



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: June 25, 2019

Subject: Resolution No. 2019-24: Transfer Unclaimed Funds to Originating Fund

Prepared by: Sarina Revillar, Financial Services Manager

Reviewed by: Sharif Etman, Administrative Services Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Resolution 2019-24
2. List of Unclaimed Checks

Initiated by:

Staff

Previous Council Consideration:

Unclaimed Funds Policy and Procedure – June 12, 2018

Fiscal Impact:

Revenue in the amount of \$50,091.68 to be allocated to the originating fund

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

None

Summary:

- On June 12, 2018, City Council approved the Unclaimed Funds Policy and Procedures according to Government Code Sections 50050 through 50056
- The outstanding and unclaimed checks by a payee more than three consecutive years and more than \$15 was publicly advertised in the Town Crier on March 20 and March 27, 2019
- After the public notification period of no less than forty-five (45) days and not more than sixty (60) days, Finance established a list of unclaimed funds to be transferred to the originating fund

Staff Recommendation:

Adopt Resolution No. 2019-24 and approve the transfer of the unclaimed funds to the originating fund

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Resolution No. 2019-24: Transfer Unclaimed Funds to Originating Fund

Purpose

Reduce the number of unclaimed checks and transfer the outstanding amount to the originating fund in accordance with State law.

Background

Follow the unclaimed funds policy and procedures according to the Government Code Section 50050 through 50056 to minimize the number of outstanding checks.

Discussion/Analysis

Any outstanding checks more than \$15 was publicly advertised in the Town Crier on March 20 and March 27, 2019. The public notification period was no less than forty-five (45) days and nor more than sixty (60) days. Any outstanding checks less than \$15 and with an unknown name were also included in the attached list of Unclaimed Checks. The total amount of unclaimed checks is \$50,091.68, which \$17,918.28 is to be transferred to the General Fund \$30,000 to the North County Library Fund, \$1,420.44 to the Sewer Fund, \$357 to the Dental Fund, and \$395.96 to the Equipment Replacement Fund.

Options

- 1) Adopt Resolution No. 2019-24 and approve the transfer of the unclaimed funds to the originating fund

Advantages: Follow the Unclaimed Checks Policy in accordance to State law

Disadvantages: None

- 2) Do not adopt the Resolution No. 2019-24 or approve the transfer of outstanding funds

Advantages: None

Disadvantages: Not in compliance with state law or the Unclaimed Funds Policy

Recommendation

The staff recommends Option 1

RESOLUTION NO. 2019-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
RELEASING UNCLAIMED CHECKS**

WHEREAS, it is the policy of the City of Los Altos to take possession of long standing unclaimed checks in accordance with Government Code Sections 50050 through 50056; and

WHEREAS, each of the checks listed on the attached summary is less than \$15, or for any amount in which the depositor's name is unknown, and have been unclaimed for more than one year; and

WHEREAS, the attached summary may also include checks in amounts greater than \$15 that have been unclaimed for more than three years and notice thereof was published in the Los Altos Town Crier on March 20 and March 27, 2019 as required by Government Code Section 50050.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby orders that the unclaimed checks on the attached list in the total amount of \$50,091.68 shall be transferred to the originating fund in accordance with Sections 50053 and 50055 of the California Government Code.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ___ day of ____, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lynette Lee Eng, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK

STALE DATED CHECKS
Town Crier March 20, 2019 and March 27, 2019
City Council June 25, 2019

General Fund	17,918.28
North County Library	30,000.00
Sewer	1,420.44
Dental Fund	357.00
Equipment Replacement	395.96
	<u>50,091.68</u>

PAYEE	CHECK #	DATE	AMOUNT	FUND
CARLOS CAMPOS	131809	2/2/2012	1.00	DENTAL
MICHAEL HORTA	131862	2/2/2012	10.00	DENTAL
Cindy Motaei	77069	5/10/2001	150.00	DENTAL
Layne Long	79770	11/29/2001	196.00	DENTAL
Drager Safety Inc.	80101	12/18/2001	395.96	EQUIPMENT
MR EMILIO BUSTAMANTE	125138	8/6/2010	0.27	GENERAL
SWEEP SHOP	137152	5/8/2013	1.00	GENERAL
Antoinette Kelly	1354	10/5/2000	1.42	GENERAL
Scott Stockwell	1359	10/5/2000	1.52	GENERAL
PEPA DOLLS	85051	11/7/2002	2.00	GENERAL
JOSEPH MAMONE	79334	10/18/2001	2.00	GENERAL
PROASTER BOOKS	78487	8/14/2001	2.50	GENERAL
Sean Williams	1364	10/5/2000	2.91	GENERAL
JOANNIE WANG	100664	6/30/2005	3.00	GENERAL
TOM'S DEPOT ICE CREAM AND GRILL	119940	6/18/2009	4.00	GENERAL
JESUS MORALES	144687	3/26/2018	4.00	GENERAL
KAY K IIDA	97047	2/11/2005	5.00	GENERAL
EMILY SMITH	133083	5/10/2012	6.00	GENERAL
Dan Guillory	46923	6/29/2001	6.44	GENERAL
Joanne Sharkey	45909	3/23/2001	9.86	GENERAL
EXCLUSIVE MARBLE & TILE	136965	4/26/2013	10.00	GENERAL
NAME UNKNOWN	2070	6/29/2001	10.68	GENERAL
VICKEY JONES	119433	5/15/2009	10.80	GENERAL
IRENE HATCH	142682	9/4/2014	11.08	GENERAL
VICKEY JONES	128083	4/14/2011	11.20	GENERAL
VICKEY JONES	133920	7/27/2012	11.20	GENERAL
AMANDA PITMAN	134035	8/3/2012	11.20	GENERAL
MARK BAUTISTA	130085	9/30/2011	12.77	GENERAL
NAME UNKNOWN	62102	6/29/2001	14.22	GENERAL
Blach Athletic Boosters	76552	4/9/2001	15.00	GENERAL
JENNIFER ARIAS-CHAVES	150604	10/18/2016	15.55	GENERAL
CAROLINE MUSTARD	150034	9/9/2016	15.60	GENERAL
AMANDA PITMAN	152066	4/21/2017	16.00	GENERAL
Mary Seidman	125898	10/7/2010	17.00	GENERAL
DARREN MICHALEK	151180	1/11/2017	17.00	GENERAL
ALHAMBRA AND SIERRA SPRINGS	131221	12/22/2011	17.53	GENERAL
Anna West	41673	12/30/1999	17.71	GENERAL
Amrita Singh	63625	4/10/1998	20.00	GENERAL
Scott Sweezey	78037	7/23/2001	20.00	GENERAL
Sarah Pchenitchnikova	98153	5/5/2005	20.00	GENERAL
Natalie Eggers	108839	5/4/2007	20.00	GENERAL
Dale Jing Lee	108863	5/4/2007	20.00	GENERAL
DANNY VESURAI	119306	4/30/2009	20.00	GENERAL
AMELIA ROWE	137034	4/26/2013	20.00	GENERAL
INDIRA RAJA	145157	5/6/2015	20.00	GENERAL
PARISA BRAUN	148595	4/21/2016	20.00	GENERAL
Lisa Chiong	63344	3/25/1998	22.00	GENERAL
Civi-Ling	69217	7/9/1999	22.00	GENERAL
PIYUSHA SACHDEVA	133278	5/24/2012	22.25	GENERAL
NAME UNKNOWN	61293	2/1/2004	22.56	GENERAL
Kenny Coleman	101302	8/25/2005	23.00	GENERAL
Tom West	46626	6/1/2001	23.23	GENERAL
California Court Clerks Association Inc.	79941	12/14/2001	24.00	GENERAL
Brady Robertson	57263	2/20/2004	25.79	GENERAL
Scott Sweezey	78430	8/9/2001	30.00	GENERAL
Dainien Bacsary	98108	5/5/2005	30.00	GENERAL
Evan Sheahan	98165	5/5/2005	30.00	GENERAL
Anna Wong	104504	5/5/2006	30.00	GENERAL
Cian Sheahan	113263	4/24/2008	30.00	GENERAL
Kira Wingate	113274	4/24/2008	30.00	GENERAL
GRACE FLINCHUM	132965	5/8/2012	30.00	GENERAL
Giulia Mantovani	132968	5/8/2012	30.00	GENERAL
NAME UNKNOWN	61291	2/2004	31.10	GENERAL
NAME UNKNOWN	61976	2/2004	31.10	GENERAL
Noah Mesel	71291	1/10/2000	32.00	GENERAL
Garden Clinic	79195	10/11/2001	35.00	GENERAL
Newman Hardwood Floors	62702	1/23/1998	37.50	GENERAL
AUGUSTINE ROCHA	131911	2/2/2012	37.50	GENERAL
Amrita Singh	64100	5/8/1998	39.00	GENERAL
Maurice Clark	44161	11/3/2001	39.07	GENERAL
Susannah Greenwood	83869	8/22/2002	43.98	GENERAL

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	<u>50,091.68</u>

PAYEE	CHECK #	DATE	AMOUNT	FUND
Aaron Sage	1251	4/5/1999	45.50	GENERAL
Ryan Tung	62839	8/19/2005	48.35	GENERAL
CITY OF PALO ALTO (WQCP)	153515	9/25/2017	50.00	GENERAL
Audrey Cole	93250	4/28/2004	50.00	GENERAL
Sarah Loebner	93281	4/28/2004	50.00	GENERAL
SUSAN CLAY	145093	5/6/2015	50.00	GENERAL
COMCAST	137268	5/23/2013	52.30	GENERAL
John Csubak	41576	12/30/1999	64.35	GENERAL
Katie Choi	77158	5/13/2001	68.75	GENERAL
DIANA STEWARD	153477	9/8/2017	70.00	GENERAL
BOCOLAN, MICHELLE	132988	5/10/2012	70.60	GENERAL
Erin Tennon	84557	10/3/2002	73.91	GENERAL
Silver Fox Bistro	92652	3/12/2004	75.00	GENERAL
PLUMBING TECH INC	131903	2/2/2012	75.00	GENERAL
VIVINT SOLAR DEVELOPER LLC	136736	3/28/2013	75.00	GENERAL
Jonathon Young	51387	8/9/2002	77.73	GENERAL
The Kiplinger Letter	78468	8/14/2001	79.00	GENERAL
SHREE ANATH	123529	4/2/2010	83.00	GENERAL
Amie Jan	104777	6/2/2006	90.00	GENERAL
Raleigh Rhodes	79130	10/4/2001	91.00	GENERAL
Price Office Systems	137634	6/21/2013	95.00	GENERAL
Francis LaPoll	53321	2/7/2003	98.86	GENERAL
Northern Chapter of C.L.E.A.R.S.	68175	4/23/1999	100.00	GENERAL
Beatriz Pegueros	84327	9/19/2002	110.00	GENERAL
Diane Passaro	120026	6/25/2009	112.50	GENERAL
Jonathon Young	47273	7/27/2001	127.80	GENERAL
Trisha Klink	39025	4/5/1999	132.76	GENERAL
SUZANNE EISELE	133648	7/6/2012	140.00	GENERAL
ROOT TAMERS	121590	10/29/2009	143.75	GENERAL
COMCAST	137176	5/16/2013	145.79	GENERAL
Browning-Ferris Industries	87557	5/16/2003	171.00	GENERAL
Leslie Skinner	103705	3/2/2006	182.00	GENERAL
Boca International	76218	3/8/2001	184.00	GENERAL
Ehlers Electric Company	66066	10/23/1998	187.50	GENERAL
U.S. POSTMASTER/PERMIT#258	140426	2/27/2014	200.00	GENERAL
Jon Meltzer	66571	12/10/1998	209.00	GENERAL
Ping Hao	104350	5/1/2006	217.00	GENERAL
DOWNTOWN IDEA EXCHANGE	149541	7/28/2016	236.50	GENERAL
Michelle Boal	96815	1/26/2005	240.00	GENERAL
Brigid Fish	77723	6/28/2001	247.00	GENERAL
U.S Tactical Emergency Medical Services	69719	8/10/1999	250.00	GENERAL
PENINSULA BANJO BAND	128680	5/26/2011	250.00	GENERAL
SMART & FINAL	139186	11/7/2013	273.43	GENERAL
Choices For Children	100571	6/30/2005	285.75	GENERAL
CHRISTINA WELSH	150343	10/17/2018	327.00	GENERAL
Robert Fukioka	70604	11/10/1999	328.54	GENERAL
AMERICAN INTL PUTI BODHI DHARM	134865	10/19/2012	468.00	GENERAL
DANIEL T NERO	148924	5/13/2016	473.00	GENERAL
INFORTAL WORLDWIDE	150295	10/6/2016	670.00	GENERAL
AT&T	149740	6/30/2016	888.17	GENERAL
TWISTER GYMNATICS INC	154424	12/18/2017	979.20	GENERAL
Heavenly Valley	71712	2/10/2000	1,384.00	GENERAL
CALPELRA	138520	9/12/2013	1,940.00	GENERAL
JENNIFER VAILLACOURT	150938	12/16/2016	3,563.70	GENERAL
Beatrice Weiss	C1210062	8/3/2012	10,000.00	NCLA
Abraham Hasson	C1222235	8/3/2012	20,000.00	NCLA
Madge Kingman	69266	7/9/1999	1,420.44	SEWER
			<u>50,091.68</u>	