



ESTABLISHED 1850

CITY OF VACAVILLE

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VACAVILLE, CALIFORNIA 95688-6908
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LEN AUGUSTINE
Mayor

CURTIS HUNT
Vice Mayor

DILENNA HARRIS
Councilmember

MITCH MASHBURN
Councilmember

RON ROWLETT
Councilmember

July 21, 2015

Honorable E. Bradley Nelson, Presiding Judge
Hall of Justice
Department 4, Room 306
600 Union Avenue
Fairfield, CA 94533

RECEIVED
JUL 27 2015

Office of:
The City Manager

**SOLANO COUNTY
GRAND JURY**

SUBJECT: RESPONSES TO 2014-2015 GRAND JURY REPORT ENTITLED: To Charge or Not to Charge

Dear Judge Nelson:

This letter shall serve as the City of Vacaville's response in accordance with Penal Code §933.05 to the Grand Jury report entitled "To Charge or Not to Charge" as approved by the Vacaville City Council on July 20, 2015.

City of Vacaville (Findings 1, 2, 3, 4, 5) - RESPONSES

FINDING 1

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

RESPONSE TO FINDING 1

City of Vacaville agrees with the finding.

RECOMMENDATION 1

Continue the use of cards.

RESPONSE TO RECOMMENDATION 1

City of Vacaville will continue to use purchasing cards instead of purchase orders whenever it is beneficial.

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 with offset transaction fees.

RESPONSE TO FINDING 2

City of Vacaville agrees with the finding.

RECOMMENDATION 2

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

RESPONSE TO RECOMMENDATION 2

The City of Vacaville utilizes a cash rebate program and pays invoices timely and will continue to do so in the future.

FINDING 3

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

RESPONSE TO FINDING 3

City of Vacaville agrees with the finding.

RECOMMENDATION 3

Continue the use of cards for travel.

RESPONSE TO RECOMMENDATION 3

City of Vacaville will continue the use of cards for travel.

FINDING 4

Not all cities utilize cards with a rebate program.

RESPONSE TO FINDING 4

The City of Vacaville utilizes a rebate program and will continue to do so in the future.

RECOMMENDATION 4

All cities utilize cards with a rebate program.

RESPONSE TO RECOMMENDATION 4

The City of Vacaville utilizes a rebate program and will continue to do so in the future.

FINDING 5

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

RESPONSE TO FINDING 5

City of Vacaville agrees with the finding.

RECOMMENDATION 5

Cities continue their current methods for security, and determine if other measures may be available that may enhance card security.

RESPONSE TO RECOMMENDATION 5

City of Vacaville will continue to use current methods for security and will monitor best practices and other measures that may enhance purchasing card security.

Sincerely,



Laura C. Kuhn
City Manager

cc: Vacaville City Council
Dawn Leonardini, Administrative Services Director