

CITY OF ATWATER

AUDIT AND FINANCE COMMITTEE

AGENDA

Council Chambers
750 Bellevue Road
Atwater, California

October 28, 2019

CALL TO ORDER:



4:30 PM

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

Ambriz _____, Heller _____, Vierra _____

SUBSEQUENT NEED ITEMS: (The Chair shall announce any requests for items requiring immediate action subsequent to the posting of the agenda. Subsequent need items require a two-thirds vote of the members of the Audit and Finance Committee present at the meeting.)

APPROVAL OF AGENDA AS POSTED OR AS AMENDED: (This is the time for the Audit and Finance Committee to remove items from the agenda or to change the order of the agenda.)

Staff's Recommendation: Motion to approve agenda as posted or as amended.

MINUTES:

1. September 23, 2019 – Regular meeting

Staff's Recommendation: Motion to approve minutes as listed.

FUNDING AND BUDGET MATTERS:

2. Treasurer's Report for month ending August 31, 2019 (City Treasurer Heller)

Staff's Recommendation: Motion to recommend that the City Council accept the Treasurer's Report for the month ending August 31, 2019.

REPORTS AND PRESENTATIONS FROM STAFF:

3. Verbal report from newly appointed Finance Director (Finance Director Jacobs-Hunter)

COMMENTS FROM THE PUBLIC:

NOTICE TO THE PUBLIC

At this time any person may comment on any item which is not on the agenda. You may state your name and address for the record; however, it is not required. Action will not be taken on an item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on a future agenda. Please limit comments to a maximum of three (3) minutes.


COMMITTEE MEMBER MATTERS:

Committee Member comments

ADJOURNMENT:

CERTIFICATION:

I, Kellie Jacobs-Hunter, Finance Director of the City of Atwater, do hereby certify that a copy of the foregoing agenda was posted at City Hall a minimum of 72 hours prior to the meeting.



Kellie Jacobs-Hunter
Finance Director

SB 343 NOTICE

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the Finance Department at City Hall during normal business hours at 750 Bellevue Road.

If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda at 750 Bellevue Road.



In compliance with the federal Americans with Disabilities Act of 1990, upon request, the agenda can be provided in an alternative format to accommodate special needs. If you require special accommodations to participate in a Committee meeting due to a disability, please contact the Finance Department a minimum of three (3) business days in advance of the meeting at (209) 357-6310. You may also send the request by email to [kjacobshunter@atwater.org](mailto:kjacobs@atwater.org).



CITY OF ATWATER

AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

SEPTEMBER 23, 2019

REGULAR SESSION: (Council Chambers)

The City of Atwater Audit and Finance Committee met in Regular Session this date at 4:36 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California; Committee Vice Chair Ambriz presiding.

PLEDGE OF ALLEGIANCE TO THE FLAG:

The Pledge of Allegiance was led by Committee Vice Chair Ambriz.

ROLL CALL:

Present: Committee Member Heller, Committee Vice Chair Ambriz
Absent: Committee Chair Vierra
Staff Present: City Manager Waterman, Finance Operations Manager Tejeda, Executive to the City Manager Martin, Recording Secretary Bengtson-Jennings

SUBSEQUENT NEED ITEMS:

None.

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

MOTION: Committee Member Heller moved to approve the agenda as posted. The motion was seconded by Committee Vice Chair Ambriz and the vote was: Ayes: Heller, Ambriz; Noes: None; Absent: Vierra. The motion passed.

MINUTES:

May 28, 2019 – Regular meeting

MOTION: *Committee Vice Chair Ambriz moved to approve the minutes as listed. The motion was seconded by Committee Member Heller and the vote was: Ayes: Heller, Ambriz; Noes: None; Absent: Vierra. The motion passed.*

FUNDING AND BUDGET MATTERS:

Treasurer's Report for month ending August 31, 2019 (City Treasurer Heller)

MOTION: *Committee Vice Chair Ambriz moved to continue this item to the next regular Audit and Finance Committee meeting of October 28, 2019 in order for full Committee consideration. The motion was seconded by Committee Member Heller and the vote was: Ayes: Heller, Ambriz; Noes: None; Absent: Vierra. The motion passed.*

REPORTS AND PRESENTATIONS FROM STAFF:

Verbal report regarding Purchasing Manual training (Finance Operations Manager Tejeda)

Finance Operations Manager Tejeda spoke regarding the recent Purchasing Manual training and highlighted key topics in the manual. She stated that the purchase requisition process is being updated.

Committee Vice Chair Ambriz questioned the implementation process.

Finance Operations Manager Tejeda stated that kick off for using the new software program for purchase requisitions City-wide is October 1, 2019.

COMMENTS FROM THE PUBLIC:

Notice to the public was read.

No one came forward to speak.

COMMITTEE MEMBER MATTERS:

Committee Member comments

Committee Member Heller had nothing to report.

Committee Vice Chair Ambriz had nothing to report.

ADJOURNMENT:

Committee Vice Chair Ambriz adjourned the meeting at 4:48 PM.

DANNY AMBRIZ
COMMITTEE VICE CHAIR

By: Kim Bengtson-Jennings
Recording Secretary

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 8/31/19

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	1,088,940.71	1,080,951.76	761,137.18	1,408,755.29
0003 General Fund Capital	(228,026.63)	96,229.34	0.00	(131,797.29)
0004 Measure H Fund	491,692.95	165,663.76	129,419.92	527,936.79
0005 Ferrari Ranch Project Fund	20,588.14	0.00	0.00	20,588.14
0007 Measure V Fund	1,153,669.25	114,138.01	5,245.37	1,262,561.89
0008 Measure V 20% Alternative Modes	231,270.44	28,534.51	4,349.43	255,455.52
0009 Abandoned Veh Abatement Fund	(474.31)	0.00	1,583.65	(2,057.96)
1005 Police Grants Fund	408,930.06	0.00	13,209.18	395,720.88
1011 Gas Tax/Street Improvement	499,824.02	56,362.66	55,521.16	500,665.52
1013 Local Transportation Fund	485,770.12	212.84	0.00	485,982.96
1015 Traffic Circulation Fund	1,039,186.45	725.00	0.00	1,039,911.45
1016 Applegate Interchange	740,739.40	1,263.00	0.00	742,002.40
1017 RSTP-Regional Surface Transp Prog	328,446.02	354,586.00	0.00	683,032.02
1018 SB1-Road Maint & Rehab RMRA	693,004.61	48,527.40	0.00	741,532.01
1020 Parks and Recreation Fund	1,962,680.04	2,382.00	0.00	1,965,062.04
1050 Buhach Colony High School	225,629.69	0.00	0.00	225,629.69
1055 Neighborhood Stabilization	215,342.12	0.00	0.00	215,342.12
1059-78 Housing Grant Funds	281,873.53	0.00	0.00	281,873.53
1091 Police Facility Impact Fee	121,464.05	401.00	0.00	121,865.05
1093 Fire Facility Impact Fee	75,331.81	520.00	0.00	75,851.81
1095 Government Building Facility	183,476.18	378.76	0.00	183,854.94
3064-67 Redevelopment/Successor Agency Funds	584,267.92	880.57	2,602.52	582,545.97
4020 Performance Bond Trust	214,075.14	0.00	0.00	214,075.14
4030 Narcotics Program Trust	5,363.57	0.00	235.42	5,128.15
4060 Section 125 Medical	1,759.74	205.00	0.00	1,964.74
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00
4090 CFD No. 1 Trust	96,831.39	0.00	0.00	96,831.39
5001-55 All Maintenance Districts	1,470,973.22	0.00	9,801.93	1,461,171.29
5050 CFD Districts	(46,714.91)	0.00	31,621.73	(78,336.64)
6000 Water Enterprise Fund	1,065,400.73	557,635.29	267,719.50	1,355,316.52

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 8/31/19

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
6001 Water Fund Capital Replacement	4,539,636.20	0.00	0.00	4,539,636.20
6002 DBCP Settlement	297,099.47	0.00	2,607.25	294,492.22
6004 Water Well- Buhach Colony	175,580.81	0.00	0.00	175,580.81
6005 Water Capital Impact Fees	1,768,732.09	4,339.00	0.00	1,773,071.09
6006 Water Operating Reserve Fund	175,729.13	0.00	0.00	175,729.13
6007 1,2,3-TCP Fund	358,351.22	9,229,462.00	9,406.00	9,578,407.22
6010 Sewer Enterprise Fund	12,628,695.80	919,198.21	744,517.21	12,803,376.80
6011 Sewer Fund Capital Replacement	2,670,868.44	6,387.00	0.00	2,677,255.44
6020 Sanitation Enterprise	1,973,672.11	814,632.62	466,765.86	2,321,538.87
7000 Internal Service Fund	193,770.30	3,663.96	80,250.69	117,183.57
7010 Employee Benefits Fund	807,486.48	2,552.15	59,397.65	750,640.98
7020 Risk Management	188,427.25	474.16	24,377.03	164,524.38
7030 Information Technology	95,806.28	0.00	27,450.70	68,355.58
9090 Accrued Interest Fund	364,549.41	2,035.00	0.00	366,584.41
TOTAL	39,649,720.44	13,492,341.00	2,697,219.38	50,444,842.06

Prepared by: 
 Patricia Tejada, Accountant II

Approved by: 
 Jim Heller, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 8/31/19**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	33,508,598.78	10,500,000.00		44,008,598.78
City - RMA Long-Term Investment Fund	1,094,462.00	2,035.00		1,096,497.00
City Checking & Investment Accounts	3,015,368.49	2,990,293.26	2,326,248.03	3,679,413.72
Wastewater Checking	1,945,183.76		370,971.35	1,574,212.41
RA Obligation Retirement Fund	86,107.41	12.74		86,120.15
Totals	<u>39,649,720.44</u>	<u>13,492,341.00</u>	<u>2,697,219.38</u>	<u>50,444,842.06</u>

Prepared by: Patricia Tejada
Patricia Tejada, Accountant II

Approved by: Jim Heller
Jim Heller, City Treasurer

(The following statements are required by California Govt. Code Section 53646 (b) (2,3))
Investments are made pursuant to the City Council approved Investment Policy and Guidelines.
The City of Atwater has the ability to meet its pooled expenditure requirements for the next six months.

Bank Account Detail			
City LAIF	44,008,598.78	Chase General Checking	3,083,121.84
Chandler Asset Mgt.	1,096,497.00	Chase Wastewater Checking	1,574,212.41
		Chase Redevelopment Checking	86,120.15