



CITY OF ATWATER

REGULAR MEETING AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

January 27, 2020

CALL TO ORDER:

The City of Atwater Audit and Finance Committee met in Regular Session this date at 4:31 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:

Committee Chair Vierra requested to forego the Pledge of Allegiance to the regular City Council Meeting this date at 6:00 PM.

ROLL CALL:

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

Absent: None

Staff Present: Finance Director Jacobs-Hunter, City Manager Waterman

SUBSEQUENT NEED ITEMS:

None to report.

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

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

MINUTES:

December 9, 2019 – Special meeting

MOTION: Committee Chair Vierra moved to approve the minutes as listed. The motion was seconded by Committee Member Heller 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 November 30, 2019 and December 31, 2019 (City Treasurer Heller)

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

REPORTS AND PRESENTATIONS FROM STAFF:

Investment Policy – Review proposed amendments recommended to existing adopted Investment Policy for conformance with State Government Code, Section 53600 *et seq.* (Finance Director Jacobs-Hunter)

Finance Director Jacobs-Hunter presented the proposed amendments to the existing adopted Investment Policy and explained that the Policy hadn't been updated since 2015 and will be reviewed annually during budget season for compliance with State Government Code, Section 53600 *et seq.* Updates will be proposed if needed and then reviewed by Audit and Finance Committee before adoption/amendment by City Council during the adoption of the annual budget.

Finance Director Jacobs-Hunter explained that due to the length of time since the Investment Policy had been reviewed, five years, there are a lot of proposed language amendments but that all the proposed changes are compliant with State Government Code and have been reviewed and approved by the City Attorney.

Finance Director Jacobs-Hunter discussed that the Investment Policy also delegates authority to the City Treasurer to make investments on behalf of the City and that the City has delegated this authority in the past as allowed under the Government Code.

MOTION: Committee Chair Vierra moved to approve the Investment Policy with proposed amendments as presented to be forwarded to City Council for adoption. The motion was seconded by Committee Vice Chair Ambriz and the vote was: Ayes: Heller, 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.

COMMITTEE MEMBER COMMENTS:

Finance Director Jacobs-Hunter provided an update on the lockbox and provided the number of customers who are utilizing the lockbox services being offered by the City since inception.

Treasurer Heller gave an update that \$1,500,000 of property tax revenue was received by the City from Merced County for the first installment of property tax that was due and payable to the County by December 10, 2019.

ADJOURNMENT:

***MOTION:** Committee Chair Vierra moved to adjourn meeting. The motion was seconded by Committee Chair Ambriz and the vote was: Ayes: Heller, Ambriz, Vierra; Noes: None; Absent: None. The motion passed.*

The meeting adjourned at 4:43 PM.

CINDY VIERRA
COMMITTEE CHAIR

By: Kellie Jacobs-Hunter
Finance Director

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 1/31/20

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	788,744.12	3,893,188.26	1,093,737.81	3,588,194.57
0003 General Fund Capital	(143,526.40)	0.00	0.00	(143,526.40)
0004 Public Safety Trans & Use Tax	394,560.71	186,972.82	515,049.51	66,484.02
0005 Ferrari Ranch Project Fund	20,776.09	0.00	0.00	20,776.09
0007 Measure V Fund	1,430,566.77	48,783.86	1,900.00	1,477,450.63
0008 Measure V 20% Alternative Modes	281,502.87	12,195.96	0.00	293,698.83
0009 Abandoned Veh Abatement Fund	7,424.12	0.00	1,644.86	5,779.26
0010 Measure V Regional Fund	0.00	0.00	0.00	0.00
1005 Police Grants Fund	67,713.65	0.00	0.00	67,713.65
1011 Gas Tax/Street Improvement	463,029.00	93,581.98	80,806.41	475,804.57
1013 Local Transportation Fund	519,524.66	18,975.72	0.00	538,500.38
1015 Traffic Circulation Fund	1,051,019.15	19,231.75	0.00	1,070,250.90
1016 Applegate Interchange	751,311.21	1,263.00	0.00	752,574.21
1017 RSTP-Regional Surface Transp Prog	687,805.01	0.00	0.00	687,805.01
1018 SB1-Road Maint & Rehab RMRA	950,054.15	46,995.80	0.00	997,049.95
1019 LPP-Local Partnership Prg Fund	(117.73)	0.00	0.00	(117.73)
1020 Parks and Recreation Fund	1,990,177.22	21,438.00	0.00	2,011,615.22
1050 Buhach Colony High School	227,689.57	0.00	0.00	227,689.57
1055 Neighborhood Stabilization	217,308.08	0.00	0.00	217,308.08
1059-78 Housing Grant Funds	353,413.06	0.00	0.00	353,413.06
1091 Police Facility Impact Fee	124,185.51	3,609.00	0.00	127,794.51
1093 Fire Facility Impact Fee	78,110.65	4,680.00	141.71	82,648.94
1095 Government Building Facility	186,674.35	3,408.84	0.00	190,083.19
3064-67 Redevelopment/Successor Agency Funds	351,984.45	967,904.12	1,712.50	1,318,176.07
4020 Performance Bond Trust	216,029.54	0.00	0.00	216,029.54
4030 Narcotics Program Trust	2,040.40	0.00	0.00	2,040.40
4060 Section 125 Medical	1,704.74	195.00	413.23	1,486.51
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00
4090 CFD No. 1 Trust	97,715.40	0.00	0.00	97,715.40
5001-55 All Maintenance Districts	1,368,425.97	74,564.55	8,673.16	1,434,317.36

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 1/31/20

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
5050 CFD Districts	(201,589.25)	288,902.40	32,799.06	54,514.09
6000 Water Enterprise Fund	1,587,118.57	545,479.62	184,326.00	1,948,272.19
6001 Water Fund Capital Replacement	4,567,567.14	0.00	2,648.00	4,564,919.14
6002 DBCP Settlement	223,482.53	0.00	8,491.60	214,990.93
6004 Water Well- Buhach Colony	177,500.29	220.50	0.00	177,279.79
6005 Water Capital Impact Fees	1,801,515.08	27,265.84	0.00	1,828,780.92
6006 Water Operating Reserve Fund	177,333.44	0.00	0.00	177,333.44
6007 1,2,3-TCP Fund	43,155,920.69	0.00	3,826.89	43,152,093.80
6010 Sewer Enterprise Fund	13,813,343.25	1,015,960.70	713,316.81	14,115,987.14
6011 Sewer Fund Capital Replacement	2,718,604.17	36,973.50	0.00	2,755,577.67
6020 Sanitation Enterprise	2,298,499.82	417,573.40	251,525.17	2,464,548.05
7000 Internal Service Fund	386,330.73	1,088.39	80,122.86	307,296.26
7010 Employee Benefits Fund	905,311.37	5,185.20	59,399.78	851,096.79
7020 Risk Management	461,493.35	102,439.00	171,142.53	392,789.82
7030 Information Technology	148,430.93	0.00	30,499.24	117,931.69
9090 Accrued Interest Fund	0.00	281,635.50	0.00	281,635.50
TOTAL	84,706,708.43	8,119,712.71	3,242,177.13	89,584,244.01

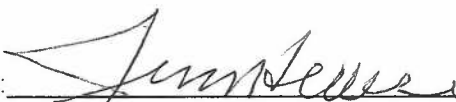
Prepared by: Patricia Tejada
 Patricia Tejada, Finance Operations Manager

Approved by: Jim Heller
 Jim Heller, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 1/31/20**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	64,745,771.97	10,279,584.50	25,356.47	75,000,000.00
City - RMA Long-Term Investment Fund	1,104,653.00	2,051.00		1,106,704.00
City Checking & Investment Accounts	18,765,956.44	(7,016,324.13)	2,845,849.31	8,903,783.00
Wastewater Checking	90,327.02	3,905,224.71	370,971.35	3,624,580.38
RA Obligation Retirement Fund	0.00	949,176.63		949,176.63
Totals	84,706,708.43	8,119,712.71	3,242,177.13	89,584,244.01

Prepared by: 
Patricia Tejada, Finance Operations Manager

Approved by: 
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	75,000,000.00	Chase General Checking	8,810,444.39
Chandler Asset Mgt.	1,106,704.00	Chase Wastewater Checking	3,624,580.38
		Chase Redevelopment Checking	949,176.63