

# CITY OF ATWATER

## AUDIT AND FINANCE COMMITTEE

### AGENDA

Council Chambers  
750 Bellevue Road  
Atwater, California

**January 23, 2023**



CALL TO ORDER:

**4:30 PM**

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

**Ambriz \_\_\_\_\_, Borba \_\_\_\_\_, Nelson \_\_\_\_\_**

APPROVAL OF AGENDA AS POSTED OR AS AMENDED: (This is the time for the Audit and Finance Committee to remove items from the agenda or to change the order of the agenda.)

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

SUBSEQUENT NEED ITEMS: (The Chair shall announce any requests for items requiring immediate action subsequent to the posting of the agenda. Subsequent need items require a two-thirds vote of the members of the Audit and Finance Committee present at the meeting.)

MINUTES:

#### **1. Nomination and Appointment of Audit and Finance Committee Chairperson**

**Staff's Recommendation:** That the Audit and Finance Committee, after opening and closing the nomination period by roll call vote of nominees in motion to appoint one (1) candidate serve as Chairperson, the term of one (1) year, ending December 31, 2023.

#### **2. Nomination and Appointment of Audit and Finance Committee Vice Chairperson**

**Staff's Recommendation:** That the Audit and Finance Committee, after opening and closing the nomination period by roll call vote of nominees in motion to appoint one (1) candidate serve as Vice Chairperson, the term of one (1) year, ending December 31, 2023.

**3. December 12, 2022 – Regular Meeting**

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

**FUNDING AND BUDGET MATTERS:**

- 4. Treasurer's Report (unaudited) for the month ending November 30, 2022 (City Treasurer Borba)**

**Staff's Recommendation:** Motion to recommend that the City Council accept the Treasurer's Report for the month ending November 30, 2022.

**REPORTS AND PRESENTATIONS FROM STAFF:**

- 5. Verbal presentation on MuniServices' 3<sup>rd</sup> Quarter 2022 Report on Sales Tax and Business Activity for the City of Atwater. (Finance Director Youmara)**

No action requested. Informational item only.

**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. Please limit comments to a maximum of three (3) minutes.

**COMMITTEE MEMBER MATTERS:**

Committee Member comments

**ADJOURNMENT:**

**CERTIFICATION:**

I, Delilah Youmara, Finance Director 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.

*Delilah Youmara*

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Delilah Youmara  
Finance Director

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 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) 357-6310. You may also send the request by email to [dyoumara@atwater.org](mailto:dyoumara@atwater.org).*



# CITY OF ATWATER

## REGULAR MEETING AUDIT AND FINANCE COMMITTEE

### ACTION MINUTES

December 12, 2022

*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 Ambriz presiding.*

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

#### ROLL CALL:

**Present:** Committee Chair Ambriz, Committee Vice Chair Button,  
Committee Member Borba  
**Absent:** None  
**Staff Present:** City Manager Waterman, Finance Director Youmara

#### APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

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

#### SUBSEQUENT NEED ITEMS:

*None to report.*

#### MINUTES:

September 26, 2022 – Regular meeting

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

FUNDING AND BUDGET MATTERS:

Treasurer's Report for the month ending October 31, 2022 (City Treasurer Borba)

***MOTION: Committee Chair Ambriz moved to approve the October 31, 2022 Treasurer's Report as listed. The motion was seconded by Committee Vice Chair Button and the vote was: Ayes: Button, Ambriz; Noes: None. The motion passed.***

REPORTS AND PRESENTATIONS FROM STAFF:

**Verbal presentation on MuniServices' 2<sup>nd</sup> Quarter 2022 Report on Sales Tax and Business Activity for the City of Atwater. (Finance Director Youmara)**

***Finance Director Youmara updated Committee on MuniServices' 2<sup>nd</sup> Quarter 2022 Report on Sales Tax and Business Activity for the City of Atwater.***

***No action requested. Informational item only.***

COMMENTS FROM THE PUBLIC:

***No one came forward to speak.***

COMMITTEE MEMBER COMMENTS:

***None to report.***

ADJOURNMENT:

***Committee Chair Ambriz adjourned the meeting at 4:40 PM.***

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DANNY AMBRIZ  
COMMITTEE CHAIR

By: Delilah Youmara  
Finance Director

**STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED**  
**BY FUND**  
**AS OF 11/30/22**

<b>FUND</b>	<b>BEG. BALANCE</b>	<b>CASH DEBITS</b>	<b>CASH CREDITS</b>	<b>ENDING BAL.</b>
0001 General Fund	11,245,376.57	1,119,898.29	1,057,104.77	11,308,170.09
0003 General Fund Capital	398,398.92	0.00	314,169.51	84,229.41
0004 Public Safety Trans & Use Tax	714,315.93	247,065.22	160,119.62	801,261.53
0005 Ferrari Ranch Project Fund	21,088.45	0.00	18,815.55	2,272.90
0007 Measure V Fund	3,527,077.18	70,827.36	0.00	3,597,904.54
0008 Measure V 20% Alternative Modes	613,601.96	17,706.84	2,775.12	628,533.68
0009 Abandoned Veh Abatement Fund	(3,481.72)	36.48	2,435.40	(5,880.64)
0010 Measure V Regional Fund	(6,870.26)	0.00	4,764.08	(11,634.34)
1005 Police Grants Fund	84,241.50	0.00	14,233.00	70,008.50
1010 ARPA-American Rescue Plan Act	5,254,988.37	0.00	45,121.37	5,209,867.00
1011 Gas Tax/Street Improvement	(115,816.35)	65,882.84	67,004.15	(116,937.66)
1013 Local Transportation Fund	601,836.64	212.84	778.98	601,270.50
1015 Traffic Circulation Fund	1,476,574.52	725.00	0.00	1,477,299.52
1016 Applegate Interchange	768,961.80	1,263.00	0.00	770,224.80
1017 RSTP-Regional Surface Transp Prog	2,694,520.44	947.15	111,948.92	2,583,518.67
1018 SB1-Road Maint & Rehab RMRA	1,950,744.08	61,066.67	5,885.00	2,005,925.75
1019 LPP-Local Partnership Prg Fund	0.00	0.00	0.00	0.00
1020 Parks and Recreation Fund	2,315,990.45	2,382.00	0.00	2,318,372.45
1040 General Plan Update-Housing Element	(48,000.00)	0.00	0.00	(48,000.00)
1041 General Plan Update Fund	350,440.14	0.00	0.00	350,440.14
1050 Buhach Colony High School	231,113.14	0.00	0.00	231,113.14
1055 Neighborhood Stabilization	220,575.56	0.00	0.00	220,575.56
1059-80 Housing Grant Funds	756,293.94	500.00	0.00	756,793.94
1091 Police Facility Impact Fee	211,923.06	401.00	0.00	212,324.06
1093 Fire Facility Impact Fee	189,714.90	520.00	0.00	190,234.90
1095 Government Building Facility	272,044.42	378.76	0.00	272,423.18
3064-67 Redevelopment/Successor Agency Funds	1,867,102.91	50,803.73	105,441.80	1,812,464.84
4020 Performance Bond Trust	219,277.78	0.00	0.00	219,277.78
4030 Narcotics Program Trust	2,071.05	0.00	0.00	2,071.05
4060 Section 125 Medical	2,782.50	285.00	1,080.00	1,987.50

**STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED**  
**BY FUND**  
AS OF 11/30/22

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00
4080 Pension Rate Stblztn 115 Trust	243,483.98	11,497.24	0.00	254,981.22
4090 CFD No. 1 Trust	130,788.82	0.00	0.00	130,788.82
5001-55 All Maintenance Districts	1,304,485.64	0.00	14,084.24	1,290,401.40
5050 CFD Districts	(155,791.55)	0.00	37,543.95	(193,335.50)
6000 Water Enterprise Fund	9,482,266.49	571,693.08	270,827.06	9,783,132.51
6001 Water Fund Capital Replacement	2,428,126.02	0.00	19,545.91	2,408,580.11
6002 DBCP Settlement	20,540.74	0.00	0.00	20,540.74
6004 Water Well- Buhach Colony	183,572.47	0.00	0.00	183,572.47
6005 Water Capital Impact Fees	2,536,076.56	3,179.75	0.00	2,539,256.31
6006 Water Operating Reserve Fund	179,999.84	0.00	0.00	179,999.84
6007 1,2,3-TCP Fund	15,521,318.25	249,234.32	21,597.76	15,748,954.81
6010 Sewer Enterprise Fund	16,598,639.50	1,203,845.69	1,098,311.86	16,704,173.33
6011 Sewer Fund Capital Replacement	3,592,699.28	6,697.00	0.00	3,599,396.28
6020 Sanitation Enterprise	2,857,573.16	323,952.81	273,117.27	2,908,408.70
7000 Internal Service Fund	377,926.67	453.54	132,531.86	245,848.35
7001 ISF Equipment/Bldg Replacement	0.00	0.00	0.00	0.00
7010 Employee Benefits Fund	753,449.99	7,968.91	72,166.48	689,252.42
7020 Risk Management	369,780.76	14,938.00	9,590.74	375,128.02
7030 Information Technology	449,771.31	0.00	34,241.81	415,529.50
9090 Accrued Interest Fund	342,936.83	1,393.00	0.00	344,329.83
<b>TOTAL</b>	<b>93,034,532.64</b>	<b>4,035,755.52</b>	<b>3,895,236.21</b>	<b>93,175,051.95</b>

Prepared by:   
Patty Tejada, Finance Operations Manager

Approved by:   
Mark Borba, City Treasurer

**Statement of Changes in Cash Balance  
by Bank  
As of 11/30/2022**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	55,398,627.98			55,398,627.98
City - RMA Long-Term Investment Fund	1,155,832.00	1,393.00		1,157,225.00
City Checking & Investment Accounts	8,548,382.05	3,723,695.06	3,473,928.95	8,798,148.16
Wastewater Checking	6,216,799.68		371,371.36	5,845,428.32
RA Obligation Retirement Fund	0.00	49,935.90	49,935.90	0.00
US Bank/Chandler Asset Mgt.	21,471,406.95	249,234.32		21,720,641.27
PARS Post-Employment Benefits Trust	243,483.98	11,497.24		254,981.22
<b>Totals</b>	<u>93,034,532.64</u>	<u>4,035,755.52</u>	<u>3,895,236.21</u>	<u>93,175,051.95</u>

Prepared by: P. Tejada  
Patty Tejada, Finance Operations Manager

Approved by: [Signature]  
Mark Borba, 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	55,398,627.98	Chase General Checking	9,629,444.17
Chandler Asset Mgt.	1,157,225.00	Chase Wastewater Checking	5,845,428.32
US Bank/Chandler Asset Mgt.	21,720,641.27	Chase Redevelopment Checking	0.00
PARS Post-Employment Benefits Trust	254,981.22	Chase Savings Account	0.00