



CITY OF RIO VISTA

One Main Street, Rio Vista, California 94571

City Council

Mayor Marci Coglianese
Vice Mayor James Woodruff
Council Member Sanmukh Bhakta
Council Member Ronald Jones
Council Member William Kelly

December 9, 2004

Honorable Peter B. Foor
Presiding Judge
Solano County Superior Courts
600 Union Ave.
Fairfield, CA 94533

City Website Address

<http://ci.rio.vista.ca.us>

City Manager

One Main Street
Rio Vista, CA 94571
707/374-6451
707/374-5063 Fax

Dear Judge,

Community Development

One Main Street
Rio Vista, CA 94571
707/374-2205
707/374-5531 Fax

The City of Rio Vista respectfully submits this response regarding the 2003 – 2004 Solano County Grand Jury Report regarding the City of Rio Vista.

Finance

One Main Street
Rio Vista, CA 94571
707/374-2176
707/374-5531 Fax

The City of Rio Vista has taken significant steps to correct its financial condition. On July 1, 2004, the City adopted a new and vastly improved budget. I have included a copy for your review. The City adopted a budget with a 15% General Fund reserve and a 15% Fund Balance. The City Council adopted a specific and a clear reserve policy.

Fire

350 Main Street
Rio Vista, CA 94571
707/374-2233-Business
707/421-7090-Dispatch
707/374-6324 Fax

The City has completed a regional salary survey. We have completed agreements with four out of five employee units and have increased salaries to be very competitive.

Police

50 Poppy House Road
Rio Vista, CA 94571
707/374-6366-Business
707/374-2300-Dispatch
707/374-6217 Fax

The City is in the process of implementing a multi-year budget and a five-year Capital Improvement Plan (CIP). We will present our first five-year CIP in January of 2005. The City will also present to the City Council in 2005, a complete and comprehensive fee schedule.

Public Works

789 St. Francis Way
Rio Vista, CA 94571
707/374-6747
707/374-6047 Fax

The City has hired a new City Manager, new Director of Finance and is in the recruitment process for a Fire Chief, Police Chief and Director of

Public Works. The City Manager has implemented professional contracts for each Department Head.

The City of Rio Vista is in the process of diversification of revenue to lesson the dependency from State revenue. This will be done through economic development, new or improved fees and growth.

We, as a City, have implemented and installed a new accounting system and have completed the first phase of employee training. We have also completed most of the items identified in the 2003 – 2004 audit for correction and we also have completed and awarded an RFP for Audit Services. This caused us to change firms.

One significant item has been corrected in paying City employees after they have completed their work weeks. The City, in the past, paid employees based upon estimated work hours. As noted in the Grand Jury interviews and report, we have corrected our past financial problems and errors including only paying our employees after they have completed their work week and have had payroll certified by their supervisors.

We have recommended to the City Council and they have adopted the toughest Purchasing Policy in the County. We have placed significant management systems in place to control and track spending.

During the 2004 – 2005 budget year, we will be completing an ADA Self-evaluation and Transition Plan and will be including ADA improvements through our five-year Capital Improvement Plan.

As you are aware, emergency services are vital to residents of the City of Rio Vista due to our remote location. We will be completing a management audit of our Fire Department in the next few months that will include planning for our future growth and evaluating current practices and management of not only the Department but of all management and operations.

The City of Rio Vista is rapidly changing to be a more professionally managed and directed City. The City Council has hired excellent senior leadership and will allow the City Manager to hire a professional Fire Chief, Police Chief and Director of Public Works.

Please feel free to contact me if you have any questions.

Sincerely,



Bradley L. Baxter
City Manager

Cc: Rio Vista City Council

[Faint, illegible handwritten notes or stamps]