



CITY OF VACAVILLE  
650 MERCHANT STREET  
VACAVILLE, CALIFORNIA 95688-6908  
www.cityofvacaville.com

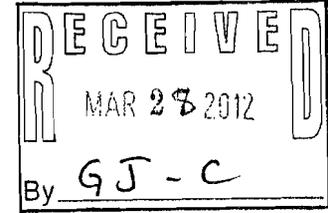
STEVE HARDY Mayor  
DILENNA HARRIS Councilmember

RON ROWLETT Vice Mayor  
CURTIS HUNT Councilmember

MITCH MASHBURN Councilmember

ESTABLISHED 1850

March 19, 2012



Wayne Goodman  
Foreperson, 2011-2012 Solano County Grand Jury  
Hall of Justice  
600 Union Avenue  
Fairfield, CA 94533

**SUBJECT: RESPONSES TO GRAND JURY REVIEW OF CITY TREASURER FUNCTIONS**

Dear Mr. Goodman:

This letter shall serve as response to the Grand Jury report entitled "City Treasurer Functional Review."

**Finding 20** (as numbered in the report) – The City of Vacaville does not have a single formal document that clearly and succinctly identifies the functions, duties, and responsibilities of the City Treasurer.

**Recommendation** – City of Vacaville identify and formalize in a single document the functions, duties, and responsibilities required of the City Treasurer.

**City Response** – The City concurs such a document would be beneficial and staff is working to create such a document for the City Council and City Treasurer's review and adoption at a future City Council meeting.

**Finding 21** – The City of Vacaville Treasurer did not issue accounting reports required by California Government Code 41004, which stated, "Regularly, as least once each month, the City Treasurer shall submit to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances. He shall file a copy with the legislative body."

**Recommendation** – City of Vacaville Treasurer ensure that the monthly reporting requirements identified by California Government Code 41004 are performed.

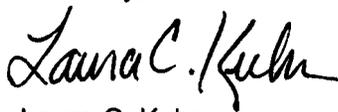
**City Response** – The City prepares a monthly report of activity which the City Treasurer reviews and is presented to the City Council, however, not in the level of detail listed in the Government Code. A preliminary review of this requirement shows the production of such a report would be nearly 800 pages in length per month per copy, so production would exceed 8,000 pages of paper per month for distribution. The cost of production and duplication of such a report would not be cost beneficial; however, City staff will work with the Treasurer and the City's financial software provider to prepare a digital report to meet the spirit of the Code. This will minimize the cost and environmental impact of the requirement and a paper copy could then be produced only if requested. Meanwhile, the City will continue to produce its monthly report, which is more succinct and easier for all readers to understand.

**Finding 22** – The City of Vacaville’s organization chart incorrectly showed the City Treasurer reporting to the City Council. As an elected official, the City Treasurer answers directly to the electorate.

**Recommendation 22** – City of Vacaville review and revise, as needed, the City’s organization chart to accurately reflect the City Treasurer’s position and role in city government.

**City Response** – The City’s current organization chart includes Citizens, Council and Treasurer in the same box merely as a mechanism to save space on the page and not to infer reporting status. Since it appears to cause confusion, the organization chart will be revised to break out the three areas into separate boxes and the chart will be resized to accommodate the new format.

Sincerely,



Laura C. Kuhn  
City Manager

Cc: Mayor and City Council  
Jeremy Craig, Finance Director  
Andy Suihkonen, City Treasurer