



FY 2008-09 Adopted Budget



City of Dixon
600 East A Street
Dixon, CA 95620
(707) 678-7000
www.ci.dixon.ca.us

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ELECTED OFFICIALS

Mary Ann Courville, Mayor
Michael Gomez, Vice Mayor (Resigned 9/15/08)
Michael C. Smith, Vice Mayor (Effective 9/23/08)
Steve Alexander, Councilmember
Jack Batchelor, Jr., Councilmember
Victoria Coppes, Councilmember (Appointed 10/07/08)
David Dingman, City Treasurer

EXECUTIVE STAFF

Nancy L. Huston, City Manager*
Janice Beaman, City Clerk
Royce W. Cunningham, City Engineer
Michael F. Dean, City Attorney*
Dave Dowswell, Community Development Director
Mark Heckey, Economic Development Director
Steve Johnson, Human Resources Director
Jeff Matheson, Recreation and Community Services Director
Jeff Matheson, Interim Public Works Director
Frank Moore, Interim Fire Chief (Effective 10/11/08)
Don Mort, Police Chief
Alex Rodriguez, Fire Chief (Resigned 10/10/08)
Sandra R. Sato, Interim Director of Finance & Information Technology

BUDGET STAFF

Nancy L. Huston, City Manager
Sandra Sato, Interim Director of Finance & Information Technology
Karin Helvey, Interim Accounting Manager
Rebecca A. Hendrix, Management Aide
Donna Jacobs, Accounting and Payroll Analyst

CITY WEBSITE ADDRESS

www.ci.dixon.ca.us

***October 2008
2008-2009 Adopted Budget and Financial Plan***

*Appointed by City Council

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Table of contents

Guide to the Document	1
Transmittal Letter (October 2008).....	3
Summary of Funds (October 2008)	7
Future Financial Forecasting (October 2008).....	15
City Profile.....	29
Council Goals / Accomplishments	35
Budget Process / Calendar	41
Budget Practices and Policies	47
City Organization Chart.....	53
Staffing by Fiscal Year	54
Approved Budgets (Summer 2008)	55
General Fund and Sub Funds.....	65
Overview	69
Revenue Summary	75
Expense Summary.....	78
Administration Services Departments.....	
111 - City Council.....	81
112 - City Manager	85
113 - City Clerk	91
114 - Finance	99
115 - Human Resources/Risk Management.....	105
116 - Information Technology	117
118 - City Attorney	121
119 - General Liability Insurance.....	125
Development Services Departments	
131-Economic Development.....	127
132 - Community Development/Planning	133
133 - Building Inspection.....	139
143 - Engineering.....	143
Community Facilities Departments	
150 - Public Works Operations & Maintenance	151
151 - Public Works - Garage.....	157
152 - Public Works - Park Maintenance	163
153 - Public Works - Street Maintenance	171
154 - Public Works - Storm Drain Maintenance.....	177
155 - Public Works - City Building Maintenance.....	183
171 - Recreation	187
172 - Senior Multi Use Center	197
Public Safety Departments	
161 - Police	203
169 - Code Compliance	213
166 - Fire.....	217
Non-Departmental.....	227
Sub Funds.....	229
Redevelopment Agency Funds.....	
Redevelopment Fund 510.....	241
Housing Program Fund 520.....	251

Enterprise Funds.....	257
Sewer O&M Fund 305	258
Sewer Capital Fund 310	267
Sewer Rehabilitation Fund 315.....	269
Transit Fund 350.....	271
Grant Funds	279
Special Revenue Funds.....	295
Capital Improvement Funds.....	301
Special Assessments	331
Lighting and Landscape Districts	333
Special Assessment and Community Facilities Districts	345
Debt Service Funds	359
Appendix	373
Budget Resolutions.....	375
Fiscal Policies	403
Gann/Appropriation Limit	477
Cost Allocation Plan	478
Comparison to other cities	479
Glossary	483

Guide to the Document

A budget serves many purposes. It is the City's annual financing and spending plan, providing a means for allocating resources to meet the needs and desires of the residents of the City. The budget balances City revenues with community priorities and requirements. The annual budget serves as a communications device, a policy document, resource allocation tool, an accountability tool and a management tool. The budget document grants spending authority to City staff, as well as providing the spending plan for the City of Dixon.

Document Organization

Budget Overview

In this section, the City Manager's Transmittal Letter summarizes the budget by outlining major programs in progress, critical issues and challenges for the fiscal year. The budget overview also summarizes the financial components of the City, including revenues and expenditures.

Summary Information

This section of the budget contains summary information about the structure of the City Government. It includes a citywide organization chart, summary financial tables and staffing levels for the budget year.

General Fund and Sub Funds

The accounts of the City are organized on the basis of funds, departments, and account groups. These funds and account groups are organized to segregate and account for restricted resources. Each fund and account group is a separate accounting entity. The General Fund is the primary revenue source for services that include public safety (police and fire), street maintenance, parks and recreation and neighborhood and community services. This section includes the department descriptions and staffing.

Other Funds

The other funds section contains non-general fund sources of revenues. These funds are grouped into Redevelopment, Grants, Special Revenue Funds, Capital Funds, Special Assessments Districts, Debt Service, and Enterprise Funds. Each fund type is described in this section and a financial summary is provided for each.

Budget Process / Calendar / Policies

This section contains budget policies and procedures adopted by the City Council specific to the financial management of the City of Dixon.

MAYOR MARY ANN COURVILLE
VICE MAYOR MICHAEL C. SMITH
COUNCILMEMBER STEVE ALEXANDER



COUNCILMEMBER JACK BATCHELOR, JR.
COUNCILMEMBER VICTORIA COPPES
CITY TREASURER DAVID DINGMAN

November 5, 2008

Honorable Mayor and City Council:

I am pleased to present you with a consolidated budget document for fiscal year 2008-09. During the months of June, July and August 2008 Council considered and approved a total of \$38.5 Million in budgets for the City's (56) funds. Please see chart that illustrates the history of sources and uses for the Dixon City budget from fiscal years 2006-07 to 2008-09. Starting July 1, 2007, the City of Dixon began spending more in expenditures than revenues received and used reserves to balance the budget. Given this historical data and current economic conditions, it is important that you have a complete picture of all of the city revenues and expenditures, so that you can make wise decisions for future budget allocations.

General Fund

Council approved the General Fund budget of \$15.5 million on June 24, 2008. Dixon was fortunate to begin the fiscal year with approximately \$2.6 million in fund balance (or a 17% contingency) for the General Fund. However, this fiscal year will be very challenging. The economy has negatively impacted the City's anticipated revenues and our expenditures remain mostly constant from previous years. If the year continues to prove that sales tax, building permit revenues and property taxes are declining at a high rate, I will be coming back to Council in January 2009 with a series of expenditure cuts to implement that are not included in the approved 2008-09 Budget.

Economically, a significant downturn in the California housing market has slowed the demand and has delayed expected housing development for Dixon for a number of years. Housing values have dropped approximately 30% and there has been an upsurge in foreclosures. There are also signs of a general economic slowdown due to a higher cost of living and rising unemployment.

The State economy is not healthy and it has already taken away \$158,000 in redevelopment funds from Dixon for FY 2008-09 to help balance the State budget. Looking forward, I have not forecasted any future State cuts in this current year or future years; however, the State continues to threaten Dixon's share of property and sales tax revenues due to the recessionary economy.

City of Dixon

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(707) 678-7000 • FAX (707) 678-0960 • TTY (707) 678-1489

Dixon's largest challenge for this 2008-09 budget year is to have enough revenues available to effectively provide the current level of service to the residents and businesses.

A five-year projection of the General Fund Revenues and Expenditures, prepared for your review, forecasts increasing structural deficits by year, where revenues are less than anticipated expenditures. Based on current projections, the City will have to make a permanent one time cut of \$1,663,000 in General Fund expenditures by the end of this fiscal year, to ensure an 8% reserve level for on-going years in the five-year forecast. Council may decide to make a policy decision to change the reserve level, higher or lower, depending upon the regional economic factors. Please reference the Future Financial Forecasting Section of this consolidated budget document for specific details.

Other financial concerns for Dixon in the upcoming year are adequate resources for the sewer, water, and lighting and landscaping funds. Staff is working all three of these areas to address revenues, including rate increases for sewer and water and to reduce operational expenditures wherever possible. Paying for annual debt service payments for Police and Fire buildings, starting July 1, 2009, is another concern. These departments may have to reduce their General Fund appropriations accordingly if another source of funding is not found.

TOTAL CITY BUDGET HISTORY AND BUDGET YEAR				
<u>Sources:</u>	Year	2006/07	2007/08	2008/09
Revenue/Sources				
Taxes		12,360,245	9,638,677	12,533,373
Intergovernmental		4,856,050	5,008,936	2,966,333
Development		3,592,733	1,680,181	1,058,931
Fees/Charges		1,067,342	4,117,375	6,957,048
Other Revenue		8,302,682	8,843,833	4,705,430
<i>Total Revenues</i>		30,179,052	29,289,002	28,221,115
Use/(Increase) of Reserves				
		(555,301)	3,784,311	8,306,207
Total Sources		29,623,751	33,073,313	36,527,322
Transfers In		5,099,677	4,227,248	2,132,377
<i>Total w/Transfers</i>		34,723,429	37,300,561	38,659,699
Expenses/Uses				
Personnel Costs		10,859,762	11,769,656	12,478,175
Other Operations		15,464,508	16,368,470	20,253,239
Projects		250,262	1,013,573	242,356
Debt Service		3,059,232	3,922,432	3,603,552
Total Uses		29,633,763	33,074,131	36,577,322
Transfers Out		5,089,665	4,226,430	2,082,377
<i>Total w/Transfers</i>		34,723,429	37,300,561	38,659,699
General Fund/Subfunds				
Redevelopment		2,444,114	3,396,631	4,351,490
Enterprise		3,694,331	3,641,174	4,358,256
Grants		300,206	460,178	455,240
Special Revenue		530,249	372,911	447,070
Capital Funds		5,503,696	6,253,577	5,933,828
Special Assessment		140,165	177,537	160,476
SpecAssmt/CFD Funds		2,399,279	2,857,407	2,970,640
Debt Service		2,793,531	3,344,462	3,431,815
<i>Total Revenues/Expenses by Fund</i>		34,723,429	37,300,561	38,659,699

Redevelopment

The Dixon Redevelopment Agency has a budget of \$1.8 million for projects and \$2.2 in Housing Set Aside programs. The Redevelopment Agency has identified many other projects and programs that are currently unfunded. Since the approval of the budget document, the State of California has mandated a one-time payment of \$158,000 from the Dixon Redevelopment Agency in FY 2008-09. Also since the adoption of the budget, the Agency was notified that a credit instrument used as a reserve fund for the 1995 Redevelopment Agency Bonds was guaranteed by Lehman Brothers and with the bankruptcy of Lehman Brothers, the City should be prepared to allocate an additional \$330,000 to reestablish this reserve account in FY 2008-09.

Capital Projects

The City has a budget of \$5.9 Million for Capital projects in FY 2008-09. Some of the major projects include 1) \$1,697,000 in the Transit Capital Improvement Fund for a Multi-Modal Center Project; 2) \$515,000 in the Public Works Capital Improvement Fund for a Municipal Service Center Building and; 3) \$1,136,343 for the purchase of an agricultural easement to be added to the Vacaville-Dixon Greenbelt.

Council Priorities/Goals

Council held a work session with its interim city manager in March 2008 and discussed improving the city's technology plan, including the website, updating the city/municipal code, and records retention. Long-term financial planning for the City (rated the highest); public safety services and energy projects were also discussed as priorities.

When I started my employment in Dixon on June 30, 2008, I started with the clear understanding that your two highest priorities were to address the City's financial situation and to focus our efforts on the Cease and Desist Order from the Regional Water Control Board. This consolidated budget is the first step in developing a long-term financial plan for the City. The City now has a clear set of requirements to follow from the Regional Water Control Board by the new order issued on September 11, 2008. The City has also been fortunate to have a group of dedicated residents participating in a Waste Water Committee for over a year to assist our staff in the planning efforts to improve the infrastructure for the sewer plant.

In January 2009, I will bring you an updated General Fund budget forecast that includes the latest sales tax quarterly data from the months of July, August and September 2008. At that time, I will present a plan to balance the city budget revenues and expenditures with an 8% percent reserve level. I will continue to work on the internal systems that will improve the timing and accuracy of financial information, to ensure that you will have the necessary information to make informed decisions in the future.

In conclusion, I would like to personally thank the Interim Finance and Technology Director, Sandra Sato, for her efforts to develop this consolidated budget document. Sandra was hired on January 28, 2008 after a vacancy in the Director's position and she was tasked to put together a budget document with a very short timeframe.

I would also like to thank the following employees who worked on the budget: Rebecca Hendrix, Donna Jacobs, and Karin Helvey of the Finance Department.

Respectfully submitted,



Nancy L. Huston
City Manager

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**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09
as of October 31, 2008**

	GENERAL FUND AND SUB FUNDS								Total
	General Fund	Council Discretionary	Recreation	Performing Arts	Planning	Vacaville/ Dixon Greenbelt Authority	Equip. Repl. Reserve	Bldg. Reserve	
	100	102	103	104	190	810	820	830	
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES									
Beginning Fund Balance - July 2007	2,948,729	250,625	44,322	-	286,632	88,240	1,972,098	198,603	5,789,249
Estimated Revenue & Transfers	15,932,918	262,365	95,659	26,744	123,931	1,416	415,597	8,050	16,866,680
Estimated Expenditures	16,187,281	299,980	98,089	34,826	31,288	-	134,520	10,700	16,796,684
Ending Fund Balance - June 30, 2008	<u>2,694,366</u>	<u>213,010</u>	<u>41,892</u>	<u>(8,082)</u>	<u>379,275</u>	<u>89,656</u>	<u>2,253,175</u>	<u>195,953</u>	<u>5,859,245</u>
17.29% General Fund Reserve (The calculation excludes \$606,427 in Transfers)									
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS									
Beginning Fund Balance - July 2008 Add Interfund Loans	2,694,366	213,010	41,892	(8,082)	379,275	89,656	2,253,175	195,953	5,859,245
Estimated Revenue & Transfers	14,233,972	10,200	86,100	35,000	392,560	3,500	80,000	8,500	14,849,832
Total Projected Available Resources	16,928,338	223,210	127,992	26,918	771,835	93,156	2,333,175	204,453	20,709,077
Proposed Appropriations Less Create Reserve Fund for 1995 Bonds	15,677,154	86,000	83,354	46,002	446,437	500	156,737	54,700	16,550,884
Ending Fund Balance - June 30, 2009	<u>1,251,184</u>	<u>137,210</u>	<u>44,638</u>	<u>(19,084)</u>	<u>325,398</u>	<u>92,656</u>	<u>2,176,438</u>	<u>149,753</u>	<u>4,158,193</u>
8.00% General Fund Reserve*									
Fund Balance Variance: June 30, 2008 to June 30, 2009	-53.56%							Percent Increase/Decrease(-)	-29.03%

*Note: The General Fund Reserve calculation does not include transfers (\$31,990); The calculation is as follows:
Ending Fund Balance - \$1,251,184 divided by \$15,645,164 (Proposed Appropriations \$15,677,154 - Transfers \$31,990) = 8.00%

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09
as of October 31, 2008**

	REDEVELOPMENT			ENTERPRISE FUNDS				
	RDA	Housing	Total	Transit	Wastewater O&M, CIP, Rehab			Total
	510	520	Total	350	305 ⁽¹⁾	310	315	Total
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES								
Beginning Fund Balance - July 2007	1,033,491	2,266,376	3,299,867	27,257	916,544	2,145,660	234,897	3,324,358
Estimated Revenue & Transfers	1,944,373	563,518	2,507,891	666,930	1,473,441	495,988	355,919	2,992,278
Estimated Expenditures	2,550,103	846,528	3,396,631	716,072	2,088,601	711,045	125,457	3,641,175
Ending Fund Balance - June 30, 2008	<u>427,761</u>	<u>1,983,366</u>	<u>2,411,127</u>	<u>(21,885)</u>	<u>301,384</u>	<u>1,930,603</u>	<u>465,359</u>	<u>2,675,461</u>
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS								
Beginning Fund Balance - July 2008	427,761	1,983,366	2,411,127	(21,885)	301,384	1,930,603	465,359	2,675,461
Add Interfund Loans	100,000 ⁽²⁾	(100,000)						
Estimated Revenue & Transfers	1,905,231	606,705	2,511,936	689,225	1,654,397	60,000	268,303	2,671,925
Total Projected Available Resources	2,432,992	2,490,071	4,923,063	667,340	1,955,781	1,990,603	733,662	5,347,386
Proposed Appropriations	2,056,035	2,295,455	4,351,490	667,340	1,884,078	1,093,342	713,496	4,358,256
Less Create Reserve Fund for 1995 Bonds	330,000		330,000					
Ending Fund Balance - June 30, 2009	<u>46,957</u> ⁽³⁾	<u>194,616</u>	<u>241,573</u>	<u>-</u>	<u>71,703</u>	<u>897,261</u>	<u>20,166</u>	<u>989,130</u>

**Fund Balance Variance:
June 30, 2008 to June 30, 2009**

Percent Increase/Decrease(-) -89.98% -100.00% -63.03%

⁽¹⁾2008-09 Budgeted Revenues were overstated by approximately \$200,000. The original estimate was based on the 2007-08 Revenues that included a four month rate increase that was later overturned.

⁽²⁾ Staff is currently reviewing RDA law to see if this loan is acceptable, given the term limit of incurring debt to RDA after 2006.

⁽³⁾As of Oct 31, 2008; balance now projected to be \$46,957 due to state cuts and reserve fund set up.

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09
as of October 31, 2008**

	GRANTS							SPECIAL REVENUE FUNDS				
	<i>CDBG Home Loan*</i>	<i>CDBG Rehab</i>	<i>Used Oil Grant</i>	<i>Police Grants</i>	<i>CDBG</i>	<i>CDBG PTA Grant</i>	Total	<i>Gas Tax</i>	<i>Traffic Safety</i>	<i>Asset Forfeiture</i>	<i>Taxi Service</i>	Total
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES												
Beginning Fund Balance - July 2007	-	-	14	135,213	410,400	-	545,627	116,556	33,914	2,005	4,546	157,021
Estimated Revenue & Transfers	101,159	-	5,001	69,789	72,146	61,640	309,735	328,790	38,885	79	180	367,934
Estimated Expenditures	100,017	-	6,537	110,530	174,507	68,587	460,178	309,085	62,955	-	871	372,911
Ending Fund Balance - June 30, 2008	<u>1,142</u>	<u>-</u>	<u>(1,522)</u>	<u>94,472</u>	<u>308,039</u>	<u>(6,947)</u>	<u>395,184</u>	<u>136,261</u>	<u>9,844</u>	<u>2,084</u>	<u>3,855</u>	<u>152,044</u>
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS												
Beginning Fund Balance - July 2008 Add Interfund Loans	1,142	-	(1,522)	94,472	308,039	(6,947)	395,184	136,261	9,844	2,084	3,855	152,044
Estimated Revenue & Transfers	25,000	55,000	5,010	92,500	70,000	22,360	269,870	358,000	39,000	55	31,400	428,455
Total Projected Available Resources	26,142	55,000	3,488	186,972	378,039	15,413	665,054	494,261	48,844	2,139	35,255	580,499
Proposed Appropriations Less Create Reserve Fund for 1995 Bonds	17,000	55,000	3,488	115,339	249,000	15,413	455,240	369,380	46,490	-	31,200	447,070
Ending Fund Balance - June 30, 2009	<u>9,142</u>	<u>-</u>	<u>-</u>	<u>71,633</u>	<u>129,039</u>	<u>-</u>	<u>209,814</u>	<u>124,881</u>	<u>2,354</u>	<u>2,139</u>	<u>4,055</u>	<u>133,429</u>
Fund Balance Variance: June 30, 2008 to June 30, 2009												
							-46.91%					-12.24%

*Community Development Block Grant

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09
as of October 31, 2008**

CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

	<i>CIP</i>	<i>IP/ED</i>	<i>Comm. Dev</i>	<i>Fire</i>	<i>Police</i>	<i>City Facilities</i>	<i>Public Works</i>	<i>Storm Drainage</i>	<i>Trans portation</i>	<i>Transit</i>	<i>Recreation</i>	<i>Ag. Land Mitigation</i>	Total
	400	402	404	410	420	430	440	450	460	470	480	490	
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES													
Beginning Fund Balance - July 2007	259,767	194,225	1,157,580	499	205,682	360,371	761,098	217,298 1,075,000 <i>See *Note</i>	2,015,045 (1,275,000)	1,650,893	2,281,239	(9,383)	9,094,314 (200,000)
Estimated Revenue & Transfers	31,849	6,888	45,784	322,201	35,777	31,856	173,112	105,383	1,918,615	184,413	121,558	1,145,690	4,123,126
Estimated Expenditures	52,414	192,135	-	244,000	222,369	77,056	76,319	1,075,196	823,592	1,425,608	2,064,888	-	6,253,577
Ending Fund Balance - June 30, 2008	<u>239,202</u>	<u>8,978</u>	<u>1,203,364</u>	<u>78,700</u>	<u>19,090</u>	<u>315,171</u>	<u>857,891</u>	<u>322,485</u>	<u>1,835,068</u>	<u>409,698</u>	<u>337,909</u>	<u>1,136,307</u>	<u>6,763,863</u>
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS													
Beginning Fund Balance - July 2008 Add Interfund Loans	239,202	8,978	1,203,364	78,700	19,090	315,171	857,891	322,485	1,835,068	409,698	337,909	1,136,307	6,763,863
Estimated Revenue & Transfers	40,000	-	51,000	160,000	122,000	21,000	24,825	10,706	1,130,000	1,742,000	15,000	6,000	3,322,531
Total Projected Available Resources	279,202	8,978	1,254,364	238,700	141,090	336,171	882,716	333,191	2,965,068	2,151,698	352,909	1,142,307	10,086,394
Proposed Appropriations Less Create Reserve Fund for 1995 Bonds	50,000	6,340	-	230,000	115,000	101,145	551,000	292,000	1,725,000	1,727,000	-	1,136,343	5,933,828
Ending Fund Balance - June 30, 2009	<u>229,202</u>	<u>2,638</u>	<u>1,254,364</u>	<u>8,700</u>	<u>26,090</u>	<u>235,026</u>	<u>331,716</u>	<u>41,191</u>	<u>1,240,068</u>	<u>424,698</u>	<u>352,909</u>	<u>5,964</u>	<u>4,152,566</u>

**Fund Balance Variance:
June 30, 2008 to June 30, 2009**

Percent Increase/Decrease(-) -38.61%

*Note: Add Fund balance of Inter fund loan of 6/30/08. Interest on the \$1,275,000 loan can not be paid as there is not enough funding to pay in FY2008-09; therefore approximately \$55,000 will be added to the loan amount.

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09
as of October 31, 2008**

SPECIAL ASSESSMENTS - LIGHTING AND LANDSCAPING DISTRICTS FUNDS

	<i>L&L Zone 1</i>	<i>L&L Zone 2</i>	<i>L&L Zone 3</i>	<i>L&L Zone 4</i>	<i>L&L Zone 5</i>	<i>L&L Zone 6</i>	<i>L&L Zone 7</i>	<i>L&L Zone 8</i>	<i>L&L Zone 9</i>	<i>L&L Zone 10</i>	Total
	601	602	603	604	605	606	607	608	609	610	Total
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES											
Beginning Fund Balance - July 2007	(21,421)	(91,867)	958	(30,542)	(11,212)	(8,700)	(66,494)	2,054	19,005	53,587	(154,632)
Estimated Revenue & Transfers	2,155	19,201	3,709	9,881	8,738	3,461	45,909	4,298	14,300	50,597	162,249
Estimated Expenditures	1,945	23,053	3,381	17,464	9,801	3,701	65,436	3,458	7,066	42,232	177,537
Ending Fund Balance - June 30, 2008	<u>(21,211)</u>	<u>(95,719)</u>	<u>1,286</u>	<u>(38,125)</u>	<u>(12,275)</u>	<u>(8,940)</u>	<u>(86,021)</u>	<u>2,894</u>	<u>26,239</u>	<u>61,952</u>	<u>(169,920)</u>
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS											
Beginning Fund Balance - July 2008 Add Interfund Loans	(21,211)	(95,719)	1,286	(38,125)	(12,275)	(8,940)	(86,021)	2,894	26,239	61,952	(169,920)
Estimated Revenue & Transfers	2,155	19,201	3,712	9,882	8,735	3,463	45,301	4,244	14,200	51,283	162,176
Total Projected Available Resources	(19,056)	(76,518)	4,998	(28,243)	(3,540)	(5,477)	(40,720)	7,138	40,439	113,235	(7,744)
Proposed Appropriations Less Create Reserve Fund for 1995 Bonds	2,155	19,201	3,712	9,882	8,735	3,463	45,301	4,244	13,500	50,283	160,476
Ending Fund Balance - June 30, 2009	<u>(21,211)</u>	<u>(95,719)</u>	<u>1,286</u>	<u>(38,125)</u>	<u>(12,275)</u>	<u>(8,940)</u>	<u>(86,021)</u>	<u>2,894</u>	<u>26,939</u>	<u>62,952</u>	<u>(168,220)</u>
Fund Balance Variance: June 30, 2008 to June 30, 2009											
											Percent Increase/Decrease(-)
											-1.00%

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09
as of October 31, 2008**

	SPECIAL ASSESSMENT AND CFD* FUNDS					DEBT SERVICE FUNDS							GRAND TOTAL ALL FUNDS	
	Valley Glenn CFD	Pond C / Lateral Two CFD	West A	N.First Street	Total	City Hall	DPIC	DPFA Police	DPFA Sewer COPS	DPFA Fire	Assmt. District	Total		
	651	655	710	720	Total	210	240	250	260	270	280	Total		
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES														
Beginning Fund Balance - July 2007	291,285	-	390,879	1,837,009	2,519,173	555,275	28,929	70,434	318	64,702	382,604	1,102,262	25,477,239	
Estimated Revenue & Transfers	158,523	-	728,730	1,843,478	2,730,731	22,002	52,442	195,861	191,555	254,319	2,739,445	3,455,624	33,516,248	
Estimated Expenditures	147,335	-	617,823	2,092,248	2,857,406	196,031	52,395	190,899	192,977	247,739	2,464,421	3,344,462	37,300,561	
Ending Fund Balance - June 30, 2008	<u>302,473</u>	<u>-</u>	<u>501,786</u>	<u>1,588,239</u>	<u>2,392,498</u>	<u>381,246</u>	<u>28,976</u>	<u>75,396</u>	<u>(1,104)</u>	<u>71,282</u>	<u>657,628</u>	<u>1,213,424</u>	<u>21,692,926</u>	
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS														
Beginning Fund Balance - July 2008 Add Interfund Loans	302,473	-	501,786	1,588,239	2,392,498	381,246	28,976	75,396	(1,104)	71,282	657,628	1,213,424	21,692,926	
Estimated Revenue & Transfers	207,000	19,460	709,074	1,813,498	2,749,032	20,000	51,145	123,000	195,636	239,500	2,758,454	3,387,735	30,353,492	
Total Projected Available Resources	509,473	19,460	1,210,860	3,401,737	5,141,530	401,246	80,121	198,396	194,532	310,782	3,416,082	4,601,159	52,046,418	
Proposed Appropriations	234,886	19,460	760,529	1,955,765	2,970,640	239,000	51,145	195,785	194,136	248,420	2,503,329	3,431,815	38,659,699	
Less Create Reserve Fund for 1995 Bonds					-								330,000	
Ending Fund Balance - June 30, 2009	<u>274,587</u>	<u>-</u>	<u>450,331</u>	<u>1,445,972</u>	<u>2,170,890</u>	<u>162,246</u>	<u>28,976</u>	<u>2,611</u>	<u>396</u>	<u>62,362</u>	<u>912,753</u>	<u>1,169,344</u>	<u>13,056,719</u>	
Fund Balance Variance: June 30, 2008 to June 30, 2009					-9.26%								-3.63%	-39.81%

*CFD - Community Facility District

SUMMARY OF REVENUES FY 2006/07 TO FY 2008/09

AS OF OCTOBER 31, 2008

Year	Fund		Taxes	Intergovern	Devlpmt	Fees/Charges	Other Revenue	Transfers in	Total
2006/07	General Fund/Subfunds	R e v e n u e s / S o u r c e s	(7,933,797)	(3,217,260)	(2,010,532)	(986,066)	(2,112,024)	(1,765,059)	(18,024,738)
	Redevelopment		(2,169,628)				(290,980)	(25,000)	(2,485,608)
	Enterprise			(618,942)	(2,047,964)	(81,276)	(391,123)	(290,005)	(3,429,310)
	Grants			(136,830)			(288,232)	(30,202)	(455,264)
	Special Revenue			(517,265)	(55,036)		(18,834)		(591,135)
	Capital Funds			(365,753)	520,799		(2,106,260)	(2,504,363)	(4,455,577)
	Special Assessment						(142,433)		(142,433)
	SpecAssmt/CFD Funds						(2,738,104)		(2,738,104)
	Debt Service			(2,256,820)			(214,692)	(485,048)	(2,956,560)
	Total		(12,360,245)	(4,856,050)	(3,592,733)	(1,067,342)	(8,302,682)	(5,099,677)	(35,278,729)
2007/08	General Fund/Subfunds	R e v e n u e s / S o u r c e s	(7,288,351)	(3,223,866)	(1,050,156)	(1,548,085)	(2,126,348)	(1,629,874)	(16,866,680)
	Redevelopment		(2,350,326)				(132,565)	(25,000)	(2,507,891)
	Enterprise			(666,331)	(409,541)	(1,383,145)	(179,388)	(353,875)	(2,992,280)
	Grants			(113,010)			(148,850)	(47,874)	(309,734)
	Special Revenue			(357,959)			(9,976)		(367,935)
	Capital Funds			(647,770)	(220,484)	(1,186,145)	(591,074)	(1,477,653)	(4,123,126)
	Special Assessment						(144,402)	(17,847)	(162,249)
	SpecAssmt/CFD Funds						(2,730,730)		(2,730,730)
	Debt Service						(2,780,500)	(675,125)	(3,455,625)
	Total		(9,638,677)	(5,008,936)	(1,680,181)	(4,117,375)	(8,843,833)	(4,227,248)	(33,516,250)
2008/09	General Fund/Subfunds	R e v e n u e s / S o u r c e s	(7,541,392)	(1,233,405)	(948,931)	(3,185,848)	(965,510)	(974,746)	(14,849,832)
	Redevelopment		(2,333,527)				(153,409)	(25,000)	(2,511,936)
	Enterprise			(1,611,397)	(110,000)	(579,000)	(128,225)	(243,303)	(2,671,925)
	Grants					(90,000)	(179,870)		(269,870)
	Special Revenue			(38,000)		(387,200)	(3,255)		(428,455)
	Capital Funds			(83,531)		(2,715,000)	(244,000)	(280,000)	(3,322,531)
	Special Assessment						(144,329)	(17,847)	(162,176)
	SpecAssmt/CFD Funds						(2,749,032)		(2,749,032)
	Debt Service			(2,658,454)			(137,800)	(591,481)	(3,387,735)
	Total		(12,533,373)	(2,966,333)	(1,058,931)	(6,957,048)	(4,705,430)	(2,132,377)	(30,353,492)

SUMMARY OF EXPENDITURES
FY 2006/07 TO FY 2008/09
AS OF OCTOBER 31, 2008

Year	Fund	Personnel Costs	Othr Ops	Projects	Debt Service	Transfers out	Total
2006/07	General Fund/Subfunds	10,859,762	4,081,947	154,300	302,051	1,519,799	16,917,859
	Redevelopment		1,267,698		213,680	962,736	2,444,114
	Enterprise		3,213,126		109,001	372,204	3,694,331
	Grants		300,206			0	300,206
	Special Revenue		113,751			416,498	530,249
	Capital Funds		3,707,122	95,962		1,700,612	5,503,696
	Special Assessment		140,165				140,165
	SpecAssmt/CFD Funds		1,156,499			1,221,820	2,399,279
	Debt Service		1,483,994		1,212,680	96,856	2,793,531
	Total	10,859,762	15,464,508	250,262	3,059,232	5,089,665	34,723,429
2007/08	General Fund/Subfunds	10,785,744	4,318,479	935,349		757,112	16,796,684
	Redevelopment		2,770,462		115,000	511,169	3,396,631
	Enterprise	983,912	1,706,646		433,021	517,595	3,641,174
	Grants		374,539			85,639	460,178
	Special Revenue		49,041			323,870	372,911
	Capital Funds		4,355,648	78,224		1,819,504	6,253,376
	Special Assessment		177,537				177,537
	SpecAssmt/CFD Funds		1,337,486			1,504,411	2,857,407
	Debt Service		1,278,632		1,870,000	196,031	3,344,663
	Total	11,769,656	16,368,470	1,013,573	3,922,432	4,226,430	37,300,561
2008/09	General Fund/Subfunds	12,478,175	3,623,926	205,356		243,427	16,550,884
	Redevelopment		3,810,230		213,160	328,100	4,351,490
	Enterprise		3,894,611			463,645	4,358,256
	Grants		455,240			0	455,240
	Special Revenue		46,520			400,550	447,070
	Capital Funds		4,364,340	37,000	1,136,343	396,145	5,933,828
	Special Assessment		160,476				160,476
	SpecAssmt/CFD Funds		1,885,676			1,073,454	2,970,640
	Debt Service		2,012,220		1,180,595	239,000	3,431,815
	Total	12,478,175	20,253,239	242,356	3,603,552	2,082,377	38,659,699

Future Financial Forecasting

The City of Dixon has been focusing on the financial well being of the community, and in doing so has completed a five-year forecast for the City's General Fund and the Redevelopment Agency Tax Increment Fund.

The purpose of a long-term forecast is to provide a long-term view of the revenues and expenditures for the funds listed above. The two (2) funds listed provide the services that have the most impact on the citizens of the City of Dixon. The information provided in this section of the budget will enable City Council to evaluate the impact of policy choices on the long-term fiscal health of the City.

The City Council can change the City's long-term financial outlook based upon actions taken or policies enacted. The five-year forecast will enable the City Council to act more strategically and to understand the impact of its decisions.

The City Council is often faced with making decisions that have long-term fiscal impacts. These decisions include but are not limited to the following:

- Long-term consequences of employee pay and benefit policies
- Long-term financial responsibilities for increased City maintained Lighting and Landscaping districts
- Financial implications of growth policies adopted by the City Council
- Long-term consequences of sewer rate levels

Forecasting Assumptions – (October 31, 2008)

General Fund Assumptions:

Revenues

After decreasing the Property Tax estimate by 6.05% for the decreased assessed valuations for FY 2008-09 finalized by the County in October 2008, property taxes in later years will increase by 2% per year. The estimate includes a reduction of \$65,000 for Property Tax Administration Fees in FY 2008-09.

In October 2008, Sales Tax estimates were adjusted downward by 6.68% for FY 2008-09 after a detailed evaluation of the sales tax base provided by HDL, the City's sales tax consultant. Thereafter growth at 3% per year is projected.

The October 2008 estimate of sales taxes includes a deduction of \$282,000 for KBI Sales Taxes. KBI has notified staff that they will no longer use the Purchasing Corporation arrangement due to a change in their business plan. Another \$40,000 adjustment has been made to reflect an anticipated drop in sales of large purchases, such as vehicles or farm equipment.

Motor Vehicle In Lieu of taxes are projected to grow at 2% per year based upon the updated FY 2008-09 budget estimate which was adjusted downward by \$32,361 due to the decrease in property tax growth which the in lieu of portion is based upon. Franchise Fees were adjusted upward by \$28,350 due to a 13.8% increase in solid waste rates, which will result in an additional \$10,000 increase in FY 2009-10 when the higher rates are implemented for a full year. Thereafter a 2% increase is projected.

The Transient Occupancy Tax estimate was revised to 80% of the prior year due to current economic conditions. In FY 2009-10, a \$20,000 increase was projected due to the opening of a new motel. Another \$20,000 is projected for the following year when the new motel is planned to operate. Thereafter a 2% increase is projected.

Administration Fees are projected to increase at 2% per year based upon the FY 2008-09-budget estimate. The forecast for these fees in FY2008-09 could be further reduced by \$250,000 if the first quarter trends continue into the second quarter. Charges for Services, which include development related fees, are estimated to increase by 3% per year based upon the FY 2008-09-budget estimate. In addition, \$100,000 will be added in FY 2010-11, \$200,000 in FY 2011-12, and \$300,000 in FY 2012-13 for building permits to reflect increased development activity.

The estimate for Grants in FY 2008-09 was revised upward in October 2008 with the confirmation that the City would receive a Police Grant for one year. It is not known if the grant will continue and the projection in future years will reflect only \$53,580.

Interest income was revised downward in October 2008 to reflect a lower fund balance. The projection has been decreased by 50% in future years to reflect a further decline in fund balance and an expected decrease in interest rates. The estimate for Transfers was revised in October 2008 and is projected to increase by 3% per year thereafter. The

estimate for All Other Revenues, was revised upward in October 2008 to reflect one-time revenues for reimbursements due to the City for legal fees, and is estimated to be a flat amount of \$279,005 per year thereafter.

Expenditures

The estimate for Salary/Benefits was revised to reflect the most current information available as of October 2008. The FY 2009-10 estimate is based upon the already agreed upon MOU increases. Thereafter a 1% per year increase is projected to cover step increases. The estimate for Transfers was reduced to \$31,990 the amount of the City's contribution to Lighting and Landscaping District operations. This is not expected to change in future years and the level of activity will be adjusted to reflect this level of support. All other expenditures will increase by a 2% inflationary factor per year.

Redevelopment Agency Tax Increment Fund Assumptions

Revenues

Property Tax Increment is projected to increase by 2% per year. In October 2008, the Interest Income estimate was revised downward to \$10,000 for FY 2008-09 due to the falling fund balance and an expected decline in interest rates. In FY2009-10, interest was halved again with a 2% increase thereafter. All Other revenues are projected to increase by 2% per year.

Expenditures

Operating expenditures are projected to increase by 2% per year. Debt Service expenditures are projected based upon the amortization schedule, plus an additional \$2,500 for trustee expenses. Community Promotions and Sidewalks are expected to be flat at \$60,000 per year each.

Various projects are projected at current estimated cost. Transfers are projected to increase by 3% per year. Added to the October 2008 revised estimate, is a legislated State take-away of \$158,815 and a draw on the fund balance of \$330,000 to create a Reserve Fund, required due to the bankruptcy of Lehman Brothers.

CITY OF DIXON GENERAL FUND FIVE YEAR PROJECTION (Snapshot as of October 31, 2008)
FY 2008-09 ADOPTED BUDGET
As of October 31, 2008

Description	Actual (1) 2007-08 (10-08)	Adopted 2008-09	Revised Projected 2008-09 (Oct 08)	Projected (2) 2009-10	Projected 2010-11	Projected 2011-12	Projected 2012-13
Property Taxes	3,170,316	3,236,392	3,040,584	3,131,396	3,194,024	3,257,904	3,323,062
Sales Taxes	5,429,745	5,640,000	5,275,000	5,433,250	5,596,248	5,764,135	5,937,059
Motor Vehicle In Lieu Taxes	1,469,058	1,485,200	1,452,839	1,481,896	1,511,534	1,541,764	1,572,600
Franchise Fees	471,827	477,400	505,750	515,865	526,182	536,706	547,440
Transient Occupancy Taxes	243,285	228,000	195,000	215,000	235,000	239,700	244,494
All Other Taxes	190,420	179,000	179,000	182,580	186,232	189,956	193,755
Admin Fees (4)	1,807,497	1,126,266	1,126,266	1,148,791	1,171,767	1,195,202	1,219,107
Charges for Services & Permits/Fees (3)	1,685,740	1,066,156	1,015,724	1,046,196	1,177,582	1,412,909	1,755,296
Grants	201,608	53,580	128,580	53,580	53,580	53,580	53,580
Interest Income	61,788	80,000	34,000	17,000	17,000	17,000	17,000
All Other Revenues	160,340	277,202	401,238	279,005	279,005	279,005	279,005
Total Revenues	14,891,624	13,849,196	13,353,981	13,504,559	13,948,152	14,487,862	15,142,398
Transfers-In	1,041,294	840,382	879,991	906,391	933,582	961,590	990,438
Total Revenues & Transfers	15,932,918	14,689,578	14,233,972	14,410,949	14,881,735	15,449,452	16,132,836
Expenditures							
Salary/Benefits	11,670,062	12,337,428	12,448,759	12,874,625	13,003,371	13,133,405	13,264,739
Operating Expenses	3,703,048	2,984,899	3,069,049	3,130,430	3,193,039	3,256,899	3,322,037
Capital	169,998	127,356	127,356	129,903	132,501	135,151	137,854
Transfers	606,427	81,990	31,990	31,990	31,990	31,990	31,990
Total Expenditures & Transfers	16,149,535	15,531,673	15,677,154	16,166,948	16,360,901	16,557,446	16,756,621
Add encumbrances carried over FY2008-09	37,746	n/a	n/a	n/a	n/a	n/a	n/a
Total Expenditures & Transfers	16,187,281	15,531,673	15,677,154	16,166,948	16,360,901	16,557,446	16,756,621
One time cut**				(1,663,000)	(1,663,000)	(1,663,000)	(1,663,000)
Net Total Expenditures with Cut				14,503,948	14,697,901	14,894,446	15,093,621
Variance Revenues vs Expenditures	(254,363)	(842,095)	(1,443,182)	(92,999)	183,834	555,006	1,039,215
Beginning Fund Balance	2,948,729	2,694,366	2,694,366	1,251,184	1,158,185	1,342,019	1,897,025
Ending Fund Balance	2,694,366	1,852,271	1,251,184	1,158,185	1,342,019	1,897,025	2,936,241
Ending Reserve (Excludes Transfers)	17.29%	11.99%	8.00%	8.00%	9.15%	12.76%	19.49%

(1) Unaudited actual as of October 31, 2008

(2) A one time permanent cut of \$1,663,000 by the end of 2008-09 is needed to bring the General Fund into balance with a minimum 8% reserve at the end of the year.

(3) The estimates for new development are very conservative and do not consider any additional growth, except for \$100,000 (FY 2010-11), \$200,000 (FY 2011-12) & \$300,000 (FY 2012-13) to be added to the Charges for Services for Building Permits which are expected to increase in the last three years of this projection.

(4) The forecast for Admin Fees in FY 2008-09 could be further reduced by \$250,000 if the first quarter trend continues into the second quarter.

**CITY COUNCIL APPROVED WITH UPDATES
CITY OF DIXON GENERAL FUND
Revised Projection 10-31-08
Funds 100 and 101**

SUMMARY OF FY2007-08 ACTUAL PROJECTED RESOURCES AND APPROPRIATIONS AS OF OCTOBER 31, 2008

BEGINNING FUND BALANCE JULY 2007	2,393,562	2,948,729	2,948,729	-
MANAGER PROPOSED FY2007-08	Budget As Amended	Projected 6-08 Adopted Budget	Actual 10-31-08 Unaudited	Variance from 6-08 Adopted Budget
ESTIMATED REVENUE	14,088,096	14,596,967	15,048,354	451,387
TRANSFERS IN	1,107,819	981,694	884,564	(97,130)
ESTIMATED REVENUE AND TRANSFERS	15,195,915	15,578,661	15,932,918	354,257
TOTAL ESTIMATED AVAILABLE RESOURCES	17,589,477	18,527,390	18,881,647	354,257
ESTIMATED EXPENDITURES	15,634,701	15,150,783	15,580,854	430,071
TRANSFER TO EQUIPMENT REPLACEMENT	338,580	338,580	338,580	-
TRANSFER TO COUNCIL DISCRETIONARY FUNDS	441,400	300,000	250,000	(50,000)
TRANSFER TO LIGHTING AND LANDSCAPING DISTRICTS	34,847	34,847	17,847	(17,000)
TOTAL EXPENDITURES/TRANSFERS	16,449,528	15,824,210	16,187,281	363,071
ESTIMATED FUND BALANCE JUNE 2008	1,139,949	2,703,180	2,694,366	(8,814)

SUMMARY OF FY 2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2008	2,694,366
REVISED PROJECTION FY2008-09 (10-31-08)	
ESTIMATED REVENUE (includes Police Grant of \$75,000)	13,353,981
TRANSFERS IN	879,991
ESTIMATED REVENUE AND TRANSFERS	14,233,972
TOTAL ESTIMATED AVAILABLE RESOURCES	16,928,338
TOTAL APPROPRIATIONS	15,449,683
Plus New Expenses as of October 2008	
Special Election Costs - City Clerk	77,650
Police MOU	73,520
Fire MOU (Estimate)	21,200
League Dues - City Council	6,500
Increase Budget for Interim City Manager overlap & final pay	22,600
Admin Leave Cash-Out Savings Vacant Positions	(5,989)
Revised Estimate Expenditures October 2008	15,645,164
TRANSFER TO EQUIPMENT REPLACEMENT	-
TRANSFER TO COUNCIL DISCRETIONARY FUND 102 (KBI)	-
TRANSFER TO LIGHTING AND LANDSCAPING DISTRICTS	31,990
TOTAL APPROPRIATIONS/TRANSFERS	15,677,154
ESTIMATED FUND BALANCE JUNE 2009	1,251,184
Contingency %	8.00%

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CITY OF DIXON
GENERAL FUND REVENUE
FY2008-09 Revised Projections (October 31, 2008)

ACTUAL REVENUES FY 2004-05 THROUGH 2007-08
AND
REVISED ESTIMATES OF REVENUES FOR FY2008-09

REVENUE DESCRIPTION	ACTUAL REVENUE 2004-05	ACTUAL REVENUE 2005-06	ACTUAL REVENUE 2006-07	Unaudited ACTUAL 6/30/2008 (10-08)	ADOPTED BUDGET 2008-09	10-08 Revised ESTIMATE June 30, 2009	Variance Adopted Budget
HOMEOWNER'S EXEMPTION	37,514	39,263	38,892	37,650	36,647	36,584	(63)
SECURED PROPERTY TAXES	2,035,614	2,419,111	2,698,731	2,884,102	2,961,300	2,840,936	(120,364)
SUPPLEMENTAL TAXES	235,746	334,862	224,549	129,001	122,656	52,434	(70,222)
UNSECURED PROPERTY TAXES	47,344	72,659	92,561	119,563	115,789	110,630	(5,159)
PROPERTY TRANSFER TAX	192,213	123,439	110,605	37,177	25,000	25,000	-
MOTOR VEH SEC 1005.4	-	-	13,695	-	-	-	-
MOTOR VEHICLE IN-LIEU TAX	382,552	105,247	95,090	78,358	94,500	78,358	(16,142)
VLF/ERAF SWAP	642,360	927,299	1,258,220	1,390,700	1,390,700	1,374,481	(16,219)
SALES & USE TAX	3,186,565	3,752,053	4,768,458	4,080,859	4,280,000	3,811,301	(468,699)
SALES TAX IN LIEU ("Triple Flip")	888,428	915,814	1,445,185	1,348,886	1,360,000	1,463,699	103,699
SALES TAX - PUBLIC SAFETY	69,199	74,106	74,029	74,409	79,000	79,000	-
BUSINESS LICENSES	76,110	87,195	77,494	78,834	75,000	75,000	-
FRANCHISE TAX - CABLE T.V.	75,113	76,138	95,042	76,870	78,000	78,000	-
FRANCHISE TAX - P G & E	114,594	118,594	132,868	129,163	131,750	131,750	-
FRANCHISE TAX - REFUSE	215,173	242,443	263,965	265,794	267,650	296,000	28,350
Sewer In-Lieu Charges	255,644	-	-	-	-	-	-
TRANSIENT OCCUP. MOTEL TAX	191,856	225,111	265,824	243,285	228,000	195,000	(33,000)
ADMINISTRATION FEES	49,518	48,833	8,799	25,553	22,325	22,325	-
ADMIN FEES - CITY MANAGEMENT	363,800	627,115	630,431	1,149,746	579,547	579,547	-
ADMIN FEES - FINANCE	-	73,249	74,790	4,082	78,529	78,529	-
ADMIN FEES -- PW INTERFUND	527,815	839,191	513,375	628,116	445,865	445,865	-
AFTER SCHOOL PROGRAM	380	-	28,025	-	35,000	35,000	-
Admin Charge to Agency Fund	5,000	-	-	-	-	-	-
ARENA RENTAL	220	80	526	945	680	680	-
ATHLETIC FIELD USE	7,606	10,394	6,805	8,971	10,000	10,000	-
BICYCLE PERMITS	96	84	162	114	100	100	-
BUILDING PERMITS	541,110	122,978	167,541	358,626	125,000	125,000	-
DOG LICENSES	-	7,379	39,575	25,882	26,000	25,571	(429)
ENCROACHMENT INSPECTION FEES	8,785	5,664	9,943	282,195	4,000	4,000	-
FEES FOR FIRE CONTRACT SVCS	333,670	360,976	380,319	408,536	420,225	420,225	-
FIRE DEPT FEES	82,073	81,813	33,229	62,332	46,000	46,000	-
FIRE DEPT FEES - TRAINING	-	23,205	33,350	26,921	20,000	20,000	-
FIRE DEPT PERMITS	13,025	11,770	10,650	10,430	10,500	10,500	21

**CITY OF DIXON
GENERAL FUND REVENUE
FY2008-09 Revised Projections (October 31, 2008)**

**ACTUAL REVENUES FY 2004-05 THROUGH 2007-08
AND
REVISED ESTIMATES OF REVENUES FOR FY2008-09**

REVENUE DESCRIPTION	ACTUAL REVENUE 2004-05	ACTUAL REVENUE 2005-06	ACTUAL REVENUE 2006-07	Unaudited ACTUAL 6/30/2008 (10-08)	ADOPTED BUDGET 2008-09	10-08 Revised ESTIMATE June 30, 2009	Variance Adopted Budget
FIRE EXTRICATION FEES	-	-	-	-	-	-	-
GARAGE SALE PERMITS	2,315	2,313	2,211	2,163	1,420	1,420	-
MISDEMEANOR FINES	989	828	1,154	4,318	4,000	4,000	-
NFSAD ADMIN. FEES	-	-	-	-	-	-	-
OTHER PERMITS & MISC FEES (429200)	4,326	3,855	15,257	4,723	54,000	4,000	(50,000)
PARKING FINES	7,947	15,366	13,658	10,175	10,000	10,000	-
PLAN CHECK FEES -BLDG/PLAN	241,154	69,229	221,272	66,457	60,000	60,000	-
PLAN CHECK FEES - ENGR	14,548	172,924	6,245	123,675	23,000	23,000	-
PLANNING & ZONING CHARGES	77,058	28,286	48,443	22,348	26,000	26,000	-
PLANNING - REIMB AGREE-(Moved Fd 190)	1,373,071	-	-	-	-	-	-
PD DANCE SECURITY FEE	642	-	75	1,700	350	350	-
POLICE DEPT FEES	39,699	29,542	17,188	21,383	14,000	14,000	-
POLICE DEPT FEES - DUI	-	509	3,077	-	200	200	-
RESERVATION/RENTAL FEES	4,715	5,212	5,144	4,756	5,000	5,000	-
SMUC - BLDG RENTAL	14,773	19,018	10,857	14,086	12,000	12,000	-
STATE HIGHWAY MAINTENANCE	8,658	6,494	5,250	7,875	8,700	8,700	-
STANDARD PLANS & SPECS/BOOKS	10,913	5,632	3,315	287	500	500	-
SUBDIVISION INSPECTION FEES	138,015	-	-	-	-	-	-
SWIM TEAM - DOLPHINS	4,032	4,086	-	12,100	6,830	6,830	-
SWIMMING - LAP SWIM	6,420	3,725	5,291	6,885	4,800	4,800	-
SWIMMING INSTRUCTIONS	11,817	15,374	17,369	20,951	10,000	10,000	-
SWIMMING POOL ADMISSIONS	4,768	7,659	9,273	9,477	5,000	5,000	-
SWIMMING POOL RENTAL	3,242	1,733	7,076	2,865	1,100	1,100	-
VEHICLE MAINTENANCE	38,031	36,733	3,485	410	205	205	-
WAAD & WATER ADMIN. FEES (438000)	-	-	-	-	35,946	35,946	-
WEED & PEST CONTROL	16,179	2,038	200	200	200	200	-
ABANDONED VEHICLE PROGRAM	6,181	11,617	7,064	2,650	500	500	-
COPIES	319	2,590	2,724	3,019	2,900	2,900	-
EMERG COST RECOVERY PROG.	-	3,687	5,466	53,389	7,000	7,000	-
EMS PARAMEDIC PROGRAM	140,213	71,559	89,916	104,896	75,000	75,000	-
POLICE GRANTS	38,845	76,467	2,377	112,497	-	75,000	75,000
GRANT FUNDS - YOUTH PROG/ATOD	-	144,459	44,526	83,235	48,580	48,580	-
GRANT - FEDERAL HCD PTA A GIS	-	11,750	23,250	-	-	-	22

**CITY OF DIXON
GENERAL FUND REVENUE
FY2008-09 Revised Projections (October 31, 2008)**

**ACTUAL REVENUES FY 2004-05 THROUGH 2007-08
AND
REVISED ESTIMATES OF REVENUES FOR FY2008-09**

REVENUE DESCRIPTION	ACTUAL REVENUE 2004-05	ACTUAL REVENUE 2005-06	ACTUAL REVENUE 2006-07	Unaudited ACTUAL 6/30/2008 (10-08)	ADOPTED BUDGET 2008-09	10-08 Revised ESTIMATE June 30, 2009	Variance Adopted Budget
GRANT FUNDS - PW	5,000	5,000	5,000	5,000	5,000	5,000	-
GRANT FUNDS - OTS/DUI	-	876	2,189	876	-	-	-
GRANT FUNDS - OTHER	-	-	3,000	-	-	-	-
INSURANCE SETTLEMENT	56,728	435	4,221	6,111	5,000	5,000	-
INTEREST EARNED	52,986	84,907	64,226	61,788	80,000	34,000	(46,000)
LEASE REVENUE	100	19,224	16,885	17,610	20,000	34,296	14,296
MISCELLANEOUS INCOME	13,808	16,315	37,255	19,166	15,000	134,233	119,233
OFF HIGHWAY VEHICLE FEES	561	646	-	-	650	650	-
DUSD REIMBURSEMENTS	13,502	15,000	15,000	15,000	15,000	15,000	-
POST REIMBURSEMENT	5,991	25,157	25,713	6,020	10,000	7,500	(2,500)
CA - BOOKING FEES REIMBURSEMENT	-	-	22,610	-	-	-	-
SALE OF PROPERTY	1,350	500	4,629	-	91,718	85,722	(5,996)
SB 90 REIMBURSEMENTS	-	-	82,114	3,989	-	-	-
SOLNET	14,647	36,870	89,000	90,000	60,000	60,000	-
SMUC - DONATIONS	575	30	625	-	500	500	-
DONATIONS - UNRESTRICTED (460500)	-	-	1,000	25	1,000	-	(1,000)
DONATIONS - POLICE	-	-	1,250	2,000	-	-	-
INSURANCE WORK COMP & REIMB (463110)	-	114,289	110,865	419	58,334	58,334	-
GRANTS-HOMELAND SECURITY/FEMA	-	-	83,548	-	-	-	-
	-	-	-	-	-	-	-
TOTAL REVENUE	12,953,239	12,797,997	14,733,021	14,891,624	13,849,196	13,353,981	(495,215)

**CITY OF DIXON
GENERAL FUND REVENUE
FY2008-09 Revised Projections (October 31, 2008)**

**ACTUAL REVENUES FY 2004-05 THROUGH 2007-08
AND
REVISED ESTIMATES OF REVENUES FOR FY2008-09**

REVENUE DESCRIPTION	ACTUAL REVENUE 2004-05	ACTUAL REVENUE 2005-06	ACTUAL REVENUE 2006-07	Unaudited ACTUAL 6/30/2008 (10-08)	ADOPTED BUDGET 2008-09	10-08 Revised ESTIMATE June 30, 2009	Variance Adopted Budget
TRANSFERS FROM OTHER FUNDS:							-
TRANSFER FROM RECREATION	5,000	3,945	4,063	5,465	5,465	5,465	-
TRANSFER FROM SEWER O & M	-	1,313	1,313	15,285	-	-	-
TRANSFER FROM TRANSIT	-	2,067	2,129	3,435	-	-	-
TRANSFER FROM CAP PROJS	-	65,604	26,119	47,804	-	-	-
TRANSFER FROM COMM DEV CP	-	-	-	-	-	-	-
TRANSFER FROM INDUSTRIAL PARK	88,623	99,438	247,000	189,885	-	-	-
TRANSFER FROM PARK CAPITAL PROJ		31,500	32,445	-	-	-	-
TRANSFER FROM RDA	93,493	103,529	224,736	274,820	328,100	367,709	39,609
TRANSFER FROM GAS TAX/2107.5	250,697	250,697	283,218	297,380	297,380	297,380	-
TRANSFER FROM GAS TAX/2107		-	-	-	-	-	-
TRANSFER FROM GAS TAX/2106		-	-	-	-	-	-
TRANSFER FROM GAS TAX 2105		-	-	-	-	-	-
TRANSFER FROM TRAFFIC SAFETY	10,000	6,000	6,180	6,490	6,490	6,490	-
TRANSFER FROM COPS GRANT	68,144	143,500	-	44,000	-	-	-
TRANSFER FROM MAINTENANCE DIST		10,000	10,960	11,510	11,510	11,510	-
TRANSFER FROM DSMWS			10,012	-	-	-	-
TRANSFER FROM L&L		-	-	-	-	-	-
TRANSFER FROM W A ST		-	-	-	-	-	-
TRANSFER FROM EQUIP. REPL	117,656	72,900	107,815	134,520	156,737	156,737	-
TRANSFER FROM BLDG RESERVE		7,700	7,500	10,700	34,700	34,700	-
							-
TOTAL TRANSFERS	633,614	798,193	963,490	1,041,294	840,382	879,991	39,609
TOTAL REVENUE & TRANSFERS	13,586,853	13,596,190	15,696,511	15,932,918	14,689,578	14,233,972	(455,606)

CITY COUNCIL APPROVED WITH UPDATES

CITY OF DIXON BUDGET DETAIL SUMMARY GENERAL FUND

FY2008-09 as of October 31, 2008

DEPT # DEPARTMENT	SALARY/ BENEFITS	OPERATING EXPENSES	CAPITAL ACQUISITION/ BLDG REHAB	CITY COUNCIL APPROVED	TRANSFERS	TOTAL/W TRANSFERS
111 City Council	36,781	45,343		82,124	-	82,124
112 City Manager	251,842	13,900		265,742	-	265,742
113 City Clerk	413,129	192,050		605,179	-	605,179
114 Finance	539,543	143,876		683,419	-	683,419
115 HR Personnel/Risk Mgmt	208,173	86,685		294,858	-	294,858
116 Information Technology	104,001	26,937	30,116	161,054	-	161,054
118 City Attorney	-	210,000		210,000	-	210,000
119 Insurance	-	267,092		267,092	-	267,092
131 Economic Development	160,333	36,090		196,423	-	196,423
132 Community Dev/Planning	344,869	11,350		356,219	-	356,219
133 Building Inspection	180,057	41,800		221,857	-	221,857
143 Engineering	1,120,675	107,860	26,000	1,254,535	-	1,254,535
150 Public Works O & M	149,143	21,380	720	171,243	-	171,243
151 PW Garage	88,500	15,090	720	104,310	-	104,310
152 PW Parks Maintenance	674,074	312,318	15,900	1,002,292	-	1,002,292
153 PW Street Maintenance	386,263	265,298	15,900	667,461	-	667,461
154 PW Storm Drain Maintenance	150,532	71,221	3,500	225,253	-	225,253
155 PW City Bldg Maintenance	161,247	41,775	-	203,022	-	203,022
161 Police	3,694,036	693,825	-	4,387,861	-	4,387,861
166 Fire	3,197,336	404,369	31,900	3,633,605	-	3,633,605
169 Code Compliance	60,533	5,830		66,363	-	66,363
171 Recreation	456,004	33,860		489,864	-	489,864
172 S/MUC	71,688	21,100	2,600	95,388	-	95,388
000 Non Departmental	-	-		-	31,990	31,990
TOTALS	12,448,759	3,069,049	127,356	15,645,164	31,990	15,677,154

**REDEVELOPMENT AGENCY APPROVED WITH UPDATES
CITY OF DIXON REDEVELOPMENT TAX INCREMENT FUND 510
Revised Projection 10-31-08**

SUMMARY OF FY2007-08 ACTUAL RESOURCES AND EXPENDITURES AS OF OCTOBER, 2008

ESTIMATED AVAILABLE RESOURCES

BEGINNING FUND BALANCE JULY 2007	1,033,491
ACTUAL FY2007-08 (Unaudited)	
Revenues	1,919,373
Transfers In	25,000
Revenues & Transfers June 30, 2008	1,944,373
Expenditures June 30, 2008	2,550,103
ESTIMATED FUND BALANCE JUNE 30, 2008	427,761

SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

BEGINNING FUND BALANCE JULY 2008	427,761
REVISED PROJECTION FY2008-09 (10-31-08)	
Add: Loan between the Tax Increment and Set Aside Fund	100,000
Projected Revenue	
Property Tax Increment (Net of Set Aside Fund)	1,866,822
Interest Earnings	10,000
Other	28,409
Projected Revenue and Transfers	1,905,231
Total Estimated Available Resources	2,432,992
Proposed Appropriations (includes \$158,815 to State)	2,056,035
Less: Creation of a Reserve Fund	330,000
Total Uses of Funds	2,386,035
ESTIMATED FUND BALANCE JUNE 30, 2009	46,957
ESTIMATED BEGINNING FUND BALANCE JULY 2009	46,957

DIXON REDEVELOPMENT TAX INCREMENT FUND FIVE YEAR PROJECTION
FY 2008-09 ADOPTED BUDGET
As of October 31, 2008

Description	Actual (1) 2007-08 (10-08)	Adopted 2008-09	Revised Projected 2008-09 (Oct 08)	Projected 2009-10	Projected 2010-11	Projected 2011-12	Projected 2012-13
Tax Increment (net 20% Set Aside Fd)	1,880,261	1,866,822	1,866,822	1,904,158	1,942,242	1,981,086	2,020,708
Interest Income	35,280	50,000	10,000	5,000	5,100	5,202	5,306
All Other Income	3,832	3,409	3,409	3,477	3,547	3,618	3,690
Total Revenues	1,919,373	1,920,231	1,880,231	1,912,636	1,950,888	1,989,906	2,029,704
Transfers-In	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total Revenues & Transfers	1,944,373	1,945,231	1,905,231	1,937,636	1,975,888	2,014,906	2,054,704
Loan from the Set Aside Fund			100,000				
Total Resources	1,944,373	1,945,231	2,005,231	1,937,636	1,975,888	2,014,906	2,054,704
Expenditures							
Operating Expenses	142,553	141,764	141,764	144,599	147,491	150,441	153,450
Pass Thrus	651,696	651,696	651,696	664,730	678,025	691,585	705,417
Debt Service	324,654	330,660	330,660	328,160	325,955	328,260	326,477
Community Promotions	52,980	60,000	60,000	60,000	60,000	60,000	60,000
Sidewalks/Streets Projects		60,000	60,000	60,000	60,000	60,000	60,000
Old Firehouse Project	930,400						
All other Projects		325,000	325,000	250,000	250,000	250,000	250,000
Repayment of Set Aside Loan				28,000	28,000	28,000	28,000
State "Take-aways"			158,815				
Transfers	447,820	328,100	328,100	337,943	348,082	358,525	369,281
Total Expenditures & Transfers	2,550,103	1,897,220	2,056,035	1,873,432	1,897,553	1,926,811	1,952,624
Create Reserve Fund for 1995 Bonds			330,000				
Total Expenditures & Transfers	2,550,103	1,897,220	2,386,035	1,873,432	1,897,553	1,926,811	1,952,624
Variance Revenues vs Expenditures	(605,730)	48,011	(380,804)	64,203	78,335	88,095	102,080
Beginning Fund Balance	1,033,491	427,761	427,761	46,957	111,160	189,496	277,591
Ending Fund Balance	427,761	475,772	46,957	111,160	189,496	277,591	379,671
Reserve (2)	n/a	n/a	n/a	100,000	100,000	100,000	100,000
Available Funds/(Cuts Needed)	427,761	475,772	46,957	11,160	89,496	177,591	279,671

(1) Unaudited as of October 31, 2008

(2) City Manager recommends a \$100,000 reserve level be funded in FY 2009-10

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City Profile

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CITY PROFILE

History

Elijah S. Silvey first settled in the Dixon area in 1852. Mr. Silvey operated an Inn and Saloon in a farming community later known as Silveyville. This roadhouse was located along a well-traveled route to the Sierra foothills and California Gold Rush country. However, the town of Dixon literally came into existence when the California Pacific Railroad reached it on August 28, 1868. The name Silveyville changed to Dixon when Thomas Dickson, a prosperous rancher, donated 10 acres of land near the California Pacific Railroad line for a town site and train station. In his honor, the depot was first called "Dickson Station". When the first consignment of goods arrived by rail, the address erroneously read "Dixon". The town's name was later permanently changed to "Dixon".

Dixon was incorporated in 1878. In its early years, Dixon was known for grain and, later, for alfalfa and dairy farming. Today Dixon, a town still rich in its agricultural roots, supports a population of almost 18,000 and has a terrain and climate that seem more like the flat Central Valley than its North Bay Area county location. Home to the annual July Lambtown Festival, Dixon has a well-deserved national reputation as a sheep industry leader.¹

Quality of Life

The City of Dixon offers a unique combination of an outstanding location, safe environment, desirable housing, excellent schools, friendly people and a town with strong community values. Dixon can be best characterized as a progressive city that seeks excellent development, with a desire to maintain and enhance those "quality of life" characteristics that are part of its history and agricultural heritage. Dixon is located in the northeast portion of Solano County 19 miles southwest of Sacramento and 70 miles northeast of San Francisco. In this ideal location, Dixon enjoys convenient access to the San Francisco Bay Area, Sacramento and Lake Tahoe, and to institutions of higher learning such as the University of California, Davis and the California State University, Sacramento.

Dixon collaborates extensively with other local governmental entities, such as Solano County, the Dixon Unified School District, the Library District, the Dixon Mayfair, Solano Irrigation

¹ Dixon Public Library's Website

District, a Regional Fire District, several drainage districts and assessment districts to ensure that Dixon includes a variety of community services and amenities that allow its residents to proudly call Dixon their home.

The Dixon Mayfair provides a family-fun annual event for both Dixon community members and visitors. This fair is the State's longest running fair having began in 1876, and provides traditional country fair activities such as livestock exhibits, judging, entertainment and concessions.

Government

Dixon is a General Law City that is governed by a five member City Council including a directly elected Mayor. The Council and Mayor are selected citywide and all serve overlapping four year terms. The City Treasurer is also elected.

The City Council appoints both the City Manager and the City Attorney, who both serve at the pleasure of the Council. The City Manager has the authority to appoint all other Department Heads subject to the ratification of the City Council. The City Manager oversees a full service City with a workforce of approximately 126 FTEs and a current General Fund Budget of approximately \$15 million.

The City provides a full range of services ranging from police and fire protection to public works, water and wastewater services and an active parks and recreation program. The City provides its services through a number of departments, including City Clerk, Community Development, Economic Development, Engineering, Finance, Fire, Human Resources, Police, Public Works, and Recreation and Community Services. The City also operates a Redevelopment Agency, a Senior Center, and a cooperative with the School District for a Theatre for Performing Arts and a transportation system for all residents at a reasonable cost.

Demographics

Size:	6.7 miles
Population (2007):	17,531
Population Growth (avg):	3% per year
Project Population 2010:	18,779
Median Age (2000):	32 years
Median Income of Dixon (2005):	\$62,600
Median Income of Solano County (2004):	\$73,900
Labor Force (2000):	68.20%
Employed Residents (2005):	7,110
Unemployment Rate (Sep 2008):	5.70%
Projected New Jobs (2014):	2,500
Solano County Labor Force (2005):	209,000
% of Population w/High School Diploma or Higher:	77.50%
% of Population with College Degree:	18.70%
Crime Rate - Part One Offenses (2007):	0.05 (per 1,000 population)
Elevation:	62 feet above sea level
Average Daily Temperature:	60 degrees

Community Services

Parks:	7 (approx. 88 acres)
Community Center:	1
Police Station:	1
Sewer Plant	1
Fire Station:	1

Full Time Employees (Fiscal Year 2008-09)

City Manager	1.0
City Clerk	4.75
Finance	6.5
Human Resources	1.75
Economic Development	1.0
Community Development	6.0
Engineering	10.0
Information Technology	1.0
Public Works	20.8
Police	33
Fire	23

Recreation/Sr. Center	4.0
Sewer	5.36
Transit	7.09
Total	<u>126.25</u>

Major Employers

Kragen Auto
First Northern Bank
Wal-Mart
Gymboree
Cardinal Health
Campbell's Soup Company
Superior Packing
Basalite

Education

The Dixon Unified School District operates the following:

- Dixon High School
- Maine Prairie High School
- Anderson Elementary
- Tremont Elementary
- Gretchen Higgins Elementary
- CA Jacobs Middle School
- Dixon Community Day School
- Dixon Montessori Charter School



Notes from Council Goals Workshop for FY2008-09

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FY 2008-09
City Council Goals

<u>ADMINISTRATION / FINANCE</u>		1 Dot (JB)
	• Develop a Mission Statement	1 Dot (SA)
	• Implement "Smart" System	Goal – 3 dots (MAC/MG/MS)
	• Wireless For Council Chambers	Laptops 2 Dots (MG/SA)
	• Organization Review by New City Manager	1 Dot (SA)
	• Departmental Review by New City Manager	
	• Public Information Officer (PIO) / Public Relations – Point Person	1 Dot (MS)
	• Public Records Act Policy (Citywide)	
	• Ensure Past Goals Remain a Priority	
	• Complete Website by 12/2008	1 Dot (SA)

FY 2008-09
City Council Goals

<u>ADMINISTRATION</u>		
	<ul style="list-style-type: none"> • Maximize Sales Tax Share 	
	<ul style="list-style-type: none"> • Citywide Safety Audit 	Risk Management
	<ul style="list-style-type: none"> • Review Settlement Authority Levels 	
	<ul style="list-style-type: none"> • Update Purchasing Policy Authority Limits And Credit Card Policy 	
	<ul style="list-style-type: none"> • Develop Annual Employee Training & Development Program 	
	<ul style="list-style-type: none"> • Long Term Sustainability – Fiscal Plan 	Goal 3 Dots (MAC/MG/MS)
	<ul style="list-style-type: none"> • Public Outreach Program for Economic Downturn 	
	<ul style="list-style-type: none"> • Electronic Time Accounting 	IT 1 Dot (SA)
	<ul style="list-style-type: none"> • Protect Current Revenue Sources 	
	<ul style="list-style-type: none"> • Electronic Bill Pay 	IT
	<ul style="list-style-type: none"> • Employee Recognition Program (Renew) 	
	<ul style="list-style-type: none"> • Recover Account Receivable 	
	<ul style="list-style-type: none"> • Update Human Resources Policies for Compliance 	
	<ul style="list-style-type: none"> • Consolidate City/Municipal Code 	
	<ul style="list-style-type: none"> • Debarment Ordinance (Contractor/Vendor) 	

FY 2008-09
City Council Goals

<u>PARKS & COMMUNITY FACILITIES</u>		1 Dot (JB)
	<ul style="list-style-type: none"> • Organizational Review of Fine Arts Center 	
	<ul style="list-style-type: none"> • Provide High Quality Services to Meet Needs of Diverse Community 	
<u>ECONOMIC DEVELOPMENT / COMMUNITY DEVELOPMENT</u>		1 Dot (JB)
	<ul style="list-style-type: none"> • School Facility Re-use Plan 	Subcommittee Appointed
	<ul style="list-style-type: none"> • Audit Vacant/Blighted Properties for Possible Redevelopment Agency Purchase/Participation 	
	<ul style="list-style-type: none"> • Organizational Review of the Permitting Process (Fast-Track Program) (Streamlined) 	1 Dot (MAC)
	<ul style="list-style-type: none"> • Develop an Economic Development Incentive Program / Infrastructure Readiness Program 	
	<ul style="list-style-type: none"> • Ensure Goals (City Council) Are Reflected in General Plan 	
	<ul style="list-style-type: none"> • Pardi – Resolution of Site 	
	<ul style="list-style-type: none"> • Wood-burning Stove Ordinance 	
	<ul style="list-style-type: none"> • Saltwater Swimming Pool Ordinance 	
	<ul style="list-style-type: none"> • Address the Fiscal Impact of Foreclosures & Recession 	Goal 1 Dot (MS)
	<ul style="list-style-type: none"> • Revitalize Downtown – Transit Oriented Development (T.O.D.) 	
	<ul style="list-style-type: none"> • General Plan – Housing 	
	<ul style="list-style-type: none"> • Condominium / Conversion Ordinance 	

FY 2008-09
City Council Goals

<u>PUBLIC SAFETY</u>		2 Dots (JB/MG)
	<ul style="list-style-type: none"> • Revise Nuisance Abatement Ordinance (Review RDA) 	
	<ul style="list-style-type: none"> • Fire Department Implementation Plan 	
	<ul style="list-style-type: none"> • Social Host Ordinance (Alcohol) 	
	<ul style="list-style-type: none"> • Develop Vision & Mission Statement (Fire) 	
	<ul style="list-style-type: none"> • Continue Fire Education/Prevention Efforts (Public Education) 	
	<ul style="list-style-type: none"> • Coordinate Dixon Fire Training & (Partner) Review Possibly with Solano College 	1 Dot (MAC)
	<ul style="list-style-type: none"> • Renew Crime Watch Program 	
	<ul style="list-style-type: none"> • Reinstigate Police Academy (Youth) 	
<u>PUBLIC WORKS / ENGINEERING</u>		1 Dot (JB)
	<ul style="list-style-type: none"> • Evaluate/Improve Physical Work Environment for City Employees (Building, Vehicles) 	
	<ul style="list-style-type: none"> • Utility Master Plans 	(Goal) 1 Dot (MAC)
	<ul style="list-style-type: none"> • Evaluate Infrastructure Replacement Fund 	
	<ul style="list-style-type: none"> • Promote Partnerships Necessary for Relocation of SR113 	(Goal)
	<ul style="list-style-type: none"> • Implement Energy Plan through Request For Proposals For Cost Reduction/Income Generation Projects, including Funding Mechanism 	(Goal) 2 Dots (MG/MS)



Budget Process /
Calendar



Budget Practices
and Policies

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Budget Process and Calendar

The budget process enables the City Council to make choices about staffing, equipment, and priorities to be addressed in the upcoming year. The City Council reviews the budget for the first time in June; however, the budget process is begun in February of each year with goal setting workshops to lay the groundwork for the expenditure requests from each department based on the priorities set by the City Council

Budget Roles and Responsibilities

This process includes formulation, preparation, implementation, administration and evaluation. All Department Directors are responsible to the City Manager, and the City Manager is responsible to the City Council for meeting the stated objectives and goals in the budget within the amounts appropriated in the budget. Individuals with specific responsibility for the budget process are as follows:

- The *City Council* sets the goals, objectives, and priorities that they want to staff to concentrate on for the budget year. They are also responsible for reviewing the preliminary budget and approving the final budget for the fiscal year.
- The *City Manager* is responsible for implementing the goals, objectives and priorities of the City Council and recommending funding to carry out those goals, objectives, and priorities.
- The *Finance and Technology Director* and the staff in the Finance Department are responsible for preparing estimates of remaining costs for the current fiscal year, preparing short and long-range revenue and expenditure forecasts, calculating departmental salaries and benefits, and assisting departments during the budget process. This staff is also responsible for reviewing the departmental operating and capital improvement requests as well as reviewing the department budget requests with the Director of each department and the City Manager. The Finance and Technology Director prepares the budget material for review by the City Manager.

- The Departmental Directors are responsible for reviewing historical data, collecting data on future activities and opportunities that affect the department and using this information to prepare a budget that implements the City Councils goals, objectives and priorities while at the same time carrying out the mission of the department. Each Department Director is responsible for maintaining departmental control of the approved budget for their department throughout the fiscal year.

Budget Process

The General Fund budget is adopted by the City Council before July 1 of each year. Input is received from City Council and staff throughout the organization in preparing the budget.

Budget Phases

Policy/Goal Setting Phase-The City Council sets goals and projects that it feels would meet the needs of the citizens of the City. These goals and projects are reviewed and updated each year during a City Council retreat. This retreat is used to set priorities for projects to be undertaken in the next budget.

Budget Development Phase-Based upon the goals, projects and priorities developed at the Council goal setting workshop, the departments develop budget requests that address new programs, evaluate existing programs, and reviews staffing levels. Each department begins with a base budget from the prior fiscal years adopted budget, adjusting for Memorandum of Understanding (MOU) changes and employee compensation, reducing for any one-time expenditures, increasing for known impacts, and adding new requests.

Budget Review/Modification Phase-The preliminary budget is presented by the City Manager, with the input of the Finance and Technology Director and each Department to refine the budget into a balanced financial plan. The

preliminary budget is presented to the City Council at workshops for review and additional modification.

Adoption Phase-The final budget, as modified after the City Council workshops, is presented to the City Council for adoption. A public hearing is held and the City Council adopts the budget.

Implementation Phase-Department Directors are provided with budget status reports monthly. They are responsible for reviewing the reports and maintaining budgetary control throughout the fiscal year. The City Council receives financial reports monthly, which compares actual results with budgeted amounts.

Review and Approval of Budget

The City Council reviews the budget during the workshops held in June of each year. These workshops are open to the public and all city staff and provide a forum for the City Council to receive information and recommendations regarding the budget.

The budget for the General fund is required by law to be adopted prior to July 1 of each year. This year, as in past years, budgets for the other funds were adopted separately in July and August. Upon adoption of all fund budgets, the Finance Department prepares the consolidated budget document.

Amendment to the Budget

The budget is adopted at the fund and departmental level. The City Manager is authorized to make transfers between account codes and departments within each fund. City Council approval is required for transfers between funds, except for those inter-fund transfers approved in the budget.

The City of Dixon Adopted Budget includes the portion of the Capital Improvement Plan costs to be paid from the governmental funds and enterprise funds in the budget year.

**CITY OF DIXON
BUDGET PREPARATION CALENDAR (ALL FUNDS)
FY 2008-09**

CM Discusses Budget Plans in Staff Meeting (CIP and all funds to be integrated in budget; budget adopted July 1st)	April 1, 2008
Finance distributes updated printouts (all funds) of actual year to date Revenues & Expenditures & budget worksheets (CIP, new personnel, Equipment and equipment replacement & increases to operating costs)	April 1, 2008
Finance Estimates Labor Costs & Revenues	March 3– April 25, 2008
Q & A Session on budget preparation for staff involved in budget preparation – back conference room	April 8, 2008
Equipment, CIP, personnel and operating costs worksheets due to Finance	April 18, 2008
Departments prepare worksheets (all funds incl. CIP) projections to year-end, program needs, equipment replacement, etc.	April 2-24, 2008
Finance Distributes Updated Budget Worksheets to Departments	April 22, 2008
Department Budgets Due to Finance	April 25, 2008
CM Receives Department Budgets from Finance	April 29, 2008
CM/Finance Director Department Head Meetings to review requests	April 30-May 9, 2008
Finance works with CM to prepare Preliminary Budget	May 10–29, 2008
Preliminary Budget Released (all funds incl. CIP) to City Council	May 23, 2008
Preliminary Budget Reviewed by City Council Special Study Session(s)	June 2,9,13 and 16, 2008
Public Hearing Gann Limit and Review of Preliminary Budgets	June 10, 2008
Additional Council Workshop(s) on Budget	June 11-23, 2008
Adoption of FY 08-09 Budget (all funds) and Gann Limit	June 24, 2008

Budget Practices and Policies

Reporting Entity

The City of Dixon was incorporated March 30, 1878 and is a general law city. The City of Dixon maintains a Council-Manager form of government and provides the following services: public safety (police and fire), streets, water service, wastewater services, public improvements, recreational services, planning and zoning and general services. In addition, the financial responsibilities of the City of Dixon include the Dixon Redevelopment Agency, the Dixon Public Improvement Corporation, and the Dixon Public Financing Authority.

The Dixon-Solano Municipal Water Service (DSMWS) is a Joint Exercise of Powers with the Solano Irrigation District to provide water service for the city. For this reason, its budget is not a part of the City Adopted Budget.

Fund Accounting

A fund is a separate fiscal and accounting entity with a separate set of accounting records. For example, a separate fund is used to account for the funds received by the City for the Gas Tax Program. The use of Fund Accounting is one of the basic requirements of generally accepted accounting principles (GAAP) for government and is a major difference between government and commercial accounting. It requires separate record keeping for each individual fund that a government uses.

Accounting Practices

The accounting and reporting policies of the City conform to generally accepted accounting principles (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments includes those principles prescribed by the Governmental Accounting Standards Board (GASB), which includes all statements and interpretations of the National Council on Governmental Accounting unless modified by the GASB and those principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units.

The section entitled "Fiscal Policies" summarizes the policies and practices used by the City of Dixon. All enterprise fund types use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. Basis of

accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The governmental fund types and agency funds use the modified accrual basis of accounting. Under this method, revenues are recognized when they become available and measurable. "Measurable" means the amount can be determined, and "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized in the accounting period in which the fund liability is incurred.

Budgetary Basis of Accounting

The budgetary basis of accounting determines when a government charges expenditures to a budget appropriation, or when it credits revenues to its funds for budgeting purposes. Although the City presents financial statements in its Comprehensive Annual Financial Report (CAFR) in accordance with GAAP, the budget is adopted on a modified cash basis. The major difference between the two basis of accounting is as follows:

- For budgetary purposes, revenues are recorded when received. Under GAAP, revenues are recorded when susceptible to accrual.
- Capital expenditures are budgeted as an expense in the enterprise funds. Under GAAP, these expenditures are reclassified as fixed assets.

Basis of Budgeting

The City of Dixon uses a base budget budgeting method. Each department requests an annual appropriation sufficient to fund current service levels and other costs the department is responsible for managing.

The budget base year is the prior years' adopted budget, reducing it for any one-time expenditures, increasing it for known impacts (such as increased utility costs, and salary and benefit negotiated increases) and adding new proposed programs or activities.

Reserves

The City Council determines reserve level annually with the adoption of the budget. There is no formal reserve policy but

the level has ranged from more than 15% to 6% in recent years.

Appropriation Authority

The City Council adopts the budget by June 30 of each year through passage of an adopting resolution. This resolution sets expenditure limits at the fund level for the City's General Fund. Separate Resolutions are approved for Grant Funds, the Redevelopment Agency, Dixon Public Improvement Corporation and Dixon Public Financing Authority, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and all Enterprise Funds.

Supplemental appropriations may be adopted by the City Council during the year. The City Manager is authorized to transfer budgeted amounts between departments for programs within any fund.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for expenditures of money are recorded in order to reserve that portion of the appropriation, is employed as an extension of formal budgetary integration in all fund types. Encumbrances outstanding at year-end are "rolled over" into the next fiscal year, but the related budget authority is subject to re-appropriation.

The Budget as a living Document

The budget is intended to be a flexible document representing the appropriate revenue and expenditure data available for the current document. Certain assumptions have been made based on the passage of Proposition 1A and the current State of California proposed budget. These assumptions are as follows:

- The "Triple Flip" of sales tax and the Property Tax in Lieu of Sales Tax remain in effect.
- The permanent reduction in the Motor Vehicle in Lieu Fee (VLF) was implemented in 2004-2005, and the Property Tax in Lieu of VLF is now in place and becomes an ongoing revenue source for the City of Dixon.
- ERAF III is complete with the end of the 2005-2006 fiscal year.

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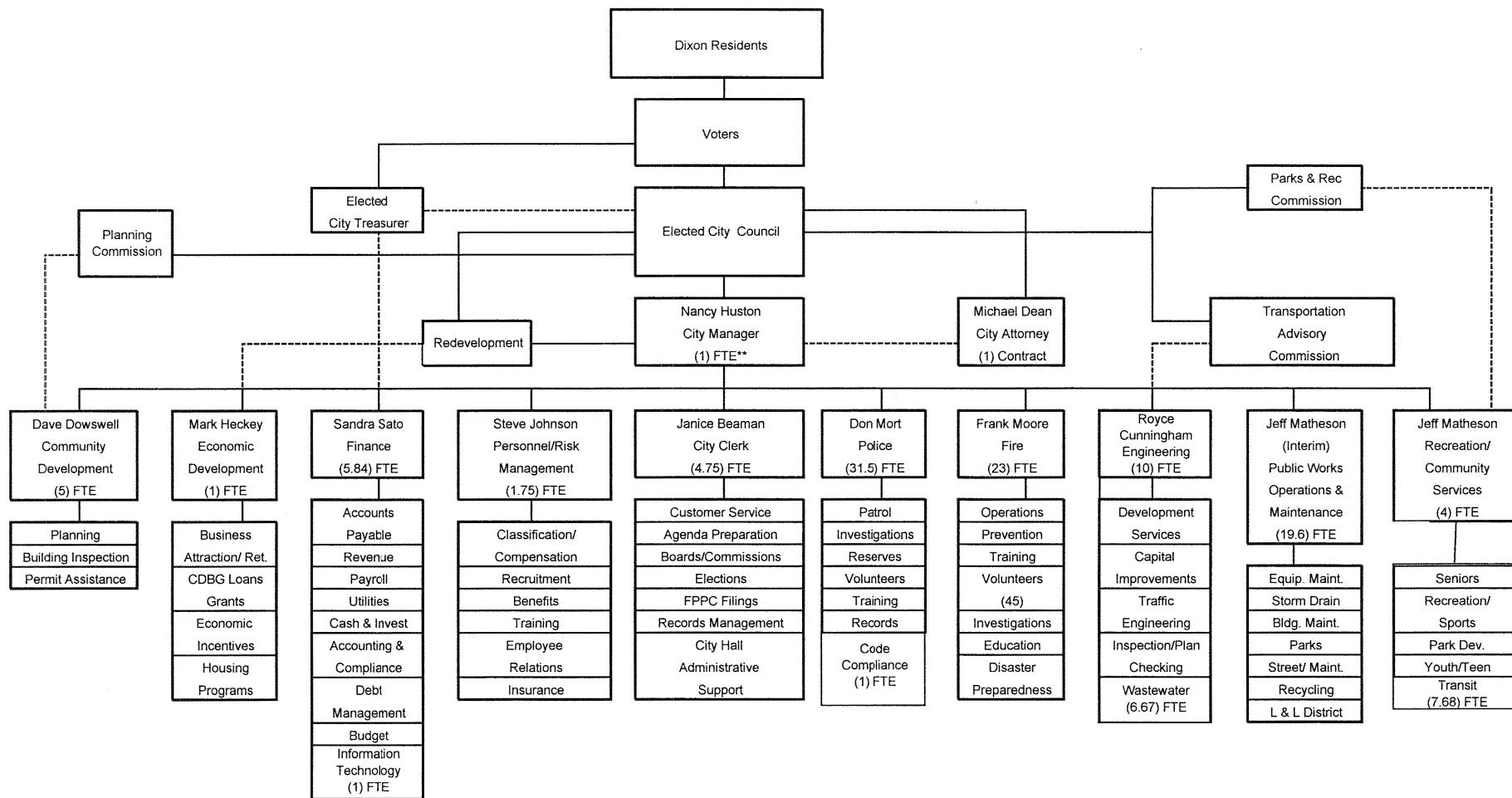
Organization Chart



Staffing Chart

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City of Dixon Organization Chart



** Full Time Equivalent Position (FTE)

Revised 10.31.08

FULL AND PERMANENT PART TIME CITY STAFFING

DEPARTMENT	FISCAL YEAR									
	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09
City Manager	1	1	1	1	1	1	1	1	1	1
City Clerk	3.75	3.75	4.75	4.75	4.6	4.6	4.75	4.75	4.75	4.75
Finance ²	5.3	5.25	5.3	5.3	5.3	6.3	6.3	5.66	6.5	5.84
Human Resources	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75
Information Technology ²								1	1	1
City Attorney ⁴										1
Economic Development	1.25	1.25	1.25	1.25	1	1	1	1	1	1
Community Development	2.6	2.625	2.625	2.625	2.625	3	4	4	4	3
Building	2	2	2	2	2	2	3	3	3	2
Engineering ¹	3	3.5	5	6	9	9	10	10	10	10
Public Works O&M ¹	4	4	5	5	2.4	2.6	2.6	2.6	2.6	1.6
Garage	1	1	1	1	1	1	1	1	1	1
Parks Maintenance	6	7	8	8	8	9	9	9	9.8	8
Street Maintenance	2.95	4	5	5	5	5	5	5	5	5
Storm Drain Maintenance	0.8	1	1.5	1.5	2	2	2	2	2	2
Building Maintenance	1.25	2	2	2	2	2	2	2	2	2
Police	27	27	27	27	27	28.5	32	32	32	31.5
Fire ³	16	19	20.5	20.5	20.75	20.75	23.75	23.875	23	23
Code Compliance									1	1
Recreation	2.4	2.4	2.4	2.4	2.4	2.4	3.4	3.4	3.4	3.4
Senior Center	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Sewer	4	4	4.5	4.5	5	5.3	5.3	5.36	6.5	6.67
Transit	3.775	5.175	5.425	5.875	5.9	6.34	7.09	7.09	7.68	7.68
TOTAL:	90.425	98.3	106.6	108.05	109.325	114.14	125.54	126.085	129.58	124.79

¹ Public Works Operations and Maintenance became separated from Engineering FY 2003/2004.

² Information Technology became separated from Finance FY 2006/2007.

³ The Fire Department is budgeted for 45 volunteer positions.

⁴ City Attorney is contracted.



Approved City
Budgets
FY2008-09

(June – August 2008)

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**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09**

	GENERAL FUND AND SUB FUNDS								Total
	General Fund	Council Discretionary	Recreation	Performing Arts	Planning	Vacaville/ Dixon Greenbelt Authority	Equip. Repl. Reserve	Bldg. Reserve	
	100	102	103	104	190	810	820	830	
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES									
Beginning Fund Balance - July 2007	2,948,729	250,625	44,322	-	286,632	88,240	1,972,098	198,603	5,789,249
Estimated Revenue & Transfers	15,578,661	260,200	98,348	27,283	10,000	3,000	423,580	9,000	16,410,072
Estimated Expenditures	15,824,210	332,079	98,216	35,152	242,755	-	134,520	90,700	16,757,632
Ending Fund Balance - June 30, 2008	<u>2,703,180</u>	<u>178,746</u>	<u>44,454</u>	<u>(7,869)</u>	<u>53,877</u>	<u>91,240</u>	<u>2,261,158</u>	<u>116,903</u>	<u>5,441,689</u>
	17.17% General Fund Reserve								-6.39%
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS									
Beginning Fund Balance - July 2008	2,703,180	178,746	44,454	(7,869)	53,877	91,240	2,261,158	116,903	5,441,689
Estimated Revenue & Transfers	14,689,578	10,200	86,100	35,000	392,560	3,500	80,000	8,500	15,305,438
Total Projected Available Resources	17,392,758	188,946	130,554	27,131	446,437	94,740	2,341,158	125,403	20,747,127
Proposed Appropriations	15,531,673	186,207	83,354	46,002	446,437	500	156,737	54,700	16,505,610
Ending Fund Balance - June 30, 2009	<u>1,861,085</u>	<u>2,739</u>	<u>47,200</u>	<u>(18,871)</u>	<u>0</u>	<u>94,240</u>	<u>2,184,421</u>	<u>70,703</u>	<u>4,241,517</u>
	12.05% General Fund Reserve*								-22.06%
Fund Balance Variance: June 30, 2008 to June 30, 2009									Percent Increase/Decrease(-)

*Note: The General Fund Reserve calculation does not include two transfers (\$81,990); The calculation is as follows:
Ending Fund Balance - \$1,861,085 divided by \$15,449,683 (Proposed Appropriations \$15,531,673 - Transfers \$81,990) = 12.05%

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09**

	REDEVELOPMENT			ENTERPRISE FUNDS				
	<i>RDA</i>	<i>Housing</i>	Total	<i>Transit</i>	<i>Wastewater O&M, CIP, Rehab</i>			Total
	510	520		350	305	310	315	
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES								
Beginning Fund Balance - July 2007	1,033,491	2,266,376	3,299,867	27,257	916,544	2,145,660	234,897	3,324,358
Estimated Revenue & Transfers	1,916,478	528,328	2,444,806	700,085	1,683,272	485,000	359,171	3,227,528
Estimated Expenditures	2,558,225	673,000	3,231,225	684,055	2,018,877	952,372	148,875	3,804,179
Ending Fund Balance - June 30, 2008	<u>391,744</u>	<u>2,121,704</u>	<u>2,513,448</u>	<u>43,287</u>	<u>580,939</u>	<u>1,678,288</u>	<u>445,193</u>	<u>2,747,707</u>
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS								
Beginning Fund Balance - July 2008	391,744	2,121,704	2,513,448	43,287	580,939	1,678,288	445,193	2,747,707
Estimated Revenue & Transfers	1,945,231	606,705	2,551,936	689,225	1,654,397	60,000	268,303	2,671,925
Total Projected Available Resources	2,336,975	2,728,409	5,065,384	732,512	2,235,336	1,738,288	713,496	5,419,632
Proposed Appropriations	1,897,220	2,295,455	4,192,675	730,316	1,884,078	1,093,342	713,496	4,421,232
Ending Fund Balance - June 30, 2009	<u>439,755</u> *	<u>432,954</u>	<u>872,709</u>	<u>2,196</u>	<u>351,258</u>	<u>644,946</u>	<u>-</u>	<u>998,400</u>
Fund Balance Variance:								
June 30, 2008 to June 30, 2009	Percent Increase/Decrease(-)		-65.28%	-94.93%				-63.66%

*As of Oct 31, 2008; balance now projected to be \$46,957 due to state cuts and reserve fund set up.

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09**

	GRANTS							SPECIAL REVENUE FUNDS					
	<i>CDBG Home Loan*</i>	<i>CDBG Rehab</i>	<i>Used Oil Grant</i>	<i>Police Grants</i>	<i>CDBG</i>	<i>CDBG PTA Grant</i>	Total	<i>Gas Tax</i>	<i>Traffic Safety</i>	<i>Asset Forfeiture</i>	<i>Taxi Service</i>	Total	
	525	526	550	560	570	571	Total	530	540	561	582	Total	
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES													
Beginning Fund Balance - July 2007	-	-	14	135,213	410,400	-	545,627	116,556	33,914	2,005	4,546	157,021	
Estimated Revenue & Transfers	101,160	-	4,510	70,170	72,293	61,640	309,773	346,500	36,950	50	145	383,645	
Estimated Expenditures	100,016	-	3,500	68,600	162,900	68,480	403,496	379,085	46,490	-	-	425,575	
Ending Fund Balance - June 30, 2008	<u>1,144</u>	<u>-</u>	<u>1,024</u>	<u>136,783</u>	<u>319,793</u>	<u>(6,840)</u>	<u>451,904</u>	<u>83,971</u>	<u>24,374</u>	<u>2,055</u>	<u>4,691</u>	<u>115,091</u>	
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS													
Beginning Fund Balance - July 2008	1,144	-	1,024	136,783	319,793	(6,840)	451,904	83,971	24,374	2,055	4,691	115,091	
Estimated Revenue & Transfers	25,000	55,000	5,010	92,500	70,000	22,360	269,870	358,000	39,000	55	31,400	428,455	
Total Projected Available Resources	26,144	55,000	6,034	229,283	389,793	15,520	721,774	441,971	63,374	2,110	36,091	543,546	
Proposed Appropriations	17,000	55,000	5,000	115,339	249,000	15,520	456,859	369,380	46,490	-	31,200	447,070	
Ending Fund Balance - June 30, 2009	<u>9,144</u>	<u>-</u>	<u>1,034</u>	<u>113,944</u>	<u>140,793</u>	<u>-</u>	<u>264,915</u>	<u>72,591</u>	<u>16,884</u>	<u>2,110</u>	<u>4,891</u>	<u>96,476</u>	
Fund Balance Variance:													
June 30, 2008 to June 30, 2009							Percent Increase/Decrease(-)	-41.38%				Percent Increase/Decrease(-)	-16.17%

*Community Development Block Grant

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09**

CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

	<i>CIP</i>	<i>IP/ED</i>	<i>Comm. Dev</i>	<i>Fire</i>	<i>Police</i>	<i>City Facilities</i>	<i>Public Works</i>	<i>Storm Drainage</i>	<i>Trans portation</i>	<i>Transit</i>	<i>Recreation</i>	<i>Ag. Land Mitigation</i>	Total
	400	402	404	410	420	430	440	450	460	470	480	490	Total
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES													
Beginning Fund Balance - July 2007	259,767	194,225	1,157,580	499	205,682	360,371	761,098	217,298 1,075,000 <i>See *Note</i>	2,015,045 (1,275,000)	1,650,893	2,281,239	(9,383)	9,094,314 (200,000)
Estimated Revenue & Transfers	32,900	5,800	50,867	322,113	35,380	30,530	247,735	107,888	1,968,290	173,084	118,203	1,145,726	4,238,516
Estimated Expenditures	57,994	192,135	-	244,000	164,925	71,008	60,112	1,105,242	777,710	1,425,606	2,111,593	-	6,210,325
Ending Fund Balance - June 30, 2008	<u>234,673</u>	<u>7,890</u>	<u>1,208,447</u>	<u>78,612</u>	<u>76,137</u>	<u>319,893</u>	<u>948,721</u>	<u>294,944</u>	<u>1,930,625</u>	<u>398,371</u>	<u>287,849</u>	<u>1,136,343</u>	<u>6,922,504</u>
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS													
Beginning Fund Balance - July 2008	234,673	7,890	1,208,447	78,612	76,137	319,893	948,721	294,944	1,930,625	398,371	287,849	1,136,343	6,922,504
Estimated Revenue & Transfers	40,000	-	51,000	160,000	122,000	21,000	24,825	10,706	1,130,000	1,742,000	15,000	-	3,316,531
Total Projected Available Resources	274,673	7,890	1,259,447	238,612	198,137	340,893	973,546	305,650	3,060,625	2,140,371	302,849	1,136,343	10,239,035
Proposed Appropriations	50,000	6,340	-	230,000	115,000	101,145	551,000	292,000	1,725,000	1,727,000	-	1,136,343	5,933,828
Ending Fund Balance - June 30, 2009	<u>224,673</u>	<u>1,550</u>	<u>1,259,447</u>	<u>8,612</u>	<u>83,137</u>	<u>239,748</u>	<u>422,546</u>	<u>13,650</u>	<u>1,335,625</u>	<u>413,371</u>	<u>302,849</u>	<u>(0)</u>	<u>4,305,207</u>

**Fund Balance Variance:
June 30, 2008 to June 30, 2009**

Percent Increase/Decrease(-) -37.81%
*Note: Add Fund balance of Inter fund loan of 6/30/08. Interest on the \$1,275,000 loan can not be paid as there is not enough funding to pay in FY2008-09; therefore approximately \$55,000 will be added to the loan amount.

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09**

SPECIAL ASSESSMENTS - LIGHTING AND LANDSCAPING DISTRICTS FUNDS

	<i>L&L Zone 1</i>	<i>L&L Zone 2</i>	<i>L&L Zone 3</i>	<i>L&L Zone 4</i>	<i>L&L Zone 5</i>	<i>L&L Zone 6</i>	<i>L&L Zone 7</i>	<i>L&L Zone 8</i>	<i>L&L Zone 9</i>	<i>L&L Zone 10</i>	Total	
	601	602	603	604	605	606	607	608	609	610	Total	
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES												
Beginning Fund Balance - July 2007	(21,421)	(91,867)	958	(30,542)	(11,212)	(8,700)	(66,494)	2,054	19,005	53,587	(154,632)	
Estimated Revenue & Transfers	2,155	19,201	3,724	9,882	8,739	3,467	45,913	4,287	14,200	49,609	161,177	
Estimated Expenditures	3,196	24,550	3,876	19,027	10,534	4,230	69,725	4,545	8,085	52,709	200,477	
Ending Fund Balance - June 30, 2008	<u>(22,462)</u>	<u>(97,216)</u>	<u>806</u>	<u>(39,687)</u>	<u>(13,007)</u>	<u>(9,463)</u>	<u>(90,306)</u>	<u>1,796</u>	<u>25,120</u>	<u>50,487</u>	<u>(193,932)</u>	
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS												
Beginning Fund Balance - July 2008	(22,462)	(97,216)	806	(39,687)	(13,007)	(9,463)	(90,306)	1,796	25,120	50,487	(193,932)	
Estimated Revenue & Transfers	2,155	19,201	3,712	9,882	8,735	3,463	45,301	4,244	14,200	51,283	162,176	
Total Projected Available Resources	(20,307)	(78,015)	4,518	(29,805)	(4,272)	(6,000)	(45,005)	6,040	39,320	101,770	(31,756)	
Proposed Appropriations	2,155	19,201	3,712	9,882	8,735	3,463	45,301	4,244	13,500	50,283	160,476	
Ending Fund Balance - June 30, 2009	<u>(22,462)</u>	<u>(97,216)</u>	<u>806</u>	<u>(39,687)</u>	<u>(13,007)</u>	<u>(9,463)</u>	<u>(90,306)</u>	<u>1,796</u>	<u>25,820</u>	<u>51,487</u>	<u>(192,232)</u>	
Fund Balance Variance:												
June 30, 2008 to June 30, 2009											Percent Increase/Decrease(-)	-0.88%

**CITY OF DIXON
GOVERNMENTAL FUNDS
BUDGET OVERVIEW
FY2007-08 and FY2008-09**

	SPECIAL ASSESMENT AND CFD* FUNDS					DEBT SERVICE FUNDS							GRAND TOTAL ALL FUNDS	
	Valley Glenn CFD	Pond C/ Lateral Two CFD	West A	N.First Street	Total	City Hall	DPIC	DPFA Police	DPFA Sewer COPS	DPFA Fire	Assmt. District	Total		
	651	655	710	720	Total	210	240	250	260	270	280	Total		
FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES														
Beginning Fund Balance - July 2007	291,285	-	390,879	1,837,009	2,519,173	555,275	28,929	70,434	318	64,702	382,604	1,102,262	25,477,239	
Estimated Revenue & Transfers	227,096	-	718,171	1,790,682	2,735,949	20,000	52,463	195,873	192,199	253,500	2,287,790	3,001,825	32,913,291	
Estimated Expenditures	156,583	-	582,445	1,658,485	2,397,513	196,031	52,395	191,773	192,500	248,210	2,466,229	3,347,138	36,777,560	
Ending Fund Balance - June 30, 2008	<u>361,798</u>	<u>-</u>	<u>526,605</u>	<u>1,969,206</u>	<u>2,857,609</u>	<u>379,244</u>	<u>28,997</u>	<u>74,534</u>	<u>17</u>	<u>69,992</u>	<u>204,165</u>	<u>756,949</u>	<u>21,612,969</u>	
FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS														
Beginning Fund Balance - July 2008	361,798	-	526,605	1,969,206	2,857,609	379,244	28,997	74,534	17	69,992	204,165	756,949	21,612,969	
Estimated Revenue & Transfers	207,000	-	709,074	1,813,498	2,729,572	20,000	51,145	123,000	195,636	239,500	2,758,454	3,387,735	30,823,638	
Total Projected Available Resources	568,798	-	1,235,679	3,782,704	5,587,181	399,244	80,142	197,534	195,653	309,492	2,962,619	4,144,684	52,436,607	
Proposed Appropriations	234,886	19,460	760,529	1,955,765	2,970,640	239,000	51,145	195,785	194,136	248,420	2,503,329	3,431,815	38,520,205	
Ending Fund Balance - June 30, 2009	<u>333,912</u>	<u>(19,460)</u>	<u>475,150</u>	<u>1,826,939</u>	<u>2,616,541</u>	<u>160,244</u>	<u>28,997</u>	<u>1,749</u>	<u>1,517</u>	<u>61,072</u>	<u>459,290</u>	<u>712,869</u>	<u>13,916,402</u>	
Fund Balance Variance:														
June 30, 2008 to June 30, 2009			Percent Increase/Decrease(-)		-8.44%						Percent Increase/Decrease(-)		-5.82%	-35.61%

*CFD - Community Facility District

SUMMARY OF REVENUES FY 2006/07 TO FY 2008/09

AS OF JUNE 30, 2008

Year	Fund		Taxes	Intergovern	Devlpmt	Fees/Charges	Other Revenue	Transfers in	Total
2006/07	General Fund/Subfunds	R e v e n u e s / S o u r c e s	(7,933,797)	(3,217,260)	(2,010,532)	(986,066)	(2,112,024)	(1,765,059)	(18,024,738)
	Redevelopment		(2,169,628)				(290,980)	(25,000)	(2,485,608)
	Enterprise			(618,942)	(2,047,964)	(81,276)	(391,123)	(290,005)	(3,429,310)
	Grants			(136,830)			(288,232)	(30,202)	(455,264)
	Special Revenue			(517,265)	(55,036)		(18,834)		(591,135)
	Capital Funds			(365,753)	520,799		(2,106,260)	(2,504,363)	(4,455,577)
	Special Assessment						(142,433)		(142,433)
	SpecAssmt/CFD Funds						(2,738,104)		(2,738,104)
	Debt Service			(2,256,820)			(214,692)	(485,048)	(2,956,560)
	Total		(12,360,245)	(4,856,050)	(3,592,733)	(1,067,342)	(8,302,682)	(5,099,677)	(35,278,729)
2007/08	General Fund/Subfunds		(7,288,351)	(1,544,789)	(929,204)	(3,285,130)	(1,732,724)	(1,629,874)	(16,410,072)
	Redevelopment		(2,350,326)				(69,481)	(25,000)	(2,444,806)
	Enterprise			(1,792,686)	(88,848)	(787,941)	(204,177)	(353,875)	(3,227,528)
	Grants					(63,170)	(198,728)	(47,874)	(309,773)
	Special Revenue			(37,398)		(336,367)	(9,880)		(383,645)
	Capital Funds			(321,571)	(1,261,081)	(617,181)	(399,612)	(1,639,073)	(4,238,516)
	Special Assessment					(143,330)	(17,847)		(161,177)
	SpecAssmt/CFD Funds						(2,735,949)		(2,735,949)
	Debt Service		(2,276,205)				(50,496)	(675,125)	(3,001,826)
	Total		(11,914,882)	(3,696,443)	(2,279,133)	(5,089,788)	(5,544,377)	(4,388,668)	(32,913,291)
2008/09	General Fund/Subfunds		(7,541,392)	(1,233,405)	(948,931)	(3,185,848)	(1,421,116)	(974,746)	(15,305,438)
	Redevelopment		(2,333,527)				(193,409)	(25,000)	(2,551,936)
	Enterprise			(1,611,397)	(110,000)	(579,000)	(128,225)	(243,303)	(2,671,925)
	Grants					(90,000)	(179,870)		(269,870)
	Special Revenue			(38,000)		(387,200)	(3,255)		(428,455)
	Capital Funds			(83,531)		(2,715,000)	(238,000)	(280,000)	(3,316,531)
	Special Assessment						(144,329)	(17,847)	(162,176)
	SpecAssmt/CFD Funds						(2,729,572)		(2,729,572)
	Debt Service		(2,658,454)				(137,800)	(591,481)	(3,387,735)
	Total		(12,533,373)	(2,966,333)	(1,058,931)	(6,957,048)	(5,175,576)	(2,132,377)	(30,823,638)

SUMMARY OF EXPENDITURES
FY 2006/07 TO FY 2008/09
AS OF JUNE 30, 2008

Year	Fund	Personnel Costs	Othr Ops	Projects	Debt Service	Transfers out	Total
2006/07	General Fund/Subfunds	10,859,762	4,081,947	154,300	302,051	1,519,799	16,917,859
	Redevelopment		1,267,698		213,680	962,736	2,444,114
	Enterprise		3,213,126		109,001	372,204	3,694,331
	Grants		300,206			0	300,206
	Special Revenue		113,751			416,498	530,249
	Capital Funds		3,707,122	95,962		1,700,612	5,503,696
	Special Assessment		140,165				140,165
	SpecAssmt/CFD Funds		1,156,499			1,221,820	2,399,279
	Debt Service		1,483,994		1,212,680	96,856	2,793,531
	Total	10,859,762	15,464,508	250,262	3,059,232	5,089,665	34,723,429
2007/08	General Fund/Subfunds	11,670,633	4,135,168	194,719		757,112	16,757,632
	Redevelopment		2,514,951		207,380	508,894	3,231,225
	Enterprise		2,083,267			1,720,912	3,804,179
	Grants		342,696			60,800	403,496
	Special Revenue		101,705			323,870	425,575
	Capital Funds		4,247,437	147,347		1,815,541	6,210,325
	Special Assessment		200,477				200,477
	SpecAssmt/CFD Funds		1,233,235			1,148,768	2,397,513
	Debt Service		1,898,007		1,251,663	197,468	3,347,138
	Total	11,670,633	16,756,943	342,066	2,607,811	5,400,108	36,777,560
2008/09	General Fund/Subfunds	12,337,428	3,683,399	191,356		293,427	16,505,610
	Redevelopment		3,651,415		213,160	328,100	4,192,675
	Enterprise		3,957,587			463,645	4,421,232
	Grants		456,859			0	456,859
	Special Revenue		46,520			400,550	447,070
	Capital Funds		4,364,340	37,000	1,136,343	396,145	5,933,828
	Special Assessment		160,476				160,476
	SpecAssmt/CFD Funds		1,885,676		1,073,454	11,510	2,970,640
	Debt Service		2,012,220		1,180,595	239,000	3,431,815
	Total	12,337,428	20,218,492	228,356	3,603,552	2,132,377	38,520,205

General Fund & Sub Funds

General Fund and Sub Funds consist of the General Fund and the Council Discretionary, Recreation, Performing Arts, Planning, Equipment Replacement Reserve, Building Reserve and the Vacaville–Dixon Greenbelt Funds. These funds are accounted for as part of the General Fund for GAAP (Generally Accepted Accounting Principles) purposes but are budgeted separately in order to separate out the expenditures of various programs.

- **Fund 100 General (Purpose) Fund**

The General Purpose Fund known simply as the General Fund is the primary source for discretionary spending that is not restricted by the source of the funds received. There are five functional areas in the General Fund each of which contains a number of departments representing the activities of a full service City. The divisions are Administration, Development Services, Community Facilities, Public Safety and Non- Departmental.

Administration is comprised of the City Council, Manager, Attorney, Clerk, Finance, Human Resources/Risk Management, Information Technology and Insurance department budgets. Development Services includes the Economic Development, Community Development, Building Inspection and Engineering department budgets. Community Facilities includes the Public Works Operations and Maintenance, Garage, Storm Drain and the Parks, Streets and Building Maintenance department budgets, as well as the Recreation and Senior Center department budgets. Public Safety is comprised of the Police, Code Enforcement and Fire department budgets. Non-Departmental is the departmental budget for expenditures such as contingencies and transfers which are not related to a particular department.

- **Fund 102 Council Discretionary Fund**

The Council Discretionary Fund was established to separate out expenditures which the City Council has set aside for particular purposes. Revenues from the KBI/Select Build sales taxes and other one time revenues are transferred into this fund from the General Fund.

Currently, this fund is being used mainly to account for the General Plan activities. The balance set aside in the prior year for staff time is being re-budgeted and the balance encumbered in FY 2007-08 for the General Plan consultant's contract will be re-encumbered in FY 2008-09.

There are a few expenditures being re-budgeted from the prior year. These consist of the IT Study (\$40,000) the Finance Department Study (\$25,000) and the Records Study (\$13,000) for a total of \$78,000. This \$78,000 is being re-budgeted for Citywide IT capital improvement upgrades for a City Intranet, software & other website improvements.

The remaining appropriations are \$50,000 for sales tax sharing with KBI/Select build and \$8,000 for legal work for Police Ordinance upgrades. This fund is managed by the Finance Department.

- **Fund 103 Recreation Fund**

The Recreation Fund 103 budget provides resources for the Recreation Department to offer programs such as classes of general interest, day camp, youth and adult sports leagues, and teen activities. Activities budgeted in the Recreation Fund 103 are designed to be self-supporting. Fees are set based on the estimated cost of the program offered. Funds for a scholarship program are included in the budget for those who meet income qualifications. The scholarship can provide up to a 75% discount off the cost of a program for youth 17 and under.

Over the past two years the Recreation Fund 103 budget has greatly expanded with the addition of the youth basketball and adult soccer leagues. With the renovated flooring in the Jim Stevens Arena, it is anticipated that the City will run adult and youth arena soccer leagues year round.

The remainder of the proposed budget is very similar to last year with resources budgeted for a variety of recreational classes, day camp and teen activities. This fund is managed by the Recreation and Community Services Department.

- **Fund 104 Performing Arts Fund**

The Performing Arts Fund was intended to be self-supporting. However, as is the case with most performing arts centers, the projected expenditures are greater than the revenues from the operations of the Performing Arts Center. As a result, a deficit of \$18,871 is projected as of June 30, 2009. This deficit will be covered by the Recreation Fund through FY 2008-09. In future years a subsidy from the General Fund will be necessary. This fund is managed by the Recreation and Community Services Department.

- **Fund 190 Planning Fund**

The Planning Fund is used to account for developer deposits to cover the cost of planning services. This fund is managed by the Finance Department. Due to workload issues, this fund has not been properly reconciled for a number of years.

Proposed appropriations for FY 2008-09 include \$20,000 for consultant services to reconcile this fund. This is necessary to recognize revenues for services which have been rendered to developers in the last three years and obtain reimbursement for services which have been rendered in the past. In the future the cost of accounting related to time and materials deposit billing will need to be recovered from developers, along with the cost for Planning Services.

- **Fund 810 Vacaville-Dixon Greenbelt Authority Fund**

The VDG (Vacaville-Dixon Greenbelt) Authority was organized under a joint powers agreement between the cities of Dixon and Vacaville.

The VDG Authority is governed by a five-member Board made up of two members appointed by the City Council of each City and an ex-officio member from the Solano County Board of Supervisors. The City of Vacaville provides recordkeeping services for the VDG Authority.

The equity in this fund is a result of the City's share of interest and penalties earned on a loan made from this fund which has since been paid off. As such it appears that the fund balance is available for any general purpose of the City. This fund is managed by the Finance Department.

- **Fund 820 Equipment Replacement Reserve Fund**

The Equipment Replacement Reserve Fund is funded by a transfer from the General Fund. The transfer is equal the amount needed to replace equipment amortized over the useful life of the equipment. Purchase of new equipment for the General Fund is funded by a transfer from this fund to the General Fund. The transfer for FY 2008-09 has been deferred due to budgetary considerations. This fund is managed by the Finance Department.

- **Fund 830 Building Reserve Fund**

The Building Reserve Fund is funded by transfers made from time to time from the General Fund. The last transfer of \$300,000 was made in FY 2005-06. Transfers out are made to cover the cost of major repairs or improvements to the City's buildings.

In FY 2008-09, a transfer is proposed to the Administrative Capital Facilities Fund for the cost of energy retrofitting. On June 24, 2008 the Council approved an expenditure of \$16,400. The budget in the line item has been revised upward to \$20,000 to allow for a contingency.

**CITY COUNCIL APPROVED
CITY OF DIXON
BUDGET OVERVIEW - GENERAL FUND
As of June 30, 2008**

SUMMARY OF FY2007-08 PROJECTED RESOURCES AND APPROPRIATIONS

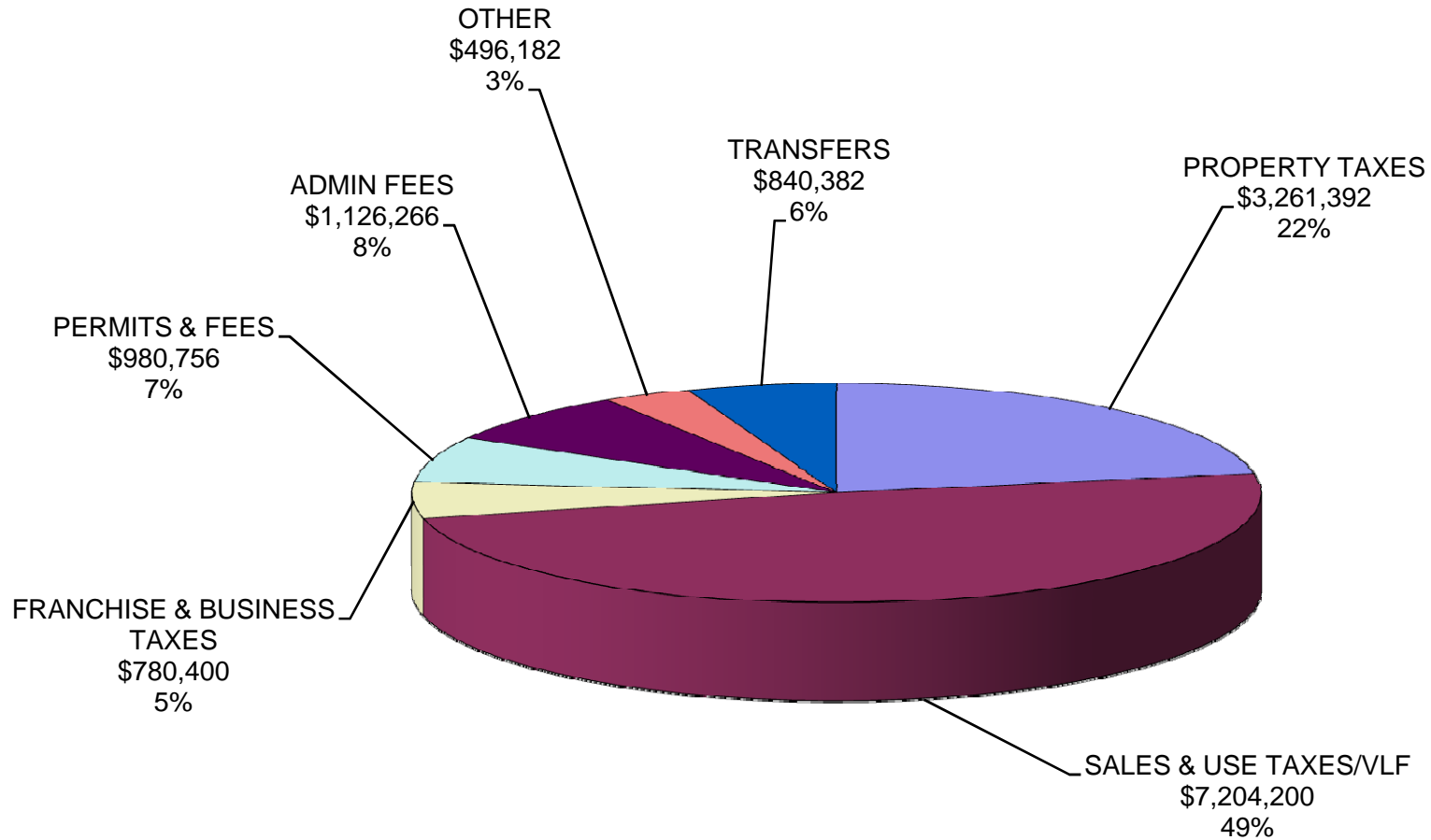
ESTIMATED BEGINNING FUND BALANCE JULY 2007	2,393,562	2,948,730	555,168
MANAGER PROPOSED FY2007-08	Budget As		
	Amended	Projected	
ESTIMATED REVENUE	14,088,096	14,596,967	508,871
TRANSFERS IN	1,107,819	981,694	(126,125)
			-
ESTIMATED REVENUE AND TRANSFERS	15,195,915	15,578,661	382,746
			-
TOTAL ESTIMATED AVAILABLE RESOURCES	17,589,477	18,527,391	937,914
			-
ESTIMATED EXPENDITURES	15,634,701	15,150,783	(483,918)
			-
TRANSFER TO EQUIPMENT REPLACEMENT	338,580	338,580	-
TRANSFER TO COUNCIL DISCRETIONARY FUND 102	441,400	300,000	(141,400)
TRANSFER TO LIGHTING AND LANDSCAPING DISTRICTS	34,847	34,847	-
TOTAL EXPENDITURES/TRANSFERS	16,449,528	15,824,210	(625,318)
			-
ESTIMATED FUND BALANCE JUNE 2008	1,139,949	2,703,181	1,563,232

SUMMARY OF FY 2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2008	2,703,181
MANAGER PROPOSED FY2008-09	
ESTIMATED REVENUE	13,849,196
TRANSFERS IN	840,382
ESTIMATED REVENUE AND TRANSFERS	14,689,578
TOTAL ESTIMATED AVAILABLE RESOURCES	17,392,759
TOTAL APPROPRIATIONS	15,449,683
TRANSFER TO EQUIPMENT REPLACEMENT	-
TRANSFER TO COUNCIL DISCRETIONARY FUND 102 (KBI)	50,000
TRANSFER TO LIGHTING AND LANDSCAPING DISTRICTS	31,990
TOTAL APPROPRIATIONS/TRANSFERS	15,531,673
ESTIMATED FUND BALANCE JUNE 2009	1,861,086
Contingency %	12.05%

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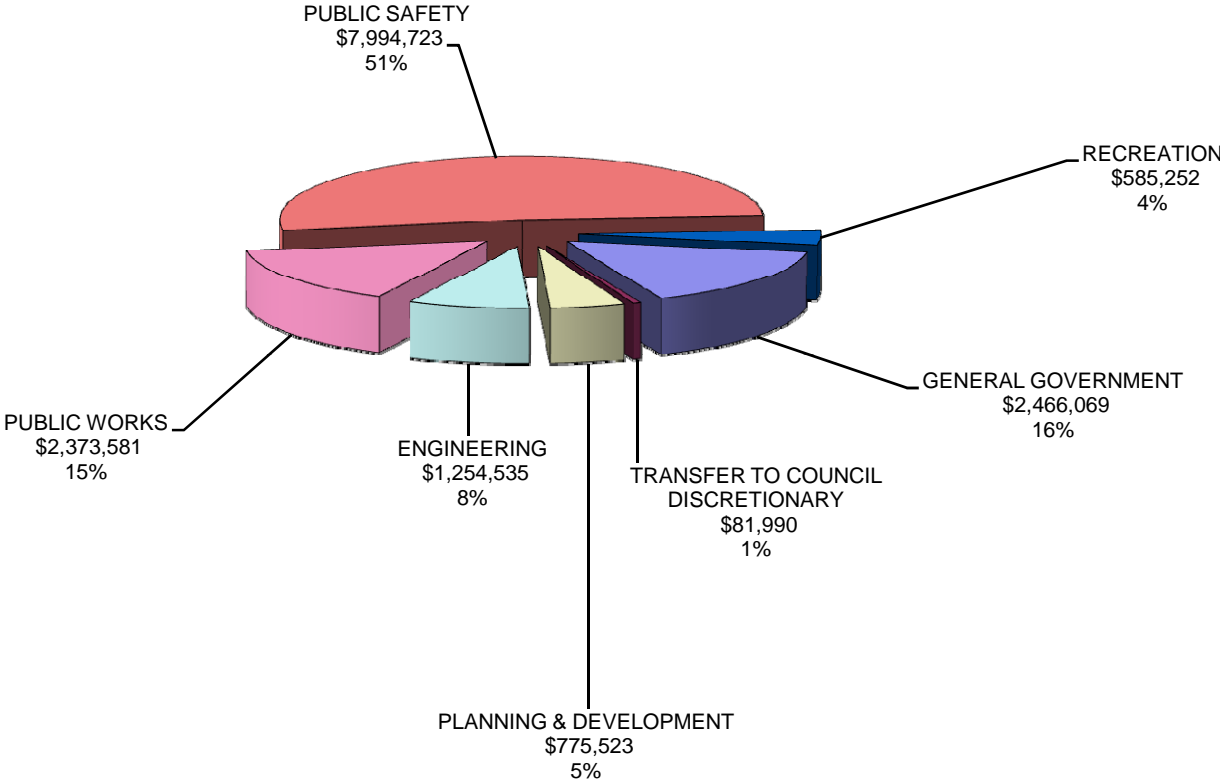
**CITY OF DIXON
GENERAL FUND
COUNCIL ADOPTED REVENUE AND TRANSFERS
FY 2008-09**



**TOTAL REVENUE
AND TRANSFERS
\$14,689,578**

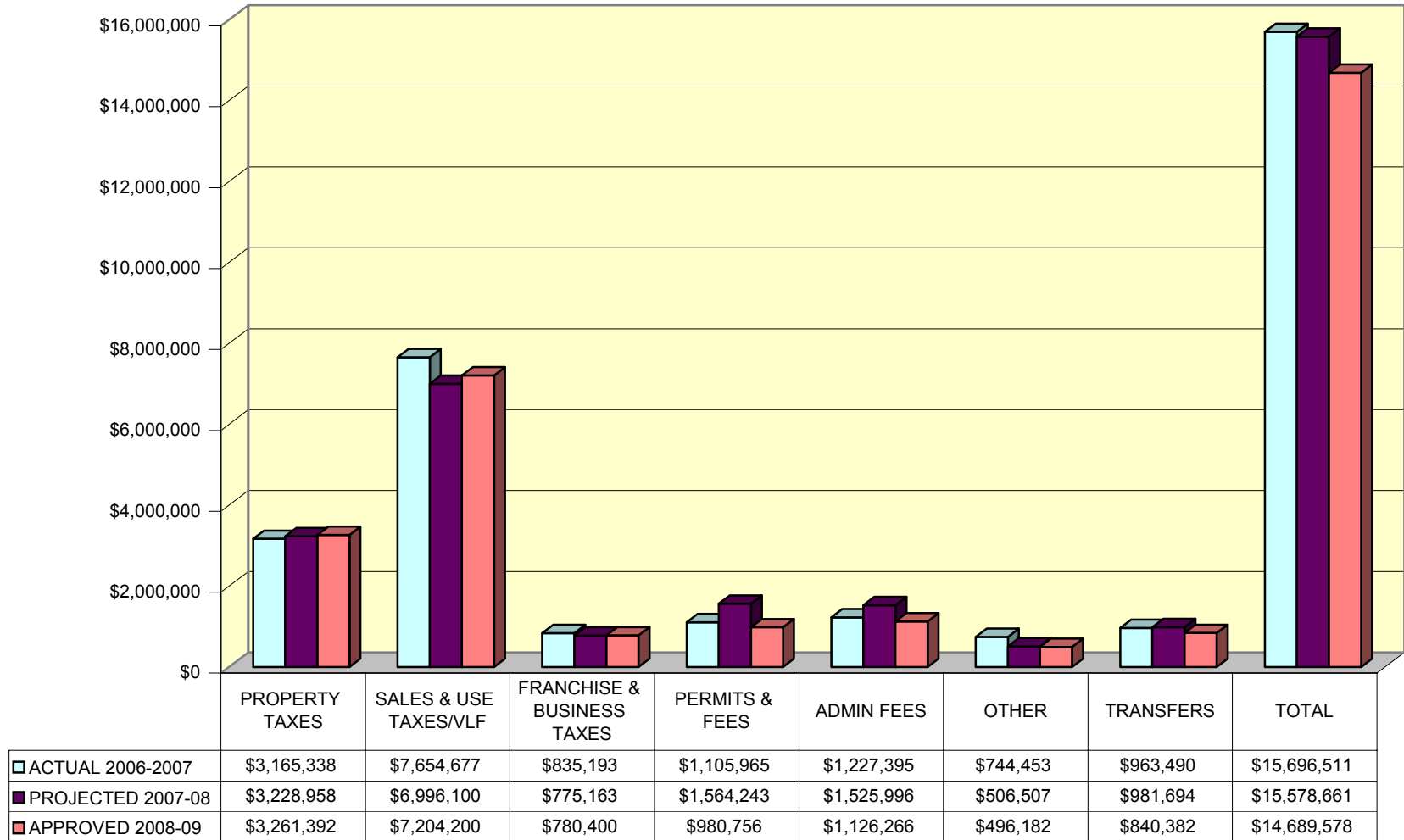
■ PROPERTY TAXES	■ SALES & USE TAXES/VLF
■ FRANCHISE & BUSINESS TAXES	■ PERMITS & FEES
■ ADMIN FEES	■ OTHER
■ TRANSFERS	

**CITY OF DIXON
GENERAL FUND
COUNCIL APPROVED EXPENDITURES
FY2008-09**

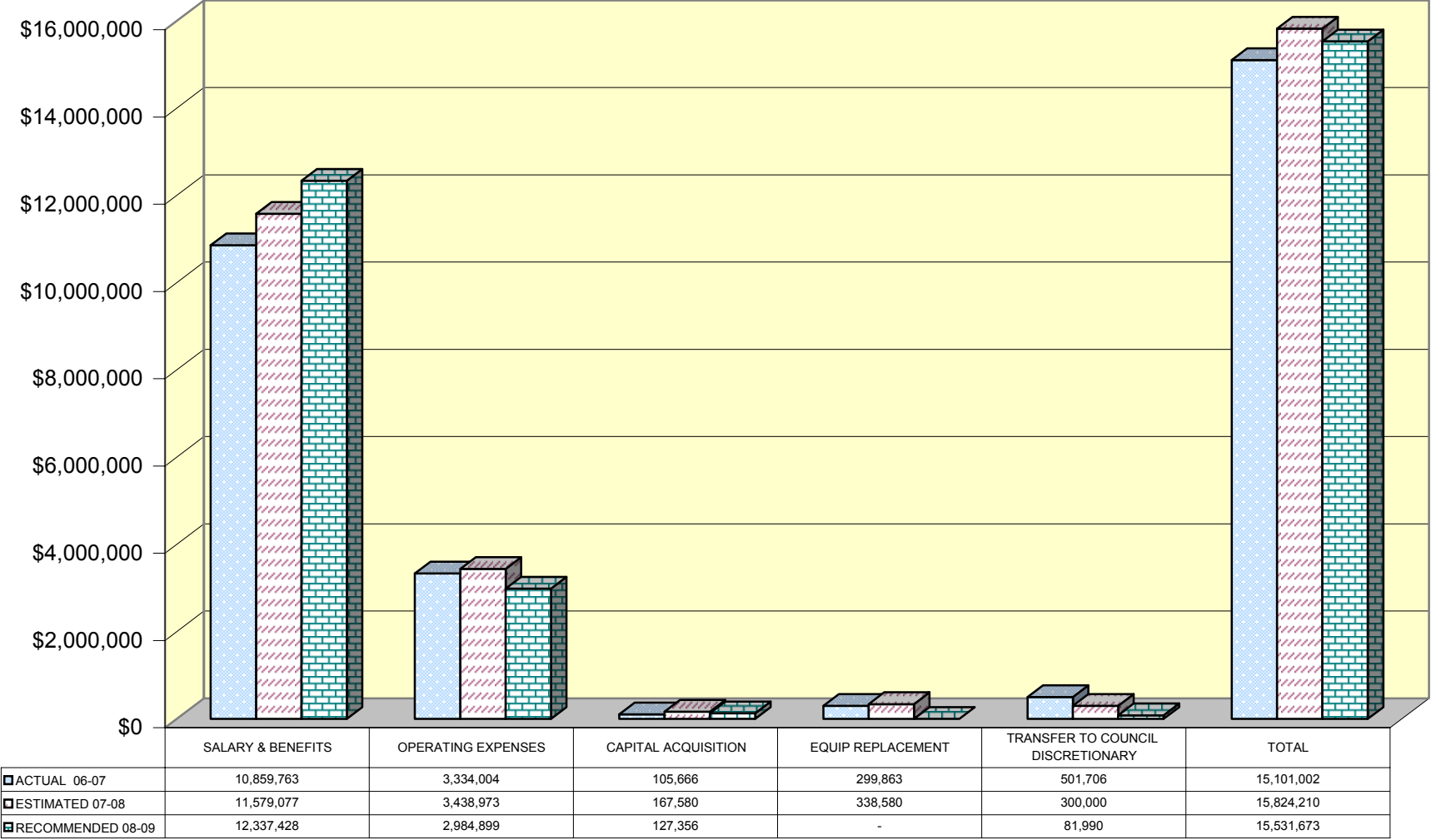


**TOTAL EXPENDITURES
\$15,531,673**

**CITY OF DIXON
REVENUE COMPARISONS
FY2006-07 TO FY2008-09**



**CITY OF DIXON
EXPENDITURE COMPARISONS
FY2006-07 TO FY2008-09**



**CITY OF DIXON
GENERAL FUND REVENUE
FY2008-09
As of June 30, 2008**

ACTUAL & PROJECTED REVENUES FY 2003-04 THROUGH 2008-09

TRANSFER / REVENUE DESCRIPTION	ACTUAL REVENUE 2004-05	ACTUAL REVENUE 2005-06	ACTUAL REVENUE 2006-07	ADOPTED BUDGET 2007-08	YEAR TO DATE ACTUAL 2007-08	Apr Revised ESTIMATE 2007-08	PRELIMINARY BUDGET 2008-09
HOMEOWNER'S EXEMPTION	37,514	39,263	38,892	37,600	5,648	36,831	36,647
SECURED PROPERTY TAXES	2,035,614	2,419,111	2,698,731	2,884,050	1,482,040	2,887,341	2,961,300
SUPPLEMENTAL TAXES	235,746	334,862	224,549	200,000	94,449	158,493	122,657
UNSECURED PROPERTY TAXES	47,344	72,659	92,561	98,075	115,737	111,293	115,789
PROPERTY TRANSFER TAX	192,213	123,439	110,605	95,000	26,942	35,000	25,000
MOTOR VEH SEC 1005.4	-	-	13,695	14,105	-	-	-
MOTOR VEHICLE IN-LIEU TAX	382,552	105,247	95,090	92,400	65,839	92,400	94,500
VLF/ERAF SWAP	642,360	927,299	1,258,220	630,000	695,350	1,390,700	1,390,700
SALES & USE TAX	3,186,565	3,752,053	4,768,458	4,096,400	2,267,033	4,075,500	4,280,000
SALES TAX IN LIEU ("Triple Flip")	888,428	915,814	1,445,185	1,446,000	674,443	1,358,500	1,360,000
SALES TAX - PUBLIC SAFETY	69,199	74,106	74,029	65,000	56,542	79,000	79,000
BUSINESS LICENSES	76,110	87,195	77,494	75,000	72,146	75,000	75,000
FRANCHISE TAX - CABLE T.V.	75,113	76,138	95,042	80,000	32,413	78,000	78,000
FRANCHISE TAX - P G & E	114,594	118,594	132,868	130,000	129,163	129,163	131,750
FRANCHISE TAX - REFUSE	215,173	242,443	263,965	242,500	131,037	265,000	267,650
Sewer In-Lieu Charges	255,644	-	-	-	-	-	-
TRANSIENT OCCUP. MOTEL TAX	191,856	225,111	265,824	225,000	172,622	228,000	228,000
ADMINISTRATION FEES	49,518	48,833	8,799	286,600	18,325	22,325	22,325
ADMIN FEES - CITY MANAGEMENT	363,800	627,115	630,431	36,750	110,900	779,277	579,547
ADMIN FEES - FINANCE	-	73,249	74,790	-	(7,494)	78,529	78,529
ADMIN FEES -- INTERFUND	527,815	839,191	513,375	1,420,485	459,865	645,865	445,865
AFTER SCHOOL PROGRAM	380	-	28,025	25,000	-	35,000	35,000
Admin Charge to Agency Fund	5,000	-	-	-	-	-	-
ARENA RENTAL	220	80	526	500	790	680	680
ATHLETIC FIELD USE	7,606	10,394	6,805	10,000	7,472	10,000	10,000
BICYCLE PERMITS	96	84	162	100	92	150	100
BUILDING PERMITS	541,110	122,978	167,541	193,900	264,959	275,000	125,000
DOG LICENSES	-	7,379	39,575	7,500	-	25,882	26,000
ENCROACHMENT INSPECTION FEES	8,785	5,664	9,943	7,500	281,790	281,790	4,000
FEES FOR FIRE CONTRACT SVCS	333,670	360,976	380,319	408,535	-	408,535	420,225
FIRE DEPT FEES	82,073	81,813	33,229	55,000	38,526	46,000	46,000
FIRE DEPT FEES - TRAINING	-	23,205	33,350	20,000	13,456	20,000	20,000
FIRE DEPT PERMITS	13,025	11,770	10,650	10,500	9,530	10,500	10,500
FIRE EXTRICATION FEES	-	-	-	-	-	-	-
GARAGE SALE PERMITS	2,315	2,313	2,211	1,300	1,420	1,300	1,420
MISDEMEANOR FINES	989	828	1,154	800	3,990	4,000	4,000
NFSAD ADMIN. FEES	-	-	-	15,000	-	-	-
OTHER PERMITS & MISC FEES (429200)	4,326	3,855	15,257	6,000	4,218	6,000	54,000
PARKING FINES	7,947	15,366	13,658	10,000	8,350	10,000	10,000
PLAN CHECK FEES -BLDG/PLAN	241,154	69,229	221,272	155,600	23,658	175,000	60,000
PLAN CHECK FEES - ENGR	14,548	172,924	6,245	23,000	122,675	122,675	23,000

**CITY OF DIXON
GENERAL FUND REVENUE
FY2008-09
As of June 30, 2008**

ACTUAL & PROJECTED REVENUES FY 2003-04 THROUGH 2008-09

TRANSFER / REVENUE DESCRIPTION	ACTUAL REVENUE 2004-05	ACTUAL REVENUE 2005-06	ACTUAL REVENUE 2006-07	ADOPTED BUDGET 2007-08	YEAR TO DATE ACTUAL 2007-08	Apr Revised ESTIMATE 2007-08	PRELIMINARY BUDGET 2008-09
PLANNING & ZONING CHARGES	77,058	28,286	48,443	40,000	15,088	26,000	26,000
PLANNING - REIMB AGREEMENTS - moved to a s	1,373,071	-	-	-	-	-	-
PD DANCE SECURITY FEE	642	-	75	-	329	350	350
POLICE DEPT FEES	39,699	29,542	17,188	15,000	14,864	15,000	14,000
POLICE DEPT FEES - DUI		509	3,077	2,500	-	100	200
RESERVATION/RENTAL FEES	4,715	5,212	5,144	5,000	3,180	5,000	5,000
SMUC - BLDG RENTAL	14,773	19,018	10,857	12,000	11,734	12,000	12,000
STATE HIGHWAY MAINTENANCE	8,658	6,494	5,250	8,700	-	8,700	8,700
STANDARD PLANS & SPECS/BOOKS	10,913	5,632	3,315	3,000	287	500	500
SUBDIVISION INSPECTION FEES	138,015	-	-	130,000	-	-	-
SWIM TEAM - DOLPHINS	4,032	4,086	-	4,000	6,830	6,830	6,830
SWIMMING - LAP SWIM	6,420	3,725	5,291	5,000	4,757	4,800	4,800
SWIMMING INSTRUCTIONS	11,817	15,374	17,369	10,000	5,838	10,000	10,000
SWIMMING POOL ADMISSIONS	4,768	7,659	9,273	5,500	4,982	5,000	5,000
SWIMMING POOL RENTAL	3,242	1,733	7,076	2,000	1,070	1,100	1,100
VEHICLE MAINTENANCE	38,031	36,733	3,485	-	205	205	205
WAAD & WATER ADMIN. FEES (438000)	-	-	-	35,946	-	35,946	35,946
WEED & PEST CONTROL	16,179	2,038	200	-	200	200	200
ABANDONED VEHICLE PROGRAM	6,181	11,617	7,064	9,000	2,473	2,473	500
COPIES	319	2,590	2,724	500	2,840	2,850	2,900
EMERG COST RECOVERY PROG.	-	3,687	5,466	7,000	7,000	7,000	7,000
EMS PARAMEDIC PROGRAM	140,213	71,559	89,916	75,000	-	75,000	75,000
POLICE GRANTS	38,845	76,467	2,377	-	37,500	37,500	-
GRANT FUNDS - YOUTH PROG/ATOD	-	144,459	44,526	83,500	43,795	45,850	48,580
GRANT - FEDERAL HCD PTAA GIS	-	11,750	23,250	-	-	-	-
GRANT FUNDS - PW	5,000	5,000	5,000	5,000	5,000	5,000	5,000
GRANT FUNDS - OTS/DUI	-	876	2,189	-	-	-	-
GRANT FUNDS - OTHER	-	-	3,000	-	-	-	-
INSURANCE SETTLEMENT	56,728	435	4,221	-	6,092	6,092	5,000
INTEREST EARNED	52,986	84,907	64,226	80,000	26,246	80,000	80,000
LEASE REVENUE	100	19,224	16,885	20,000	17,610	20,000	20,000
MISCELLANEOUS INCOME	13,808	16,315	37,255	206,400	22,769	15,000	15,000
OFF HIGHWAY VEHICLE FEES	561	646	-	650	-	-	650
DUSD REIMBURSEMENTS	13,502	15,000	15,000	15,000	5,744	15,000	15,000
POST REIMBURSEMENT	5,991	25,157	25,713	10,000	3,663	10,000	10,000
CA - BOOKING FEES REIMBURSEMENT	-	-	22,610	20,000	-	-	-
SALE OF PROPERTY	1,350	500	4,629	-	-	-	91,718
SB 90 REIMBURSEMENTS	-	-	82,114	50,000	(2,796)	10,000	-
SOLNET	14,647	36,870	89,000	20,000	68,770	89,000	60,000
SMUC - DONATIONS	575	30	625	500	-	500	500
DONATIONS - UNRESTRICTED	-	-	1,000	1,000	25	25	1,000
DONATIONS - POLICE	-	-	1,250	2,250	1,000	1,250	-
INSURANCE WORK COMP & REIMB (463110)	-	114,289	110,865	95,950	419	419	58,334
GRANTS-HOMELAND SECURITY/FEMA	-	-	83,548	-	-	83,548	-
TOTAL REVENUE	12,953,239	12,797,997	14,733,021	14,085,596	7,701,439	14,596,967	13,849,196

**CITY OF DIXON
GENERAL FUND REVENUE
FY2008-09
As of June 30, 2008**

ACTUAL & PROJECTED REVENUES FY 2003-04 THROUGH 2008-09

TRANSFER / REVENUE DESCRIPTION	ACTUAL REVENUE 2004-05	ACTUAL REVENUE 2005-06	ACTUAL REVENUE 2006-07	ADOPTED BUDGET 2007-08	YEAR TO DATE ACTUAL 2007-08	Apr Revised ESTIMATE 2007-08	PRELIMINARY BUDGET 2008-09
TRANSFERS FROM OTHER FUNDS:							
TRANSFER FROM RECREATION	5,000	3,945	4,063	5,465	-	5,465	5,465
TRANSFER FROM SEWER O & M	-	1,313	1,313	15,285	-	15,285	-
TRANSFER FROM TRANSIT	-	2,067	2,129	3,435	-	3,435	-
TRANSFER FROM CAP PROJS	-	65,604	26,119	37,614	-	37,614	-
TRANSFER FROM COMM DEV CP	-	-	-	-	-	-	-
TRANSFER FROM INDUSTRIAL PARK	88,623	99,438	247,000	328,100	-	198,475	-
TRANSFER FROM PARK CAPITAL PROJ	-	31,500	32,445	-	-	-	-
TRANSFER FROM RDA (incl grants & set aside)	93,493	103,529	224,736	244,820	-	244,820	328,100
TRANSFER FROM GAS TAX/2107.5	250,697	250,697	283,218	297,380	-	297,380	297,380
TRANSFER FROM GAS TAX/2107	-	-	-	-	-	-	-
TRANSFER FROM GAS TAX/2106	-	-	-	-	-	-	-
TRANSFER FROM GAS TAX 2105	-	-	-	-	-	-	-
TRANSFER FROM TRAFFIC SAFETY	10,000	6,000	6,180	6,490	-	6,490	6,490
TRANSFER FROM COPS GRANT	68,144	143,500	-	16,000	-	16,000	-
TRANSFER FROM MAINTENANCE DIST	-	10,000	10,960	11,510	-	11,510	11,510
TRANSFER FROM DSMWS	-	-	10,012	-	-	-	-
TRANSFER FROM L&L	-	-	-	-	-	-	-
TRANSFER FROM W A ST	-	-	-	-	-	-	-
TRANSFER FROM EQUIP. REPL	117,656	72,900	107,815	131,020	-	134,520	156,737
TRANSFER FROM BLDG RESERVE	-	7,700	7,500	10,700	-	10,700	34,700
TOTAL TRANSFERS	633,614	798,193	963,490	1,107,819	-	981,694	840,382
TOTAL REVENUE & TRANSFERS	13,586,853	13,596,190	15,696,511	15,193,415	7,701,439	15,578,661	14,689,578

CITY COUNCIL APPROVED

CITY OF DIXON
BUDGET DETAIL SUMMARY
GENERAL FUND
As of Jun 30, 2008
FY2008-09

DEPT # DEPARTMENT	SALARY/ BENEFITS	OPERATING EXPENSES	CAPITAL ACQUISITION/ BLDG REHAB	CITY COUNCIL APPROVED	TRANSFERS	TOTAL/W TRANSFERS
111 City Council	36,781	38,843		75,624	-	75,624
112 City Manager	229,242	13,900		243,142	-	243,142
113 City Clerk	413,129	114,400		527,529	-	527,529
114 Finance	542,894	143,876		686,770	-	686,770
115 HR Personnel/Risk Mgmt	208,173	86,685		294,858	-	294,858
116 Information Technology	104,001	26,937	30,116	161,054	-	161,054
118 City Attorney	-	210,000		210,000	-	210,000
119 Insurance	-	267,092		267,092	-	267,092
131 Economic Development	160,333	36,090		196,423	-	196,423
132 Community Dev/Planning	344,869	11,350		356,219	-	356,219
133 Building Inspection	181,081	41,800		222,881	-	222,881
143 Engineering	1,120,675	107,860	26,000	1,254,535	-	1,254,535
150 Public Works O & M	149,143	21,380	720	171,243	-	171,243
151 PW Garage	88,500	15,090	720	104,310	-	104,310
152 PW Parks Maintenance	674,074	312,318	15,900	1,002,292	-	1,002,292
153 PW Street Maintenance	386,263	265,298	15,900	667,461	-	667,461
154 PW Storm Drain Maintenance	150,532	71,221	3,500	225,253	-	225,253
155 PW City Bldg Maintenance	161,247	41,775	-	203,022	-	203,022
161 Police	3,621,808	693,825	-	4,315,633	-	4,315,633
166 Fire	3,176,458	404,369	31,900	3,612,727	-	3,612,727
169 Code Compliance	60,533	5,830		66,363	-	66,363
171 Recreation	456,004	33,860		489,864	-	489,864
172 S/MUC	71,688	21,100	2,600	95,388	-	95,388
000 Non Departmental	-	-		-	81,990	81,990
TOTALS	12,337,428	2,984,899	127,356	15,449,683	81,990	15,531,673

ESTIMATED FY 2007-08 TOTAL

CITY OF DIXON
BUDGET DETAIL SUMMARY
GENERAL FUND
As of June 30, 2008
FY2007-08

DEPT # DEPARTMENT	SALARY/ BENEFITS	OPERATING EXPENSES	CAPITAL ACQUISITION/ BLDG REHAB	TOTAL REQUEST	TRANSFERS	TOTAL/W TRANSFERS
111 City Council	48,391	266,025	-	314,416	-	314,416
112 City Manager	244,675	6,786	-	251,461	400	251,861
113 City Clerk	382,666	81,630	-	464,296	8,855	473,151
114 Finance	465,516	229,786	18,200	713,502	8,000	721,502
115 HR Personnel/Risk Mgmt	191,321	99,752	-	291,073	1,000	292,073
116 Information Technology	94,643	19,785	39,028	153,456	8,000	161,456
119 Insurance	-	597,900	-	597,900	-	597,900
131 Economic Development	144,428	36,350	-	180,778	400	181,178
132 Community Dev/Planning	319,250	7,117	-	326,367	800	327,167
133 Building Inspection	166,945	139,564	-	306,509	5,300	311,809
143 Engineering	1,059,915	52,510	18,000	1,130,425	7,248	1,137,673
150 Public Works Admin/O&M	218,941	22,175	-	241,116	5,500	246,616
151 PW Garage	92,038	15,744	3,410	111,192	7,557	118,749
152 PW Parks Maintenance	667,206	262,681	16,980	946,867	30,142	977,009
153 PW Street Maintenance	347,283	266,676	2,003	615,962	28,015	643,977
154 PW Storm Drain Maintenance	141,246	73,222	38,200	252,668	3,620	256,288
155 PW City Building Maintenance	151,619	43,415	-	195,034	2,720	197,754
161 Police	3,470,294	629,767	-	4,100,061	44,468	4,144,529
166 Fire	2,814,571	494,433	31,759	3,340,763	170,505	3,511,268
169 Code Compliance	47,810	2,956	-	50,766	-	50,766
171 Recreation	440,752	35,275	-	476,027	3,400	479,427
172 S/MUC	69,567	20,577	-	90,144	2,650	92,794
000 Non Departmental	-	-	-	-	334,847	334,847
TOTALS	11,579,077	3,404,126	167,580	15,150,783	673,427	15,824,210

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City Council

The City Council is comprised of a directly elected mayor and four (4) city council members. The Mayor and Council Members are elected for a four (4) year term. The City Council is the policy making legislative body of the City of Dixon. The City Council acts upon all legislative matters concerning the City, approving and adopting ordinances, resolutions and other matters requiring overall policy decisions and leadership. The City Council appoints the City Manager and the City Attorney as well as various commissions, boards and citizen advisory committees to ensure broad based citizen input into the City's affairs. In proposals designed to meet community needs and sustain demanded service levels; directs staff to initiate new programs to update existing services, determines the ability of the City to provide financing for the proposed budget, and oversees the financial condition of the city. The City Council also serves as the Board of Directors for the City of Dixon Redevelopment Agency and the Dixon Public Financing Authority and oversees the City's operations of the Dixon Solano Municipal Water Services, a joint exercise of powers agreement with the Solano Irrigation District.

City Council Mission

To provide policy direction and oversight for the City of Dixon; to serve as the elected representatives for the citizens of the City of Dixon in guiding municipal operations and services.

CITY COUNCIL

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
18,000.00	20,190.00	21,600	20,985	100-111-511100-0000	Salaries/Wages PT	21,600	21,600	21,600
9,920.00	8,220.00	11,520	7,920	100-111-511170-0000	Commissions/Committees	11,520	11,520	11,520
0.00	0.00	2,534	0	100-111-512000-0000	Social Security	2,899	2,899	2,899
2,242.43	2,859.74	0	3,406	100-111-512100-0000	Medicare	0	0	0
16,080.00	15,630.00	16,296	16,080	100-111-512400-0000	Health Insurance	16,296	16,296	0
0.00	0.00	0	0	100-111-512600-0000	Worker's Comp Insurance	762	762	762
46,242.43	46,899.74	51,950	48,391		Subtotal Salaries & Benefits	53,077	53,077	36,781
17,561.28	19,660.31	23,000	22,000	100-111-524200-0000	Dues/Subscriptions	23,285	23,285	16,943
218,710.40	288,877.19	210,000	210,000	100-111-529600-0000	Legal Fees	0	0	0
6,053.91	5,337.71	10,500	8,000	100-111-530200-0000	Meetings/Seminars	12,000	6,400	1,000
0.00	271.27	1,750	500	100-111-531000-0000	Mileage Reimbursement	1,800	1,000	0
1,249.01	1,031.44	1,000	775	100-111-531600-0000	Office Supplies	1,000	300	300
196.51	120.42	1,200	1,200	100-111-535550-0000	Special Events	600	600	600
402.06	1,237.49	1,500	1,500	100-111-535600-0000	Special Supplies	1,500	1,000	1,000
20,500.00	18,000.00	20,500	20,500	100-111-535650-0000	Subsidies to Comm Groups	20,500	0	15,000
0.00	25.00	5,000	1,550	100-111-535750-0000	Training	5,000	4,000	4,000
264,673.17	334,560.83	274,450	266,025		Subtotal Operations & Maintenance	65,685	36,585	38,843
310,915.60	381,460.57	326,400	314,416		Total Department	118,762	89,662	75,624

Note: The City Attorney's costs were previously included within the City Council's budget. They are now included in a separate General Fund Dept: 118 - City Attorney

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 111
 Department Name: CITY COUNCIL
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET			Brief Detail Description (E)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	City Council Approved (D)	
524200	23,000	23,285	23,285	16,943	League \$6,342; League(No. Bay) \$150; Treas. Assoc. \$75; Travis RAFC \$300, Solano Water Authority \$3000; LAFCO \$9,914; ABAG \$3,504
529600	210,000	-	-	-	City Attorney: Annual Base, Special Projects, Litigation*
530200	10,500	12,000	6,400	1,000	\$800 x 5 Annual League Meeting – So. Cal.
530200	-	-	-	-	\$300 x 5 Miscellaneous Meetings/Travel; \$1000 Miscellaneous Meetings/Travel
530200	-	-	-	-	\$1,000 x 2 Annual League Conference Planning Commission – No. Cal.
530200	-	-	-	-	\$1,000 x 2 seminar/training Transportation Advisory Commission
530200	-	-	-	-	\$1,000 x 2 seminar/training Recreation Commission
530200	-	-	-	-	\$500 x 1 Treasurer/Financial Management Seminar – No. Cal.
531000	1,750	1,800	1,000	-	50 miles/mo for Mayor, Councilmembers & Treasurer @ \$.505/mile
531600	1,000	1,000	300	300	Misc. Office Supplies: Council, Commissions, Treasurer
535550	1,200	600	600	600	Solano County Mayor Conference
535600	1,500	1,500	1,000	1,000	Name Plaques, Video tapes, Publications, Special Meeting Supplies, Election Event
535650	20,500	20,500	-	15,000	e.g., Dixon Family Services, Independent Living Resources, Child Assault Prevention**
535750	5,000	5,000	4,000	4,000	Misc. Seminars or Council Training 5@\$500, LCC Councilmembers Academy 5 @ \$500
Total	274,450	65,685	36,585	38,843	

* Transfer expense to separate Department (118-City Attorney)

** Transfer expense to CDBG Fund

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 111
 FY: 2008-09 CITY COUNCIL

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	COMMITTEE TIME 511170	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512000	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
Mayor	4,320.00	-	4,320.00	1	4,320.00		-	-	330.48	-	99.35	4,749.83
Councilmember	4,320.00	-	4,320.00	1	4,320.00		-	-	330.48	-	99.35	4,749.83
Councilmember	4,320.00	-	4,320.00	1	4,320.00		-	-	330.48	-	99.35	4,749.83
Councilmember	4,320.00	-	4,320.00	1	4,320.00		-	-	330.48	-	99.35	4,749.83
Councilmember	4,320.00	-	4,320.00	1	4,320.00		-	-	330.48	-	99.35	4,749.83
Planning Committee	4,200.00	-	4,200.00		-	4,200.00	-	-	-	-	96.59	4,296.59
Parks & Recreation Committee	4,200.00	-	4,200.00		-	4,200.00	-	-	-	-	96.59	4,296.59
Transportation Committee	2,100.00	-	2,100.00		-	2,100.00	-	-	-	-	48.30	2,148.30
Treasurer Committee	1,020.00	-	1,020.00		-	1,020.00	-	-	-	-	23.46	1,043.46
0	0.00	-	-		-	-	-	-	-	-	-	-
0	0.00	-	-		-	-	-	-	-	-	-	-
0	0.00	-	-		-	-	-	-	-	-	-	-
0	0.00	-	-		-	-	-	-	-	-	-	-
0	0.00	-	-		-	-	-	-	-	-	-	-
0	0.00	-	-		-	-	-	-	-	-	-	-
0	0.00	-	-		-	-	-	-	-	-	-	-
0	0.00	-	-		-	-	-	-	-	-	-	-
Subtotal:	33,120.00	0.00	33,120.00	5	21,600.00	11,520.00	0.00	0.00	1,652.40	0.00	761.69	35,534.09
Temporary Personnel												
0.00	0.00	-	-		-	-	-	-	-	-	-	-
0.00	0.00	-	-		-	-	-	-	-	-	-	-
0.00	0.00	-	-		-	-	-	-	-	-	-	-
0.00	0.00	-	-		-	-	-	-	-	-	-	-
0.00	0.00	-	-		-	-	-	-	-	-	-	-
Subtotal:	0.00	-	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EE Total:	33,120.00	0.00	33,120.00	5	21,600.00	11,520.00	0.00	0.00	2,899.00	0.00	761.69	36,780.69
Other special pays:												
PERS Health Administration								-				-
Retirement Health Benefit												-
OVERTIME												-
FLSA (Y-time)												-
Stand-by pay												-
Comp Time Cash Out												-
Admin Leave Cash Out												-
Night Differential												-
Subtotal:												-
TOTALS:	33,120.00	-	33,120.00		21,600.00	11,520.00	-	-	2,899.00	-	761.69	36,780.69

City Manager

The City Manager is appointed by the City Council and is the Chief Administrative Officer of the City. The City Manager is responsible for providing support and advice to the City Council; offering leadership and policy support for departments; fostering community partnerships and interagency collaboration; connecting citizens with their community; providing legislative policy support; and guiding the City's continuing transformation to a highly customer focused team.

The City Manager is responsible for the efficient and effective operation of all City departmental programs and services. The City Manager advises the City Council on the financial condition of the City, makes recommendations to the City Council on all legislative policy matters and supervises all of the appointed department managers, except the City Attorney, who is appointed by the City Council. The City Manager also acts as the Executive Director of the Dixon Redevelopment Agency, the Dixon Public Financing Authority and oversees the City's operations of the Dixon Solano Municipal Water Services, a joint exercise of powers agreement with the Solano Irrigation District.

City Manager Mission

The City Manager will provide effective policy recommendations to the City Council and leadership and guidance to the City of Dixon organization in providing services to the Citizens of Dixon.

CITY MANAGER

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
148,379.13	158,557.05	162,997	146,626	100-112-511000-0000	Salaries/Wages	179,726	179,726	179,726
0.00	0.00	0	0	100-112-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-112-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	0	0	100-112-511200-0000	Overtime	0	0	0
0.00	0.00	0	0	100-112-511300-0000	Standby	0	0	0
0.00	0.00	0	52,563	100-112-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-112-512000-0000	Social Security	0	0	0
2,188.92	2,300.22	2,416	2,963	100-112-512100-0000	Medicare	2,872	2,872	2,872
21,113.14	24,337.51	25,108	23,097	100-112-512200-0000	Retirement	26,638	26,638	26,638
873.00	873.00	873	728	100-112-512300-0000	Disability Insurance	873	873	873
11,716.08	12,307.26	12,568	18,698	100-112-512400-0000	Health Insurance	18,072	18,072	18,072
0.00	0.00	0	0	100-112-512600-0000	Worker's Comp Insurance	1,061	1,061	1,061
184,270.27	198,375.04	203,962	244,675		Subtotal Salaries & Benefits	229,242	229,242	229,242
0.00	0.00	0	0	100-112-520400-0000	Advertising/Legal Notices	0	0	0
3,600.00	3,600.00	3,600	3,600	100-112-520600-0000	Auto Allowance	4,800	4,800	4,800
174.17	264.66	350	372	100-112-521800-0000	Communications	600	600	600
500.00	0.00	0	0	100-112-522400-0000	Consultants - Professional	0	0	0
0.00	0.00	0	0	100-112-522600-0000	Contr Servs - Non Professional	0	0	0
0.00	0.00	0	0	100-112-523400-0000	Contract Servs - Temp	0	0	0
202.00	228.94	250	305	100-112-524200-0000	Dues/Subscriptions	250	250	250
0.00	0.00	0	0	100-112-525800-0000	Equip Rental	0	0	0
0.00	0.00	0	0	100-112-526000-0000	Equip Repairs/Maintenance	0	0	0
276.00	1,090.87	1,500	349	100-112-530200-0000	Meetings/Seminars	3,000	3,000	3,000
0.00	0.00	0	0	100-112-531400-0000	Office Equipment/Maint/Rental	0	0	0
140.50	9.45	150	209	100-112-531600-0000	Office Supplies	250	250	250
1,669.31	243.31	200	1,951	100-112-535600-0000	Special Supplies	1,000	1,000	1,000
0.00	300.00	4,000	0	100-112-535750-0000	Training	4,000	4,000	4,000
6,561.98	5,737.23	10,050	6,786		Subtotal Operations & Maintenance	13,900	13,900	13,900
400.00	400.00	400	400	100-112-597300-0000	Transfer to Equip Replacement	0	0	0
400.00	400.00	400	400		Subtotal Non-operating expenses	0	0	0
191,232.25	204,512.27	214,412	251,861		Total Department	243,142	243,142	243,142

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 112
 Department Name: CITY MANAGER
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
520600	3,600	4,800	4,800	Auto allowance @\$300/month
521800	350	600	600	Cell Phone
524200	250	250	250	Subscriptions & newspapers
530200	1,500	3,000	3,000	Annual league conference - 3 days - Monterey;
530200				Annual League Managers Dept. Conference - 2 days - So. Calif.; and
530200				Miscellaneous meetings and travel
531600	150	250	250	General office supplies
535600	200	1,000	1,000	Special supplies, e.g., books, printing, photos
535750	4,000	4,000	4,000	Sr. Mgmt. team building
597300	400	-	-	Equipment Replacement
Total	10,450	13,900	13,900	

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 112
 FY: 2008-09 CITY MANAGER

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
City Manager	170,000.00	4,250.00	174,250.00	1	174,250.00		26,637.60	13,542.00	2,722.98	873.00	1,061.48	219,087.06
Other payroll costs:												
PERS Health Administration								765.00				765.00
Retirement Health Benefit								3,765.36				3,765.36
OVERTIME			-									-
FLSA (Y-time)			-									-
Auto Allowance			4,800.00						69.60			4,869.60
Stand-by pay			-									-
Comp Time Cash Out			-									-
Admin Leave Cash Out			5,475.91		5,475.91				79.40			5,555.31
Night Differential			-									-
Subtotal:			10,275.91		5,475.91			4,530.36	149.00			14,955.27
GRAND TOTAL:	170,000.00	4,250.00	184,525.91		179,725.91		26,637.60	18,072.36	2,871.98	873.00	1,061.48	234,042.33

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department # 112
Department Name: CITY MANAGER
Division Name:

FULL-TIME AND PERMANENT PART-TIME

<u>Position Title</u>	<u>Positions Funded FY 2007-08</u>	<u>Positions Funded FY 2008-09</u>
City Manager	1	1

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City Clerk

The Office of the City Clerk is a service department within municipal government in which the City Council, all City Departments, and the general public rely upon for information regarding the legislative history and operations of the City.

The City Clerk is the local official for elections, the Political Reform Act, the Maddy Act, the Public Records Act, and the Brown Act. Before and after the City Council takes action, the City Clerk ensures that actions relating to, but not limited to, Agendas, Ordinances, Resolutions, Minutes, and Agreements are in compliance with all Federal, State and local statutes and that all actions are properly executed, recorded, and filed.

City Clerk Mission

We strive to provide efficient and effective service to the public and to provide the best support to City staff.

2007/08 Accomplishments

- Administered the provisions of the Maddy Act and monitored term expirations for Council Commissions and Committees.
- Administered the record-keeping for State mandated ethics training (AB1234) for elected and appointed officials and senior managers.
- Released Requests for Proposal for leasing copier equipment for a majority of City departments.
- Administered the provisions of the Political Reform Act / Fair Political Practices Commission (FPPC) requirements by processing 18 Campaign Statement filings and 71 Statement of Economic Interest filings.
- Prepared and posted 72 City Council / Planning Commission / Parks and Recreation Commission Agendas / Special Meeting Notices.
- Completed 524 pages of City Council / Planning Commission / Parks and Recreation Commission Minutes.
- Prepared 42 Notices for publication.

- Processed 181 City/Redevelopment Agency Resolutions, 20 Council Ordinances, and 63 Council/Manager Agreements.
- Responded to 19 Public Records Act requests.
- Administered 21 Claims / Summons and Complaints.

2008/09 Objectives

- Prepare Election Packets and conduct the November 2008 General Municipal Election for the seats of Mayor, two Councilmembers, and City Treasurer.
- Provide prompt and courteous service to all citizens' requests for assistance.
- Development of a Records Management Program.
- Develop a City Clerk Department Procedure Manual.

CITY CLERK

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
195,879.88	178,266.76	240,880	238,472	100-113-511000-0000	Salaries/Wages	280,703	280,703	280,703
33,632.73	45,364.55	36,118	34,594	100-113-511100-0000	Salaries/Wages PT	14,284	14,284	14,284
0.00	0.00	0	0	100-113-511110-0000	Wages PT Extra Hours	0	0	0
0.00	533.17	1,000	0	100-113-511200-0000	Overtime	1,000	1,000	1,000
917.37	0.00	0	0	100-113-511900-0000	Termination Pay	0	0	0
3,868.30	5,107.10	4,445	5,192	100-113-512100-0000	Medicare	6,128	6,128	6,128
30,275.01	30,994.69	42,681	40,279	100-113-512200-0000	Retirement	42,077	42,077	42,077
2,041.65	1,913.11	2,556	2,592	100-113-512300-0000	Disability Insurance	2,737	2,737	2,737
54,170.34	51,505.98	59,533	61,536	100-113-512400-0000	Health Insurance	64,409	64,409	64,409
38.00	0.00	0	0	100-113-512500-0000	Unemployment Insurance	0	0	0
0.00	0.00	0	0	100-113-512600-0000	Worker's Comp Insurance	1,792	1,792	1,792
320,823.28	313,685.36	387,213	382,666		Subtotal Salaries & Benefits	413,129	413,129	413,129
6,572.50	11,027.25	14,000	14,000	100-113-520400-0000	Advertising	14,000	14,000	14,000
1,200.00	1,203.85	1,200	1,200	100-113-520600-0000	Auto Allowance	1,200	1,200	1,200
177.53	305.56	400	900	100-113-521800-0000	Communications	1,020	1,020	1,020
3,792.46	3,993.28	3,700	1,200	100-113-522600-0000	Contr Servs - Non Professional	2,200	2,200	2,200
367.96	414.96	845	500	100-113-524200-0000	Dues/Subscriptions	845	845	845
0.00	70,066.04	300	300	100-113-524600-0000	Elections	21,000	20,310	20,310
0.00	326.37	0	0	100-113-526000-0000	Equip Repairs/Maintenance	0	0	0
220.25	165.00	280	280	100-113-530200-0000	Meetings/Seminars	300	300	300
224.86	146.05	300	150	100-113-531000-0000	Mileage Reimbursement	300	300	300
18,119.83	20,905.19	32,780	25,000	100-113-531400-0000	Office Equip Maint/Rental	40,580	39,800	34,800
15,945.06	14,515.45	15,000	15,000	100-113-531600-0000	Office Supplies	15,500	15,000	15,000
15,033.86	12,360.51	16,400	15,000	100-113-532800-0000	Postage	17,500	17,500	17,500
7,187.53	6,965.94	8,250	6,000	100-113-535600-0000	Special Supplies	6,950	4,100	4,100
930.77	1,324.19	2,600	2,100	100-113-535750-0000	Training	2,825	1,425	2,825
69,772.61	143,719.64	96,055	81,630		Subtotal Operations & Maintenance	124,220	118,000	114,400
8,311.42	4,903.60	0	0	100-113-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	100-113-560450-0000	Furniture & Fixtures	0	0	0
1,000.00	8,855.00	8,855	8,855	100-113-597300-0000	Transfer to Equip Replacement	6,350	0	0
9,311.42	13,758.60	8,855	8,855		Subtotal Non-operating expenses	6,350	0	0
399,907.31	471,163.60	492,123	473,151		Total Department	543,699	531,129	527,529

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 113
Department Name: CITY CLERK
Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET			Brief Detail Description (E)
	Prior Year Budget (memo)	Department Request (B)	City Manager Recommend (C)	City Council Approved (D)	
520400	14,000	14,000	14,000	14,000	Advertising public hearings; bid notices; publishing ordinances
520600	1,200	1,200	1,200	1,200	Auto allowance for City Clerk.
521800	400	1,020	1,020	1,020	Cell Phone
522600	3,700	2,200	2,200	2,200	City Hall Alarm Contract (\$1,200); Video Consultant Services (\$1,000)
524200	845	845	845	845	Annual dues for City Clerk's Association (CCAC) (\$220); International Institute of Municipal Clerks (IIMC) (\$225); Notary (\$400)
524600	300	21,000	20,310	20,310	Mayor, 2 Councilmembers, City Treasurer - November 2008 Election
530200	280	300	300	300	Miscellaneous Meetings
531000	300	300	300	300	Mileage reimbursement for department employees @ (\$.505/mile)
531400	32,780	40,580	39,800	34,800	Lease/Maintenance for two City Hall copiers (\$30,000 ; reduced to \$25,000); lease of City postage machine (\$3,500); repair/maintenance for typewriters (\$300); records storage (\$6,000); lease/maintenance of folding machine (\$780)
531600	15,000	15,500	15,000	15,000	Copy paper, misc. office supplies for all City Hall departments
532800	16,400	17,500	17,500	17,500	Postage for City postage meter and postage supplies; Express mail
535600	8,250	6,950	4,100	4,100	Customer Information Rack (\$400); Chair (\$400); City Code/Municipal Code binder/supplies (\$1,100); Software (\$1,500); printing services (\$2,600); Printer (\$950)
535750	2,600	2,825	1,425	2,825	Staff training (\$1,200); League of CA Cities City Clerk's Election and New Law Seminars (\$1,400); Technical Training (\$225)
560400					See SS-2
460450					
597300	8,855	6,350			Equipment Replacement
Total	104,910	130,570	118,000	114,400	

CITY OF DIXON
 WAGES/BENEFIT WORKSHEET
 SEASONAL/TEMPORARY & NON PERMANENT PART-TIME POSITIONS (NON-CONTRACT)
 FY 2008-09 BUDGET

Department #: 113
 Department Name: CITY CLERK
 Division Name: _____

Position Title (A)	Hourly Rate (B)	Total Hours (C)	Wages (D)	Medicare (E)	Worker's Comp. (F)	FICA (G)	TOTAL (H)
Video Technician	14.90	650.00	9,685	140.43	60.47	600.47	10,486
Administrative Clerk I	15.33	300.00	4,599	66.69	28.72	285.14	4,980
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
TOTAL			14,284	207	89	886	15,466

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department # 113
 Department Name: CITY CLERK
 Division Name:

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
City Clerk	1	1
Deputy Clerk	1	1
Senior Admin Clerk	1	1
Administrative Clerk II	1	1.75
Administrative Clerk I	<u>0.75</u>	<u>0</u>
Total	4.75	4.75

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Finance

The Finance Department plans, directs and coordinates the fiscal and information technology affairs of the city in accordance with specific objectives established by legal and professional standards. It provides for the maintenance of the City's financial records and information technology system, develops related systems, and provides management with information necessary for sound fiscal and information technology decisions. This includes budget, debt administration, cost and revenue accounting, accounts and loans receivable, administering the transient occupancy and business license tax collections, utility billing, payroll, accounts payable, fixed assets and information technology. The Finance Department is also responsible for investing and safeguarding the city's cash in accordance with City Council and adopted investment policies. There are two department budgets managed by the Finance Department:

- Department 114 Finance
- Department 116 Information Technology

Finance Mission

To Assist the City Council, City Management and operating departments in prudently managing financial resources and information technology through accurate information and high quality business planning and financial and information technology services.

2007/08 Accomplishments

- Implemented the fixed assets and loan administration modules of the Springbrook financial accounting software.
- Upgraded the Microsoft Exchange Server and installed a server for the GIS system.
- Installed the new computer aided dispatch software in the Police Department.

2008/09 Objectives

- Prepare a Budget which meets the standards for an award from the California Society of Municipal Finance Officers.

- Prepare a Comprehensive Annual Financial Report which meets the standards for an Award for Excellence in Financial Reporting from the Government Finance Officers Association.
- Upgrade the wiring connecting to the City's servers.
- Implement the Department Services Module of the Springbrook financial accounting software to provide for read only access of financial reports to departments and electronic time sheet reporting.

FINANCE

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
306,212.49	282,496.32	401,717	292,928	100-114-511000-0000	Salaries/Wages	391,530	391,530	391,530
26,475.84	19,769.35	0	35,944	100-114-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-114-511110-0000	Wages PT Extra Hours	0	0	0
8,461.72	233.64	0	69	100-114-511200-0000	Overtime	118	118	118
42,171.31	2,753.11	0	24,840	100-114-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-114-512000-0000	Social Security	0	0	0
7,453.26	5,564.47	5,029	9,542	100-114-512100-0000	Medicare	6,825	6,825	6,825
43,052.12	43,870.35	63,563	40,164	100-114-512200-0000	Retirement	58,918	58,918	58,918
2,975.57	2,221.51	3,224	2,391	100-114-512300-0000	Disability Insurance	3,324	3,324	3,324
56,385.79	54,984.84	82,950	59,639	100-114-512400-0000	Health Insurance	79,773	79,773	79,773
0.00	0.00	0	0	100-114-512600-0000	Worker's Comp Insurance	2,406	2,406	2,406
493,188.10	411,893.59	556,483	465,516		Subtotal Salaries & Benefits	542,894	542,894	542,894
300.00	0.00	0	0	100-114-520600-0000	Auto Allowance	0	0	0
7,181.02	5,908.89	13,385	13,385	100-114-521800-0000	Communications	13,385	13,385	13,385
16,045.00	7,100.00	75,050	75,050	100-114-522400-0000	Consultants - Professional	50,250	50,250	50,250
58,283.46	47,672.47	0	0	100-114-522600-0000	Contr Servs - Non Professional	0	0	0
21,146.04	18,833.89	26,700	26,700	100-114-523200-0000	Contractual Services/Audit	43,500	43,500	43,500
67,500.00	49,704.73	22,000	83,705	100-114-523400-0000	Contract Servs - Temp	0	0	0
1,157.75	225.00	1,495	1,495	100-114-524200-0000	Dues/Subscriptions	1,495	1,495	1,495
0.00	0.00	0	0	100-114-526000-0000	Equip Repairs/Maintenance	0	0	0
0.00	0.00	0	0	100-114-529400-0000	Lease Purchase	0	0	0
2,224.54	695.65	0	0	100-114-529600-0000	Legal Fees	0	0	0
0.00	0.00	0	0	100-114-530000-0000	Maintenance	0	0	0
1,821.99	0.00	2,200	2,200	100-114-530200-0000	Meetings/Seminars	5,300	5,300	5,300
320.99	3.12	415	400	100-114-531000-0000	Mileage Reimbursement	530	530	530
6,388.50	0.00	1,200	1,200	100-114-531400-0000	Office Equip Maint/Rental	1,200	1,200	1,200
5,069.11	4,907.89	7,600	7,600	100-114-531600-0000	Office Supplies	7,662	7,662	7,662
0.00	6,511.72	10,920	10,920	100-114-531650-0000	Office/Software Maintenance	10,920	10,920	10,920
2,867.25	5,105.30	2,431	2,431	100-114-535600-0000	Special Supplies	2,879	2,879	2,879
5,971.03	3,070.27	5,755	4,700	100-114-535750-0000	Training	6,755	6,755	6,755
0.00	0.00	0	0	100-114-536000-0000	Utilities	0	0	0
196,276.68	149,738.93	169,151	229,786		Subtotal Operations & Maintenance	143,876	143,876	143,876
10,043.33	0.00	18,200	18,200	100-114-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	100-114-560450-0000	Furniture & Fixtures	0	0	0
16,000.00	8,000.00	8,000	8,000	100-114-597300-0000	Transfer to Equip Replacement	0	0	0
26,043.33	8,000.00	26,200	26,200		Subtotal Non-operating expenses	0	0	0
715,508.11	569,632.52	751,834	721,502		Total Department	686,770	686,770	686,770

Note: Increase in expenditures for temporary employee services is funded from salary savings due to vacancy in Accounting Manager.

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 114
 Department Name: FINANCE
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521800	13,385	13,385	13,385	Finance modem, \$650; City Hall phone service \$12,000; cell phone, \$360; \$375 phone maint/repair agreement
522400	75,050	50,250	50,250	HdL Co, ongoing sales tax review, \$14,000; Investment custodial security services, \$3,500; Public Financial Management Investment Consultant Services, \$17,000; State Controller Report \$3,500; Gas Tax Report \$2,000; CAFR Statistics \$750; SB90 Claims \$6,000; \$3,500 Union Bank
523200	26,700	43,500	43,500	Annual Audit, \$43,500
523400	22,000	-	-	
524200	1,495	1,495	1,495	Memberships: \$50 CMRTA; \$175 GFOA; \$120 CSMFO; \$50 League; \$120 CMTA, Springbrook User Group \$50; Subs: \$175 GAAP Guide; \$755 Technical Publications
529600	-	-		
530200	2,200	5,300	5,300	\$1,600 CSMFO/League Finance; \$3,000 Springbrook User Group; \$700 Miscellaneous meetings for director and staff
531000	415	530	530	Mileage for staff trips (\$0.505 x 850 miles) plus extra \$100 for small trips to meetings, lockbox, etc.
531400	1,200	1,200	1,200	printer maintenance
531600	7,600	7,662	7,662	General office supplies, forms, paper, printing, network and computer system supplies, etc, Wells Fargo Bank charges (offset by interest)
531650	10,920	10,920	10,920	Springbrook Maintenance
535600	2,431	2,879	2,879	Absence forms (\$794); business license forms \$500; Springbrook report writing \$1,000; misc \$600
535750	5,755	6,755	6,755	Springbrook New Finance Director Training (\$2,000); GFOA: Accounting (\$1,275) & Fixed Assets (\$1,275); Excel/ACCESS \$205, Springbrook Training Departmental Services \$2,000
560400	18,200			
597300	8,000	-		Equipment Replacement Fund
Total	195,351	143,876	143,876	

CITY OF DIXON
 PAYROLL SUMMARY
 FY: 2008-09

FUND: 100
 DEPT: 114
 FINANCE

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:											
Finance & Technology Director	132,108.00	-	132,108.00	1	132,108.00	20,195.35	13,542.00	2,111.93	873.00	824.88	169,655.16
Management Aide	53,026.73	-	53,026.73	0.34	17,763.95	2,715.58	4,536.57	323.36	172.31	110.92	25,622.69
Accounting & Payroll Anal.	51,888.00	-	51,888.00	1	51,888.00	7,932.12	13,542.00	948.74	503.31	323.99	75,138.16
Senior Account Clerk	51,996.00	-	51,996.00	1	51,996.00	7,948.63	13,542.00	950.30	504.36	324.66	75,265.95
Accounting Manager	75,420.00	-	75,420.00	1	75,420.00	11,529.46	13,542.00	1,289.95	731.57	470.92	102,983.90
Administrative Clerk I	34,068.95	-	34,068.95	0.50	17,034.47	2,604.06	6,771.00	345.18	159.41	106.36	27,020.49
Account Clerk I	39,200.86	-	39,200.86	1	39,200.86	5,992.64	13,542.00	764.77	380.25	244.77	60,125.29
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	437,708.54	0.00	437,708.54	5.84	385,411.29	58,917.82	79,017.57	6,734.22	3,324.22	2,406.51	535,811.63
Temporary Personnel											
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	437,708.54	0.00	437,708.54	5.84	385,411.29	58,917.82	79,017.57	6,734.22	3,324.22	2,406.51	535,811.63
Other special pays:											
PERS Health Administration							755.00				755.00
Retirement Health Benefit											-
OVERTIME			118.00					1.71			119.71
FLSA (Y-time)			-					-			-
Stand-by pay			-					-			-
Comp Time Cash Out			1,229.93		1,229.93			17.83			1,247.76
Admin Leave Cash Out			4,889.00		4,889.00			70.89			4,959.89
Night Differential			-		-	-		-			-
Subtotal:			6,236.93		6,118.93		755.00	90.44			7,082.37
GRAND TOTAL:	437,708.54	-	443,945.47		391,530.22	58,917.82	79,772.57	6,824.65	3,324.22	2,406.51	542,893.99

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department # 114
 Department Name: FINANCE
 Division Name:

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded 2007-08	Positions Funded FY 2008-09
Finance Director	1	1
Accounting Manager	1	1
Accounting & Payroll Analyst	1	1
Sr. Account Clerk	1	1
Accounting Clerk I	1	1
Administrative Clerk ¹	0.50	0.50
Management Aide ²	<u>0.34</u>	<u>0.34</u>
Total	5.84	5.84

¹Budgeted .50 in Finance and .50 in Sewer Fund 305

²Budgeted .335 in Finance, .165 in Sewer Fund 305, .335 in DSMWS Fund 320, and .165 in RDA Fund 510

Human Resources

The services provided by the Human Resources Department are: oversight of the employee benefits administration, conducting and administering the City's recruitment and selection program, administration of the City's Risk Management program, administration of, and guidance to, operating Departments in labor and employee relations, develop, administer and conduct City-wide training programs, ensure City compliance with applicable labor, benefit, medical and safety laws and regulations and provide oversight of the City's classification and compensation system.

Human Resources Department Mission

To provide innovative, practical human resource solutions that address business issues with integrity, responsiveness and sensitivity to employees of the City of Dixon and other customers.

2007/08 Accomplishments

Recruitment/Selection

- Conducted 22 recruitments, resulting in 37 full time, part time and temporary employees being hired.
- Participated in three regional Job Fairs to provide potential candidates with information about open City of Dixon recruitments.
- Joined CalOPPS, an on-line employment application platform, to allow applicants to begin applying for City jobs on-line.

Benefits Administration

- Administered an employee open enrollment consultation regarding employee benefits.
- Administered the City of Dixon's first ever Health and Safety Fair, which was attended by seven healthcare vendors, to educate employees about their benefits.

- Analyzed the Governor's Commission on Other Post Employment Retirement Benefits (OPEB) and summarized the impact of the Commission's findings on the City of Dixon for the City Manager and City Council.
- Managed the internal coordination for mandatory and elective retirement plans and handled the administration of the long term disability and deferred compensation plans.
- Assisted with various employee retirements and provided benefit transitions.
- Reviewed adoption of a Voluntary Employee Benefits Association (VEBA) with the City Council, City's Union Presidents, City Manager, Finance Director and Human Resources staff.

Employment Policies

- Completed the development and/or update of four City Policies, including: Harassment Prevention, Injury Illness and Prevention Program, Vehicle Use and Attendance/Time Reporting.
- Completed the development and implementation of a revised Education Reimbursement Program Policy.
- Currently in the process of updating the City's entire Personnel Policies for relevance and legal applicability.

Organizational Development

- Continued to offer management and supervisory training through the regional Liebert, Cassidy Employee Relations Consortium. Training offerings included: Managing Performance through Evaluation, A Supervisor's Employment Relations Primer, Sick and Disabled Employees, Body Piercing, Tattoos and Dress Codes and Understanding PERB and Unfair Labor Practices.
- Developed and distributed first ever quarterly City-wide training catalogue to City employees. Training offerings included: Performance Evaluations, Customer Service, Change Management, Sexual Harassment Prevention and Worker's Compensation.

Risk Management

- Began quarterly meetings with the City's Worker's Compensation Third Party Administrator, Bragg & Associates, and key City staff, to review open Worker's Compensation files and to discuss follow up.
- Successfully reduced the number of claims by 16% and corresponding Worker's Compensation costs by 22%.
- Conducted and distributed a first ever City-wide Safety Audit with Bragg & Associates and key City Departments.
- Updated a 17 year old City Injury Illness and Prevention (IIPP) program, and introduced this update to City Executive staff and mid management through a first ever City-wide Safety "Kick Off" event.
- Worked with City's Legal Counsel and City Clerk to review and streamline City's General Liability process.

Classification/Compensation

- Conducted three salary surveys as part of the City's labor negotiations process.
- Reviewed and updated eight Job Descriptions.

Labor-Management Relationships

- Created a Labor-Management Committee comprised of the City's Union Presidents, Human Resources Director and City Manager to discuss and review issues of mutual interest, including healthcare, retirement options and safety.
- Assisted with negotiations for new Police and Fire contracts.

Employee Recognition

- Administered the distribution of employee Performance, and Employee of the Quarter awards.

2008/09 Goals and Objectives

Recruitment/Selection

Improve the City's Recruitment outreach efforts by:

- Participating in at least two regional Job Fairs.
- Contacting the State Personnel Board for use of their e-mailing list to assist with targeted employment outreach.
- Contacting Regional Agencies, non profit and community based organizations and religious and fraternal groups to determine interest in receiving City Job Announcements.

Benefits Administration

- In conjunction with the City's labor law Attorney, conduct the City's first ever comprehensive Fair Labor Standards Act (FLSA) audit and review.

Risk Management

- Develop and administer a City-wide Safety Committee, made up of a cross section of City employees, labor representatives and representatives from the City's Third Party Administrator.
- Reduce Worker's Compensation claims and costs by 10%.
- Conduct a second City-wide Safety Audit, for the purpose of determining the progress City Departments have made in implementing the initial Safety Audit findings.
- Continue to meet with Bragg and Associates on a quarterly basis to review Worker's Compensation losses and to strategize methods to reduce these losses.
- Manage the internal coordination for mandatory and elective retirement plans and handle the administration of the long term disability and deferred compensation plans.
- Review the efficiency of changing the City's Worker's Compensation medical provider.

Employment Policies/Practices

- Develop a City-wide Committee to assist in reviewing and updating the City's employment evaluation form and process.

- Continue to conduct a comprehensive update of the City's Personnel Policies.
- Employee Recognition.
- Develop a City-wide Employee Recognition Event Committee to begin planning for a Fall Event.

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HUMAN RESOURCES

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
47396.05	23737.3	81900	86699	100-115-511000-0000 Salaries/Wages	151,005	151,005	151,005
45897.14	44630.91	47326	50925	100-115-511100-0000 Salaries/Wages PT	0	0	0
0	0	0	4284	100-115-511110-0000 Wages PT Extra Hours	5,000	5,000	5,000
986.39	0	0	0	100-115-511200-0000 Overtime	0	0	0
16308.82	1504.93	0	4415	100-115-511900-0000 Termination Pay	0	0	0
0	0	0	0	100-115-512000-0000 Social Security	0	0	0
1,544.11	981.43	1,874	2,537	100-115-512100-0000 Medicare	2,606	2,606	2,606
12,726.72	10,811.48	20,448	21,336	100-115-512200-0000 Retirement	23,413	23,413	23,413
805.56	791.47	1,254	1,196	100-115-512300-0000 Disability Insurance	1,491	1,491	1,491
14,829.32	14,367.18	22,284	19,928	100-115-512400-0000 Health Insurance	23,749	23,749	23,749
2,872.00	2,132.00	0	0	100-115-512500-0000 Unemployment Insurance	0	0	0
0.00	0.00	0	0	100-115-512600-0000 Worker's Comp Insurance	910	910	910
143,366.11	98,956.70	175,086	191,321	Subtotal Salaries & Benefits	208,173	208,173	208,173
18.73	91.19	250	300	100-115-521800-0000 Communications	250	250	250
48,207.49	24,529.83	22,500	12,798	100-115-522400-0000 Contractual Svcs/Consultants	17,500	17,500	17,500
296.25	0.00	600	600	100-115-524200-0000 Dues & Subscriptions	600	600	600
3,847.50	2,308.50	4,250	4,300	100-115-524800-0000 Employee Assistance Program	4,250	4,250	4,250
0.00	0.00	2,000	0	100-115-525200-0000 Employee Event	2,000	2,000	2,000
2,456.97	2,157.40	2,900	4,314	100-115-525400-0000 Employee Recognition Awards	3,500	3,500	3,500
1,301.39	96.76	2,800	2,800	100-115-530200-0000 Meetings & Seminars	2,750	2,750	2,750
480.70	108.94	1,400	1,400	100-115-531000-0000 Mileage Reimbursement	1,515	1,515	1,515
283.00	0.00	300	0	100-115-531400-0000 Office Equip Maint/Rental	1,800	1,800	1,800
927.26	1,152.44	1,500	2,200	100-115-531600-0000 Office Supplies	1,500	1,500	1,500
25,768.66	24,769.21	49,840	49,840	100-115-532000-0000 Personnel/Recruiting	25,000	25,000	25,000
22,058.52	7,069.77	10,000	7,000	100-115-532400-0000 Physical/Psych Exams	10,000	10,000	10,000
0.00	2,645.00	7,600	3,000	100-115-533000-0000 Benefit Plan Administration	5,000	5,000	5,000
1,286.62	312.04	1,300	3,000	100-115-535600-0000 Special Supplies	1,300	1,300	1,300
4,298.00	3,500.92	5,400	5,400	100-115-535750-0000 Training	5,220	5,220	5,220
575.08	962.93	1,000	2,800	100-115-535800-0000 Training - Employee Program	4,500	4,500	4,500
111,806.17	69,704.93	113,640	99,752	Subtotal Operations & Maintenance	86,685	86,685	86,685
0.00	0.00	2,350	0	100-115-560400-0000 Capital Outlay	0	0	0
0.00	0.00	0	0	100-115-560450-0000 Furniture & Fixtures	0	0	0
1,000.00	1,000.00	1,000	1,000	100-115-597300-0000 Transfer to Equip Replacement	1,000	0	0
1,000.00	1,000.00	3,350	1,000	Subtotal Non-operating expenses	1,000	0	0
256,172.28	169,661.63	292,076	292,073	Total Department	295,858	294,858	294,858

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 115
 Department Name: HUMAN RESOURCES
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521800	250	250	250	Cell phone
522400	22,500	17,500	17,500	Hearing officer: \$2,500; Labor Contract Negotiations: 1 @\$10,000; Personnel Policy Update: \$5,000
524200	600	600	600	Professional organization membership dues and subscriptions -- MMANC, IPMA and Labor Law Publications
524800	4,250	4,250	4,250	Employee Assistance Program
525200	2,000	2,000	2,000	Employee Appreciation Event
525400	2,900	3,500	3,500	Employee Service Awards - (2 - 10 year, 7 - 5 year); Employee of the Quarter Program
530200	2,800	2,750	2,750	Conferences and Seminars for: CalPELRA (\$1,000), CalPERS (\$1,000) and NorCal (\$750)
531000	1,400	1,515	1,515	Employee Mileage Reimbursement for classes, seminars, training, recruitment testing, out-of-town meetings, etc., 250 miles per month
531400	300	1,800	1,800	Software Maintenance Agreements (\$1,500 - CalOPPS; \$300 - Misc.)
531600	1,500	1,500	1,500	Office Supplies - printer cartridges, handbook binding supplies, employee identification cards, camera supplies
532000	49,840	25,000	25,000	Personnel/Recruiting costs including advertising, subscriptions to advertising media, testing materials
532400	10,000	10,000	10,000	Pre-employment Physical & Psychological Exams @ \$80 to \$500 each, pre-employment, post accident and reasonable suspicion drug tests testing @ \$65 each, Pre-employment fingerprinting @ \$52 each
533000	7,600	5,000	5,000	Flex One Benefits Administration (125 Plan); COBRA Administration; Occu-Med (Pre-employment)
535600	1,300	1,300	1,300	Bi-lingual tests, Plaques, California Chamber of Commerce Labor Law Posters

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 115
 Department Name: HUMAN RESOURCES
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
535750	5,400	5,220	5,220	Supervisor/Management Training through Napa/Solano/Yolo Training Consortium (\$3,720 annual membership fee); Sexual Harassment Training (SB1825) \$1,500.
535800	1,000	4,500	4,500	Employee Education Reimbursement Program (per MOU Local 1)
560400	2,350	-		Equipment See Form SS-2
597300	1,000	1,000		Equipment Replacement
Total	116,990	87,685	86,685	

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 115
 Department Name: HUMAN RESOURCES
 Division Name: _____

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Human Resources Director	1	1
Personnel Technician	0.75	0
Human Resources Technician	<u>0</u>	<u>0.75</u>
Total	1.75	1.75

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INFORMATION TECHNOLOGY

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	60,522.00	68,737	69,147	100-116-511000-0000	Salaries/Wages	75,368	75,368	75,368
0.00	0.00	0	0	100-116-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-116-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	0	0	100-116-511200-0000	Overtime	0	0	0
0.00	0.00	0	0	100-116-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-116-512000-0000	Social Security	0	0	0
0.00	904.12	997	1,049	100-116-512100-0000	Medicare	1,289	1,289	1,289
0.00	9,392.25	10,876	10,941	100-116-512200-0000	Retirement	11,354	11,354	11,354
0.00	579.07	667	615	100-116-512300-0000	Disability Insurance	720	720	720
0.00	12,570.82	13,116	12,891	100-116-512400-0000	Health Insurance	13,562	13,562	13,562
0.00	0.00	0	0	100-116-512600-0000	Worker's Comp Insurance	1,708	1,708	1,708
0.00	83,968.26	94,393	94,643		Subtotal Salaries & Benefits	104,001	104,001	104,001
0.00	688.53	1,350	974	100-116-521800-0000	Communications	1,350	1,350	1,350
0.00	0.00	12,000	12,000	100-116-522400-0000	Consultants - Professional	10,500	10,500	10,500
0.00	160.00	160	0	100-116-524200-0000	Dues/Subscriptions	160	160	160
0.00	132.50	750	370	100-116-526000-0000	Equip Repairs/Maintenance	750	750	750
0.00	1,140.01	2,000	1,700	100-116-530200-0000	Meetings/Seminars	2,000	2,000	2,000
0.00	130.95	250	477	100-116-531000-0000	Mileage Reimbursement	260	260	260
0.00	670.00	750	962	100-116-531600-0000	Office Supplies	1,117	1,117	1,117
0.00	6,001.55	6,900	3,033	100-116-531650-0000	Office/Software Maint	8,300	8,300	8,300
0.00	1,913.25	0	0	100-116-535600-0000	Special Supplies	0	0	0
0.00	2,502.35	2,500	269	100-116-535750-0000	Training	2,500	2,500	2,500
0.00	0.00	0	0	100-116-536000-0000	Utilities	0	0	0
0.00	13,339.14	26,660	19,785		Subtotal Operations & Maintenance	26,937	26,937	26,937
0.00	0.00	39,028	39,028	100-116-560400-0000	Capital Outlay	0	0	30,116
0.00	0.00	0	0	100-116-560450-0000	Furniture & Fixtures	0	0	0
0.00	8,000.00	8,000	8,000	100-116-597300-0000	Transfer to Equip Replacement	0	0	0
0.00	8,000.00	47,028	47,028		Subtotal Non-operating expenses	0	0	30,116
0.00	105,307.40	168,081	161,456		Total Department	130,938	130,938	161,054

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 116
 Department Name: INFORMATION TECHNOLOGY
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET			Brief Detail Description (E)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	City Council Approved (D)	
521800	1,350	1,350	1,350	1,350	ABAG Website Hosting Fee , Cell Phone
522400	12,000	10,500	12,000	10,500	Back Up/On Call consultant - 70 HRs @\$150 per Hr.
524200	160	160	160	160	Municipal Information Systems Assoc of CA (MISAC) membership renewal
526000	750	750	750	750	Telephone System Maint/repairs, Equipment repairs
530200	2,000	2,000	2,000	2,000	Municipal Information Systems Assoc of CA (MISAC), State Conference (Monterey)
531000	250	260	250	260	Mileage for staff trips (\$0.505 x 515 miles)
531600	750	1,117	750	1,117	Miscellaneous peripherals
531650	6,900	8,300	6,900	8,300	1 Yr renewal Sonicwall support and content filter; 1 yr renewal antivirus
535600			-	-	
535750	2,500	2,500	2,500	2,500	Network Design and Administration
560400	39,028	-	39,028	30,116	Microsoft Office 2007 software
597300	8,000	-	8,000	-	Equipment Replacement Fund
Total	73,688	26,937	73,688	57,053	

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 116
 FY: 2008-09 INFORMATION TECHNOLOGY

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	PERS Retirement 512200	Health Insurance 512400	Soc Sec/Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:											
Technology Coordinator	74,268.00	-	74,268.00	1	74,268.00	11,353.35	13,542.00	1,273.25	720.40	1,708.02	102,865.01
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	74,268.00	0.00	74,268.00	1	74,268.00	11,353.35	13,542.00	1,273.25	720.40	1,708.02	102,865.01
Temporary Personnel											
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	74,268.00	0.00	74,268.00	1	74,268.00	11,353.35	13,542.00	1,273.25	720.40	1,708.02	102,865.01
Other special pays:											
PERS Health Administration							20.00				20.00
Retirement Health Benefit											
OVERTIME			-		-			-			-
FLSA (Y-time)			-		-			-			-
Stand-by pay			-		-			-			-
Comp Time Cash Out			-		-			-			-
Admin Leave Cash Out			1,099.87		1,099.87			15.95			
Night Differential			-		-			-			-
Subtotal:			1,099.87		1,099.87		20.00	15.95			1,135.82
GRAND TOTAL:	74,268.00	-	75,367.87		75,367.87	11,353.35	13,562.00	1,289.19	720.40	1,708.02	104,000.83

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 116
Department Name: INFORMATION TECHNOLOGY
Division Name:

FULL-TIME AND PERMANENT PART-TIME

<u>Position Title</u>	<u>Positions Funded FY 2007-08</u>	<u>Positions Funded FY 2008-09</u>
Technology Coordinator	1	1

City Attorney

The City Attorney is appointed by and serves at the pleasure of the City Council. The client of the City Attorney is the City of Dixon, as represented by the City Council. The City Attorney advises all officers and employees of the City regarding all legal matters pertaining to the business of the City and acts as primary provider of legal services and counsel to both the City Council and City Staff. The City Attorney represents the City in litigation to which it may be a party, drafts legal and official documents, including ordinances, resolutions and contracts, and coordinates legal services of special counsel. Michael F. Dean, from the firm Meyers Nave, is the appointed City Attorney.

City Attorney Mission

The City Attorney is committed to providing accurate, timely, proactive and cost effective legal guidance and representation for the City of Dixon and the Dixon City Council.

2007/08 Accomplishments

- Negotiation of Dixon Town Center Development Agreement.
- Adoption of ordinance implementing the Digital Infrastructure and Video Competition Act of 2006.
- Assisted in establishment and implementation of the First Time Homebuyer Program.
- Negotiation and provision of the Joint Facility Use Agreement with the Dixon Unified School District and the Artist & Producer Agreements for the operation and use of the Dixon Performing Arts Center.

2008/09 Objectives

- On-going comprehensive review and support for resolutions, ordinances, and contracts for conformity with California laws and in support of City policy and interests.
- Adoption of special events ordinance.
- Adoption of right of way management ordinance.
- Continued revision of Dixon City Code and migration to Dixon Municipal Code.

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Budget Analysis Worksheet FY 2008-09

**Budget Analysis
CITY ATTORNEY**

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	100-118-529600-0000	Legal Fees	210,000	210,000	210,000
Total Department						210,000	210,000	210,000

Note: The City Attorney's costs were previously part of the City Council's budget department number 111.

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 118
 Department Name: CITY ATTORNEY
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
529600	-	210,000	210,000	City Attorney: Annual Base, Special Projects, Litigation
Total	-	210,000	210,000	

GENERAL LIABILITY INSURANCE

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
6,367.88	6,339.27	9,850	0	100-119-520090-0000	ADA Reasonable Accommodation	0	0	0
1,175.00	635.00	3,000	1,800	100-119-525000-0000	Employee Fidelity Bond	2,000	2,000	2,000
215,832.00	258,897.41	265,000	251,300	100-119-527800-0000	Insurance - Liability	250,000	202,092	202,092
27,048.59	24,501.00	30,000	25,000	100-119-528000-0000	Insurance - Mobile Equipment	25,000	25,000	25,000
16,901.00	19,236.00	24,000	18,000	100-119-528200-0000	Insurance - Property	20,000	20,000	20,000
180,007.98	352,730.44	305,000	275,000	100-119-528600-0000	Insurance - Worker's Comp	0	0	0
0.00	1,726.62	2,000	1,800	100-119-528700-0000	Insurance - Auto Physical Damage	8,000	8,000	8,000
54,320.00	1,026.79	5,000	25,000	100-119-535950-0000	Uninsured Losses	10,000	10,000	10,000
501,652.45	665,092.53	643,850	597,900		Total Department	315,000	267,092	267,092

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 119
 Department Name: INSURANCE
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (actual)	Department Request Total (B)	City Manager Recommend (C)	
GENERAL LIABILITY:				
525000	1,800	2,000	2,000	Employee Fidelity Bonding Insurance; Public Official Bonds for Treasurer, City Manager, City Clerk, Finance Director
527800	251,300	250,000	202,092	Liability Insurance*
528000	25,000	25,000	25,000	Mobile Equipment Insurance*
528200	18,000	20,000	20,000	Property Insurance*
528600	275,000	-	-	Workers' Compensation Insurance*
528700	1,800	8,000	8,000	Auto Physical Damage Insurance*
SAFETY PROGRAM:				
520090	-	-		ADA Reasonable Accommodation
535950	25,000	10,000	10,000	Uninsured Losses
				* Insurance estimates developed by NCCSIF. Final premiums due in June of 2008
Total	597,900	315,000	267,092	

Economic Development

The principal purpose of the Economic Development Department is to assist local business growth and expansion, create high quality employment opportunities, and provide needed goods and services for residents, consistent with the goals of the General Plan.

Economic Development Department Mission

The Economic Development/Redevelopment Department is committed to the economic vitality and prosperity of our community. The Department administers the City's business attraction and marketing strategy and related programs in small business loans, permit assistance, demographic information, business retention, job training, and workforce housing. Redevelopment programs provide commercial rehabilitation loan and grants, public infrastructure, and affordable housing.

2007/08 Accomplishments

- Completion of Way-finding Signage Program.
- Creation of Economic Development website.
- Recruitment of Efficient Drive Trains Inc (electric cars).
- Follow up on Genentech research facility.
- Funding of two small business loans.
- Seismic retrofit grant for Old Firehouse rehabilitation.
- Creation of an electronic/internet newsletter which has a circulation of 4,000 businesses.
- Trade show participation at Team Cal International Biotech, UC Davis Clean Energy, Green Technology Summit, International Conference of Shopping Center's Sacramento Deal Making event, and UC Davis Life Science Festival.
- Permit assistance for a 150,000 square feet expansion of Gymboree Distribution Center.
- Funding of six affordable housing units.
- Downtown Business Association/Farmer's Market project.

2008/09 Goals and Objectives

- Recruit major biotech support to Genentech.
- Recruit Green Tech industry cluster (UC Davis).
- Recruit key retailers: small department store, drug store, full service restaurant, internet sales center.
- Complete Strategic Plan Update/NE Quad (Utility Plan).

ECONOMIC DEVELOPMENT

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
67,321.09	104,354.90	112,833	110,927	100-131-511000-0000	Salaries/Wages	124,009	124,009	124,009
0.00	97.72	0	0	100-131-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-131-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	0	0	100-131-511200-0000	Overtime	0	0	0
17,503.21	0.00	0	0	100-131-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-131-512000-0000	Social Security	0	0	0
1,245.48	1,530.62	1,636	1,586	100-131-512100-0000	Medicare	1,994	1,994	1,994
9,064.10	15,852.84	17,854	17,552	100-131-512200-0000	Retirement	18,403	18,403	18,403
495.55	873.00	873	873	100-131-512300-0000	Disability Insurance	873	873	873
10,911.87	13,068.20	13,104	13,490	100-131-512400-0000	Health Insurance	14,302	14,302	14,302
0.00	0.00	0	0	100-131-512600-0000	Worker's Comp Insurance	752	752	752
106,541.30	135,777.28	146,300	144,428		Subtotal Salaries & Benefits	160,333	160,333	160,333
529.50	560.50	2,000	1,500	100-131-520400-0000	Advertising/Legal Notices	1,000	1,000	1,000
3,445.80	3,270.70	3,000	260	100-131-521200-0000	Business Development	500	500	500
202.50	424.75	750	750	100-131-521800-0000	Communications	1,300	1,300	1,300
998.00	1,349.14	0	1,635	100-131-522000-0000	Community Promotion	0	0	0
0.00	2,238.79	3,000	1,635	100-131-522400-0000	Consultants	0	0	0
0.00	0.00	4,000	5,100	100-131-522600-0000	Contr Servs- Non Professional	10,000	10,000	10,000
12,650.00	10,924.00	11,000	11,000	100-131-524200-0000	Dues/Subscriptions	11,500	11,500	11,000
1,966.20	2,840.44	9,500	12,800	100-131-530200-0000	Meetings/Seminars	12,000	12,000	9,000
730.58	228.93	500	550	100-131-531000-0000	Mileage Reimbursement	790	790	790
0.00	0.00	0	0	100-131-531400-0000	Office Equip Maint/Rental	500	500	500
305.58	1,152.56	1,000	1,000	100-131-531600-0000	Office Supplies	1,000	1,000	1,000
0.00	0.00	500	70	100-131-533400-0000	Public Education	0	0	0
-13,205.94	518.44	500	50	100-131-535600-0000	Special Supplies	500	500	500
625.00	336.20	500	0	100-131-535750-0000	Training	500	500	500
8,247.22	23,844.45	36,250	36,350		Subtotal Operations & Maintenance	39,590	39,590	36,090
4,902.45	0.00	0	0	100-131-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	100-131-560450-0000	Furniture & Fixtures	0	0	0
400.00	400.00	400	400	100-131-597300-0000	Transfer to Equip Replacement	0	0	0
5,302.45	400.00	400	400		Subtotal Non-operating expenses	0	0	0
120,090.97	160,021.73	182,950	181,178		Total Department	199,923	199,923	196,423

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 131
 Department Name: ECONOMIC DEVELOPMENT
 Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET			Brief Detail Description (E)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	City Council Approved (D)	
520400	2,000	1,000	1,000	1,000	Chamber Ad, Trade Show Ad
521200	3,000	500	500	500	Business Workshops, Property Owner Workshop, PGE Solar Workshop
521800	750	1,300	1,300	1,300	Nextel phone/New Broadband card charges
522400	3,000	-			
522600	4,000	10,000	10,000	10,000	Monthly Electronic Newsletter Prep, Word Processing, Tech Support
524200	11,000	11,500	11,500	11,000	SEDCORP (\$10,500), CALED (\$500), ICS Shopping Centers (\$100), Retail Trade Directory (\$400)
530200	9,500	12,000	12,000	9,000	CALED Annual Conference (\$3000); UC Davis TechCoire Trade Show (\$3,000), Green Manufacturing Sac (\$3000); Bay Bio Team Cal (\$3,000)
531000	500	790	790	790	12 mos. Mileage reimbursement @ 30 miles/week
531400	0	500	500	500	Printer replacement
531600	1,000	1,000	1,000	1,000	Office supplies, pro rata color printer cartridges
533400	500	-	-	-	
535600	500	500	500	500	Special Supplies
535750	500	500	500	500	Software Classes/League of Cal Cities Class
560450		-			Furniture and Fixtures
597300	400	-			Equipment Replacement/Allocation
Total	36,650	39,590	39,590	36,090	

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 131
 FY: 2008-09 ECONOMIC DEVELOPMENT

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
Economic Develop. Dir.	120,386.54	-	120,386.54	1	120,386.54		18,403.49	13,542.00	1,941.96	873.00	751.69	155,898.69
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
Subtotal:	120,386.54	0.00	120,386.54	1	120,386.54	0.00	18,403.49	13,542.00	1,941.96	873.00	751.69	155,898.69
Temporary Personnel												
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
Subtotal:	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	120,386.54	0.00	120,386.54	1	120,386.54	0.00	18,403.49	13,542.00	1,941.96	873.00	751.69	155,898.69
Other special pays:												
PERS Health Administration Retirement Health Benefit								760.00				760.00
OVERTIME									-			-
FLSA (Y-time)									-			-
Stand-by pay									-			-
Comp Time Cash Out									-			-
Admin Leave Cash Out			3,622.04		3,622.04				52.52			3,674.56
Night Differential									-			-
Subtotal:			3,622.04		3,622.04			760.00	52.52			4,434.56
GRAND TOTAL:	120,386.54	-	124,008.58		124,008.58	-	18,403.49	14,302.00	1,994.48	873.00	751.69	160,333.25

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 131
Department Name: ECONOMIC DEVELOPMENT
Division Name:

FULL-TIME AND PERMANENT PART-TIME

<u>Position Title</u>	<u>Positions Funded FY 2007-08</u>	<u>Positions Funded FY 2008-09</u>
Economic Development Director	1	1

Community Development Department

The Dixon Community Development Department is comprised of the Planning Division and the Building Inspection Division. These two divisions provide comprehensive development services to the public.

The Planning Division reviews proposals based on policies in the General Plan and Specific Plans, and State Law and local ordinances. The Division ensures compliance with a number of constantly changing land use and environmental laws pertinent to development proposals. The Division also provides staff support to the City of Dixon's Planning Commission.

The Building Inspection Division is responsible for implementation of the various building codes, health and safety codes, and other codes related to proper construction practices. Duties include reviewing construction plans, issuance of permits and daily site inspections. Other duties include code enforcement and preparing of monthly activity reports.

Both the Planning Division and Building Inspection Division provide direct assistance to the public and ensure that the proper development review process is fulfilled. The two divisions work closely with other city departments, state and local agencies in meeting this objective.

- Department 132 Planning
- Department 133 Building Inspection

Community Development Department Mission

To ensure the public health, safety and welfare for Dixon residents through the implementation of the policies in the City's General Plan, Zoning Ordinance and Building Codes and any applicable regulations.

2007/08 Accomplishments

- Initiated comprehensive update of the General Plan.
- Implemented Springbrook Software Building Permit program.

2008/09 Goals and Objectives

- Complete update of Housing Element by July 1, 2009, state mandated deadline.
- Improve Departmental efficiency.
- Investigate revenue enhancement programs.

COMMUNITY DEVELOPMENT

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
156,249.13	218,154.10	236,670	237,583	100-132-511000-0000	Salaries/Wages	254,401	254,401	254,401
0.00	0.00	0	0	100-132-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-132-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	500	0	100-132-511200-0000	Overtime	500	500	500
0.00	0.00	0	0	100-132-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-132-512000-0000	Social Security	0	0	0
2,434.93	3,402.51	3,432	3,904	100-132-512100-0000	Medicare	4,285	4,285	4,285
23,288.97	33,514.99	37,448	37,089	100-132-512200-0000	Retirement	38,149	38,149	38,149
1,094.90	1,861.22	1,945	1,943	100-132-512300-0000	Disability Insurance	2,035	2,035	2,035
31,563.32	37,909.41	38,856	38,731	100-132-512400-0000	Health Insurance	40,646	40,646	40,646
0.00	0.00	0	0	100-132-512500-0000	Unemployment Insurance	0	0	0
0.00	0.00	0	0	100-132-512600-0000	Worker's Comp Insurance	4,853	4,853	4,853
214,631.25	294,842.23	318,851	319,250		Subtotal Salaries & Benefits	344,869	344,869	344,869
1,004.11	405.86	500	217	100-132-521800-0000	Communications	300	300	300
5,567.10	0.00	9,000	0	100-132-522400-0000	Consultants	6,000	2,500	2,500
0.00	25.00	500	100	100-132-523800-0000	County Charges	500	500	500
553.00	488.00	900	900	100-132-524200-0000	Dues/Subscriptions	1,100	1,000	1,000
0.00	854.00	0	0	100-132-529610-2511	Legal Fees Reimbursable/Magna	0	0	0
1,266.24	2,200.74	3,000	3,000	100-132-530200-0000	Meetings/Seminars	3,000	3,000	3,000
265.01	295.85	600	600	100-132-531000-0000	Mileage Reimbursement	750	750	750
1,084.80	1,070.92	800	800	100-132-531600-0000	Office Supplies	1,000	1,000	1,000
950.51	957.77	1,000	1,000	100-132-535600-0000	Special Supplies	3,000	1,800	1,800
253.74	310.00	500	500	100-132-535750-0000	Training	500	500	500
0.00	0.00	0	0	100-132-529610-2526	Legal Fees Reimb/Fairfield Dev	0	0	0
18,346.31	6,608.14	16,800	7,117		Subtotal Operations & Maintenance	16,150	11,350	11,350
4,884.55	0.00	0	0	100-132-560400-0000	Capital Outlay	0	0	0
2,496.92	0.00	0	0	100-132-560450-0000	Furniture & Fixtures	0	0	0
800.00	800.00	800	800	100-132-597300-0000	Transfer to Equip Replacement	400	0	0
8,181.47	800.00	800	800		Subtotal Non-operating expenses	400		
241,159.03	302,250.37	336,451	327,167		Total Department	361,419	356,219	356,219

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 132
 Department Name: COMMUNITY DEVELOPMENT
 Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521800	500	300	300	Reimbursement for Community Development Director phone use
522400	9,000	6,000	2,500	Professional consultants for code compliance, advance planning and special projects (noise, photometrics, architecture, historic, landscape consultants)
523800	500	500	500	County Fees For Recording Various Documents (i.e; Neg Dec., Notices of Determination, Notices of Exemptions 10 @ \$50)
524200	900	1,100	1,000	2 memberships, American Planning Association National & Chapter; AICP
530200	3,000	3,000	3,000	2 @ LCC Planner's Institute (\$3,000)
531000	600	750	750	Mileage Reimbursement- Community Development Technician, Associate Planner, Community Development Director - 100 miles/month@\$0.505/mile
531600	800	1,000	1,000	Office supplies
535600	1,000	3,000	1,800	Miscellaneous Supplies - Dell laptop computer (model D830) @ \$1,200 and two desk chairs @ \$500 each (CD Director and Associate Planner)
535750	500	500	500	APA Planning Law Update 1 @ \$75, LCC Training sessions 1 @ \$300, ABAG Training sessions, special training (varous local & State agencies)
560400	-			
597300	800	400	-	Equipment Replacement
Total	17,600	16,550	11,350	

CITY OF DIXON
 DEPARTMENTAL STAFFING
 FY 2008-09 BUDGET

Department #: 132
 Department Name: COMMUNITY DEVELOPMENT
 Division Name: _____

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Community Development Director	1	1
Associate Planner	1	1
Community Development Technician	<u>1</u>	<u>1</u>
Total	3	3

BUILDING INSPECTION

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
174,429.36	176,365.92	199,936	119,110	100-133-511000-0000	Salaries/Wages	203,787	127,732	127,732
0.00	0.00	0	0	100-133-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-133-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	500	0	100-133-511200-0000	Overtime	500	500	500
0.00	18,424.83	0	0	100-133-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-133-512000-0000	Social Security	0	0	0
2,553.94	2,973.16	2,899	2,074	100-133-512100-0000	Medicare	3,551	2,252	2,252
24,614.80	26,841.59	31,636	18,847	100-133-512200-0000	Retirement	30,997	19,370	19,370
1,552.89	1,752.92	1,932	1,162	100-133-512300-0000	Disability Insurance	1,966	1,229	1,229
28,560.82	35,082.04	38,664	25,752	100-133-512400-0000	Health Insurance	40,626	27,084	27,084
0.00	0.00	0	0	100-133-512600-0000	Worker's Comp Insurance	4,663	2,914	2,914
231,711.81	261,440.46	275,567	166,945		Subtotal Salaries & Benefits	286,090	181,081	181,081
582.57	953.68	1,000	1,000	100-133-521800-0000	Communications	1,000	750	750
0.00	10,800.00	16,200	57,760	100-133-522400-0000	Consultants - Professional	0	0	0
44,313.95	35,935.27	55,000	56,504	100-133-522600-0000	Contr Servs - Non Professional	30,000	25,000	25,000
1,216.50	1,152.50	1,500	1,500	100-133-524200-0000	Dues/Subscriptions	1,000	1,000	1,000
221.17	365.38	585	800	100-133-531000-0000	Mileage Reimbursement	650	650	650
0.00	130.00	0	0	100-133-531400-0000	Office Equip Maint/Rental	0	0	0
1,321.04	1,231.17	900	1,500	100-133-531600-0000	Office Supplies	900	900	900
0.00	1,369.77	1,600	2,000	100-133-531650-0000	Office/Software Maintenance	1,700	1,700	1,700
11,400.37	4,911.92	8,675	9,000	100-133-535600-0000	Special Supplies	4,200	4,200	4,200
2,755.81	14,294.61	8,000	8,000	100-133-535750-0000	Training	8,000	6,000	6,000
1,115.99	1,031.23	1,000	1,000	100-133-537500-0000	Vehicle Fuel	1,100	1,100	1,100
190.35	244.41	500	500	100-133-538000-0000	Vehicle Parts/Maintenance	500	500	500
0.00	0.00	0	0	100-133-538500-0000	Vehicle Parts	0	0	0
63,117.75	72,419.94	94,960	139,564		Subtotal Operations & Maintenance	49,050	41,800	41,800
2,259.55	0.00	0	0	100-133-560400-0000	Capital Outlay	0	0	0
4,992.37	0.00	0	0	100-133-560450-0000	Furniture & Fixtures	0	0	0
5,283.00	5,300.00	5,300	5,300	100-133-597300-0000	Transfer to Equip Replacement	3,000	0	0
12,534.92	5,300.00	5,300	5,300		Subtotal Non-operating expenses	3,000	0	0
307,364.48	339,160.40	375,827	311,809		Total Department	338,140	222,881	222,881

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 133
 Department Name: BUILDING INSPECTION
 Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521800	1,000	1,000	750	Cellular Phone Service (3 Phones), plus maintenance.
522400	16,200	-	-	
522600	55,000	30,000	25,000	Special Contract Plan Checking & Inspection Services (Costs are reimbursed from Building and Plan Check Fees by the Applicant) Home Depot, Dorset Retail Center, and ADA Reviews
524200	1,500	1,000	1,000	International Code Council (ICC) \$195, Calif. Building Officials (CALBO) \$215, Napa/Solano Chapter ICC \$330, Other \$160 membership dues
531000	585	650	650	Mileage reimbursement for training
531600	900	900	900	Folders, binders, film, video tapes, pens, pencils, print cartridges, etc
531650	1,600	1,700	1,700	Springbrook Software maintenance
535600	8,675	4,200	4,200	Inspection Forms (Inspection Request, etc), Inspection Devices (Laser Pointers, Measuring Tape, various small inspection/testing devices), Special Training for Springbrook Software \$3,000 *
535750	8,000	8,000	6,000	ICC training seminars 6-8 @ \$100-150, Council of Am. Bldg. Officials Training week \$1,500; Special Training for Plans Examiner 5 Classes @ 150 ea; Other training courses as needed; Training for new Building Codes and related courses, etc. \$4,000.
537500	1,000	1,100	1,100	Fuel for Inspection Vehicles (Increased Fuel Costs) 300 gals @\$3.75/gal
538500	500	500	500	Maintenance Parts and Repairs for Inspection Vehicles
560400	-			
560450	-			
597300	5,300	3,000	-	Equipment Replacement
Total	100,260	52,050	41,800	

* Decrease in cost is due to storage at city house, not at rented Public Storage.

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 133
 FY: 2008-09 BUILDING INSPECTION

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	PERS Retirement 512200	Health Insurance 512400	Soc Sec/Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:											
Building Inspector II	66,912.00	-	66,912.00	1	66,912.00	10,228.84	13,542.00	1,166.58	649.05	1,538.84	94,037.31
Building Plans Examiner I	59,796.00	-	59,796.00	1	59,796.00	9,141.01	13,542.00	1,063.40	580.02	1,375.19	85,497.63
Building Official (VACANT)	0.00	-	-	0	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	126,708.00	0.00	126,708.00	2	126,708.00	19,369.85	27,084.00	2,229.98	1,229.07	2,914.03	179,534.93
Temporary Personnel											
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	0.00	-	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	126,708.00	0.00	126,708.00	2	126,708.00	19,369.85	27,084.00	2,229.98	1,229.07	2,914.03	179,534.93
Other special pays:											
PERS Health Administration							-				-
Retirement Health Benefit											-
OVERTIME			500.00					7.25			507.25
FLSA (Y-time)			-					-			-
Stand-by pay			-					-			-
Comp Time Cash Out			-					-			-
Admin Leave Cash Out			1,023.68		1,023.68			14.84			1,038.52
Night Differential			-		-			-			-
Subtotal:			1,523.68		1,023.68			22.09			1,545.77
GRAND TOTAL:	126,708.00	-	128,231.68		127,731.68	19,369.85	27,084.00	2,252.08	1,229.07	2,914.03	181,080.71

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 133
 Department Name: BUILDING INSPECTION
 Division Name: _____

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Building Official	1	0
Building Inspector II	1	1
Building Plans Examiner I	<u>1</u>	<u>1</u>
Total	3	2

Engineering Department

The Engineering Department is a highly technical department that deals with the oversight of all matters relating to the design and construction of infrastructure systems that serve the citizens of Dixon, including; potable water supply, storage, and distribution; wastewater collection and treatment; storm drainage collection and detention; and City streets and circulation. The Engineering Department also serves as a liaison with privately owned utilities, such as gas, telephone, and telecommunications.

The Engineering Department is responsible for annual preparation of the 5-year Capital Improvement Program (CIP). The Engineering Department implements the CIP projects; including managing planning, design, and environmental review activities; administering construction contracts, and inspecting project construction. The Engineering Department is also responsible for the review of engineering plans for residential, industrial, and commercial development projects.

Engineering Department Mission

The Engineering Department oversees the design and construction of public infrastructure consistent with the goals and policies of the City of Dixon General Plan, the City Standards, and the direction of the City Council.

2007/08 Accomplishments

- Participation in the Wastewater Committee to identify alternatives to address wastewater collection and treatment system issues.
- Development of a proposed Revised Cease and Desist Order to address water quality issues at the wastewater treatment facility.
- Design and construction of street and sidewalk improvements on 4th Street between A Street and C Street.
- Oversight of installation of infrastructure in the Parklane Subdivision (Brookfield) and to the new Dixon High School.
- Completion of construction of the new Southeast Water Supply Well and Tank Facility.
- Construction of the Pond C storm drainage detention basin.

2008/09 Goals and Objectives

- Resolution of issues with the State Water Quality Control Board regarding water quality issues at the wastewater treatment facility.
- Construction of Phase I of the Municipal Services Center Project.
- Implementation of sidewalk improvements per City Council goals.
- Design of storm drainage improvements in the Core Area and South Almond Street Area per Council goals.
- Participation in the Circulation and Infrastructure Elements of the General Plan Update.

ENGINEERING

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
593,716.88	744,640.59	784,060	788,850	100-143-511000-0000	Salaries/Wages	821,762	821,762	821,762
0.00	0.00	5,242	0	100-143-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-143-511110-0000	Wages PT Extra Hours	0	0	0
483.61	258.09	1,300	112	100-143-511200-0000	Overtime	1,500	1,500	1,500
0.00	0.00	0	0	100-143-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-143-512000-0000	Social Security	0	0	0
8,801.09	10,883.89	11,770	11,611	100-143-512100-0000	Medicare	13,901	13,901	13,901
85,834.80	113,744.21	124,062	123,095	100-143-512200-0000	Retirement	123,581	123,581	123,581
5,391.76	6,553.79	6,943	6,822	100-143-512300-0000	Disability Insurance	7,144	7,144	7,144
109,862.57	126,035.74	129,288	129,426	100-143-512400-0000	Health Insurance	136,430	136,430	136,430
0.00	0.00	0	0	100-143-512600-0000	Worker's Comp Insurance	16,357	16,357	16,357
804,090.71	1,002,116.31	1,062,665	1,059,915		Subtotal Salaries & Benefits	1,120,675	1,120,675	1,120,675
2,075.79	1,917.23	2,300	2,475	100-143-521000-0000	Bld/Site Maintenance	2,500	2,500	2,500
5,435.62	5,529.07	6,000	5,500	100-143-521800-0000	Communications	5,800	5,800	5,800
21,247.37	36,615.43	163,080	1,000	100-143-522400-0000	Consultants - Professional	67,000	57,000	57,000
3,043.84	3,048.12	3,200	4,525	100-143-522600-0000	Contr Servs - Non Professional	3,200	3,200	3,200
164.00	84.00	200	175	100-143-524200-0000	Dues/Subscriptions	200	200	200
2,471.04	1,879.20	2,400	2,800	100-143-526000-0000	Equip Repairs/Maintenance	2,400	2,400	2,400
110.98	379.75	100	100	100-143-530200-0000	Meetings/Seminars	100	100	100
71.57	283.45	750	500	100-143-531000-0000	Mileage Reimbursement	860	860	860
2,452.70	3,836.92	4,700	4,400	100-143-531400-0000	Office Equip Maint/Rental	4,700	4,700	4,700
4,950.84	7,182.95	8,000	7,800	100-143-531600-0000	Office Supplies	8,000	8,000	8,000
4,236.53	19,887.00	10,038	9,800	100-143-535600-0000	Special Supplies	10,000	10,000	10,000
849.00	2,829.23	3,000	3,400	100-143-535750-0000	Training	3,000	3,000	3,000
355.93	1,104.77	600	500	100-143-535900-0000	Uniforms	600	600	600
5,241.12	3,769.14	4,500	4,200	100-143-536000-0000	Utilities	4,300	4,300	4,300
2,039.23	2,164.82	2,000	2,450	100-143-537500-0000	Vehicle Fuel	2,600	2,600	2,600
1,134.73	969.38	2,000	2,100	100-143-538000-0000	Vehicle Maintenance	2,000	2,000	2,000
357.28	590.73	600	600	100-143-539000-0000	Water	600	600	600
67,066.69	92,071.19	213,468	52,510		Subtotal Operations & Maintenance	117,860	107,860	107,860
2,694.49	30,989.55	21,270	18,000	100-143-560400-0000	Capital Outlay	26,000	26,000	26,000
0.00	0.00	0	0	100-143-560450-0000	Furniture & Fixtures	0	0	0
4,798.00	4,798.00	7,248	7,248	100-143-597300-0000	Transfer to Equip Replacement	5,298	0	0
7,492.49	35,787.55	28,518	25,248		Subtotal Non-operating expenses	31,298	26,000	26,000
878,649.89	1,129,975.05	1,304,651	1,137,673		Total Department	1,269,833	1,254,535	1,254,535

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 143
Department Name: ENGINEERING
Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521000	2,300	2,500	2,500	Custodial supplies (Annex and trailer)
521800	6,000	5,800	5,800	\$3,000-telephone; \$2,800-use fee for 10 Nextel phones.
522400	163,080	67,000	57,000	Professional consultant services -- \$10,000 selected neighborhood traffic engineering studies; \$20,000 consultant plan check fees; \$20,000 drainage studies for dev. projects; \$2,000 assessment apportionment, \$10,000 Solano Co map check; \$5,000 misc. surveying needs. *
522600	3,200	3,200	3,200	Alarm system (\$1,200 - Annex and trailer); HVAC maintenance contract (\$2,000)
524200	200	200	200	No. Bay Eng.; APWA for City Eng.; professional publications
526000	2,400	2,400	2,400	\$1,250 - map copier maint.; \$1,150 - computer/copier/voice mail repairs
530200	100	100	100	Parking fees/bridge tolls; minor expenses for business meetings
531000	750	860	860	Mileage reimbursement for City Engineer in-lieu of auto allowance; 1,700 mi @\$0.505/mile
531400	4,700	4,700	4,700	Leases on two copiers
531600	8,000	8,000	8,000	Paper for computer, plotter, map copier, copier toner, bus. cards, misc. supplies
535600	10,038	10,000	10,000	\$3,500- software license updates; \$2,500- misc. small tools; \$2,500- printing City standards (reimbursable); \$700- County map recording fees; \$300-monitor; \$500 - highway capacity software for LOS calculations.
535750	3,000	3,000	3,000	Training re: CAD, pavement mgt., Map Act, dev. fees & other eng. issues; 10 @ \$300 ea.
535900	600	600	600	Steel-toed boots, safety vests/jackets & work gloves
536000	4,500	4,300	4,300	Electricity for Annex & Trailer
537500	2,000	2,600	2,600	Fuel for five vehicles
538000	2,000	2,000	2,000	Vehicle repairs/parts
539000	600	600	600	Water service for Annex & trailer (Cal Water Service)
560400	21,270	26,000	26,000	Cap. purchases - see form SS-2.
597300	7,248	5,298	-	Equipment replacement reserve - see schedule.
Total	241,986	149,158	133,860	

* Plan check fees, assessment apportionments and map checks are reimbursable from developer fees.

CITY OF DIXON
 CAPITAL EQUIPMENT/FIXED ASSETS (not included in Capital Project Funds)
 FY 2008-09

Department #: 143
 Department Name: ENGINEERING
 Division Name: _____

(N)ew or (R)eplacement (A)	Category* (B)	Priority (C)	Item Description (Be Specific) (D)	Cost/Unit (incl Tax and Freight) (E)	Quantity (F)	Department Request Total (G)	City Manager Recommend (H)
R	E	1	Replace computers according to equipment replacement schedule	1,500.00	2	3,000	3,000
R	B	2	Replace roof on Engineering Office (house)	16,000.00	1	16,000	16,000
R	B	3	Replace roof on Engineering Trailer (mobile)	7,000.00	1	7,000	7,000
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
Total						26,000	26,000

Please see memo for further instructions.

*Category: V = Vehicles
 F = Furniture/Fixtures
 E = Equipment
 B = Buildings

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 143
 FY: 2008-09 ENGINEERING

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
City Engineer	139,884.00	-	139,884.00	1	139,884.00		21,384.07	13,542.00	2,224.68	873.00	3,217.05	181,124.80
Associate Civil Engineer	95,112.00	-	95,112.00	1	95,112.00		14,539.77	13,542.00	1,575.48	873.00	2,187.39	127,829.64
Engineering Tech III	64,311.12	-	64,311.12	1	64,311.12		9,831.24	13,542.00	1,128.87	623.82	1,479.03	90,916.07
Sr Management Analyst	75,420.00	5,279.40	80,699.40	1	80,699.40		12,336.52	13,542.00	1,366.50	731.57	470.92	109,146.91
Engineering Technician III	65,628.00	4,593.96	70,221.96	1	70,221.96		10,734.83	13,542.00	1,214.58	636.59	1,509.31	97,859.27
Associate Engineer	90,072.00	1,801.44	91,873.44	1	91,873.44		14,044.69	13,542.00	1,528.52	873.00	2,071.48	123,933.13
Junior Engineer	64,920.00	-	64,920.00	1	64,920.00		9,924.32	13,542.00	1,137.70	629.72	1,493.03	91,646.77
Administrative Clerk II	41,964.00	-	41,964.00	1	41,964.00		6,415.04	13,542.00	804.84	407.05	262.02	63,394.95
Associate Civil Engineer	95,112.00	-	95,112.00	1	95,112.00		14,539.77	13,542.00	1,575.48	873.00	2,187.39	127,829.64
Engineering Tech III	64,311.12	-	64,311.12	1	64,311.12		9,831.24	13,542.00	1,128.87	623.82	1,479.03	90,916.07
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
0	0.00	-	-		-		-	-	-	-	-	-
Subtotal:	796,734.23	11,674.80	808,409.03	10	808,409.03	0.00	123,581.49	135,420.00	13,685.52	7,144.58	16,356.64	1,104,597.26
Temporary Personnel												
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
0.00	0.00	-	-		-		-	-	-	-	-	-
Subtotal:	0.00	-	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	796,734.23	11,674.80	808,409.03	10	808,409.03	0.00	123,581.49	135,420.00	13,685.52	7,144.58	16,356.64	1,104,597.26
Other special pays:												
PERS Health Administration Retirement Health Benefit								1,010.00				1,010.00
OVERTIME			1,500.00						21.75			1,521.75
FLSA (Y-time)			-						-			-
Stand-by pay			-						-			-
Comp Time Cash Out			2,538.00		2,538.00				36.80			2,574.80
Admin Leave Cash Out			10,814.90		10,814.90				156.82			10,971.72
Night Differential			-		-				-			-
Subtotal:			14,852.90		13,352.90			1,010.00	215.37			16,078.27
GRAND TOTAL:	796,734.23	11,674.80	823,261.93		821,761.93		123,581.49	136,430.00	13,900.89	7,144.58	16,356.64	1,120,675.53

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 143
Department Name: ENGINEERING
Division Name:

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
City Engineer	1	1
Associate Civil Engineer	3	3
Engineering Technician III	3	3
Junior Engineer	1	1
Sr. Management Analyst	1	1
Administrative Clerk II	<u>1</u>	<u>1</u>
Total	10	10

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Public Works

The Department of Public Works is responsible for public facilities used, owned, and enjoyed by the public. These facilities (works) which form the basic framework and underlying foundation (infrastructure) for our daily lives include the water, drainage, and sewer systems, streets, sidewalks, street lights, City buildings, and park recreation facilities.

Public Works Mission

Develop, operate, and maintain public facilities and structures in a cost effective manner while providing a safe and healthy environment.

2007/08 Accomplishments

- Although the top position became vacant, the Public Works Director, the Department continued to provide excellent service to the citizens of Dixon.
- Maintained 10 Landscaping and Lighting Districts, 6 community parks, swimming pool, streets and median islands, pump stations, ponds, storm drain and sewer lines, wastewater treatment plant, and lift stations.
- Acquired Used Oil Block Grant in the amount of \$5,000 and the Beverage Container Grant in the amount of \$5,000 for recycling education and to continue existing programs.
- Curbside Recycling collection program began March 31 and Electronic waste collection at the Dixon Recycling Center on May 17.

2008/09 Goals and Objectives

- Hire a Public Works Director to fill vacant position.
- Improve Injury and Illness Prevention Program and training.
- Update operations procedures.
- Improve recycling and educational programs.
- Improve facility maintenance, including cleaning and repairs.
- Construct a new building at the corporation yard to replace non-compliant break room for employees.
- Continue to provide the best possible service to the citizens of Dixon with limited resources.

PUBLIC WORKS O & M - Administration

Budget FY 2008-09

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
158,188.40	157,571.94	179,070	123,509	100-150-511000-0000	Salaries/Wages	197,485	108,300	108,300
16,334.49	18,501.10	20,569	20,707	100-150-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-150-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	0	0	100-150-511200-0000	Overtime	0	0	0
0.00	0.00	0	22,311	100-150-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-150-512000-0000	Social Security	0	0	0
2,894.19	2,624.71	2,895	2,490	100-150-512100-0000	Medicare	3,374	1,885	1,885
23,173.90	26,591.67	31,589	21,863	100-150-512200-0000	Retirement	28,617	15,350	15,350
1,444.90	1,471.50	1,491	981	100-150-512300-0000	Disability Insurance	1,517	644	644
27,797.20	32,928.91	34,781	27,080	100-150-512400-0000	Health Insurance	35,949	22,407	22,407
0.00	0.00	0	0	100-150-512600-0000	Worker's Comp Insurance	2,690	557	557
229,833.08	239,689.83	270,395	218,941		Subtotal Salaries & Benefits	269,632	149,143	149,143
198.26	144.00	500	315	100-150-521000-0000	Bld/Site Maintenance	500	500	500
2,343.72	4,502.58	3,500	3,136	100-150-521800-0000	Communications	3,500	3,500	3,500
440.00	480.00	480	480	100-150-522600-0000	Contr Servs - Non Professional	480	480	480
727.50	527.85	750	699	100-150-524200-0000	Dues/Subscriptions	750	0	0
1,616.27	1,746.01	2,200	2,094	100-150-526000-0000	Equip Repairs/Maintenance	2,200	2,000	2,000
5,097.02	5,115.00	5,000	5,000	100-150-527400-0000	Recycling	5,000	5,000	5,000
159.00	70.00	200	0	100-150-530200-0000	Meetings/Seminars	200	200	200
1,314.05	1,275.71	1,560	1,190	100-150-531400-0000	Office Equip Maint/Rental	1,200	1,200	1,200
2,591.84	1,613.98	2,000	1,400	100-150-531600-0000	Office Supplies	2,000	1,500	1,500
527.84	1,645.98	750	729	100-150-535600-0000	Special Supplies	750	400	400
118.24	319.00	600	0	100-150-535750-0000	Training	600	200	200
6,336.84	3,383.18	3,500	3,825	100-150-536000-0000	Utilities	3,500	3,500	3,500
828.70	629.68	800	660	100-150-537500-0000	Vehicle Fuel	800	800	800
493.01	333.38	1,000	865	100-150-538000-0000	Vehicle Maintenance	1,000	500	500
320.30	1,553.84	1,600	1,782	100-150-539000-0000	Water	1,600	1,600	1,600
23,112.59	23,340.19	24,440	22,175		Subtotal Operations & Maintenance	24,080	21,380	21,380
0.00	0.00	0	0	100-150-560400-0000	Capital Outlay	720	720	720
0.00	0.00	0	0	100-150-560450-0000	Furniture & Fixtures	0	0	0
5,500.00	5,500.00	5,500	5,500	100-150-597300-0000	Transfer to Equip Replacement	4,000	0	0
5,500.00	5,500.00	5,500	5,500		Subtotal Non-operating expenses	4,720	720	720
258,445.67	268,530.02	300,335	246,616		Total Department	298,432	171,243	171,243

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 150
 Department Name: PUBLIC WORKS O & M
 Division Name: ADMINISTRATION

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521000	500	500	500	\$500 -Custodial/building maint. supplies;
521800	3,500	3,500	3,500	\$1,600-telephone/voice mail; \$900-use on 3 Nextels; \$1,000 DSL line for MSC
522600	480	480	480	Pest control contract for MSC (\$40/mo.)
524200	750	750	-	\$260-No. Bay Eng. dues; \$140- APWA dues; \$150-CPRS dues; \$200- misc.subscriptions/dues
526000	2,200	2,200	2,000	\$400 - photocopier maintenance; \$200 - voice mail repairs; \$200 - misc.office equipment repairs; \$1,400 HVAC maint
527400	5,000	5,000	5,000	Dept. of Conservation grant (recycling containers & litter abatement)
530200	200	200	200	Misc. meetings & seminars
531400	1,560	1,200	1,200	Copier lease (\$99/mo.)
531600	2,000	2,000	1,500	\$1,000-copier/computer paper; \$1,000- printer cartridges, bus. cards, pens & misc. supplies
535600	750	750	400	\$750 - misc. special supplies
535750	600	600	200	\$200/ea. - training for Admin. staff
536000	3,500	3,500	3,500	Gas and electricity for MSC
537500	800	800	800	Fuel for Admin. vehicles
538000	1,000	1,000	500	Parts for Admin. vehicles
539000	1,600	1,600	1,600	Water usage at MSC (Cal Water)
597300	5,500	4,000	-	Equipment Replacement
Total	29,940	28,080	21,380	

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department # 150
Department Name: PUBLIC WORKS O & M
Division Name: ADMINISTRATION

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Director of Public Works - O & M	1	0
Management Analyst	1	1
Administrative Clerk I	0.60	0.60
Total	<u>2.60</u>	<u>1.60</u>

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PW - MUNICIPAL GARAGE

Budget FY 08-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
66,709.46	39,362.57	56,559	63,257	100-151-511000-0000	Salaries/Wages	60,135	60,135	60,135
0.00	0.00	0	0	100-151-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-151-511110-0000	Wages PT Extra Hours	0	0	0
94.69	0.00	100	0	100-151-511200-0000	Overtime	100	100	100
0.00	0.00	0	0	100-151-511300-0000	Standby	0	0	0
0.00	5,276.94	0	0	100-151-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-151-512000-0000	Social Security	0	0	0
840.93	727.60	820	1,038	100-151-512100-0000	Medicare	1,070	1,070	1,070
8,841.73	6,923.42	8,949	10,009	100-151-512200-0000	Retirement	9,193	9,193	9,193
526.16	347.20	542	543	100-151-512300-0000	Disability Insurance	572	572	572
11,678.82	16,740.52	17,079	17,190	100-151-512400-0000	Health Insurance	13,542	13,542	13,542
0.00	0.00	0	0	100-151-512600-0000	Worker's Comp Insurance	3,888	3,888	3,888
88,691.79	69,378.25	84,049	92,038		Subtotal Salaries & Benefits	88,500	88,500	88,500
188.93	204.19	500	483	100-151-521000-0000	Bld/Site Maintenance	500	500	500
1,179.79	1,263.52	1,100	964	100-151-521800-0000	Communications	1,100	1,100	1,100
65.00	0.00	90	0	100-151-524000-0000	DMV Exams/ Physicals	90	90	90
0.00	40.00	0	0	100-151-524200-0000	Dues/Subscriptions	0	0	0
389.68	1,478.25	1,500	1,470	100-151-526000-0000	Equip Repairs/Maintenance	1,500	1,500	1,500
0.00	28.50	0	0	100-151-530200-0000	Meetings/Seminars	0	0	0
0.00	0.00	0	0	100-151-531400-0000	Office Equip Maint/Rental	0	0	0
0.00	0.00	100	100	100-151-531600-0000	Office Supplies	100	100	100
0.00	1,352.03	750	704	100-151-535500-0000	Small Tools	750	750	750
5,887.12	5,425.05	5,700	5,000	100-151-535600-0000	Special Supplies	5,000	5,000	5,000
75.00	89.47	500	500	100-151-535750-0000	Training	200	200	200
500.80	359.05	500	490	100-151-535900-0000	Uniforms	500	500	500
5,147.13	3,881.69	3,600	3,533	100-151-536000-0000	Utilities	3,600	3,600	3,600
1,536.49	146.95	500	1,000	100-151-537500-0000	Vehicle Fuel	1,000	1,000	1,000
63.54	250.12	500	1,500	100-151-538000-0000	Vehicle Maintenance	750	750	750
0.00	11.25	0	0	100-151-539000-0000	Water	0	0	0
15,033.48	14,530.07	15,340	15,744		Subtotal Operations & Maintenance	15,090	15,090	15,090
0.00	0.00	3,500	3,410	100-151-560400-0000	Capital Outlay	720	720	720
0.00	0.00	0	0	100-151-560450-0000	Furniture & Fixtures	0	0	0
7,557.00	7,557.00	7,557	7,557	100-151-597300-0000	Transfer to Equip Replacement	7,057	0	0
7,557.00	7,557.00	11,057	10,967		Subtotal Non-operating expenses	7,777	720	720
111,282.27	91,465.32	110,446.00	118,749		Total Department	111,367	104,310	104,310

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 151
 Department Name: PUBLIC WORKS
 Division Name: GARAGE

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521000	500	500	500	Building maint. supplies, shop rags, cleaning chemicals
521800	1,100	1,100	1,100	Phone @ shop and Nextel phone for mechanic
524000	90	90	90	DMV physical for mechanic
526000	1,500	1,500	1,500	Maint. of jacks, hoists, and power tools
531600	100	100	100	Office supplies for garage mechanic
535500	750	750	750	Small tools for shop
535600	5,700	5,000	5,000	\$4000-nuts, bolts, grease, parts, & other misc.supplies not charged to other divisions; \$450-first aid & eye wash kits; \$300-annual fire extinguisher service;\$250 tech, support
535570	500	200	200	Training for mechanic (new regulations for air quality)
535900	500	500	500	\$150-boots; \$85-coat; \$50-shop coats; \$215- uniform cleaning service for Mechanic
536000	3,600	3,600	3,600	Gas and Electricity for garage, break room & shop office
537500	500	1,000	1,000	Fuel for Mechanic's truck
538000	500	750	750	Repair parts for Mechanic's truck
560400	3,500	720	720	See SS-2
597300	7,557	7,057	-	Equipment replacement reserve
Total	26,397	22,867	15,810	

CITY OF DIXON
 CAPITAL EQUIPMENT/FIXED ASSETS (not included in Capital Project Funds)
 FY 2008-09 BUDGET

Department #: 151
 Department Name: PUBLIC WORKS
 Division Name: GARAGE

(N)ew or (R)eplacement (A)	Category* (B)	Priority (C)	Item Description (Be Specific) (D)	Cost/Unit (incl Tax and Freight) (E)	Quantity (F)	Department Request Total (G)	City Manager Recommend (H)
N	E	1	New CPU for Mechanic	720.00	1	720	720
						-	-
						-	
						-	
						-	
						-	
						-	
						-	
						-	
Total						720	720

Please see memo for further instructions.

- *Category:
 V = Vehicles
 F = Furniture/Fixtures
 E = Equipment
 B = Buildings

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 151
Department Name: PUBLIC WORKS
Division Name: GARAGE

FULL-TIME AND PERMANENT PART-TIME

<u>Position Title</u>	<u>Positions Funded FY 2007-08</u>	<u>Positions Funded FY 2008-09</u>
Equipment Mechanic III	1	1

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PW - PARKS MAINTENANCE

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
384,373.77	408,303.84	447,433	425,929	100-152-511000-0000	Salaries/Wages	406,387	406,387	406,387
28,916.32	29,728.40	35,131	34,108	100-152-511100-0000	Salaries/Wages PT	37,593	37,593	37,593
0.00	0.00	0	0	100-152-511110-0000	Wages PT Extra Hours	0	0	0
4,366.09	3,936.85	5,000	4,881	100-152-511200-0000	Overtime	5,000	5,000	5,000
2,925.00	6,370.00	5,000	4,715	100-152-511300-0000	Standby	8,320	8,320	8,320
6,188.27	0.00	0	385	100-152-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-152-512000-0000	Social Security	0	0	0
7,181.67	8,232.78	8,404	8,833	100-152-512100-0000	Medicare	10,532	10,532	10,532
55,664.26	63,209.35	70,797	67,867	100-152-512200-0000	Retirement	62,124	62,124	62,124
3,846.34	3,891.95	4,214	4,128	100-152-512300-0000	Disability Insurance	3,798	3,798	3,798
106,424.71	113,455.39	116,034	115,896	100-152-512400-0000	Health Insurance	112,020	112,020	112,020
884.00	-85.00	0	463	100-152-512500-0000	Unemployment Insurance	0	0	0
				100-152-512600-0000	Worker's Comp Insurance	28,300	28,300	28,300
600,770.43	637,043.56	692,013	667,206		Subtotal Salaries & Benefits	674,074	674,074	674,074
1,700.17	3,902.82	4,100	4,000	100-152-521000-0000	Bld/Site Maintenance	4,100	2,000	2,000
0.00	226.48	0	0	100-152-521000-0101	Bldg/Site Maintenance/Pool	0	0	0
10,105.04	29,862.14	26,000	26,000	100-152-521400-0000	Chemicals	26,000	20,000	20,000
3,512.10	2,920.33	3,200	3,100	100-152-521800-0000	Communications	3,200	3,200	3,200
465.66	377.60	0	233	100-152-521800-0101	Communications/Pool	0	0	0
0.00	0.00	0	0	100-152-522400-0000	Consultants - Professional	0	0	0
7,110.55	4,693.50	9,500	9,500	100-152-522600-0000	Contr Servs - Non Professional	92,336	92,336	92,336
0.00	0.00	0	0	100-152-523400-0000	Contract Servs - Temp	0	0	0
122.00	87.00	302	87	100-152-524000-0000	DMV Exams/Physicals	302	302	302
0.00	40.00	185	45	100-152-524200-0000	Dues/Subscriptions	185	185	185
1,341.33	3,960.25	6,000	5,500	100-152-525800-0000	Equip Rental	6,000	5,000	5,000
18,913.09	13,579.71	17,000	10,000	100-152-526000-0000	Equip Repairs/Maintenance	12,000	10,000	10,000
0.00	0.00	420	0	100-152-527200-0000	Hepatitis Shots	420	420	420
0.00	0.00	0	0	100-152-529400-0000	Lease Agreement	0	0	0
0.00	30.15	50	0	100-152-530200-0000	Meetings/Seminars	0	0	0
0.00	0.00	0	0	100-152-531000-0000	Mileage Reimbursement	0	0	0
0.00	0.00	0	0	100-152-531400-0000	Office Equip Maint/Rental	0	0	0
118.49	68.99	200	200	100-152-531600-0000	Office Supplies	200	200	200
0.00	0.00	0	0	100-152-533200-0000	Property Taxes	0	0	0
1,856.20	1,388.28	2,000	1,500	100-152-535500-0000	Small Tools	2,000	2,000	2,000
50,043.81	49,081.93	37,000	37,000	100-152-535600-0000	Special Supplies	37,000	30,000	30,000
0.00	0.00	0	0	100-152-535600-0101	Special Supplies/Pool	0	0	0
1,715.00	1,681.24	2,025	800	100-152-535750-0000	Training	1,575	1,575	1,575

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
4,182.62	4,013.08	5,500	5,396	100-152-535900-0000	Uniforms	5,500	5,500	5,500
34,153.41	41,013.85	53,000	34,000	100-152-536000-0000	Utilities	85,000	65,000	65,000
13,566.69	48,123.18	0	54,000	100-152-536000-0101	Utilities/Pool	0	0	0
3,008.65	3,422.70	2,600	2,600	100-152-536500-0000	Utilities - Park Path Lights	2,600	2,600	2,600
17,710.91	18,905.24	17,000	16,633	100-152-537500-0000	Vehicle Fuel	17,000	17,000	17,000
5,385.68	8,019.30	6,000	5,400	100-152-538000-0000	Vehicle Maintenance	6,000	4,000	4,000
43,324.70	48,623.70	51,000	43,500	100-152-539000-0000	Water	51,000	51,000	51,000
1,919.72	2,245.93	0	3,187	100-152-539000-0101	Water/Pool	0	0	0
220,255.82	286,267.40	243,082	262,681		Subtotal Operations & Maintenance	352,418	312,318	312,318
27,444.03	14,616.98	44,600	16,980	100-152-560400-0000	Capital Outlay	3,400	3,400	15,900
0.00	0.00	0	0	100-152-560450-0000	Furniture & Fixtures	0	0	0
27,075.00	27,075.00	30,142	30,142	100-152-597300-0000	Transfer to Equip Replacement	20,325	0	0
54,519.03	41,691.98	74,742	47,122		Subtotal Non-operating expenses	23,725	3,400	15,900
875,545.28	965,002.94	1,009,837	977,009		Total Department	1,050,217	989,792	1,002,292

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 152
 Department Name: PUBLIC WORKS
 Division Name: PARKS MAINTENANCE

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET			Brief Detail Description (E)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	City Council Approved (D)	
521000	4,100	4,100	2,000	2,000	\$3,100-prune,shape, and spray trees Hall Park parking lot; \$1,000 misc. repairs @ pool
521400	26,000	26,000	20,000	20,000	\$8000 - fertilizer & weed program; \$18,000 - pool chemicals
521800	3,200	3,200	3,200	3,200	\$500-phone @ Muncipal Service Ctr & @ Pool Bld.;\$2,700-9 Nextel phones
522600	9,500	92,336	92,336	92,336	\$1,500-path light repairs; \$3000-tree pruning/arborist; CDF \$5,000; athletic field maint. \$82,836
524000	302	302	302	302	Class B license- DMV renewal & physicals (2 @ \$151)
524200	185	185	185	185	Annual dues for pesticide certification & pool operator certification
525800	6,000	6,000	5,000	5,000	Misc.rental equipment \$2,000; Port-a-Potty for Patwin, WIP, & Veteran's Parks \$4,000
526000	17,000	12,000	10,000	10,000	Parts to repair non-licensed equipment including mowers, sweepers, and tractors
527200	420	420	420	420	Hepatitis shots (3 @ \$140)
530200	50	-	-	-	
531600	200	200	200	200	Office supplies
535500	2,000	2,000	2,000	2,000	Misc. small tools (\$2,000)
535600	37,000	37,000	30,000	30,000	Supplies incl. sprinkler parts, infield mix, trees, mulch, ball field lights, tennis ct. nets, rest room supplies, park signs, graffiti remover, path light parts (\$2,000)
535750	2,025	1,575	1,575	1,575	Training for pesticide exam and pool maint. (7 X \$225 ea)
535900	5,500	5,500	5,500	5,500	Nine (9) personnel (\$500 ea): \$150/ea-boots; \$85/ea-coats; \$215/ea-uniform cleaning service; \$50/ea.-coveralls; safety apparel - goggles, gloves, vests (\$1,000)
536000	53,000	85,000	65,000	65,000	\$25,000- electricity for ball field lts. & arena, tennis ct. lts. & basket ball ct.; \$60,000-gas/ electricity at pool facility

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 152
 Department Name: PUBLIC WORKS
 Division Name: PARKS MAINTENANCE

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET			Brief Detail Description (E)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	City Council Approved (D)	
536500	2,600	2,600	2,600	2,600	Park path lights (6 parks)
537500	17,000	17,000	17,000	17,000	Fuel for vehicles and equipment
538000	6,000	6,000	4,000	4,000	Parts to repair licensed vehicles
539000	51,000	51,000	51,000	51,000	\$45,000- water for rest rooms & irrigation (6 parks); \$6,000- pool facility
560400	44,600	3,400	3,400	15,900	Capital purchases - see form SS-2
597300	30,142	20,325	-	-	Equipment replacement reserve
Total	317,824	376,143	315,718	328,218	

CITY OF DIXON
 CAPITAL EQUIPMENT/FIXED ASSETS (not included in Capital Project Funds)
 FY 2008-09 BUDGET

Department #: 152
 Department Name: PUBLIC WORKS
 Division Name: PARKS MAINTENANCE

(N)ew or (R)eplacement (A)	Category* (B)	Priority (C)	Item Description (Be Specific) (D)	Cost/Unit (incl Tax and Freight) (E)	Quantity (F)	Department Request Total (G)	City Manager Recommend (H)	City Council Approved (I)
R	E	1	Chemical Applicator (D) (E)	3,400.00	1	3,400	3,400	3,400
R	E		Variable Speed Pump for Park Water Well	12,500.00	1	12,500		12,500
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Total						15,900	3,400	15,900

Please see memo for further instructions.

*Category:
 V = Vehicles
 F = Furniture/Fixtures
 E = Equipment
 B = Buildings

CITY OF DIXON
 PAYROLL SUMMARY
 FY: 2008-09

FUND: 100
 DEPT: 152
 PW - PARKS

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
Maintenance Worker I	42,121.62	1,053.04	43,174.66	1	43,174.66		6,600.11	13,542.00	822.39	408.58	2,777.79	67,325.53
Parks & Bldg Maint Supervisor	65,976.00	5,278.08	71,254.08	1	71,254.08		10,892.61	13,542.00	1,229.54	639.97	4,350.92	101,909.12
Maintenance Worker I	42,685.38	-	42,685.38	1	42,685.38		6,525.31	13,542.00	815.30	414.05	2,814.97	66,797.02
Maintenance Worker II	48,492.00	-	48,492.00	1	48,492.00		7,412.97	13,542.00	899.49	470.37	3,197.90	74,014.74
Maintenance Worker III	53,400.00	5,607.00	59,007.00	1	59,007.00		9,020.40	13,542.00	1,051.96	517.98	3,521.57	86,660.91
Maintenance Worker II	48,492.00	969.84	49,461.84	1	49,461.84		7,561.23	13,542.00	913.56	470.37	3,197.90	75,146.90
Maintenance Worker II	48,492.00	1,939.68	50,431.68	1	50,431.68		7,709.49	13,542.00	927.62	470.37	3,197.90	76,279.06
Maintenance Worker I	41,880.00	-	41,880.00	1	41,880.00		6,402.20	13,542.00	803.62	406.24	2,761.86	65,795.91
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
Subtotal:	391,539.00	14,847.64	406,386.64	8	406,386.64	0.00	62,124.33	108,336.00	7,463.48	3,797.93	25,820.82	613,929.20
Temporary Personnel												
2 half time temp Maintenance I	37,592.80	-	37,592.80	-	-	37,592.80	-	-	2,875.85	-	2,479.13	42,947.78
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
Subtotal:	37,592.80	-	37,592.80	0	0.00	37,592.80	0.00	0.00	2,875.85	0.00	2,479.13	42,947.78
Total:	429,131.80	14,847.64	443,979.44	8	406,386.64	37,592.80	62,124.33	108,336.00	10,339.33	3,797.93	28,299.95	656,876.98
Other special pays:												
PERS Health Administration								860.00				860.00
Retirement Health Benefit								2,824.02				2,824.02
OVERTIME			5,000.00						72.50			5,072.50
FLSA (Y-time)			-						-			-
Stand-by pay			8,320.00						120.64			8,440.64
Comp Time Cash Out			-						-			-
Admin Leave Cash Out			-						-			-
Night Differential			-						-			-
Subtotal:			13,320.00						3,684.02			17,197.16
GRAND TOTAL:	429,131.80	14,847.64	457,299.44		406,386.64	37,592.80	62,124.33	112,020.02	10,532.47	3,797.93	28,299.95	674,074.14

CITY OF DIXON
 WAGES/BENEFIT WORKSHEET
 SEASONAL/TEMPORARY & NON PERMANENT PART-TIME POSITIONS (NON-CONTRACT)
 FY 2008-09 BUDGET

Department #: 152
 Department Name: PUBLIC WORKS
 Division Name: PARKS MAINTENANCE

Position Title (A)	Hourly Rate (B)	Total Hours (C)	Wages (D)	Medicare (E)	Worker's Comp. (F)	FICA (G)	TOTAL (H)
2 half time temp Maintenance I	19.18	1,960.00	37,593	545.10		2,330.75	40,469
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
			-	-		-	-
		TOTAL	37,593	545.10	-	2,330.75	40,469

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 152
Department Name: PUBLIC WORKS
Division Name: PARKS MAINTENANCE

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Parks & Bld. Maint. Supervisor	1	1
Maintenance Worker III	2	1
Maintenance Worker II	5	3
Maintenance Worker I	1	3
Total	<u>9</u>	<u>8</u>

PW - STREETS MAINTENANCE

Budget FY 08-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
214,312.33	184,532.43	232,516	232,295	100-153-511000-0000	Salaries/Wages	244,871	244,871	244,871
0.00	0.00	0	0	100-153-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-153-511110-0000	Wages PT Extra Hours	0	0	0
9,439.97	7,888.13	5,000	6,537	100-153-511200-0000	Overtime	5,000	5,000	5,000
4,190.00	5,860.00	5,000	3,835	100-153-511300-0000	Standby	8,320	8,320	8,320
233.40	86.26	0	0	100-153-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-153-512000-0000	Social Security	0	0	0
2,437.61	2,077.96	2,430	2,676	100-153-512100-0000	Medicare	4,725	4,725	4,725
30,417.74	28,157.46	36,791	36,351	100-153-512200-0000	Retirement	37,433	37,433	37,433
2,191.45	1,824.93	2,196	2,136	100-153-512300-0000	Disability Insurance	2,314	2,314	2,314
57,358.96	52,466.03	64,524	63,453	100-153-512400-0000	Health Insurance	67,870	67,870	67,870
0.00	0.00	0	0	100-153-512600-0000	Worker's Comp Insurance	15,730	15,730	15,730
320,581.46	282,893.20	348,457	347,283		Subtotal Salaries & Benefits	386,263	386,263	386,263
708.68	378.65	900	720	100-153-521000-0000	Bld/Site Maintenance	900	900	900
4,207.17	3,075.99	5,000	4,800	100-153-521400-0000	Chemicals	7,500	5,000	5,000
2,291.35	2,225.42	2,800	2,200	100-153-521800-0000	Communications	2,800	2,800	2,800
8,261.87	131,412.57	151,272	148,000	100-153-522600-0000	Contr Servs - Non Professional	151,272	151,272	151,272
65.00	353.00	604	201	100-153-524000-0000	DMV Exams/Physicals	604	604	604
259.32	486.32	460	383	100-153-524200-0000	Dues/Subscriptions	460	460	460
772.82	660.00	1,000	845	100-153-525800-0000	Equip Rental	1,000	1,000	1,000
11,378.59	12,350.35	8,000	5,425	100-153-526000-0000	Equip Repairs/Maintenance	5,000	5,000	5,000
0.00	0.00	420	0	100-153-527200-0000	Hepatitis Shots	420	420	420
0.00	17.00	100	0	100-153-530200-0000	Meetings/Seminars	0	0	0
331.03	415.95	500	510	100-153-531600-0000	Office Supplies	500	500	500
41.22	41.22	42	42	100-153-533200-0000	Property Taxes	42	42	42
3,681.44	1,465.36	5,000	5,000	100-153-535500-0000	Small Tools	5,000	3,000	3,000
32,253.61	19,036.71	21,439	27,000	100-153-535600-0000	Special Supplies	29,000	21,000	21,000
1,315.00	1,478.63	1,800	950	100-153-535750-0000	Training	1,800	1,800	1,800
2,570.15	3,196.51	3,000	3,000	100-153-535900-0000	Uniforms	3,000	3,000	3,000
52,608.59	53,033.40	50,000	48,000	100-153-536000-0000	Utilities	50,000	50,000	50,000
10,615.70	8,630.97	5,000	8,600	100-153-537500-0000	Vehicle Fuel	8,000	8,000	8,000
6,934.64	2,989.84	5,000	5,800	100-153-538000-0000	Vehicle Maintenance	5,000	5,000	5,000
7,778.50	7,539.29	5,000	5,200	100-153-539000-0000	Water	5,500	5,500	5,500
146,074.68	248,787.18	267,337	266,676		Subtotal Operations & Maintenance	277,798	265,298	265,298
81,130.56	12,195.89	2,500	2,003	100-153-560400-0000	Capital Outlay	15,900	15,900	15,900
0.00	0.00	0	0	100-153-560450-0000	Furniture & Fixtures	0	0	0
23,615.00	23,615.00	28,015	28,015	100-153-597300-0000	Transfer to Equip Replacement	21,465	0	0
104,745.56	35,810.89	30,515	30,018		Subtotal Non-operating expenses	37,365	15,900	15,900
571,401.70	567,491.27	646,309	643,977		Total Department	701,426	667,461	667,461

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 153
 Department Name: PUBLIC WORKS
 Division Name: STREETS MAINTENANCE

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521000	900	900	900	Maintenance supplies for street garage
521400	5,000	7,500	5,000	Chemicals for weed abatement; fertilizer/growth regulator
521800	2,800	2,800	2,800	\$700-MSC phone; \$2,100-7 Nextel phones including standby
522600	151,272	151,272	151,272	\$8,000-street light repairs (routine & est. 3 knockdown); Install & Remove Spare the Air Banners (8 @ \$34/ea.) \$272; Street Sweeping-\$138,000 , CDF crews \$5,000
524000	604	604	604	Class B license-DMW renewal fees & physicals (4@ 151/ea.)
524200	460	460	460	Annual dues for pesticide certification; USA membership fee (\$260/yr.)
525800	1,000	1,000	1,000	Equip. rental- ice machine (\$660); grinder, lift truck, misc. equip. for median island mtc.
526000	8,000	5,000	5,000	Parts to repair non-licensed equipment
527200	420	420	420	Hepatitis shots (3 @ \$140)
530200	100	-	-	
531600	500	500	500	Office supplies
533200	42	42	42	Property taxes for Market Lane Park and Ride Lot (L & L only)
535500	5,000	5,000	3,000	Tools for street/sidewalk, rights-of-way, and median island repairs, chainsaws, trimmers, pneumatic tools, leaf blowers, edgers, toppers, and grinding heads
535600	21,439	29,000	21,000	Concrete, traffic paint, gravel, rock, asphalt, signs, safety cones, bollards, reflectors, hardware (\$23,000); street light parts (\$5,000); safety gear (\$1,000)
535750	1,800	1,800	1,800	Training re: pesticide application, traffic control & working in confined spaces (6 @ \$300)
535900	3,000	3,000	3,000	Six (6) employees (\$500/ea): \$150/ea-boots; \$85/ea-coats; \$215/ea- uniform cleaning service; coveralls (\$50/ea.)

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 153
 Department Name: PUBLIC WORKS
 Division Name: STREETS MAINTENANCE

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
536000	50,000	50,000	50,000	PG&E charges for street/parking lot lights, flashing beacons, lighted crosswalks, traffic signals, & streets garage (\$50,000);
537500	5,000	8,000	8,000	Fuel for vehicles and equipment
538000	5,000	5,000	5,000	Parts to repair licensed vehicles
539000	5,000	5,500	5,500	Water - median islands, landscaping, park & ride lot, multi-modal
560400	2,500	15,900	15,900	Capital purchases - see form SS-2
597300	28,015	21,465	-	Equipment replacement reserve - see schedule
Total	297,852	315,163	281,198	

CITY OF DIXON
 CAPITAL EQUIPMENT/FIXED ASSETS (not included in Capital Project Funds)
 FY 2008-09 BUDGET

Department #: 153
 Department Name: PUBLIC WORKS
 Division Name: STREETS MAINTENANCE

Department #: 153

(N)ew or (R)eplacement (A)	Category* (B)	Priority (C)	Item Description (Be Specific) (D)	Cost/Unit (incl Tax and Freight) (E)	Quantity (F)	Department Request Total (G)	City Manager Recommend (H)
R	E	1	Polaris All Terrain Vehicle (ATV)	8,000.00	1	8,000	
R	E	2	Lift Gate	2,500.00	1	2,500	
R	E	3	Dump Trailer	5,400.00	1	5,400	
						-	
						-	
						-	
						-	
Total						15,900	-

Please see memo for further instructions.

*Category:
 V = Vehicles
 F = Furniture/Fixtures
 E = Equipment
 B = Buildings

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 153
Department Name: PUBLIC WORKS
Division Name: STREETS MAINTENANCE

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Street Maintenance Supervisor	1	1
Maintenance Worker III	1	1
Maintenance Worker II	0	0
Maintenance Worker I	3	3
Total	<u>5</u>	<u>5</u>

PW - STORM DRAIN MAINTENANCE

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
90,698.38	90,386.34	87,305	88,119	100-154-511000-0000	Salaries/Wages	95,619	95,619	95,619
90.72	0.00	0	0	100-154-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-154-511110-0000	Wages PT Extra Hours	0	0	0
6,306.62	582.51	2,000	6,802	100-154-511200-0000	Overtime	2,000	2,000	2,000
425.00	1,935.00	1,000	4,360	100-154-511300-0000	Standby	2,080	2,080	2,080
152.65	0.00	0	0	100-154-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-154-512000-0000	Social Security	0	0	0
1,171.13	1,175.67	1,280	1,393	100-154-512100-0000	Medicare	1,838	1,838	1,838
12,837.80	13,931.78	13,814	13,918	100-154-512200-0000	Retirement	14,617	14,617	14,617
727.43	786.96	847	855	100-154-512300-0000	Disability Insurance	928	928	928
23,661.22	25,193.47	25,824	25,798	100-154-512400-0000	Health Insurance	27,144	27,144	27,144
0.00	0.00	0	0	100-154-512600-0000	Worker's Comp Insurance	6,306	6,306	6,306
136,070.95	133,991.73	132,070	141,246		Subtotal Salaries & Benefits	150,532	150,532	150,532
6,162.50	0.00	0	0	100-154-521000-0000	Site Maintenance	0	0	0
3,327.14	2,657.50	4,000	4,000	100-154-521400-0000	Chemicals	6,000	4,000	4,000
536.92	672.31	650	527	100-154-521800-0000	Communications	650	650	650
0.00	3,454.50	0	0	100-154-522400-0000	Consultants - Professional	0	0	0
22,432.16	29,842.71	28,200	26,889	100-154-522600-0000	Contr Servs - Non Professional	28,200	28,200	28,200
0.00	238.00	302	160	100-154-524000-0000	DMV Exams/Physicals	302	302	302
148.00	0.00	250	0	100-154-524200-0000	Dues/Subscriptions	250	250	250
3,554.22	5,119.05	3,500	1,400	100-154-526000-0000	Equip Repairs/Maintenance	3,500	3,500	3,500
0.00	0.00	140	0	100-154-527200-0000	Hepatitis Shots	140	140	140
10,954.44	9,492.03	10,000	7,600	100-154-527400-0000	Household Hazard Waste	10,000	10,000	10,000
5,183.84	6,298.00	5,788	5,788	100-154-531900-0000	Permits/Licenses/Fees	6,329	6,329	6,329
0.00	837.14	1,100	1,000	100-154-535300-0000	Small Tools	1,100	1,100	1,100
7,769.18	4,532.22	5,700	9,700	100-154-535600-0000	Special Supplies	7,000	5,000	5,000
310.00	150.00	400	986	100-154-535750-0000	Training	800	800	800
1,378.01	993.10	1,200	1,200	100-154-535900-0000	Uniforms	1,200	1,200	1,200
3,041.41	1,525.22	1,750	1,750	100-154-536000-0000	Utilities	1,750	1,750	1,750
5,314.85	6,224.35	3,000	5,800	100-154-537500-0000	Vehicle Fuel	6,000	6,000	6,000
1,924.24	1,968.24	1,500	6,000	100-154-538000-0000	Vehicle Maintenance	1,500	1,500	1,500
325.05	173.86	500	422	100-154-539000-0000	Water	500	500	500
0.00	0.00	0	0	100-154-550500-0000	Contingency	0	0	0
72,361.96	74,178.23	67,980	73,222		Subtotal Operations & Maintenance	75,221	71,221	71,221

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
0.00	0.00	36,500	38,200	100-154-560400-0000	Capital Outlay	3,500	3,500	3,500
0.00	0.00	0	0	100-154-560450-0000	Furniture & Fixtures	0	0	0
3,620.00	3,620.00	3,620	3,620	100-154-597300-0000	Transfer to Equip Replacement	3,650	0	0
3,620.00	3,620.00	40,120	41,820		Subtotal Non-operating expenses	7,150	3,500	3,500
212,052.91	211,789.96	240,170	256,288		Total Department	232,903	225,253	225,253

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 154
 Department Name: PUBLIC WORKS
 Division Name: STORM DRAIN MAINTENANCE

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521400	4,000	6,000	4,000	Chemicals for weed abatement in drainage ponds
521800	650	650	650	Monthly service fee for 2 Nextel phones (\$300/ea.)
522600	28,200	28,200	28,200	\$12,828-annual DRCD fee; \$10,000 - Lateral 1 maint; \$5,375 flood control (per JPA);
524000	302	302	302	Class B DMV license & physical for 2 employees @ \$151/ea.
524200	250	250	250	Annual pesticide certificate for 2 employees @\$125/ea.
526000	3,500	3,500	3,500	Parts to repair equipment including drainage pond pumps
527200	140	140	140	Hepatitis shots
527400	10,000	10,000	10,000	Pro-rata cost for Dixon residents to use household hazardous waste facility in Vacaville
531900	5,788	6,329	6,329	SWRCB NPDES annual fee, \$4,500; State Dam Fee Pond A, General Fund Portion \$1,829
535500	1,100	1,100	1,100	Small tools for storm drain cleaning
535600	5,700	7,000	5,000	Gravel, concrete, tools, new cleaning heads, erosion control, rip rap, system repairs \$6500;
				educational brochures re: storm drain pollution information \$500;
535750	400	800	800	Pesticide application training for 2 employees
535900	1,200	1,200	1,200	\$500 per employee (2):\$150-boots; \$85- coat; \$50 coveralls; \$215- uniform cleaning service (2 employees); \$200 - safety goggles, vests & gloves
536000	1,750	1,750	1,750	Electricity Doyle Lane drainage pond pump
537500	3,000	6,000	6,000	Fuel for vehicles and equipment (vector)
538000	1,500	1,500	1,500	Parts to repair two pickups, vector truck, and the pesticide truck
539000	500	500	500	Water for irrigation system at Doyle Lane pond & Creekside
560400	36,500	3,500	3,500	Capital purchases - see form SS-2
597300	3,620	3,650	-	Equipment replacement reserve
Total	108,100	82,371	74,721	

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 154
Department Name: PUBLIC WORKS
Division Name: STORM DRAIN MAINTENANCE

FULL-TIME AND PERMANENT PART-TIME

<u>Position Title</u>	<u>Positions Funded FY 2007-08</u>	<u>Positions Funded FY 2008-09</u>
Maintenance Worker III	1	1
Maintenance Worker II	<u>1</u>	<u>1</u>
Total	2	2

PW - CITY BUILDING MAINTENANCE

Budget FY 2008-09

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
94,693.80	97,158.52	102,180	102,692	100-155-511000-0000	Salaries/Wages	105,630	105,630	105,630
0.00	0.00	0	0	100-155-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-155-511110-0000	Wages PT Extra Hours	0	0	0
-779.71	0.00	600	66	100-155-511200-0000	Overtime	600	600	600
1,410.00	1,295.22	1,600	4,310	100-155-511300-0000	Standby	2,080	2,080	2,080
0.00	0.00	0	0	100-155-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-155-512000-0000	Social Security	0	0	0
1,385.01	1,519.95	1,505	1,718	100-155-512100-0000	Medicare	1,963	1,963	1,963
13,517.50	14,912.28	16,168	16,101	100-155-512200-0000	Retirement	16,148	16,148	16,148
865.94	903.54	956	954	100-155-512300-0000	Disability Insurance	988	988	988
23,338.86	25,159.61	25,800	25,778	100-155-512400-0000	Health Insurance	27,119	27,119	27,119
0.00	0.00	0	0	100-155-512500-0000	Unemployment Insurance	0	0	0
0.00	0.00	0	0	100-155-512600-0000	Worker's Comp Insurance	6,719	6,719	6,719
134,431.40	140,949.12	148,809	151,619		Subtotal Salaries & Benefits	161,247	161,247	161,247
6,944.58	5,881.93	5,000	4,900	100-155-521000-0000	Bldg/Site Maintenance	5,000	3,000	3,000
371.70	475.37	600	550	100-155-521800-0000	Communications	600	600	600
7,058.57	12,416.98	12,575	12,575	100-155-522600-0000	Contr Servs - Non Professional	12,575	12,575	12,575
137.44	0.00	250	390	100-155-526000-0000	Equip Repairs/Maintenance	250	250	250
1,559.88	1,111.57	2,000	1,900	100-155-535600-0000	Special Supplies	2,000	2,000	2,000
0.00	0.00	500	0	100-155-535750-0000	Training	250	250	250
620.56	803.89	1,000	1,000	100-155-535900-0000	Uniforms	1,000	1,000	1,000
18,964.06	19,495.88	19,000	19,000	100-155-536000-0000	Utilities	19,000	19,000	19,000
1,217.98	1,491.98	1,000	1,200	100-155-537500-0000	Vehicle Fuel	1,200	1,200	1,200
572.44	357.54	600	600	100-155-538000-0000	Vehicle Maintenance	600	600	600
1,233.65	1,312.52	1,300	1,300	100-155-539000-0000	Water	1,300	1,300	1,300
38,680.86	43,347.66	43,825	43,415		Subtotal Operations & Maintenance	43,775	41,775	41,775
5,975.52	0.00	0	0	100-155-560400-0000	Capital Outlay	0	0	0
2,720.00	2,720.00	2,720	2,720	100-155-597300-0000	Transfer to Equip Replacement	2,720	0	0
8,695.52	2,720.00	2,720	2,720		Subtotal Non-operating expenses	2,720	0	0
181,807.78	187,016.78	195,354	197,754		Total Department	207,742	203,022	203,022

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 155
 Department Name: PUBLIC WORKS
 Division Name: Building Maintenance

(A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year (memo)	Department Request Total (B)	City Manager Recommend (C)	
521000	5,000	5,000	3,000	\$700 - electric repairs; \$1,000 - plumbing repairs; \$1,000-building maintenance supplies - doormats, mops, towels (Aramark contract); \$2,300-prune & spray palm trees @ City Hall
521800	600	600	600	\$600- 2 radio/cell phones for Maintenance Workers
522600	12,575	12,575	12,575	\$3,475 Transportation Bldg HVAC Maint; \$8,700-City Hall & Council Chambers HVAC maint. contract; \$400-pest control
526000	250	250	250	Parts to repair cleaning equipment (vacuum cleaners, buffer)
535600	2,000	2,000	2,000	\$500-carpet/furniture/cleaners, \$1000-bath room supplies, brooms, disinfectants, tubs,
	-			light bulbs, ballasts, misc. supplies; \$500-misc.hardware
535750	500	250	250	Training (2 X \$125)
535900	1,000	1,000	1,000	\$150- boots; \$85- coat; \$50-raingear; \$215- uniform cleaning service (X 2 employees)
536000	19,000	19,000	19,000	City Hall gas/electricity
537500	1,000	1,200	1,200	Fuel for 2 vehicles
538000	600	600	600	Parts to repair vehicles
539000	1,300	1,300	1,300	Water for City Hall
560400	-			Capital purchases; see form SS-2
560450	-			Furniture & fixtures; see form SS-2
597300	2,720	2,720	-	Equipment replacement reserve
Total	46,545	46,495	41,775	

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 155
Department Name: PUBLIC WORKS
Division Name: Building Maintenance

AND PERMANENT PART-TIME

<u>Position Title</u>	<u>Positions Funded FY 2007-08</u>	<u>Positions Funded FY 2008-09</u>
Maintenance Worker III	1	1
Maintenance Worker II	<u>1</u>	<u>1</u>
Total	2	2

Recreation And Community Services

Park & Recreation Facility Development:

The department is responsible for the development of park and recreation facilities identified in the Parks Master Plan to meet the growing needs of the community. Dixon currently has two community parks and three neighborhood parks. Major facilities include a Senior/Multi-Use Center, Aquatic Center, Joint-use Performing Arts Theater, Jim Stevens Arena, multiple sports fields and 88 acres of developed park land.

The department is also responsible for the scheduling of the Cities facilities. A master calendar and agreements with each of the local sports organizations is maintained by the department. The Senior Multi-Use Center is one of only a few facilities in Dixon with capacity to hold a larger gathering. It is frequently rented for wedding receptions and other celebrations.

Senior Programs:

The Recreation Manager is responsible for the operation of the senior program. The Senior/Multi-Use Center is open M-F from 9:00-2:30 p.m. and hosts a number of senior programs including a nutritional lunch program, senior club meetings, various classes, and opportunities for social interaction. The senior program offers day trips to attractions found in the region as well as trips and tours in association with a local travel agency. Numerous special events are offered throughout the year including a holiday dinner, holiday light tour, senior summer barbeque, senior luau, golden anniversary party and others. An active Senior Club provides input into programs and supports many of the activities offered.

Recreation Department Mission

Provide the community with programs and services that enhance the quality of life in Dixon.

After School Programs:

The Department has developed a very successful collaborative with the Dixon Unified School District to offer free after school programs. Project ASPIRE currently is running on the campus of Anderson Elementary School and Silveyville Elementary School. These programs combined serve 160 students per day.

Aquatics:

In June of 2006 the City opened the newly renovated and expanded Pat Granucci Aquatic Center. This facility located in Hall Park has been a part of the community since the 1930's. The renovation and expansion included the widening of the existing lap pool from 6-lanes to 8-lanes, the addition of a training pool, the expansion of the deck and turf area and the complete renovation of the pool building. In 2007 the department offered over 600 learn to swim lessons. The aquatic center is also used by the high school swim team and the Dixon Dolphins Swim Team.

Youth and Adult Sports:

The City currently runs youth and adult indoor soccer programs, adult coed outdoor soccer leagues, adult softball leagues, the Dixon Youth Basketball Program serving 500 local youth, and numerous drop-in sports programs.

Special Events:

Special events are the responsibility of the entire department. Special events are held throughout the year and include programs such as Movies in the Park, Spook Party Festival, Easter Extravaganza, family skate nights and many others.

Transit:

The Community Services Department is responsible for the operation of the City's transit system known as Read-Ride. Read-Ride is a curb to curb general public dial a ride system operating within the city limits. The mission of Read-Ride is to increase the mobility opportunities for all citizens of the community and aid in improving air quality in the region and reducing congestion. Read-Ride operates Monday-Friday from 7:00 a.m.-6:00 p.m. with 3-5 buses in service depending on peak hours and Saturday from 9:00 a.m.-5:00 p.m. During the 2007-08 fiscal year the system carried over 60,000 passengers.

In addition to the operation of Read-Ride the city is a member of the Solano Transportation Authority (STA). The STA provides regional transportation planning. The Community Services Director is a member of the Intercity City Transit Consortium.

2007-2008 Accomplishments

- In 2007/08 the department served a record number of participants in youth and adult sports programs, after school programs and aquatics.
- Each school day over 150 elementary age youth were served in after school programs free of charge. These programs helped improved academic performance, social behavior and school attendance. The department expanded services for youth and adult sports by running the youth basketball program which served over 500 youth. The adult coed soccer leagues had 10 teams participate in three seasons offered during the year. The adult softball program has more teams participating than any of the past five years. The aquatics program served a record number of youth in swim lessons and the expanded recreational swim time drew a record number of visitors to the remodeled facility.
- Opening in the summer of 2008 will be the renovated Jim B. Stevens Arena. A new Field Turf flooring surface was installed to improve use of the facility year round. New arena soccer leagues will be offered for youth and adults beginning in the summer.
- The opening of the New Performing Arts Theater has provided an exciting venue for cultural and visual arts programs. The City hosted a number of performances at the theater including a grand opening showcase in January of 2008.
- Read-Ride also experienced another year of growth. The number of passenger trips once again saw double digit increases over the previous year. The number of high school students using Read-Ride increased dramatically. In May of 2008, Read-Ride celebrated 25 years of service to the Dixon Community.

2008/09 Goals and Objectives

- Maximize the use of all city facilities for a wide variety of programs and services to meet the diverse interests of the community.
- Program the renovated Jim Stevens Arena with arena soccer leagues for youth and adults.
- Transition the after school programs to include a facility at Gretchen Higgins.
- Increase programming for junior high and high school age teens.
- Implement recommendations from a comprehensive transit study to improve the operating efficiency of Read-Ride.

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RECREATION

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
156103.12	185689.4	230,013	229,150	100-171-511000-0000	Salaries/Wages	245,568	245,568	245,568
23722	51030.44	103,170	68,207	100-171-511100-0000	Salaries/Wages PT	109,607	109,607	109,607
0	0	0	0	100-171-511110-0000	Wages PT Extra Hours	0	0	0
37,612.62	55,310.09	0	49,142	100-171-511120-0000	Aquatics Personnel	0	0	0
-1,268.57	773.60	0	0	100-171-511130-0000	Playground/Special Events Pers	0	0	0
441.12	232.44	0	29	100-171-511200-0000	Overtime	250	250	250
0.00	1,449.56	0	0	100-171-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-171-512000-0000	Social Security	0	0	0
7,684.25	10,814.54	10,498	11,988	100-171-512100-0000	Medicare	12,652	12,652	12,652
19,962.00	30,632.75	36,395	36,294	100-171-512200-0000	Retirement	36,678	36,678	36,678
1,328.43	1,627.03	1,898	1,904	100-171-512300-0000	Disability Insurance	1,979	1,979	1,979
30,860.93	41,069.47	47,832	44,038	100-171-512400-0000	Health Insurance	46,108	46,108	46,108
0.00	0.00	0	0	100-171-512500-0000	Unemployment Insurance	0	0	0
0.00	0.00	0	0	100-171-512600-0000	Worker's Comp Insurance	3,162	3,162	3,162
276,445.90	378,629.32	429,806	440,752		Subtotal Salaries & Benefits	456,004	456,004	456,004
4,833.71	4,982.08	5,500	5,500	100-171-520400-0000	Advertising/Legal Notices/Pubs	5,500	5,500	5,500
2,400.00	2,400.00	2,400	2,400	100-171-520600-0000	Auto Allowance	2,400	2,400	2,400
991.50	1,283.09	1,000	1,000	100-171-521800-0000	Communications	1,000	1,000	1,000
1,183.67	95.55	2,500	24	100-171-522610-0000	Contr Servs - Recnet	500	500	500
458.00	456.38	260	560	100-171-524200-0000	Dues/Subscriptions	260	260	260
776.01	411.43	900	200	100-171-530200-0000	Meetings/Seminars	300	300	300
183.77	427.93	600	678	100-171-531000-0000	Mileage Reimbursement	600	600	600
912.26	756.50	500	620	100-171-531600-0000	Office Supplies	500	500	500
3,059.99	2,994.73	4,000	4,000	100-171-532600-0000	Playground/Spec Events	4,000	4,000	4,000
0.00	0.00	0	0	100-171-532650-0000	July 4th Fireworks Celebration	0	0	0
2,690.83	4,000.02	3,000	3,000	100-171-533600-0000	Rec - Aquatics	3,000	3,000	3,000
7,096.35	4,893.73	4,000	6,000	100-171-535600-0000	Special Supplies	5,000	5,000	5,000
5,000.00	5,000.00	5,000	5,000	100-171-535650-0000	Subsidies to Comm. Groups	0	0	0
		5,000	5,000	100-171-535660-0000	Joint City/DUSD Performing Arts	10,000	10,000	10,000
398.00	800.00	1,000	720	100-171-535750-0000	Training	800	800	800
0.00	0.00	0	0	100-171-599900-0000	Recreation Refunds	0	0	0
29,984.09	28,501.44	35,760	35,275		Subtotal Operations & Maintenance	33,860	33,860	33,860
1,860.30	0.00	1,400	0	100-171-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	100-171-560450-0000	Furniture & Fixtures	0	0	0
1,400.00	1,400.00	3,400	3,400	100-171-597300-0000	Transfer to Equip Replacement	0	0	0
3,260.30	1,400.00	4,800	3,400		Subtotal Non-operating expenses	0	0	0
309,690.29	408,530.76	470,366	479,427		Total Department	489,864	489,864	489,864

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 171
 Department Name: RECREATION
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
520400	5,500	5,500	5,500	Recreation Guide/"City Connection" - 3 per year, flyers for utility billing
520600	2,400	2,400	2,400	Auto allowance for Department Director (\$200 per month).
521800	1,000	1,000	1,000	Cell Phones for recreation coordinators (2)
522610	2,500	500	500	RecNet 1/4 cost share, Virtual tours for web site
524200	260	260	260	California Parks & Recreation Society (Director \$200) MMANC \$60.00
527200	100	-	-	
530200	900	300	300	California & Pacific Southwest Park & Recreation Training Conference. Supercal Training
531000	600	600	600	Mileage for work related travel by the Recreation Supervisor & Coordinator
531600	500	500	500	General office supplies.
532600	4,000	4,000	4,000	Funds to purchase equipment, supplies, and awards for special events such as the Spook Party Festival, Easter Extravaganza, Block Party, etc.
533600	3,000	3,000	3,000	Aquatic supplies, lifeguard shirts and suits, visors, whistles, sunscreen, first aid supplies, various pool related equipment purchased as needed.
535600	4,000	5,000	5,000	Special supplies for after school programs, Sandlot programs in the park, Movies in the Park
535650	5,000	-		Subsidy for July 4th fireworks
535660	5,000	10,000	10,000	Subsidy to Performing Arts Center*
535750	1,000	800	800	Lifeguards hired by the City of Dixon are reimbursed for their training costs. Also, some non-aquatic staff are provided training in CPR.
560400	1,400			See SS-2
560450	-			
597300	3,400			Equipment Replacement
Total	40,560	33,860	33,860	

* Transfer to RDA

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department #: 171
Department Name: RECREATION
Division Name:

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Recreation & Community Services Director	1	1
Recreation Manager ¹	0.40	0.40
Recreation Coordinator	<u>2</u>	<u>2</u>
Total	3.40	3.40

¹Budgeted .40 in GF Dept 171 and .60 in GF Dept 172

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SENIOR/MULTI-USE CENTER

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
32,174.80	43,431.19	45,201	45,204	100-172-511000-0000	Salaries/Wages	47,313	47,313	47,313
11,682.08	5,732.51	6,616	7,922	100-172-511100-0000	Salaries/Wages PT	7,056	7,056	7,056
0.00	0.00	0	0	100-172-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	0	0	100-172-511200-0000	Overtime	0	0	0
0.00	0.00	0	0	100-172-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-172-512000-0000	Social Security	0	0	0
1,328.13	1,205.86	1,162	1,275	100-172-512100-0000	Medicare	1,344	1,344	1,344
4,697.65	6,711.21	7,152	7,035	100-172-512200-0000	Retirement	7,084	7,084	7,084
304.28	390.12	417	405	100-172-512300-0000	Disability Insurance	439	439	439
6,991.20	7,531.18	7,726	7,726	100-172-512400-0000	Health Insurance	8,125	8,125	8,125
0.00	0.00	0	0	100-172-512600-0000	Worker's Comp Insurance	327	327	327
57,178.14	65,002.07	68,274	69,567		Subtotal Salaries & Benefits	71,688	71,688	71,688
1,228.88	1,050.00	1,500	1,500	100-172-520400-0000	Advertising/Legal Notices/Pubs	1,500	1,500	1,500
4,779.12	4,455.38	5,500	5,000	100-172-521000-0000	Bld/Site Maintenance	5,500	5,500	5,500
2,448.32	2,186.17	3,220	2,000	100-172-521800-0000	Communications	2,500	2,500	2,500
1,769.14	1,449.19	2,350	2,000	100-172-522600-0000	Contr Servs - Non Professional	2,000	2,000	2,000
-173.50	76.12	0	24	100-172-522610-0000	Contr Servs - Recnet	0	0	0
12.00	222.24	0	34	100-172-524200-0000	Dues/Subscriptions	0	0	0
109.61	214.75	0	697	100-172-526000-0000	Equip Repairs/Maintenance	0	0	0
352.53	307.28	200	200	100-172-531000-0000	Mileage Reimbursement	200	200	200
483.37	93.51	500	400	100-172-531600-0000	Office Supplies	500	500	500
252.09	266.34	500	500	100-172-535520-0000	S/MUC Donations Expensed	500	500	500
1,327.17	1,174.03	1,250	1,250	100-172-535550-0000	Special Events	1,250	1,250	1,250
172.62	399.44	500	300	100-172-535600-0000	Special Supplies	500	500	500
0.00	0.00	150	0	100-172-535750-0000	Training	150	150	150
7,785.55	6,407.44	7,000	6,000	100-172-536000-0000	Utilities	6,000	6,000	6,000
453.47	439.98	500	450	100-172-539000-0000	Water	500	500	500
21,000.37	18,741.87	23,170	20,577		Subtotal Operations & Maintenance	21,100	21,100	21,100
2,575.67	0.00	2,000	0	100-172-560400-0000	Capital Outlay	2,600	2,600	2,600
0.00	0.00	0	0	100-172-560450-0000	Furniture & Fixtures	0	0	0
2,150.00	2,150.00	2,650	2,650	100-172-597300-0000	Transfer to Equip Replacement	2,150	0	0
4,725.67	2,150.00	4,650	2,650		Subtotal Non-operating expenses	4,750	2,600	2,600
82,904.18	85,893.94	96,094	92,794		Total Department	97,538	95,388	95,388

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 172
 Department Name: SENIOR/MULTI-USE CENTER
 Division Name: _____

Object Code (A)	FY2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
520400	1,500	1,500	1,500	"City Connection"/Rec. Guide - 3 per year - S/MUC share of cost to produce, print and mail publication. Utility bill flyers
521000	5,500	5,500	5,500	Cleaning supplies,maintenance & repairs, SMUC share of HVAC repair & maintenance contract;
521800	3,220	2,500	2,500	Telephone (local and long distance) for three offices, one cell phone; DSL and firewall
522600	2,350	2,000	2,000	Alarm contract for the Senior/Multi-Use Center, pest control, 1/4 cost for recnet.
531000	200	200	200	Mileage for work related travel by Supervisor.
531600	500	500	500	General office supplies
535520	500	500	500	Cash donations expensed for senior citizen activities or items for Senior/Multi-Use Center.
535550	1,250	1,250	1,250	Senior citizen activity expenses \$250, day trips \$1000
535600	500	500	500	Supplies for luau, Mother's Day activities and other special events
535750	150	150	150	Funds for staff to participate in training opportunities and for Building Monitors to receive CPR training.
536000	7,000	6,000	6,000	Utilities
539000	500	500	500	Water
560400	2,000	2,600	2,600	See SS-2
597300	2,650	2,150	-	Equipment Replacement
Total	27,820	25,850	23,700	

CITY OF DIXON
 WAGES/BENEFIT WORKSHEET
 SEASONAL/TEMPORARY & NON PERMANENT PART-TIME POSITIONS (NON-CONTRACT)
 FY 2008-09 BUDGET

Department #: 172
 Department Name: SENIOR/MULTI-USE CENTER
 Division Name: _____

Position Title (A)	Hourly Rate (B)	Total Hours (C)	Wages (D)	Medicare (E)	Worker's Comp. (F)	FICA (G)	TOTAL (H)
Building Monitor	8.82	800	7,056	102.31	44.06	437.47	7,640
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
		TOTAL	7,056	102.31	44.06	437.47	7,640

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 172
 FY: 2008-09 SENIOR MULTI-USE CENTER

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
Recreation Manager	75,420.00	1,810.08	77,230.08	0.6	46,338.05		7,083.70	8,125.20	789.72	438.94	282.55	63,058.16
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
0	0.00	-	-		-		-		-	-	-	-
Subtotal:	75,420.00	1,810.08	77,230.08	0.60	46,338.05	0.00	7,083.70	8,125.20	789.72	438.94	282.55	63,058.16
Temporary Personnel												
Building Monitor	7,056.00	-	7,056.00		-	7,056.00	-		539.78	-	44.06	7,639.84
0.00	0.00	-	-		-	-	-		-	-	-	-
0.00	0.00	-	-		-	-	-		-	-	-	-
0.00	0.00	-	-		-	-	-		-	-	-	-
0.00	0.00	-	-		-	-	-		-	-	-	-
Subtotal:	7,056.00	0.00	7,056.00	0.00	0.00	7,056.00	0.00	0.00	539.78	0.00	44.06	7,639.84
Total:	82,476.00	1,810.08	84,286.08	0.60	46,338.05	7,056.00	7,083.70	8,125.20	1,329.50	438.94	326.61	70,698.00
Other special pays:												
PERS Health Administration								-				-
Retirement Health Benefit												-
OVERTIME												-
FLSA (Y-time)												-
Stand-by pay												-
Comp Time Cash Out												-
Admin Leave Cash Out			975.00		975.00				14.14			989.14
Night Differential												-
Subtotal:			975.00		975.00				14.14			989.14
GRAND TOTAL:	82,476.00	1,810.08	85,261.08		47,313.05	7,056.00	7,083.70	8,125.20	1,343.64	438.94	326.61	71,687.14

CITY OF DIXON
 DEPARTMENTAL STAFFING
 FY 2008-09 BUDGET

Department #: 172
 Department Name: SENIOR/MULTI-USE CENTER
 Division Name:

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Recreation Manager ¹	0.60	0.60

¹Budgeted .40 in GF Dept 171 and .60 in GF Dept 172

Dixon Police

The Dixon Police Department's primary responsibilities include responding to requests for emergency and non-emergency police service, offender apprehension, deterrence of crime, case investigation, evidence gathering, traffic enforcement and investigation, and maintenance of order within the community.

The quality of life and low violent crime rate experienced in Dixon can be greatly attributed to the service provided by the Police Department. Police employees share a commitment to a 24 hour, seven day a week (holidays included), 365 days a year endeavor to insure that citizens can live and work here safely.

Dixon Police Department Mission

To be an exemplary, model police department that is responsive, progressive, and service oriented. The Dixon Police Department will be known for its ability to provide quality programs that adapt to changing community needs.

2007-2008 Accomplishments

- Participation in the Solano County Violent Gang Safe Streets Task Force.
- Reduced average response times to Priority One calls for service to less than three minutes.
- Expansion of the Community Services Officer's schedule to allow for extended hours of service to the front counter and the public.
- Participation in the "Safe Routes 2 Schools" site assessment and workshops for Anderson Elementary School.
- Transition of Code Compliance to the Police Department including the development of a database for tracking issues related to municipal code violations within the city.

2008/09 Goals and Objectives

- Collaboration with other Solano County law enforcement agencies in a County Police Helicopter Program.
- Revision of current City of Dixon Special Event Ordinance.

- Development and implementation of a Social Host Ordinance.
- Conduct a range feasibility study.
- Conduct P.O.S.T. certified patrol rifle training courses for both our department and other law enforcement agencies.
- Annuitant Police Officer position.

POLICE

Budget FY 08-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
1,822,933.91	2,082,242.52	2,236,179	2,138,604	100-161-511000-0000 Salaries/Wages	2,258,909	2,238,471	2,238,471
37,569.19	13,807.05	18,460	17,525	100-161-511100-0000 Salaries/Wages PT	18,432	18,432	18,432
0.00	0.00	0	0	100-161-511110-0000 Wages PT Extra Hours	0	0	0
97,330.17	102,810.65	90,000	144,112	100-161-511200-0000 Overtime	90,000	90,000	90,000
0.00	0.00	0	0	100-161-511210-0000 Reimbursable Overtime	10,000	10,000	10,000
6,373.12	6,357.46	6,000	6,420	100-161-511300-0000 Standby	6,000	6,000	6,000
15,138.24	7,271.96	0	34,270	100-161-511900-0000 Termination Pay	0	0	0
0.00	0.00	0	0	100-161-512000-0000 Social Security	0	0	0
30,891.47	32,990.62	35,689	34,802	100-161-512100-0000 Medicare	40,852	40,518	40,518
673,391.74	726,655.43	770,230	742,345	100-161-512200-0000 Retirement	751,855	747,299	747,299
15,885.27	17,857.18	19,267	17,964	100-161-512300-0000 Disability Insurance	19,400	19,020	19,020
268,163.65	306,627.16	337,716	328,014	100-161-512400-0000 Health Insurance	355,904	353,276	353,276
0.00	11,700.00	0	6,237	100-161-512500-0000 Unemployment Insurance	0	0	0
0.00	0.00	0	0	100-161-512600-0000 Worker's Comp Insurance	99,682	98,792	98,792
2,967,676.76	3,308,320.03	3,513,541	3,470,294	Subtotal Salaries & Benefits	3,651,034	3,621,808	3,621,808
0.00	0.00	0	0	100-161-520400-0000 Advertising/Legal Notices	0	0	0
0.00	0.00	0	0	100-161-520600-0000 Auto Allowance	0	0	0
20,992.21	13,380.72	21,060	16,288	100-161-521000-0000 Bid/Site Maintenance	21,060	21,060	21,060
110,533.20	117,566.07	121,025	122,000	100-161-521800-0000 Communications	121,025	121,025	121,025
0.00	0.00	0	0	100-161-521800-1001 Communications/Safety Grant	0	0	0
650.00	0.00	5,068	3,244	100-161-522400-0000 Consultants - Professional	3,000	0	0
0.00	0.00	0	0	100-161-522600-0000 Contr Servs - Non Professional	0	0	0
46,333.52	79,082.00	90,335	98,063	100-161-523000-0000 Contract Serv - Animal Control	96,335	91,335	91,335
0.00	0.00	0	0	100-161-523400-0000 Contract Servs - Temp	0	0	0
22,609.90	23,036.20	29,000	0	100-161-523600-0000 Contractual/Co. Booking Fees	29,000	29,000	29,000
2,863.31	2,093.07	2,115	1,923	100-161-524200-0000 Dues/Subscriptions	2,115	2,115	2,115
0.00	0.00	0	0	100-161-525800-0000 Equip Rental	0	0	0
2,750.08	2,253.54	2,500	2,195	100-161-526000-0000 Equip Repairs/Maintenance	2,500	2,500	2,500
2,387.52	1,167.06	5,000	4,548	100-161-526800-0000 Firing Range Supplies	4,000	4,000	4,000
0.00	0.00	270	0	100-161-527200-0000 Hepatitis Shots	0	0	0
24,517.89	9,616.99	15,745	10,066	100-161-528800-0000 Investigations	15,245	15,245	15,245
3,990.31	4,389.71	5,390	930	100-161-529000-0000 K-9 Unit Expense	0	0	0
143,684.63	162,929.52	145,600	145,933	100-161-529400-0000 Lease Purchase Payments	155,000	155,000	155,000
2,206.02	420.48	500	839	100-161-530200-0000 Meetings/Seminars	750	750	750
0.00	0.00	0	0	100-161-531000-0000 Mileage Reimbursement	0	0	0
615.39	319.93	500	750	100-161-531200-0000 Neighborhood Watch	750	750	750
1,911.84	95.00	9,155	3,159	100-161-531400-0000 Office Equip Maint/Rental	7,855	7,855	7,855
16,675.42	16,058.76	12,700	16,435	100-161-531600-0000 Office Supplies	15,400	15,400	15,400
0.00	0.00	0	0	100-161-531600-1001 Office Supplies/Safety Grant	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
8,401.84	5,460.95	8,700	6,431	100-161-532200-0000	Physical Fitness Program	12,460	12,460	12,460
0.00	0.00	0	0	100-161-534400-0000	Security Event Fees	0	0	0
14,989.24	6,683.17	9,130	5,029	100-161-535600-0000	Special Supplies	9,130	9,130	9,130
0.00	0.00	0	0	100-161-535600-1001	Special Supplies/Safety Grant	0	0	0
6,494.11	1,186.86	3,000	1,815	100-161-535750-0000	Training	3,000	3,000	3,000
0.00	0.00	0	0	100-161-535750-1001	Training-Safety Seat Grant	0	0	0
16,533.06	10,802.99	14,050	5,787	100-161-535850-0000	Training - POST	13,500	13,500	13,500
0.00	0.00	0	0	100-161-535850-1001	Training/Safety Grant	0	0	0
31,693.44	26,026.06	29,557	29,212	100-161-535900-0000	Uniforms	30,850	30,850	30,850
40,904.96	34,971.59	36,000	35,000	100-161-536000-0000	Utilities	38,000	38,000	38,000
49,843.17	54,585.21	42,000	52,463	100-161-537500-0000	Vehicle Fuel	52,000	52,000	52,000
8,691.33	2,898.00	2,750	1,537	100-161-538000-0000	Vehicle Parts/Maintenance	2,750	2,750	2,750
1,703.03	1,717.44	1,700	1,647	100-161-539000-0000	Water	2,100	2,100	2,100
21,995.19	60,322.26	63,500	63,500	100-161-540800-0000	Youth Programs	63,500	63,500	63,500
196.70	0.00	1,500	975	100-161-541000-0000	Youth Services/Supplies	500	500	500
0.00	0.00	0	0	100-161-550500-0000	Contingency	0	0	0
604,167.31	637,063.58	677,849	629,767		Subtotal Operations & Maintenance	701,825	693,825	693,825
93,684.73	0.00	0	0	100-161-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	100-161-560450-0000	Furniture & Fixtures	0	0	0
38,168.00	38,168.00	44,468	44,468	100-161-597300-0000	Transfer to Equip Replacement	27,661	0	0
131,852.73	38,168.00	44,468	44,468		Subtotal Non-operating expenses	27,661	0	0
3,703,696.80	3,983,551.61	4,235,858	4,144,529		Total Department	4,380,520	4,315,633	4,315,633

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 161
Department Name: POLICE
Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521000	21,060	21,060	21,060	Building/Site Maintenance: HVAC \$8,900; Pest Control \$650; Electrical \$1,500; Janitorial \$1,000; Equip repair \$3,500; Fire Sprinkler System \$2,300; Tree Maintenance \$1,000, Generator Inspection \$500; Steri Cycle Hazardous Material \$1,200
521800	121,025	121,025	121,025	Communications: Line Charges AT&T (911, 678-7080/7081)& Solano Dispatch \$75,000; Clets Solano Co. \$6,700; SBC-MCI & NEXTEL \$24,100; Live Scan \$7,800, DSL, \$1,000;SECA \$3,325; Solano County Communications \$3,100
522400	5,068	3,000	-	Administrative Investigations
523000	90,335	96,335	91,335	Annual Contract SACA - Humane Animal Services \$53,335; County Animal Shelter \$43,000
523600	29,000	29,000	29,000	Booking Fees Charged by Solano County for Prisoner Processing. 200 bookings per year at \$145
524200	2,115	2,115	2,115	Dues & Subscriptions:Ca.Assn Property & Evidence \$75; CPOA TRNG Bullitin \$175; CLEARs \$100; CPOA legal source \$300; CPOA Annual Dues \$200; Cal Chiefs \$275; CNOA \$100; Legal Update Overview \$100; RPOA \$75; PACVSA \$150; Chaplains Association \$250; CSAIA \$40; CLETS User Group \$50; PERF \$225
526000	2,500	2,500	2,500	Dept. Equipment Mtce: Veh. Fire Extinguishers \$500; Radio Repair \$500; Printers/Computer Repairs \$1,000; Radar \$500
526800	5,000	4,000	4,000	Firing Range Supplies: Ammunition \$3,000; Weapon Repair \$500; Targets \$200; Supplies \$300
527200	270	-		Hepatitis Shots/Boosters: 6 @\$45 ea.
528800	15,745	15,245	15,245	Investigations: Sexual assault Exams \$6,000; Fingerprints \$1,500; Blood Alchol/Drug Exams \$1,500; Polygraph/Medical/Psych \$1,000; ID-Kits \$250; Drug Kits \$145; Med Reports \$100; Transcription \$1,000, Photo Dev \$750; Image ware \$2,000; Livescan \$1,000;
529000	5,390	-		K-9 Unit - None
529400	145,600	155,000	155,000	Lease Purchase: Copy Machine \$4,000; Solano County Veh lease program (15 vehicles) \$145,000; Streetgard \$6,000;
530200	500	750	750	Meetings and Seminars: County Chiefs Mtg., Commanders, Special Mtgs
531200	500	750	750	Neighborhood Watch Supplies

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 161
Department Name: POLICE
Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
531400	9,155	7,855	7,855	Office Equipment Mtce/Repair: Laptop Computer Mtce. \$1,500; Software maintenance \$1,300; Toner \$4,000; Fax Machine \$500; Printer \$555;
531600	12,700	15,400	15,400	Office Supplies: Paper \$6,000; Dept Forms \$1,000; Year Tabs/Files \$800; Calendars \$100; Citations \$3,000; Writing Supplies \$1,700; Computer Discs/Printer Cart \$550; Letterhead \$1,500; Misc Supp \$750
532200	8,700	12,460	12,460	Physical Fitness: 9 Officers receive a \$95-120 /mo. Participation is voluntary. Officers are tested bi-annually; Proctor Pay \$1,500
535600	9,130	9,130	9,130	Special Supplies: Computer Software/Misc Equip \$4,900; Office Chairs \$750; Business Cards \$500; DMV Guides \$100; Crime Scene Supplies \$500; Flares \$800; OC Spray \$80; Batteries \$150; Latex Gloves \$350; printing \$500; Shred It \$500
535750	3,000	3,000	3,000	Non-POST Training: (Chiefs Conference, Liability Training, Non-Sworn Training
535850	14,050	13,500	13,500	POST - Reimbursed Training: Peace Officer Training for regular officers and reserves. Approx. 95% of Cost may be subject to reimbursement depending on State Budget resolution.
535900	29,557	30,850	30,850	Uniform Allowance: 26 Sworn @\$850 ea. =\$22,100; 4 Non-sworn CSOs @\$700 ea. = \$2,800; Repair or replacement \$750; 8 Police Vest (6 replacement 2 new) \$5,200 (50% reimbursed through Federal Bulletproof Vest Grant \$1,300).
536000	36,000	38,000	38,000	Utilities : PG&E (heating, Air Conditioning, Lights)
537500	42,000	52,000	52,000	Vehicle Expense Fuel
538500	2,750	2,750	2,750	Parts Vehicle: Maintenance/Repair \$1,500; Car Wash \$1,250
539000	1,700	2,100	2,100	Cal Water Service for the Police Department
540800	63,500	63,500	63,500	Alcohol, Tobacco & Other Drug City Team Grant
541000	1,500	500	500	Youth Services Supplies; Brochures, Booklets, Stickers, etc
560400	-			Capital Outlay/Equipment & Buildings: (See Form SS-2 for Details)
560450	-			Capital Outlay/Furniture: (See Form SS-2 for Details)
597300	44,468	27,661	-	Equipment Replacement
Total	722,318	729,486	693,825	

CITY OF DIXON
 WAGES/BENEFIT WORKSHEET
 SEASONAL/TEMPORARY & NON PERMANENT PART-TIME POSITIONS (NON-CONTRACT)
 FY 2008-09 BUDGET

Department #: 161
 Department Name: POLICE
 Division Name: _____

Position Title (A)	Hourly Rate (B)	Total Hours (C)	Wages (D)	Medicare (E)	Worker's Comp. (F)	FICA (G)	TOTAL (H)
Records Clerk	19.20	960	18,432	267.26	115.09	1,142.78	19,957
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
		TOTAL	18,432	267.26	115.09	1,142.78	19,957

CITY OF DIXON
 PAYROLL SUMMARY
 FY: 2008-09

FUND: 100
 DEPT: 161
 POLICE

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
Police Chief	133,032.00	13,488.04	146,520.04	1	146,520.04		41,674.69	13,542.00	2,320.90	873.00	6,037.79	210,968.42
Police Captain	112,992.00	15,549.04	128,541.04	1	128,541.04		36,560.93	13,542.00	2,060.20	873.00	5,128.25	186,705.43
Police Lieutenant	101,364.00	7,058.20	108,422.20	1	108,422.20		30,838.53	13,542.00	1,768.48	873.00	4,600.51	160,044.71
Public Safety Admin. Manager	59,136.00	4,730.88	63,866.88	1	63,866.88		9,763.33	13,542.00	1,122.43	573.62	369.25	89,237.50
Records Clerk	44,016.00	-	44,016.00	1	44,016.00		6,728.73	13,542.00	834.59	426.96	274.84	65,823.11
Police Sergeant	74,532.00	2,713.30	77,245.30	1	77,245.30		28,922.96	12,876.00	1,306.76	722.96	3,382.71	124,456.69
Police Sergeant	74,532.00	4,576.60	79,108.60	1	79,108.60		29,620.63	12,876.00	1,333.78	722.96	3,382.71	127,044.68
Police Sergeant	74,532.00	4,576.60	79,108.60	1	79,108.60		29,620.63	12,876.00	1,333.78	722.96	3,382.71	127,044.68
Police Sergeant	74,532.00	6,439.90	80,971.90	1	80,971.90		30,318.31	9,732.00	1,315.21	722.96	3,382.71	126,443.08
Police Sergeant	74,532.00	2,713.30	77,245.30	1	77,245.30		28,922.96	12,876.00	1,306.76	722.96	3,382.71	124,456.69
Police Sergeant	74,532.00	5,716.60	80,248.60	1	80,248.60		30,047.48	12,876.00	1,350.31	722.96	3,382.71	128,628.06
Police Officer	61,763.26	8,166.33	69,929.59	1	69,929.59		26,183.74	12,876.00	1,200.68	599.10	2,803.19	113,592.30
Police Officer	56,125.62	3,693.14	59,818.76	1	59,818.76		22,397.94	12,876.00	1,054.07	544.42	2,547.32	99,238.50
Police Officer	63,156.00	850.00	64,006.00	1	64,006.00		23,965.77	5,256.00	1,004.30	612.61	2,866.40	97,711.08
Police Officer	59,478.92	850.00	60,328.92	1	60,328.92		22,588.96	12,876.00	1,061.47	576.95	2,699.51	100,131.81
Police Officer	63,156.00	5,447.80	68,603.80	1	68,603.80		25,687.32	5,256.00	1,070.97	612.61	2,866.40	104,097.10
Police Officer	63,156.00	3,868.90	67,024.90	1	67,024.90		25,096.13	9,732.00	1,112.98	612.61	2,866.40	106,445.02
Police Officer	63,156.00	5,447.80	68,603.80	1	68,603.80		25,687.32	12,876.00	1,181.46	612.61	2,866.40	111,827.59
Police Officer	63,156.00	7,165.60	70,321.60	1	70,321.60		26,330.52	9,732.00	1,160.78	612.61	2,866.40	111,023.91
Police Officer	63,156.00	4,007.80	67,163.80	1	67,163.80		25,148.14	9,732.00	1,114.99	612.61	2,866.40	106,637.94
Police Officer	60,490.98	3,874.55	64,365.53	1	64,365.53		24,100.39	12,876.00	1,120.00	586.76	2,745.44	105,794.13
Police Officer	56,020.71	3,690.52	59,711.23	1	59,711.23		22,357.67	12,876.00	1,052.51	543.40	2,542.56	99,083.37
Police Officer	53,458.85	3,522.94	56,981.79	1	56,981.79		21,335.69	9,732.00	967.35	518.55	2,426.28	91,961.66
Police Officer	63,156.00	4,007.80	67,163.80	1	67,163.80		25,148.14	12,876.00	1,160.58	612.61	2,866.40	109,827.53
Police Officer (VACANT)	50,630.03	850.00	51,480.03	1	51,480.03		19,275.67	9,732.00	887.57	491.11	2,297.89	84,164.28
Police Officer	63,156.00	5,586.70	68,742.70	1	68,742.70		25,739.33	12,876.00	1,183.47	612.61	2,866.40	112,020.51
Police Officer	54,552.00	850.00	55,402.00	1	55,402.00		20,744.17	12,876.00	990.03	529.15	2,475.90	93,017.25
Police Officer - K9	63,156.00	5,586.70	68,742.70	1	68,742.70		25,739.33	12,876.00	1,183.47	612.61	2,866.40	112,020.51
CSO II	45,456.00	5,245.60	50,701.60	1	50,701.60		11,299.87	9,732.00	876.29	440.92	2,063.07	75,113.74
CSO I	36,572.49	700.00	37,272.49	1	37,272.49		8,306.92	5,256.00	616.66	354.75	1,659.88	53,466.71
CSO I	39,196.64	1,679.92	40,876.56	0.5	20,438.28		4,555.08	2,628.00	334.46	-	889.49	28,845.31
CSO I	37,477.62	700.00	38,177.62	1	38,177.62		8,508.65	5,256.00	629.79	363.53	1,700.96	54,636.54
					-							
Subtotal:	2,077,359.12	143,354.55	2,220,713.67	31.50	2,200,275.39	0.00	743,215.91	352,626.00	37,017.07	19,019.51	89,355.96	3,441,509.84
Temporary Personnel												
Records Clerk	18,432.00	-	18,432.00	-	-	18,432.00	-	-	1,410.05	-	115.09	19,957.14
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
Subtotal:	18,432.00	0.00	18,432.00	0	0.00	18,432.00	0.00	0.00	1,410.05	0.00	115.09	19,957.14
Total:	2,095,791.12	143,354.55	2,239,145.67	31.50	2,200,275.39	18,432.00	743,215.91	352,626.00	38,427.12	19,019.51	89,471.05	3,461,466.98

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
Other special pays:												
PERS Health Administration Retirement Health Benefit								650.00				650.00
Reserve Police Worker's Comp						-					9321	9,321.00
OVERTIME			90,000.00						1,305.00			91,305.00
OVERTIME - Reimbursable			10,000.00						145.00			10,145.00
FLSA (Y-time)			-						-			-
Stand-by pay			6,000.00						87.00			6,087.00
Comp Time Cash Out			14,028.50		14,028.50				203.41			14,231.91
Admin Leave Cash Out			13,261.21		13,261.21				192.29			13,453.50
Night Differential			10,906.00		10,906.00		4,083.53		158.14			15,147.67
Subtotal:			144,195.71		38,195.71	-	4,083.53	650.00	2,090.84	-	9,321.00	160,341.08
GRAND TOTAL:	2,095,791.12	143,354.55	2,383,341.38		2,238,471.10	18,432.00	747,299.44	353,276.00	40,517.96	19,019.51	98,792.05	3,621,808.06

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department # 161
Department Name: POLICE
Division Name:

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Police Chief	1	1
Police Captain	1	1
Police Lieutenant	1	1
Police Sergeant	6	6
Police Officer	17	17
CSO I	3	2.5
CSO II	1	1
Public Safety Administrative Manager	1	1
Records Clerk	1	1
	<hr/>	<hr/>
Total	32	31.5

CODE COMPLIANCE

Budget FY 2008-09

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
46,935.09	25,454.37	38,240	34,739	100-169-511000-0000	Salaries/Wages	42,725	42,725	42,725
0.00	0.00	0	0	100-169-511100-0000	Salaries/Wages PT	0	0	0
0.00	0.00	0	0	100-169-511110-0000	Wages PT Extra Hours	0	0	0
0.00	0.00	0	0	100-169-511200-0000	Overtime	0	0	0
0.00	0.00	0	0	100-169-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-169-512000-0000	Social Security	0	0	0
670.22	412.03	565	495	100-169-512100-0000	Medicare	696	696	696
6,877.01	4,053.62	8,728	7,993	100-169-512200-0000	Retirement	9,522	9,522	9,522
460.95	273.59	371	331	100-169-512300-0000	Disability Insurance	407	407	407
11,681.32	8,767.16	9,342	4,252	100-169-512400-0000	Health Insurance	5,276	5,276	5,276
0.00	0.00	0	0	100-169-512410-0000	Health Insurance - Volunteer	0	0	0
0.00	0.00	0	0	100-169-512600-0000	Worker's Comp Insurance	1,907	1,907	1,907
66,624.59	38,960.77	57,246	47,810		Subtotal Salaries & Benefits	60,533	60,533	60,533
31.72	0.00	400	846	100-169-521800-0000	Communications	400	400	400
0.00	0.00	800	0	100-169-522400-0000	Consultants - Professional	800	800	800
0.00	0.00	50	39	100-169-524200-0000	Dues/Subscriptions	100	100	100
0.00	0.00	80	0	100-169-530200-0000	Meetings/Seminars	80	80	80
0.00	0.00	0	215	100-169-531400-0000	Office Equip Maint/Rental	0	0	0
332.18	38.43	600	35	100-169-531600-0000	Office Supplies	600	600	600
100.00	546.72	1,000	120	100-169-535600-0000	Special Supplies	1,000	1,000	1,000
0.00	0.00	500	0	100-169-535750-0000	Training	500	500	500
850.00	850.00	700	375	100-169-535900-0000	Uniforms	700	700	700
842.17	585.59	900	840	100-169-537500-0000	Vehicle Fuel	1,000	1,000	1,000
632.64	15.00	100	59	100-169-538000-0000	Vehicle Maintenance	500	500	500
0.00	28.62	100	0	100-169-538500-0000	Vehicle Expense/Parts	150	150	150
0.00	0.00	0	0	100-169-539000-0000	Water	0	0	0
2,788.71	2,064.36	5,230	2,956		Subtotal Operations & Maintenance	5,830	5,830	5,830
893.03	10,809.60	0	0	100-169-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	100-169-560450-0000	Furniture & Fixtures	0	0	0
0.00	0.00	0	0	100-169-597300-0000	Transfer to Equip Replacement	0	0	0
893.03	10,809.60	0	0		Subtotal Non-operating expenses	0	0	0
70,306.33	51,834.73	62,476	50,766		Total Department	66,363	66,363	66,363

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 169
 Department Name: CODE COMPLIANCE
 Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521800	400	400	400	CELL PHONE
522400	800	800	800	HEARING OFFICER
524200	50	100	100	CALIFORNIA CODE ENFORCEMENT CORP DUES
530200	80	80	80	CODE ENFORCEMENT MEETINGS
531600	600	600	600	OFFICE SUPPLIES, POSTAGE, FILM
535600	1,000	1,000	1,000	WEED ABATEMENT LIST, GRAFFITI ABATEMENT PAINT, FOOD FOR VOLUNTEERS,ETC.
535750	500	500	500	CODE COMPLIANCE TRAINING-REG, ROOM, & PER DIEM
535900	700	700	700	UNIFORM ALLOWANCE
537500	900	1,000	1,000	VEHICLE EXPENSE/FUEL
538000	100	500	500	VEHICLE MAINTENANCE
538500	100	150	150	VEHICLE EXPENSE/PARTS
560400	-	-	-	EQUIPMENT
Total	5,230	5,830	5,830	

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09BUDGET

Department #: 169
Department Name: CODE COMPLIANCE
Division Name:

FULL-TIME AND PERMANENT PART-TIME

<u>Position Title</u>	<u>Positions Funded FY 2007-08</u>	<u>Positions Funded FY 2008-09</u>
Code Compliance Technician ¹	1	0
Community Service Officer II	<u>1</u>	<u>1</u>
Total	2	1

¹Individual currently on extended leave; funds will be appropriated when employee returns

Fire

The Fire Department is responsible for fire prevention, suppression and inspection functions required by the City. The Department also provides emergency medical response at the Advanced Life Support level. The Department also includes a volunteer and Regional Occupational Program (ROP).

*The Dixon Fire Department is dedicated to protecting lives, property and the environment. –
(Vision Statement)*

Fire Department Mission

The Dixon Fire Department is committed to proudly serving our community with integrity and honor in the most professional and efficient manner by providing positive public education, fire prevention and emergency services.

2007/08 Accomplishments

- Although the two top positions became vacant, the Fire Department continued to provide excellent service.
- Recruited/Hired new Fire Chief.
- Drafted and Adopted Departmental Core Values, Vision and Mission Statements.

2008/09 Goal and Objectives

- Draft a work plan to implement the recommendations listed in the Long-Range Strategic Plan.
- Hire an Assistant Fire Chief to fill the vacant position.
- Improve Fire Prevention and Public Education.
- Improve Fire Training.
- Reduce the amount and severity of firefighter injuries.
- Improve the Wellness of Dixon fighters.
- Update Operational Procedures.

FIRE

Budget FY 08-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
1,469,544.08	1,620,497.70	1,808,633	1,661,636	100-166-511000-0000	Salaries/Wages	1,958,011	1,958,011	1,958,011
30,376.11	40,323.47	15,071	51,487	100-166-511100-0000	Salaries/Wages PT	9,197	9,197	9,197
0.00	0.00	0	0	100-166-511110-0000	Wages PT Extra Hours	0	0	0
239,282.05	220,251.54	153,245	231,945	100-166-511200-0000	Overtime	153,245	153,245	153,245
0.00	0.00	0	0	100-166-511210-0000	Reimbursable Overtime	0	0	0
0.00	0.00	0	0	100-166-511220-0000	FLSA Overtime	34,709	34,709	34,709
13,160.00	13,619.01	14,420	13,689	100-166-511300-0000	Standby	14,420	14,420	14,420
14,690.15	13,731.75	14,000	9,874	100-166-511400-0000	Volunteer Pay	14,000	14,000	14,000
0.00	73,525.78	0	40,098	100-166-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	100-166-512000-0000	Social Security	0	0	0
27,235.42	31,723.10	31,258	35,902	100-166-512100-0000	Medicare	37,578	37,578	37,578
351,635.78	414,580.20	475,256	450,686	100-166-512200-0000	Retirement	499,267	499,267	499,267
12,749.43	14,470.35	15,639	13,966	100-166-512300-0000	Disability Insurance	16,328	16,328	16,328
228,708.78	265,867.79	311,723	298,246	100-166-512400-0000	Health Insurance	314,973	314,973	314,973
7,841.34	8,210.00	9,000	6,608	100-166-512410-0000	Health Insurance - Volunteer	9,000	9,000	9,000
2,321.00	136.00	0	433	100-166-512500-0000	Unemployment Insurance	0	0	0
0.00	0.00	0	0	100-166-512600-0000	Worker's Comp Insurance	115,731	115,731	115,731
2,397,544.14	2,716,936.69	2,848,245	2,814,571		Subtotal Salaries & Benefits	3,176,458	3,176,458	3,176,458
0.00	0.00	0	0	100-166-520600-0000	Auto Allowance	0	0	0
45,421.32	25,620.88	25,000	25,000	100-166-521000-0000	Bld/Site Maintenance	26,500	25,000	25,000
0.00	0.00	0	0	100-166-521000-0102	Bld/Site Maint-Paddon Station	0	0	0
53,102.35	64,501.73	52,750	59,841	100-166-521800-0000	Communications	69,740	69,740	69,740
0.00	0.00	0	0	100-166-521800-0102	Communications/Paddon Station	0	0	0
-12,524.00	12,681.26	2,200	2,248	100-166-522400-0000	Consultants - Professional	2,300	2,300	2,300
372.24	0.00	0	0	100-166-522600-0000	Contr Servs - Non Professional	0	0	0
0.00	0.00	0	0	100-166-522800-0000	Contract Service/Abatement	0	0	0
0.00	0.00	0	0	100-166-523400-0000	Contract Servs - Temp	0	0	0
4,543.20	616.00	8,960	2,560	100-166-524000-0000	DMV Exams/Physicals	5,280	5,280	5,280
4,108.15	9,780.01	7,135	7,135	100-166-524200-0000	Dues/Subscriptions	7,135	7,135	7,135
14,286.12	12,270.49	12,737	12,605	100-166-525600-0000	EMS Supplies	12,240	12,240	12,240
0.00	0.00	0	0	100-166-525800-0000	Equip Rental	0	0	0
17,822.37	33,070.07	28,980	19,794	100-166-526000-0000	Equip Repairs/Maintenance	27,405	27,405	27,405
0.00	0.00	0	0	100-166-526600-0000	Fire Extrication	0	0	0
0.00	165.00	675	165	100-166-527200-0000	Hepatitis Shots	825	825	825
23,067.80	24,558.33	18,400	18,400	100-166-529400-0000	Lease Purchase	23,400	23,400	23,400
6,892.53	5,475.40	7,700	5,225	100-166-530200-0000	Meetings/Seminars	6,400	6,400	6,400

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
383.78	362.32	425	3,714	100-166-531000-0000	Mileage Reimbursement	425	425	425
0.00	0.00	0	0	100-166-531400-0000	Office Equip Maint/Rental	0	0	0
6,336.45	4,131.24	6,550	5,788	100-166-531600-0000	Office Supplies	6,550	6,550	6,550
30,530.43	30,808.11	37,800	31,500	100-166-532200-0000	Physical Fitness Program	37,800	37,800	37,800
2,162.37	4,368.05	2,500	2,000	100-166-533400-0000	Public Education	2,500	2,500	2,500
813.15	53.94	500	483	100-166-535500-0000	Small Tools	500	500	500
26,487.15	41,167.36	143,648	157,470	100-166-535600-0000	Special Supplies	48,830	43,219	43,219
15,901.58	13,923.21	27,300	21,232	100-166-535750-0000	Training	26,660	19,600	19,600
24,005.75	18,897.95	33,202	25,033	100-166-535900-0000	Uniform	28,350	28,350	28,350
35,880.71	29,257.66	34,000	32,683	100-166-536000-0000	Utilities	34,000	34,000	34,000
0.00	0.00	0	0	100-166-536000-0102	Utilities/Paddon Road Station	0	0	0
21,830.62	22,878.38	25,000	25,786	100-166-537500-0000	Vehicle Fuel	30,000	30,000	30,000
11,704.32	20,301.12	11,080	16,896	100-166-538000-0000	Vehicle Maintenance	10,600	9,800	9,800
11,275.74	15,000.26	11,490	18,260	100-166-538500-0000	Vehicle Parts	11,000	11,000	11,000
685.01	694.87	900	614	100-166-539000-0000	Water	900	900	900
345,089.14	390,583.64	498,932	494,433		Subtotal Operations & Maintenance	419,340	404,369	404,369
54,809.05	20,461.98	29,900	31,759	100-166-560400-0000	Capital Outlay	31,900	31,900	31,900
0.00	0.00	0	0	100-166-560450-0000	Furniture & Fixtures	0	0	0
153,769.00	150,505.00	170,505	170,505	100-166-597300-0000	Transfer to Equip Replacement	38,968	0	0
5,000.00	0.00	0	0	100-166-550400-0000	Principal Payments	0	0	0
213,578.05	170,966.98	200,405	202,264		Subtotal Non-operating expenses	70,868	31,900	31,900
2,956,211.33	3,278,487.31	3,547,582	3,511,268		Total Department	3,666,666	3,612,727	3,612,727

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 166
 Department Name: FIRE
 Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
521000	25,000	26,500	25,000	ELECTRICAL & DOORS, ROLL-UP DOOR MAINT, BUILDING & GROUNDS MAINTENANCE & SUPPLIES, HVAC MAINTENANCE CONTRACT
521800	52,750	69,740	69,740	DISPATCH SERVICE (UP APPROX \$11,000), PAGER RENTALS, PHONE, LEASED LINES, RADIO USE FEES, DSL
522400	2,200	2,300	2,300	MEDICAL DIRECTOR FOR ALS SERVICE - \$200 PER PAID MEDIC PER YR, \$100 PER VOL MEDIC PER YR, PLUS \$800 ANNUAL MALPRACTICE
524000	8,960	5,280	5,280	ANNUAL PHYSICALS FOR 56 PERSONNEL @ \$160 EA PER NEW WOODLAND FEES
524200	7,135	7,135	7,135	DUES & SUBSCRIPTIONS TO CHIEF'S & FIREFIGHTER'S ASSNS & CODE UPDATES
525600	12,737	12,240	12,240	MEDICATIONS, IV'S, ELECTRODES, BANDAGES, OXYGEN MASKS, GLOVES, OXYGEN, BIO-HAZARD PICKUP, MISC EMS EQUIPMENT
526000	28,980	27,405	27,405	ANNUAL LADDER TEST, DEFIB CONTRACT INCL BATTERIES, CALIBRATE DEFIBS, SCBA FIT TESTING, RADIO EQUIPMENT, MAINT. CONTRACTS, BI-ANNUAL BREATHING APPARATUS & CYLINDER MAINTENANCE, SCBA MASK REPAIRS
527200	675	825	825	HEPATITIS B SHOTS FOR 5 PERSONNEL @ \$165 PER SERIES (3 SHOTS X \$55 EA)
529400	18,400	23,400	23,400	COPY MACHINE LEASE, CHIEF'S & 2 ASST. CHIEF'S VEHICLE LEASES - SOLANO CO.
530200	7,700	6,400	6,400	LEAGUE OF CA CITIES WORKSHOP, CAL CHIEFS CONFERENCE, MISC FIRE RELATED MTGS, CA PREVENTION WORKSHOP, ARSON CONFERENCE, INTERNATIONAL ASSN OF CHIEFS CONFERENCE, SEMINARS FOR BUILDING & FIRE CODES
531000	425	425	425	EMPLOYEE MILEAGE REIMBURSEMENT
531600	6,550	6,550	6,550	OFFICE SUPPLIES, PREVENTION & INSPECTION FORMS & SUPPLIES, FILM, PRINTING INKS & TONERS, BINDING SUPPLIES, CD'S & DISKETTES
532200	37,800	37,800	37,800	PHYSICAL FITNESS PAY - 21 @ \$1,800 ANNUALLY (INCR. OF \$1800 FOR CHIEF)
533400	2,500	2,500	2,500	PUBLIC EDUCATION MATERIALS; HANDOUTS, BROCHURES, POSTERS, SAFETY VIDEOS, & JUVENILE FIRESETTER MATERIALS
535500	500	500	500	MISC. SMALL TOOLS TO PERFORM REPAIRS & MAINTENANCE

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department #: 166
 Department Name: FIRE
 Division Name: _____

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
535600	143,648	48,830	43,219	MAP UPDATES, REPLACE WILDLAND GEAR, PROTECTIVE EQUIPMENT REPLACEMENT, HOSE REPLACEMENT, MISC SUPPLIES FOR EQUIPMENT, FILM DEV, COMP SOFTWARE & SUPPLIES; SCBA GEAR, EOC SUPPLIES, MATTRESS REPLACEMENTS, CHAIR REPLACEMENTS
535750	27,300	26,660	19,600	EMS TRAINING PROGRAM, TRAINING CONFERENCE, HAZ MAT TRAINING FOR CHIEF OFFICERS, MECHANICS ACADEMY, CLERICAL & ADMIN TRAINING, TRAINING SUPPLIES & MATERIALS, TRENCH RESCUE & ROPE SYSTEMS CLASSES, ARSON INVEST, PREVENTION, DISASTER & TERRORISM TRAINING, CONFINED SPACE TRAINING
535900	33,202	28,350	28,350	UNIFORM ALLOWANCE FOR 21 PERSONNEL, VOL UNIFORMS, 15 PR. SAFETY BOOTS, BADGES, HATS, NEW VOLUNTEER RECRUIT UNIFORMS
536000	34,000	34,000	34,000	GAS & ELECTRIC FOR STATION.
537500	25,000	30,000	30,000	FUEL EXPENSE (APPROX . 30% INCREASE) FOR FIRE APPARATUS, UTILITY VEHICLES & COMMAND VEHICLES
538000	11,080	10,600	9,800	ANNUAL LABOR SERVICES, OPACITY TESTS, SMOG TESTS, TOWS, FLATS, BRAKE INSPECTIONS, BODY & PAINT REPAIRS, MISC. MAINT.
538500	11,490	11,000	11,000	PARTS FOR ANNUAL SERVICES, TIRES, LIGHTS, BATTERIES, SWITCHES, GLASS, HARDWARE, VALVE KITS, SEALS, ETC.
539000	900	900	900	DSMWS WATER
560400	29,900	31,900	31,900	See SS-2
597300	170,505	38,968	-	Equipment replacement
Total	699,337	490,208	436,269	

CITY OF DIXON
CAPITAL EQUIPMENT/FIXED ASSETS (not included in Capital Project Funds)
FY 2008-09 BUDGET

Department #: 166
Department Name: FIRE
Division Name: _____

(N)ew or (R)eplacement (A)	Category* (B)	Priority (C)	Item Description (Be Specific) (D)	Cost/Unit (incl Tax and Freight) (E)	Quantity (F)	Department Request Total (G)	City Manager Recommend (H)
R	E	1	COMPUTERS	1,200.00	2	2,400	2,400
N	E	3	LAPTOP FOR ADMIN PRESENTATIONS, ETC.	1,400.00	1	1,400	1,400
R	E	1	BENDIX KING RADIOS (GPH5102X-CMD)	1,400.00	3	4,200	4,200
R	E	1	MOTOROLA MOBIL XTL 2500 RADIO (UNIT 601)	3,500.00	1	3,500	3,500
R	E	1	AED LIFEPAK 1000 DEFIBRILLATORS	2,500.00	2	5,000	5,000
N	E	2	HOSE BED DIVIDERS	1,000.00	3	3,000	3,000
R	B	2	REPLACE DOOR ASSEMBLY IN DAY ROOM	3,500.00	1	3,500	3,500
R	E	1	SCOTT 45 HIGH PRESSURE SCBA CYLINDERS	1,100.00	3	3,300	3,300
R	B	4	REPLACE CARPET IN ADMIN AREA OF STATION	5,600.00	1	5,600	5,600
Total						31,900	31,900

Please see memo for further instructions.

*Category:
V = Vehicles
F = Furniture/Fixtures
E = Equipment
B = Buildings

CITY OF DIXON FUND: 100
 PAYROLL SUMMARY DEPT: 166
 FY: 2008-09 FIRE

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
Fire Chief	126,043.06	7,152.15	133,195.21	1	133,195.21		26,408.62	13,542.00	2,127.69	873.00	7,736.27	183,882.79
Assistant Fire Chief	111,792.00	8,239.60	120,031.60	1	120,031.60		23,798.67	13,542.00	1,936.82	873.00	6,861.57	167,043.65
Assistant Fire Chief	111,792.00	13,270.24	125,062.24	1	125,062.24		24,796.09	13,542.00	2,009.76	873.00	6,861.57	173,144.66
Public Safety Admin. Manag	59,136.00	2,365.44	61,501.44	1	61,501.44		9,401.73	13,542.00	1,088.13	573.62	369.25	86,476.16
Administrative Clerk II	41,964.00	-	41,964.00	1	41,964.00		6,415.04	13,542.00	804.84	407.05	262.02	63,394.95
Fire Captain	84,168.00	2,650.00	86,818.00	1	86,818.00		24,853.39	13,560.00	1,455.48	816.43	5,166.06	132,669.36
Fire Captain	84,168.00	8,541.76	92,709.76	1	92,709.76		26,540.02	13,560.00	1,540.91	816.43	5,166.06	140,333.19
Fire Captain	84,168.00	2,650.00	86,818.00	1	86,818.00		24,853.39	13,560.00	1,455.48	816.43	5,166.06	132,669.36
Fire Engineer	75,900.00	7,963.00	83,863.00	1	83,863.00		24,007.46	13,560.00	1,412.63	736.23	4,658.59	128,237.91
Fire Engineer	75,900.00	7,963.00	83,863.00	1	83,863.00		24,007.46	13,560.00	1,412.63	736.23	4,658.59	128,237.91
Fire Engineer	75,900.00	7,963.00	83,863.00	1	83,863.00		24,007.46	13,560.00	1,412.63	736.23	4,658.59	128,237.91
Fire Engineer	75,900.00	6,445.00	82,345.00	1	82,345.00		23,572.90	13,560.00	1,390.62	736.23	4,658.59	126,263.35
Fire Engineer	75,900.00	19,348.00	95,248.00	1	95,248.00		27,266.64	13,560.00	1,577.72	736.23	4,658.59	143,047.18
Fire Engineer	75,900.00	7,963.00	83,863.00	1	83,863.00		24,007.46	13,560.00	1,412.63	736.23	4,658.59	128,237.91
Fire Fighter	66,528.00	4,841.68	71,369.68	1	71,369.68		20,431.00	13,560.00	1,231.48	645.32	4,083.36	111,320.84
Fire Fighter	66,528.00	7,306.96	73,834.96	1	73,834.96		21,136.73	13,560.00	1,267.23	645.32	4,083.36	114,527.60
Fire Fighter	66,528.00	6,641.68	73,169.68	1	73,169.68		20,946.28	13,560.00	1,257.58	645.32	4,083.36	113,662.22
Firefighter/Paramedic	73,224.00	7,775.68	80,999.68	1	80,999.68		23,187.78	13,560.00	1,371.12	710.27	4,494.34	124,323.19
Firefighter/Paramedic	65,793.92	2,650.00	68,443.92	1	68,443.92		19,593.44	13,560.00	1,189.06	638.20	4,038.30	107,462.92
Firefighter/Paramedic	73,224.00	7,775.68	80,999.68	1	80,999.68		23,187.78	13,560.00	1,371.12	710.27	4,494.34	124,323.19
Firefighter/Paramedic	66,408.00	850.00	67,258.00	1	67,258.00		19,253.95	12,060.00	1,150.11	644.16	4,075.99	104,442.21
Firefighter/Paramedic	60,228.00	2,650.00	62,878.00	1	62,878.00		18,000.09	12,060.00	1,086.60	584.21	3,696.67	98,305.57
Firefighter/Paramedic	65,793.92	2,650.00	68,443.92	1	68,443.92		19,593.44	13,560.00	1,189.06	638.20	4,038.30	107,462.92
Subtotal:	1,762,886.91	145,655.87	1,908,542.78	23	1,908,542.78	0.00	499,266.82	308,790.00	32,151.33	16,327.62	102,628.43	2,867,706.97
Temporary Personnel												
Firefighter	4,296.00	-	4,296.00	-	-	4,296.00	-	-	328.64	-	263.68	4,888.32
Fire Engineer	4,900.80	-	4,900.80	-	-	4,900.80	-	-	374.91	-	300.80	5,576.51
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
Subtotal:	9,196.80	0.00	9,196.80	0	0.00	9,196.80	0.00	0.00	703.56	0.00	564.48	10,464.84
Total:	1,772,083.71	145,655.87	1,917,739.58	23	1,908,542.78	9,196.80	499,266.82	308,790.00	32,854.88	16,327.62	103,192.91	2,878,171.80
Other special pays:												
PERS Health Administration								535.00				535.00
Retirement Health Benefit								5,648.04				5,648.04
OVERTIME			153,245.00						2,222.05			155,467.05
FLSA (Y-time)			34,709.00						503.28			35,212.28
Stand-by pay			14,420.00						209.09			14,629.09
Comp Time Cash Out			37,928.50		37,928.50				549.96			38,478.46
Admin Leave Cash Out			11,539.60		11,539.60				167.32			11,706.92
Volunteer Pay			14,000.00						1,071.00		12538	27,609.00
Subtotal:			265,842.10		49,468.10				6,183.04		12,538.00	289,285.85
GRAND TOTAL:	1,772,083.71	145,655.87	2,183,581.68		1,958,010.88	9,196.80	499,266.82	314,973.04	37,577.59	16,327.62	115,730.91	3,167,457.65

CITY OF DIXON
 WAGES/BENEFIT WORKSHEET
 SEASONAL/TEMPORARY & NON PERMANENT PART-TIME POSITIONS (NON-CONTRACT)
 FY 2008-09 BUDGET

Department #: 166
 Department Name: FIRE
 Division Name: _____

Position Title (A)	Hourly Rate (B)	Total Hours (C)	Wages (D)	Medicare (E)	Worker's Comp. (F)	FICA (G)	TOTAL (H)
Firefighter	17.90	240	4,296	62.29	263.68	266.35	4,888
Fire Engineer	20.42	240	4,901	71.06	300.80	303.85	5,577
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
		TOTAL	9,197	133.35	564.48	570.20	10,465

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department Name: FIRE Department # 166
 Division Name: _____ Division # (if any) _____

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
FIRE CHIEF	1	1
ASSISTANT FIRE CHIEF	2	2
FIRE CAPTAIN	3	3
FIRE ENGINEER	6	6
FIREFIGHTER	3	3
FIREFIGHTER/PARAMEDICS	6	6
ADMINISTRATIVE MANAGER	1	1
ADMINISTRATIVE CLERK	1	1
VOLUNTEER	<u>45</u>	<u>45</u>
TOTAL	68	68

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NON-DEPARTMENTAL

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	100-000-535660-0000	Coop Agmt w/ other agencies	0	0	0
0.00	0.00	0	0	100-000-599900-0000	Anticipated Savings	0	0	0
0.00	0.00	0	0		Subtotal Expenses	0	0	0
0.00	0.00	0	0	100-000-590300-0000	Transfer to L&L	31,990	31,990	31,990
0.00	0.00	34,847	34,847	100-000-597300-0000	Transfer to Equip Replacement	0	0	0
300,000.00	0.00	0	0	100-000-597400-0000	Transfer to Building Reserve	0	0	0
0.00	501,706.00	441,400	300,000	100-000-597500-0000	Transfer to Council Discretion	300,000	50,000	50,000
0.00	30,202.00	0	0	100-000-597600-0000	Transfer to CDBG	0	0	0
300,000.00	531,908.00	476,247	334,847		Subtotal Transfers Out	331,990	81,990	81,990
300,000.00	531,908.00	476,247	334,847		Total	331,990	81,990	81,990

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department #: 000
 Department Name: NON-DEPARTMENTAL
 Division Name: _____

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
590300	34,847	31,990	31,990	Transfer to L&L
597500	441,400	300,000	50,000	Includes \$50,000 to pay KBI. Per the sales tax sharing agreement; sales tax revenues over \$250,000 are shared with KBI.
Total	476,247	331,990	81,990	

CITY OF DIXON

BUDGET OVERVIEW - SPECIAL FUNDS - GENERAL FUND SUB FUNDS

FUND	Council Discretionary	Recreation	Performing Arts	Planning	Vacaville/ Dixon Greenbelt Authority	Equip. Repl. Reserve	Bldg. Reserve	Total
	102	103	104	190	810	820	830	
SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES								-
ESTIMATED AVAILABLE RESOURCES								-
BEGINNING FUND BALANCE JULY 2007	250,625	44,322	-	286,632	88,240	1,972,098	198,603	2,840,520
PROJECTED FY2007-08								-
Actual Revenues June 30, 2008	250,000	98,348	27,283	10,000	3,000	85,000	9,000	482,631
Transfers	10,200	-	-	-	-	338,580	-	348,780
ACTUAL REVENUE & TRANSFERS JUNE 30, 2008	260,200	98,348	27,283	10,000	3,000	423,580	9,000	831,411
Estimated Expenditures June 30, 2008	332,079	98,216	35,152	242,755	-	134,520	90,700	933,422
ESTIMATED FUND BALANCE JUNE 30, 2008	178,746	44,454	(7,869)	53,877	91,240	2,261,158	116,903	2,738,509
SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS								-
ESTIMATED BEGINNING FUND BALANCE JULY 2008	178,746	44,454	(7,869)	53,877	91,240	2,261,158	116,903	2,738,509
PROPOSED FY2008-09								
ESTIMATED REVENUE								
REVENUES	-	83,600	35,000	388,560	-	-	-	507,160
INTEREST EARNINGS	10,200	2,500	-	4,000	3,500	80,000	8,500	108,700
Transfers	-	-	-	-	-	-	-	
ESTIMATED REVENUE AND TRANSFERS	10,200	86,100	35,000	392,560	3,500	80,000	8,500	615,860
TOTAL ESTIMATED AVAILABLE RESOURCES	188,946	130,554	27,131	446,437	94,740	2,341,158	125,403	3,354,369
PROPOSED APPROPRIATIONS	186,207	83,354	46,002	414,437	-	156,737	54,700	941,437
ESTIMATED FUND BALANCE JUNE 30, 2009	2,739	47,200	(18,871)	32,000	94,740	2,184,421	70,703	2,412,932
ESTIMATED BEGINNING FUND BALANCE JULY 2009	2,739	47,200	(18,871)	32,000	94,740	2,184,421	70,703	2,412,932

Fund 102 - COUNCIL DISCRETIONARY FUND

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	624.85	7,500	10,200	102-000-461600-0000	Interest Earned	10,200	10,200	10,200
0.00	501,706.00	441,380	250,000	102-000-490100-0000	Transfer from Gen Fd	0	0	0
0.00	502,330.85	448,880	260,200		Total Revenues	10,200	10,200	10,200
Administration - Dept 100								
0.00	0.00	116,500	38,500	102-100-522400-0000	Consultants-Prof	0	0	0
0.00	251,706.00	0	80,000	102-100-523700-0000	Contract Shared Rev	50,000	50,000	50,000
0.00	0.00	8,000	0	102-100-529600-0000	Legal Expenses	8,000	8,000	8,000
0.00	0.00	17,000	17,000	102-100-535600-0000	Special Supplies	0	0	0
0.00	0.00	7,500	7,500	102-100-535750-0000	Training	0	0	0
0.00	0.00	9,000	8,246	102-100-560400-0000	Capital Outlay Equip	78,000	78,000	78,000
0.00	0.00	10,000	10,000	102-100-560750-0000	Project Admin Direct	0	0	0
0.00	251,706.00	168,000	161,246		Subtotal Expenditures	136,000	136,000	136,000
General Plan - Dept 132								
0.00	0.00	61,400	11,193	102-132-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	159,640	159,640	102-132-522400-0000	Consultants-Prof	50,207	50,207	50,207
0.00	0.00	221,040	170,833		Subtotal Expenditures	50,207	50,207	50,207
0.00	502,330.85	448,880	260,200		Total Fund Revenues	10,200	10,200	10,200
0.00	251,706.00	389,040	332,079		Total Fund Expenditures	186,207	186,207	186,207

Fund 103 - RECREATION

Budget FY 2008-09

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
13,050.75	14,232.86	15,000	19,343	103-000-433650-0000	Rec - Adult Softball	15,000	15,000	15,000
0.00	8,079.73	16,000	9,683	103-000-433660-0000	Adult Soccer	12,000	12,000	12,000
0.00	20.00	0	0	103-000-433810-0000	Rec - Basketball - Adult	0	0	0
0.00	32,262.53	33,800	41,827	103-000-433811-0000	Rec - Basketball - Youth	37,500	37,500	37,500
14,151.97	10,873.02	7,200	5,000	103-000-433837-0000	Rec - Day Camp	9,600	9,600	9,600
1,945.08	1,837.55	2,000	8,763	103-000-433845-0000	Rec - Fitness	4,000	4,000	4,000
6,177.82	5,170.08	6,000	4,096	103-000-433860-0000	Rec - General Interest	2,000	2,000	2,000
3,454.70	2,271.04	3,400	1,695	103-000-433910-0000	Rec - Soccer Class	1,000	1,000	1,000
3,523.94	2,634.91	1,500	1,760	103-000-433915-0000	Rec - Teen Activities	1,500	1,500	1,500
2,370.89	4,659.89	3,000	3,809	103-000-433920-0000	Rec - Tennis Lessons	3,000	3,000	3,000
433.00	111.70	0	372	103-000-433925-0000	Rec - Volleyball - Drop-ins	0	0	0
-349.50	0.00	-2,000	0	103-000-433995-0000	Scholarship Offset	-2,000	-2,000	-2,000
0.00	0.00	0	0	103-000-437000-0000	Volleyball - Drop-In	0	0	0
992.94	2,104.43	2,500	2,000	103-000-461600-0000	Interest Earned	2,500	2,500	2,500
45,751.59	84,257.74	88,400	98,348		Total Revenue	86,100	86,100	86,100

DEPT 179 - MISCELLANEOUS RECREATION

0.00	0.00	0	0	103-179-511000-0000	Salaries/Wages	0	0	0
0.00	992.44	0	0	103-179-511120-0000	Wages P/T Soccer	0	0	0
237.60	6,519.02	0	0	103-179-511140-0000	Wages P/T Youth Basketball	0	0	0
543.42	635.74	0	291	103-179-511150-0000	Wages P/T Volleyball	0	0	0
9,781.49	2,756.84	8,676	7,000	103-179-511160-0000	Wages P/T Day Camp	8,960	8,960	8,960
21.27	751.38	0	0	103-179-511180-0000	Wages P/T Softball	0	0	0
0.00	0.00	0	60	103-179-511190-0000	Wages P/T Arena	0	0	0
606.45	0.00	0	0	103-179-512000-0000	Social Security	0	0	0
203.20	891.42	0	600	103-179-512100-0000	Medicare	686	686	686
0.00	0.00	0	0	103-179-512200-0000	Retirement	0	0	0
0.00	0.00	0	0	103-179-512600-0000	Worker's Comp Insurance	407	407	407
0.00	0.00	0	0	103-179-520500-0000	After School Program	0	0	0
0.00	0.00	0	0	103-179-522600-0000	Contract Svcs - Non Profession	0	0	0
1,379.96	95.54	0	100	103-179-522610-0000	Contr Svcs - Recnet	0	0	0
0.00	0.00	0	0	103-179-527800-0000	Insurance/Registrations	0	0	0
0.00	0.00	1,000	0	103-179-533600-0000	Rec - Arts/Crafts	1,000	1,000	1,000
0.00	0.00	0	0	103-179-533700-0000	Babysitting	0	0	0
0.00	0.00	0	0	103-179-533805-0000	Ballet	0	0	0
0.00	131.81	0	0	103-179-533810-0000	Rec - Basketball	0	0	0
0.00	20,922.69	0	0	103-179-533811-0000	Basketball - Youth	0	0	0
0.00	0.00	0	0	103-179-533812-0000	Rec - Belly Dancing	0	0	0
0.00	0.00	0	0	103-179-533815-0000	Cartooning	0	0	0

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
0.00	0.00	0	0	103-179-533820-0000	Christmas Fun for Kids	0	0	0
0.00	0.00	0	0	103-179-533825-0000	Co-ed Aerobics	0	0	0
0.00	0.00	0	0	103-179-533830-0000	Cooking	0	0	0
0.00	232.41	0	0	103-179-533835-0000	CPR Instruction	0	0	0
0.00	0.00	0	0	103-179-533836-0000	Rec - Dance	0	0	0
2,025.89	2,153.35	2,500	1,600	103-179-533837-0000	Rec - Day Camp	2,500	2,500	2,500
0.00	0.00	0	0	103-179-533838-0000	Debt Free & Prosperous Living	0	0	0
0.00	0.00	0	0	103-179-533840-0000	Dog Obedience	0	0	0
1,386.60	1,351.00	1,500	5,348	103-179-533845-0000	Rec - Fitness	1,500	1,500	1,500
0.00	0.00	0	0	103-179-533850-0000	Financial Planning Workshop	0	0	0
0.00	0.00	0	0	103-179-533851-0000	Rec - Fishing	0	0	0
0.00	0.00	0	0	103-179-533853-0000	Rec - Folk Dance	0	0	0
0.00	0.00	0	0	103-179-533855-0000	Genealogy	0	0	0
0.00	0.00	0	0	103-179-533858-0000	Freelance Writing	0	0	0
4,212.74	8,248.89	5,000	4,582	103-179-533860-0000	Rec - General Interest	5,000	5,000	5,000
0.00	0.00	0	0	103-179-533863-0000	How to Classes	0	0	0
0.00	0.00	0	0	103-179-533865-0000	Jr. Magician Workshop	0	0	0
0.00	0.00	0	0	103-179-533870-0000	Memory Making Workshop	0	0	0
0.00	0.00	0	0	103-179-533885-0000	Self Supporting Trips	0	0	0
0.00	0.00	0	0	103-179-533890-0000	Sign Language Class	0	0	0
0.00	0.00	0	0	103-179-533895-0000	Spanish I	0	0	0
0.00	0.00	0	0	103-179-533900-0000	Spanish II	0	0	0
0.00	0.00	0	0	103-179-533905-0000	Rec - Special Supplies	0	0	0
0.00	0.00	0	0	103-179-533910-0000	Rec - Sports Camp	0	0	0
20.24	38.59	0	0	103-179-533915-0000	Rec - Teen Activities	0	0	0
0.00	0.00	0	0	103-179-533920-0000	Rec - Tennis Lessons	0	0	0
0.00	0.00	0	0	103-179-533935-0000	Young Masters Art Instruction	0	0	0
0.00	0.00	0	650	103-179-534500-0000	Fees - Administration	0	0	0
308.68	1,006.18	1,000	1,151	103-179-535600-0000	Special Supplies	1,000	1,000	1,000
2,833.10	2,241.53	2,500	1,611	103-179-535680-0000	Teen Activities	2,500	2,500	2,500
0.00	0.00	4,065	0	103-179-550500-0000	Contingency	0	0	0
3,945.00	4,063.00	5,465	5,465	103-179-590100-0000	Transfer to General Fund	0	0	0
27,505.64	53,031.83	31,706	28,458		Subtotal Expenditures and Transfers	23,553	23,553	23,553
DEPT 180 - SOFTBALL								
0.00	0.00	0	0	103-180-511000-0000	Salaries/Wages	0	0	0
1,023.64	0.00	1,712	1,712	103-180-511180-0000	Salaries - Rec Softball	1,658	1,658	1,658
0.00	0.00	0	0	103-180-512000-0000	Social Security	0	0	0
78.32	0.00	131	131	103-180-512100-0000	Medicare	127	127	127
0.00	0.00	0	0	103-180-512200-0000	Retirement	0	0	0
0.00	0.00	0	0	103-180-512600-0000	Worker's Comp Insurance	75	75	75
5,677.00	6,991.50	6,640	7,200	103-180-522600-0000	Contract Svcs - Nonprof	6,640	6,640	6,640

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
0.00	0.00	0	0	103-180-527800-0000	Insurance & Registrations	0	0	0
0.00	155.00	0	365	103-180-534500-0000	Fees - Administration	0	0	0
2,025.76	3,033.34	3,000	4,200	103-180-535600-0000	Special Supplies	3,000	3,000	3,000
8,804.72	10,179.84	11,483	13,608		Subtotal Expenditures and Transfers	11,500	11,500	11,500
DEPT 181 - Youth Basketball								
0.00	0.00	1,851	0	103-181-511000-0000	Salaries/Wages	0	0	0
0.00	0.00	142	0	103-181-512100-0000	Medicare	0	0	0
0.00	0.00	1,400	0	103-181-535600-0000	Special Supplies	0	0	0
0.00	0.00	0.00	0	103-181-534500-0000	Administrative Fees	0	0	0
0.00	0.00	3,393	0		Subtotal Expenditures and Transfers	0	0	0
DEPT 182 - SOCCER								
0.00	0.00	0	0	103-182-511000-0000	Salaries/Wages	0	0	0
0.00	0.00	4,280	3,500	103-182-511180-0000	Salary - Rec Adult Soccer	1,450	1,450	1,450
0.00	0.00	0	0	103-182-512000-0000	Social Security	0	0	0
0.00	0.00	327	300	103-182-512100-0000	Medicare	111	111	111
0.00	0.00	0	0	103-182-512200-0000	Retirement	0	0	0
0.00	0.00	0	0	103-182-512600-0000	Worker's Comp Insurance	66	66	66
0.00	5,210.70	10,400	7,500	103-182-522600-0000	Contract Svcs - Nonprof	7,800	7,800	7,800
0.00	0.00	0	0	103-182-527800-0000	Insurance & Registrations	0	0	0
0.00	888.89	1,500	1,200	103-182-535600-0000	Special Supplies	2,000	2,000	2,000
0.00	6,099.59	16,507	12,500		Subtotal Expenditures and Transfers	11,427	11,427	11,427
DEPT 183 - BASKETBALL								
0.00	0.00	9,000	15,650	103-183-511180-0000	Wages PT Youth Basketball	10,584	10,584	10,584
0.00	0.00	689	1,300	103-183-512100-0000	FICA	810	810	810
0.00	0.00	0	0	103-183-512600-0000	Worker's Comp Insurance	480	480	480
0.00	0.00	14,000	16,500	103-183-522600-0000	Contract Svc Non Prof	4,000	4,000	4,000
0.00	0.00	0	200	103-183-534500-0000	Administration Fees	0	0	0
0.00	0.00	10,000	10,000	103-183-535600-0000	Special Supplies	21,000	21,000	21,000
0.00	0.00	33,689	43,650		Subtotal Expenditures and Transfers	36,874	36,874	36,874
45,751.59	84,257.74	88,400	98,348		Total Fund Revenues	86,100	86,100	86,100
36,310.36	69,311.26	96,778	98,216		Total Fund Expenditures	83,354	83,354	83,354

Fund 104 - PERFORMING ARTS

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0	0	9,000	9,000	104-000-437200-0000	Ticket Sales	15,000	15,000	15,000
0	0	1,000	5,731	104-000-437300-0000	Membership	5,000	5,000	5,000
0	0	15,000	12,542	104-000-460500-0000	Donations	15,000	15,000	15,000
0	0	0	10	104-000-461600-0000	Interest Earnings	0	0	0
0	0	25,000	27,283		Total Revenues	35,000	35,000	35,000
0	0	2,112	5,000	104-104-511120-0000	PT Wages	3,639	3,639	3,639
0	0	0	0	104-104-512000-0000	Social Security	226	226	226
0	0	169	380	104-104-512100-0000	Medicare	53	53	53
0	0	0	0	104-104-512600-0000	Worker's Comp Insurance	84	84	84
0	0	20,000	25,000	104-104-522600-0000	Contract Services	30,000	30,000	30,000
0	0	0	50	104-104-531600-0000	Office Supplies	0	0	0
0	0	0	122	104-104-534500-0000	Fees - Administrative	0	0	0
0	0	2,000	4,600	104-104-535600-0000	Special Supplies	12,000	12,000	12,000
0	0	24,281	35,152		Subtotal Expenditures	46,002	46,002	46,002
0	0	25,000	27,283		Total Fund Revenues	35,000	35,000	35,000
0	0	24,281	35,152		Total Fund Expenditures	46,002	46,002	46,002

Note: The Theatre's operating deficit is covered by the Recreation Fund and is presented as a separate fund for budgetary purposes. At some point consideration will need to be given to a subsidy from the General Fund.

Fund 190 - Planning

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
74,234	0	0	0	190-000-421300-2512	Bldg Permit/Valley Glen	0	0	0
2,105	0	0	0	190-000-428700-2514	Fire Dept Fees/Simpson	0	0	0
32,883	0	0	0	190-000-433100-2512	Plan Ck Fee/Valley Glen	0	0	0
4,575	0	0	0	190-000-433300-2512	Plan. & Zoning/Valley Glen	0	0	0
0	892,882	0	0	190-000-433300-2513	Plan and Zone Magna	0	0	0
0	217,874	0	0	190-000-433300-2514	Plan. & Zoning/Simpson	0	0	0
0	43,350	0	0	190-000-433350-0000	Planning Agreements	388,560	388,560	388,560
1,696	4,871	0	10,000	190-000-461600-0000	Interest Earned	4,000	4,000	4,000
115,494	1,158,977	0	10,000		Total Revenues	392,560	392,560	392,560
0	0	0	0	190-114-522400-0000	Consultants	32,000	32,000	32,000
182	1,267	0	0	190-132-520400-2511	Publications/Dixon Downs	0	0	0
0	0	0	535	190-132-520400-2512	Publications	0	0	0
837	0	0	0	190-132-520400-2513	Publications/Southwest	0	0	0
484	0	0	0	190-132-520400-2515	Publications/Milk Farm	0	0	0
709	501	0	0	190-132-520400-2527	Publications/Brookfield	0	0	0
131	0	0	0	190-132-520400-2532	Publications/Old Firehouse	0	0	0
149	60	0	0	190-132-520400-2534	Publications/Panattoni Center	0	0	0
0	0	0	70	190-132-520400-2536	Publications	0	0	0
0	0	0	220	190-132-520400-2538	Publications	0	0	0
0	8,865	0	0	190-132-522400-2507	Consultants/Pheasant Run #7	0	0	0
187,081	38,435	0	24,971	190-132-522400-2510	Consultants/Flying J	75,000	75,000	75,000
270,406	102,350	0	0	190-132-522400-2511	Consultants/Magna	5,219	5,219	5,219
13,561	236	0	15,929	190-132-522400-2512	Consultants/Southpark	0	0	0
0	24,412	0	9,644	190-132-522400-2513	Consultants/Southwest	181,266	181,266	181,266
0	0	0	0	190-132-522400-2514	Consultants/Simpson Housing	3,291	3,291	3,291
54,867	0	0	0	190-132-522400-2515	Consultants/Milk Farm	48,043	48,043	48,043
0	3,768	0	0	190-132-522400-2516	Consultants/AKT	0	0	0
16,396	82,520	0	52,488	190-132-522400-2527	Consultants/Brookfield	0	0	0
0	0	0	0	190-132-522400-2528	Consultants/Dixon Plaza	0	0	0
0	0	0	0	190-132-522400-2529	Consultants/Pacific Lube	0	0	0
0	0	0	0	190-132-522400-2530	Consultants/Regency Plaza	0	0	0
6,467	0	0	0	190-132-522400-2531	Consultants/Old Dixon Sq.	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0	0	0	0	190-132-522400-2532	Consultants/Old Firehouse	0	0	0
0	0	0	0	190-132-522400-2533	Consultants/Los Amigos	0	0	0
16,500	1,414	0	0	190-132-522400-2534	Consultants/Panattoni	12,677	12,677	12,677
0	8,773	0	6,337	190-132-522400-2536	Consultants - Home Depot	17,500	17,500	17,500
0	0	0	0	190-132-522400-2537	Consultants - NE Quad CFD	0	0	0
0	0	0	19,189	190-132-522400-2538	Consultants - Dixon Twn Center	0	0	0
25	0	0	0	190-132-523800-2513	County Charges/Southwest	0	0	0
0	0	0	0	190-132-523800-2514	County Charges/Simpson	0	0	0
25	0	0	0	190-132-523800-2515	County Charges/Milk Farm	0	0	0
25	0	0	0	190-132-523800-2532	County Charges/Old Firehouse	0	0	0
0	0	0	0	190-132-523800-2533	County Charges/Los Amigos	0	0	0
0	41	0	0	190-132-523800-2534	County Charges/Panattoni	0	0	0
0	0	0	0	190-132-529610-0000	Legal Fees Reimbursable	0	0	0
0	0	0	0	190-132-529610-2507	Legal Fees Reimb - PR7	0	0	0
403	2,550	0	1,820	190-132-529610-2510	Legal Fees Reimb-Flying J	0	0	0
58,125	147,750	0	158	190-132-529610-2511	Legal Fees Reimbursable/Magna	0	0	0
5,248	474	0	6,885	190-132-529610-2512	Legal Fees Reimb./Southpark	0	0	0
25,050	22,014	0	442	190-132-529610-2513	Legal Fees Reimb - SW	0	0	0
0	0	0	0	190-132-529610-2514	Legal Fees Reimb/Simpson	0	0	0
6,849	129	0	94	190-132-529610-2515	Legal Fees Reimb./Milk Farm	0	0	0
515	0	0	0	190-132-529610-2516	Legal Fees Reimbursable/AKT	0	0	0
23	0	0	0	190-132-529610-2520	Legal Fees Reimb./St. Anton	0	0	0
573	0	0	0	190-132-529610-2523	Legal Fees Reimb/Leong	0	0	0
368	0	0	2,059	190-132-529610-2524	Legal Services/Williams Town	0	0	0
0	0	0	0	190-132-529610-2525	Legal Fee Reim Sommers/P Run 7	0	0	0
28,757	6,353	0	5,114	190-132-529610-2527	Legal Fees Reimb./Brookfield	0	0	0
37,358	744	0	2,996	190-132-529610-2531	Legal Fees Reimb./Old Dixon Sq	0	0	0
31,552	4,647	0	18,172	190-132-529610-2532	Legal Fees Reimb./Old Firehous	0	0	0
0	0	0	0	190-132-529610-2533	Legal Fees Reimb./Los Amigos	0	0	0
0	1,227	0	0	190-132-529610-2534	Legal Fees Reimb./Panattoni	0	0	0
8,564	0	0	0	190-132-529610-2535	Legal Fees Reimb/KBI-Norcal	0	0	0
0	0	0	1,679	190-132-529610-2536	Legal Fees/Dorset-HomeDepot	0	0	0
0	379	0	0	190-132-529610-2537	Legal Fees Reimb - NE Quad CFD	0	0	0
0	1,403	0	51,448	190-132-529610-2538	Legal Services - Reimb	0	0	0
40	713	0	0	190-132-530200-2511	Meetings/Magna	0	0	0
0	78	0	0	190-132-535600-2505	Special Supplies/Southwest	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
400	2,467	0	0	190-132-535600-2511	Special Supplies/Magna	0	0	0
0	69	0	0	190-134-529610-2539	Legal Fees Reimb	71,441	71,441	71,441
0	5,777	0	17,474	190-135-522400-0000	Consultants - Professional Svc	0	0	0
0	304	0	3,550	190-135-529600-0000	Legal Services	0	0	0
360	0	0	0	190-143-522410-2512	Engineering/Valley Glen	0	0	0
2,325	8,564	0	0	190-143-522410-2513	Engineering/Southwest	0	0	0
0	0	0	0	190-143-522410-2514	Consultants/Simpson	0	0	0
3,300	0	0	0	190-143-522410-2515	Engineering/Milk Farm	0	0	0
134	0	0	0	190-143-522410-2518	Consultants/Somerset-Rivendale	0	0	0
224	0	0	0	190-143-522410-2520	Engineering/Lincoln Creek	0	0	0
525	0	0	0	190-143-522410-2523	Engineering/Leong-South	0	0	0
2,970	889	0	1,482	190-143-522410-2527	Engineering/Brookfield Homes	0	0	0
781,507	479,172	0	242,755		Total Expenditures	414,437	414,437	414,437
115,494	1,158,977	0	10,000		Total Fund Revenues	392,560	392,560	392,560
781,507	479,172	0	242,755		Total Fund Expenditures	414,437	414,437	414,437

Fund 810 - VACAVILLE/DIXON GREENBELT AUTHORITY

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Requestd	2009 Proposed	2009 Approved	2009 Adopted
362,699.00	333,052.50	0	0	810-000-460700-0000	Loan Principal	0	0	0	0
73,674.60	9,023.50	0	0	810-000-460800-0000	Interest Earnings on Loans	0	0	0	0
17,423.93	40,063.13	0	3000	810-000-461600-0000	Interest Earned	3500	3500	3500	0
453,797.53	382,139.13	0	3000		Total Revenues	3500	3500	3500	0
0.00	0.00	0	0	810-810-529600-0000	Legal Expenses	0	0	0	0
0.00	0.00	0	0	810-810-535600-0000	Special Supplies	500	500	500	0
0.00	302,050.91	0	0	810-810-550300-0000	Interest Expense	0	0	0	0
0.00	302,050.91	0	0		Subtotal Expenditures	500	500	500	0
453,797.53	382,139.13	0	3,000		Total Fund Revenues	3,500	3,500	3,500	0
0.00	302,050.91	0	0		Total Fund Expenditures	500	500	500	0

Fund 820 - EQUIPMENT REPLACEMENT

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
61,626.36	92,606.07	78,900	85,000	820-000-461600-0000	Interest Earned	80,000	80,000	80,000
295,165.00	299,863.00	338,580	338,580	820-000-490100-0000	Transfer from General Fund	0	0	0
90.00	0.00	0	0	820-000-491100-0000	Transfer from Sewer O & M	0	0	0
356,881.36	392,469.07	417,480	423,580		Total Revenues	80,000	80,000	80,000
72,900.00	107,815.00	134,520	134,520	820-820-590100-0000	Transfer to General Fund	156,737	156,737	156,737
0.00	0.00	0	0	820-820-591100-0000	To Sewer O & M	0	0	0
0.00	380,450.00	0	0	820-820-591800-0000	To Fire Cap Projs	0	0	0
0.00	0.00	0	0	820-820-592000-0000	To City Facilities	0	0	0
0.00	85,000.00	0	0	820-820-592100-0000	Transfer to PW Capital Project	0	0	0
72,900.00	573,265.00	134,520	134,520		Subtotal Expenditures	156,737	156,737	156,737
356,881.36	392,469.07	417,480	423,580		Total Fund Revenues	80,000	80,000	80,000
72,900.00	573,265.00	134,520	134,520		Total Fund Expenditures	156,737	156,737	156,737

Fund 830 - BUILDING RESERVE

Budget FY 2008-09

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department	Manager	Council
						Requested	Proposed	Approved
4,899.07	12,104.38	10,000	9,000	830-000-461600-0000	Interest Earned	8,500	8,500	8,500
300,000.00	0.00	0	0	830-000-490100-0000	Transfer from General Fund	0	0	0
304,899.07	12,104.38	10,000	9,000		Total Revenues	8,500	8,500	8,500
7,700.00	7,500.00	10,700	10,700	830-830-590100-0000	To General Fund	34,700	34,700	34,700
0.00	83,200.00	0	0	830-830-591900-0000	To Police Capital Fund	0	0	0
0.00	20,000.00	80,000	80,000	830-830-592000-0000	To Admin Facilities Capital	20,000	20,000	20,000
7,700.00	110,700.00	90,700	90,700		Subtotal Expenditures	54,700	54,700	54,700
304,899.07	12,104.38	10,000	9,000		Total Fund Revenues	8,500	8,500	8,500
7,700.00	110,700.00	90,700	90,700		Total Fund Expenditures	54,700	54,700	54,700

REDEVELOPMENT AGENCY
PROGRAM NARRATIVE
FY 2008-2009 BUDGET

NEIGHBORHOOD REVITALIZATION

- | | | | |
|-----------|--|-----------|---------------|
| 1. | Streetlight Relamp | \$ | 0 |
| | <p>This program is designed to respond to periodic requests to increase the wattage of or add new streetlights in older neighborhoods where the lights are typically attached to wooden utility poles and are spaced relatively far apart, generally at intersections and mid-block locations.</p> | | |
| 2. | Neighborhood Pride Cleanup | \$ | 0 |
| | <p>This program requires coordination with neighborhoods which wish neighborhood clean-up days, particularly in conjunction with efforts to improve communication among residents and in cooperation with the City's Neighborhood Watch program. This program would provide for one clean up day in up to two neighborhoods.</p> | | |
| 3. | Sidewalk Program (Minor Repairs) | \$ | 10,000 |
| | <p>This program provides matching funds for property owners who are required to or wish to repair broken sidewalks or install sidewalks where sidewalks do not exist. This program is marketed in the City Connection newsletter and referenced when complaints and inquiries are made. (Cap. Proj. 460-102)</p> | | |

BUSINESS INCENTIVES

- | | | | |
|-----------|---|-----------|---------------|
| 1. | Façade Improvements | \$ | 10,000 |
| | <p>This program provides matching loans and grants to encourage property owners to revitalize commercial properties through exterior aesthetic improvements such as paint, awnings, window treatments, etc.</p> | | |
| 2. | Commercial Building Rehabilitation/Seismic Retrofit Programs | \$ | 0 |
| | <p>This program will provide loans or grants for rehabilitation of commercial buildings. The rehabilitation and seismic retrofit of the</p> <p style="text-align:center"><u>*AMENDED</u></p> | | |

Old Firehouse property into a dental office/restaurant mixed use project will utilize the funding for this year's program.

3. Developer Impact Fee Loans **\$ 0**

Short term loans at market interest rates allow projects to move forward and repay Agency at lease out.

4. Redevelopment Project Area Improvements and Promotions ***\$ 30,000**

These funds can support various downtown area business and promotional efforts including events, promotional activities, communications, and minor beautification improvements. Examples of past events include the May Fair Parade, *4th of July, Lambtown Festival, Wine Stroll, Movies in the Park, and the Christmas Tree Lighting. (*07-08-08 City Council amended to contribute \$5,000 to 4th of July)

5. Downtown Dixon Business Association – Redevelopment Project Area Organization Capacity Building and Programs Grant **\$ 0**

These funds have historically been managed by the Downtown Dixon Business Association to increase the capacity of the organization to responsibly, pro-actively, and positively promote the economic revitalization programs and physical rehabilitation of the Redevelopment Project Area. After six years of seed funding, the organization is being asked to provide operating expenses through member fees and donations.

6. Farmers' Market **\$ 20,000**

Based on a recommendation from the Downtown Dixon Business Association (DDBA), as a result of a Farmers' Market Feasibility Study previously funded by the RDA through a grant to the DDBA. Last year the Agency provided seed money to allow creation of a Downtown Farmers' Market. It is recommended that a second year of funding of \$20,000 be provided in the 2008-2009 budget.

CAPITAL PROJECTS

The following projects are primarily but not exclusively part of the 5-year Capital Improvement Program and identified as receiving all or partial funding from the Redevelopment Agency. Please note that typically the funds for these capital projects are reflected in the budget detail documents as transfers to the appropriate

capital project funds.

1. TRANSPORTATION

a. Curb Ramps **\$ 0**

Resources are being set aside in the FY 2007-08 to address curb ramp replacement on non-priority routes which may be necessitated to accommodate individual requests from members of the disabled community, opportunity projects, in conjunction with private development or other capital investments which may occur in the Redevelopment Project Area.

b. Sidewalk Repair (Priority Routes) **\$ 50,000**

A Council priority was to begin to address the improvement of damaged sidewalks on priority routes throughout the City. The resources budgeted in this fiscal year will address priority routes for accessibility improvements in the Redevelopment Project Area. Additional resources will be needed in future years.

c. Fourth Street Improvements **\$ 0**

As a match to a much larger Federal grant, improvements will be made on Fourth Street, from Mayes to East "C" Streets. An emphasis will be placed on pedestrian access, particularly for the disabled heading toward Hall Park on the south, and toward the old High School site and Anderson School on the north. This project will also implement some of the "Safe Routes to School" improvements, as identified by the Anderson School "Safe Routes" plan. Project has been completed in FY 07-08.

2. PUBLIC BUILDINGS/PROPERTIES

a. Old Dixon Square, LLC/Pardi **\$ 325,000**

This project involves development of a building, plaza, and parking at the corner of First and “A” Streets. It also encompasses an existing single-family home owned by the Old Dixon Square, LLC, which will be demolished and replaced with parking. There has been an agreed upon Disposition and Development Agreement, however at this point in the fiscal year, it is unlikely that, other than some appraisal services, no Redevelopment resources will be necessitated prior to the end of the fiscal year. This project will require funding of \$325,000 in FY 2008-2009 and another \$325,000 in FY 09-10.

d. Dixon Veterans’ Building **\$ 0**

These funds would be available from the Redevelopment Agency as a challenge grant/loan to help support Solano County’s investment commitment for the renovation/rehabilitation of the Dixon Veterans’ Building, a landmark facility in downtown Dixon. The project should involve major renovation of the building to bring back its historic character, and structural, systems and interior and exterior renovation to insure the long-term usability of this important community building. No funding is proposed in FY 2008-09 since the County is still in the process of making final decisions about the project.

3. STORM DRAINAGE

a. Pond C Project **\$ 0**

Project construction costs indicated the need for additional RDA resources to complete the project which services almost all of the Redevelopment Project Area.

The project has been completed in FY 07-08.

b. Core Area Drainage **\$ 0**

The RDA previously funded a core area drainage study, which identified improvement needs for drainage flowing west to east through the Redevelopment Project Area, generally crossing First Street between F and H Streets, and thereafter proceeding under the railroad tracks to a storm pond north of Anderson Elementary School. Proposed private development projects will, as a condition of development, be required to replace an antiquated, undersized drain line which serves the drainage area which is much larger than the project site. \$225,000 transferred to the CIP budget in FY 2006-07 to be used to cover drainage improvements benefiting the additional area and for design work for enlargement of the railroad drain under crossing. The Engineering Department will complete the design of the project this year and work with two key property owners proposing projects affected by the drainage line.

ADMINISTRATION

1. Pass Through Payments **\$ 651,696**

Based on a negotiated arrangement dating from the creation of the Redevelopment Agency, payments to certain other taxing authorities are made from the Redevelopment Agency at revenue levels existing at the time the Agency was created.

2. Transfer to General Fund **\$ 328,100**

These resources are utilized to fund a portion of the Economic Development Program in the General Fund.

3. Professional Consultants **\$ 30,000**

These resources are utilized for architectural, engineering, hazardous materials testing, appraisal, audit and other technical/professional services required by the Agency as need arises during the course of the year.

4. Debt Service/Reserves **\$ 330,660**

A number of years ago, the Redevelopment Agency borrowed \$4,575,000 in anticipation of carrying out future Redevelopment projects. Debt service for this loan, called a tax increment bond, is paid by the property tax increment received annually by the

Agency. In addition to the annual debt service payment, there are ancillary costs, such as fiscal agent expenses.

5. Administrative Operating Expenses \$ **52,794**

Funding is requested for reimbursement to the General Fund for staff time and for miscellaneous operational expenses which may be incurred by the Agency, such as board stipend, advertising, office supplies, furniture and equipment, postage, attendance at technical seminars, etc.

6. Meetings/Conferences/Seminars (RDA Advisory Committee) \$ **3,500**

The CalEd conference will be funded in FY 08-09 (\$3,500). The newly formed Redevelopment Advisory Committee will have some minor meeting expenses in this category.

7. Legal Consultants \$ **25,000**

These resources are utilized for legal consulting services required by the Agency as the need arises during the course of the year.

8. Audit \$ **2,000**

This year's audit cost will of \$4,000 to be split 50/50 between the Redevelopment and Housing Set-Aside Fund.

9. County Administrative Charges \$ **28,470**

This money is budgeted for County charges for property tax collection and administration.

TOTAL \$ **1,897,220**

**CITY OF DIXON
FUND 510 REDEVELOPMENT
BUDGET OVERVIEW**

SUMMARY OF FY2007-08 ESTIMATED RESOURCES AND EXPENDITURES

ESTIMATED AVAILABLE RESOURCES

ESTIMATED BEGINNING FUND BALANCE JULY 2007	1,033,491
PROJECTED FY2007-08	
Estimated Revenues June 30, 2008	1,891,478
Transfers IN	25,000
ESTIMATED REVENUE & TRANSFERS JUNE 30, 2008	1,916,478
Estimated Expenditures June 30, 2008	2,558,225
ESTIMATED FUND BALANCE JUNE 30, 2008	391,744

SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2008	391,744
PROPOSED FY2008-09	
PROJECTED REVENUE	
PROPERTY TAX INCREMENT NET OF SET ASIDE	1,866,822
INTEREST EARNINGS	50,000
OTHER	28,409
PROJECTED REVENUE AND TRANSFERS	1,945,231
TOTAL ESTIMATED AVAILABLE RESOURCES	2,336,975
PROPOSED APPROPRIATIONS	1,897,220
ESTIMATED FUND BALANCE JUNE 30, 2009	439,755
ESTIMATED BEGINNING FUND BALANCE JULY 2009	439,755

FUND 510 - REDEVELOPMENT

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	510-000-401100-0000	Homeowner's Exemption	0	0	0
1,614,477.26	1,477,027.76	1,570,001	1,570,001	510-000-401200-0000	Secured Property Taxes	1,666,822	1,666,822	1,666,822
117,354.12	118,611.09	120,000	120,000	510-000-401300-0000	Supplemental Taxes	80,000	80,000	80,000
166,763.44	140,063.56	123,310	123,310	510-000-401400-0000	Unsecured Property Taxes	120,000	120,000	120,000
269,475.44	0.00	0	0	510-000-460700-0000	Loan Principal	0	0	0
0.00	0.00	0	0	510-000-460700-0045	Bud's 2007 Principal	0	0	0
0.00	0.00	0	1,220	510-000-460700-0130	Principal Repay - MacLaughlin	2,909	2,909	2,909
35,723.95	0.00	0	1,447	510-000-460800-0000	Interest Earnings on Loans	0	0	0
0.00	0.00	0	0	510-000-460800-0045	Interest Earnings on Loans	0	0	0
0.00	0.00	0	0	510-000-460950-0000	Grant - HCD	0	0	0
59,650.19	86,604.76	45,000	75,000	510-000-461600-0000	Interest Earned	50,000	50,000	50,000
0.00	0.00	0	0	510-000-461700-0000	Lease Revenue	0	0	0
956.26	0.00	0	500	510-000-469900-0000	Other Revenue	500	500	500
25,000.00	25,000.00	25,000	25,000	510-000-491300-0000	From Sewer Rehab Cap Proj	25,000	25,000	25,000
0.00	0.00	0	0	510-000-493200-0000	From CDBG	0	0	0
0.00	0.00	0	0	510-000-496200-0000	From NFSAD	0	0	0
2,289,400.66	1,847,307.17	1,883,311	1,916,478		Total Revenues	1,945,231	1,945,231	1,945,231
0.00	0.00	0	0	510-510-520100-0000	Admin Costs - Finance	0	0	0
21,513.75	51,256.48	52,794	52,794	510-510-520200-0000	Administrative Costs - Gen'l	52,094	52,094	52,094
97.50	1,072.50	0	300	510-510-520400-0000	Advertising/Legal Notices/Pubs	300	300	300
0.00	0.00	0	0	510-510-520810-0000	Bad Debt Write Off	0	0	0
0.00	18,512.37	0	400	510-510-521200-0000	Business Development	400	400	400
2,721.00	2,500.00	0	5,032	510-510-522000-0000	Community Promotion	0	0	0
1,906.50	-1,865.30	30,000	10,000	510-510-522400-0000	Consultants - Professional	30,000	30,000	30,000
0.00	1,400.00	0	1,400	510-510-522600-0000	Contract Serv - NonProf	0	0	0
4,503.81	2,180.00	0	2,000	510-510-523200-0000	Contract Serv - Audit	2,000	2,000	2,000
0.00	0.00	0	0	510-510-523400-0000	Contract Serv - Temp	0	0	0
141,162.70	24,790.00	28,470	20,346	510-510-523800-0000	County Charges	24,000	24,000	28,470
0.00	0.00	0	0	510-510-524200-0000	Dues and Subscriptions	0	0	500
0.00	0.00	0	0	510-510-526200-0000	Finance Costs	0	0	0
0.00	0.00	0	0	510-510-526400-0000	Financial Advisor	0	0	0
48,640.73	34,705.69	25,000	42,000	510-510-529600-0000	Legal Fees	25,000	25,000	25,000
133.15	0.00	0	0	510-510-530200-0000	Meetings/Seminars	0	0	3,000
0.00	1,461.84	0	25	510-510-531600-0000	Office Supplies	0	0	0
464,194.59	533,001.27	651,696	651,696	510-510-531800-0000	Pass-Through Agreements	651,696	651,696	651,696
0.00	0.00	0	0	510-510-532800-0000	Postage	0	0	0
0.00	0.00	0	0	510-510-533000-0000	Program Administration	0	0	0
6,446.92	1,480.99	0	2,400	510-510-535600-0000	Special Supplies	0	0	0
0.00	0.00	0	0	510-510-535650-0000	Subsidies/Community Groups	0	0	0
0.00	0.00	0	0	510-510-535750-0000	Training	0	0	0
240.01	497.91	0	350	510-510-536000-0000	Utilities	0	0	0
11,955.36	22,327.00	0	0	510-510-560150-0000	Construction	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	6,628.16	0	0	510-510-560450-0000	Furniture & Fixtures	0	0	0
103,529.00	224,736.00	244,820	244,820	510-510-590100-0000	To General Fund	244,820	244,820	328,100
0.00	0.00	0	0	510-510-591300-0000	To Sewer Cap Proj	0	0	0
0.00	0.00	0	0	510-510-591800-0000	To Fire Capital Projects	0	0	0
0.00	3,000.00	0	0	510-510-592000-0000	To Admin Facilities Cap	0	0	0
50,000.00	155,000.00	0	0	510-510-592100-0000	To Public Works Cap Proj	0	0	0
0.00	225,000.00	70,000	70,000	510-510-592200-0000	To Storm Drain Cap Proj	0	0	0
322,530.00	355,000.00	133,000	133,000	510-510-592300-0000	To Transportation Cap Proj	0	0	0
287,000.00	0.00	0	0	510-510-592400-0000	To Transit Cap Projects	0	0	0
0.00	0.00	0	0	510-510-592500-0000	To Recreation Cap Proj	0	0	0
381,528.57	0.00	0	0	510-510-592700-0000	To Redevelopment Housing	0	0	0
0.00	0.00	0	0	510-510-597600-0000	Transfer to CDBG	0	0	0
1,848,103.59	1,662,684.91	1,235,780	1,236,563		Subtotal Expenses and Transfers	1,030,310	1,030,310	1,121,560
2,240.22	2,427.40	2,500	2,274	510-520-527000-0000	Fiscal Agent Expense	2,500	2,500	2,500
219,700.02	213,679.92	207,380	207,380	510-520-550300-0000	Bond Interest	213,160	213,160	213,160
105,000.00	110,000.00	115,000	115,000	510-520-550400-0000	Bond Redemption	115,000	115,000	115,000
326,940.24	326,107.32	324,880	324,654		Subtotal Expenses and Transfers	330,660	330,660	330,660
0.00	0.00	20,000	0	510-540-521303-0000	Comm'l Bldg Rehab	0	0	0
35,000.00	25,000.00	25,000	25,000	510-540-521305-0000	DDBA Grant	25,000	25,000	0
0.00	0.00	10,000	40	510-540-521310-0000	Facade Improvements	10,000	10,000	10,000
4,076.56	2,325.00	0	0	510-540-521312-0000	Historical Site Markers	0	0	0
11,037.80	4,600.00	0	0	510-540-521315-0000	Business Incentives - Proj Ast	0	0	0
0.00	0.00	0	0	510-540-522400-0000	Consultants - Professional	0	0	0
0.00	0.00	16,600	16,600	510-540-523120-0000	Farmers' Market	16,600	16,600	20,000
17,150.66	29,042.95	30,000	24,968	510-540-523900-0000	RDA Improvements/Promotions	30,000	30,000	30,000
0.00	0.00	0	0	510-540-523950-0000	Streetlight Relamp	0	0	0
0.00	0.00	0	0	510-540-531300-0000	Neighborhood Revitalization	10,000	10,000	10,000
2,500.00	0.00	2,500	0	510-540-531350-0000	Sidewalk Program	100,000	50,000	50,000
0.00	0.00	0	0	510-540-535600-0000	Special Supplies	0	0	0
0.00	0.00	0	0	510-540-560900-0000	Site Preparation	0	0	0
0.00	0.00	0	0	510-540-560150-0000	Construction (Old Dixon Square-Pardi)	325,000	325,000	325,000
0.00	0.00	0	0	510-540-560250-0000	Design Hwy 113 Reconst	0	0	0
0.00	0.00	0	0	510-540-560550-0000	Land Acquisition	0	0	0
69,765.02	60,967.95	104,100	66,608		Subtotal Expenses and Transfers	516,600	466,600	445,000
0.00	5,818.15	0	0	510-580-520200-0000	Admin Costs - General	0	0	0
0.00	0.00	0	400	510-580-522500-0000	Escrow Costs	0	0	0
0.00	140,000.00	0	30,000	510-580-529800-0000	Loans	0	0	0
0.00	0.00	900,000	800,000	510-580-550800-8100	Loan - Old Firehouse Rehab	0	0	0
0.00	0.00	0	100,000	510-580-550900-8100	Grant - Old Firehouse Rehab	0	0	0
0.00	145,818.15	900,000	930,400		Subtotal Expenses and Transfers	0	0	0
2,289,400.66	1,847,307.17	1,883,311.00	1,916,478.00		Fund Revenues Total	1,945,231.00	1,945,231.00	1,945,231.00
2,244,808.85	2,195,578.33	2,564,760.00	2,558,225.00		Fund Expenses Total	1,877,570.00	1,827,570.00	1,897,220.00

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REDEVELOPMENT AGENCY
HOUSING PROGRAM NARRATIVE
FY 2008 – 2009 BUDGET

- | | | | |
|-----------|--|-----------|----------------|
| 1. | CITY ADMINISTRATION | \$ | 167,455 |
| | <p>City staff time devoted to working on general administration or specific projects under the low and moderate income housing fund is charged to this line and set aside a share of general City Administrative expenses.</p> | | |
| 2. | COUNTY PROPERTY TAX ADMINISTRATIVE FEE | \$ | 6,000 |
| | <p>This money is budgeted for the housing set aside portion of the Property Tax Administrative Fee.</p> | | |
| 3. | PROFESSIONAL CONSULTANT SERVICES | \$ | 100,000 |
| | <p>Miscellaneous consultant’s services will be charged to this line item. Such services may include loan processing, loan servicing, appraisers, engineers, environmental consultants, planners, etc. Approximately \$30,000 will be utilized to start work on an update of the Housing Element.</p> | | |
| 4. | AUDIT SERVICES | \$ | 2,000 |
| | <p>This item covers the direct cost of the annual audit for the Low and Moderate Income Housing fund.</p> | | |
| 5. | LEGAL SERVICES (\$25,000 in General Budget) | \$ | 20,000 |
| | <p>This item covers the cost of any legal services needed for administration or management of the Low and Moderate Income Housing fund, e.g., preparation and review of loan documents or regulatory agreements for affordable housing projects.</p> | | |
| 6. | “SAFE AT HOME” GRANT PROGRAM | \$ | 25,000 |
| | <p>These funds, administered by staff through community Agency referrals, would be used for small grants to low income, owner/occupant households which are in desperate need of modest home repairs to permit them to remain in their homes, e.g. heating system repair, sewer problems, immediate safety hazards, etc.</p> | | |

7. SHELTER VOUCHERS \$ **25,000**

This Program will, in coordination with Dixon Family Services and local churches, provide shelter vouchers/reimbursement for short term emergency housing in local motels.

8. FIRST TIME HOMEBUYER PROGRAM \$ **750,000**

These funds should fund 10-12 units to first time buyer households of moderate income.

9. HOUSING REHABILITATION (OWNER OCCUPIED PROGRAM) \$ **200,000**

Resources are recommended in conjunction with continuance of the Agency's Owner Occupied Rehabilitation Program.

10. OPPORTUNITY PROJECTS/NEW PROGRAMS \$ **1,000,000**

Resources are budgeted in anticipation of possible property acquisition or other opportunities to assist with acquisition or development of affordable housing. Any specific use would require consultation and approval by the Agency Board and possibly a budget amendment prior to any action. The Agency has been contacted by housing developers interested in acquisition and rehabilitation of affordable, rent restricted units.

Potential identified projects include:

Mixed Use Project located at 165 East A Street (\$250,000)
Affordability Covenant Preservation, Rental Housing (\$500,000)
Transitional Housing (\$100,000)

TOTAL \$ **2,295,455**

**CITY OF DIXON
FUND 520 REDEVELOPMENT HOUSING SET-ASIDE FUND
BUDGET OVERVIEW**

SUMMARY OF FY2007-08 ESTIMATED RESOURCES AND EXPENDITURES

ESTIMATED AVAILABLE RESOURCES

ESTIMATED BEGINNING FUND BALANCE JULY 2007	2,266,376
PROJECTED FY2007-08	
Estimated Revenues June 30, 2008	528,328
Transfers IN	-
ESTIMATED REVENUE & TRANSFERS JUNE 30, 2008	528,328
Estimated Expenditures June 30, 2008	673,000
ESTIMATED FUND BALANCE JUNE 30, 2008	2,121,704

SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2008	2,121,704
PROPOSED FY2008-09	
PROJECTED REVENUE	
PROPERTY TAX INCREMENT - 20% SET ASIDE	466,705
INTEREST EARNINGS	75,000
OTHER	65,000
PROJECTED REVENUE AND TRANSFERS	606,705
TOTAL ESTIMATED AVAILABLE RESOURCES	2,728,409
PROPOSED APPROPRIATIONS	<u>2,295,455</u>
ESTIMATED FUND BALANCE JUNE 30, 2009	432,954
ESTIMATED BEGINNING FUND BALANCE JULY 2009	432,954

FUND 520 - REDEVELOPMENT SET ASIDE

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	520-000-401200-0000	Secured Property Taxes	0	0	0
0.00	0.00	0	0	520-000-401300-0000	Supplemental Taxes	0	0	0
0.00	0.00	0	0	520-000-401400-0000	Unsecured Property Taxes	0	0	0
0.00	433,925.61	453,328	453,328	520-000-401600-0000	20% Tax Increment Set Aside	466,705	466,705	466,705
198,494.61	103,641.30	0	0	520-000-460705-0000	Loan Proceeds -- HOME Program	65,000	65,000	65,000
0.00	3,820.27	104,000	0	520-000-460800-0000	Interest Earnings on Loans	0	0	0
0.00	0.00	0	0	520-000-460950-0000	Grant - HCD	0	0	0
88,959.58	96,913.57	75,000	75,000	520-000-461600-0000	Interest Earned	75,000	75,000	75,000
0.00	0.00	0	0	520-000-461800-0000	Miscellaneous Income	0	0	0
381,528.57	0.00	0	0	520-000-492600-0000	Transfer from Redevelopment	0	0	0
668,982.76	638,300.75	632,328	528,328		Total Revenues	606,705	606,705	606,705
0.00	0.00	0	0	520-510-520100-0000	Admin Costs - Finance	20,000	20,000	20,000
22,454.06	16,263.59	25,000	25,000	520-510-520200-0000	Admin Costs - Gen'l	147,455	147,455	147,455
0.00	0.00	0	0	520-510-520400-0000	Advertising/Legal Notices/Pubs	0	0	0
0.00	0.00	0	0	520-510-521200-0000	Business Development	0	0	0
0.00	16,882.50	50,000	50,000	520-510-522400-0000	Consultants - Professional	100,000	100,000	100,000
0.00	12,961.25	0	0	520-510-522600-0000	Contract Serv - NonProf	0	0	0
1,912.86	328.75	2,500	1,350	520-510-523200-0000	Contract Serv - Audit	2,000	2,000	2,000
0.00	0.00	0	500	520-510-523400-0000	Contract Serv - Temp	0	0	0
0.00	0.00	0	0	520-510-523800-0000	County Charges	6,000	6,000	6,000
0.00	0.00	0	0	520-510-526200-0000	Finance Costs	0	0	0
0.00	0.00	0	0	520-510-526400-0000	Financial Advisor	0	0	0
2,226.80	2,052.00	10,000	15,000	520-510-529600-0000	Legal Fees	20,000	20,000	20,000
0.00	0.00	0	0	520-510-529600-2520	Legal Fees/St. Anton	0	0	0
0.00	0.00	0	0	520-510-530200-0000	Meetings/Seminars	0	0	0
0.00	63.51	0	0	520-510-535600-0000	Special Supplies	0	0	0
0.00	0.00	0	3,650	520-510-535650-0000	Subsidies/Community Groups	0	0	0
0.00	0.00	0	0	520-510-550300-0000	Interest	0	0	0
0.00	0.00	0	0	520-510-560940-0000	Studies	0	0	0
0.00	0.00	0	0	520-510-590100-0000	To General Fund	0	0	0
0.00	0.00	0	35,000	520-510-597700-0000	Transfer to Home Loans	0	0	0
26,593.72	48,551.60	87,500	130,500		Subtotal Expenses and Transfers	295,455	295,455	295,455

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	520-520-550300-0000	Bond Interest	0	0	0
0.00	0.00	0	0	520-520-550400-0000	Bond Redemption	0	0	0
0.00	0.00	0	0		Subtotal Expenses and Transfers	0	0	0
0.00	0.00	0	0	520-530-527100-0000	Senior Hshlds Rental Assist	0	0	0
3,687.31	0.00	50,000	0	520-530-527110-0000	Grants - Safe at Home	25,000	25,000	25,000
6,776.05	6,746.54	50,000	25,000	520-530-527120-0000	Grants - Emer Shelter Vouchers	25,000	25,000	25,000
0.00	0.00	0	0	520-530-527500-0000	Incentives	0	0	0
0.00	0.00	1,422,000	250,000	520-530-531700-0000	Opportunity Projects/New Programs	1,000,000	1,000,000	1,000,000
0.00	0.00	30,000	0	520-530-592800-0000	Loans - Revolving Pool	0	0	0
10,463.36	6,746.54	1,552,000	275,000		Subtotal Expenses and Transfers	1,050,000	1,050,000	1,050,000
19,872.07	0.00	0	0	520-540-520200-0000	Administrative Costs - Gen'l	0	0	0
0.00	19,256.56	0	2,500	520-540-522600-0000	Contract Svcs - Non Prof	0	0	0
0.00	95,000.00	0	0	520-540-529800-0000	Loans HOME - Reuse	0	0	0
0.00	0.00	0	0	520-540-529900-0000	Match Requirements	0	0	0
0.00	0.00	0	0	520-540-550200-0000	Bonding Set-Aside	0	0	0
19,872.07	114,256.56	0	2,500		Subtotal Expenses and Transfers	0	0	0
70.41	0.00	0	0	520-550-520200-0000	Administrative Costs - Gen'l	0	0	0
435.00	0.00	0	0	520-550-529600-0000	Legal Fees	0	0	0
390,000.00	85,000.00	0	0	520-550-529800-0000	Loans - HOME 1st Time Buyer	0	0	0
0.00	0.00	0	0	520-550-529810-0000	Loans - HOME Owner Rehab	0	0	0
0.00	0.00	0	0	520-550-529900-0000	Match Requirement	0	0	0
390,505.41	85,000.00	0	0		Subtotal Expenses and Transfers	0	0	0
0.00	0.00	0	0	520-560-529820-0000	HOME Investor/Owner Prog	0	0	0
0.00	0.00	0	0	520-560-529900-0000	Match Requirement	0	0	0
0.00	0.00	0	0		Subtotal Expenses and Transfers	0	0	0
23,710.50	-6,019.00	500,000	145,000	520-570-529800-0000	RDA HOME FTHB	750,000	750,000	750,000
7,041.23	0.00	200,000	120,000	520-570-529810-0000	Owner Rehab Loan Prog	200,000	200,000	200,000
30,751.73	-6,019.00	700,000	265,000		Subtotal Expenses and Transfers	950,000	950,000	950,000
668,982.76	638,300.75	632,328	528,328		Fund Revenues Total	606,705	606,705	606,705
478,186.29	248,535.70	2,339,500	673,000		Fund Expenses Total	2,295,455	2,295,455	2,295,455

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Sewer

The City's wastewater system serves more than 5,200 residential, industrial, and commercial customers. The City operates a Sewer Enterprise Fund. For budgetary and legal compliance purposes, the Sewer Enterprise Fund is broken into three funds.

- **Fund 305 Operations and Maintenance**

Operations and Maintenance are funded by the ratepayers. This fund is managed jointly by the Finance and Engineering departments. Finance is responsible for the accounting and utility billing (revenue collections). Engineering is responsible for the operations of the Sewer Plant and the master planning of wastewater treatment and disposal infrastructure.

- **Fund 310 Sewer Capital Improvements**

The Sewer Capital Improvements is funded by Development Impact Fee and is used to account impact fee funded capital projects which by law must be accounted for in a separate fund. This fund is managed by the Engineering Department. Due to the lack of development activity no new projects are proposed for the upcoming fiscal year.

- **Fund 315 Rehabilitation Capital**

The Rehabilitation Capital fund is funded by a transfer from the Operating fund and is used to account for ratepayer funded capital projects. This fund is managed by the Engineering Department. Although more than \$1.2 million in projects are proposed for FY 2008-09, funding is available for only \$.8 million worth of projects. A rate increase is being studied to fund the additional projects.

**CITY OF DIXON
FUND 305 SEWER O&M
BUDGET OVERVIEW**

SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES

ESTIMATED AVAILABLE RESOURCES

BEGINNING FUND BALANCE JULY 2007 ACTUAL	916,544
PROJECTED FY2007-08	
Estimated Revenues June 30, 2008	1,683,272
Estimated Expenditures June 30, 2008	2,018,877
ESTIMATED FUND BALANCE JUNE 30, 2008	580,939

SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2008	580,939
PROPOSED FY2008-09	
ESTIMATED REVENUE	
REVENUES	1,629,397
INTEREST EARNINGS	25,000
ESTIMATED REVENUE AND TRANSFERS	1,654,397
TOTAL ESTIMATED AVAILABLE RESOURCES	2,235,336
PROPOSED APPROPRIATIONS	
SALARIES & BENEFITS	595,099
SERVICES & SUPPLIES	768,176
NEW PROGRAMS	-
CAPITAL OUTLAY	252,500
TRANSFERS OUT to General Fund	-
TRANSFERS OUT TO SEWER IMPROVEMENTS	-
TRANSFERS OUT TO SEWER REHAB ^(See Note 1)	243,303
TRANSFERS OUT TO DEBT ^(See Note 2)	25,000
TOTAL PROPOSED APPROPRIATIONS	1,884,078
ESTIMATED FUND BALANCE JUNE 30, 2008	351,258
ESTIMATED BEGINNING FUND BALANCE JULY 2009	351,258

NOTE: Transfers to Sewer Rehab Fund 315 as long as operating reserve is 50% of O&M Expenditures. Funds in excess of the 50% are to be transferred to Fund 315 for rehab projects

Note 1) 50% of Operating Expenses =	681,638	916,544	234,907
Operating Expense Accts: 51XXXX-53XXXX			8396
			243,303
Debt Transfers to:			
Note 2) RDA Reimbursement			25,000

FUND 305 - SEWER OPERATIONS AND MAINTENANCE

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
-	-	7,924	7,924	305-000-420300-0000	Administration - Finance	7,924	7,924	7,924
73,049.00	87,636.31	89,389	89,389	305-000-435100-0000	Sewer Fees - Apartments	89,389	89,389	89,389
8,028.60	28,141.35	28,704	28,704	305-000-435200-0000	Sewer Fees - Churches/Convales	28,704	28,704	28,704
240,975.34	330,180.46	346,254	346,254	305-000-435300-0000	Sewer Fees - Comm'l/Industrial	346,254	346,254	346,254
13,885.20	18,663.37	19,037	19,037	305-000-435400-0000	Sewer Fees - Motels	19,037	19,037	19,037
48,682.05	59,086.99	60,269	60,269	305-000-435500-0000	Sewer Fees - Multi-Family	60,269	60,269	60,269
908,718.36	1,019,431.66	1,039,820	1,039,820	305-000-435600-0000	Sewer Fees - Res SFD	1,039,820	1,039,820	1,039,820
19,056.48	21,623.32	20,000	20,000	305-000-435700-0000	Sewer Fees - Schools/Fairgrnd	20,000	20,000	20,000
8,959.70	35,417.47	25,000	25,000	305-000-461600-0000	Interest Earned	25,000	25,000	25,000
3,150.28	906.61	3,000	3,000	305-000-461800-0000	Miscellaneous Income	3,000	3,000	3,000
29,419.01	35,409.13	15,000	15,000	305-000-462200-0000	Penalties & Interest	15,000	15,000	15,000
1,604.73	-	0	0	305-000-462600-0000	Sale of Property	0	0	0
-	28,875.00	0	0	305-000-491600-0000	From Sewer Rehab	0	0	0
-	-	0	0	305-000-496200-0000	From NFSAD	0	0	0
-	-	28,875	28,875	305-000-497300-0000	From Equipment Replacement	0	0	0
1,355,528.75	1,665,371.67	1,683,272	1,683,272		Subtotal Revenues	1,654,397	1,654,397	1,654,397
261,810.84	312,108.01	342,056	342,056	305-300-511000-0000	Salaries/Wages	371,740	371,740	371,740
9,345.58	32,161.04	0	0	305-300-511100-0000	Salaries/Wages PT	0	0	0
33,664.25	25,006.59	28,335	28,335	305-300-511200-0000	Overtime	28,335	28,335	28,335
16,105.00	15,655.00	20,000	20,000	305-300-511300-0000	Standby	20,800	20,800	20,800
409.41	188.22	0	0	305-300-511900-0000	Termination Pay	0	0	0
3,616.59	6,356.89	4,692	4,692	305-300-512100-0000	Medicare	6,695	6,695	6,695
37,075.35	48,071.29	54,123	54,123	305-300-512200-0000	Retirement	56,791	56,791	56,791
2,423.19	2,652.46	3,085	3,085	305-300-512300-0000	Disability Insurance	3,504	3,504	3,504
58,379.16	69,423.80	83,694	83,694	305-300-512400-0000	Health Insurance	90,442	90,442	90,442
-	-	0	0	305-300-512500-0000	Unemployment Insurance	0	0	0
-	-	0	0	305-300-512600-0000	Worker's Comp Insurance	16,792	16,792	16,792
422,829.37	511,623.30	535,985	535,985		Subtotal Salaries & Benefits	595,099	595,099	595,099

FUND 305 - SEWER OPERATIONS AND MAINTENANCE

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
293,893.00	302,710.00	320,354	320,354	305-300-520100-0000	Administrative Costs - Finance	320,354	320,354	320,354
17,137.40	15,386.70	35,000	35,000	305-300-520300-0000	Administrative Costs - PW	35,000	35,000	35,000
2,125.42	196.00	300	300	305-300-520400-0000	Advertising/Publications	300	300	300
-	270.46	0	0	305-300-520810-0000	Bad Debt/Write Off	0	0	0
-	-	0	0	305-300-520850-0000	Bad Debt/Write-off	0	0	0
588.47	1,641.91	5,000	5,000	305-300-521000-0000	Site Maintenance	4,000	4,000	4,000
7,645.04	10,942.81	13,000	13,000	305-300-521400-0000	Chemicals	13,000	13,000	13,000
5,568.08	7,346.61	8,700	8,700	305-300-521800-0000	Communications	6,000	6,000	6,000
73,121.38	14,033.02	55,050	55,050	305-300-522400-0000	Consultants - Professional	60,000	60,000	60,000
26,984.19	27,595.22	31,000	31,000	305-300-522600-0000	Contract Serv/Non Professional	45,000	45,000	45,000
-	-	0	0	305-300-523400-0000	Contract Servs - Temp	0	0	0
69.00	686.00	755	755	305-300-524000-0000	DMV Physicals & Exams	755	755	755
1,124.13	611.00	1,600	1,600	305-300-524200-0000	Dues/Subscriptions	1,600	1,600	1,600
1,400.36	4,346.71	11,000	11,000	305-300-525800-0000	Equip Rental	3,500	3,500	3,500
23,288.00	45,012.34	31,000	31,000	305-300-526000-0000	Equip Repairs/Maint	30,000	30,000	30,000
13,904.54	17,855.79	13,000	13,000	305-300-529600-0000	Legal Expense	25,000	25,000	25,000
22,530.80	43,416.90	65,000	65,000	305-300-530100-0000	Maintenance - Sewer Line	65,000	65,000	65,000
165.53	46.95	0	0	305-300-530200-0000	Meetings/Seminars	0	0	0
161.52	182.50	130	130	305-300-531000-0000	Mileage Reimbursement	100	100	100
1,352.00	-	370	370	305-300-531400-0000	Office Equip Maint	370	370	370
30,302.27	34,598.55	24,500	24,500	305-300-531600-0000	Office Expense	27,000	27,000	27,000
-	2,304.91	2,490	2,490	305-300-531650-0000	Office/Software Maintenance	2,490	2,490	2,490
8,548.50	8,828.00	9,607	9,607	305-300-531900-0000	Permits/Licenses/Fees	9,607	9,607	9,607
-	-	0	0	305-300-534500-0000	Fees -- Administration	0	0	0
1,639.36	3,035.22	2,300	2,300	305-300-535500-0000	Small Tools	2,300	2,300	2,300
29,199.00	33,868.38	49,454	49,454	305-300-535600-0000	Special Supplies	30,000	30,000	30,000
6,347.56	2,140.01	5,000	5,000	305-300-535750-0000	Training	5,000	5,000	5,000
2,870.47	3,106.32	3,000	3,000	305-300-535900-0000	Uniforms	3,300	3,300	3,300
73,260.63	67,367.23	65,000	65,000	305-300-536000-0000	Utilities	45,000	45,000	45,000
16,965.27	23,816.21	26,000	26,000	305-300-537500-0000	Vehicle Fuel	24,000	24,000	24,000
8,142.17	9,273.50	8,900	8,900	305-300-538000-0000	Vehicle Maintenance	9,500	9,500	9,500
668,334.09	680,619.25	787,510	787,510		Subtotal Operations & Maintenance	768,176	768,176	768,176

FUND 305 - SEWER OPERATIONS AND MAINTENANCE

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
37,072.15	43,161.27	0	0	305-300-550700-0000	Depreciation	0	0	0
-	-	0	0	305-300-550720-0000	Disposition of Assets	0	0	0
-	-	220,000	220,000	305-300-565245-0000	Fines and Forfeitures	0	0	0
-	-	96,507	96,507	305-300-560400-0000	Capital Outlay	252,500	252,500	252,500
-	-	0	0	305-300-560450-0000	Furniture & Fixtures	0	0	0
1,313.00	1,313.00	0	0	305-300-590100-0000	To General Fund	0	0	0
-	-	0	0	305-300-591200-0000	To Sewer Improvements	0	0	0
-	-	325,000	325,000	305-300-591300-0000	To Sewer Rehab Projs	243,303	243,303	243,303
64,950.00	64,950.00	0	0	305-300-591600-0000	To Sewer Rehab Proj	0	0	0
-	-	0	0	305-300-592300-0000	To Transportation Cap Proj	0	0	0
-	-	25,000	25,000	305-300-592600-0000	Transfer to RDA	25,000	25,000	25,000
42,050.00	-	28,875	28,875	305-300-597300-0000	Transfer to Equip Replacement	0	0	0
145,385.15	109,424.27	695,382	695,382		Subtotal Non-operating expenses	520,803	520,803	520,803
1,355,528.75	1,665,371.67	1,683,272	1,683,272		Fund Total Revenues	1,654,397	1,654,397	1,654,397
1,236,548.61	1,301,666.82	2,018,877	2,018,877		Fund Total Expenses	1,884,078	1,884,078	1,884,078

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department Name: SEWER O & M
Division Name: _____

Fund #: 305

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
520100	317,846	320,354	320,354	Administration under the Cost Allocation Plan
520300	10,609	35,000	35,000	Engineering Administration
520400	300	300	300	Bid Advertisement for Sewer equipment & projects
521000	5,000	4,000	4,000	Building mtc. & cleaning supplies (\$1,020); mats for building (\$40/mo.\$480); fence repairs \$2,500
521400	13,000	13,000	13,000	Chemicals for weed abatement at WWTP, \$11,500; rodent control \$1,500
521800	6,600	6,000	6,000	\$3,900 - telephone,1 cell phone (for alarm system), 7 Nextel Radios, \$2,100;
522400	55,050	60,000	60,000	Eco:Logic Consultants-meet RWQCB requirements, pretreatment & discharge permit regs, groundwater degradation & salinity issues, \$30,000; annual/quarterly reports, \$12,000; update user rates \$18,000
522600	31,000	45,000	45,000	Lab testing & meter calibration
524000	755	755	755	Class B DMV license expenses, exam fees, physical (5 @ \$151)
524200	1,600	1,600	1,600	Dues re: pesticide certification (5 @ \$200=\$1,000); PAPA dues \$160;CWEA dues \$440
525800	11,000	3,500	3,500	Emergency equipment rental, \$1,000; Boom truck for servicing of aerators, \$1,000;copier rental \$1,500
526000	31,000	30,000	30,000	\$27,000-parts & labor to repair equip, including tractor; \$3,000-electrical repairs
529600	13,000	25,000	25,000	City Attorney support re: wastewater issues
530100	65,000	65,000	65,000	Sewer line maint - Maximum authorized on 3 year on-call contract for root control, video survey, and sewer repairs \$65,000
531000	130	100	100	Reimburse Finance employees for personal use of vehicles
531400	0	370	370	Billing Software maintenance, add'l programming
531600	24,500	27,000	27,000	Office supplies for WWTP personnel \$2,000; Billing forms, postage, envelopes - \$20,000; Lockbox \$5,000
531650	2,490	2,490	2,490	Springbrook maintenance, programming
531900	9,607	9,607	9,607	\$6,235-Regional Water Board permit;\$1,500-YSAQMD permit for 2 generators & pump; \$1,000 for water, CRWQCB discharge reg. fee (SSMP-new program) \$872
535500	2,300	2,300	2,300	Misc. small tools needed for repairs & maint. activities

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department Name: SEWER O & M
Division Name: _____

Fund #: _____ 305

Account Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
535600	30,000	30,000	30,000	Maint. supplies-rip rap & road rock; new test equipment to meet increased RWQCB requirements; bottled water (no potable water @ plant); billing computer system supplies; traffic cones, safety gear -- goggles, gloves, signs, light bars for trucks
535750	2,500	5,000	5,000	Pesticide, CWEA, safety training (\$2,000); Finance training (utility billing, network, software \$500)
535900	3,000	3,300	3,300	Uniforms, jackets, boots, & coveralls for 6 employees (\$500/ea.)
536000	65,000	45,000	45,000	Electricity: (1) lift stations; (2)WWTP; (3) 4 Aerators
537500	26,000	24,000	24,000	Fuel for vehicles and equipment \$21,500; diesel fuel tank cleaning \$4,500
538000	8,900	9,500	9,500	Parts & labor to repair vehicles
560400	0	252,500	252,500	See Form SS-2
590100	1,313	0	0	GIS Grant Match
591300	0	243,303	243,303	
592300	0	25,000	25,000	Transfer to RDA
592300	0	0	0	
597300	69,507	0	0	Equipment replacement
TOTAL	807,007	1,288,979	1,288,979	

CITY OF DIXON
 PAYROLL SUMMARY
 FY: 2008-09

FUND: 305
 DEPT: SEWER O&M

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:											
Wastewater Operator I	46,094.40	-	46,094.40	1.00	46,094.40	7,046.45	13,542.00	864.73	447.12	2,281.58	70,276.28
Maintenance Worker III	53,400.00	-	53,400.00	1.00	53,400.00	8,163.26	13,542.00	970.66	517.98	2,643.19	79,237.09
Wastewater Operator I	55,188.00	4,415.04	59,603.04	1.00	59,603.04	9,111.52	13,542.00	1,060.60	535.32	2,731.70	86,584.18
Wastewater Operator I	55,188.00	-	55,188.00	1.00	55,188.00	8,436.59	13,542.00	996.59	535.32	2,731.70	81,430.19
Wastewater Operator II	60,228.00	1,204.56	61,432.56	1.00	61,432.56	9,391.20	13,542.00	1,087.13	584.21	2,981.17	89,018.26
Sr WW Systems Opertor	65,976.00	4,618.32	70,594.32	1.00	70,594.32	10,791.75	13,542.00	1,219.98	639.97	3,265.68	100,053.70
Administrative Clerk I	32,868.00	-	32,868.00	0.50	16,434.00	2,512.27	6,771.00	336.47	159.41	102.61	26,315.76
Management Aide	53,026.73	-	53,026.73	0.17	8,749.41	1,337.52	2,234.43	159.27	84.87	54.63	12,620.13
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
0	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	421,969.13	10,237.92	432,207.05	6.67	371,495.73	56,790.55	90,257.43	6,695.42	3,504.20	16,792.26	545,535.59
Temporary Personnel											
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-
Subtotal:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	421,969.13	10,237.92	432,207.05	6.67	371,495.73	56,790.55	90,257.43	6,695.42	3,504.20	16,792.26	545,535.59
Other special pays:											
PERS Health Administration							185.00				185.00
Retirement Health Benefit											-
OVERTIME			28,335.00								28,335.00
FLSA (Y-time)			-								-
Stand-by pay			20,800.00								20,800.00
Comp Time Cash Out			-								-
Admin Leave Cash Out			244.07		244.07						244.07
Night Differential			-								-
Subtotal:			49,379.07		244.07		185.00				49,564.07
GRAND TOTAL:	421,969.13	10,237.92	481,586.12		371,739.80	56,790.55	90,442.43	6,695.42	3,504.20	16,792.26	595,099.66

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department Name: SEWER O & M
Division Name: _____

Fund # 305

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Wastewater Systems Operator I	3	3
Wastewater Systems Operator II	1	1
Senior Wastewater Systems Operator	1	1
Maintenance Worker III	1	1
Administrative Clerk I ¹	0.50	0.50
Management Aide ²	<u>0.17</u>	<u>0.17</u>
TOTAL	6.67	6.67

¹Budgeted .50 in Finance (General Fund) and .50 in Sewer Fund

²Budgeted .335 in Finance (General Fund), and .165 in Sewer Fund 305, .335 in DSMWS Fund 320, and .165 in RDA Fund 510

**CITY OF DIXON
FUND 310 SEWER CAPITAL IMPROVEMENTS
BUDGET OVERVIEW**

SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES

ESTIMATED AVAILABLE RESOURCES

BEGINNING FUND BALANCE JULY 2007	2,145,660
PROJECTED FY2007-08	
Estimated Revenues June 30, 2008	485,000
ESTIMATED REVENUE & TRANSFERS JUNE 30, 2008	485,000
Estimated Expenditures June 30, 2008	952,372
ESTIMATED FUND BALANCE JUNE 30, 2008	1,678,288

SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2008	1,678,288
PROPOSED FY2008-09	
ESTIMATED REVENUE	
REVENUES	-
INTEREST EARNINGS	60,000
ESTIMATED REVENUE AND TRANSFERS	60,000
TOTAL ESTIMATED AVAILABLE RESOURCES	1,738,288
PROPOSED APPROPRIATIONS	<u>1,093,342</u>
ESTIMATED FUND BALANCE JUNE 30, 2009	644,946
ESTIMATED BEGINNING FUND BALANCE JULY 2009	644,946

FUND 310 - SEWER CAPITAL IMPROVEMENTS

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	310-000-424000-0000	Developer Fees	0	0	0
591,508.89	357,845.00	405,000	410,000	310-000-425600-0000	Development Fees - Sewer	0	0	0
0.00	0.00	0	0	310-000-425600-2507	Sewer/Pheasant Run 7	0	0	0
228,923.39	0.00	0	0	310-000-425600-2512	Sewer/Valley Glen	0	0	0
0.00	0.00	0	0	310-000-429400-0000	Mitigation Fees	0	0	0
1,725,912.00	125,381.71	0	0	310-000-425500-0000	Capital Contribution	0	0	0
0.00	0.00	0	0	310-000-460300-0000	Bond Proceeds	0	0	0
0.00	0.00	0	0	310-000-460950-0000	Grants - HUD	0	0	0
69,217.73	113,827.94	105,000	75,000	310-000-461600-0000	Interest Earned	60,000	60,000	60,000
0.00	64,950.00	0	0	310-000-491100-0000	Transfer from Sewer O & M	0	0	0
1,565,282.00	143,189.09	0	0	310-105-461500-0000	Settlements	0	0	0
4,180,844.01	805,193.74	510,000	485,000		Subtotal Revenues	60,000	60,000	60,000
1,092,864.86	1,351,799.84	0	0	310-100-550700-0000	Depreciation	0	0	0
460.50	0.00	0	0	310-101-529600-0000	Legal Fees	0	0	0
196,845.00	196,180.00	198,000	198,000	310-101-590900-0000	To DPFA - Sewer Bonds	195,342	195,342	195,342
0.00	0.00	500,000	500,000	310-105-550750-0000	Interfund Interest	500,000	500,000	500,000
0.00	0.00	80,000	0	310-105-560150-0000	Construction	0	0	0
0.00	0.00	8,707	11,744	310-106-522400-0000	Consultants	0	0	0
0.00	0.00	43,207	32,500	310-106-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	708	310-106-560650-0000	Misc Expenses	0	0	0
0.00	0.00	0	0	310-106-560700-0000	Permitting/Fees	0	0	0
0.00	0.00	0	62,547	310-106-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	310-106-591300-0000	Transfer to Sewer Rehab	0	0	0
0.00	0.00	121,759	146,873	310-108-560250-0000	Design/Plans/Specs	398,000	398,000	398,000
1,290,170.36	1,547,979.84	951,673	952,372		Subtotal Expenses	1,093,342	1,093,342	1,093,342
4,180,844.01	805,193.74	510,000	485,000		Total Revenues	60,000	60,000	60,000
1,290,170.36	1,547,979.84	951,673	952,372		Total Expenses	1,093,342	1,093,342	1,093,342

**CITY OF DIXON
FUND 315 SEWER REHABILITATION CAPITAL
BUDGET OVERVIEW**

ESTIMATED AVAILABLE RESOURCES

BEGINNING FUND BALANCE JULY 2007 ACTUAL	234,897
PROJECTED FY2007- 08	
Estimated Revenues June 30, 2008	34,171
Transfers IN	325,000
ESTIMATED REVENUE & TRANSFERS JUNE 30, 2008	359,171
Estimated Expenditures June 30, 2008	148,875
ESTIMATED FUND BALANCE JUNE 30, 2008	445,193

SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2008	445,193
PROPOSED FY2008-09	
ESTIMATED REVENUE	
INTEREST EARNINGS	25,000
TRANSFERS	243,303
ESTIMATED REVENUE AND TRANSFERS	268,303
TOTAL ESTIMATED AVAILABLE RESOURCES	713,496
PROPOSED APPROPRIATIONS (See note 1)	713,496
ESTIMATED FUND BALANCE JUNE 30, 2009	0
ESTIMATED BEGINNING FUND BALANCE JULY 2009	0

Note 1) Total proposed projects equal \$1,322,000. Funding available for these projects is limited to \$808,496. A rate increase to fund the balance of these projects is currently being studied.

FUND 315 - SEWER REHABILITATION CAPITAL

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	315-000-460300-0000	Bond Proceeds	0	0	0
29,373.30	34,170.84	0	34,171	315-000-461600-0000	Interest Earned	25,000	25,000	25,000
0.00	0.00	0	0	315-000-461700-0000	Lease Revenue	0	0	0
107,000.00	0.00	0	325,000	315-000-491100-0000	Transfer from Sewer O & M	243,303	243,303	243,303
136,373.30	34,170.84	0	359,171		Subtotal Revenues	268,303	268,303	268,303
0	0	0	0	315-100-560400-0000	Capital Outlay ^(see note 1)	659,064	659,064	659,064
0.00	0.00	0	0	315-100-560750-0000	Project Admin - Direct	54,432	54,432	54,432
0.00	0.00	0	0	315-100-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	315-100-560850-0000	Project Management	0	0	0
0.00	28,875.00	0	0	315-100-591100-0000	To Sewer O & M	0	0	0
0.00	0.00	120,000	120,000	315-100-592100-0000	Transfer to PW Cap Proj	0	0	0
0.00	0.00	105,000	0	315-102-560150-0000	Construction	0	0	0
0.00	0.01	28,805	28,875	315-106-560250-0000	Design/Plans/Specs	0	0	0
25,000.00	25,000.00	0	0	315-115-592600-0000	Transfer to RDA	0	0	0
25,000.00	53,875.01	253,805	148,875		Subtotal Expenditures	713,496	713,496	713,496
136,373.30	34,170.84	0	359,171		Total Revenues	268,303	268,303	268,303
25,000.00	53,875.01	253,805	148,875		Total Expenses	713,496	713,496	713,496

Note1) See Schedule A for expenditure detail.

Transit Fund

The Transit Fund 350 is an Enterprise Funds managed by the Recreation and Community Services Department.

The Transit Fund budget provides resources for the operation of the Readi-Ride Transit System. The Readi-Ride system provides curb to curb transit service within the Dixon City limits. The system provided approximately 70,000 rides during fiscal year 2007/08. The system operates Monday-Friday from 7:00 a.m.-6:00 p.m. Readi-Ride currently operates up to five busses during peak demand hours. The City received a Community Based Transportation Grant in 2006 to begin Saturday Service with one bus. This service began March of 2007 and has steadily increased ridership. Grant funding to continue this service is included in the proposed FY 2008-09 budget.

The proposed budget contains funds for 7.8 full-time equivalent staff, vehicle maintenance, administrative expenses, operating supplies and insurance. The Transit operation is funded through the cities allocation of Transit Development Act funds as well as capital funds from Federal Transit Administration (FTA) Section 5311 grants, Lifeline grant funds and State Transit Administration funds. The cities allocation of TDA funds has decreased for the 2008-09 fiscal year. This decrease in funding along with increases in operating costs has resulted in a projected fund balance of just over \$2,000. The City is currently engaged in a transit study that is focused on operating efficiency. The study will make recommendations on service modifications, operating procedures, fares, and funding alternatives. The study will include public input opportunities through stakeholder interviews, onboard and mailed surveys, and workshops. It is anticipated that staff will be recommending a fare increase mid-year as well as potential service reductions in order to maintain a positive fund balance.

**CITY OF DIXON
FUND 350 TRANSIT
BUDGET OVERVIEW**

SUMMARY OF FY2007-08 ESTIMATED RESOURCES AND EXPENDITURES

ESTIMATED AVAILABLE RESOURCES

BEGINNING FUND BALANCE JULY 2007 ACTUAL 27,257

ESTIMATED FY2007-08

ESTIMATED REVENUE	699,860
FARES AND GRANT FUNDS	225
INTEREST EARNINGS	225

ESTIMATED REVENUE AND TRANSFERS 700,085

TOTAL ESTIMATED AVAILABLE RESOURCES 727,342

ESTIMATED EXPENDITURES

SALARIES & BENEFITS	382,394
SERVICES & SUPPLIES	233,063
CAPITAL OUTLAY & TRANSFERS OUT	68,598

TOTAL PROPOSED APPROPRIATIONS 684,055

ESTIMATED FUND BALANCE JUNE 30, 2008 43,287

ESTIMATED BEGINNING FUND BALANCE JULY 2008 43,287

PROPOSED FY2008-09

ESTIMATED REVENUE	689,000
FARES/GRANT FUNDS/TRANSFERS	225
INTEREST EARNINGS	225

ESTIMATED REVENUE AND TRANSFERS 689,225

TOTAL ESTIMATED AVAILABLE RESOURCES 732,512

PROPOSED APPROPRIATIONS

SALARIES & BENEFITS	464,926
SERVICES & SUPPLIES	190,390
CAPITAL OUTLAY & TRANSFERS OUT	75,000

TOTAL PROPOSED APPROPRIATIONS 730,316

ESTIMATED FUND BALANCE JUNE 30, 2009 2,196

Fund 350 - Transit

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	55,000	55,000	350-000-414200-0000	STA	25,000	25,000	25,000
11,655.07	76,262.00	0	0	350-000-414250-0000	STA Funds - Capital Items	0	0	0
475,540.00	537,430.00	506,400	506,400	350-000-414300-0000	TDA	479,000	479,000	479,000
0.00	0.00	0	0	350-000-414400-0000	TDA Capital	15,000	15,000	15,000
69,093.24	81,276.12	85,000	90,000	350-000-436800-0000	Transit - Passenger Fares	110,000	110,000	110,000
0.00	0.00	0	0	350-000-414350-0000	MTC Grants	0	0	0
50,835.38	5,250.00	60,000	48,460	350-000-414600-0000	Transit Grant - FTA Sec 5311	60,000	60,000	60,000
0.00	0.00	0	0	350-000-461500-0000	Insurance Settlement	0	0	0
7,162.77	975.74	1,000	225	350-000-461600-0000	Interest Earned	225	225	225
0.00	0.00	60,000	0	350-000-492400-0000	Transfer from Transit CIP (470)	0	0	0
614,286.46	701,193.86	767,400	700,085		Subtotal Revenues	689,225	689,225	689,225
125,622.94	145,524.33	187,749	186,496	350-300-511000-0000	Salaries/Wages	284,903	284,903	284,903
112,511.56	110,771.77	90,743	64,491	350-300-511100-0000	Salaries/Wages PT	16,349	16,349	16,349
0.00	168.44	0	0	350-300-511200-0000	Overtime	0	0	0
-243.89	2,211.48	0	0	350-300-511900-0000	Termination Pay	0	0	0
0.00	0.00	0	0	350-300-512000-0000	Social Security	0	0	0
4,600.09	4,798.66	4,725	5,285	350-300-512100-0000	Medi-Care	6,890	6,890	6,890
30,498.73	38,751.13	42,312	38,182	350-300-512200-0000	Retirement	43,471	43,471	43,471
2,001.09	2,274.63	2,300	2,497	350-300-512300-0000	Disability Insurance	2,525	2,525	2,525
77,034.54	89,923.40	96,731	85,443	350-300-512400-0000	Health Insurance	104,002	104,002	104,002
1,281.00	137.00	0	0	350-300-512500-0000	Unemployment Insurance	0	0	0
0.00	0.00	0	0	350-300-512600-0000	Worker's Comp Insurance	6,786	6,786	6,786
353,306.06	394,560.84	424,560	382,394		Subtotal Salaries & Benefits	464,926	464,926	464,926
16,997.20	0.00	30,000	30,000	350-300-520100-0000	Admin Costs	21,000	21,000	21,000
72,987.00	49,001.00	49,000	49,000	350-300-520200-0000	Admin Costs - Gen'l	49,000	49,000	49,000
1,975.90	1,749.64	1,000	932	350-300-520400-0000	Advertising/Legal Notices/Pubs	1,000	1,000	1,000
1,132.33	1,613.38	1,400	1,479	350-300-521000-0000	Bldg/Site Maintenance	1,400	1,400	1,400
2,829.02	2,746.66	3,000	2,577	350-300-521800-0000	Communications	2,500	2,500	2,500
0.00	0.00	30,000	30,000	350-300-522400-0000	Consultants - Professional	0	0	0
805.88	483.00	500	500	350-300-522600-0000	Contract Servs - Alarm	500	500	500
1,351.97	95.55	500	96	350-300-522610-0000	Contr Servs - Recnet	500	500	500

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department Requested	Manager Proposed	Council Approved
2,316.28	1,160.00	2,390	2,390	350-300-523200-0000	Contract Servs - Audit	2,390	2,390	2,390
0.00	0.00	0	0	350-300-523400-0000	Contract Servs-Temp	0	0	0
696.00	284.00	500	480	350-300-524000-0000	DMV Physicals & Exams	500	500	500
12.00	0.00	0	5	350-300-524200-0000	Dues/Subscriptions	0	0	0
0.00	0.00	0	0	350-300-525800-0000	Equipment Rental	0	0	0
264.85	1,776.93	0	437	350-300-526000-0000	Equip Repairs/Maintenance	0	0	0
9,076.00	8,327.00	9,500	9,036	350-300-527800-0000	Insurance - Liability	9,500	9,500	9,500
0.00	0.00	0	0	350-300-528000-0000	Insurance - Mobile Equip	0	0	0
0.00	0.00	0	0	350-300-528200-0000	Insurance - Property	0	0	0
802.00	950.00	0	981	350-300-528400-0000	Insurance - Vehicles	0	0	0
0.00	0.00	0	0	350-300-528600-0000	Insurance - Worker's Comp	0	0	0
519.50	886.00	500	428	350-300-529600-0000	Legal Fees	500	500	500
0.00	0.00	0	0	350-300-530000-0000	Maintenance	0	0	0
15.00	68.60	250	116	350-300-530200-0000	Meetings/Seminars	250	250	250
503.69	281.34	300	485	350-300-531000-0000	Mileage Reimbursement	350	350	350
783.46	819.14	600	1,400	350-300-531600-0000	Office Supplies	1,000	1,000	1,000
0.00	0.00	0	0	350-300-531800-0000	Pass-Through Route 30	0	0	0
300.00	233.00	250	0	350-300-532400-0000	Physical/Psych Exams	0	0	0
0.00	0.00	0	287	350-300-534500-0000	Administrative Fees	0	0	0
2,409.99	1,823.93	1,000	2,019	350-300-535600-0000	Special Supplies	1,000	1,000	1,000
150.00	1,624.54	2,000	2,015	350-300-535750-0000	Training	2,000	2,000	2,000
3,034.94	1,929.77	2,000	2,400	350-300-536000-0000	Utilities	2,000	2,000	2,000
0.00	0.00	0	0	350-300-537000-0000	Vehicle Exp/Labor	0	0	0
44,268.89	49,006.63	50,000	58,000	350-300-537500-0000	Vehicle Fuel	55,000	55,000	55,000
51,195.31	47,632.11	48,000	38,000	350-300-538000-0000	Vehicle Maintenance	40,000	40,000	40,000
0.00	0.00	0	0	350-300-538500-0000	Vehicle Parts	0	0	0
214,427.21	172,492.22	232,690	233,063		Subtotal Operations & Maintenance	190,390	190,390	190,390
0.00	0.00	0	0	350-300-550500-0000	Contingency	0	0	0
57,388.99	54,268.65	0	0	350-300-550700-0000	Depreciation	0	0	0
0.00	0.00	0	0	350-300-550720-0000	Disposition of Assets	0	0	0
0.00	0.00	0	0	350-300-551100-0000	TDA Reimbursement	0	0	0
0.00	0.00	65,000	59,698	350-300-560400-0000	Capital Outlay	75,000	75,000	75,000
0.00	0.00	0	0	350-300-560450-0000	Furniture & Fixtures	0	0	0
2,067.00	2,129.00	0	3,435	350-300-590100-0000	To General Fund	0	0	0
0.00	53,757.00	5,465	5,465	350-300-592100-0000	Transfer to PW Capital	0	0	0
59,455.99	110,154.65	70,465	68,598		Subtotal Non-operating expenses	75,000	75,000	75,000
614,286.46	701,193.86	767,400	700,085		Total Fund Revenues	689,225	689,225	689,225
627,189.26	677,207.71	727,715	684,055		Total Fund Expenses	730,316	730,316	730,316

CITY OF DIXON
SERVICES/SUPPLIES SUMMARY SHEET
FY 2008-09 BUDGET

Department Name: TRANSIT
Division Name: _____

Department #: 350.300
Division # (if any): _____

Object Code (A)	2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
520100	30,000	21,000	21,000	Administration Rec Director
520200	49,000	49,000	49,000	Cost of Administration per Full Cost Allocation Plan
520400	1,000	1,000	1,000	Promotion and advertising
521000	1,400	1,400	1,400	Maintenance site
521800	3,000	2,500	2,500	Service for seven Nextel phones, office phones, DSL
522400	30,000	-	-	Efficiency study;
522600	500	500	500	Alarm system monitoring and pest control
522610	500	500	500	RecNet Contract
523200	2,390	2,390	2,390	Audit of transit program. State Controlers report; Single Audit
524000	500	500	500	Paratransit vehicle drivers license and GPPV renewal.
524200	-	-	-	Membership in the California Association for Coordinated Transportation
526000	-	-	-	
527800	9,500	9,500	9,500	Liability and vehicle physical damage coverage through the California Transit Insurance Pool (CaTIP).
528400	-	-	-	Vehicle insurance
529600	500	500	500	Legal Fees
530200	250	250	250	Workshop opportunities for Coordinator.
531000	300	350	350	Mileage for work related travel by the transit staff.
531600	600	1,000	1,000	General office supplies.
532400	250	-	-	Required physical exams for licenses required for up to 5 Readi-Ride drivers.
535600	1,000	1,000	1,000	Readi-Ride ticket book printing \$600; other supplies as needed, new radio equipment
535750	2,000	2,000	2,000	Staff training
536000	2,000	2,000	2,000	Water, PGE for Transit Office.
537500	50,000	55,000	55,000	Fuel for Readi-Ride vehicles.
538000	48,000	40,000	40,000	Maintenance of Readi-Ride vehicles
551100	-	-	-	TDA Reimbursement
560400	65,000	75,000	75,000	See SS-2 for detail
Total	297,690	265,390	265,390	

CITY OF DIXON
 PAYROLL SUMMARY
 FY: 2008-09

FUND: 350
 DEPT: TRANSIT

Title	Base Pay	Special Pay	Total Pay	FTE	Full Time Equiv. Pay 511000	Temp Pay 511100	PERS Retirement 512200	Health Insurance 512400	Soc Sec/ Medicare 512100	Disability Insurance 512300	Workers' Comp 512600	Total Employee
PERMANENT EMPLOYEES:												
Transit Coordinator	46,248.00	-	46,248.00	1	46,248.00		7,069.93	13,542.00	866.96	448.61	1,063.61	69,239.10
Transit Driver II	37,524.00	2,626.68	40,150.68	1	40,150.68		6,137.83	13,542.00	778.54	363.98	862.98	61,836.02
Transit Driver III	37,524.00	1,500.96	39,024.96	1	39,024.96		5,965.75	13,542.00	762.22	363.98	862.98	60,521.89
Transit Driver II	37,524.00	1,500.96	39,024.96	1	39,024.96		5,965.75	13,542.00	762.22	363.98	862.98	60,521.89
Transit Dispatcher/Driver	33,296.10	-	33,296.10	1	33,296.10		5,089.97	13,542.00	679.15	322.97	765.74	53,695.94
Transit Dispatcher/Driver	34,104.00	-	34,104.00	0.88	29,841.00		4,561.79	11,916.96	605.49	330.81	686.28	47,942.34
Transit Dispatcher/Driver	34,104.00	-	34,104.00	0.75	25,578.00		3,910.11	10,156.50	518.15	330.81	588.24	41,081.81
Transit Driver I	30,936.00	-	30,936.00	0.5	15,468.00		2,364.59	6,771.00	322.47	-	355.73	25,281.79
Transit Dispatcher/Driver	28,608.00	-	28,608.00	0.6	15,734.40		2,405.32	7,448.10	336.15	-	361.86	26,285.82
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
0	0.00	-	-	-	-		-	-	-	-	-	-
Subtotal:	319,868.10	5,628.60	325,496.70	7.68	284,366.10	0.00	43,471.05	104,002.56	5,631.35	2,525.14	6,410.41	446,406.60
Temporary Personnel												
Laborer (washes buses)	2,832.96	-	2,832.96	-	-	2,832.96	-	-	216.72	-	65.15	3,114.83
Transit Driver I back-up	7,508.80	-	7,508.80	-	-	7,508.80	-	-	574.42	-	172.69	8,255.91
Transit Dispatcher (sat servic	6,007.04	-	6,007.04	-	-	6,007.04	-	-	459.54	-	138.15	6,604.73
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
0.00	0.00	-	-	-	-	-	-	-	-	-	-	-
Subtotal:	16,348.80	0.00	16,348.80	0.00	0.00	16,348.80	0.00	0.00	1,250.68	0.00	375.99	17,975.47
Total:	336,216.90	5,628.60	341,845.50	7.68	284,366.10	16,348.80	43,471.05	104,002.56	6,882.03	2,525.14	6,786.39	464,382.07
Other special pays:												
PERS Health Administration												-
Retirement Health Benefit												-
OVERTIME												-
FLSA (Y-time)												-
Stand-by pay												-
Comp Time Cash Out			536.50		536.50				7.78			544.28
Admin Leave Cash Out			-		-				-			-
Night Differential			-		-				-			-
Subtotal:			536.50		536.50				7.78			544.28
GRAND TOTAL:	336,216.90	5,628.60	342,382.00		284,902.60	16,348.80	43,471.05	104,002.56	6,889.81	2,525.14	6,786.39	464,926.35

CITY OF DIXON
DEPARTMENTAL STAFFING
FY 2008-09 BUDGET

Department Name: TRANSIT Fund # 350
 Division Name: _____ Division # (if any) _____

FULL-TIME AND PERMANENT PART-TIME

Position Title	Positions Funded FY 2007-08	Positions Funded FY 2008-09
Transit Coordinator	1.00	1.00
Transit Driver II	3.00	3.00
Driver/Dispatcher	<u>3.68</u>	<u>3.68</u>
 Total	 7.68	 7.68

FTE is based on 2000 hours annually

Grant Funds

There are a number of Grants which the City receives for special purposes.

- **Fund 525 Home Loan Grant Fund**

The Home Loan Fund 525 exists to account for HCD HOME grant funds which are used to fund first time homebuyer loans and the related program income. This fund was created during FY 2007-08 to separate out these types of loans from other loans. Program income is estimated very conservatively because all loans have been deferred and therefore payoffs are only received when the buyer refinances.

Expenditures consist of loan disbursements and administration costs and should the revenues not be received, administrative expenditures will be transferred to the Redevelopment Housing Set-Aside Fund.

This fund is managed jointly by the Economic Development and Finance Departments, with the Economic Development Department being responsible for the program and compliance and the Finance Department being responsible for loan administration and accounting.

- **Fund 526 CDBG Rehab Fund**

The CDBG (Community Development Block Grants) – Rehab Fund 526 exists to account for grant funds which are used to make loans to homeowners for home rehabilitation and the related program income. This fund was created during FY 2007-08 to separate out these types of loans from other loans.

Expenditures consist of loan disbursements and administration costs and should the revenues not be received, administrative expenditures will be transferred to the Redevelopment Housing Set-Aside Fund.

This fund is managed jointly by the Economic Development and Finance Departments, with the Economic Development Department being responsible for the program and compliance and the Finance Department being responsible for loan administration and accounting.

- **Fund 550 Used Oil Grant Fund**

Every year the City applies for a \$5,000 grant from the State for used oil collection and recycling and to cover the cost of education on the hazards of improper disposal of used oil. Appropriations are made to cover the cost of used oil collection and for education to the public on the hazards of improper disposal of used oil.

- **Fund 560 Police Grants Fund**

The Police grant fund is used to account for special police expenditures which are funded by a State grant. Appropriations are being requested in FY 2008-09 to fund the cost of a part time retired annuitant Police Officer and equipment.

- **Fund 570 CDBG Fund**

The CDBG (Community Development Block Grant) Fund exists to account for grant funds which are used to make loans to businesses to promote the City's economic development goals and the related program income. Annual loan portfolio payments are approximately \$55,000 per year with additional payoffs when loans are refinanced.

Expenditures consist of loan disbursements and administration costs. This fund is managed jointly by the Economic Development and Finance Departments, with the Economic Development Department being responsible for the program and compliance and the Finance Department being responsible for loan administration and accounting.

- **Fund 571 PTA CDBG Fund**

The PTA (Planning Technical Assistance) CDBG (Community Development Block Grant) – Fund exists to account for planning technical assistance funds which the City received in 2006 to promote economic development. This fund is managed jointly by the Economic Development and Finance Departments, with the Economic Development Department being responsible for the program and compliance and the Finance Department being responsible for accounting for the grant expenditures.

CITY OF DIXON

BUDGET OVERVIEW - GRANTS

FUND	CDBG Home Loan 525	CDBG Rehab 526	Used Oil Grant 550	Police Grants 560	CDBG 570	CDBG PTA Grant 571	Total
SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES							
ESTIMATED AVAILABLE RESOURCES							-
BEGINNING FUND BALANCE JULY 2007	-	-	14	135,213	410,400	-	545,627
PROJECTED FY2007-08							
Actual Revenues June 30, 2008	70,085	-	4,510	70,170	72,293	44,840	261,898
Transfers	31,075	-	-	-	-	16,800	47,875
ACTUAL REVENUE & TRANSFERS JUNE 30, 2008	101,160	-	4,510	70,170	72,293	61,640	309,773
Estimated Expenditures June 30, 2008	100,016	-	3,500	68,600	162,900	68,480	403,496
ESTIMATED FUND BALANCE JUNE 30, 2008	1,144	-	1,024	136,783	319,793	(6,840)	451,904
SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS							
ESTIMATED BEGINNING FUND BALANCE JULY 2008	1,144	-	1,024	136,783	319,793	(6,840)	451,904
PROPOSED FY2008-09							
ESTIMATED REVENUE							
Revenues	20,000	50,000	5,000	90,000	55,000	22,360	242,360
Interest	5,000	5,000	10	2,500	15,000	-	27,510
Transfers	-	-	-	-	-	-	
ESTIMATED REVENUE AND TRANSFERS	25,000	55,000	5,010	92,500	70,000	22,360	269,870
TOTAL ESTIMATED AVAILABLE RESOURCES	26,144	55,000	6,034	229,283	389,793	15,520	721,774
PROPOSED APPROPRIATIONS	17,000	55,000	5,000	115,339	249,000	15,520	456,859
ESTIMATED FUND BALANCE JUNE 30, 2009	9,144	-	1,034	113,944	140,793	-	264,915
ESTIMATED BEGINNING FUND BALANCE JULY 2009	9,144	-	1,034	113,944	140,793	-	264,915

FUND 525 - HOME LOAN PROGRAM

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0	0	0	49,561	525-000-460705-0000	Loan Proceeds	20,000	20,000	20,000
0	0	0	20,524	525-000-461600-0000	Interest Earned	5,000	5,000	5,000
0	0	0	31,075	525-000-492700-0000	Transfer from RDA Set Aside	0	0	0
0	0	0	101,160		Subtotal Revenues	25,000	25,000	25,000
0	0	0	0	525-525-520100-0000	Administration	0	0	0
0	0	0	2,000	525-525-520200-0000	Admin costs - Gen'l	10,000	10,000	10,000
0	0	0	2,000	525-525-522400-0000	Contractual Services	5,000	5,000	5,000
0	0	0	1,016	525-525-522600-0000	Contract Serv - Non Prof	2,000	2,000	2,000
0	0	0	0	525-525-529600-0000	Legal Services	0	0	0
0	0	0	95,000	525-525-529800-0000	Loans HOME	0	0	0
0	0	0	0	525-525-529810-0000	Loans - Reuse Funded	0	0	0
0	0	0	100,016		Subtotal Expenses	17,000	17,000	17,000
0	0	0	101,160		Fund Revenues Total	25,000	25,000	25,000
0	0	0	100,016		Fund Expenses Total	17,000	17,000	17,000

FUND 526 - CDBG HOME REHAB LOAN PROGRAM

Budget FY 2008-2009

2006	2007	2008	2008			2009	2009	2009
Actual	Actual	Adopted	Estimated	Account	Description	Department	Manager	Council
						Requested	Proposed	Approved
0	0	0	0	526-000-460705-0000	Loan Proceeds	50,000	50,000	50,000
0	0	0	0	526-000-461600-0000	Interest Earned	5,000	5,000	5,000
0	0	0	0	526-000-492600-0000	Transfer from RDA	0	0	0
0	0	0	0		Subtotal Revenues	55,000	55,000	55,000
0	0	0	0	526-500-520100-0000	Administration	5,000	5,000	5,000
0	0	0	0	526-500-522400-0000	Contractual Services	5,000	5,000	5,000
0	0	0	0	526-500-529800-0000	Loans - Grant Funded	0	0	0
0	0	0	0	526-500-529810-0000	Loans - Reuse Funded	45,000	45,000	45,000
0	0	0	0		Subtotal Expenses	55,000	55,000	55,000
0	0	0	0		Fund Revenues Total	55,000	55,000	55,000
0	0	0	0		Fund Expenses Total	55,000	55,000	55,000

FUND 550 - USED OIL GRANT

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	6,000.00	5,000	4,510	550-000-461200-0000	Grant - Used Oil Recycle	5,000	5,000	5,000
4,500.00	0.00	0	0	550-000-461400-0000	Grant Funds - Used Oil	0	0	0
51.86	8.52	10	0	550-000-461600-0000	Interest Earned	10	10	10
4,551.86	6,008.52	5,010	4,510		Subtotal Revenue	5,010	5,010	5,010
0.00	0.00	2,500	400	550-500-521600-0708	Collection Facilities	0	0	0
0.00	0.00	0	0	550-500-521600-0809	Collection Facilities	2,500	2,500	2,500
0.00	0.00	2,500	1,600	550-500-533400-0708	Public Education	0	0	0
0.00	0.00	0	0	550-500-533400-0809	Public Education	2,500	2,500	2,500
0.00	0.00	0	0	550-567-520300-0000	Admin Costs - PW	0	0	0
0.00	816.22	0	1,500	550-567-521600-0000	Permanent Collection Facility	0	0	0
0.00	2,831.22	0	0	550-567-533400-0000	Public Education	0	0	0
0.00	3,647.44	5,000	3,500		Subtotal Expenses and Transfers	5,000	5,000	5,000
4,551.86	6,008.52	5,010	4,510		Total Fund Revenue	5,010	5,010	5,010
0.00	3,647.44	5,000	3,500		Total Fund Expenses	5,000	5,000	5,000

FUND 560- POLICE GRANTS

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
95,221.53	136,830.00	100,000	63,170	560-000-460900-0000	Grant Funds - Police Other	90,000	90,000	90,000
562.84	3,052.51	2,500	7,000	560-000-461600-0000	Interest Earned	2,500	2,500	2,500
95,784.37	139,882.51	102,500	70,170		Subtotal Revenues	92,500	92,500	92,500
0.00	0.00	0	0	560-500-511100-0000	Salaries/Wages	34,397	34,397	34,397
0.00	0.00	0	0	560-500-511200-0000	Overtime	20,000	20,000	20,000
0.00	0.00	0	0	560-500-512000-0000	Social Security	2,133	2,133	2,133
0.00	0.00	0	0	560-500-512100-0000	Medicare	498	498	498
0.00	0.00	0	0	560-500-512600-0000	Worker's Comp Insurance	1,561	1,561	1,561
0.00	0.00	0	0	560-500-522400-0000	Consultants - Professional	5,000	5,000	5,000
0.00	1,652.20	2,600	2,600	560-500-529000-0000	K-9 Unit	0	0	0
0.00	8,327.79	25,000	20,000	560-500-535600-0000	Special Supplies	0	0	0
0.00	4,296.08	2,400	0	560-500-535750-0000	Training	2,500	2,500	2,500
0.00	14,276.07	30,000	22,600		Operating Expenses	66,089	66,089	66,089
0.00	20,986.14	62,000	46,000	560-500-560400-0000	Capital Outlay	49,250	49,250	49,250
143,500.00	0.00	44,000	0	560-500-590100-0000	To General Fund	0	0	0
45,910.00	0.00	0	0	560-500-591800-0000	To Fire Capital Projects	0	0	0
25,000.00	0.00	0	0	560-500-591900-0000	Transfer to Police CIP	0	0	0
0.00	0.00	0	0	560-500-592000-0000	To City Facilities	0	0	0
214,410.00	20,986.14	106,000	46,000		Non-operating Expenses	49,250	49,250	49,250
95,784.37	139,882.51	102,500	70,170		Fund Revenues Total	92,500	92,500	92,500
214,410.00	35,262.21	136,000	68,600		Fund Expenses Total	115,339	115,339	115,339

CITY OF DIXON
 SERVICES/SUPPLIES SUMMARY SHEET
 FY 2008-09 BUDGET

Department Name: POLICE - GRANTS
 Division Name: 161

Fund #: 560

Object Code (A)	FY 2007-08	FY 2008-09 BUDGET		Brief Detail Description (D)
	Prior Year Budget (memo)	Department Request Total (B)	City Manager Recommend (C)	
522400	0	5,000	5,000	Contra Costa Helicopter Program
535750	2,400	2,500	2,500	Non POST Training - Computer Voice Stress Analysis
560400	62,000	49,250	49,250	Capital Equipment - Radar, Taser, Range, Rifle, Computers, FlashCam, RMS Upgrades
Total	64,400	56,750	56,750	

CITY OF DIXON
 CAPITAL EQUIPMENT/FIXED ASSETS (not included in Capital Project Funds)
 FY 2008-09 BUDGET

Department Name: POLICE - GRANTS
 Division Name: 161

Fund #: 560

(N)ew or (R)eplacement (A)	Category* (B)	Priority (C)	Item Description (Be Specific) (D)	Cost/Unit (incl Tax and Freight) (E)	Quantity (F)	FY 2008-09 BUDGET	
						Department Request Total (G)	City Manager Recommend (H)
R	E		X26 Tasers	1,750	4	7,000	7,000
N	E		Firing Range Training Enhancements	9,500		9,500	9,500
N	E		Patrol Rifle	3,000		3,000	3,000
N	E		Vehicle Mounted Radar Units	3,000	3	9,000	9,000
R	E		Desktop Computers	2,000	3	6,000	6,000
R	E		Computer Monitors	350	5	1,750	1,750
N	E		FlashCam Graffiti Deterrent Systems	7,000		7,000	7,000
N	E		RMS Upgrades	6,000		6,000	6,000
Total						49,250	49,250

Please see memo for further instructions.

*Category:
 V = Vehicles
 F = Furniture/Fixtures
 E = Equipment
 B = Buildings

CITY OF DIXON
 NEW PROGRAM WORKSHEET
 FY 2008-09 BUDGET

Department Name: POLICE - GRANTS
 Division Name: 161

Fund #: 560

NAME OF PROGRAM: Overtime Account

PROGRAM START DATE:

PERSONNEL:

Position(s):	Full Time Equivalent	Hourly Rate	Total Hours	Notes:
Overtime Account 511200-0000				Net Cost
	See Attached Memorandum			\$20,000

Special Pay (what types are applicable?):

Name	How compute?	Rate	# of Units

SERVICES & SUPPLIES:

Item	Object Code	Unit Cost	Quantity

CAPITAL OUTLAY:

Item	Category	Unit Cost	Quantity

CITY OF DIXON
 NEW PROGRAM WORKSHEET
 FY 2008-09 BUDGET

Department Name: POLICE - GRANTS
 Division Name: _____

Department #: 560
 Division # (if any): _____

NAME OF PROGRAM: Contra Costa County Sheriff Helicopter Program

PROGRAM START DATE:

PERSONNEL:

Position(s):	Full Time Equivalent	Hourly Rate	Total Hours	Notes:	Net Cost

Special Pay (what types are applicable?):

Name	How compute?	Rate	# of Units

SERVICES & SUPPLIES:

Item	Object Code	Unit Cost	Quantity	
Helicopter Program		\$5,000		\$5,000

CAPITAL OUTLAY:

Item	Category	Unit Cost	Quantity

CITY OF DIXON
 WAGES/BENEFIT WORKSHEET
 SEASONAL/TEMPORARY & NON PERMANENT PART-TIME POSITIONS (NON-CONTRACT)
 FY 2008-09 BUDGET

Department Name: POLICE - GRANTS
 Division Name: 161

Fund #: 560-500

Position Title (A)	Hourly Rate (B)	Total Hours (C)	Wages (D)	Medicare (E)	Worker's Comp. (F)	FICA (G)	TOTAL (H)
Police Sergeant Step "F"	35.83	960	34,397	498.75	1,561.13	2,132.60	38,589
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
			-	-	-	-	-
		TOTAL	34,397	498.75	1,561.13	2,132.60	38,589

FUND 570 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0	0	150,000	0	570-000-460700-0000	Loan Principal	55,000	55,000	55,000
18,019	0	0	0	570-000-460700-0031	Gone Fishin' Marine R-01	0	0	0
1,212	0	0	3,636	570-000-460700-0040	Bud's Pub & Grill 96-06	0	0	0
0	0	0	0	570-000-460700-0045	Principal Repay - Bud's 2007	0	0	0
0	0	0	4,000	570-000-460700-0052	Solano Baking Co. 96-07/98-02	0	0	0
21,261	21,261	0	21,261	570-000-460700-0060	Dixon Polaris 98-01	0	0	0
0	0	0	0	570-000-460700-0070	Lexrite Labs 98-07	0	0	0
7,267	7,928	0	7,464	570-000-460700-0090	Haughn&Sons Tire Service R-04	0	0	0
12,071	12,072	0	11,344	570-000-460700-0091	Haughn&Sons Tire Service R-08	0	0	0
0	665	0	4,420	570-000-460700-0110	The Embroidery Shop	0	0	0
0	1,014	0	4,168	570-000-460700-0120	Secure Storage & Shredding	0	0	0
0	0	0	0	570-000-460700-0130	Gabriella's	0	0	0
0	0	0	1,000	570-000-460700-0140	Firehouse Cafe	0	0	0
0	0	0	0	570-000-460710-0000	Loan Principal - '96 Grant	0	0	0
0	0	0	0	570-000-460720-0000	Loan Principal - '98 Grant	0	0	0
0	0	0	0	570-000-460800-0000	Interest Earnings on Loans	0	0	0
0	0	0	0	570-000-460950-0000	Grant - Fed HCD	0	0	0
0	0	0	0	570-000-461300-0000	Grant Funds - CDBG	0	0	0
10,160	18,047	3,500	15,000	570-000-461600-0000	Interest Earned	15,000	15,000	15,000
0	30,202	0	0	570-000-490100-0000	Transfer from General Fund	0	0	0
0	0	0	0	570-000-492600-0000	Transfer from RDA	0	0	0
69,990	91,189	153,500	72,293		Subtotal Revenues	70,000	70,000	70,000

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0	0	16,800	16,800	570-000-597650-0000	Transfer to Fund 571	0	0	0
0	0	0	0	570-100-520810-0000	Bad Debt Write Off	0	0	0
0	0	0	4,500	570-100-535600-0000	Special Supplies	0	0	0
0	0	0	0	570-100-592600-0000	Transfer to RDA	0	0	0
0	13,042	0	25,000	570-500-520100-0000	Admin Costs - Finance	25,000	25,000	25,000
12,892	380	23,000	20,000	570-500-520200-0000	Admin Costs - Gen'l	12,300	12,300	12,300
714	847	850	150	570-500-520400-0000	Publications	200	200	200
15,948	0	40,000	0	570-500-522400-0000	Consultants - Professional	7,000	7,000	7,000
0	0	4,000	500	570-500-522500-0000	Escrow/Title Fees	2,000	2,000	2,000
0	0	0	0	570-500-522600-0000	Contract Serv - Non Prof	0	0	0
0	0	0	0	570-500-530200-0000	Meetings/Seminars	0	0	0
0	90,000	200,000	0	570-502-529810-0000	Loans	0	0	0
0	0	0	0	570-510-520100-0000	Admin Costs - Finance	0	0	0
648	463	0	0	570-510-520200-0000	Admin Costs - Gen'l	0	0	0
0	39,645	0	10,000	570-510-522400-0000	Consultants - Professional	0	0	0
0	1,350	1,500	5,000	570-510-522600-0000	Contract Serv - Non Prof	0	0	0
0	329	500	1,350	570-510-523200-0000	Contract Svcs - Audit	2,000	2,000	2,000
0	105,000	0	75,000	570-511-529800-0000	Loans	200,000	200,000	200,000
0	8,296	0	100	570-550-520200-0000	Admin Costs - Gen'l	0	0	0
0	0	0	4,500	570-550-529600-0000	Legal Expenses	500	500	500
30,202	259,351	286,650	162,900		Subtotal Expenses	249,000	249,000	249,000
69,990	91,189	153,500	72,293		Fund Revenues Total	70,000	70,000	70,000
30,202	259,351	286,650	162,900		Fund Expenses Total	249,000	249,000	249,000

FUND 571 - CDBG PTA

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0	0	67,200	44,840	571-000-461300-0000	Grant Funds - CDBG	22,360	22,360	22,360
0	0	2,000	0	571-000-461600-0000	Interest Earned	0	0	0
0	0	0	0	571-000-490100-0000	Transfer from General Fund	0	0	0
0	0	16,800	16,800	571-000-493200-0000	Transfer from Fund 570	0	0	0
0	0	86,000	61,640			22,360	22,360	22,360
0	0	0	0	571-500-520200-0000	Admin Costs - Gen'l	0	0	0
0	0	0	0	571-500-520400-0000	Publications	0	0	0
0	0	86,000	68,480	571-500-522400-0000	Consultants - Professional	15,520	15,520	15,520
0	0	0	0	571-500-530200-0000	Meetings/Seminars	0	0	0
0	0	86,000	68,480		Subtotal Expenses	15,520	15,520	15,520
0	0	86,000	61,640		Fund Revenues Total	22,360	22,360	22,360
0	0	86,000	68,480		Fund Expenses Total	15,520	15,520	15,520

Intentionally left blank.

Special Funds

There are two groups of Special Funds the Special Revenue Funds and the General Fund Sub Funds

Special Revenue Funds

Special Revenue Funds are funds which are funded by revenues designated for a specific type of expenditure. These include the Gas Tax, Traffic Safety, Asset Forfeiture and Taxi Service Funds.

- **Fund 530 Gas Tax Fund**
All gas taxes are placed in this fund to be used for transportation purposes such as road maintenance and street lighting. Expenditures consist of transfers to the General Fund to cover the cost of Public Works and Engineering staff time and supplies for street lighting, energy and repairs and a transfer to the Transportation Capital Projects Fund to cover the cost of major street related capital projects. This fund is managed by the Finance Department.
- **Fund 540 Traffic Safety Fund**
The Traffic Safety Fund accounts for motor vehicle fines and forfeitures. Appropriations are made to cover the cost of maintenance of traffic signals by a contractor and to transfer to the Transportation CIP for traffic signal and signage upgrades as well as to reimburse the General Fund for a small amount of overhead per the cost allocation plan. This fund is managed by the Finance Department.
- **Fund 561 Asset Forfeiture Fund**
Revenues consist entirely of the proceeds of asset forfeitures resulting from Police activity. Appropriations are made for special Police activities. No appropriations are being requested for FY 2008-09 or FY 2007-08. This fund is managed by the Police Department.
- **Fund 582 Taxi Service Fund**
The Taxi Service Fund accounts for transit funds received from for the purpose of providing taxi type transit service. Appropriations are made to cover the cost of a contractor to provide the service and for advertising and other operational costs and overhead. This fund is managed by the Recreation & Community Services Director.

CITY OF DIXON

BUDGET OVERVIEW - SPECIAL FUNDS - SPECIAL REVENUE FUNDS

FUND	GAS TAX	TRAFFIC SAFETY	ASSET FORFEITURE	TAXI SERVICE	Total
	530	540	561	582	
SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES					
ESTIMATED AVAILABLE RESOURCES					
BEGINNING FUND BALANCE JULY 2007	116,556	33,914	2,005	4,546	157,021
PROJECTED FY2007-08					-
Actual Revenues June 30, 2008	346,500	36,950	50	145	383,645
ACTUAL REVENUE & TRANSFERS JUNE 30, 2008	346,500	36,950	50	145	383,645
Estimated Expenditures June 30, 2008	379,085	46,490	-	-	425,575
ESTIMATED FUND BALANCE JUNE 30, 2008	83,971	24,374	2,055	4,691	115,091
SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS					
ESTIMATED BEGINNING FUND BALANCE JULY 2008	83,971	24,374	2,055	4,691	115,091
PROPOSED FY2008-09					
ESTIMATED REVENUE					
REVENUES	356,000	38,000	55	31,200	425,255
INTEREST EARNINGS	2,000	1,000	-	200	3,200
ESTIMATED REVENUE AND TRANSFERS	358,000	39,000	55	31,400	428,455
TOTAL ESTIMATED AVAILABLE RESOURCES	441,971	63,374	2,110	36,091	543,546
PROPOSED APPROPRIATIONS	369,380	46,490	-	31,200	447,070
ESTIMATED FUND BALANCE JUNE 30, 2009	72,591	16,884	2,110	4,891	96,476
ESTIMATED BEGINNING FUND BALANCE JULY 2009	72,591	16,884	2,110	4,891	96,476

Fund 530 - GAS TAX FUND

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
104,719.79	106,662.99	108,000	108,000	530-000-412100-0000	Gas Tax - Sec 2105	113,000	113,000	113,000
74,146.10	75,784.67	76,500	76,500	530-000-412200-0000	Gas Tax - Sec 2106	80,000	80,000	80,000
130,476.81	142,559.69	144,000	144,000	530-000-412300-0000	Gas tax - Sec 2107	150,000	150,000	150,000
13,037.86	4,000.00	4,000	13,000	530-000-412400-0000	Gas Tax - Sec 2107.5	13,000	13,000	13,000
0.00	0.00	0	0	530-000-414100-0000	UMTA	0	0	0
0.00	0.00	0	0	530-000-414200-0000	STA	0	0	0
0.00	0.00	0	0	530-000-414300-0000	TDA	0	0	0
0.00	0.00	0	0	530-000-414400-0000	TCI	0	0	0
0.00	0.00	0	0	530-000-414500-0000	ISTEA	0	0	0
77,084.84	120,790.96	0	0	530-000-414600-0000	Traffic Congestion Relief	0	0	0
1,511.74	16,143.37	2,000	5,000	530-000-461600-0000	Interest Earned	2,000	2,000	2,000
400,977.14	465,941.68	334,500	346,500		Subtotal Revenue	358,000	358,000	358,000
11,684.00	11,224.00	11,705	11,705	530-500-522200-0000	Congestion Management	0	0	0
0.00	0.00	0	0	530-500-530000-0000	Maintenance	0	0	0
0.00	0.00	0	0	530-500-535600-0000	Special Supplies	0	0	0
250,697.00	283,218.00	297,380	297,380	530-500-590100-0000	To General Fund	297,380	297,380	297,380
184,057.11	127,100.00	70,000	70,000	530-500-592300-0000	To Transportation Cap Proj	72,000	72,000	72,000
446,438.11	421,542.00	379,085	379,085		Subtotal Expenses and Transfers	369,380	369,380	369,380
400,977.14	465,941.68	334,500	346,500		Total Fund Revenue	358,000	358,000	358,000
446,438.11	421,542.00	379,085	379,085		Total Fund Expenses	369,380	369,380	369,380

Fund 540 - TRAFFIC SAFETY

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
61,136.71	55,036.32	55,000	36,000	540-000-429500-0000	Motor Vehicle Fines	38,000	38,000	38,000
2.76	1,400.88	1,500	950	540-000-461600-0000	Interest Earned	1,000	1,000	1,000
0.00	0.00	0	0	540-000-496200-0000	From NFSAD	0	0	0
61,139.47	56,437.20	56,500	36,950		Subtotal Revenue	39,000	39,000	39,000
31,936.93	36,166.89	40,000	20,000	540-500-522600-0000	Contract Serv - Non Prof	20,000	20,000	20,000
-43.00	0.00	0	0	540-500-535600-0000	Special Supplies	0	0	0
0.00	0.00	0	0	540-500-535700-0000	Traffic Control Supplies	0	0	0
6,000.00	6,180.00	6,490	6,490	540-500-590100-0000	To General Fund	6,490	6,490	6,490
15,000.00	0.00	20,000	20,000	540-500-592300-0000	Transfer to Transportation CIP	20,000	20,000	20,000
52,893.93	42,346.89	66,490	46,490		Subtotal Expenses and Transfers	46,490	46,490	46,490
61,139.47	56,437.20	56,500	36,950		Total Fund Revenue	39,000	39,000	39,000
52,893.93	42,346.89	66,490	46,490		Total Fund Expenses	46,490	46,490	46,490

FUND 561 - POLICE ASSET FORFEITURE

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	561-000-461100-0000	Federal Funds	0	0	0
0.00	1,936.12	0	0	561-000-461110-0000	Federal Funds	0	0	0
0.00	0.00	0	0	561-000-461120-0000	State Funds	0	0	0
0.00	68.84	0	50	561-000-461600-0000	Interest Earned	55	55	55
0.00	2,004.96	0	50		Subtotal Revenues	55	55	55
0.00	0.00	0	0	561-500-535600-0000	Special Supplies	0	0	0
0.00	0.00	0	0	561-500-535750-0000	Training	0	0	0
0.00	0.00	0	0		Operating Expenses	0	0	0
0.00	0.00	0	0	561-500-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	561-500-590100-0000	To General Fund	0	0	0
0.00	0.00	0	0	561-500-591800-0000	To Fire Capital Projects	0	0	0
0.00	0.00	0	0	561-500-591900-0000	Transfer to Police CIP	0	0	0
0.00	0.00	0	0	561-500-592000-0000	To City Facilities	0	0	0
0.00	0.00	0	0	561-503-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	561-550-529900-0000	Match	0	0	0
0.00	0.00	0	0		Non-operating Expenses	0	0	0
0.00	2,004.96	0	50		Fund Revenues Total	55	55	55
0.00	0.00	0	0		Fund Expenses Total	0	0	0

FUND 582 - TAXI SERVICE

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
5,000.00	873.00	0	0	582-000-414200-0000	STA	12,480	12,480	12,480
0.00	0.00	0	0	582-000-414300-0000	TDA	0	0	0
0.00	0.00	0	0	582-000-461499-0000	Misc Grants	18,720	18,720	18,720
0.00	165.29	0	145	582-000-461600-0000	Interest Earned	200	200	200
0.00	0.00	0	0	582-000-490100-0000	Transfer from General Fund	0	0	0
5,000.00	1,038.29	0	145		Subtotal Revenue	31,400	31,400	31,400
0.00	48.21	0	0	582-500-520200-0000	Admin Costs - Gen'l	0	0	0
0.00	0.00	0	0	582-500-520400-0000	Advertisements/Publications	2,000	2,000	2,000
750.00	694.00	0	0	582-500-522600-0000	Contract Serv - Non Prof	23,770	23,770	23,770
0.00	0.00	0	0	582-500-531600-0000	Office Supplies	750	750	750
0.00	0.00	0	0	582-500-590100-0000	To General Fund	4,680	4,680	4,680
750.00	742.21	0	0		Subtotal Expenses and Transfers	31,200	31,200	31,200
5,000.00	1,038.29	0	145		Total Fund Revenue	31,400	31,400	31,400
750.00	742.21	0	0		Total Fund Expenses	31,200	31,200	31,200

Capital Projects Funds

Capital Projects Funds are used to account for financial resources used for the acquisition or construction of major capital facilities.

The City of Dixon's non-major Capital Improvement Project (CIP) funds are summarized as follows:

- **Fund 400 Unrestricted CIP**

Accounts for the revenue and expenses budgeted for capital projects relating to administrative infrastructure. Interest is the only revenue anticipated for FY 2008-09 and \$50,000 has been set-aside in contingencies to cover possible administrative costs which may come to light as a result of the cost allocation plan.

- **Fund 402 Industrial Park/Economic Development (IP/ED)**

Fund 402 was created from one time monies received in the 1970's and accounts for miscellaneous capital projects and for portions of capital projects which do not have other resources available (i.e. ineligible for development impact fees), and for economic development support.

All funds have been appropriated except for balance of the AKT grant to the North Adams Street Business Association District. The balance of this grant is \$6,340. However, only \$2,840 is going to be used by the North Adams Street Business Association. The \$3,500 not used by the association has been re-budgeted for Business Promotion in FY 2008-09.

- **Fund 404 Community Development Capital Improvement**

Fund 404 is an unrestricted fund designated for Capital Improvement Projects which has been on the books of the City since the 1970's and represents one- time monies which can be used for any purpose, capital or non-capital. No budget was prepared in FY 2007-08 since there were no appropriations and the only revenues were for interest income.

- **Fund 410 Fire CIP**

Accounts for the revenue and expenses budgeted for capital projects relating to fire infrastructure. The major challenge here is funding the debt service payments on the Fire Station in an environment where impact fees have declined due to the slowdown in development.

This has been solved for FY 2008-09 by a one time transfer from the City Hall Debt Service Reserve Fund. There will not be enough left in the fund to fund all of the debt service in future fiscal years and other funding will be needed after FY 2008-09.

- **Fund 420 Police CIP**

Accounts for the revenue and expenses budgeted for capital projects relating to police infrastructure. The major challenge here is funding the debt service payments on the Police Station in an environment where impact fees have declined due to the slowdown in development.

This has been solved for FY 2008-09 by a one time transfer from the City Hall Debt Service Reserve Fund. There will not be enough left in the fund to fund all of the debt service in future fiscal years and other funding will be needed after FY 2008-09.

- **Fund 430 City Facilities CIP**

Accounts for development impact fees collected to fund expansion of City Administrative Facilities. In FY 2008-09 appropriations are for the debt service payment on City Hall (\$51,145) and \$50,000 for ADA improvements to the City Council Chambers, \$20,000 was budgeted in FY 2007-08. The proposed appropriation has been increased to \$50,000 and re-budgeted in FY 2008-09.

- **Fund 440 Public Works Facilities CIP**

Accounts for development impact fees collected to fund public works facilities. In FY 2008-09 \$515,000 has been re-budgeted from FY 2007-08 for the MSC facility. The MSC is partially funded by transfers from other funds (Sewer, Redevelopment, Building Reserve and Transit Funds) which will benefit from the facility.

- **Fund 450 Storm Drainage Facilities CIP**

Accounts for development impact fees collected to fund expansion of the City's drainage facilities. The City is faced with a challenge in obtaining funding to cover the

cost of interfund loans to fund facilities which were constructed with interfund loans for which impact fees are insufficient due to the slowdown in development. Interest will continue to be added to the principal of the \$1,275,000 loan which was made to fund Pond C.

In FY 2008-09 \$60,000 has been re-budgeted to complete Pond C and \$232,000 has been budgeted for the Core Area Drainage Project, which was funded by a previous transfer from the Redevelopment Agency.

- **Fund 460 Transportation Facilities CIP**

Accounts for grants, fees, transfers from other funds and development impact fees collected to fund streets and transportation infrastructure. Numerous projects approved in the CIP are underway and the portion of the work to be done in FY 2008-09 has been re-budgeted, along with any remaining grant funding which will be received in FY 2008-09 to fund these projects.

- **Fund 470 Transit Facilities CIP**

Accounts for grants received to fund transit facilities. Funds budgeted in FY 2007-08 have been re-appropriated for the balance of grant funded expenditures to complete Multi-Modal Center Project.

- **Fund 480 Recreation & Parks CIP**

Accounts for development impact fees collected to fund expansion of recreation and parks facilities. No revenues are anticipated for FY 2008-09 except for interest income and there are no proposed appropriations.

- **Fund 490 Agricultural Land Mitigation CIP**

Accounts for development impact fees collected to fund greenbelts. In FY 2007-08 the City received \$1,145,726 from a developer to fund land purchases to enhance the greenbelt. All of the money except, for \$9,383 to cover a longstanding fund deficit will be appropriated to be used to buy land with the assistance of the Solano Land Trust.

CITY OF DIXON
BUDGET OVERVIEW - CAPITAL FUNDS

FUND	CIP	IP/ED	Comm. Dev	Fire	Police	City Facilities	Public Works	Storm Drainage	Trans portation	Transit	Recreation	Ag. Land Mitigation	Total
	400	402	404	410	420	430	440	450	460	470	480	490	
SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES													
ESTIMATED AVAILABLE RESOURCES													
BEGINNING FUND BALANCE JULY 2007	259,767	194,225	1,157,580	499	205,682	360,371	761,098	217,298	2,015,045	1,650,893	2,281,239	(9,383)	9,094,314
Add Balance of Interfund Loan as of June 30, 2008								1,075,000	(1,275,000)				(200,000)
PROJECTED FY2007-08													
Actual Revenues June 30, 2008	32,900	5,800	50,867	126,082	35,380	30,530	47,735	37,888	646,686	173,084	117,125	1,145,726	2,449,803
Transfers-In	-	-	-	196,031	-	-	200,000	70,000	1,321,604	-	1,078	-	1,788,713
Actual Revenues & Trfs June 30, 2008	32,900	5,800	50,867	322,113	35,380	30,530	247,735	107,888	1,968,290	173,084	118,203	1,145,726	4,238,516
Estimated Expenditures June 30, 2008	57,994	192,135	-	244,000	164,925	71,008	60,112	1,105,242	777,710	1,425,606	2,111,593	-	6,210,325
ESTIMATED FUND BALANCE JUNE 30, 2008	234,673	7,890	1,208,447	78,612	76,137	319,893	948,721	294,944	1,930,624	398,371	287,849	1,136,343	5,099,941
SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS													
ESTIMATED BEGINNING FUND BALANCE JULY 2008	234,673	7,890	1,208,447	78,612	76,137	319,893	948,721	294,944	1,930,624	398,371	287,849	1,136,343	6,922,504
PROPOSED FY2008-09													
ESTIMATED REVENUE													
REVENUES	-	-	-	50,000	11,000	6,000	6,825	9,706	970,000	1,727,000	-	-	2,780,531
INTEREST EARNINGS	40,000	-	51,000	-	1,000	15,000	18,000	1,000	100,000	15,000	15,000	-	256,000
TRANSFERS-IN	-	-	-	110,000	110,000	-	-	-	60,000	-	-	-	280,000
ESTIMATED REVENUE AND TRANSFERS	40,000	-	51,000	160,000	122,000	21,000	24,825	10,706	1,130,000	1,742,000	15,000	-	3,316,531
TOTAL ESTIMATED AVAILABLE RESOUR	274,673	7,890	1,259,447	238,612	198,137	340,893	973,546	305,650	3,060,624	2,140,371	302,849	1,136,343	10,239,035
PROPOSED APPROPRIATIONS													
EXPENSES	50,000	6,340	-	-	-	50,000	551,000	292,000	1,725,000	1,727,000	-	1,136,343	5,537,683
TRANSFERS-OUT	-	-	-	230,000	115,000	51,145	-	-	-	-	-	-	396,145
TOTAL PROPOSED APPROPRIATIONS	50,000	6,340	-	230,000	115,000	101,145	551,000	292,000	1,725,000	1,727,000	-	1,136,343	5,933,828
ESTIMATED FUND BALANCE JUNE 30, 2009	224,673	1,550	1,259,447	8,612	83,137	239,748	422,546	13,650	1,335,624	413,371	302,849	(0)	4,305,207
ESTIMATED BEGINNING FUND BALANCE JULY 2009	224,673	1,550	1,259,447	8,612	83,137	239,748	422,546	13,650	1,335,624	413,371	302,849	(0)	4,305,207

Note: Interest on the \$1,275,000 loan can not be paid as there is not enough funding to pay in FY 2008-09; therefore approximately \$55,000 will be added to loan amount.

Fund 400 - UNRESTRICTED CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
58,091.60	303,334.42	10,280	32,900	400-000-461600-0000	Interest Earned	40,000	40,000	40,000
0.00	0.00	0	0	400-000-461800-0000	Miscellaneous Income	0	0	0
0.00	0.00	0	0	400-000-490000-0000	Transfer from DPFA Fire Sta	0	0	0
0.00	0.00	0	0	400-000-491200-0000	From Sewer Capital Projects	0	0	0
0.00	0.00	0	0	400-000-491800-0000	From Fire Cap Proj	0	0	0
0.00	0.00	0	0	400-000-492000-0000	From Public Works Fac	0	0	0
0.00	0.00	0	0	400-000-496200-0000	From NFSAD	0	0	0
58,091.60	303,334.42	10,280	32,900		Total Revenues	40,000	40,000	40,000
0.00	0.00	22,568	10,190	400-100-535600-0000	Special Supplies	0	0	0
0.00	0.00	0	0	400-100-560100-0000	Appraisals	0	0	0
0.00	0.00	0	0	400-100-560150-0000	Construction	0	0	0
0.00	0.00	0	0	400-100-560200-0000	Contingency	50,000	50,000	50,000
0.00	0.00	22,568	10,190		Subtotal Expenditures	50,000	50,000	50,000
25,358.00	26,119.00	47,804	47,804	400-100-590100-0000	To General Fund	0	0	0
37,526.00	0.00	0	0	400-100-590700-0000	Transfer to DPFA Police Sta	0	0	0
25,000.00	0.00	0	0	400-100-592100-0000	To Public Works Cap Projs	0	0	0
0.00	10,000.00	0	0	400-100-592200-0000	To Storm Drain Cap Proj	0	0	0
995,000.00	900,000.00	0	0	400-100-592300-0000	To Transportation Cap Projs	0	0	0
0.00	0.00	0	0	400-100-592400-0000	To Transit Cap Projs	0	0	0
0.00	0.00	0	0	400-100-592500-0000	To Recreation Fac Cap Proj	0	0	0
1,082,884.00	936,119.00	47,804	47,804		Subtotal Transfers	0	0	0
58,091.60	303,334.42	10,280	32,900		Total Fund Revenues	40,000	40,000	40,000
1,082,884.00	936,119.00	70,372	57,994		Total Fund Expenditures	50,000	50,000	50,000

Fund 402 - CAPITAL FUNDS IP/ED

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	402-000-429400-0000	Mitigation Fees	0	0	0
0.00	70,394.49	0	0	402-000-460700-0000	Loan Principal	0	0	0
10,773.47	49,714.24	5,800	5,800	402-000-461600-0000	Interest Earned	0	0	0
204.66	795.28	0	0	402-000-461800-0000	Miscellaneous Income	0	0	0
0.00	0.00	0	0	402-000-496200-0000	From NFSAD	0	0	0
10,978.13	120,904.01	5,800	5,800		Subtotal Revenues	0	0	0
0.00	0.00	0	0	402-100-521200-0000	Business Promotion	3,500	3,500	3,500
0.00	1.00	0	0	402-100-535600-0000	Special Supplies	0	0	0
12,000.00	9,410.06	10,140	2,250	402-100-521315-0000	Business Incentives Proj Asst	2,840	2,840	2,840
0.00	0.00	0	0	402-100-560100-0000	Appraisals	0	0	0
0.00	0.00	0	0	402-100-560150-0000	Construction	0	0	0
99,438.00	247,000.00	0	0	402-100-590100-0000	To General Fund	0	0	0
4,000.00	0.00	0	189,885	402-100-592300-0000	To Transportation Cap Proj	0	0	0
115,438.00	256,411.06	10,140	192,135		Subtotal Expenditures	6,340	6,340	6,340
10,978.13	120,904.01	5,800	5,800		TOTAL REVENUES	0	0	0
115,438.00	256,411.06	10,140	192,135		TOTAL EXPENDITURES	6,340	6,340	6,340

Fund 404- Capital Funds - Community Development

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	404-000-433000-0000	Sale of Ag Mitigation CRs	0	0	0
530,000.00	0.00	0	0	404-000-460700-0000	Loan Proceeds	0	0	0
28,679.02	49,529.79	0	50,867	404-000-461600-0000	Interest Earned	51,000	51,000	51,000
558,679.02	49,529.79	0	50,867		Subtotal Revenues	51,000	51,000	51,000
526,025.68	0.00	0	0	404-100-529800-0000	Loans	0	0	0
0.00	0.00	0	0	404-100-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	404-100-590100-0000	To General Fund	0	0	0
13,719.00	13,400.00	0	0	404-100-590800-0000	Transfer to DPIC	0	0	0
0.00	0.00	0	0	404-100-592000-0000	To City Facilities	0	0	0
0.00	0.00	0	0	404-101-590800-0000	To DPIC	0	0	0
539,744.68	13,400.00	0	0		Subtotal Expenditures	0	0	0
558,679.02	49,529.79	0	50,867		TOTAL REVENUES	51,000	51,000	51,000
539,744.68	13,400.00	0	0		TOTAL EXPENDITURES	0	0	0

Fund 410 - FIRE CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
96,740.57	216,519.49	130,000	125,942	410-000-425200-0000	Development Fees - Fire	50,000	50,000	50,000
0.00	0.00	0	0	410-000-425200-2507	Fire/Pheasant Run 7	0	0	0
14,675.42	0.00	0	0	410-000-425200-2512	Fire/Valley Glen	0	0	0
1,120.63	4,301.30	0	140	410-000-461600-0000	Interest Earned	0	0	0
0.00	0.00	0	196,031	410-000-490000-0000	Trf from (City Hall Debt Svc Reserve Fd 210)	110,000	110,000	110,000
0.00	0.00	0	0	410-000-491750-0000	Transfer from Unrestricted CIP	0	0	0
0.00	0.00	0	0	410-000-491800-0000	From Police Capital Proj	0	0	0
0.00	0.00	0	0	410-000-492600-0000	From RDA	0	0	0
20,910.00	0.00	0	0	410-000-493100-0000	From Police Grants	0	0	0
10,000.00	0.00	0	0	410-000-496200-0000	From NFSAD	0	0	0
0.00	380,450.00	0	0	410-000-497300-0000	From Equip Replacement	0	0	0
143,446.62	601,270.79	130,000	322,113		Total Revenues	160,000	160,000	160,000
0.00	0.00	0	0	410-100-560250-0000	Design/Plans/Specs	0	0	0
9,560.00	0.00	0	0	410-100-560300-0000	Development Fee Admin	0	0	0
0.00	0.00	0	0	410-100-560750-0000	Project Admin - Direct	0	0	0
9,560.00	1.00	0	0	410-100-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	410-100-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	410-101-590650-0000	Transfer to Fire Truck D/S	0	0	0
243,447.50	243,798.00	244,000	244,000	410-101-591000-0000	To DPFA - Fire Station	230,000	230,000	230,000
0.00	0.00	0	0	410-101-591730-0000	To Capital Projects	0	0	0
0.00	0.00	0	0	410-102-560150-0000	Construction	0	0	0
0.00	0.00	0	0	410-102-560200-0000	Contingency	0	0	0
0.00	0.00	0	0	410-102-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	410-103-560150-0000	Construction	0	0	0
0.00	380,448.18	0	0	410-103-560400-0000	Capital Outlay	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	410-104-560150-0000	Construction	0	0	0
0.00	0.00	0	0	410-104-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	410-105-560150-0000	Construction	0	0	0
0.00	0.00	0	0	410-105-560200-0000	Contingency	0	0	0
0.00	0.00	0	0	410-105-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	410-106-529600-0000	Legal Services	0	0	0
10,997.08	1,921.51	0	0	410-106-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	410-106-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	410-107-560150-0000	Construction	0	0	0
0.00	0.00	0	0	410-108-529600-0000	Legal Services	0	0	0
9,890.81	0.00	0	0	410-108-560150-0000	Construction	0	0	0
10,115.00	0.00	0	0	410-108-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	410-108-560500-0000	Inspection/Supervision/Testing	0	0	0
251.40	0.00	0	0	410-108-560750-0000	Project Admin - Direct	0	0	0
150.00	0.00	0	0	410-108-560850-0000	Project Management	0	0	0
293,971.79	626,168.69	244,000	244,000		Subtotal Expenses and Transfers	230,000	230,000	230,000
143,447	601,271	130,000	322,113		Total Fund Revenues	160,000	160,000	160,000
293,972	626,169	244,000	244,000		Total Fund Expenditures	230,000	230,000	230,000

Fund 420 - POLICE CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
38,495.10	47,063.89	35,000	28,580	420-000-425300-0000	Development Fees - Police	11,000	11,000	11,000
0.00	0.00	0	0	420-000-425300-2507	Police/Pheasant Run 7	0	0	0
14,928.58	0.00	0	0	420-000-425300-2512	Police/Valley Glen	0	0	0
0.00	0.00	0	0	420-000-460300-2518	Bond Proceeds/Rivendale	0	0	0
9,110.57	12,264.40	6,800	6,800	420-000-461600-0000	Interest Earned	1,000	1,000	1,000
0.00	0.00	0	0	420-000-490000-0000	Transfer from (CityHall Dbt Svc Fd 210)	110,000	110,000	110,000
50,000.00	0.00	0	0	420-000-491900-0000	Transfer from Police Grant	0	0	0
0.00	83,200.00	0	0	420-000-497500-0000	From Building Reserve	0	0	0
112,534.25	142,528.29	41,800	35,380		Subtotal Revenues	122,000	122,000	122,000
15,460.00	0.00	0	0	420-100-560300-0000	Development Fee Admin	0	0	0
0.00	0.00	0	0	420-100-560750-0000	Project Admin - Direct	0	0	0
5,460.00	21.00	875	875	420-100-560800-0000	Project Admin - Overhead	0	0	0
14,888.00	0.00	0	0	420-100-590100-0000	Transfer to General Fund	0	0	0
0.00	0.00	0	0	420-101-560750-0000	Project Admin - Direct	0	0	0
150,101.50	187,625.00	186,873	126,873	420-101-590700-0000	Transfer to DPFA Police Sta	115,000	115,000	115,000
27,652.78	0.00	0	0	420-102-560150-0000	Construction	0	0	0
1,536.75	0.00	0	0	420-102-560750-0000	Project Admin - Direct	0	0	0
23,181.09	574.50	0	172	420-103-560750-0000	Project Admin - Direct	0	0	0
0.00	38.00	0	0	420-104-529600-0000	Legal Services	0	0	0
0.00	34,809.06	21,400	19,045	420-104-560150-0000	Construction	0	0	0
6,840.58	470.00	0	0	420-104-560250-0000	Design/Plans/Specs	0	0	0
746.00	0.00	0	0	420-104-560650-0000	Miscellaneous	0	0	0
0.00	586.17	0	2,183	420-104-560750-0000	Project Admin - Direct	0	0	0
0.00	83,199.53	15,777	0	420-105-560150-0000	Construction	0	0	0
0.00	0.00	0	15,777	420-105-560400-0000	Capital Outlay	0	0	0
245,866.70	307,323.26	224,925	164,925		Subtotal Expenses and Transfers	115,000	115,000	115,000
112,534.25	142,528.29	41,800	35,380		Total Fund Revenues	122,000	122,000	122,000
245,866.70	307,323.26	224,925	164,925		Total Fund Expenditures	115,000	115,000	115,000

Fund 430 - CITY FACILITIES CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
20,080.42	26,125.99	16,360	15,530	430-000-425100-0000	Development Fees -- Comm Fac	6,000	6,000	6,000
0.00	0.00	0	0	430-000-425100-2507	Comm Fac/Pheasant Run 7	0	0	0
7,161.11	0.00	0	0	430-000-425100-2512	Comm Fac/Valley Glen	0	0	0
40,558.81	29,548.42	15,000	15,000	430-000-461600-0000	Interest Earned	15,000	15,000	15,000
0.39	0.00	0	0	430-000-491210-0000	Sewer Interfund Loan Payment	0	0	0
0.00	3,000.00	0	0	430-000-492600-0000	From RDA	0	0	0
0.00	20,000.00	0	0	430-000-497500-0000	From Building Reserve	0	0	0
0.00	24,214.04	0	0	430-000-497700-0000	Transfer fr Fund 230 1987 COPs	0	0	0
67,800.73	102,888.45	31,360	30,530		Subtotal Revenues	21,000	21,000	21,000
0.00	2,809.00	400	3,963	430-100-529600-0000	Legal Services	0	0	0
28,642.29	21,616.98	0	400	430-100-560300-0000	Development Fee Admin	0	0	0
146.25	-1.00	0	105	430-100-560650-0000	Miscellaneous	0	0	0
107.66	0.00	0	0	430-100-560750-0000	Project Admin - Direct	0	0	0
5,849.00	2,659.00	0	0	430-100-560800-0000	Project Admin - Overhead	0	0	0
13,501.00	0.00	0	0	430-100-590100-0000	Transfer to General Fund	0	0	0
0.00	0.00	0	0	430-100-591200-0000	to Sewer Capital Improvements	0	0	0
40,166.00	0.00	0	0	430-101-590600-0000	To 87 COP's	0	0	0
41,156.00	40,225.00	0	52,375	430-101-590800-0000	To DPIC	51,145	51,145	51,145
0.00	0.00	0	0	430-101-592000-0000	To 87 COP's	0	0	0
10,625.00	0.00	0	0	430-102-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	11,394	14,099	430-102-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	430-103-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	430-104-560200-0000	Contingency	0	0	0
0.00	0.00	0	0	430-104-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	430-104-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	430-104-560750-0000	Project Admin - Direct	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	430-105-560150-0000	Construction	0	0	0
0.00	0.00	0	0	430-105-560200-0000	Contingencies	0	0	0
0.00	0.00	0	0	430-105-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	430-105-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	430-106-520400-0000	Advertising/Publications	1,000	1,000	1,000
0.00	0.00	20,000	0	430-106-560150-0000	Construction	48,000	48,000	48,000
7,910.25	0.00	0	0	430-106-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	430-106-560750-0000	Project Admin - Direct	1,000	1,000	1,000
0.00	0.00	0	66	430-107-529600-0000	Legal Services	0	0	0
0.00	0.00	0	0	430-107-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	430-108-560150-0000	Construction	0	0	0
0.00	0.00	0	0	430-108-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	430-109-560150-0000	Construction	0	0	0
0.00	0.00	0	0	430-109-560750-0000	Project Admin - Direct	0	0	0
0.00	14,859.02	0	0	430-110-560150-0000	Construction	0	0	0
0.00	371,167.36	0	0	430-111-560555-0000	Building Acquisiton	0	0	0
148,103.45	453,335.36	31,794	71,008		Subtotal Expenses and Transfers	101,145	101,145	101,145
67,800.73	102,888.45	31,360	30,530		Total Fund Revenues	21,000	21,000	21,000
148,103.45	453,335.36	31,794	71,008		Total Fund Expenditures	101,145	101,145	101,145

Fund 440 - PUBLIC WORKS CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	440-000-414300-0000	TDA - Capital Projects	0	0	0
21,910.49	28,736.94	17,500	17,500	440-000-425400-0000	Development Fees - Pub Wks	6,825	6,825	6,825
0.00	0.00	0	0	440-000-425400-2507	Public Works/Pheasant Run 7	0	0	0
7,762.17	0.00	0	0	440-000-425400-2512	Public Works/Valley Glen	0	0	0
115,308.00	36,200.00	66,000	5,809	440-000-461200-0000	Grant Funds - UGST	0	0	0
10,366.07	21,331.99	20,000	24,426	440-000-461600-0000	Interest Earned	18,000	18,000	18,000
0.00	0.00	120,000	120,000	440-000-491300-0000	Transfer from Sewer Rehab Proj	0	0	0
0.00	53,757.00	0	0	440-000-491700-0000	Transfer fr Transit O&M	0	0	0
25,000.00	0.00	0	0	440-000-491750-0000	Transfer from Unrestricted CIP	0	0	0
50,000.00	155,000.00	0	0	440-000-492600-0000	From RDA	0	0	0
		80,000	80,000	440-000-497500-0000	From Building Reserve	0	0	0
0.00	85,000.00	0	0	440-000-497300-0000	Transfer from Equipment Repl	0	0	0
230,346.73	380,025.93	303,500	247,735		Subtotal Revenues	24,825	24,825	24,825
0.00	0.00	0	0	440-100-529600-0000	Legal Fees	0	0	0
15,100.00	2,350.00	440	440	440-100-560300-0000	Development Fee Admin	0	0	0
0.00	0.00	0	0	440-100-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	440-101-560150-0000	Construction	0	0	0
0.00	0.00	0	0	440-101-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	440-102-560150-0000	Construction	0	0	0
0.00	0.00	0	0	440-102-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	440-102-560950-0000	Utilities	0	0	0
0.00	0.00	0	0	440-103-560150-0000	Construction	0	0	0
0.00	0.00	0	0	440-103-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	440-103-560950-0000	Utilities	0	0	0
0.00	0.00	0	0	440-104-560150-0000	Construction	0	0	0
19,300.00	36,200.00	66,000	14,822	440-104-560250-0000	Design/Plans/Specs	36,000	36,000	36,000
50.00	50.00	0	0	440-104-560700-0000	Permitting/Fees	0	0	0
535.40	428.32	0	375	440-104-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	440-104-560950-0000	Utilities	0	0	0

Fund 440 - PUBLIC WORKS CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	440-105-529600-0000	Legal Services	0	0	0
42,214.24	0.00	515,000	0	440-105-560150-0000	Construction	515,000	515,000	515,000
0.00	0.00	0	0	440-105-560200-0000	Contingencies	0	0	0
871.25	7,110.18	5,754	38,758	440-105-560250-0000	Design/Plans/Specs	0	0	0
49.20	644.00	0	35	440-105-560650-0000	Miscellaneous	0	0	0
6,518.39	6,936.58	0	5,682	440-105-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	440-106-560150-0000	Construction	0	0	0
0.00	0.00	0	0	440-106-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	440-107-560150-0000	Construction	0	0	0
84,638.48	53,719.08	587,194	60,112		Subtotal Expenses and Transfers	551,000	551,000	551,000
230,346.73	380,025.93	303,500	247,735		Total Fund Revenues	24,825	24,825	24,825
84,638.48	53,719.08	587,194	60,112		Total Fund Expenditures	551,000	551,000	551,000

Fund 450 - STORM DRAIN CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	450-000-424000-0000	Developer Agreements	0	0	0
279,498.21	40,788.70	24,000	24,888	450-000-425700-0000	Development Fees - Storm Drain	9,706	9,706	9,706
147,929.74	0.00	0	0	450-000-425700-2512	Storm Drain/Valley Glen	0	0	0
0.00	-164,214.97	0	0	450-000-425409-0000	Developer Contributions	0	0	0
0.00	0.00	0	0	450-000-436000-0000	State Highway Pass Through	0	0	0
0.00	0.00	0	0	450-000-460950-0000	Grant Funds - EDA	0	0	0
8,463.41	13,719.87	0	13,000	450-000-461600-0000	Interest Earned	1,000	1,000	1,000
1,967,895.00	164,214.97	0	0	450-000-461800-0000	Miscellaneous Income	0	0	0
0.00	0.00	0	0	450-000-462600-0000	Sale of Property	0	0	0
0.00	0.00	0	0	450-000-491200-0000	From Sewer Capital Proj	0	0	0
0.00	0.00	0	0	450-000-491210-0000	Interfund Sewer Trunk Line pym	0	0	0
0.00	10,000.00	0	0	450-000-491750-0000	Transfer from Unrestricted CIP	0	0	0
0.00	225,000.00	0	70,000	450-000-492600-0000	From RDA	0	0	0
0.00	0.00	0	0	450-000-496200-0000	From NFSAD	0	0	0
10,500.00	0.00	0	0	450-000-497600-0000	Transfer from CFD	0	0	0
2,414,286.36	289,508.57	24,000	107,888		Subtotal Revenues	10,706	10,706	10,706
0.00	0.00	0	0	450-100-529600-0000	Legal Fees	0	0	0
0.00	0.00	0	0	450-100-530200-0000	Meetings	0	0	0
0.00	0.00	0	0	450-100-560250-0000	Design/Plans/Specs	0	0	0
46,500.00	2,999.00	175	0	450-100-560300-0000	Development Fee Admin	0	0	0
6,320.00	0.00	0	0	450-100-596300-0000	Transfer to CFD	0	0	0
1,005.00	205.50	0	876	450-101-529600-0000	Legal Fees	0	0	0
18,437.66	0.00	0	0	450-101-560150-0000	Construction	0	0	0
10,000.00	0.00	0	0	450-101-560550-0000	Land Acquisition/Right of Way	0	0	0
2,152.53	0.00	305	0	450-101-560750-0000	Project Admin - Direct	0	0	0
5,182.47	0.00	0	0	450-102-560150-0000	Construction	0	0	0
107.08	0.00	3,105	3,105	450-102-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	450-103-560150-0000	Construction	0	0	0
0.00	0.00	0	0	450-103-560250-0000	Design/Plans/Specs	0	0	0
374.78	0.00	0	0	450-103-560750-0000	Project Admin - Direct	0	0	0

Fund 450 - STORM DRAIN CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
1,967,895.00	0.00	0	0	450-104-425409-0000	Donated Capital Outlay	0	0	0
1,617.50	2,446.00	0	917	450-104-529600-0000	Legal Fees	0	0	0
581,800.00	0.00	1,085,000	926,644	450-104-560150-0000	Construction	60,000	60,000	60,000
0.00	0.00	30,000	30,000	450-104-550750-0000	Interfund Interest	0	0	0
110,374.51	38,271.11	0	47,389	450-104-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	450-104-560350-0000	Environmental Review	0	0	0
12,220.89	0.00	0	15,002	450-104-560500-0000	Inspection/Supervision/Testing	0	0	0
0.00	0.00	0	0	450-104-560550-0000	Land Acquisition/Right of Way	0	0	0
273.00	803.63	0	29	450-104-560650-0000	Miscellaneous	0	0	0
1,015.00	1,185.00	0	0	450-104-560700-0000	Permitting/Fees	0	0	0
17,093.54	42,809.46	20,000	68,218	450-104-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	450-104-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	450-104-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	450-104-560900-0000	Site Preparation	0	0	0
0.00	0.00	0	0	450-105-529600-0000	Legal Fees	0	0	0
0.00	0.00	0	0	450-105-560250-0000	Design/Plans/Specs	0	0	0
1,499.12	2,195.14	485	1,927	450-105-560750-0000	Project Admin - Direct	0	0	0
0.00	4,246.13	0	3,217	450-106-560250-0000	Design/Plans/Specs	0	0	0
481.86	0.00	0	0	450-106-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	450-107-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	450-107-560750-0000	Project Admin - Direct	0	0	0
9,879.75	9,900.00	0	0	450-108-560150-0000	Construction	0	0	0
1,551.25	0.00	0	0	450-108-560250-0000	Design/Plans/Specs	0	0	0
1,070.80	214.16	0	2,091	450-108-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	450-109-560250-0000	Design/Plans/Specs	0	0	0
107.66	0.00	0	0	450-109-560750-0000	Proj Admin - Direct	0	0	0
485.00	0.00	0	0	450-110-560150-0000	Construction	0	0	0

Fund 450 - STORM DRAIN CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
4,441.25	0.00	0	0	450-110-560250-0000	Design/Plans/Specs	0	0	0
133.13	33.71	0	0	450-110-560650-0000	Misc Expenses	0	0	0
0.00	0.00	0	0	450-110-560750-0000	Project Admin - Direct	0	0	0
0.00	4,984.61	0	0	450-111-560150-0000	Construction	215,000	215,000	215,000
127.50	0.00	0	0	450-111-560250-0000	Design/Plans/Specs	0	0	0
160.62	7,248.84	20,000	4,389	450-111-560750-0000	Project Admin - Direct	17,000	17,000	17,000
0.00	7,015.25	0	0	450-112-560250-0000	Design/Plans/Specs	0	0	0
0.00	619.20	0	1,438	450-112-560750-0000	Project Admin - Direct	0	0	0
18,438.82	34,261.90	1,159,070	1,105,242	Subtotal Expenses and Transfers		292,000	292,000	292,000
2,414,286.36	289,508.57	24,000	107,888	Total Fund Revenues		10,706	10,706	10,706
18,438.82	34,261.90	1,159,070	1,105,242	Total Fund Expenditures		292,000	292,000	292,000

Fund 460 - TRANSPORTATION CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
457,015.16	0.00	0	0	460-000-414300-0000	TDA	0	0	0
208,197.83	184,059.06	45,000	57,316	460-000-425800-0000	Development Fees - T/ortation	0	0	0
0.00	0.00	0	0	460-000-425800-2507	Transportation/Pheasant Run 7	0	0	0
13,299.80	0.00	0	0	460-000-425800-2512	Transportation/Valley Glen	0	0	0
0.00	117,495.12	130,000	0	460-000-414600-0000	STP Grant Funds	0	0	0
0.00	(957,596.99)	0	0	460-000-425409-0000	Developer Contributions	0	0	0
75,000.00	190,725.60	52,000	52,000	460-000-461110-0000	Grant Funds - Street - Fed	970,000	970,000	970,000
0.00	0.00	400,000	400,000	460-000-461120-0000	Grant Funds - Street - State	0	0	0
0.00	0.00	0	0	460-000-461200-0000	Grant Funds - UGST	0	0	0
125,902.62	159,821.39	130,000	137,370	460-000-461600-0000	Interest Earned	100,000	100,000	100,000
7,725,542.00	957,596.99	0	0	460-000-461800-0000	Miscellaneous	0	0	0
4,000.00	0.00	0	0	460-000-491740-0000	From Econ Dev/Industriil Park	0	0	0
995,000.00	900,000.00	0	0	460-000-491750-0000	Transfer from Unrestricted CIP	0	0	0
322,530.00	355,000.00	205,500	133,000	460-000-492600-0000	From Redevelopment	60,000	60,000	60,000
184,057.11	127,100.00	70,000	70,000	460-000-492800-0000	Transfer from Gas Tax	0	0	0
15,000.00	0.00	20,000	20,000	460-000-492900-0000	Transfer from Traffic Control	0	0	0
0.00	10,000.00	4,000	4,000	460-000-496200-0000	From N First St Assess	0	0	0
0.00	0.00	1,094,604	1,094,604	460-000-497990-0000	Transfers In	0	0	0
10,125,544.52	2,044,201.17	2,151,104	1,968,290		Subtotal Revenues	1,130,000	1,130,000	1,130,000
129,000.00	118,471.00	1,125	0	460-100-560300-0000	Development Fee Admin	0	0	0
0.00	0.00	0	0	460-100-560750-0000	Project Admin - Direct	0	0	0
11,857.00	0.00	0	0	460-100-590100-0000	Transfer to General Fund	0	0	0
72,000.00	0.00	0	0	460-100-592400-0000	To Transit Capital	0	0	0
0.00	0.00	0	0	460-101-522400-0000	Consultants	0	0	0
330.00	0.00	0	0	460-102-529600-0000	Legal Services	0	0	0
560.00	1,035.00	12,500	14,423	460-102-560150-0000	Construction	20,000	20,000	20,000
25.00	0.00	0	0	460-102-560700-0000	Permitting/Fees	0	0	0
232.39	1,866.02	0	197	460-102-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-102-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	460-102-560850-0000	Project Management	0	0	0
1,356.25	1,672.00	0	0	460-103-520400-0000	Advertising/Publications	0	0	0
2,171.50	110.00	0	0	460-103-529600-0000	Legal Services	0	0	0
993,438.81	1,233,863.03	15,000	128,426	460-103-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-103-560200-0000	Contingency	0	0	0
3,163.42	59,246.96	0	0	460-103-560250-0000	Design/Plans/Specs	0	0	0

Fund 460 - TRANSPORTATION CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
1,277.23	0.00	0	0	460-103-560400-0000	Capital Outlay	0	0	0
6,609.64	632.50	0	31	460-103-560500-0000	Inspection/Supervision/Testing	0	0	0
123.73	97.78	0	0	460-103-560650-0000	Miscellaneous	0	0	0
71,268.44	111,366.58	0	3,239	460-103-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-105-560150-0000	Construction	45,000	45,000	45,000
0.00	0.00	30,000	554	460-105-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-105-560600-0000	Master Plan Update	0	0	0
0.00	0.00	0	5,028	460-105-560750-0000	Project Admin - Direct	5,000	5,000	5,000
88,950.41	0.00	0	0	460-106-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-107-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-107-560650-0000	Miscellaneous	0	0	0
0.00	0.00	0	0	460-113-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	460-113-560950-0000	Utilities	0	0	0
0.00	0.00	0	0	460-201-560250-0000	Design/Plans/Specs	0	0	0
71.77	754.20	0	1,327	460-201-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-202-560250-0000	Designs/Plans/Specs	0	0	0
71.77	754.20	0	670	460-202-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-203-560250-0000	Designs/Plans/Specs	0	0	0
0.00	0.00	0	84	460-203-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-206-529600-0000	Legal Fees	0	0	0
7,671.68	0.00	0	0	460-206-560250-0000	Design/Plans/Specs	0	0	0
500.00	0.00	0	0	460-206-560600-0000	Master Plan Update	40,000	40,000	40,000
28.20	0.00	0	0	460-206-560650-0000	Misc Expenses	0	0	0
6,978.48	838.00	0	0	460-206-560750-0000	Project Admin - Direct	10,000	10,000	10,000
0.00	0.00	0	0	460-208-560250-0000	Designs/Plans/Specs	0	0	0
0.00	402.15	0	0	460-208-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-209-560750-0000	Project Admin - Direct	40,000	40,000	40,000
0.00	20,976.54	0	0	460-210-560250-0000	Design/Specs/Plans	0	0	0

Fund 460 - TRANSPORTATION CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	603	460-210-560750-0000	Project Admin - Direct	0	0	0
1,368.00	1,160.00	0	1,548	460-301-520400-0000	Publications	1,000	1,000	1,000
555.00	440.00	0	407	460-301-529600-0000	Legal Services	500	500	500
386,122.95	175,673.97	230,000	190,217	460-301-560150-0000	Construction	418,000	418,000	418,000
1,200.99	0.00	0	1,754	460-301-560250-0000	Design/Plans/Specs	5,000	5,000	5,000
3,973.00	485.50	0	1,147	460-301-560500-0000	Inspection/Supervision/Testing	20,000	20,000	20,000
43.43	122.33	0	0	460-301-560650-0000	Misc Expenses	0	0	0
46.04	25.00	0	0	460-301-560700-0000	Permits/Fees	0	0	0
46,076.65	(6,561.36)	0	67,127	460-301-560750-0000	Project Admin - Direct	5,500	5,500	5,500
0.00	0.00	0	0	460-302-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-302-560750-0000	Project Admin - Direct	0	0	0
7,725,542.00	0.00	0	0	460-303-425409-0000	Donated Capital Outlay	0	0	0
0.00	509.00	0	0	460-303-529600-0000	Legal Services	0	0	0
1,386.00	59,599.52	0	7,150	460-303-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-303-560200-0000	Contingency	0	0	0
3,924.18	2,707.60	0	0	460-303-560250-0000	Design/Plans/Specs	0	0	0
1,462.50	1,212.50	0	0	460-303-560500-0000	Inspection/Supervision/Testing	0	0	0
0.00	425.26	0	638	460-303-560650-0000	Miscellaneous	0	0	0
27,839.12	51,891.08	0	3,983	460-303-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-303-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	460-304-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-304-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-305-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-305-560750-0000	Project Admin - Dirrect	0	0	0
0.00	0.00	0	0	460-306-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-306-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-308-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-308-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-309-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-310-560750-0000	Project Admin - Direct	0	0	0

Fund 460 - TRANSPORTATION CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	460-311-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-312-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-312-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-313-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-314-560150-0000	Construction	90,000	90,000	90,000
0.00	0.00	0	0	460-401-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-402-560150-0000	Construction	0	0	0
2,975.00	0.00	0	0	460-402-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-402-560750-0000	Project Admin - Direct	0	0	0
127.50	0.00	0	0	460-403-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-403-560750-0000	Project Admin - Direct	0	0	0
170.00	0.00	0	0	460-404-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-404-560650-0000	Miscellaneous	0	0	0
0.00	0.00	0	0	460-404-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-405-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-405-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	460-406-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-406-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-407-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-408-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-409-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-410-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-411-560750-0000	Project Admin - Direct	0	0	0

Fund 460 - TRANSPORTATION CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	460-412-560750-0000	Project Admin - Direct	0	0	0
738.50	0.00	0	0	460-413-520400-0000	Publications	0	0	0
129.50	0.00	0	0	460-413-529600-0000	Legal Services	0	0	0
60,927.96	11,778.67	0	0	460-413-560150-0000	Construction	0	0	0
17,777.48	527.50	0	0	460-413-560250-0000	Design/Plans/Specs	0	0	0
25.00	0.00	0	0	460-413-560650-0000	Miscellaneous	0	0	0
15,685.50	1,843.60	0	0	460-413-560750-0000	Project Admin - Direct	0	0	0
0	0	40,000	0	460-413-560250-0000	Design/Plans/Specs	0	0	0
0	0	0	0	460-415-560150-0000	Construction	10,000	10,000	10,000
348.50	0.00	0	0	460-501-529600-0000	Legal Services	0	0	0
287,543.22	103.96	0	0	460-501-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-501-560200-0000	Contingency	0	0	0
3,000.00	0.00	0	0	460-501-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	460-501-560400-0000	Capital Outlay	0	0	0
2,194.25	0.00	0	0	460-501-560500-0000	Inspection/Supervision/Testing	0	0	0
29,142.91	2,011.20	0	0	460-501-560750-0000	Project Admin - Direct	0	0	0
300.00	0.00	0	0	460-501-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	460-501-560950-0000	Utilities	0	0	0
0.00	0.00	0	0	460-502-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-503-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-504-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-505-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-506-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-507-560150-0000	Construction	0	0	0
3,782.50	376.00	8,000	0	460-508-560250-0000	Design/Plans/Specs	0	0	0
107.66	0.00	0	8,103	460-508-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	460-509-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-509-560750-0000	Project Admin - Direct	0	0	0

Fund 460 - TRANSPORTATION CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
14,916.94	0.00	0	4,796	460-510-560150-0000	Construction	10,000	10,000	10,000
2,103.75	47.00	0	0	460-511-560250-0000	Designs/Plans/Specs	0	0	0
7,471.67	3,998.35	4,000	1,600	460-511-560650-0000	Miscellaneous	5,000	5,000	5,000
0.00	0.00	0	0	460-512-560150-0000	Construction	0	0	0
0.00	0.00	0	0	460-601-560100-0000	Appraisals	50,000	50,000	50,000
0.00	0.00	800,000	0	460-601-560150-0000	Construction	0	0	0
161,825.26	227,037.10	0	307,583	460-601-560250-0000	Design/Plans/Specs	100,000	100,000	100,000
0.00	0.00	0	0	460-601-560550-0000	Land Acquisition	830,000	830,000	830,000
0.00	88.98	0	0	460-601-560650-0000	Miscellaneous	0	0	0
21,040.69	21,549.84	0	27,075	460-601-560750-0000	Project Admin - Direct	20,000	20,000	20,000
0.00	8,802.90	0	0	460-701-560750-0000	Project Admin - Direct	0	0	0
10,229,559.37	2,117,941.46	1,140,625	777,710		Subtotal Expenses and Transfers	1,725,000	1,725,000	1,725,000
10,125,544.52	2,044,201.17	2,151,104	1,968,290		Total Fund Revenues	1,130,000	1,130,000	1,130,000
10,229,559.37	2,117,941.46	1,140,625	777,710		Total Fund Expenditures	1,725,000	1,725,000	1,725,000

Fund 470 - TRANSIT CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
119,790.00	0.00			0 470-000-433550-0000	Railroad Grade Fee	0	0	0
78,384.00	0.00	0		0 470-000-433550-2512	RR Grade Fee/Valley Glen	0	0	0
0.00	50,504.00	0		0 470-000-433550-2526	RR Grade Fee/Fairfield Dev	0	0	0
0.00	0.00	0		0 470-000-433550-2527	RR Grade Fee/Brookfield	0	0	0
857,499.67	0.33	0		0 470-000-461110-0000	Grant - Federal	0	0	0
0.00	0.00	1,860,500	101,756	470-000-461120-0000	Grant Funds - State	1,727,000	1,727,000	1,727,000
0.00	0.00	0		0 470-000-461130-0000	Grant Funds	0	0	0
0.00	0.00	0	17,500	470-000-461250-0000	Grants - Fed	0	0	0
54,127.87	75,153.84	15,000	53,828	470-000-461600-0000	Interest Earned	15,000	15,000	15,000
72,000.00	0.00	0		0 470-000-492300-0000	From Transportation Cap Proj	0	0	0
287,000.00	0.00	0		0 470-000-492600-0000	From RDA	0	0	0
1,468,801.54	125,658.17	1,875,500	173,084		Subtotal Revenues	1,742,000	1,742,000	1,742,000
0.00	0.00	1,094,604	1,094,604	470-000-597990-0000	Transfers Out	0	0	0
0.00	0.00	0		0 470-100-560250-0000	Design/Plans/Specs	0	0	0
29,860.00	4,954.00	0		0 470-100-560300-0000	Development Fee Admin	0	0	0
0.00	10,260.00	0		0 470-100-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0		0 470-101-560150-0000	Construction	0	0	0
0.00	139,111.00	0		0 470-102-526000-0000	Equipment Maintenance	0	0	0
370.00	33,457.91	60,500	51,269	470-102-529600-0000	Legal Services	0	0	0
1,232,693.04	16,910.39	168,000	126,000	470-102-560150-0000	Construction	10,000	10,000	10,000
0.00	0.00	0		0 470-102-560200-0000	Contingency	0	0	0
31,850.95	2,253.04	1,873,000	142,785	470-102-560250-0000	Design/Plans/Specs	1,697,000	1,697,000	1,697,000
227.76	173.86	0	103	470-102-560650-0000	Miscellaneous	0	0	0
25,125.41	9,118.66	0	10,845	470-102-560750-0000	Project Admin - Direct	20,000	20,000	20,000
0.00	0.00	0		0 470-102-560800-0000	Project Admin - Overhead	0	0	0
107,618.90	0.00	0		0 470-102-560850-0000	Project Management	0	0	0
0.00	0.00	0		0 470-103-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0		0 470-104-560150-0000	Construction	0	0	0
0.00	0.00	0		0 470-104-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0		0 470-104-560850-0000	Project Management	0	0	0
1,427,746.06	216,238.86	3,196,104	1,425,606		Subtotal Expenses and Transfers	1,727,000	1,727,000	1,727,000
1,468,801.54	125,658.17	1,875,500	173,084		Total Fund Revenues	1,742,000	1,742,000	1,742,000
1,427,746.06	216,238.86	3,196,104	1,425,606		Total Fund Expenditures	1,727,000	1,727,000	1,727,000

Fund 480 - RECREATION CIP

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Actual	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
381,840.54	7,214.63	57,720	65,962	480-000-425500-0000	Development Fees - Recreation	0	0	0
0.00	0.00	0	0	480-000-425500-2507	Dev Fees - Rec/Pheasant Run 7	0	0	0
239,582.59	0.00	0	0	480-000-425500-2512	Dev Fees - Rec/Valley Glen	0	0	0
0.00	0.00	0	0	480-000-429400-0000	Mitigation	0	0	0
0.00	0.00	0	0	480-000-433000-0000	Park-in-Lieu Fees	0	0	0
0.00	0.00	0	0	480-000-433300-2507	Plan. & Zoning/Pheasant Run 7	0	0	0
496,000.00	124,000.00	10,000	0	480-000-461120-0000	State Grant Funds	0	0	0
99,808.72	91,870.69	37,000	51,163	480-000-461600-0000	Interest Earned	15,000	15,000	15,000
0.00	72,642.13	1,078	1,078	480-000-497700-0000	Transfer fr Fund 230 1987 COPs	0	0	0
1,217,231.85	295,727.45	105,798	118,203		Subtotal Revenues	15,000	15,000	15,000
56,640.00	0.00	1,440	1,440	480-100-560300-0000	Development Fee Admin	0	0	0
0.00	0.00	0	0	480-100-560750-0000	Project Admin - Direct	0	0	0
5,640.00	0.00	0	0	480-100-560800-0000	Project Admin - Overhead	0	0	0
0.00	1,760.00	0	0	480-100-560850-0000	Project Management	0	0	0
31,500.00	32,445.00	0	0	480-100-590100-0000	To General Fund	0	0	0
0.00	0.00	0	0	480-101-560750-0000	Project Admin - Direct	0	0	0
74,594.00	0.00	0	0	480-101-590600-0000	To 87 COP's	0	0	0
0.00	0.00	0	0	480-102-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-102-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	480-103-535600-0000	Special Supplies	0	0	0
22,218.15	49,976.96	20,000	17,246	480-103-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-103-560200-0000	Contingency	0	0	0
2,885.59	9,197.32	0	2,754	480-103-560400-0000	Capital Outlay	0	0	0
5,692.00	(305.37)	0	0	480-103-560450-0000	Furniture & Fixtures	0	0	0
500.50	0.00	0	0	480-103-560650-0000	Miscellaneous	0	0	0
0.00	0.00	0	0	480-104-560600-0000	Master Plan Update	0	0	0
4,035.00	0.00	0	50	480-105-560250-0000	Design/Plans/Specs	0	0	0
0.00	428.32	0	0	480-105-560750-0000	Project Admin - Direct	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Actual	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	480-106-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-106-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-106-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	480-110-560250-0000	Design/Plans/Specs	0	0	0
0.00	0.00	0	0	480-111-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-111-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-112-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	480-112-560900-0000	Site Preparation	0	0	0
0.00	0.00	0	0	480-113-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	480-113-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	480-115-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-115-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	480-115-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	480-116-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-116-560800-0000	Project Admin - Overhead	0	0	0
0.00	0.00	0	0	480-116-560850-0000	Project Management	0	0	0
0.00	45.00	0	0	480-117-529600-0000	Legal Services	0	0	0
0.00	69,776.65	29,873	29,823	480-117-560600-0000	Master Plan Update	0	0	0
0.00	91.97	0	0	480-117-560650-0000	Miscellaneous	0	0	0
0.00	0.00	0	0	480-118-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	480-118-560900-0000	Site Preparation	0	0	0
0.00	0.00	0	0	480-120-560150-0000	Construction	0	0	0
1,028.50	155.00	0	0	480-121-529600-0000	Legal Services	0	0	0
2,342.38	(211.00)	0	0	480-121-535600-0000	Special Supplies	0	0	0
2,025,397.78	12,409.65	0	0	480-121-560150-0000	Construction	0	0	0
134,318.19	9,968.75	0	0	480-121-560250-0000	Designs/Plans/Specs	0	0	0
7,919.00	0.00	0	0	480-121-560350-0000	Environmental Review	0	0	0
14,262.15	95.00	0	0	480-121-560500-0000	Inspection/Supervision/Testing	0	0	0
19,212.73	0.00	0	0	480-121-560750-0000	Project Admin - Direct	0	0	0
77,082.00	4,365.00	0	0	480-121-560850-0000	Project Management	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Actual	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	480-122-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-122-560750-0000	Project Admin - Direct	0	0	0
912.00	0.00	0	0	480-123-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-125-560150-0000	Construction	0	0	0
2,197.10	0.00	0	0	480-126-560150-0000	Construction	0	0	0
85.00	0.00	0	0	480-126-560250-0000	Design/Plans/Specs	0	0	0
1,034.10	1,723.50	0	0	480-126-560750-0000	Project Admin - Direct	0	0	0
11,389.13	0.00	0	0	480-127-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-127-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-128-560750-0000	Project Admin - Direct	0	0	0
302.50	0.00	0	0	480-129-529600-0000	Legal Services	0	0	0
48,355.75	142,260.00	0	0	480-129-560150-0000	Construction	0	0	0
18,499.11	6,684.47	0	0	480-129-560250-0000	Design/Plans/Specs	0	0	0
25.00	659.65	0	0	480-129-560650-0000	Miscellaneous	0	0	0
3,421.46	40.05	0	0	480-129-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-130-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-130-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-131-560750-0000	Project Admin - Direct	0	0	0
307.00	0.00	0	180	480-133-529600-0000	Legal Services	0	0	0
0.00	0.00	48,280	48,100	480-133-560150-0000	Construction	0	0	0
4,046.01	776.70	0	0	480-133-560250-0000	Design/Plans/Specs	0	0	0
1,651.00	0.00	0	0	480-134-529600-0000	Legal Fees	0	0	0
0.00	0.00	0	0	480-134-560100-0000	Appraisals	0	0	0
0.00	0.00	1,922,000	1,922,000	480-134-560150-0000	Construction	0	0	0
0.00	0.00	0	0	480-135-560150-0000	Construction	0	0	0
2,273.75	0.00	0	0	480-135-560250-0000	Plans/Design/Specs	0	0	0
88,285.32	0.00	0	0	480-136-560150-0000	Construction	0	0	0
1,564.17	0.00	0	0	480-136-560500-0000	Inspection/Supervision/Testing	0	0	0
7,387.57	0.00	0	0	480-136-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-136-560800-0000	Project Admin - Overhead	0	0	0

2006 Actual	2007 Actual	2008 Adopted	2008 Actual	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	480-136-560850-0000	Project Management	0	0	0
0.00	0.00	0	0	480-136-560900-0000	Site Preparation	0	0	0
0.00	0.00	0	0	480-136-560950-0000	Utilities	0	0	0
0.00	304.00	0	0	480-137-529600-0000	Legal Services	0	0	0
0.00	37,680.00	90,000	90,000	480-137-560150-0000	Construction	0	0	0
127.50	4,073.61	0	0	480-137-560250-0000	Designs/Plans/Specs	0	0	0
0.00	3,415.08	0	0	480-137-560750-0000	Project Admin - Direct	0	0	0
0.00	0.00	0	0	480-138-560150-0000	Construction	0	0	0
3,867.50	47.00	0	0	480-138-560250-0000	Designs/Plans/Specs	0	0	0
107.08	0.00	0	0	480-138-560750-0000	Project Admin - Direct	0	0	0
300.00	0.00	0	0	480-139-529600-0000	Legal Services	0	0	0
0.00	0.00	0	0	480-139-560150-0000	Construction	0	0	0
0.00	10,000.00	0	0	480-139-560250-0000	Designs/Plans/Specs	0	0	0
0.00	0.00	0	0	480-139-560750-0001	Project Admin - Direct	0	0	0
2,681,406.02	397,862.31	2,111,593	2,111,593		Subtotal Expenses and Transfers	0	0	0
1,217,231.85	295,727.45	105,798	118,203		Total Fund Revenues	15,000	15,000	15,000
2,681,406.02	397,862.31	2,111,593	2,111,593		Total Fund Expenditures	0	0	0

Fund 490 - Agricultural Land Mitigation

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
2,800.00	0.00	0	1,145,726	490-000-429400-0000	Mitigation Fees	0	0	0
0.00	0.00	0	0	490-000-433000-0000	Agricultural Mitigation Pymts	0	0	0
0.00	0.00	0	0	490-000-433300-0000	Planning & Zoning Charges	0	0	0
0.00	-1.00	0	0	490-000-461600-0000	Interest Earned	0	0	0
0.00	0.00	0	0	490-000-490100-0000	Transfer from General Fund	0	0	0
0.00	0.00	0	0	490-000-493300-0000	Transfer from Community Devel.	0	0	0
2,800.00	-1.00	0	1,145,726		Subtotal Revenues	0	0	0
12,183.05	0.00	0	0	490-100-529600-0000	Legal Fees	0	0	0
0.00	0.00	0	0	490-100-560550-0000	Land Acquisiton (Solano Land Trust)	1,136,343	1,136,343	1,136,343
0.00	0.00	0	0	490-100-590100-0000	To General Fund	0	0	0
12,183.05	0.00	0	0		Subtotal Expenses and Transfers	1,136,343	1,136,343	1,136,343
2,800.00	-1.00	0	1,145,726		Total Fund Revenues	0	0	0
12,183.05	0.00	0	0		Total Fund Expenditures	1,136,343	1,136,343	1,136,343

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**Special
Assessment
Funds**

This category encompasses the ten Lighting and Landscaping Districts (Funds 601-610).

**Lighting and
Landscaping
District
Funds**

An assessment is placed on the tax roll for each of these districts and the expenses of each district are accounted for separately. These budgets were not formally adopted in FY 2007-08 but the assessment and the corresponding expenses for each district were approved by Council. Therefore, staff is now placing these before the Council for formal adoption for FY 2008-09 and as an end of the year budget adjustment in FY 2007-08. On July 22, 2008 the City Council adopted the Engineer's reports and approved the assessments for FY 2008-09.

The City of Dixon has 10 Landscape and Lighting Maintenance Assessment Districts throughout the City. Residential dwellings and commercial lots in each zone pay an annual assessment for the maintenance of landscaping and lighting that has a specific benefit to the zone. Assessments charged in each zone vary by the size and complexity of the landscape area maintained and the number of street lights included.

All zones are maintained by the City Department of Public Works. The Streets division maintains eight zones while the Park division maintains two zones. Maintenance staff is fully funded in the Cities General Fund. Maintenance staff tracks their time worked in each zone. The City General Fund is then reimbursed from the zones for the cost of the staffing time.

Zones 1-9 were created with no escalators built in for increases in the cost to maintain the zones and for increases to utilities. Zone 10 covers the Valley Glen subdivision and was created with an escalator tied to the Consumer Price Index (CPI). The annual increase provides the necessary resources to maintain a fixed level of service year after year. For zones 1-9 the fixed assessments have not covered the increased cost to maintain these zones. For most zones the cost of Utilities has increased to the point where this cost represents more than 50% of the total assessment for the zone. An increase in the assessment for any zone is subject to a vote of the property owners within the specific zones. Over the past several years the cost to maintain several of the zones has exceed the annual assessment collected. This has resulted in a deficit fund balance for several of the zones.

In Fiscal Year 2006/07 the City Council determined that many of the areas included in the zones had a general benefit to the entire City. As a result these areas were removed from the zones and the cost to maintain was budgeted in the Cities General Fund. This shift eased the deficits accumulating for several zones. The one constant over the history of the zones has been the level of service provided by Public Works. The maintenance level of service was never decreased to match funding levels. The projected June 2009 ending fund balance for the zones is a negative \$272,141. It is critical that these projected fund balances are rectified. The intent of benefit assessment districts is for the district to pay for the special benefit being received. For several Landscape and Lighting Zones in Dixon, this is not the case.

For Fiscal Year 2008/09 the City has completed the Engineers Report fixing the assessments to be levied on the property tax bills. In order for the City to limit the subsidizing of the zones through the General Fund, the level of service must match the available resources. This will mean an immediate reduction in the current level of service for many of the zones. Zones 1, 2,4,5,6, and 7 have incurred deficits over the last several years with Zones 2 and 7 greater than \$90,000 each. These Zones will require the greatest adjustment to the level of service in order to meet the current funding levels from the individual assessments. Options for increasing available resources will be evaluated over the next several months by staff.

CITY OF DIXON

BUDGET OVERVIEW - SPECIAL ASSESSMENTS - LIGHTING AND LANDSCAPING

FUND	ZONE #	1	2	3	4	5	6	7	8	9	10	Total	
	601	602	603	604	605	606	607	608	609	610			
SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES													-
ESTIMATED AVAILABLE RESOURCES													-
BEGINNING FUND BALANCE JULY 2007	(21,421)	(91,867)	958	(30,542)	(11,212)	(8,700)	(66,494)	2,054	19,005	53,587		(154,632)	
PROJECTED FY2007-08													-
Actual Revenues June 30, 2008	2,155	19,201	3,724	9,882	8,739	3,467	45,913	4,287	14,200	49,609		161,177	
Transfers	-	-	-	-	-	-	-	-	-	-		-	
ACTUAL REVENUE & TRANSFERS JUNE 30, 2008	2,155	19,201	3,724	9,882	8,739	3,467	45,913	4,287	14,200	49,609		161,177	
Estimated Expenditures June 30, 2008	3,196	24,550	3,876	19,027	10,534	4,230	69,725	4,545	8,085	52,709		200,477	
ESTIMATED FUND BALANCE JUNE 30, 2008	(22,462)	(97,216)	806	(39,687)	(13,007)	(9,463)	(90,306)	1,796	25,120	50,487		(193,932)	
SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS													-
ESTIMATED BEGINNING FUND BALANCE JULY 2008	(22,462)	(97,216)	806	(39,687)	(13,007)	(9,463)	(90,306)	1,796	25,120	50,487		(193,932)	
PROPOSED FY2008-09													
ESTIMATED REVENUE													
REVENUES	2,155	19,201	2,782	8,557	6,193	3,463	45,301	3,169	13,500	45,283		149,604	
INTEREST EARNINGS	-	-	-	-	-	-	-	-	700	1,000		1,700	
TRANSFERS	-	-	930	1,325	2,542	-	-	1,075	-	5,000		10,872	
ESTIMATED REVENUE AND TRANSFERS	2,155	19,201	3,712	9,882	8,735	3,463	45,301	4,244	14,200	51,283		162,176	
TOTAL ESTIMATED AVAILABLE RESOURCES	(20,307)	(78,015)	4,518	(29,805)	(4,272)	(6,000)	(45,005)	6,040	39,320	101,770		(31,756)	
PROPOSED APPROPRIATIONS	2,155	19,201	3,712	9,882	8,735	3,463	45,301	4,244	13,500	50,283		160,476	
ESTIMATED FUND BALANCE JUNE 30, 2009	(22,462)	(97,216)	806	(39,687)	(13,007)	(9,463)	(90,306)	1,796	25,820	51,487		(192,232)	
ESTIMATED BEGINNING FUND BALANCE JULY 2009	(22,462)	(97,216)	806	(39,687)	(13,007)	(9,463)	(90,306)	1,796	25,820	51,487		(192,232)	

FUND 601 - L & L ZONE #1

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
2154.88	2154.88	0	2,155	601-000-401900-0000	Assessments	2,155	2,155	2,155
0	0	0	0	601-000-429100-0000	L & L City Share	0	0	0
0	0	0	0	601-000-461600-0000	Interest Earned	0	0	0
2154.88	2154.88	0	2,155		Subtotal Revenue	2,155	2,155	2,155
0	0	25	0	601-600-520100-0000	Admin Costs - Finance	25	25	25
17.94	71.77	175	80	601-600-520300-0000	Admin Costs - PW	175	175	175
0	21	60	21	601-600-522600-0000	Contract Serv - Non Prof	60	60	60
0	0	0	0	601-600-523400-0000	Contract Serv - Temp	0	0	0
0	0	0	0	601-600-523450-0000	Contract Serv - Temp - Split	0	0	0
21.54	21.54	50	50	601-600-523800-0000	County Charges	50	50	50
0	0	0	0	601-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	601-600-525900-0000	Equip Rental/L & L Split	0	0	0
0	0	0	0	601-600-526000-0000	Equipment Repars/Maint	0	0	0
0	0	0	0	601-600-529200-0000	Landscape Maintenance	0	0	0
0	69.6	0	70	601-600-529600-0000	Legal Services	0	0	0
59.8	362.81	1,225	400	601-600-529700-0000	L/L Labor	1,225	1,225	1,225
1315.6	956.8	0	1,100	601-600-529710-0000	L/L Labor - Split	0	0	0
0	0	0	0	601-600-531600-0000	Office Supplies	0	0	0
0	0	0	0	601-600-534000-0000	Refunds	0	0	0
0	605.82	200	675	601-600-535600-0000	Special Supplies	200	200	200
0	0	0	0	601-600-535610-0000	Special Supplies L/L Split	0	0	0
176.17	200.5	120	300	601-600-536000-0000	Utilities	120	120	120
0	0	0	0	601-600-536500-0000	Utilities/Park Path Lights	0	0	0
420.92	410.94	300	500	601-600-539000-0000	Water	300	300	300
0	0	0	0	601-600-539500-0000	Water - City/L&L Split	0	0	0
2011.97	2720.78	2,155	3,196		Subtotal Expenses	2,155	2,155	2,155
2154.88	2154.88	0	2,155		Total Fund Revenue	2,155	2,155	2,155
2011.97	2720.78	2,155	3,196		Total Fund Expenses	2,155	2,155	2,155

FUND 602 - L & L Zone #2

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
19,201.14	19,201.14	0	19,201	602-000-401900-0000	Assessments	19,201	19,201	19,201
0.00	0.00	0	0	602-000-429100-0000	L & L City Share	0	0	0
0.00	0.00	0	0	602-000-461600-0000	Interest Earned	0	0	0
0.00	0.00	0	0	602-000-490100-0000	Transfer-in	0	0	0
19,201.14	19,201.14	0	19,201		Subtotal Revenue	19,201	19,201	19,201
0.00	0.00	50	50	602-600-520100-0000	Admin Costs - Finance	50	50	50
4,740.82	251.20	300	700	602-600-520300-0000	Admin Costs - PW	300	300	300
0.00	0.00	0	0	602-600-521800-0000	Communications	0	0	0
768.00	694.00	1,000	900	602-600-522600-0000	Contract Serv - Non Prof	1,000	1,000	1,000
0.00	0.00	0	0	602-600-523400-0000	Contract Serv - Temp	0	0	0
0.00	0.00	0	0	602-600-523450-0000	Contract Serv-Temp L&L Split	0	0	0
192.01	192.01	200	200	602-600-523800-0000	County Charges	200	200	200
0.00	0.00	0	0	602-600-525800-0000	Equipment Rental	0	0	0
0.00	0.00	0	0	602-600-525900-0000	Equip Rental/L & L Split	0	0	0
0.00	0.00	0	0	602-600-526000-0000	Equipment Repars/Maint	0	0	0
0.00	69.60	0	0	602-600-529600-0000	Legal Services	0	0	0
4,006.60	2,317.16	9,101	4,200	602-600-529700-0000	L/L Labor	6,000	6,000	6,000
1,764.10	1,674.40	0	950	602-600-529710-0000	L/L Labor - Split	0	0	0
0.00	0.00	0	0	602-600-531600-0000	Office Supplies	0	0	0
0.00	0.00	0	0	602-600-534000-0000	Refunds	0	0	0
692.45	2,272.83	2,000	7,200	602-600-535600-0000	Special Supplies	5,101	5,101	5,101
0.00	0.00	0	0	602-600-535610-0000	Special Supplies L/L Split	0	0	0
8,509.41	9,685.20	5,700	9,800	602-600-536000-0000	Utilities	5,700	5,700	5,700
375.60	419.84	850	550	602-600-539000-0000	Water	850	850	850
0.00	0.00	0	0	602-600-539500-0000	Water - City/L&L Split	0	0	0
21,048.99	17,576.24	19,201	24,550		Subtotal Expenses	19,201	19,201	19,201
19,201.14	19,201.14	0	19,201		Total Fund Revenue	19,201	19,201	19,201
21,048.99	17,576.24	19,201	24,550		Total Fund Expenses	19,201	19,201	19,201

FUND 603 - L & L Zone #3

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
2,767.54	2,781.42	0	2,782	603-000-401900-0000	Assessments	2,782	2,782	2,782
696.65	0.00	0	930	603-000-429100-0000	L & L City Share	0	0	0
73.72	14.11	0	12	603-000-461600-0000	Interest Earned	0	0	0
				602-000-490100-0000	Transfer-in	930	930	930
3,537.91	2,795.53	0	3,724		Subtotal Revenue	3,712	3,712	3,712
0.00	0.00	25	25	603-600-520100-0000	Admin Costs - Finance	25	25	25
197.38	107.66	225	225	603-600-520300-0000	Admin Costs - PW	225	225	225
168.00	105.00	100	126	603-600-522600-0000	Contract Serv - Non Prof	300	300	300
190.50	21.00	100	50	603-600-522610-0000	Repairs L/L Split	350	350	350
0.00	0.00	0	0	603-600-523400-0000	Contract Serv - Temp	0	0	0
0.00	0.00	0	0	603-600-523450-0000	Contract Serv - Temp - Split	0	0	0
27.81	27.81	50	50	603-600-523800-0000	County Charges	50	50	50
0.00	0.00	0	0	603-600-525800-0000	Equipment Rental	0	0	0
0.00	0.00	0	0	603-600-526000-0000	Equipment Repars/Maint	0	0	0
0.00	0.00	0	0	603-600-529200-0000	Landscape Maintenance	0	0	0
0.00	69.60	0	0	603-600-529600-0000	Legal Services	0	0	0
0.00	46.34	182	0	603-600-529700-0000	L/L Labor	182	182	182
0.00	179.40	300	150	603-600-529710-0000	L/L Labor - Split	300	300	300
0.00	0.00	0	0	603-600-531600-0000	Office Supplies	0	0	0
0.00	0.00	0	0	603-600-534000-0000	Refunds	0	0	0
342.26	481.60	0	0	603-600-535600-0000	Special Supplies	0	0	0
0.00	0.00	150	0	603-600-535610-0000	Special Supplies L/L Split	150	150	150
1,444.07	2,005.68	350	1,700	603-600-536000-0000	Utilities	1,070	1,070	1,070
547.59	624.44	400	750	603-600-536100-0000	Utility L/L Split	760	760	760
491.80	560.90	0	600	603-600-536110-0000	Utilities/ L & L Split	0	0	0
52.84	0.00	0	0	603-600-539000-0000	Water	0	0	0
110.56	179.05	300	200	603-600-539500-0000	Water - City/L&L Split	300	300	300
3,572.81	4,408.48	2,182	3,876		Subtotal Expenses	3,712	3,712	3,712
3,537.91	2,795.53	0	3,724		Total Fund Revenue	3,712	3,712	3,712
3,572.81	4,408.48	2,182	3,876		Total Fund Expenses	3,712	3,712	3,712

FUND 604 - L & L Zone #4

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
8555.42	8555.42	0	8,557	604-000-401900-0000	Assessments	8,557	8,557	8,557
87.08	0	0	1,325	604-000-429100-0000	L & L City Share	0	0	0
0	0	0	0	604-000-461600-0000	Interest Earned	0	0	0
			0	602-000-490100-0000	Transfer-in	1,325	1,325	1,325
8642.5	8555.42	0	9,882		Subtotal Revenue	9,882	9,882	9,882
0	0	25	25	604-600-520100-0000	Admin Costs - Finance	25	25	25
3429.62	71.77	100	100	604-600-520300-0000	Admin Costs - PW	100	100	100
357.5	273.5	600	252	604-600-522600-0000	Contract Serv - Non Prof	600	600	600
63.5	84	100	75	604-600-522610-0000	Repairs L/L Split	100	100	100
0	0	0	0	604-600-523400-0000	Contract Serv - Temp	0	0	0
85.55	85.55	125	125	604-600-523800-0000	County Charges	125	125	125
0	0	0	0	604-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	604-600-526000-0000	Equipment Repars/Maint	0	0	0
0	0	0	0	604-600-529200-0000	Landscape Maintenance	0	0	0
0	69.6	0	0	604-600-529600-0000	Legal Services	0	0	0
11302.2	631.93	2,482	9,500	604-600-529700-0000	L/L Labor	2,482	2,482	2,482
0	0	1,000	2,800	604-600-529710-0000	L/L Labor - Split	1,000	1,000	1,000
0	0	0	0	604-600-531600-0000	Office Supplies	0	0	0
0	0	0	0	604-600-534000-0000	Refunds	0	0	0
880.91	1097.47	200	400	604-600-535600-0000	Special Supplies	200	200	200
0	0	100	0	604-600-535610-0000	Special Supplies L/L Split	100	100	100
4519.45	4329.14	2,200	4,800	604-600-536000-0000	Utilities	2,200	2,200	2,200
3.52	21.96	650	100	604-600-536100-0000	Utility L/L Split	650	650	650
1490.22	570.8	1,500	450	604-600-539000-0000	Water	1,500	1,500	1,500
107.13	690.42	800	400	604-600-539500-0000	Water - City/L&L Split	800	800	800
22,239.60	7,926.14	9,882	19,027		Subtotal Expenses	9,882	9,882	9,882
8,642.50	8,555.42	0	9,882		Total Fund Revenue	9,882	9,882	9,882
22,239.60	7,926.14	9,882	19,027		Total Fund Expenses	9,882	9,882	9,882

FUND 605 - L & L Zone #5

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
6036.92	6164.08	0	6,197	605-000-401900-0000	Assessments	6,193	6,193	6,193
3526.98	0	0	2,542	605-000-429100-0000	L & L City Share	0	0	0
13.97	0	0	0	605-000-461600-0000	Interest Earned	0	0	0
			0	602-000-490100-0000	Transfer-in	2,542	2,542	2,542
9577.87	6164.08	0	8,739		Subtotal Revenue	8,735	8,735	8,735
0	0	25	25	605-600-520100-0000	Admin Costs - Finance	25	25	25
538.29	4669.04	175	400	605-600-520300-0000	Admin Costs - PW	175	175	175
0	0	0	0	605-600-521000-0000	Bldg/Site Maintenance	0	0	0
3959.87	168	40	189	605-600-522600-0000	Contract Serv - Non Prof	285	285	285
1338.48	84	100	125	605-600-522610-0000	Repairs L/L Split	200	200	200
0	0	0	0	605-600-523400-0000	Contract Serv - Temp	0	0	0
0	0	0	0	605-600-523450-0000	Contract Svcs - Temp - Split	0	0	0
60.36	61.64	55	70	605-600-523800-0000	County Charges	56	56	56
0	0	0	0	605-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	605-600-525900-0000	Equip Rental/L & L Split	0	0	0
0	0	0	0	605-600-526000-0000	Equipment Repars/Maint	0	0	0
0	0	0	0	605-600-529200-0000	Landscape Maintenance	0	0	0
0	69.6	0	0	605-600-529600-0000	Legal Services	0	0	0
358.8	0	0	0	605-600-529700-0000	L/L Labor	0	0	0
1136.2	1495	300	800	605-600-529710-0000	L/L Labor - Split	1,468	1,468	1,468
0	0	0	0	605-600-531600-0000	Office Supplies	0	0	0
0	0	0	0	605-600-534000-0000	Refunds	0	0	0
456.78	432.6	0	125	605-600-535600-0000	Special Supplies	0	0	0
100	0	133	0	605-600-535610-0000	Special Supplies L/L Split	433	433	433
3793.64	4789.93	460	4,800	605-600-536000-0000	Utilities	3,110	3,110	3,110
1372.96	2204.98	870	3,000	605-600-536100-0000	Utility L/L Split	1,830	1,830	1,830
0	0	0	0	605-600-539000-0000	Water	0	0	0
1360.12	1522.63	500	1,000	605-600-539500-0000	Water - City/L&L Split	1,153	1,153	1,153
14,475.50	15,497.42	2,658	10,534		Subtotal Expenses	8,735	8,735	8,735
9,577.87	6,164.08	0	8,739		Total Fund Revenue	8,735	8,735	8,735
14,475.50	15,497.42	2,658	10,534		Total Fund Expenses	8,735	8,735	8,735

FUND 606 - L & L Zone #6

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
3461.4	3461.4	0	3,463	606-000-401900-0000	Assessments	3,463	3,463	3,463
0	0	0	0	606-000-429100-0000	L & L City Share	0	0	0
0	0	0	4	606-000-461600-0000	Interest Earned	0	0	0
3461.4	3461.4	0	3,467		Subtotal Revenue	3,463	3,463	3,463
0	0	25	25	606-600-520100-0000	Admin Costs - Finance	25	25	25
71.77	0	100	100	606-600-520300-0000	Admin Costs - PW	100	100	100
105	63	140	75	606-600-522600-0000	Contract Serv - Non Prof	140	140	140
0	0	0	0	606-600-523400-0000	Contract Serv - Temp	0	0	0
0	0	0	0	606-600-523450-0000	Contract Serv - Temp - Split	0	0	0
34.61	34.61	40	40	606-600-523800-0000	County Charges	40	40	40
0	0	0	0	606-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	606-600-525900-0000	Equip Rental/L & L Split	0	0	0
0	0	0	0	606-600-526000-0000	Equipment Repars/Maint	0	0	0
0	69.6	0	70	606-600-529600-0000	Legal Services	0	0	0
3827.2	411.95	1,618	500	606-600-529700-0000	L/L Labor	1,518	1,518	1,518
0	0	0	687	606-600-529710-0000	L/L Labor - Split	0	0	0
0	0	0	0	606-600-531600-0000	Office Supplies	0	0	0
0	0	0	0	606-600-534000-0000	Refunds	0	0	0
609.21	0	300	233	606-600-535600-0000	Special Supplies	300	300	300
0	0	0	0	606-600-535610-0000	Special Supplies L/L Split	0	0	0
1412.67	1480.25	940	1,800	606-600-536000-0000	Utilities	940	940	940
493.62	509.7	300	700	606-600-539000-0000	Water	400	400	400
0	0	0	0	606-600-539500-0000	Water - City/L&L Split	0	0	0
6,554.08	2,569.11	3,463	4,230		Subtotal Expenses	3,463	3,463	3,463
3,461.40	3,461.40	0	3,467		Total Fund Revenue	3,463	3,463	3,463
6,554.08	2,569.11	3,463	4,230		Total Fund Expenses	3,463	3,463	3,463

FUND 607 - L & L Zone #7

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
38933.56	38933.56	0	38,938	607-000-401900-0000	Assessments	38,326	38,326	38,326
209.55	0	0	6,975	607-000-429100-0000	L & L City Share	0	6,975	6,975
0	0	0	0	607-000-461600-0000	Interest Earned	0	0	0
			0	602-000-490100-0000	Transfer-in	6,975	6,975	6,975
39143.11	38933.56	0	45,913		Subtotal Revenue	45,301	52,276	52,276
0	0	25	25	607-600-520100-0000	Admin Costs - Finance	25	25	25
179.43	179.43	300	300	607-600-520300-0000	Admin Costs - PW	300	300	300
567	420	500	550	607-600-522600-0000	Contract Serv - Non Prof	500	500	500
84	42	200	100	607-600-522610-0000	Repairs/L & L Split	200	200	200
0	0	0	0	607-600-523400-0000	Contract Serv - Temp	0	0	0
389.33	389.33	600	600	607-600-523800-0000	County Charges	600	600	600
0	0	0	0	607-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	607-600-526000-0000	Equipment Repars/Maint	0	0	0
0	69.6	0	0	607-600-529600-0000	Legal Services	0	0	0
48240.67	18177.25	11,000	43,000	607-600-529700-0000	L/L Labor	11,000	11,000	11,000
0	0	6,000	0	607-600-529710-0000	L/L Labor - Split	6,000	6,000	6,000
0	0	0	0	607-600-531600-0000	Office Supplies	0	0	0
0	0	0	0	607-600-534000-0000	Refunds	0	0	0
2486.28	2877.49	2,688	4,500	607-600-535600-0000	Special Supplies	2,076	2,076	2,076
0	0	2,000	1,000	607-600-535610-0000	Special Supplies L/L Split	2,000	2,000	2,000
6311.44	6543.53	2,850	7,000	607-600-536000-0000	Utilities	2,850	2,850	2,850
296.69	956.72	750	1,000	607-600-536500-0000	Utilities/Park Path Lights	750	750	750
11912.04	13781.24	14,000	11,000	607-600-539000-0000	Water	14,000	14,000	14,000
38.4	539.62	5,000	650	607-600-539500-0000	Water - City/L&L Split	5,000	5,000	5,000
70,505.28	43,976.21	45,913	69,725		Subtotal Expenses	45,301	45,301	45,301
39,143.11	38,933.56	0	45,913		Total Fund Revenue	45,301	52,276	52,276
70,505.28	43,976.21	45,913	69,725		Total Fund Expenses	45,301	45,301	45,301

FUND 608 - L & L Zone #8

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
3169.08	3169.08	0	3,169	608-000-401900-0000	Assessments	3,169	3,169	3,169
188.15	0	0	1,075	608-000-429100-0000	L & L City Share	0	0	0
25.4	20.05	0	43	608-000-461600-0000	Interest Earned	0	0	0
			0	602-000-490100-0000	Transfer-in	1,075	1,075	1,075
3382.63	3189.13	0	4,287		Subtotal Revenue	4,244	4,244	4,244
0	0	25	25	608-600-520100-0000	Admin Costs - Finance	25	25	25
143.54	107.66	200	200	608-600-520300-0000	Admin Costs - PW	200	200	200
21	105	100	250	608-600-522600-0000	Contract Serv - Non Prof	100	100	100
0	21	50	21	608-600-522610-0000	Repairs L/L Split	50	50	50
0	0	0	0	608-600-523400-0000	Contract Serv - Temp	0	0	0
31.69	31.69	49	49	608-600-523800-0000	County Charges	49	49	49
0	0	0	0	608-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	608-600-526000-0000	Equipment Repars/Maint	0	0	0
0	69.6	0	0	608-600-529600-0000	Legal Services	0	0	0
1794	152.76	600	200	608-600-529700-0000	L/L Labor	600	600	600
0	0	1,200	2,000	608-600-529710-0000	L/L Labor - Split	1,200	1,200	1,200
0	0	0	0	608-600-531600-0000	Office Supplies	0	0	0
0	0	0	0	608-600-534000-0000	Refunds	0	0	0
418.08	0	150	0	608-600-535600-0000	Special Supplies	150	150	150
0	0	300	0	608-600-535610-0000	Special Supplies L/L Split	300	300	300
401.15	740.68	270	800	608-600-536000-0000	Utilities	420	420	420
307.91	223.28	500	500	608-600-539000-0000	Water	500	500	500
376.3	272.89	650	500	608-600-539500-0000	Water - City/L&L Split	650	650	650
3,493.67	1,724.56	4,094	4,545		Subtotal Expenses	4,244	4,244	4,244
3,382.63	3,189.13	0	4,287		Total Fund Revenue	4,244	4,244	4,244
3,493.67	1,724.56	4,094	4,545		Total Fund Expenses	4,244	4,244	4,244

FUND 609 - L & L Zone #9

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
13500	13500	0	13,500	609-000-401900-0000	Assessments	13,500	13,500	13,500
486.23	672.27	0	700	609-000-461600-0000	Interest Earned	700	700	700
13986.23	14172.27	0	14,200		Subtotal Revenue	14,200	14,200	14,200
0	0	25	25	609-600-520100-0000	Admin Costs - Finance	25	25	25
681.83	215.32	250	250	609-600-520300-0000	Admin Costs - PW	250	250	250
0	0	0	0	609-600-521000-0000	Bldg/Site Maintenance	0	0	0
399	63	400	175	609-600-522600-0000	Contract Serv - Non Prof	400	400	400
0	0	0	0	609-600-523400-0000	Contract Serv - Temp	0	0	0
0	0	0	0	609-600-523450-0000	Contract Serv-Temp L & L Split	0	0	0
186	135	125	135	609-600-523800-0000	County Charges	125	125	125
0	0	0	0	609-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	609-600-526000-0000	Equipment Repars/Maint	0	0	0
0	0	0	0	609-600-529200-0000	Landscape Maintenance	0	0	0
0	69.6	0	0	609-600-529600-0000	Legal Services	0	0	0
3079.7	1973.19	7,750	2,900	609-600-529700-0000	L/L Labor	7,750	7,750	7,750
0	0	0	0	609-600-530000-0000	Maintenance	0	0	0
0	0	0	0	609-600-531600-0000	Office Supplies	0	0	0
18489.6	0	0	0	609-600-534000-0000	Refunds	0	0	0
732.3	622.77	1,000	1,000	609-600-535600-0000	Special Supplies	1,000	1,000	1,000
2430.85	2545	950	2,800	609-600-536000-0000	Utilities	950	950	950
0	0	0	0	609-600-536500-0000	Utilities/Park Path Lights	0	0	0
1511.03	1700.1	3,000	800	609-600-539000-0000	Water	3,000	3,000	3,000
0	0	0	0	609-600-539500-0000	Water - City/L&L Split	0	0	0
27,510.31	7,323.98	13,500	8,085		Subtotal Expenses	13,500	13,500	13,500
13,986.23	14,172.27	0	14,200		Total Fund Revenue	14,200	14,200	14,200
27,510.31	7,323.98	13,500	8,085		Total Fund Expenses	13,500	13,500	13,500

FUND 610 - L & L Zone #10

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
41585.82	42154.2	0	43,609	610-000-401900-0000	Assessments	45,283	45,283	45,283
186.29	0	0	5,000	610-000-429100-0000	L & L City Share	0	0	0
1364.18	1651.48	0	1,000	610-000-461600-0000	Interest Earned	1,000	1,000	1,000
			0	602-000-490100-0000	Transfer-in	5,000	5,000	5,000
43136.29	43805.68	0	49,609		Subtotal Revenue	51,283	51,283	51,283
0	0	150	150	610-600-520100-0000	Admin Costs - Finance	150	150	150
825.37	466.51	900	900	610-600-520300-0000	Admin Costs - PW	900	900	900
0	45.53	0	0	610-600-521000-0000	Bldg/Site Maintenance	0	0	0
94	357	1,000	1,000	610-600-522600-0000	Contract Serv - Non Prof	1,000	1,000	1,000
0	0	0	0	610-600-523400-0000	Contract Serv - Temp	0	0	0
0	0	0	0	610-600-523450-0000	Contract Serv-Temp L & L Split	0	0	0
469.6	421.54	500	500	610-600-523800-0000	County Charges	500	500	500
0	0	0	0	610-600-525800-0000	Equipment Rental	0	0	0
0	0	0	0	610-600-526000-0000	Equipment Repars/Maint	0	0	0
0	0	0	0	610-600-529200-0000	Landscape Maintenance	0	0	0
0	69.6	0	0	610-600-529600-0000	Legal Services	0	0	0
7801.03	17703.73	13,635	25,000	610-600-529700-0000	L/L Labor	15,308	15,308	15,308
0	0	8,000	0	610-600-529710-0000	L/L Labor - Split	8,000	8,000	8,000
0	0	0	0	610-600-530000-0000	Maintenance	0	0	0
0	0	0	0	610-600-531600-0000	Office Supplies	0	0	0
10909.92	0	0	0	610-600-534000-0000	Refunds	0	0	0
0	0	7,209	7,209	610-600-534200-0000	Sidewalk Replacement/Reserve F	7,210	7,210	7,210
746	1280.04	2,500	500	610-600-535600-0000	Special Supplies	2,500	2,500	2,500
148.34	60.82	600	200	610-600-535610-0000	Site Supplies L/L Split	600	600	600
10600.12	12477.34	8,615	14,000	610-600-536000-0000	Utilities	8,615	8,615	8,615
0	0	0	0	610-600-536500-0000	Utilities/Park Path Lights	0	0	0
908.19	2189.49	4,100	2,500	610-600-539000-0000	Water	4,100	4,100	4,100
224.23	755	1,400	750	610-600-539500-0000	Water - City/L&L Split	1,400	1,400	1,400
32,726.80	35,826.60	48,609	52,709		Subtotal Expenses	50,283	50,283	50,283
43,136.29	43,805.68	0	49,609		Total Fund Revenue	51,283	51,283	51,283
32,726.80	35,826.60	48,609	52,709		Total Fund Expenses	50,283	50,283	50,283

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Special Assessment and Community Facilities Districts

There are two Special Assessment Districts and two CFD (Community Facilities District) Funds which are funded by either a special assessment or a special tax placed annually on the county tax rolls.

- **Fund 651 Valley Glen CFD – 2003-1**

The California State Legislature approved the Mello-Roos Community Facilities District Act of 1982 that provides for the levy of a special tax within a defined geographic area. Community Facilities Districts (CFDs) can generate funding for a broad range of facilities and eligible services. The development agreement between the City of Dixon and Pulte Homes Corporation (the “Developer”) required the developer create a funding mechanism for long-term operations and maintenance of certain storm drainage facilities, including a pump station and a portion of the improvements to the Pond A/Lateral One Detention and Conveyance facilities. On September 23, 2003, the Dixon City Council adopted Resolution No. 03-210 which established the Community Facilities District No. 2003-01 (Valley Glen). Valley Glen is a residential community located in the southern portion of the City of Dixon and its boundaries encompass a 212-acre site.

This category encompasses the two Community Service Districts (Funds 651 & 655) and the two Special Assessment Funds (Funds 710 & 720). Each of these funds receives an annual levy from the property tax roll.

- **Fund 655 Pond C Lateral 2 CFD (Brookfield)**

This District is for the maintenance of drainage Pond C and has yet to be activated and is being funded by a voluntary contribution from the developer which represents the developer’s (Brookfield) 25% share. The City’s share for areas which the pond serves which existed prior to Brookfield development is 75%.

Expenditures consist of labor for maintenance of the pond provided by Public Works staff and the necessary materials. This fund is managed by the Public Works department. The expenditures were approved by the City Council on July 8, 2008; the complete budget is being presented here for formal approval along with the other CFD.

- **Fund 710 West A Street Assessment District** – The West A Street Assessment District accounts for the proceeds of Special Assessments collected on the property tax roll. These assessments fund the payment of \$6,847,053 in bonds issued under the 1915 Bond Act. These bonds have been in turn used as security for bonds issued by the Dixon Public Financing Authority which is the conduit for the limited obligation bonds which are backed solely by the special assessments collected from property owners in the District. The City's only obligation is to pay the bonds based upon collection of the assessments from the property owners and pursue legal action to collect from delinquent property owners.

The principal and interest payment due in FY 2008-09 is \$470,278.75. In addition a bond call in the amount of \$175,000 (35-\$5,000 bonds) is being proposed. This would reduce the principal balance to \$2,600,000 as of June 30, 2009. The bonds will be repaid in full in 2014.

- **Fund 720 North First Street Assessment District** – The North First Street Assessment District accounts for the proceeds of Special Assessments collected on the property tax roll. These assessments fund the payment of \$20,997,433 in bonds issued under the 1915 Bond Act. These bonds have been in turn used as security for bonds issued by the Dixon Public Financing Authority which is the conduit for the limited obligation bonds which are backed solely by the special assessments collected from property owners in the District. The City's only obligation is to pay the bonds based upon collection of the assessments from the Property owners and pursue legal action to collect from delinquent property owners.

The principal and interest payment due in FY 2008-09 is \$1,630,365. In addition a bond call in the amount of \$300,000(60-\$5,000 bonds) is being proposed. This would reduce the principal balance to \$13,430,000 as of June 30, 2009. The bonds will be repaid in full in 2020.

CITY OF DIXON

BUDGET OVERVIEW - SPECIAL ASSESSMENT FUNDS

FUND	Valley Glenn CFD 651	Pond C / Lateral Two CFD 655	West A 710	N.First Street 720	Total
SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES					
-					
ESTIMATED AVAILABLE RESOURCES					
-					
BEGINNING FUND BALANCE JULY 2007	291,285	-	390,879	1,837,009	2,519,173
PROJECTED FY2007-08					
Actual Revenues June 30, 2008	227,096	-	718,171	1,790,682	2,735,949
ACTUAL REVENUE & TRANSFERS JUNE 30, 2008	227,096	-	718,171	1,790,682	2,735,949
Estimated Expenditures June 30, 2008	156,583	-	582,445	1,658,485	2,397,513
ESTIMATED FUND BALANCE JUNE 30, 2008	361,798	-	526,605	1,969,206	2,857,609
SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS					
-					
ESTIMATED BEGINNING FUND BALANCE JULY 2008	361,798	-	526,605	1,969,206	2,857,609
PROPOSED FY2008-09					
ESTIMATED REVENUE					
REVENUES	200,000	-	699,074	1,773,498	2,672,572
INTEREST EARNINGS	7,000	-	10,000	40,000	57,000
ESTIMATED REVENUE AND TRANSFERS	207,000	-	709,074	1,813,498	2,729,572
TOTAL ESTIMATED AVAILABLE RESOURCES	568,798	-	1,235,679	3,782,704	5,587,181
PROPOSED APPROPRIATIONS	234,886	19,460	760,529	1,955,765	2,970,640
ESTIMATED FUND BALANCE JUNE 30, 2009	333,912	(19,460)	475,150	1,826,939	2,616,541
ESTIMATED BEGINNING FUND BALANCE JULY 2009	333,912	(19,460)	475,150	1,826,939	2,616,541

FUND 651- CFD VALLEY GLEN

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	2008 Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
139,174.74	213,070.76	218,196	218,196	651-000-401900-0000	Assessments	200,000	200,000	200,000
0.00	0.00	0	0	651-000-429100-0000	L & L City Share	0	0	0
3,995.36	9,862.57	6,869	8,900	651-000-461600-0000	Interest Earned	7,000	7,000	7,000
6,320.00	0.00	0	0	651-000-492200-0000	Transfer from Storm Drain CIP	0	0	0
149,490.10	222,933.33	225,065	227,096		Subtotal Revenues	207,000	207,000	207,000
0.00	0.00	5,000	5,000	651-610-520100-0000	Administration	5,000	5,000	5,000
3,305.07	2,181.33	1,570	1,570	651-610-522600-0000	Consultants	1,570	1,570	1,570
1,391.74	2,130.70	2,130	2,000	651-610-523800-0000	County Charges	2,130	2,130	2,130
5,662.26	1,708.43	3,500	3,000	651-610-526000-0000	Equip Repairs/Maintenance	3,000	3,000	3,000
0.00	1,471.00	3,000	1,537	651-610-531900-0000	Permits/Licenses/Fees	3,000	3,000	3,000
2,198.78	1,150.86	3,500	3,500	651-610-535600-0000	Special Supplies	3,500	3,500	3,500
17,176.24	15,975.37	20,000	16,000	651-610-536000-0000	Utilities	20,000	20,000	20,000
358.37	323.92	300	300	651-610-539000-0000	Water	300	300	300
0.00	0.00	0	0	651-610-550700-0000	Depreciation	0	0	0
0.00	0.00	7,000	4,860	651-610-560400-0000	Capital Outlay	3,000	3,000	3,000
8,192.60	0.00	12,000	24,000	651-610-560750-0000	Project Admin - Direct	13,640	13,640	13,640
10,000.00	10,960.00	11,510	11,510	651-610-590100-0000	Transfer to General Fund	11,510	11,510	11,510
48,285.06	35,901.61	69,510	73,277		Subtotal Expenses and Transfers	66,650	66,650	66,650
0.00	0.00	1,500	1,500	651-620-520100-0000	Administration	1,500	1,500	1,500
0.00	381.33	1,570	1,200	651-620-522600-0000	Consultants	4,570	4,570	4,570
356.16	0.00	356	356	651-620-523800-0000	County Charges	356	356	356
7,652.61	18,042.12	5,000	4,500	651-620-526000-0000	Equip Repairs/Maintenance	5,000	5,000	5,000
1,979.90	4,260.17	5,000	4,700	651-620-529200-0000	Landscape Maintenance	0	0	0
0.00	487.76	4,000	2,500	651-620-535600-0000	Special Supplies	9,000	9,000	9,000
278.25	90.35	500	350	651-620-536000-0000	Utilities	500	500	500
188.29	261.09	600	250	651-620-539000-0000	Water	600	600	600
7,768.58	10,558.24	6,000	2,700	651-620-560400-0000	Capital Outlay	81,400	81,400	81,400
11,182.60	11,362.00	11,655	55,000	651-620-560750-0000	Project Admin - Direct	51,150	51,150	51,150
10,500.00	0.00	0	0	651-620-592200-0000	Transfer to Storm Drain	0	0	0
39,906.39	45,443.06	36,181	73,056		Subtotal Expenses and Transfers	154,076	154,076	154,076

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	1,500	1,500	651-630-520100-0000	Administration	1,500	1,500	1,500
0.00	381.32	1,570	1,200	651-630-522600-0000	Consultants	0	0	0
0.00	0.00	0	0	651-630-523800-0000	County Charges	0	0	0
0.00	0.00	5,000	3,500	651-630-526000-0000	Equip Repairs/Maintenance	5,000	5,000	5,000
0.00	890.89	1,000	0	651-630-529200-0000	Landscape Maintenance	0	0	0
331.96	0.00	3,000	2,600	651-630-535600-0000	Special Supplies	4,000	4,000	4,000
209.83	78.84	250	250	651-630-536000-0000	Utilities	250	250	250
8,013.20	-19.20	6,000	1,200	651-630-560750-0000	Project Admin - Direct	3,410	3,410	3,410
8,554.99	1,331.85	18,320	10,250		Subtotal Expenses and Transfers	14,160	14,160	14,160
149,490.10	222,933.33	225,065	227,096		Fund Revenues Total	207,000	207,000	207,000
96,746.44	82,676.52	124,011	156,583		Fund Expenses Total	234,886	234,886	234,886

CITY OF DIXON
 CAPITAL EQUIPMENT/FIXED ASSETS (not included in Capital Project Funds)
 FY 2008-09 BUDGET

Department Name: VALLEY GLEN CFD
 Division Name:

Fund 651

(N)ew or (R)eplacement (A)	Category* (B)	Priority (C)	Item Description (Be Specific) (D)	Cost/Unit (incl Tax and Freight) (E)	Quantity (F)	FY 2008-09 BUDGET	
						Department Request Total (G)	City Manager Recommend (H)
Pump Station 610							
N	B	1	CHEMICAL STORAGE SHED	3,000	1	3,000	3,000
Pond A 620							
N	E	1	CAB TRACTOR	13,000	90%	11,700	11,700
N	E	2	MOWER ATTACHMENT	55,000	90%	49,500	49,500
N	F	3	ASPHALT PAD	8500	1	8,500	8,500
N	E	4	HYDRAULIC BLADE ATTACHMENT	6000	90%	5,400	5,400
N	E	5	HYDRAULIC TILT ATTACHMENT	7000	90%	6,300	6,300
						-	
						-	
Please see memo for further instructions.					Total	84,400	84,400
*Category:	V = Vehicles						
	F = Furniture/Fixtures						
	E = Equipment						
	B = Buildings						

FUND 655- CFD POND C/LATERAL TWO

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	0	655-000-401900-0000	Assessments	0	0	0
0.00	0.00	0	0	655-000-429100-0000	L & L City Share	0	0	0
0.00	0.00	0	0	655-000-461600-0000	Interest Earned	0	0	0
0.00	0.00	0	0	655-000-492200-0000	Transfer from Storm Drain CIP	0	0	0
0.00	0.00	0	0		Subtotal Revenues	0	0	0
DEPT 601: POND C								
0.00	0.00	0	0	655-601-520100-0000	Administration	0	0	0
0.00	0.00	0	0	655-601-522600-0000	Consultants	0	0	0
0.00	0.00	0	0	655-601-523800-0000	County Charges	0	0	0
0.00	0.00	0	0	655-601-525800-0000	Eqiup Rental	500	500	500
0.00	0.00	0	0	655-601-535600-0000	Special Supplies	3,000	3,000	3,000
0.00	0.00	0	0	655-601-536000-0000	Utilities	0	0	0
0.00	0.00	0	0	655-601-539000-0000	Water	250	250	250
0.00	0.00	0	0	655-601-550700-0000	Depreciation	0	0	0
0.00	0.00	0	0	655-601-560400-0000	Capital Outlay	8,100	8,100	8,100
0.00	0.00	0	0	655-601-560750-0000	Project Admin - Direct	3,934	2,055	2,055
0.00	0.00	0	0	655-601-592200-0000	Transfer to Storm Drain	0	0	0
0.00	0.00	0	0		Subtotal Expenses and Transfers	15,784	13,905	13,905
DEPT 602: LATERAL TWO								
0.00	0.00	0	0	655-602-520100-0000	Administration	0	0	0
0.00	0.00	0	0	655-602-522600-0000	Consultants	0	0	0
0.00	0.00	0	0	655-602-523800-0000	County Charges	0	0	0
0.00	0.00	0	0	655-602-526000-0000	Eqiup Rental	500	500	500
0.00	0.00	0	0	655-602-535600-0000	Special Supplies	3,000	3,000	3,000
0.00	0.00	0	0	655-602-536000-0000	Utilities	0	0	0
0.00	0.00	0	0	655-602-539000-0000	Water	0	0	0
0.00	0.00	0	0	655-602-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	655-602-560750-0000	Project Admin - Direct	3,934	2,055	2,055
0	0	0	0		Subtotal Expenses and Transfers	7,434	5,555	5,555
Fund Revenues Total						0	0	0
Fund Expenses Total						23,218	19,460	19,460

Note: In order to net the City's share, the budget for a transfer from the General Fund has been reduced from \$17,901 to \$14,143 and the Project Admin (Labor) expenses have been reduced from \$7868 to \$4110. This recognize labor cost borne by the General fund.

FUND 710- WEST A STREET ASSESSMENT DISTRICT

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
680,605.21	679,415.45	675,650	698,997	710-000-401900-0000	Assessments	699,074	699,074	699,074
0.00	0.00	0	0	710-000-401900-2507	Assessments	0	0	0
0.00	0.00	0	6,174	710-000-460300-0000	Bond Proceeds/Early Redemption	0	0	0
17,090.31	13,105.63	10,000	13,000	710-000-461600-0000	Interest Earned	10,000	10,000	10,000
697,695.52	692,521.08	685,650	718,171		Subtotal Revenues	709,074	709,074	709,074
30,000.00	0.00	31,500	15,000	710-700-520100-0000	Admin costs - Finance	20,000	20,000	20,000
15,817.00	40,104.80	21,292	14,000	710-700-520200-0000	Admin Costs - Gen'l	9,300	9,300	9,300
0.00	0.00	0	1,140	710-700-527000-0000	Fiscal Agent Expense	1,140	1,140	1,140
0.00	808.20	0	0	710-700-529600-0000	Legal Fees	2,000	2,000	2,000
278,456.25	226,402.50	202,305	202,305	710-700-550300-0000	Bond Interest	178,089	178,089	178,089
815,000.00	370,000.00	350,000	350,000	710-700-550400-0000	Bond Redemption	550,000	550,000	550,000
1,139,273.25	637,315.50	605,097	582,445		Subtotal Expenses and Transfers	760,529	760,529	760,529
697,695.52	692,521.08	685,650	718,171		Fund Revenues Total	709,074	709,074	709,074
1,139,273.25	637,315.50	605,097	582,445		Fund Expenses Total	760,529	760,529	760,529

Note: A Bond Call of \$175,000 is being proposed due to excess in fund balance.

FUND 720- NORTH FIRST STREET ASSESSMENT DISTRICT

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
1,763,302.73	1,760,613.39	1,744,389	1,745,682	720-000-401900-0000	Assessments	1,773,498	1,773,498	1,773,498
18,563.58	0.00	0	0	720-000-460300-0000	Bond Proceeds/Early Redemption	0	0	0
0.00	0.00	0	0	720-000-460300-2518	Bond Proceeds/Rivendale	0	0	0
53,691.40	62,036.31	40,000	45,000	720-000-461600-0000	Interest Earned	40,000	40,000	40,000
0.00	0.00	0	0	720-200-550300-0000	Bond Interest	0	0	0
1,835,557.71	1,822,649.70	1,784,389	1,790,682		Subtotal Revenues	1,813,498	1,813,498	1,813,498
150,000.00	0.00	0	0	720-700-529800-0000	Dixon/Davis Greenbelt	0	0	0
0.00	0.00	0	10,000	720-700-520100-0000	Admin costs - Finance	15,000	15,000	15,000
13,861.00	8,517.63	31,602	12,000	720-700-520200-0000	Admin Costs - Gen'l	8,000	8,000	8,000
850.00	0.00	0	0	720-700-522400-0000	Consultants	0	0	0
0.00	0.00	0	1,000	720-700-523800-0000	County Charges	1,000	1,000	1,000
0.00	351.80	0	0	720-700-529600-0000	Legal Fees	1,400	1,400	1,400
1,078,205.00	995,417.50	946,485	946,485	720-700-550300-0000	Bond Interest	895,365	895,365	895,365
1,190,000.00	665,000.00	685,000	685,000	720-700-550400-0000	Bond Redemption	1,035,000	1,035,000	1,035,000
0.00	0.00	0	0	720-700-560400-0000	Capital Outlay	0	0	0
0.00	0.00	0	0	720-700-590100-0000	To General Fund	0	0	0
0.00	0.00	0	0	720-700-591100-0000	To Sewer O & M	0	0	0
0.00	0.00	0	0	720-700-591300-0000	To Sewer Rehab Cap Proj	0	0	0
0.00	0.00	0	0	720-700-591720-0000	To Unrestricted Cap Proj	0	0	0
0.00	0.00	0	0	720-700-591740-0000	To IP/ED Capital Proj	0	0	0
10,000.00	0.00	0	0	720-700-591800-0000	To Fire Capital Projects	0	0	0
0.00	0.00	0	0	720-700-592200-0000	To Storm Drain Cap Proj	0	0	0
0.00	10,000.00	0	4,000	720-700-592300-0000	To Transportation Projects	0	0	0
0.00	0.00	0	0	720-700-592500-0000	Transfer to Recreation Capital	0	0	0
0.00	0.00	0	0	720-700-592600-0000	To RDA	0	0	0
0.00	0.00	0	0	720-700-592900-0000	To Traffic Safety	0	0	0
0.00	0.00	0	0	720-700-597200-0000	Transfer to Greenbelt	0	0	0
0.00	0.00	0	0	720-710-590100-0000	To General Fund	0	0	0
2,442,916.00	1,679,286.93	1,663,087	1,658,485		Subtotal Expenses and Transfers	1,955,765	1,955,765	1,955,765
1,835,557.71	1,822,649.70	1,784,389	1,790,682		Fund Revenues Total	1,813,498	1,813,498	1,813,498
2,442,916.00	1,679,286.93	1,663,087	1,658,485		Fund Expenses Total	1,955,765	1,955,765	1,955,765

Note: A bond call of \$300,000 is being proposed.

MEMORANDUM

August 20, 2008

TO: NANCY HUSTON
City Manager

FROM: JEFF MATHESON
Interim Director of Public Works

SUBJECT: SUPPLEMENTAL BUDGET REQUEST; CFD VALLEY GLEN (651)

Equipment (PUMP STATION 610):

Purchase Chemical Storage Shed. This container would house all pesticides that are used in the ponds. The need to separate the chemicals from the building is for safety reasons. The pesticides and pre-emergent should not be housed with tools and other equipment. This container is a stand-alone structure that would be located at the pump station. The approximate cost to purchase this storage shed is \$3,000.

Equipment (POND A 620):

- (1) **Purchase New Cab Tractor.** The utility cab tractor is diesel and has 4 wheel drive. The tractor has a power take off to run different pieces of equipment. Public Works maintenance crew have 160 acre of grass flats and banks to maintain at the ponds with no equipment. The tractor has the capability to grade road tops, banks, disc shoulders, and cut ditches at the ponds. A mower and front end loader can also be added to take care of the maintenance needs at the ponds. The tractor is lower profile than other tractors so it can safely mow slopes. The 10% cost to purchase a new tractor is \$5,500. The 90% remainder cost of \$49,500 is budgeted under Valley Glen CFD #651 budget.
- (2) **Purchase New 15 foot Rotary Mower Attachment.** This mower would be an attachment to the tractor requested above. The mower will cut twice the grass as the mower the City currently has with one operator. This mower will save on labor costs. The mower is run by a power take off and is designed for mowing the worst cutting conditions. The mower is designed to mow large acreage such as the 160 acres of grass area in the ponds. The 10% cost to purchase a new mower attachment is \$1,300. The 90% remainder cost of \$11,700 is budgeted under Valley Glen CFD #651 budget.
- (3) **Installation of a 75 ton Asphalt Pad.** The pad would be used as a dump site for materials such as trimmings from trees at Valley Glen. This area could be used for gathering debris by tractor to put in drop boxes. This pad can also be used to place bins for gravel to maintain levee roads as well as rip rap for erosion control purposes. The pad is needed for the thousands of trees to maintain when mature throughout the pond. The approximate cost for this asphalt pad is \$8,500.
- (4) **Purchase New 10 Foot Hydraulic Rear Blade Attachment.** This rear blade would be an attachment to tractor requested above and will be used 10% of the time for Pond C maintenance. The unit is designed for heavy grading and cutting ditches. This unit could

help maintain our City shoulders and all of storm water and wastewater road tops and banks. This unit has tilt, angle, offset, and reverse positions that adjust so that any grading or ditch operation can be accomplished. Purchasing this equipment will show that the City is in compliance with the Storm Water Pollution Program for required municipal good housekeeping rules. The 10% cost to purchase a new 10 foot hydraulic rear blade attachment is approximately \$600. The 90% remainder cost of \$5,400 will be budgeted under Valley Glen CFD #651 budget.

- (5) **Purchase New Hydraulic Tilt Attachment.** The hydraulic lift attachment will be used approximately 10% of the time for Pond C maintenance to grade ditch lines and control erosion in channels and outfall areas. It can be attached to our existing backhoe. It will turn 45 degrees each way to clean ditches. The City has annexed land to include property on Currey Road which has a history of flooding. This area along with Pitt School Road, Vaughn Road, Pedrick Road, Batavia Road, and our storm ponds could utilize a piece of equipment that is this versatile. Without cleaning our ditches prior to cleaning our culverts the silt has nowhere to go and ends up back in our culverts. In years past, the county helped city crews by cleaning some of the ditches with their machine. The county cleaning help is no longer available. Purchasing the unit will show that the City is in compliance with the Storm Water Pollution Program for required municipal good housekeeping rules. The 10% cost to purchase a new hydraulic tilt attachment is approximately \$700. The 90% remainder cost of \$6,300 will be budgeted under Valley Glen CFD #651 budget.

Attachments:

- Picture of Cab Tractor
- Picture of Mower Attachment
- Picture of Rear Blade Attachment
- Picture of Hydraulic Tilt Attachment

MEMORANDUM

August 20, 2008

TO: NANCY HUSTON
City Manager

FROM: JEFF MATHESON
Interim Director of Public Works

SUBJECT: SUPPLEMENTAL BUDGET REQUEST; CFD (Brookfield)

Equipment (POND C):

- (1) **Purchase New Cab Tractor.** The utility cab tractor is diesel and has 4 wheel drive. The tractor has a power take off to run different pieces of equipment. Public Works maintenance crew have 160 acre of grass flats and banks to maintain at the ponds with no equipment. The tractor has the capability to grade road tops, banks, disc shoulders, and cut ditches at the ponds. A mower and front end loader can also be added to take care of the maintenance needs at the ponds. The tractor is lower profile than other tractors so it can safely mow slopes. The 10% cost to purchase a new tractor is \$5,500. The 90% remainder cost of \$49,500 is budgeted under Valley Glen CFD #651 budget.
- (2) **Purchase New 15 foot Rotary Mower Attachment.** This mower request is an attachment to the previously requested tractor. The mower will cut twice the grass as the mower the City currently has with one operator. This mower will save on labor costs. The mower is run by a power take off and is designed for mowing the worst cutting conditions. The mower is designed to mow large acreage such as the 160 acres of grass area in the ponds. The 10% cost to purchase a new mower attachment is \$1,300. The 90% remainder cost of \$11,700 is budgeted under Valley Glen CFD #651 budget.
- (3) **Purchase New 10 Foot Hydraulic Rear Blade Attachment.** This rear blade would attach to our John Deere tractor and will be used 10% of the time for Pond C maintenance. The unit is designed for heavy grading and cutting ditches. This unit could help maintain our City shoulders and all of storm water and wastewater road tops and banks. This unit has tilt, angle, offset, and reverse positions that adjust so that any grading or ditch operation can be accomplished. Purchasing this equipment will show that the City is in compliance with the Storm Water Pollution Program for required municipal good housekeeping rules. The 10% cost to purchase a new 10 foot hydraulic rear blade attachment is approximately \$600. The 90% remainder cost of \$5,400 will be budgeted under Valley Glen CFD #651 budget.
- (4) **Purchase New Hydraulic Tilt Attachment.** The hydraulic lift attachment will be used approximately 10% of the time for Pond C maintenance to grade ditch lines and control erosion in channels and outfall areas. It can be attached to our existing backhoe. It will turn 45 degrees each way to clean ditches. The City has annexed land to include property on Currey Road which has a history of flooding. This area along with Pitt School Road, Vaughn Road, Pedrick Road, Batavia Road, and our storm ponds could utilize a piece of equipment that is this versatile. Without cleaning our ditches prior to cleaning our

culverts the silt has nowhere to go and ends up back in our culverts. In years past, the county helped city crews by cleaning some of the ditches with their machine. The county cleaning help is no longer available. Purchasing the unit will show that the City is in compliance with the Storm Water Pollution Program for required municipal good housekeeping rules. The 10% cost to purchase a new hydraulic tilt attachment is approximately \$700. The 90% remainder cost of \$6,300 will be budgeted under Valley Glen CFD #651 budget.

Attachments:

- Picture of Cab Tractor
- Picture of Mower Attachment
- Picture of Rear Blade Attachment
- Picture of Hydraulic Tilt Attachment



Debt Service Funds

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DPFA

DPFA (Dixon Public Financing Authority) is a legally separate entity.

The DPFA (Dixon Public Financing Authority) is a joint powers authority between the City of Dixon and the Dixon Redevelopment Agency formed on October 24, 1979. Although it is a component unit of the City of Dixon, it is a legally separate entity. The City Council serves as the Board of Directors, with the Mayor serving as Chair. City staff has corresponding roles for the authority (City Manager is the Executive Director, City Clerk is the Secretary, City Attorney is authority's counsel, etc.). The only purpose of the authority is to serve as a conduit for debt issued by the City.

Currently there are four debt service budgets. In some cases, fund balances include a reserve amount for debt service coverage. However in preparing this budget staff has included only the portion of fund balance which is available to fund the 2008-09 budget. When the fund balance is sufficient, additional early payments of the bond debt can be made. Last year there were bond calls for the assessment districts and therefore the expenditures were greater than the amount budgeted. Therefore an end of the year budget adjustment to FY 2007-08 year is included in the budget adoption resolution. These budgets are presented as follows:

Fund 250:

Fund 250 reflects debt service for the Police Building. Funds are received from the Capital Improvement Fund (Fund 400) and the Police Capital Project Fund (Fund 420) to pay principal, interest, and on-going administration. The original bonds were refinanced in 1996 for \$2,290,000 and the balance owed as of June 30, 2009 will be \$950,000. The debt will be retired in 2015.

Fund 260:

Fund 260 was established to provide debt services for the Sewer Bonds issued in 1996. The funds are provided by the Sewer Capital Improvement Fund (Fund 310) via the Sewer Debt Service Fund (Fund 308). The funds are used to pay principal, interest, and on-going administration. The bonds were originally issued for \$2,635,000 and the balance owed as of June 30, 2009 will be \$1,775,000. The Sewer Bond debt will be retired in 2022.

Fund 270:

Fund 270 was established to provide debt service for the Fire Station Construction project. The bonds were issued in 1997 for \$3,300,000 and the balance owed as of June 30, 2009 will be \$2,270,000. Funds are provided by the Fire Capital Fund (Fund 410) and are used to pay principal, interest, and on-going administration. The Fire Station bonds will be retired in 2022.

Fund 280:

Fund 280 is the fund from which the pooled Assessment District debt service is paid. The present bonds were issued in 1998 and funds are provided by property tax assessments in the West A St. Assessment District and the North First St. Assessment District. The bonds were issued for \$29,170,000 and balance owed as of June 30, 2009 will be \$14,715,000. The bonds will be retired in 2021.

**CITY OF DIXON
FUND 210 CITY HALL DEBT SERVICE RESERVE
BUDGET OVERVIEW FY 2008-09**

The City Hall Debt Service Reserve Fund No. 210 is a reserve fund which exists to pay debt on COP's in the event that there are no other sources for payment. This budget is managed by the Finance and Technology Department.

ESTIMATED AVAILABLE RESOURCES

BEGINNING FUND BALANCE JULY 1, 2007 ACTUAL 555,275

PROJECTED FY 2007-08

ESTIMATED REVENUES JUNE 30, 2008:

INTEREST 20,000

TRANSFERS -

ESTIMATED REVENUES & TRANSFERS June 30, 2008 20,000

ESTIMATED EXPENDITURES June 30, 2008 196,031

ESTIMATED FUND BALANCE JUNE 30, 2008 379,244

ESTIMATED BEGINNING FUND BALANCE, JULY 1, 2008 379,244

PROPOSED FY 2008-09

ESTIMATED REVENUE:

INTEREST 20,000

TRANSFERS -

ESTIMATED REVENUES AND TRANSFERS 20,000

TOTAL ESTIMATED AVAILABLE RESOURCES 399,244

PROPOSED APPROPRIATIONS -

TRANSFERS to Fire CIP 410 & POLICE CIP 420 239,000

TOTAL APPROPRIATIONS 239,000

ESTIMATED FUND BALANCE JUNE 30, 2009 160,244

ESTIMATED FUND BALANCE JULY 1, 2009 160,244

FUND 210- CITY HALL DEBT SERVICE RESERVE

Budget FY 2008-2009

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
15,911.46	23,013.39	25,000	20,000	210-000-461600-0000	Interest Earned	20,000	20,000	20,000
0.00	0.00	0	0	210-000-490100-0000	Transfer from General Fund	0	0	0
15,911.46	23,013.39	25,000	20,000		Subtotal Revenues	20,000	20,000	20,000
0.00	0.00	196,031	196,031	210-000-591800-0000	Transfer to Fire CIP Fund 410	199,000	199,000	199,000
0.00	0.00	0	0	210-000-591900-0000	Transfer to Police CIP Fund 420	40,000	40,000	40,000
0.00	0.00	0	0	210-200-590200-0000	Contingency	0	0	0
0.00	0.00	196,031	196,031		Subtotal Expenses and Transfers	239,000	239,000	239,000
15,911.46	23,013.39	25,000	20,000		Fund Revenues Total	20,000	20,000	20,000
0.00	0.00	196,031	196,031		Fund Expenses Total	239,000	239,000	239,000

**DPIC
Fund**

DPIC (Dixon Public Improvement Corporation) Fund 240 is a legally separate entity.

The DPIC Fund is a debt service fund which exists solely for the purpose of paying off the debt service for the 1981 lease revenue refunding bonds which were used to construct City Hall. The bonds were originally issued in 1981 for a total of \$915,000. The current balance of the debt is \$535,000. The annual payments range from \$50,000 to \$57,000 and will be completely retired in the year 2022.

The debt service due in FY 2008-09 is \$51,125. This includes interest of \$26,125 and principal of \$25,000. After paying the FY 2008-09 debt service, the principal balance will be \$510,000.

The only other expenditure related to this fund is \$20 for a state filing fee for the DPIC with the Secretary of State. The debt service payments are funded by a transfer from the Administrative Facilities Capital Fund 430. The Capital Improvement Fund 400 (Unrestricted) can also be used as a funding source.

**CITY OF DIXON
FUND 240 - DIXON PUBLIC IMPROVEMENTS CORPORATION
BUDGET OVERVIEW**

SUMMARY OF FY2007-08 PROJECTED RESOURCES AND APPROPRIATIONS

ESTIMATED BEGINNING FUND BALANCE JULY 2007 28,929

PROPOSED FY2007-08

ESTIMATED REVENUE		
INTEREST EARNINGS		88
TRANSFERS		52,375
		52,375

ESTIMATED REVENUE AND TRANSFERS 52,463

TOTAL ESTIMATED AVAILABLE RESOURCES 81,392

ESTIMATED EXPENDITURES		
		52,395

ESTIMATED FUND BALANCE JUNE 30, 2008 28,997

ESTIMATED BEGINNING FUND BALANCE JULY 2008 28,997

PROPOSED FY2008-09

ESTIMATED REVENUE		
INTEREST EARNINGS		-
TRANSFERS		51,145

ESTIMATED REVENUE AND TRANSFERS 51,145

TOTAL ESTIMATED AVAILABLE RESOURCES 80,142

ESTIMATED EXPENDITURES		
		51,145

ESTIMATED FUND BALANCE JUNE 30, 2009 28,997

Fund 240 - DPIC (DIXON PUBLIC IMPROVEMENT CORPORATION)

Budget FY 2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requestd	2009 Manager Proposed	2009 Council Approved
0.00	0.00	0	88	240-000-461600-0000	Interest Earned	0	0	0
54,875.00	0.00	0	0	240-000-461700-0000	Lease Revenue	0	0	0
0.00	40,225.00	52,375	52,375	240-000-490800-0000	From Admin Facilities Capital	51,145	51,145	51,145
0.00	13,400.00	0	0	240-000-491760-0000	From Community Develop Capital	0	0	0
0.00	0.00	0	0	240-000-491800-0000	Transfer from Fire	0	0	0
0.00	0.00	0	0	240-000-491900-0000	Transfer from Police	0	0	0
54,875.00	53,625.00	52,375	52,463		Subtotal Revenues & Transfers	51,145	51,145	51,145
0.00	0.02	0	0	240-200-527000-0000	Fiscal Agent Expense	0	0	0
29,875.00	28,625.00	27,375	27,375	240-200-550300-0000	Bond Interest	26,125	26,125	26,125
25,000.00	25,000.00	25,000	25,000	240-200-550400-0000	Bond Redemption	25,000	25,000	25,000
20.00	0.00	0	20	240-200-551000-0000	State Filing Fee	20	20	20
54,895.00	53,625.02	52,375	52,395		Subtotal Expenditures & Transfers	51,145	51,145	51,145
54,875.00	53,625.00	52,375	52,463		Total Fund Revenues	51,145	51,145	51,145
54,895.00	53,625.02	52,375	52,395		Total Fund Expenditures	51,145	51,145	51,145

CITY OF DIXON

BUDGET OVERVIEW - DPFA (DIXON PUBLIC FINANCING AUTHORITY)

FUND	DPFA	DPFA	DPFA Fire	Assmt.	Total
	POLICE	Sewer		District	
	250	COPS	270	280	
		260			
SUMMARY OF FY2007- 08 ESTIMATED RESOURCES AND EXPENDITURES					-
ESTIMATED AVAILABLE RESOURCES					-
BEGINNING FUND BALANCE JULY 2007	70,434	318	64,702	382,604	518,058
PROJECTED FY2007-08					-
Actual Revenues June 30, 2008	9,000	322	9,500	2,287,790	2,306,612
TRANSFERS	186,873	191,877	244,000	-	622,750
ACTUAL REVENUE & TRANSFERS JUNE 30, 2008	195,873	192,199	253,500	2,287,790	2,929,362
Estimated Expenditures June 30, 2008	191,773	192,500	248,210	2,466,229	3,098,712
ESTIMATED FUND BALANCE JUNE 30, 2008	74,534	17	69,992	204,165	348,708
SUMMARY OF FY2008-09 PROJECTED RESOURCES AND APPROPRIATIONS					-
ESTIMATED BEGINNING FUND BALANCE JULY 2008	74,534	17	69,992	204,165	348,708
PROPOSED FY2008-09					
ESTIMATED REVENUE					
REVENUES	-	-	-	2,658,454	2,658,454
INTEREST EARNINGS	8,000	300	9,500	100,000	117,800
TRANSFERS	115,000	195,336	230,000	-	540,336
ESTIMATED REVENUE AND TRANSFERS	123,000	195,636	239,500	2,758,454	3,316,590
TOTAL ESTIMATED AVAILABLE RESOURCES	197,534	195,653	309,492	2,962,619	3,665,298
PROPOSED APPROPRIATIONS	195,785	194,136	248,420	2,503,329	3,141,670
ESTIMATED FUND BALANCE JUNE 30, 2009	1,749	1,517	61,072	459,290	523,628
ESTIMATED BEGINNING FUND BALANCE JULY 2009	1,749	1,517	61,072	459,290	523,628

Fund 250 - DPFA POLICE

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
12,512	12,483	7,900	9,000	250-000-461600-0000	Interest Earned	8,000	8,000	8,000
0	0	0	0	250-000-461700-0000	Lease Revenue	0	0	0
0	0	0	0	250-000-461800-0000	Miscellaneous Income	0	0	0
46,907	0	0	0	250-000-491750-0000	From Unrestricted CIP	0	0	0
140,721	187,625	186,873	186,873	250-000-491900-0000	Transfer from Police Capital	115,000	115,000	115,000
200,140	200,108	194,773	195,873		Subtotal Revenue	123,000	123,000	123,000
325	265	300	300	250-200-523200-0000	Contract Servs - Audit	350	350	350
3,719	3,774	4,055	4,600	250-200-527000-0000	Fiscal Agent Expense	4,500	4,500	4,500
0	0	0	0	250-200-550100-0000	Amortization	0	0	0
72,628	67,453	61,873	61,873	250-200-550300-0000	Bond Interest	55,935	55,935	55,935
115,000	120,000	125,000	125,000	250-200-550400-0000	Bond Redemption	135,000	135,000	135,000
191,672	191,491	191,228	191,773		Subtotal Expenses	195,785	195,785	195,785
200,140	200,108	194,773	195,873		Total Fund Revenues	123,000	123,000	123,000
191,672	191,491	191,228	191,773		Total Fund Expenses	195,785	195,785	195,785

Fund 260 - DPFA Sewer COPS

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
59	318	60	322	260-000-461600-0000	Interest Earned	300	300	300
0	0	0	0	260-000-491100-0000	Transfer from Sewer O & M	0	0	0
195,245	0	194,000	191,877	260-000-491150-0000	Transfer from Sewer D/S	195,336	195,336	195,336
0	0	0	0	260-000-491200-0000	Transfer from Sewer Improve	0	0	0
195,304	318	194,060	192,199		Subtotal Revenue	195,636	195,636	195,636
325	0	400	400	260-200-523200-0000	Contract Svcs - Audit	600	600	600
1,166	0	1,200	1,100	260-200-527000-0000	Fiscal Agent Expense	1,200	1,200	1,200
0	0	0	0	260-200-550100-0000	Amortization	0	0	0
115,245	0	106,877	106,000	260-200-550300-0000	Bond Interest	102,336	102,336	102,336
0	0	85,000	85,000	260-200-550400-0000	Bond Redemption	90,000	90,000	90,000
116,737	0	193,477	192,500		Subtotal Expenses	194,136	194,136	194,136
195,304	318	194,060	192,199		Total Fund Revenues	195,636	195,636	195,636
116,737	0	193,477	192,500		Total Fund Expenses	194,136	194,136	194,136

Fund 270 - DPFA FIRE

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
14,964	15,532	9,500	9,500	270-000-461600-0000	Interest Earned	9,500	9,500	9,500
243,448	243,798	240,000	244,000	270-000-491800-0000	Transfer from Fire	230,000	230,000	230,000
258,412	259,330	249,500	253,500		Subtotal Revenue	239,500	239,500	239,500
325	265	400	400	270-200-523200-0000	Contract Svcs - Audit	500	500	500
3,658	3,656	4,000	4,000	270-200-527000-0000	Fiscal Agent Expense	4,500	4,500	4,500
0	0	0	0	270-200-550100-0000	Amortization	0	0	0
143,448	138,798	133,810	133,810	270-200-550300-0000	Bond Interest	128,420	128,420	128,420
100,000	105,000	110,000	110,000	270-200-550400-0000	Bond Redemption	115,000	115,000	115,000
0	0	0	0	270-200-591730-0000	Transfer to Capital Projects	0	0	0
0	0	0	0	270-200-591800-0000	To Fire CIP	0	0	0
247,430	247,718	248,210	248,210		Subtotal Expenses	248,420	248,420	248,420
258,412	259,330	249,500	253,500		Total Fund Revenues	239,500	239,500	239,500
247,430	247,718	248,210	248,210		Total Fund Expenses	248,420	248,420	248,420

Fund 280 - DPFA ASSESSMENT DISTRICTS

Budget FY2008-09

2006 Actual	2007 Actual	2008 Adopted	2008 Estimated	Account	Description	2009 Department Requested	2009 Manager Proposed	2009 Council Approved
0.00	2,256,820.00	2,183,790	2,183,790	280-000-401900-0000	Assessments	2,658,454	2,658,454	2,658,454
104,030.33	158,133.48	100,000	104,000	280-000-461600-0000	Interest Earned	100,000	100,000	100,000
0.00	0.00	0	0	280-000-461800-0000	Miscellaneous Income	0	0	0
1,356,661.25	0.00	0	0	280-000-496100-0000	Transfer from West A Assess	0	0	0
2,005,000.00	0.00	0	0	280-000-496200-0000	Transfer from N First St Asses	0	0	0
3,465,692	2,414,953	2,283,790	2,287,790		Subtotal Revenue	2,758,454	2,758,454	2,758,454
325.21	265.00	400	400	280-200-523200-0000	Contract Svcs - Audit	800	800	800
5,870.00	5,770.00	6,350	6,350	280-200-527000-0000	Fiscal Agent Expense	7,000	7,000	7,000
0.00	0.00	0	12,750	280-200-550100-0000	Amortization	12,750	12,750	12,750
1,109,630.00	974,025.00	921,729	921,729	280-200-550300-0000	Bond Interest	867,779	867,779	867,779
2,100,000.00	1,115,000.00	1,100,000	1,525,000	280-200-550400-0000	Bond Redemption	1,615,000	1,615,000	1,615,000
3,215,825.21	2,095,060.00	2,028,479	2,466,229		Subtotal Expenses	2,503,329	2,503,329	2,503,329
3,465,691.58	2,414,953.48	2,283,790	2,287,790		Total Fund Revenues	2,758,454	2,758,454	2,758,454
3,215,825.21	2,095,060.00	2,028,479	2,466,229		Total Fund Expenses	2,503,329	2,503,329	2,503,329

Appendix Section



Budget Resolutions



Fiscal Policies



Comparison to Other Cities



Glossary

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Budget Resolutions

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CITY OF DIXON
RESOLUTION NO. 08 - 106

**RESOLUTION APPROVING AND AUTHORIZING THE CITY OF DIXON FISCAL YEAR
2008-09 GENERAL FUND BUDGET, APPROPRIATING FUNDS IN THE TOTAL AMOUNT
OF \$15,531,673 AND FOR THE PURPOSES SET FORTH IN THIS RESOLUTION, AND
AUTHORIZING PREPARATION OF THE FINAL BUDGET DOCUMENT**

WHEREAS, the City Manager has prepared, transmitted, and presented a preliminary fiscal year 2008-09 General Fund Budget to the City Council for its consideration; and

WHEREAS, the City prepares and adopts the General Fund Budget with the intent of providing for City services and to carry out the program of services; and

WHEREAS, the preliminary fiscal year 2008-09 General Fund Budget proposes transfers in and revenues in the amount of \$14,689,578 plus a drawdown of \$842,095 from unallocated General Fund balance for a total resources amount of \$15,531,673; and

WHEREAS, at the budget workshops held by City Council on June 3, 9, and June 16, 2008, the City Council has completed an open public process to review the preliminary fiscal year 2008-09 General Fund Budget for the purposes of evaluating and discussing the proposed budget and has concluded its deliberation/discussion with a public meeting held on June 24, 2008, for the purpose of providing additional opportunity for Council and public discussion;

NOW, THEREFORE BE IT RESOLVED, that the City Council does hereby approve the fiscal year 2008-09 General Fund Budget as outlined herein as Exhibits A and B and authorizes preparation of the final budget document, which shall be retained on file in the office of the City Clerk;

BE IT FURTHER RESOLVED, that resources are hereby appropriated in the amount of \$15,531,673 from the FY2008-09 revenues, reserves, and/or General Fund Unallocated Balance;

BE IT FURTHER RESOLVED, that the City Council's intent is to retain a General Fund Contingency Reserve of 11.98% of the General Fund total operations appropriation;

BE IT FURTHER RESOLVED, that the City Council's intent is to retain a designation for encumbrances for goods and services in an amount to be determined upon the final accounting of June 30, 2008;

BE IT FURTHER RESOLVED, that the capital acquisitions for programs authorized in the 2008-09 General Fund Budget as outlined in Exhibit C. If the funding source becomes unavailable for a capital item, the authorization to purchase is automatically rescinded; and it is further noted that other funding sources budgets will reflect the commitments for funding as noted above;

BE IT FURTHER RESOLVED, that the City Manager, in conjunction with individual department heads and the Finance Director, is directed to control the departmental budgets at the departmental bottom line, and the City Manager is authorized to make line item modifications within each department budget. Said modifications shall be reported to the City Council during the year end budget review;

BE IT FURTHER RESOLVED, that the FY2007-08 projected expenditures reflected in the preliminary budget constitute the City Manager's report to Council regarding the end of year budget review and that the actual year end expenditures will constitute the final General Fund Budget for FY2008-09;

BE IT FURTHER RESOLVED, that the Finance Director through the City Manager is hereby authorized to approve payment for goods and services received by the City in accordance with the City approved budget, ordinances, programs, and policies.


PASSED AND AOPTED THIS 24TH DAY OF JUNE 2008 BY THE FOLLOWING VOTE:

AYES:	Batchelor, Smith, Courville
NOES:	Alexander, Gomez
ABSENT:	None
ABSTAIN:	None

ATTEST:



City Clerk



Mayor

RESOLUTION NO.: 08-106
DATE: JUN 24 2008 Page 2 of 2
378

AMENDED

RESOLUTION NO. 08-007

**RESOLUTION OF THE REDEVELOPMENT AGENCY
OF THE CITY OF DIXON AUTHORIZING THE EXPENDITURE OF TAX
INCREMENT FUNDS FOR PUBLIC IMPROVEMENTS AND PUBLIC FACILITIES,
ADOPTING FINDINGS REQUIRED BY
HEALTH AND SAFETY CODE SECTIONS 33445 AND APPROVING THE AGENCY
BUDGET**

WHEREAS, the Proposed Fiscal Year 2008-09 Budget of the Redevelopment Agency of the City of Dixon ("Agency") contains proposed expenditures of tax increment funds for construction of publicly owned improvements, staffing costs, administrative costs, mandated pass through of Agency funds, and blight elimination programs and projects described in the attached Exhibit A, "Program Narrative" which Budget will be approved by the adoption of this resolution;

WHEREAS, the Proposed Fiscal Year 2008-09 Budget contains expenditures for the construction of improvements which are publicly owned;

WHEREAS, Health and Safety Code Section 33445 provides that a redevelopment agency may, with the consent of the legislative body, pay for the cost of the construction of improvements which are publicly owned if the legislative body determines all of the following:

1. That the improvements are of benefit to the project area or the immediate neighborhood in which the project is located;
2. That no other reasonable means of financing the public improvements is available to the community; and
3. That the payment of funds for the cost of the improvements will assist in the elimination of one or more blighting conditions inside the project area, and will be consistent with the implementation plan adopted by the redevelopment agency;

WHEREAS, the Budget provides for the expenditure of tax increment funds for the purpose of funding the following projects for publicly owned improvements: (a) the Minor Sidewalk Repair Program (\$10,000); (b) the Core Improvement Drainage Project (\$225,000); (c) the Downtown Accessibility Priority Routes Sidewalk Program (\$50,000), and (d) the Pardi Market Site Public Plaza (\$325,000), as such projects are more particularly described in the Budget (collectively, "**Public Improvements**");

WHEREAS, the City Planning Commission shall prepare any reports regarding compliance with the City's General Plan as may be required under Government Code Section 65402 for the Public Improvements. .

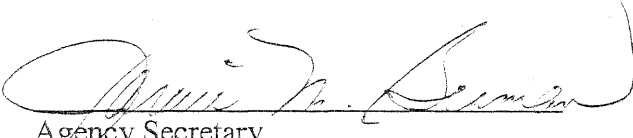
NOW, THEREFORE, BE IT RESOLVED by the Agency Board of Directors:


1. The Board hereby adopts the above recitals as true, correct and as its findings;
2. Finds and determines that, based upon the foregoing recitals: (i) the expenditure of tax increment funds to undertake the Public Improvements as set forth in this Resolution, the Budget and the Implementation Plan will be of benefit to the Project Area; (ii) no other reasonable means of financing the Public Improvements is reasonably available; (iii) completion of the Public Improvements will eliminate blighting conditions in the Project Area; and (iv) completion of the Public Improvements is consistent with the Implementation Plan adopted for the Project Area.
3. Authorizes the expenditure of tax increment funds for the purpose of completing the Public Improvements in the following amounts: (a) the Pardi Public Plaza (\$325,000); (b) Core Improvement Drainage Project (\$225,000); (c) Priority Route Downtown Sidewalk Program (\$50,000), and (d) Redevelopment Agency Sidewalk Minor Repair Program (\$10,000).
4. The attached Proposed Fiscal Year 2008-09 Budget for the Agency is approved.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE REDEVELOPMENT AGENCY OF THE CITY OF DIXON ON JULY 8, 2008 BY THE FOLLOWING VOTE:

AYES: Alexander, Batchelor, Gomez, Smith, Courville
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:


Agency Secretary


Chairperson

1115472.1

RESOLUTION NO.: 08-007

DATE: JUL 8 2008

RESOLUTION NO. 08 - 120

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF DIXON ADOPTING FINDINGS
REQUIRED BY HEALTH AND SAFETY CODE SECTION 33445 AND
CONSENTING TO THE EXPENDITURE OF TAX INCREMENT FUNDS
FOR PUBLIC IMPROVEMENTS (FOR USE OF RDA FUND 510)**

WHEREAS, the Proposed Fiscal Year 2008-09 Budget of the Redevelopment Agency of the City of Dixon ("Agency") contains proposed expenditures of tax increment funds for construction of publicly owned improvements, staffing costs, administrative costs, mandated pass through of Agency funds, and blight elimination programs and projects described in the attached Exhibit A, "Program Narrative" which Budget was considered by the Agency on July 8, 2008;

WHEREAS, Health and Safety Code Section 33445 provides that a redevelopment agency may, with the consent of the legislative body, pay for the cost of the construction of improvements which are publicly owned if the legislative body determines all of the following:

1. That the improvements are of benefit to the project area or the immediate neighborhood in which the project is located;
2. That no other reasonable means of financing the public improvements is available to the community; and
3. That the payment of funds for the cost of the improvements will assist in the elimination of one or more blighting conditions inside the project area, and will be consistent with the implementation plan adopted by the redevelopment agency;

WHEREAS, the Budget provides for the expenditure of tax increment funds for the purpose of funding the following projects for publicly owned improvements: (a) the Minor Sidewalk Repair Program (\$10,000); (b) the Core Improvement Drainage Project (\$225,000); (c) the Downtown Accessibility Priority Routes Sidewalk Program (\$50,000), and (d) the Pardi Market Site Public Plaza (\$325,000), as such projects are more particularly described in the Budget (collectively, "Public Improvements");

WHEREAS, the construction of the Public Improvements will benefit the Project Area because they will eliminate an existing unsafe blighting condition within the Project Area and

will create a safer place thereby improving the overall public health, safety, and welfare of the community;

WHEREAS, Agency and City staff have explored potential funding sources and determined that aside from matching contributions provided by private landowners that may be obtained for the sidewalk and drainage projects; Agency and City staff are aware of no other reasonably available source of funds for the Public Improvements, other than City general fund revenues which are committed for the provision of essential services such as police and fire services;

WHEREAS, the Minor Sidewalk Repair Program will eliminate blighting conditions in the Project Area and or the immediate neighborhood in which the specific repair projects will be located in that it will provide matching funds to facilitate landowners inside and outside the Project Area for repair of deteriorated and damaged sidewalks, as the condition of such sidewalks is unsightly and a hazard to public safety;

WHEREAS, completion of the Core Improvement Drainage Project will eliminate blighting conditions in the Project Area by replacing storm drainage pipes for the Project Area which has undersized and old storm drainage facilities which deficiencies can cause flooding and damage to buildings as well as the creation of unhealthy and unsafe conditions;

WHEREAS, completion of the Downtown Accessibility Priority Routes Sidewalk Program will eliminate blighting conditions in the Project Area in that the project is located in the Project Area and the present deteriorated, damaged condition of these sidewalks is unsightly and a hazard to public safety;

WHEREAS, the Pardi Plaza Market Site Project will eliminate blighting conditions in the Project Area in that it will result in the construction of public parking and a public plaza on parcels in the Project Area which are currently vacant, unsightly, and in poor condition;

WHEREAS, the Public Improvements proposed to be funded are consistent with the current Implementation Plan for the Central Dixon Project Area ("Implementation Plan") in that they meet the Implementation Plan goals of replacing and augmenting inadequate, undersized or deteriorated public improvements and facilities and all of projects are explicitly identified in the Implementation Plan's Capital Improvement Program.

WHEREAS, the expenditure for the funding the Public Improvements is consistent with the City of Dixon Redevelopment Plan and the Implementation Plan; and

WHEREAS, the City Planning Commission shall prepare any reports regarding compliance with the City's General Plan as may be required under Government Code Section 65402 for the Public Improvements.

RESOLUTION NO.: 08-120
DATE: JUL 8 2008
002


NOW, THEREFORE, BE IT RESOLVED by the City Council as follows:

1. The above recitals are true, correct and adopted as its findings;
2. The Council finds and determines that, based upon the foregoing recitals: (i) the expenditure of tax increment funds to undertake the Public Improvements as set forth in this Resolution, the Budget and the Implementation Plan will be of benefit to the Project Area; (ii) no other reasonable means of financing the Public Improvements is reasonably available; (iii) completion of the Public Improvements will eliminate blighting conditions in the Project Area; and (iv) completion of the Public Improvements is consistent with the Implementation Plan adopted for the Project Area.
3. Authorizes the expenditure of tax increment funds for the purpose of completing the Public Improvements in the following amounts: (a) the Pardi Public Plaza (\$325,000); (b) Core Improvement Drainage Project (\$225,000); (c) Priority Route Downtown Sidewalk Program (\$50,000), and (d) Redevelopment Agency Sidewalk Minor Repair Program (\$10,000).


PASSED AND ADOPTED AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF DIXON ON JULY 8, 2008 BY THE FOLLOWING VOTE:

AYES: Alexander, Batchelor, Gomez, Smith, Courville
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:



City Clerk



Mayor

1115629.1

RESOLUTION NO.: 08 - 120
DATE: JUL 8 2008

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RESOLUTION NO: 08 - 008

**REDEVELOPMENT AGENCY OF THE CITY OF DIXON
RESOLUTION APPROVING CITY OF DIXON
REDEVELOPMENT AGENCY
LOW AND MODERATE INCOME HOUSING
FUND 520 BUDGET FOR FY 2008-09**

WHEREAS, Redevelopment law requires each redevelopment agency to set aside 20% of its gross tax increment for use in support of very low to moderate income housing; and,

WHEREAS, the Redevelopment Agency of the City of Dixon has set aside such funds to be used for preservation and purchase of affordable housing covenants, creation of affordable housing units, and rehabilitation of existing housing; and,

WHEREAS, the Board of Directors of the Dixon Redevelopment Agency find a need to pay for the administration of the Low/Moderate Income Housing Program during FY 2007-2008; and

WHEREAS, the Board of Directors of the Dixon Redevelopment Agency find a Low/Moderate Income Housing need throughout the City of Dixon and not just within the borders of the Redevelopment Agency Project Area, and,

WHEREAS, the Agency hereby finds that it is appropriate to fund public infrastructure grants for projects that provide long term (45 and 55 year) affordable housing covenants and restrictions,

WHEREAS, the Agency finds that Very Low Income households need financial assistance in the form of direct grants or through local non profit social service agencies, and,

WHEREAS, the Redevelopment Agency of the City of Dixon, on June 24, 2008, did consider a proposed budget for said funds; and,

NOW, THEREFORE, BE IT RESOLVED that the Redevelopment Agency of the City of Dixon hereby approves the FY 2008-09 Budget for Fund 520, Redevelopment Agency Low and Moderate Income Housing as reflected on the attached Exhibit "A".

NOW, THEREFORE, BE IT FURTHER RESOLVED that the budgeted funds for administration expenses of the Low/Moderate Income Housing Program are determined to be needed and reasonable; and

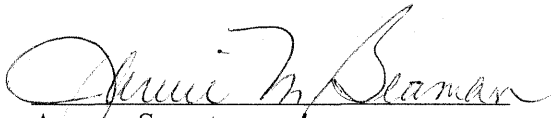
NOW, THEREFORE, BE IT FURTHER RESOLVED that the use of the Low/Moderate Income Housing Funds for projects throughout the City of Dixon is determined to be appropriate expenditures of such funds and will benefit the residents of the project area.

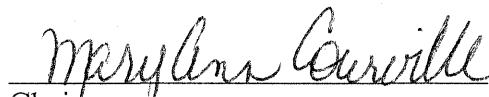
NOW, THEREFORE, BE IT FURTHER RESOLVED that the Final FY 2008-09 Budget is approved as reflected in the attached Exhibit "A".

PASSED AND ADOPTED ON THIS 8th DAY OF JULY, 2008, BY THE FOLLOWING VOTE:

AYES: Alexander, Batchelor, Gomez, Smith, Courville
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:


Agency Secretary


Chairwoman

RESOLUTION NO.: 08-008
DATE: JUL 8 2008

CITY OF DIXON
RESOLUTION NO. - 08 - 107

RESOLUTION APPROVING AND AUTHORIZING THE CITY OF DIXON FISCAL YEAR 2008-09 WASTEWATER BUDGET FOR FUNDS 305 WASTEWATER OPERATING AND MAINTENANCE, FUND 310 WASTEWATER CAPITAL IMPROVEMENTS AND FUND 315 REHABILITATION PROJECTS, AND APPROPRIATING FUNDS IN THE TOTAL AMOUNT OF \$3,690,916 AND FOR THE PURPOSES SET FORTH IN THIS RESOLUTION, AND AUTHORIZING PREPARATION OF THE FINAL BUDGET DOCUMENT

WHEREAS, the City Manager has prepared, transmitted, and presented a preliminary FY 2008-09 Wastewater Fund Budgets to the City Council for its consideration; and

WHEREAS, the City prepares and adopts the Wastewater Fund Budgets with the intent of providing for City services and to carry out the program of services; and

WHEREAS, the preliminary FY 2008-09 Wastewater Fund Budgets proposes transfers in and revenues that include a total amount of \$1,982,700 including Fund 305 Operating and Maintenance totaling \$1,645,397, Fund 310 Capital Improvements totaling \$60,000 and Fund 315 Rehabilitation Projects totaling \$268,303; and

WHEREAS, at the budget workshops held by City Council on June 16, 2008, the City Council has completed an open public process to review the preliminary FY 2008-09 Wastewater Fund Budgets for the purposes of evaluating and discussing the proposed budget and has concluded its deliberation/discussion with a public meeting held on June 24, 2008, for the purpose of providing additional opportunity for Council and public discussion;

NOW, THEREFORE BE IT RESOLVED, that the City Council does hereby approve the FY 2008-09 Wastewater Budgets for Funds 305, 310, and 315 as outlined herein as Exhibits A, B and C and authorizes preparation of the final budget document, which shall be retained on file in the office of the City Clerk;

BE IT FURTHER RESOLVED, that resources are hereby appropriated in the amount of \$3,690,916 from the FY 2008-09 revenues, reserves, and/or Wastewater Fund Balance;

BE IT FURTHER RESOLVED, that the City Council's intent is to retain a designation for encumbrances for goods and services in an amount to be determined upon the final accounting of June 30, 2008;

BE IT FURTHER RESOLVED, that the capital acquisitions for programs authorized in the FY 2008-09 Wastewater Fund Budgets as outlined in Exhibit A, B and C. If the funding source becomes unavailable for a capital item, the authorization to purchase or proceed is automatically rescinded; and it is further noted that other funding sources budgets will reflect the commitments for funding as noted above;

ABSENT: None

ABSTAIN: None

Mary Ann Courville
Mayor

ATTEST:

Jamie M. Bluman
City Clerk

RESOLUTION NO.: 08-119
DATE: JUL 8 2008

RESOLUTION NO. 08-119

**RESOLUTION APPROVING AND AUTHORIZING THE CITY OF DIXON
FISCAL YEAR 2008-09 POND C & LATERAL 2 COMMUNITY
FACILITIES DISTRICT (CFD) BUDGET (FUND 655)**

WHEREAS, in 2005 the City of Dixon entered into a Development Agreement with Brookfield Dixon LLC regarding the Parklane Development Area; and

WHEREAS, said agreement requires the formation of a Community Facilities District (CFD) for the maintenance and operation of the Pond C and Lateral 2 storm water facilities; and

WHEREAS, said agreement requires Brookfield to pay its "fair share" of said maintenance and operations costs; and

WHEREAS, the "fair share" has been determined to be 22.9% based on storm water run-off from the Parklane Development; and

WHEREAS, the Interim Public Works Director has prepared the preliminary budget for maintenance and operation of Pond C and Lateral 2 which is attached hereto as Exhibit "A" and designated as Fund 655; and

WHEREAS, Brookfield has agreed to pay its "fair share" directly for FY 2008-09 and defer the formation of the CFD; and

WHEREAS, the City's contribution has been allocated in the FY 2008-09 General Fund (Fund 100) Budget.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Dixon does hereby approve the FY 2008-09 Fund 655 Budget as shown on Exhibit "A."

BE IT FURTHER RESOLVED, that the Finance Director through the City Manager is hereby authorized to approve payment for goods and services received by the City in accordance with the City approved budget, ordinances, programs, and policies.

**PASSED AND ADOPTED THIS 8TH DAY OF JULY 2008 BY THE FOLLOWING
VOTE:**

AYES: Alexander, Batchelor, Gomez, Smith, Courville

NOES: None

ABSENT: None

ABSTAIN: None

Mary Ann Courville
Mayor

ATTEST:

Janice M. Bluman
City Clerk

RESOLUTION NO.: 08 - 119
DATE: JUL 8 2008

CITY OF DIXON RESOLUTION NO. 08-148

RESOLUTION APPROVING AND AUTHORIZING THE CITY OF DIXON FISCAL YEAR 2008-09 BUDGETS FOR GRANT FUNDS, LIGHTING AND LANDSCAPING DISTRICTS, SPECIAL ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AND CAPITAL IMPROVEMENT PROJECT BUDGETS FOR THE PURPOSES SET FORTH IN THIS RESOLUTION, AND AUTHORIZING PREPARATION OF THE FINAL BUDGET DOCUMENTS

WHEREAS, the City must annually budget for Grant Funds consisting of several state and federal grant programs;

WHEREAS, on July 22, 2008 the City Council adopted the Engineer's Reports and approved the assessments for FY 2008-09 for the Lighting and Landscaping Districts;

WHEREAS, the budgets for Grant Funds, Lighting and Landscaping Districts, Special Assessment and Community Facilities Districts, and Capital Improvement Projects are submitted for consideration and approval by the City Council;

WHEREAS, at the June 24th meeting the City Council by Resolution approved deferral of adoption for the following FY2008-09 fund budgets for a period not to exceed 90 days in order to allow more time to prepare budget documents.

NOW, THEREFORE BE IT RESOLVED, that the City Council does hereby approve the following funds as outlined herein as Exhibits A, B, C, and D, and authorizes the Finance Department to prepare the final budget documents:

GRANT FUNDS:

- Fund 525 Home Loan Grant Fund
- Fund 526 CDBG Rehab Fund
- Fund 550 Used Oil Grant Fund
- Fund 560 Police Grant Fund
- Fund 570 CDBG Fund
- Fund 571 PTA CDBG Fund

LIGHTING AND LANDSCAPING DISTRICTS FUNDS:

- Fund 601 Zone 1
- Fund 602 Zone 2
- Fund 603 Zone 3
- Fund 604 Zone 4
- Fund 605 Zone 5
- Fund 606 Zone 6
- Fund 607 Zone 7
- Fund 608 Zone 8
- Fund 609 Zone 9
- Fund 610 Zone 10

SPECIAL ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS FUNDS:

- Fund 651 CFD Valley Glen

- Fund 655 CFD Pond C/Lateral Two
- Fund 710 West A Street Assessment District
- Fund 720 NFSAD (North First Street Assessment District)

CAPITAL IMPROVEMENT FUNDS:

- Fund 400 Capital Projects - Unrestricted
- Fund 402 Capital Projects - IP/ED
- Fund 404 Capital Projects - Community Development
- Fund 410 Capital Projects - Fire
- Fund 420 Capital Projects - Police
- Fund 430 Capital Projects - City Facilities
- Fund 440 Capital Projects - Public works Facilities
- Fund 450 Capital Projects - Storm Drain
- Fund 460 Capital Projects - Transportation
- Fund 470 Capital Projects - Transit
- Fund 480 Capital Projects - Recreation Facilities
- Fund 490 Capital Projects - Agricultural Land Mitigation

BE IT FURTHER RESOLVED, that the City Council does hereby authorize the creation of the Home Loan Grant Fund 525 and the CDBG Rehab Fund 526 in FY 2007-08 and authorizes an end of the year adjustment to the FY 2007-08 budget in the amount of the estimated expenditures for the Home Loan Grant Fund 525, the CDBG Rehab Fund 526 and for the Lighting and Landscaping District Funds 601-610.


BE IT FURTHER RESOLVED, that the City Manager of the City of Dixon in conjunction with individual department heads and the Finance and Technology Director are directed to control funds at the bottom line and the City Manager is authorized to make line item modifications within the budget, such modifications shall be reported to the City Council as part of the Preliminary Budget for FY 2009-10.

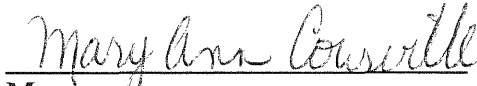
BE IT FURTHER RESOLVED, that the City Council's intent is to retain a designation for encumbrances for goods, services and for capital projects in an amount to be determined upon the final accounting of FY 2007-08 and authorization is hereby given to for the budget for these encumbrances to be carried over from FY 2007-08 to FY 2008-09.

PASSED AND ADOPTED THIS 26TH DAY OF AUGUST 2008 BY THE FOLLOWING VOTES:

AYES: Alexander, Batchelor, Gomez, Smith, Courville
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:


 City Clerk


 Mayor

RESOLUTION NO.: 08-148
DATE: AUG 26 2008 Page 2 of 2
 392

RESOLUTION NO. 08-119

**RESOLUTION APPROVING AND AUTHORIZING THE CITY OF DIXON
FISCAL YEAR 2008-09 POND C & LATERAL 2 COMMUNITY
FACILITIES DISTRICT (CFD) BUDGET (FUND 655)**

WHEREAS, in 2005 the City of Dixon entered into a Development Agreement with Brookfield Dixon LLC regarding the Parklane Development Area; and

WHEREAS, said agreement requires the formation of a Community Facilities District (CFD) for the maintenance and operation of the Pond C and Lateral 2 storm water facilities; and

WHEREAS, said agreement requires Brookfield to pay its "fair share" of said maintenance and operations costs; and

WHEREAS, the "fair share" has been determined to be 22.9% based on storm water run-off from the Parklane Development; and

WHEREAS, the Interim Public Works Director has prepared the preliminary budget for maintenance and operation of Pond C and Lateral 2 which is attached hereto as Exhibit "A" and designated as Fund 655; and

WHEREAS, Brookfield has agreed to pay its "fair share" directly for FY 2008-09 and defer the formation of the CFD; and

WHEREAS, the City's contribution has been allocated in the FY 2008-09 General Fund (Fund 100) Budget.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Dixon does hereby approve the FY 2008-09 Fund 655 Budget as shown on Exhibit "A."

BE IT FURTHER RESOLVED, that the Finance Director through the City Manager is hereby authorized to approve payment for goods and services received by the City in accordance with the City approved budget, ordinances, programs, and policies.

**PASSED AND ADOPTED THIS 8TH DAY OF JULY 2008 BY THE FOLLOWING
VOTE:**

AYES: Alexander, Batchelor, Gomez, Smith, Courville

NOES: None

ABSENT: None

ABSTAIN: None

Mary Ann Courville
Mayor

ATTEST:

Amie M. Bluman
City Clerk

RESOLUTION NO.: 08-119
DATE: JUL 8 2008
394

AMENDED
CITY OF DIXON RESOLUTION NO. 08-125

**RESOLUTION APPROVING AND AUTHORIZING THE CITY OF DIXON FISCAL YEAR
2008-09 FUND BUDGETS FOR DEBT SERVICE, TRANSIT, AND SPECIAL FUNDS FOR THE
PURPOSES SET FORTH IN THIS RESOLUTION, AND AUTHORIZING PREPARATION OF
THE FINAL BUDGET DOCUMENTS**

WHEREAS, the Special Funds consist of the Special Revenue Funds and the General Fund Sub Funds.

WHEREAS, the budgets for the Debt Service, Transit, and Special Funds are submitted for approval and consideration by the City Council;

WHEREAS, at the June 24th meeting the City Council by Resolution approved deferral of adoption for the following FY2008-09 fund budgets for a period not to exceed 90 days in order to allow more time to prepare budget documents.

NOW, THEREFORE BE IT RESOLVED, that the City Council does hereby approve the following funds as outlined in Exhibits A, B, C, and D and authorizes the Finance Department to prepare the final budget documents:

GENERAL FUND SUB FUNDS:

- Fund 102 Council Discretionary Fund
- Fund 103 Recreation
- Fund 104 Performing Arts
- Fund 190 Reimbursement Agreements
- Fund 810 Vacaville/Dixon Greenbelt Authority
- Fund 820 Equipment Replacement Reserve
- Fund 830 Building Replacement Reserve

DEBT SERVICE FUND:

- Fund 210 Debt Service

TRANSIT FUND:

- Fund 350 Transit

SPECIAL FUNDS:

- Fund 530 Gas Tax
- Fund 540 Traffic Safety
- Fund 561 Police Asset Forfeiture
- Fund 582 Taxi Service

PASSED AND AOPTED THIS 22TH DAY OF JULY 2008 BY THE FOLLOWING VOTE:

AYES: Alexander, Batchelor, Gomez, Smith, Courville
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:

Janice M. Beaman
City Clerk

Mary Ann Busville
Mayor

RESOLUTION NO.: 08-125

DATE: JUL 22 2008

DIXON PUBLIC FINANCING AUTHORITY
RESOLUTION NO. ~~08-002~~

RESOLUTION APPROVING THE FY 2008-09 BUDGET FOR THE DIXON PUBLIC FINANCING AUTHORITY DEBT SERVICE FUNDS

WHEREAS, the Dixon Public Financing Authority must adopt an annual budget for FY 2008-09;

WHEREAS, the budgets for the four Dixon Public Financing Authority debt service funds are submitted for approval and consideration by the Dixon Public Financing Authority Board;

WHEREAS, at the June 24th meeting the Dixon Public Financing Authority Board by Resolution approved deferral of adoption for the following FY2008-09 fund budgets for a period not to exceed 90 days in order to allow more time to prepare budget documents.

- Fund 250 DPFA Police
- Fund 260 DPFA – Sewer COPS
- Fund 270 DPFA Fire
- Fund 280 DPFA – Assessment Districts

NOW, THEREFORE BE IT RESOLVED, that the Board of the Dixon Public Financing Authority does hereby approve the Budget for the following funds as outlined in Exhibit A and authorizes the Finance Department to prepare the final budget documents;

- Fund 250 DPFA Police
- Fund 260 DPFA – Sewer COPS
- Fund 270 DPFA Fire
- Fund 280 DPFA – Assessment Districts

WHEREAS, BE IT FURTHER RESOLVED, that the Board of the Dixon Public Financing Authority does authorize an end of the year adjustment to the FY 2007-08 budget in the amount of the estimated expenditures as follows:

Description:	Account Number	Amount
DPFA Police Debt Svc Fund Fiscal Agent Expense	250-200-527000-0000	\$ 545
DPFA Assessment Districts Bond Redemption	280-200-550400-0000	\$425,000
DPFA Assessment Districts Bond Call Premium	280-200-550100-0000	\$ 12,750

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Executive Director of the Dixon Public Financing Authority in conjunction with individual department heads and the Finance and Technology Director of the City of Dixon are directed to control funds at the bottom line and the Executive Director is authorized to make line item modifications within the budget, such modifications shall be reported to the Dixon Public Financing Authority Board as part of the Preliminary Budget for FY 2009-10.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Dixon Public Financing Authority Board's intent is to retain a designation for encumbrances for goods, services and for capital projects in an amount to be determined upon the final accounting of FY 2007-08 and

authorization is hereby given to for the budget for these encumbrances to be carried over from FY 2007-08 to FY 2008-09.

PASSED AND ADOPTED THIS 12TH DAY OF AUGUST 2008 BY THE FOLLOWING VOTE:


AYES: Alexander, Batchelor, Gomez, Smith, Courville

NOES: None

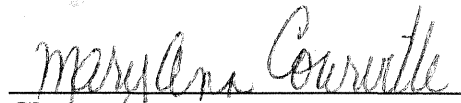
ABSENT: None

ABSTAIN: None

ATTEST: DIXON PUBLIC FINANCING AUTHORITY



Agency Secretary



Chairwoman

RESOLUTION NO.: 08-002

DATE: AUG 12 2008

DIXON PUBLIC IMPROVEMENT CORPORATION RESOLUTION NO. 08-001

RESOLUTION APPROVING FY2008-09 BUDGET

WHEREAS, the Directors of the Dixon Public Improvement Corporation discussed the budget for FY2008-09; and

WHEREAS, the Directors of the Dixon Public Improvement Corporation directed staff regarding any changes or amendments thereto;

NOW, THEREFORE BE IT RESOLVED, that the FY2008-09 Dixon Public Improvement Corporation Budget (Fund 240) attached as Exhibit "A" is approved as may be amended as a result of Council discussion;

BE IT FURTHER RESOLVED, that the City Manager, in conjunction with the Finance Director, is directed to control the budget at the bottom line, and the City Manager is authorized to make line item modifications within the budget. Said modifications shall be reported to the City Council during the year end budget review.

BE IT FURTHER RESOLVED, that the FY2007-08 projected expenditures reflected in the preliminary budget constitute the City Manager's report to Council regarding the end of year budget review, and that the actual year end expenditures will constitute the final amended DPIC Fund Budget for FY2007-08 and accordingly authority is hereby granted for a year end budget adjustment to increase expenditures by \$20 to \$52,395.

BE IT FURTHER RESOLVED, that the Finance Director through the City Manager is hereby authorized to approve payment for goods and services received by the City in accordance with the City approved budget, ordinances, programs, and policies.

PASSED AND ADOPTED THIS 22th DAY OF JULY 2008 BY THE FOLLOWING VOTE:

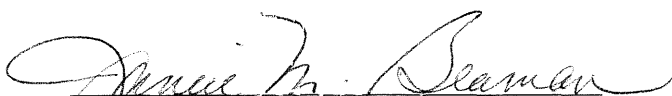
AYES: Alexander, Batchelor, Gomez, Smith, Courville

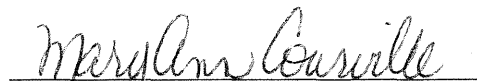
NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


Secretary


President

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CITY OF DIXON RESOLUTION NO. 08-101

**RESOLUTION OF THE CITY COUNCIL ADOPTING THE FY 2008-09
APPROPRIATIONS LIMIT**

WHEREAS, the City Council is required under Article XIII B of the California Constitution to select the changes in the personal income factor and the population factor to compute the appropriations limit and to adopt the appropriations limit prior to adopting the annual budget;

WHEREAS, a copy of the calculation factors used to determine the limit has been made available to the public for a period of at least fifteen days prior to the adoption of the Appropriation Limit;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Dixon, California, that in accordance with Article XIII B of the California Constitution, the City of Dixon does hereby adopt the personal income factor of 4.29% and the population factor of 0.80% to calculate the appropriations limit of \$23,708,280 as reflected in Exhibit A for FY 2008-09.

**PASSED AND ADOPTED THIS 24th DAY OF JUNE 2008 BY THE FOLLOWING
VOTE:**

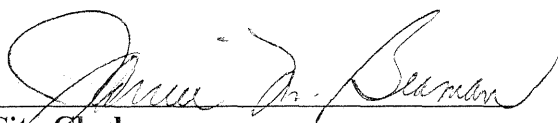
AYES: Alexander, Batchelor, Gomez, Smith, Courville

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk

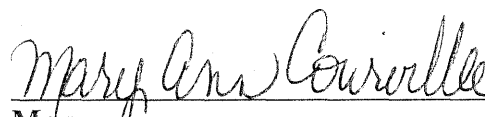

Mayor

EXHIBIT A

APPROPRIATION LIMIT
FOR THE FISCAL YEAR ENDING JUNE 30, 2009

A.	LAST YEAR'S LIMIT		\$	22,553,284
B.	ADJUSTMENT FACTORS			
	Population	1.0080		
	Personal Income	<u>1.0429</u>		
	Total Adjustment Factors			<u>1.051212</u>
C.	ANNUAL DOLLAR ADJUSTMENT			<u>1,154,997</u>
D.	OTHER ADJUSTMENTS			
	Lost Responsibility			0
	Transfer to Private			0
	Transfer to Fees			0
	Assumed Responsibility			0
	Total Adjustments			0
E.	TOTAL ADJUSTMENTS			<u>1,154,997</u>
F.	LIMIT FOR FY 2008-09		\$	<u><u>23,708,280</u></u>

RESOLUTION NO.: 08-101
JUN 24 2008
DATE: 402



Fiscal Policies



Gann / Appropriation Limit



Cost Allocation

Intentionally left blank.

Fiscal Policies

The City has a number of informal and formal fiscal policies.

Formal Policies (see Appendix) adopted by Resolution include the Investment Policy, Purchasing Policy, Fixed Assets Capitalization, Inventory Control, and Replacement Policy, and a Debt Policy, which at present only addresses Community Services Districts. A comprehensive Debt Policy is in the process of being developed and will be presented to the City Council after January 2009 when the new City Council is on board. .

At the present time the City is in the process of reviewing existing informal policies which are expected to be presented to the City Council for formal review and revision after January 2009.

Reserve Policy

An informal policy of the City Council (supported by minute actions and council discussions) has been to maintain a Reserve for the General Fund in a range of between 18% and 6%, as adopted each year as part of the budget. The future financial projections in this budget assume an 8% reserve, which will be recommended to the City Council by staff for adoption as a formal policy after January 2009.

A minimum \$100,000 reserve is projected for the Redevelopment Fund.

Definition of Balanced Budget

An informal policy of the City Council (supported by minute actions and council discussions) has been to adopt a balanced budget based upon utilization of the City's reserves. This is considered a balanced budget.

CITY OF DIXON RESOLUTION NO. ~~08-022~~ 22

RESOLUTION REVIEWING AND APPROVING THE FY 2008-09 INVESTMENT
POLICY

WHEREAS, State law requires each City to adopt and maintain an investment policy for funds not required for the immediate needs of the City; and

WHEREAS, the law requires the City Council review said policy on at least an annual basis; and

WHEREAS, the City Council has reviewed the investment policy, attached as Exhibit A, and finds it consistent with the requirements of law and the current needs of the City of Dixon.

NOW, THEREFORE BE IT RESOLVED, that the investment policy attached hereto as Exhibit A is hereby approved.

PASSED AND ADOPTED THIS 22nd DAY OF JULY 2008 BY THE FOLLOWING VOTE:

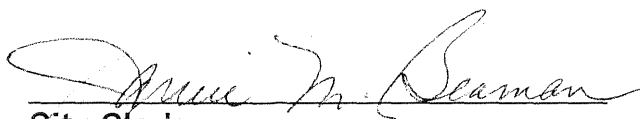
AYES: Alexander, Batchelor, Gomez, Smith, Courville


NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk


Mayor

**CITY OF DIXON
STATEMENT OF INVESTMENT POLICY**

I. INTRODUCTION

This Statement of Investment Policy (“this Policy”) was prepared by the Dixon Finance Director and reviewed by the Investment Committee inclusive of the City Treasurer. It was first presented to the City Council by the Finance Director and approved on February 23, 1999, and readopted via Resolution, on August 9, 2005, per Resolution #05-158. The Policy as set forth herein was presented and readopted via Resolution #06-144 on August 8, 2006 with modifications to Section XI. Limitations Upon Investments Made By the City, Item 7 Commercial Paper. The Policy was again adopted by the City Council on September 25, 2007.

II. PURPOSE OF STATEMENT:

The purpose of this Policy is to provide the City of Dixon with a statement of recommended principles that will be followed by the City in connection with the future investment of funds not required for the immediate needs of the City. This Policy is also intended to provide guidance and direction to the officers of the City who may be charged by the City Council with the responsibility of carrying out the City’s approved investment program for funds not required for the immediate needs of the City. Investment of bond proceeds, employee retirement or deferred compensation plans shall be governed by their respective authorizing documents.

This Policy generally requires the City of Dixon to invest public funds in a manner which will achieve the maximum security while meeting the daily cash flow demands of the City, reasonable investment return and conforming to all statutes, regulations, ordinances and resolutions governing the investment of public funds.

III. SCOPE

It is intended that the principles contained in this Policy cover and apply to the investment activities of all funds not required for the immediate needs of the City made under the direct authority of the City Council. Funds not required for the immediate needs of the City for the purpose of this Policy are all City funds which are determined by the City Council to be available for investment at any one time, including the estimated checking account float, excepting those minimum balances, if any, required by the City’s bank or banks to compensate for the cost of

providing the City with banking services. This Policy is also intended to apply to the funds not required for the immediate needs of related public entities for which the City of Dixon provide financial management services.

This Policy applies to all investments for the City and the related public entities which have, to the extent allowed by law, been made on a pooled basis for the City and the related public entities which have, to the extent allowed by law, been made on a pooled basis, including the funds of City of Dixon, the City of Dixon Public Improvement Corporation, the Dixon Public Financing Authority, the Dixon Redevelopment Agency, and the Dixon-Solano Municipal Water System. This Policy addresses, but is not limited to, funds not required for the immediate needs of the City which are a part of the funds listed below:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Project Funds
- Enterprise Funds
- Internal Service Funds
- Redevelopment Funds
- Trust Funds
- Miscellaneous Special Funds
- Any new funds created by the City Council, unless specifically exempted from investment under this Policy

Investments representing bond proceeds must be held separately from the pooled investment funds when required by the bond indentures or when necessary to meet arbitrage regulations. If allowed by the bond indentures, or if the arbitrage regulations do not apply, investments representing bond proceeds will be held as part of the pooled investments.

IV. PRUDENCE

Section 53600.3 of the California Government Code identifies as trustees those persons authorized to make investment decisions on behalf of a local agency such as the City. As a trustee,

the standard of prudence that the law requires is the “prudent investor” standard and that legal standard is applicable to the management by the City of its overall portfolio of investments. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

V. INVESTMENT OBJECTIVES

Funds not required for the immediate needs of the City should be invested in accordance with principles of sound treasury management and must be invested in accordance with provisions of the California Government Code Sections 53600 et. seq., and other applicable statutes, regulations, ordinances and resolutions governing such investments, including those contained in this Policy. The objectives of this Policy which are desired to be attained in the investment of funds not required for the immediate needs of the City are as follows:

A. **Overall Risk Profile**: The basic objectives of Dixon’s investment program are, in order of priority:

- Safety of invested funds;
- Maintenance of sufficient liquidity to meet cash flow needs; and
- Attainment of the maximum yield possible consistent with the first two objectives.

B. **Achievement of Objectives**

The achievement of these desired objectives of this Policy will be accomplished in the manner described below:

1. **Safety**: This Policy will ensure the safety of its invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest

rates.

a. Credit Risks Mitigation: Credit Risk will be mitigated by:

- * Limiting investments to the safest types of securities;
- * Pre-qualifying with an established procedure the financial dealers and/or institutions with which the City will do business;
- * Diversifying the investment portfolio so that the failure of any one issuer or backer will not place an undue financial burden on the City; and
- * Monitoring all of the City's investments to anticipate and respond appropriately to a significant reduction of creditworthiness of any of the issuers. The current health of depositories or security dealers with whom the city does business will be evaluated at least annually. The results of the evaluation will be submitted to the City Council by the Investment Committee annually not later than the first Council meeting in September.

b. Interest Rate Mitigation: Interest rate risk will be mitigated by:

- * Structuring the City's portfolio so that securities mature to meet the City's cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to their maturation to meet those specific needs;
- * Investing primarily in short-term securities; and
- * Occasionally restructuring the portfolio to minimize the loss of market value and/or to maximize cash flows.

2. Physical Safety: The physical security or safekeeping of the City's investments is also an important element of safety. Detailed safekeeping requirements are defined in the section of this Policy entitled "Safekeeping and Custody."

3. **Liquidity**: The City’s financial portfolio should be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should normally consist largely of securities with active secondary or resale markets. The specific percentage mix of different investment instruments and maturities as selected by the City from time to time should reflect these principles.
4. **Yield**: Yield on the City’s investment portfolio is of tertiary importance compared to the safety and liquidity objectives described above. Investments should be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. While it may occasionally be necessary or strategically prudent of the City to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, this Policy specifically prohibits trading securities for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates. Specifically, “when, as and if issued” trading and open-ended portfolio restructuring transactions are prohibited.

VI. INVESTMENT AUTHORITY OF THE CITY COUNCIL

The City Council has the statutory right to invest funds not required for the immediate needs of the City, in certain specified forms of investments described in Government Code Sections 53600 to 53602. That general investment authority of the City Council is intended to be voluntarily limited and refined by the Council through the adoption and subsequent implementation of the principles set forth in this Policy.

VII. CITY COUNCIL RETENTION OF INVESTMENT AUTHORITY

In accordance with the State of California Government Code section 53607, the City Council is authorized to consider the delegation of its investment authority to the City Treasurer for a period not to exceed one year with such investment authority required to be renewed annually. Based on the expression of mutual interest by the City Council and the City Treasurer, this Policy provides for the retention by the City Council of its statutory investment authority annually until

the first regular meeting in September, unless revised by action of the City Council prior to that date. The first regular meeting in September represents the first City Council meeting date after the August 31 deadline for submittal of the annual Investment Report and recommendations from the Investment Committee as proposed by this Policy.

VIII. PROPOSED ALLOCATION OF CITY COUNCIL'S RETAINED INVESTMENT AUTHORITY

A. Responsibilities of the City Council

The City Council shall annually consider and adopt a written Investment Policy. As provided in that Policy, the Council shall receive, review, and approve/accept quarterly and annual Investment Reports and other reports from the Investment Committee. The City Council will also, on a quarterly basis, adopt an investment strategy for the subsequent quarter that will thereafter be administratively implemented by officers of the City as provided in this Policy.

B. Responsibilities of the Investment Committee

An Investment Committee ("the Committee") is hereby created. The Committee will be composed of the one Councilmember, the City Treasurer, the City Manager, and the Finance Director. The Committee will be responsible for the following:

- Review and recommendation for Council approval of financial institutions
- Development of quarterly investment strategy for Council review and approval
- Development of internal controls and investment operations guidelines, and procedures for Council review and approval
- Review of controls to assure compliance with the State law and the City's Investment Policy
- Recommendation to the City Council of outside investment managers or advisors if such managers are deemed to be needed
- Review of Investment Reports and other related issues with the City Council on a quarterly and annual basis
- Recommending modifications to the list of permitted investments or this Policy

The Committee will meet at least quarterly to discuss the Investment Reports, proposed investment

strategy for the quarter, investment and banking procedures, and significant investment-related activities being undertaken. Following said quarterly meeting, the Committee will report to the City Council with regard to the quarterly or annual status of City investments and will make its recommendations to the City Council as to the investment strategy that should be adopted by the City Council for the next quarter.

C. Responsibilities of the City Treasurer

The City Treasurer will be an active member of the Investment Committee as well as performing for the City those depository and investment functions as to the funds of the City which come into his or her hands as said depository and investment duties are provided for by statute, regulation, ordinance or resolution.

D. Responsibilities of the Finance Department

The Finance Department will be charged with the responsibility of maintaining or tracking custody of all invested public funds and securities belonging to or under the control of the City in accordance with principles of sound treasury management and with applicable laws and ordinances and this Policy.

E. Responsibilities of the Finance Director

The Finance Director is appointed by the City Manager and is subject to his or her direction and supervision. The Finance Director will be responsible for the day to day administrative implementation of both this Policy and the quarterly investment strategy approved by the City Council as provided in this Policy. In addition, the Finance Director is charged with the responsibility for the conduct of all Finance Department functions, and the development of procedures for internal control for implementation of this Investment Policy. Said internal controls will be prepared by the Finance Director for review and approval by the Investment Committee and the City Council.

F. Responsibilities of the City Manager

The City Manager is responsible for directing and supervising the Finance Director. He or she is responsible for keeping the City Council fully advised as to the financial condition of the City. In the temporary absence or unavailability of the Finance Director, the City Manager will be responsible for the day to day administrative implementation of both this Policy and the quarterly

investment strategy approved by the City Council.

G. Responsibilities of the City's Auditing Firm

The City's auditing firm's responsibilities should include, but not be limited to, the examination and analyses of internal control procedures and the verification that this policy is in place and reviewed on an annual basis. The city's auditing firm should also work with the Finance Department to ensure that all reporting requirements promulgated by the Governmental Accounting Standards Board, most recently, Statement #40, *Deposit and Investment Risk Disclosures*, are met in the Comprehensive Annual Financial Report.

IX. ETHICS AND CONFLICT

All participants in the City's investment process must act responsibly as custodians of the public trust. Officers and employees involved in the investment process must refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment recommendations and decisions. Investment officials and employees are required by law to make all disclosures appropriate under the Political Reform Act and Government Code Sections 1090 to 1097. Such officers and employees should seek the advice of the City Attorney and/or the Fair Political Practices Commission whenever there is a question of personal financial or investment positions that could represent potential conflicts of interest.

X. AUTHORIZED DEALERS AND INSTITUTIONS

United States Treasury issue transactions will be conducted only with the Federal Reserve, or the bank or banks providing banking services for the City, or broker/dealers (from the list issued by the Federal Reserve Bank of New York) authorized to provide investment services to the City.

The Finance Director will maintain a list of financial institutions and broker/dealers authorized to provide investment services to the City. The authorized financial institutions and broker/dealers must maintain an office in the State of California, and shall qualify under the Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). If at any time the Finance Director learns that a financial institution or broker/dealer does not maintain an office in the State of California or no longer qualifies under the SEC Rule 15C3-1, the Finance Director will

immediately notify the City Council and should place the item on the next Investment Committee agenda. Annually, all authorized firms must supply the City Investment Committee with a current audited financial statement and documents verifying compliance with Rule 15C3-1.

The Finance Director will send a copy of the current edition of this Investment Policy and enabling resolution upon opening an account and annually to all institutions which are approved to handle City of Dixon investments. Receipt of this Policy and authorizing resolution, including confirmation that it has been reviewed by persons handling the City's account, shall be acknowledged in writing and returned to the Finance Director within thirty days.

For transactions initiated through an investment advisor, the investment advisor may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

XI. LIMITATIONS UPON INVESTMENTS MADE BY CITY

Investment of City funds is governed by the California Government Code Sections 53600 *et seq.* It is intended by this Policy that the permissible scope of City investments authorized by said code sections be further limited to the following:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category.
2. Federal agency or United States government-sponsored enterprise obligations, participation, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no percentage limitation of the portfolio which can be invested in this category.
3. Local Agency Investment Fund (LAIF), which is a State of California managed investment pool, may be used up to the maximum permitted by California state law.
4. Bonds issued by the City, including bonds payable solely out of the revenues from a revenue producing property owned, controlled or operated by the City or by a department, board, agency, or authority of the City. The per issuer percentage

limitation for this investment is set forth below.

5. Various daily money market funds administered for or by trustees, paying agents and custodian bank or banks contracted by the City of Dixon may be purchased as allowed under the California Government Code. Other than meeting the minimum reserve balances required by bond covenants, the percentage limitation for this investment is set forth below. Only funds holding U.S. Treasury or Government agency obligations can be utilized. Funds eligible for investment under this subdivision shall be rated in the highest letter and numerical rating provided by not less than two nationally recognized statistical-rating organization (NRSRO).
6. Banker's Acceptances (bills of exchange or time drafts drawn on and accepted by commercial banks) may not exceed 180 days to maturity. Purchases of Banker's Acceptances may not exceed 40% of the City's investment portfolio. The per issuer percentage limitation for this investment is set forth below.
7. Commercial paper rated in the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the conditions in either paragraph (a) or paragraph (b) below:
 - (a) The entity meets the following criteria:
 - (i) Is organized and operating in the United States as a general corporation.
 - (ii) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (iii) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization.
 - (b) The entity meets the following criteria:
 - (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (ii) Has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond.
 - (iii) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

Purchase of commercial paper may not exceed 25 percent of the City's investment portfolio and not represent more than 10 percent of the outstanding paper of an issuing corporation. The per issuer percentage limitation for this investment is set forth below.

8. Negotiable Certificates of Deposits issued by nationally or state chartered banks or state or federal savings institutions. The per issuer percentage limitation for this investment is set forth below.
9. Certificates of Deposit (time deposits), non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Purchase of negotiable certificates of deposit may not exceed 30 percent of the City's investment portfolio. The per issuer percentage limitation for this investment is set forth below.
10. Medium Term Corporate Notes issued by corporations organized and operating in the United States with a maximum maturity of five years may be purchased. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized statistical-rating organization (NRSRO). Purchase of medium term corporate notes may not exceed 30 percent of the City's investment portfolio. The per issuer percentage limitation for this investment is set forth below.
11. Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue producing property owned, controlled or operated by the state or by a department, board, agency or authority of the State of California. The per issuer percentage limitation for this investment is set forth below.
12. Bonds, notes, warrants or other evidences of indebtedness of any other local agency within the State of California. The per issuer percentage limitation for this investment is set forth below.
13. Funds held in the City operations checking account may be invested in short-term overnight accounts which hold Investment Policy eligible investments. Repurchase agreements may be allowed in accounts as long as the underlying investment is an eligible investment. In order to allow the investment in repurchase agreements, the

City will maintain master repurchase agreements with all counterparts providing this product. Repurchase Agreements must be collateralized to 102% of par value. In the case of repurchase agreements collateralized by money market securities, the City will not accept as collateral any security which it is precluded from buying outright by the provisions of this policy.

Investments detailed in items 4 through 13 above will be further restricted to percentage of the cost value of the portfolio in any one issuer name to a maximum of ten percent (10%). The total value invested in any one issuer should not exceed five percent (5%) of the issuer's net worth. A five year maximum maturity limitation is applicable unless further restricted by this Policy.

Consistent with Government Code Sections 53601.6 and 53602, the following investments should be specifically prohibited and should not be utilized by any party in conducting the City's investment program:

- inverse floaters, range notes, or interest-only strips that are derived from a pool or mortgages.
- any security that could result in zero interest accrual if held to maturity.
- any note, bond, bill, certificate of indebtedness, warrant or registered warrant that is not a legal investment for savings banks in the State of California.
 - See Appendix A for a description of the above securities.

XII. COLLATERALIZATION

Uninsured time deposits with banks and savings and loans must be collateralized in the manner prescribed by law for depositories accepting municipal investment funds.

California Government Code Section 53652 requires depositories receiving public funds to collateralize them; that is, the depository must secure its public fund deposits by placing with an agent, securities having a market value exceeding the amount of the deposits by a specified percentage. As permitted by Government Code Section 53653, the City Treasurer, in his or her discretion is authorized to waive collateralization for the City's deposits of public funds to the extent such deposits are insured by the Federal Deposit Insurance Corporation.

XIII. SAFEKEEPING AND CUSTODY

All trades, where applicable, must be executed by delivery versus payment (DVP) to ensure

that securities are deposited in the City's custodial account prior to the release of funds.

Investment securities purchased by authorized city officials from brokers/dealers must be held in a third party custodian account which the City has established for safekeeping. Such securities must to be held in the name of the City of Dixon with the custodian executing investment transactions as directed by appropriate City officials. Investment securities purchased by a fiscal agent or trustee, operating at the direction of the City through a trust agreement, may be held as provided in the agreement.

XIV. MATURITY

The City's investment portfolio will be structured by the City Council to provide that sufficient funds from investments are available every month to meet the City's anticipated cash needs. Subject to the safety provisions outlined above, the choice of investment instruments and maturities will be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends and specific market opportunities. As a general rule, and subject to annual review by the Investment Committee and the City Council, the average maturity of the investment portfolio will not exceed one to two years and no investment should have a maturity of more than five years from its date of purchase.

It will be the City's intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time. As a result, the City may choose to sell a security short of final maturity to realize a capital gain if it is to the City's economic advantage to do so. It should be further recognized, that in a well diversified portfolio, occasional measured losses are inevitable due to economic, bond market, or individual security credit analysis. These occasional losses must be considered within the context of the overall investment program objectives and resultant long term rate of return.

XV. INTERNAL CONTROLS

The City Council, after considering the recommendations of the Investment Committee, is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City of Dixon are protected from loss, theft or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met.

The concept of reasonable assurance recognizes that: 1) the cost of a control should not exceed the benefits likely to be derived and; 2) the valuation of costs and benefits requires estimates and judgments by the Committee. The internal control structure will address, at a minimum:

- control of collusion
- separation of transaction authority from accounting and record keeping
- custodial safekeeping
- clear delegation of authority to subordinate staff members
- written confirmation of transactions for investments and wire transfers'

The City Council, after considering the recommendations of the Investment Committee, will ensure that the annual independent review of the City's financial asset controls under the City's comprehensive independent audit reviews with policies and procedures.

Wherever possible, the City will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. When transferring funds to an account not previously approved, the bank must be required to call back a second designated City officer for confirmation that the transfer is authorized.

Investment transactions shall be conducted from City Hall.

XVI. PERFORMANCE STANDARDS

Investment performance is monitored and evaluated by the Investment Committee. Investment performance statistics and activity reports will be generated on a quarterly and annual basis for presentation to the City Council. Yield on the City's investment portfolio should be of tertiary importance compared to the safety and liquidity objectives described above. The City's investment portfolio should be designed to at least attain a market average rate of return through economic cycles. The City will establish an appropriate total rate of return performance benchmark consistent with its investment objective. The city's portfolio rate of return will be compared to the benchmark at the end of each quarter. Whenever possible, and consistent with risk limitations as defined herein and prudent investment principles, the City Council will seek to augment return.

XVII. REPORTING

Reports on the status and performance of the City's investment program will be provided

by the Treasurer to the City Manager and the City Council within four weeks after the end of each quarter. The Treasurer's report showing the status of the investment portfolio will contain all information required by law including, but not limited to, the following for each investment:

- the type of investment
- the issuer of the investment
- maturity date
- coupon, discount and/or yield rate
- par amount, dollar amount invested and market value of the investment
- percentage of the portfolio represented by each investment

The report should be in sufficient detail to permit an evaluation of compliance with this Policy. The report will include a description of any of the City's funds, investments or programs that are under contracted management. The report will also include the average dollar amount of surplus funds invested during the period and the average rate of return.

The report must include a statement that the investment program has been conducted in compliance with this Policy or it must include a description of the manner in which it is not in compliance. The report should also include a statement confirming the ability of the City to meet its cash flow requirements for the next six months or an explanation as to why sufficient cash flow will not, or may not, be available.

In addition to the quarterly report prepared at the end of each fiscal year, the Treasurer and Finance Director shall, within eight weeks after the end of the fiscal year, provide an annual report on the performance of the investment program. The report shall include a narrative discussion of the performance of the investment portfolio and shall include comparisons with appropriate benchmarks to facilitate evaluation of the performance. The annual report shall also include a proposed statement of the City's investment policy, which the City Council shall consider at a public meeting. Any changes to this Policy shall also be considered at that time.

Within 60 days after the quarter ending June 30 of each year, the Finance Director shall forward to the California Debt and Investment Advisory Commission (CDIAC) a copy of the Statement of Investment Policy adopted by the City Council. In addition, within 60 days after the adoption of any amendment to the Investment Policy, the Finance Director shall forward to CDIAC

a copy of the amended Statement of Investment Policy adopted by the City Council.

XVIII. ADOPTION - ANNUAL REVIEW

This Investment Policy should be reviewed each year (no later than the first regular City Council meeting in September) by the City Council to ensure its consistency with respect to the overall objectives of safety, liquidity, and yield. Proposed amendments to this Policy should be jointly prepared by the City Treasurer and Finance Director, reviewed by the Investment Committee and be forwarded to the City Council for consideration, possible revision and approval.

XIX. GLOSSARY

Terms that are used in this Policy or are frequently used in connection with the investments made by public agencies are defined in Appendix A.

APPROVAL OF STATEMENT OF INVESTMENT POLICY BY THE CITY COUNCIL

This Statement of Investment Policy was considered by the City Council of the City of Dixon at its regular meeting held on September 25, 2007, and by Resolution No._____. In approving said resolution, all of the recommendations of the City Finance Director and Investment Committee, inclusive of the City Treasurer, as to the investment policies of the City which are contained in the above Statement of Investment Policy were expressly approved by the City Council and are a part of the adopted Investment Policy of the City of Dixon except as may be otherwise expressly noted in said resolution.

Dated_____.

Mayor

Attest:

City Clerk

APPENDIX A – GLOSSARY OF TERMS

Terms that are used in this Policy or are frequently used in connection with the investment made by public agencies are defined below:

Accrued Interest - Interest earned but not yet received.

Active Deposits - Funds which are immediately required for disbursement.

Amortization - An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Asked Price - The price a broker dealer offers to sell securities.

Bankers' Acceptance (BA) - A draft or bill or exchange accepted by a bank or a trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Basis Point - One basis point is one hundredth of one percent (.01).

Bid Price - The price a broker dealer offers to purchase securities.

Bond - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Value - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - A broker brings buyers and sellers together for a commission. He does not take a

position.

Callable Securities – Bonds that the issuer has the right to redeem prior to maturity under certain, specified conditions.

Certificate of Deposit - A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.

Collateral - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

Commercial Paper - Financial obligation or short term note bearing interest issued by a corporation.

Comprehensive Annual Financial Report (CAFR) - The official annual financial report for the City. It includes the Independent Auditor's Report, the Management's Discussion and Analysis, the Basic Financial Statements (Government-Wide and Fund Financial Statements), Accompanying Notes and various schedules of individual fund balances and activities prepared in conformity with Generally Accepted (Governmental) Accounting Principles and requirements promulgated by the Governmental Accounting Standards Board. The CAFR also includes a statistical section reflecting information about the City on an unaudited basis.

Constant Maturity Treasury - An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

Corporate Notes - Obligations issued by corporations bearing interest and return of principal at maturing.

Coupon - a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the

bond's face value. **b)** A certificate attached to a bond evidencing interest due on the payment date.

Credit Analysis - A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield - The interest paid on an investment expressed as a percentage of the current price of the security.

Custody (Safekeeping) - A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

Dealer - A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Debenture - A bond secured only by the general credit of the issuer.

Delivery Versus Payment - There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is the delivery of securities with an exchange of money for the securities. Delivery versus receipt is the delivery of securities with an exchange of a signed receipt for the securities.

Discount - The difference between the cost of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities - Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U. S. Treasury Bills).

Diversification - Dividing investment funds among a variety of securities offering independent returns and risk profiles. The technique is used to minimize risk to the City's portfolio.

Fannie Mae - Trade name for the Federal National Mortgage Association (FNMA), a U. S, sponsored corporation.

Federal Agency Bond or Notes - Securities paying interest either issued or fully guaranteed by the United States Government sponsored enterprises or agencies.

Federal Credit Agencies - Agencies of the Federal Government set up to supply credit to various classes of institutions (e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters).

Federal Deposit Insurance Corporation (FDIC) - A federal agency that insures bank deposits, currently up to \$100,000.

Federal Funds Rate - The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB) - The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis a vis member commercial banks.

Federal Open Market Committee (FOMC) - Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding the purchase and sale of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System - The central bank of the U.S. which consists of a seven member Board of Governors, 12 regional banks, and 5,700 commercial banks that are members.

Fed Wire - A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Freddie Mac - Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Funds Not Required . . . The term used to reflect funds not required for the immediate needs of the City. These are the funds not immediately needed for disbursement to meet the City's obligations. The term "Inactive Deposits" was previously used.

Ginnie Mae - Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U. S. Government.

Inactive Deposits - Term no longer in use. It has been replaced with "funds not required for the immediate needs of the City."

Interest Rate - The annual yield earned on an investment, expressed as a percentage.

Investment Agreements - An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Investment Committee – A committee established by the City Council to oversee the City's investment program. It is made up of one Councilmember, the City Treasurer, the City Manager and the Finance Director.

Liquidity - Refers to the ability to rapidly convert an investment into cash. A liquid asset is one

that can be converted easily and rapidly to cash without a substantial loss of value.

Local Government Investment Pool - The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment. In California, the pool is called the Local Agency Investment Fund (LAIF).

Market Value - The price at which a security is trading and could presumably be purchased or sold.

Mark-to-Market – Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation. Adjustment is required under GASB #31 for reporting purposes.

Master Purchase (or Repurchase) Agreement - A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establish each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity - The date upon which the principal or stated value of an investment becomes due and payable. Short-term maturity is defined as under one year. Medium-term maturity is defined as greater than one year and less than five years. Long-term maturity is defined as greater than five years.

Money Market - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

New Issue - Term used when a security is originally "brought" to market.

Offer - The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See “Asked” and “Bid.”

Open Market Operations - Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the banking system and simulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve’s most important and most flexible monetary policy tool.

Par Value – The amount of principal which must be paid at maturity. Also referred to as the face amount of the bond, normally quoted in \$1,000 increments per bond.

Perfected Delivery - Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Portfolio - Collection of securities held by an investor.

Primary Dealer - A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Prudent Investor Standard – A standard of conduct where a person acts with care, skill, prudence and diligence when investment, reinvesting, purchasing, acquiring, exchanging, selling, and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

Purchase Date - The date in which a security is purchased for settlement on that or a later date.

Rate of Return - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Rating – The designation used by investor services to rate the quality of a security’s creditworthiness.

Repurchase Agreement (REPO) - A transaction where the seller (bank) agrees to buy back from the buyer (city) the securities at an agreed upon price after a stated period of time. The buyer in effect lends the seller money for the period of this agreement, and the terms of the agreement are structured to compensate the buyer for this.

Risk - Degree of uncertainty of return on an asset.

Safekeeping - See Custody.

Sallie Mae - Trade name for the Student Loan Marketing Association (SLMA), a U. S. sponsored corporation.

Secondary Market - A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission - Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Settlement Date - The date on which a trade is cleared by delivery of securities against funds.

Treasury Bills - U. S. Treasury Bills which are short-term, direct obligations of the U. S. Government issued with original maturities of 13 weeks, 26 weeks, and 52 weeks; sold in

minimum amounts of \$10,000 in multiples \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

Treasury Bond - Long-term U. S. Treasury securities having initial maturities of more than 10 years.

Treasury Notes - Intermediate-term coupon bearing U. S. securities having maturities from one year to ten years.

Weighted Average Maturity (WAM) – The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years.

Yield - The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity - The rate of income return on an investment, minus any premium above par or plus any discount fro par in purchase price, with the adjustment spread over the period from the date of the purchase to the date of maturity of the bond.

Yield Curve - The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

AS AMENDED

RESOLUTION 00-014

**RESOLUTION RESCINDING RESOLUTION 9822 AND ADOPTING REVISED
ADMINISTRATING PURCHASING POLICY**

WHEREAS, Chapter 26 of the City Code requires that the City Manager prepare and Council to adopt, by resolution, Administrative Purchasing Policies and Procedures; and

WHEREAS, on February 24, 1998, Resolution No. 9822 was adopted; and

WHEREAS, subsequent to the adoption of said Resolution No. 9822, experience with use of said purchasing policies and procedures and the adoption of Ordinance No. 00-001, suggest or necessitate amendment of said policies and procedures.

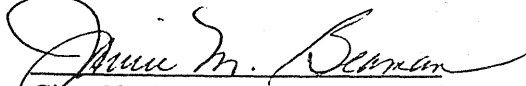
NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Dixon hereby rescinds, in its entirety, Resolution 9822, adopted on February 24, 1998; and

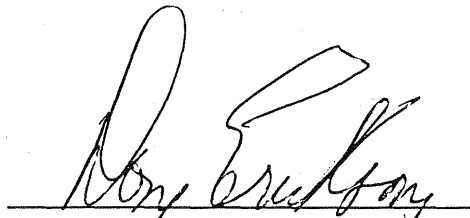
NOW, THEREFORE BE IT FURTHER RESOLVED that the revised purchasing policies and procedures, attached hereto as Exhibit "A," as amended, are hereby adopted and shall become effective on January 26, 2000.

**PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF DIXON ON THE 25TH DAY OF JANUARY 2000 BY THE FOLLOWING
VOTE:**

AYES: Courville, Hughes, Vega, Erickson
NOES: Manson
ABSENT: None
ABSTAIN: None

ATTEST:


City Clerk


Mayor

RESOLUTION NO.: 00-014
DATE: JAN 25 2000

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CITY OF DIXON

ADMINISTRATIVE POLICY INSTRUCTIONS

Topic: Purchasing Policies and Procedures

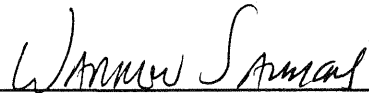
Effective

Date: January 26, 2000

From: City Manager

To: Department Directors

APPROVED:



Warren Salmons
City Manager
Resolution No. 00-014

SUMMARY OF CONTENTS

Topic	Page No.
1. Scope and Purpose	2
2. Purchases/Contracts for a Total of \$10,000.00 or More	2
3. Purchases/Contracts for a Total of Less than \$10,000.00	4
4. Reviews Required Before the Purchasing Process Can Begin.....	14
5. Purchase Order and Contract Changes and Cancellations	15
6. Standard Forms and Their Uses	16
7. Exhibits	17

PURCHASING POLICIES AND PROCEDURES

1. SCOPE AND PURPOSE

- 1.1 Scope: This Administrative Policy Instruction (API) addresses the purchase of supplies and non-professional services. It includes information about how to handle these transactions in their various forms and within the constraints of legal and policy requirements.
- 1.2 Purpose: To provide guidance for making purchases of supplies and nonprofessional services. This API explains the various types of purchase transactions, and the procedures to use for each type of transaction. It covers the following areas:
- Purchases/Contracts for a Total of \$10,000.00 or More
 - Purchases/Contracts for a Total of Less Than \$10,000.00
 - Reviews Required Before Purchasing Process Can Begin
 - Purchase Order and Contract Changes and Cancellations
 - Standard Forms and Their Uses
- 1.3 Vendor Interest: Vendors interested in supplying materials, supplies, nonprofessional or professional services to the City may direct a letter of interest to the City Clerk. This information shall be made available to departments initiating purchases.

2. PURCHASES/CONTRACTS FOR A TOTAL OF \$10,000.00 OR MORE

Purchases and contracts for supplies and nonprofessional services (services that don't require special licenses or certifications; for example, janitorial, laundry/uniform service, pest-control, tree-trimming, etc.) which total \$10,000.00 or more, regardless of the time span or whether for fiscal or calendar years, require the approval of the City Council, e.g., a 3-year lease of copier equipment @\$3,400 per year exceeds the \$10,000 threshold and requires Council approval. Formal competitive bidding is used for vendor selection unless the Council approves the use of alternative selection processes such as a sole source purchase. This section addresses each of these alternatives.

- 2.1 Formal Bid Procedures - \$10,000.00 or More: Used when purchase will total \$10,000.00 or more, the product or service can be clearly defined (with specifications), and more than one vendor/contractor is available and capable of meeting the specifications. Contract award requires approval by a majority of City Council members.

2.1.1 Processing Time Required: A minimum of about six to eight (6 to 8) weeks is usually needed, from the time completed bid specifications are received by the City Manager for consideration until a formal bid contract can be finalized. This time is needed for bid specifications to be reviewed, advertising completed, formal bids solicited and evaluated by the initiating department, and to obtain bidding and contract approval from the City Council.

2.1.2 Information Required by City Manager: Completed draft specifications for the product or service, list of suggested vendors (if available), and any special needs or considerations related to the purchase.

2.1.3 Description of Process: Upon completion of final specifications and after City Council authorization to go to bid is received, the City Clerk begins the required advertising for sealed bids. Usually, three weeks or more are allowed from the time bid packages are mailed until they are received and opened. Bids are publicly opened and read by the City Clerk at a specified time and place e.g. the Council Chambers. A representative of the initiating department should, but is not required, to be present at the bid opening. The bids are then evaluated by the initiating department and recommendation for award prepared. The recommendation is sent to the City Council for approval. The Council must approve these contract awards by a majority of Council members voting. After award of a contract by the Council, the initiating department ensures that necessary legal requirements have been met (such as Business License, insurance, bonds, etc.) and prepares the finalized contract. A purchase order is not necessary, as the contract itself will suffice. It then becomes the responsibility of the initiating department to see that the correct supplies or services are received, and to authorize payment(s). An original of the contract must be provided to the City Clerk.

- 2.2 Sole-Source and Sole-Brand Purchase Procedures - \$10,000.00 or More: When only a particular vendor can supply a commodity or service, it is a sole-source purchase. When only a single brand/model is acceptable for a particular application, but that brand/model can be purchased from more than one vendor, it is a sole-brand purchase. Sole-source and sole-brand purchases require justification. The use of a sole-source necessarily precludes competitive bidding. The City Code requires that the City Council approve the suspension of formal competitive bidding. To obtain Council approval, the initiating department submits a staff report detailing the need and justification for the sole-source purchase. Sole-brand purchases, on the

other hand, require formal competitive bidding (as described in Section 2.1) but restrict bidders from offering alternative products.

2.2.1 Processing Time Required: A minimum of 3 to 5 weeks is usually needed to finalize a sole-source contract. Because sole-brand purchases require formal competitive bidding, the processing time required is usually 6 to 8 weeks, as described in Section 2.1.1.

2.2.2 Information Required: Properly completed specifications for the product or service requested, and the name of the vendor and/or product being requested. In addition, a written justification of the need for a sole-source or sole-brand purchase must be provided. Justifications must provide information about the unique nature of the product or service being requested on a sole-source/sole-brand basis, and the reasons that those unique features are needed by the initiating department. Any other available information substantiating the need for sole-source or sole-brand purchase should also be included in the justification.

2.2.3 Description of Process: Upon completion of specifications and sole-source justification, the initiating department prepares a staff report to the City Council requesting authorization to suspend formal competitive bidding. The Council must approve the request to suspend formal competitive bidding. Following approval by the Council, the initiating department ensures that necessary procedural, contractual, or legal requirements have been met and prepares a purchase order or contract for the City Manager to sign. It then becomes the responsibility of the initiating department to see that the correct supplies or services are received, and to authorize payment(s). Since sole-brand purchases require competitive bidding, refer to Section 2.1.3 for description of the formal competitive bidding process.

3. PURCHASES/CONTRACTS FOR A TOTAL OF LESS THAN \$10,000

Purchases and contracts for supplies and nonprofessional services which total less than \$10,000.00 do not require the approval of the City Council, and can be handled directly by the City Manager and the initiating department. **It is important to note that the intentional splitting of requirements for the sole purpose of avoiding formal competitive bidding is disallowed.** The nature of a transaction and the total cost determine how it should be handled. Purchases which total less than \$10,000.00 usually fit into one of the purchase types listed below. Each type of purchase has unique processing requirements, which are described below. The basic purchase types and the dollar amounts (including tax, shipping, and any other charges) typically associated with them are:

- Petty cash purchases - \$50.00 or less
- Discretionary purchases - \$500.00 or less
- Competitively-bid purchases - Over \$500.00 to \$9,999.99
- Sole-Source purchases - Over \$500.00 up to \$9,999.99 require justification
- Blanket ("Open") Purchase Order purchases - over \$500.00 up to \$9,999.99 (over \$500.00 require justification)
- Price Agreement purchases - under \$10,000.00 (consult City Manager)
- Emergency purchases - under \$10,000.00 (consult City Manager)

Purchases of supplies and nonprofessional services must be processed in the manner described below. It should be noted that payment for any transaction is governed by Finance Department policies and procedures. Ten (10) working days should normally be allowed for processing of a payment from the time a request is received by the Finance Department until a check is produced. Questions regarding payment processing should be directed to the Finance Department. **It is also important to be aware that the unauthorized purchase of supplies or nonprofessional services by a City employee may result in the employee being held personally liable for the cost of the purchase.**

3.1 PETTY CASH PURCHASE Procedures (for purchases of \$50.00 or Less): Petty cash funds are governed by Finance Department policies and procedures, which set forth the procedures for use of such funds. Petty cash may be used when the purchase of supplies or services will not exceed a total of \$50.00.

3.1.1 Processing Time Required: Immediate. Petty cash is disbursed either as a cash-advance or cash reimbursement.

3.1.2 Information Required: Information as required by the Finance Department internal policy.

3.1.3 Description of Process: Petty cash is used for cash-advances to make immediate purchases or for reimbursement of purchases made "out-of-pocket" by City employees. Refer to Finance Department policies and procedures.

3.2 DISCRETIONARY PURCHASE Procedures (for purchases which total \$500.00 or less: When purchases total \$500.00 or less, the vendor can be selected at the discretion of the initiating department handling the transaction. Competitive bidding is not required, but may be used if deemed appropriate. Payment for purchases that total \$500.00 or less is made according to existing Finance Department policies and procedures.

3.2.1 Processing Time Required: One (1) to Five (5) working days should be allowed for processing a discretionary purchase. If competitive bidding is used, , up to 4 weeks should be allowed for processing.

3.2.2 Information Required: Complete specifications (if necessary) for the product or service being sought. If multiple vendors are contacted, the listing of vendors and phone, fax, e-mail, or written quotes should be retained.

3.2.3 Description of Process: If competitive bidding is not used, the initiating department will select a vendor, verify price, availability, and terms, and issue a Purchase Order. It then becomes the responsibility of the initiating department to see that the correct supplies or services are received, and to authorize payment(s). If competitive bidding is deemed appropriate, the procedures for competitive bidding will be followed (see Section 3.3).

3.2.4 Unpredictable Exceedence of Quote: In the event an estimate is received, such as for automobile repair, which is under \$500 but upon conclusion of the work, unpredictably and necessarily exceeds \$500, the exceedence should be documented and the transaction will be considered to be in conformance with the discretionary purchase procedures.

3.2.5 Aggregate Annual Exemption: Where similar supplies, e.g., hardware or office products, generally of nominal individual value, are purchased on an as needed basis during the course of the year, and where said purchases do not typically exceed \$500 at any one time, but may annually exceed \$10,000 from a single vendor during the year, the aggregate purchase of such supplies will not be considered to exceed the threshold for discretionary purchases.

3.3 COMPETITIVELY-BID (QUOTE) PURCHASE Procedures (for purchases which total more than \$500.00 but less than \$10,000.00: Purchases and contracts for supplies and nonprofessional services which total more than \$500.00, but less than \$10,000.00, require competitive bidding except as permitted by the Dixon City Code, Sections 26.3.21 to 26.3.23 inclusive, or as permitted by this policy.

3.3.1 Processing Time Required: Allow 4 to 5 weeks from the time specifications are completed until a contract can be signed or a Purchase Order can be issued. **Note: Failure to plan in advance does not provide an exemption from the requirement to obtain competitive quotations.**

3.3.2 Information Required: A complete set of specifications for the product or service requested must be prepared. Any special needs or considerations related to the purchase must be noted. A list of vendors known to supply the product or service is required. Competitive quotations solicited from vendors must include the following documentation: the name of the vendors contacted, vendor phone numbers, vendor contact persons, amounts quoted, date quotes were received, and any special terms or conditions that apply to the purchase or quotation (such as delivery charges, payment discounts, special fees, etc.). (Exhibit E)

3.3.3 Description of Process: The competitive (quote) bidding process used for purchases of this type is commonly referred to as "informal bidding" and requires that quotations be solicited from a minimum of three (3) vendors when possible. Lack of a quote from one or more vendors does not negate the process or require additional quotes unless no quotes are received. The quotations may be obtained in writing, or verbally. Whichever method is used, all vendors contacted must be given the same information, and must be allowed the same amount of time to respond to the request for a quotation. Competitive quotations are to be obtained by the initiating department. After all quotations have been obtained, a contract is prepared for signature of the City Manager or a Purchase Order is issued to the vendor providing the lowest bid that fully complies with the specifications. It then becomes the responsibility of the initiating department to see that the correct supplies or services are received, and to authorize payment(s).

Section 3.3.3.1 - Cooperative Purchasing: Purchases of services and supplies which total more than \$500, but less than \$10,000, which would generally require competitive bids (quotes), may be purchased under the authority of another agency's agreement where that agency conducted a competitive bid (quote) process and permits "piggybacking" purchasing by other agencies, such as the City of Dixon. Such purchases may also include those made by agencies with which the City is allied in a cooperative or joint venture, e.g., Dixon Solano Municipal Water Service, or the Used Oil Recycling Program, where our partner agency has solicited competitive bids (quotes) on behalf of the joint effort.

Section 3.3.3.2 - Public Safety Equipment Urgency Exemption: Purchases which total more than \$500 but less than \$10,000 for parts and labor for the repair or maintenance of public safety equipment do not require the solicitation of competitive bids (quotes) under circumstances where the Department Head certifies in writing that:

- a. The parts or labor are only readily available from a sole source; or
- b. The time required to keep the equipment out of service while obtaining competitive bids (quotes) will jeopardize either the safety of City employees or the safety of the general public; or
- c. That the department has previously, within the preceding three (3) months, solicited bids (quotes) for identical or similar parts or labor from various vendors and has identified one vendor as the most competitive for the parts or labor needed.
- d. The cost, e.g., personnel time, towing, inspection fees, etc., of soliciting competitive bids (quotes) will exceed the reasonable value of the savings expected from obtaining bids (quotes).

This urgency exemption pertains only to essential Police Department and Fire Department vehicles and equipment. Public Works Department equipment which is essential to the ongoing maintenance of public health and safety, e.g., the sewer vector truck, or utility pumps is also included.

Section 3.3.3.3 - Local Consideration Adjustments: When considering competitive bid (quote) purchases for supplies or non-professional services, local purchasing considerations may be given.

Bids (quotes) from local businesses as defined by City Code Section 26.3.1a iii may, for comparative purposes, be adjusted relative to bids (quotes) from non-local businesses as follows:

- Estimated/actual cost for delivery by vendor or pick-up by City personnel from non-local vendor must be added to the bid (quote) price of non-local vendor.
- One percent of the local vendor bid (quote) price may be added to the non-local vendor bid (quote) to reflect sales tax which accrues to the City.
- Two percent of the local vendor bid (quote) price may be added to the non-local vendor bid (quote) price for purchases which are essential to continued smooth operations of the City; e.g., projects in progress which would incur additional cost for delay, or supplies or services needed to repair equipment which is required for immediate use.
- Five percent of the local bid (quote) may be added to the non-local bid (quote) to ensure ongoing ability to respond to public health or safety needs

which are urgent and which are justified per Section 3.3.3.2, but do not constitute emergencies as defined in Section 3.7 below; e.g., repair or parts for Police, Fire, or other essential vehicles, labor or materials for construction or repair of public works projects which cannot be delayed and which cost less than \$5,000.

Local Consideration Adjustment *Example*
Purchases up to \$9,999.99

Local Bid (Quote)

\$840.00 **Initial Bid (including tax) and free local delivery**

Non-Local Bid (Quote)

\$775.00	Initial Bid (including tax)
+ 20.00	Delivery Charge
+ 8.50	Sales Tax Adjustment (1%) of local bid
+ 42.50	Public Safety Adjustment (5%) of local bid
\$846.00	Adjusted Non-Local Bid (quote)

- 3.4 SOLE-SOURCE or SOLE-BRAND PURCHASE Procedures (for purchases over \$500.00 and less than \$10,000.00): When only a single vendor can supply a commodity or service, it is a sole-source purchase; when only a single brand/model is acceptable for a particular application, but that brand/model can be purchased from more than one supplier, it is a sole-brand purchase. Sole-source and sole-brand purchases which total more than \$500.00 require a justification (see 3.4.2).

3.4.1 Processing Time Required: For a sole-source purchase, allow five (5) working days from the time a completed justification memorandum is received by the City Manager until a Purchase Order can be issued. Because sole-brand purchases require competitive bidding, the processing time required is 4 to 5 weeks, as described in Section 3.3.3.

3.4.2 Information Required: A complete set of specifications for the product or service requested, and the name of the vendor and/or product being requested is submitted to the City Manager for approval. In addition, a written justification must be provided if the purchase will total more than \$500.00. Justifications must provide information about the unique nature of the product or service being requested on a sole-source/sole-brand basis,

and the reasons that those unique features are needed by the initiating department. Any other available information substantiating the need for sole-source or sole-brand purchase should also be included in the justification.

3.4.3 Description of Process: The initiating department submits specifications and justification to the City Manager for review/approval. If approval granted, the initiating department then prepares a contract for the City Manager's signature or issues a purchase order. It then becomes the responsibility of the initiating department to see that the correct supplies or services are received, and to authorize payment(s). Since sole-brand purchases require competitive bidding, refer to Section 3.3 for description of the competitively bid purchase process.

- 3.5 BLANKET ("Open") PURCHASE ORDER Procedures: Blanket purchase orders are issued for the purchase of goods and services that cannot be satisfactorily obtained through the normal purchasing process. Written justifications are required for all blanket purchase orders for more than \$500.00 that are established without the use of competitive bidding. The justification must state the products or services to be purchased with the blanket purchase order, the persons who will be authorized to use the blanket purchase order, and why the normal purchasing process cannot be used to satisfy the needs.

Usually, blanket purchase orders will not be established for initial amounts in excess of \$2,000.00, and requests for increases will be limited to increments of \$1,000.00 or less. Requests to increase *existing* blanket purchase orders must be accompanied by a justification. However, in no case will a blanket purchase order be authorized for \$9,999.99 or more without City Council approval.

3.5.1 Processing Time Required: Five (5) working days are usually required from the time a completed justification memorandum is received by the City Manager until a blanket purchase order can be issued.

3.5.2 Information Required by Purchasing: A justification memorandum must include a description of the categories of products or services to be purchased with a blanket purchase order. Written justifications are required for all blanket purchase orders over \$500.00 that are established without the use of competitive bidding. The justification must state the products or services to be purchased with the blanket purchase order, the persons who will be authorized to use the blanket purchase order, and why the normal

purchasing process cannot be used to satisfy the needs.

3.5.3 Description of Process: Upon receipt of the justification memorandum (if over \$500.00), City Manager approves (or disapproves) the request to establish a blanket purchase order. If disapproved, the request is returned to the initiating department with an explanation of the reason(s) for disapproval. If a blanket purchase order is approved, a Purchase Order is issued by the initiating department. The Purchase Order includes the total not-to-exceed dollar amount and, if for a total of more than \$500.00, a listing of persons authorized to utilize the Purchase Order. It then becomes the responsibility of the initiating department to see that only authorized persons use the Purchase Order, that the correct supplies or services are received, and to authorize payment(s).

- 3.6 PRICE AGREEMENT Purchase Procedures: Price Agreements, as used by the City, are contracts which are established with individual vendors to ensure that uniform terms and conditions are used for all City departments doing business with the vendor. They are used primarily in conjunction with blanket purchase orders (see Section 3.5 - Blanket Purchase Orders), and are intended to guarantee the uniform application of benefits such as price and/or discount terms and other conditions that are beneficial to the City.

3.6.1 Processing Time Required: Since Price Agreements are usually established through negotiations with vendors, the amount of time required for processing can vary widely. Usually a minimum of four (4) weeks should be allowed from the time a request to establish a Price Agreement is submitted to the City Manager until a Price Agreement can be finalized.

3.6.2 Information Required: A properly completed written request to establish a Price Agreement is required before the City Manager can approve establishment of a Price Agreement.

3.6.3 Description of Process: Price Agreements are established through negotiations with vendors. Price Agreements are not to be used for the purpose of avoiding competitive bidding. While the negotiations may be carried out by various representatives of the City organization, all negotiations intended for establishing Price Agreements must be coordinated through the City Manager. Due to the diversity of factors that may be involved in establishing and using Price Agreements, the City Manager must be contacted for approval whenever it is believed that a Price Agreement may be appropriate for a particular need.

3.7 EMERGENCY PURCHASE Procedures: When an emergency situation makes it impossible to use the normal purchasing procedures, the City Manager or his/her designee(s) can authorize an emergency purchase. For these purposes, emergencies are defined as circumstances which constitute a threat to public safety, life, or property or conditions which require immediate intervention to prevent cessation or significant degradation of City services or loss of City revenues.

3.7.1 Processing Time Required: The City Manager or his/her designee(s) will provide immediate response to emergency purchase needs.

3.7.2 Information Required: The initiating department should if possible, call the City Manager to request authorization to make an emergency purchase. The following information will be required before an emergency purchase will be authorized:

- Initiating department
- Name of vendor to be used (if known)
- Nature of emergency and purpose of purchase
- Item(s) or service(s) to be purchased
- Total cost of purchase (if known)

3.7.3 Description of Process: When an emergency situation requires the immediate purchase of supplies or services, the City Manager should, if possible, be advised. A Confirming Purchase Order must be issued to provide assurance to the vendor that it is an authorized City purchase, and will allow for internal tracking and control of the expenditures related to the emergency.

After receiving basic information regarding the needed emergency purchase (see 3.7.2), the City Manager will authorize the purchase and issuance of a Confirming Purchase Order, which can be provided to the vendor for billing purposes. Depending on the nature of the emergency, initiating departments may be required to seek competitive quotations from at least three (3) vendors (if the total cost is estimated to be more than \$2,000.00). *This requirement is waived if the nature of the emergency precludes the solicitation of such quotations.* In those cases, initiating departments will be required to submit a written explanation of the nature of the emergency and the reason that competitive quotations could not reasonably be obtained. This information is submitted to the Finance Department with a copy of the Purchase Order after the emergency has been resolved.

Documentation should also be attached to detail competitive quotations if obtained.

Note: Please remember that the City Manager cannot authorize the emergency purchase of supplies or nonprofessional services for a total of \$9,999.99 or more, since City Council approval is required for such purchases.

4. REVIEWS REQUIRED BEFORE THE PURCHASING PROCESS CAN BEGIN

Some purchases require review before purchase. Such reviews are needed to ensure consistency and conformance with City standards. The reviews are required regardless of the total cost. The categories that require prior review by other City organizations are as follows:

- Computer Equipment, Software and Related Items
- Radios, Telephones, Cell Phones, Pagers, Alarms and other Communications Equipment

The reviews needed for each of these categories are described below.

- 4.1 Computer Equipment, Software, and Related Items. Purchase of computer equipment, software, computer maintenance, repair, and supplies must be reviewed by the City's Computer Committee.* Computer supplies which have been pre-authorized by the Computer Committee do not need separate review, and may be ordered directly using the appropriate policies/procedures outlined above.
- 4.2 Radios, Telephones, Cell Phones, pagers, Alarms and other Communications Equipment: The purchase of radios, telephones, cell phones, pagers, alarms, or other communications equipment must be reviewed by the Communications Committee.* This includes devices that transmit or receive via Federal Communications Commission (FCC) licensed frequencies, and proposed modifications to existing Police, Fire, and Local Government radio systems. Applications for frequency licensing also require Communications Committee review. Alarm reviews are required only for initial installations. Ongoing alarm maintenance contracts do not require review.

*Appointed by the City Manager.

5. PURCHASE ORDER AND CONTRACT CHANGES AND CANCELLATIONS

Sometimes it is necessary to make changes to purchase orders or contracts that have been issued, or to cancel them entirely. This section describes the steps to take when changes or cancellations must be made to existing purchase orders or contracts.

5.1 Changes to Purchase Orders and Contracts: Changes are made to existing purchase orders and contracts either by issuing a purchase order change or a contract addendum (and sometimes both). Such changes can be made only when the necessary information regarding the change is provided. Examples of circumstances that warrant making a change to a purchase order or contract are:

- When there is a substantial change in the description of the supplies or services to be delivered against the purchase order or contract.
- When there is a change in the vendor's business name.
- When there is a change in the scope, price and/or quantity of supplies or services to be delivered against the purchase order or contract.
- When the specifications, terms or conditions are in error or need to be modified.
- When there is a change in funding.

If in doubt as to whether a change order is needed, discuss with the City Manager.

5.1.1 Processing Time Required: Changes to purchase orders and contracts will usually be completed within five (5) working days. NOTE: Changes that require approval of the City Council require a longer period of time. If Council approval is required, a minimum of three (3) weeks will be needed before a change can be completed.

5.1.2 Information Required: A memo including a complete description of all needed changes and the reason for the changes.

5.1.3 Description of Process: Upon receipt of the memo for Correction/Change to Purchase Order, the City Manager will verify the information as necessary and authorize/not authorize the initiating department to make the

needed changes to the subject purchase order or contract. The initiating department and the vendor will be responsible for revising the purchase order or contract after a change has been authorized.

5.2 Cancellations of Purchase Orders and Contracts: Contracts and purchase orders are canceled either by issuing a purchase order change or a letter of cancellation (or both). Such cancellations can be made when the necessary information regarding the need for the cancellation is provided. Examples of circumstances that may require cancellation of a purchase order or contract are:

- When the vendor cannot provide the supplies/services required by the purchase order or contract (such as when a vendor goes out of business).
- When the wrong commodities or services have been requested by the initiating department.
- When the commodities or services provided do not meet City specifications.
- When duplicate orders are issued for the same commodities or services.

5.2.1 Processing Time Required: Cancellations of purchase orders and contracts can usually be completed within five (5) working days. **NOTE**: Cancellations that require approval of the City Council require a longer period of time. If Council approval is required, a minimum of three (3) weeks will be needed before a cancellation can be completed.

5.2.2 Information Required: A completed memo for Correction/Change to Purchase Order must be submitted to the City Manager. The request should ask that the purchase order or contract be canceled and should give the reason for the cancellation.

5.2.3 Description of Process: Upon receipt of the memo requesting Correction/Change to Purchase Order, the City Manager will verify the information as necessary and approve/disapprove cancellation of the subject purchase order or contract. The initiating department will take appropriate action and if the cancellation is approved see to it that the vendor receives a copy of the purchase order marked "CANCELED" and/or letter notifying them of contract cancellation.

6. STANDARD FORMS AND THEIR USES*

Several standard forms are used in the purchasing process. The most frequently used forms are:

- Purchase Order
- Request for Correction/Change to Purchase Order
- Justification for Blanket Purchase Order
- Justification for Sole-Source, Sole-Brand Purchase

*Additional forms may be developed and utilized subject only to City Manager approval.

6.1 Purchase Order. A Purchase Order (PO) is the legal contract that is issued to a vendor for the purchase of supplies or non-professional services. Purchase Orders are issued by the initiating department. The Purchase Order document is a three-part form which is distributed as follows:

- White copy (original) - vendor
- Yellow copy - Finance Dept.
- Pink copy - to initiating department

Each Purchase Order is assigned a unique Purchase Order Number (PO#). Purchase Orders are issued in quantity to initiating departments by the Finance Department.

6.2 Request for Correction/Change to Purchase Order. The Request for Correction/Change to Purchase Order is used when changes, corrections, and cancellations of purchase orders or contracts are needed (See Section 5). It requires basic information about the Purchase Order that is to be modified, and provides space to describe the changes needed. It also asks for an explanation of the need for the correction, change, or cancellation.

6.3 Justification for Blanket ("Open") Purchase Order. The Justification for Blanket (Open) Purchase Order form may be used for justification of a blanket purchase order initially requested or subsequently changed. If preferred, an inter-office memorandum may also be used for this justification.

6.4 Justification for Sole-Source or Sole-Brand Purchase. The Justification for Sole-Source or Sole-Brand Purchase form may be used by the initiating dept. to justify a sole-source or sole-brand purchase. If preferred, an inter-

office memorandum may also be used for this justification.

- 6.5 Vendor Price Quotation Form. The Vendor Price Quotation Form must be used by the initiating department to record information obtained in compliance with Section 3.3.2 and may be used in any other instance where price quotations are solicited.

7. EXHIBITS

- 7.1 Exhibit "A" - Purchase Order form
- 7.2 Exhibit "B" - Request for Purchase Order Correction/Change form
- 7.3 Exhibit "C" - Justification for Blanket ("Open") Purchase Order
- 7.4 Exhibit "D" - Justification for Sole-Source or Sole-Brand Purchase
- 7.5 Exhibit "E" - Vendor Price Quotation Form

CITY OF DIXON
REQUEST FOR CORRECTION/CHANGE
TO PURCHASE ORDER

EXHIBIT "B"

DEPARTMENT INFORMATION

Purchase Order No.: _____	File No.: _____
Vendor Name: _____	Vendor Code: _____
Requestor: _____	Phone No.: _____
Dollar Amount of Change: \$ _____ <input type="checkbox"/> Increase <input type="checkbox"/> Decrease Change Order No.: _____	

DESCRIPTION OF CHANGE/CORRECTION: _____

Justification: (Attach appropriate document(s) e.g.: Council Resolution, Agreement, Contract, Letter of Justification for Blanket Purchase Orders)

Authorized Signature Date of Request

Buyer Notes: _____

Approved _____ Date _____

CITY OF DIXON
Justification for Blanket ("Open") Purchase Order

EXHIBIT "C"

Requisition Number: _____

Date: _____

Requested Vendor: _____

NOTE: Refer to the information on the back of this form before completing the justification.

Justification is required for establishment of blanket ("open") purchase order. Please provide responses to each of the following items to demonstrate the need for a blanket purchase order:

1. Products or services to be purchased with the Blanket Purchase Order:

2. List the names and phone numbers of all persons who will be authorized to use the Blanket Purchase Order:

3. Explain why the normal requisitioning process cannot be used to satisfy the requirements that will be obtained through the Blanket Purchase Order:

Form completed by:

DEPARTMENT APPROVAL:

Name

Department Director or Division Manager/Date

CITY MANAGER APPROVAL:

City Manager (or designee)/Date

City of Dixon

Criteria for Justification of Need for Blanket ("Open") Purchase Orders

◆ **THE FOLLOWING FACTORS MUST BE ADDRESSED IN THE JUSTIFICATION FOR A BLANKET PURCHASE ORDER:**

1. The products or services to be purchased using the blanket purchase order. This listing does not have to describe individual items, but it should be specific about all categories of items to be purchased using the blanket purchase order (e.g., miscellaneous pipe and plumbing supplies).
2. The names of all individual employees who will be authorized to make purchases against the blanket purchase order.
3. The reason why the normal requisitioning process cannot be used to satisfy the needs that will be covered by the blanket purchase order.

◆ **THE FOLLOWING FACTORS ARE NOT ACCEPTABLE FOR JUSTIFYING A BLANKET PURCHASE ORDER:**

1. Personal preference for a particular product or vendor.
2. To avoid competitive bidding.

City of Dixon
Justification for Sole-Source or Sole-Brand Purchase

EXHIBIT "D"

Dated: _____

Item(s): _____

NOTE: Refer to the information on the back of this form before completing the justification.

Sole-Source: Item is available from only one vendor. Item is one-of-kind and is not sold through distributors. The manufacturer is the sole distributor.

Sole-Brand: Various vendors can supply the specified brand and model. Competitive bids will be solicited for the requested brand and model only.

Justification: (Attach additional sheets if necessary)

Form completed by:

DEPARTMENT APPROVAL:

NAME

Department Director or Division Manager/Date

CITY MANAGER'S APPROVAL:

City Manager (or Designee)/Date

City of Dixon
Criteria for Justification of Sole-Source or Sole-Brand Purchase

◆ **THE FOLLOWING ITEMS SHOULD BE CONSIDERED IN PREPARING A JUSTIFICATION FOR A SOLE-SOURCE OR SOLE-BRAND PURCHASE. EACH ITEM THAT APPLIES TO THE PURCHASE SHOULD BE ADDRESSED IN THE JUSTIFICATION:**

1. If the product requested is a one-of-kind item, provide information on how this was determined.
2. Provide information about why the particular product or vendor was selected.
3. State what other vendors were contacted and why they cannot provide the requested product. Also indicate whether or not the requested vendor is the manufacturer.
4. Provide information about other brand/models that were considered and explain why they were rejected. Include brand/model names, vendor names, dates contacted, and the name and phone number of the person(s) contacted.
5. If the requested product has unique features which are required to successfully perform a required function, identify those unique features and explain why they are required.
6. If an item must match, be compatible with, or be related in some special way to existing equipment, explain why this is necessary. Include in the explanation information about the existing equipment, including quantity, brand/model, and why the need to match, be compatible with, or otherwise relate to existing equipment is necessary.

◆ **THE FOLLOWING FACTORS ARE NOT ACCEPTABLE FOR JUSTIFYING A SOLE-SOURCE OR SOLE-BRAND PURCHASE:**

1. Personal preference for a particular product or vendor.
2. Vague, ambiguous, or subjective features that are not supported by technical information (e.g., "quality", "heavy-duty", "the finest", etc.).
3. A simple "no substitutes" statement.

CITY OF DIXON RESOLUTION NO. 04-015

RESOLUTION ADOPTING THE FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND REPLACEMENT POLICY

WHEREAS, the City Council has discussed the Fixed Assets Capitalization, Inventory Control and Replacement Policy attached as Exhibit A; and

WHEREAS, the City Council has directed staff with regard to any changes to the policy;

NOW, THEREFORE BE IT RESOLVED, that the Fixed Assets Capitalization, Inventory Control and Replacement Policy attached as Exhibit A is hereby adopted.

PASSED AND ADOPTED THIS 13th DAY OF JANUARY 2004 BY THE FOLLOWING VOTE:

AYES: Ferrero, Orr, Supriano, Vega, Courville


NOES: None

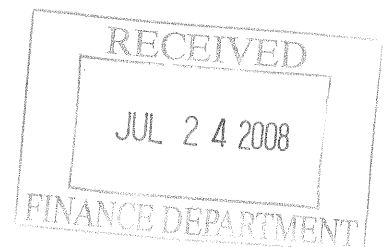
ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk


Mayor



Intentionally left blank.

**CITY OF DIXON
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND
REPLACEMENT POLICY**

PURPOSE

The purpose of this policy is to ensure adequate control and appropriate use of the City "fixed assets." The procedures contained herein define fixed assets and establish guidelines for their purchase, use, accounting, inventory, transfer, disposal and replacement.

POLICY/SCOPE

It is the policy of the City of Dixon that fixed assets be properly accounted for and used for appropriate City uses. It is the responsibility of City Department Heads to ensure that:

- ** purchasing guidelines are followed;
- ** fixed assets are adequately controlled and used appropriately; and
- ** the Finance Department is notified when fixed assets are acquired, transferred or otherwise subject to disposal.

It is the responsibility of the Finance Department to ensure that:

- ** fixed assets information is maintained in accordance with generally accepted accounting principles;
- ** equipment replacement records and schedules are maintained so that funding will be available wherever possible to replace obsolete, outdated and worn-out pieces of equipment.

The City Manager is authorized to grant exceptions to specific provisions on a case-by-case basis within the intent of the overall policy.

GENERAL PROVISIONS

"Fixed" assets are defined as items of capital expenditure which have a cost greater than the threshold which is adopted by the City Council (as reflected in Exhibit A) and a useful life longer than one year. It is the policy of the City of Dixon that fixed assets are to be financially managed to meet the following criteria:

- ** The financial management of the assets is to be in compliance with generally accepted governmental accounting principles;
- ** The financial reporting of the assets will be in compliance with Governmental Accounting Standards Bulletin (GASB) 34;

04 - 015
RESOLUTION NO.: _____
DATE: JAN 13 2004
401

- ** Fixed assets which are "movable" in nature (i.e., equipment and furniture) will be marked with an inventory tag which will be reviewed and verified by the department using the asset and accounted for in the Finance Department;
- ** Fixed assets, where appropriate, will be included in the equipment replacement schedule.

PROCEDURES

The Finance Department is responsible for categorizing expenditure for assets into the following categories:

- ** Infrastructure Assets
- ** Betterments
- ** Equipment (including Furniture)
- ** Repairs

All of the above assets are to be capitalized with the exception of repairs which do not prolong the life of the asset. The accounting procedures used for identification, classification and, where appropriate, depreciation of these assets will be those in conformity with generally accepted accounting principles as they apply to government.

Identification of Assets

"Infrastructure Assets" are those assets with an aggregate cost of \$100,000 or more which are stationary in nature and which have a useful life greater than one year. They include, but are not limited to, land, buildings, streets, street lights, and parks, as well as the structures for the sewer system, water system and storm drainage system. Infrastructure assets can be acquired using city resources or they can be donated during the development process.

"Betterments" are major repairs to infrastructure assets costing \$50,000 or more which either increase the value or prolong the useful life of the asset beyond the original life established at construction.

"Equipment" includes assets having a cost greater than \$1,000 and a life of at least one year. They are differentiated from infrastructure assets by both size and, generally, mobility. Because of these issues, equipment shall be subject to inventory control which includes the application of a number tag on each piece of equipment meeting these criteria. The management of the inventory control system, which is discussed below, will be the responsibility of the Finance Department.

RESOLUTION NO.: 04 - 015
DATE: JAN 13 2004

“Repairs” are routine maintenance expenditures which return equipment to a useful state, but which do not extend the useful life. Since the costs are generally, but not always, minor in nature, said repairs are not capitalized.

Inventory Control

In order to provide accountability and control for “equipment” assets, the Finance Department shall issue inventory control tags for all pieces of equipment which meet the criteria for equipment indicated above. The Finance Department maintains a master list of the tags and their referenced equipment. The Finance Department provides departmental lists to each Department Head. It is the responsibility of each Department Head to ensure that the equipment allocated to that department is tagged and to keep track of the location of all the assets on the departmental list. It is the responsibility of the Finance Department to review the departmental lists on an annual basis and to update the City records accordingly.

Depreciation

Depreciation, the recognition of the cost of a fixed asset throughout its useful life, will be computed in accordance with generally accepted accounting principles as they apply to governmental entities. The Finance Department in consultation with the acquiring department is responsible for the determination of the useful life and depreciation method used for each class of assets. As conditions warrant, the Fixed Assets Useful Lives Schedule, Exhibit B, will be updated and modified as necessary by the Finance Department.

Replacement

It is the intention of the City of Dixon to set aside funds in the Equipment Replacement Fund each year for the eventual replacement of equipment. This is intended to ensure that the resources are built up over time and are available when replacement is necessary. Equipment replacement funds are considered to be a designation of the General Fund and are used at the sole discretion of the City Council. The City Council also maintains full discretion in the annual funding of the Equipment Replacement Fund. It is the responsibility of the Finance Department to maintain the schedules and balances for each piece of equipment for which funds are being designated and set aside.

Disposal of Assets

Transfers of Equipment

It is in the City’s best interest to use its fixed assets for the best and highest use at all times. Some assets, which may have outlived their useful lives for the purpose for which they have been originally acquired, may have residual use in another capacity in another City Department. To facilitate the continued use of these assets, transfers

RESOLUTION NO.: 04 - 015

DATE: JAN 13 2001

between departments are appropriate. To complete the transfer, the Equipment Transfer Form, as shown in Exhibit C, is to be completed in its entirety and distributed as indicated. Equipment which has been replaced (using Equipment Replacement Funds) and transferred from one department to another is routinely removed from the Equipment Replacement Schedule.

Surplus, Sale and/or Destruction of Fixed Assets

Periodically, equipment which has become obsolete, broken or otherwise unusable, needs to be disposed of. It is the individual departmental responsibility to seek City Council authorization to surplus and disposal of said equipment. Once the approval has been obtained, a copy of the surplus resolution and the completed Equipment Surplus/Disposition form is forwarded to the Finance Department so that the fixed assets lists may be updated.

Upon the sale of any fixed assets, any proceeds will be returned to the General Fund or to the fund which acquired the assets in the first place unless federal or state law precludes this and requires a specific use of the money.

COMPLIANCE

It is the intention of the City Council that the valuation and disclosure of all city assets be in accordance with all Governmental Accounting Standards Bulletins and generally accepted accounting principles. It is the responsibility of the Finance Department to ensure that the City's financial records remain in compliance with these requirements. The Finance Department is authorized to adjust its procedures to maintain this compliance as the Governmental Accounting Standards Bulletins and generally accepted accounting principles may change from time to time.

Forms

The responsibility for the development and maintenance of forms and instructions which allow the City Departments to comply with this policy resides with the Finance Department. These documents are provided to all Departments on a regular basis for use in complying with the Fixed Assets Capitalization, Inventory Control and Replacement Policy.

RESOLUTION NO.: 04 - 015

DATE: JAN 13 2004

**CITY OF DIXON
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND
REPLACEMENT POLICY
EXHIBIT A**

ASSET VALUATION THRESHHOLDS

Fixed Assets are categorized to comply with generally accepted accounting principles as adjusted for governmental entities. The categories used in the City of Dixon include Infrastructure Assets (which include betterments) and Equipment which is generally less costly and more mobile. The cost at which an asset is capitalized is reflected below:

INFRASTRUCTURE

Valuation Threshold: \$100,000 per subsystem

Assets to be included:

Network	Subsystem
Roadways/Streets	Pavement Curb, Gutter & Sidewalk Traffic Signals Traffic Signs Street Lights Landscaped Medians
Water System	Pipe Structures Pump Stations Wells Tanks/Reservoirs (if applicable)
Sewer System	Pipe Structures Lift Stations Treatment Facilities
Storm Drainage System	Pipe Channels/Culverts Sumps/Pumps/Pump Stations
Parks & Recreation	Major Park Facilities
Buildings	All

RESOLUTION NO.: 04 - 015
DATE: JAN 13 2004 ⁵ 465

Land

Improved
Unimproved

Work in Progress

Capital Improvement Program
Projects

BETTERMENTS

Valuation Threshold: \$50,000 per betterment

Betterments consist of substantial work to upgrade, expand, and prolong the useful life of the infrastructure assets included above.

EQUIPMENT

Valuation Threshold: \$1,000 per individual piece of equipment

Equipment includes a wide variety of assets used by City Departments in the day-to-day operations of the City. While the list of equipment is too extensive to enumerate, it would include, but not be limited to, pieces of equipment such as computers, vehicles, chippers, large lawn mowers and other public works operations and maintenance equipment.

CITY COUNCIL AUTHORITY

City Council authorization is required prior to the purchase/expenditure for all assets which fall into the above categories as is their surplus and disposal. The methods prescribed in the City of Dixon Purchasing Policy indicate the specific method for acquisition.

RESOLUTION NO.: 04 - 015

DATE: JAN 13 2004

**CITY OF DIXON
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND
REPLACEMENT POLICY
EXHIBIT B**

FIXED ASSETS USEFUL LIVES

Depreciation is calculated for all applicable fixed assets on a case by case basis. Useful lives are estimated as follows:

Network	Infrastructure/Betterments Subsystem	Useful Life (Years)
Roadways/Streets	Pavement	30
	Curb, Gutter & Sidewalk	100
	Traffic Signals	25
	Traffic Signs	7
	Street Lights	25
	Landscaped Medians	25
Water System	Pipe	50
	Structures	50
	Pump Stations	25
	Wells	50
	Tanks/Reservoir	50
Sewer System	Pipe	50
	Structures	50
	Lift Stations	25
	Treatment Facilities	50
Storm Drainage System	Pipe	20-100
	Channels/Culverts	50
	Sumps/Pumps	25
Parks & Recreation	Major Park Facilities	25
Buildings	All	50
Land	Improved	Not Depreciated
	Unimproved	Not Depreciated
Work in Progress	Capital Improvement	
	Program Projects	Not Depreciated

RESOLUTION NO.: 04 - 015

DATE: JAN 13 2004

Equipment

Equipment depreciation is calculated on a case-by-case basis depending upon the asset and the intensity of its use. Useful lives are determined based upon experience, comparisons with other entities, generally accepted accounting principles and the condition of the asset upon acquisition. Generally equipment is depreciated over lives of between 3 to 25 years.

RESOLUTION NO.: 04 - 015

DATE: JAN 13 2004

RESOLUTION NO. 08 - 013

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIXON APPROVING
LOCAL GOALS AND POLICIES AND APPRAISAL STANDARDS FOR THE
FORMATION OF COMMUNITY FACILITY DISTRICTS**

WHEREAS, the City Council of the City of Dixon (the "City") wishes to give consideration to form a community facilities district pursuant to Sections 53311 and following of the California Government Code (the "Act"); and

WHEREAS, Section 53312.7 of the Act provides that proceedings to establish a community facilities district pursuant to the Act may be initiated only after the local agency in question (in this case, the City of Dixon) has first considered and adopted local goals and policies and appraisal standards concerning use of the Act; and

WHEREAS, a proposed set of Local Goals and Policies, including appraisal standards (the "Local Goals and Policies"), has been prepared and submitted to the City Clerk for consideration by this City Council in order to comply with Section 53312.7 of the Act; and

WHEREAS, this City Council wishes to approve the Local Goals and Policies, a copy of which is attached to this resolution as Exhibit A;

NOW, THEREFORE, THE CITY COUNCIL HEREBY FINDS, DETERMINES AND RESOLVES, as follows:

Section 1. The foregoing recital is true and correct, and this City Council so finds and determines.

Section 2. This City Council hereby approves the Local Goals and Policies in the form attached hereto as Exhibit A.

Section 3. This City Council finds that the Local Goals and Policies approved by this resolution contain the matters prescribed by Section 53312.7 of the Act and that adoption of the Local Goals and Policies enables this City Council to initiate proceedings to establish a community facilities district pursuant to the Act.

Section 4. This resolution shall take effect immediately upon its passage.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Dixon at a regular meeting held on the 8th day of January, 2008, by the following vote:

AYES: Alexander, Batchelor, Gomez, Smith, Courville

NOES: None

ABSENT: None

ABSTAIN: None

Marylin Coville
Mayor

Attest:

Jimmie M. Pearson
City Clerk

RESOLUTION NO. 08-013
DATE JAN 08 2008

DEBT MANAGEMENT POLICY

January 2008

CITY OF DIXON

LOCAL GOALS AND POLICIES FOR COMMUNITY FACILITIES DISTRICTS

I. GENERAL.

Section 53312.7(a) of the California Government Act requires that the City of Dixon (the "City") consider and adopt local goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (the "Act"), California Government Act Sections 53311 *et seq.* (the "Act"), prior to the initiation of proceedings on or after January 1, 1994 to establish a new community facilities district ("CFD") under the Act.

These Local Goals and Policies for Community Facilities Districts (the "Policies") provide guidance and conditions for the conduct by the City of proceedings for, and the issuance of bonds secured by special taxes levied in, a community facilities district ("CFD") established under the Act. The Policies are intended to be general in nature; specific details will depend on the nature of each particular financing. The Policies are applicable to financings under the Act and are intended to comply with Section 53312.7 (a) of the Government Code. These Policies shall not apply to any assessment financing or any certificate of participation or similar financings involving leases of or security in public property. The Policies are subject to amendment by the City Council at any time.

II. FINANCING PRIORITIES.

Eligible Facilities. The improvements eligible to be financed by a CFD must be owned by a public agency or public utility and must have a useful life of at least five (5) years, except that up to five percent of the proceeds of an issue may be used for facilities owned and operated by a privately-owned public utility. The development proposed within a CFD must be consistent with the City's general plan and must have received any required legislative approvals such as zoning or specific plan approvals. A CFD shall not vest any rights to future land use on any properties, including those which are responsible for paying special taxes.

The list of eligible public facilities includes, but is not limited to, the following:

- Streets
- Street lighting
- Traffic signals and safety lighting
- Landscaping on public property or in public easements
- Sanitary sewer facilities
- Storm drain facilities
- Flood control facilities
- Potable and reclaimed water facilities
- Utility relocations
- Parks and recreational facilities
- Public utilities
- Cultural facilities
- Police and fire protection facilities
- Governmental facilities

It is acknowledged that the Act permits the financing of fee obligations imposed by governmental agencies the proceeds of which fees are to be used to fund public capital

improvements of the nature listed above.

The funding of public facilities to be owned and operated by public agencies other than the City shall be considered on a case-by-case basis. If the proposed financing is consistent with a public facilities financing plan approved by the City, or the proposed facilities are otherwise consistent with approved land use plans for the property, the City shall consider entering into a joint financing agreement or joint powers authority in order to finance these facilities. In general, a joint agreement with the public agency that will own and operate any such facility must be entered into prior to the resolution of formation of any CFD.

A CFD may also be formed for the purpose of refinancing any fixed special assessment or other governmental lien on property, to the extent permitted under the Act, as applicable.

Priorities. Priority for CFD financing shall be given to public facilities which: (a) are necessary for development to proceed in an orderly fashion, or (b) are otherwise coordinated to correspond to the phasing of the related private development project. If appropriate, the City shall prepare a public facilities financing plan as a part of the specific plan or other land use document that identifies the public facilities required to serve a project, and the type of financing to be utilized for each facility. The City will attempt to schedule construction of CFD-financed facilities in a manner such that private development will not occur ahead of the installation of public infrastructure necessary to support that development.

Eligible Services. The services eligible to be financed by a CFD (the "Services") are those identified in the Act, including but not limited to Section 53313 of the Act. To the extent required by the Act, the CFD may only finance the Services to the extent they are in addition to those provided in the territory of the CFD before the CFD was created, and the additional Services may not supplant services already available within the territory of the CFD when the CFD was created.

III. CREDIT QUALITY OF BOND ISSUES.

All CFD bond issues should have at least a three to one property value to public lien ratio after calculating the value of the financed public improvements to be installed, unless otherwise specifically approved by the City Council as provided in Section 53345.8(b) or (c) of the Act. Property value may be based on either an appraisal (as described in VI below) or on assessed values as indicated on the county assessor's tax roll. The public lien amount shall include the bond issue currently being sold plus any public indebtedness secured by a lien on the properties to be taxed.

The City will require that all major land use approvals and governmental permits necessary for development of land in the CFD be substantially in place before bonds may be issued.

In most cases, a reserve fund equal to the lesser of (i) ten percent of the original proceeds of the bond issue, (ii) the maximum annual debt service on the bonds, or (iii) one hundred twenty-five percent of the average annual debt service on the bonds will be required for all bond issues where less than fifty percent of the buildable acreage has been developed. A

smaller reserve fund may be required by the City for bond issues where over fifty percent of the buildable acreage has been developed.

Less than a three to one property value to public lien ratio, excessive tax delinquencies, or projects of poor economic viability may cause the City to disallow the sale of bonds or require credit enhancement prior to bond sale. The City may consider exceptions to the above policies for bond issues that do not represent an unusual credit risk, either due to credit enhancement or other reasons specified by the City, and/or which otherwise provide extraordinary public benefits, to the extent permitted by and subject to any applicable requirements of the Act.

If the City requires letters of credit or other security, the credit enhancement shall be issued by an institution, in a form and upon terms and conditions satisfactory to the City. Any security required to be provided by the applicant may be discharged by the City upon the opinion of a qualified appraiser, retained by the City, that a value-to-lien ratio of three to one has been attained or based upon other criteria (such as diversity in ownership) specified by the City.

As an alternative to providing other security, the applicant may request that a portion of the bond proceeds be placed in escrow with a trustee or fiscal agent in an amount sufficient to assure a value-to-lien ratio of at least three to one on the outstanding proceeds. The escrowed proceeds shall be released at such times and in such amounts as may be necessary to assure a value-to-lien ratio of at least three to one on the aggregate outstanding bond proceeds and other indebtedness secured by real property liens as required.

IV. DISCLOSURES

A. Purchasers of Property. As a minimum, any disclosures mandated by applicable state law to inform prospective purchasers of their obligations under the CFD shall apply to each CFD. In addition, there may be additional requirements mandated by the City for particular kinds of financings on a case-by-case basis. The City may prescribe specific forms to be used to disclose the existence and extent of obligations imposed by CFD.

B. Disclosure Requirements for the Resale of Lots. The City shall provide a notice of special taxes to sellers of property (other than developers) which will enable them to comply with their notice requirements under Section 1102.6 of the California Civil Code. This notice shall be provided by the City within five working days of receiving a written request for the notice. A reasonable fee may be charged for providing the notice, not to exceed any maximum fee specified in the Act.

C. Continuing Bond Disclosure. Landowners in a CFD that are responsible for ten percent (10%) or more of the annual special taxes must agree to provide: (i) initial disclosure at the time of issuance of any bonds; and (ii) annual disclosure as required under Rule 15c2-12 of the Securities Exchange Commission until the special tax obligation of the property owned by such owner drops below 10%.

V. SPECIAL TAX FORMULAS AND MAXIMUM SPECIAL TAXES

Special tax formulas shall provide for minimum special tax levels which satisfy the following payment obligations of a CFD: (a) 110 percent gross debt service coverage for all CFD bonded indebtedness, (b) the administrative expenses of the CFD, and (c) amounts equal to the differences between expected earnings on any escrow fund and the interest payments due on related bonds of the CFD. In addition, the special tax formula may provide for the following to be included in the Special Tax levels: (a) any amounts required to establish or replenish any reserve fund established in association with the indebtedness of the CFD, (b) the accumulation of funds reasonably required for future debt service, (c) amounts equal to projected delinquencies of special tax payments, (d) the costs of remarketing, credit enhancement and liquidity facility fees, (e) the cost of acquisition, construction, furnishing or equipping of authorized Facilities, (f) lease payments for existing or future facilities, (g) costs associated with the release of funds from an escrow account, (h) the costs of Services, and (i) any other costs or payments permitted by law.

The special tax formula shall be reasonable in allocating the CFD's payment obligations to parcels within the CFD. Exemptions from the special tax may be given to parcels which are publicly owned, are held by a property owners' association, are used for a public purpose such as open space or wetlands, are affected by public utility easements making impractical their utilization for other than the purposes set forth in the easements, or have insufficient value to support bonded indebtedness.

The total projected residential property tax levels (including ad valorem taxes, any maintenance, landscaping or other impositions on the land in the CFD and other similar annual government charges levied on parcels in the CFD, but excluding homeowners' association annual levies and as to any special tax levies, based on the expected special tax rates and not any "back-up" special taxes) for any CFD (or, if a CFD has multiple improvement areas, for each improvement area and not the entire CFD) shall not exceed the lesser of (i) 2.0% of the estimated sales prices of the respective homes to be constructed in the CFD (with such prices to be determined by reference to an absorption study or appraisal prepared for the CFD or such other information as the City shall determine), or (ii) any maximum specified in the Act. The annual increase, if any, in the maximum special tax for any parcel shall not exceed any maximum specified in the Act. The increase in the special tax levied on any parcel as a consequence of delinquency or default by the owner of any other parcel shall not exceed any maximum specified in the Act.

Special taxes will only be levied on an entire county assessor's parcel, and any allocation of special tax liability of a county assessor's parcel to leasehold or possessory interest in the fee ownership of such county assessor's parcel shall be the responsibility of the fee owner of such parcel and the City shall have no responsibility therefore and has no interest therein. Failure of the owner of any county assessor's parcel to pay or cause to be paid any special taxes in full when due, shall subject the entire parcel to foreclosure in accordance with the Act.

The City may retain a special tax consultant to prepare a report which: (a) recommends a special tax for the proposed CFD, and (b) evaluates the special tax proposed to determine its ability to adequately fund identified public facilities, City administrative costs, services (if applicable) and other related expenditures. Such analysis shall also address the resulting

aggregate tax burden of all proposed special taxes plus existing special taxes, ad valorem taxes and assessments on the properties within the CFD.

VI. APPRAISALS

The definitions, standards and assumptions to be used for appraisals shall be determined by City staff on a case-by-case basis, with input from City consultants and CFD applicants, and by reference to relevant materials and information promulgated by the State of California. The appraiser shall be selected by or otherwise acceptable to the City, and the appraisal shall be coordinated by and under the direction of, or otherwise as acceptable to, the City.

The appraisal should be dated within three months of the date the bonds are issued, unless the City Council determines a longer time is appropriate.

All costs associated with the preparation of the appraisal report shall be paid by the entity requesting the establishment of the CFD, if applicable, through the advance deposit mechanism described below.

VII. CITY PROCEEDINGS.

A. Petition. For new development projects, a petition meeting the requirements of the applicable authorizing law will be required. The applicant is urged to obtain unanimous waivers of the election waiting period. The applicant must specify in the application any reasonably expected impediments to obtaining petitions, including from co-owners and/or lenders of record (where required). Waiver of the petition shall be made only upon showing of extraordinary hardship. For existing development, petitions are preferred, but may be waived, depending on the nature of the project and degree of public importance.

B. Deposits and Reimbursements. All City staff and consultant costs incurred in the evaluation of CFD applications and the establishment of the CFD will be paid by the entity, if any, requesting the establishment of the CFD by advance deposit increments. The City shall not incur any expenses for processing and administering a CFD that are not paid by the applicant or from CFD bond proceeds. In general, expenses not chargeable to the CFD shall be directly borne by the proponents of the CFD.

Any petition for formation of a CFD shall be accompanied by an initial deposit in the amount determined by the City to fund initial staff, City Attorney, and consultant costs associated with CFD review and implementation. If additional funds are needed to off-set costs and expenses incurred by the City, the City shall make written demand upon the applicant for such funds. If the applicant fails to make any deposit of additional funds for the proceedings, the City may suspend all proceedings until receipt of such additional deposit.

The City shall not accrue or pay any interest on any portion of the deposit refunded to any applicant or the costs and expenses reimbursed to an applicant. Neither the City nor the CFD shall be required to reimburse any applicant or property owner from any funds other than the proceeds of bonds issued by the CFD or special taxes levied in the CFD.

C. Representatives. The City and the applicant shall each designate a representative for each financing district proceeding. The representatives shall be responsible for coordinating the activities of their respective interests and shall be the spokespersons for each such interest. The purpose of this requirement is to avoid duplication of effort and misunderstandings from failure to communicate effectively. In the case of the City, it allows the City's consultants to report to a single official who will, in turn, communicate with other staff members.

D. Time Schedule. The final schedule of events for any proceeding shall be determined by the City, in consultation with its financing team and the applicant. Any changes will require approval by the appropriate City official. Time schedules will (unless specific exceptions are allowed) observe established City Council meeting schedules and agenda deadlines. To the extent possible, financings will be scheduled to allow debt service to be placed on the tax rolls with a minimum of capitalized interest.

VIII. FINANCING TERMS

All terms and conditions of any CFD bonds shall be established by the City. The City will control, manage and invest all CFD issued bond proceeds. Each bond issue shall be structured to adequately protect bond owners and to not negatively impact the bonding capacity or credit rating of the City through the special taxes, credit enhancements, foreclosure covenant, and reserve funds.

All statements and material related to the sale of bonds shall emphasize and state that neither the faith, credit nor the taxing power of the City is pledged to security or repayment of the Bonds. The sole source of pledged revenues to repay CFD bonds are special taxes, bond proceeds and reserve funds held under the bond document, and the proceeds of foreclosure proceedings and additional security instruments provided at the time of bond issuance.

The City shall select all consultants necessary for the formation of the CFD and the issuance of bonds, including the underwriter(s), bond counsel, disclosure counsel, financial advisors, appraiser and the special tax consultant. Prior consent of the applicant shall not be required in the determination by the City of the consulting and financing team.

IX. EXCEPTIONS TO THESE POLICIES

The City may find in limited and exceptional instances that a waiver to any of the above stated policies is reasonable given identified special benefits to be derived from such waiver. Such waivers only will be if permitted by law and granted by action of the City Council.

Gann/ Appropriation Limit

Article XIII B of the California Constitution was a ballot initiative adopted in 1980 and modified by Proposition 111 that passed in 1990 to limit the amount of tax proceeds state and local governments can spend each year. The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal 1978-1979 in each agency modified for changes in inflation and population in each subsequent year. The formula used in calculating the growth rate is:

- Percent (%) change in population +100/100 times either percent (%) change in per capita income +100/ 100 or change in non-residential assessments +100/100

The calculated rate times the previous appropriation limit equals the new appropriation limit. The California Department of Finance is mandated to notify each city of the population changes and the per capita personal income factor to be used in calculating the growth rate.

The City of Dixon's limit was calculated as follows:

APPROPRIATION LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2009			
A.	LAST YEAR'S LIMIT		\$ 22,553,284
B.	ADJUSTMENT FACTORS		
	Population	1.0080	
	Personal Income	<u>1.0429</u>	
	Total Adjustment Factors		<u>1.051212</u>
C.	ANNUAL DOLLAR ADJUSTMENT		<u>1,154,997</u>
D.	OTHER ADJUSTMENTS		
	Assumed Responsibility		0
	Total Adjustments		0
E.	TOTAL ADJUSTMENTS		<u>1,154,997</u>
F.	LIMIT FOR FY 2008-09		\$ 23,708,280

Resolution Number 08-101 was adopted by the City Council on June 24, 2008.

Cost Allocation

The City of Dixon uses a cost allocation plan to allocate costs to the various funds and departments throughout the organization.

City of Dixon Cost Allocation Factors

All costs are assigned to the department to which the costs are incurred; for example, all finance department staff are charged to the finance department. The costs for the staff are then allocated to the other departments and funds, which are supported by the finance department, based upon a plan prepared by an outside consultant that is updated biannually.

An additional part of the cost allocation process is the allocation of charges from central service overhead. These costs are calculated by a cost allocation plan prepared by a consultant. A new report is in the process of being prepared for FY2008-09.



Comparison to Other Cities

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Comparison to Other Cities in Solano County*
FY 2008-09 Budget

Comparison	City of Dixon	City of Suisun City	City of Benicia	City of Rio Vista
City Population	17531	27980	26865	8071
Property Taxes	\$3,236,392	\$1,088,239	\$14,530,620	\$1,866,520
Sales Taxes	\$5,640,000	\$950,000	\$6,431,320	\$1,162,592
General Fund Appropriations	\$15,531,673	\$10,086,000	\$32,780,360	\$7,056,655

*Source City's FY 2008-09 Budget

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Glossary

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Glossary of Budget Terms

Accounting System

The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

Appropriation

An authorization made by the City Council of the City of Dixon which permits officials to incur obligations against and make expenditures of governmental resources.

Appropriations are usually made for fixed amounts and typically are granted for a one-year period.

Assessment District

A defined area of land that will be benefited by the acquisition, construction, or maintenance of a public improvement.

Assessed Valuation

The appraised valuation less any exemptions on real estate or other property by the County of Solano as a basis for levying property taxes.

Audit

A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position as a result of operations
- Test whether transactions have been legally performed.
- Identify areas for possible improvements in accounting practices and procedures
- Ascertain whether transactions have been recorded accurately and consistently.
- Ascertain the stewardship of officials responsible for governmental resources

Base Budget

Under traditional budgeting, the base budget is that amount that is required, at a minimum, to provide resources for the operations of the organization. Each year, approved amounts are added to the base budget.

Beginning Balance

Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

Bond

Capital raised by issuing a written promise to pay a specified sum of money, called the face value or principal amount, with interest at predetermined intervals.

Budget

A plan of financial operation embodying an estimate of proposed expenditures for a given time (usually a fiscal year) and the proposed means of financing them (revenue estimates). This term is sometimes used to describe the officially approved expenditure level under which the City of Dixon and its departments operate. The budget must be approved by the City Council prior to the beginning of the fiscal year.

Budget Calendar

The schedule of key dates or milestones that the City of Dixon follows in the preparation and adoption of the Budget.

Budget Document

The official written statement prepared by the Finance Department and supporting departments and staff that presents the proposed budget to the City Council.

Budget Message/Transmittal Letter

A general discussion of the proposed budget presented in writing as part of the budget document. The budget message explains the principal budget issues against the background of financial experience in recent year and presents recommendations by the City Manager.

Budgetary Control

The management of the City of Dixon in accordance with the approved budget for the purposes of keeping expenditures within the limitation of the available appropriations and available revenues.

Capital Assets

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget

A plan of proposed capital expenditures and the means of financing them.

Capital Improvement Projects

A plan for capital expenditures to be incurred each year over a fixed period of several years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended each year and the method of financing those expenditures.

Capital Outlay

Expenditures for the acquisition of capital assets.

Capital Projects

Projects that purchase or construct capital assets. This could include the purchase of land or the construction of a facility.

Cash Basis

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Contingency

An amount, set aside to be used at the discretion of the City Council to fund emergency or extraordinary items.

Cost

The amount of money or other consideration exchanged for property, services or expenses.

Debt Service

The expense of retiring such debts as loans and bond issues. It includes principal and interest payment and the administrative costs for paying agents registrars, and escrow agents.

Deficit

The excess of expenditures over revenues during an accounting period, or in the case of enterprise funds, the excess of expense over income during an accounting period.

Department

An organizational unit comprised of divisions or functions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Depreciation

That portion of the cost of a capital asset that is charged as an expense during a particular period.

Development Impact Fees

Fees place on the development of land or condition required for the approval of a development project. Fees must be expended on those projects for which the fees were collected.

Division

A major section of a department indicating management responsibility for a group of related operations within that department.

Encumbrance

A commitment of funds against an appropriation, it may be in the form of a purchase order or contract; until such time as the goods or services are received, the commitment is referred to as an encumbrance.

Enterprise Fund

A type of fund established for the total cost of those governmental facilities and services that are operated in a manner similar to private enterprise. The programs are entirely or predominately self-supporting. The City has two enterprise funds, the Sewer Fund and the Transit Fund. This type of fund is also known as a Proprietary Fund.

Expenditure

Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purchases are made.

Expenses

Decreases in net total assets. Expenses represent the total cost of operations during a period, regardless of the timing of related expenses.

Fees

Charges for services that are based upon the cost of providing the service.

Fiscal Year

A twelve-month period of time to which a budget applies. The City of Dixon' fiscal year is July 1-June 30.

Full Faith and Credit

A pledge of the general taxing power of a government to repay debt obligations. (Usually used in reference to bonds.)

Full-Time Equivalent (FTE)

A measure of effective authorized positions, indicating the percentage of time a position or group of positions is funded. It is calculated by equating 2,080 hours of work per year with the full-time equivalent of one position; thus one position would have an FTE of 1.0

Fund

An independent fiscal and accounting entity with a self balancing set of accounts, used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance

The difference between fund assets and fund liabilities.

Gas Tax

A tax on fuel used to propel a motor vehicle or aircraft. Its use is restricted to planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit guide ways.

General Fund

The governmental accounting fund supported by property taxes, licenses and permits, service charges, and other general revenues to provide for operating services.

General Obligation Bonds

Bonds backed by the full faith and credit of the City that may be used for various purposes and repaid by the regular revenue raising powers (generally taxes and/or other general revenues) of the City.

Goal

A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

Grant

Contributions or gifts of cash or other assets from another governmental entity or foundation to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant provided by the federal government.

Interfund Transfers

Money transferred from one fund to another such as from a fund receiving revenue to the fund through which the expenditures are to be made.

Internal Service Fund

Funds used to account for the financing of goods or services provided by one department of an agency to other departments of the agency on a cost reimbursement basis.

Levy

The total amount of taxes special assessments, or charges imposed by a government.

Material, Supplies and Services

Expenditures for items that are normally consumed within a fiscal year.

Memorandum of Understanding (MOU)

The result of labor negotiations between the City of Dixon and its various bargaining units.

Motor Vehicle License Fee (VLF)

Based on the market value of a vehicle, VLF is a fee for the privilege of operating a vehicle on public streets. A portion of the fee is returned to cities by the State and its use by a city is unrestricted.

Objective

A defined method to accomplish and establish goals.

Operating Budget

Annual appropriation of funds for ongoing program costs, including salaries and benefits, services and supplies. This is the primary means by which most of the financing,

acquisition, spending and service delivery of the city are controlled.

Ordinance

A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries.

Public Employees' Retirement System (PERS)

The retirement system administered by the State of California, to which all permanent City employees belong.

Reserve

An account used to indicate that a portion of a fund's balance is restricted for a specific purpose and is therefore, not available for general appropriation.

Resolution

A special order of the City Council that has a lower legal standing than an ordinance.

Retained Earnings

The excess of an enterprise fund's assets over its liabilities. A negative retained earnings is sometimes called a deficit.

Revenue

Funds that a city receives as income. Revenues include such items as taxes, licenses, user fees, service charges, fines and penalties and grants.

Revenue Estimate

A formal estimate of how much revenue will be earned from a specific revenue source for some future period, usually a future fiscal year.

Salaries and Benefits

A budget category that generally accounts for full-time and temporary employees, overtime and all employee benefits, such as medical and dental insurance and retirement contributions.

Special Assessment

A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Stipend

A fixed sum of money paid for a specific purpose.

Tax Base

The total property valuations on which the City of Dixon receives property taxes.

Tax Increment Financing

A tax incentive designed to attract business investment by dedicating to the project area the new property tax revenues generated by redevelopment. The increase in revenues (increment) is used to finance development related costs in the project area.

Transfers In and Transfers Out

Movement of revenue out of one fund to another. The recipient fund uses the money to cover the cost of services provided, or to cover the cost of a contract between two funds.

Warrant

An order drawn by a locality's officers directing the treasurer of the locality to pay a specified amount to the bearer, either after the current or some future date.



End of Budget Document

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