

CITY OF ATWATER

AUDIT AND FINANCE COMMITTEE

AGENDA

Council Chambers
750 Bellevue Road
Atwater, California

August 26, 2019



CALL TO ORDER:

4:30 PM

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

Ambriz _____, Heller _____, Vierra, _____

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

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

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.

To comment on an item that is on the agenda, please wait until the item is read for consideration; please limit comments to a maximum of three (3) minutes.

MINUTES:

1. May 28, 2019

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

REPORTS AND PRESENTATIONS:

- 2. Treasurer's Reports for months ending May, June and July 2019**
(City Treasurer Heller)

Staff's Recommendation: Motion to receive the Treasurer's Report and recommend acceptance by the City Council.

- 3. Verbal report regarding Interim exit conference with internal auditors**
JJA CPA, Inc.

COMMITTEE MEMBER COMMENTS:

Committee Member comments

ADJOURNMENT:

CERTIFICATION:

I, Gloria Perez, Recording Secretary 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.



Gloria Perez
Recording Secretary

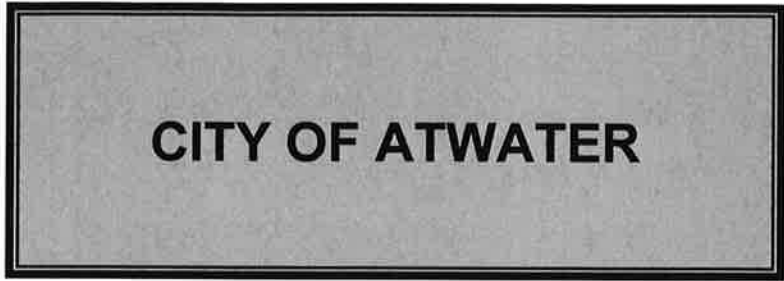
SB 343 NOTICE

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 City Council, Commission or 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) 357-6210. You may also send the request by email to gperez@atwater.org.



AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

May 28, 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 Members Ambriz, Vierra & Heller
Absent: None
Staff Present: City Manager Waterman, Finance Tejeda, Recording Secretary Perez

SUBSEQUENT NEED ITEMS:

None

MINUTES:

1. April 22, 2019

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

MOTION: Chair Vierra moved to approve the minutes as listed. The motion was seconded by 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.

REPORTS AND PRESENTATIONS:

**2. Treasurer's Reports for months ending April 30, 2019
(City Treasurer Heller)**

Staff's Recommendation: Motion to receive the Treasurer's Report and recommend acceptance by the City Council.

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

COMMITTEE MEMBER COMMENTS:

Committee Member updates and comments:

Committee Member Heller had nothing to report.

Vice Chair Ambriz had nothing to report.

Chair Vierra had nothing to report.

FUTURE AGENDA ITEMS:

No future agenda items were requested at this time.

ADJOURNMENT:

The meeting adjourned at 4:45 PM

Cindy Vierra
Audit and Finance Committee Chair

By: Gloria Perez,
Recording Secretary

STATEMENT OF CHANGES IN CASH BALANCE
BY FUND
AS OF 5/31/19

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	(366,406.76)	5,113,685.21	2,023,548.54	2,723,729.91
0003 General Fund Capital	(101,215.33)	1,096.81	132,844.93	(232,963.45)
0004 Measure H Fund	1,407,960.15	151,048.71	397,021.19	1,161,987.67
0005 Ferrari Ranch Project Fund	20,588.14	0.00	0.00	20,588.14
0007 Measure V Fund	1,065,709.84	0.00	340.00	1,065,369.84
0008 Measure V 20% Alternative Modes	279,998.07	0.00	26,631.42	253,366.65
1005 Police Grants Fund	420,244.76	0.00	0.00	420,244.76
1011 Gas Tax/Street Improvement	684,223.81	49,607.20	128,855.84	604,975.17
1013 Local Transportation Fund	457,031.78	212.84	0.00	457,244.62
1015 Traffic Circulation Fund	1,040,214.95	725.00	2,850.00	1,038,089.95
1016 Applegate Interchange	739,476.40	1,263.00	0.00	740,739.40
1017 RSTP-Regional Surface Transp Prog	328,446.02	0.00	0.00	328,446.02
1018 SB1-Road Maint & Rehab RMRA	555,221.86	40,874.05	0.00	596,095.91
1020 Parks and Recreation Fund	1,957,916.04	2,382.00	0.00	1,960,298.04
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	120,662.05	401.00	0.00	121,063.05
1093 Fire Facility Impact Fee	74,291.81	520.00	0.00	74,811.81
1095 Government Building Facility	182,718.66	378.76	0.00	183,097.42
3064-67 Redevelopment/Successor Agency Funds	920,228.02	742,017.55	1,486,721.57	175,524.00
4020 Performance Bond Trust	214,075.14	0.00	0.00	214,075.14
4030 Narcotics Program Trust	5,363.57	0.00	0.00	5,363.57
4060 Section 125 Medical	1,436.73	205.00	258.80	1,382.93
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00
4090 CFD No. 1 Trust	96,831.29	0.10	0.00	96,831.39
5001-55 All Maintenance Districts	1,483,061.74	41,629.35	27,718.70	1,496,972.39
5050 CFD Districts	22,981.17	254,712.24	136,069.20	141,624.21
6000 Water Enterprise Fund	646,577.53	470,798.58	303,345.79	814,030.32
6001 Water Fund Capital Replacement	4,539,636.20	0.00	0.00	4,539,636.20

**STATEMENT OF CHANGES IN CASH BALANCE
BY FUND
AS OF 5/31/19**

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
6002 DBCP Settlement	380,527.98	0.00	37,522.56	343,005.42
6004 Water Well- Buhach Colony	175,265.97	0.00	0.00	175,265.97
6005 Water Capital Impact Fees	1,761,083.59	4,559.50	0.00	1,765,643.09
6006 Water Operating Reserve Fund	175,729.13	0.00	0.00	175,729.13
6007 1,2,3-TCP Fund	525,694.31	0.00	9,024.12	516,670.19
6010 Sewer Enterprise Fund	11,903,563.82	808,491.14	783,869.91	11,928,185.05
6011 Sewer Fund Capital Replacement	2,660,414.44	6,387.00	0.00	2,666,801.44
6020 Sanitation Enterprise	2,485,605.53	390,218.94	455,015.59	2,420,808.88
7000 Internal Service Fund	349,692.56	20,033.82	134,481.19	235,245.19
7010 Employee Benefits Fund	766,596.35	1,350.00	52,853.60	715,092.75
7020 Risk Management	453,879.34	6,001.98	29,170.83	430,710.49
7030 Information Technology	158,909.09	0.00	31,851.16	127,057.93
9090 Accrued Interest Fund	155,109.52	2,006.00	0.00	157,115.52
TOTAL	39,472,190.61	8,110,605.78	6,199,994.94	41,382,801.45

Prepared by: 
Patricia Tejada, Accountant II

Approved by: 
Jim Heller, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 5/31/19**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	29,405,210.89	3,900,000.00		33,305,210.89
City - RMA Long-Term Investment Fund	1,088,410.00	2,006.00		1,090,416.00
City Checking & Investment Accounts	4,905,238.43	4,208,500.97	4,815,306.07	4,298,433.33
Wastewater Checking	3,331,215.05	0.00	643,719.96	2,687,495.09
RA Obligation Retirement Fund	<u>742,116.24</u>	<u>98.81</u>	<u>740,968.91</u>	<u>1,246.14</u>
Totals	<u><u>39,472,190.61</u></u>	<u><u>8,110,605.78</u></u>	<u><u>6,199,994.94</u></u>	<u><u>41,382,801.45</u></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 Alwater has the ability to meet its pooled expenditure requirements for the next six months.

Bank Account Detail			
City LAIF	33,305,210.89	Chase General Checking	4,684,708.82
Chandler Asset Mgt.	1,090,416.00	Chase Wastewater Checking	2,687,495.09
		Chase Redevelopment Checking	1,246.14

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 6/30/19

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	2,723,729.91	1,369,468.40	1,497,214.26	2,595,984.05
0003 General Fund Capital	(232,963.45)	5,497.32	0.00	(227,466.13)
0004 Measure H Fund	1,161,987.67	152,253.35	348,535.22	965,705.80
0005 Ferrari Ranch Project Fund	20,588.14	0.00	0.00	20,588.14
0007 Measure V Fund	1,065,369.84	42,987.31	460.00	1,107,897.15
0008 Measure V 20% Alternative Modes	253,366.65	10,746.83	24,817.32	239,296.16
1005 Police Grants Fund	420,244.76	0.00	0.00	420,244.76
1011 Gas Tax/Street Improvement	604,975.17	54,782.77	69,350.60	590,407.34
1013 Local Transportation Fund	457,244.62	28,525.50	0.00	485,770.12
1015 Traffic Circulation Fund	1,038,089.95	1,096.50	0.00	1,039,186.45
1016 Applegate Interchange	740,739.40	0.00	0.00	740,739.40
1017 RSTP-Regional Surface Transp Prog	328,446.02	0.00	0.00	328,446.02
1018 SB1-Road Maint & Rehab RMRA	596,095.91	43,209.37	0.00	639,305.28
1020 Parks and Recreation Fund	1,960,298.04	2,382.00	0.00	1,962,680.04
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	121,063.05	401.00	0.00	121,464.05
1093 Fire Facility Impact Fee	74,811.81	520.00	0.00	75,331.81
1095 Government Building Facility	183,097.42	378.76	0.00	183,476.18
3064-67 Redevelopment/Successor Agency Funds	175,524.00	409,328.84	498.75	584,354.09
4020 Performance Bond Trust	214,075.14	0.00	0.00	214,075.14
4030 Narcotics Program Trust	5,363.57	0.00	0.00	5,363.57
4060 Section 125 Medical	1,382.93	205.00	0.00	1,587.93
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	1,496,972.39	35.76	24,654.93	1,472,353.22
5050 CFD Districts	141,624.21	0.00	34,997.36	106,626.85
6000 Water Enterprise Fund	814,030.32	501,894.50	406,178.39	909,746.43
6001 Water Fund Capital Replacement	4,539,636.20	0.00	0.00	4,539,636.20

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 6/30/19

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
6002 DBCP Settlement	343,005.42	0.00	24,640.12	318,365.30
6004 Water Well- Buhach Colony	175,265.97	314.84	0.00	175,580.81
6005 Water Capital Impact Fees	1,765,643.09	3,089.00	0.00	1,768,732.09
6006 Water Operating Reserve Fund	175,729.13	0.00	0.00	175,729.13
6007 1,2,3-TCP Fund	516,670.19	0.00	157,902.97	358,767.22
6010 Sewer Enterprise Fund	11,928,185.05	974,296.56	1,015,089.46	11,887,392.15
6011 Sewer Fund Capital Replacement	2,666,801.44	4,067.00	0.00	2,670,868.44
6020 Sanitation Enterprise	2,420,808.88	349,119.93	158,810.90	2,611,117.91
7000 Internal Service Fund	235,245.19	116,642.59	64,919.40	286,968.38
7010 Employee Benefits Fund	715,092.75	179,552.00	43,180.68	851,464.07
7020 Risk Management	430,710.49	144,931.29	10,617.56	565,024.22
7030 Information Technology	127,057.93	86,852.75	31,641.15	182,269.53
9090 Accrued Interest Fund	157,115.52	2,051.00	0.00	159,166.52
TOTAL	41,382,801.45	4,484,630.17	3,913,509.07	41,953,922.55

Prepared by: Patricia Tejada
 Patricia Tejada, Accountant II

Approved by: Jim Heller
 Jim Heller, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 6/30/19**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	33,305,210.89	2,500,000.00		35,805,210.89
City - RMA Long-Term Investment Fund	1,090,416.00	2,051.00		1,092,467.00
City Checking & Investment Accounts	4,298,433.33	1,651,660.47	3,297,485.22	2,652,608.58
Wastewater Checking	2,687,495.09	246,071.43	616,003.85	2,317,562.67
RA Obligation Retirement Fund	1,246.14	84,847.27	20.00	86,073.41
Totals	<u>41,382,801.45</u>	<u>4,484,630.17</u>	<u>3,913,509.07</u>	<u>41,953,922.55</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	35,805,210.89	Chase General Checking	2,993,903.44
Chandler Asset Mgt	1,092,467.00	Chase Wastewater Checking	2,317,562.67
		Chase Redevelopment Checking	86,073.41

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 7/31/19

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	2,595,984.05	1,334,472.37	2,841,515.71	1,088,940.71
0003 General Fund Capital	(227,466.13)	0.00	560.50	(228,026.63)
0004 Measure H Fund	965,705.80	190,662.94	664,675.79	491,692.95
0005 Ferrari Ranch Project Fund	20,588.14	0.00	0.00	20,588.14
0007 Measure V Fund	1,107,897.15	49,077.10	3,305.00	1,153,669.25
0008 Measure V 20% Alternative Modes	239,296.16	12,269.28	20,295.00	231,270.44
0009 Abandoned Veh Abatement Fund	0.00	0.00	474.31	(474.31)
1005 Police Grants Fund	420,244.76	0.00	11,314.70	408,930.06
1011 Gas Tax/Street Improvement	590,407.34	51,537.25	142,120.57	499,824.02
1013 Local Transportation Fund	485,770.12	0.00	0.00	485,770.12
1015 Traffic Circulation Fund	1,039,186.45	0.00	0.00	1,039,186.45
1016 Applegate Interchange	740,739.40	0.00	0.00	740,739.40
1017 RSTP-Regional Surface Transp Prog	328,446.02	0.00	0.00	328,446.02
1018 SB1-Road Maint & Rehab RMRA	639,305.28	53,699.33	0.00	693,004.61
1020 Parks and Recreation Fund	1,962,680.04	0.00	0.00	1,962,680.04
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	0.00	0.00	121,464.05
1093 Fire Facility Impact Fee	75,331.81	0.00	0.00	75,331.81
1095 Government Building Facility	183,476.18	0.00	0.00	183,476.18
3064-67 Redevelopment/Successor Agency Funds	584,354.09	1,013.83	1,100.00	584,267.92
4020 Performance Bond Trust	214,075.14	0.00	0.00	214,075.14
4030 Narcotics Program Trust	5,363.57	0.00	0.00	5,363.57
4060 Section 125 Medical	1,587.93	205.00	33.19	1,759.74
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	1,472,353.22	7,259.20	8,639.20	1,470,973.22
5050 CFD Districts	106,626.85	8,434.62	161,776.38	(46,714.91)
6000 Water Enterprise Fund	909,746.43	521,358.28	365,703.98	1,065,400.73

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 7/31/19

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	318,365.30	0.00	21,265.83	297,099.47
6004 Water Well- Buhach Colony	175,580.81	0.00	0.00	175,580.81
6005 Water Capital Impact Fees	1,768,732.09	0.00	0.00	1,768,732.09
6006 Water Operating Reserve Fund	175,729.13	0.00	0.00	175,729.13
6007 1,2,3-TCP Fund	358,767.22	0.00	416.00	358,351.22
6010 Sewer Enterprise Fund	11,887,392.15	1,786,958.42	1,045,654.77	12,628,695.80
6011 Sewer Fund Capital Replacement	2,670,868.44	0.00	0.00	2,670,868.44
6020 Sanitation Enterprise	2,611,117.91	379,050.04	1,016,495.84	1,973,672.11
7000 Internal Service Fund	286,968.38	193.49	93,391.57	193,770.30
7010 Employee Benefits Fund	851,464.07	1,662.50	45,640.09	807,486.48
7020 Risk Management	565,024.22	507.99	377,104.96	188,427.25
7030 Information Technology	182,269.53	0.00	86,463.25	95,806.28
9090 Accrued Interest Fund	159,166.52	205,382.89	0.00	364,549.41
TOTAL	41,953,922.55	4,603,744.53	6,907,946.64	39,649,720.44

Prepared by: Patricia Tejada
 Patricia Tejada, Accountant II

Approved by: Jim Heller
 Jim Heller, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 7/31/19**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	35,805,210.89	203,387.89	2,500,000.00	33,508,598.78
City - RMA Long-Term Investment Fund	1,092,467.00	1,995.00		1,094,462.00
City Checking & Investment Accounts	2,652,608.58	4,398,327.64	4,035,567.73	3,015,368.49
Wastewater Checking	2,317,562.67		372,378.91	1,945,183.76
RA Obligation Retirement Fund	86,073.41	34.00		86,107.41
Totals	<u>41,953,922.55</u>	<u>4,603,744.53</u>	<u>6,907,946.64</u>	<u>39,649,720.44</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	33,508,598.78	Chase General Checking	2,394,120.04
Chandler Asset Mgt.	1,094,462.00	Chase Wastewater Checking	1,945,183.76
		Chase Redevelopment Checking	86,107.41