



July 15, 2022

Mr. Gabe Engeland
City Manager
City of Los Altos

Via Email: gengeland@losaltosca.gov

RE: Invoice for Reimbursement of Costs to North County Library Authority

Dear Mr. Engeland,

The North County Library Authority (NCLA) Joint Exercise of Powers Agreement describes in Section 12 the manner in which specific costs shall be allocated between the two Member Entities. Section 12 of the Agreement states:

“The City of Los Altos shall provide staff and basic services at no cost to the Agency. All costs and expenses of an outside nature such as auditing, legal, consultants or the like, shall be apportioned equally among the Member Entities.”

Based on financial reports provided by City staff, the NCLA has identified costs for the period of FY 2021-22 that fall within the description above. At their July 18, 2022 Special Meeting, the NCLA Commission directed me to submit the following costs for reimbursement from each Member Entity for the period of July 1, 2021 through June 30, 2022.

NCLA previously invoiced the Member Entities in October for the prior fiscal year and appreciates the payment made at that time. It is expected bills for shared costs between the Member Entities will be sent after the close of each future fiscal year. .

The share of costs attributed to the City of Los Altos is as follows:

Fiscal Year 2021-2022

Legal: \$4,441.25

Audit: (not received)

Total: \$4,441.25

Owed by Los Altos: \$4,441.25

Cumulative Total [July 1, 2021 – June 30, 2022]:

Owed by Los Altos: \$4,441.25

The amount currently due for reimbursement to NCLA for the Fiscal Year 21/22 is \$4,441.25. If you have any questions about these costs please direct them to me via the contact information below.

For payment by check, address to payee: **County of Santa Clara**

And mail to: [Controller-Treasurer Department](#)

[Attn: GAU-Bank Desk](#)

[70 W. Hedding St, 2 Floor East Wing](#)

[San Jose, CA 95110](#)

Please note on check the payment is for NCLA Fund 8210.

For ACH deposit, use the following routing information:

[ACH/Wire Routing Number: 121000248](#)

[Account Number: 4566868238](#)

Please note payment is for NCLA Fund 8210.

Thank you for your attention to this request.

Best Regards,

Suzanne Epstein

Secretary, North County Library Authority

suzanneeps@gmail.com

cc: NCLA Commissioners

John Furtado, Director of Administrative Services

Attachment: Meyers Nave Billing Summary