPERS unfunded liability in an effort to pay the unfunded liability sooner than scheduled to save on interest costs.

**City of Vacaville
FY 2022-2023 Budget**

NON-DEPARTMENTAL

Account Description	FY 2019/20 Actual	FY 2020/21 Actuals	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ (70,225)	\$ 165,102	\$ -	\$ 2,200,000
Services and Supplies	1,952,636	2,204,461	2,273,136	2,396,789
Indirect Costs	521,750	566,215	649,198	681,873
One-time Costs	687,120	476,128	872,254	935,456
Technology Costs	47,507	27,182	21,468	21,327
Total Operating Expenditures	3,138,787	3,439,088	3,816,057	6,235,445
Net Operating Expenditures	\$ 3,138,787	\$ 3,439,088	\$ 3,816,057	\$ 6,235,445
Source of Funding:				
General Fund - Discretionary Revenue	\$ 3,138,787	\$ 3,439,088	\$ 3,363,292	\$ 3,689,701
Measure M	-	-	452,765	2,545,744
Total Sources of Funding	\$ 3,138,787	\$ 3,439,088	\$ 3,816,057	\$ 6,235,445
Functional Distribution:				
Non-Departmental - General	\$ 2,798,174	\$ 2,785,195	\$ 2,954,430	\$ 5,457,643
Homeless Services	67,361	371,203	331,837	345,774
Radio System	123,198	132,689	379,790	282,028
Library Subsidy	150,055	150,000	150,000	150,000
Total Distribution	\$ 3,138,787	\$ 3,439,089	\$ 3,816,057	\$ 6,235,445

Parks & Recreation

The Parks and Recreation Department offers a wide range of recreational programs and special events for residents of all ages and abilities, as well as operates the City's community centers, aquatic center, sports centers, parks and performing arts theatre. For budgeting purposes, the activities of the Parks and Recreation Department are grouped into four categories: Administration, Programs, Facilities and Community Well-being Programs. The latter three categories have different goals for cost recovery.

The **Administration** category supports a variety of activities related to programs, facilities and projects. Some items include park planning, project management, the production, printing, and mailing of the Events guide, part-time registration staff, recreation management, registration software system management, and department wide technology administration. In addition to this, administrative staff cultivate and maintain important relationships by acting as liaisons to a variety of community organizations and staff essential City bodies such as the Parks and Recreation Commission and the Arts Advisory Committee.

The **Facilities** category is comprised of 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, Harbison Event Center, Vacaville Recreation Center and Georgie Duke Sports Center. The higher level of General Fund support for this category reflects existing policies for subsidized community and other department usage of the buildings. The Vacaville Performing Arts Theater also receives an annual allocation from excise tax (Measure I) revenues.

The **Programs** category is responsible for the most significant portion of cost recovery through 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 **Community Well-being Programs** category includes programs and activities for seniors and teens, community-wide special events, and a developing therapeutic recreation program for disabled youth and adults. These programs receive a higher level of funding from the General Fund based on the needs and benefit to the community.

BUDGET HIGHLIGHTS

In FY 2022-23, the Parks and Recreation Department will continue expanding its program offerings to generate General Fund revenue while contributing to the health and wellness

of the citizens of Vacaville. In addition, the department has many exciting opportunities to increase the safety and quality of program capabilities through equipment replacement, facility maintenance, and park improvement projects through the numerous active Measure M, Development Impact Fee, and General Fund projects. By executing these improvements, the Parks and Recreation Department is being responsive to the City's Strategic Goals #1 Ensure Public Safety, #3 Protect Vacaville's Quality of Life and #4 Maintain Effective and Efficient Services.

ADMINISTRATION

The proposed budget includes augmentations for increases in non-full time staff and much needed full-time positions that will provide vital departmental support. These positions include an additional Recreation Supervisor, Park Planner, and an Administrative Technician for marketing. The addition of these positions will allow for effective responsiveness and efficiency in handling the increased departmental workload and ensures successful planning, management, and completion of the highly desired projects such as the Centennial Park Master Plan, Neighborhood Park Master Plans, and park improvement projects at locations like Sierra Vista and Alamo Creek Parks.

FACILITIES

In the upcoming fiscal year, Facilities are tasked with various projects that will improve the quality and safety of the buildings to support the expansion of events, programs, and activities offered to the public at these locations. Improvements to quality include an upgraded computer room at the McBride Center, a ceiling mounted projector at Three Oaks Community Center, and a kitchen grill addition to the Ulatis Community Center. Some planned upgrades in safety are repair and replacement of lifeguard chairs at the Graham Aquatic Center, and an expanded video surveillance system across multiple City Facilities. The FY 2022-23 Budget includes an augmentation for a conversion of a part-time Facility Maintenance Coordinator to full-time, providing the Department with a total of 3 full-time facility maintenance staff. This addition will better position the Department for effective oversight of the 6 Community Centers and 9 satellite buildings managed by Parks and Recreation as well as planned facilities on the horizon.

PAY-TO-PLAY PROGRAMS

Adult Sports is excited to expand programming with new offerings such as Golf, Disc Golf, and Outdoor Pickle Ball programs. There are also plans to revamp the Adult Softball program to better reflect community wants and needs.

Youth Sports aims to empower Vacaville's youth while providing a fun and safe environment to promote healthy and active lifestyles, with the goal that these positive behaviors carry over into adulthood. For Fiscal Year 2022-23, Youth Sports has plans to expand programming with Badminton Camps, Ice Sports, and revamps in Flag Football, Volleyball, and Skateboarding programs.

Cultural Arts also has a planned expansion in programming, offering new programs and classes centered on enrichment opportunities in music, arts, and dance. Plans for the upcoming year include a focus on public outreach and feedback via surveys, marketing,

and social media and new class offerings such as Country Line Dancing, Ballroom Dancing, Acrylic Painting, and Cricut cutting classes.

Aquatics programming provides high-quality experiences that promote a solid foundation of water safety knowledge and skills through aquatic-based activities. This year, Aquatics plans to expand and elevate successful programs such as 707 Diving by hosting the first ever dive meet competition at the Walter V. Graham Aquatic Center. In addition to expanded programming such as the Cardboard Boat Regatta and Private Party Pool Rentals, demand has also prompted increased class sizes and time slots to reduce waitlisted participants for swim lessons.

Special Interest staff focus on providing lifelong learning opportunities to Vacaville residents through acquiring new skills and knowledge, pursuing hobbies, and experiencing a sense of community. This is accomplished through newly introduced programs such as Imagine That where students explore the science used to solve crimes including DNA, fingerprints, and other activities that encourage critical thinking in a fun, engaging environment.

Gymnastics provides participants with experiences that promote physical development, muscular strength, flexibility, balance, and core strength. This year Gymnastics aims to rebuild a core group of dedicated and enthusiastic participants who represent the program in a positive manner, and enhance program offerings to be responsive to current trends. Gymnastics staff are focused on creatively introducing program offerings to increase participant levels to pre-COVID numbers such as Super Hero 101, Gymnastics and Hip-Hop, and Tumbling Tutus.

Early Childhood Enrichment has a mission of providing children with strategies that help them develop the emotional, social and cognitive skills needed to become lifelong learners. Staff in this area will accomplish this objective by offering engaging programs to the public such as Summer Preschool, Art Play Group, and Mini Melody Makers that encourage self-confidence and self-esteem for participants while having fun and developing new friendships.

Youth Services staff work to provide enrichment opportunities to the youth of Vacaville through before and after school programs, camps, and classes that encourage social activity, reinforce the importance of education, build confidence, and promote health and wellness. In Fiscal Year 2022-23 Youth Services will expand its programming through offering field trips and guest presentations at each after school program site and streamline its registration and payment process through a fully-online registration system.

COMMUNITY WELL-BEING PROGRAMS

Teen programs provide recreational and learning opportunities that allow teens to express themselves in a safe, structured environment which promotes positive social interaction, teaches leadership and responsibility, and helps teens to realize their role as responsible young adults. Staff in this program area are focused on boosting attendance of

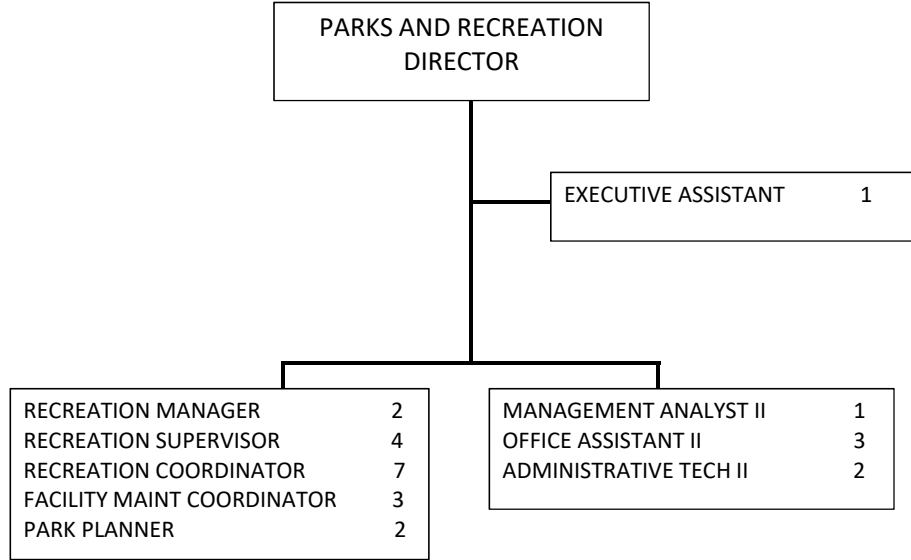
participants, vendors, and panels for Vaca-Con, and developing and facilitating a quality teen leadership program.

Active Aging offers programs to increase the health and well-being of adults 50 and over through participation in diverse recreational experiences. In the upcoming fiscal year, this program area aims to expand day trip opportunities and increase the amount of fitness programs to counteract the social, emotional, and physical impacts of isolation during COVID restrictions.

Therapeutic Recreation provides people with unique abilities of all ages recreational opportunities that enhance quality of life. Therapeutic Recreation staff will continue partnering with agencies and businesses throughout Solano County to promote program awareness and broaden resource support that has resulted in the success of programs like the Sensory Room, which reached maximum capacity and now offers additional sessions to meet demand.

Special Events delivers community-oriented activities that provide positive experiences for residents of all ages and backgrounds while enhancing sense of place and Vacaville pride. Some highlights for the upcoming year include the CreekWalk, with hopes to introduce a cashless payment system to streamline the entry process as well as hosting Rose Royce at the season finale concert. Staff will continue partnerships with vendors to host events such as Día de los Muertos and will persist in cultivating relationships with local businesses and sponsors that provide vital support to the program.

**PARKS AND RECREATION
DEPARTMENT**



TOTAL FULLTIME POSITIONS 26

**City of Vacaville
FY 2022-2023 Budget**

PARKS AND RECREATION DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 4,077,285	\$ 3,964,620	\$ 5,510,269	\$ 6,408,863
Overtime	5,971	3,570	1,298	1,353
Services and Supplies	1,543,270	971,712	2,170,613	2,468,924
Indirect Costs	658,376	658,832	760,027	818,665
One-time Costs	-	-	100,000	100,000
Technology Costs	123,351	78,247	171,747	175,355
Total Operating Expenditures	6,408,252	5,676,980	8,713,954	9,973,160
Net Operating Expenditures	\$ 6,408,252	\$ 5,676,980	\$ 8,713,954	\$ 9,973,160
Source of Funding:				
General Fund - Discretionary Revenue	\$ 3,488,858	\$ 4,621,448	\$ 4,409,324	\$ 4,688,075
VUSD ASES Grant Funding	-	-	-	-
General Fund - Functional Revenue	2,919,395	1,055,533	4,204,630	4,695,370
General Fund - Lagoon Valley	26,411	53,499	70,169	122,743
Measure M	-	-	100,000	589,715
Total Sources of Funding	\$ 6,408,252	\$ 5,676,980	\$ 8,713,954	\$ 9,973,160
Functional Distribution:				
Community Services Administration	\$ 1,838,798	\$ 1,929,287	\$ 2,440,921	\$ 3,283,941
Programs:				
Therapeutic Recreation	37,986	50,021	86,394	203,980
Adult Sports	103,620	88,497	164,160	174,857
Cultural Arts	153,051	84,819	207,282	236,039
Aquatics	250,278	277,519	380,640	393,282
Park Rentals*	31,881	25,382	32,653	31,721
Lagoon Valley	26,411	53,499	70,169	122,743
Concessions	26,799	11,309	59,016	54,827
Field Rentals	7,486	5,137	6,574	6,164
SkatePark	-	47	-	-
Gymnastics	326,584	257,163	479,559	492,734
Youth Sports	306,876	230,071	438,751	497,693
Early Childhood	269,186	266,855	412,829	440,725
Youth Services	701,731	524,117	939,184	920,186
Special Events & Creekwalk	164,784	117,842	299,859	304,656
Special Interest	38,599	36,776	85,045	97,274
Wilderness 101	17,982	9,526	-	-
Facilities and Teens:				
Harbison Event Center	347	8,435	44,228	38,055
Three Oaks Community Ctr	246,791	247,417	273,385	291,272
Ulatis Community Ctr	257,567	213,411	315,684	272,312
Performing Arts Theater	790,801	502,331	903,599	962,326
Sports Center	116,401	110,724	157,725	161,940
Teens	63,502	45,741	86,867	109,518
Graham Aquatic Center	231,309	222,935	214,575	249,425
Social Services:				
Senior Programs	221,390	186,773	287,405	294,593
Senior Center	176,511	168,517	227,449	232,898
Public Art	1,582	2,540	-	-
Youth Scholarships	-	-	100,000	100,000
VUSD ASES Grant Program	-	291	-	-
Total Distribution	\$ 6,408,252	\$ 5,676,980	\$ 8,713,954	\$ 9,973,160

* Park Rentals is new account FY18/19

Police Department

The members of the Vacaville Police Department take great pride in the excellent level of service and safety we provide to the citizens of Vacaville. The police department faced a number of challenges in FY 21/22. Just before the start of the fiscal year, retired Fairfield Police Department Chief Joe Allio stepped in as the interim Chief of Police while a permanent Chief was selected. Along with an interim Chief, other command staff positions were covered by acting positions. During this time the police department faced an unprecedented number of retirements which led to a staffing crisis. Along with retirements, the ongoing COVID-19 pandemic led to increased staffing challenges. Throughout these challenges, the members of the Vacaville Police Department continued to provide excellent service and safety to the citizens of and visitors to Vacaville.

During FY 21/22, the department created the District Commander Program. With the recent creation of six City Council districts, the police department assigned one lieutenant and one sergeant to be the district commander for each of the council districts. This program has enabled residents, business owners, and council members for each of the districts to have direct points of contact, within the police department, to address issues in their district. The program has been very successful, allowing the commanders to engage directly with community members in their districts.

During FY 21/22 the department began participating in a comprehensive audit through an objective evaluation of the police department to ensure it operates consistent with best practices, enhances accountability and contributes to the greater openness with the public related to departmental processes and procedures. The city selected the OIR group to conduct the audit. OIR has visited the department, observed department training, and interviewed multiple department and city employees, as well as city elected officials. The final audit report is expected to be delivered in July of 2022 and the Police Department looks forward to reviewing the findings and using them as a roadmap moving forward.

In January of 2022 Captain Ian Schmutzler was selected as the new Chief of Police. Chief Schmutzler was able to bring additional stability to the department by, within the first two months as Chief, promoting two captains, one lieutenant, and one sergeant. Chief Schmutzler quickly identified three priorities within the department. Those priorities are: employee wellness, recruitment and retention, and employee development. Some of the ways the department has focused on these priorities are:

Employee Wellness:

- Actively seeking new employee wellness service providers.
- Enhancing our peer support team.
- Bringing care providers into the police department headquarters to identify the needs of employees.

Taking steps to address and improve employee wellness supports the City of Vacaville Strategic Plan Initiative 4C: Build a Positive Organizational Culture and Workforce

Recruitment and Retention:

- The recruitment team has attended recruitment events and traveled to police academies, military bases, and other public events up and down the state.
- The city authorized a \$20,000 hiring incentive for lateral police officers and academy graduates.
- The police department recently contracted with a marketing company to produce a new recruitment video.
- A new recruitment website was created. The website includes a section for recruiting professional staff and a professional staff recruitment video.
- The take home car program has been expanded to allow officers living outside of town to take their assigned cars home.

Prioritizing recruitment and retention supports the City of Vacaville Strategic Plan Initiative 4C: Build a Positive Organizational Culture and Workforce as well as Initiative 1A: Manage Changing Paradigm for Police.

Employee Development:

- A number of our future department leaders were sent to the Women Leaders in Law Enforcement conference. The group consisted of a good cross section of the department, including both sworn and professional staff.
- Prior to a recent sergeant promotion process a large-scale mock interview process was staged to help candidates prepare for the testing process.
- After the testing process, command staff members met with each person on the promotion qualified list to provide them with direct/specific feedback about their promotion potential as well as guidance on a path to promotion.
- Due to the success of the patrol corporal program in developing officers for promotion, the corporal program is being expanded to include one corporal assigned to each specialty unit.

Prioritizing employee development supports the City of Vacaville Strategic Plan Initiative 4C: Build a Positive Organizational Culture and Workforce as well as Initiative 1A: Manage Changing Paradigm for Police.

BUDGET HIGHLIGHTS

In fiscal year 21/22, the City established a Public Safety Equipment Replacement fund to address and plan for the vital equipment needs of our public safety departments. The Police Department used this funding to enhance services provided to the citizens of Vacaville in various ways described below.

Transparency, Accountability, and Criminal Investigations: The police department negotiated and extended our contract with Axon, LLC for ten years. Axon provides the police department body worn cameras, dash cameras, electronic control devices, and evidence data storage. Every sworn officer in the department is now provided with a body worn camera. Every patrol car is equipped with a dash camera, and patrol cars with prisoner transport compartments are equipped with cameras in those compartments. The contract with Axon allows the cameras to be replaced at regular intervals, ensuring Vacaville is provided with the latest technology. The Axon contract also allows investigators to send Axon citizen links to crime victims and witnesses. These links allow citizens to send digital evidence directly to Axon servers for inclusion as evidence in the investigation. The continued investment in body camera and dash camera technology ensures the police department is continually advancing City of Vacaville Strategic Plan Initiative 1A: Manage Changing Paradigm for Police

Technology and Interoperability: in FY 21/22 the Police Department continued its ongoing project of transitioning to a fully digital P-25 Motorola radio system. This project has modernized the department's radio system and allowed for extended range radio transmission, fewer radio dead spots, and increased interoperability among Solano County public safety agencies. In the early phases of the project all of the oldest radio equipment, which was incompatible with the new system, was replaced. In FY 21/22 more car and portable radios were ordered to work toward complete modernization of the radio system. Due to production delays, the radios order for FY 21/22 have not yet been delivered, but the project is ongoing. The radio project involves both the Police and Fire Department. The investment in updated radio technology supports City of Vacaville Strategic Plan Initiative 1B: Manage the increasing call volume for Fire and EMS.

Tactical Response: In 2021 alone, the Vacaville Police Department Special Weapons and Tactics (SWAT) team was activated approximately 30 times. This is an unprecedented level of activity for the police department's SWAT team. These activations encompassed incidents such as search warrants, arrest warrants, barricaded subjects, searches for outstanding criminal suspects, and on one occasion, a barricaded double homicide suspect. With our SWAT team engaging in such a high level of activity, their equipment needs regular upgrade and/or replacement. Equipment such as ballistic helmets and body armor have manufacturer expiration dates of five

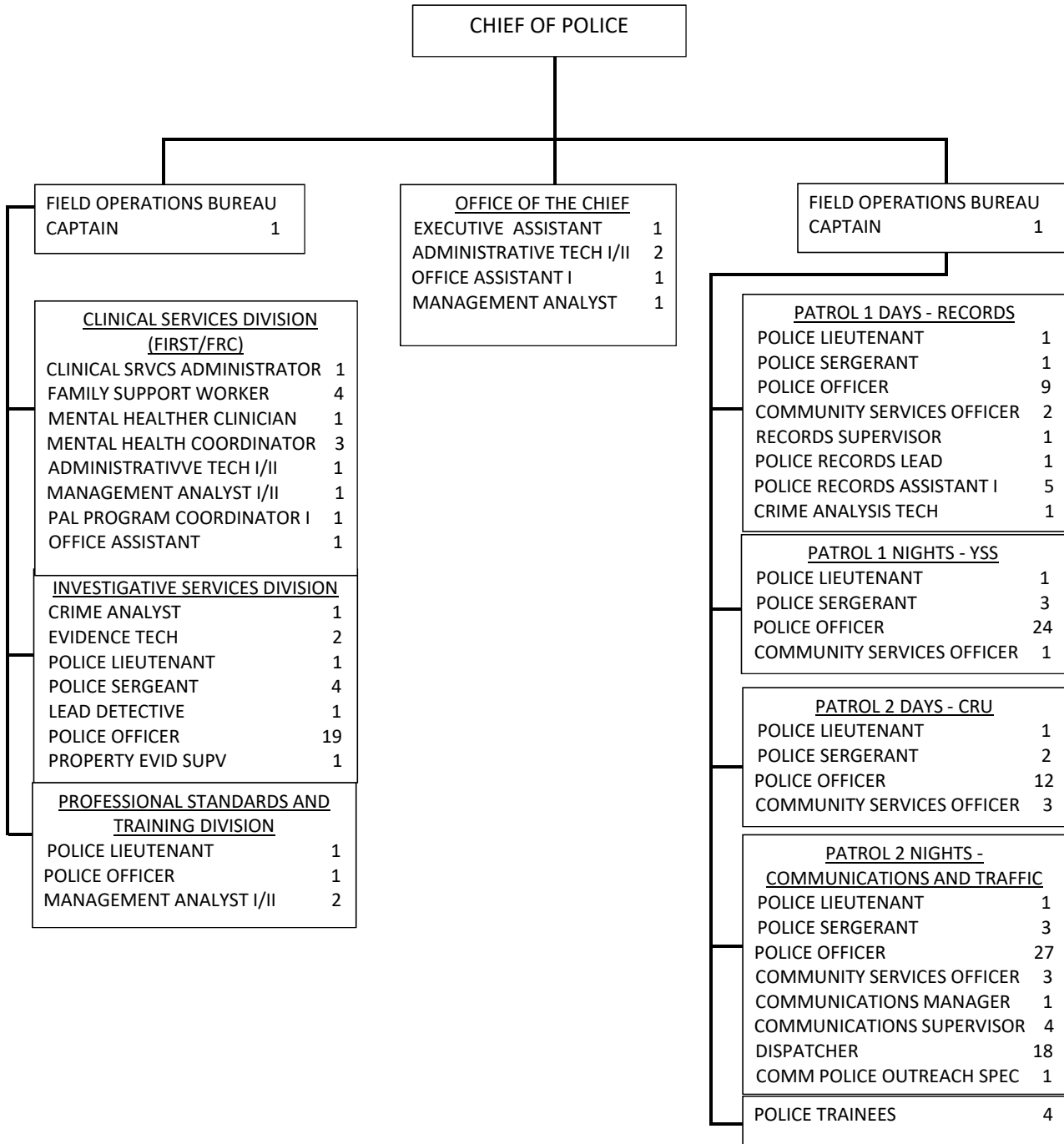
years. The existing SWAT rifles were over ten years old and had reached the end of their service life. In FY 21/22 funds from the Public Safety Equipment fund were allocated to replace various SWAT equipment. The substantial increase in SWAT deployments has a direct correlation to the continued growth of the City of Vacaville. The investment in SWAT equipment is consistent with City of Vacaville Strategic Plan Initiative 2B: Manage Impacts from Growth.

For the upcoming fiscal year, the police department has requested funding to hire two new public safety dispatchers. These new dispatchers will ensure the police department 9-1-1 communications center has adequate call-takers available during the day and evening hours. Current staffing leaves gaps during the day in which one dispatcher is responsible for handling all fire dispatch as well as answering incoming 9-1-1 and business line calls. These additional dispatchers will help fill those gaps.

For fiscal year 22/23 the police department has also requested funding to repair and replace a number of city surveillance cameras as well as to add 15 new cameras to the current system. These additional cameras will bring the total to 60 city-wide surveillance and Automated License Plate Reader (ALPR) cameras. Since the police department began deploying the intersection and ALPR cameras several years ago they have been instrumental in locating and identifying countless criminal offenders and the recovery stolen property, including a number of stolen vehicles.

The police department's intersection and ALPR program has been so successful we have been asked to spearhead a new city-wide camera committee. The aim of the committee is to add additional cameras to city facilities to protect property and safeguard the welfare of citizens and city employees.

POLICE DEPARTMENT



TOTAL FULLTIME POSITIONS 184

**City of Vacaville
FY 2022-2023 Budget**

POLICE DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 34,715,895	\$ 37,027,784	\$ 38,716,190	\$ 42,479,477
Overtime plus Offset	1,136,960	1,360,316	1,570,497	1,534,445
Services and Supplies	1,283,319	1,838,087	2,728,586	2,698,182
Indirect Costs	1,929,639	2,378,393	2,399,001	2,710,520
One-time Costs	86,844	-	33,195	48,000
Technology Costs	544,799	311,230	658,363	620,853
Total Operating Expenditures	39,697,456	42,915,810	46,105,833	50,091,478
Net Operating Expenditures	\$ 39,697,456	\$ 42,915,810	\$ 46,105,833	\$ 50,091,478
Source of Funding:				
General Fund - Discretionary Revenue	\$ 33,500,510	\$ 36,339,678	\$ 38,114,407	\$ 41,570,222
Gen Fund - Public Safety Sales Tax	437,949	465,561	516,057	563,316
Gen Fund - School District Reimburs.	-	-	-	-
Gen Fund - Other Reimbursements	456	1,320	500	200
Gen Fund - Alarm Fees & Charges	203,114	187,160	193,858	202,400
Gen Fund - Other Functional Revenue	349,578	531,178	360,209	626,400
Gen Fund - Public Safety Equipment	-	-	600,000	600,000
Measure M	1,814,259	2,035,100	2,352,794	3,134,650
Special Revenue - CFDs	2,484,470	2,576,786	2,887,521	3,394,290
Special Revenue - Grants/ SLESA	907,121	779,027	1,080,487	-
Total Sources of Funding	\$ 39,697,456	\$ 42,915,810	\$ 46,105,833	\$ 50,091,478
Functional Distribution:				
Administration	\$ 3,256,434	\$ 2,934,937	\$ 3,835,871	\$ 3,849,557
Clinical Services Division	1,810,217	1,904,753	2,062,298	2,122,758
Community Partnership Division	4,192,452	4,595,226	5,266,708	6,027,865
Investigative Services Division	7,724,373	8,626,998	9,343,562	9,989,926
Field Operations Division	22,713,982	24,853,896	25,597,394	28,101,373
Total Distribution	\$ 39,697,456	\$ 42,915,810	\$ 46,105,833	\$ 50,091,478

Public Works Department

The Department of Public Works includes four divisions: Administration, Engineering Services, Traffic Engineering 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, street signs, traffic signals, and striping and also manage essential services including solid waste, recycling, and public transit.

Administration

The Administration functional area of the Department is responsible for strategic planning and oversight, and monitoring the daily activities necessary to maintain an effective, efficient and responsive operation including financial planning and control, community engagement and customer service, and performance management. The Division is also responsible for recycling, solid waste franchise, and Americans with Disabilities (ADA) coordination.

Engineering Services Division

The Engineering Services Division consists of the Capital Improvement Program (CIP), Construction, and Development Engineering Sections. Capital Improvement Program and Construction provide the design, inspection, contract administration for all CIP projects, and construction inspection for private development projects. 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.

The majority of the Engineering Services budget is funded through direct charges to the funding that supports individual Capital Improvement Program (CIP) projects. The Engineering Services budget is also funded through charges to land development projects supported through plan check and inspection fees paid for by developers.

Traffic Engineering Division

Traffic Engineering is responsible for traffic operations, long range traffic modeling and planning, and roadway and traffic signal design. The Traffic Engineering Division is also responsible for the repair and preservation of the City's traffic signals. The primary sources of funding for the Traffic Engineering Division are General Fund and Traffic Impact Fees.

Maintenance Division

The Maintenance Division is made up of Streets and Field Utilities, Parks Maintenance, and Fleet and Facilities. The Division is also responsible for City Coach transit services and central stores. 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, parks, setback and median landscaping, city buildings, and all rolling fleet and mechanical equipment.

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

BUDGET HIGHLIGHTS

The 2022/23 Public Works budget includes the following augmentations to the above divisions:

Positions:

In the fall of 2021 and continuing into the spring of 2022, the Public Works Department went through a comprehensive organizational analysis performed by a third-party consultant. The goal of the study was to identify both strengths and areas of improvement and to set the foundation for a more effective City of Vacaville Public Works Department. The consulting group reviewed existing performance metrics, performed interviews and surveys and analyzed the organizational structure while weighing the data against industry best practices and comparable factors to other Public Works departments. The analysis resulted in a draft report that the department has used to consult with the City Manager and Human Resources to request positions in this years' budget cycle identified to better balance the demands of Public Works with staffing resources.

Public Works Superintendent

Since the year 2000, the City has added over 50 new residential developments, over 250,000 linear feet (47 miles) of water service infrastructure, 240,000 linear feet (45 miles) of sewer service infrastructure, and hundreds of new street miles now totaling 276 street miles (618 Lane Miles). In addition to the infrastructure expansion, regulatory oversight has increased proportionally requiring significant oversight to maintain compliance. The requested additional Public Works Superintendent position, funded by Measure M, will help to address the staffing need to ensure efficient and effective maintenance of the City's growing infrastructure inventory.

Administrative Technician I (Transit)

The City's Transit Program currently is administered by two staff members. Public transit program management today requires a higher degree of local and regional coordination along with the administrative office technical skills to meet that higher threshold, in addition Federal Transit Administration (FTA) regulatory requirements have broadly increased requiring significant ongoing

time to compile, maintain and report to FTA. The third transit staff member, funded via Transportation Development Act funds will help to balance the workload and ensure the highest level of efficiency is achieved.

Maintenance Worker (Qty. 2)

The maintenance of the City's 276 street miles (618 Lane Miles) is currently performed by nine (9) staff members. From 2000 through 2020, the City has added well over 245,990 linear feet (47 miles) of street roadway including the corresponding traffic safety control devices, striping and graphics and curb/gutter infrastructure. This Measure M augmentation request is for two (2) additional Public Works street maintenance workers to begin addressing the City's growing roadway inventory.

Office Assistant – Conversion

Since 2018, the City's fleet has increased from 565 vehicles and equipment to 644, a 14% increase in fleet size. As the fleet has grown, so too have the back office demands to ensure regulatory compliance and processing of work orders, purchase orders and balance monitoring, warranty tracking and customer service to the City's internal departments. This Internal Service Fund augmentation request for the conversion of a Part Time employee position to a full-time position will allow the City's Garage to stay abreast of the City's growing fleet inventory and associated back office demands.

Public Works Supervisor – Fire Equipment

To ensure compliance with National Fire Protection Association (NFPA) guidelines, the City now faces the need to recruit an NFPA certified Fire Equipment Mechanic – starting at the Supervisor level. This position is needed to mitigate equipment downtime and thereby ensure higher levels of equipment operational availability across the Fire fleet. This General Fund augmentation request will allow the City to begin to meet the demands of the City's Fire Fleet maintenance.

Asset Management/GIS Technician

This General Fund augmentation request is to add an Asset Management/GIS Technician to the Public Works Engineering Services Division. Public Works Engineering Services does not currently have any GIS technical staff to manage the multitude of GIS related tasks and responsibilities. This position will be dedicated to GIS data analysis and asset management; ensuring Public Works generated GIS data is updated, performing analysis of the data, and creating reports and mappings.

Citywide Landscape and Lighting District Feasibility Analysis: The City of Vacaville manages 134 LLMD's consisting of Neighborhood and Community Parks, Street Landscape Areas, Drainage and Detention Basins, Open Space and Street Lighting. For the past several years, financial challenges have begun to impact various Neighborhood Park and Setback Landscape Districts resulting in financial imbalance; in regard to Neighborhood Parks that imbalance requires a significant subsidy from the City's General Fund. This one-time augmentation request is to conduct

a feasibility analysis of the various options for a citywide LLMD along with a public opinion survey to gauge public opinion on a citywide LLMD which would trigger a Proposition 218 vote. The funds for this augmentation are included in non-departmental.

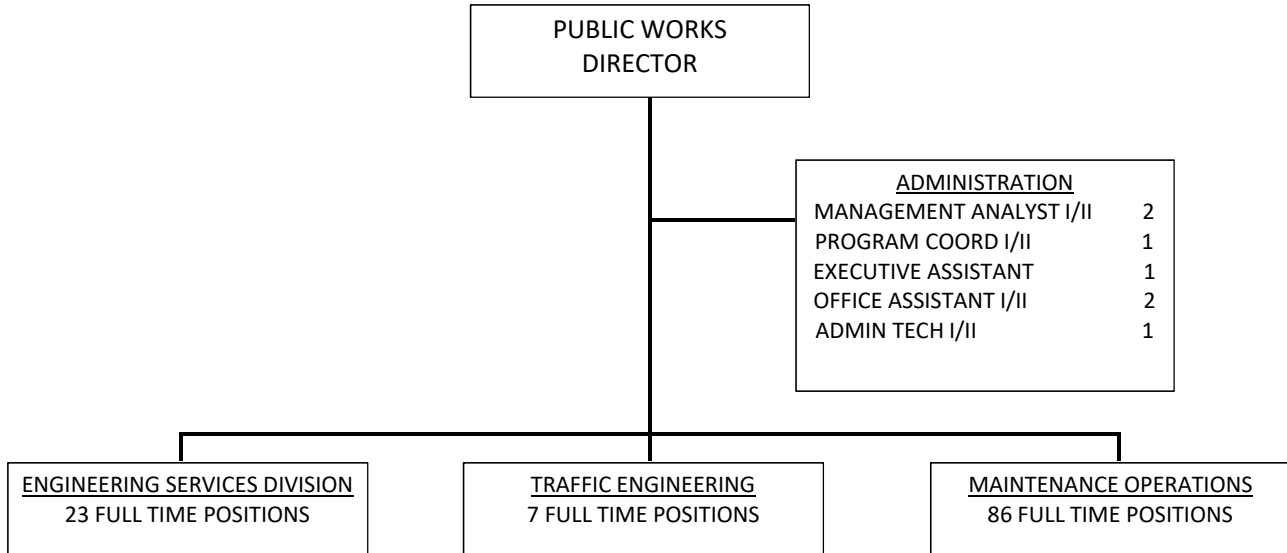
Walter Graham Aquatic Center: This augmentation request for ongoing funding for the maintenance of the Walter Graham Aquatic Center, in particular to cover the cost of pool chemicals and the maintenance of the City's aquatic center.

Play-4-All Park Maintenance: City staff have been made aware that Play-4-All Park is likely to transition from construction to the hand-off of maintenance to the Public Works Department. As such, this augmentation request is being made to cover the maintenance of landscaping, turf grass, restrooms, 8,000 square feet of playground area, picnic areas, water feature, drinking fountains and park lighting. As Play-4-All Park is entirely different from any park in the City's park inventory, this initial request is being made as a single year, FY2022-2023 augmentation request; over the course of the next 2-3 years, Public Works will accumulate additional facility expense data which will be utilized to implement a more refined budget for future years.

Traffic Safety Street Striping and Graphics: This augmentation request for ongoing funding is to allow Public Works Maintenance to annually install additional roadway striping and legends across the City's 618 lane miles.

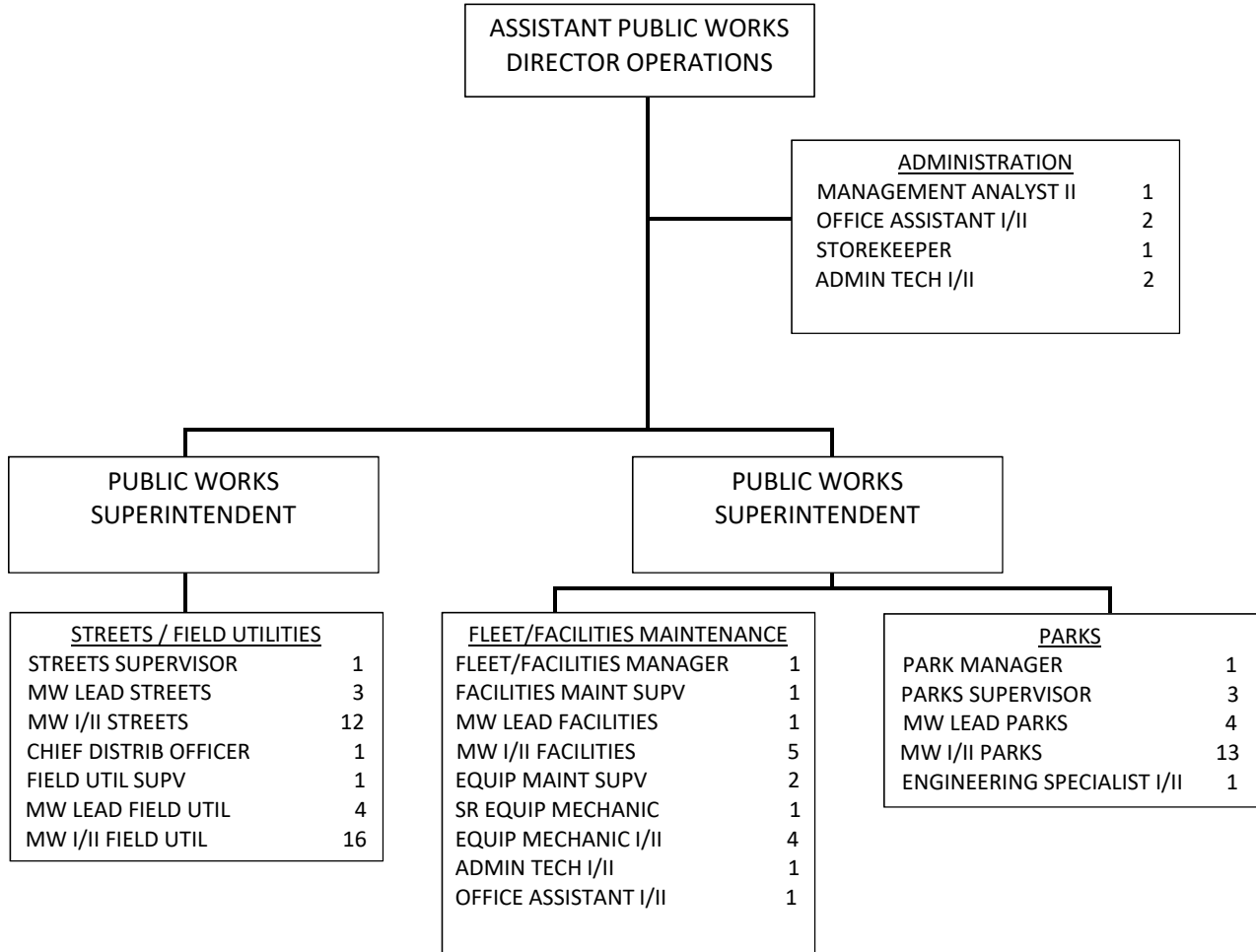
Trash Amendments Compliance Consultant Assistance: The California State Water Resources Control Board has updated the State's Water Quality Control Plan for Ocean Waters of California through the 2015 Trash Amendments regulation. The Trash Amendments require permitted stormwater dischargers, such as the City of Vacaville, to implement plans to limit discharge of trash into the City's stormwater system. To comply with this regulatory requirement, the requested one-time augmentation will allow Public Works to contract a consultant to begin the efforts required to ensure regulatory compliance.

PUBLIC WORKS DEPARTMENT



TOTAL FULLTIME POSITIONS 124

**PUBLIC WORKS DEPARTMENT
MAINTENANCE OPERATIONS**



TOTAL FULLTIME POSITIONS 86

**City of Vacaville
FY 2022-2023 Budget**

PUBLIC WORKS DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 4,041,443	\$ 5,027,828	\$ 5,210,370	\$ 6,289,351
Overtime	107,994	80,911	92,529	96,415
Services and Supplies	2,180,985	2,407,630	2,429,286	2,725,882
Indirect Costs	1,661,345	1,234,502	1,376,618	1,781,253
One-time Costs	20,000	-	180,000	55,000
Technology Costs	106,893	77,662	162,204	227,488
Total Operating Expenditures	8,118,660	8,828,533	9,451,007	11,175,389
Net Operating Expenditures	\$ 8,118,660	\$ 8,828,533	\$ 9,451,007	\$ 11,175,389

Source of Funding:

General Fund - Discretionary Rev	\$ 7,441,742	\$ 8,079,091	\$ 8,710,645	\$ 9,686,492
General Fund - Functional Rev	24,308	15,000	20,000	20,000
Measure M	-	-	-	565,000
Other Revenue/Grants	-	-	-	30,000
Special Revenue - Gas Tax	652,610	734,442	720,362	873,897
Total Sources of Funding	\$ 8,118,660	\$ 8,828,533	\$ 9,451,007	\$ 11,175,389

Functional Distribution:

Administration	\$ 506,000	\$ 547,959	\$ 631,888	\$ 862,591
Central Garage	-	-	-	141,000
Traffic Engineering	717,154	798,190	891,242	797,612
Maintenance Administration	279,530	292,090	294,264	941,406
Street Maintenance	3,055,864	3,040,922	3,173,317	3,498,630
Traffic Safety	695,203	697,338	730,216	793,269
Concrete Maintenance	362,660	684,585	736,998	946,163
Storm Drainage	473,534	340,484	388,465	424,009
Public Buildings	1,259,696	1,583,908	1,736,538	1,846,558
Solid Waste Programs	69,093	108,460	117,443	166,117
Central Stores	164,375	164,082	168,708	175,264
ADA Title II Compliance	-	-	-	-
Custodial Maintenance	535,551	570,515	581,926	582,770
Total Distribution	\$ 8,118,660	\$ 8,828,533	\$ 9,451,007	\$ 11,175,389

**City of Vacaville
FY 2022-2023 Budget**

**PARKS MAINTENANCE DIVISION
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 1,462,473	\$ 1,494,740	\$ 1,472,704	\$ 1,710,209
Overtime	17,458	22,420	21,571	22,477
Services and Supplies	697,772	703,436	894,083	861,633
Indirect Costs	722,794	747,491	811,570	909,153
Total Operating Expenditures	2,900,497	2,968,089	3,199,928	3,503,473
Net Operating Expenditures	\$ 2,900,497	\$ 2,968,089	\$ 3,199,928	\$ 3,503,473
Source of Funding:				
General Fund - Discretionary Rev	\$ 2,395,304	\$ 2,374,969	\$ 2,677,081	\$ 2,930,973
General Fund - Functional Rev	505,193	593,121	522,847	572,500
Total Sources of Funding	\$ 2,900,497	\$ 2,968,089	\$ 3,199,928	\$ 3,503,473
Functional Distribution:				
Parks Administration	\$ 376,581	\$ 407,520	\$ 472,756	\$ 582,987
Parks and Grounds, North	658,307	720,189	683,230	662,127
Keating Park	322,200	344,763	328,360	326,767
Creekwalk/Town Square	49,376	49,907	88,982	73,326
Ballfield Marking	14,117	2,279	17,648	18,389
Parks and Grounds, South	878,362	862,015	968,021	1,049,613
Open Space/Weed Abatement	83,567	62,469	92,175	110,376
Pena Adobe/Lagoon Valley	160,574	177,854	183,271	207,588
Andrews Park	9,866	10,563	10,849	11,144
Al Patch Park	207,571	213,536	276,367	266,351
Centennial Park	-	-	-	59,585
Irene Larsen Park	-	-	-	20,525
Sierra Vista Park	-	-	-	33,140
Tree Maintenance	139,975	116,994	78,268	81,555
Total Distribution	\$ 2,900,497	\$ 2,968,089	\$ 3,199,928	\$ 3,503,473

**City of Vacaville
FY 2022-2023 Budget**

**LIGHTING & LANDSCAPING DISTRICTS
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 1,935,528	\$ 2,082,060	\$ 2,256,692	\$ 2,452,103
Overtime	13,953	17,387	-	-
Services and Supplies	1,559,847	1,803,634	2,329,195	3,171,821
Indirect Costs	1,045,180	1,220,835	384,162	449,344
Contribs to Cap. Improv. Fund	(81,266)	(225,229)	79,867	(169,797)
Total Operating Expenditures	4,473,242	4,898,688	5,049,916	5,903,471
Internal Cost Allocation	333,239	341,584	348,421	363,049
Net Operating Expenditures	\$ 4,806,482	\$ 5,240,272	\$ 5,398,337	\$ 6,266,520

Source of Funding:

General Fund - Discretionary Rev	\$ 813,738	\$ 846,051	\$ 717,532	\$ 1,758,494
Special Revenues - L&L Assessments	3,916,634	4,364,011	4,282,324	4,399,921
Special Rev - Use of Reserve Funds	76,110	30,210	398,481	108,105
Total Sources of Funding	\$ 4,806,482	\$ 5,240,272	\$ 5,398,337	\$ 6,266,520

Functional Distribution:

Patwin Park	\$ 51,047	\$ 61,804	\$ 70,594	\$ 75,658
Vaca Valley Industrial Pk SBL	35,629	38,915	34,131	22,728
Vaca Valley Business Pk SBL	5,902	7,004	5,794	7,055
Nelson Park	82,825	72,526	89,942	125,864
Willows/Gramercy Park	46,020	52,039	51,329	53,111
Alamo Creek Park	124,245	146,675	154,591	205,451
Fairmont Beelard Park	76,221	(31,701)	65,517	86,858
Padan Park	94,308	98,802	83,553	138,739
Cambridge Park	65,887	58,947	69,387	71,905
Trower Park	52,374	61,069	53,182	81,987
North Orchard Park	100,180	137,724	126,477	176,767
Andrews Park	103,367	127,061	132,563	200,222
Ridgeview Zone (SBL/Park)	262,260	224,397	229,875	252,064
Browns Valley Zone (SBL/Park)	242,444	256,588	245,146	248,747
Gentry Meadowlands SBL	71,820	85,050	54,454	122,886
Country Village SBL	57,005	40,688	34,183	30,940

**City of Vacaville
FY 2022-2023 Budget**

**LIGHTING & LANDSCAPING DISTRICTS
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Functional Distribution:				
Prairie Rose SBL	58,043	53,108	43,618	70,894
Stonegate SBL	91,318	149,715	129,507	219,146
Regency Zone (SBL/Cooper Park)	215,578	217,483	187,894	216,855
Hawkins (Valley Oak) Park	103,056	93,150	112,080	104,518
Gentry Meadowlands Park	146,210	144,631	156,365	152,310
Orange Tree Business Park SBL	129,087	135,561	113,619	207,087
Stonegate/Regency DB	6,994	9,228	2,799	25,887
Vaca Valley Business Drainage	264	184	191	190
Vaca Valley Industrial Drainage	266	2,075	3,249	2,000
Auto Mall SBL	11,999	24,435	17,798	13,011
Interchange BP SBL	21,008	18,174	20,752	19,496
Royal Cathay SBL	14,038	19,846	12,639	37,023
Community Ctr SBL	12,843	19,169	12,541	11,440
Community Center NP	22,131	31,835	26,190	32,279
Southwood Park	81,555	78,234	90,763	151,901
Stonegate Park	106,716	104,311	144,803	155,753
Country Village/Prairie Rose DB	12,826	7,105	5,872	7,127
Downtown Landscaping	108,278	172,364	182,037	208,575
Spring Lane SBL	2,718	2,893	3,092	2,712
Burton Estates SBL	6,884	7,629	5,178	5,334
Arlington Community Park	126,799	139,767	160,294	162,761
Fairmont Beelard SBL	57,033	(109)	18,975	11,400
Vacaville Business Park SBL	15,378	14,399	14,395	9,148
Pheasant Country Park	60,438	77,199	97,659	121,146
Southwood SBL	3,928	3,470	2,905	7,460
Vacaville Bus Park Drn	1,020	4,643	3,174	2,000
Interchange Bus Park DB	239	2,051	3,000	1,250
Cambridge SBL	2,461	17,751	28,580	44,023
Allison/Ulatis Median SBL	42,494	55,333	46,740	56,496
Auto Mall LT	1,829	1,474	2,056	1,481
Interchange LT	13,157	4,987	6,887	4,978
Vacaville Bus Park LT	2,955	3,426	5,233	3,535
Royal Cathay LT	1,726	1,221	1,365	996
Cannon Station SBL	59,667	66,815	55,937	62,767
Cannon Station Park	113,055	112,395	128,509	126,506

**City of Vacaville
FY 2022-2023 Budget**

**LIGHTING & LANDSCAPING DISTRICTS
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Functional Distribution:				
Nelson SBL	4,534	4,431	5,897	6,870
Theatre Landscaping (Basic SBL)	8,187	9,381	9,249	10,407
Allison/Ulatis LT	32,080	28,778	34,371	27,338
Vaca Valley Bus. Pk II SBL	-	-	-	-
Vaca Valley Bus. Pk DB	25,360	30,683	35,933	22,045
Vaca Valley Bus. Pk LT	4,924	4,064	4,374	3,815
Petco/I80 SBL	5,280	4,416	5,000	4,899
Crestgate Cove SBL	23,282	14,866	10,271	13,520
Cooper Buffer SBL	41,339	36,660	47,908	58,705
Normandy Meadows NP	16,028	13,671	15,300	15,547
Granada Lane SBL	2,708	3,223	3,106	3,060
Orange Drive MN	7,387	9,001	4,199	6,302
Orange Drive LT	9,802	6,859	9,288	6,753
Countrywood SBL	53,509	61,594	76,376	110,405
Skyview SBL	29,271	34,201	19,139	9,077
Laurel Woods SBL	64,334	68,230	78,654	101,741
Laurel Woods DB	11,596	12,062	6,789	7,442
North Village SBL	207,726	205,387	159,833	180,877
North Village NP	97,769	120,676	134,608	152,821
Vaca Valley Bus Pk II-LT	7,245	5,149	4,496	4,150
Middle Horse Creek DR	13,083	36,395	3,647	(9,353)
Costco LT	2,736	2,920	4,111	2,927
Hampton Park LT	2,021	2,130	3,027	2,145
Costco SBL	6,102	7,383	7,716	7,648
Quinn Rd LT	1,995	2,028	2,229	2,161
North Village DB	5,924	18,250	16,809	7,336
North Village LT	33,440	30,288	36,858	31,622
Alamo Place LT	8,493	9,055	13,245	9,244
Alamo Place DR	174	2,030	2,400	1,200
Majestic Oak SBL	10,786	9,499	4,629	5,481
Majestic Oak LT	1,535	1,675	2,411	1,702
Majestic Oak DR	18,164	30,492	4,542	5,800
Villages on Vine SBL	12,775	12,565	6,108	3,555
Villages on Vine LT	3,372	3,855	5,647	3,945

**City of Vacaville
FY 2022-2023 Budget**

**LIGHTING & LANDSCAPING DISTRICTS
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Functional Distribution:				
Villagio LT	1,495	1,478	2,173	1,319
Villagio SBL	15,511	19,397	17,520	20,720
Portofino SBL	5,009	5,599	4,676	9,027
Amber Ridge SBL	5,888	10,501	7,441	7,020
Portofino LT	3,187	3,513	5,067	3,469
Maplewood SBL	21,285	22,481	10,169	5,208
Maplewood LT	3,363	1,400	1,099	1,260
Maplewood DR	118	1,226	1,450	750
Meadowood SBL	5,958	12,058	6,080	7,424
Meadowood LT	10,525	11,131	15,770	15,754
Southtown SBL	265,251	249,443	272,191	285,834
Southtown DB	-	-	-	-
Southtown LT	45,462	51,188	51,975	44,898
Southtown NP	211,118	224,366	250,364	272,197
Cheyenne SBL	33,327	104,638	90,989	118,751
Cheyenne OS	-	-	-	-
Cheyenne LT	2,306	2,121	1,463	1,263
Cheyenne DB	-	-	-	-
Vine Meadows LT	-	-	-	-
Vine Meadows DR	-	-	-	-
Ventana SBL	9,994	10,240	4,176	5,805
Southtown DB	51,239	48,098	13,373	(12,062)
Cheyenne OS	15,186	18,101	13,114	8,830
Cheyenne DB	3,191	15,759	6,100	824
Vine Meadows LT	-	-	-	-
Vine Meadows DR	-	-	-	-
Sterling Chateau #2	973	1,006	1,450	1,137
Sterling Chateau #3	407	436	674	448
Stratton Estates OS	3,157	3,854	3,294	2,150
Ivywood OS	2,286	4,356	4,951	1,060
Nob Hill OS	3,283	(712)	216	124
Nut Tree Project SBL	13,351	31,060	88,890	81,355
Nut Tree Project LT	13,323	10,189	13,170	10,256
Aldridge Road SBL	9,660	7,701	5,268	7,203
Southtown Commons DR	5,817	5,428	13,700	9,900
Rice McMurtry LT	743	246	271	377

**City of Vacaville
FY 2022-2023 Budget**

**LIGHTING & LANDSCAPING DISTRICTS
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Functional Distribution:				
Rancho Rogelio OS	635	368	2,200	3,500
Brighton Landing SBL	69,078	103,361	109,511	64,347
Brighton Landing DB	62,429	30,086	26,269	23,167
Brighton Landing LT	7,266	16,289	18,451	11,200
Brighton Landing NP	6,177	138,425	157,315	170,734
Roberts Ranch NP	-	-	-	52,946
Farmstead SBL	-	-	17,358	14,591
Farmstead NP	-	-	34,574	32,083
Total Distribution	\$ 4,806,482	\$ 5,240,272	\$ 5,398,337	\$ 6,266,520

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.

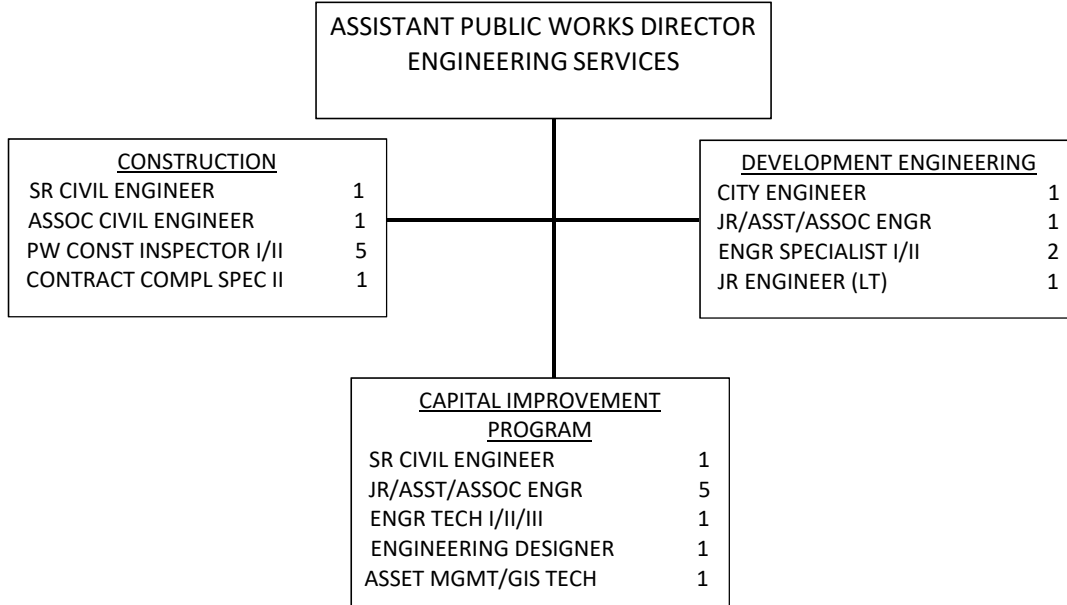
**City of Vacaville
FY 2022-2023 Budget**

**TRANSIT OPERATIONS
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 219,540	\$ 270,950	\$ 475,490	\$ 504,327
Overtime	-	-	-	-
Services and Supplies	1,555,572	1,350,719	1,633,606	2,043,670
Indirect Costs	516,182	472,643	495,743	608,900
One-time Costs	-	-	-	5,126
Technology Costs	20,425	12,150	14,312	14,218
Total Operating Expenditures	2,311,719	2,106,461	2,619,151	3,176,242
Internal Cost Allocation	94,229	96,585	98,517	102,655
Net Operating Expenditures	\$ 2,405,948	\$ 2,203,046	\$ 2,717,668	\$ 3,278,897
Source of Funding:				
Transportation Development Act (TDA)	\$ 1,372,408	\$ 1,320,460	\$ 1,289,198	\$ 1,888,519
Federal Transit Administration (FTA)	827,097	1,168,238	1,067,679	892,800
Fairbox Revenue	307,408	63,968	152,195	381,000
Intercity Taxi Service	5,220	1,180	7,449	15,100
Advertising/Investment Revenue	(2,557)	5,765	4,398	2,712
Use of (Contrib To) Fund Balance	(103,628)	(356,564)	196,749	98,766
Total Sources of Funding	\$ 2,405,948	\$ 2,203,046	\$ 2,717,668	\$ 3,278,897
Functional Distribution:				
Fixed Route - City Coach/SRTP	\$ 1,868,383	\$ 1,743,515	\$ 1,790,642	\$ 2,194,121
Special Services -Taxi/Paratransit	496,620	451,491	277,177	384,463
Fixed Route - City Coach Direct	-	-	624,901	685,213
Intercity Taxi Service/Clipper Program	40,945	8,040	24,948	15,100
Total Distribution	\$ 2,405,948	\$ 2,203,046	\$ 2,717,668	\$ 3,278,897

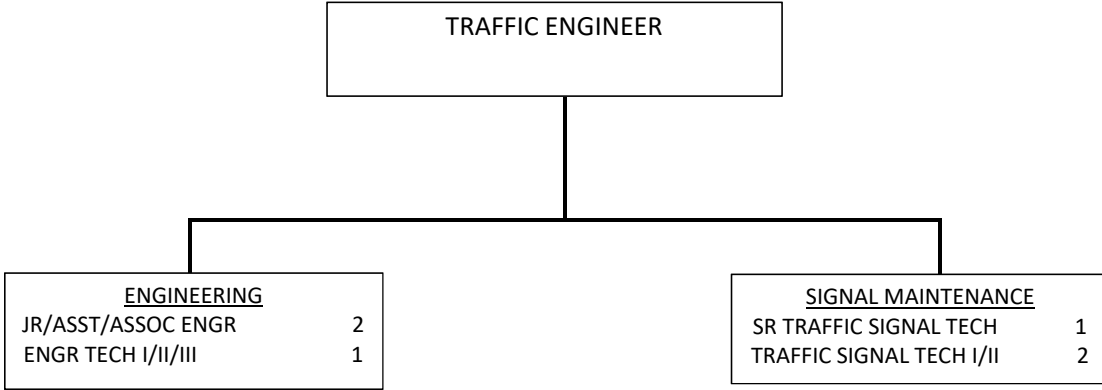
Full-Time Employees included in Public Works.

**PUBLIC WORKS DEPARTMENT
ENGINEERING SERVICES**



TOTAL FULLTIME POSITIONS 23

**PUBLIC WORKS DEPARTMENT
TRAFFIC ENGINEERING**



TOTAL FULLTIME POSITIONS 7

**City of Vacaville
FY 2022-2023 Budget**

**ENGINEERING SERVICES
PUBLIC WORKS DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 298,041	\$ 1,646,152	\$ 3,808,320	\$ 4,279,115
Overtime	21,195	19,937	-	-
Services and Supplies	474,684	197,517	100,340	104,805
Indirect Costs	1,939,557	2,301,420	170,979	205,256
One-time Costs	-	-	-	-
Technology Costs	54,016	30,846	66,790	66,351
Total Operating Expenditures	2,787,493	4,195,873	4,146,429	4,655,526
Internal Cost Allocation	489,362	501,596	511,628	533,116
Net Operating Expenditures	\$ 3,276,855	\$ 4,697,469	\$ 4,658,057	\$ 5,188,643
Source of Funding:				
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	437,792	292,246	295,219	313,571
General Fund - GIS	-	-	-	103,000
Special Fund Revenue	2,769,063	4,335,223	4,292,838	4,805,072
Total Sources of Funding	\$ 3,276,855	\$ 4,697,469	\$ 4,658,057	\$ 5,188,643
Functional Distribution:				
Engineering & Inspection Services	\$ 1,003,041	\$ 1,807,375	\$ 4,362,839	\$ 4,875,072
Transportation Systems Mgt	2,273,814	2,890,094	295,219	313,571
Total Distribution	\$ 3,276,855	\$ 4,697,469	\$ 4,658,057	\$ 5,188,643

City of Vacaville
 FY 2022-2023 Budget

DEVELOPMENT ENGINEERING
 PUBLIC WORKS DEPARTMENT

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 420,594	\$ 549,446	\$ 878,003	\$ 999,005
Overtime	300	1,844	5,000	5,210
Services and Supplies	248,649	228,646	218,255	227,422
Indirect Costs	7,114	11,399	13,530	30,356
One-time Costs	-	-	-	-
Technology Costs	2,001	1,102	2,385	2,370
Total Operating Expenditures	678,658	792,436	1,117,173	1,264,363
Internal Cost Allocation	55,899	57,296	58,442	60,897
Net Operating Expenditures	\$ 734,557	\$ 849,732	\$ 1,175,615	\$ 1,325,259
Source of Funding:				
Development Related Fund Revenue	\$ 362,291	\$ 1,019,537	\$ 550,000	\$ 550,000
Use of (Contrib To) Fund Balance	372,266	(169,804)	625,615	775,259
Total Sources of Funding	\$ 734,557	\$ 849,732	\$ 1,175,615	\$ 1,325,259
Functional Distribution:				
Development Engineering	\$ 734,557	\$ 849,732	\$ 1,175,615	\$ 1,325,259
Total Distribution	\$ 734,557	\$ 849,732	\$ 1,175,615	\$ 1,325,259

Full-Time Employees included in Engineering Services

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 Water Operations and Maintenance Fund (Water Fund) provides funding for water operations and maintenance expenses; water management, water quality, backflow prevention, and conservation programs; major equipment and distribution system repairs and replacements; debt service payments for the citywide upgrade of residential water meters; and contributions to project accounts established for major facility and system repair and rehabilitation.

The proposed Water Fund budget for FY 22/23 results in an operating deficit for the year with projected revenues at \$25.3M, and projected expenses at \$26.5M. The budget reflects increases of \$1.5M in operating expenses and an increase of \$100,000 for anticipated maintenance and repair projects in our Distribution system. The largest expenditure increase for this year will be \$2M for major repair and replacement projects.

The FY 22/23 budget reflects the Department's continuing efforts to manage expenses over the last five years, including performing work in-house and deferring non-essential maintenance projects and purchases. These expenditure reductions, combined with revenues generated from the last water service rate increase approved in 2016, has enabled the Department to gradually eliminate a water fund deficit that stood at \$10.9M at the end of FY 11/12. In FY 20/21, the Water fund ended the fiscal year with a net positive working capital of \$4.7M. As a result, the Department will be able to cover the projected FY 22/23 operating deficit through the use of reserves.

The Fund continues to face challenges over the next few years as the costs of raw water, energy, chemicals, and operating expenses at both the City's Diatomaceous Earth (DE) Water Treatment Plant and the North Bay Regional (NBR) Water Treatment Plant

continue to rise. In addition to these expenses, a total of \$3M will be set aside in this fiscal year to address major repair and replacement projects necessary to maintain our operations. A continued challenge for the Water Fund will be the replacement of up to 28,000 water meters that are projected to reach the end of their service life in the next seven to ten years at a potential cost of approximately \$19M.

In order to plan for and address these upcoming revenue and expenditure considerations, a water service rate study has been commissioned to assess, evaluate and recommend options for addressing not only these issues but the upcoming state water conservation measures in which water loss, as well as indoor and outdoor per capita water usage standards, may have a potential impact on revenues in the coming years. The goal of the study will be to recommend measures that maintain a positive cash flow and the integrity of the Water Fund while working towards the establishment of an operating reserve. The study is scheduled to commence in May of this year.

Wastewater Operations and Maintenance

The Wastewater Operations and Maintenance Fund (Sewer Fund) budget provides funding for wastewater operations and maintenance expenses; biosolids treatment and disposal; pretreatment and source/environmental control, storm water management; wastewater quality control and permit compliance; major equipment and collection system repairs and replacements; and contributions to project accounts established for major facility and system repair and rehabilitation.

The proposed budget for FY 22/23 results in an operating deficit budget for the year with projected revenues at \$34.6M, against projected expenses of \$38.4M. The Sewer Fund budget reflects increases of \$2.4M in operating expenses as well as a \$2M increase for major repair and replacement projects. A major specialty equipment vehicle to support our sewer operations system will be purchased through the Fund this year.

The major contributor to the expenditures in the Sewer Fund is the Easterly Wastewater Treatment Plant Tertiary Project. The Tertiary Project was budgeted at \$149M and a rate increase was approved in 2010 in order to provide initial funding for the project and to procure and repay a loan from the State Revolving Fund (SRF) needed to construct the project. As a result of increased revenues, the Sewer Fund has built a fund reserve which at the end of FY 20/21 stood at \$28M. This reserve has been used to make the annual SRF loan payments of \$7.1M. Although the loan payments were expected to be repaid equally between the Sewer Fund and Sewer Development Impact Fee Fund, the Sewer Fund has picked up the entire cost of the loan payments to date. These loan payments are presently scheduled to be made through FY 2035/36.

Similar to the Water Fund, the Sewer Fund proposed budget for FY 22/23 reflects the Department's efforts to manage expenses while addressing critical operating and infrastructure needs. However, since the Sewer Fund has continued to maintain reserves

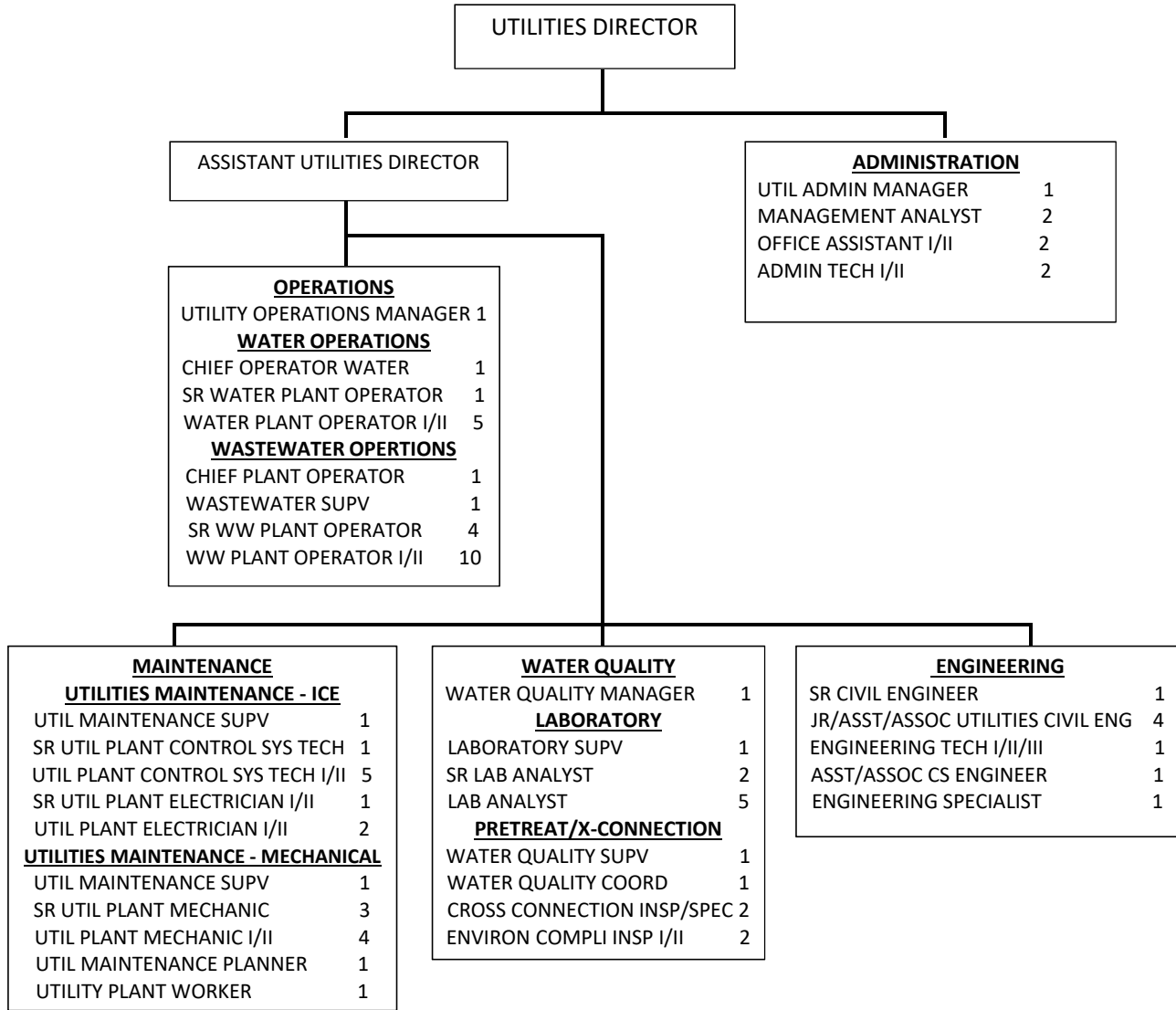
to cover both debt service payments and operating expenses, the projected operating deficit for FY 22/23 will be covered by operating reserves.

Since there has not been a Sewer rate increase since 2014 revenues have remained relatively flat. Consequently, increased operating and maintenance expenses, in addition to the Tertiary Project loan costs, have steadily been outpacing revenues. As future loan payments are made against the Sewer Fund balance, the balance will continue to decrease. Coupled with increasing operating and maintenance project expenses, the Wastewater Fund balance is projected to eventually go into a deficit balance without either an increase in revenues or reduction in expenditures.

In order to plan for and address these upcoming revenue and expenditure considerations, a wastewater service rate study has been commissioned to assess, evaluate and recommend options and recommendations. As with the water service rate study, the goal of the study will be to recommend measures that maintain a positive cash flow and operating reserve for the Sewer Fund. The study is scheduled to commence in May of this year.

Reconciliation of the Tertiary Project will evaluate the most cost effective options for making the debt service payments and will include the results of a current study of the City's Wastewater Development Impact Fee. It may also consider debt restructuring and/or refinancing options, and appropriate "fair share" contributions from new development proposed in the 2015 Vacaville General Plan Update. The goal will be to reduce annual debt obligations on the Wastewater O&M Fund and maintain the Fund's current positive annual cash flow and to maintain and build an operating reserve.

UTILITIES DEPARTMENT



TOTAL FULLTIME POSITIONS 76

**City of Vacaville
FY 2022-2023 Budget**

**SEWER UTILITY
UTILITIES DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 11,291,985	\$ 9,984,103	\$ 11,454,146	\$ 12,820,071
Overtime	223,278	235,920	302,845	316,065
Services and Supplies	2,701,795	2,708,268	3,951,859	4,213,358
Indirect Costs	2,875,337	3,044,095	2,479,705	3,224,735
Technology Costs	131,176	70,531	159,820	161,137
Total Operating Expenditures	17,223,571	16,042,918	18,348,375	20,735,366
Transfer to Facility Replacement	5,636,386	10,610,840	9,105,613	11,115,596
Measure G	4,259,366	4,273,152	4,192,070	4,251,070
Internal Cost Allocation/Bad Debt	2,067,823	2,269,150	2,248,393	2,338,794
Net Operating Expenditures	\$ 29,187,146	\$ 33,196,059	\$ 33,894,452	\$ 38,440,825
Source of Funding:				
Enterprise Fund Revenue	\$ 34,503,414	\$ 35,043,422	\$ 33,376,000	\$ 34,607,000
Use of (Contrib To) Fund Balance	(5,316,268)	(1,847,363)	518,452	3,833,825
Total Sources of Funding	\$ 29,187,146	\$ 33,196,059	\$ 33,894,452	\$ 38,440,825
Functional Distribution:				
Easterly Treatment Plant	\$ 5,796,791	\$ 5,655,286	\$ 6,263,642	\$ 7,775,932
Industrial Treatment Plant	(21,225)	(23,850)	10,464	32,160
System Maintenance	2,336,590	2,291,370	2,603,072	2,834,679
System Administration	3,155,687	2,697,649	3,096,397	3,324,726
Utilities Maintenance	3,254,480	2,592,496	3,191,334	3,467,069
Water Quality Laboratory	1,073,307	1,163,016	1,284,097	1,387,314
Source Control	283,802	394,517	538,205	455,536
Sludge Disposal	62,229	90,363	188,454	189,981
Easterly Permitting	154,959	3,000	-	-
Equipment Repair & Maintenance	370,818	371,398	-	-
Engineering Services	756,133	807,672	1,172,711	1,267,968
Transfer to Facility Replacement	5,636,386	10,610,840	9,105,613	11,115,596
Cost Distributions/Bad Debt/Debt Exp	2,067,823	2,269,150	2,248,393	2,338,794
Excise Taxes (Measure G)	4,259,366	4,273,152	4,192,070	4,251,070
Total Distribution	\$ 29,187,146	\$ 33,196,059	\$ 33,894,452	\$ 38,440,825

**City of Vacaville
FY 2022-2023 Budget**

**WATER UTILITY
UTILITIES DEPARTMENT**

Account Description	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adjusted Budget	FY 2022/23 Proposed Budget
Operating Expenditures:				
Salaries and Benefits	\$ 7,060,154	\$ 6,315,834	\$ 7,044,362	\$ 7,797,376
Overtime	144,424	175,330	269,572	280,892
Services and Supplies	5,660,711	6,702,693	7,737,287	8,499,378
Indirect Costs	2,165,054	2,233,495	2,233,176	2,160,285
Debt Payment (Principal)	494,048	537,375	573,531	611,378
Technology Costs	10,329	6,819	4,771	4,739
Total Operating Expenditures	15,534,720	15,971,547	17,862,699	19,354,048
Transfer to Facility Replacement	1,012,330	1,206,030	1,038,000	3,103,131
Measure G	2,026,259	2,113,092	1,995,276	2,141,526
Internal Cost Allocation/Bad Debt Exp	1,733,340	1,871,940	1,866,894	1,942,742
Net Operating Expenditures	\$ 20,306,648	\$ 21,162,609	\$ 22,762,870	\$ 26,541,446
Source of Funding:				
Enterprise Fund Revenue	\$ 24,368,888	\$ 24,892,175	\$ 22,540,000	\$ 25,288,000
Use of (Contrib To) Fund Balance	(4,062,240)	(3,729,566)	222,870	1,253,446
Total Sources of Funding	\$ 20,306,648	\$ 21,162,609	\$ 22,762,870	\$ 26,541,446
Functional Distribution:				
Water Supply and Production	3,434,020	3,150,548	3,499,328	3,597,780
Water System Administration	2,843,363	2,979,591	2,890,641	3,091,535
Transmission and Distribution	2,680,422	2,771,334	2,676,008	3,016,922
Customer Services: Field Service	550,265	642,311	644,274	792,494
NBR Treatment Plant	2,631,618	3,332,944	4,376,650	4,885,107
Utilities Maintenance	1,410,514	1,243,892	1,512,362	1,603,785
Water Conservation Program	9,238	7,273	50,831	50,112
Backflow Repair/Maint	539,278	402,344	653,969	651,537
Water Quality Laboratory	288,345	296,836	328,301	352,557
Equipment Repair and Maint	196,848	197,221	-	-
Engineering Services	456,760	409,878	656,804	700,840
Transfer to Facility Replacement	1,012,330	1,206,030	1,038,000	3,103,131
Cost Distributions/Bad Debt Exp	1,733,340	1,871,940	1,866,894	1,942,742
Debt Payment (Principal)	494,048	537,375	573,531	611,378
Excise Taxes (Measure G)	2,026,259	2,113,092	1,995,276	2,141,526
Total Distribution	\$ 20,306,648	\$ 21,162,609	\$ 22,762,870	\$ 26,541,446