



# CITY OF ATWATER

## SPECIAL MEETING AUDIT AND FINANCE COMMITTEE

### ACTION MINUTES

**December 9, 2019**

#### CALL TO ORDER:

*The City of Atwater Audit and Finance Committee met in Special Session this date at 4:30 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:** Finance Director Jacobs-Hunter

#### COMMENTS FROM THE PUBLIC:

*Notice to the public was read.*

*No one came forward to speak.*

#### MINUTES:

August 26, 2019 – Regular Meeting

November 12, 2019 – Special 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: Heller, Ambriz, Vierra; Noes: None; Absent: None. The motion passed.**

FUNDING AND BUDGET MATTERS:

Treasurer's Reports for months ending October 31, 2019 (City Treasurer Heller)

**MOTION: Committee Vice Chair Ambriz moved to approve the Treasurer's Reports for the month ending October 31, 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 new "Lockbox Service" being provided by the City's contract bank for the processing of utility bill payments sent through the mail (Finance Director Jacobs-Hunter)

**Finance Director Jacobs-Hunter presented information regarding the new lockbox service that the City began utilizing in November 2019 for utility bill payments that are sent through the mail.**

**Finance Director Jacobs-Hunter provided a handout which detailed the lockbox process and verbally explained how lockbox services are provided by JP Morgan Chase, the City's banking service provider.**

**Finance Director Jacobs-Hunter discussed the pros and cons of lockbox service and how the Finance Department is testing and monitoring the new service.**

**Vice Chair Ambriz ask about the number of customers who paid by mail, online, and the other methods available. Finance Director Jacobs-Hunter wasn't able to provide the numbers but will provide the information at the next committee meeting in January 2020.**

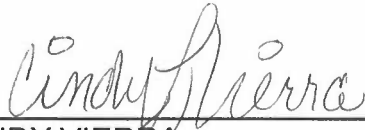
COMMITTEE MEMBER COMMENTS:

**No comments from Committee Member(s).**

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 4:49 PM.***



---

CINDY VIERRA  
COMMITTEE CHAIR

By: Kellie Jacobs-Hunter  
Finance Director