



NOTICE OF SPECIAL MEETING AUDIT AND FINANCE COMMITTEE OF THE CITY OF ATWATER

NOTICE IS HEREBY GIVEN that a special meeting of the Audit and Finance Committee of the City of Atwater will be held on **Monday, December 9, 2019 at 4:30 PM**, or as soon thereafter as may be held. This meeting will be held in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California.

AGENDA

SPECIAL MEETING CALL TO ORDER:

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

Ambriz _____, **Heller** _____, **Vierra** _____

COMMENTS FROM THE PUBLIC:



NOTICE TO THE PUBLIC

Pursuant to Government Code Section 54954.3, citizens wishing to address the Audit and Finance Committee regarding only the items on the agenda may do so when the item is read for consideration. You may state your name and address for the record; however, it is not required. Please limit comments to three (3) minutes or less. Under the provisions of the California Government Code, the Audit and Finance Committee may not discuss or take action on any item that is not on the agenda.

MINUTES:

1. **August 26, 2019 – Regular meeting**
November 12, 2019 – Special Meeting

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

FUNDING AND BUDGET MATTERS:

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

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

REPORTS AND PRESENTATIONS FROM STAFF:

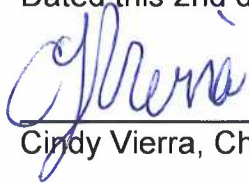
3. **Verbal report regarding new “Lockbox Service” being provided by City’s contracted Bank for the processing of utility bill payments sent through the mail (Finance Director Jacobs-Hunter)**

COMMITTEE MEMBER MATTERS:

Committee Member comments

ADJOURNMENT:

Dated this 2nd day of December 2019.



Cindy Vierra, Chairman

pc: Committee Members
 Atwater Signal/Merced Sun Star



CITY OF ATWATER

AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

August 26, 2019

REGULAR SESSION: (Council Chambers)

The City of Atwater Audit and Finance Committee met in Regular Session this date at 4:30 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California.

ROLL CALL:

Present: Committee Member Heller, Committee Vice Chair Ambriz,
Committee Chair Vierra

Absent: None

Staff Present: City Manager Waterman, Finance Operations Manager Tejeda,
Recording Secretary Perez

SUBSEQUENT NEED ITEMS:

None

APPROVAL OF AGENDA AS POSTED OR AS AMENDED

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

MINUTES:

May 28, 2019 – Regular meeting

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

COMMENTS FROM THE PUBLIC:

Notice to the public was read.

No one came forward to speak at this time.

FUNDING AND BUDGET MATTERS:

Treasurer's Reports for month ending May, June and July 2019

MOTION: Committee Vice Chair Ambriz moved to receive the Treasurer's Reports and recommend approval by the City Council. The motion was seconded by Committee Chair Vierra and the vote was: Ayes: Ambriz, Vierra; Noes: None; Absent: None; Abstain: Heller. The motion passed.

REPORTS AND PRESENTATIONS FROM STAFF:

Verbal report regarding Interim exit conference with internal auditors JJA CPA, Inc. (Finance Operations Manager Tejeda)

Committee Vice Chair Ambriz requested a copy of the report (JJA CPA, Inc.)

COMMITTEE MEMBER MATTERS:

Committee Member comments

Committee Member Heller requested to keep current on the Audit and Finance Committee meetings.

Committee Vice Chair Ambriz had nothing to report. Committee Chair Vierra had nothing to report.

ADJOURNMENT:

The meeting adjourned at 4:42 PM

Cindy Vierra
Committee Chair

By: Gloria Perez,
Recording Secretary



CITY OF ATWATER

SPECIAL MEETING AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

November 12, 2019

CALL TO ORDER:

The City of Atwater Audit and Finance Committee met in Special Session this date at 4:33 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California; Committee Chair Vierra presiding.

PLEDGE OF ALLEGIANCE TO THE FLAG:

MOTION: *Committee Chair Vierra moved to defer the Pledge of Allegiance to the regular City Council Meeting this date at 6:00 PM. The motion was seconded by Committee Vice Chair Ambriz and the vote was: Ayes: Heller, Ambriz, Vierra; Noes: None; Absent: None. The motion passed.*

ROLL CALL:

Present: Committee Member Heller, Committee Vice Chair Ambriz,
Committee Chair Vierra
Absent: None
Staff Present: City Manager Waterman, Finance Director Jacobs-Hunter

COMMENTS FROM THE PUBLIC:

Notice to the public was read.

No one came forward to speak.

MINUTES:

September 23, 2019 – Regular Meeting

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

FUNDING AND BUDGET MATTERS:

Treasurer's Reports for months ending August 31, 2019 and September 30, 2019 (City Treasurer Heller)

Committee Chair Vierra spoke in reference to the Treasurer's Reports, and the "cash debit" column reflects increases to the fund's cash balance and the "cash credits" column reflects decreases/reductions to the fund's cash balance.

Committee Vice Chair Ambriz asked for confirmation that Fund 003 - General Fund Capital still had a deficit cash balance of \$142,530.74. Committee Member/City Treasurer Heller confirmed that the fund still had a negative cash balance of \$142,530.74 as reflected on the 9/30/19 Treasurer's Report.

MOTION: Committee Vice Chair Ambriz moved to approve the Treasurer's Reports for the months ending August 31, 2019 and September 30, 2019 as listed. The motion was seconded by Committee Chair Vierra and the vote was: Ayes: Ambriz, Vierra; Noes: None; Absent: None; Abstain: Heller. The motion passed.

REPORTS AND PRESENTATIONS FROM STAFF:

Verbal report regarding sales tax revenue for the second quarter of 2019 (Finance Director Jacobs-Hunter)

Finance Director Jacobs-Hunter reviewed the second quarter of 2019 sales tax revenue for the City for the regular CA Sales/Use Tax and the ½ cent Public Safety Tax.

Finance Director Jacobs-Hunter provided additional handouts from the State of CA LAO Office regarding the State's fiscal health index for September 2019 and what it means to the statewide economy.

Finance Director Jacobs-Hunter also distributed information from the Federal Reserve and their rate decisions made in 2019.

COMMITTEE MEMBER COMMENTS:

Committee Member Heller commented that due to the City Council only meeting once in December on the 2nd Monday and no meeting scheduled on the 4th Monday that the Audit and Finance Committee could meet on December 9, 2019 at 4:30 PM prior to the regularly scheduled City Council Meeting.

Finance Director Jacobs-Hunter commented that the current meeting could be continued to an Adjourned Meeting on December 9, 2019 at 4:30 PM should the Committee vote to do so.

MOTION: *Committee Chair Vierra moved to continue to an Adjourned Meeting on December 9, 2019 at 4:30 PM. The motion was seconded by Committee Vice Chair Ambriz and the vote was: Ayes: Ambriz, Vierra, Heller; Noes: None; Absent: None. The motion passed.*

ADJOURNMENT:

Committee Chair Vierra adjourned the meeting to Monday, December 9, 2019 at 4:30 PM at the Atwater Civic Center, 750 Bellevue Road, Atwater, California.

The meeting adjourned at 4:47 PM.

CINDY VIERRA
COMMITTEE CHAIR

By: Kellie Jacobs-Hunter
Finance Director

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 10/31/19

| FUND | BEG. BALANCE | CASH DEBITS | CASH CREDITS | ENDING BAL. |
|--|---------------------|--------------------|---------------------|--------------------|
| 0001 General Fund | 1,463,324.25 | 731,516.12 | 799,580.96 | 1,395,259.41 |
| 0003 General Fund Capital | (142,530.74) | 0.00 | 0.00 | (142,530.74) |
| 0004 Public Safety Trans & Use Tax | 564,146.90 | 181,705.11 | 70,973.25 | 674,878.76 |
| 0005 Ferrari Ranch Project Fund | 20,588.14 | 0.00 | 0.00 | 20,588.14 |
| 0007 Measure V Fund | 1,260,579.89 | 51,718.42 | 0.00 | 1,312,298.31 |
| 0008 Measure V 20% Alternative Modes | 254,077.61 | 12,929.61 | 0.00 | 267,007.22 |
| 0009 Abandoned Veh Abatement Fund | 9,031.28 | 1,624.13 | 2,831.43 | 7,823.98 |
| 1005 Police Grants Fund | 342,561.31 | 80,132.38 | 18,821.72 | 403,871.97 |
| 1011 Gas Tax/Street Improvement | 401,585.03 | 143,530.68 | 70,651.70 | 474,464.01 |
| 1013 Local Transportation Fund | 514,508.46 | 0.00 | 0.00 | 514,508.46 |
| 1015 Traffic Circulation Fund | 1,040,069.44 | 0.00 | 0.00 | 1,040,069.44 |
| 1016 Applegate Interchange | 742,002.40 | 0.00 | 0.00 | 742,002.40 |
| 1017 RSTP-Regional Surface Transp Prog | 683,032.02 | 0.00 | 0.00 | 683,032.02 |
| 1018 SB1-Road Maint & Rehab RMRA | 790,942.11 | 55,511.11 | 0.00 | 846,453.22 |
| 1019 LPP-Local Partnership Prg Fund | 0.00 | 0.00 | 0.00 | 0.00 |
| 1020 Parks and Recreation Fund | 1,967,444.04 | 0.00 | 0.00 | 1,967,444.04 |
| 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 | 350,473.53 | 0.00 | 0.00 | 350,473.53 |
| 1091 Police Facility Impact Fee | 122,266.05 | 0.00 | 0.00 | 122,266.05 |
| 1093 Fire Facility Impact Fee | 76,371.81 | 0.00 | 0.00 | 76,371.81 |
| 1095 Government Building Facility | 184,233.70 | 0.00 | 0.00 | 184,233.70 |
| 3064-67 Redevelopment/Successor Agency Funds | 489,822.96 | 880.99 | 4,416.25 | 486,287.70 |
| 4020 Performance Bond Trust | 214,075.14 | 0.00 | 0.00 | 214,075.14 |
| 4030 Narcotics Program Trust | 3,176.10 | 0.00 | 314.70 | 2,861.40 |
| 4060 Section 125 Medical | 2,169.74 | 205.00 | 1,080.00 | 1,294.74 |
| 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 | 1,441,070.61 | 0.00 | 7,070.79 | 1,433,999.82 |
| 5050 CFD Districts | (111,750.10) | 0.00 | 23,430.55 | (135,180.65) |

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 10/31/19

| FUND | BEG. BALANCE | CASH DEBITS | CASH CREDITS | ENDING BAL. |
|-------------------------------------|----------------------|---------------------|---------------------|----------------------|
| 6000 Water Enterprise Fund | 1,317,310.86 | 622,033.54 | 208,971.44 | 1,730,372.96 |
| 6001 Water Fund Capital Replacement | 4,537,471.20 | 0.00 | 4,556.00 | 4,532,915.20 |
| 6002 DBCP Settlement | 252,937.23 | 0.00 | 13,622.41 | 239,314.82 |
| 6004 Water Well- Buhach Colony | 175,895.65 | 0.00 | 0.00 | 175,895.65 |
| 6005 Water Capital Impact Fees | 1,776,160.09 | 0.00 | 0.00 | 1,776,160.09 |
| 6006 Water Operating Reserve Fund | 175,729.13 | 0.00 | 0.00 | 175,729.13 |
| 6007 1,2,3-TCP Fund | 9,577,132.88 | 0.00 | 24.95 | 9,577,107.93 |
| 6010 Sewer Enterprise Fund | 12,811,656.49 | 989,095.40 | 708,131.35 | 13,092,620.54 |
| 6011 Sewer Fund Capital Replacement | 2,681,322.44 | 0.00 | 0.00 | 2,681,322.44 |
| 6020 Sanitation Enterprise | 2,033,257.25 | 401,916.16 | 234,899.01 | 2,200,274.40 |
| 7000 Internal Service Fund | 349,968.71 | 377.42 | 37,153.49 | 313,192.64 |
| 7010 Employee Benefits Fund | 883,051.56 | 4,224.50 | 57,514.99 | 829,761.07 |
| 7020 Risk Management | 230,463.75 | 584.23 | 18,890.75 | 212,157.23 |
| 7030 Information Technology | 196,524.85 | 0.00 | 17,812.45 | 178,712.40 |
| 9090 Accrued Interest Fund | 368,621.41 | 239,201.19 | 0.00 | 607,822.60 |
| TOTAL | 50,588,578.38 | 3,517,185.99 | 2,300,748.19 | 51,805,016.18 |

Prepared by: Patricia Tejada
 Patricia Tejada, Finance Operations Manager

Approved by: Jim Heller
 Jim Heller, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 10/31/19**

| | Beg. Period Balance | Cash Debits | Cash Credits | End Period Balance |
|--------------------------------------|------------------------|---------------------|---------------------|-----------------------|
| City - LAIF | 46,008,598.78 | 237,173.19 | | 46,245,771.97 |
| City - RMA Long-Term Investment Fund | 1,098,534.00 | 2,028.00 | | 1,100,562.00 |
| City Checking & Investment Accounts | 2,192,071.23 | 3,277,971.64 | 1,929,776.85 | 3,540,266.02 |
| Wastewater Checking | 1,203,241.06 | | 370,971.34 | 832,269.72 |
| RA Obligation Retirement Fund | 86,133.31 | 13.16 | | 86,146.47 |
| Totals | <u>50,588,578.38</u> | <u>3,517,185.99</u> | <u>2,300,748.19</u> | <u>51,805,016.18</u> |

Prepared by: Patricia Tejada
Patricia Tejada, Finance Operations Manager

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 | 46,245,771.97 | Chase General Checking | 3,785,594.49 |
| Chandler Asset Mgt. | 1,100,562.00 | Chase Wastewater Checking | 832,269.72 |
| | | Chase Redevelopment Checking | 86,146.47 |