

Proclamation

National Public Works Week

City of Exeter

WHEREAS, the Public Works Department provides services for our community that are a vital and integral part of our citizens' everyday lives; and

WHEREAS, the support of the community is vital to the efficient operation of public works systems and programs including water, sewers, streets, fleet maintenance, building maintenance, wastewater treatment, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency and effectiveness of the qualified and skilled staff contribute to the quality of life that residents and visitors alike enjoy and rely upon from the City of Exeter,

NOW, THEREFORE, I, Mary Waterman - Philpot, Mayor of the City of Exeter, do hereby proclaim the week of May 19th through May 25th, 2019 as:

"National Public Works Week"

AND, BE IT FURTHER PROCLAIMED that the City Council, on behalf of our citizens, expresses our appreciation for the contributions which our Public Works employees make every day to our health, safety, comfort and quality of life.

Dated: May 14, 2019

*Mary Waterman – Philpot
Mayor*

Proclamation



Relay For Life Day

- WHEREAS: The American Cancer Society is a voluntary community-based coalition of citizens dedicated to eliminating cancer as a major health problem through financial support and education awareness; and*
- WHEREAS: Relay for Life is the signature activity of the American Cancer Society and honors cancer survivors (anyone who has ever been diagnosed with cancer), remembers those lost to the disease, provides opportunity to fight back against cancer, and helps fund more than \$100 million in cancer research each year; and*
- WHEREAS: The color purple, prominently visible on ribbons throughout Exeter, is the signature color of the American Cancer Society's Relay For Life events, signifying the passion that cancer survivors and their families and loved ones feel for the eradication of this disease; and*
- WHEREAS: The American Cancer Society Relay for Life of Exeter has become a tremendously successful community event that allows opportunities to not only honor our family and friends fighting cancer, but also to network with businesses, associates, and neighbors, with the same goal of making a difference in the battle against cancer; and*
- WHEREAS: Money raised during the American Cancer Society Relay for Life of Exeter helps support research, education, advocacy, and patient services for treating cancer, thereby increasing cancer survival rates; and*
- WHEREAS: Contrary to early predictions from others, our small but mighty community has overcome all odds and over the past nine years has raised more than \$1,000,000 through our Relay for Life,*
- NOW, THEREFORE, I, Mary Waterman-Philpot, Mayor of the City of Exeter, on behalf of the Exeter City Council, do hereby proclaim May 18, 2019 as Relay For Life Day in the City of Exeter, and encourage all citizens to recognize and participate in the Relay for Life events, in support of those living with cancer, in celebration of those who have survived their fight with cancer, and in remembrance of those who lost the fight.*

Dated: May 14, 2019

*Mary Waterman-Philpot
Mayor*

EXETER CITY COUNCIL ACTION MINUTES**April 23, 2019**

A regular session of the City Council, City of Exeter was held on Tuesday, April 23, 2019, at 7:00 p.m., in the Exeter City Council Chambers, 137 North F Street.

COUNCIL PRESENT: Mary Waterman-Philpot, Barbara Sally, Frankie Alves, Jeremy Petty

COUNCIL ABSENT: Teresa Boyce

STAFF PRESENT: Adam Ennis, Julia Lew, Daymon Qualls, John Hall, Chris Tavaréz, Shonna Oneal, Lisa Wallis Dutra,

A. CALL TO ORDER REGULAR SESSION

Mayor Waterman-Philpot called the regular session to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Pro Tem Sally led the Pledge of Allegiance and an invocation was given by Pastor Dayton Kittermon.

C. SPECIAL PRESENTATIONS (if any): None**D. PUBLIC COMMENTS:**

Mayor Waterman-Philpot requested those who wish to speak on matters that are not on the agenda that are within the jurisdiction of the Exeter Council, or to address or request a matter be pulled from the consent calendar to do so at this time. She also stated comments related to Individual Business or Public Hearing items that are listed on the agenda will be heard at the time that matter is addressed on the agenda.

Mike Germaine addressed the Council to provide an update on the redwood chips project at the Bark Park.

E. CONSENT CALENDAR:

It was moved by Council Member Alves seconded by Mayor Pro Tem Sally and carried 4-0 (Council Member Boyce absent) that the items on the Consent Calendar be approved as presented.

1. **Approve minutes of April 9, 2019**
2. **Payment of the Bills**
3. **Payroll: April 5, 2019**
4. **Authorize the City Administrator to enter into a sole source agreement with Herr, Pedersen and Berglund LLC in the amount of \$34,000 to update the City of Exeter Employee Rules and Regulations and assist in the coordination with the employee groups to prepare a document ready for adoption by Council and appropriate \$34,000 in the Insurance Fund (121) to pay for this service.**

F. INDIVIDUAL BUSINESS ITEMS

1. **Second reading and adoption of Ordinance #689 Amending Ordinance No. 246, the Exeter Zoning Ordinance, relating to the Reclassification of Real Property in Exeter from the CS (Service Commercial) to the RM-3 (Multi-Family Residential, One Unit per 3,000 Square Feet) Zone District, read by title only.** Mayor Waterman-Philpot gave second reading of Ordinance #689 by title only and entertained a motion for adoption of Ordinance #689. With no discussion it was moved by Council Member Petty, seconded by Council Member Alves and carried 4-0 (Council Member Boyce absent) to adopt Ordinance #689 as presented.
2. **Presentation and discussion on Rocky Hill Feasibility Study dated February 2019.** Richard Walker of 4 Creeks provided a PowerPoint presentation regarding the Rocky Hill Feasibility Study dated February 2019. The Council posed questions and Mr. Walker provided responses thereto. Ted Macaulay addressed the Council in support of the project as an advanced cyclist. Ted Smalley, Executive Director of Tulare County Association of Government, addressed the Council regarding funding for the project. City Administrator Adam Ennis provided comments and posed questions regarding the feasibility study. Mr. Walker provided responses thereto. Mr. Smalley recommended the Council write a letter to the Board of Supervisors indicating their desire to move forward with the project. With no further discussion no action was taken.

EXETER CITY COUNCIL ACTION MINUTES

Page 2, April 23, 2019

3. **Accept a list of five qualified contractors to perform repair and rehabilitation work on the City's water distribution and sanitary and storm sewer collection systems and authorize the City Administrator to execute an initial agreement with each contractor subject to terms approved by the City Attorney. The five contractors are Bill Nelson Gen Eng Const., Inc. of Fresno, CA, Dawson Mauldin of Selma, CA, Lyles Utility of Bakersfield, CA, SW Construction of Bakersfield, CA and West Valley Construction of San Jose, CA.** Public Works Director Daymon Qualls provided a report for Council's review and consideration. City Administrator Adam Ennis provided additional information for Council's review and consideration. Mr. Qualls, Mr. Ennis, and City Attorney Julia Lew addressed questions posed by Council. Following discussion it was moved by Mayor Pro Tem Waterman-Philpot, seconded by Council Member Alves and carried 4-0 (Council Member Boyce absent) to approve the item as presented.
4. **Award a contract and authorize the City Administrator to execute an agreement with Wachs Water Services, of Buffalo Grove, IL, in the amount of \$40,385.00 to complete a Water Valve Assessment, Operation, and GPS Collection Project for the City and appropriate \$40,385 in the Water Fund (105).** Public Works Director Daymon Qualls provided a report for Council's review and consideration. City Administrator Adam Ennis provided additional information for Council's review and consideration. Mr. Qualls, Mr. Ennis, and City Attorney Julia Lew addressed questions posed by Council. Following discussion it was moved by Council Member Alves, seconded by Council Member Petty and carried 4-0 (Council Member Boyce absent) to approve the item as presented.

G. CITY COUNCIL ITEMS OF INTEREST

Council Member Alves reported on an interview he conducted with a Fresno Pacific University student. Mayor Pro Tem Waterman-Philpot reported on recent events she has attended, advised of upcoming events in the community, and inquired about the status of the Kiwanis and City of Exeter group discussion for parks projects. Council Member Petty inquired about the Boys and Girls Club.

H. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

City Administrator Adam Ennis reported that Council Member Boyce was going to resign from her position on the City Council due to recent medical issues. Mr. Ennis also reported on recent events he has attended and upcoming events in the community.

I. ADJOURN REGULAR MEETING

Mayor Waterman-Philpot adjourned the regular meeting at 8:20 p.m.

Shonna Oneal City Clerk

ACS/XEROX FINANCIAL SYSTEM CITY OF EXETER
 4/26/2019 10:08:28 Payments for Publication GL335R-V08.08 PAGE

Approved on 4/25/2019 for Payments Through 4/25/2019

Vendor Name	Description	Amount
AETNA HEALTH OF CALIFORNIA INC	MAY PREMIUMS	25,561.89
AFLAC	APR AFLAC PREMIUMS	3,168.90
AMERICAN BUSINESS MACHINES	1/13/19-4/12/19 USAGE CH	104.73
ASI ADMINISTRATIVE SOLUTIONS	4/16/18-4/30/18 IPM CLAI	216.53
BASIC	APR COBRA ADMIN FEE	30.00
BIRCH	0966/4-18 TO 5/17/19	215.54
BUZZ KILL PEST CONTROL	PEST CONTROL @ PD	163.00
C.L.E.A.	MAY 2019 LT DISABILITY	49.00
CALIFORNIA BUSINESS MACHINES	4/22/19-5/21/19 TA2552CI	173.41
CALIFORNIA COMPIFORMS, INC.	A/P LASER CHECKS	410.68
CARTER/AMY	EASTER CANDY-WINCO FOODS	86.27
COLLEGE OF THE SEQUOIAS	CLASS PHELPS-PERISHABLE	105.00
DASH MEDICAL GLOVES, INC.	NITRILE EXAM GLOVES	83.94
DEPT OF JUSTICE	MAR FINGERPRINTS	494.00
DIVISION OF STATE ARCHITECT	JAN-MAR \$4 DSA FEE 2019	113.30
DURKEE/ MARK	MEALS-THE USE OF FORCE	15.00
ELBERTS DISTRIBUTING INC	ADVANCED FORMULA MOA	176.93
EMD NETWORKING SERVICES, INC.	MAY MONTHLY BILLING	1,275.00
EMMETTS EXCAVATION	CMAQ BELMT BIKE PATH-PH1	92,297.73
EWING IRRIGATION PRODUCTS INC	TORO POP UP BODY 4	339.10
EXETER IRRIGATION & SUPPLY	9 VOLT BATTERY 1PK	91.62
EXETER VETERANS	PHOTOS-BASEBALL/SOFTBALL	100.00
FOOTHILLS SUN-GAZETTE	PN-UTILITY RATE INCREASE	795.00
FRONTIER CALIFORNIA INC.	7122/4-16 TO 5/15/19	561.61
GAR TOOTELIAN INC	GLY STAR PLUS/LIFELINE	743.48
GHD INC	VISALIA RD IMPROV PROJEC	22,399.00
GROSS & STEVENS, INC.	INSTALL NEW U-BOLTS	1,739.87
HAAKER EQUIP CO	MAIN BROOM 60"/BRM SET	1,004.29
HALL/ JOHN	MEALS-CPCA LEGISLATIVE	110.00
HERR PEDERSEN & BERGLUND, LLP	FEB-MAR PERSONNEL MATTER	480.00
INGLEHART/BRETT	MEALS-THE USE OF FORCE	15.00
KEITH E. WILLIAMS, DDS, INC.	4/1/19 CORREA, LIAM	144.00
KIMBALL-MIDWEST	CABLE TIE/DISC/PAINT	682.39
LEAF CAPITAL FUNDING LLC	TA2552CI KYOCERA -PW	103.93
LINDSAY S. TAKEDA, DDS	3/5/19 CARTER, AMY	31.20
MID VALLEY DISPOSAL, LLC	MAR MID VALLEY	79,419.44
MOONLIGHT MAINTENANCE	APR RESTROOMS CLEANING	3,342.00
OFFICE DEPOT	BROTHER INK/HEWLETT	272.76
ONEAL/ SHONNA	MILEAGE-LCW TRAINING	145.64
QUALLS/DAYMON	EDUCATION REIMBURSEMENT	849.73
QUINN COMPANY	TANK AS/SEAL/SEAL O RING	831.60
ROMAN CATHOLIC BISHOP	4/5/19 ARROYO DONATION	36.00
RTC CONSTRUCTION MANAGEMENT	WTR LINE REPLACE PYMT 4	34,369.41
SHRED-IT USA LLC	APR SHREDDING AT PD	104.31
SOUTHERN CALIFORNIA EDISON	9109A/2-19 TO 3/20/19	4,346.86
TULARE COUNTY	MAR MAIL-DELIQ/WTR	7,748.62
USA BLUEBOOK	3/4" MNPT NO LEAD BRASS	678.87
VALLEY EXPETEC	APR MONTHLY AGREEMENT	4,479.49

Approved on 4/25/2019 for Payments Through 4/25/2019

Vendor Name	Description	Amount
YARBER/LIZ	MEALS-CPCA LEGISLATIVE	110.00
4CREEKS, INC	BELMONT BIKE PATH PHASE1	19,756.08
Final Totals...		310,572.15

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H3

PAYROLL.....S BI-WEEKLY RUN-04/17/2019 15.42.58 PAGE 1
CHECK FORM..CHEK CHECK REGISTER PR311R-V14.08 Paymate

PERIOD 2 DATING 4/01/2019- 4/14/2019 CHECK DATE 4/19/2019
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
43262	63.69	CA STATE DISBURSEMENT UN	2	1 VENDOR CHECK
43263	1,989.10	PHELPS/KEVIN M	429	1
43264	202.37	GARVER/ELIJAH MORGAN	507	1
43265	356.88	KANE/SAMANTHA	550	1

TOTALS FOR CHECK FORM: CHEK		COUNTS
NEGOTIABLE CHECKS		
2,548.35	*EMPLOYEE CHECKS	3
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
2,612.04	**TOTAL NEGOTIABLE CHECKS	4

OTHER CHECKS			
0.00	*MANUAL CHECKS		0
0.00	*CANCELLED CHECKS		0
2,612.04	**TOTAL FOR CHECK FORM		

NON-NEGOTIABLE CHECKS				
0.00	*DIRECT DEPOSIT STUBS			0
0.00	*VENDOR DIR DEP STUBS			0

PAYROLL.....S BI-WEEKLY RUN-04/17/2019 15.42.58 PAGE 2
CHECK FORM..STUB CHECK REGISTER PR311R-V14.08 Paymate

PERIOD 2 DATING 4/01/2019- 4/14/2019 CHECK DATE 4/19/2019
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
46618	234.00	CLOCEA	4	1 VENDOR STUB ONLY
46619	405.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
46620	235.35	EXETER POLICE OFFICER AS	3A	1 VENDOR STUB ONLY
46621	4,450.75	ENNIS/ADAM	206	1 STUB ONLY
46622	2,250.53	ONEAL/SHONNA N	203	1 STUB ONLY
46623	420.07	ALDRIDGE/SHAWNA	305	1 STUB ONLY
46624	1,250.51	HERNANDEZ/XOCHITL	306	1 STUB ONLY
46625	1,450.63	IBARRA/MARLENE	302	1 STUB ONLY
46626	3,270.41	TAVAREZ/CHRISTOPHER	309	1 STUB ONLY
46627	1,317.08	SEE/EEKHONG	304	1 STUB ONLY
46628	35.09	CANALES/MICHAEL W	430	1 STUB ONLY
46629	1,105.14	CARRETERO/VANESSA	402	1 STUB ONLY
46630	1,849.00	CORREA/GABRIEL JR	436	1 STUB ONLY
46631	1,414.67	CULLUM/TRENT	444	1 STUB ONLY
46632	2,270.06	DURKEE/MARK	404	1 STUB ONLY
46633	1,429.74	ECHEVARRIA/TYLER J	443	1 STUB ONLY
46634	2,449.76	FERNANDEZ/CESAR	434	1 STUB ONLY
46635	1,991.23	FRICK/JOCELYNN LEANN	433	1 STUB ONLY
46636	1,960.11	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
46637	1,588.84	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
46638	2,945.42	HALL/JOHN T	406	1 STUB ONLY
46639	2,412.34	INGLEHART/BRETT A	411	1 STUB ONLY
46640	1,806.99	KNOX/MARK	442	1 STUB ONLY
46641	1,483.85	LOPEZ/ESTEBAN	445	1 STUB ONLY
46642	1,293.52	MACLEAN/JANET L	413	1 STUB ONLY
46643	1,546.90	SALINAS/ALEXANDER	419	1 STUB ONLY
46644	1,933.75	WALKER/PAUL	425	1 STUB ONLY
46645	2,387.10	YARBER/ISABEL	422	1 STUB ONLY
46646	779.22	ALDRIDGE/GARY	618	1 STUB ONLY
46647	1,414.20	ARROYO/MARIE	623	1 STUB ONLY
46648	1,991.94	ESPINOLA/DANIEL M	602	1 STUB ONLY
46649	1,387.97	HUGGINS/KYLE AARON	621	1 STUB ONLY
46650	2,917.41	QUALLS/DAYMON	607	1 STUB ONLY
46651	1,491.71	RABOIN/CHRISTOPHER	627	1 STUB ONLY
46652	1,748.29	RAMIREZ/JUAN	608	1 STUB ONLY
46653	492.98	WENDT/EDDIE	626	1 STUB ONLY
46654	506.60	WHITTENBURG/ALLEN	612	1 STUB ONLY
46655	1,246.73	CARTER/AMY JO	502	1 STUB ONLY
46656	1,378.55	MILLAN/MARCUS	622	1 STUB ONLY
46657	819.37	MILLER/JAMES	624	1 STUB ONLY
46658	675.59	MIRWALD/PHILIP	625	1 STUB ONLY
46659	1,169.39	QUIROZ/PATRICK P	512	1 STUB ONLY
46660	1,531.61	HAYES/CURTIS W	437	1 STUB ONLY


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PAYROLL.....S BI-WEEKLY                RUN-04/19/2019 15.54.34 PAGE   1
CHECK FORM..CHEK CHECK REGISTER          PR311R-V14.08           Paymate
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PERIOD 2 DATING 4/01/2019- 4/14/2019 CHECK DATE 4/19/2019
DIRECT DEPOSIT IS TURNED OFF

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
43266	63.93	QUIROZ/PATRICK P	512	2

TOTALS FOR CHECK FORM: CHEK		
NEGOTIABLE CHECKS		COUNTS
63.93	*EMPLOYEE CHECKS	1
0.00	*VENDOR CHECKS	0
0.00	*BANK CHECKS	0
63.93	**TOTAL NEGOTIABLE CHECKS	1

OTHER CHECKS			
0.00	*MANUAL CHECKS		0
0.00	*CANCELLED CHECKS		0
63.93	**TOTAL FOR CHECK FORM		

NON-NEGOTIABLE CHECKS			
0.00	*DIRECT DEPOSIT STUBS		0
0.00	*VENDOR DIR DEP STUBS		0

CITY OF EXETER

PO BOX 237 - 137 N F STREET, EXETER 93221
Phone 592-3710 - Fax 592-3556

Treasurer's Report March 2019

Beginning Balance as of March 1, 2019	\$	567,619.49
<u>Deposits</u>		

Wire Transfer	\$	400,000.00
Wire Transfer	\$	400,000.00
#1383	\$	5,100.02
#1384	\$	85,319.23
#1385	\$	213,798.97
#1386	\$	33,341.02
Direct Deposit #1387	\$	273,651.05

\$	400,000.00
\$	400,000.00
\$	5,100.02
\$	85,319.23
\$	213,798.97
\$	33,341.02
\$	273,651.05

TOTAL DEPOSITS	\$	1,411,210.29
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Withdrawals

City Checks Processed
Payroll EFT
Payroll Checks
CalPERS Retirement costs
P/R Taxes
Def Comp
FSA Disbursements
Bank Charges/Misc
Chargebacks
Postage Upload
2018 Unpaid Sales Tax
State DU

\$	902,621.51
\$	129,749.37
\$	5,181.03
\$	59,023.03
\$	23,085.17
\$	1,767.70
\$	2,645.10
\$	79.91
\$	1,086.33
\$	1,000.00
\$	589.00
\$	783.68

TOTAL WITHDRAWALS	\$	1,127,611.83
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Ending Bank Balance as of March 31, 2019
Undeposited cash on hand #1388

\$	851,217.95
\$	10,470.38
\$	861,688.33

Bank of the Sierra ending balance

Outstanding Checks

General	\$	446,971.49
Payroll	\$	539.96

\$	446,971.49
\$	539.96

Adjusted Bank Balance as of March 31, 2019

\$	447,511.45
\$	414,176.88

Investments

US Savings
CD's
Government Agency Bond
Local Agency Investment Fund
Charles Schwab

\$	73,788.67
\$	2,716,000.00
\$	248,145.00
\$	2,208,280.43
\$	0.23

Total City Funds 3/31/2019	\$ 5,660,391.21
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Ratio of Invested Funds/Available Funds	93%
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City of Exeter
Treasurer's Report
Investments as of 3/31/2019

<u>Rate</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Principal Value</u>	
<u>Certificates of Deposit</u>					
2.00%	5/23/2019	GE CAPITAL RETAIL BANK #QZF7	May-14	\$ 247,000	
2.05%	7/31/2019	AMERICAN EXPRESS #CAM2	Jul-14	\$ 247,000	
1.90%	10/24/2019	GE CAPITAL BANK #T5F8	Oct-14	\$ 247,000	
2.10%	11/19/2019	CAPITAL ONE BANK #0QX1	Nov-14	\$ 247,000	
2.20%	12/10/2019	GOLDMAN SACHS #JEH0	Dec-14	\$ 247,000	
2.10%	1/14/2020	CIT BANK #DAD4	Jan-15	\$ 245,000	
1.35%	6/10/2020	MB FINANCIAL BANK #CRZ1	Jun-16	\$ 248,000	
1.75%	10/29/2021	COMENITY CAPITAL #ASX5	Oct-16	\$ 249,000	
1.75%	11/2/2021	DISCOVER BANK #2M39	Nov-16	\$ 247,000	
2.40%	11/15/2022	CAPITAL ONE #RKED	Nov-17	\$ 247,000	
3.00%	8/9/2021	ALLY BANK #GEE9	Aug-18	\$ 245,000	
					\$ 2,716,000
2.05% Average					
<u>Money Market Funds</u>					
2.43% Demand		Local Agency Investment Fund	Various	\$ 2,208,280	
Demand		US Savings	Various	\$ 73,789	
Demand		Charles Schwab	Various	\$ 0.23	
					\$ 2,282,069
<u>Government Securities</u>					
1.88%		Federal Home Loan Bank		248,145	
					\$ 248,145
					\$ 5,246,214
			Total Investments		

By - Xochitl/C. Tavaréz

City of Exeter Agenda Item Transmittal

Meeting Date: May 14, 2019

Agenda Item Number: H5

Wording for Agenda: Adopt Resolution 2019-09 Directing the City Engineer to Prepare a Report on Assessment District Numbers 98-01; 97-01; 91-01; 08-01; 06-01; 05-01; 05-02; 04-01; 04-02; 04-03; 04-04; 04-05; 03-01; 03-02; 01-01; 01-02; 00-01; 00-02; Adopt Resolution 2019-10 Intent to Levy and Collect Assessments on Assessment District Numbers 98-01; 97-01; 91-07; 08-01; 06-01; 05-01; 05-02; 04-01; 04-02; 04-03; 04-04; 04-05; 03-01; 03-02; 01-01; 01-02; 00-01; 00-02; and set Public Hearing for July 9, 2019.

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: 592-3318
Email: dqualls@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

It is recommended that the City Council adopt a resolution directing the City Engineer to prepare a report on the Landscape and Lighting Assessment Districts. It is also recommended the City Council adopt resolution of intent to levy and collect assessments on the landscape and lighting districts and set public hearing on July 9, 2019 to have the report presented and considered.

Summary/Background:

The purpose of landscape districts is to provide maintenance to the turf areas, shrubs, trees, irrigation systems and walls on the exterior of the parcels of land situated in the subdivisions. Each lot within each subdivision will be assessed an amount equated to the projected costs for said maintenance for the 2019-2020 fiscal year.

The Director of Public Works typically utilizes the services of qualified landscape contractors to do the actual maintenance. This serves two (2) purposes; a) So that there is no undue burden on existing City crews and b) to easily track the actual costs for maintenance. This second item also makes it easier for the Finance Director to account for the costs on an annual basis. Daymon Qualls has provided to us the numbers for 2018-2019, and we will be utilizing this information for the 2019-2020 assessments.

Each year the City Council must request the City Engineer prepare a report of costs that will be levied on these existing assessment districts. Resolution 2019-09 formally requests the reports be prepared. Resolution 2019-10 establishes the City's intent to levy and collect assessments on the existing districts and sets a public hearing for all of the landscape and lighting districts for July 9, 2019. Further details regarding the landscape and lighting districts are provided below:

The City has formed eighteen landscape districts to date and they are:

- 91-01 Country View Estates No. 1 and 2, Awbrey Estates and Wildrose Estates No.1;
- 97-01 Wildrose Estates No 2;
- 98-01 Citruscrest Estates No.1;
- 00-01 Glenn View Estates No.1;
- 00-02 Glenn View Estates No. 2;
- 01-01 Glenn View Estates No. 3;
- 01-02 Citruscrest Estates No. 2;
- 03-01 Glenn View Estates No.4;
- 03-02 Glenn View Estates No. 5;
- 04-01 Glenn View Estates No. 6;
- 04-02 Orchard Estates;
- 04-03 Maple Place;
- 04-04 Park Place No.1;
- 04-05 Park Place No. 2;
- 05-01 Blossom Estates;
- 05-02 Country View Estates No. 3;
- 06-01 Rocky Hill Haciendas;
- 08-01 Exeter Golf Estates;

These districts were formed upon approval as a part of each subdivision's Final Maps.

Each annual update reviews the costs from the previous year and adjusts the fees as may be necessary to cover costs for the upcoming year. The original formation resolutions included allowances for an annual adjustment based upon a CPI increase in conformance with Prop 218 per the City Attorney's recommendation.

Individual circumstances of each district will be taken into account and the assessments will be adjusted appropriately. The May 14th Council meeting kicks-off the annual 2019-2020 process with the two resolutions described above.

The process would continue as follows:

1. At the May 14, 2019, Council meeting, Council adopts a resolution directing the City Engineer to prepare a report that includes an evaluation of each district, adopts a resolution of the intent to levy and collect assessments on the existing districts and sets the date of the public hearing for all of the landscape and lighting districts for July 9, 2019.
2. A Public Hearing notice for July 9, 2019 is placed into the newspaper announcing the annual updates.
3. At the public hearing in July (July 9th in this case), the Council will consider the Engineer's Reports along with any testimony and with Council concurrence two resolutions will be adopted for each District. With the existing districts, the first resolution approves the Engineer's Report and the second one certifies the process to the County.
4. Subsequent to Council action, the City Staff then delivers the items to the County Assessor's office.

5. The adjusted assessments will then be added to the County's assessment rolls in August and the City would receive (from the County) monies from the two normal semi-annual property tax collections in December and April to pay the expense of providing the above maintenance activities.

Fiscal Impact: This action leads to assessment of over \$71,000 for maintenance of the districts. Last year's assessment for all the districts was over \$71,000 for maintenance and operations. Without the assessments there would be no available funding for the districts besides the General Fund, however, these districts were formed by the property owners so responsibility of maintenance is incumbent upon the districts. It is estimated that costs for some of the districts exceed the amount being assessed, over the past year staff has worked to minimize costs as much as possible and will bring back information for property owners to consider in order to keep their districts maintained within the funds they contribute.

In addition, there will be several days of preparation needed by staff and the City Engineer to compile the necessary data and finalize the report for approval by City Council for updating the projected costs for the districts in 2019-20 which is estimated to cost \$4,000-\$7,000 of which City Engineer time is paid for by the districts.

Prior Council/Board Actions: None

Attachments: Resolutions 2019-09 and Resolution 2019-10

Recommended motion to be made by Council/Board: I move to adopt Resolutions 2019-09, directing the City Engineer to prepare a Report on Assessment Districts, and Resolution 2019-10, Intent to Levy and Collect Assessments as presented, and set the public hearing for July 9, 2019.

RESOLUTION 2019-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER
DIRECTING CITY ENGINEER TO PREPARE A REPORT ON ASSESSMENT
DISTRICT NOS. 98-01; 97-01;91-01; 08-01; 06-01; 05-01;05-02;04-01;04-02;04-
03;04-04;04-05;03-01; 03-02;01-01;01-02; 00-01;00-02**

_____ offered the following Resolution and moved its adoption:

WHEREAS, the City of Exeter has formed eighteen assessment districts pursuant to the Landscaping & Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code) for the purpose of the following improvements:

Maintenance of turf areas, shrubs, trees, irrigation systems and walls; and

WHEREAS, the City Council needs to direct the City Engineer to prepare and file with the City Clerk a report in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does herewith direct and order the City Engineer to prepare and file with the City Clerk a report in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972.

The motion was seconded by Council Member _____ at a regular meeting held on the 14th day of May 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR MARY WATERMAN-PHILPOT

ATTEST:

CITY CLERK SHONNA ONEAL

RESOLUTION 2019-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER OF
INTENT TO LEVY AND COLLECT ASSESSMENTS ON ASSESSMENT
DISTRICT NOS. 98-01; 97-01;91-01; 08-01; 06-01; 05-01;05-02;04-01;04-02;04-03;04-
04;04-05;03-01; 03-02;01-01;01-02; 00-01;00-02**

_____ offered the following Resolution and moved its adoption:

WHEREAS, the City of Exeter formed eighteen assessment districts pursuant to the Landscaping & Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the City Council directed the City Engineer to prepare and file with the City Clerk a report in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972.

WHEREAS, the City Council must conduct a public hearing to consider its intent to levy and collect assessments on said assessment districts.

NOW, THEREFORE, BE IT RESOLVED, that a public hearing shall be held on JULY 9, 2019, to consider the intent to levy and collect assessments on Assessment District Nos. 98-01; 97-01;91-01; 08-01; 06-01; 05-01;05-02;04-01;04-02;04-03;04-04; 04-05; 03-01;03-02;01-01;01-02; 00-01;00-02.

The motion was seconded by Council Member _____ at a regular meeting held on the 14th day of May, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR MARY WATERMAN-PHILPOT

ATTEST:

CITY CLERK SHONNA ONEAL

City of Exeter Agenda Item Transmittal

Meeting Date: May 14, 2019

Agenda Item Number: H6

Wording for Agenda: Approval of four (4) permits to sell Safe and Sane Fireworks contingent upon compliance with required booth clearances, appropriate documentation, proper on-site storage and compliance with all City Municipal Code requirements.

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: 592-3318
Email: dqualls@exetercityhall.com

Department Recommendation:

Staff recommends that Council approve as presented, four (4) applications for permits to sell safe and sane fireworks.

Summary/Background:

We received four (4) applications for a permit to sell safe and sane fireworks. Based on the Exeter Municipal Code and the current city population, up to seven permits can be issued this year so all applications received were considered without the need for a drawing.

Applications from the following organizations were reviewed for completeness and have been deemed compliant with the criteria for "Eligible Organization" as defined by chapter 8.36, section 8.36.010 of the Exeter Municipal Code:

Organization Name	Booth Location
1. Abundant Life Tabernacle	1121 W. Visalia Rd.
2. EUHS Music Boosters	505 Rocky Hill Drive
3. Exeter Sportsman's Club	324 N. Kaweah Ave.
4. Exeter Eels Swim Boosters	655 W. Visalia Road

The proposed sites for each of the above booth locations have been inspected and conditionally approved with the stipulation of required clearances as defined by chapter 8.36, section 8.36.120 of the Exeter Municipal Code.

Fiscal Impact: Several hours of staff time offset by a \$150 permit fee.

Prior Council/Board Actions: Permits for the sale of Safe and Sane Fireworks are considered by Council each year.

Attachments: None

Recommended motion to be made by Council/Board: I move to approve issuing permits for the sale of safe and sane fireworks to the four (4) listed organizations, contingent upon compliance with required booth clearances, appropriate documentation, proper on-site storage and compliance with all City Municipal Code requirements.

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



City of Exeter Agenda Item Transmittal

Meeting Date: May 14, 2019

Agenda Item Number:

I1

Wording for Agenda: Receive presentation and public input, discuss and give direction to staff, if any, on whether or not to determine the process needed to allow a medical cannabis consultation clinic to be established in Exeter.

Submitting Department: Administration

Contact Name: Adam Ennis

Phone Number: (559) 592-4539

Email: adam@exetercityhall.com

Department Recommendation:

Staff recommends that Council receive presentation and public input, discuss and give direction to staff, if any, on whether or not to determine the process needed to allow a medical cannabis consultation clinic to be established in Exeter.

Summary/Background:

At the February 26, 2019 Council meeting, Councilmember Alves brought an item requesting consideration of allowing a medical cannabis consultation clinic to be established in Exeter. The Council voted to have an item come back to Council at a future meeting to hear the details regarding the clinic. This item is intended to provide the Council with the details of the proposed clinic so that the Council can give staff direction, if any, on whether or not to determine the process needed to consider allowing a medical cannabis consultation clinic to be established in Exeter.

On April 10, 2019 staff met with Dr. David Sine to obtain an overview of the proposed clinic and its operational details. Dr. Sine is a medical doctor in Exeter that works with many patients, including children, having varying types and degrees of ailments. In some of his cases Dr. Sine's method of treatment involves the use of medical cannabis. He currently uses a clinic in northern California (Biolife) to process, provide and track medical cannabis where he has recommended medical cannabis for treatment.

Once Dr. Sine has determined that medical cannabis is his recommended treatment he sends the recommendation to Biolife. Bio chemists with Biolife grow and process the medical cannabis for the treatments and have the products tested at an Ohio university. Once the medical cannabis is ready for patients a consultation is set up between a pharmacist and each patient. The proposed local clinic would be used for these consultations. Each day the pharmacist would bring the medical cannabis needed for the initial consultations scheduled with patients for that day to the local clinic. Once the consultations are complete for that day the pharmacist takes any remaining medical cannabis away from the clinic. There is no stored medical cannabis at the local clinic. Ongoing medical cannabis refills are shipped by mail directly to the patients. The pharmacist and a nurse practitioner provide ongoing monitoring of patients for any fine tuning of their medical cannabis. Additional consultations may be needed with patients at the local clinic if their medical cannabis is adjusted.

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



The above presents an overview of the proposed local clinic. Dr. Sine and Biolife staff will provide a presentation and answer any questions that the Council may have. Staff recommends that the Council accept any public input regarding this item. Follow up actions required for this item will be dependent on direction received from Council.

Fiscal Impact: No impact to receive presentation and public input, discuss and provide direction to staff. Staff will evaluate and provide any fiscal impact to Council due to direction given by the Council.

Prior Council/Board Actions: None

Attachments: None

Recommended motion to be made by Council/Board:

I move to:

- 1.) Direct staff to stop all work regarding a medical cannabis consultation clinic,
OR
- 2) Direct staff to determine the process needed to allow a medical cannabis consultation clinic to be established in Exeter based on Council direction and return to Council with a proposed process.

City of Exeter Agenda Item Transmittal

Meeting Date: May 14, 2019

Agenda Item Number: 12

Wording for Agenda: Public Hearing: Adoption of Resolution 2019-11 setting administrative citation fines in accordance with section 1.13.070 of the City of Exeter Code of Ordinances

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: 592-3318
Email: dqualls@exetercityhall.com

Department Recommendation: Hold a public hearing, accept and consider public comments, close the public hearing, and approve Resolution No. 2019-11 as presented or direct staff with any revisions as determined by the Council.

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☐ Regular Item

☒ Public Hearing

Review:

**City Administrator
(Initials Required)**



Summary/Background:

The Council has heard from residents and observed conditions throughout the community regarding various code violation issues. Due to these issues the City Council has given direction to staff to increase efforts in Code Enforcement. The staff have increased Code Enforcement efforts and developed a process within the Public Works Department for responding to code enforcement violations. All reports of code violations are reported to Public Works where all items are added to a list for follow up and tracking. Inspections are performed and multiple notices are provided to violators in an effort to allow violators to correct violations timely.

In spite of these efforts, some violators are not responsive to the notices and timeframes allowed to correct violations. Administrative citations can be a timely and efficient method to hold parties responsible when they fail or refuse to comply with the provisions of the Code and state codes specifically adopted by reference in the applicable chapters of the Code. They can also minimize the expense and delay where the only other sole remedy is to pursue responsible parties in the civil or criminal justice system. The administrative citation process does provide for appeals of the imposition of administrative citations and fines.

Although some sections of the Code set administrative fines for certain violations other sections are silent, so administrative fines for those sections need to be set. Section 1.13.070 of the City of Exeter Code of Ordinances provides that in the event the amounts of the applicable administrative fines are not set forth in other applicable sections of the Code of Ordinances pertaining to specific violations, the fines may be established by a Resolution of the City Council.

The California Government Code Section 53069.4 authorizes the maximum fines where the violation would be an infraction and authorizes fines consistent with Government Code Section 36900. To that extent, staff recommends that the following maximum fines for administrative citations be issued for violations that would otherwise be infractions of the City's local regulations, pursuant to Chapter 1.13 of the Code of Ordinances:

- a) A fine not exceeding \$100 for a first violation;
- b) A fine not exceeding \$200 for a second violation of the same code provision within one year; and
- c) A fine not exceeding \$500 for each additional violation of the same code provision within one year

These administrative fines may be charged in addition to any fees and costs incurred and pursued by the City in correcting or remedying a code violation, or abating a nuisance, consistent with Sections 1.12.035, 1.13.010.B, 1.13.040, 1.13.080, or any other cost recovery provisions in the City's Code of Ordinances.

Fiscal Impact: The adoption of this resolution will enable the City to recover at least a portion of its costs associated with certain code enforcement activities

Prior Council/Board Actions: None

Attachments: Resolution No. 2019-11

Recommended motion to be made by Council/Board: I move to approve and adopt Resolution 2019-11 setting administrative citation fines in accordance with section 1.13.070 of the City of Exeter Code of Ordinances, or direct staff with any revisions as determined by the Council.

RESOLUTION 2019-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER SETTING ADMINISTRATIVE CITATION FINES IN ACCORDANCE WITH SECTION 1.13.070 OF THE CITY OF EXETER CODE OF ORDINANCES

WHEREAS, Section 1.13.070 of the City of Exeter Code of Ordinances provides that in the event the amounts of the applicable administrative fines are not set forth in other applicable sections of the Code of Ordinances pertaining to specific violations, the fines may be established by a Resolution of the City Council; and

WHEREAS, the California Government Code Section 53069.4 authorizes the maximum fines where the violation would be an infraction and authorizes fines consistent with Government Code Section 36900.

NOW, THEREFORE, the City Council of the City of Exeter, California, does hereby resolve, declare, determine, and order as follows:

SECTION 1. The City Council hereby establishes the following maximum fines for administrative citations issued for violations that would otherwise be infractions of the City's local regulations, pursuant to Chapter 1.13 of the Code of Ordinances:

- a) A fine not exceeding \$100 for a first violation;
- b) A fine not exceeding \$200 for a second violation of the same code provision within one year; and
- c) A fine not exceeding \$500 for each additional violation of the same code provision within one year

SECTION 2. These administrative fines may be charged in addition to any fees and costs incurred and pursued by the City in correcting or remedying a code violation, or abating a nuisance, consistent with Sections 1.12.035, 1.13.010.B, 1.13.040, 1.13.080, or any other cost recovery provisions in the City's Code of Ordinances.

PASSED, APPROVED, AND ADOPTED this 14th day of May, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR MARY WATERMAN-PHILPOT

CITY CLERK SHONNA ONEAL

City of Exeter Agenda Item Transmittal

Meeting Date: May 14, 2019

Agenda Item Number: 13

Wording for Agenda: Declaration of City Council vacancy in District A and development of procedure and schedule to fill the vacancy.

Submitting Department: Administration
Contact Name: Shonna Oneal, Adam Ennis
Phone Number: 592-9244, 592-4539
Email: soneal@exetercityhall.com
adam@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that Council declare a City Council vacancy in District A, approve the recommended appointment process to fill the vacancy and provide staff any additional Council direction regarding the proposed process.

Summary/Background:

Council Member Teresa Boyce resigned from her seat on the City Council effective May 1, 2019, leaving her Council position vacant. To fill this vacancy Council must first declare the vacancy and then set a process to fill the vacant Council Member position. The City has not designated a process for backfilling a vacancy created mid-term so the process requirements are dictated by general law.

Government Code 36512 specifies how general law cities fill vacancies. Within 60 days of the creation of the vacancy, the City Council must either fill by appointment or call a special election. If the Council calls a special election, the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election, which would be November of 2020. A person elected to fill a vacancy by special election would hold office for the remainder of the unexpired term of the former incumbent, which would be until November 2022. This option would cost the City unexpected election costs likely being several thousand dollars.

The other option to fill the Council vacancy is by appointment within 60 days of the vacancy. Since the vacancy occurred in the first half of the term of office and at least 130 days prior to the next general municipal election, the person appointed to fill the vacancy shall hold office until the next general municipal election that is scheduled 130 or more days after the date the council is notified of the vacancy (November 2020), and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office (November 2022). If Council selects appointment, the candidate must reside in District A, which is the district where the vacancy exists.

The Council has the option of simply appointing a candidate to the vacancy or accepting applications for review, possibly including interviews, and then making an appointment. Staff would recommend that the Council call for potential candidates to submit applications for Council's consideration for appointment. To meet the required 60-day deadline Council could take applications from May 15 through May 31. The Council could then review and consider the applicants at the June 11 Council meeting. If the Council desired to interview the applicants, the interviews could occur between June 11 and June 25 and appointment be made at the June 25 Council meeting. This schedule would meet the 60- day deadline of June 30, 2019. Council could consider options for the interviewing of applicants, including interviews conducted by a Council subcommittee or the entire Council conduct the interviews at the June 25 Council meeting and then make the selection at the same meeting.

Fiscal Impact: Only minor fiscal impact for the appointment option and likely several thousand dollars for the special election option.

Prior Council/Board Actions: None

Attachments: None

Recommended motion to be made by Council/Board:

I move to:

- 1.) Declare the City Council vacancy in District A
- 2) Either:
 - A) Call for Special Election
 - B) Make an appointment
 - C) Accept applications for review by the Council
- 3) If applications taken either:
 - A) Make an appointment
 - B) Conduct interviews by either
 - i) Council subcommittee
 - ii) By the entire Council at the June 11th, or June 25th meeting
- 4) Make the appointment at either the June 11th or June 25th Council meeting.