

CITY OF RIO VISTA

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MAR 22 2012

JUDGE PAUL L. BEEMAN
DEPARTMENT 1

March 19, 2012

Honorable Paul Beeman
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

Honorable Judge Daniels,

Staff has reviewed the Solano County Grand Jury's report issued on January 12, 2012, entitled "City Treasurer Functional Review". Please accept this letter as the City of Rio Vista's response to the 2011-2012 Grand Jury Report, in the manner described in California Penal Code Sec. 933.05.

The responses below comply with the City Council's response per the Grand Jury. The City Treasurer's response was submitted earlier by the City Treasurer in compliance with the deadline for elected officials.

Finding #12 – The City of Rio Vista did not have a single formal document that clearly and succinctly identified the functions, duties, and responsibilities of the City Treasurer. In addition, the documented duties and responsibilities were not consistent with those accomplished by the City Treasurer.

Response to Finding #12 – The City agrees with Finding #12. The City has not approved a formal document, which clearly identifies the functions, duties, and responsibilities of the City Treasurer.

Recommendation #12 – City of Rio Vista identify and formalize in a single document the functions, duties, and responsibilities required of the City Treasurer.

Response to Recommendation #12 – The City Council is in the process of reviewing an Ordinance, Resolution or other formal document, which establishes the functions, duties, responsibilities, and qualifications of the City Treasurer.

Finding #15 – The City of Rio Vista Investment Committee may not have complied with the public notice requirements of the Ralph M. Brown Act. Specifically, the Investment Committee meeting of September 2, 2010, may have been improperly categorized as “special” to avoid the 72-hour notice requirement for regular meetings. In addition, no agenda was available for the meeting held on February 16, 2010.

Response to Finding #15 – The City disagrees with the finding.

The City did comply with the Ralph M. Brown Act when it posted a “special” meeting notice on September 2, 2010. The City’s investment policy stated that the Committee would meet semiannual. However, the investment policy does not indicate a specific date in which the meeting will be held. Therefore, any meeting held semiannually would be considered a “special” meeting.

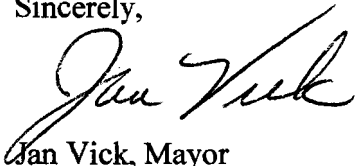
The Grand Jury may have meant to state that no agenda was provided by the City for the Investment Committee of February 16, 2011 not 2010. The investment committee did meet on February 16, 2011 and it appears no agenda was prepared. This was likely due to the transitioning of Administrative staffing, which is responsible for posting of agenda.

Recommendation #15 – City of Rio Vista ensure compliance with all requirements of the Ralph M. Brown Act.

Response to Recommendation #15 – The investment policy language is being modified to reflect that semi-annual meeting will be held on the first Monday in March and September at 9 am. Moreover, the full time City Clerk will be responsible to ensure that the agenda is posted within the required timelines.

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

Sincerely,



Jan Vick, Mayor

On Behalf of the Rio Vista City Council