



CITY OF RIO VISTA

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July 7, 2011

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

SUPERIOR COURT, DEPT. 6

Honorable Judge Daniels,

Staff has reviewed the Solano County Grand Jury's report issued on May 3, 2011 entitled "Unclaimed Funds and Escheatment Process Review". Please accept this letter as the City of Rio Vista's response to the 2010-2011 Grand Jury Report, in the manner described in California Penal Code Sec. 933.05. Following are Responses relative Findings 3b, 4, 5 & 6, which include the City of Rio Vista.

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 agrees with Finding 3b.

Recommendation #3 – City management and staff should review California Government Code sections 50050-50057 and incorporate processes and oversight to ensure compliance with legal requirements and evaluate current practices.

Response to Recommendation #3 - The City of Rio Vista has a very low incidence of unclaimed funds. However, policies and / or procedures will be implemented to ensure compliance with California Government Code sections 50050-50057. It would be in the best interest of the City to follow the government requirements to take advantage of the process that would allow them to revert the funds back to the City. The City will develop written procedures within 90 days of submittal of this document and implement those procedures immediately. City will incorporate the written procedure into a comprehensive Accounting Policies and Procedures document so that the procedure becomes permanent and routine.

Finding #4 – As of February 22, 2011, several cities had not developed written policies and procedures regarding unclaimed money held by the city.

Response to Finding #4 – The City agrees with Grand Jury finding #4.

Recommendation #4 – City management and staff should prepare written policies and procedures covering unclaimed funds held in their 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 – As indicated in Response to Recommendation #3, the City will develop written procedures within 90 days of submittal of this document and implement procedures immediately. City will incorporate the written procedure into a comprehensive Accounting Policies and Procedures document so that the procedure becomes permanent and routine.

Finding #5 – A copy of the Unclaimed Monies List (checks) is not posted on several cities' websites.

Response to Finding #5 – The City agrees with Grand Jury finding #5.

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 City agrees with Grand Jury Recommendation #5.

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 agrees with the Grand Jury's finding #6.

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 - The City agrees with the Grand Jury's recommendation #6.

Should you have any further questions or concerns, please do not hesitate to contact me at (707) 374-6451.

Sincerely,


Jan Vick, Mayor
On Behalf of the Rio Vista City Council