

CITY OF ATWATER

AUDIT AND FINANCE COMMITTEE

AGENDA

Council Chambers
750 Bellevue Road
Atwater, California

February 27, 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. January 23, 2023 – Regular Meeting

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

FUNDING AND BUDGET MATTERS:

2. Treasurer's Report (unaudited) for the month ending January 31, 2023 (City Treasurer Borba)

Staff's Recommendation: Motion to recommend that the City Council accept the Treasurer's Report for the month ending January 31, 2023.

REPORTS AND PRESENTATIONS FROM STAFF:

3. Verbal report providing an overview of the January 2023 U.S. Retail Sales, provided by the State of California Legislative Analyst's Office. (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

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.



CITY OF ATWATER

REGULAR MEETING AUDIT AND FINANCE COMMITTEE

ACTION MINUTES

January 23, 2023

The City of Atwater Audit and Finance Committee met in Regular Session this date at 4:38 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 Nelson,
Committee Member Borba
Absent: City Manager Waterman
Staff Present: Finance Director Youmara

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

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

SUBSEQUENT NEED ITEMS:

None to report.

MINUTES:

Nomination and Appointment of Audit and Finance Committee Chairperson

The Audit and Finance Committee, after opening and closing the nomination period by roll call vote of nominees first nominated Committee Member Mike Nelson. The nomination did not pass, and the vote was: Ayes: Ambriz Noes: Nelson, Borba. Committee Member Danny Ambriz was nominated second and he was nominated and appointed to serve as Chairperson, the term of one (1) year, ending December 31, 2023. The vote was Ayes: Nelson, Borba Noes: Ambriz. The nomination passed.

Nomination and Appointment of Audit and Finance Committee Vice Chairperson

The Audit and Finance Committee, after opening and closing the nomination period by roll call vote of nominees in motion nominated and appointed Committee Member Mike Nelson to serve as Vice Chairperson, the term of one (1) year, ending December 31, 2023. The vote was: Ayes: Ambriz, Nelson, Borba Noes: None. The nomination passed.

December 12, 2022 – Regular meeting

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

FUNDING AND BUDGET MATTERS:

Treasurer's Report for the month ending November 30, 2022 (City Treasurer Borba)

MOTION: Committee Vice Chair Nelson moved to approve the November 30, 2022 Treasurer's Report as listed. The motion was seconded by Committee Chair Ambriz and the vote was: Ayes: Nelson, Ambriz; Noes: None. The motion passed.

REPORTS AND PRESENTATIONS FROM STAFF:

Verbal presentation on MuniServices' 3rd Quarter 2022 Report on Sales Tax and Business Activity for the City of Atwater. (Finance Director Youmara)

Finance Director Youmara updated Committee on MuniServices' 3rd 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 4:54 PM.

DANNY AMBRIZ
COMMITTEE CHAIR

By: Delilah Youmara
Finance Director

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 01/31/2023

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	11,363,727.85	4,895,286.10	1,358,307.93	14,900,706.02
0003 General Fund Capital	(347,284.65)	0.00	15,621.16	(362,905.81)
0004 Public Safety Trans & Use Tax	985,663.75	224,053.44	90,970.01	1,118,747.18
0005 Ferrari Ranch Project Fund	2,290.81	0.00	0.00	2,290.81
0007 Measure V Fund	3,693,866.35	65,418.25	0.00	3,759,284.60
0008 Measure V 20% Alternative Modes	616,463.71	16,354.56	1,375.15	631,443.12
0009 Abandoned Veh Abatement Fund	980.80	0.00	3,872.53	(2,891.73)
0010 Measure V Regional Fund	(14,045.73)	0.00	5,451.43	(19,497.16)
1005 Police Grants Fund	70,274.01	0.00	0.00	70,274.01
1010 ARPA-American Rescue Plan Act	5,142,442.49	0.00	60,629.05	5,081,813.44
1011 Gas Tax/Street Improvement	(21,275.98)	131,607.13	68,821.10	41,510.05
1013 Local Transportation Fund	602,269.26	212.84	2,450.00	600,032.10
1015 Traffic Circulation Fund	1,482,746.83	725.00	0.00	1,483,471.83
1016 Applegate Interchange	773,065.96	0.00	0.00	773,065.96
1017 RSTP-Regional Surface Transp Prog	2,592,866.21	0.00	691.87	2,592,174.34
1018 SB1-Road Maint & Rehab RMRA	1,883,586.41	59,789.54	5,627.50	1,937,748.45
1019 LPP-Local Partnership Prg Fund	0.00	0.00	0.00	0.00
1020 Parks and Recreation Fund	2,328,467.77	2,382.00	0.00	2,330,849.77
1040 General Plan Update-Housing Element	(50,000.00)	0.00	0.00	(50,000.00)
1041 General Plan Update Fund	1,240,085.25	900,000.00	0.00	2,140,085.25
1055 Neighborhood Stabilization	221,389.38	0.00	0.00	221,389.38
1059-80 Housing Grant Funds	760,186.83	10,650.00	0.00	770,836.83
1091 Police Facility Impact Fee	261,569.19	401.00	0.00	261,970.19
1093 Fire Facility Impact Fee	253,881.41	520.00	0.00	254,401.41
1095 Government Building Facility	273,426.60	378.76	0.00	273,805.36
3064-67 Redevelopment/Successor Agency Funds	1,748,767.78	901,277.62	3,992.50	2,646,052.90
4020 Performance Bond Trust	220,086.82	0.00	0.00	220,086.82
4030 Narcotics Program Trust	2,078.68	0.00	0.00	2,078.68
4060 Section 125 Medical	882.50	210.00	0.00	1,092.50
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 01/31/2023

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
4080 Pension Rate Stblztn 115 Trust	246,932.53	13,811.62	0.00	260,744.15
4090 CFD No. 1 Trust	131,271.37	0.00	0.00	131,271.37
5001-55 All Maintenance Districts	1,335,005.12	77,734.96	17,426.86	1,395,313.22
5050 CFD Districts	(231,454.89)	327,260.76	23,628.96	72,176.91
6000 Water Enterprise Fund	9,339,868.86	682,302.20	496,647.08	9,525,523.98
6001 Water Fund Capital Replacement	2,283,089.08	0.00	3,162.21	2,279,926.87
6002 DBCP Settlement	20,616.52	0.00	0.00	20,616.52
6004 Water Well- Buhach Colony	184,249.77	0.00	0.00	184,249.77
6005 Water Capital Impact Fees	2,601,685.88	4,650.25	0.00	2,606,336.13
6006 Water Operating Reserve Fund	180,663.95	0.00	0.00	180,663.95
6007 1,2,3-TCP Fund	15,993,650.31	243,810.10	34,294.00	16,203,166.41
6010 Sewer Enterprise Fund	16,409,579.67	960,915.93	1,635,324.86	15,735,170.74
6011 Sewer Fund Capital Replacement	3,680,129.10	4,517.00	0.00	3,684,646.10
6020 Sanitation Enterprise	2,761,070.91	432,009.05	279,237.36	2,913,842.60
7000 Internal Service Fund	530,644.40	233.83	95,458.32	435,419.91
7001 ISF Equipment/Bldg Replacement	100,368.95	0.00	0.00	100,368.95
7010 Employee Benefits Fund	835,668.77	7,672.90	55,203.21	788,138.46
7020 Risk Management	717,967.25	0.00	215,414.26	502,552.99
7030 Information Technology	487,396.28	0.00	34,045.71	453,350.57
9090 Accrued Interest Fund	0.00	290,830.58	0.00	290,830.58
TOTAL	93,696,864.12	10,255,015.42	4,507,653.06	99,444,226.48

Prepared by: 
Patty Tejada, Finance Operations Manager

Approved by: 
Mark Borba, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 01/31/2023**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	55,398,627.98	289,400.58		55,688,028.56
City - RMA Long-Term Investment Fund	1,158,618.00	1,430.00		1,160,048.00
City Checking & Investment Accounts	9,697,382.40	9,706,559.94	4,136,281.70	15,267,660.64
Wastewater Checking	5,474,056.96		371,371.36	5,102,685.60
RA Obligation Retirement Fund	0.00	3.18		3.18
US Bank/Chandler Asset Mgt.	21,721,246.25	243,810.10		21,965,056.35
PARS Post-Employment Benefits Trust	246,932.53	13,811.62		260,744.15
Totals	93,696,864.12	10,255,015.42	4,507,653.06	99,444,226.48

Prepared by: 
Patty Tejada, Finance Operations Manager

Approved by: 
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	55,688,028.56	Chase General Checking	12,799,883.32
Chandler Asset Mgt.	1,160,048.00	Chase Wastewater Checking	5,102,685.60
US Bank/Chandler Asset Mgt.	21,965,056.35	Chase Redevelopment Checking	3.18
PARS Post-Employment Benefits Trust	260,744.15	Chase Savings Account	0.00