

*The City of*  
**Vacaville**



Established 1850

***OPERATING BUDGET  
AND  
CAPITAL IMPROVEMENT  
PROGRAM  
FY 2013/2014***

***Adopted June 25, 2013***



# **City of Vacaville, California**

**Fiscal Year 2013-14  
Operating Budget &  
Capital Improvement Program**

**STEVE HARDY, Mayor**  
**DILENNA HARRIS, Vice Mayor**  
**CURTIS HUNT, Councilmember**  
**RON ROWLETT, , Councilmember**  
**MITCH MASHBURN, Councilmember**

Jay Yerkes, City Treasurer  
Michelle Thornbrugh, City Clerk

Laura Kuhn, City Manager  
Gerald Hobrecht, City Attorney  
Jeremy Craig, Director of Finance  
Dawn del Biaggio, Director of Human Resources  
Maureen Carson, Director of Community Development  
Shawn Cunningham, Interim Director of Public Works  
Royce Cunningham, Director of Utilities  
Cyndi Johnston, Director of Housing Services  
Richard Word, Police Chief  
Frank Drayton, Fire Chief  
Kerry Walker, Director of Community Services



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**City of Vacaville**  
**Fiscal Year 2013-2014 Budget**  
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**RESOLUTION NO. 2013-046**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VACAVILLE  
ADOPTING THE CITY OF VACAVILLE  
OPERATING BUDGET FOR FISCAL YEAR 2013/14**

**WHEREAS**, the City Manager has submitted to the City Council an Operating Budget for the City of Vacaville with net appropriations (excluding operations of the Redevelopment Agency of the City of Vacaville) in the amount of \$137,598,689 for Fiscal Year 2013/14; and

**WHEREAS**, the approval and adoption of the Operating Budget is necessary and in the best interest of the efficient administration of the City of Vacaville.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Vacaville that the Operating Budget in the amount of \$137,598,689 for Fiscal Year 2013/14 is approved and ratified in all particulars, and is adopted as the official Operating Budget for the City of Vacaville.


**I HEREBY CERTIFY** that the foregoing resolution was introduced and passed at a meeting of the City Council of the City of Vacaville, held on the 25<sup>th</sup> day of June 2013, by the following vote:

AYES: Council members Hunt, Mashburn, Rowlett, Vice Mayor Harris and Mayor Hardy

NOES: None

ABSENT: None

ATTEST:

By:   
Michelle A. Thornbrugh, City Clerk



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**RESOLUTION NO. SA 2013-005**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VACAVILLE,  
ACTING IN ITS CAPACITY AS GOVERNING BOARD OF THE  
SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY,  
ADOPTING THE CITY OF VACAVILLE SUCCESSOR AGENCY  
OPERATING BUDGET FOR FISCAL YEAR 2013/14**

**WHEREAS**, the City Manager has submitted to the City Council an Operating Budget for the City of Vacaville Successor Agency with net appropriations in the amount of \$10,380,673 for Fiscal Year 2013/14; and

**WHEREAS**, the approval and adoption of the Operating Budget is necessary and in the best interest of the efficient administration of the City of Vacaville Successor Agency.

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Vacaville Successor Agency that the Operating Budget of \$10,380,673 for Fiscal Year 2013/14 is approved and ratified in all particulars, and is adopted as the official Operating Budget for the City of Vacaville Successor Agency.


**I HEREBY CERTIFY** that the foregoing resolution was introduced and passed at a meeting of the City Council of the City of Vacaville, held on the 25<sup>th</sup> day of June 2013, by the following vote:

AYES: Council members Hunt, Mashburn, Rowlett, Vice Mayor Harris and Mayor Hardy

NOES: None

ABSENT: None

ATTEST:

By:   
Michelle A. Thornbrugh, Successor Agency Secretary





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**RESOLUTION NO. 2013-045**

**RESOLUTION ADOPTING THE CITY OF VACAVILLE CAPITAL IMPROVEMENT PROGRAM BUDGET AND THE CITY OF VACAVILLE CAPITAL IMPROVEMENT PROGRAM GENERAL PLAN CONSISTENCY AND ENVIRONMENTAL CONSIDERATIONS REPORT FOR FISCAL YEAR 2013/14**

**WHEREAS**, the City Manager of the City of Vacaville has submitted to the City Council a final Capital Improvement Program Budget for Fiscal Year 2013/14 in the amount of \$15,726,743; and

**WHEREAS**, the approval and adoption of the Capital Improvement Program Budget is necessary and in the best interest of the efficient administration of the City government of the City of Vacaville; and

**WHEREAS**, based upon the recommendation of the Planning Commission of the City of Vacaville at their June 18, 2013, meeting, the City Council has determined that the 2013/14 Capital Improvement Program is consistent with the Vacaville General Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Vacaville that the final Capital Improvement Program Budget of the City of Vacaville for the Fiscal Year 2013/14 in the sum of \$15,726,743, is approved and ratified in all particulars, and is adopted as the official Capital Improvement Program Budget of the City of Vacaville for Fiscal Year 2013/14.

**I HEREBY CERTIFY** that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Vacaville, held on the 25th day of June 2013, by the following vote:

AYES: Council members Hunt, Mashburn, Rowlett, Vice Mayor Harris and Mayor Hardy

NOES: None

ABSENT: None

ATTEST:

By:

  
Michelle A. Thornbrugh, City Clerk



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June 25, 2013

TO: Honorable Mayor and City Council Members

FROM: Laura C. Kuhn, City Manager

**SUBJECT: CITY OF VACAVILLE AND SUCCESSOR AGENCY OF THE CITY OF  
VACAVILLE OPERATING AND CAPITAL IMPROVEMENT PROGRAM  
BUDGETS FOR FISCAL YEAR 2013/14**

### **OVERVIEW**

Attached are the proposed Operating and Capital Improvement Program (CIP) budgets for the City of Vacaville and the Vacaville Successor Agency for Fiscal Year 2013/2014. The City Operating Budget for FY2013/14 totals \$137,598,689, of which \$66,032,037 is the General Fund portion. The proposed FY2013/14 operating budget for the Successor Agency is \$10,380,673 and the Capital Improvement Program budget totals \$15,726,743.

The FY2013/14 budget, is a "status quo" budget in terms of services and controllable expenses. Position allocations are the same, no new positions are proposed. While previous budgets have been considered "provisional" due to the State's lack of having an approved budget going into our final budget cycle, the State has approved a budget that should result in no major changes to the proposed FY 2013/14 budget document. Other expenses that the City cannot control, however, could affect the budget moving forward for expenditures such as health care and other similar costs. This in essence means that the budget is provisional in nature, subject to change.

### **GENERAL FUND**

The City's General Fund reserve is projected to be \$5.77 million, or 9.0%, at the end of the 2012/13 fiscal year. The City continued to take steps to reduce costs during the 2012/13 fiscal year, whereby additional savings were achieved through leaving additional vacancies unfilled, as well as implementing further department spending reductions. In addition, one-time revenues from RDA dissolution and a legal settlement provided a \$5.0 million dollar boost to year-end revenues.

In total, General Fund revenues are projected to end 2012/13 8.2% higher than budgeted. This is due exclusively to one-time monies (approximately \$5 million) related to the dissolution of redevelopment and a legal settlement related to property tax fees. Removing these one-time items would show the operating revenues were within a few percentage points of budget.

Property taxes in FY 2012/13 were 0.5% or (\$17,000) lower than budgeted due to continued weakness in the property assessments. Property taxes are forecasted to increase slightly in 2013/14, as recent valuation increases are still working through the County Assessor's processes. Sales tax revenues, however, came in 1.4% or \$166,000 higher than budgeted in FY 2012/13. The City has continued to see an increase in retail activity throughout many sectors resulting in strengthening sales tax receipts. This trend is forecasted to continue into 2013/14.

For FY2013/14, overall General Fund revenue is projected to increase by 7.2% (excluding one-time revenues) over FY 2012/13. These projected revenues were based on actual FY 2012/13 revenues, adjusted for known or expected economic factors and including the new sales tax generated by Measure M (a quarter-cent sales tax effective April 2013 and expiring in 2018). While charges for services and other revenues are expected to continue at low rates, the increases in sales and property taxes have allowed for a more optimistic total revenue budget.

Departmental fees continued to rise in 2012/13 and are projected to continue upward in 2013/14 due to increases in activity. Emergency Medical Services (EMS, or ambulance transport) revenues continued to rise due to increased activity and a successful billing recovery rate. Revenue from all department fees and charges (\$7.9 million) are projected to be \$390,000 more than collected in FY2012/13.

It has been the policy of the City in the past to annually apply a cost-of-living adjustment to department user fees and charges. The annual adjustment has been based on the San Francisco Bay Area region Consumer Price Index (CPI). In July, staff will be proposing a similar adjustment and, if approved, City user fees and charges would receive a 2.2% CPI adjustment.

As noted above, Department spending reductions have continued, along with bargaining unit concessions to achieve spending cuts to offset the revenue declines. This budget assumes that all concessions currently in place continue. In addition, expenditures for 2013/14 reflect an updated cost allocation plan which is used to allocate General Fund support out to other City funds. Other expenditure impacts include increases in the PERS and PARS rates as well as healthcare benefit costs.

This proposed budget continues to rely on Gas Tax funds to offset street maintenance expenses, but the amount has been reduced from \$750,000 to \$350,000.

The General Fund Budget approximates adding \$2.15 million to fund reserves due to Measure M revenues. This will increase the General Fund reserve to approximately \$7.9 million at budget's end, representing 12.4% fund reserve. This level is still short of the City Council's goal of approximately 17%.

While the economic environment is more favorable than in recent years, some concerns remain, such as:

- The economic climate in general affects sales tax revenue, development, and growth
- While the State's budget appears to have stabilized, recent changes in law could impact the City's costs negatively
- Strength and timing of the housing recovery and its timing through the assessment process
- The dissolution of Redevelopment is still impacting the City
- State manipulation of gas tax revenues under the Highway Users Tax Account allocated to local government

Again, given all the uncertainties, the budget must be viewed as provisional. It will be closely monitored and regular status reports will be brought to the Council by the City Manager.

## **UTILITIES**

The Utilities Department is completing its final sewer rate adjustment, with a 7.5% increase coming in 2013/14. The increases were needed to qualify for the State Revolving Fund low-interest financing for the Tertiary Project and to fund the upfront costs of designing the plant improvements. Operating expenses continue at a reduced amount through bargaining unit concessions and through overtime reduction. Revenues are on the rise and the Wastewater Working Capital Balance is projected to be in a positive position by the start of Fiscal Year 2013/14.

Water rates are in the seventh year of an eight-year adopted increase (four years at 9.5% and four subsequent years at 3.5%). Due to weather conditions, the economic downturn, and the overall utility rate increases, water demand has dropped by approximately 16% over the past four years, resulting in reduced revenues. Operating expenses are reduced through bargaining unit concessions and through the reduction in chemicals and electricity, a result of treating less water. The division has prepared a budget with a net operating balance for the first time in many years. The Department has adjusted revenue and expense projections and a Water Rate Study is currently being performed, to be completed by summer of 2013. The study will be reviewed with City Council, including an evaluation of alternatives and recommendations to eliminate this growing deficit.

## **SUCCESSOR AGENCY AND HOUSING SERVICES**

The Governor's proposal to eliminate Redevelopment took effect on February 1, 2012. This resulted in the City choosing to operate the Successor Agency to dissolve funds and assets over the next two years. There have since been various legislative and budget proposals affecting Redevelopment funding and the actions taken by the City to ensure that redevelopment-funded projects and activities would be completed and that the Successor Agency's assets would be protected from further State "takes." The future of the remaining Agency assets remains uncertain. While the Successor Agency budget does not include any augmentations, new programs or activities, it is based on the assumption that the Successor Agency will continue funding for some limited administrative uses.

The former Department of Housing and Redevelopment, now called the Department of Housing Services, will continue to provide programs and activities to address state and federally funded housing services.

## **CAPITAL IMPROVEMENT PROGRAM**

Funding for the General Fund Capital Improvement Program (CIP) has again been suspended for FY 13/14. Previously approved and funded projects that have not yet been completed will carry forward.

The proposed (non-General Fund) CIP budget is \$15,726,743 for fifteen priority projects. New projects include several sewer replacement/improvement projects, as well as partial funding for repairs, maintenance and improvements to the City's water reservoirs. Another new project is the design and construction of the water-play feature of Magnolia Park in the Southtown development.

## **FUTURE CONCERNS**

In the coming year, the City will be working on a recovery plan to begin addressing funding priorities as the economic recovery begins to equate to increased revenues in the City's operations. As we begin to review and address these priorities, we will be looking at the issues of deferred capital spending, addressing ongoing pension and health care cost escalations, organizational needs as a large portion of city staff enter retirement age and increasing the City's fiscal sustainability by addressing gaps in revenue and expense trends.

## **CONCLUSION**

The last four budget cycles have been particularly challenging, but the projections for the coming year show a slow but steady recovery. The proposed budget provides a conservative budget approach with no new staffing or programs as we await further indications that the broader economic recovery will result in revenue enhancements to City operations. The City will continue to focus on refunding its emergency reserve in the coming year and will continually review actual financial performance to respond to any unforeseen changes, both positive and negative.

I'd like to thank Finance Information Technology Director Jeremy Craig and Assistant to the City Manager Connie Donovan for their assistance in the preparation of this budget. Also, thanks go to all departments and every City employee for their contributions to this process.

# BUDGET SUMMARY





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## **BUDGET GUIDE**

### **ABOUT THE CITY'S BUDGET**

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

The City's operating budget is a plan for one specified fiscal year. The fiscal year for this budget begins on July 1, 2013 and ends on June 30, 2014.

The City keeps track of its finances in self-balancing sets of accounts called funds, which are the basic accounting and reporting components in governmental accounting. Funds segregate transactions related to certain government functions or activities. The budget is prepared by fund, and summarized into an operating budget and a capital improvement program (CIP) budget for the City and for the Successor Agency.

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

The General Fund is the primary revenue source and operating fund for most of the services that cities typically provide, such as public safety (police and fire), street and park maintenance, and community services, as well as most administrative functions. The major funding sources for the General Fund are property taxes and sales tax.

The City sets aside a portion of its General Fund as an emergency reserve. Such a reserve is a prudent financial strategy because it provides options for the City to meet unexpected changes in its financial picture while continuing to provide fundamental municipal services. Examples of such changes might include a downturn in the local economy, state-imposed reductions in city revenues, unanticipated cost increases, catastrophic losses or natural disasters. The City Council had established a goal of maintaining an emergency reserve equal to 15% of General Fund annual expenditures. However, due to the economic climate, the reserve level has been reduced. Therefore, the City Council will review the revenues and expenditures on a more frequent basis and provide direction to the City Manager.

## **BUDGET DEVELOPMENT**

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

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

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

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

## **BUDGET CALENDAR**

### **FY 13 -14 OPERATING BUDGET**

<b>Month</b>	<b>Action</b>
January	Mid-Year budget review
	Personnel allocations due from departments
February	Update General Fund forecast and review
	Develop budget worksheets
March	Budget worksheets issued to departments
	Public budget study session with City Council
April	Budget submittals due from departments
	Budget meetings with departments
May	Budget team and City Manager review issues
	Updates to budget forecast

	Prepare draft budget - 1st study session with City Council
June	1 public budget study session with City Council
	Final revisions
	Public hearing(s) and adoption of budget

## BUDGET CONTROL

Since the budget is an estimate, from time to time it is necessary to make adjustments to fine tune the line items within it. Various levels of budgetary control have been established to maintain the budget's integrity. The City Manager has the authority to make transfers between accounts usually based on recommendations from the various departments. Whether a transfer is within a fund or between funds, that authority must be exercised taking into consideration funding source compatibility. Where an appropriation requires an increase that cannot be supported by a transfer, City Council authorization is required.

## BUDGET TERMINOLOGY

Some key terms include:

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

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

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

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

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

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

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

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

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

**Fund:** Separate, self-balancing sets of accounts that record all financial transactions for specified activities, revenue sources, or government functions. The commonly used funds in public accounting are: general fund, special revenue funds, enterprise funds, internal service funds, debt service funds, capital project funds, special assessment funds, and trust and agency funds.

**Fund Balance:** The excess of assets over liabilities and encumbrances at the end of the fiscal year; available funds.

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

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

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

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

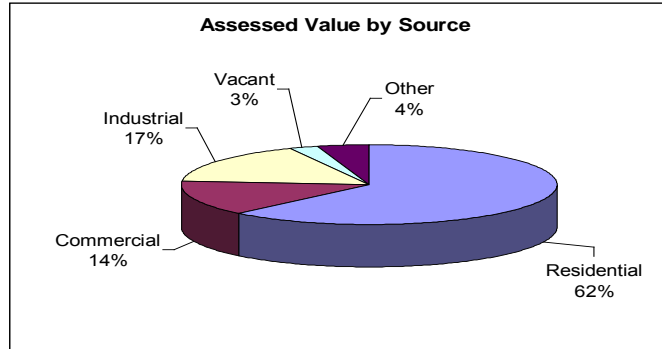
**Source of Funds:** The type of revenues used to pay for the expenditures of each department. Some department budgets include revenues from one or more sources which legally may only be used for specified purposes. General Fund revenues are identified in the budget as “functional” (related to or derived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

## DESCRIPTION OF GENERAL FUND REVENUE SOURCES

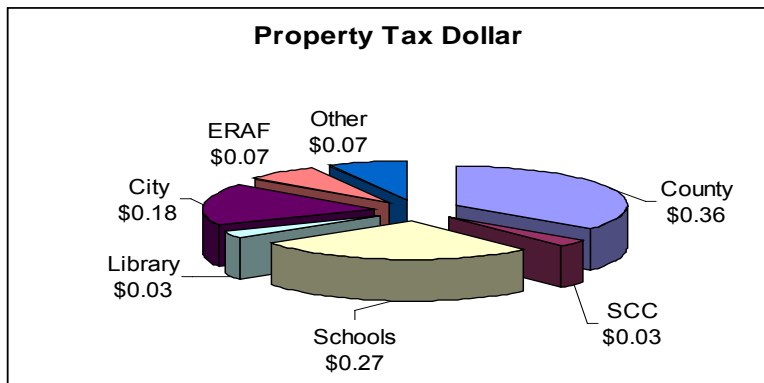
### TAXES

#### Property Tax

The State Constitution (Proposition 13) sets the base property tax rate at 1% of assessed value. The City currently receives only about 17 cents (\$0.1745) of every property tax dollar generated in Vacaville, with the majority of property tax revenue going to the State (schools) and County. Homes, businesses, and other taxable real and personal property are subject to this 1% property tax rate. Growth in assessed value is limited to 2% or CPI, whichever is lower. However, when property ownership is transferred, or when property is newly constructed, it is re-appraised at its current full market value. The gross assessed value of property in the City (including redevelopment project areas) stands at \$9.1 billion for the 2012/13 tax year; a decrease of \$300 million, or 3.1% less than the prior year. This decline is primarily influenced by declining residential and industrial property values within the City, which dropped by \$119 million and \$77 million, respectively, from the previous year. Property values in Vacaville are expected to rise modestly in 2013/14.



The City used to receive about 24 cents of every property tax dollar. However, starting in 1992/93 the Legislature shifted \$3.5 billion of property tax revenue statewide away from cities, counties and special districts to help meet the State's funding obligation to schools.

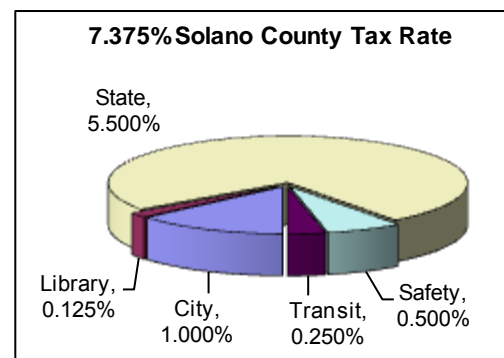


This is referred to as the ERAF shift (Educational Revenue Augmentation Fund), and it reduced the City's share of the property tax dollar to about 17 cents. Vacaville now loses some \$4 million annually to the ERAF shift, which represents a 28% loss of property tax revenue. In fiscal year 2004/05, the majority of vehicle license fee ("VLF") revenue was

converted to a like amount of property tax revenue; and now grows or declines at the same rate as "normal" property tax. For Vacaville, this shift means an additional \$7.3 million of property tax revenue in 2013/14. (See discussion below under Intergovernmental revenue.) Adding the VLF supplemental tax to the \$10.9 million of normal property tax means that property tax revenue, at \$18.9 million in 2013/14. In the past, this has been the largest single ongoing funding source for general municipal operations; however, with the lower assessed valuation and the passage of Measure M, sales tax revenue is projected to surpass property tax this fiscal year. Property tax now comprises 29% of all General Fund revenues.

#### Sales and Use Tax

The sales tax revenue received by the City is equal to 1% of all taxable sales within City limits. The City also receives a pro-rata share of use taxes which are "pooled" at the state and county level. The total tax rate in Solano County is 7.875%, of which the State rate is 5.50%, the local rate is



1.50%, the Prop. 172 public safety sales tax rate is 0.50%, the Transportation Development Act rate is 0.25%, and the Solano County Library rate is 0.125%. This includes the 0.50% increase in local sales tax authorized under Measure M.

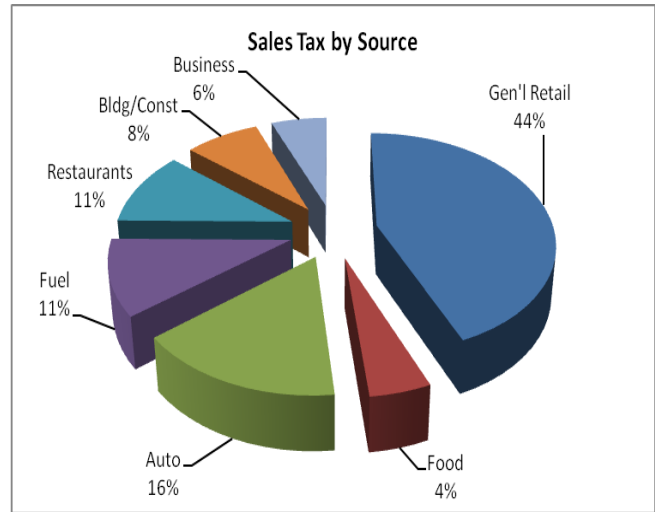
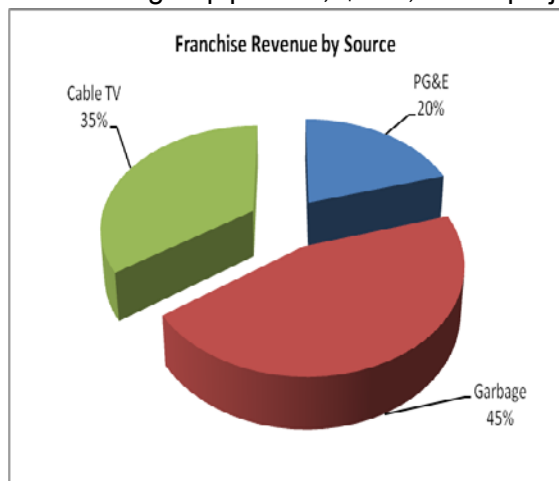
The sales and use tax is the General Fund's largest revenue source at \$20.6 million for 2013/14 and comprises 31% of total General Fund revenues. Sales tax has started to recover from major downturns related to the 2008 recession; however, without Measure M revenue, the budget assumes sales tax revenue will remain relatively flat with a 0.25% increase in 2013/14. Including Measure M revenue yields a total projected increase of 16.9% in sales tax. This puts the projected amount at \$4.5 million above the amount collected in 2006/07, which was high-water mark in terms of sales tax collection. Retail and service stations have contributed to the increase.

Beginning in 2004/05, 25% of the cities' sales tax revenue was diverted to the State to help pay off the State's deficit financing bonds. The City receives a like amount of property tax from the County ERAF fund as reimbursement for the loss in sales tax revenue. This swap, otherwise known as the "triple-flip," will continue until the State deficit bonds are fully retired.

## Franchise Payments

The City has awarded franchise agreements to private companies for the right to do business in the City using public rights-of-way. Franchise payments are estimated to generate \$3.6 million in 2013/14 or 5.5% of General Fund revenues.

- ❑ Electric - PG&E pays 0.5% of gross receipts on utility income for use of public right-of-way for electric lines; \$519,000 is projected for 2013/14. PG&E sets utility rates subject to State PUC approval.
- ❑ Natural Gas - PG&E pays 1 % of gross receipts on utility income for use of public right-of-way for natural gas pipelines; \$213,300 is projected for 2013/14. PG&E sets utility rates subject to State PUC approval.



- ❑ Garbage - Vacaville Sanitary Service pays 10% of gross income on residential and commercial garbage pick-up accounts in Vacaville; \$1,619,000 for 2013/14. The collection rates are reviewed biannually under the franchise agreement. By ordinance, the City Council approves the rates for all refuse collection services.
- ❑ Telecommunications/Cable TV - The local service providers pay a federally regulated 5% of gross receipts for services provided to residents of Vacaville; \$1.25 million projected for 2013/14.

2013/14. Rates are set by the company within FCC guidelines, which give only a limited oversight role to the City.

## Paramedic Tax

The citizens of Vacaville initially approved this ad-valorem tax in 1976. The rate is \$0.03 per \$100 of assessed valuation on property within the City limits, and is collected by the County along with property taxes. The proceeds are used to pay for emergency medical and ambulance services. The paramedic tax is expected to yield \$3.22 million in 2013/14 and comprises 5% of projected revenues. All proceeds are used to support paramedic and ambulance services within the city and cover roughly 47% of the expected cost of providing essential EMS services.

## Excise Taxes

- Measure I -- This tax was initially approved by voters in 1989 to pay for construction of the Ulatis Cultural Center and provide an additional source of funding for services such as street maintenance, library services, cultural events and recreation activities. The continuation of Measure I was approved by voters in November 2012. The excise tax rate is applied as follows: \$4.83 per month for residential property – collected on the bi-monthly utility bill; 2% of hotel room rates – collected along with the City transient occupancy tax; and varying amounts (per employee) for commercial establishments within the City limits – collected along with the annual business license. The Measure I tax revenue is projected to generate \$2.25 million in 2013/14, or about 3% of General Fund revenues. The debt used to fund construction of the Ulatis Cultural Center has been retired, so the \$1.2 million per year annual payment cost will now be used for General Fund operations.
- Measure G -- This tax was approved by voters in 2005 to replace longstanding fees imposed upon the City's water and sewer operations. The tax is comprised of a 1% "property" tax on the assets of the utility funds and a 5% "franchise" tax on utility operating revenues. The Measure G excise tax is expected to generate \$5.5 million in 2013/14, or about 8.4% of General Fund revenues.

## Other General Fund Taxes

The City receives revenue from three lesser taxes, which together comprise about 2.4% of General Fund revenues:

- Transient Occupancy Tax-- Occupants of motel/hotel rooms pay 8% of rent for stays of 30 days or less. Revenue growth depends on the number of rooms, level of occupancy and average room rates. Revenue growth has been increasing over recent years due to the addition of several hotels along I-80. Growth in hotel room rates is expected to continue over the next year and revenues are estimated at just under \$1 million during the budget period.
- Real Property Transfer Tax - The sale/transfer of real property is subject to a tax of \$0.55 per \$500 of sales price less encumbrances. The City receives half of the tax and the County the other half. The transfer tax is expected to yield \$300,000 during the budget period. This is a relatively small but volatile revenue source as it is directly related to real estate transactions.
- Business License Tax - This is an annual tax on local businesses, based on a flat-fee schedule. BL revenues have dropped for several years, but seem to have stabilized and are expected to increase by 1/2% in FY2013/14 to around \$295,000. Vacaville's business license tax is significantly lower than most California cities, generating only about one-third of the revenue for cities with similar sized budgets.

## INTERGOVERNMENTAL



Intergovernmental revenues are funds received from State and federal sources, as well as other local agencies such as the County and school districts. The budget projection of \$354,000 for 2013/14 comprises less than 1% of General Fund revenues, and consists of the following principal sources:

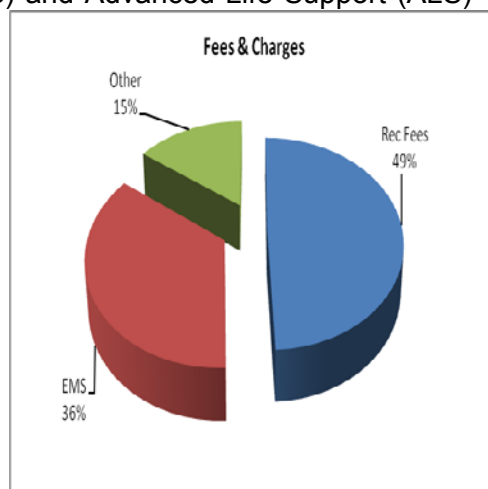
- ❑ Vehicle License Fee (VLF) – This revenue source represented the City's allocated share of statewide vehicle registrations, apportioned throughout the County on a per capita basis (including the State prison population) and had previously brought in about \$300,000 in revenues. Prior to the 2004/05 budget year, this was one of the largest sources of General Fund revenue for the cities in California. However, due to the state-local budget compromise proposed by the Governor and approved by voters as Proposition 1A (see earlier property tax discussion) in 2004, vehicle license fees were significantly reduced. The loss in revenue to cities was permanently backfilled with an additional allocation of property tax revenue. Senate Bill 89 eliminated all VLF revenue effective July 1, 2011 effectively shifting all city VLF revenues to fund law enforcement grants that had previously been paid by a temporary state tax.
- ❑ Homeowner's Exemption – The State Constitution requires reimbursement of local revenue losses from the \$7,000 per home property tax exemption. The City expects to receive \$209,000 from this source during the budget period. Future growth is limited to increases in home ownership.
- ❑ Other - The City receives various amounts of reimbursements from the local school districts to offset costs associated school crossing guards and on-campus police services, as well as from the State in the form of mandated cost reimbursements. The City also receives minor amounts of grant revenue into the General Fund from the State and/or federal sources.

## DEPARTMENTAL FEES AND CHARGES

Due to limitations on the City's ability to raise general fees and taxes, fee for service revenues represent a growing component of overall General Fund revenues. The projection of \$7.9 million for FY2013/14 represents around 12% of overall General Fund revenues.

Principal sources of departmental fees and charges include:

- Recreation and Facility Fees: The City operates a variety of park, recreation and social service activities for youth, adults and seniors that are partially supported by user fees or rental charges. Overall, the Community Services Department recovers about 69% of its operating costs from user fees and Measure I support. Revenues are projected at \$3.1 million for the budget period.
- Emergency Medical Fees - These fees are charged for emergency medical services and are comprised primarily of charges for Basic Life Support (BLS) and Advanced Life Support (ALS) during ambulance transport. Because Vacaville residents pay the paramedic tax discussed previously, they are charged a lower rate for emergency medical services than non-residents. Transport fees are expected to generate \$2.8 million during the budget period and will cover about 41% of the expected cost of providing EMS services.
- Other Fees and Charges – Charges for other municipal services are expected to generate an additional \$1.2 million per year of revenue for the General Fund; principal among these are fire inspection and permit fees (\$230,000), police charges and fees (\$186,000), and finance administration fees (\$350,000).



## OTHER REVENUES

All other General Fund revenue sources are expected to yield \$1.1 million during the budget period, and account for 1.6% of revenues. Included in this amount are investment earnings projected at \$262,000. Also included are wireless site lease revenue, along with other miscellaneous revenues and reimbursements from other funds for General Fund support services.

## **OPERATING TRANSFERS**

The General Fund receives money from a number of other City funds to offset the cost of providing services:

- Public Safety Districts - The City has established a number of Public Safety Districts which were formed pursuant to the Mello-Roos Community Facilities Act of 1982. The districts are overlaid on new residential development projects to help offset the cost of providing police, fire and emergency medical services. The special tax amounts range from around \$970 to \$1,570 per year per residential property, depending upon whether the residential unit is part of an infill development or major new subdivision. The source is expected to generate \$1.7 million in 2013/14.
- Traffic Safety Fines - Fines for moving traffic violations within the City are collected by the courts, remitted to the City and are deposited into a special revenue fund pursuant to State law. These funds are then transferred to the General Fund to support traffic enforcement activities carried out by the Police Department. The City expects to receive around \$390,000 in 2013/14



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**City of Vacaville  
FY 2013-2014 Budget**

**SCHEDULE OF GENERAL FUND REVENUE**

<b><u>General Fund Revenue Account</u></b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b><u>Taxes</u></b>				
Property tax	\$ 10,142,234	\$ 11,140,387	10,923,272	11,536,442
Property tax in lieu of VLF	7,612,217	7,478,076	7,690,714	7,323,000
RDA Pass-Through	593,564	530,463	-	500,000
Sales tax *	14,912,417	15,448,395	16,566,011	20,596,272
Franchise tax	2,440,411	2,461,492	2,590,961	3,600,151
Paramedic tax	2,974,348	3,157,073	3,186,550	3,220,530
Transient lodging tax	954,868	985,637	964,800	974,448
Excise tax	6,761,432	6,931,224	6,998,385	7,716,164
Real property transfer tax	238,052	315,044	275,000	300,000
Business license tax	290,201	291,632	291,652	294,569
Public safety sales tax	305,792	317,281	331,377	339,661
	<b>47,225,536</b>	<b>49,056,704</b>	<b>49,818,722</b>	<b>56,401,237</b>
<b><u>Intergovernmental</u></b>				
Motor vehicle in-lieu	568,547	-	-	-
State Reimbursements	54,164	30,886	33,030	30,886
Homeowners subvention	214,401	204,076	216,545	209,209
Other state & federal grants	14,353	4,662	25,191	24,154
School reimbursements	89,517	89,516	89,516	89,516
	<b>940,982</b>	<b>329,140</b>	<b>364,282</b>	<b>353,765</b>
<b><u>Departmental fees and charges</u></b>				
Recreation and facilities	3,260,782	3,437,073	3,596,142	3,719,043
Emergency medical fees	2,495,876	2,527,446	2,499,750	2,808,502
In lieu DIF	169,844	137,133	350,000	350,000
Police and Fire Fees	474,830	398,679	391,172	424,972
Other departments	458,992	651,098	420,298	459,172
	<b>6,860,324</b>	<b>7,151,429</b>	<b>7,257,362</b>	<b>7,761,689</b>
<b><u>Other revenues</u></b>				
Interest and rents	216,097	258,911	351,584	269,345
Cell tower leases	420,315	455,200	440,388	473,590
Miscellaneous	322,039	597,589	307,530	339,332
	<b>958,451</b>	<b>1,311,700</b>	<b>1,099,502</b>	<b>1,082,267</b>
<b>Subtotal:</b>	<b>55,985,293</b>	<b>57,848,973</b>	<b>58,539,868</b>	<b>65,598,958</b>
<b>Transfers In</b>	<b>2,452,716</b>	<b>2,884,550</b>	<b>1,995,451</b>	<b>2,100,631</b>
<b>Total revenue:</b>	<b>\$ 58,438,009</b>	<b>\$ 60,733,523</b>	<b>\$ 60,535,319</b>	<b>\$ 67,699,589</b>

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



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**City of Vacaville  
FY 2013-2014 Budget**

**SCHEDULE OF SPECIAL OPERATING REVENUE**

<u>Revenue Sources</u>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b><i>Special Revenue Funds</i></b>				
<b>Building Related Fund:</b>				
Charges and fees	\$ 1,499,163	\$ 1,778,279	\$ 1,073,900	\$ 1,512,491
Interest Income	18,144	7,531	7,000	4,000
<i>Total Building-Related Funds</i>	1,517,307	1,785,810	1,080,900	1,516,491
<b>Development Engineering</b>	147,081	38,919	175,000	175,000
<b>Gas Tax Funds</b>	2,174,235	1,499,612	1,409,095	1,034,270
<b>Traffic Safety fines, forfeits, and penalties</b>	289,212	105,548	386,373	390,237
<b>Lighting &amp; Landscape Assessments</b>	2,512,492	2,461,859	2,568,118	2,461,099
<b>Community Facilities Districts</b>	1,844,297	1,619,068	1,609,078	1,710,394
<b>CDBG Program Revenue</b>	610,944	340,004	427,726	600,346
<b>Housing Programs:</b>				
HOME	-	390,332	400,000	732,000
HUD programs	51,180	56,202	-	-
HCD Program	1,068,127	133,719	-	-
Solano County	2,507,720	2,389,896	2,497,429	2,276,009
Section 8 Housing Assistance	10,866,837	11,295,071	10,897,448	10,867,694
Combined Housing Setaside	-	1,682,167	772,077	722,022
<i>Total Housing Programs</i>	14,493,864	15,947,387	14,566,954	14,597,725
<b>TOTAL SPECIAL REVENUE</b>	<b>\$ 23,589,432</b>	<b>\$ 23,798,207</b>	<b>\$ 22,223,244</b>	<b>\$ 22,485,562</b>
<b><i>Enterprise Funds</i></b>				
Sewer Utility	\$ 22,979,586	\$ 25,570,482	\$ 32,383,000	\$ 32,028,400
Water Utility	14,071,228	14,728,522	15,182,114	15,703,000
Transit	2,149,925	2,609,787	2,416,940	2,840,552
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 39,200,739</b>	<b>\$ 42,908,791</b>	<b>\$ 49,982,054</b>	<b>\$ 50,571,952</b>
<b><i>Redevelopment Agency (Combined)</i></b>				
Property taxes	\$ 33,824,414	\$ -	\$ -	\$ -
Interest and rent	663,449	-	-	-
Sale of property	-	-	-	-
Other	101,316	-	-	-
<b>TOTAL REDEVELOPMENT AGENCY</b>	<b>\$ 34,589,179</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><i>Successor Agency</i></b>				
Property taxes		9,411,537	14,293,500	9,880,970
Administrative		1,464,270	412,530	500,000
<b>TOTAL SUCCESSOR AGENCY</b>	<b>\$ -</b>	<b>\$ 10,875,807</b>	<b>\$ 14,706,030</b>	<b>\$ 10,380,970</b>

*Note: Combined Housing Setaside for FY10/11 is include in the Redevelopment Agency revenues.*



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**City of Vacaville  
FY 2013-2014 Budget**

**SUMMARY OF EXPENDITURES BY DEPARTMENT**

<b>Department/Function</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>City Council/Treasurer</b>	\$ 90,600	\$ 82,870	\$ 88,299	\$ 82,733
<b>City Attorney</b>	911,002	933,356	964,764	976,142
<b>City Manager's Office/Finance/Human Resources</b>				
City Manager's Office/City Clerk	988,089	879,658	1,018,663	1,075,159
Information Technology/Telecommunications	1,076,332	1,077,999	1,077,235	1,127,908
Finance	2,292,540	2,337,969	2,765,037	2,883,790
Human Resources/Risk Management	885,104	882,852	972,558	1,039,136
<b>Subtotal, City Administration</b>	<b>5,242,065</b>	<b>5,178,478</b>	<b>5,833,493</b>	<b>6,125,993</b>
<b>Housing &amp; Redevelopment Dept</b>				
Housing Services	14,285,718	21,362,256	14,780,913	14,650,244
Successor Housing Agency	0	0	772,077	715,001
Redevelopment Agency	34,306,181	0	-	-
Successor Agency	0	0	14,646,032	10,380,673
<b>Subtotal, Housing &amp; Redev</b>	<b>48,591,899</b>	<b>21,362,256</b>	<b>30,199,022</b>	<b>25,745,918</b>
<b>Community Services Department</b>	<b>5,347,452</b>	<b>5,266,220</b>	<b>5,563,181</b>	<b>5,617,715</b>
<b>Police Department</b>	<b>26,775,349</b>	<b>26,544,157</b>	<b>26,983,492</b>	<b>27,179,739</b>
<b>Fire Department</b>	<b>16,340,064</b>	<b>17,109,525</b>	<b>17,261,417</b>	<b>17,733,584</b>
<b>Public Works Department</b>				
Public Works	5,934,969	5,241,451	5,463,787	5,627,847
Parks Division	2,055,564	2,141,387	2,177,915	2,202,992
Park Maintenance Districts	3,107,819	3,481,543	3,345,861	3,381,954
Engineering Services	1,987,077	2,340,829	3,507,899	3,237,871
Development Engineering	173,183	189,577	222,545	244,144
Transit	2,239,054	2,634,195	2,416,940	2,840,552
<b>Subtotal, Public Works</b>	<b>15,497,666</b>	<b>16,028,982</b>	<b>17,134,947</b>	<b>17,535,360</b>
<b>Utilities</b>				
Sewer Utility Systems	20,761,871	21,698,079	28,005,424	27,265,554
Water Utility Systems	14,914,136	12,159,235	15,656,230	15,682,910
<b>Subtotal, Utilities</b>	<b>35,676,007</b>	<b>33,857,314</b>	<b>43,661,654</b>	<b>42,948,464</b>
<b>Community Development Department</b>	<b>2,447,307</b>	<b>2,567,696</b>	<b>3,061,372</b>	<b>2,842,731</b>
<b>Non-Departmental</b>	<b>2,196,533</b>	<b>1,973,849</b>	<b>2,673,755</b>	<b>2,777,594</b>
<b>Gross Operating Budget</b>	<b>159,115,944</b>	<b>130,904,703</b>	<b>153,425,396</b>	<b>149,565,973</b>
<b>Internal Cost Allocation</b>	<b>(4,998,845)</b>	<b>(4,885,520)</b>	<b>(3,880,500)</b>	<b>(3,656,086)</b>
<b>CITY GRAND TOTAL</b>	<b>\$ 154,117,099</b>	<b>\$ 126,019,183</b>	<b>\$ 149,544,896</b>	<b>\$ 145,909,887</b>





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**City of Vacaville**  
**FY 2013-2014 Budget**

**SUMMARY OF EXPENDITURES BY FUND**

<b>Department/Function</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>GENERAL FUND:</b>				
City Council/Treasurer	\$ 90,600	\$ 82,870	\$ 88,299	\$ 82,733
City Attorney	911,001	933,356	964,764	976,142
City Manager's Office/Administration	988,089	875,040	1,018,663	1,075,159
Human Resources	885,104	882,852	972,558	1,039,136
Finance and Information Technology	3,368,873	3,415,966	3,842,271	4,011,698
Dept. of Housing & Redevelopment	377,066	382,437	-	-
Police Department	26,775,349	26,544,157	26,983,492	27,179,739
Fire Department	16,340,062	17,109,525	17,261,417	17,733,584
Public Works Department				
General	4,510,734	4,491,839	4,806,104	4,920,878
Park Maintenance	2,055,564	2,141,387	2,177,915	2,202,992
Community Services Department	5,347,453	5,266,220	5,563,181	5,617,715
Non-Departmental	1,989,772	1,973,849	2,673,755	2,777,594
<b>Subtotal General Fund</b>	<b>63,639,667</b>	<b>64,099,498</b>	<b>66,352,417</b>	<b>67,617,372</b>
Transfers	1,693,455	1,703,166	3,450,238	2,070,751
Internal Cost Allocation	(4,998,845)	(4,885,520)	(3,880,500)	(3,656,086)
<b>TOTAL GENERAL FUND</b>	<b>\$ 60,334,277</b>	<b>\$ 60,917,144</b>	<b>\$ 65,922,155</b>	<b>\$ 66,032,037</b>
<b>SPECIAL REVENUE FUNDS:</b>				
Housing Svcs (non General Fund)	\$ 13,901,969	\$ 20,931,150	\$ 14,780,913	\$ 14,650,244
Successor Housing Agency	-	-	772,077	715,001
Public Works, Gas Tax	674,235	749,612	657,683	706,969
Park Maintenance Districts	3,107,819	3,481,543	3,345,861	3,381,954
Engineering Services & TSM	2,302,609	2,340,829	3,507,899	3,237,871
Development Engineering	173,182	189,577	222,545	244,144
Building Related (Comm Development)	2,447,307	2,567,696	3,061,372	2,842,731
<b>Total Special Revenue Funds</b>	<b>\$ 22,607,121</b>	<b>\$ 30,260,407</b>	<b>\$ 26,348,350</b>	<b>\$ 25,778,914</b>
<b>ENTERPRISE FUNDS:</b>				
Sewer Utility Systems	\$ 20,761,867	\$ 20,888,707	\$ 28,005,424	\$ 27,265,554
Water Utility Systems	14,914,137	14,743,579	15,656,230	15,682,910
Transit	2,239,055	2,634,195	2,416,940	2,840,552
<b>Total Enterprise Funds</b>	<b>37,915,059</b>	<b>38,266,481</b>	<b>46,078,594</b>	<b>45,789,016</b>
<b>TOTAL CITY OPERATING</b>	<b>\$ 120,856,457</b>	<b>\$ 129,444,032</b>	<b>\$ 138,349,099</b>	<b>\$ 137,599,967</b>
<b>FORMER REDEVELOPMENT AGENCY:</b>				
Combined Housing Set Aside	\$ 7,405,763	\$ -	-	-
Community Redevelopment Area	5,677,853	-	-	-
I-505/80 Redevelopment Area	23,347,531	-	-	-
Successor Agency	-	-	14,646,032	10,380,673
<b>TOTAL FORMER REDEVELOPMENT</b>	<b>36,431,147</b>	<b>-</b>	<b>14,646,032</b>	<b>10,380,673</b>
<b>CITY GRAND TOTAL</b>	<b>\$ 157,287,604</b>	<b>\$ 129,444,032</b>	<b>\$ 152,995,131</b>	<b>\$ 147,980,640</b>



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**City of Vacaville  
FY 2013-2014 Budget**

**SOURCES AND USES:  
GENERAL FUND OPERATIONS**

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
<b>SOURCES OF FUNDS:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted Budget</b>	<b>Proposed Budget</b>
General Fund Operating Revenue:	\$ 57,115,900	\$ 57,848,973	\$ 58,539,868	\$ 65,598,958
Operating Transfers In:				
Traffic Safety Fines and Forfeitures	425,003	105,548	386,373	390,237
Workers' Compensation Fund	500,000	-	-	-
Community Facilities Districts	1,327,712	1,989,691	1,609,078	1,710,394
Redevelopment Agency	200,000	-	-	-
Subtotal, Transfers In:	2,452,715	2,095,239	1,995,451	2,100,631
Use of One-Time Revenues/Transfers:	1,500,000	856,598	750,000	350,000
RDA Fund Balance Dissolution	-	-	2,900,000	-
Use of (addition to) Fund Balance:	(526,375)	(1,083,870)	1,875,642	(2,017,552)
<b>Total Sources, General Fund:</b>	<b>\$ 60,542,240</b>	<b>\$ 59,716,940</b>	<b>\$ 66,060,961</b>	<b>\$ 66,032,037</b>

**USES OF FUNDS:**

General Fund Operating Expenditures (net of internal cost allocations)	\$ 58,843,785	\$ 58,013,774	\$ 62,610,723	\$ 63,961,286
Operating Transfers Out:				
General Fund support to Community Devl.	30,000	30,000	1,294,135	994,213
General Fund support to Engineering Services	30,000	30,000	50,000	50,000
General Fund support to Park Maintenance Dist.	441,983	441,983	341,983	441,983
General Fund support Public Art	5,000	5,000	5,000	5,000
General Fund support for tech projects	88,125	-	-	-
Collapsing Transfers:				
General Fund to Vehicle Replacement	-	-	50,000	70,000
General Fund to Technology Projects	-	-	-	-
General Fund to General Plan Update	-	-	508,572	509,555
Subtotal, Transfers Out:	595,108	506,983	2,249,690	2,070,751
Measure I Debt Service	1,103,347	1,196,183	1,200,548	-
<b>Total Uses, General Fund:</b>	<b>\$ 60,542,240</b>	<b>\$ 59,716,940</b>	<b>\$ 66,060,961</b>	<b>\$ 66,032,037</b>

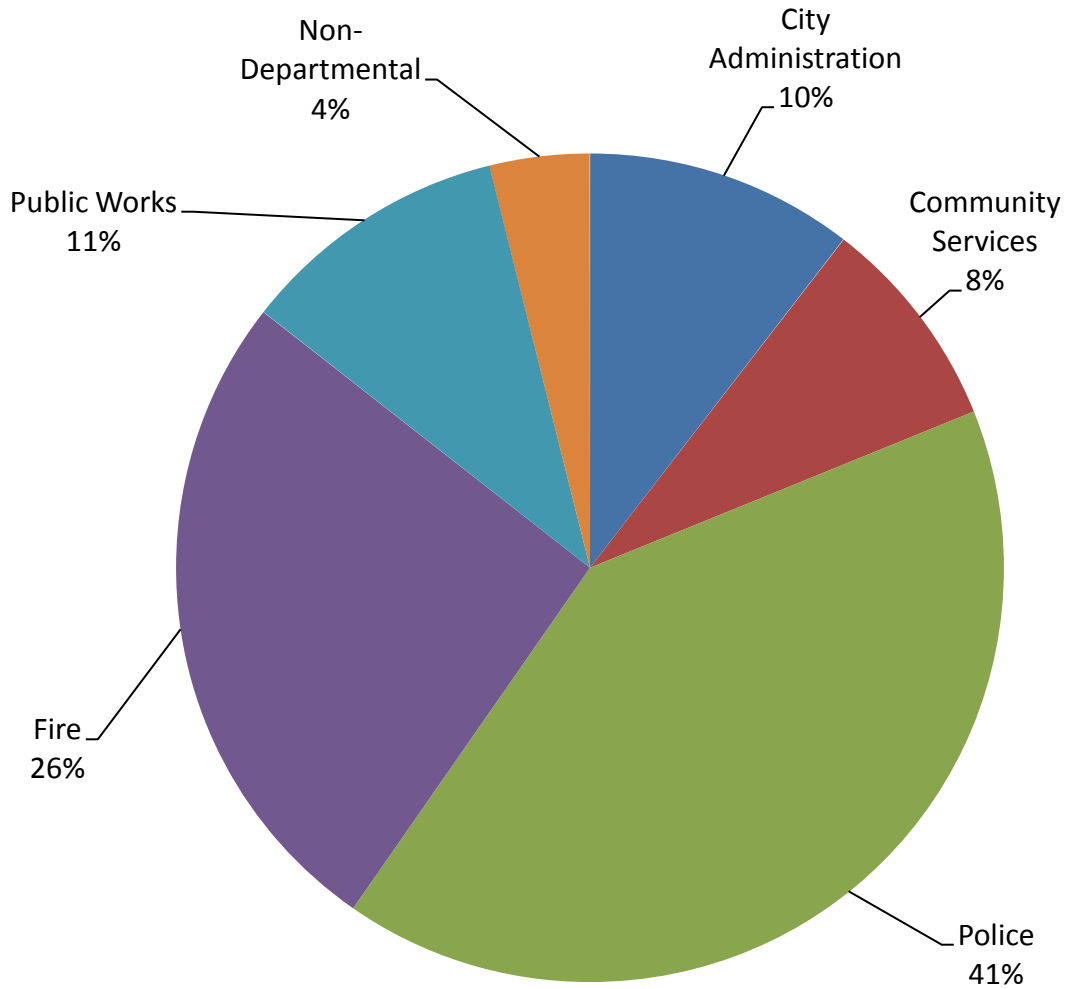
**USES BY CATEGORY:**

Salaries and Benefits	\$ 50,162,670	\$ 49,004,009	\$ 51,867,184	\$ 52,777,873
Overtime plus Offsets	1,782,713	1,110,528	1,118,151	1,110,554
Services and Supplies	6,045,449	6,732,004	6,545,995	6,795,505
Indirect Costs	6,486,660	6,820,459	8,543,602	7,144,242
One-time Costs	215,563	96,279	800,500	775,500
Technology Costs	848,030	839,181	1,066,029	1,084,449
Internal Cost Allocation	(4,998,845)	(4,885,520)	(3,880,500)	(3,656,086)
<b>Total Uses by Category, General Fund:</b>	<b>\$ 60,542,240</b>	<b>\$ 59,716,940</b>	<b>\$ 66,060,961</b>	<b>\$ 66,032,037</b>



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**FY13/14 GENERAL FUND BUDGET**  
**\$63,961,446**  
**PERCENTAGE BY DEPARTMENT**





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# REVISED GENERAL FUND BUDGET FORECAST

	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Projected 2013/14</u>	<u>Projected 2014/15</u>	<u>Projected 2015/16</u>	<u>Projected 2016/17</u>
Operating revenue	\$ 56,488,197	\$ 60,478,681	\$ 61,762,960	\$ 63,131,095	\$ 65,029,035	\$ 66,662,047
Operating expenditures	(57,689,000)	(63,814,024)	(63,961,286)	(65,529,384)	(67,605,827)	(70,045,851)
Net operating	(1,200,803)	(3,335,342)	(2,198,326)	(2,398,289)	(2,576,792)	(3,383,804)
Net transfers in(out)	392,271	(254,239)	29,880	119,302	213,039	311,305
One-time revenues & adjustments	856,598	1,414,885	350,000	0	0	0
One-time RDA Revenue	1,360,776	4,482,226				
<b>Increase (decrease) for the year</b>	<b>1,408,842</b>	<b>2,307,530</b>	<b>(1,818,447)</b>	<b>(2,278,987)</b>	<b>(2,363,753)</b>	<b>(3,072,499)</b>
Audit adjustment	(1,937,299)					
Measure M Revenues		767,200	3,836,000	3,951,080	4,069,612	4,191,701
Beginning emergency reserve	3,226,461	2,698,003	5,772,733	7,790,286	9,462,379	11,168,239
<b>Ending emergency reserve</b>	<b>\$ 2,698,003</b>	<b>\$ 5,772,733</b>	<b>\$ 7,790,286</b>	<b>\$ 9,462,379</b>	<b>\$ 11,168,239</b>	<b>\$ 12,287,441</b>
<b>Balance as % of operating expenditures</b>	<b>4.7%</b>	<b>9.0%</b>	<b>12.2%</b>	<b>14.4%</b>	<b>16.5%</b>	<b>17.5%</b>





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City of Vacaville  
FY 2013-2014 Budget

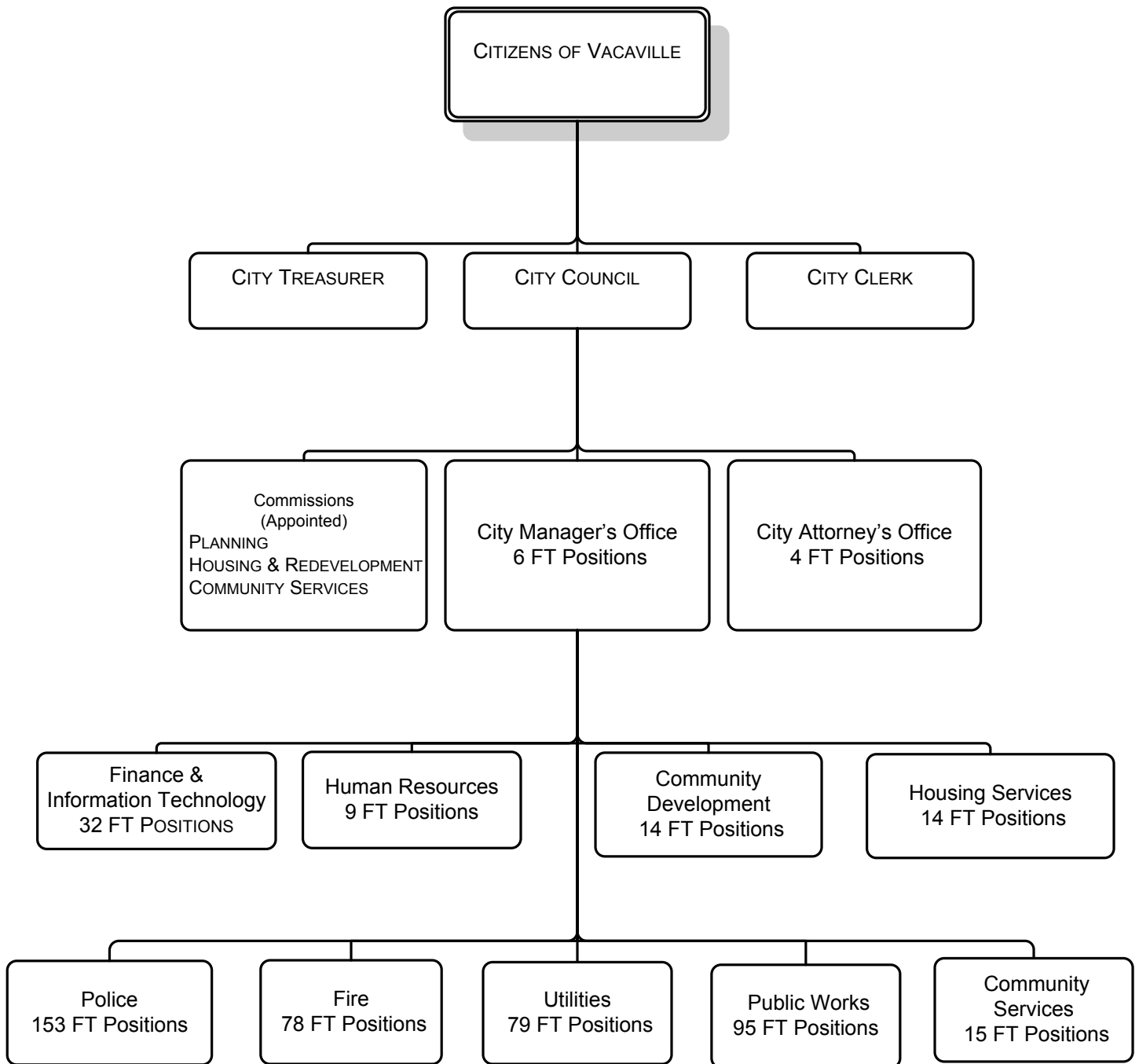
MEASURE I EXCISE TAX

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>SOURCES OF FUNDS:</b>				
Excise Tax Revenue (net)	\$ 2,261,860	\$ 2,301,665	\$ 2,234,111	\$ 2,256,452
<b>Total Sources:</b>	<b>\$ 2,261,860</b>	<b>\$ 2,301,665</b>	<b>\$ 2,234,111</b>	<b>\$ 2,256,452</b>

<b>USES OF FUNDS:</b>				
Debt Service	\$ 1,120,092	\$ 1,122,985	\$ 1,200,548	\$ -
Library Subsidy	150,000	150,000	150,000	150,000
Vacaville Performing Arts Theater	287,613	298,704	256,234	300,000
Park Maintenance	287,613	298,704	256,234	300,000
Street Maintenance/Improvement	416,543	431,273	371,096	1,506,452
<b>Total Uses:</b>	<b>\$ 2,261,860</b>	<b>\$ 2,301,665</b>	<b>\$ 2,234,111</b>	<b>\$ 2,256,451</b>



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TOTAL FULL TIME POSITIONS 499

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

	<b>Adopted 2011/12 Budgeted Full-Time</b>	<b>Adopted 2012/13 Budgeted Full-Time</b>	<b>Proposed 2013/14 Budgeted Full-Time</b>
<b>CITY ATTORNEY'S OFFICE</b>			
City Attorney	1	1	1
Deputy/Assistant City Attorney	2	2	2
Legal Secretary	1	1	1
Total	4	4	4
<b>CITY MANAGER'S OFFICE</b>			
City Manager	1	1	1
Assistant City Manager / Finance Director	1	0	0
Deputy City Clerk	1	1	1
Assistant to the City Manager	1	1	1
Economic Development Manager	1	0	0
Public Information Officer	1	1	1
Secretary to City Manager/ City Clerk	1	1	1
Sr. Administrative Clerk	1	1	1
Total	8	6	6
<b>FINANCE - INFORMATION TECHNOLOGY DEPARTMENT</b>			
Director of Finance	1	1	1
Account Clerk I/II	10	10	10
Accountant I/II	2	3	2
Accounting Manager	1	0	0
Accounting Supervisor	0	0	1
Accounting Technician	2	4	2
Buyer I/II	1	1	1
Finance Supervisor	2	0	2
Financial Services Manager (formerly Supervisor)	1	1	1
Investment Officer	1	1	1
Senior Accountant	1	1	1
Water Service Rep I	0	0	0
Water Service Rep II	2	2	2
Water Service Coordinator	1	1	1
Information Technology Division:			
IT Division Manager	1	1	1
IT Technician	1	1	1
Network Administrator	1	1	1
Systems Administrator I	1	2	2
Systems Administrator II	2	1	1
Sr. Network Administrator	1	1	1
Total	32	32	32

	<b>Adopted 2011/12 Budgeted Full-Time</b>	<b>Adopted 2012/13 Budgeted Full-Time</b>	<b>Proposed 2013/14 Budgeted Full-Time</b>
<b>HUMAN RESOURCES DEPT</b>			
Director of Human Resources	1	1	1
Administrative Assistant	1	1	1
Human Resources Analyst I/II	2	2	2
Human Resources Manager	2	2	2
Human Resources Technician	3	3	3
Total	9	9	9
<b>HOUSING SERVICES</b>			
Director of Housing/Redevelopment	1	1	1
Administrative Clerk	1	0	0
Administrative Technician	2	1	1
Housing/Redev Deputy Director	1	0	0
Housing/Redev Project Coordinator	4	2	1
Housing/Redev Program Administrator	1	0	1
Housing/Redev Manager	1	1	0
Housing/Redev Project Manager	1	0	0
Housing/Redev Specialist I/II	5	2	1
Housing/Redev Technician I/II	8	7	6
Secretary I/II	2	1	1
Project Specialist	1	0	0
Sr Housing/Redev Specialist	4	3	2
Total	32	18	14
<b>COMMUNITY DEVELOPMENT</b>			
Director of Community Development	1	1	1
Administrative Assistant	1	1	1
Administrative Clerk (LT)	0	0	1
Assistant/Associate Planner	3	1	1
Building Inspector	2	2	3
Building Services Coordinator	1	1	1
Chief Building Official	1	1	1
City Planner	1	1	1
Permit Technician	2	1	1
Planning Technician	0	1	1
Secretary I/II	1	0	0
Sr Building Inspector	1	1	0
Sr Planner	2	2	2
Total	16	13	14

Adopted 2011/12 Budgeted Full-Time	Adopted 2012/13 Budgeted Full-Time	Proposed 2013/14 Budgeted Full-Time
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#### **POLICE DEPARTMENT**

Chief of Police	1	1	1
Administrative Assistant	1	1	1
Code Compliance Technician I/II	1	1	1
Communications Supervisor	2	2	2
Community Services Officer I/II/III	12	12	11
Crime Analysis Assistant	1	1	1
Crime Analyst	1	1	1
Dispatcher/Lead Dispatcher	16	16	16
Evidence Technician	2	2	2
Family Support Worker	2	2	2
Management Analyst I/II	1	1	2
Master Social Worker	5	5	5
Police Lieutenant	4	3	3
Police Officer	82	80	79
Police Records Assistant	5	4	5
Police Records Supervisor	1	1	0
Police Sergeant	13	13	13
Police Special Services Supv	1	1	1
Program Coordinator I/II	0	0	1
Property/Evidence Supervisor	1	1	1
Secretary I/II	2	2	2
Sr Crime Analysis Assistant	1	1	1
Sr Master Social Worker	1	1	1
Lead Police Records Assistant	1	1	1
Sr Program Coordinator	1	1	0
Total	158	154	153

#### **FIRE DEPARTMENT**

Fire Chief	0	0	1
Administrative Assistant	1	1	1
Fire Battalion Chief	3	3	3
Fire Captain	12	12	12
Fire Deputy Chief (formerly Division Chief)	1	1	1
Fire Engineer / Fire Engineer Paramedic	15	15	16
Firefighter / Firefighter Paramedic	39	39	38
Fire Plans Examiner/Inspector	0	1	1
Fire Prevention Specialist	2	1	1
Code Compliance Technician I/II	2	2	2
Secretary I/II *	0	0	0.5
Sr Code Compliance Tech	1	1	1
Sr. Admin Clerk	1	1	1
Total	77	77	78.5

\*Shared with Public Works

	Adopted 2011/12 Budgeted Full-Time	Adopted 2012/13 Budgeted Full-Time	Proposed 2013/14 Budgeted Full-Time
<b>COMMUNITY SERVICES</b>			
Director of Community Services	1	1	1
Administrative Technician	2	2	2
Facilities Maintenance Coordinator	2	2	2
Management Analyst I/II	1	1	1
Recreation Coordinator	4	4	4
Recreation Manager	1	1	1
Recreation Supervisor	3	2	2
Sr Administrative Clerk	2	2	2
Total	16	15	15
<b>PUBLIC WORKS/CITY ENGINEER</b>			
Director of Public Works/City Engineer	1	1	1
Management Analyst I/II	1	0	0
Secretary I/II	1	0	0
Sr Administrative Assistant	1	0	0
Sr Secretary	1	0	0
Subtotal:	5	1	1
<b>PUBLIC WORKS - TRAFFIC ENGINEERING/TRAFFIC DIVISION</b>			
Deputy Director - Transportation	1	1	1
Engineering Aide/Engineering Tech I/II/III	1	1	1
Jr/Asst/Assoc Engineer	1	1	1
Sr Civil Engineer	1	1	1
Subtotal:	4	4	4
<b>PUBLIC WORKS - ENGINEERING</b>			
Assistant Director of PW Engineering Svcs	1	1	1
Environmental Project Mgr	1	0	0
Contract Compliance Specialist II	1	1	1
Engineering Aide/Engineering Tech I/II/III	1	1	1
Engineering Specialist I/II	2	1	1
Sr. Engineering Designer	1	1	1
Jr./Assistant/Associate Engineer	4	6	6
Management Analyst I/II	1	1	1
PW Construction Inspector I/II	3	3	3
Sr. Secretary	0	1	1
Secretary I/II *	0	2	1.5
Sr Civil Engineer	2	2	2
Subtotal:	17	20	19.5
*Shared with Fire Department			



	Adopted 2011/12 Budgeted Full-Time	Adopted 2012/13 Budgeted Full-Time	Proposed 2013/14 Budgeted Full-Time
<b>PUBLIC WORKS - MAINTENANCE</b>			
Administrative Technician II	1	1	1
Assistant Engineer	2	0	0
Associate Engineer	1	1	1
PW Manager (formerly Deputy Director of Public Works)	1	1	1
Engineering Specialist I	1	1	1
Equipment Mechanic I/II	5	5	5
Maintenance Worker I/II (Utilities)	10	12	12
Maintenance Worker I/II (Facilities)	2	2	2
Maintenance Worker I/II (Parks)	14	13	13
Maintenance Worker I/II (Streets)	7	6	6
Management Analyst I/II	0	1	1
MW Lead (Facilities)	1	1	1
MW Lead (Parks)	4	4	4
MW Lead (Streets)	3	3	3
MW Lead (Utilities)	4	4	4
Park/ Facilities Manager	1	1	0
PW Manager - General Services	0	0	1
PW Supervisor - Parks	1	2	2
PW Supervisor-Equipment Maintenance	1	1	1
PW Supervisor-Facility Maintenance	1	1	1
PW Supervisor-Field Utilities	1	2	2
PW Supervisor-Street Maintenance	1	1	1
Program Coordinator I/II	0	0	1
Sr Program Coordinator (ADA)	1	1	1
Secretary I/II	3	2	2
Traffic Signal Technician I (formerly in Traffic Engr)	1	1	1
Traffic Signal Technician II (formerly in Traffic Engr)	1	1	1
Storekeeper	1	1	1
Transit Manager	1	1	0
<i>Subtotal:</i>	70	70	70
<b>Total Public Works</b>	<b>96</b>	<b>95</b>	<b>95</b>

	Adopted 2011/12 Budgeted Full-Time	Adopted 2012/13 Budgeted Full-Time	Proposed 2013/14 Budgeted Full-Time
<b>UTILITIES</b>			
Administrative Technician II	0	0	1
Assistant Director of Utilities	1	1	1
Chief Plant Operator Wastewater	1	1	1
Chief Plant Operator Water	1	1	1
Cross Connections Inspector/Specialist	1	1	1
Director of Utilities	1	1	1
Engineering Specialist	1	1	1
Environmental Compliance Inspector	3	3	2
Jr./Assistant/Associate Engineer	4	4	4
Lab Analyst I/II	7	5	5
Lab Supervisor	1	1	1
Management Analyst I/II	2	2	2
Program Coordinator I	1	1	1
Secretary I/II	2	2	2
Storekeeper	1	1	1
Sr Secretary	1	1	1
Sr Civil Engineer	1	1	1
Sr Lab Analyst	2	2	2
Sr Utility Plant Control Systems Tech	2	1	1
Sr Utility Plant Electrician	0	1	1
Sr Utility Plant Mechanic	3	3	3
Sr Wastewater Plant Operator	6	5	5
Sr Water Plant Operator	1	1	1
Utilities Administrative Manager	1	1	1
Utility Maintenance Supervisor	2	2	2
Utility Operations Manager	1	1	1
Utility Plant Control Systems Tech I/II	4	5	6
Utility Plant Electrician I/II	3	2	3
Utility Plant Mechanic I/II	5	5	5
Utility Plant Worker	2	2	2
Wastewater Plant Operator II/III	8	9	9
Wastewater Plant Supervisor	1	1	1
Water Plant Operator II/III	5	5	5
Water Quality Coordinator	1	1	1
Water Quality Manager	1	1	1
Water Quality Permit Admin	1	1	1
Water Quality Supervisor	1	1	1
<i>Subtotal:</i>	79	77	79
<b>CITY TOTAL</b>	<b>527</b>	<b>500</b>	<b>499</b>



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# OPERATING BUDGETS



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## **CITY COUNCIL AND TREASURER**

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

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

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



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**City of Vacaville  
FY 2013-2014 Budget**

**CITY COUNCIL & CITY TREASURER**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 86,964	\$ 80,354	\$ 81,627	\$ 76,061
Services and Supplies	3,635	2,516	6,672	6,672
Indirect Costs		-		
One-time Costs		-		
Technology Costs	-	-		
Total Operating Expenditures	90,599	82,870	88,299	82,733
Internal Cost Allocation	-	-		
<b>Net Operating Expenditures</b>	<b>\$ 90,599</b>	<b>\$ 82,870</b>	<b>\$ 88,299</b>	<b>\$ 82,733</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 90,599	\$ 82,870	\$ 88,299	\$ 82,733
<b>Total Sources of Funding</b>	<b>\$ 90,599</b>	<b>\$ 82,870</b>	<b>\$ 88,299</b>	<b>\$ 82,733</b>
<b>Functional Distribution:</b>				
City Council	\$ 87,433	\$ 79,566	\$ 84,994	\$ 79,429
City Treasurer	3,166	3,304	3,304	3,304
<b>Total Distribution</b>	<b>\$ 90,599</b>	<b>\$ 82,870</b>	<b>\$ 88,299</b>	<b>\$ 82,733</b>





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## **CITY ATTORNEY'S OFFICE**

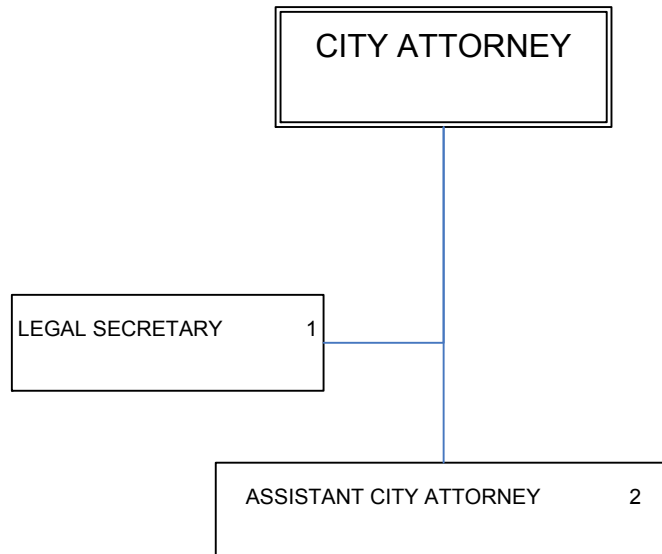
The City Attorney's Office and its staff provide legal representation and services to the Vacaville City Council, City agencies, departments and commissions.

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

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

The city Attorney is appointed by the City Council. The staffing level of the Office has not changed since 1995. The staff includes the City Attorney, two Assistant City Attorneys, and one Legal Secretary.

# CITY ATTORNEY'S OFFICE



TOTAL FULLTIME POSITIONS 4

**City of Vacaville  
FY 2013-2014 Budget**

**CITY ATTORNEY'S OFFICE**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 852,028	\$ 869,788	\$ 889,654	\$ 903,624
Services and Supplies	28,964	32,714	39,781	34,831
Indirect Costs	25,453	25,161	26,829	29,116
One-time Costs		-		
Technology Costs	4,556	5,693	8,500	8,571
Total Operating Expenditures	911,001	933,356	964,764	976,142
Internal Cost Allocation	-	-		
<b>Net Operating Expenditures</b>	<b>\$ 911,001</b>	<b>\$ 933,356</b>	<b>\$ 964,764</b>	<b>\$ 976,142</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 911,001	\$ 933,356	\$ 964,764	\$ 976,142
<b>Total Sources of Funding</b>	<b>\$ 911,001</b>	<b>\$ 933,356</b>	<b>\$ 964,764</b>	<b>\$ 976,142</b>
<b>Functional Distribution:</b>				
City Attorney	\$ 911,001	\$ 933,356	\$ 964,764	\$ 976,142
<b>Total Distribution</b>	<b>\$ 911,001</b>	<b>\$ 933,356</b>	<b>\$ 964,764</b>	<b>\$ 976,142</b>



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## **CITY MANAGER'S OFFICE**

The City Manager is appointed by the city Council to serve as the chief executive officer of the organization. In addition to providing support to the City Council and administrative direction to City departments consistent with council policies, the City Manager's Office is responsible for intergovernmental relations, economic development, and public information, as well as budget development and administration. The department also responds to all calls to the City's general information phone lines. Overall, the City Manager's Office oversees the operations of the City in a manner consistent with the City's core values of accountability, responsiveness, innovation, and inclusiveness. Coordination of all city functions is necessary to maintain a high quality of life for our community.

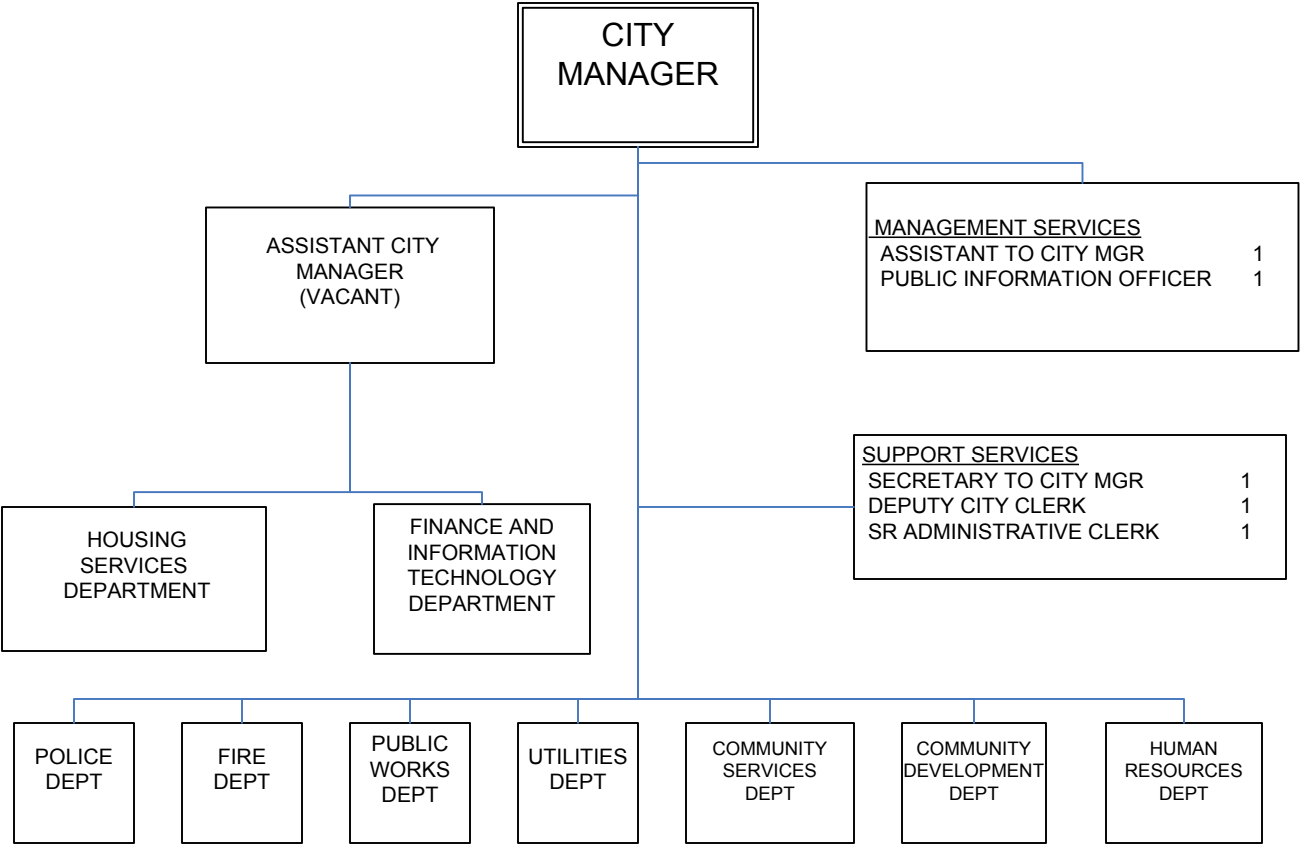
The budget for the city Clerk function, an elected position responsible for maintaining official City records and the conduct of municipal elections, is also located in the City Manager's Office.

## ***BUDGET HIGHLIGHTS***

The proposed FY13/14 budget for the City Manager's Office (CMO) is a status quo budget. The former Administrative Assistant position has been reclassified to a Deputy City Clerk and the existing vacancy is being filled. Existing staff have continued to cover all programs, including the Economic Development functions of recruiting and retaining businesses through responding to inquiries. A great deal of time and effort has gone into recruiting a small recreational plane manufacturer and also into the planning process for the Jimmy Doolittle museum.

As in the last several years, there is no General Fund Capital Improvement Project (CIP) budget proposed.

# CITY MANAGER'S OFFICE



TOTAL FULLTIME POSITIONS 6

**City of Vacaville  
FY 2013-2014 Budget**

**CITY MANAGER'S OFFICE**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 903,572	\$ 788,893	\$ 893,651	\$ 967,555
Overtime	396	564	2,993	3,037
Services and Supplies	33,395	28,712	53,183	36,250
Indirect Costs	42,885	42,409	47,585	49,033
One-time Costs	-	-	-	-
Technology Costs	7,841	14,462	21,251	19,284
Total Operating Expenditures	988,089	875,040	1,018,663	1,075,159
Internal Cost Allocation	-	-	-	-
<b>Net Operating Expenditures</b>	<b>\$ 988,089</b>	<b>\$ 875,040</b>	<b>\$ 1,018,663</b>	<b>\$ 1,075,159</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 988,089	\$ 875,040	\$ 1,018,663	\$ 1,075,159
<b>Total Sources of Funding</b>	<b>\$ 988,089</b>	<b>\$ 875,040</b>	<b>\$ 1,018,663</b>	<b>\$ 1,075,159</b>
<b>Functional Distribution:</b>				
City Manager/City Clerk	\$ 816,637	\$ 706,545	\$ 852,493	\$ 905,472
Public Information Officer	171,452	173,243	166,170	169,687
VCVB Staff Support	-	(4,617)	-	-
Geographic Information Systems (GIS)	-	(130)	-	-
<b>Total Distribution</b>	<b>\$ 988,089</b>	<b>\$ 875,040</b>	<b>\$ 1,018,663</b>	<b>\$ 1,075,159</b>





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## **FINANCE AND INFORMATION TECHNOLOGY DEPARTMENT**

The Finance Division is responsible for the following activities: financial accounting and reporting systems; employee payroll; accounts payable and accounts receivable; water meter reading, utility billing and collection; cashiering; business license administration; cash and investment portfolio management; and ongoing administration of the City's long-term debt transactions and community facilities districts. The department has received state and national awards for excellence in financial reporting for the past 19 years.

The Information Technology (IT) Division provides daily technical support of all hardware and software, implements IT projects, and provides long range planning and improvements to related computer network and telephone infrastructure. The primary goal of the IT Division is to promote efficiency and enhance productivity throughout the organization through the use of technology. For its efforts over the past several years, the IT Division has received the Quality Information technology Practices Award and the Award for Achievement Information Practices from the Municipal Information systems Association of California.

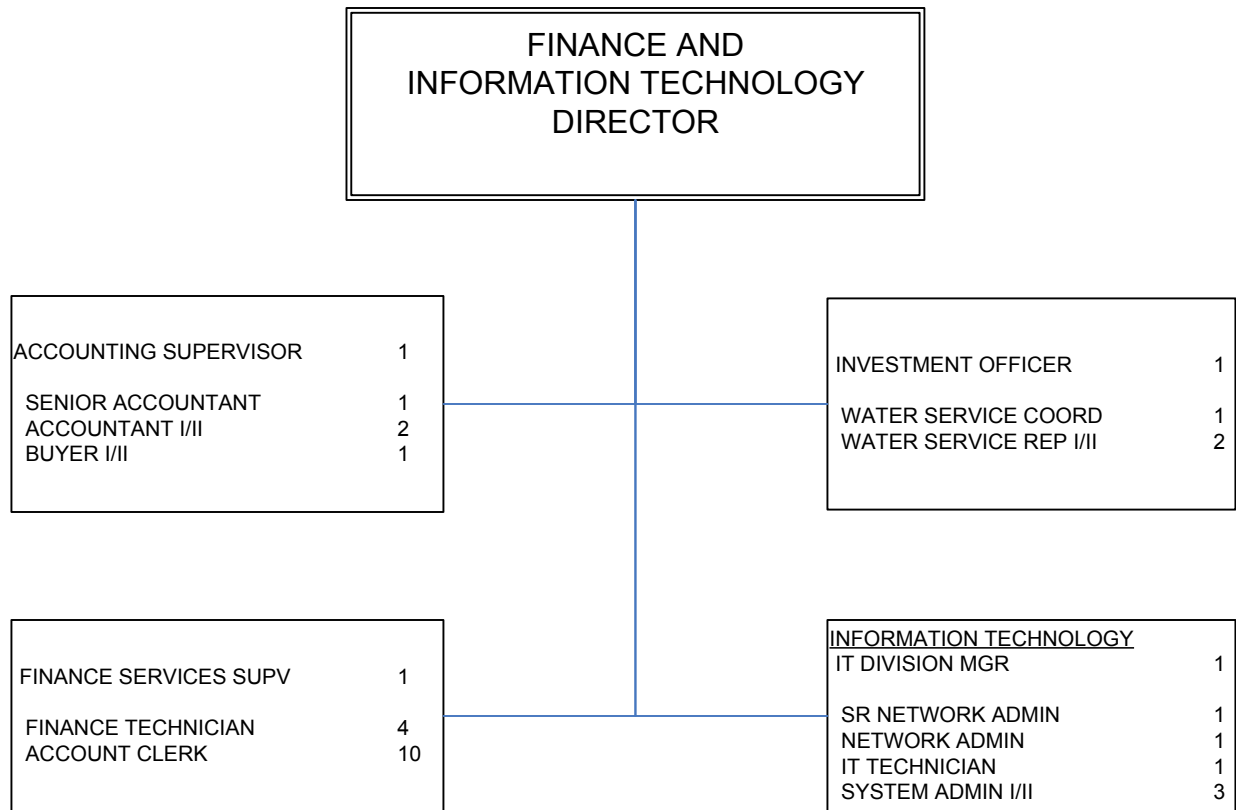
### ***BUDGET HIGHLIGHTS***

The Finance Division will be focusing on the continued dissolution process for the Redevelopment Agency, implementing telephone payments for customers and completing the transition of multiple positions due to retirements.

A major Information Technology division goal is to upgrade some of our core infrastructure systems:

- Video Surveillance Deployment @ multiple sites
- Security System Card readers deployment @ City hall (7 additional doors)
- CAD Upgrade for PD – Virtualize Servers, Upgrade CAD, message switch, Inform
- AppSense Deployment
- Network Backbone – Infrastructure Upgrade to 10 GB at the Core level and then in the following year upgrade access layer switches for end users to 10 GB
- Wireless Connectivity @ various City Sites
- Add Comcast as Fiber Provider at certain sites to enable the wireless connectivity and bringing Video Surveillance feeds back to City hall for monitoring by Dispatch.

# FINANCE AND INFORMATION TECHNOLOGY DEPARTMENT



TOTAL FULLTIME POSITIONS 32

**City of Vacaville  
FY 2013-2014 Budget**

**FINANCE AND INFORMATION  
TECHNOLOGY DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 2,838,927	\$ 2,901,031	\$ 3,218,263	\$ 3,356,784
Overtime	17,010	24,223	32,796	\$ 32,712
Services and Supplies	453,426	413,710	535,165	\$ 552,585
Indirect Costs	663,018	662,309	677,806	\$ 647,280
Offset for Telecom Charges to Other Depts	(651,046)	(650,273)	(732,264)	\$ (686,937)
One-time Costs		-	-	\$ -
Technology Costs	47,538	64,966	110,505	\$ 109,274
Total Operating Expenditures	3,368,873	3,415,966	3,842,271	4,011,698
Internal Cost Allocation	-	-		
<b>Net Operating Expenditures</b>	<b>\$ 3,368,873</b>	<b>\$ 3,415,966</b>	<b>\$ 3,842,271</b>	<b>\$ 4,011,698</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 3,140,819	\$ 3,134,299	\$ 3,612,271	\$ 3,736,698
General Fund - Functional Revenue	228,054	281,667	230,000	275,000
<b>Total Sources of Funding</b>	<b>\$ 3,368,873</b>	<b>\$ 3,415,966</b>	<b>\$ 3,842,271</b>	<b>\$ 4,011,698</b>
<b>Functional Distribution:</b>				
Finance Admin	\$ 306,119	\$ 378,879	\$ 466,655	\$ 498,590
General Accounting	786,098	674,869	700,010	753,475
Revenue and Collections	1,200,323	1,284,221	1,598,372	1,631,725
Information Technology	1,076,332	1,077,999	1,077,235	1,127,908
<b>Total Distribution</b>	<b>\$ 3,368,873</b>	<b>\$ 3,415,966</b>	<b>\$ 3,842,271</b>	<b>\$ 4,011,698</b>

Note: IT was previously in the City Manager's Office, but has been moved to the Finance and Information Technology Department. All prior year figures include IT.



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## **HUMAN RESOURCES DEPARTMENT**

The Human Resources Department provides recruitment, classification, salary and benefits administration, workers compensation, safety, risk management, training and development, and labor and employee relations services. The Department also provides benefit-related services to the Solano Transportation Authority and to SolTrans, which is a source of General Fund revenue.

**Departmental Goals:** The top departmental goals for Human Resources in 2013-2014 are as follows:

1. Complete negotiations with all bargaining units with expiration of June 30, 2014
2. Ensure compliance with Pension Reform – Public Employees Pension Reform Act
3. Ensure compliance with Health Care Reform – Affordable Care Act

**Impact of Major Factors:**

Due to staffing reductions as a result of budget cuts over the last several years, our time frame for delivery of services provided by Human Resources is increasing. Recruitments are picking up as Departments are obtaining approval to fill positions and employee relations issues due to ongoing concessions continue. The workload is very high and increasing.

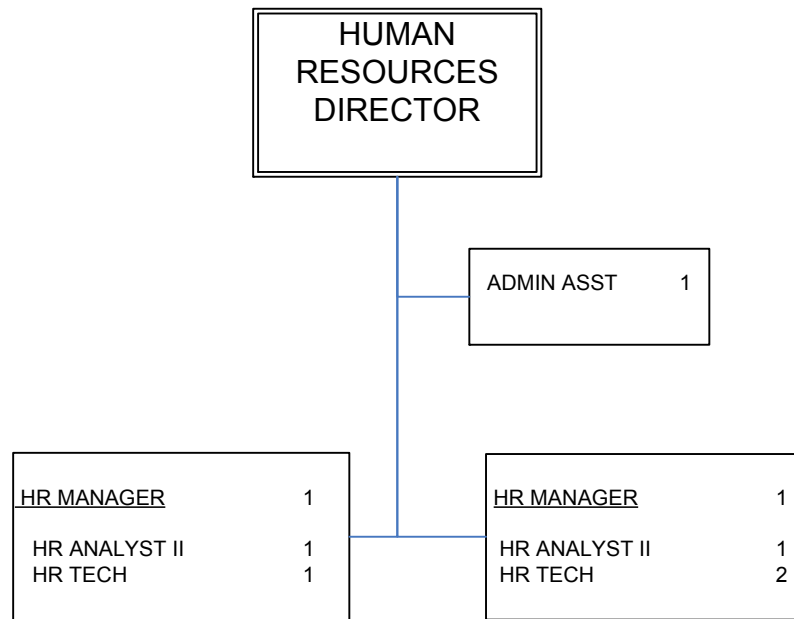
With the financial changes the City continues to face, the Human Resources Department will continue to be directly involved in negotiating the cost saving measures with all bargaining units, as well as all of the implementation and administration of these changes. This has significantly increased the Department's workload and made administration of pay and benefits more complicated.

Labor relations continue to require a lot of the Human Resources Director's time. Pension Reform and Health Care Reform have impacted the Human Resources Department as staff try to understand the complex reform laws and implement the reform measures to ensure the City is in compliance. There are impact bargaining implications for these reform measures as well.

**Revenue Generated:** The Human Resources Department continues to provide benefit-related services to Solano Transportation Authority (STA) and generates \$6,500/year in revenue. Human Resources has also contracted with SolTrans and generated another \$10,000/year in revenue by providing Benefit Management Services. The Department is accomplishing this additional work without adding staff.

**Conclusion:** The Human Resources Department is a service-oriented Department with a focus on providing excellent customer service and streamlining processes where appropriate and beneficial. The staff takes great pride in their work and continues to do the best they can given the lack of resources and increased workload.

# HUMAN RESOURCES DEPARTMENT



TOTAL FULLTIME POSITIONS 9

City of Vacaville  
FY 2013-2014 Budget

HUMAN RESOURCES DEPARTMENT

Account Description	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 775,297	\$ 749,543	\$ 819,635	\$ 859,703
Overtime		249	205	208
Services and Supplies	46,886	48,766	75,422	127,692
Indirect Costs	47,234	46,870	28,712	29,829
One-time Costs		15,615	25,000	
Technology Costs	15,687	21,809	23,584	21,704
Total Operating Expenditures	885,104	882,852	972,558	1,039,136
Internal Cost Allocation	-	-		
<b>Net Operating Expenditures</b>	<b>\$ 885,104</b>	<b>\$ 882,852</b>	<b>\$ 972,558</b>	<b>\$ 1,039,136</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 877,670	\$ 866,152	\$ 962,558	\$ 1,022,340
General Fund - Functional Revenue	7,434	16,700	10,000	16,796
<b>Total Sources of Funding</b>	<b>\$ 885,104</b>	<b>\$ 882,852</b>	<b>\$ 972,558</b>	<b>\$ 1,039,136</b>
<b>Functional Distribution:</b>				
Human Resources	\$ 885,104	\$ 882,852	\$ 972,558	\$ 1,039,136
<b>Total Distribution</b>	<b>\$ 885,104</b>	<b>\$ 882,852</b>	<b>\$ 972,558</b>	<b>\$ 1,039,136</b>





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## HOUSING SERVICES DEPARTMENT

In spite of a couple of very rough years, due to the elimination of Redevelopment and its resulting “domino effect,” the Department of Housing Services (DHS) continues to take great pride in its role improving the quality of life for Vacaville’s residents. The department consists of three divisions: the Housing Division, Successor Agency, and Housing Successor. The following provides a brief highlight on each division, its work, budget considerations, and performance measures:

- **Housing Programs Division** (known as the Housing Authority) has been part of DHS and funded by the US Department of Housing and Urban Development (HUD) since 1976. Staff implement the Housing Choice Voucher (Section 8), Family Self-Sufficiency, and Homeownership programs. These programs improve living conditions and promote self-reliance for approximately 1,200 lower-income and senior Vacaville households each month, while annually investing approximately \$10,000,000 in the Vacaville rental market. Staff also conduct housing unit inspections to ensure the rental housing stock meets habitability standards, as well as ensure community property values are maintained.

The Housing Programs Division contracts with Solano County (on a fee for service basis) to administer the County’s Housing Voucher (Section 8), Family Self-Sufficiency, and Homeownership programs. This program is significantly smaller than Vacaville’s program, but economy of scale ensures administering the County’s program results in cost-effectiveness.

Two major issues influence the FY 2013-14 Housing Division budget:

- ✓ The need to reduce reliance on Administrative Reserves to fund staffing and program costs. In FY 2012 -13, \$600,000 in Administrative Reserves were used to fund Cost Allocation (previously Redevelopment funded Cost Allocation on behalf of the Housing Division), as well as other program costs related to the elimination of redevelopment (completing other grant commitments for housing related programs, such as Housing and Foreclosure counseling, etc.) In FY 2013-14, \$150,000 in Administrative Reserves will be used, with the goal of not using any reserves funding in FY 2014-15.
- ✓ Federal sequestration resulting in a 10% reduction in Administrative Fees (which funds staffing).

As a result, three staff positions have been eliminated in the upcoming fiscal year. Two positions became vacant during the current year, so it was not necessary to lay anyone off from those positions. However, a third position is being eliminated (effective June 30, 2013) and the individual has been issued a layoff notice. On July 1, 2013, there will be 9.95 full time employees in the Housing Division.

*Performance Measures* have been established and are continually monitored as part of HUD’s grant agreements with the Housing Authority; funding is contingent on meeting those standards. These measures include:

- ✓ Real Estate Assessment Center reporting
- ✓ Section Eight Management Assessment Program (SEMAP)

HUD also conducts on-site monitoring visits to assess performance and has designated the Housing Programs Division (as the Vacaville and Solano County Housing Authorities) as high performers under SEMAP for the past 11 years. HUD mandated Performance Measures are also evaluated as part of the City’s Single Audit process.

- **(The) Successor Agency** was created February 1, 2012, when the Vacaville Redevelopment Agency was formally dissolved. Staff of the Successor Agency are responsible for “winding down”

the former redevelopment agency by ensuring payment of “enforceable obligations,” by managing/disposing of property owned by the former agency, interacting with the state and county on former agency financial matters; and providing support to the seven member Oversight Board. Finally, there are a couple of redevelopment projects being completed by Successor Agency staff.

This year’s Successor Agency budget reflects all costs anticipated to be paid by the Agency, including property maintenance, developing and implementing the Long-Range Property Management Plan, Debt Service, staff, etc. The Dissolution Act limits Successor Agency administrative budgets to 3% of the former redevelopment agency’s “enforceable obligations” (payment for debt service and to complete contractual obligations). Due to the severe administrative funding limitations imposed, the Successor Agency has .95 Limited Term full-time employees. A full time staff position (shared between the Successor Agency and Housing Successor) that became vacant during this past fiscal year is not being refilled.

*Performance Measures* were established through the Redevelopment Dissolution Act and include:

- ✓ (Third party) Financial close out and audit of former redevelopment agency that is submitted for approval by Solano County Auditor-Controller, California Department of Finance and California State Controller’s Office
- ✓ Recognized Obligations Payment Schedules (ROPS), prepared and submitted every six months for approval by Solano County Auditor-Controller, California Department of Finance and California State Controller’s Office
- (The) Housing Successor was created February 1, 2012, when the Vacaville Redevelopment Agency was formerly dissolved. Staff’s responsibilities are to continue developing and maintaining affordable housing by utilizing the assets of the former redevelopment agency, to ensure former agency subsidized affordable housing projects and loan recipients are honoring affordability and other eligibility requirements, and to implement the Community Development Block Grant (CDBG) program. While funding is limited until housing related assets are sold or long term notes are repaid, staff will be working on developing affordable housing on Callen Street, as well as implementing the Affordable Housing Property Disposition and Development Strategy, approved by the Council in March 2013.

The Successor Housing Agency has 2.10 Limited Term full-time employees. A full time staff position (shared between the Successor Agency and Housing Successor) that became vacant during this past fiscal year is not being refilled.

Two major issues influenced the FY 2013-14 Housing Successor budget:

- ✓ Federal sequestration resulting in a 5% reduction in the Community Development Block Grant program
- ✓ The denial by the Department of Finance to allow the repayment of the State Education Revenues Augmentation Fund loan by the Successor Agency (via the Recognized Obligations Payment Schedule system), until FY 2014-15. As a result, the Housing Successor is relying on the 2006 Affordable Housing Bond, loan repayments, a small reserve, and monitoring fees to fund division activities.

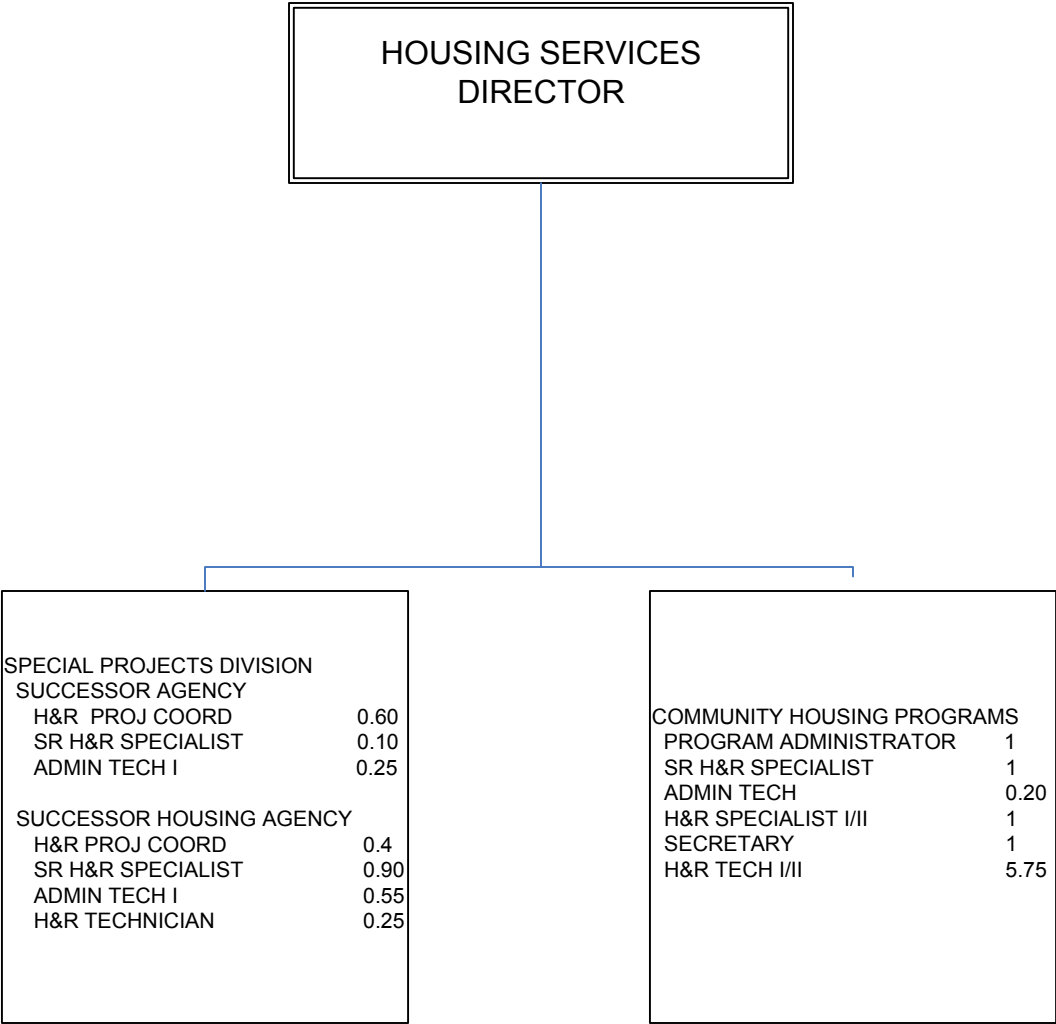
*Performance Measures* were established based on Successor Housing Agency funding source requirements:

- ✓ (Third party) Financial close out and audit of former redevelopment agency that is submitted for approval by Solano County Auditor-Controller, California Department of Finance and California State Controller’s Office
- ✓ CDBG performance measures established as part of the City’s Annual Action Plan, approved by Council on May 14, 2012. Staff is required to submit quarterly and annual reports such as the

Community Development Block Grant Consolidated Annual Performance Evaluation Report to HUD for the CDBG program. Additionally, HUD conducts on-site monitoring visits to assess performance and Performance Measures are also evaluated as part of the City's Single Audit process.

- ✓ Compliance with California Community Redevelopment Law governing Low Income Housing

HOUSING SERVICES  
DEPARTMENT



TOTAL FULLTIME POSITIONS 14

**City of Vacaville  
FY 2013-2014 Budget**

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

Account Description	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,751,570	\$ 2,556,299	\$ 2,195,058	\$ 1,609,078
Overtime	9,008	21,782	-	\$ 5,000
Services and Supplies	11,893,072	12,328,621	12,264,554	\$ 12,426,146
Debt Service and Indirect Costs	276,687	6,423,797	310,893	\$ 285,513
Property/One-time Costs	133,893	609	64,000	\$ 120,000
Technology Costs	20,804	43,162	15,767	\$ 15,767
Total Operating Expenditures	14,085,034	21,374,270	14,850,272	14,461,504
First-time Home Buyer	5,572	17,255	400,000	732,000
Rehabilitation	9,960	(298,023)	33,964	-
Other Agencies	178,469	-	-	-
Internal Cost Allocation		268,754	268,753	171,740
<b>Net Operating Expenditures</b>	<b>\$ 14,279,035</b>	<b>\$ 21,362,256</b>	<b>\$ 15,552,990</b>	<b>\$ 15,365,245</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 286,261	\$ 382,437	\$ -	\$ -
General Fund - Functional Revenue	90,805	48,669	75,000	-
Special Revenue - HUD Rental Assistance	10,867,237	11,295,071	10,931,412	10,867,694
Special Revenue - Solano County (1)	2,507,720	2,389,896	2,497,429	2,276,009
Special Revenue - Redevelopment LIHF	-	182,222	-	-
Special Revenue - NCP Loan Program	9,885	300,000	-	-
Special Revenue - CDBG	610,944	340,004	427,726	600,346
Special Revenue - HUD	51,180	56,202	22,000	-
Special Revenue - HCD	1,068,127	133,719	-	-
Special Revenue - HOME	-	390,332	400,000	732,000
Combined Housing Setaside	-	1,682,167	772,077	722,022
Prior Year Carryovers/Repayments	(1,213,124)	4,161,537	427,346	167,174
<b>Total Sources of Funding</b>	<b>\$ 14,279,035</b>	<b>\$ 21,362,256</b>	<b>\$ 15,552,990</b>	<b>\$ 15,365,245</b>
<b>Functional Distribution:</b>				
Code Compliance (General Fund)	\$ 377,066	\$ 382,437	\$ -	\$ -
CDBG Programs	610,944	778,713	426,030	600,140
Housing Assistance Programs	10,669,053	11,001,192	11,405,517	11,193,241
HOME Investment Partnership	-	11,196	400,000	402,000
Neighborhood Stabilization Program (NSP)	7,159	943	-	-
NSP County/other cities (2)	178,469	-	-	-
Housing Counseling	50,888	65,638	22,000	-
Housing Loan Programs	9,960	(298,023)	-	-
County Housing Assistance Program (1)	2,375,496	2,553,553	2,527,366	2,454,863
Successor Housing Agency	-	6,866,606	772,077	715,001
<b>Total Distribution</b>	<b>\$ 14,279,035</b>	<b>\$ 21,362,256</b>	<b>\$ 15,552,990</b>	<b>\$ 15,365,245</b>

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

(2) Solano County, Dixon, Benicia, Suisun City and Rio Vista by joint agreement will contract with City of Vacaville to administer the grant on their behalf.



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**City of Vacaville  
FY 2013-2014 Budget**

**FORMER VACAVILLE REDEVELOPMENT AGENCY**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Services Contract with City	\$ 3,210,253	\$ -	\$ -	\$ -
Shared Revenues & Admin Fees	15,505,704	-	-	-
Program & Project Expenditures*	1,904,893	-	-	-
State Takeaway (ERAF)	3,956,114	-	-	-
Debt Service	9,128,857	-	-	-
Total Operating Expenditures	33,705,821			
Internal Cost Allocation	2,725,326	-	-	-
<b>Net Operating Expenditures</b>	<b>\$ 36,431,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Source of Funding:</b>				
Redevelopment Agency Revenue	\$ 36,431,147	\$ -	\$ -	\$ -
<b>Total Sources of Funding</b>	<b>\$ 36,431,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Functional Distribution:</b>				
Combined Housing Set Aside (20%)				
Services Contract with City	\$ 1,218,253	\$ -	\$ -	\$ -
Shared Revenues & Admin Fees	346,297	-	-	-
Program & Project Expenditures*	1,180,663	-	-	-
State Takeaway (ERAF)	2,000,000	-	-	-
Debt Service	1,679,482	-	-	-
Cost Allocation	981,068	-	-	-
<b>Subtotal</b>	<b>\$ 7,405,763</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Vacaville Community Redev Area (Area 1, 80%)				
Services Contract with City	\$ 562,074	\$ -	\$ -	\$ -
Shared Revenues & Admin Fees	1,796,827	-	-	-
Program & Project Expenditures*	(6,416)	-	-	-
State Takeaway (ERAF)	903,425	-	-	-
Debt Service	2,041,227	-	-	-
Cost Allocation	380,716	-	-	-
<b>Subtotal</b>	<b>\$ 5,677,853</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
I-505/80 Redevelopment Area (Area 2, 80%)				
Services Contract with City	\$ 1,429,926	\$ -	\$ -	\$ -
Shared Revenues & Admin Fees	13,362,580	-	-	-
Program & Project Expenditures*	730,646	-	-	-
State Takeaway (ERAF)	1,052,689	-	-	-
Debt Service	5,408,148	-	-	-
Cost Allocation	1,363,542	-	-	-
<b>Subtotal</b>	<b>\$ 23,347,531</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Distribution</b>	<b>\$ 36,431,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Notes:

\* RDA bond financed projects are not included above, but are shown only in the CIP budget.





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**City of Vacaville  
FY 2013-2014 Budget**

**SUCCESSOR AGENCY**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ -	\$ 532,377	\$ 211,187	\$ 293,836
Overtime	-	185	-	-
Services and Supplies	-	21,155	56,395	518,585
Indirect Costs	-	10,236,590	14,308,450	9,479,658
One-time Costs	-	-	-	-
Technology Costs	-	-	-	-
<b>Total Operating Expenditures</b>	-	10,790,307	\$ 14,576,032	\$ 10,292,079
Internal Cost Allocation	-	85,500	70,000	88,891
<b>Net Operating Expenditures</b>	<b>\$0</b>	<b>\$10,875,807</b>	<b>\$ 14,646,032</b>	<b>\$ 10,380,970</b>
<b>Source of Funding:</b>				
Property Tax	\$ -	\$ 9,411,537	\$ 14,293,500	\$ 9,880,970
Administration	-	1,464,270	352,532	500,000
<b>Total Sources of Funding</b>	<b>\$0</b>	<b>\$10,875,807</b>	<b>\$ 14,646,032</b>	<b>\$ 10,380,970</b>
<b>Functional Distribution:</b>				
Successor Agency Obligations	\$ -	\$ 9,411,537	\$ 14,194,729	\$ 9,470,970
Successor Agency Administration	-	1,464,270	451,303	910,000
<b>Total Distribution</b>	<b>\$0</b>	<b>\$10,875,807</b>	<b>\$ 14,646,032</b>	<b>\$ 10,380,970</b>



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## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department provides coordinated planning and building permitting services for all private development within the City and is also responsible for long-range planning and special projects. The Department staffs and provides support to the Planning Commission and General Plan Update Steering Committee.

*Building Division:* The Building Division is responsible for all services related to construction on private property. The building plan check, development impact fee calculation, permit issuance and public counter functions are the responsibility of a 3 person staff. Construction projects which have numerous inspections during the building process are inspected by a team of 3 building inspectors who inspect a wide range of projects including: water heaters, re-roofs, patio covers, room additions and pools; interior commercial tenant improvements; and, new single family and commercial construction. The Division is also mandated to dedicate staff certified as Certified Access Specialists. The Division also responds to and researches numerous public counter and phone inquiries each day.

*Current Planning Division:* The Current Planning Division's primary function is to coordinate the land use entitlement process. The Division processes minor permits such as home occupation and home day care permits, and more complex projects such as rezoning, ordinances, commercial projects and subdivisions. The 2.6 person professional planning staff and the Administrative Assistant respond to and research numerous zoning related inquiries each day. In consideration of current staffing resources and funding, zoning code enforcement is prioritized for only public health and safety related situations.

*Advanced Planning Division:* The Advanced Planning Division staff focus on the Department's major workplan projects identified in the City Council's Strategic Plan, all major environmental review, development agreement negotiation, long-range planning and special projects. The 2.4 professional planners are responsible for the General Plan Update, Brighton Landing Specific Plan and EIR, Vanden Meadows Specific Plan/Annexation/EIR and North Village Specific Plan. The Division reviews plans by outside agencies and ensures that projects are consistent with City policy. Examples include the Habitat Conservation Plan, the Association of Bay Area Governments One Bay Area Plan, the Regional Housing Needs Allocation process, the Greenbelt Authorities, State Prisons, Nut Tree Airport Master Planning, Local Agency Formation Commission, Solano Airport Land Use Commission and Solano County. In the coming year, the Division will prioritize resources on an updated Housing Element preparation, Sphere of Influence review, and the Comprehensive Annexation Plan/Municipal Services Review. A part-time Planner is dedicated to the Lagoon Valley project and paid for by the developer.

Planning Commission: The Department provides all staffing and support for the Planning Commission. The 7-member Commission is appointed by the City Council and meets once monthly to review and make decisions on land use applications and make recommendations to the City Council.

Staffing:

Full time staffing is proposed at 14 positions, up from 13 positions in the previous budget. An Administrative Clerk is included in the budget to provide clerical assistance for the Building and Planning counters. With the retirement of the Senior Building Inspector in 2012, that position has been underfilled with a Building Inspector. This staffing level is compared to 16 filled full-time positions in the FY 2011/12 budget and 22.5 filled full-time positions in the FY 2006/07 budget. The department budget also funds 15 percent of the City Manager position.

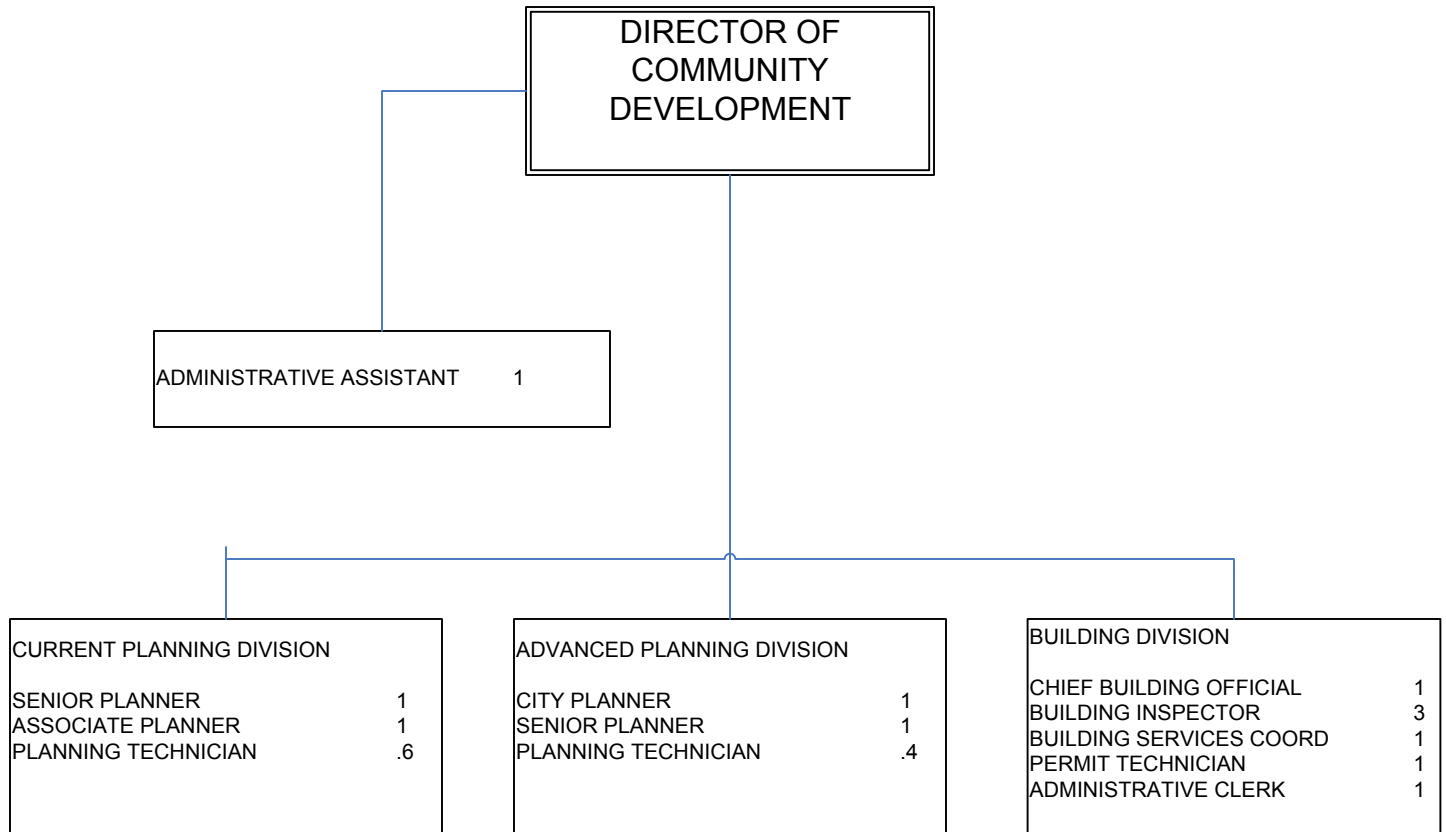
In anticipation of increased development activity, the Department forecasts that there will be adequate new non-General Fund revenue from development applications to fund two new positions to work on these funded development projects. The Department will monitor revenues and make a decision on filling these positions when there is a need and adequate revenue in place. The proposed Department staffing expenditures includes these positions. The priority positions are a Plans Examiner for the Building Division and an Assistant Planner for the Current Planning Division.

*BUDGET HIGHLIGHTS*

The department is partially funded through service fees, including building permit fees and land use application fees. Special project funds including the General Plan Update and developer funded staff provide additional project specific revenue. However, many department services and responsibilities have no development related funding source and are funded by the General Fund.

A major and continuing goal for the 2013/2014 fiscal year is to replace a twenty year old permitting and inspection software system that is obsolete. A modern system will also provide for streamlining of land use permitting and record-keeping. The Department is under contract with a vendor and the project began in April 2013. The project will be a Department-wide project through early 2014 and several department staff are on the project implementation team.

# COMMUNITY DEVELOPMENT DEPARTMENT



TOTAL FULLTIME POSITIONS 14



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**City of Vacaville  
FY 2013-2014 Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,727,978	\$ 1,818,970	\$ 1,927,581	\$ 2,161,730
Overtime	1,022	1,815	9,500	9,075
Services and Supplies	113,767	102,916	156,440	287,718
Indirect Costs	134,120	127,499	137,095	136,459
One-time Costs	-	-	300,000	-
Technology Costs	20,260	34,618	48,877	49,281
Total Operating Expenditures	1,997,147	2,085,818	2,579,493	2,644,263
Internal Cost Allocation	450,160	481,879	481,879	198,468
<b>Net Operating Expenditures</b>	<b>\$ 2,447,307</b>	<b>\$ 2,567,696</b>	<b>\$ 3,061,372</b>	<b>\$ 2,842,731</b>
<b>Source of Funding:</b>				
Building Related Fund Revenue	\$ 1,470,313	\$ 1,132,668	\$ 1,080,900	\$ 1,375,491
Special Project Revenue	-	84,832	237,766	141,000
General Plan Update Staffing	-	129,807	162,992	185,424
Transfer In - General Fund	30,000	30,000	1,294,135	994,213
Transfer In - Redevel. Agency	900,000	525,000	-	-
Bldg- Related Fund Bal.	46,994	665,389	285,579	146,603
<b>Total Sources of Funding</b>	<b>\$ 2,447,307</b>	<b>\$ 2,567,696</b>	<b>\$ 3,061,372</b>	<b>\$ 2,842,731</b>
<b>Functional Distribution:</b>				
Administration	\$ 730,118	\$ 730,024	\$ 854,464	\$ 382,600
Current Planning Division	743,045	436,799	537,742	555,542
Building Division	908,779	946,531	1,094,742	1,303,635
Advanced Planning	65,365	427,467	527,551	551,984
Planning Commission	-	26,875	46,873	48,969
<b>Total Distribution</b>	<b>\$ 2,447,307</b>	<b>\$ 2,567,696</b>	<b>\$ 3,061,372</b>	<b>\$ 2,842,731</b>





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## **POLICE DEPARTMENT**

The Police Department combines a full range of police services with innovative and highly successful programs to produce a comprehensive response to crime and crime prevention in Vacaville. The Police Department is committed to providing outstanding public safety services that have contributed to Vacaville being one of the safest cities of its size in California.

The Department is comprised of the Office of the Chief and 3 divisions. The Office of the Chief includes Budget, Training, Office of Professional Standards, and administrative staff. The Field Operations Division Team 1 consists of three Patrol teams, Traffic, Crime Free Multi-Housing and the Volunteer/Crossing Guard Program. The Field Operations Division Team 2 consists of three Patrol teams, Communications, Records and Crime Prevention. The Investigative Services Division consists of the Investigations Section, Crime Suppression Team, Narcotics Enforcement Team, Property/Evidence, Crime Analysis, Youth Services, Family Investigative Response Services Team, and Family Resource Center.

The Vacaville Police Department's Strategic Focus and Key Issues and Goals are:

1. Reduce Part I crimes (Homicide, Robbery, Aggravated Assault, Rape, Burglary, Auto theft, Larceny and Arson).
2. Reduce Quality of Life Crimes
3. Minimize the influence of gangs, parolees, repeat offenders, and juvenile crime.
4. Maximize efficiency through the optimum deployment of staff resources and existing technology.
5. Maintain organizational high standards and our strong, proactive crime-fighting reputation

### ***PERFORMANCE MEASURES***

The Department's performance in achieving its established goals in responding to 136,746 calls for service is summarized below for calendar year 2012:

<u>MEASURE</u>	<u>GOAL</u>	<u>CURRENT</u>
Average Response Time in minutes, Priority One calls	6:01	7:30
Average Response Time in minutes, Priority Two calls	15:00	15:48
Violent Crime Clearance Rate	70%	63.3%
Property Crime Clearance Rate	25%	21.4%

The Police Department experienced an overall increase in Part 1 Crime of 21.0% in 2012. Our clearance rate increased from 496 crimes cleared in 2011 to 602

cleared in 2012, representing a 21.4 percent increase. This may be attributed to suspects committing more than one crime.

The Department has also experienced a 43.1% increase in robberies from 51 in 2011 to 73 in 2012. Motor vehicle larcenies increased by 21.6% from 1265 in 2011 to 1538 in 2012. Rape increased by 20% and aggravated assaults increased by 20.7%. Potential factors contributing to these recent increases include the ongoing recession and relatively high unemployment.

## ***BUDGET HIGHLIGHTS***

The Vacaville Police Department's goals for Fiscal Year 2013/14 include:

Quality of Life Crime: In 2012, there was an increase in crime associated with drugs, gangs, and assaultive behavior. The Police Department's Crime Suppression Team (CST), Narcotic Enforcement Team (NET), and the Investigative Services Section (ISS) will continue their efforts to suppress specific quality of life crimes by combining resources, intelligence, and technology. Together, they will focus on drug enforcement, gang suppression, prostitution and massage establishments, gaming, and aggressive panhandling. Members of the Crime Suppression Team (CST) also work closely with County Probation and State Parole to conduct regular probation and parole searches on known gang members.

Parolee Monitoring and Tracking (Public Safety Realignment): Another goal of the Department is to work closely with other County law enforcement agencies, including the County Sheriff and Probation, to monitor those inmates released from state prison who will now fall under the supervision of the Solano County Probation Department. Since Public Safety Realignment took effect in October 2011, the Solano County Sheriff's average daily jail population continues to grow as does the ratio of County-supervised parolees to County Probation officers.

Burglary and Larceny Enforcement: In 2012, the City experienced a rise in serious crime, particularly property crimes, including burglary and larceny. Larcenies from vehicles account for nearly 50 percent of theft cases. As a result, in January 2013, the Field Operations Division (Patrol) introduced a new program known as Innovative Patrol Applications for Quality Community Projects (IPACQ). The overlapping of shifts between 9:00 pm and 2:00 am provides an opportunity for a directed, proactive approach under this program that allows Patrol to deploy an entire team to handle real-time crime trends based on Crime Analysis data. This IPACQ Project allows for the adjusting of the patrol teams' focus and location based on emerging criminal trends and activity within the city.

## **POTENTIAL IMPACTS**

Unemployment continues to remain high throughout the State, and although the local economy is slowly improving, recession and economic factors have contributed to hardships throughout the area. All of these factors have a potential impact on crime, particularly property crime.

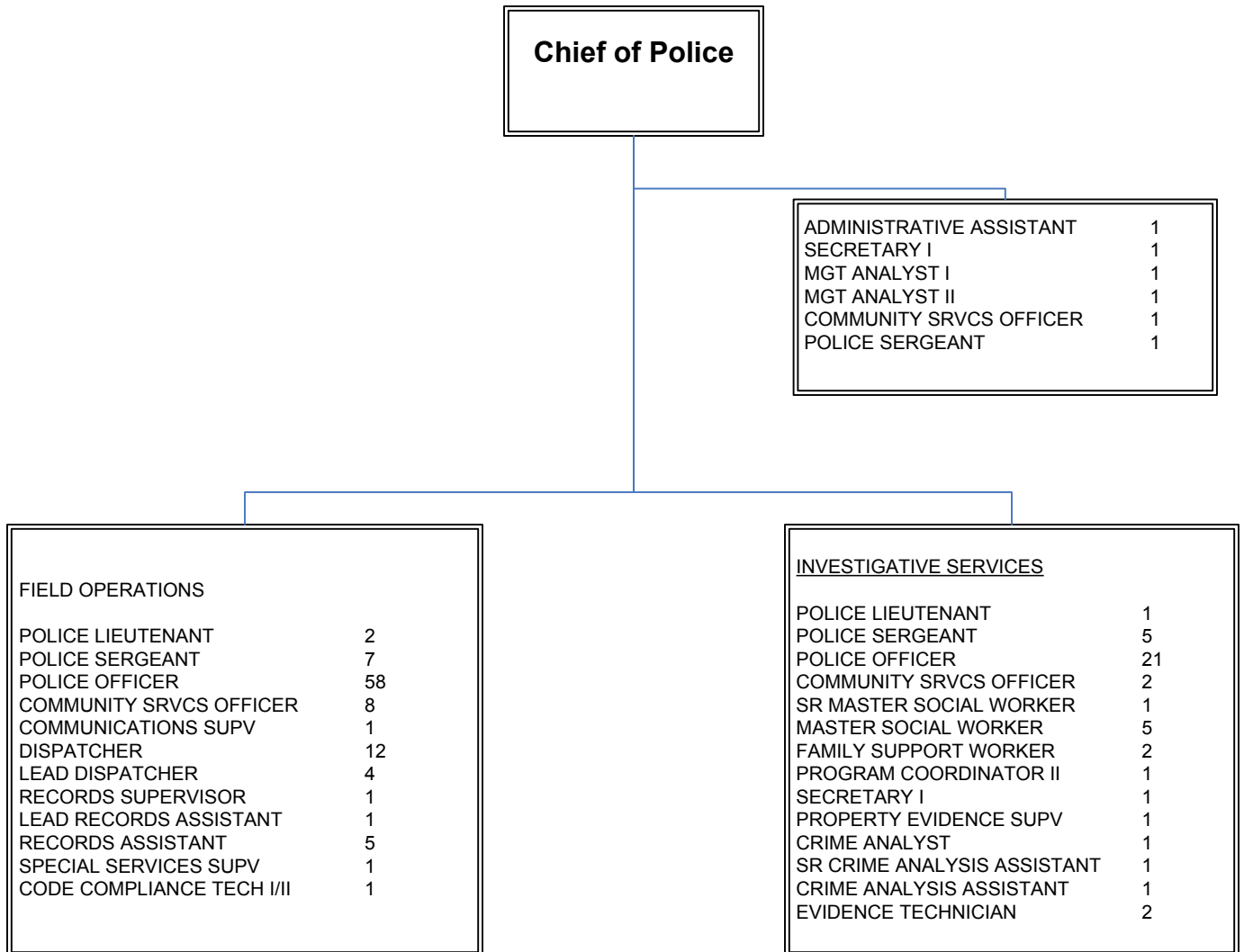
The integrity and viability of our Department's proactive enforcement and intervention programs are largely dependent on the Department's ability to maintain healthy staffing levels. Overtime expenditures for FY13/14 are expected to be more than double the budgeted amount. In the past, salary savings from budgeted vacancies have been used to offset the difference; however, this is becoming increasingly difficult.

Incoming calls to the Communication Center, including 9-1-1 calls, increased from 125,185 in 2011 to 136,746 in 2012; a 9.2% increase.

Our response time to Priority 1 calls increased in 2012 from 6 minutes 17 seconds to 7 minutes 30 seconds, a 19.45% increase. This is due to the staffing shortage we experienced through 2012. The maintenance of adequate staffing is essential as state guidelines mandate all 9-1-1 calls be answered within 10 seconds. With only 6 lines into our Communications Center, all calls need to be processed promptly to ensure no other emergency callers receive a busy signal.

The Police Department continues to make a concerted effort to combine job functions, "flex" staffing, and utilize officers in specialized units to assist in patrol whenever possible and operationally practical without compromising customer service or public safety. However, with reduced staffing levels, this continues to be our greatest challenge.

# POLICE DEPARTMENT



**TOTAL FULLTIME POSITIONS 153**

**City of Vacaville  
FY 2013-2014 Budget**

**POLICE DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 23,103,463	\$ 22,693,386	\$ 23,529,900	\$ 23,703,462
Overtime plus Offset*	980,717	1,112,346	533,854	541,862
Services and Supplies	1,056,796	1,152,100	1,169,451	1,149,031
Indirect Costs	1,159,641	1,156,034	1,229,635	1,260,440
One-time Costs	-	-	-	-
Technology Costs	474,732	430,291	520,652	524,944
Total Operating Expenditures	26,775,349	26,544,157	26,983,492	27,179,739
<b>Net Operating Expenditures</b>	<b>\$ 26,775,349</b>	<b>\$ 26,544,157</b>	<b>\$ 26,983,492</b>	<b>\$ 27,179,739</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 24,738,686	\$ 24,697,853	\$ 24,997,510	\$ 25,157,218
Gen Fund - Public Safety Sales Tax	305,792	317,281	331,377	339,661
Gen Fund - School District Reimburs.	89,516	89,517	89,516	89,516
Gen Fund - Other Reimbursements	8,553	7,515	10,000	7,703
Gen Fund - Alarm Fees & Charges	181,546	156,817	151,172	151,172
Gen Fund - Other Functional Revenue	164,896	360,092	213,005	189,035
Special Revenue - CFDs	922,149	809,534	804,539	855,197
Special Revenue - Traffic Safety Fines	289,212	105,548	386,373	390,237
Transfer In - Redevelopment	75,000	-	-	-
<b>Total Sources of Funding</b>	<b>\$ 26,775,349</b>	<b>\$ 26,544,157</b>	<b>\$ 26,983,492</b>	<b>\$ 27,179,739</b>
<b>Functional Distribution:</b>				
Office of Chief	\$ 3,081,841	3,166,543	\$ 3,378,085	\$ 3,490,064
Field Services	13,105,993	12,887,881	13,044,847	13,567,818
Investigations Division	3,747,688	3,889,626	3,882,619	4,418,107
Administrative Svcs/Dispatch Division	2,963,606	2,820,133	3,413,500	2,396,068
Family Services Division	3,675,208	3,574,918	3,035,740	3,075,212
School Crossing Guards	183,668	188,051	199,009	202,333
Creekwalk	17,342	17,005	29,692	30,137
<b>Total Distribution</b>	<b>\$ 26,775,349</b>	<b>\$ 26,544,157</b>	<b>\$ 26,983,492</b>	<b>\$ 27,179,739</b>

\*Net of concessions for FY 09/10.

**Note:**

*Police grant programs are budgeted separately (both revenues and expenditures) when approved by the granting authority.*



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## **FIRE DEPARTMENT**

The Vacaville Fire Department (V.F.D.) provides fire prevention and code compliance, fire suppression, emergency medical services (E.M.S.), for the City and surrounding areas, including advanced and basic life support (A.L.S. and B.L.S.) transport service. The Department also provides rescue, hazardous materials response, non-fire emergency response services, fire code enforcement, fire and life safety public education, construction plan review, construction inspection, and fire investigation services. In FY2013, three positions were relocated from Housing and Redevelopment Department to the Fire Department to investigate complaints regarding specific municipal code violations that affect the safety, quality of life and appearance of the city regarding vacant buildings, homeless encampments, weeds, property and graffiti abatement.

### **PERFORMANCE MEASURES**

**Emergency Response Time:** In September of 2003, the City Council adopted a Fire Department emergency response performance measurement of arriving at emergency calls within 7 minutes of a call being answered by Dispatch, 90% of the time. This “Response Time” includes the time it takes for a dispatcher to process the call, emergency crews to be alerted and turnout, and travel time from the station to the scene of the emergency.

#### **Percentage of first unit arrival time within 7 minutes**

<b>Goal</b>	<b>90%</b>
<b>2012</b>	80.2%
<b>2011</b>	80.3%
<b>2010</b>	80.4%
<b>2009</b>	79.6%
<b>2008</b>	76.6%

**Incident reporting mandate:** The department’s current performance measure states: “100% of all mandated fire and emergency medical service incidents will meet national, state and local reporting compliance.” In 2012, this requirement was met through software program improvements, data management and properly completed field reports submitted by chief officers, fire captains, firefighters, and firefighter/paramedics.

**Inspections:** The Department’s current fire and life safety inspection performance measure states: “100% of all priority occupancies will be inspected annually and 25% of all other commercial occupancies will be inspected annually.” These inspections include those done by our prevention staff as well as over 300 assigned to suppression



and EMS crews. Due to limited staffing, the department was again unable to meet its goals. Statistics are presented on a calendar year basis.

**Priority Level occupancies**

	High	Non
<b>Goal</b>	100%	25%
<b>2012</b>	96%	17%
<b>2011</b>	81%	0%
<b>2010</b>	98%	8%
<b>2009</b>	76%	16%

**Training:** The department's current performance measure states: "3,300 hours of emergency medical services training (50 hours per employee) and 6,600 hours of fire suppression and prevention training (100 hours per employee) will be completed annually." In 2012, the average number of hours completed per employee was 211 hours of fire suppression and 63 hours of E.M.S. training. These numbers currently exceed our performance measure goals and meet mandatory training requirements. In California, there are over 30 mandated training topics such as E.M.S., structural and wildland firefighting, hazardous materials, driver training, elder/child abuse, respiratory protection, workplace laws and safety training. Our training division organizes and provides this training quarterly to all fire employees to complete.

The training division also hosted a total of 8 fire related classes for firefighters statewide with 196 students in attendance. In addition, all fire department personnel completed and received certification in bus extrication.

***BUDGET HIGHLIGHTS***

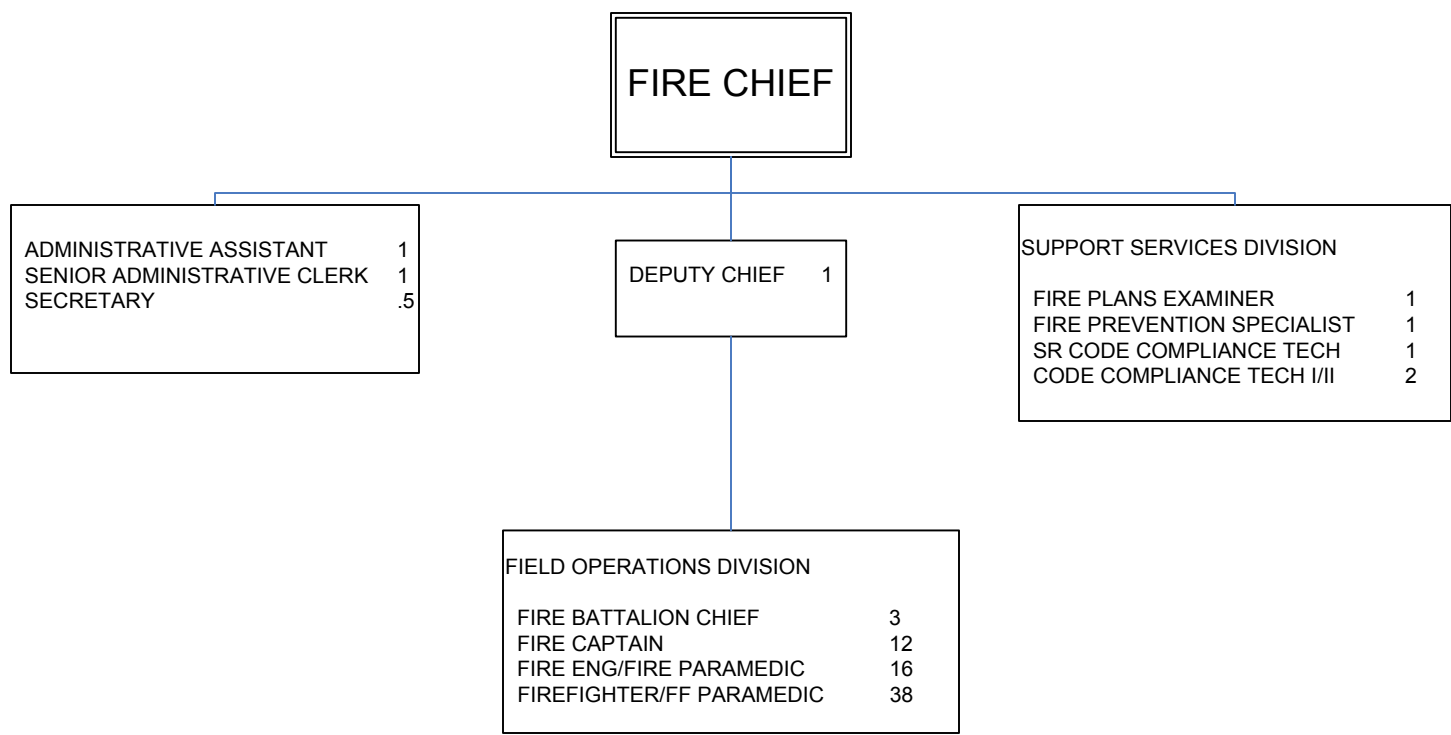
The Department continues to be challenged in maintaining efficient levels of emergency response and fire prevention services in the face of decreasing revenues and staffing vacancies. Emergency call volume increased in 2012 to 7,972 total fire and EMS incidents. In 2011 the total emergency call volume was 7,784. Medic 73 continues to be unstaffed almost daily. The crew of Engine 73 is frequently assigned to cross-staff that unit when no other ambulances are available within the city. In 2012, Engine 73 had 174 more unit responses than it did in 2011 which made the crew unavailable to staff Medic 73 more often.

Ongoing expenses related to Fire Department business are increasing at rates higher than the standard CPI. For example, medications Paramedics administer for advanced

life support patient care, emergency medical service supplies and Nomex to make firefighters' protective clothing have all incurred major price increases within their industries in excess of the standardized CPI, while the services and supplies budgets have remained virtually static.

The department has filled six full time vacancies that were caused by retirements. Four firefighters and two firefighter paramedics were recently hired which will have an overall impact to the budget by reducing overtime costs associated with current employees filling those positions on a daily basis. On a few occasions, the hiring should also allow for the up staffing of Medic 73, which could provide a daily minimum staffing level of 21 and provide another dedicated ambulance to respond to emergencies for a 24 hour period.

# FIRE DEPARTMENT



TOTAL FULLTIME POSITIONS 78.5

**City of Vacaville  
FY 2013-2014 Budget**

**FIRE DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 14,127,835	\$ 14,721,558	\$ 15,134,650	\$ 15,598,983
Overtime plus Offset*	764,981	921,340	459,056	465,942
Services and Supplies	497,367	535,086	587,385	585,106
Indirect Costs	786,685	781,722	974,071	972,136
One-time Costs	7,906	45,574	-	-
Technology Costs	155,288	104,245	106,255	111,417
Total Operating Expenditures	16,340,062	17,109,525	17,261,417	17,733,584
Internal Cost Allocation	-	-		
<b>Net Operating Expenditures</b>	<b>\$ 16,340,062</b>	<b>\$ 17,109,525</b>	<b>\$ 17,261,417</b>	<b>\$ 17,733,584</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 9,691,970	\$ 10,416,421	\$ 10,598,128	\$ 10,610,555
General Fund - Functional Revenue	255,720	199,051	204,000	238,800
Special Revenue - CFDs	922,149	809,534	804,539	855,197
EMS Revenue (taxes and chgs for svc)	5,470,224	5,684,519	5,654,750	6,029,032
<b>Total Sources of Funding</b>	<b>\$ 16,340,062</b>	<b>\$ 17,109,525</b>	<b>\$ 17,261,417</b>	<b>\$ 17,733,584</b>
<b>Functional Distribution:</b>				
Administration	\$ 583,307	\$ 380,521	\$ 433,535	\$ 544,249
Dispatch (20% of total dispatch)	440,276	452,554	425,465	429,610
Fire Prevention/Public Ed/Code	329,825	207,211	599,140	680,332
Fire Operations	6,504,422	9,132,816	8,763,483	9,028,646
Training	-	(15,450)	123,563	118,527
Emergency Medical Services	8,482,234	6,951,872	6,916,232	6,932,219
<b>Total Distribution</b>	<b>\$ 16,340,062</b>	<b>\$ 17,109,525</b>	<b>\$ 17,261,417</b>	<b>\$ 17,733,584</b>

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



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## COMMUNITY SERVICES DEPARTMENT

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

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

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

The third category, **Social Services**, includes programs and activities for seniors, income eligible and at-risk youth, and receives a majority of its funding from General Fund discretionary revenues.

### **BUDGET HIGHLIGHTS**

In FY 13-14, the Community Services Department plans to continue creating new programs that will generate additional General Fund revenue while fostering human development, increasing cultural unity, and increasing health and wellness in Vacaville.

The TGIF program will continue offering safe and affordable programming after school, and will look to provide enrichment, health and wellness opportunities by adopting components of the Let's Move Campaign – Michelle Obama's fight against childhood obesity. Youth Sports will offer a new after school fitness program for 8-14 year olds, new camps in partnership with the National Academy of Athletics and expand non-traditional opportunities. The Police Activities League (PAL) will provide positive opportunities for vulnerable youth in the community through a full schedule of enrichment programs that focus on teamwork and leadership through sports and other activities.

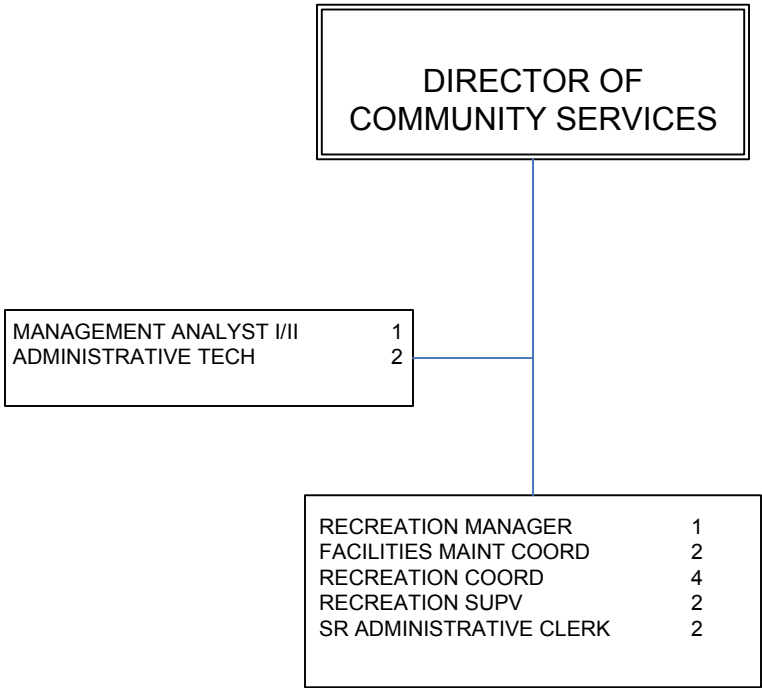
The Cultural Arts program will expand its popular music classes and add summer band experiences for middle school and high school youth. New Special Interest summer camps are planned including Beautyworks, Pre-teen Poise & Etiquette, Game Design-Beginning to Advanced, Filmmaking from Script to Premiere, Animation Fundamentals, The Pirate Movie, and Young Creators Comic Book Adventure.

The McBride Senior Center will increase participation and address the needs of a growing aging population by supplementing programming with offerings that are multigenerational. We will begin offering several new Special Interest classes for adults including advance computer classes, Benefits of Raw Food Nutrition, Self-Hypnosis Training, and several home remodeling courses. The CreekWalk Concert Series will continue to be “pay-to-play” with a \$2 per person entrance fee for those 13 and up.

The Community Services Department will work to increase rental revenue through increased marketing and partnerships with the local business community. An increase in tournaments at City ball fields via rental agreements will result in revenue increases as well as increased revenue to the local business community from out-of-town participants. For this upcoming year the Georgie Duke Sports Center will partner with Adult Sports to coordinate a badminton tournament, the first of its kind in Vacaville.

Facility enhancements will continue with the goal of increasing customer satisfaction and broadening the user groups. Enhancements will include a new marquee for the Ulatis Cultural Center, new carpet and HVAC at the Vacaville Performing Arts Theatre, and new HVAC and roof at the Georgie Duke Sports Center.

# COMMUNITY SERVICES DEPARTMENT



TOTAL FULLTIME POSITIONS 15





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**City of Vacaville  
FY 2013-2014 Budget**

**COMMUNITY SERVICES DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 3,336,945	\$ 3,240,338	\$ 3,324,417	\$ 3,278,618
Overtime	5,089	1,195	6,352	4,784
Services and Supplies	1,495,956	1,491,422	1,596,962	1,665,607
Indirect Costs	451,380	458,566	516,639	548,719
One-time Costs	-	-	-	-
Technology Costs	58,083	74,699	118,811	119,987
Total Operating Expenditures	5,347,453	5,266,220	5,563,181	5,617,715
Internal Cost Allocation	-	-	-	-
<b>Net Operating Expenditures</b>	<b>\$ 5,347,453</b>	<b>\$ 5,266,220</b>	<b>\$ 5,563,181</b>	<b>\$ 5,617,715</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 1,986,671	\$ 1,829,147	\$ 1,967,039	\$ 1,763,672
General Fund - Functional Revenue	3,260,782	3,437,073	3,596,142	3,854,043
Transfer In - Redevelopment	100,000	-	-	-
<b>Total Sources of Funding</b>	<b>\$ 5,347,453</b>	<b>\$ 5,266,220</b>	<b>\$ 5,563,181</b>	<b>\$ 5,617,715</b>
<b>Functional Distribution:</b>				
Community Services Administration	\$ 1,297,540	\$ 1,255,145	\$ 1,254,907	\$ 1,346,516
Programs:				
Adult Sports	248,832	209,897	264,718	264,134
Cultural Arts	84,211	52,873	59,940	65,992
Aquatics	234,692	249,554	294,327	263,356
Concessions	67,075	69,278	74,229	76,564
Tournaments	4,280	9,609	-	-
Gymnastics	277,936	297,727	278,578	322,300
Youth Sports	248,644	227,193	250,224	233,461
Nature & Environ Educ	-	693	-	-
Preschool	274,376	276,364	263,594	275,861
TGIFun	592,769	602,055	629,033	644,589
Special Events & Creekwalk	109,918	96,095	147,026	153,806
Special Interest	65,152	65,050	57,012	54,195
Facilities and Teens:				
Three Oaks Community Ctr	190,146	195,302	204,292	201,168
Ulati Community Ctr	203,577	192,880	231,329	222,112
Performing Arts Theater	537,963	549,642	590,562	601,961
Sports Center	96,574	96,383	104,737	106,571
Teens	89,598	78,405	70,045	55,754
Graham Aquatic Center	192,800	201,508	233,282	247,721
Social Services:				
Senior Center	233,060	204,759	200,997	149,883
Senior Programs	177,383	198,680	216,293	217,977
Police Activities League	120,926	137,128	138,058	113,793
<b>Total Distribution</b>	<b>\$ 5,347,453</b>	<b>\$ 5,266,220</b>	<b>\$ 5,563,181</b>	<b>\$ 5,617,715</b>

*Note: in FY10/11, facility and program budgets have been placed in separate accounts for the Senior Center and the Graham Aquatic Center.*



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## PUBLIC WORKS DEPARTMENT

The Department of Public Works is continuing to do its best to ensure that Vacaville is a community known as a "great place to live." The Department of Public Works provides a wide range of services that directly affect the quality of life that Vacaville residents enjoy. To reinforce the City's effort to provide a good place for residents to live and businesses to grow, the Department commits to maintain and improve the City's infrastructure, while serving the on-going needs of its customers.

The Department includes four divisions: Administration, Engineering Services, Traffic Engineering, and Maintenance. These divisions develop and maintain the infrastructure of the City, including parks, streets, water transmission and distribution systems, sewer and storm drainage collection systems, facilities, transit, and traffic signals and signs.

The Engineering Services Division provides for the design, inspection, and contract administration of all Capital Improvement Program (CIP) projects, inspects public right-of-way construction for private developments, provides land development services with review and approval of subdivision maps, improvement plans, and preparation of benefit/assessment districts, is responsible for developing and maintaining the City Standard Specifications, mapping for GIS, FEMA floodplain management, and filing of construction plans for projects within the public right-of-way.

The Traffic Engineering Division is responsible for all traffic operations including traffic signalization, directional signing and roadway striping; coordinates with local schools and the Vacaville Police Department to address vehicular and pedestrian traffic around school zones; provides transportation planning services including traffic forecast modeling, circulation planning, and supports Community Development with long range land use planning as it relates to traffic impacts.

The Maintenance Division is responsible for the maintenance of all City-owned infrastructure and facilities including the water distribution and sewer collection systems, streets and sidewalks, street lighting and traffic signals, parks, setback and median landscaping, City office buildings, Police and Fire stations and community centers; maintains all rolling fleet and mechanical equipment; operates the City Coach transit system; and maintains and operates Central Stores.

### **PERFORMANCE MEASURES**

Ongoing staff reductions in the Maintenance Division and budget cuts through general fund and gas tax allocation have eroded the Division's ability to meet all of its performance measure goals. However, the Division continues to be very creative in its efforts to provide as high a level of performance as possible.

Performance measures in the area of park maintenance were adopted in 1998. Current performance levels (calendar year 2012) for tasks associated with the Mode 2 standard of park maintenance are shown below.

Measure	Goal	Current
Percentage of parks maintained at a "Mode 2" level of service		
Mow weekly during growing season	95%	87%
Aerate turf at twice-yearly rate	95%	44%
Fertilize turf at twice-yearly rate	95%	56%

Prune tree and shrubs at Mode 2 level	95%	50%
<u>Measure</u>	<u>Goal</u>	<u>Current</u>
Vandalism/Safety repairs within two working days	95%	95%

Performance measures and goals for the street maintenance related functions were adopted in 1999. Results for calendar year 2012 are shown below.

<u>Measure</u>	<u>Goal</u>	<u>Current</u>
Percentage of roadways maintained to rideability index of "good" to "excellent"	95%	59.6%
Percentage of potholes repaired within five working days of report	100%	89%
Miles of streets prepared for resurfacing	25-30 miles	5miles
Residential streets slurry sealed on a five year cycle	34.5 % or miles?	0%
Miles of arterials/collectors overlaid annually (2-3 miles)	4.2	100%
Percentage of missing street sign replaced within five working days of report	100%	96%
Percentage of hazard complaint calls responded to with corrective action within 24 hours of report	100%	100%
Percentage of streetlight out ages repaired within five working days of report (City-owned lights only)	100%	63%
Public R.O.W weed abatement requests completed within two weeks of report	100%	80%
Percentage of school crosswalks repainted annually	100%	100%
Percentage of requests for sidewalk repair responded to with temporary repair within ten working days of report	100%	79%
Amount of sidewalk repair performed annually ( in square feet)	38,000	12,877
Amount of curb and gutter repaired annually (in linear feet)	3,000	1,334
Miles of major creek channel flows checked annually and cleared of major obstructions	24.01	100%
Percentage of minor creek flow lines and roadside ditches checked annually and cleared of major obstructions 37.49 miles	100%	100%

### **BUDGET HIGHLIGHTS**

The Department of Public Works has implemented and experienced many changes and reductions in the past six years that will remain in place for the coming year. The Department has experienced a loss of 26.5 positions in its full-time workforce compared to FY 07/08. The Department is planning to fill a few funded maintenance positions this upcoming year, and to explore organizational opportunities presented with the retirement of the City's Traffic Engineer.

A significant impact to the Public Works budget has been, and continues to be, the reallocation of much needed Gas Tax funds. Over the past five years, \$4.64 million in gas tax has been used for General Fund Street Maintenance operations costs freeing General Fund dollars for other non-maintenance purposes. In the 13/14 budget, \$350,000 of Gas

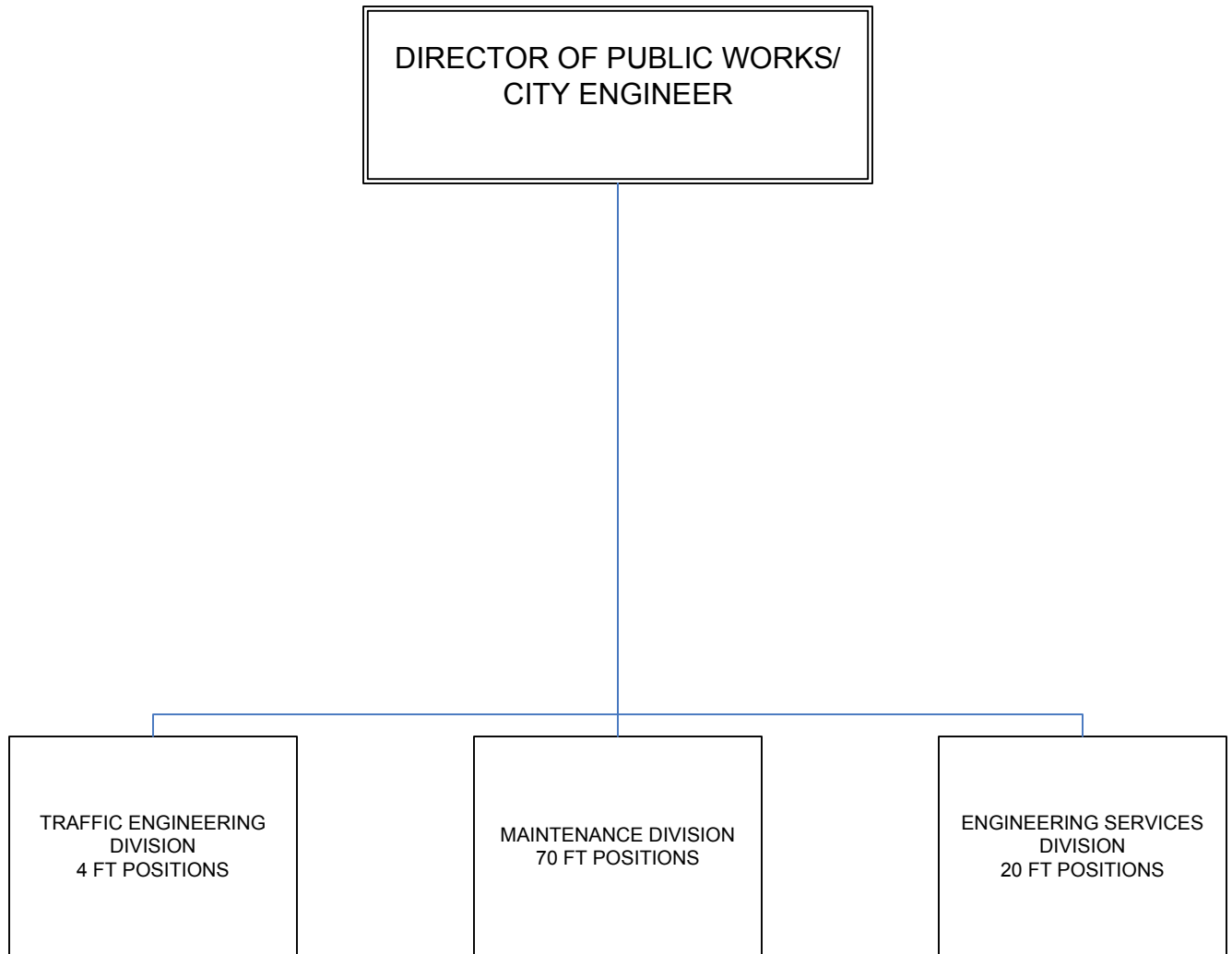
Tax will again be redirected. The Department has historically relied on this funding to help perform the annual street resurfacing and slurry seal. Without it, the City is experiencing a noticeable degradation of our streets, which is quantified by the resulting drop in our Pavement Condition Index (PCI) reported annually by MTC. The cost to maintain roads with a higher PCI is less expensive than reconstruction roads in poor condition. This significant funding gap has presented a hurdle that the Department is attempting to meet. As an example, in 12/13 the Department prepared a \$500,000 crack sealing project as an attempt to save various streets with excessive cracking, which allows water intrusion and ultimately failure.

The FY 13/14 budget will include continued payments for the lease purchase of a loader and asphalt grinder for utility and street repairs. Funds will come primarily from utilities/general fund and Gas Tax revenues. The Department will continue to monitor and evaluate specific performance measures for Streets and Parks Maintenance and to make adjustments based upon available funding, resources and Council priorities.



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# PUBLIC WORKS DEPARTMENT

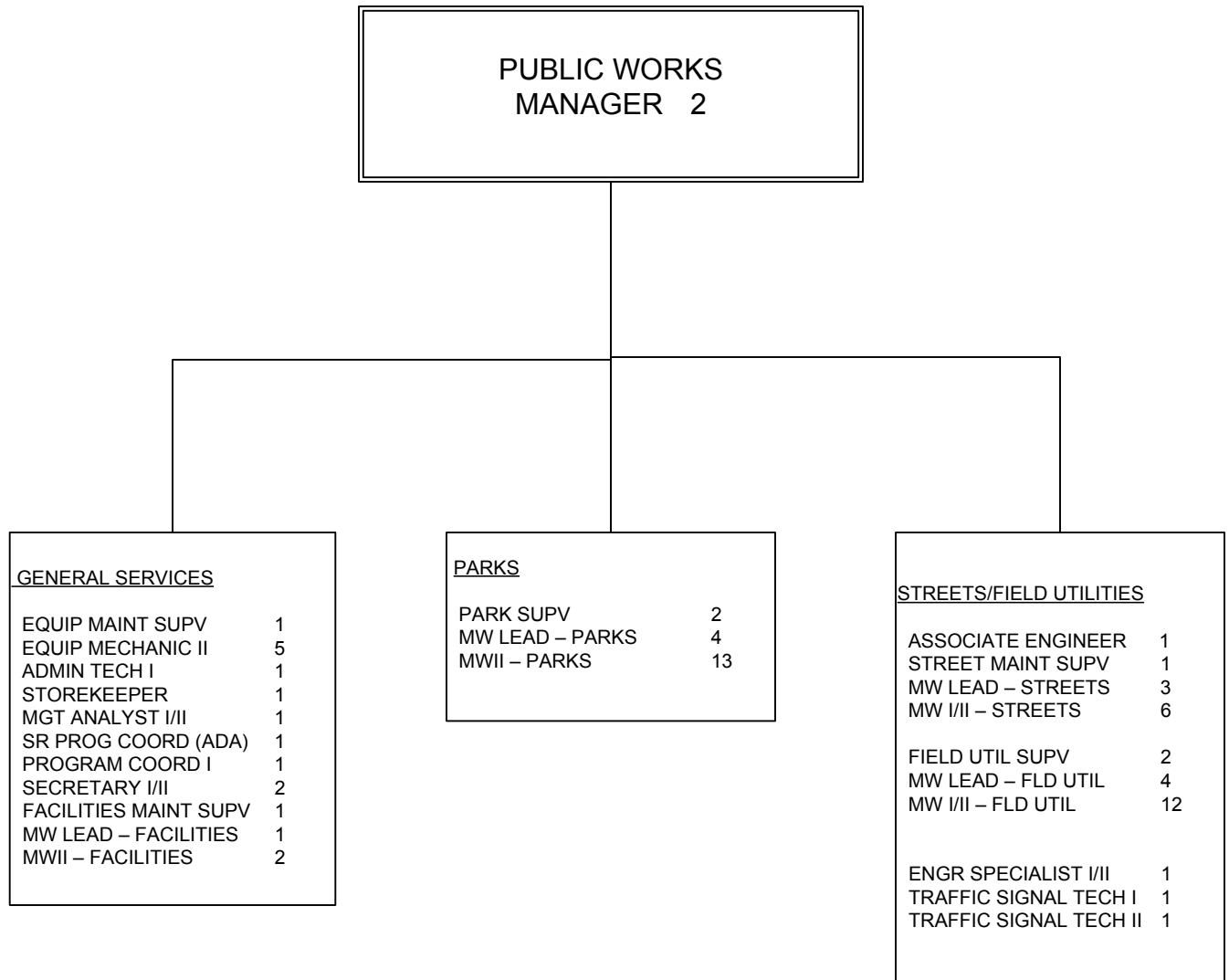


TOTAL FULLTIME POSITIONS 95



# PUBLIC WORKS DEPARTMENT

Maintenance Division



TOTAL FULLTIME POSITIONS 70

**City of Vacaville  
FY 2013-2014 Budget**

**PUBLIC WORKS DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 2,732,781	\$ 2,733,522	\$ 2,971,901	\$ 3,045,357
Overtime	39,727	23,464	68,540	47,437
Services and Supplies	1,369,234	1,472,528	1,310,425	1,355,731
Indirect Costs	990,182	921,903	1,007,453	1,063,620
One-time Costs	390	7,299	-	-
Technology Costs	52,655	82,735	105,468	115,702
Total Operating Expenditures	5,184,969	5,241,451	5,463,787	5,627,847
Internal Cost Allocation	-	-	-	-
<b>Net Operating Expenditures</b>	<b>\$ 5,184,969</b>	<b>\$ 5,241,451</b>	<b>\$ 5,463,787</b>	<b>\$ 5,627,847</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Rev	\$ 3,735,524	\$ 3,727,722	\$ 4,022,001	\$ 4,560,886
General Fund - Functional Rev	25,210	14,117	32,691	32,691
Special Revenue - Gas Tax	1,424,235	1,499,612	1,409,095	1,034,270
<b>Total Sources of Funding</b>	<b>\$ 5,184,969</b>	<b>\$ 5,241,451</b>	<b>\$ 5,463,787</b>	<b>\$ 5,627,847</b>
<b>Functional Distribution:</b>				
Administration	\$ 343,966	\$ 280,595	\$ 263,105	\$ 354,280
Traffic Engineering	484,515	792,007	858,351	639,866
Street Maintenance	2,108,171	2,213,537	2,160,034	2,237,480
Traffic Safety	556,466	308,757	240,111	479,692
Concrete Maintenance	226,716	233,627	283,183	289,283
Storm Drainage	223,334	184,355	290,349	294,120
Public Buildings	637,103	618,075	656,601	566,939
Solid Waste Programs	125,655	74,848	116,936	162,866
Central Stores	153,984	158,925	159,741	165,891
ADA Title II Compliance*	-	52,613	72,481	74,533
Custodial Maintenance	325,060	324,112	362,895	362,895
<b>Total Distribution</b>	<b>\$ 5,184,969</b>	<b>\$ 5,241,451</b>	<b>\$ 5,463,787</b>	<b>\$ 5,627,847</b>

\* ADA was formerly part of the City Manager's Office



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**City of Vacaville  
FY 2013-2014 Budget**

**PARKS MAINTENANCE DIVISION  
PUBLIC WORKS DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,142,920	\$ 1,178,069	\$ 1,161,713	\$ 1,108,372
Overtime	41,513	33,560	14,356	14,572
Services and Supplies	435,911	470,279	550,556	596,810
Indirect Costs	434,980	459,479	451,290	483,238
One-time Costs	240	-	-	-
Technology Costs	-	-	-	-
Total Operating Expenditures	2,055,564	2,141,387	2,177,915	2,202,992
Internal Cost Allocation	-	-		
<b>Net Operating Expenditures</b>	<b>\$ 2,055,564</b>	<b>\$ 2,141,387</b>	<b>\$ 2,177,915</b>	<b>\$ 2,202,992</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Rev	\$ 1,546,402	\$ 1,609,926	\$ 1,669,779	\$ 1,651,309
General Fund - Functional Rev	484,162	531,461	508,136	551,683
Transfer In - Redevelopment	25,000	-	-	-
<b>Total Sources of Funding</b>	<b>\$ 2,055,564</b>	<b>\$ 2,141,387</b>	<b>\$ 2,177,915</b>	<b>\$ 2,202,992</b>
<b>Functional Distribution:</b>				
Parks Administration	\$ 276,280	\$ 276,097	\$ 311,103	\$ 237,965
Parks and Grounds, North	649,832	691,568	514,823	582,356
Keating Park	188,324	212,019	159,806	161,336
Creekwalk/Town Square	66,365	72,020	87,276	89,054
Ballfield Marking	15,217	21,409	28,244	28,528
Parks and Grounds, South	539,088	497,403	584,124	599,767
Open Space/Weed Abatement	29,411	46,252	41,845	41,845
Pena Adobe/Lagoon Valley	138,630	172,010	173,887	178,960
Al Patch Park	113,150	126,143	233,654	240,031
Tree Maintenance	39,268	26,465	43,152	43,152
<b>Total Distribution</b>	<b>\$ 2,055,564</b>	<b>\$ 2,141,387</b>	<b>\$ 2,177,915</b>	<b>\$ 2,202,992</b>



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**City of Vacaville  
FY 2013-2014 Budget**

**LIGHTING & LANDSCAPING DISTRICTS  
PUBLIC WORKS DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,310,704	\$ 1,214,172	\$ 1,472,137	\$ 1,473,026
Overtime	25,115	15,166		-
Services and Supplies	655,248	709,169	1,166,645	1,200,644
Indirect Costs	456,077	467,236	202,591	200,596
Contribs to Cap. Improv. Fund	530,754	949,146	377,491	372,750
Contribs to Reserve				
Total Operating Expenditures	2,977,898	3,354,889	3,218,864	3,247,016
Internal Cost Allocation	129,921	126,654	126,997	134,235
<b>Net Operating Expenditures</b>	<b>\$ 3,107,819</b>	<b>\$ 3,481,543</b>	<b>\$ 3,345,861</b>	<b>\$ 3,381,252</b>

**Source of Funding:**

General Fund - Discretionary Rev	\$ 441,983	\$ 441,983	\$ 341,983	\$ 441,983
Special Revenues - L&L Assessments	2,512,492	2,461,859	2,568,118	2,461,099
Special Rev - Use of Reserve Funds	153,344	577,701	435,760	478,170
<b>Total Sources of Funding</b>	<b>\$ 3,107,819</b>	<b>\$ 3,481,543</b>	<b>\$ 3,345,861</b>	<b>\$ 3,381,252</b>

**Functional Distribution:**

Patwin Park	\$ 53,214	\$ 54,046	\$ 47,617	\$ 64,468
Vaca Valley Industrial Pk SBL	38,178	83,468	29,014	30,087
Vaca Valley Business Pk SBL	4,284	41,250	5,039	5,742
Nelson Park	53,911	115,617	64,952	54,274
Willows/Gramercy Park	33,479	33,564	55,639	52,978
Alamo Creek Park	106,511	113,601	103,095	98,678
Fairmont Beelard Park	53,420	50,658	40,561	55,363
Padan Park	87,430	61,106	56,880	68,210
Cambridge Park	45,287	46,419	57,861	58,181
Trower Park	41,898	47,624	38,598	48,287
North Orchard Park	95,527	75,080	57,866	66,950
Andrews Park	107,569	97,775	88,384	90,937
Ridgeview Zone (SBL/Park)	188,621	207,285	202,578	232,978
Browns Valley Zone (SBL/Park)	195,907	224,353	183,669	189,346
Gentry Meadowlands SBL	36,859	39,176	48,858	47,409
Country Village SBL	20,655	20,260	27,139	28,688
Prairie Rose SBL	50,613	45,499	33,920	31,513
Stonegate SBL	81,867	67,813	92,099	83,299
Regency Zone (SBL/Cooper Park)	125,636	120,343	144,139	141,707
Hawkins (Valley Oak) Park	43,456	66,197	66,559	78,840
Gentry Meadowlands Park	93,912	151,191	112,738	113,176
Orange Tree Business Park SBL	120,098	119,857	78,242	54,125
Stonegate/Regency DB	6,876	6,805	22,742	10,643
Vaca Valley Business Drainage	153	167	1,434	1,465

Account Description	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
Vaca Valley Industrial Drainage	6,100	4,857	15,480	9,980
<b>Functional Distribution:</b>				
Auto Mall SBL	\$ 2,494	\$ 22,166	\$ 7,621	10,661
Interchange BP SBL	5,732	27,086	12,126	12,267
Royal Cathay SBL	7,159	14,716	9,053	9,053
Community Ctr SBL	19,977	27,371	21,216	19,052
Community Center NP	34,769	43,366	29,651	36,956
Southwood Park	50,425	47,635	47,038	57,611
Stonegate Park	60,409	87,006	98,301	91,295
Country Village/Prairie Rose DB	6,768	31,807	41,454	40,866
Downtown Landscaping	78,816	88,089	80,635	95,238
Spring Lane SBL	2,140	2,246	2,755	3,705
Burton Estates SBL	3,609	3,976	4,888	6,828
Vacaville Business Park SBL	21,582	35,723	20,168	18,826
Arlington Community Park	138,699	117,853	120,206	122,908
Fairmont Beelard SBL	6,344	8,403	12,328	9,713
Pheasant Country Park	54,781	59,405	58,772	66,004
Southwood SBL	2,354	2,554	2,861	2,911
Vacaville Bus Park Drn	35,881	14,489	49,061	35,362
Interchange Bus Park DB	3,484	1,899	8,322	4,616
Cambridge SBL	7,214	12,359	11,138	11,134
Allison/Ulatis Median SBL	32,011	135,639	38,939	38,939
Auto Mall LT	2,890	887	1,907	1,851
Interchange LT	4,712	4,776	4,951	5,062
Vacaville Bus Park LT	7,405	(1,961)	20,044	5,844
Royal Cathay LT	1,999	900	2,228	1,328
Cannon Station SBL	50,350	51,222	47,288	48,492
Cannon Station Park	90,352	116,328	110,540	106,291
Nelson SBL	2,966	2,784	4,506	5,706
Theatre Landscaping (Basic SBL)	4,577	6,302	10,522	7,122
Allison/Ulatis LT	20,722	19,593	19,353	19,783
Vaca Valley Bus. Pk II SBL	-	102	-	-
Vaca Valley Bus. Pk DB	86,550	28,227	64,076	47,987
Vaca Valley Bus. Pk LT	3,613	14,548	3,591	3,673
Petco/I80 SBL	2,601	1,166	2,458	1,658
Crestgate Cove SBL	20,431	15,957	12,050	11,250
Cooper Buffer SBL	17,065	18,547	25,677	21,177
Normandy Meadows NP	9,164	14,204	15,563	11,872
Granada Lane SBL	3,666	3,213	2,415	2,469
Orange Drive MN	2,701	3,792	2,242	2,311
Orange Drive LT	3,639	(213)	4,896	10,844
Countrywood SBL	18,435	26,771	24,103	24,102
Southwest Leisure Town NP				
Skyview SBL	24,329	27,191	18,101	9,903
Laurel Woods NP	20,450	24,522	24,840	-
Laurel Woods SBL				19,899
Laurel Woods DB	31,045	2,408	(4,788)	5,212
North Village SBL	68,791	90,362	92,799	87,213
North Village NP				-
North Village OS	-	-	-	-
Vaca Valley Bus Pk II-LT	15,540	11,702	6,530	4,174

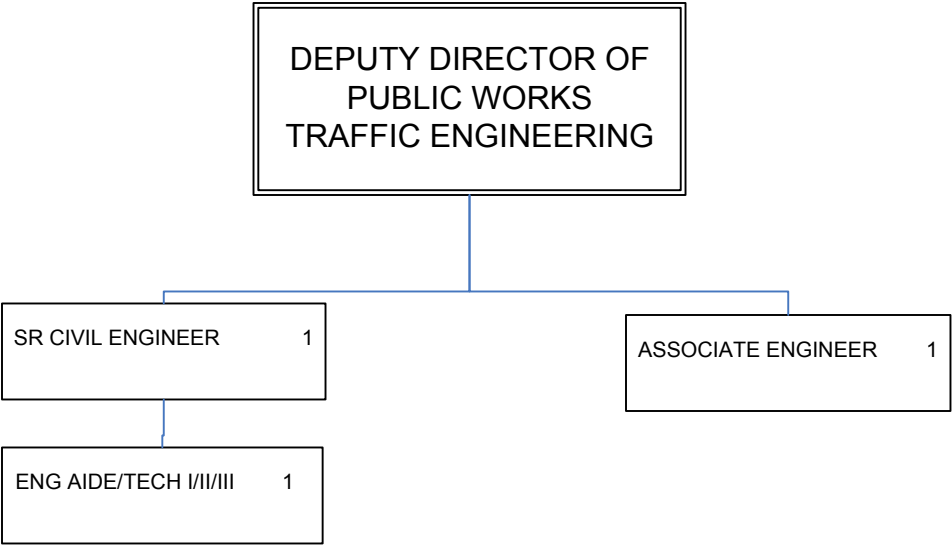
Account Description			FY 2012/13	FY 2013/14
	FY 2010/11 Actual	FY 2011/12 Actual	Adjusted Budget	Proposed Budget
<b>Functional Distribution:</b>				
Middle Horse Creek DR	\$ 790	\$ 6,445	\$ 20,434	\$ 21,676
Costco LT	2,648	5,437	3,873	5,873
Costco SBL	5,892	10,837	7,566	7,666
Hampton Park LT	947	963	1,409	1,440
Quinn Rd LT	853	1,257	1,861	1,161
North Village DB	15,662	7,119	29,053	28,167
North Village LT	18,778	12,937	24,143	26,967
Alamo Place LT	(1,686)	10,701	7,208	10,208
Alamo Place DR	8,790	3,699	15,319	11,629
Majestic Oak SBL	6,574	17,565	8,036	8,036
Majestic Oak LT	994	1,399	3,237	1,937
Majestic Oak DR	5,423	4,494	16,109	10,701
Villages on Vine SBL	9,065	22,120	14,122	24,247
Villages on Vine LT	3,133	5,130	6,342	4,611
Villagio LT	(54)	621	1,918	1,517
Nob Hill LT	181	-	-	-
Villagio SBL	12,574	18,293	25,242	23,618
Portofino SBL	156	6,546	4,356	4,856
Amber Ridge SBL	7,695	11,199	7,260	7,421
Portofino LT	5,908	2,132	4,933	3,933
Maplewood SBL	9,172	21,333	4,776	10,976
Maplewood LT	8,435	2,124	5,843	4,243
Maplewood DR	5,480	1,881	9,819	6,402
Meadowood SBL	683	4,899	5,663	7,363
Meadowood LT	8,061	6,230	5,882	5,341
Southtown SBL	956	8,973	39,798	58,519
Southtown LT	32,710	29,886	18,184	23,983
Southtown NP	-	-	54,616	60,856
Cheyenne SBL	7,010	8,117	-	-
Cheyenne LT	12,002	15,402	2,646	9,570
Ventana SBL	4,430	12,782	5,304	4,304
Southtown DB	25,511	2,534	12,052	7,004
Cheyenne OS	21,454	2,407	23,020	7,220
Cheyenne DB	6,553	424	13,959	8,843
Vine Meadows LT	-	-	-	-
Vine Meadows DR	-	-	-	-
Sterling Chateau #2	2,682	(83)	1,444	1,594
Sterling Chateau #3	1,420	188	670	620
Stratton Estates OS	2,042	2,363	2,647	2,647
Ivywood OS	-	-	1,800	4,800
Nob Hill OS	3,861	91	774	791
Nut Tree Project SBL	58,849	37,403	41,787	57,798
Nut Tree Project LT	9,476	6,690	13,278	13,255
Aldridge Road SBL	2,607	7,877	11,967	2,967
<b>Total Distribution</b>	<b>\$ 3,107,819</b>	<b>\$ 3,481,543</b>	<b>\$ 3,345,861</b>	<b>\$ 3,381,252</b>





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PUBLIC WORKS  
DEPARTMENT  
Traffic Engineering



TOTAL FULLTIME POSITIONS 4



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**City of Vacaville  
FY 2013-2014 Budget**

**TRANSIT OPERATIONS  
PUBLIC WORKS DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 229,900	\$ 253,422	\$ 240,841	\$ 224,235
Overtime	219	\$ 6	-	-
Services and Supplies	1,550,258	\$ 2,017,647	1,747,233	2,167,379
Indirect Costs	395,303	\$ 289,211	362,470	317,292
One-time Costs	-	\$ -	-	-
Technology Costs	9,816	\$ 16,576	20,485	47,505
<b>Total Operating Expenditures</b>	<b>2,185,496</b>	<b>2,576,862</b>	<b>2,371,029</b>	<b>2,756,411</b>
Internal Cost Allocation	53,559	57,333	45,911	84,141
<b>Net Operating Expenditures</b>	<b>\$ 2,239,055</b>	<b>\$ 2,634,195</b>	<b>\$ 2,416,940</b>	<b>\$ 2,840,552</b>
<b>Source of Funding:</b>				
Transportation Development Act (TDA)	\$ 811,393	\$ 1,360,433	\$ 1,042,380	\$ 975,445
Federal Transit Administration (FTA)	913,434	774,423	974,851	985,000
Fairbox Revenue	359,305	252,447	399,710	463,206
Intercity Taxi Service	141,206	246,872	-	416,084
Advertising/Investment Revenue	13,717	20	-	817
<b>Total Sources of Funding</b>	<b>\$ 2,239,055</b>	<b>\$ 2,634,195</b>	<b>\$ 2,416,940</b>	<b>\$ 2,840,552</b>
<b>Functional Distribution:</b>				
Fixed Route - City Coach/SRTP	\$ 1,403,450	\$ 1,716,584	\$ 1,797,856	\$ 1,826,920
Special Services -Taxi/Paratransit	618,638	553,566	619,083	597,548
Intercity Taxi Service	216,966	364,045	-	416,084
<b>Total Distribution</b>	<b>\$ 2,239,055</b>	<b>\$ 2,634,195</b>	<b>\$ 2,416,940</b>	<b>\$ 2,840,552</b>



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## **ENGINEERING SERVICES DIVISION**

The Engineering Services Division of the Public Works Department provides for the design, inspection and contract administration of all Capital Improvement Program (CIP) projects, and inspects public right-of-way construction for private developments. In addition, the Division is responsible for developing and maintaining the City Standard Specifications, mapping for GIS, and filing of construction plans for projects within the public right-of-way. The Engineering Services Division is comprised of three sections: Administrative Support, Design, and Construction Administration.

# PUBLIC WORKS DEPARTMENT Engineering Services



DESIGN	
SR CIVIL ENGINEER	1
JR/ASST/ASSOC ENG	5
ENG AIDE/TECH I/II/III	1
SR. ENGINEERING DESIGNER	1

ADMINISTRATION	
MGT ANALYST II	1
SR SECRETARY	1
SECRETARY I/II	1.5

LAND DEV/CONSTRUCTION	
SR CIVIL ENGINEER	1
ENGR SPECIALIST I/II	1
JR/ASST/ASSOC ENG	1
PW CONST INSPECTOR II	3
CONTRACT COMPL SPEC II	1

TOTAL FULLTIME POSITIONS 19.5

**City of Vacaville  
FY 2013-2014 Budget**

**ENGINEERING SERVICES  
PUBLIC WORKS DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 1,598,620	\$ 1,541,737	\$ 2,799,936	\$ 2,554,269
Overtime	3,561	3,833	1,800	1,827
Services and Supplies	204,522	266,199	138,207	133,833
Indirect Costs	99,484	96,829	116,501	119,466
One-time Costs	-	-	-	-
Technology Costs	28,284	38,154	57,378	59,994
<b>Total Operating Expenditures</b>	<b>1,934,471</b>	<b>1,946,752</b>	<b>3,113,822</b>	<b>2,869,389</b>
Internal Cost Allocation	368,138	394,077	394,077	368,482
<b>Net Operating Expenditures</b>	<b>\$ 2,302,609</b>	<b>\$ 2,340,829</b>	<b>\$ 3,507,899</b>	<b>\$ 3,237,871</b>
<b>Source of Funding:</b>				
Transfer In - General Fund	\$ 30,000	30,000	\$ 50,000	\$ 50,000
Transfer In - Redevelopment	20,000	11,667	-	-
Transfer In - Utilities DIF	20,000	20,000	20,000	20,000
Traffic Impact Fees (TSM)	315,531	288,793	222,057	229,316
Special Fund Revenue	1,917,078	1,990,369	3,215,842	2,938,555
<b>Total Sources of Funding</b>	<b>\$ 2,302,609</b>	<b>\$ 2,340,829</b>	<b>\$ 3,507,899</b>	<b>\$ 3,237,871</b>
<b>Functional Distribution:</b>				
Engineering & Inspection Services	\$ 1,987,077	\$ 2,052,036	\$ 3,285,843	\$ 3,008,555
Transportation Systems Mgt	315,531	288,793	222,057	229,316
<b>Total Distribution</b>	<b>\$ 2,302,609</b>	<b>\$ 2,340,829</b>	<b>\$ 3,507,899</b>	<b>\$ 3,237,871</b>





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**City of Vacaville  
FY 2013-2014 Budget**

**DEVELOPMENT ENGINEERING  
PUBLIC WORKS DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 111,282	\$ 133,391	\$ 142,006	\$ 155,421
Overtime	-	-	3,214	3,262
Services and Supplies	28,834	21,576	40,303	38,988
Indirect Costs	30,195	5,249	7,661	10,921
One-time Costs	-	-	-	-
Technology Costs	2,871	2,871	2,871	2,143
Total Operating Expenditures	173,182	163,087	196,055	210,735
Internal Cost Allocation		26,490	26,490	33,409
<b>Net Operating Expenditures</b>	<b>\$ 173,182</b>	<b>\$ 189,577</b>	<b>\$ 222,545</b>	<b>\$ 244,144</b>
<b>Source of Funding:</b>				
Development Related Fund Revenue	\$ 147,081	\$ 38,919	\$ 175,000	\$ 175,000
Other - Devel - Related Fund Balance	26,101	150,658	47,545	69,144
<b>Total Sources of Funding</b>	<b>\$ 173,182</b>	<b>\$ 189,577</b>	<b>\$ 222,545</b>	<b>\$ 244,144</b>
<b>Functional Distribution:</b>				
Development Engineering	\$ 173,182	\$ 189,577	\$ 222,545	\$ 244,144
<b>Total Distribution</b>	<b>\$ 173,182</b>	<b>\$ 189,577</b>	<b>\$ 222,545</b>	<b>\$ 244,144</b>



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## **UTILITIES DEPARTMENT**

The Utilities Department acquires, treats, and delivers clean drinking water to Vacaville's customers. Additionally, the Utilities Department 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 California Department of Public Health and the California Central Valley Regional Water Quality Control Board (Regional Board), respectively. These two 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***

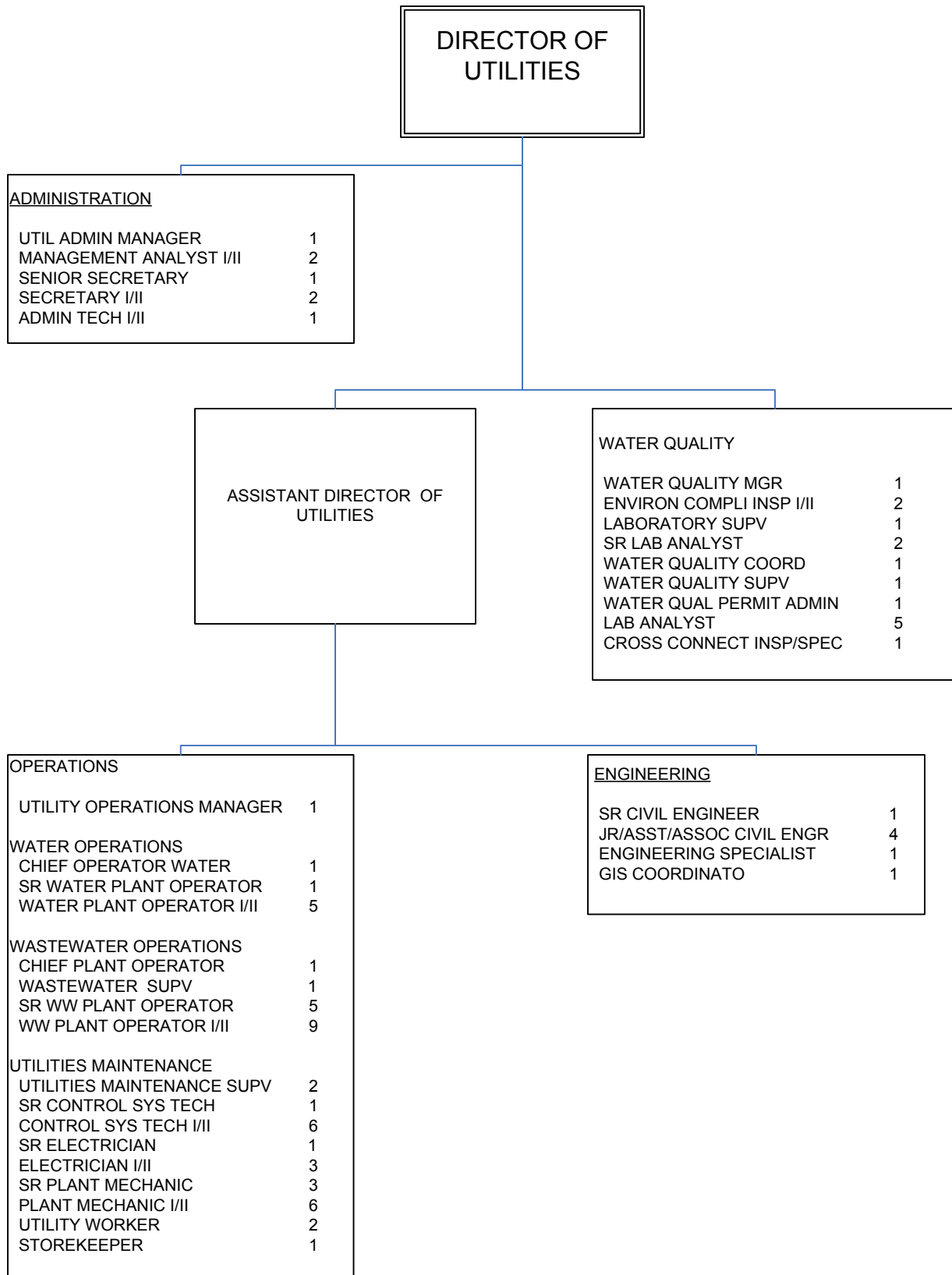
For the water budget, March 1, 2013 marked the seventh year of an eight year adopted water rate increase (four years at 9.5% and four subsequent years at 3.5%). Per capita water demand has dropped by approximately 12% over the past four years resulting in reduced revenues, primarily due to vacant businesses and home foreclosures from the economic downturn and water conservation measures by residential and commercial customers. The City of Vacaville is on target to meet State mandated water conservation goals of 20% per capita reduction in water use by year 2020. Operating expenses have been maintained relatively flat during the same four year period through employee salary and benefit concessions and deferring non-essential maintenance projects. These cost savings measures have resulted in a projected balanced budget for fiscal year 2013/2014. The Department is conducting a water rate study to determine the most appropriate water rate schedule to address the cumulative deficit in the water fund due to multiple consecutive annual operating deficits. The study will be reviewed with City Council, including an evaluation of alternatives and recommendations.

The wastewater budget continues to be primarily impacted by the \$150 million Easterly Wastewater Treatment Plant Tertiary Project, a four-phase construction project to implement requirements mandated by the Central Valley Regional Water Quality Control Board. Phase I of the Tertiary Project: Denitrification will be complete May 2013. Phase III: Filtration is under construction and is anticipated to be completed in May 2015. The other two phases are in design.

In fiscal year 2009/2010, the City adopted a five-year wastewater rate increase (four years at 15% and 1 year at 7.5%). March 1, 2013 was the fourth year of the five year increase schedule. The rate increases were established to provide adequate revenue for the repayment of a low-interest State Revolving Fund loan for the Tertiary Project. However, approximately half of the cost of the Tertiary Project benefits future development. Therefore, Developer Impact Fees will reimburse the Wastewater Fund for its "Fair Share" of the Tertiary Project as economic conditions improve and impact fees are paid.

With the rate increases in place, revenues in the Wastewater Fund will continue to rise. Operating expenses in the Wastewater Fund will continue to increase due to the increased operational costs of the improved Easterly Facility. However, operating expenses are anticipated to remain well within revenue projections. The proposed FY2013/2014 operating budget includes the addition of two positions in accordance with the Tertiary Project Staff Plan. The budget contains no augmentations to equipment or supplies. Seven vehicles will be purchased using funds that have already been set aside in the Equipment Replacement Fund.

# UTILITIES DEPARTMENT



TOTAL FULLTIME POSITIONS 79

**City of Vacaville  
FY 2013-2014 Budget**

**WATER UTILITY  
UTILITIES DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 4,636,313	\$ 4,395,520	\$ 4,850,298	\$ 5,013,282
Overtime	164,179	160,056	162,230	156,425
Services and Supplies	4,623,600	5,166,798	4,906,095	4,893,763
Indirect Costs	1,294,321	1,217,512	1,227,954	1,119,720
One-time Costs	-	14	-	-
Technology Costs	4,134	7,346	9,045	9,758
Total Operating Expenditures	10,722,547	10,947,246	11,155,622	11,192,948
Transfer to Facility Replacement	1,304,749	963,875	1,612,000	1,566,760
Measure G	1,656,231	1,644,349	1,747,274	1,765,000
Internal Cost Allocation/Bad Debt Exp	1,230,610	1,188,109	1,141,334	1,158,200
<b>Net Operating Expenditures</b>	<b>\$ 14,914,137</b>	<b>\$ 14,743,579</b>	<b>\$ 15,656,230</b>	<b>\$ 15,682,910</b>
<b>Source of Funding:</b>				
Enterprise Fund Revenue	\$ 14,071,228	\$ 14,728,522	\$ 15,182,114	\$ 15,703,000
Use of (Contrib To) Fund Balance	842,909	15,057	474,116	(20,090)
<b>Total Sources of Funding</b>	<b>\$ 14,914,137</b>	<b>\$ 14,743,579</b>	<b>\$ 15,656,230</b>	<b>\$ 15,682,910</b>
<b>Functional Distribution:</b>				
Water Supply and Production	\$ 4,084,983	\$ 4,018,150	\$ 2,430,554	\$ 2,281,479
Water System Administration	-	-	1,934,581	1,772,154
Transmission and Distribution	1,679,007	1,593,670	1,650,740	1,664,137
Customer Services: Field Service	407,858	337,739	392,113	404,105
NBR Treatment Plant	2,600,730	3,151,655	2,834,050	2,900,000
Utilities Maintenance	1,098,394	1,132,023	1,183,486	1,219,348
Water Conservation Program	62,895	84,825	41,000	-
Backflow Repair/Maint	220,223	172,252	219,956	213,171
Water Quality Laboratory	340,901	288,370	339,482	243,810
Equipment Repair and Maint	152,403	145,003	-	-
Engineering Services	32,467	23,558	68,458	494,745
Transfer to Facility Replacement	1,347,433	963,875	1,612,000	1,566,760
Cost Distributions/Bad Debt Exp	1,230,610	1,188,109	1,202,534	1,158,200
Excise Taxes (Measure G)	1,656,231	1,644,349	1,747,274	1,765,000
<b>Total Distribution</b>	<b>\$ 14,914,137</b>	<b>\$ 14,743,579</b>	<b>\$ 15,656,230</b>	<b>\$ 15,682,910</b>



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**City of Vacaville  
FY 2013-2014 Budget**

**SEWER UTILITY  
UTILITIES DEPARTMENT**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ 7,348,517	\$ 7,132,218	\$ 8,181,739	\$ 8,811,494
Overtime	154,947	203,132	255,165	251,085
Services and Supplies	2,745,144	3,061,973	3,458,698	3,491,325
Indirect Costs	2,420,029	2,208,804	2,256,832	2,246,851
One-time Costs	27,165	7,681	19,500	13,500
Technology Costs	57,741	82,965	127,856	132,843
Total Operating Expenditures	12,753,543	12,696,773	14,299,790	14,947,098
Transfer to Facility Replacement	3,615,476	3,705,557	9,248,000	7,243,000
Measure G	2,843,340	2,963,013	3,017,000	3,533,300
Internal Cost Allocation/Bad Debt	1,549,511	1,523,364	1,440,634	1,542,156
<b>Net Operating Expenditures</b>	<b>\$ 20,761,870</b>	<b>\$ 20,888,707</b>	<b>\$ 28,005,424</b>	<b>\$ 27,265,554</b>
<b>Source of Funding:</b>				
Enterprise Fund Revenue	\$ 22,979,586	\$ 25,570,482	\$ 32,383,000	\$ 32,028,400
Use of (Contrib To) Fund Balance	(2,217,716)	(4,681,775)	(4,377,576)	(4,762,846)
<b>Total Sources of Funding</b>	<b>\$ 20,761,870</b>	<b>\$ 20,888,707</b>	<b>\$ 28,005,424</b>	<b>\$ 27,265,554</b>
<b>Functional Distribution:</b>				
Easterly Treatment Plant	\$ 4,892,029	\$ 4,868,047	\$ 5,408,933	\$ 5,432,685
Industrial Treatment Plant	19,787	20,867	-	10,000
System Maintenance	1,726,257	1,604,804	1,642,938	1,778,805
System Administration	1,828,799	1,806,993	2,278,921	2,261,068
Utilities Maintenance	2,183,041	2,338,420	2,701,103	2,866,603
Water Quality Laboratory	801,879	789,005	960,225	961,767
Source Control	698,599	702,116	770,714	543,894
Sludge Disposal	-	-	160,000	160,000
Easterly Permitting	75,450	45,886	121,471	152,200
Cogeneration	-	866	-	-
Equipment Repair & Maintenance	469,381	466,775	-	-
Engineering Services	48,702	35,340	102,686	765,798
Transfer to Facility Replacement	3,615,476	3,705,557	9,248,000	7,243,000
Cost Distributions/Bad Debt/Debt Exp	1,559,127	1,541,017	1,593,435	1,556,432
Excise Taxes (Measure G)	2,843,340	2,963,013	3,017,000	3,533,300
<b>Total Distribution</b>	<b>\$ 20,761,867</b>	<b>\$ 20,888,707</b>	<b>\$ 28,005,424</b>	<b>\$ 27,265,554</b>





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## **NON-DEPARTMENTAL**

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

### ***BUDGET HIGHLIGHTS***

The proposed FY13/14 budget includes \$226,000 for the Motorola radio system contract and the maintenance of the Butcher road tower site lease, and \$435,000 in County property tax administration fees. Also budgeted is \$645,000 for animal control and animal sheltering services. The non-recurring expenditure budget for the coming year includes \$90,500 for Vacaville's share of the capital costs for improvements to the animal shelter. The approximately \$5 million total cost was amortized over 15 years and will be spread to the cities and County based on their pro-rata share of facility use. This budget also includes \$50,000 for further upgrades to site security at City facilities.

Prior to the economic downturn, General Fund equipment replacement had been funded at \$300,000 per year. The transfers were stopped in FY07/08. The few equipment purchases that have been made have been by using fund balance for lease payments. The fund cannot sustain additional payments, so this year, \$70,000 has been budgeted for the lease purchase of replacement vehicles. As with the City's infrastructure, the vehicle fleet is aging and it is in the City's best interest to replace at least a few vehicles.



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**City of Vacaville  
FY 2013-2014 Budget**

**NON-DEPARTMENTAL**

<b>Account Description</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Operating Expenditures:</b>				
Salaries and Benefits	\$ (1,197)	\$ 847	\$ -	\$ -
Services and Supplies	1,130,838	1,277,001	1,315,258	1,372,127
Indirect Costs	626,655	610,974	656,597	576,401
One-time Costs	207,027	50,912	650,897	775,500
Technology Costs	26,449	34,115	51,003	53,566
Total Operating Expenditures	1,989,772	1,973,849	2,673,755	2,777,594
Internal Cost Allocation	-	-		
<b>Net Operating Expenditures</b>	<b>\$ 1,989,772</b>	<b>\$ 1,973,849</b>	<b>\$ 2,673,755</b>	<b>\$ 2,777,594</b>
<b>Source of Funding:</b>				
General Fund - Discretionary Revenue	\$ 1,989,772	\$ 1,973,849	\$ 2,673,755	\$ 2,777,594
<b>Total Sources of Funding</b>	<b>\$ 1,989,772</b>	<b>\$ 1,973,849</b>	<b>\$ 2,673,755</b>	<b>\$ 2,777,594</b>
<b>Functional Distribution:</b>				
Non-Departmental - General	\$ 1,679,211	\$ 1,642,976	\$ 2,297,705	\$ 2,401,544
Radio System	160,562	180,873	226,050	226,050
Library subsidy	150,000	150,000	150,000	150,000
<b>Total Distribution</b>	<b>\$ 1,989,773</b>	<b>\$ 1,973,849</b>	<b>\$ 2,673,755</b>	<b>\$ 2,777,594</b>



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# INTERNAL SERVICE FUNDS



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## INTERNAL SERVICE FUNDS

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

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

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

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

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

The costs incurred for these insurance programs are allocated to departments through internal service charges. Workers' comp charges are based on a percentage of salary. For FY 13-14, workers' comp charges range from 2% - 7% of salary, depending on job classification, averaging about 4% of payroll.

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

	<b>Estimated 6/30/2012</b>	<b>Estimated 6/30/2013</b>	<b>Estimated 6/30/2014</b>
<b>Long Term Claims Liability:</b>			
Workers' Compensation	\$ 4,325,000	\$ 5,183,000	\$ 5,183,000
General Liability	1,373,000	1,063,000	1,063,000
Total Long Term Liabilities	<u>\$ 5,698,000</u>	<u>\$ 6,246,000</u>	<u>\$ 6,246,000</u>
<b>Reserve Funding:</b>			
Workers' Compensation	\$ 2,633,462	\$ 2,763,095	\$ 2,773,177
General Liability	1,467,499	2,257,091	2,417,373
Total Reserve Funding	<u>\$ 4,100,961</u>	<u>\$ 5,020,186</u>	<u>\$ 5,190,550</u>
<b>Percent Funded:</b>	72%	80%	83%

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





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City of Vacaville  
FY 2013-2014 Budget

GENERAL LIABILITY SELF-INSURANCE  
INTERNAL SERVICE FUND

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ 1,504,644	\$ 1,814,020	\$ 2,379,516	\$ 2,257,091
Internal Charges	1,393,505	1,380,927	1,403,185	1,403,185
Other Revenue				
<b>Total Resources:</b>	<b>\$ 2,898,149</b>	<b>\$ 3,194,947</b>	<b>\$ 3,782,701</b>	<b>\$ 3,660,276</b>
<b>Uses:</b>				
Pooled and Excess Insurance Costs	\$ 321,686	\$ 274,238	\$282,053	\$317,041
Transfer to OPEB	-	-	264,000	-
Claims Administration	289,678	\$ 298,521	379,557	325,862
Claims Losses	472,765	242,672	300,000	300,000
New Claim Development	-	-	300,000	300,000
<b>Total Uses:</b>	<b>\$ 1,084,129</b>	<b>\$ 815,431</b>	<b>\$ 1,525,610</b>	<b>\$ 1,242,903</b>
<b>Projected Ending Balance:</b>	<b>\$ 1,814,020</b>	<b>\$ 2,379,516</b>	<b>\$ 2,257,091</b>	<b>\$ 2,417,373</b>



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City of Vacaville  
FY 2013-2014 Budget

WORKERS COMPENSATION  
INTERNAL SERVICE FUND

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ 2,761,392	\$ 2,970,512	\$ 2,812,616	\$ 2,805,917
Internal Charges	2,054,920	1,885,248	1,816,992	1,825,704
<b>Total Resources:</b>	<b>\$ 4,816,312</b>	<b>\$ 4,855,760</b>	<b>\$ 4,629,608</b>	<b>\$ 4,631,621</b>
<b>Uses:</b>				
Pooled and Excess Insurance Costs	\$ 354,707	\$ 338,243	\$ 375,000	\$ 335,000
Claims Administration	452,562	493,033	491,513	533,444
Benefit Payments	1,038,532	965,515	1,000,000	990,000
Transfer to General Fund	-	-	-	-
Offset	-	-	-	-
<b>Total Uses:</b>	<b>\$ 1,845,801</b>	<b>\$ 1,796,791</b>	<b>\$ 1,866,513</b>	<b>\$ 1,858,444</b>
<b>Projected Ending Balance:</b>	<b>\$ 2,970,511</b>	<b>\$ 3,058,969</b>	<b>\$ 2,763,095</b>	<b>\$ 2,773,177</b>



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## **RETIREE BENEFITS**

This fund is used to account for two types of expenses per existing labor agreements: (1) retiree medical insurance benefits, and (2) payment of accrued and vested leave balances to employees who are retiring or otherwise leaving City employment. In addition, a budgeted amount for citywide unemployment costs is included. Costs incurred for this program are allocated to departments through internal service charges, based on a percentage of payroll. Costs have been increasing steadily, due to significant increases in health care premiums and a growing retiree population. For FY 13/14, the internal service charge has been increased to 12.42% of salary costs.

With respect to retiree medical benefits, the City has an unfunded liability related to future benefits payable to existing retirees and employees. The liability can be reduced substantially by “pre-funding” the obligation to pay medical benefits the same as we do for retirement benefits. Beginning in FY 07/08 the internal charges for retiree medical benefits were increased by \$800,000 citywide, of which \$500,000 was coming from the General Fund. This set aside amount would have to increase in the future to fully implement the pre-funding plan. As in the past three years, the General Fund setaside portion has again been suspended. Employees and retirees also contribute a portion of the cost of medical benefits to this future obligation.



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**City of Vacaville  
FY 2013-2014 Budget**

**RETIREE BENEFITS  
INTERNAL SERVICE FUND**

	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Adjusted Budget</b>	<b>FY 2013/14 Proposed Budget</b>
<b>Resources:</b>				
Projected Beginning Balance	\$ 183,313	\$ 93,002	\$ (713,122)	\$ 65,097
Transfer from Insurance Reserve	-	-	264,000	-
Internal Charges	3,632,161	3,814,411	5,404,542	5,589,907
OPEB - Employees/Retirees	881,751	823,999	800,000	800,000
OPEB - City	301,509	300,000	300,000	300,000
<b>Total Resources:</b>	<b>\$ 4,998,734</b>	<b>\$ 5,031,412</b>	<b>\$ 6,055,420</b>	<b>\$ 6,755,004</b>
<b>Uses:</b>				
Retiree Medical Premiums	\$ 3,004,151	\$ 3,414,199	\$ 3,805,323	\$ 4,488,706
Transfer to PERS OPEB Trust Fund	1,080,000	1,000,000	860,000	860,000
Payments for Accrued Leave Balances	688,084	1,258,977	1,150,000	825,000
Unemployment	133,497	71,358	175,000	-
<b>Total Uses:</b>	<b>\$ 4,905,732</b>	<b>\$ 5,744,534</b>	<b>\$ 5,990,323</b>	<b>\$ 6,173,706</b>
<b>Projected Ending Balance:</b>	<b>\$ 93,002</b>	<b>\$ (713,122)</b>	<b>\$ 65,097</b>	<b>\$ 581,298</b>





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## **CENTRAL GARAGE AND FUEL STATION**

Central Garage services for City vehicles are provided through Public Works. Departments are charged for actual work performed on their vehicles, on a time and materials basis. Rates are routinely compared with an average of private auto repair services to ensure that the City's costs are at or below market. A fuel and compressed natural gas (CNG) station is also operated at the Central Garage.



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City of Vacaville  
FY 2013-2014 Budget

CENTRAL GARAGE & FUEL STATION  
INTERNAL SERVICE FUND

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance <i>(working capital)</i>	\$ (62,635)	\$ (64,826)	\$ (90,924)	\$ 46,902
Internal Service Charges, Garage	1,495,129	1,598,993	2,010,264	1,906,484
Internal Service Charges, Fuel/CNG/SID	1,046,417	1,157,619	1,260,417	1,323,381
<b>Total Resources:</b>	<b>\$ 2,478,911</b>	<b>\$ 2,691,786</b>	<b>\$ 3,179,757</b>	<b>\$ 3,276,767</b>
<b>Uses:</b>				
Salaries and Benefits	\$ 922,136	\$ 930,037	\$ 951,472	\$ 993,903
Sublet Costs - Garage	215,601	304,874	288,922	336,233
Vehicle Parts - Garage	283,914	331,653	367,200	367,200
Garage Supplies/Overhead	124,527	113,307	175,249	151,092
Fuel Station Supplies/Overhead	997,560	1,102,839	1,350,012	1,428,339
<b>Total Uses:</b>	<b>\$ 2,543,738</b>	<b>\$ 2,782,710</b>	<b>\$ 3,132,855</b>	<b>\$ 3,276,767</b>
<b>Projected Ending Balance:</b>	<b>\$ (64,826)</b>	<b>\$ (90,924)</b>	<b>\$ 46,902</b>	<b>\$ 0</b>



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## **VEHICLE AND EQUIPMENT REPLACEMENT FUND**

This internal service fund is used to replace existing vehicles, including police patrol cars, sedans, vans, and pickups, as well as other rolling stock such as tractors, trailer-mounted pumps and generators, and gators. Excluded are ambulances and major fire apparatus, which are on a lease-purchase program. Balances are tracked by the contributing funding source. Additions to the fleet are budgeted in departmental operating budgets. In the past, the General Fund contributed \$300,000 per year to the fund. This transfer was suspended from FY07/08 through FY11/12. A \$50,000 contribution was budgeted for vehicle purchases in FY12/13.

The FY13/14 budget includes the transfer of \$70,000 to the equipment replacement fund. Lease payments for previously purchased police vehicles and ambulances have been budgeted in the Departments' operating budgets. Utilities will be using fund balance for the purchase of seven replacement vehicles.



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City of Vacaville  
FY 2013-2014 Budget

VEHICLE & EQUIPMENT REPLACEMENT  
INTERNAL SERVICE FUND

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>Resources:</b>				
Projected Beginning Balance ( <i>working capital</i> )	\$ 2,623,565	\$ 2,719,148	\$ 2,256,105	\$ 2,176,679
Operating Transfer from General Fund	-	-	70,000	70,000
General Fund Sales Proceeds	190,846	10,080	-	-
Internal Service Charges, Water	51,854	22,500	22,500	22,500
Internal Service Charges, Sewer	114,181	80,500	80,500	80,500
Internal Service Charges, Engineering Services	-	-	-	-
Internal Service Charges, Building Related	-	-	-	-
Internal Service Charges, L&L Districts	147,275	144,196	151,005	150,837
Sales	4,192	-	-	-
<b>Total Resources:</b>	<b>\$ 3,131,913</b>	<b>\$ 2,976,424</b>	<b>\$ 2,580,110</b>	<b>\$ 2,500,516</b>
			254,005	
<b>Uses:</b>				
Vehicles, General Fund	\$ 185,576	\$ 298,431	\$ 348,431	\$ 140,000
Vehicles, Water	80,044	55,934	10,500	104,766
Vehicles, Sewer	105,136	62,481	44,500	258,446
Vehicles, Engineering Services	3,610	51,937	-	-
Vehicles, Building Related	17,632	-	-	-
Vehicles, L&L Districts	20,767	251,536	-	-
<b>Total Uses:</b>	<b>\$ 412,765</b>	<b>\$ 720,319</b>	<b>\$ 403,431</b>	<b>\$ 503,212</b>
<b>Projected Ending Balance:</b>	<b>\$ 2,719,148</b>	<b>\$ 2,256,105</b>	<b>\$ 2,176,679</b>	<b>\$ 1,997,304</b>





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## **TECHNOLOGY REPLACEMENT FUND**

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

The beginning fund balance for FY13/14 will be approximately \$135,000. Work will continue towards reducing hardware, as applicable, as part of the IT division's Energy Efficiency Program. The Division's goals also include replacing network core infrastructure to upgrade to newer technology and upgrade the network backbone speed from 1 gigabit to 10 gigabit to increase the capacity and add more capabilities for future growth, pending Department of Justice approval.



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City of Vacaville  
FY 2013-2014 Budget

TECHNOLOGY REPLACEMENT  
INTERNAL SERVICE FUND

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adjusted Budget	FY 2013/14 Proposed Budget
<b>Resources:</b>				
Internal Service Charges	1,017,943	1,077,205	1,359,991	1,363,902
<b>Total Resources:</b>	<b>\$ 1,017,943</b>	<b>\$ 1,077,205</b>	<b>\$ 1,359,991</b>	<b>\$ 1,363,902</b>
<b>Uses:</b>				
Server Replacement	\$ 239,546	\$ 75,332	\$ 98,500	\$ 210,561
PC Replacement	135,972	114,672	328,417	197,640
Network Device Replacement	21,460	159,630	697,277	144,857
Software Licensing	440,360	513,150	526,072	531,889
Services & Non Capital Computer Eq	82,410	54,470	75,842	65,040
Equipment Maintenance Agreements				67,593
Grant Match	16,380			
Phone System	-		270,000	210,600
<b>Total Uses:</b>	<b>\$ 936,128</b>	<b>\$ 917,254</b>	<b>\$ 1,996,108</b>	<b>\$ 1,428,180</b>

**FUND BALANCE (working capital)**

<b>Projected Beginning Balance</b>	<b>\$ 440,263</b>	<b>\$ 268,023</b>	<b>\$ 438,400</b>	<b>\$ 746,275</b>
Internal Service Charges	\$ 1,017,943	\$ 1,077,205	\$ 1,359,991	\$ 1,363,902
Transfers in	30,900			
<b>Total Resources</b>	<b>\$ 1,489,106</b>	<b>\$ 1,345,228</b>	<b>\$ 1,798,391</b>	<b>\$ 2,110,177</b>
Expenditures	\$ 696,582	\$ 841,924	\$ 985,633	\$ 1,217,619
Capitalization of Assets	516,500	64,905	54,359	210,561
Transfer out	8,000		12,124	
<b>Total Uses</b>	<b>\$ 1,221,082</b>	<b>\$ 906,829</b>	<b>\$ 1,052,116</b>	<b>\$ 1,428,180</b>
<b>Projected Ending Balance</b>	<b>\$ 268,024</b>	<b>\$ 438,399</b>	<b>\$ 746,275</b>	<b>\$ 693,294</b>



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**City of Vacaville  
FY 2013-2014 Budget**

**CAPITAL EQUIPMENT LEASE OBLIGATIONS**

FY Beg	Equipment	Funding Source	Term	Payments				
				FY2014	FY2015	FY2016	FY2017	Thereafter
FY 05/06	2 - FD Engines	General Fund	10 yrs	\$ 83,949	\$ 83,949	\$ -	\$ -	\$ -
FY 06/07	Ladder Truck	General Fund	10 yrs	117,503	117,503	117,503		
	Brush Unit/Explr Equip	General Fund		28,286	28,286	28,286		
	Backhoe	General Fund		15,324	15,324	15,324		
	Water Truck	Sewer		8,480	8,480	8,480		
FY 07/08	Brush Unit	Fire DIF	10 yrs	17,973	17,973	17,973	17,973	-
	Asphalt Grinder	Gas Tax		43,735	43,735	43,735	43,735	-
	Backhoe	Water Equip Rplcmnt		10,664	10,664	10,664	10,664	-
	Dump Truck	Water Equip Rplcmnt		11,144	11,144	11,144	11,144	-
		Water & Sewer Equip Rplcmnt;						
	4-Yard Loader	Gen Fund		25,163	25,163	25,163	25,163	-
	30-Ton Trailer	Water Equip Rplcmnt		3,235	3,235	3,235	3,235	-
		Annual Totals Through FY 07/08			\$ 365,456	\$365,456	\$281,507	\$111,914
FY 08/09	Flusher Truck	Water & Sewer Equip Rplcmnt	10 yrs	\$ 24,312	\$ 24,312	\$ 24,312	\$ 24,312	\$ 24,312
	Asphalt Patch Truck	Gas Tax		23,949	23,949	23,949	23,949	23,949
	15" Brush Chipper	Gas Tax		5,020	5,020	5,020	5,020	5,020
	Utility Vacuum Sys Trailer	Water Major Rplcmnt & Repairs		3,925	3,925	3,925	3,925	3,925
		Annual Totals through FY 08/09			\$ 422,662	\$422,662	\$338,713	\$169,120
FY10/11	5 Police Cruisers	General Fund	4 yrs	\$ 44,324	\$ 44,324	\$ -		\$ -
	Vactor	Sewer	6.5 yrs	27,801	27,801	27,801	27,801	27,801
		Annual Totals through FY 10/11		\$ 466,986	\$466,986	\$338,713	\$196,921	\$ 57,206
FY12/13	2 Ambulances	General Fund	7 yrs	\$ 70,775	\$ 70,775	\$ 70,775	\$ 70,775	\$ 70,775
		Annual Totals through FY 12/13			\$ 537,761	\$537,761	\$409,488	\$267,696
FY13/14	TBD	General Fund		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
		Annual Totals through FY 13/14		\$ 607,761	\$607,761	\$479,488	\$337,696	\$ 197,981



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# **CAPITAL IMPROVEMENT PROGRAM**





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**City of Vacaville**  
**2013/2014 C.I.P. Budget, General Plan Consistency and CEQA Review**

Category/Fund Name	Fund Number	Available Funding for FY 2013/2014	2013/2014 CIP Budget	Remaining Balance
<b>Public Buildings and Grounds</b>				
General Fund	11107	\$0	\$0	\$0
General Facilities	14163	236	0	236
Police Impact	14165	99,766	0	99,766
Fire Impact	14167	17,974	17,974	0
<b>Total Public Buildings and Grounds</b>		<b>\$117,976</b>	<b>\$17,974</b>	<b>\$100,002</b>
<b>Streets, Bridges and Lighting</b>				
Gas Tax Section 2105	14130	\$279,563	\$279,563	\$0
Gas Tax Section 2106	14131	131,139	131,139	0
Gas Tax Section 2103	14137	945,845	945,845	0
Traffic Impact Fee	14168	762,360	762,360	0
Grants (MAP21 - OBAG)		950,000	950,000	0
<b>Total Streets, Bridges and Lighting</b>		<b>\$3,068,907</b>	<b>\$3,068,907</b>	<b>\$0</b>
<b>Storm Drain System</b>				
Open Space Preservation	14162	\$208,895	\$0	\$208,895
Drainage Detention Zone 1	14169	68,651	0	68,651
Drainage Detention Zone 2	14171	0	0	0
Drainage Conveyance	14173	16,441	16,441	0
Drainage Conveyance-Water Quality	14174	6,992	6,992	0
<b>Total Storm Drain System</b>		<b>\$300,979</b>	<b>\$23,433</b>	<b>\$277,546</b>
<b>Parks and Recreation</b>				
Park & Recreation DIF	14160	\$1,136,795	\$444,600	\$692,195
General Fund	11107	0	0	0
<b>Total Parks and Recreation</b>		<b>\$1,136,795</b>	<b>\$444,600</b>	<b>\$692,195</b>
<b>Sewer Utility System</b>				
Sewer Facilities Rehabilitation	15102	\$7,243,000	\$7,243,000	\$0
Sewer DIF Connection Fees	15111	2,339,125	2,339,125	0
<b>Total Sewer Utility System</b>		<b>\$9,582,125</b>	<b>\$9,582,125</b>	<b>\$0</b>
<b>Water Utility System</b>				
Water Facilities Rehabilitation	15202	\$1,566,760	\$1,566,760	\$0
Water Plant DIF	15211	648,231	648,231	0
Water Distribution DIF	15212	374,713	374,713	0
<b>Total Water Utility System</b>		<b>\$2,589,704</b>	<b>\$2,589,704</b>	<b>\$0</b>
<b>Total CIP Budget for Fiscal Year 2013/2014</b>		<b>\$16,796,486</b>	<b>\$15,726,743</b>	<b>\$1,069,743</b>

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Public Buildings and Grounds**

		General Fund* 11107	General Facilities* 14163	Police Impact* 14165	Fire Impact 14167	Total
Fund Balance			\$626,975	\$115,766	(\$167,072)	\$575,669
Prior Budget Commitments			(\$532,131)	(\$16,000)	(\$32,677)	(\$580,808)
Other Budget Commitments			(\$94,608)			(\$94,608)
Other Revenue					\$217,723	\$217,723
Available Funding for FY 2013/2014		\$0	\$236	\$99,766	\$17,974	\$117,976
Project						
No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Budget	Total
1	<b>Fire Department Brush Truck</b> <b>Description:</b> This budget provides funding for the annual lease payment for the purchase of the Fire Department brush truck which provides brush fire protection to newly developing areas north of Browns Valley. <b>General Plan Consistency:</b> This activity is consistent with the Safety & Public Facilities Elements of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is not a "project" under CEQA; no environmental review is required.  (CIP Account # 810197) Contact: Frank Drayton, Fire Chief				\$17,974	\$17,974
Total Budget: Public Buildings and Grounds		\$0	\$0	\$0	\$17,974	\$17,974
Difference between estimated funding available and proposed budget		\$0	\$236	\$99,766	\$0	\$100,002

\* No projects budgeted for this year.

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Streets, Bridges and Lighting**

		Gas Tax 14130	Gas Tax 14131	Gas Tax 14137	Traffic Impact Fee 14168	Grants	Total
Fund Balance					\$6,700,125		\$6,700,125
Prior Budget Commitments					(\$5,718,014)		(\$5,718,014)
Other Budget Commitments		(\$175,000)	(\$175,000)		(\$219,751)		(\$569,751)
Other Revenue		\$454,563	\$306,139	\$945,845		\$950,000	\$2,656,547
Available Funding for FY 2013/2014		\$279,563	\$131,139	\$945,845	\$762,360	\$950,000	\$3,068,907
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Budget	Budget	Total
2	<b>Jepson Parkway: Commerce Pl. to Vanden Rd.</b> <b>Description:</b> This budget provides partial funding for design and construction of Jepson Parkway between Vanden Road and Commerce Place. The project will generally consist of constructing a 4-lane divided arterial with median landscaping, replacement of the New Alamo Creek bridge, and a Class 1 bike path along the entire length of the project. This appropriation brings the total budget to \$4,437,360.  <b>General Plan Consistency:</b> Jepson Parkway is consistent with the transportation element of the City's General Plan, by providing a 4 to 6 lane arterial connection from I-80 to Vanden Road. The project remains as a component of the baseline transportation assumptions for the General Plan update. <b>Environmental Assessment Status:</b> An EIR was prepared and certified by STA on 5/14/2009. Any additional CEQA documentation will be completed by STA as necessary.  (CIP Account #820288) Contact: Shawn Cunningham, Interim Director of PW				\$547,326		\$547,326
3	<b>Street Resurfacing and Rehabilitation</b> <b>Description:</b> This budget provides funding for Maintenance preparation, design and construction for resurfacing various City streets with asphalt concrete and slurry seal. <b>General Plan Consistency:</b> This activity is consistent with the Transportation Element of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies as a Class 1 Categorical Exemption under §15301 (c) of CEQA Guidelines.  (CIP Account # 820076) Contact: Shawn Cunningham, Interim Director of PW	\$279,563	\$131,139				\$410,702

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Streets, Bridges and Lighting**

		Gas Tax 14130	Gas Tax 14131	Gas Tax 14137	Traffic Impact Fee 14168	Grants	Total
Fund Balance					\$6,700,125		\$6,700,125
Prior Budget Commitments					(\$5,718,014)		(\$5,718,014)
Other Budget Commitments		(\$175,000)	(\$175,000)		(\$219,751)		(\$569,751)
Other Revenue		\$454,563	\$306,139	\$945,845		\$950,000	\$2,656,547
Available Funding for FY 2013/2014		\$279,563	\$131,139	\$945,845	\$762,360	\$950,000	\$3,068,907
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Budget	Budget	Total
4	<b>Growth Audit Volume Counts</b>  <b>Description:</b> This budget provides supplemental funding to conduct traffic volume counts to support growth audit and traffic modeling related to growth. With this budget, the total project budget increases to \$200,091.  <b>General Plan Consistency:</b> This activity is consistent with the Transportation & Land Use Elements of the Vacaville General Plan.  <b>Environmental Assessment Status:</b> This activity is not a "project" under CEQA; no environmental review is required.  (CIP Account #820226 ) Contact: Shawn Cunningham, Interim Director of PW				\$30,000		\$30,000
5	<b>Foxboro Parkway Extension</b>  <b>Description:</b> This budget provides partial funding for the design, environmental evaluation and construction of Foxboro Parkway. The Traffic Impact Fee funding on this project will extend 2 of the 4 lanes of Foxboro Parkway from Nut Tree Road to Vanden Road.  <b>General Plan Consistency:</b> This activity is consistent with the Transportation Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. Environmental review occur once the project is initiated.  CIP Account: <b>New</b> Contact: Shawn Cunningham, Interim Director of PW				\$100,000		\$100,000
6	<b>Update Citywide Traffic Model</b>  <b>Description:</b> This budget provides partial funding for the update and calibration of the Citywide traffic model based on the 2013 General Plan Update and new General Plan Land Use designations.  <b>General Plan Consistency:</b> This activity is consistent with the Transportation Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is not a "project" under CEQA guidelines.  CIP Account: <b>New</b> Contact: Shawn Cunningham, Interim Director of PW				\$50,000		\$50,000

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Streets, Bridges and Lighting**

	Gas Tax 14130	Gas Tax 14131	Gas Tax 14137	Traffic Impact Fee 14168	Grants	Total
Fund Balance				\$6,700,125		\$6,700,125
Prior Budget Commitments				(\$5,718,014)		(\$5,718,014)
Other Budget Commitments	(\$175,000)	(\$175,000)		(\$219,751)		(\$569,751)
Other Revenue	\$454,563	\$306,139	\$945,845		\$950,000	\$2,656,547
Available Funding for FY 2013/2014	\$279,563	\$131,139	\$945,845	\$762,360	\$950,000	\$3,068,907
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Budget	Total
7	<b>Street Resurfacing &amp; Rehabilitation (sect 2103)</b>  <b>Description:</b> This budget provides funding for maintenance preparation, design and construction for resurfacing various City streets with asphalt concrete and slurry seal. <b>General Plan Consistency:</b> This activity is consistent with the Transportation Element of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA; however, it qualifies as a Class 1 Categorical Exemption under §15301 (c) of CEQA Guidelines.  (CIP Account # 820291) Contact: Shawn Cunningham, Interim Director of PW			\$945,845		\$945,845
8	<b>Ulatis Creek Bike Path (McClellan to Depot)</b>  <b>Description:</b> This budget provides funding for the design, environmental evaluation, right of way acquisition and construction of an extension of the Ulatis Creek bike path from McClellan Street to Depot Street. The TIF funding is providing the required 11.8% local match for the OBAG grant allocation.  <b>General Plan Consistency:</b> This activity is consistent with the Transportation Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. Environmental review will occur once the project is initiated.  CIP Account : <b>New</b> Contact: Shawn Cunningham, Interim Director of PW				\$19,434	\$519,434

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Streets, Bridges and Lighting**

		Gas Tax 14130	Gas Tax 14131	Gas Tax 14137	Traffic Impact Fee 14168	Grants	Total
Fund Balance					\$6,700,125		\$6,700,125
Prior Budget Commitments					(\$5,718,014)		(\$5,718,014)
Other Budget Commitments		(\$175,000)	(\$175,000)		(\$219,751)		(\$569,751)
Other Revenue		\$454,563	\$306,139	\$945,845		\$950,000	\$2,656,547
Available Funding for FY 2013/2014		\$279,563	\$131,139	\$945,845	\$762,360	\$950,000	\$3,068,907
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Budget	Budget	Total
9	<b>Allison Dr Bike and Pedestrian Improvements</b> <b>Description:</b> This budget provides funding for the design, environmental evaluation, right of way acquisition and construction of sidewalk and Class I bikeway along Allison Drive to close existing gaps. The TIF funding is providing the required 11.8% local match for the OBAG grant allocation.  <b>General Plan Consistency:</b> This activity is consistent with the Transportation Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. Environmental review will occur once the project is initiated.  CIP Account : <b>New</b> Contact: Shawn Cunningham, Interim Director of PW				\$15,600	\$450,000	\$465,600
Total Budget: Streets, Bridges and Lighting		\$279,563	\$131,139	\$945,845	\$762,360	\$950,000	\$3,068,907
Difference between estimated funding available and proposed budget		\$0	\$0	\$0	\$0	\$0	\$0

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Storm Drainage-Open Space Preservation and Detention Zones 1 and 2**

	Open Space Preservation* 14162	Drainage Detention Zone 1* 14169	Drainage Detention Zone 2* 14171	Total
Fund Balance	\$210,895	\$416,285	(\$4,320,895)	(\$3,693,715)
Prior Budget Commitments	(\$2,000)	(\$347,634)	(\$383,753)	(\$733,387)
Other Budget Commitments				\$0
Other Revenue			\$4,704,648	\$4,704,648
Available Funding for FY 2013/2014	<u>\$208,895</u>	<u>\$68,651</u>	<u>\$0</u>	<u>\$277,546</u>
Project				
No. Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Total
<b>No projects budgeted for this year.</b>				
Total Budget: Storm Drainage-Open Space Preservation and Detention Zones 1 and 2	\$0	\$0	\$0	\$0
Difference between estimated funding available and proposed budget	\$208,895	\$68,651	\$0	\$277,546

\* No projects budgeted for this year.



**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Storm Drainage-Conveyance**

		Drainage Conveyance 14173	Drainage Conveyance - Water Quality 14174	Total
Fund Balance		\$401,973	\$155,903	\$557,876
Prior Budget Commitments		(\$385,532)	(\$148,911)	(\$534,443)
Other Budget Commitments				
Other Revenue				
Available Funding for FY 2013/2014		\$16,441	\$6,992	\$23,433
<hr/>				
Project				
No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Total
10	<b>Storm Drain System Studies</b> <b>Description:</b> This budget provides funding to conduct storm drainage system studies as a result of new development. <b>General Plan Consistency:</b> This activity is consistent with the Safety & Public Facilities Elements of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Statutory Exemption under §15262 of the CEQA guidelines.  (CIP Account # 830015) Contact: Patrick Kinney, Public Works Manager	\$16,441		\$16,441
11	<b>NPDES Permit</b> <b>Description:</b> These are set aside funds for the City's Stormwater NPDES Permit. <b>General Plan Consistency:</b> This activity is consistent with the Safety & Public Facilities Elements of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is not a "project" under CEQA; no environmental review is required.  (CIP Account # 830024) Contact: Royce Cunningham, Director of Utilities		\$6,992	\$6,992
Total Budget: Storm Drainage-Conveyance		\$16,441	\$6,992	\$23,433
Difference between estimated funding available and proposed budget		\$0	\$0	\$0

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Parks and Recreation**

	Park & Recreation DIF 14160	General Fund 11107	Total
Fund Balance	\$1,939,771		\$1,939,771
Prior Budget Commitments	(\$802,976)		(\$802,976)
Other Budget Commitments			
Other Revenue		\$0	\$0
Available Funding for FY 2013/2014	<u>\$1,136,795</u>	<u>\$0</u>	<u>\$1,136,795</u>

Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget
<b>12</b>	<b>Corderos Park</b> <b>Description:</b> This budget provides setaside funding for the design and Phase I construction of Corderos Park, which is part of the North Village Development. This appropriation brings the total budget to \$636,895. <b>General Plan Consistency:</b> This project is consistent with the Parks and Recreation Element of the General Plan and with the North Village Specific Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. The project impact has been evaluated at a program level in the North Village Specific Plan EIR and will be subject to a subsequent environmental review as prescribed in Chapter 14.03 of the Land Use and Development Code.  (CIP Account # 840088) Contact: Kerry Walker, Director of Community Services	\$319,600		\$319,600
<b>13</b>	<b>Magnolia Park Water Feature</b> <b>Description:</b> This budget provides funding for the design and construction of the water-play feature of Magnolia Park. <b>General Plan Consistency:</b> This activity is consistent with the Park and Recreation Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a Project under CEQA Guidelines, and was considered as part of the Southtown Community Park approval, wherein the Southtown EIR (CC 2004-36, Clearinghouse #2003062071) was reaffirmed in 2009 to include the park project.  CIP Account: <b>New</b> Contact: Kerry Walker, Director of Community Services	\$125,000	\$0	\$125,000
Total Budget: Parks and Recreation		<u>\$444,600</u>	<u>\$0</u>	<u>\$444,600</u>
Difference between estimated funding available and proposed budget		<u>\$692,195</u>	<u>\$0</u>	<u>\$692,195</u>

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Sewer Utility System**

		Sewer Facilities Rehab 15102	Sewer DIF Connection Fees 15111	Total
Fund Balance			\$21,080,034	\$21,080,034
Prior Budget Commitments			(\$18,740,909)	(\$18,740,909)
Other Budget Commitments				
Other Revenue		\$7,243,000		\$7,243,000
Available Funding for FY 2013/2014		<u>\$7,243,000</u>	<u>\$2,339,125</u>	<u>\$9,582,125</u>
Project				
No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Total
14	<b>Easterly Expansion Project-15MGD (DIF 63A/B)</b> <b>Description:</b> This item transfers the Sewer Capital Connection & O&M annual funding allocation to the Easterly Wastewater Treatment Plant Expansion project. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities & Land Use Elements of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. The City Council adopted an Environmental Impact Report (EIR) for this project in 1997 (Planning File #97-085).  CIP Fund#15140 (deposit to superfund) Contact: Royce Cunningham, Director of Utilities	\$2,367,000		\$2,367,000
15	<b>Tertiary Project: Fund (DIF 23A/B)</b> <b>Description:</b> This budget provides funds for the upgrading of the plant to provide tertiary treatment as required by the Regional Board. This project will be funded by 49.3% in connection fees and 50.7% in O&M. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities & Land Use Elements of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. An EIR was prepared for the project and was adopted by the Planning Commission on April 20, 2010, in conjunction with the Use Permit for the project.  CIP Fund#15141 (deposit to superfund) Contact: Royce Cunningham, Director of Utilities	\$4,076,000	\$2,254,125	\$6,330,125

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Sewer Utility System**

		Sewer Facilities Rehab 15102	Sewer DIF Connection Fees 15111	Total
Fund Balance			\$21,080,034	\$21,080,034
Prior Budget Commitments			(\$18,740,909)	(\$18,740,909)
Other Budget Commitments				
Other Revenue		\$7,243,000		\$7,243,000
Available Funding for FY 2013/2014		<u>\$7,243,000</u>	<u>\$2,339,125</u>	<u>\$9,582,125</u>
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Total
<b>16</b>	<b>Sewer Facilities Rehab/Upgrade Improvements (DIF 130)</b>	\$400,000		\$400,000
	<p><b>Description:</b> This budget provides for miscellaneous regulatory and maintenance improvements at EWWTP and lift stations. This appropriation brings the total budget to \$3,524,993.</p> <p><b>General Plan Consistency:</b> This activity is consistent with the Public Facilities &amp; Land Use Element of the Vacaville General Plan.</p> <p><b>Environmental Assessment Status:</b> This activity is a "project" under CEQA; further environmental review will occur when the project is more defined.</p> <p>(CIP Account # 850089)  Contact: Royce Cunningham, Director of Utilities</p>			
<b>17</b>	<b>Sewer Mapping-GIS (DIF 134A/B)</b>		\$85,000	\$85,000
	<p><b>Description:</b> This budget provides funding to plan and administer sewer system growth on a GIS platform. This appropriation brings the total budget to \$355,000.</p> <p><b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the Vacaville General Plan.</p> <p><b>Environmental Assessment Status:</b> This activity is not a "project" under CEQA; no environmental review is required.</p> <p>(CIP Account # 850085)  Contact: Royce Cunningham, Director of Utilities</p>			

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Sewer Utility System**

		Sewer Facilities Rehab 15102	Sewer DIF Connection Fees 15111	Total
Fund Balance			\$21,080,034	\$21,080,034
Prior Budget Commitments			(\$18,740,909)	(\$18,740,909)
Other Budget Commitments				
Other Revenue		\$7,243,000		\$7,243,000
Available Funding for FY 2013/2014		<u>\$7,243,000</u>	<u>\$2,339,125</u>	<u>\$9,582,125</u>
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Total
<b>18</b>	<b>Digester Rehabilitation DIF 59/68)</b>	\$300,000		\$300,000
	<b>Description:</b> This budget provides funding for regulatory and maintenance improvements of the digester at the EWWTP. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Class 1 Categorical Exclusion under §15301(d) of the CEQA guidelines.  (CIP Account # 850070) Contact: Royce Cunningham, Director of Utilities			
<b>19</b>	<b>Ridgewood Drive Sewer Replacement</b>	\$25,000		\$25,000
	<b>Description:</b> This budget provides funding to replace approximately 275 feet of existing 8-inch sanitary sewer main between Ridgewood Drive and Fruitvale due to a grade deficiency in the pipeline. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Class 2 Categorical Exclusion under §15302(c) of the CEQA guidelines.  CIP Account : <b>New</b> Contact: Royce Cunningham, Director of Utilities			

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Sewer Utility System**

		Sewer Facilities Rehab 15102	Sewer DIF Connection Fees 15111	Total
Fund Balance			\$21,080,034	\$21,080,034
Prior Budget Commitments			(\$18,740,909)	(\$18,740,909)
Other Budget Commitments				
Other Revenue		\$7,243,000		\$7,243,000
Available Funding for FY 2013/2014		<u>\$7,243,000</u>	<u>\$2,339,125</u>	<u>\$9,582,125</u>
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Total
20	<b>Needham Drive/Alamo Drive Sewer Replacement</b>	\$25,000		\$25,000
	<p><b>Description:</b> This budget provides funding to design the construction of approximately 120 feet of new 10-inch sanitary sewer main with 3 manholes within the intersection of Needham Drive and Alamo Drive to eliminate a section of 10-inch sanitary sewer main with reverse slope and improve flow.</p> <p><b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the General Plan.</p> <p><b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Class 2 Categorical Exclusion under §15302(c) of the CEQA guidelines.</p> <p>CIP Account : <b>New</b>  Contact: Royce Cunningham, Director of Utilities</p>			
21	<b>Mason Street/West Street Sewer Improvements</b>	\$25,000		\$25,000
	<p><b>Description:</b> This budget provides funding to design the installation of a new sanitary sewer manhole and replace approximately 65 linear feet of existing 6-inch sanitary sewer main within the intersection of Mason Street and West Street to improve flow geometry and reduce maintenance call outs.</p> <p><b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the General Plan.</p> <p><b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Class 2 Categorical Exclusion under §15302(c) of the CEQA guidelines.</p> <p>CIP Account : <b>New</b>  Contact: Royce Cunningham, Director of Utilities</p>			

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Sewer Utility System**

		Sewer Facilities Rehab 15102	Sewer DIF Connection Fees 15111	Total
Fund Balance			\$21,080,034	\$21,080,034
Prior Budget Commitments			(\$18,740,909)	(\$18,740,909)
Other Budget Commitments				
Other Revenue		\$7,243,000		\$7,243,000
Available Funding for FY 2013/2014		<u>\$7,243,000</u>	<u>\$2,339,125</u>	<u>\$9,582,125</u>
Project No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Total
<b>22</b>	<b>Buck Avenue/Alamo Drive Sewer Improvements</b>	\$25,000		\$25,000
	<b>Description:</b> This budget provides funding to design the removal of the sanitary sewer inverted siphon crossing Buck Avenue at Camellia Way by constructing approximately 375 feet of 8-inch sanitary sewer main connecting to an existing manhole at the intersection of Buck Avenue and Lovers Lane. This new sewer main will eliminate odors and reduce maintenance call outs. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Class 2 Categorical Exclusion under §15302(c) of the CEQA guidelines.			
	CIP Account : <b>New</b> Contact: Royce Cunningham, Director of Utilities			
Total Budget: Sewer Utility System		\$7,243,000	\$2,339,125	\$9,582,125
Difference between estimated funding available and proposed budget		\$0	\$0	\$0

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Water Utility System**

		Water Facilities Rehab 15202	Water Plant DIF 15211	Water Distribution DIF 15212	Total
Fund Balance			\$18,735,399	\$7,254,822	\$25,990,221
Prior Budget Commitments			(\$18,087,168)	(\$6,880,109)	(\$24,967,277)
Other Budget Commitments					
Other Revenue		\$1,566,760			\$1,566,760
Available Funding for FY 2013/2014		<u>\$1,566,760</u>	<u>\$648,231</u>	<u>\$374,713</u>	<u>\$2,589,704</u>
Project					
No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Total
<b>23</b>	<b>Water System Mapping (GIS) (DIF 123B/C)</b> <b>Description:</b> Provide funding to plan and administer water system growth on a GIS platform. This appropriation brings the total budget to \$828,000. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities & Technology and Communications Elements of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA, however, it qualifies for a Statutory Exemption under §15262 of the CEQA guidelines.  (CIP Account # 860084) Contact: Royce Cunningham, Director of Utilities	\$10,000			\$10,000
<b>24</b>	<b>Water Facilities &amp; Rehab/Upgrade Improvements (DIF 124D)</b> <b>Description:</b> Continuing budget for rehabilitation and upgrades to maintain regulatory requirements and plant operations. This appropriation brings the total budget to \$4,247,035. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA; however, it qualifies as a Class 1 Categorical Exemption under §15301 (d) of CEQA guidelines.  (CIP Account # 860102) Contact: Royce Cunningham, Director of Utilities	\$1,211,473	\$398,231		\$1,609,704



**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Water Utility System**

		Water Facilities Rehab 15202	Water Plant DIF 15211	Water Distribution DIF 15212	Total
Fund Balance			\$18,735,399	\$7,254,822	\$25,990,221
Prior Budget Commitments			(\$18,087,168)	(\$6,880,109)	(\$24,967,277)
Other Budget Commitments					
Other Revenue		\$1,566,760			\$1,566,760
Available Funding for FY 2013/2014		<u>\$1,566,760</u>	<u>\$648,231</u>	<u>\$374,713</u>	<u>\$2,589,704</u>
Project					
No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Total
25	<b>Easterly Shop Expansion (DIF 123E/F)</b>	\$80,000		\$80,000	\$160,000
	<p><b>Description:</b> This additional funding provides for reimbursement of the Water Facilities shared use of the shop facility which was built under the Easterly Expansion Project.</p> <p><b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the Vacaville General Plan.</p> <p><b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. An environmental assessment in support of an Environmental Impact Report is currently under way.</p> <p>CIP Fund#15140 (deposit to superfund)  Contact: Royce Cunningham, Director of Utilities</p>				
26	<b>NBR Plant Upgrade (DIF 122)</b>		\$250,000		\$250,000
	<p><b>Description:</b> This budget provides supplemental funding for deferred and regulatory improvements. This appropriation brings total budget to \$6,323,918.</p> <p><b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the Vacaville General Plan.</p> <p><b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. Further environmental review will occur when the project is more clearly defined.</p> <p>(CIP Account #860048)  Contact: Royce Cunningham, Director of Utilities</p>				

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Water Utility System**

		Water Facilities Rehab 15202	Water Plant DIF 15211	Water Distribution DIF 15212	Total
Fund Balance			\$18,735,399	\$7,254,822	\$25,990,221
Prior Budget Commitments			(\$18,087,168)	(\$6,880,109)	(\$24,967,277)
Other Budget Commitments					
Other Revenue		\$1,566,760			\$1,566,760
Available Funding for FY 2013/2014		<u>\$1,566,760</u>	<u>\$648,231</u>	<u>\$374,713</u>	<u>\$2,589,704</u>
<b>Project</b>					
No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Total
<b>27</b>	<b>Water Meter Replacement Program</b>	\$170,000			\$170,000
	<b>Description:</b> This project provides supplemental funding to continue the replacement of older non-residential direct read meters. This appropriation brings the total budget to \$3,520,000. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the Vacaville General Plan.  <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies as a Class 1 Categorical Exemption under §15301 (d) of CEQA guidelines.  (CIP Account #860075) Contact: Royce Cunningham, Director of Utilities				
<b>28</b>	<b>East Monte Vista Waterline: Horse Creek to Vaca Valley Pkwy (DIF 53C)</b>	\$45,287		\$294,713	\$340,000
	<b>Description:</b> This funding replaces the I-505/I-80 Redevelopment Agency funds removed from the project as a result of the RDA dissolution. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the Vacaville General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. A Notice of Determination was filed with Solano County January 26, 2011 for a Negative Declaration (State Clearinghouse Number: 2010112051)  (CIP Account #860075) Contact: Royce Cunningham, Director of Utilities				

**City of Vacaville**  
**FY 2013-2014 CIP Budget, General Plan Consistency and CEQA Review**  
**Water Utility System**

		Water Facilities Rehab 15202	Water Plant DIF 15211	Water Distribution DIF 15212	Total
Fund Balance			\$18,735,399	\$7,254,822	\$25,990,221
Prior Budget Commitments			(\$18,087,168)	(\$6,880,109)	(\$24,967,277)
Other Budget Commitments					
Other Revenue		\$1,566,760			\$1,566,760
Available Funding for FY 2013/2014		\$1,566,760	\$648,231	\$374,713	\$2,589,704
<hr/>					
Project					
No.	Project Name/Description/General Plan/Environmental Assessment	Budget	Budget	Budget	Total
<b>29</b>	<b>Butcher Reservoir Rehabilitation</b>	\$25,000			\$25,000
	<b>Description:</b> This budget provides partial funding for repairs, maintenance and structural improvements to extend the life of the two Butcher Road steel tank reservoirs. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Class 1 Categorical Exclusion under §15301(d) of the CEQA guidelines.  (CIP Account <b>NEW</b> ) Contact: Royce Cunningham, Director of Utilities				
<b>30</b>	<b>Buck Reservoir Rehabilitation</b>	\$25,000			\$25,000
	<b>Description:</b> This budget provides partial funding for repairs, maintenance and structural improvements to extend the life of the concrete Buck reservoir. <b>General Plan Consistency:</b> This activity is consistent with the Public Facilities Element of the General Plan. <b>Environmental Assessment Status:</b> This activity is a "project" under CEQA. However it qualifies for a Class 1 Categorical Exclusion under §15301(d) of the CEQA guidelines.  (CIP Account <b>NEW</b> ) Contact: Royce Cunningham, Director of Utilities				
Total Budget: Water Utility System		\$1,566,760	\$648,231	\$374,713	\$2,589,704
Difference between estimated funding available and proposed budget		\$0	\$0	\$0	\$0