

MAYOR JACK BATCHELOR, JR.  
VICE MAYOR DANE BESNEATTE  
COUNCILMEMBER MICHAEL C. CEREMELLO



COUNCILMEMBER THOM BOGUE  
COUNCILMEMBER RICK C. FULLER  
CITY TREASURER JAMES SLAUGHTER

March 28, 2012

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JUDGE PAUL L. BEEMAN  
DEPARTMENT 1

The Honorable Paul Beeman  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Avenue  
Fairfield, CA 94533

**Re: *City of Dixon Responses to the 2011-2012 Grand Jury Report Titled "City Treasurer Functional Review"***

Dear Judge Beeman:

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 2011-12 Solano County Grand Jury as set forth below:

**Finding 2:** The City of Dixon did not have a single formal document that clearly and succinctly identified the functions, duties, and responsibilities of the City Treasurer. Specifically, Treasurer duties and responsibilities were found in various portions of at least two city documents. In addition, the documented duties and responsibilities were not consistent with those accomplished by the City Treasurer.

**Recommendation 2** – City of Dixon identify and formalize in a single document the functions, duties and responsibilities of the City Treasurer.

**City Response** – The City agrees with this finding. The recommendation has not yet been implemented, but will be implemented before the next municipal election.

## City of Dixon

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**Finding 3** – The City of Dixon Treasurer did not issue accounting reports required by California Government Code §41004 and City of Dixon Ordinance 99-003. The specific requirement states, “Regularly, at 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 3** – City of Dixon Treasurer ensure that the monthly reporting requirements identified by California Government Code §41004 and City of Dixon Ordinance 99-003 are performed.

**City’s Response:** The City of Dixon agrees with this finding, but has not yet implemented the change. It is anticipated that this will be implemented by May 2012.

**Finding 4** – The City of Dixon Treasurer did not submit quarterly investment reports to the City Council within the timeframes established by California Government Code §53646 (30 days following the end of the quarter) and City of Dixon Statement of Investment Policy for FY 2011-12 (four weeks following the end of the quarter). Specifically, the investment report for the quarter ended June 30, 2011 was scheduled to be submitted to the City Council in September 2011.

**Recommendation 4** – City of Dixon Treasurer submit quarterly investment reports to the City Council within the timeframes established by City of Dixon Statement of Investment Policy for FY 2011-12.

**City’s Response:** The City agrees with this finding. It will be implemented in April 2012.

**Finding 5** – The City of Dixon Investment Committee did not meet quarterly as required by the City of Dixon Statement of Investment Policy for FY 2011-12. Specifically, documentation submitted to the Grand Jury in September 2011 indicated that the last two committee meetings were held in June and November 2010.

**Recommendation 5** – City of Dixon ensure that the Investment Committee meets quarterly as required by City of Dixon Statement of Investment Policy for FY 2011-12.

**City’s Response:** The City agrees with this finding. The recommendation has been implemented with quarterly meetings held regularly since September 2011.

**Finding 6** – The City of Dixon’s organization chart incorrectly reflected the City Treasurer’s position and role in City government. Specifically, the organization chart obtained from the City of Dixon’s website on October 16, 2011, indicated that the City Treasurer reported to the City Council, not the electorate. In addition, the organization chart showed the City Treasurer with a direct line of authority to the organization responsible for finance, information technology, and administrative services.

**Recommendation 6** – City of Dixon review, and revise as needed, the City's organization chart to accurately reflect the City Treasurer's position and role in City government.

**City's Response:** The City agrees with this finding. The recommendation has not yet been implemented, but will be implemented by July 2012.

Please let me know if you have any further questions.

Sincerely,

A handwritten signature in black ink that reads "Jack Batchelor, Jr." with a stylized flourish at the end.

Jack Batchelor, Jr.  
Mayor

cc: James Slaughter, City Treasurer  
Dixon City Council  
City Attorney  
City Clerk