



Pedro "Pete" M. Sanchez, Mayor
Michael J. Hudson, Mayor Pro-Tem
Jane Day
Sam Derting
Michael A. Segala

First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

Incorporated October 9, 1868

April 5, 2012

Cheryl Clower
Administrative Assistant
Grand Jury
Solano County Superior Court
600 Union Street
Fairfield, CA 94533

Dear Ms. Clower:

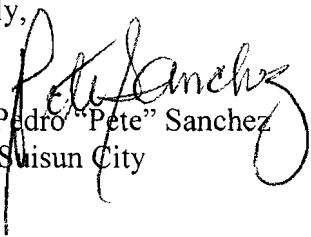
The City of Suisun City is in receipt of a copy of the City Treasurer Functional Review. We understand that the Grand Jury is desirous of having the City Council respond Findings 16 and 18.

Finding 16 indicates that the City has no single formal document that establishes the duties and responsibilities of the City Treasurer. The City Council agrees with the recommendation that the City should create such a document. Staff will be preparing proposed language for the Council to review in June.

Finding 18 indicates that the City's current Investment Policy requires that the City Treasurer perform certain functions that are in fact performed by the Senior Accountant. The City Council agrees with the recommendation that the Investment Policy be reviewed and revised to reflect the actual duties that the City Treasurer is expected to perform. Staff will be preparing proposed language for the Council to review in June in conjunction with the review and approval of the Annual Budget.

Should you have any questions or concerns, please feel free to contact Assistant City Manager Ron Anderson.

Sincerely,


Mayor Pedro "Pete" Sanchez
City of Suisun City

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
REDEVELOPMENT AGENCY 421-7309 FAX 421-7366