



CITY OF ATWATER

AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

SEPTEMBER 23, 2019

REGULAR SESSION: (Council Chambers)

The City of Atwater Audit and Finance Committee met in Regular Session this date at 4:36 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California; Committee Vice Chair Ambriz presiding.

PLEDGE OF ALLEGIANCE TO THE FLAG:

The Pledge of Allegiance was led by Committee Vice Chair Ambriz.

ROLL CALL:

Present: Committee Member Heller, Committee Vice Chair Ambriz
Absent: Committee Chair Vierra
Staff Present: City Manager Waterman, Finance Operations Manager Tejeda, Executive to the City Manager Martin, Recording Secretary Bengtson-Jennings

SUBSEQUENT NEED ITEMS:

None.

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

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

MINUTES:

May 28, 2019 – Regular meeting

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

FUNDING AND BUDGET MATTERS:

Treasurer's Report for month ending August 31, 2019 (City Treasurer Heller)

MOTION: *Committee Vice Chair Ambriz moved to continue this item to the next regular Audit and Finance Committee meeting of October 28, 2019 in order for full Committee consideration. The motion was seconded by Committee Member Heller and the vote was: Ayes: Heller, Ambriz; Noes: None; Absent: Vierra. The motion passed.*

REPORTS AND PRESENTATIONS FROM STAFF:

Verbal report regarding Purchasing Manual training (Finance Operations Manager Tejada)

Finance Operations Manager Tejada spoke regarding the recent Purchasing Manual training and highlighted key topics in the manual. She stated that the purchase requisition process is being updated.

Committee Vice Chair Ambriz questioned the implementation process.

Finance Operations Manager Tejada stated that kick off for using the new software program for purchase requisitions City-wide is October 1, 2019.

COMMENTS FROM THE PUBLIC:

Notice to the public was read.

No one came forward to speak.

COMMITTEE MEMBER MATTERS:

Committee Member comments

Committee Member Heller had nothing to report.

Committee Vice Chair Ambriz had nothing to report.

ADJOURNMENT:

Committee Vice Chair Ambriz adjourned the meeting at 4:48 PM.



DANNY AMBRIZ
COMMITTEE VICE CHAIR

By: Kim Bengtson-Jennings
Recording Secretary