

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



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

RECEIVED
JUL 1 2011

SUPERIOR COURT, DEPT. 6

June 28, 2011

The Honorable D. Scott Daniels
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

Re: Responses to 2010-2011 Grand Jury Report Entitled:
"Unclaimed Funds and Escheatment Process Review"
Report Date: May 16, 2011

Dear Judge Daniels,

On behalf of the City Council of the City of Dixon and with its prior approval, I hereby submit to you the responses of the City Council to the findings and recommendations contained in the above noted report of the 2010-2011 Solano County Grand Jury as set forth below:

Investigation: "Unclaimed Funds and Escheatment Process"

"The objective of the review was to evaluate the effectiveness of the key business processes, control functions, and code compliance in the departments involved."

Finding 3b:

"A public notification prior to reverting money back to the city has not been published in the past several years."

Response to Finding 3b:

The City of Dixon agrees with this finding.

Recommendation 3:

"City management and staff should review California Government Code §§50050-50057 and incorporate processes and oversight to ensure compliance with legal requirements and evaluate whether current practices are in the best interest of their city."

Response to Recommendation 3:

The City of Dixon has established procedures to publish a listing annually. The first publication under these new procedures will occur in July 2011.

City of Dixon

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Finding 4:

"As of February 22, 2011, several cities have not developed written policies and procedures regarding unclaimed money held by the city."

Response to Finding 4:

The City of Dixon agrees with this finding.

Recommendation 4:

"City management and staff should prepare written policies and procedures covering unclaimed funds held in its official custody. They should ensure steps to comply with Government Code requirements pertaining to notification, reporting timeframes and amounts, claims processing, and accounting."

Response to Recommendation 4:

The City of Dixon Finance Department has developed and implemented Finance Department Policy & Procedures regarding annual procedures for unclaimed fees. This policy conforms to California Government Code Sections 50050-50057 and State Controller Publication "Unclaimed Property Law and Regulations."

Finding 5:

"A copy of the unclaimed monies list (checks) is not posted on several cities' websites."

Response to Finding 5:

The City of Dixon agrees with this finding.

Recommendation 5:

"The Unclaimed Monies List representing aged outstanding city issued checks should be posted to that city's website for the public to review."

Response to Recommendation 5:

The unclaimed monies list will be posted to the City of Dixon website in July when the annual listing has been established.

Finding 6:

"As of February 22, 2011, some cities had not prepared written policies and procedures covering the claiming of items belonging to the city listed on the State of California's unclaimed property website."

Response to Finding 6:

The City of Dixon agrees with this finding.

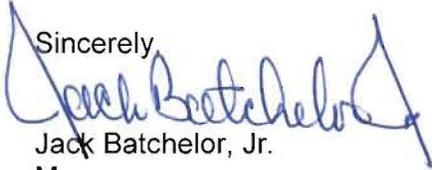
Recommendation 6:

"City Management and staff should prepare written policies and procedures covering the claims submission process. They should include establishing an appropriate schedule to perform the review on an annual basis (at minimum), detailing the prescribed search criteria used in researching the State website to ensure applicable items are captured, and listing the accounting steps to post recoveries."

Response to Recommendation 6:

Written policies and procedures covering the claiming of property listed on the State of California's website are included in the Finance Department Policy & Procedures for unclaimed fees. The last search was performed on May 25, 2011 and will occur quarterly beginning July 1, 2011.

Sincerely,

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

Jack Batchelor, Jr.
Mayor

Cc: City Council
City Manager
File