

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

October 7, 2011

Ms. Barbara A. Morris
Foreperson
2010-2011 Solano County Grand Jury
600 Union Avenue
Fairfield, CA 94533

Dear Ms. Morris:

I am providing the City of Suisun City's response to the four specific recommendations relating to Unclaimed Property.

1. **Recommendation 3b: Public notification prior to reverting money back to the city.**
The City has not done this in the past. However, we recently established internal procedures to ensure we are in compliance with State law, including the provision to provide a public notice prior to reverting any money back to the City. Please see attachment A.
2. **Recommendation 4: There should be written policies and procedures regarding unclaimed funds held by the City.** We recently established internal procedures that are in compliance with State law. Please see attachment A.
3. **Recommendation 5: Unclaimed Monies list should be posted to the City's website.**
The new policy includes the requirement to post a copy of the public notice on the City's website. The notice will include individual accounts, showing the dollar amount and the name of the individual or business.
4. **Recommendation 6: There should be written procedures relating to the city monitoring and reclaiming any unclaimed property due to the City.** As noted in the Grand Jury's report, we have informally tracked and received payments in the past. The amounts have historically been fairly minor. Nonetheless, we recently established internal procedures to ensure this effort is done at least annually. Please see attachment B.

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

Letter to Grand Jury
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I hope this response adequately addresses your concerns and the recommendations made by the Grand Jury. Please feel free to contact our Financial Services Manager, Mark Joseph, if you have any questions regarding the new procedures. He can be reached at (707) 421-7326 or by e-mail at mjoseph@suisun.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Suzanne Bragdon', followed by a long horizontal line extending to the right.

Suzanne Bragdon, City Manager

Attachments

cc: Mayor and City Council

Suisun City Finance Department: Policy & Procedures

Subject: *Unclaimed Property held by the City*

Category: *Finance – Accounting*

Purpose and Scope

To ensure all funds due to City of Suisun City are collected and appropriately deposited.

Policy

At a minimum of once a year, all Unclaimed Property reported by the State of CA as due to City of Suisun will be researched, collected, and deposited into appropriate City of Suisun account(s).

I. Researching and Filing Claim:

- a) Access the State of California Unclaimed Property website link at www.sco.ca.gov. Follow the links provided to begin your search for City of Suisun City Unclaimed Property.

Note: Your search should include "City of Suisun". "Suisun City Hall", Suisun City Police Department" as well as any other possible variations.

- b) Once at the "Unclaimed Property Results" screen, open each entry to view the property owner details to verify the property belongs to City of Suisun City. If the property is still in the possession of the business (indicated by "N" in the "Type" column) you may contact the business directly to claim the money.
- c) If unsure of ownership, contact the appropriate department to research and determine if the property belongs to the City of Suisun City.
- d) Follow the claiming instructions provided by the State for Government Agency filing. Claims can take up to 180 days to process.

II. Receiving and Depositing:

- a) Along with the warrant, the State will send a report of claims paid as well as claims rejected. Any rejected claim can be disputed by contacting the State in writing or by phone. Additional information may be required to prove the property belongs to City of Suisun City.
- b) All unclaimed property received should be deposited immediately into the appropriate account(s).

Suisun City Finance Department: Policy & Procedures

Subject: *Unclaimed Property held by the City*

Category: *Finance – Accounting*

Purpose and Scope

To ensure all unclaimed property is either paid to those vendors entitled to the funds, or deposited into the City's General Fund consistent with Government Code 50050-57.

Policy

At a minimum of once a year, all Unclaimed Property (stale dated checks) held by the City for more than three years, will be deposited into the City's General Fund, after all legally required notices and waiting periods have been met, and no one has properly claimed the funds.

Procedures

1. Bank reconciliation will be conducted monthly. Any outstanding checks will be identified and tracked for six months.
 - a. Reasonable efforts will be made to contact vendors (or employees, in the case of a payroll check) to notify them that they have unclaimed property. This could include phone call or letter follow up.
 - b. If requested by the Vendor/Employee, checks will be voided and re-issued, as necessary, and may be subject to a service charge.
2. After six months, any remaining amounts will be transferred to the City's "Unclaimed Property Trust Fund." All supporting documentation will be maintained and filed in Vendor/Employee order.
3. Annually, the City will publish a notice of all unclaimed property that is over three years old.
 - a. The Notice will be published in a newspaper of general circulation once a week for two successive weeks. A copy of the Notice will also be posted on the City's Website for the same period of time.
 - b. The Notice will indicate that all outstanding funds are held in the City's Unclaimed Property Trust Fund and will become the property of the City on a date certain, which will be at least 45 days after the second publication date.
 - c. The Notice will also list each qualifying transaction, including the dollar amount and the Vendor/Employee name.
4. After the 45 day period has expired, any remaining unclaimed property will be deposited into the City's General Fund (Non-Department/Miscellaneous Revenue).

5. Prior to the expiration of the 45 day period, any party of interest may file a claim with the City Treasurer, or his/her designee, in order to receive some or all of the unclaimed property.
 - d. The Claim will include the claimant's name, address, phone and e-mail contact information, the amount of the claim, the grounds on which the claim is founded, and any documentation or evidence to support the claim.
 - e. The Claimant will sign and date the form, under penalty of perjury.
 - f. Finance staff will review the claim and provide a written notice of the disposition, within 30 days of receipt of the claim.
 - i. If the evidence supports refunding the amount, Finance will include a refund in the response.
 - ii. If the claim is denied, the claimant will be notified that he/she may file a complaint with a court of competent jurisdiction in Solano County. The complaint and summons must be served on the City within 30 days of receiving the notice of denial. In the event of such a complaint being filed and served, the Treasurer, or his/her designee, will withhold making any distribution of the amount in question, until the matter is fully resolved.
6. If the dollar amount involved is less than \$15, then the City only needs to keep the transaction for one year after the check was issued, and then may transfer the amount to the City's General Fund, without the need for the published Notice.

Unclaimed Property Held by the City

Adopted October 6, 2011, by: _____

Mark Joseph, Financial Services Manager