

Pursuant to the provisions of the Governor's Executive Orders N-29-20, which suspended certain requirements of the Brown Act, you may view the agenda, agenda packet and/or the minutes of the meeting at www.atwater.org.

If you wish to make either a general public comment or to comment on a specific agenda item, please submit your comment (include Agenda Item Number in the subject line) to the Finance Director at kjacobshunter@atwater.org. Email comments will be accepted on or before 1:00 PM on December 14, 2020.

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Persons requesting accommodation should contact the City in advance of the meeting, and as soon as possible, at (209) 357-6310.

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 14, 2020 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. **November 23, 2020 – Regular meeting**

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

FUNDING AND BUDGET MATTERS:

2. Treasurer's Reports for month ending October 31, 2020. (City Treasurer Heller)

Staff's Recommendation: Motion to recommend that the City Council approve the Treasurer's Report for the month ending October 31, 2020.

REPORTS AND PRESENTATIONS FROM STAFF:

3. Verbal report from Finance Director Jacobs-Hunter regarding status of Fiscal Year 2019-2020 Independent Audit and Financial Statements.

No action requested. Informational item only.

COMMITTEE MEMBER MATTERS:

Committee Member comments

ADJOURNMENT:

Dated this 9th day of December 2020.



Cindy Vierra, Chairman

cc: Committee Members



CITY OF ATWATER

REGULAR MEETING AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

NOVEMBER 23, 2020

CALL TO ORDER:

The City of Atwater Audit and Finance Committee met in Regular Session this date at 4:35 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California; Committee Chair Vierra presiding (via telephone).

PLEDGE OF ALLEGIANCE OF THE FLAG: *Deferred to Regular Council Meeting.*

ROLL CALL:

Present: Committee Vice Chair Ambriz, Committee Chair Vierra (via telephone), Committee Member Heller

Absent: None

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

SUBSEQUENT NEED ITEMS:

None to report.

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

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

MINUTES:

September 28, 2020 – Regular meeting

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

Treasurer's Report for the month ending September 30, 2020 (City Treasurer Heller)

MOTION: Committee Chair Vierra moved to approve the Treasurer's Report for the month ending September 30, 2020 as listed. The motion was seconded by Vice Chair Ambriz and the vote was: Ayes: Ambriz, Vierra; Noes: none; Abstain: Heller. The motion passed.

REPORTS AND PRESENTATIONS FROM STAFF:

Verbal report from Finance Director Jacobs-Hunter providing an overview of the League of California Cities webinar featuring CDTFA (California Department Taxation and Fee Administration) providing COVID-19 Impacts to local Sales and Use Tax Receipts in California. (Finance Director Jacobs-Hunter)

Finance Director Jacobs-Hunter reviewed the information with the Audit and Finance Committee as it pertained to the City of Atwater and local region.

No action required. Informational item only.

COMMENTS FROM THE PUBLIC:

No one came forward to speak.

COMMITTEE MEMBER COMMENTS:

Discussion occurred amongst members pertaining to calling a Special Meeting of the Audit and Finance Committee on December 14, 2020 at 4:30 PM prior to Regular Council Meeting due to the Christmas Holiday later in the month. Consensus was reached to call a Special Meeting for December 14, 2020 at 4:30 PM.

ADJOURNMENT:

Committee Chair Vierra adjourned the meeting 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 10/31/2020

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	2,655,096.16	798,248.89	700,139.78	2,753,205.27
0003 General Fund Capital	(5,528.24)	0.00	0.00	(5,528.24)
0004 Public Safety Trans & Use Tax	38,046.48	186,976.75	45,673.25	179,349.98
0005 Ferrari Ranch Project Fund	20,927.66	0.00	0.00	20,927.66
0007 Measure V Fund	1,817,225.83	52,299.50	0.00	1,869,525.33
0008 Measure V 20% Alternative Modes	347,840.62	13,074.88	0.00	360,915.50
0009 Abandoned Veh Abatement Fund	3,450.69	0.00	1,253.54	2,197.15
0010 Measure V Regional Fund	(2,106,049.20)	2,105,248.99	0.00	(800.21)
1005 Police Grants Fund	81,307.16	0.00	0.00	81,307.16
1011 Gas Tax/Street Improvement	114,577.74	62,447.28	28,131.79	148,893.23
1013 Local Transportation Fund	506,698.63	18,975.72	0.00	525,674.35
1015 Traffic Circulation Fund	1,189,594.52	22,189.36	0.00	1,211,783.88
1016 Applegate Interchange	759,332.97	0.00	0.00	759,332.97
1017 RSTP-Regional Surface Transp Prog	1,933,116.44	0.00	0.00	1,933,116.44
1018 SB1-Road Maint & Rehab RMRA	1,159,978.10	53,138.80	0.00	1,213,116.90
1019 LPP-Local Partnership Prg Fund	0.00	0.00	0.00	0.00
1020 Parks and Recreation Fund	1,663,348.45	21,531.00	48,466.48	1,636,412.97
1050 Buhach Colony High School	229,350.72	0.00	0.00	229,350.72
1055 Neighborhood Stabilization	218,893.49	0.00	0.00	218,893.49
1059-78 Housing Grant Funds	425,585.69	0.00	0.00	425,585.69
1091 Police Facility Impact Fee	149,755.68	3,208.00	0.00	152,963.68
1093 Fire Facility Impact Fee	110,133.08	4,160.00	0.00	114,293.08
1095 Government Building Facility	211,292.91	3,030.08	0.00	214,322.99
3064-67 Redevelopment/Successor Agency Funds	582,893.61	22,950.89	17,163.75	588,680.75
4020 Performance Bond Trust	217,605.62	0.00	0.00	217,605.62
4030 Narcotics Program Trust	2,055.28	0.00	0.00	2,055.28
4060 Section 125 Medical	3,046.51	195.00	0.00	3,241.51
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00
4090 CFD No. 1 Trust	98,428.29	0.00	0.00	98,428.29
5001-55 All Maintenance Districts	1,384,499.48	0.00	15,032.23	1,369,467.25

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 10/31/2020

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
5050 CFD Districts	(96,370.88)	0.00	27,670.72	(124,041.60)
6000 Water Enterprise Fund	3,167,387.65	542,260.75	178,426.12	3,531,222.28
6001 Water Fund Capital Replacement	4,485,138.37	0.00	8,556.78	4,476,581.59
6002 DBCP Settlement	16,713.23	0.00	0.00	16,713.23
6004 Water Well- Buhach Colony	180,889.10	0.00	0.00	180,889.10
6005 Water Capital Impact Fees	1,999,004.55	21,512.00	0.00	2,020,516.55
6006 Water Operating Reserve Fund	178,627.21	0.00	0.00	178,627.21
6007 1,2,3-TCP Fund	43,036,944.82	0.00	35,309.62	43,001,635.20
6010 Sewer Enterprise Fund	15,114,864.30	894,430.26	640,790.41	15,368,504.15
6011 Sewer Fund Capital Replacement	2,973,144.43	29,336.00	0.00	3,002,480.43
6020 Sanitation Enterprise	2,302,655.45	361,502.16	240,255.14	2,423,902.47
7000 Internal Service Fund	417,375.96	0.00	61,140.46	356,235.50
7010 Employee Benefits Fund	974,388.69	5,699.83	61,176.57	918,911.95
7020 Risk Management	336,916.47	0.00	1,790.00	335,126.47
7030 Information Technology	159,472.51	0.00	76,631.98	82,840.53
9090 Accrued Interest Fund	267,305.55	138,542.98	0.00	405,848.53
TOTAL	89,326,961.78	5,360,959.12	2,187,608.62	92,500,312.28

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 10/31/2020**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	64,625,991.11	138,981.69		64,764,972.80
City - RMA Long-Term Investment Fund	1,122,282.00	1,761.00		1,124,043.00
City Checking & Investment Accounts	1,913,779.33	2,250,333.95	1,814,175.10	2,349,938.18
Wastewater Checking	4,239,350.78	0.00	371,233.81	3,868,116.97
RA Obligation Retirement Fund	73,068.94	2.98		73,071.92
US Bank/Chandler Asset Mgt.	17,142,281.89	2,969,879.50		20,112,161.39
PARS Post-Employment Benefits Trust	<u>210,207.73</u>		<u>2,199.71</u>	<u>208,008.02</u>
Totals	<u><u>89,326,961.78</u></u>	<u><u>5,360,959.12</u></u>	<u><u>2,187,608.62</u></u>	<u><u>92,500,312.28</u></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	64,764,972.80	Chase General Checking	2,495,091.00
Chandler Asset Mgt.	1,124,043.00	Chase Wastewater Checking	3,868,116.97
US Bank/Chandler Asset Mgt.	20,112,161.39	Chase Redevelopment Checking	73,071.92
PARS Post-Employment Benefits Trust	208,008.02		