



Adopted Budget

FY 2018-19 and FY 2019-20

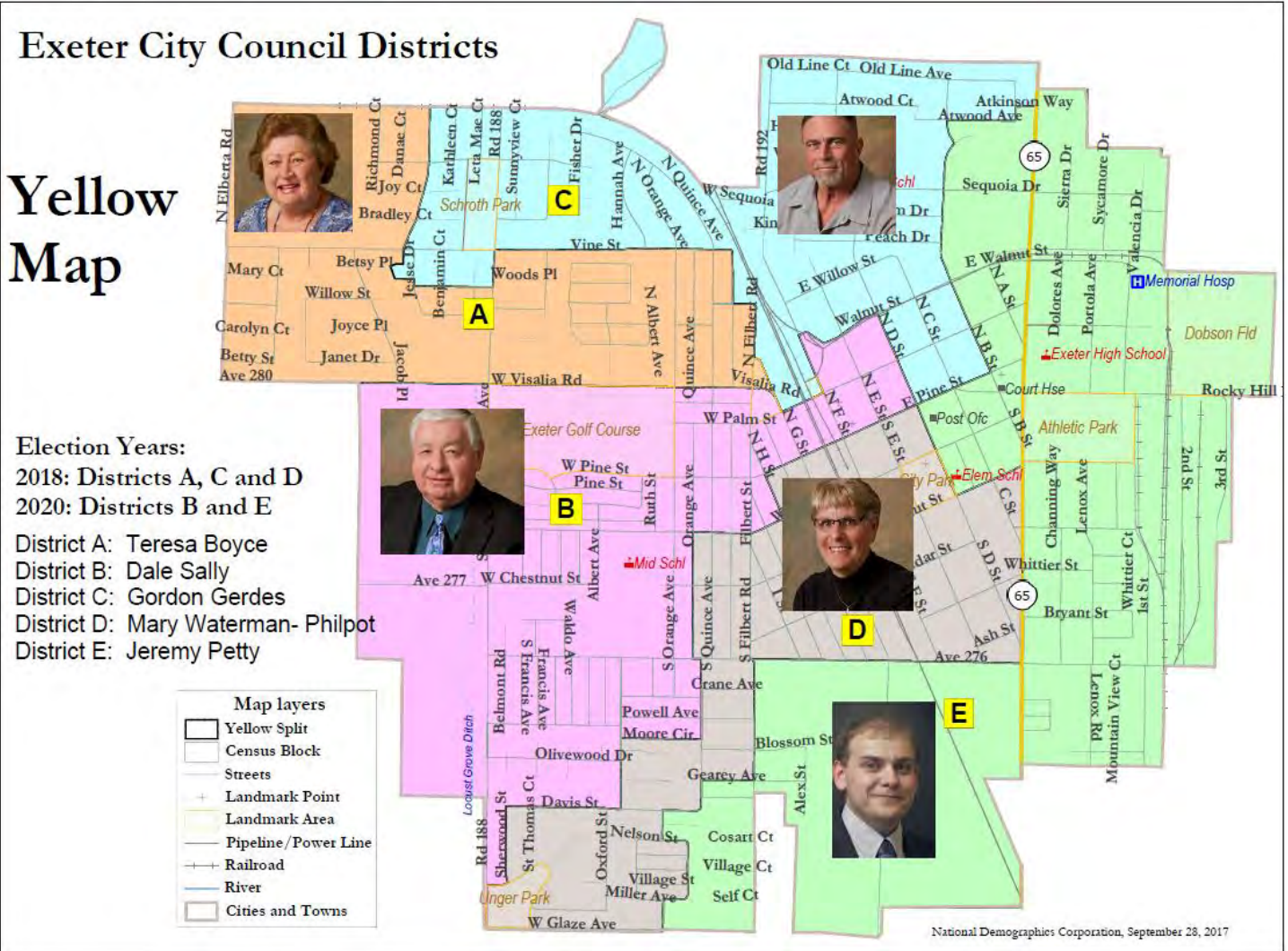
Exeter, California

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# Exeter City Council

July 1, 2018



**City Council:** Mayor Teresa Boyce  
 Mayor Pro Tem Mary Waterman-Philpot  
 Gordon Gerdes  
 Jeremy Petty  
 Dale Sally

City Administrator - Eric Frost

Police Chief – John Hall

Finance Director - Chris Tavarez

Public Works Director - Daymon Qualls

City Clerk/Personnel Officer – Shonna Oneal

City Organizational Chart

July 1, 2018

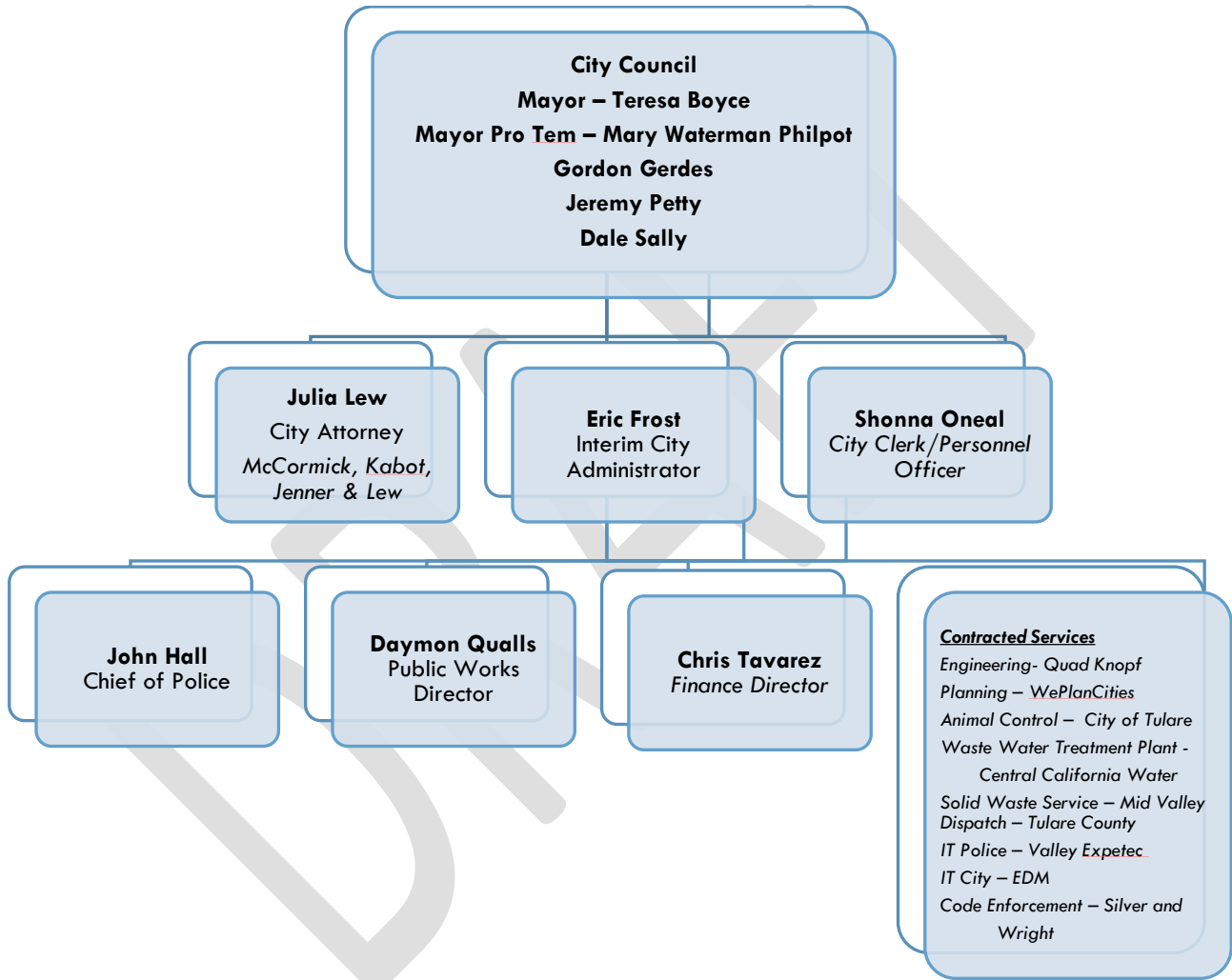


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## Office of the City Administrator

100 North C Street – PO Box 237 Exeter, CA 93221  
 Ph. #559-592-9244 Fax # 559-592-3556

June 12, 2018

Mayor and City Council:

It is with pleasure that we present to Council the Exeter 2018-19 and 2019-20 two-year budget. The budget is the financial outline of the programs and services the Council directs for the City of Exeter. This year, the budget has made strides in providing a more sustainable fiscal plan than in the past. The General Fund budget is balanced for the first time in 4 years. Capital investment is increased and training is restored.

**General Fund Actions.** Some of the specific actions taken in the General Fund are shown in Table I, Proposed General Fund and COPS Fund Discretionary Increases:

Table I  
 Recap of Proposed General Fund and COPS Fund Discretionary Increases

Council	\$ 3,500 - Reinstatement of Council per meeting pay at prior levels of \$22.50 a meeting for Council members and \$45 a meeting for the Mayor.
Gen. Gov.	\$ 7,000 - Election costs which occur every other year.
Police	\$ 10,000 - Increased overtime \$ 9,000 - increased special departmental supplies \$ 5,000 - increased POST training
Parks	\$ 10,000 - Tree trimming, not been programmed for some time \$ 2,000 - Equipment, needed for periodic replacement
Small Capital	<u>\$132,000</u> – Police Vehicles, Police Vests, Municipal Code Update and Parks Eq.
<b>Total Inc.</b>	<b><u>\$178,500</u></b>

At the same time, the budget proposes to set aside the Tulare County Fire Tax credit, a reduction in the fire charges paid by the City of \$100,000 a year for the next three years, to be set-aside in a sinking fund for the purchase of a new fire apparatus. In the past, this credit for the two previous years was used to fund General Fund operations.

The budget continues the Recreation Supervisor’s position at 30 hours a week. In time, the City should consider restoring this position to 40 hours a week if and when monies are available.

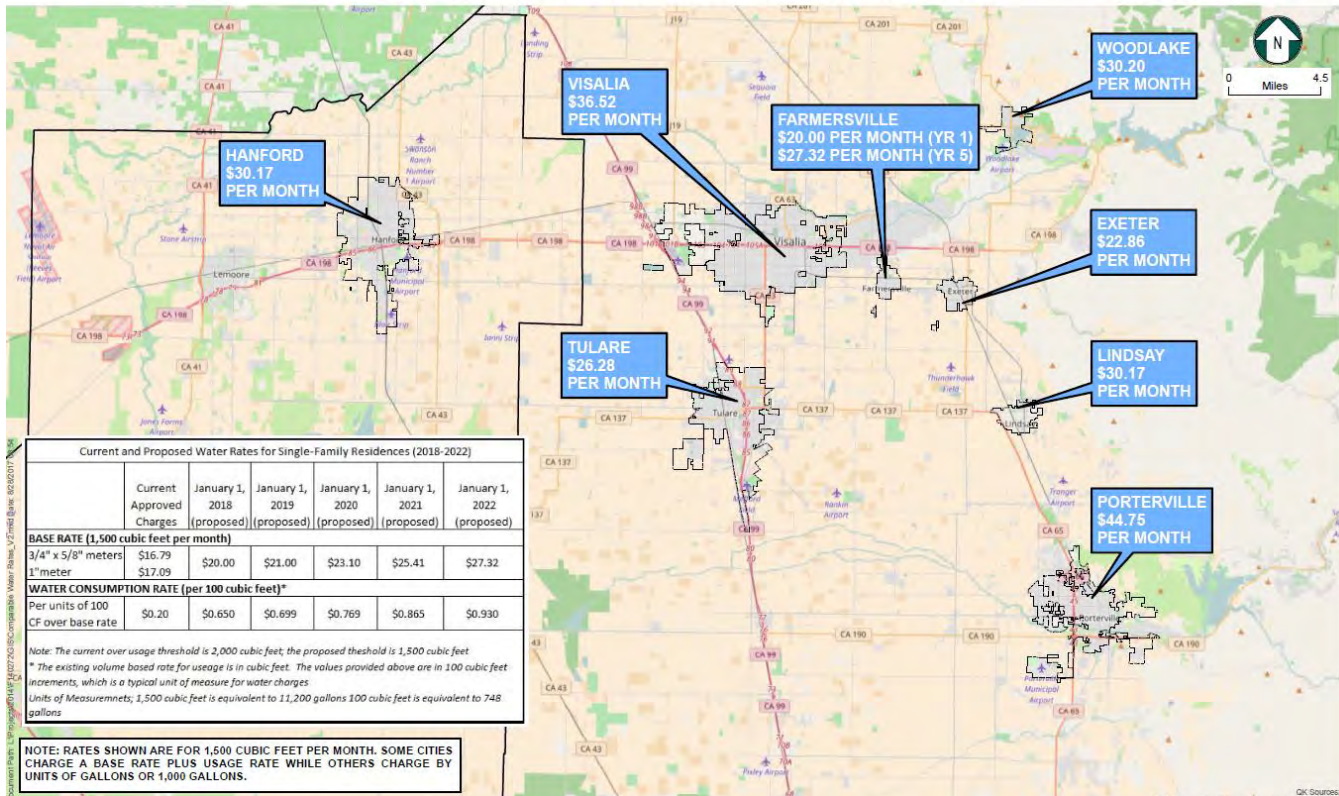
**Investing in City Enterprises.** With that said, the budget has uncovered a need to reinvest in the City’s water and sewer system. These backbone public works facilities need capital investment to:

- Improve water pressure stability
- Reduce water leaks
- Improve sewer lift station reliability

The budget proposes to address these issues. However, such efforts require the City to review its utility rates and potentially propose a rate increase. The good news is that the City’s water rates are lower than most other communities in the area as shown by the graphic below in a recent graphic produced by the City of Farmersville, Graphic 1, Comparable Water Rates.

Graphic 1

### COMPARABLE WATER RATES



Other Funds



One particular important improvement that the City has made is to remove from the General Fund a number of activities which are now accounted for in special revenue funds. The affected funds are:

- COPS grants
- Landscape and Lighting Districts
- Police Donations
- CASp Program monies
- Facilities Impact Fees

These funds in the past were in the General Fund. By placing them in their own fund, the City Council will be better able to manage and direct the use of these funds in the management of the City.

Capital

This budget proposes to accomplish a number of things that will improve the reliability of the City’s main infrastructure investments in Water, Sewer and Roads. The proposed capital plan totals \$2.7 million for FY 2018/19 and \$0.5 million for FY 2019/20. The main projects by dollar amount are:

	FY 2018/19	FY 2019/20
Palm Street Dig Out	\$1,500,000	
Street Slurry Seals	200,000	\$ 200,000
Water Master Plan	125,000	
Water/Sewer Telemetry	250,000	
Pipeline Replacement	100,000	100,000
Sewer Lift Station Reliability	50,000	50,000
All Other Capital	<u>535,000</u>	<u>182,000</u>
<b>Total</b>	<b>\$2,760,000</b>	<b>\$ 532,000</b>

Future

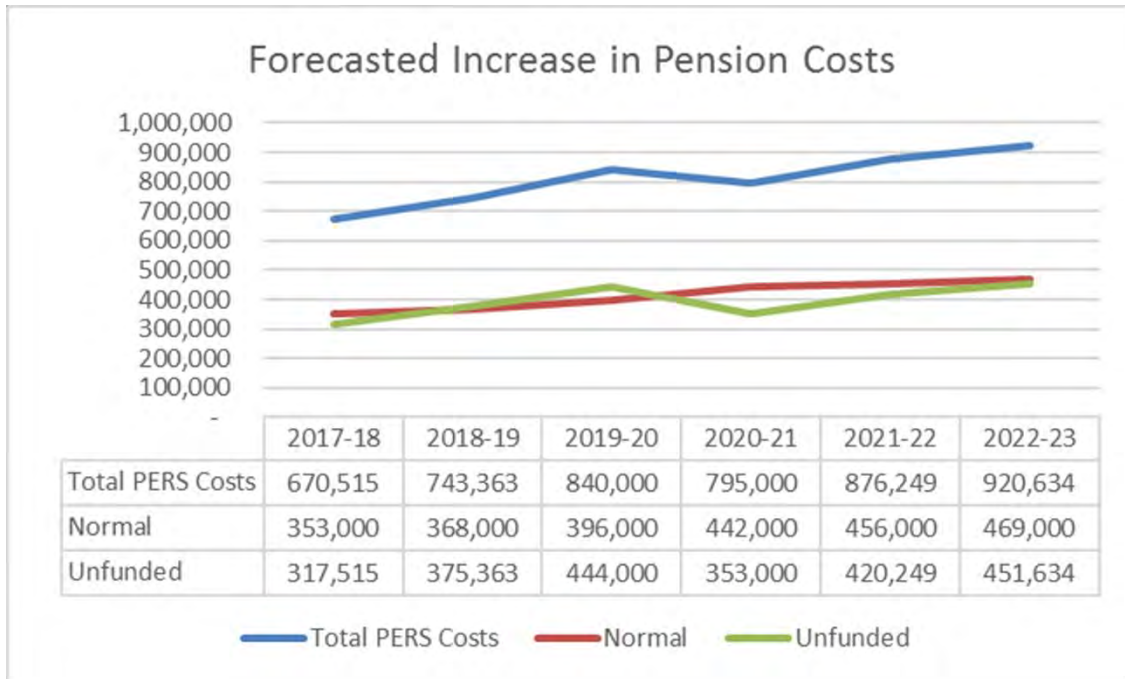
The City faces significant fiscal head wind in the coming years. Over the next five years, the City’s contributions to CalPERS is projected to increase \$50,000 a year each year, increasing the City’s CalPERS contribution from \$600,000 to almost \$900,000 a year. See [Graphic II, Forecasted Increase in Pension Costs](#). To cope with these increased costs as well as other costs that will increase with time, the City will need to find ways to improve its operations and lower costs.

Despite these challenges, the City has made great improvements this last year by:

- 1) Balancing the General Fund
- 2) Identifying needs in the Enterprise Funds
- 3) Identifying how to continue forward with all operations in the City in a sustainable manner
- 4) Funding essential services in a manner that will continue to improve the City’s operations

I remain firmly optimistic that the City will meet and succeed in what will probably be a difficult fiscal period for many governments in California.

Graphic II



Acknowledgements

As with most great endeavors, the development of this budget has been accomplished by the efforts many people pulling together to improve this document. It should be noted that your new Finance Director, Chris Tavaréz was key in making the improvements you see in the document.

Sincerely,

Eric Frost  
Interim City Administrator

## Council Priorities

At the City Council’s February 3, 2018 workshop, the Council was asked to generate a list of items of concern or desire, designated with a d or c before each item. The following is the Council’s list with the number of votes each item received. One item, pot holes, receive two votes from on Council member. The items are divided into items which use General Fund, some General Fund or No General Fund resources because the General Fund has had the greatest strain for the last several years.

Votes	<b>General Fund Items</b>	Votes	<b>Some General Fund</b>
d 5	Code Enforcement	c 3	Industrial Park Economic Development
d 5	Downtown Police	c 2	Reserves - Fire Trucks, Police, Clarifier
d 5	Sales Tax - Budget		
d 3	Community Contributions - EDC, Chamber		
d 3	Lawsuits		<b>Non-General Fund</b>
d 3	Leave Dobson unchanged	d 6	Potholes
d 2	Animal Control	d 3	Water Conservation 1x per week
d 2	Downtown Parking	d 3	Water Leaks
d 2	EDC	d 2	Grants
d 2	Parking Lines	d 2	Railroad tracks
d 2	Policy Improvements	c 1	Belmont Project
d 1	Rec Program	d 1	Spruce/Anderson
d 1	Yokol development discontinued	c	Lot across from City Hall
d	City Park - Pool	d	Repayment of City Loans
c	Fields for Rec	c	Review of Current Contracts
		c	Sewer Projects

## BUDGET SUMMARY

Summary	General Fund	Special Revenue Funds			Enterprises			Internal	Total
		Roads	Housing	Other Special Revenues	Water	Sewer	Sanitation	Insurance	Budget
Amounts in Thousands									
7/1/2018									
Fund Balance	50	499	803	248	1,623	(3)	(131)	200	3,289
Revenues	3,918	2,221	166	182	1,594	1,072	1,053	120	10,326
Charges to other funds		-						966	966
TCAG Advance		600							600
Transfers In	264	-							264
Resources	4,182	2,821	166	182	1,594	1,072	1,053	1,086	12,156
Expenditures									
- Operations	(4,081)	(100)	(40)	(74)	(1,536)	(911)	(1,101)	(1,078)	(8,921)
- Capital	(101)	(1,725)		(100)	(551)	(273)	-	(10)	(2,760)
Transfers Out		(264)							(264)
Uses	(4,182)	(2,089)	(40)	(174)	(2,087)	(1,184)	(1,101)	(1,088)	(11,945)
Revenues Over/(Under)	(0)	732	126	8	(493)	(112)	(48)	(2)	211
7/1/2019									
Balance	50	1,231	929	256	1,130	(115)	(179)	198	3,500
Revenues	3,988	950	168	183	1,638	1,104	1,085	125	9,241
Charges to other funds								1,007	1,007
Transfers In	202								202
Resources	4,190	950	168	183	1,638	1,104	1,085	1,132	10,450
Expenditures									
- Operations	(4,170)	(250)	(40)	(74)	(1,566)	(944)	(1,132)	(1,050)	(9,227)
- Capital	(40)	(225)	-	(100)	(106)	(51)	-	(10)	(532)
Transfers Out		(202)			-	-	-		(202)
Uses	(4,210)	(677)	(40)	(174)	(1,672)	(995)	(1,132)	(1,060)	(9,961)
Revenues Over/(Under)	(20)	273	128	9	(34)	109	(48)	72	489
6/30/2020									
Balance	30	1,504	1,057	265	1,096	(6)	(227)	270	3,989

## Fund Balance Analysis

The 6/30/2020 balance in each of the respective funds shows what monies remain available for that fund's purposes. Only the General Fund will designate or reserve funds to special purposes because the other funds' balances are already restricted to that fund's special purpose. Collectively, from 7/1/2018 to 6/30/2020, fund balance is projected to decline by \$349,000. The General Fund has no designated or reservations against its fund balance.

## Summary of Transfers

Summary of Transfers				
All Amounts in Thousands				
<u>Transferring Fund</u>		<u>Receiving Fund</u>		
<b><u>FY 2018/19</u></b>				
Gas Tax	100	General Fund	264	
Measure R	14			
Transportation	150			
	264			
To fund qualified street expenditures in the General Fund. General Fund net expenditure for roads is \$100,000.				
<b><u>FY 2019/20</u></b>				
Gas Tax	100	General Fund	250	
Transportation	150			
	250			
To fund qualified street expenditures in the General Fund. General Fund net expenditure for roads is \$100,000.				

## Budget Analysis

Analysis of Exeter's 2018/19 and 2019/20 budget

The City has adopted a number of fiscal policies designed to assure that the City operates in a sustainable manner. This analysis compares the City's policies to this year's budget.

1. **Balanced Budget.** *The City will adopt a budget where ongoing revenues support ongoing expenses. If a budget is proposed that does not meet this criterion, it shall be noted in the budget's adoption and a method to resolve this unsustainable budget will be stated.*
  - **General Fund** – The budget is balance for the General Fund for the first year of the two-year budget. The second year is still out of balance. Staff will need to bring back to Council recommendations to bring the second year of the budget back into balance.
  - **Enterprise Funds** – The Enterprise Funds show spending in excess of revenues. However, for the Water and the Sewer fund, the expenditures in excess of revenues is due to capital expenditures. This situation cannot continue forever, however, it is appropriate to accumulate money in some years to be spent later on larger projects. The Sanitation or Solid Waste Fund, however, is out of balance and needs to be addressed.
  - **Other Funds** – The other funds of the City are in balance.

### Action Items:

- 1) **Eliminate the deficit spending in the General Fund for FY 19/20**
  - 2) **Develop strategies to eliminate the Sanitation budget shortfall**
2. **Budget Reserve.** *The City recognizes that revenues will fluctuate. As a result, the City will seek to have an uncommitted reserve for all funds of at least 10% of expenses. The funding of this reserve usually will come from revenues in excess of expenditures or one-time revenues. If the City's reserve falls below the 10% objective, it shall be noted in the budget's adoption and a method to regain that level of reserve will be recommended.*
    - **General Fund** – The General Fund does not have a 10% reserve. As of 7/1/18, the reserve is a little more than 1%. Any budgetary savings should be put towards the reserve. However, some monies in the Insurance Fund (about \$200,000) could be available to the General Fund.
    - **Enterprise Funds** – The Water Fund has a 10% reserve. Sewer and Sanitation do not.
    - **Other Funds** – These funds have a 10% reserve.

### Action Items:

- 1) **Set-aside General Fund budgetary savings build up an emergency reserve of \$420,000, eventually.**

3. **One-time and Unpredictable Revenues:** *Large one-time or unpredictable revenues (more than \$50,000) will only be used for one-time expenditures such as capital projects or specified length programs.*
- The only major one-time revenue identified is a fire tax credit that is due to the City for the next three fiscal years. The budget proposes to direct that approximately \$100,000 a year towards a reserve for the replacement of a fire engine, as proposed in the City's memorandum of understanding with Tulare County Fire Department.

**Action Item: NONE**

4. **Enterprise Rates.** *Enterprises will set their rates at a level to recover operating cost, fund an adequate reserve and maintain the City's capital infrastructure.*

- *The utility rates in at least the Sewer and Sanitation fund are not producing an emergency fund.*

**Action Item**

- 1) ***A rate study for all the enterprises needs to be conducted as well as a capital assessment and multi-year capital plan. The rates need to be able to support the funds in order to cover capital, operations and an emergency reserve.***

5. **Investment Policy.** *The City will maintain and annual review its investment policy to assure that proper controls are in place to assure the safety and liquidity of the City's cash assets.*

- The City's investment policy and actions comply with this policy.

6. **Debt Management.** *The City will use debt sparingly and not to fund operating needs. Debt amortization will be no longer than the useful life of the asset.*

- The City's current debt and actions comply with this policy.

7. **Annual Audit.** *To assure accountability and transparency, the City will annually conduct a financial audit.*

- The City complied with this policy, however, the audit was not issued until the end of March, 2018 and presented to Council in early May.

**Action Item**

- 1) ***Finance will complete the audit by the end of December, 2018 and issue a report to Council by January, 2019.***

# Budget Development Plan

FY 18/19 and FY 19/20

January	Develop Base Financial Information for City's Fiscal Condition
February 3	Present Preliminary Forecast to Council Council provides staff with desires and concerns for the City
February 14	Distribute Operating Budget Documents Departments to complete operational budgets, propose capital expenditures
February 23	Return operational budget information and capital project proposals
February 28	Review operational budget with Dept. Heads
March 5	Complete Preliminary Forecast Propose revisions, discuss with Dept. Heads
March 13	Review preliminary plan with Council for discussion
April	Departments develop narratives and other materials for Budget Capital budgets are finalized
May 15	Draft Document is prepared
May 22	Review preliminary budget with Council
June 12	Hold Public Hearing on Budget
June 26	Adopt the fiscal year 2018-19 and 2019-20 two-year budget

## Principles

- No increase in expenditures unless new money can be identified
- Items that can save money over time may be proposed
- Recommend revenue enhancements as appropriate

## Items to add to budget

Discussion of major challenges to operations or capital  
Strategic statement of how department will meet those challenges  
Workload statistics as appropriate  
Discussion of major revenue spread



## Description of Funds

**GENERAL FUND** – The General Fund is used for all the general revenues of the City not specifically levied or collected for other City funds and the related expenditures. The general fund accounts for all financial resources of a governmental unit which are not accounted for in another fund. The primary revenue sources are Sales Tax, Property Tax and Vehicle License Fees.

### SPECIAL REVENUE FUNDS

#### ROAD FUNDS

**Gas Tax** – Fund 109 - Established to account for the construction and improvement of streets and roads. Financing is provided by grant funds received from state sales taxes on gasoline. Monies are derived from Sections 2103, 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code. These revenues come from a gas tax placed on motor vehicle fuels. Allocations are generally distributed on a population basis. This fund also receives money from the State Transportation Program that is distributed to each region based on population and road miles. Funds are to be used only for construction, improvements and maintenance of streets and roads.

**Transportation** – Fund 113 - Established to account for the expenditures for streets, roads, and bike facilities. Revenues are derived from a 1/4 cent of statewide sales tax collected and returned to each County in compliance with the Local Transportation Development Act. Funds may be used for road and street purposes, including bike/pedestrian facilities and transit. This fund also receives monies from Tulare County Association of Government (TCAG). These monies are to be used only for approved transportation projects.

**Measure R - ½% Sales Tax** – Transportation Programs – Local/Regional - Fund 131 - In November 2006, the voters of Tulare County authorized a ½ cent sales tax for transportation. This sales tax is shared within the County and an Oversight Committee was formed to ensure that the revenues and expenditures are spent as per the Measure. This portion, 35% of the total, is for local transportation projects. The City receives monies for regional projects based upon a voter approved project list.

**Road Maintenance and Rehabilitation Act (SB1)**. Fund 136 - The Road Repair and Accountability Act of 2017 modified how California's transportation system was funded. By way of increasing or indexing the fuel excise tax and a vehicle registration fee adjustment, SB-1 ensures additional transportation revenues are generated to better fund the maintenance and rehabilitation of the state's and local road's infrastructure. It also lays out important grounds for accountability, efficiency and performance measures for the California's infrastructure investment. The funds a limited to road improvements.

**Special Service District: Lighting & Landscape Maintenance Assessment Districts** – Fund 140 - Established to account for the maintenance of landscape districts throughout the City. Revenue is collected from fees charged throughout the City. The fees are collected and expended by district.

## Description of Funds (Continued)

**Community Development Block Grant (CDBG) and HOME** – (Fund 111 & 117) Established to account for the grant proceeds from HCD/HUD to improve housing and community projects in qualifying areas of the City. Revenues provided are awarded through the Housing and Community Development Department (HCD) from funding through the Department of Housing and Urban Development (HUD). The CDBG program is authorized under Title 1 of the National Affordable Housing Act. The primary objective of the CDBG program is the development of a viable urban community through the provision of decent housing, a suitable living environment and economic opportunity, principally for low and moderate income persons. HOME Program accounts for Housing and Urban Development HOME grants. These funds are used to improve housing in Exeter for those meeting the grant's requirements.

**CASp Program** – Fund 135 - Established to account for the additional \$4 assessed to all business licenses as required by the State of California SB 1186. SB 1186 adds new rules and protections for business owners related to access compliance requirements set forth under the ADA, the California Building Code, and SB 1608.

**Facilities Impact Fees** – (Fund 120, 201-208) Established to account for impact fees paid by developers for landscaped medians, signals, railroad crossing improvements, bike paths, public facilities, storm drain and parks. Within these funds, impact fees are held for the improvement of this above-named facilities. Funds are to be used only for the purpose for which the impact fee was collected.

**COPS** – Fund 138 - The Citizens Option for Public Safety (COPS) program was originally adopted in AB3229 (Brulte) 1996 with funding from the state general fund. Front line law enforcement funds are allocated to cities, counties and five police protection districts on a population basis. In FY2000-01 the law was amended to provide a minimum frontline law enforcement allocation of \$100,000 to any local agency receiving funding under the program. These monies may only be used for police related activities as adopted at a public hearing, typically done in September or October of each year.

**Police Donations** – Fund 138 - Established to account for revenues received from public donations of cash and property. Monies deposited in this fund are utilized for one time police expenditures and are not part of the regular operating budget of the Police Department.

### BUSINESS TYPE FUNDS

These funds account for City operations financed and operated in a manner similar to a private business enterprise. The intent of the City is that the costs and expenses, including depreciation, of providing goods or services be primarily financed or recovered through user charges. All operational activities, providing goods or services including but not limited to administration, operations, maintenance, financing and related debt services, billing and collections are accounted for in the respective funds. Operating and capital expenditures are only to be spent on the specific activities of the individual funds.

**Solid Waste** – Established to account for the operations of collecting and disposing of solid waste. Revenue is provided by user charges and limited grant funding.

## Description of Funds (Continued)

**Wastewater** – Established to account for the treatment and disposal of wastewater. Revenue is provided by user charges, impact fees and limited grant funding. The Waste Water treatment plant is located west Belmont at Meyer Road.

**Water** – Established to account for the operations of delivering potable drinking water. Revenue is provided by user charges and limited grant funding.

### **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to finance and account for activities and services performed by a designated department within the City to another department in the City on a cost reimbursement basis.

**Insurance Fund** – Established to account for the self-insured and purchased insurance for the City's various types of insurance including

## Fund Summaries

General Fund Income Statement and Revenues

General Fund Summary				
All Amounts in Thousands				
FY 2018/19 and 2019/20				
	Actual	Estimated		
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
General Fund Revenues	4,573	3,721	3,918	3,988
- Transfer In	107	293	264	202
<b>Total Resources</b>	<b>4,680</b>	<b>4,014</b>	<b>4,182</b>	<b>4,190</b>
<b>Expenditures</b>				
<b>Operations</b>				
- Council	2	1	6	6
- Administrator	128	102	103	107
- Finance	87	94	80	82
- General Government	710	556	655	655
- Police	2,757	2,421	2,562	2,615
- Streets	440	301	289	302
- Recreation	209	205	153	164
- Parks	352	375	232	240
Capital	147	-	101	40
	<b>4,832</b>	<b>4,055</b>	<b>4,182</b>	<b>4,210</b>
Revenues Over/(under)				
Expenditures	(151)	(41)	(0)	(20)

# ROADS

Summary	General	Roads				Total	All Road
Amounts in Thousands	Fund	Gas Tax	Measure R	Transportation	SBI		Funds
							Resources
<b>7/1/2018</b>							
Fund Balance	0	243	646	890	-	1,779	1,779
<b>Revenues</b>	100	150	180	1,430	200	1,960	2,060
Transfers In	264					-	264
TCAG Advance			600			600	600
Subtotal	364	150	780	1,430	200	2,560	2,924
<b>Expenditures</b>							
Personnel/Op Cost	(196)					-	(196)
Street Materials	(18)					-	(18)
Street Lights		(100)				(100)	(100)
Palm			(1,100)	(400)		(1,500)	(1,500)
Slurry Seal					(200)	(200)	(200)
Equipment	(75)					-	(75)
Crack Seal		(25)				(25)	(25)
Transfers Out		(100)	(14)	(150)		(264)	(264)
Subtotal	(289)	(225)	(1,114)	(550)	(200)	(2,089)	(2,378)
<b>Revenues Over/(Under)</b>	75	(75)	(334)	880	-	471	546
<b>7/1/2019</b>							
Balance	75	168	312	1,770	-	2,250	2,325
<b>Revenues</b>	100	150	180	150	200	780	880
Transfers In	202					202	404
	302	150	180	150	200	982	1,284
<b>Expenditures</b>							
Personnel/Op Cost	(202)					-	(202)
Street Materials	(99)					-	(99)
Street Lighting		(100)				(100)	(100)
Slurry Seal					(200)	(200)	(200)
Cape Seal						-	-
Crack Seal		(25)				(25)	(25)
TCAG Repayment			(150)			(150)	(150)
Transfers Out		(100)		(102)		(202)	(202)
	(302)	(225)	(150)	(102)	(200)	(677)	(979)
<b>Revenues Over/(Under)</b>	0	(75)	30	48	-	3	4
<b>7/1/2020</b>							
Balance	75	93	342	1,818	-	2,253	2,328



## Revenues – Road Funds

		ACTUAL	ACTUAL	ESTIMATE	Forecast	Forecast
		<u>6/30/2017</u>	<u>4/30/2018</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>
<b>ROAD FUNDS</b>						
<b><u>GAS TAX</u></b>						
109.308.001.000	SECTION 2103	29,485	33,243	39,900	42,100	42,500
109.308.001.001	SB 1 LOAN REPAYMENT	-	12,488	-	-	-
109.308.002.000	GAS TAX OTHER DEDUCTION	-	-	-	-	-
109.308.003.000	SECTION 2106 GAS TAX	38,457	28,537	34,200	37,300	37,700
109.308.004.000	SECTION 2107 GAS TAX	78,697	57,373	68,800	76,400	77,200
109.308.005.000	SECTION 2107.5 GAS TAX	3,000	3,000	3,600	3,300	3,300
109.308.006.000	INVESTMENT EARNINGS	2,947	-	-	2,100	2,100
109.308.007.000	SECTION 2105 GAS TAX	62,072	44,827	53,800	59,600	60,200
	Fund Total	214,658	179,468	200,300	220,800	223,000
<b><u>MEASURE R</u></b>						
131.306.005.000	INVESTMENT EARNINGS	7,896	-	-	5,000	5,100
131.306.015.001	LOCAL	184,317	141,757	170,100	205,000	207,100
131.306.015.002	REGIONAL	171,935	-	-	-	-
131.306.016.000	OTHER REVENUE	-	-	-	-	-
	Fund Total	364,148	141,757	170,100	210,000	212,200
<b><u>Transportation - LTF</u></b>						
113.314.020.000	TRANSP-STREETS & ROADS 132	257,453	154,837	300,000	305,000	308,100
113.314.021.000	INVESTMENT EARNINGS	7,483	-	-	4,500	4,500
113.314.022.000	REIMBURSEMENT TRANSPORTA	-	-	-	-	-
113.314.023.000	STP and CMAQ REVENUE	77,246	-	-	1,280,000	-
	Fund Total	342,182	154,837	300,000	1,589,500	312,600
<b><u>SB1</u></b>						
136.305.001.000	INVESTMENT EARNINGS	-	-	-	-	-
136.308.001.006	ROAD MAINTENANCE REHAB	-	22,531	27,000	200,000	202,000
	Fund Total	-	22,531	27,000	200,000	202,000
	ROAD FUNDS	<u>920,989</u>	<u>498,593</u>	<u>697,400</u>	<u>2,220,300</u>	<u>949,800</u>

## Revenues – Housing Funds

<b>HOUSING FUNDS</b>		ACTUAL	ACTUAL	ESTIMATE	Forecast	Forecast
		<u>6/30/2017</u>	<u>4/30/2018</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>
<b><u>EDBG</u></b>						
110.309.001.000	CDBG BUS ASST EDBG	-	-	-	-	-
110.309.002.000	BUSINESS IMPROVEMENT LOAN	92,394	19,698	19,698	-	-
110.309.003.000	INVESTMENT EARNINGS	6,667	-	-	-	-
	Fund Total	99,061	19,698	19,698	-	-
<b><u>CDBG - Program Income</u></b>						
111.312.012.000	TRANSFER IN	-	-	-	-	-
111.312.017.000	RLA CDBG PI	7	226	300	100	100
111.312.018.000	CDBG LOAN PAYOFFS	138,730	167,558	175,000	120,000	121,200
111.312.019.000	INVESTMENT EARNINGS	356	-	-	200	200
	Fund Total	139,093	167,784	175,300	120,300	121,500
<b><u>Cal HELP</u></b>						
116.394.006.000	LOAN PAYMENTS/PAYOFFS	3,877	28,115	33,700	14,900	15,000
116.394.007.000	OTHER	-	-	-	-	-
	Fund Total	3,877	28,115	33,700	14,900	15,000
<b><u>HOME - Program Income</u></b>						
117.375.001.001	LOAN PAYOFF 96-204	30,000	39,939	47,900	26,500	26,800
117.375.002.002	LOAN PAYMENT 98-303	582	193	200	300	300
117.375.003.002	LOAN PAYMENT 99-367	-	3,000	3,600	1,200	1,200
117.375.004.001	LOAN PAYOFF 2000	-	-	-	-	-
117.375.004.002	LOAN PAYMENTS 2000	2,400	4,085	4,900	3,300	3,300
117.375.005.000	INVESTMENT EARNINGS	179	-	-	100	100
	Fund Total	33,161	47,217	56,600	31,400	31,700
<b><u>CDBG</u></b>						
124.391.010.000	10 STBG-6712	-	-	-	-	-
124.391.011.000	12 STBG-8386	269,680	319,063	320,000	-	-
	Fund Total	269,680	319,063	320,000	-	-
	<b>HOUSING TOTAL</b>	544,872	581,877	605,298	166,600	168,200



## Revenues – Other Special Revenue Funds

<b>OTHER SPECIAL REVENUES</b>		ACTUAL	ACTUAL	ESTIMATE	Forecast	Forecast
		<u>6/30/2017</u>	<u>4/30/2018</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>
<b><u>STORM DRAIN IMPACT FEES</u></b>						
120.331.001.000	STORM DRAIN FEES	7,605	2,535	3,000	8,000	8,100
120.331.005.000	INVESTMENT EARNINGS	722	-	-	400	400
		8,327	2,535	3,000	8,400	8,500
<b><u>CASp (Certified Access Specialist Program)</u></b>						
135.306.018.005	REVENUE	-	-	-	2,000	2,000
<b><u>COPS</u></b>						
137.300.013.003	REVENUE	-	-	-	100,000	100,000
<b><u>Donations</u></b>						
138.306.018.000	REVENUE	-	10,000	10,000	3,500	3,500
<b><u>Landscape and Lighting Maintenance Assessment Districts (LLMAD)</u></b>						
140.300.009.000	REVENUE	-	-	-	70,000	70,700
	Other Special Revenue Funds	8,327	12,535	13,000	183,900	184,700

## Revenues – Enterprises and Internal Service Funds

<b>ENTERPRISE FUNDS</b>		ACTUAL	ACTUAL	ESTIMATE	Forecast	Forecast
		<u>6/30/2017</u>	<u>4/30/2018</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>
<b><u>WATER</u></b>						
105.316.001.000	WATER USE FEE	1,407,522	1,192,852	1,431,400	1,402,100	1,444,200
105.316.002.000	WATER METER INSTALLATION	11,055	3,237	3,900	9,500	9,600
105.316.003.000	OVERAGE/SHORTAGE WATER D	10	27	-	-	-
105.316.004.000	FEES	31,915	73,857	88,600	52,800	53,300
105.316.005.000	INVESTMENT EARNINGS	26,053	-	-	17,400	17,600
105.316.006.000	WATER CAPITAL 1.00 FEE	44,011	31,093	37,300	42,000	42,400
105.316.007.000	WATER METER CAPITAL IMPRVI	49,897	15,528	18,600	67,500	68,200
105.316.010.000	MISCELLANEOUS REVENUE	1,331	1,000	1,200	2,700	2,700
	Fund Total	1,571,794	1,317,594	1,581,000	1,594,000	1,638,000
<b><u>SANITATION</u></b>						
106.317.001.000	REFUSE COLLECTION & DUMP C	1,075,590	821,510	985,800	1,032,500	1,063,500
106.317.005.000	INVESTMENT EARNINGS	-	-	-	-	-
106.317.006.000	OTHER REVENUE	11,710	8,517	10,200	20,200	20,400
	Fund Total	1,087,300	830,027	996,000	1,052,700	1,083,900
<b><u>SEWER</u></b>						
107.318.001.000	SEWER FEES ABD LEASES	1,061,470	845,543	1,014,700	1,057,500	1,089,200
107.318.002.000	SEWER CONNECTION FEES	-	-	-	-	-
107.318.003.000	SEWER CAPITAL IMPROVEMENT	7,509	2,187	2,600	10,800	10,900
107.318.005.000	INVESTMENT EARNINGS	4,248	-	-	3,400	3,400
107.318.006.000	OTHER REVENUE	1,331	-	-	500	500
	Fund Total	1,074,559	847,730	1,017,300	1,072,200	1,104,000

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	Forecast	Forecast
		<u>6/30/2016</u>	<u>6/30/2017</u>	<u>4/30/2018</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>
<b><u>INSURANCE</u></b>							
121.361.001.000	HEALTH INSURANCE	556,022	705,389	266,615	390,000	405,600	421,704
	EMPLOYEE HEALTH CONTRIBUTIONS				120,000	120,000	124,800
121.361.002.000	WORKERS COMPENSATION	207,666	218,575	208,029	350,000	357,300	375,300
121.361.003.000	LTD, LIFE, DEPENDENT LIFE	26,339	26,350	11,429	13,700	35,300	35,300
121.361.005.000	LIABILITY, PROPERTY, AUTO	132,480	201,887	-	200,000	168,400	174,400
121.361.006.000	INVESTMENT EARNINGS	1	0	-	-		
121.361.009.000	REAL ESTATE LOAN PAYMENT	-	-	-	-		
121.361.010.000	OTHER- REFUNDS/REBATES	25,074	-	-	-		
		947,582	1,152,201	486,073	1,073,700	1,086,600	1,131,504

## Departmental Budgets

City Council 104.401

**Purpose:** The City Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month to decide the business of the City. They are charged with the oversight of the City Administrator and to effect

### **Prior Budget Accomplishments**

- Implemented a two-year, balanced budget for FY 2018-19 and FY 2019-20
- Adopted fiscal policies
- Hired a new Police Chief
- Hired a new Finance Director
- Hired a new City Administrator
- Implemented district elections process
- Made available the City Council's agenda packet to be available on the City's website

### **Goals – FY 2018-19 and FY 2019-20**

- Rebuild City's fiscal reserves
- Conduct first ever district elections
- Provide staff guidance via Council's February Workshop
- 

### Assigned Personnel

Mayor	1
Councilmembers	4

## Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>Council</b>								Recommended	Recommended
104.401.001.000	SALARIES REGULAR	4,118	3,728	-	-	-		3,240	3,240
104.401.006.000	SOCIAL SECURITY - MEDICARE	303	299	-	-	-		250	250
104.401.011.000	OFFICE EXPENSE	101	26	301	50	300	100	300	300
104.401.012.000	SPECIAL DEPT EXPENSE	2,380	1,671	1,368	600	2,000	1,200	1,500	1,500
104.401.025.000	TRAVEL CONFERENCE & MEETINGS	175	1,494	-	-	500		1,000	1,000
104.401.027.000	COUNCIL MEEINGS	-	-	-	-	-			
	Total	7,077	7,218	1,669	650	2,800	1,300	6,290	6,290

## Budget Highlights

As a cost savings measure in the past, the City Council discontinued their pay and reduced travel. Pay and some local travel has been reinstated in this proposed budget.

## City Administrator 104.402

**Purpose:** The City Administrator is the City Council's executive, responsible for implemented the City Council's direction. The office also includes the City Clerk and Personnel Officer. These two administrative officers report directly to the City Council and are appointed by Council.

### **Prior Budget Accomplishments**

- Recommended a two-year, balanced budget for FY 2018-19 and FY 2019-20
- Improved the use of the City's website – Council Packets, Twitter Feed
- Proposed City Financial Policies
- Started Code Enforcement Team
- Revised City Administrative Policies
- Changed administrative carriers for the City's health plan to BenElect
- Reviewed all the City's insurance providers
- Updated Exeter Municipal Code, codifying ordinances from 2012-18 – posted to website
- Coordinated transition from at-large to district elections
- Prepared conflict of interest code
- Implemented iPads at Council meetings

### HR Accomplishments

- Processed 20 Public Record Act requests
- 10 terminations, 9 new hires, 8 recruitments, 11 W/C claims, 10 Liability claims
- Updated City of Exeter Job Application
- Overhauled panel binders for interviews
- Created checklists for New Hires, Separations and Exit Interviews
- Prepared Anti-harassment and Heat Illness Policies
- Implemented Annual Safety Training Matrix
- Created HR Vision, Mission and Goals for website
- Developed New Personnel File System
- Developed final payout spreadsheet and process

**Goals – FY 2018-19 and FY 2019-20**

- Maintain a balanced budget and build reserves equal to 10% of operating expenditures in all funds
- Prepare 2018 Election Guide
- Prepare City Council Handbook
- Update File Management

**HR Goals**

- Continue to update City of Exeter Administrative Policies
  - Injury and Illness Prevention Policy (IIPP)
  - Bloodborne Pathogens
  - Rules and Regulations
- Update website to include
  - Payroll schedules
  - City Forms
- Create Benefit Summary Sheet
- Continue to monitor and assist annual safety trainings
- Review and update the part-time hiring process

Assigned Personnel

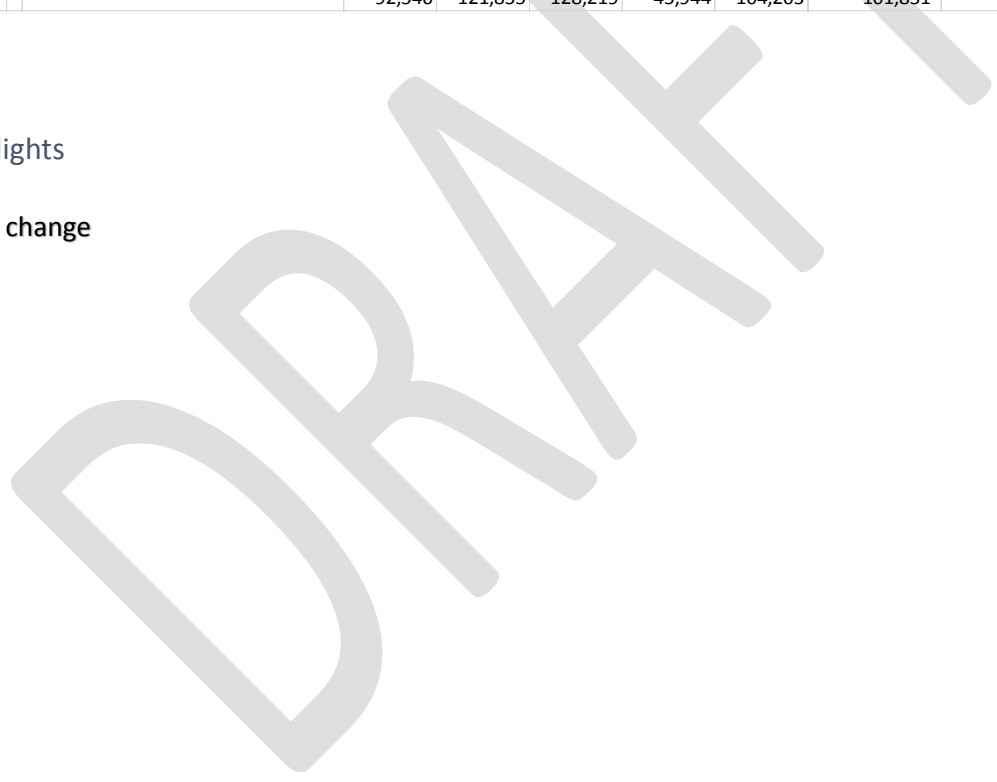
City Administrator –	1
City Clerk/Personnel Officer -	1

Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>Administrator</b>									
104.402.001.000	SALARIES - REGULAR	52,988	73,064	74,922	36,954	74,725	73,908	75,400	76,500
104.402.004.000	DISABILITY INSURANCE	453	558	600	-	452	452	700	700
104.402.005.000	RETIREMENT AND LIFE INSUR	18,011	23,868	27,706	6,858	13,555	13,716	13,900	16,100
104.402.006.000	SOCIAL SECURITY-MEDICARE	728	1,067	1,068	532	1,100	1,064	1,100	1,100
104.402.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
104.402.008.000	HEALTH INSURANCE	8,270	9,589	12,000	-	2,741	2,741	6,300	6,800
104.402.009.000	WORKERS COMP (SELF INS)	3,500	6,910	6,400	-	6,750	6,750	1,000	1,100
104.402.011.000	OFFICE EXPENSE	1,087	1,143	700	511	1,000	1,022	750	750
104.402.012.000	SPECIAL DEPARTMENT EXPENSE	2,098	1,499	1,562	-	1,500	-	830	830
104.402.016.000	TELEPHONE	1,146	1,230	832	118	350	236	300	300
104.402.020.000	MAINT & OPERATION OF VEHICLE	2,183	912	1,375	310	1,000	620	750	750
104.402.022.000	CONTRACTUAL SERVICES	-	-	-	-	-	-	-	-
104.402.024.000	MEMBERSHIPS AND DUES	271	369	714	570	530	1,140	750	750
104.402.025.000	TRAVEL CONFERENCES & MEETING	1,805	1,646	340	91	500	182	1,000	1,000
104.402.026.000	TRAINING	-	-	-	-	-	-	500	500
		92,540	121,855	128,219	45,944	104,203	101,831	103,280	107,180

Budget Highlights

No significant change



Finance 104.403

**Purpose:** The Finance Department efficiently operates the City's financial information systems to provide timely, useful and accurate financial information to internal management, City Council and external users. Primary functions include accounting, budgeting, cash management/investments, payroll, accounts payable, purchasing, accounts receivables (utilities, business licenses, utility user tax, and transient occupancy tax) and financial reporting. Finance provides courteous quality service and support to all customers of the department. The department provides fiscal integrity to the City.

**Prior Budget Accomplishments**

- Process billing for approximately 3,200 utility customers monthly, process over 1,200 invoices annually, payroll for approximately 40 employees biweekly and bill approximately 800 Business License Customers
- Developed new Utility Bills to more effectively communicate with residents
- Created new funds for financial reporting for Special and One Time Revenues (COPS, Landscape and Lighting, Donations, Road Maintenance and Rehabilitation Account)
- Completed 2016/17 Fiscal Year Financial Audit
- Reorganized Finance Department to improve Internal Control
- Work with various departments on cost recovery strategies
- Compile and create a City Fee Schedule

**Goals – FY 2018-19 and FY 2019-20**

- Complete 2017/18 Fiscal Year Audit within 180 days after the end of the fiscal year
- Monitor operating and capital expenditures to ensure they remain on target throughout the year
- Analyze fees and recommend changes where necessary to cover related costs
- Prepare the Annual Financial Report in a format that qualifies for submittal to the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting Program
- Prepare the annual Adopted Budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program

Assigned Personnel

Finance Director –	1
Accounting Assistants -	3



Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>Finance</b>									
104.403.001.000	SALARIES - REGULAR	40,875	49,657	45,710	33,091	49,400	66,182	51,500	51,500
104.403.002.000	SALARIES-TEMPORARY	-	-	-	-	-	-	-	-
104.403.003.000	SALARIES - OVERTIME	-	-	-	-	-	-	-	-
104.403.004.000	DISABILITY INSURANCE	401	401	450	-	452	452	600	600
104.403.005.000	RETIREMENT AND LIFE INSUR	13,719	15,424	15,275	4,578	11,550	9,156	9,500	11,000
104.403.006.000	SOCIAL SECURITY-MEDICARE	557	726	646	474	750	948	700	700
104.403.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
104.403.008.000	HEALTH INSURANCE	6,351	6,112	3,700	-	4,000	4,000	5,500	5,900
104.403.009.000	WORKERS COMP (SELF INS)	2,405	3,995	4,000	-	4,400	4,400	1,000	1,100
104.403.011.000	OFFICE EXPENSE	1,407	1,487	844	453	1,000	906	1,000	1,000
104.403.011.001	FURNITURE	-	-	-	-	-	-	-	-
104.403.013.000	OFFICE EQUIPMENT EXPENSE	1,353	475	-	-	1,000	-	-	-
104.403.016.000	TELEPHONE	703	874	445	78	250	156	192	200
104.403.020.000	MAINT & OPERATION OF VEHICLE	198	-	63	6	300	12	200	200
104.403.022.000	CONTRACTUAL SERVICES	16,582	27,343	15,498	8,406	16,000	16,812	9,000	9,000
104.403.024.000	MEMBERSHIPS AND DUES	110	183	110	-	300	-	327	327
104.403.025.000	TRAVEL CONFERENCES & MEETING	497	190	150	25	100	50	100	100
104.403.026.000	TRAINING	-	-	-	-	-	-	-	-
		85,158	106,867	86,891	47,111	89,502	94,222	79,619	81,627

Budget Highlights

- The costs of personnel are also allocated out to Enterprise Funds based on amount of time spent for financial functions.
- Contractual Services reduction based on new agreement for Home Loan Servicing and some costs offset by available CDBG/HOME Program Income or Housing Fund.

General Government 104.404

**Purpose:** This division tracks the costs of the City's various contracted General Fund services, namely:

- City Engineer – Quad Knopf
- City Planner – WePlanCities
- Animal Control – City of Tulare
- Police Dispatch – County of Tulare
- Property Tax Collections – County of Tulare
- Fire Services – Tulare County Fire
- City Attorney – McCormick, Kabot, Jenner & Lew
- Liability Insurance – Central San Joaquin Valley Risk Management Authority

***Prior Budget Accomplishments***

- Reviewed all risk management programs
- Moved the City's wrap administrator from ASI to Bene-Elect

***Goals – FY 2018-19 and FY 2019-20***

- Develop alternatives to current services to reduce costs
- Consider consolidated services with other local cities to lower costs

Assigned Personnel

None – portions of individuals time are allocated to this department – See Allocation Sheet

Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>General Government</b>									
104.404.001.000	SALARIES - REGULAR	45,863	87,699	87,849	46,746	86,000	93,492	89,300	89,300
104.404.002.000	SALARIES - TEMPORARY	-	-	-	-	-	-	-	-
104.404.003.000	SALARIES - OVERTIME	16	-	55	11	-	22	-	-
104.404.004.000	DISABILITY INSURANCE	675	727	900	-	913	913	1,100	1,100
104.404.005.000	RETIREMENT AND LIFE INSUR	14,281	10,120	29,594	6,438	13,350	12,876	17,800	19,300
104.404.006.000	SOCIAL SECURITY-MEDICARE	617	1,231	1,756	639	1,300	1,278	700	700
104.404.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
104.404.008.000	HEALTH INSURANCE	14,069	13,282	24,000	-	15,200	15,200	10,000	10,800
104.404.009.000	WORKERS COMP (SELF INS)	4,300	7,445	7,000	-	7,800	7,800	-	-
104.404.011.000	OFFICE EXPENSE	522	403	440	375	750	750	400	400
104.404.012.000	SPECIAL DEPARTMENT EXPENSE	4,743	1,285	7,062	179	2,100	358	1,000	1,000
104.404.013.000	OFFICE EQUIPMENT EXPENSE	-	985	-	-	1,500	-	-	0
104.404.015.001	ADVERTISING	2,021	4,067	2,038	2,106	3,000	4,212	3,500	3,500
104.404.015.002	ELECTIONS	6,395	-	511	-	-	-	7,000	0
104.404.016.000	TELEPHONE	949	981	1,899	404	1,000	808	800	800
104.404.017.000	UTILITIES	806	1,017	772	58	1,500	116	700	700
104.404.018.000	RENTS AND LEASES	52	52	52	27	55	54	-	0
104.404.019.000	MAINT OF BLDGS STRUCT & GRND	4,353	33,095	5,751	1,175	23,500	2,350	10,000	10,000
104.404.019.001	CITY HOUSE-RENTAL	-	-	951	-	-	-	-	0
104.404.019.002	CODE ENFORCEMENT	3,750	164	1,635	-	3,000	-	1,800	1,800
104.404.020.000	MAINT & OPERATION OF VEHICLE	-	-	-	-	500	-	-	0
104.404.021.001	ENGINEERING FEES	49,198	164,470	32,560	50,956	30,000	101,912	50,000	50,000
104.404.021.002	ATTORNEY FEES	88,155	107,109	115,762	26,126	60,000	52,252	84,300	84,300
104.404.021.003	BUILDING INSPECTION FEES	-	-	-	-	-	-	-	0
104.404.021.004	AUDITOR FEES	44,255	51,870	55,305	-	50,000	-	30,000	30,000
104.404.021.005	CODIFICATION OF ORDINANCES	550	550	550	350	600	700	1,500	1,500
104.404.021.006	PLANNING SERVICES	30,514	44,434	28,205	15,144	30,000	30,288	29,600	29,600
104.404.021.007	ECONOMIC DEVELOPMENT	8,740	9,433	1,000	-	1,000	-	2,000	2,000
104.404.022.000	CONTRACTUAL SERVICES	10,295	11,835	12,710	21,721	15,000	43,442	14,100	14,100
104.404.022.001	FIRE	35,335	101,821	40,705	10,474	152,000	20,948	152,000	152,000
104.404.022.002	ANIMAL CONTROL	52,933	55,688	52,599	25,382	56,000	50,764	30,000	30,000
104.404.022.003	ADMIN SERVICES TU CO	13,792	16,861	17,329	-	18,000	-	16,000	16,000
104.404.022.074	FIRE GRANT EQUIPMENT	-	-	-	-	-	-	-	0
104.404.023.000	INSURANCE BONDS & RETIREMENT	90,000	106,907	162,962	6,167	113,200	113,200	93,300	97,100
104.404.024.000	MEMBERSHIPS AND DUES	5,639	7,822	5,897	-	8,000	-	6,500	6,500
104.404.025.000	TRAVEL CONFERENCES & MEETING	-	-	-	-	-	-	-	0
104.404.026.000	TRAINING	-	-	-	-	-	-	-	0
104.404.033.000	PERSONNEL EXPENSE	1,998	999	742	1,317	3,000	2,634	-	0
104.404.050.000	DONATIONS	11,750	8,000	4,000	-	-	-	-	0
104.404.051.000	CHAMBER OF COMMERCE	30,000	30,000	7,500	-	-	-	2,000	2,000
104.404.074.000	EQUIPMENT	7,267	8,000	-	-	-	-	-	0
104.404.075.000	OTHER USE OF FUNDS	-	-	-	-	50,000	-	-	0
104.404.075.001	TRANSFER-VEHICLE RESERVE	-	-	-	-	39,000	-	-	0
		583,833	888,352	710,091	215,795	787,268	556,369	655,400	654,500

Budget Highlights

- Animal control reduced from \$56,000 to \$30,000, 104.404.022.002
- \$2,000 each for Chamber of Commerce and Tulare County Economic Development

Police 104.421

**Purpose:** The Exeter Police Department is a full-service law enforcement agency, providing service to the residents and businesses within the City of Exeter. The primary function is the maintenance of order, the enforcement of local, state & federal laws, and the basic protection of life and property.

**Prior Budget Accomplishments**

- Significant reduction in expenditures to help with the overall financial health of the City.
- Developed and started a training program to bring personnel into compliance with State guidelines.
- Filled all vacant officer positions.
- Started a new Facebook Page for the Department and are increasing the presence on social media.
- Increased patrols and higher visible presence in downtown area.
- Developed Department Training Plan.
- Started range development project.

**Goals – FY 2018-19 and FY 2019-20**

- Start vehicle replacement program.
- Maintain staffing levels.
- Increased community involvement.
- Continue implementation of Training Plan.
- Perform maintenance on police facility.
- Finish range development project.

Assigned Personnel

Police Chief	1
Police Lt.	1
Police Sergeants	3
Detectives	2
Police Officers	10
COPS Officer	1
Animal Control Officer	1 (in General Gov't)
Clerk Dispatcher	1
Sr. Clerk Dispatcher	<u>1</u>
Total	21

Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>Police</b>									
104.421.001.000	SALARIES - REGULAR	1,324,790	1,392,367	1,349,454	597,057	1,213,000	1,194,114	1,319,800	1,319,800
104.421.002.000	SALARIES-TEMPORARY	44,013	33,153	48,534	52,267	70,000	70,000	25,000	25,000
104.421.003.000	SALARIES-OVERTIME	58,657	69,785	56,698	33,888	40,000	40,000	50,000	50,000
104.421.004.000	DISABILITY INSURANCE	6,427	6,441	6,423	2,205	6,580	6,580	6,500	6,500
104.421.005.000	RETIREMENT AND LIFE INSUR	380,694	343,784	381,679	329,440	379,800	379,800	418,600	465,800
104.421.006.000	SOCIAL SECURITY-MEDICARE	20,149	22,482	22,273	12,267	18,100	24,534	21,000	21,000
104.421.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
104.421.008.000	HEALTH INSURANCE	218,747	184,485	228,000	-	209,500	209,500	186,000	202,200
104.421.009.000	WORKERS COMP (SELF INS)	85,550	95,329	107,000	-	110,450	110,450	98,600	103,500
104.421.011.000	OFFICE EXPENSE	2,285	904	2,741	962	4,000	1,924	3,000	3,000
104.421.012.000	SPECIAL DEPARTMENT EXPENSE	24,281	22,717	14,332	1,904	15,000	3,808	23,000	23,000
104.421.012.001	K9 PROGRAM	4,325	5,386	3,091	278	5,000	556	5,000	5,000
104.421.012.002	SPECIAL PROGRAMS	-	-	10,500	-	-	-	-	-
104.421.012.003	TRAFFIC COSTS	-	10,890	671	-	-	-	-	-
104.421.013.000	OFFICE EQUIPMENT EXPENSE	5,947	9,201	17,666	3,557	5,000	7,114	5,000	5,000
104.421.014.000	CLOTHING AND PERSONAL EXP	4,014	4,333	4,440	-	5,000	-	5,000	5,000
104.421.016.000	TELEPHONE	20,251	23,180	30,416	9,222	24,000	18,444	18,000	18,000
104.421.017.000	UTILITIES	15,724	13,263	11,773	6,095	16,000	12,190	14,000	16,000
104.421.018.000	RENT FOR OFFICE SPACE	-	-	-	-	-	-	-	-
104.421.019.000	MAINT BLDGS,STRUCT & GRNDS	18,208	31,881	18,468	5,006	25,000	10,012	14,000	14,000
104.421.020.000	MAINT & OPERATION OF VEHICLE	90,135	100,449	90,407	37,286	90,000	74,572	90,000	90,000
104.421.020.001	DIESEL FOR AMBULANCE	-	-	-	-	-	-	-	-
104.421.022.000	CONTRACTUAL SERVICES	98,798	117,708	165,955	84,812	195,000	169,624	195,000	195,000
104.421.022.001	MAINTENANCE CONTRACTS	-	-	123	50	-	100	-	-
104.421.022.002	LEASE PAYMENTS-UNITS	73,593	-	-	-	-	-	-	-
104.421.024.000	MEMBERSHIPS AND DUES	1,130	1,002	751	200	1,500	400	1,500	1,500
104.421.025.000	TRAVEL CONFERENCES & MEETING	1,338	1,989	1,012	-	1,000	-	1,000	1,000
104.421.026.000	TRAINING	6,832	9,661	8,519	1,768	10,000	3,536	10,000	10,000
104.421.026.001	POST TRAINING	11,935	13,740	8,871	3,242	15,000	6,484	20,000	20,000
104.421.029.001	COMBAT AUTO THEFT PROGRAM	2,231	1,855	60	-	-	-	-	-
104.421.033.000	PERSONNEL EXPENSE	-	-	87,969	900	5,000	1,800	5,000	5,000
104.421.034.000	RADIO EXPENSE	2,306	3,093	1,545	350	4,500	700	4,500	4,500
104.421.035.000	SAFETY EQUIPMENT	480	1,756	3,987	392	5,000	784	5,000	5,000
104.421.071.001	DEBT PRINCIPLE	-	64,819	67,932	35,180	71,600	70,360	17,590	-
104.421.071.002	DEBT INTEREST	-	8,774	5,661	1,617	2,400	3,234	-	-
		2,522,840	2,594,427	2,756,951	1,219,945	2,547,430	2,420,620	2,562,090	2,614,800

**Budget Highlights**

The police budget also has capital in the capital section for new vests, vehicle replacement or other police needs. This is supplemented from monies in the COPS grant fund. One officer is funded from COPS grant. When a General Fund position becomes available, that officer will be paid for from the General Fund.

Streets 104.431

**Purpose:** The City of Exeter has multiple funding sources to maintain the City streets. The non-General Fund sources require that the City contribute at least \$100,000 a year towards street costs to be eligible to receive these other funds. As a result, all but \$100,000 a year of the costs of this division is paid for from a transfer into the fund from Road funds. See the road fund summary on page 13.

**Prior Budget Accomplishments**

- Completed the Glaze project
- Completed HSIP project
- Contracted for the Belmont Bike Trail Project

**Goals – FY 2018-19 and FY 2019-20**

- Complete the Belmont Bike Trail Project
- Develop a city-wide plan for slurry seals and crack sealing to prolong the life of City streets
- Bid out SB1 Slurry Seal Project

Assigned Personnel

Public Works Director	1
Operations Manager	1
Administrative Assistant	1
Mechanic	1
Maintenance Worker I	2

Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>Streets</b>									
104.431.001.000	SALARIES - REGULAR	135,762	114,494	139,175	69,209	170,000	138,418	100,200	100,200
104.431.002.000	SALARIES - TEMPORARY	16,043	15,697	20,417	7,006	-	14,012	14,000	14,000
104.431.003.000	SALARIES - OVERTIME	80	1,401	1,698	1,107	1,500	2,214	-	-
104.431.004.000	DISABILITY INSURANCE	1,325	2,003	1,455	-	1,640	1,640	1,900	1,900
104.431.005.000	RETIREMENT AND LIFE INSUR	30,417	49,616	22,570	8,646	21,900	17,292	17,800	20,700
104.431.006.000	SOCIAL SECURITY-MEDICARE	2,958	3,384	3,560	1,580	3,800	3,160	1,500	1,500
104.431.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
104.431.008.000	HEALTH INSURANCE	34,012	38,025	38,000	-	42,000	42,000	18,000	19,400
104.431.009.000	WORKERS COMP (SELF INS)	8,000	11,355	11,000	-	15,110	15,110	42,500	44,700
104.431.011.000	OFFICE EXPENSE	1,046	1,012	464	208	1,000	416	1,000	1,000
104.431.012.000	SPECIAL DEPARTMENT EXPENSE	504	374	11	-	600	-	500	500
104.431.014.000	CLOTHING & PERSONAL EXPENSE	2,756	1,973	1,354	922	2,000	1,844	2,000	2,000
104.431.016.000	TELEPHONE	3,112	3,781	3,018	943	2,250	1,886	1,950	1,950
104.431.017.000	UTILITIES	5,698	5,500	5,619	2,374	5,600	4,748	5,600	6,000
104.431.019.000	MAINT OF BLDGS,STRUCT & GRND	9,162	5,052	3,449	2,087	4,000	4,174	4,000	4,000
104.431.020.000	MAINT & OPERATION OF VEHICLE	27,123	35,019	32,279	14,513	30,000	29,026	30,000	30,000
104.431.024.000	MEMBERSHIPS AND DUES	169	203	238	199	350	398	350	350
104.431.025.000	TRAVEL CONFERENCES & MEETING	302	667	134	-	200	-	500	750
104.431.026.000	TRAINING	-	-	-	-	-	-	500	500
104.431.028.000	LANDSCAPE PROJECT	-	-	-	-	-	-	-	-
104.431.029.000	STREET MAINTENANCE	16,105	14,882	897	235	5,000	470	20,000	25,000
104.431.029.001	MEASURE R STREET PROJECT	-	-	-	-	-	-	-	-
104.431.029.002	PROP 1B STREETS & ROADS IMPR	-	-	-	-	-	-	-	-
104.431.033.000	PERSONNEL EXPENSES	-	-	582	255	2,300	510	1,000	1,200
104.431.071.000	TCAG PROJECT	43,340	36,822	572	-	-	-	-	-
104.431.071.003	CMAQ STREETS PROJECT	-	-	153,293	-	938,000	-	-	-
104.431.072.000	PROPERTY IMPROVEMENTS	-	-	-	11,630	-	23,260	-	-
104.431.073.000	ALLEY PROJECTS	-	22,025	-	-	42,000	-	26,000	26,000
104.431.073.001	PROPERTY IMPROVEMENTS	-	-	-	-	22,000	-	-	-
		337,914	363,285	439,785	120,914	1,311,250	300,578	289,300	301,650

Budget Highlights

Streets also has capital outlay in the capital section.

Recreation 104.471

**Purpose:** The Recreation Division is dedicated to creating community through social interaction to enrich lives of citizens. Recreation programs encompass all age groups from preschool to active adults 55+ through a range of various programs and activities.

Recreation strengthens our community's health and well-being. Programs are designed to promote youth personal development, life enrichment, adult social interaction and fun family events.

**Prior Budget Accomplishments**

- Administered 2017 Christmas Parade, over 30 entries
- Youth Soccer with over 200 participants
- Youth Basketball with over 300 participants
- Youth Volleyball and Flag Football with over 100 participants in each program
- Youth Baseball/Softball with over 300 participants
- Babe Ruth – 30 players ages 13-15 play different cities in area
- Annual Easter Egg Hunt – over 200 participants
- 4<sup>th</sup> of July Run – over 100 participants/ Fall Festival Run – 40 participants
- Adult Softball – 4 teams

**Goals – FY 2018-19 and FY 2019-20**

- Continue to administer youth and adult programs for the community
- Provide an economical way for families to have an enriched life
- Continue to enhance programs for the community to enjoy life

Assigned Personnel

Recreation Supervisor	1
Recreation Leader	1



Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>Recreation</b>									
104.471.001.000	SALARIES - REGULAR	71,885	85,247	85,632	51,031	112,100	102,062	70,400	70,400
104.471.002.000	SALARIES - TEMPORARY	13,910	17,800	18,378	1,863	20,000	3,726	18,000	20,000
104.471.004.000	DISABILITY INSURANCE	770	770	915	-	1,100	1,100	1,500	1,500
104.471.005.000	RETIREMENT AND LIFE INSUR	23,715	25,876	31,606	12,098	26,000	24,196	14,400	16,700
104.471.006.000	SOCIAL SECURITY-MEDICARE	1,948	2,622	2,527	798	3,900	1,596	1,000	1,000
104.471.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
104.471.008.000	HEALTH INSURANCE	23,257	21,067	27,400	-	30,000	30,000	14,500	15,700
104.471.009.000	WORKERS COMP (SELF INS)	5,405	7,797	7,500	-	10,175	10,175	1,400	1,500
104.471.011.000	OFFICE EXPENSE	2,469	1,573	804	576	1,500	1,152	1,100	1,100
104.471.012.000	SPECIAL DEPARTMENT EXPENSE	26,363	30,298	23,396	9,597	25,000	19,194	20,000	25,000
104.471.015.000	ADVERTISING & PUBLICATIONS	-	-	-	-	-	-	-	-
104.471.016.000	TELEPHONE	1,132	1,232	2,140	414	1,000	828	764	764
104.471.017.000	UTILITIES	6,336	6,802	8,238	4,699	7,000	9,398	9,000	9,000
104.471.020.000	MAINT & OPERATION OF VEHICLE	1,904	1,381	261	601	2,000	1,202	800	800
104.471.022.000	CONTRACTUAL SERVICES	-	-	-	-	-	-	-	-
104.471.024.000	MEMBERSHIPS AND DUES	120	135	135	-	135	-	-	-
104.471.025.000	TRAVEL CONFERENCES & MEETING	-	-	-	-	-	-	100	100
104.471.074.000	EQUIPMENT	39,692	40,485	-	-	-	-	-	-
		218,906	243,085	208,932	81,677	239,910	204,629	152,964	163,564

Budget Highlights

- As part of a cost savings effort, the Community Services Director position has been eliminated.

Parks 104.472

**Purpose:** The City maintains a number of parks in the community. The most significant parks are Dobson Field, City Park and Scroth Park. The purpose of this division is to maintain the parks in a manner that the public can enjoy both active play and a restful setting free of trash with landscape well maintained.

***Prior Budget Accomplishments***

- Transitioned a portion of park maintenance to a contract
- Implemented trash pickup at Dobson Field from the City's waste management contractor

***Goals – FY 2018-19 and FY 2019-20***

- Develop park standards and implement an ongoing review of that maintenance standard
- Develop plans for a second community park like Dobson Field or City Park

Assigned Personnel

Maintenance Worker 1 - 2

Budget

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
<b>Parks</b>									
104.472.001.000	SALARIES - REGULAR	104,660	120,806	121,212	70,677	137,700	141,354	95,800	95,800
104.472.002.000	SALARIES - TEMPORARY	4,626	-	-	-	-	-	-	-
104.472.003.000	SALARIES - OVERTIME	283	-	-	-	1,000	-	-	-
104.472.004.000	DISABILITY INSURANCE	1,260	1,203	1,350	-	1,920	1,920	2,300	2,300
104.472.005.000	RETIREMENT AND LIFE INSUR	31,665	33,216	31,106	11,091	24,600	22,182	16,800	19,500
104.472.006.000	SOCIAL SECURITY-MEDICARE	2,044	1,582	1,561	909	2,000	1,818	1,400	1,400
104.472.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
104.472.008.000	HEALTH INSURANCE	35,585	32,688	44,000	-	37,750	37,750	22,000	23,800
104.472.009.000	WORKERS COMP (SELF INS)	7,950	10,675	10,150	-	12,600	12,600	38,200	40,100
104.472.012.000	SPECIAL DEPARTMENT EXPENSE	216	763	623	23	1,000	46	1,000	1,000
104.472.014.000	CLOTHING AND PERSONAL EXPENS	1,918	1,371	1,617	895	1,300	1,790	1,300	1,500
104.472.016.000	TELEPHONE	-	-	-	-	-	-	-	-
104.472.017.000	UTILITIES	8,559	8,111	7,579	3,425	8,500	6,850	6,250	6,650
104.472.018.000	LEASES AND PROPERTY TAXES	-	-	-	-	-	-	-	-
104.472.019.000	MAINT OF BLDGS, STRUCT & GRN	43,099	38,359	37,228	11,044	35,000	22,088	22,500	22,500
104.472.019.001	TREE TRIMMING	-	-	-	-	-	-	10,000	10,000
104.472.019.002	EQUIP/TOOLS	-	-	-	-	-	-	-	-
104.472.020.000	MAINT & OPERATION OF VEHICLE	15,880	19,819	20,587	7,980	18,000	15,960	14,000	15,000
104.472.026.000	TRAINING	-	115	65	-	-	-	300	300
104.472.027.000	LANDSCAPE / LIGHTING	52,140	52,362	75,173	55,510	80,000	111,020	-	-
	PERSONNEL Expenses	-	-	-	-	-	-	500	500
104.472.074.001	BARK PARK	-	-	-	-	-	-	-	-
		309,885	321,070	352,251	161,554	361,370	375,378	232,350	240,350

Budget Highlights

- With the deletion of the Community Services Director's position, personnel costs decreased in this budget.

Water 105

**Purpose:** The City's water division is charged with providing safe, reliable and economical water to Exeter's residents.

**Prior Budget Accomplishments**

- Began a major pipeline replacement project to stop leaks in high leak prone pipes.
- Changed water monitoring to Central California Water Works
- Implemented Stage 3 water restrictions
- Provided the first water bill insert on Stage 3 restrictions
- Implemented letter water bill
- Hire Central California Waterworks as the City's water managers

**Goals – FY 2018-19 and FY 2019-20**

- Create a Water System Master Plan
- Examine and have Council consider alternative rates
- Improve reliability and on-time performance of billing
- Reduce the error rate of meter reads from 200-300 to 100 or less per month
- Develop a valve replacement and exercise program
- Develop strategies to maintain water pressure system wide

Assigned Personnel

Maintenance Worker 1 - 2

WATER 105

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
105.461.001.000	SALARIES - REGULAR	261,154	285,230	334,601	158,623	326,500	317,246	358,500	359,300
105.461.002.000	SALARIES - TEMPORARY	7,399	-	-	-	2,500	-	2,500	2,500
105.461.003.000	SALARIES - OVERTIME	4,418	2,315	7,503	2,111	7,000	4,222	7,000	6,600
105.461.004.000	DISABILITY INSURANCE	2,985	3,200	3,750	-	3,300	-	6,600	6,600
105.461.005.000	RETIREMENT AND LIFE INSUR	55,156	2,773	-94,915	22,039	53,300	44,078	62,700	72,900
105.461.006.000	SOCIAL SECURITY-MEDICARE	4,088	3,834	4,082	2,219	4,704	4,438	5,200	5,200
105.461.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
105.461.008.000	HEALTH INSURANCE	58,137	48,137	80,000	-	64,300	-	62,500	67,400
105.461.009.000	WORKERS COMP (SELF INS)	19,500	28,232	30,000	-	29,500	-	103,700	108,900
105.461.011.000	OFFICE EXPENSE	9,204	11,695	8,984	3,158	9,000	6,316	6,000	6,000
105.461.012.000	SPECIAL DEPARTMENT EXPENSE	-	-	-	-	-	-	-	-
105.461.012.001	SUPPLIES - FN WELL TO HOME	66,720	34,812	49,734	19,750	50,000	39,500	50,000	48,000
105.461.012.002	WATER WELLS	29,933	115,041	69,174	14,437	75,000	28,874	75,000	80,000
105.461.012.003	METERS	-	26,773	30,927	13,358	35,000	26,716	35,000	35,000
105.461.012.004	FIRE HYDRANTS	271	4,300	-	-	15,450	-	15,450	16,000
105.461.012.005	PIPE MAINTENANCE	-	10,984	8,022	-	20,000	-	20,000	20,000
105.461.012.006	TRENCH REPAIR	-	-	-	-	7,500	-	7,500	7,500
105.461.013.000	OFFICE EQUIPMENT EXPENSE	-	1,479	181	318	2,000	636	1,000	1,000
105.461.014.000	UNIFORMS	2,078	1,887	2,790	1,390	2,500	2,780	2,500	2,700
105.461.016.000	TELEPHONE	10,314	13,884	13,555	4,855	13,000	9,710	7,200	1,950
105.461.017.000	UTILITIES	161,905	135,740	129,426	79,254	140,000	158,508	130,000	130,400
105.461.018.000	RENTS AND LEASES	-	-	-	-	-	-	-	-
105.461.019.000	MAINT BLDGS, STRUCT & GRNDS	10,510	9,828	5,062	2,895	10,000	5,790	10,000	10,000
105.461.020.000	MAINT & OPERATION OF VEHICLE	15,900	18,243	24,141	6,128	23,000	12,256	15,000	18,000
105.461.021.000	PROFESSIONAL SERVICES	14,202	7,486	12,519	20,664	35,500	41,328	53,500	58,000
105.461.022.000	CONTRACTUAL SERVICES	25,408	15,444	28,054	18,800	26,800	37,600	26,800	28,000
105.461.023.000	INSURANCE, BONDS & RETIREMEN	16,500	18,196	28,258	-	22,000	-	32,600	33,900
105.461.024.000	MEMBERSHIPS AND DUES	887	409	387	439	600	878	600	600
105.461.025.000	TRAVEL CONFERENCES & MEETING	440	1,352	574	20	1,500	40	1,500	1,500
105.461.026.000	TRAINING	-80	119	941	-	1,000	-	1,000	1,000
105.461.033.000	PERSONNEL EXPENSES	812	2,165	2,123	151	3,000	302	1,500	1,700
105.461.060.000	BAD DEBT	-	-	-	-	-	-	-	-
105.461.071.000	UPGRADES	-	-	-	-	-	-	-	-
105.461.071.001	USDA LOAN PAYMENT WATER	225,691	221,860	218,026	107,498	220,000	214,996	220,000	220,000
105.461.071.002	DEBT INTEREST	88,425	84,777	70,385	33,540	65,500	67,080	65,500	65,500
105.461.071.003	WATER CAPITAL PROJECT	-	-	102,056	-	-	-	-	-
105.461.071.004	DEBT PRINCIPAL	-	-	115,022	59,163	120,000	118,326	120,000	120,000
105.461.072.000	SOFTWARE	-	-	-	-	-	-	-	-
105.461.073.000	WATER CAPITAL PROJECT	-	-	-	-	-	-	-	-
105.461.074.000	EQUIPMENT	860	-	42,800	-	-	-	-	-
105.461.074.001	CAPITAL PROJECT ENGINEERING	-	-	-	-	-	-	30,000	30,000
105.461.074.003	SMART METER PROJECT	0	-	-	-	-	-	-	-
105.461.075.000	WATER RETENTION	-	-	-	-	-	-	-	-
105.461.075.001	VEHICLE REPLACEMENT RESERVES	-	-	-	-	8,000	-	-	-
105.461.076.000	TRANSFERS OUT	-	-	-	-	-	-	-	-
105.461.077.000	DEPRECIATION	229,514	282,850	-	-	-	-	-	-
		1,322,331	1,393,045	1,328,162	570,810	1,397,454	1,141,620	1,536,350	1,566,150

Budget Highlights

- Professional services increased due to the contract with Central Cal Waterworks, 105.461.021.000

Sewer 107

**Purpose:** To maintain the City's collection and sewage treatment facility to State standards.

**Prior Budget Accomplishments**

- Revised lift station pump retrieval method from a forklift use to a safer, wench cable method.
- Replace both plant head screws
- Developed additional plant drying beds, leading to lower residual disposal cost

**Goals – FY 2018-19 and FY 2019-20**

- Begin the lift station modernization and reliability program
- Implement a telemetry project, enabling staff to identify and resolve operational problem quickly and with a minimum of damage.
- Perform a rate study and master plan review

Assigned Personnel

Maintenance Worker 1 - 2

SEWER 107

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
107.441.001.000	SALARIES - REGULAR	252,351	262,453	234,072	113,516	272,000	227,032	247,700	248,400
107.441.002.000	SALARIES - TEMPORARY	5,202	-	-	-	2,500		-	-
107.441.003.000	SALARIES - OVERTIME	3,686	2,500	5,442	2,238	3,500	4,476	-	-
107.441.004.000	DISABILITY INSURANCE	2,845	2,520	2,500	-	2,660		4,100	4,100
107.441.005.000	RETIREMENT AND LIFE INSUR	52,121	4,775	73,646	17,176	43,550	34,352	44,700	51,900
107.441.006.000	SOCIAL SECURITY-MEDICARE	3,328	3,251	2,722	1,610	4,000	3,220	3,600	3,600
107.441.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-			
107.441.008.000	HEALTH INSURANCE	55,672	49,789	63,000	-	65,500		39,400	42,500
107.441.009.000	WORKERS COMP (SELF INS)	18,300	22,465	22,300	-	24,550		60,100	63,100
107.441.011.000	OFFICE EXPENSE	6,600	10,487	7,650	2,267	7,500	4,534	4,000	4,000
107.441.012.000	SPECIAL DEPARTMENT EXPENSE	-	-	-	-	-			
107.441.012.001	MAIN PLANT	70,986	76,629	152,019	95,651	130,000	191,302	130,000	138,000
107.441.012.002	LIFT STATIONS	12,376	12,839	13,354	2,629	25,000	5,258	25,000	30,000
107.441.012.003	TOOLS	-	-	-	-	2,000		2,000	2,000
107.441.012.004	STORM DRAIN PUMPS	-	-	-	-	2,000		1,000	1,000
107.441.012.005	PIPE MAINTENANCE	-	3,098	875	-	20,000		20,000	20,000
107.441.012.006	TRENCH REPAIR	-	-	-	-	4,500		4,500	4,500
107.441.013.000	OFFICE EQUIPMENT EXPENSE	-	1,400	143	-	2,000		1,000	1,000
107.441.014.000	UNIFORMS	1,473	1,279	1,656	812	1,500	1,624	1,500	1,700
107.441.016.000	TELEPHONE	4,008	4,894	3,936	1,039	4,000	2,078	2,200	2,200
107.441.017.000	UTILITIES	107,293	101,165	96,699	44,709	95,500	89,418	65,000	65,400
107.441.018.000	RENTS AND LEASES	-	-	-	-	-			
107.441.019.000	MAINT BLDGS,STRUCT & GRNDS	12,964	12,697	9,823	3,598	10,000	7,196	10,000	10,000
107.441.020.000	MAINT & OPERATION OF VEHICLE	15,656	18,654	18,194	6,098	18,700	12,196	12,500	12,800
107.441.021.000	PROFESSIONAL & SPECIALIZED	8,117	2,982	-21,290	3,441	10,000	6,882	26,500	28,000
107.441.022.000	CONTRACTUAL SERVICES	28,401	37,089	26,597	16,476	31,500	32,952	27,500	30,000
107.441.023.000	INSURANCE, BONDS & RETIREMNT	16,500	12,496	21,612	-	17,500		22,800	23,700
107.441.024.000	MEMBERSHIPS AND DUES	586	409	652	439	700	878	700	700
107.441.025.000	TRAVEL CONFERENCES & MEETING	350	1,306	255	-	1,000		1,000	1,000
107.441.026.000	TRAINING	20	-	250	-	1,000		1,000	1,000
107.441.033.000	PERSONNEL EXPENSE	1,226	2,169	1,679	460	3,500	920	1,200	1,400
107.441.060.000	BAD DEBT	-	-	-	-	-			
107.441.071.000	UPGRADES	-	900	-	13,610	25,000	27,220	25,000	25,000
107.441.071.001	USDA LOAN PAYMENT	127,679	126,308	123,770	231,050	127,000	462,100	127,000	127,000
107.441.071.002	ENGINEERING	-	-	-	-	-			
107.441.071.003	CONSTRUCTION	-	-	-	-	-			
107.441.072.000	SOFTWARE	-	-	-	-	-			
107.441.073.001	LAND	-	-	18,184	755	535,000	1,510		
107.441.074.000	EQUIPMENT	-6,233	-	-	-	35,000			
107.441.074.001	SEWER EMERGENCY REPAIRS	-	-	-	-	-			
107.441.075.000	TRANSFER TO SEWER RETENTION	-	-	-	-	-			
107.441.075.001	TRANSFER TO VEHICLE RESERVE	-	-	-	-	8,000			
107.441.076.000	OTHER USE OF FUNDS	-	-	-	-	-			
107.441.077.000	DEPRECIATION	149,109	149,500	-	-	-			
107.441.078.000	INTEREST EXPENSE	-	-	-	-	-			
		950,616	924,054	879,740	557,574	1,536,160	1,115,148	911,000	944,000

Budget Highlights

- Professional services increased due to the contract with Central Cal Waterworks, 107.441.021.000

Sanitation 106

**Purpose:** The City contracts with Mid Valley Disposal for its trash service.

**Prior Budget Accomplishments**

- Renegotiated the contract between the City and Mid Valley Disposal, clarifying roles and uses of monies generate by the rates.

**Goals – FY 2018-19 and FY 2019-20**

- Direct monies from the contract to support Alley way improvements and other contract options.
- Revise franchise fee portion of the contract with Mid Valley to allow the City to cover operational costs in the fund

Assigned Personnel

None – portions of individuals time are allocated to this department – See Allocation Sheet



SANITATION 106

		2015	2016	2017	YTD	Budget 2018	Forecast	2019	2020
106	T OSANITATION FUND								
106.451.001.000	SALARIES - REGULAR	53,127	49,303	47,583	24,989	54,800	49,978	41,600	41,700
106.451.002.000	SALARIES - TEMPORARY	1,000	-	-	-	-	-	-	-
106.451.003.000	SALARIES - OVERTIME	-	-	18	61	-	122	-	-
106.451.004.000	DISABILITY INSURANCE	504	580	500	-	555	-	700	700
106.451.005.000	RETIREMENT AND LIFE INSUR	8,802	8,160	-13,510	4,102	10,000	8,204	7,700	9,000
106.451.006.000	SOCIAL SECURITY-MEDICARE	864	744	654	346	800	692	600	600
106.451.007.000	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	-	-
106.451.008.000	HEALTH INSURANCE	9,124	8,817	9,500	-	10,000	-	6,200	6,700
106.451.009.000	WORKERS COMP (SELF INS)	3,320	4,065	4,000	-	5,000	-	10,800	11,300
106.451.011.000	OFFICE EXPENSE	5,673	9,593	6,679	2,034	7,500	4,068	4,000	4,000
106.451.012.000	SPECIAL DEPARTMENT EXPENSE	7,308	911	1,197	32,416	7,300	64,832	1,600	1,600
106.451.013.000	OFFICE EQUIPMENT EXPENSE	-	1,400	143	-	1,500	-	-	-
106.451.014.000	CLOTHING AND PERSONAL EXPENS	-	-	-	-	-	-	-	-
106.451.015.000	ADVERTISING	-	-	-	-	-	-	-	-
106.451.016.000	TELEPHONE	1,440	1,394	497	111	525	222	240	240
106.451.017.000	UTILITIES	7,460	6,892	6,856	3,232	6,800	6,464	6,800	6,900
106.451.018.000	RENTS AND LEASES	-	-	-	-	-	-	-	-
106.451.019.000	MAINT OF BLDGS STRUCT & GRND	129	161	175	68	1,000	136	160	160
106.451.020.000	MAINT & OPERATION OF VEHICLE	-	-	-	-	-	-	-	-
106.451.022.000	CONTRACTUAL SERVICES	718,615	763,138	849,555	344,284	843,000	688,568	861,080	886,912
106.451.022.001	MAINTENANCE CONTRACTS	9,914	9,531	10,422	8,080	10,000	16,160	12,000	12,000
106.451.023.000	INSURANCE, BONDS & RETIREMNT	2,300	2,376	3,863	-	3,510	-	19,700	19,700
106.451.024.000	MEMBERSHIPS AND DUES	-	-	-	-	-	-	-	-
106.451.025.000	TRAVEL CONFERENCES & MEETING	-	-	-	-	-	-	-	-
106.451.026.000	TRAINING	-	-	-	-	-	-	-	-
106.451.029.000	ALLEY REPAIR	36,385	38,639	43,005	17,434	43,000	34,868	10,000	10,000
106.451.033.000	PERSONNEL EXPENSE	-	-	-	-	-	-	-	-
106.451.034.001	FRANCHISE GENERAL FUND	45,482	48,299	53,758	21,792	53,500	43,584	58,722	60,477
106.451.034.002	LEAF COLL/ST SWEEPING	45,482	48,299	53,758	21,792	53,500	43,584	58,722	60,477
106.451.072.000	SOFTWARE	-	-	-	-	-	-	-	-
106.451.074.000	EQUIPMENT	-	-	-	-	-	-	-	-
106.451.075.000	ADMINISTRATION	-	-	-	-	-	-	-	-
106.451.076.000	TRANSFERS OUT	-	-	-	-	-	-	-	-
106.451.077.000	DEPRECIATION	506	194	-	-	-	-	-	-
		957,435	1,002,496	1,078,653	480,741	1,112,290	961,482	1,100,625	1,132,467

Budget Highlights

Housing Funds - CDBG 111, Housing 116, HOME 117

**Purpose:** The City is eligible for a number of different housing programs. The City in the past has provided housing assistance in the form of first-time home buyer 2<sup>nd</sup> loans and other programs administered through HUD. Currently, the City does not have an active grant, however, the City does have a substantial number of loans still be administered by the City. As these loans a repaid, the loan repayment or program income, may be used for additional housing programs.

***Prior Budget Accomplishments***

- Transfer the administration of the housing loans, reducing costs by 2/3rds

***Goals – FY 2018-19 and FY 2019-20***

- Develop long-term plan on how to seek additional grants and use program income
- Use some program income to administer grants.

Assigned Personnel

None

Budget

Housing Funds

CDBG Program Income

111.501.026.000	Professional services	\$40,000	\$40,000
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## Other Special Revenues

**Purpose:** The City has a number of smaller dedicated revenues that are tracked within a separate fund. These programs are as follows:

Storm Drain Impact Fee Fund – as development occurs, fees are paid into this fund to improve the City’s storm drain system for new development. Established to account for impact fees paid by developers for landscaped medians, signals, railroad crossing improvements, bike paths, public facilities, storm drain and parks. Within these funds, impact fees are held for the improvement of this above-named facilities. Funds are to be used only for the purpose for which the impact fee was collected.

CASp – The City collects fees from new development to improve accessibility of all structures in the City. 10% of the \$4 fee per permit is given to the State of California. The remaining money is left with Exeter to support accessibility programs and projects.

COPS – This annual grant money is directed to supporting police activities.

Donations – Donations given to the City are recorded and spent in this fund to show the donor their monies were used as intended.

Lighting and Landscape Maintenance Assessment Districts (LLMAD) – Exeter has 19 assessment district in the community. Each of these districts have a planned use for assessments received. This fund receives and expends money for landscape maintenance.

### **Prior Budget Accomplishments**

- Reworked the annual assessment process, reducing administrative fees to the fund.

### **Goals – FY 2018-19 and FY 2019-20**

- Develop plan to use CASp funds

### Assigned Personnel

None – portions of individuals time are allocated to this department – See Allocation Sheet

## Budget

## Misc. – Other Special Revenue Funds

## CASp (Certified Access Specialist program)

135.000.022.000	Professional services	\$2,000	\$2,000
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## COPS

137.421.012.000	Police support and materials	\$100,000	\$100,000
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## Donations

138.421.012.000	Donor directed purchases	\$3,500	\$3,500
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## Landscape and Lighting Maintenance Assessment Districts (LLMAD)

140.000.022.000	Professional services	\$70,000	\$70,000
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Insurance Internal Service Fund 121

**Purpose:** The City in its various activities incurs liabilities. To manage this fiscal liability, the City purchases a number of different policies and works to mitigate the City's potential liabilities by actively reviewing its safety practices and educating its staff on safe practices.

**Prior Budget Accomplishments**

- Implemented a weekly risk review with all department heads
- Revived the City's Injury and Illness Prevention Plan
- Converted City's third-party administrator for Aetna Deductibles from ASI to BenElect

**Goals – FY 2018-19 and FY 2019-20**

- Consider implementing Employee Risk Management Authority (ERMA) program in the City
- Work to lower workers compensation claims
- Improve employee regulations in order to encourage a return to work

Assigned Personnel

None – portions of individuals time are allocated to this department – See Allocation Sheet

## Internal Service Fund

## Insurance

0		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	Forecast	Forecast
ACCOUNT	DESCRIPTION	<u>6/30/2015</u>	<u>6/30/2016</u>	<u>6/30/2017</u>	<u>4/30/2018</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>
121.551.001.000	SALARIES - REGULAR	38,218	40,245	37,809	28,194	29,550	30,400	30,600
121.551.004.000	DISABILITY INSURANCE	348	436	200	-	250	300	300
121.551.005.000	RETIREMENT AND LIFE INSUR	1,660	(2,011)	8,612	3,353	4,700	5,500	6,400
121.551.006.000	SOCIAL SECURITY MEDICARE	531	678	739	750	425	400	400
121.551.007.000	UNEMPLOYMENT INSURANCE	9,242	7,805	707	9,864	1,000	-	-
121.551.008.000	HEALTH INSURANCE	5,397	4,630	3,000	-	-	2,700	2,900
121.551.009.000	WORKERS COMP (SELF INS)	2,500	3,720	1,725	-	2,750	-	-
121.551.023.000	INSURANCE	-	-	-	-	-	-	-
121.551.023.001	DISABILITY,LIFE,DEPENDENT	25,228	25,475	24,869	18,658	25,000	35,100	35,100
121.551.023.002	HEALTH INS &10000 LIFE	445,026	492,317	467,535	310,756	565,000	390,000	421,200
121.551.023.003	WORKERS COMPENSATION	168,803	233,821	218,168	332,005	228,500	357,600	375,300
121.551.023.004	LIABILITY INSURANCE	124,291	133,076	201,887	150,556	157,000	168,400	174,400
121.551.023.005	SELF FUND DENTAL/VISION	42,804	72,326	45,235	33,114	63,000	60,000	60,000
121.551.025.000	TRAVEL CONF AND MEETINGS	(163)	245	-	-	500	-	-
121.551.033.000	SETTLEMENT COSTS	20,000	-	-	-	-	-	-
		883,884	1,012,764	1,010,485	887,250	1,077,675	1,050,400	1,106,600

## Capital Projects and Equipment

Capital Project Summary								
All Amounts in Thousands								
Multi Year Recap								
	<u>General</u>	<u>Water</u>	<u>Sewer</u>	<u>COPS</u>	<u>Roads</u>	<u>Insurance</u>	<u>Total</u>	
Prior Projects	Fund							
Waterline Replacement		316					316	
Well #13 Rehab		142					142	
Treatment Plant Head Screws			71				71	
Sludge Drying Beds			304				304	
Belmont Bike Path					1,280		1,280	
<b>Fiscal Year 2018/19</b>	-	458	375	-	1,280	-	2,113	
1 Water Master Plan		125					125	
2 Pipeline Replacement		100					100	
3 Water/Sewer Telemetry		125	125				250	
4 Sewer Lift Stations Reliability			50				50	
5 Slurry Seal					200		200	
6 Palm Street Dig Out					1,500		1,500	
7 Crack Seal					25		25	
Equipment/Vehicles	101	201	98	100		10	510	
<b>Fiscal Year 2018/19 Total</b>	<b>101</b>	<b>551</b>	<b>273</b>	<b>100</b>	<b>1,725</b>	<b>10</b>	<b>2,760</b>	
<b>Fiscal Year 2019/20</b>								
8 Pipeline Replacement		100					100	
9 Sewer Lift Stations Reliability			50				50	
10 Slurry Seal					200		200	
11 Crack Seal					25		25	
Equipment/Vehicles	40	6	1	100		10	157	
<b>Fiscal Year 2019/20 Total</b>	<b>40</b>	<b>106</b>	<b>51</b>	<b>100</b>	<b>225</b>	<b>10</b>	<b>532</b>	
<b>Future Projects</b>								
12 Master Plan Implementation		2,500					2,500	
13 Sewer Lift Stations Reliability			50				50	
14 Ricky Hill 2" Overlay					200		200	
15 Belmont 2" Overlay					400		400	
16 Firebaugh 2" Overlay					800		800	
<b>Future Total</b>	<b>-</b>	<b>2,500</b>	<b>50</b>	<b>-</b>	<b>1,400</b>	<b>-</b>	<b>3,950</b>	



## Current, Previously Approved Capital Projects

### WATER

**Waterline Replacement** – (\$316,000) This project, located in various neighborhoods around the City, is to replace watermains identified as being highly prone to leaks. Many of these lines were installed in the 1970s with foreign PVC piping that appears to have had a shorter life than expected. Because of the high volume of leaks, it is more cost effective to replace a large number of lines at once, which will in the long run reduce water disruptions to the customer.

**Well #13 Rehabilitation** – (\$142,000) This project, located at well #13 on Unger Park, 701 Sheffield Ave, in the Southwest section of the City, is to rehabilitate the well, improving water capacity and pumping capacity.

### WASTE WATER

**Treatment Plant Head Screws** - (\$130,000). This project, located at the City's wastewater treatment plant, is to replace the waste water plant's head screws that lift the plant's effluent to begin processing. The plant has two head screws.

**Sludge Drying Bed** – (\$300,000). This project, located at the City's wastewater treatment plant at Myer and Road 184, is to build 2 drying beds for the plants sludge, allowing the City to then transport the waste dry to the County landfill, lowering the City's cost for disposing of the plants remaining sludge after it is processed.

### ROADS

**Belmont Class I Bike Lane** – (\$1,280,000) This project is to enclose the irrigation ditch along Belmont from Visalia Road to Chestnut and build an asphalt bike lane to the East of Belmont. This project is 100% funded from Congestion Management Air Quality (CMAQ) grant money.

## Proposed Capital Projects

### WATER

FY 18/19

**#1 Water Master Plan** – (\$125,000) This project is to update the City's previous master plans, assisting the City in better managing its water utility. Specifically, the need for additional wells, telemetry and water storage will be examined.

**#2 Pipe Replacement** – (\$100,000) This project is to replace aging pipes in areas identified as potential high leak problem areas. The project will improve water system reliability and reduce the inconvenience for the City's customers.

## Capital Projects and Equipment (continued)

FY 2018/19

**#3 Water/Sewer Telemetry** – (\$125,000) – The City’s water and sewer system need constant monitoring to assure reliability and to timely correct system malfunctions. This system, shared with the Sewer System, will have key monitoring gauges to inform and sometimes allow for remote correction to the City’s sewer and water system.

FY 19/20

**#8 Pipe Replacement** – (\$100,000) This project is to replace aging pipes in areas identified as potential high leak problem areas. The project will improve water system reliability and reduce the inconvenience for the City’s customers.

### SEWERS

FY 2018/19

**#3 Water/Sewer Telemetry** – (\$125,000) – The City’s water and sewer system need constant monitoring to assure reliability and to timely correct system malfunctions. This system, shared with the Water System, will have key monitoring gauges to inform and sometimes allow for remote correction to the City’s sewer and water system.

**#4 Sewer Lift Stations Reliability Program** – (\$50,000) – The City of Exeter has 8 lift stations. These lift stations are essential to the gathering of the City’s sewage and must be very reliable. The objective of this project is to eventually convert all the lift stations to the most reliable pumps on the market (Flight) and place the pumps on rails in order to easily lift the pumps to the surface to quickly repair the pumps and to convert man-hole access to vault access. This multi-year program will identify the most critical stations to improve in order to assure reliable service. This year’s focus is on the industrial lift station.

## Capital Projects and Equipment (continued)

FY 19/20

**#9 Sewer Lift Stations Reliability Program** – (\$50,000) – The City of Exeter has 8 lift stations. These lift stations are essential to the gathering of the City’s sewage and must be very reliable. The objective of this project is to eventually convert all the lift stations to the most reliable pumps on the market (Flight) and place the pumps on rails in order to easily lift the pumps to the surface to quickly repair the pumps and to convert man-hole access to vault access. This multi-year program will identify the most critical stations to improve in order to assure reliable service.

### STREETS

FY 18/19

**#5 Slurry Seals (FY19)** – (\$200,000) – SB1 Funds – This project is an annual project designed to maintain the life of all the City’s streets. This year’s project will focus on the downtown area of town followed by restriping of the lines in the downtown.

**#6 Palm Street Dig-out** - (\$1,500,000) – Gas Tax Fund – This project, from Kaweah or Highway 65 to G street, is to remove cracked asphalt and recondition the road.

**#7 Crack Seals (FY19)** – (\$25,000) – Gas Tax Fund – This annual project is to identify cracked streets and fill in the cracks to avoid further deterioration.

FY 19/20

**#10 Slurry Seals (FY20)** – (\$200,000) – SB1 Funds – This project is an annual project designed to maintain the life of all the City’s streets. This project’s exact location will be defined in FY 18/19 as part of a larger effort to de

**#11 Crack Seals (FY20)** – (\$25,000) – Gas Tax Fund – This annual project is to identify cracked streets and fill in the cracks to avoid further deterioration.

## Future Projects – Will Require Additional Council Approval

### WATER

**#12 Masterplan Implementation** – (\$2.5 million) Staff expects that the masterplan will identify storage and well needs for the system. Wells can easily cost \$1 million. Storage can cost between \$1-3 million depending upon size. The plan will also probably recommend telemetry solutions in order to notify operators when the system is not operating as expected, allowing for timely repair. This project will come back to Council for further approval.

### SEWERS

**#13 Sewer Lift Stations Reliability Program** – (\$50,000) – The City of Exeter has 8 lift stations. These lift stations are essential to the gathering of the City's sewage and must be very reliable. The objective of this project is to eventually convert all the lift stations to the most reliable pumps on the market (Flight) and place the pumps on rails in order to easily lift the pumps to the surface to quickly repair the pumps and to convert man-hole access to vault access. This multi-year program will identify the most critical stations to improve in order to assure reliable service.

### STREETS

**#14 Rocky Hill 2" Overlay, from Kaweah to Railroad Tracks, approximately ¼ mile** – (\$200,000) This project will rehabilitate this busy arterial, grinding down the road crown and resurfacing the road.

**#15 Belmont 2" Overlay, from Visalia Road to Firebaugh, approximately 1/2 mile** – (\$400,000) This project will rehabilitate this busy arterial, grinding down the road crown and resurfacing the road.

**#16 Firebaugh 2" Overlay, from Kaweah to Belmont, approximately 1 mile** – (\$800,000) This project will rehabilitate this busy arterial, grinding down the road crown and resurfacing the road.

## Capital Equipment – FY 18/19

FY 2018/19			Gen. Gov	PD	Parks	Streets	GF	Water	Sewer	Insurance		All Equipment
			104.404.074	104.421.074	104.472.074	104.431.074	Total	105.461.074	107.441.074		COPS Grant	
1	Backhoe	90,000				18,000	18,000	72,000				90,000
2	GPS Replacement System for PW Trucks	2,000			500	500	1,000	500	500			2,000
3	Misc. Tools	5,000			1,250	1,250	2,500	1,250	1,250			5,000
4	Generator/Welder	6,000			1,500	1,500	3,000	1,500	1,500			6,000
5	Downtown Lightpole Rehab, Coincides with SCE LED Project	25,000				25,000	25,000					25,000
6	Tree Trimming	25,000				25,000	25,000					25,000
7	Sludge Staging Cement Pad - WWTP	15,000					-		15,000			15,000
8	Camera System (sewer lines)	5,500					-		5,500			5,500
9	Gear Drive - Bar Screen	8,000					-		8,000			8,000
10	Asphalt Roller	15,000					-		15,000			15,000
11	Power pruner - boomtruck	2,170			1,085	1,085	2,170					2,170
12	Power Chainsaw - boomtruck	1,920			960	960	1,920					1,920
13	Pipe Repair Clamps	2,000					-	2,000				2,000
14	Cement Saw	3,000					-	3,000				3,000
15	HVAC Trailer - Water Service	70,000					-	70,000				70,000
16	2 - Utility trucks	100,000					-	50,000	50,000			100,000
17	Pipe Cutter	1,600					-	800	800			1,600
18	Police Vest Replacements	10,000		10,000			10,000					10,000
19	Police Vehicle Replacement	112,300		12,300			12,300				100,000	112,300
20	Risk Mitigation	10,000	-				-	-	-	10,000		10,000
	<b>Total</b>	<b>509,490</b>	<b>-</b>	<b>22,300</b>	<b>5,295</b>	<b>73,295</b>	<b>100,890</b>	<b>201,050</b>	<b>97,550</b>	<b>10,000</b>	<b>100,000</b>	<b>509,490</b>

## Capital Equipment – FY 19/20

FY 2019/20												
		Gen. Gov	PD	Parks	Streets	GF	Water	Sewer	Insurance		All Equipment	
		104.404.074	104.421.074	104.472.074	104.431.074	Total	105.461.074	107.441.074		COPS Grant		
1	Misc. Tools	5,000		1,250	1,250	2,500	1,250	1,250			5,000	
2	Tree Trimming	25,000			25,000	25,000					25,000	
3	Pipe Repair Clamps	2,000				-	2,000				2,000	
4	Cement Saw	3,000				-	3,000				3,000	
5	Police Vehicle Replacement	112,300	12,300			12,300				100,000	112,300	
6	Risk Mitigation	10,000	-			-	-	-	10,000		10,000	
	<b>Total</b>	<b>157,300</b>	<b>-</b>	<b>12,300</b>	<b>1,250</b>	<b>26,250</b>	<b>39,800</b>	<b>6,250</b>	<b>1,250</b>	<b>10,000</b>	<b>100,000</b>	<b>157,300</b>

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## Salary Schedule

Miscellaneous Classifications	Step A	Step B	Step C	Step D	Step E	Step PATTERN
FY 2017-2018						
City Administrator	10,401	10,921	11,358	11,812	12,285	5,4,4,4
Finance Director	7,254	7,636	8,038	8,461	8,906	5*
Community Services Director	6,739	7,094	7,467	7,860	8,274	5*
Public Works Director	6,739	7,094	7,467	7,860	8,274	5*
Deputy City Clerk/Personnel Officer	5,013	5,277	5,555	5,847	6,155	5*
Operations Manager	5,329	5,610	5,905	6,216	6,543	5*
Chief Operator	4,506	4,743	4,993	5,255	5,532	5*
Operator II, Water/Wastewater	4,086	4,301	4,528	4,766	5,017	5*
Operator I, Water/Wastewater	3,877	4,081	4,296	4,522	4,760	5*
Maintenance Person III	3,693	3,887	4,092	4,307	4,534	5*
Maintenance Person II	3,388	3,566	3,753	3,951	4,159	5*
Maintenance I	3,023	3,182	3,349	3,525	3,711	5*
Mechanic II	3,683	3,877	4,081	4,296	4,522	5*
Accounting Assistant	3,176	3,343	3,519	3,704	3,899	5*
Administrative Assistant	3,176	3,343	3,519	3,704	3,899	5*
Office Assistant	2,743	2,888	3,040	3,200	3,368	5*
Senior Clerk Dispatcher	3,555	3,742	3,939	4,146	4,364	5*
Clerk Dispatcher	3,133	3,297	3,471	3,654	3,846	5*
Recreation Supervisor	3,555	3,742	3,939	4,146	4,364	5*
Recreation Leader	2,743	2,888	3,040	3,200	3,368	5*
Animal Control/Code Enforcement	3,090	3,253	3,424	3,604	3,794	5*
All salaries shown are monthly amounts.						
<b>Police Classifications</b>						
Chief of Police	8,387	8,806	9,159	9,525	9,906	5,4,4,4
Lieutenant	7,036	7,388	7,683	7,991	8,310	5,4,4,4
Sergeant	5,513	5,789	6,078	6,382	6,701	5
Police Officer	4,320	4,536	4,763	5,001	5,251	5
E-Step Police Officer is the benchmark position upon which linked formulas are based.						

## Hourly Employee Salary Schedule

	<u>2018</u>	<u>2019</u>
Recreation Worker	\$11.00	\$12.00
Staff Helper I	\$11.00	\$12.00
Staff Helper II	\$13.00	\$14.00
Police Reserve	\$19.00	\$19.00
Street Sweeper	\$20.36	\$20.36

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# Personnel Allocations

				General Fund												Total
ID	Name	Dept	Pos	Admin	Fin	General Government					General Fund	Water	Sewer	Refuse		
						Police	Streets	Rec.	Parks	Ins						
1	Vacant	Adm	City Administrator	0.38							0.09	0.47	0.25	0.25	0.03	1.00
1	Oneal, S	Adm	Per. Offcr/City Clerk	0.25		0.25					0.10	0.60	0.25	0.15		1.00
2	Arroyo, M	PW	Administrative Asst.					0.05				0.05	0.50	0.45		1.00
2	Aldridge, G	PW	Maintenance Worke				0.35					0.35	0.40	0.20	0.05	1.00
2	Billups, D	PD	Animal Control			1.00						1.00				1.00
2	Brassfield, T	PW	Maintenance Worke					0.05				0.05	0.45	0.50		1.00
2	Espinola, D	PW	Operations Manager					0.10	0.20			0.30	0.40	0.25	0.05	1.00
2	Vacant	PW	Maintenance Worke						0.05		0.95	1.00				1.00
2	Huggins, K	PW	Mechanic					0.20	0.20			0.40	0.30	0.30		1.00
2	Millian, M	PW	Maintenance Worke				0.05					0.05	0.80	0.15		1.00
2	Miller, J	PW	Maintenance Worke				0.05					0.05	0.80	0.15		1.00
2	Qualls, D	PW	Public Works Directc				0.25					0.25	0.40	0.25	0.10	1.00
2	Quiroz, p	PW	Maintenance Worke				0.05			0.20		0.25	0.38	0.38		1.00
2	Rameriez, J	PW	Maintenance Worke				0.50					0.50	0.45	0.05		1.00
3	Tavarez, C	Fin	Finance Director		0.35						0.08	0.43	0.27	0.26	0.04	1.00
3	Carter, A	Rec	Recreation Leader			0.10				0.65	0.05	0.80	0.08	0.08	0.05	1.00
3	Hernandez, X	Fin	Accounting Assistan		0.20							0.20	0.35	0.35	0.10	1.00
3	Ibarra, M	Fin	Accounting Assistan			0.30						0.30	0.30	0.30	0.10	1.00
3	See, E	Fin	Accounting Assistan			0.30						0.30	0.30	0.30	0.10	1.00
3	Wachter, L	Rec	Recreation Supervis			0.05			0.80	0.05		0.90	0.05	0.05		1.00
4	Police Personnel						19.00					19.00				19.00
Total				0.63	0.55	2.00	19.30	1.80	1.45	1.25	0.27	27.25	6.72	4.41	0.62	39.00
				1.6%	1.4%	5.1%	49.5%	4.6%	3.7%	3.2%	0.7%	69.9%	17.2%	11.3%	1.6%	100.0%
<u>Police Personnel</u>																
	Chief		1													
	Lieutenant		1													
	Sargeant		3													
	Detective		2													
	Police Officer		10													
	Animal Control Officer		0													
	Clerk Dispatcher		1													
	Sr. Clerk Dispatcher		1													
			19													

## Budget Resolution

City of Exeter  
Resolution No. 2018-xx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER ADOPTING THE APPROPRIATION LEVELS FOR ALL FUNDS FOR FISCAL YEARS 2018-19 AND 2019-20 AND REAPPROPRIATING CERTAIN CAPITAL PROJECTS AND OPERATING FUNDS WHICH DO NOT MEET THE CRITERIA TO BE ENCUMBERED OR DESIGNATED FROM PRIOR YEARS.

*Whereas*, the City of Exeter City Council held a public hearing on June xx, 2018 on the proposed multi-year budget for the City of Exeter for the 2018-19 and 2019-20 fiscal years; and,

*Whereas*, the re-appropriation of certain capital projects and operating funds that are encumbered or designated from prior years is necessary; and,

*Whereas*, authorization from the City Council is necessary for:

1. The City Administrator to transfer appropriations within fund budgets including salary and capital accounts and staff levels, provided, however, that the total appropriations are not increased thereby.
2. The Finance Director to transfer appropriations among the items within departmental budgets, except for salary and capital accounts.
3. Staff to transfer or lend monies from one fund to another as specified in the budget document.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Exeter that the budget for the 2018-19 fiscal year totaling \$x,xxx,xxx and for the 2019-20 fiscal year totaling \$x,xxx,xxx be approved.

**BE IT FURTHER RESOLVED THAT:**

1. The City Administrator is authorized to transfer appropriations within fund budgets including salary and capital accounts and staff levels, provided, however, that the total appropriations are not increased thereby.
2. The Finance Director is authorized to transfer appropriations among the items within departmental budgets, except for salary and capital accounts.
3. Staff is authorized to transfer or lend monies from one fund to another as specified in the budget document.

**BE IT FURTHER RESOLVED** by the City Council of the City of Exeter that for all funds, for capital projects and/or operating funds that are encumbered or designated from prior years be re-appropriated.

PASSED AND ADOPTED: June xx, 2018

## Significant Financial Policies

The City of Exeter strives for a stable financial environment in order to maintain continuity in operations. To that end, the City of Exeter strives to do the following in managing its finances:

8. **Balanced Budget.** The City will adopt a budget where ongoing revenues support ongoing expenses. If a budget is proposed that does not meet this criterion, it shall be noted in the budget's adoption and a method to resolve this unsustainable budget will be stated.
9. **Budget Reserve.** The City recognizes that revenues will fluctuate. As a result, the City will seek to have an uncommitted reserve for all funds of at least 10% of expenses. The funding of this reserve usually will come from revenues in excess of expenditures or one-time revenues. If the City's reserve falls below the 10% objective, it shall be noted in the budget's adoption and a method to regain that level of reserve will be recommended.
10. **One-time and Unpredictable Revenues:** Large one-time or unpredictable revenues (more than \$50,000) will only be used for one-time expenditures such as capital projects or specified length programs.
11. **Enterprise Rates.** Enterprises will set their rates at a level to recover operating cost, fund an adequate reserve and maintain the City's capital infrastructure.
12. **Investment Policy.** The City will maintain and annual review its investment policy to assure that proper controls are in place to assure the safety and liquidity of the City's cash assets.
13. **Debt Management.** The City will use debt sparingly and not to fund operating needs. Debt amortization will be no longer than the useful life of the asset.
14. **Annual Audit.** To assure accountability and transparency, the City will annually conduct a financial audit.

## Insurance in Force

City of Exeter							
Insurance In Force							
Fiscal Year 2017/18							
<u>Policy</u>	<u>Provider</u>	<u>Limits</u>	<u>Deductible</u>	<u>Premium or Cost</u>			
				<u>FY 17/18</u>			
Liability	CSJVRMA	1,000,000	\$25,000	113,121			
	CARMA - Excess	excess \$9,000,000					
Workers Compensation	CSJVRMA	Statutory	\$50,000	228,066			
		Retrospective Prem.		114,000			
Property	CSJVRMA	Limit					
	Alliant	\$25,792,692	\$25,000	22,475			
Auto	CSJVRMA	Vehicle Value	\$2,000	11,832			
<b><u>Employee Benefits</u></b>				<u>Single</u>	<u>Family</u>		
Health	Aetna High Deductible (\$6800)		Deduct.	500	1,000	370,000	
	ASI Deductible Bill Pay		Max Out Pocket	2,940	5,780	30,000	
	Employee Contributions					(100,000) est	
			<u>Limits</u>	<u>Single</u>	<u>Family</u>		
Vision/Dental	City of Exeter	Self-pay	Police	750	1,750		
		Capitation	Misc	1,100	2,110	38,000 est	
Employee Assistance Program	CSJVRMA					1,049	
Disability Insurance							
- Short Term	City of Exeter	None			Self Pay	34,000 CY	
- Long Term	Misc	Standard				11,115	
	Police	CLEA				6,168	
Life Insurance	Standard @ \$100,000					9,740	
General Admin	CSJVRMA					6,987	
CSJVRMA = Central San Joaquin Risk Management Authority					Total	896,553	
CARMA = California Affiliated Risk Management Authority							

## City History

Before the coming of the European settlers, the area that is now Exeter was part of a vast plain where elk, antelope and deer grazed and spring wildflowers bloomed in profusion. Native American Indians made their homes in the oak forest two miles north of the present town.

In 1888, as the railroad carved its way through the southern San Joaquin valley, towns grew up along its route. D.W. Parkhurst, representing the Southern Pacific Railroad, bought land from John Firebaugh, an early settler, and the town of Exeter was born, named after Parkhurst's native Exeter, England.



The development of water resources and the planting of fruit trees and vines brought growth to the little community. The first school was built in 1897, the high school district was organized in 1908, and the residents voted to incorporate in 1911. Cattle ranching was an integral part of Exeter's history. The Gill Cattle Company of Exeter was established in the late 1800's and is still in operation. Once the largest cattle ranching business in the United States, the company owned and leased more than six million acres of land in nine western states.



Boasting the finest navel oranges in the world, Exeter, California, has a rich agricultural heritage built on a hundred years of American tradition. Exeter is known for growing the sweetest oranges in the world and as the "Citrus Capital of the World".

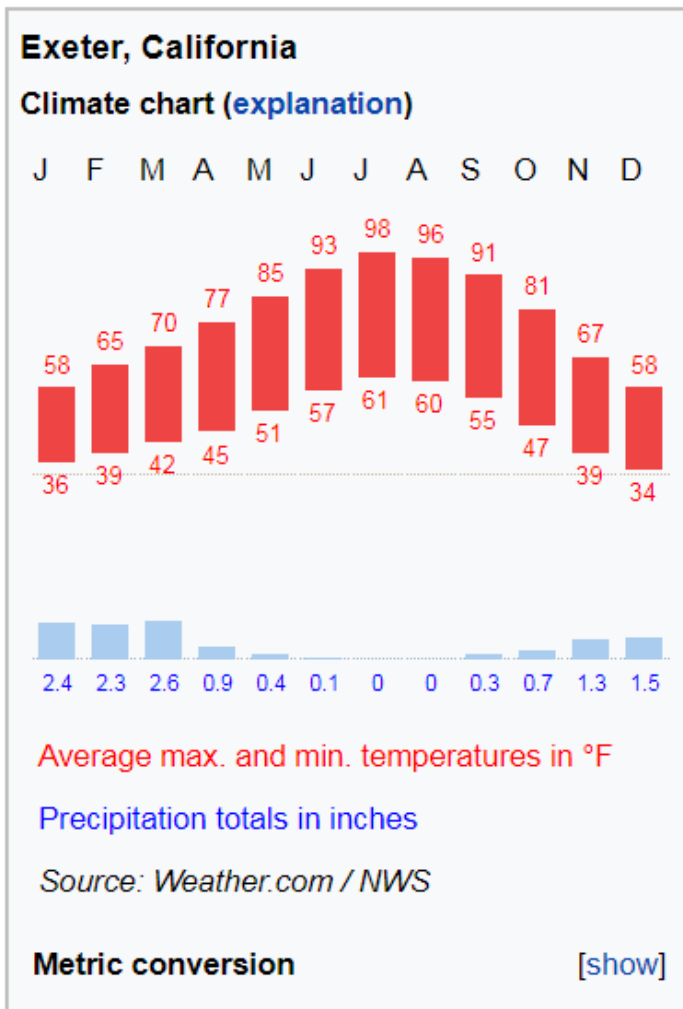


In 2011 Exeter paused to celebrate 100 years as an incorporated city. A number of special events occurred throughout the year, including the planting of a Centennial Time Capsule, a Centennial parade, and a full day of activities in City Park culminating in a concert by the Sons of the San Joaquin. Throughout the remainder of the year, additional Centennial-themed events took place to celebrate Exeter's 100th birthday.

## City Statistics

Historical population		
Census	Pop.	%±
1920	1,852	—
1930	2,685	45.0%
1940	3,883	44.6%
1950	4,078	5.0%
1960	4,264	4.6%
1970	4,475	4.9%
1980	5,606	25.3%
1990	7,276	29.8%
2000	9,168	26.0%
2010	10,334	12.7%
Est. 2016	10,506 <sup>[5]</sup>	1.7%

U.S. Decennial Census <sup>[8]</sup>



Exeter, California - Overview	2010 Census		2000 Census		2000-2010 Change	
	Counts	Percentages	Counts	Percentages	Change	Percentages
<b>Total Population</b>	10,334	100.00%	9,168	100.00%	1,166	12.72%
<b>Population by Race</b>						
American Indian and Alaska native alone	171	1.65%	135	1.47%	36	26.67%
Asian alone	138	1.34%	119	1.30%	19	15.97%
Black or African American alone	67	0.65%	63	0.69%	4	6.35%
Native Hawaiian and Other Pacific native alone	8	0.08%	4	0.04%	4	100.00%
Some other race alone	2,416	23.38%	2,127	23.20%	289	13.59%
Two or more races	384	3.72%	327	3.57%	57	17.43%
White alone	7,150	69.19%	6,393	69.73%	757	11.84%
<b>Population by Hispanic or Latino Origin (of any race)</b>						
Persons Not of Hispanic or Latino Origin	5,631	54.49%	5,661	61.75%	-30	-0.53%
Persons of Hispanic or Latino Origin	4,703	45.51%	3,507	38.25%	1,196	34.10%

## Glossary

**Appropriated Budget** - The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

**Appropriation** - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

**Authority** - A government or public agency created to perform a single function or a restricted group of related activities.

**Bond Covenant** - A legally enforceable promise made by an issuer of bonds to the bondholders, normally contained in the bond resolution or indenture.

**Budget** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Capital Budget** - A plan of proposed capital outlays and the means of financing them.

**Deficit** - The result of an excess of expenditures over resources.

**Designation of Fund Balance** - The designation indicates that a portion of fund equity is not available for appropriation based on Council's plan for future uses.

**Enterprise Fund** - A fund established to account for operations financed and operated in a manner similar to private business enterprises. In this case the governing body intends that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**Fixed Assets** – Long-lived tangible assets such as buildings, equipment, improvements and vehicles.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** - The difference between fund assets and fund liabilities of governmental and similar trust funds.

**Fund Balance – Reserved** – Used to indicate that a portion of fund balance has been restricted for a specific purpose.

**Full-Time Equivalent (FTE)** - The amount of time, 2,080 hours per year, worked by a full-time employee.

**General Fund** - The fund used to account for all financial resources, except those required to be accounted for in another fund.

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards and guidelines for financial accounting and reporting.

**Grants** - Contributions or gifts of cash or other assets from another government entity to be used for a specific purpose.

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

**Operating Budget** - Plans of current expenditures and the proposed means of financing them.

**Reserve** - (1) An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure; and (2) an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**Reserved Fund Balance** - Those portions of the difference between fund assets and fund liabilities of governmental and similar trust funds that cannot be appropriated for expenditure or that are legally segregated for a specific future use.

**Revenues** - 1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. 2) Increases in the net total assets of a proprietary fund type from

other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers-in are classified separately from revenues.

**Risk Management** - All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

**Self-Insurance** - A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

**Taxes** – Compulsory charges levied by a government to finance services performed for the common benefit.

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