



## **NORTH COUNTY LIBRARY AUTHORITY COMMISSION SPECIAL MEETING**

**Monday, November 26, 2018 – 6:00 P.M.  
Orchard Room, Los Altos Library  
13 S. San Antonio Road, Los Altos, California 94022**

### **ESTABLISH QUORUM**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

### **ITEMS FOR CONSIDERATION/ACTION**

1. Commission Meeting Minutes  
Approve minutes of the Special Meeting of July 11, 2018
  - A. Minutes 7-11-18
  
2. Guidelines regarding the use of NCLA Funds  
Discussion of the guidelines around the use of public funds for a ballot measure
  
3. Financial Update  
Review FY 17-18 Revenues and Expenditures Detail; Letter from Santa Clara County Library District regarding additional funding for FY 19-20
  - A. Revenue and Expenditure Summary
  - B. Revenue and Expenditure Detail
  - C. NCLA Adopted Budget FY 18-19
  - D. NCLA Fund Balance Projection
  - E. Letter from SCCLD
  
4. Update on Los Altos Library Redevelopment Project and Task Force  
Update from Task Force member and Board Secretary Suzanne Epstein.
  - A. Task Force Budget Request
  - B. Task Force Preliminary Budget Estimate

5. Legal Analysis of Options to Expand Boundaries for Future Ballot Measure  
Review letter by NCLA Counsel on authority to tax extraterritorial property.
  - A. Letter from NCLA Counsel
  
6. County Update  
County staff will provide an update.
  
7. Review of City of Los Altos Unclaimed Funds Policy & Procedures  
The City's newly adopted policy will apply to unclaimed NCLA funds.
  - A. City of Los Altos Unclaimed Funds Policy & Procedure
  
8. Proposed Future Meeting Schedule  
January 14, 2019  
May 13, 2019

#### **INFORMATIONAL ITEMS**

9. Staff Report  
Receive information and announcements from MRG / City Staff

#### **COMMISSIONERS' REPORTS AND COMMENTS**

#### **POTENTIAL FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

#### **SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/nclal/meetings.html>

If you wish to provide written materials, please provide the Commission Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

**MINUTES OF THE SPECIAL MEETING OF THE NORTH COUNTY LIBRARY  
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,  
JULY 11, 2018, AT 6:00 P.M. IN THE LOS ALTOS LIBRARY  
13 S. SAN ANTONIO AVE, LOS ALTOS, CALIFORNIA**

**ESTABLISHED QUORUM AT 6:13 P.M.**

PRESENT: President Cindy Hill, Vice President Jean Mordo, Jan Pepper

ABSENT: Secretary Suzanne Epstein, Courtenay Corrigan

Attorney Lutfi Kharuf with Best, Best & Kreiger joined by phone

**PUBLIC COMMENTS**

None

**ITEMS FOR CONSIDERATION/ACTION**

1. Commission Meeting Minutes

The minutes from the meeting of June 25, 2018 were moved for approval by Jean Mordo and seconded by Jan Pepper. **AYES:** Hill, Mordo and Pepper. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Epstein, Corrigan

2. Update on Los Altos Library Redevelopment Project and Presentation on Community Survey Conducted by Godbe Research

Mr. Bryan Godbe presented an overview of the survey methodology and results. Godbe Research conducted 486 interviews via phone and online, with a 4.39% margin of error, between June 25 through July 7, 2018. A split sample was used to ask half of the survey pool about a parcel tax, the other half about a bond measure. The results for parcel tax indicate there is nowhere near the support needed, however, the survey finds a bond measure could generate about 63% support. Mr. Godbe clarified a two-thirds vote (66.67%) would be required for either parcel tax or bond measure.

Survey results indicate there is a base of support for a bond measure, but more time is needed to educate the community. It is recommended NCLA eliminate the option of a November 2018 ballot measure, initiate an extensive outreach campaign, and consider several options for a future ballot measure vote after assessing the impact of the outreach campaign.

The Task Force met earlier in the afternoon of 7/11/18 to receive the survey results from Mr. Godbe. The Task Force concurs with the recommendations to eliminate the November 2018 ballot option and create a communication plan in order to assess options at a later date for a ballot measure. The Task Force requested information on future election date options, as well as costs and timelines associated with each option. The Task Force recommends not identifying an election date until some outreach has been conducted.

Mr. Godbe was asked what percentage is needed in a survey to move forward with confidence in a ballot measure. While there is no clear answer, he noted a good campaign is critical; a poor campaign effort may turn survey yes votes to actual no votes. Mr. Godbe recommends hiring a political consultant to help plan and execute the public campaign, along with providing advice on costs and time frame for the campaign. He recommends a tracking poll after a few months of the outreach campaign. It was suggested NCLA could fund that tracking poll.

Group4 conducted an updated library needs assessment in early 2018. Could they provide additional assistance to the Task Force during the outreach campaign? And put together some visuals for the campaign? Mr. Godbe suggested Group4 may be able to facilitate some charettes and provide technical expertise, but he recommends to also use a political consultant to assist with the campaign design.

It was recommended the Task Force continue on their current path and return to NCLA with a proposal for a full outreach program. To help them prepare, it is recommended the Task Force utilize various professionals to assist them in preparing the outreach program. It was suggested they ask Group4 to meet with them, along with a political consultant and maybe even an architectural design firm. NCLA is willing to fund up to \$5,000 to facilitate meetings with various experts for advice and guidance to the Task Force during the development of the outreach program.

Motion by Jean Mordo, seconded by Jan Pepper for NCLA to approve funds, not-to-exceed \$5,000, for support for introductory and informative presentations by experts to advise the Task Force for an outreach campaign. **AYES:** Hill, Mordo and Pepper. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Epstein, Corrigan

Special Bond Counsel Kharuf was asked about the process required to expand the NCLA District boundaries to include parcels in unincorporated Santa Clara County land but within the District service area. There are two groups of parcels, approximately 1,100 parcels in total, which are excluded from the current NCLA parcel tax. Would these parcel owners have to vote to join the District in order to be included in a future tax measure? Mr. Kharuf will research and report back to the NCLA Board.

3. County Update

Due to lack of time, this item was continued to the next NCLA meeting.

4. Future Meeting Schedule

The Liaison will poll members for future meeting dates.

**INFORMATIONAL ITEMS**

**COMMISSIONERS' REPORTS AND COMMENTS**

**POTENTIAL FUTURE AGENDA ITEMS**

**ADJOURNMENT**

Adjourned at 6:34 pm.

**NORTH COUNTY LIBRARY AUTH FUND  
CITY OF LOS ALTOS  
Summary of Revenues and Expenditures  
7/1/2018 - 6/30/2018**

11/26/2018  
Agenda Item 3  
Attachment A

	<b>Fiscal Year 17/18</b>
<b>REVENUES</b>	
Taxes & Special Assessments	1,049,447.52
Interest	42,590.67
Unrealized Gain(Loss)	<u>(32,129.23)</u>
<b>TOTAL REVENUES</b>	<b>1,059,908.96</b>
<b>EXPENDITURES</b>	
Salaries & Wages	665,646.00
Administrative Costs	37,013.99
Book Costs	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>702,659.99</u></b>
<b>NET CHANGE</b>	<b><u><u>357,248.97</u></u></b>

CITY OF LOS ALTOS  
 7/1/2017 - 6/30/2018  
 Transaction Details

11/26/2018  
 Agenda Item 3  
 Attachment B

Account Number	Org Key Title	Object Desc.
00050-4300	NORTH COUNTY LIBRARY AUTH FL	INTEREST INCOME

Date	Reference	Sb	Misc.	Description	Amount
7/1/2017	JE180720	2018 JE		GASB 31 NCLA LAIF MKT VAL 6/17	-325.78
10/31/2017	JE181017	2018 JE		LAIF Int - NCLA 9/17	-833.69
1/31/2018	JE180112	2018 JE		LAIF Int - NCLA 12/17	-937.58
4/30/2018	JE180410	2018 JE		LAIF Int - NCLA 3/18	-1,152.50
6/30/2018	JE180636	2018 JE		NCLA LAIF INT ACCRUAL-6/18	-1,475.32
				Object 4300 Total:	
				Object Total:	-4,724.87
				Net EN:	0
				Object Total with EN:	-4,724.87

Account Number	Org Key Title	Object Desc.
00050-4305	NORTH COUNTY LIBRARY AUTH FL	PORTFOLIO INCOME

Date	Reference	Sb	Misc.	Description	Amount
10/31/2017	JE181015	2018 JE		PFM PORTFOLIO INTEREST 6/17	-6,139.19
1/31/2018	JE180115	2018 JE		PFM PORTFOLIO INTEREST 12/17	-11,128.69
4/30/2018	JE180424	2018 JE		PFM PORTFOLIO INTEREST 3/18	-8,692.97
6/30/2018	JE180634	2018 JE		PFM PORTFOLIO INTEREST 6/18	-11,904.95
				Object 4305 Total:	
				Object Total:	-37,865.80
				Net EN:	0.00
				Object Total with EN:	-37,865.80

Account Number	Org Key Title	Object Desc.
00050-4310	NORTH COUNTY LIBRARY AUTH FL	UNREALIZED GAIN/LOSS

Date	Reference	Sb	Misc.	Description	Amount	
7/1/2017	JE180721	2018 JE		GASB 31 PFM MKT VAL 6/17 REV	-13,156.61	
1/31/2018	JE180116	2018 JE		GASB31 PFM MKT VAL 1st QTR	820.46	
4/30/2018	JE180425	2018 JE		GASB31 PFM MKT VAL 2nd QTR	14,076.75	
4/30/2018	JE180427	2018 JE		GASB31 PFM MKT VAL 3RD QTR	15,174.34	
6/30/2018	JE180639	2018 JE		GASB 31 NCLA LAIF MKT VAL ACC	582.38	
6/30/2018	JE180637	2018 JE		GASB31 PFM MKT VAL 4TH QTR	1,475.30	
6/30/2018	JE180669	2018 JE		GASB 31 PFM MKT VAL 6/17 REV	13,156.61	
				Object 4310 Total:	Object Total:	32,129.23
					Net EN:	0.00
					Object Total with EN:	<u>32,129.23</u>

Account Number      Org Key Title                      Object Desc.  
00050-4905            NORTH COUNTY LIBRARY AUTH FL LIBRARY TAX COLLECTIONS

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Date	Reference	Sb	Misc.	Description	Amount	
1/31/2018	JE180111	2018 JE		CO SC SEC 12/10/17 FINAL	-677,769.52	
6/30/2018	JE180611	2018 JE		CO SC SEC 4/10/18 FINAL	-371,678.00	
				Object 4905 Total:	Object Total:	-1,049,447.52
					Net EN:	0.00
					Object Total with EN:	<u>-1,049,447.52</u>
<b>TOTAL REVENUES</b>					<b>-1,059,908.96</b>	

Account Number      Org Key Title                      Object Desc.  
00050-5010            NORTH COUNTY LIBRARY AUTH FL SALARIES

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Date	Reference	Sb	Misc.	Description	Amount
3/31/2018	JE180332	2018 JE		To reclass NCLA expense	372,883.61

6/30/2018	62818	2018 OH	SANTA CLARA COU LIBRARY COST 0	292,762.39
6/30/2018	15528CM	2018 OH	SANTA CLARA COU REVERSE INV 01	-372,883.61
6/30/2018	15528DB	2018 OH	SANTA CLARA COU ADD PO TO INV	372,883.61
Object 5010 Total:			Object Total:	665,646.00
			Net EN:	0.00
			Object Total with EN:	665,646.00

Account Number	Org Key Title	Object Desc.
00050-5270	NORTH COUNTY LIBRARY AUTH FL	PROFESSIONAL SERVICES

Date	Reference	Sb	Misc.	Description	Amount
8/16/2017	617000122	2017 OH		NBS GOVERNMENT NORTHCOUNTYLIBR	1,488.48
11/2/2017	817000352	2018 OH		NBS GOVERNMENT MEASURE L/TAX R	1,541.82
11/3/2017	26277	2018 OH		MAZE & ASSOCIAT SVC OCTOBER-AU	1,200.00
11/15/2017	580408	2018 OH		BERLINER COHEN 17395.001 SVC T	300
1/11/2018	101700333	2018 OH		NBS GOVERNMENT NORTHCOUNTYLIBR	1,541.82
2/22/2018	27034	2018 OH		MAZE & ASSOCIAT SVC DEC 2017 F	1,058.00
2/22/2018	9947	2018 OH		GROUP 4 ARCHITE 18510-01 SVC T	3,495.00
3/22/2018	12918	2018 OH		SANTA CLARA COU LIBRARY COSTS	372,883.61
3/22/2018	587901	2018 OH		BERLINER COHEN 17395.001 013 S	90
3/22/2018	9966	2018 OH		GROUP 4 ARCHITE 18510-01 SVC	5,130.09
3/31/2018	JE180332	2018 JE		To reclass NCLA expense	-372,883.61
4/19/2018	9985	2018 OH		GROUP 4 ARCHITE 18510-01 THRO	4,436.30
4/19/2018	5848	2018 OH		STRATA A/P INC SVC THROUGH 040	30,695.40
5/4/2018	318000238	2018 OH		NBS GOVERNMENT SVC 040118-0630	1,541.84
5/14/2018	TTLAR	2018 AR		AutoID: AR180504 Job: 319693	-4,736.66
5/14/2018	TTLAR	2018 AR		AutoID: AR180503 Job: 319694	-4,736.66
5/16/2018	10009	2018 OH		GROUP 4 ARCHITE 18510-01 THRO	1,148.61
5/22/2018	TTLAR	2018 AR		AutoID: AR180507 Job: 319980	-11,368.66
5/22/2018	TTLAR	2018 AR		AutoID: AR180506 Job: 319981	-11,368.66
6/1/2018	5855	2018 OH		STRATA A/P INC 255-18 SVC APR	3,410.60
6/30/2018	JE180688	2018 JE		RECLASS NCLA PORTION FOR PFM	2,905.17
6/30/2018	JE180663	2018 JE		MRG Invoices Reclass 3-18-134, 3-18-240	6,800.00



6/30/2018	826811	2018 OH	BEST BEST & KRI 38093.00001 TO	531
6/30/2018	826812	2018 OH	BEST BEST & KRI 38093.00002 T	112.5
6/30/2018	826813	2018 OH	BEST BEST & KRI 38093.00100 T	1,798.00
		Object 5270 Total:	Object Total:	37,013.99
			Net EN:	<u>0.00</u>
			Object Total with EN:	37,013.99
		<b>TOTAL EXPENDITURES</b>		<b><u>702,659.99</u></b>
		<b>NET CHANGE</b>		<b><u><u>(357,248.97)</u></u></b>

**NCLA Proposed  
Operating Budget  
Fiscal Year 2018/19**

11/26/18  
Item 3 C

	2014/15	2015/16	2016/17	2017/18	2018/19
	Actual	Actual	Actual	Projected	Budget
<b>Rate per Parcel</b>	\$ 76	76	76	76	76
<b>OPERATING EXPENDITURES</b>					
Service Costs					
County Staffing	513,142	545,158	600,704	665,653	723,670
Administrative Costs	7,039	10,784	10,779	12,369	22,700
Election Expenses					
Proposed Library Project*				17,000	39,000
Book Costs	25,000	25,000	0	0	0
<b>Total Operating Expenditures</b>	<b>545,181</b>	<b>580,942</b>	<b>611,483</b>	<b>695,022</b>	<b>785,370</b>
<b>REVENUES</b>					
Tax Revenue	1,057,375	1,046,401	1,048,695	1,049,447	1,049,447
Interest Income**	7,025	14,045	9,480	29,210	22,205
<b>Total Revenues</b>	<b>1,064,400</b>	<b>1,060,446</b>	<b>1,058,175</b>	<b>1,078,657</b>	<b>1,071,652</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>519,219</b>	<b>479,504</b>	<b>446,692</b>	<b>383,635</b>	<b>286,282</b>
Debt Payments	0	0	0	0	0
Activity Balance	519,219	479,504	446,692	383,635	286,282
<b>FUND BALANCE as of June 30</b>	<b>\$ 2,647,630</b>	<b>\$ 3,127,134</b>	<b>\$ 3,573,826</b>	<b>\$ 3,957,461</b>	<b>\$ 4,243,743</b>

\*Proposed Library Project will track costs associated with the Los Altos Library project and include legal support and professional services (architecture research, design, community survey, etc)

\*\* Interest income for FY 2017/18 is actual through 4/30/18.

**NORTH COUNTY LIBRARY AUTHORITY (NCLA)**  
Los Altos, CA  
**FUND BALANCE PROJECTIONS**

Row #		Actual Fiscal Year 2010-11	Actual Fiscal Year 2011-12	Actual Fiscal Year 2012-13	Actual Fiscal Year 2013-14	Actual Fiscal Year 2014-15	Actual Fiscal Year 2015-16	Actual Fiscal Year 2016-17	Projected Fiscal Year 2017-18	Budgeted Fiscal Year 2018-19	Projected Fiscal Year 2019-20	Projected Fiscal Year 2020-21	Projected Fiscal Year 2021-22	Projected Fiscal Year 2022-23	Projected Fiscal Year 2023-24	Projected Fiscal Year 2024-25	Projected Fiscal Year 2025-26	Projected Fiscal Year 2026-27	Projected Fiscal Year 2027-28	Projected Fiscal Year 2028-29	Projected Fiscal Year 2029-2030
<b>REVENUES</b>																					
1	Taxes & Special Assessments <b>A</b>	1,034,625	1,029,885	1,030,186	1,039,441	1,042,375	1,046,401	1,048,695	1,049,447	1,049,447 <b>B</b>	1,048,700	1,048,700	1,048,700	1,048,700	1,048,700	1,048,700	1,048,700	1,048,700	1,048,700	1,048,700	1,048,700
2	Interest	5,239	1,420	2,430	4,083	7,025	14,045	9,480	29,210 <b>D</b>	22,205 <b>C</b>	24,189	25,873	27,243	28,277	28,956	29,254	29,149	28,615	27,625	26,150	24,160
	<i>Interest Earnings as % of Investment</i>	2.76%	0.41%	0.43%	0.38%	0.44%	0.68%	0.38%	1.01%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%
3	TOTAL REVENUES	1,039,864	1,031,305	1,032,616	1,043,524	1,049,400	1,060,446	1,058,175	1,078,657	1,071,652	1,072,889	1,074,573	1,075,943	1,076,977	1,077,656	1,077,954	1,077,849	1,077,315	1,076,325	1,074,850	1,072,860
<b>EXPENDITURES</b>																					
4	Salaries & Wages (Main = 12 hours eff 1991) (Woodland = 19 hours eff 2008)	473,730	464,271	443,640	480,011	513,142	545,158	558,057	544,262	723,670 <b>E</b>	764,196	806,990	852,182	899,904	950,299	1,003,515	1,059,712	1,119,056	1,181,723	1,247,900	1,317,782
5	Administrative Costs	23,687	-	15,000	9,820	7,039	10,784	10,779	12,369	22,700	23,971	25,314	26,731	28,228	29,809	31,478	33,241	35,102	37,068	39,144	41,336
6	Proposed Library Project *								17,000	39,000											
7	Miscellaneous	4,125	86,054	(40,000)	-	(15,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	Book Costs	65,000	-	56,825	25,000	25,000	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Additional Hours funded by NCLA																				
	Main Library (+ 5 hr/wk eff 1/3/17)	-	-	-	-	-	-	42,647	90,070												
	Woodland Library (+6 hrs/wk eff 1/2/18)	-	-	-	-	-	-	-	31,321	-	-	-	-	-	-	-	-	-	-	-	-
9	TOTAL EXPENDITURES	566,542	550,325	475,465	514,831	530,181	580,942	611,483	695,022	785,370	788,167	832,304	878,913	928,132	980,108	1,034,994	1,092,953	1,154,159	1,218,792	1,287,044	1,359,118
<b>OTHER FINANCING SOURCES/(USES)</b>																					
	Special Tax Bonds	(336,205)	(331,843)	-	-	-	-	-	-	#	-	-	-	-	-	-	-	-	-	-	-
	TOTAL OTHER SOURCES/(USES)	(336,205)	(331,843)	-	-	-	-	-	-	#	-	-	-	-	-	-	-	-	-	-	-
10	<b>NET CHANGE IN FUND BALANCE</b>	137,117	149,137	557,151	528,693	519,219	479,504	446,692	383,635	286,282	284,722	242,269	197,030	148,845	97,548	42,960	(15,104)	(76,844)	(142,467)	(212,194)	(286,259)
11	<b>BEGINNING FUND BALANCE</b>	756,313	893,430	1,042,567	1,599,718	2,128,411	2,647,630	3,127,134	3,573,825	3,957,461	4,243,742	4,528,465	4,770,734	4,967,763	5,116,609	5,214,157	5,257,117	5,242,013	5,165,169	5,022,702	4,810,508
12	<b>ENDING FUND BALANCE</b>	893,430	1,042,567	1,599,718	2,128,411	2,647,630	3,127,134	3,573,825	3,957,461	4,243,742	4,528,465	4,770,734	4,967,763	5,116,609	5,214,157	5,257,117	5,242,013	5,165,169	5,022,702	4,810,508	4,524,249

1st Yr Tot Exp Exceeds Tot Rev

13 **NOTES & ASSUMPTIONS:**

14 **A** On June 8, 2010 the voters of Los Altos and Los Altos Hills approved a renewal of the prior tax at \$76 per parcel for a twenty (20) year term.

15 FY 2017-18's budgeted tax revenues have been amended to reflect the Assessor's 14,451 parcels at \$76 each = \$1,060,048 less the 1% County fee.

16 **B** Assessment projections are flat as the voter approved rate is flat for all 20 years and the change in parcel numbers is minimal.

17 Cash available for investment is calculated at prior year's ending balance, less current year's expenditures. 2,878,803 3,172,091 3,455,576 3,696,161 3,891,821 4,039,631 4,136,501 4,179,163 4,164,164 4,087,854 3,946,378 3,735,658 3,451,390

18 **C** Interest Income is projected at various rates ranging from 0.7% - 2% as shown here. 0.70% 0.70% 0.70% 0.70% 0.70% 0.70% 0.70% 0.70% 0.70% 0.70% 0.70%

19 **D** Interest income of \$29,210 is actual through 4/30/18  
NCLA to discuss this projection based on PFM investment 20,152 22,205 24,189 25,873 27,243 28,277 28,956 29,254 29,149 28,615 27,625 26,150 24,160

20 **E** The County has estimated an annual increase in personnel costs at 5.6% for the duration. This increase is based on an estimated 3% annual increase in wages with the remaining increase due to health benefit and PERS cost increases. This same percentage increase is being applied to Administrative Costs.

21

22 FY 15-16 Ending Fund Balance includes \$55,000 unclaimed bondholder monies.

\*Proposed Library Project will track costs associated with the Los Altos Library project and include legal support and professional services (architecture research, design, community survey, etc)

Jean Mordo, Mayor,  
Christopher Jordan, City Manager, and  
Cindy Hill, North County Library Authority President  
One North San Antonio Road  
Los Altos, CA 94022

Dear Mayor Mordo and City Manager Jordan, and President Hill

At the October 25, 2018 Santa Clara County Library District (SCCLD) Joint Powers Authority (JPA) Board meeting, the JPA approved an increase to the SCCLD staffing budget, including the Los Altos Libraries. The purpose of this action is to open all SCCLD libraries seven days per week with at least four hours of service on Sundays, by providing additional staffing for the Campbell, Gilroy, Morgan Hill and Saratoga Community Libraries. The Library District strives to make service available on the days and hours most desired by our communities, and based on our customer satisfaction survey, weekend hours are in high demand. In addition, the service provided is intended to attract the greatest number of residents to become new and/or more engaged library patrons.

To preserve funding equity in accordance with the JPA's Joint Exercise of Powers Agreement funding formula, an additional \$314,815 will be allocated to the Los Altos Community Library for staffing in fiscal year 2019-2020.

The increased revenue comes from higher than expected property tax and ERAF payments. We estimate that revenue will continue at this level for at least two years, but cannot predict the likelihood of availability beyond this period.

The North County Library Authority (NCLA) currently contributes \$723,670 to staff the Los Altos Community Library an additional 17 open hours per week, and the Woodland Branch Library an additional 25 hours per week. With Los Altos' additional funding formula-derived library staffing budget increase of \$314,815, we are asking for your consideration of the following directions as a starting point to discuss FY 2019/20 budget dollars:

1. NCLA continues to fund additional hours and add more open hours. Based on the previous request from NCLA to expand evening hours later in the week and weekend at the Woodland Branch Library, staff suggests Woodland could be open from 11:00 am – 6:00 pm on Thursday through Sunday. This would provide 4 additional hours per week and allow the library to be open an extra hour until 6:00 pm on these days. Other hours could be explored if NCLA is interested.
2. NCLA augments library funding for services. Staff suggests adding additional headcount for the Go Go Biblio library outreach service to provide 5-8 stops in Los Altos per week.
3. Temporarily suspend the NCLA funding for a minimum of two years from \$723,670 to \$408,855 with no change to current open hours. Should the increased property tax and ERAF revenue no

longer be available after two years (beginning July 1, 2021), the city's current contribution of \$723,670 (adjusted for increases in salary and benefit costs) would likely be needed to maintain the current 17 additional open hours per week at the Los Altos Community Library and 25 additional open hours per week at the Woodland Branch Library.

We value our partnership and appreciate the opportunity to provide excellent library services to enhance the lives of Los Altos and Los Altos Hills residents. We will contact you to schedule a meeting in December to discuss these and other directions in more detail.

Sincerely,



Mike Wasserman, Chair  
Joint Powers Authority Board



Nancy Howe  
County Librarian



**To: North County Library Authority**  
**From: NCLA Library Redevelopment Task Force**  
**Subject: Funds Needed to Move Forward on Library Redevelopment Efforts**  
**Date: November 9, 2018**

### **Recommendation**

The Task Force requests that NCLA review the attached preliminary budget and authorize \$75,000 to hire an outreach consultant to advise on strategy, timing, logistics, and community education for the purpose of raising public funds for a new library. As part of its fundraising strategy, the Task Force will also pursue private sources of funding to complement a possible public bond measure.

### **Background**

The Task Force has researched what steps are necessary to put forward a bond measure to raise approximately \$45-60M toward an estimated need of \$60M for a new main library building in Los Altos. An additional goal is to raise \$15M through private gifts from individuals, foundation and/or corporate sources. After discussions with Godbe Research, outreach consultants and community leaders, the Task Force recognizes that it would benefit from the services of consultants to provide the expertise needed for a winning bond measure and a successful private fundraising campaign. In addition to the services of outside professionals, other expected expenses associated with putting a bond measure on the ballot, include filing fees, attorney fees, and outreach and awareness costs.

### **Discussion**

The Task Force developed a preliminary budget outlining expenses expected through election day – currently assumed in March or November 2020 – and completion of a parallel private fundraising effort. Amounts are based on informational discussions with consultants, the past experiences of other SCCLD library campaigns, and Task Force member knowledge. These numbers will be refined as we work with knowledgeable consultants and when the County Registrar of Voters provides feedback after the November 2018 election. Below we have described major budget line items and other possible funding sources we are currently aware of.

***Outreach Consultant.*** This expense is the most strategically important and time critical to Task Force efforts. A firm specializing in bond measure campaigns is key to developing a winning strategy. First and foremost, it will help the Task Force determine what is optimum timing to hold an election. It will also assist in providing firm dollar amounts for a more complete budget; specific steps and deadlines required for filing a bond measure; crafting language for the measure, as well as the arguments for and rebuttal statements; developing a community outreach plan; creating outreach materials; navigating the ins and outs of local processes; and developing positive working relationships with Los Altos and Los Altos Hills leadership. Once NCLA authorizes this expense, the Task Force can move forward with a formal selection process that will result in a recommendation for engaging a firm in the first quarter of 2019.

***Education and Outreach.*** These are expenditures to carry out a comprehensive outreach campaign for a possible bond measure. The Task Force has begun developing messages and creating a plan to include: meetings with community groups and individuals, website development, social media campaigns, and

other appropriate measures such as yard signs, posters, and mailers. Some of these activities are expected to begin in early 2019.

**Poll.** A survey to determine whether or not community support exists to pass a bond measure. This would be conducted so that results are available before the ballot measure filing deadline.

**Legal & Accounting Services.** The Task Force would like clarity on which organizations have legal and financial authority for both the bond measure efforts and the capital project, and what restrictions exist, if any. With so many stakeholders involved – City of Los Altos, Town of Los Altos Hills, SCCLD, NCLA, LALE, FOL – a full understanding of the legal relationship between each regarding responsibilities, funding, and spending is essential. Other expenses include consulting services to ensure proper setup of fundraising accounts and accounting services for reports and FPPC filings.

**Private Fundraising Consultant.** The Task Force believes that a public/private fundraising strategy will maximize benefits to the community while balancing the fiscal burden. The Task Force also understands that raising \$15M in private funding is a challenging goal; no other SCCLD library has achieved such a level. As such, the Task Force is considering assistance to maximize the private fundraising campaign. A skilled professional firm can help with campaign plan development, grant writing, prospect identification, wealth screening, and cultivation planning. Once the Outreach consultant is hired (see above) and the Task Force has been able to identify a core list of prospects independently, it will be better able to assess whether additional skills are needed in this area. In the meantime, we are including a placeholder expense based on input from a consultant with library fundraising experience.

**Registrar of Voters Fees.** These are filing fees required by the County of Santa Clara to place a bond measure on the ballot.

**Funding Sources for Campaign Expenses.** The Task Force has also investigated possible funding sources other than NCLA to support efforts to run a bond measure, including:

*Los Altos Library Endowment (LALE).* The Task Force has requested and is awaiting a response for funding not to exceed \$150,000 to support outreach efforts after ballot filing as these expenses cannot be funded by public sources.

*Los Altos Friends of the Library (FOL).* A formal request has not been submitted to FOL to assist with bond measure expenses. Nonetheless, FOL has anticipated the need to assist with a new library, and would consider requests for supporting the bond measure and/or the capital project.

## Summary

The Task Force needs to determine a date for the bond measure ballot as soon as possible as all other campaign activities will derive from it. As there are many factors that would influence this decision (cost, likelihood of voter turnout, time for outreach efforts), professional expertise is desired. Since an election could be held as early as March or November 2020, the urgency to engage such a consultant is very high. Thus, the Task Force respectfully requests that NCLA approve and fund the \$75,000 estimated to hire an outreach consultant.



**NCLA Library Redevelopment Task Force**  
Preliminary Budget Estimate  
9-Nov-2018

11/26/18  
Item 4B

Description	Pre-filing date expenses (Feb - Nov 2019)			Post-filing date expenses (Dec 2019 - Feb 2020)			Total	Comment
	Unit Cost	Qty.	Extension	Unit Cost	Qty.	Extension		
<b>1 Outreach Consultant</b>								
a Consulting fees	\$ 6,500	10	\$ 65,000				95,000	Pre - monthly fee;
b Contingency		15%	10,000		15%	4,500	14,500	Post - lump sum payment
<b>c Subtotal</b>			<b>75,000</b>			<b>34,500</b>	<b>109,500</b>	\$75,000 initial request to NCLA 11/9/18
<b>2 Education &amp; Outreach</b>								
a Printed materials, mailings		17,000	3	51,000			126,000	Pre - # of mailings to all households;
b Advertising, online media				15,000	5	75,000	20,000	Post - # of mailings to targeted households
c Signs, voter contact						10,000	20,000	
d Contingency			15%	9,150		6,000	6,000	
<b>e Subtotal</b>			<b>70,150</b>			<b>13,650</b>	<b>22,800</b>	
<b>3 Poll</b>								
a Survey fees						30,000	30,000	
c Contingency			15%	4,500			4,500	
<b>d Subtotal</b>			<b>34,500</b>				<b>34,500</b>	
<b>4 Legal &amp; Accounting Services</b>								
a City, town, county attorneys'						20,000	20,000	Review bond resolution, ballot language
b Fundraising accounting consultant		5,000	2	10,000			10,000	Compliant account structure & funds flow;
c Accounting services						2,000	2,000	Monthly fee
d Contingency			15%	1,500		300	1,800	Treasurer's reports, FPCC filings
<b>e Subtotal</b>			<b>31,500</b>			<b>2,300</b>	<b>33,800</b>	
<b>5 Private Fundraising Consultant</b>								
a Consulting fees		2,000	10	20,000			24,000	Need still to be determined
b Fundraising study				45,000			45,000	monthly fee
c Fundraising campaign execution		4,500	10	45,000			54,000	monthly fee
d Contingency			15%	16,500		1,950	18,450	
<b>e Subtotal</b>			<b>126,500</b>			<b>14,950</b>	<b>141,450</b>	
<b>7 Total</b>			<b>337,650</b>			<b>156,400</b>	<b>494,050</b>	\$150,000 request to LALE 11/9/18
<b>8 SCCROV Filing Fees</b>			<b>75,000</b>				<b>75,000</b>	
<b>9 Grand Total</b>			<b>\$ 412,650</b>			<b>\$ 156,400</b>	<b>\$ 569,050</b>	Exact cost to be determined by registrar in late 2018. Expected range: \$50K - \$500K





**BEST BEST & KRIEGER**   
ATTORNEYS AT LAW

**MEMORANDUM**

**To:** North County Library Authority **File No.:** 38093.00100  
**From:** Authority Counsel’s Office  
**Date:** October 1, 2018  
**Re:** Authority to Tax Extraterritorial Property

**BACKGROUND**

The North County Library Authority (the “Authority”) provides library-related services to parcels in and around its jurisdiction. The Authority currently imposes a special tax to fund its operations, and is contemplating a new special tax measure to raise funds for capital improvements. Currently, there are certain parcels of property outside of the Authority’s jurisdiction that are benefiting from the Authority’s services, but are not subject to the Authority’s tax. Such properties lie generally within unincorporated territories subject to the jurisdiction of the County of Santa Clara (the “County”)

**QUESTION PRESENTED**

May the Authority impose a tax on property outside of its jurisdiction?

**SHORT ANSWER**

No, the Authority may not impose a special tax on property outside of its jurisdiction. If the Authority wishes to tax such properties, the Authority has two options:

First, the Authority may request that the County form a special taxing district, such as community facilities district (“CFD”) to extend a special tax on such parcels.

Alternatively, the Authority may request that the County become a member of the Authority, and the Authority may form a CFD itself with the required territory included.<sup>1</sup>

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<sup>1</sup> As a final option, a current member agency of the Authority could annex unincorporated County territory into its jurisdiction, thereby bringing that territory into the jurisdiction of the Authority. However, this is a costly and time-consuming process which will be dependent on LAFCO approval.



**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

ANALYSIS

**1. The Authority Cannot Tax Property Outside Of Its Jurisdiction.**

The Authority is a joint powers authority, formed under the provisions of the California Government Code (section 6500 *et seq.*) Pursuant to Government Code section 6502, if authorized by their legislative or governing bodies, two or more public agencies may enter into an agreement to “jointly exercise any power common to the contracting parties,” including without limitation the authority to levy a tax. Although it is not necessary that “any common power to the contracting parties be exercisable by each such contracting party with respect to the geographical area in which such power is to be jointly exercised,” it is necessary that at least one of the member agencies has authority to exercise such power in such geographical area. Gov’t C. §6502. As such, the Authority cannot tax property outside of its jurisdiction or geographic boundaries.

**2. The Authority May Request The County To Form A Community Facilities District To Include Benefitted Properties Outside Of The Authority’s Jurisdiction.**

Alternatively, the Authority may request the County to form a special taxing district, such as a CFD, to impose a parcel tax on properties outside of the Authority’s jurisdiction. The parcels that are not currently subject to a tax, but are nonetheless benefitted by the Authority’s activities, are included in unincorporated areas subject to County jurisdiction.

CFDs are formed under the Mello-Roos Community Facilities Act of 1982 (“Act”), (Government Code section 53311 *et seq.*). Pursuant to the Act, a local agency may form a CFD within all or a portion of its jurisdiction for the purpose of imposing a special tax to fund the cost of providing authorized capital facilities and/or services, subject to voter approval. *See, e.g.* Gov’t C. §53311.5; 53325.5. As such, the Authority and the County could work together to form a CFD to include such extra-territorial parcels subject to the County’s jurisdiction. If the County is amenable to such an option, the County will likely request that the Authority pay the costs of formation and operation of the CFD.

**3. If The County Agrees To Join The Authority, The Authority Could Similarly Form A CFD To Include Non-Taxed Parcels.**

A final option of the Authority once again depends on the willingness of the County to participate. If the County becomes a member agency to the Authority, the Authority may on its own initiative form a CFD to impose a special tax on those properties not currently taxed. The County will likely require and request that the agreement between the Authority members limits the County’s involvement in the Authority to activities relating to imposing a tax on those properties benefiting from the Authority’s services.

CONCLUSION



**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

The Authority does not have the power to tax property outside of its jurisdiction. However, the Authority may request the County to form a CFD, or request the County to become a member agency to the Authority to expand the Authority's jurisdiction. Both of these options are contingent on the County's agreement to assist, and may be subject to specific conditions or requirements (including payment of costs) by the County.

[END OF MEMORANDUM]



**CONSENT CALENDAR**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 12, 2018

**Subject:** Unclaimed Funds Policy and Procedure

**Prepared by:** Sarina Revillar, Financial Services Manager

**Reviewed by:** Sharif Etman, Administrative Services Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Unclaimed Funds Policy & Procedure

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to adopt the Unclaimed Funds Policy and Procedure to help streamline the outstanding checks process?

**Summary:**

- Establish proper accounting for outstanding checks according to Government Code Sections 50050 through 50056
- A formal process for unclaimed money of \$15 or more and less than \$15
- The Unclaimed Funds Policy and Procedures has been reviewed by the Financial Commission

**Staff Recommendation:**

Move to adopt the Unclaimed Funds Policy and Procedure



**Subject:** Unclaimed Funds Policy and Procedure

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### **Purpose**

To establish an unclaimed funds policy and procedures in accordance with state law.

### **Background**

The City's Unclaimed Funds Policy and Procedures sets guidelines that ensure the City's funds are managed in compliance with state law.

### **Discussion/Analysis**

The Interim Audit conducted by Maze & Associates on April 2018 recommended the City establish procedures for handling outstanding checks. Currently, there are 221 checks, totaling \$54,676 in the General Fund, two checks totaling \$40,000 in other funds, and 23 checks, totaling \$1,292 in payroll.

### **Options**

- 1) Adopt the Unclaimed Funds Policy and Procedures

**Advantages:** Allows the City to have a proper mechanism to take possession of long standing unclaimed checks in accordance with state law.

**Disadvantages:** None

- 2) Do not adopt the Unclaimed Funds Policy and Procedures

**Advantages:** None identified

**Disadvantages:** The City would not adhere to the recommendation of the auditor or Best Practices.

### **Recommendation**

The staff and Financial Commission recommends Option 1.



City of Los Altos – Administrative Services Department  
**Unclaimed Funds Policy & Procedures**  
1 N. San Antonio Road  
Los Altos, CA 94022

I. PURPOSE

The purpose of the unclaimed funds policy is to establish the proper mechanism to take possession of long standing unclaimed checks in accordance with state law.

II. POLICY

It is the policy of the City of Los Altos to properly account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Unclaimed funds, excluding restitution to victims, that remain unclaimed for at least 3 years will become the property of the City of Los Altos after the procedures identified herein have been followed. Unclaimed funds are defined as money or funds disbursed that remain in the City Treasury or in the official custody of City officers for a period of three (3) years or more without a claim being filed by the legal owner(s). Common sources include accounts payable, payroll, vendor payments, customer refunds and deposits.

The City is required to comply with the requirements of the unclaimed property laws and regulations. Those duties vested by Government Code Sections 50050 through 50056 in the City Treasurer are hereby transferred to the City Finance Director or other designee as stated in this policy. This policy outlines the procedures to be followed regarding checks issued by the City that remain uncashed after a specific period.

III. PROCEDURE

- 1) To minimize the number of unclaimed checks, the payee will be notified in writing when a check remains unclaimed for at least six (6) months. A sample letter is attached in **Exhibit I** to facilitate the notification process.
- 2) Unclaimed money of \$15 or more
  - a) All wages and vendor payments of \$15 or more that are outstanding and unclaimed by the payee at least three consecutive years must be publicly advertised. (Government Code Secs. 50050 and 50051). This procedure provides formal notice to vendors or individuals of the existence of uncashed checks and allows them the

opportunity to claim the funds.

- b) The City Clerk's Office shall prepare and place a Notice of Unclaimed Property in the Los Altos Town Crier or other newspaper of general circulation published in the City. The Notice shall state that it is proposed that the money will become the property of the City of Los Altos on a designated date not less than forty-five (45) days nor more than sixty (60) days after the first publication of the notice. The Notice will include the payee, amount and the disbursing fund. **See Exhibit II** (Gov. Code Sec. 50051)
  - c) The City Clerk's Office shall obtain a proof of publication from the newspaper to be retained as verification that the notice was placed in the publication and ran once per week for two consecutive weeks.
  - d) At the end of the public notification period (45-60 days), any remaining unclaimed funds with face amounts of \$15 or more will revert to the City and shall return to the originating fund. The amounts of such funds may be transferred to a miscellaneous General Fund revenue account by resolution of the City Council.
- 3) Unclaimed money less than \$15 or unknown depositors
- a) Unclaimed checks of less than \$15, or any amount if the depositor's name is unknown, will become the property of the City of Los Altos after being unclaimed for at least 12 months and shall return to the originating fund. This may occur without the necessity of a newspaper publication notice. (Gov. Code Sec. 50055). The funds may be transferred to the General Fund by resolution of the City Council (**See Exhibit III**).
- 4) Filing a Claim
- a) Potential claimants will contact the Finance Department to obtain instructions for placing a claim. All claims will be facilitated using the claim form. **See Exhibit IV.**
  - b) Upon or prior to publication, a party of interest may file a claim with the City Finance Department, which must include the following information: (Gov. Code Sec. 50052)
    - i) The claimant's name, address and telephone number.
    - ii) Social Security Number or Federal Employer Identification Number.
    - iii) Proof of identity such as a copy of a driver's license, social security card or birth certificate.
    - iv) The amount of the claim.

- v) The grounds on which the claim is founded.
  - c) The Finance Division may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, unclaimed money if claimed prior to the date the money becomes the property of the City upon submitting proof satisfactory to the Finance Division. (Gov. Code Sec. 50052.5)
  - d) The Financial Services Manager will verify the validity of the claim and, if appropriate, submit to the Accounts Payable Technician for payment through the normal accounts payable process.
- 5) Funds Transfer
- a) At the end of the public notification period (45-60 days) or if no notice is required then on date the money becomes the property of the City, any remaining unclaimed funds shall be returned to the originating fund.
- 6) When the unclaimed funds become the property of the City of Los Altos and are in a Special Fund, the City Council may transfer them by resolution to the General Fund. (Gov. Code Secs. 50053 and 50055).
- 7) Accounting Transactions
- a) If an unclaimed check is claimed prior to the date designated in the Public Notice or other date the money becomes property of the City, the Financial Services Manager will verify the claimant's supporting information and if the claimant satisfies all conditions required under this procedure, the City will issue a new check for the claimed amount to the claimant.
  - b) At the end of the public notification period (45-60 days) or other date the money becomes property of the City, the remaining unclaimed funds will revert to the City. The amounts of such funds will be transferred to a miscellaneous General Fund revenue account upon City Council approval.
    - i) Accounts Payable check will be voided, a journal entry will be prepared to reclass the account number from original to miscellaneous revenue account, Unclaimed Property account (2204). This will Debit Cash and Credit the above revenue account without changing the original Expense or Revenue account.
    - ii) Payroll checks will be voided through the payroll void process. In addition, a journal entry will be prepared to Debit the original expense account and Credit



the Miscellaneous Revenue, Unclaimed Property account.

- iii) The records of voided checks must be retained in Finance in accordance with the City's records retention policy.

8) Policy Review

- a) This policy shall be reviewed at least bi-annually.

Attachments:

Exhibit I-Sample Letter

Exhibit II-Sample Public Notice

Exhibit III-Sample Resolution

Exhibit IV-Sample Claimant Form



1 North San Antonio Road  
Los Altos, California 94022-3087

Date

«Payee\_Name»  
«Street\_Address»  
«City»

Dear «Payee\_Name»,

Our records indicate that the following check issued to you or your organization has not been cashed.

Check number: «Check\_Number»  
Amount: \$«Amount»  
Date issued: «Issue\_Date»

Under California Government Code Section 50050 et seq., unclaimed funds will become the property of the City three (3) years after the check was issued, or after twelve (12) months for checks less than \$15. It is likely that the check was lost or never received. Please check your bank records to verify that the check has never been cashed by you. If your record indicates that you have deposited the check, please mark **X** on number 1 below. If your record shows that you have never received the check, please make **X** on number 2 and we will issue a replacement check to you. This letter should be returned to my attention at the address below.

Please reply to this correspondence below and return to us, either via e-mail or mail.

- 1. Yes, I have received and cashed the above-mentioned check.
- 2. No, I have never received and cashed the above-mentioned check. Please issue a replacement check.

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

Sincerely,  
Accounts Payable  
City of Los Altos  
1 N San Antonio Road  
Los Altos, CA 94022

**CITY OF LOS ALTOS**

**PUBLIC NOTICE OF UNCLAIMED PROPERTY**

NOTICE IS HEREBY GIVEN THAT, the Finance Department of the City of Los Altos, County of Santa Clara, State of California, declares that the following monetary sums have been held by the City of Los Altos and remained unclaimed in the funds hereafter indicated for a period of over three (3) years and will become the property of the City of Los Altos on the \_\_\_\_\_ day of \_\_\_\_\_, year a date not less than forty-five (45) days, nor more than sixty (60) days after the first publication of the Notice.

Any party of interest may, **prior** to the date designated herein above, file a claim with the City's Finance Department. The Unclaimed Money Claim Form can be obtained from City Hall at 1 N San Antonio Road, Los Altos, CA 94022 or from the City's website at [www.losaltosca.gov/unclaimedpropertyforms](http://www.losaltosca.gov/unclaimedpropertyforms). Proof of identify such as a copy of a driver's licenses, social security card or birth certificate must be provided before funds will be released. Any questions, please contact the City of Los Altos, Finance Department at (650)947-2760.

This notice and its contents are in accordance with California Government Code Sections 50050-50056.

<b>NAME</b>	<b>AMOUNT</b>	<b>FUND</b>
Company XX	\$1000.00	General Fund
Doe, Jane	\$ 50.00	Sewer Fund

Sharif Etman, MBA  
Administrative Services Director

**RESOLUTION NO. \_\_\_\_**

**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 [date] and [date] 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 \$ xxx.xx shall be transferred to the General 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 \_\_\_\_, xxxx by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Jean Mordo, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CMC, CITY CLERK



**CITY OF LOS ALTOS  
UNCLAIMED PROPERTY-CLAIM FORM**

*Return completed form to:  
City of Los Altos  
Finance Department  
Accounts Payable  
1 N San Antonio Road  
Los Altos, CA 94022*

Pursuant to California Government Code Section 50052, I wish to file a claim for a previously unclaimed check in the amount of \$ \_\_\_\_\_ that was published in the Town Crier on \_\_\_\_\_ (if applicable).

The grounds on which I file this claim are as follows:

\_\_\_\_\_

\_\_\_\_\_  
Vendor or Individual Name (printed)

\_\_\_\_\_  
Taxpayer I.D. or Social Security Number

\_\_\_\_\_  
Vendor or Individual Name (signature)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

**NOTE: ALL CLAIMS MUST BE RECEIVED BY THE CITY BEFORE THE DATE SPECIFIED IN THE NOTICE OR WITHIN 12 MONTHS IF THE AMOUNT IS LESS THAN 15 DOLLARS OR THE DEPOSITORS NAME IS UNKNOWN. POSTMARKS WILL BE ACCEPTED.**

**FOR FINANCE DEPARTMENT USE ONLY**

Date Claim Received: \_\_\_\_\_

Name of Payee: \_\_\_\_\_

Original Check #: \_\_\_\_\_

Original Check Amount: \_\_\_\_\_

Original Check Date: \_\_\_\_\_

Replacement Check #: \_\_\_\_\_

Replacement Check Amount: \_\_\_\_\_

Replacement Check Date: \_\_\_\_\_

Account Code: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date Approved: \_\_\_\_\_