

MAYOR JACK BATCHELOR
VICE MAYOR JERRY CASTAÑON, SR.
COUNCILMEMBER STEVE BIRD



COUNCILMEMBER TED HICKMAN
COUNCILMEMBER SCOTT PEDERSON
CITY TREASURER DANE BESNEATTE

August 11, 2015

The Honorable E. Bradley Nelson
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

Re: *City of Dixon Responses to the 2014-2015 Grand Jury Report Titled "To Charge or Not to Charge"*

Dear Judge Nelson:

On behalf of the Dixon City Council, I hereby submit to you the responses to the findings and recommendations contained in the above noted report of the 2014-15 Solano County Grand Jury as set forth below:

Finding 1: Card usage saves time and money by not having to process purchase orders and wait for the arrival of ordered goods.

Recommendation 1 – Continue the use of cards.

City Response – The City agrees that card usage is an efficient means of purchasing. The City of Dixon will continue the use of credit cards for purchase payments as allowed by the credit card policy and the purchasing policy.

Finding 2: The use of cards has a transaction fee which is passed on to the consumer. On time remittance of payment for card statements earn cash rebates which offset transaction fees.

Recommendation 2 – All cities should seek to use financial institutions which offer cash rebates and pay all invoices on time to qualify for rebates.

City Response – The City of Dixon agrees that rebates are desirable and will continue to use a card with a rebate program. The City processes timely payments to the bank to maximize the available rebate.

City of Dixon

600 East A Street • Dixon, California • 95620-3697
(707) 678-7000 • FAX (707) 678-0960 • TTY (707) 678-1489

Finding 3 – The use of cards for travel expenses simplifies travel arrangements and reduces cost while keeping accurate purchasing records.

Recommendation 3 – Continue the use of cards for travel.

City's Response: The City of Dixon agrees with this recommendation and will continue to use cards for travel.

Finding 4 – Not all cities are using a card with a rebate program.

Recommendation 4 – All cities utilize cards with a rebate program.

City's Response: The City of Dixon agrees with this recommendation and will continue to use a card with a rebate program.

Finding 5 – All seven cities now have cards usage policies and security measures to prevent improper or fraudulent use of cards.

Recommendation 5 – Cities continue their current methods for security, and determine if other measures may be available that may enhance cards security.

City's Response: The City of Dixon agrees that credit card security is high priority and will continue to be diligent in working with the issuing bank to implement new security features.

Please let me know if you have any further questions.

Sincerely,



Jim Lindley
City Manager

cc: Dixon City Council
Dane Besneatte, City Treasurer
City Attorney
City Clerk