

EXETER CITY COUNCIL ACTION MINUTES**June 11, 2019**

A closed session of the City Council, City of Exeter was held on Tuesday, June 11, 2019, at 6:35 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: None

STAFF PRESENT: Adam Ennis, Julia Lew, Shonna Oneal, Daymon Qualls

A. CALL TO ORDER CLOSED SESSION

Mayor Waterman-Philpot called the closed session to order at 6:35 p.m.

B. PUBLIC COMMENTS REGARDING CLOSED SESSION MATTERS – Mayor Waterman-Philpot requested those who wish to speak on matters listed on the Closed Session Agenda to do so at this time.

There were no public comments presented.

C. ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION(S):

Mayor Waterman-Philpot adjourned to closed session at 6:36 p.m. Closed session adjourned at 6:55 p.m. until the end of Regular Session.

1. 54956.9(d)(2) Conference with Legal Counsel – Significant Exposure to Litigation: One Case: 3/5/19 letter from Quall-Cardot, LLP regarding RTC Claim.
2. 54956.9(d)(4) Conference with Legal Counsel – Potential Initiation of Litigation: One Case
3. 54957(b)(1) Annual Public Employee Performance Evaluation
Position: City Attorney
4. 54957.6 Conference with Labor Negotiators
Agency Negotiator: Adam Ennis
Employee Groups: All represented and unrepresented employees

A regular session of the City Council, City of Exeter was held on Tuesday, June 11, 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: None

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

D. CALL TO ORDER REGULAR SESSION AND REPORT ON CLOSED SESSION ITEMS (if any)

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

E. PLEDGE OF ALLEGIANCE AND INVOCATION

Council Member Petty led the Pledge of Allegiance and an invocation was given by Pastor Allen Whittenburg.

F. SPECIAL PRESENTATIONS (if any):

a. Presentation of Resolution of Commendation to Church of Jesus Christ of Latter Day Saints

Porterville Stake. Public Works Director Daymon Qualls introduced the Church of Jesus Christ of Latter Day Saints Porterville Stake representatives and presented a video of the Clean-Up Exeter event. Mayor Waterman-Philpot presented a Resolution of Commendation to Church of Jesus Christ of Latter Day Saints – Porterville Stake and thanked them for their service in the City of Exeter.

**ACTION MINUTES
EXETER CITY COUNCIL
Page 2, JUNE 11, 2019**

G. 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.

Heather Taylor addressed the Council to express her appreciation for the Council and City Staff's support for the Relay for Life and Bark for Life events.

No further public comments presented.

H. CONSENT CALENDAR:

It was moved by Mayor Pro Tem Sally, seconded by Council Member Alves and unanimously carried that the items on the Consent Calendar be approved as presented.

1. **Approve minutes of May 28, 2019**
2. **Payment of the Bills**
3. **Payroll: May 3, 2019 and May 31, 2019**
4. **Authorize a sole source award and authorize the City Administrator to execute a professional services agreement with FG Solutions, LLC up to \$25,570 and appropriate said funding for review of Water and Sewer Funds revenue and rate analysis.**

I. INDIVIDUAL BUSINESS ITEMS

1. **Public Hearing to adopt Resolution 2019-12 establishing a FY 2019-2020 General Fund appropriation limit of \$8,760,441** – Finance Director Chris Tavaréz provided a brief PowerPoint presentation highlighting the FY 2019/20 General Fund appropriation for Council's review and consideration. Mayor Waterman-Philpot opened the public hearing at 7:15 p.m., receiving no public comment, closed the public hearing at 7:15 p.m. Following brief discussion it was moved by Council Member Alves, seconded by Council Member Petty and unanimously carried to adopt Resolution 2019-12 as presented.
2. **Public Hearing to review rates and fees and adopt Resolution 2019-13 approving the City of Exeter 2019/20 Rate and Fee Schedule** – Finance Director Chris Tavaréz provided a PowerPoint presentation highlighting the 2019/20 Rate and Fee Schedule for Council's review and consideration. Mayor Waterman-Philpot opened the public hearing at 7:20 p.m., receiving no public comment, closed the public hearing at 7:20 p.m. Following discussion it was moved by Mayor Pro Tem Sally, seconded by Council Member Alves and unanimously carried to adopt Resolution 2019-13 as presented.
3. **Public Hearing to receive the budget presentation, review and discuss proposed budget amendments, provide staff direction to finalize the 2019/20 mid cycle budget amendment for approval on June 25, 2019 and affirm the established City financial policies** – Finance Director Chris Tavaréz provided a PowerPoint presentation highlighting the 2019/20 Mid Cycle Budget Amendment for Council's review and consideration. Mayor Waterman-Philpot opened the public hearing at 7:39 p.m., receiving no public comment, closed the public hearing at 7:39 p.m. Following discussion it was moved by Council Member Petty, seconded by Mayor Pro Tem Sally and unanimously carried to develop final 2019/20 budget amendment per Council discussion for adoption on June 25, 2019 and affirm the City's established financial policies.
4. **Discussion and direction to the Mayor, or her designee, regarding appointments of the two City representatives to the Local Agency Formation Commission (LAFCO)** – City Administrator Adam Ennis provided a report for Council's review and consideration. Following discussion it was moved by Council Member Alves, seconded by Mayor Pro Tem Sally and unanimously carried to direct the Mayor or her designee to make the following appointments for the two City representatives to the LAFCO: Large City Representative 1) Martha Flores, 2) Phil Cox and for Small City Representative 1) Rudy Mendoza and 2) Pam Kimball.
5. **Consideration to adopt Resolution 2019-14 Supporting Balanced Energy Solutions and Maintaining Local Control of Energy Solutions as presented and requested by Southern California Gas Company (SoCalGas)** - City Administrator Adam Ennis provided a report for Council's review and consideration. Following discussion it was moved by Council Member Alves, seconded by Mayor Pro Tem Sally and unanimously carried to adopt Resolution 2019-14 as presented.

J. CITY COUNCIL ITEMS OF INTEREST

Council Members Petty, Alves, Mayor Pro Tem Sally and Mayor Waterman-Philpot reported on recent meetings and events they have attended.

K. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

City Administrator Adam Ennis reported on recent events he has attended and upcoming events in the community.

L. ADJOURN TO CLOSED SESSION

Mayor Waterman-Philpot adjourned to closed session at 7:59 p.m. for items previously noted.

M. RECONVENE CLOSED SESSION AND CLOSED SESSION REPORT (IF ANY)

Mayor Waterman-Philpot reconvened from closed session at 8:56 p.m. and advised there was no reportable action.

N. ADJOURN REGULAR MEETING

Mayor Waterman-Philpot adjourned the regular meeting at 8:56 p.m.

Shonna Oneal City Clerk

**EXETER CITY COUNCIL ACTION MINUTES
JUNE 11, 2019**

A special meeting of the City Council, City of Exeter was held on Tuesday, June 11, 2019, at 6:00 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: None

STAFF PRESENT: Adam Ennis, Julia Lew, Shonna Oneal

1. Call to Order Special Meeting

Mayor Waterman-Philpot called the special meeting to order at 6:00 p.m.

2. Citizen Comments – There were no citizen comments presented.

- 3. Conduct interviews and potential appointment to fill the vacancy in City Council District “A” with all four applicants who submitted an Application for Consideration as listed below: a) Jacob Johnson; b) Paul Vargas; c) Dave Hails; and d) Nancy Munoz.** City Administrator Adam Ennis provided a report for Council’s review and consideration. Mr. Ennis welcomed the applicants and provided an explanation of the interview process. Mayor Waterman-Philpot posed questions to the applicants, Jacob Johnson, Paul Vargas, Dave Hails and Nancy Munoz who provided responses thereto. City Attorney Julia Lew provided potential options for selecting an applicant, recessing, or deferring to a later meeting. Mayor Waterman-Philpot called a brief recess at 6:25 p.m. and resumed the meeting at 6:29 p.m. Utilizing a written ballot, the Council Members cast their votes to fill the Vacancy in District A, which were tallied and read by City Attorney Julia Lew as follows:

Council Member Alves:	Dave Hails
Council Member Petty:	Nancy Munoz
Mayor Pro Tem Sally:	Dave Hails
Mayor Waterman-Philpot:	Dave Hails

It was moved by Mayor Pro Tem Sally, seconded by Council Member Alves and unanimously carried to appoint Dave Hails to fill the vacancy in District A until elections in November 2020.

4. Adjournment

The special meeting was adjourned at 6:31 p.m.

Shonna Oneal City Clerk

H2

Approved on 6/06/2019 for Payments Through 6/06/2019

Vendor Name	Description	Amount
AFLAC	MAY AFLAC PREMIUMS	4,753.35
AMERIPRIDE SERVICES, INC.	5/21/19 UNIFORM SERVICE	539.77
AT&T	MAY LIVESCAN	406.21
B.S. & E. CO INC	REDI-MIX 6 SACK-YARD GAT	189.78
BABE RUTH LEAGUE INC	13-15 (2)/BB EMBLEM (12)	58.00
BINESH/ BEHROUZ	UNIT 101 SMOG CHECK	270.00
BIRCH	0966/5-18 TO 6/17/19	224.98
BUSTOS HEATING & COOLING	CONDENSER FAN MOTOR	459.00
C.L.E.A.	JUNE 2019 LT DISABILITY	49.00
CALIFORNIA INDUSTRIAL RUBBER	2"X25' #110 HOSE CPLD	564.04
CENTRAL CAL WATERWORKS, INC	JUNE 2019 WWTP	6,233.33
CITY OF EXETER	4/18/19-5/18/19 ASSESSME	2,048.13
CLARK/ EDWIN & JUDY	UB DEPOSIT REFUND	95.95
COLLINS & SCHOETTLER	MAY 2019 PLANNING	1,820.00
CORRALEJO/ MA LUISA	UB DEPOSIT REFUND	117.76
CRAIGS AUTO PARTS	UNIT 950-COMMERC BATTERY	616.12
DANIELS/ LACEY	UB DEPOSIT REFUND	86.37
DELGADO/ IVAN LEON	UB DEPOSIT REFUND	34.52
DELTA LIQUID ENERGY, ARRO AUTO	5/13/19 MILLER PROPANE	263.81
DESOTO/ KENDRA	UB DEPOSIT REFUND	72.95
ELITE CORPORATE MEDICAL SERV	MEDICAL CLINIC FEE-58	1,363.00
EMD NETWORKING SERVICES, INC.	MAY 2019 VOIP	1,096.24
EXETER BY DESIGN FOUNDATION	GARDEN PARTY SPONSORSHIP	300.00
EXETER MOTORS, INC.	ALTERNATOR ASY-RAMIREZ	756.52
FASTENAL COMPANY	3.5GAL BLK ASPHLT PATCH	350.58
FERGUSON ENTERPRISES INC	LF 1 CTS COMP X MTR STRT	5,370.33
FOOTHILLS SUN-GAZETTE	5/22/19 PH NOTICE	280.50
FRANCHISE TAX BOARD	E13W-INSTALL POWER SUPPL	1,066.34
FRESNO OXYGEN	STD LRG FOWS CYLS/B ACET	95.95
FRONTIER CALIFORNIA INC.	6682/5-22 TO 6/21/19	166.82
GHD INC	VISALIA RD IMPROV PROJEC	33,104.23
GIEFER/ MICHAEL	MEALS-TASER INSTRUCTOR	110.00
GOVERNMENT REVENUE SOLUTIONS	STARS SALES TAX-4TH QTR	578.07
GRIFFIN LOGISTICS LLC	LEATHER TOURNIQUET POUCH	1,579.95
HAAKER EQUIP CO	MAIN BROOM 60"	953.25
HARTMAN/ GEORGE A	UB DEPOSIT REFUND	57.30
IMS INFRASTRUCTURE MANAGEMENT	CONSULTING SERV PAVEMENT	15,156.25
INGRAM DIGITAL ELECTRONICS CO.	E13W-INSTALL POWER SUPPL	3,199.02
INTERSTATE BATTERIES, DBA	DUI TRAILER-BATTERY	288.51
K & K INSURANCE GROUP INC	ACCIDENT/LIABILITY FEES	434.00
KAWEAH PUMP, INC.	WELL #11-AIR VENT	547.00
KIMBALL-MIDWEST	WIRE/PAINT/AIR DUSTER	608.96
LANKTON/ RACHELLE	UB DEPOSIT REFUND	26.35
LEAF CAPITAL FUNDING LLC	TA4002I KYOCERA-CH	167.47
LLOYD ANDERSON ELECTRICAL, INC	WIRE MOTOR-WWTP	144.94
MID VALLEY DISPOSAL, LLC	MAY MID VALLEY	81,934.38
MILLER & NARAHARA O.D.'S	5/23/19 RAMIREZ, JUAN	805.00
MUNICIPAL CODE CORPORATION	6/1/19-5/31/20 ADMIN FEE	350.00

Approved on 6/06/2019 for Payments Through 6/06/2019

Vendor Name	Description	Amount
OFFICE DEPOT	FACIAL TISSUE/SOAP/SANIT	75.58
PETE'S TREE SERVICE	SYCAMORE TREE-BLMT/MEADO	240.00
PROFORCE	FRONT & BACK PANEL-CULLU	710.35
RECINOS/ ROSA	UB DEPOSIT REFUND	83.98
REDFEARN/ AURORA	UB DEPOSIT REFUND	24.78
ROBERT E BELL, DDS, INC	5/30/19 HALL, CHRISTINA	1,868.00
ROMAN CATHOLIC BISHOP	5/3/19 ARROYO DONATION	54.00
SILVER & WRIGHT LLP	APR 401 FIRST	831.60
SIMMONS TIRE SERVICE	FLAT/DM&M-SWEEPER	105.00
SOUTHERN CALIFORNIA EDISON	BLMT BIKE PATH ST LIGHTS	115,328.22
SOUTHERN CALIFORNIA GAS CO.	0493/4-26 TO 5/28/19	106.57
STANDARD INSURANCE CO.	JUNE 2019 LIFE INSURANCE	2,251.16
SWRCB	GRADE 1 RE-EXAM WWTP OPE	85.00
T-MOBILE	4/21/19-5/20/19 GPS	191.25
TF TIRE AND SERVICE	E-11 11R22.5 FS FS561 LR	3,958.66
TOWN & COUNTRY CAR WASH	APR CAR WASH	25.00
TULARE COUNTY JAIL	E465,E466,E03 GRAPHICS	484.88
U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	194.00
UNIVAR USA, INC.	WELL #13 SOD HYPO	1,024.00
USA BLUEBOOK	WIKA 2 1/2 PRESSURE GAUG	813.67
VALLEY EXPETEC	JUNE MONTHLY AGREEMENT	6,888.79
VALLEY GREEN LANDSCAPE	MAY CITY PARK MAINTENANC	9,816.00
VAST NETWORKS	JUNE 2019 UTILITY SYSTEM	1,000.00
VERIZON WIRELESS	4/29/19-5/28/19	1,088.14
VOLLMER EXCAVATION, L.P.	TRANSFER ROAD BASE	430.46
WHITNEY, THOMPSON & JEFFCOACH	RETAINER-RTC CONS MEDIAT	1,600.00
WILEY M. ELICK, DDS, INC	5/21/19 QUIROZ, LUKE	901.00

Final Totals... 319,974.12

PAYROLL.....S BI-WEEKLY RUN-06/12/2019 14.26.27 PAGE 1
CHECK FORM..CHEK CHECK REGISTER PR311R-V14.08 Paymate

PERIOD 2 DATING 5/27/2019- 6/09/2019 CHECK DATE 6/14/2019
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ	
43283	63.69	CA STATE DISBURSEMENT	UN 2	1	VENDOR CHECK
43284	2,254.24	PHELPS/KEVIN M	429	1	
43285	1,113.24	PHELPS/KEVIN M	429	2	
43286	38.79	GARVER/ELIJAH MORGAN	507	1	

TOTALS FOR CHECK FORM: CHEK		
NEGOTIABLE CHECKS		COUNTS
3,406.27	*EMPLOYEE CHECKS	3
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
3,469.96	**TOTAL NEGOTIABLE CHECKS	4

OTHER CHECKS			
0.00	*MANUAL CHECKS		0
0.00	*CANCELLED CHECKS		0
3,469.96	**TOTAL FOR CHECK FORM		

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

PERIOD 2 DATING 5/27/2019- 6/09/2019 CHECK DATE 6/14/2019
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
46791	234.00	CLOCEA	4	1 VENDOR STUB ONLY
46792	405.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
46793	235.35	EXETER POLICE OFFICER AS	3A	1 VENDOR STUB ONLY
46794	4,450.75	ENNIS/ADAM	206	1 STUB ONLY
46795	2,250.53	ONEAL/SHONNA N	203	1 STUB ONLY
46796	477.72	ALDRIDGE/SHAWNA	305	1 STUB ONLY
46797	1,250.51	HERNANDEZ/XOCHITL	306	1 STUB ONLY
46798	2,575.37	IBARRA/MARLENE	302	1 STUB ONLY
46799	3,270.41	TAVAREZ/CHRISTOPHER	309	1 STUB ONLY
46800	1,317.08	SEE/EEKHONG	304	1 STUB ONLY
46801	70.19	CANALES/MICHAEL W	430	1 STUB ONLY
46802	1,105.14	CARRETERO/VANESSA	402	1 STUB ONLY
46803	1,949.25	CORREA/GABRIEL JR	436	1 STUB ONLY
46804	1,182.53	CORREA/GABRIEL JR	436	2 STUB ONLY
46805	1,349.90	CULLUM/TRENT	444	1 STUB ONLY
46806	175.20	CULLUM/TRENT	444	2 STUB ONLY
46807	2,354.51	DURKEE/MARK	404	1 STUB ONLY
46808	1,344.60	DURKEE/MARK	404	2 STUB ONLY
46809	1,429.74	ECHEVARRIA/TYLER J	443	1 STUB ONLY
46810	904.26	ECHEVARRIA/TYLER J	443	2 STUB ONLY
46811	2,401.93	FERNANDEZ/CESAR	434	1 STUB ONLY
46812	1,509.25	FERNANDEZ/CESAR	434	2 STUB ONLY
46813	1,991.23	FRICK/JOCELYNN LEANN	433	1 STUB ONLY
46814	1,204.26	FRICK/JOCELYNN LEANN	433	2 STUB ONLY
46815	2,904.46	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
46816	1,286.34	GIEFER/MICHAEL DAVID	438	2 STUB ONLY
46817	1,722.57	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
46818	1,112.15	GUZMAN/TIMOTHY CHARLES	410	2 STUB ONLY
46819	2,945.42	HALL/JOHN T	406	1 STUB ONLY
46820	2,315.87	INGLEHART/BRETT A	411	1 STUB ONLY
46821	1,509.25	INGLEHART/BRETT A	411	2 STUB ONLY
46822	1,773.01	KNOX/MARK	442	1 STUB ONLY
46823	1,173.80	KNOX/MARK	442	2 STUB ONLY
46824	1,333.01	LOPEZ/ESTEBAN	445	1 STUB ONLY
46825	170.25	LOPEZ/ESTEBAN	445	2 STUB ONLY
46826	1,293.52	MACLEAN/JANET L	413	1 STUB ONLY
46827	1,785.89	SALINAS/ALEXANDER	419	1 STUB ONLY
46828	1,125.04	SALINAS/ALEXANDER	419	2 STUB ONLY
46829	2,002.89	WALKER/PAUL	425	1 STUB ONLY
46830	1,286.34	WALKER/PAUL	425	2 STUB ONLY
46831	2,387.10	YARBER/ISABEL	422	1 STUB ONLY
46832	1,053.43	ALDRIDGE/GARY	618	1 STUB ONLY
46833	1,414.20	ARROYO/MARIE	623	1 STUB ONLY
46834	1,822.12	ESPINOLA/DANIEL M	602	1 STUB ONLY
46835	1,387.97	HUGGINS/KYLE AARON	621	1 STUB ONLY
46836	2,801.76	QUALLS/DAYMON	607	1 STUB ONLY
46837	66.54	QUALLS/DAYMON	607	2 STUB ONLY
46838	923.69	RABOIN/CHRISTOPHER	627	1 STUB ONLY

PAYROLL.....S BI-WEEKLY RUN-06/12/2019 14.26.27 PAGE 3
CHECK FORM..STUB CHECK REGISTER PR311R-V14.08 Paymate

PERIOD 2 DATING 5/27/2019- 6/09/2019 CHECK DATE 6/14/2019
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ	
46839	1,794.66	RAMIREZ/JUAN	608	1	STUB ONLY
46840	255.29	WENDT/EDDIE	626	1	STUB ONLY
46841	506.60	WHITTENBURG/ALLEN	612	1	STUB ONLY
46842	1,246.73	CARTER/AMY JO	502	1	STUB ONLY
46843	1,013.50	MILLAN/MARCUS	622	1	STUB ONLY
46844	880.98	MILLER/JAMES	624	1	STUB ONLY
46845	805.95	MIRWALD/PHILIP	625	1	STUB ONLY
46846	1,169.39	QUIROZ/PATRICK P	512	1	STUB ONLY
46847	1,934.01	HAYES/CURTIS W	437	1	STUB ONLY
46848	1,099.50	HAYES/CURTIS W	437	2	STUB ONLY

TOTALS FOR CHECK FORM:		STUB	
NEGOTIABLE CHECKS			COUNTS
0.00	*EMPLOYEE CHECKS		0
0.00	*VENDOR CHECKS		0
0.00	*BANK CHECKS		0
0.00	**TOTAL NEGOTIABLE CHECKS		0

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

NON-NEGOTIABLE CHECKS			
82,867.59	*DIRECT DEPOSIT STUBS		55
874.35	*VENDOR DIR DEP STUBS		3

CITY OF EXETER

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

Treasurer's Report May 2019

Beginning Balance as of May 1, 2019	\$ 1,408,443.99
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Deposits

#1394	\$	7,393.08
#1395	\$	110,722.60
#1396	\$	148,240.06
#1397	\$	49,162.34
Direct Deposit #1398	\$	700,490.27

TOTAL DEPOSITS	\$	1,016,008.35
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Withdrawals

City Checks Processed	\$	636,336.14
Payroll EFT	\$	205,257.95
Payroll Checks	\$	7,563.56
CalPERS Retirement costs	\$	61,340.69
P/R Taxes	\$	35,351.06
Def Comp	\$	1,767.70
FSA Disbursements	\$	2,085.26
Bank Charges/Misc	\$	79.90
Chargebacks	\$	67.08
Wire Transfer to LAIF	\$	460,000.00
Wire Transfer to LAIF	\$	300,000.00
State DU	\$	783.68

TOTAL WITHDRAWALS	\$ 1,710,633.02
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Ending Bank Balance as of May 31, 2019

\$ 713,819.32

Undeposited cash on hand #1399

\$ 30,965.69

Bank of the Sierra ending balance	\$ 744,785.01
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Outstanding Checks

General	\$	37,862.78
Payroll	\$	682.56

\$ 38,545.34

Adjusted Bank Balance as of May 31, 2019

\$ 706,239.67

Investments

US Savings	\$	334,886.41
CD's	\$	2,469,000.00
Government Agency Bond	\$	248,890.75
Local Agency Investment Fund	\$	3,186,206.35
Charles Schwab	\$	0.23

\$ 6,238,983.74

Total City Funds 5/31/2019	\$ 6,945,223.41
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Ratio of Invested Funds/Available Funds

90%

City of Exeter
Treasurer's Report
Investments as of 5/31/2019

<u>Rate</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Principal Value</u>	
<u>Certificates of Deposit</u>					
2.05%	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 #RKE0	Nov-17	\$ 247,000	
3.00%	8/9/2021	ALLY BANK #GEE9	Aug-18	\$ 245,000	
					\$ 2,469,000
2.06%	Average				
<u>Money Market Funds</u>					
2.43%	Demand	Local Agency Investment Fund	Various	\$ 3,186,206	
	Demand	US Savings	Various	\$ 334,886	
	Demand	Charles Schwab	Various	\$ 0.23	
					\$ 3,521,093
<u>Government Securities</u>					
1.88%		Federal Home Loan Bank		248,891	
					\$ 248,891
					\$ 6,238,984
			Total Investments		

By - Xochitl/C. Tavaraz

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number: H5

Wording for Agenda: Adopt Resolution 2019-15 approving Government Crime Insurance Policies for the purpose of bonding city officers and employees and establishing policy limits.

Submitting Department: Administration
Contact Name: Shonna Oneal, Adam Ennis
Phone Number: (559) 592-9244
Email: soneal@exetercityhall.com

Department Recommendation:

Staff recommends that the Council Adopt Resolution 2019-15 approving Government Crime Insurance Policies for the purpose of bonding city officers and employees and establishing policy limits.

Summary/Background

The California Government Code sets forth requirements for bonding of public officials including the City Clerk, City Treasurer, Director of Finance and in some cases the employees of the agency. Those requirements are codified in the City of Exeter Code of Ordinances in §2.08.040 and §2.24.020.

City of Exeter Code of Ordinance §2.08.040 requires the City Administrator to furnish a surety company bond in a sum as determined by Council. City of Exeter Code of Ordinance §2.24.020 requires the City Clerk, City Treasurer and Director of Finance to furnish a surety company bond in the amount of \$15,000 and all other employees of the City to be covered by a blanket bond in the penal sum of \$5,000. The Council has the option of adopting a resolution approving the purchase of government crime policies for the purpose of bonding City Officers and Employees.

Pursuant to Government Code Section 1463, a government crime insurance policy or employee dishonesty insurance policy, including faithful performance, may be provided as an alternative to the official bond by any county or city, subject to approval by the presiding judge of the superior court and recording and filing as provided in §1457 to §1460.1. An insurance policy procured pursuant to this section may be used as a master bond though it were an official bond, subject to approval of the appointing power or legislative body as provided in §1481.

City staff has reviewed a government crime insurance policy proposal from Alliant available for purchase through the Central San Joaquin Valley Risk Management Authority (CSJVRMA) that the City participates in for self-insured and group purchased insurance programs. The current policy available for purchase provides \$1,000,000 of coverage with a \$2,500 deductible and includes coverage such as employee theft, forgery, inside the premises of theft of money and securities and robberies, computer fraud, funds transfer fraud, money orders & counterfeit money, etc. The policy cost approximately \$1,100 annually.

It is recommended the Council adopt Resolution 2019-15 as presented to allow the purchase of the government crime insurance as an alternative to purchasing bonds for cost savings and enhanced benefit coverage.

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Fiscal Impact: This insurance will cost approximately \$1,100 annually. The funds to purchase this policy is already included in the budget in the insurance fund. The policy provides expanded coverage at a more competitive cost then purchasing separate surety company bonds for the required employees.

Prior Council/Board Actions: None.

Attachments: Resolution 2019-15

Recommended motion to be made by Council/Board: I move to adopt Resolution 2019-15 as presented.
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RESOLUTION NO. 2019-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER APPROVING GOVERNMENT CRIME INSURANCE POLICIES FOR THE PURPOSE OF BONDING CITY OFFICERS AND EMPLOYEES AND ESTABLISHING POLICY LIMITS

WHEREAS, City of Exeter Code of Ordinances Section §2.24.010 and California Government Code §36518 requires City Council by resolution to establish the penal sum of the bond for the positions of City Clerk and City Treasurer; and

WHEREAS, California Government Code §36519 provides that the City Council may require bonds of any other officer or employee of the city; and

WHEREAS, California Government Code §37209 requires execution of a bond by a Director of Finance where duties imposed by law upon the City Clerk are transferred to a Director of Finance; and

WHEREAS, California Government Code §1480 provides that every officer agent or employee not required by statute to give an official bond may be required to give an individual official bond or other form of individual bond in the amount to be fixed by the appointing power and such bond shall insure to the benefit of the appointing power, state, county, or municipality by whom such officer, employee, or agent is employed as well as the officer under whom the employee or agent serves; and

WHEREAS, City of Exeter Code of Ordinances §2.08.040 requires the City Administrator shall furnish a surety company bond to be approved by the Council in such sum as may be determined by the City Council; and

WHEREAS, City of Exeter Code of Ordinances §2.24.020 requires the City Clerk, City Treasurer and Director of Finance shall furnish a surety company bond in the amount of \$15,000 and all other employees of the City shall be covered by a blanket bond in the penal sum of \$5,000.

WHEREAS, California Government Code §1463 states... a government crime insurance policy or employee dishonesty insurance policy, including faithful performance, may be provided as an alternative to the official bond by any county or city, subject to approval by the presiding judge of the superior court and recording and filing as provided in §§1457 to 1460.1, inclusive. An insurance policy procured pursuant to this section may be used as a master bond as though it were an official bond, subject to approval of the appointing power or the legislative body as provided in §1481; and

WHEREAS, California Government Code §1481 (b) provides that notwithstanding any other provision of law when deemed expedient by the legislative body of a local public agency, a master official bond or other form of master bond may be used which shall provide coverage on more than one officer, employee, or agent of the local public agency, whether elected or appointed who is required by statute regulation, the appointing power, the governing board of a local public agency, or the board of supervisors of a chartered or general law county to give bond; and

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WHEREAS, California Government Code §1481 (c) provides that a master bond under this section shall be in the form and for the term which is approved by the appointing power or the legislative body of a local public agency and shall inure to the benefit of the appointing power, state, or local public agency by whom the officer, employee, or agent is employed as well as the officer or officers under whom the employee or agent serves.

NOW, THEREFORE, BE IT RESOLVED by the City of Exeter City Council as follows:

1. That the City Council deems it expedient that the bonding requirements for public officers and employees required by California Government Code and City of Exeter Code of Ordinances shall be in the form of a Government Crime Insurance Policy that provides coverage for the City of Exeter officers and employees;
2. That the limits of the Government Crime Policy shall be at least \$1,000,000 per occurrence for employee theft, with a deductible amount of not more than \$2,500 per occurrence, with sub-limits for other forms of loss covered by the policy as deemed appropriate; and
3. That the premiums shall be paid by the City.

PASSED, APPROVED AND ADOPTED THIS 25TH DAY OF JUNE, 2019, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

City Clerk

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number: H6

Wording for Agenda: Adopt Resolution 2019-16 authorizing the City Administrator, or his designee, to execute a Sustainable Communities Strategic Partnership Grant agreement with Caltrans for \$196,537 with a local match of \$25,463 from Measure R, and appropriate said funding in the Measure R Fund, for a project total of \$222,000 to prepare the "Complete Street with ADA Compliance and Active Transportation Safety Enhancement Plan".

Submitting Department: Finance
Contact Name: Chris Tavaréz, Finance Director
Eddie Wendt, Operations Manager
Phone Number: 592-2755
Email: ctavarez@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 adopt Resolution 2019-16 authorizing the City Administrator, or his designee, to execute a Sustainable Communities Strategic Partnership Grant agreement with Caltrans for \$196,537 with a local match of \$25,463 to be funded by TCAG through Measure R, and appropriate said funding in the Measure R Fund, for a project total of \$222,000 to prepare the "Complete Street with ADA Compliance and Active Transportation Safety Enhancement Plan".

Summary/Background:

In July 2018, Caltrans requested applications for the 2019/2020 Sustainable Communities Strategic (SCS) Partnership Grant be submitted in December 2018. The City of Exeter applied for funding to prepare a Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan for the City of Exeter. The City of Exeter has been selected by Caltrans to receive \$196,537 with a local match of \$25,463 to be funded by TCAG through Measure R for a project total of \$222,000. Per the grant program requirements, the City Council must adopt a resolution authorizing the City Administrator, or his designee, to execute an agreement with Caltrans to complete the Plan with the services of a consultant to be selected in a competitive proposal process.

The City of Exeter is in need to develop an American Disabilities Act (ADA) Transition Plan to assist in the planning of addressing ADA requirements. The opportunity to develop this Plan with a Complete Streets and Safety Enhancement Plan became available through the Sustainable Communities Grant Program to develop a "Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan," through Grant funding. Developing this plan will provide a roadmap to planning, budgeting and making improvements in the future when possible and also provides a level of liability protection.

Fiscal Impact:

This action makes available \$196,537 from the Caltrans Sustainable Communities Grant Program and another \$25,463 Measure R matching funds from TCAG to develop the Complete Street with ADA Compliance and Active Transportation Safety Enhancement Plan. The City of Exeter will benefit from the Plan with no city funding coming from administering the grant. These funds will be appropriated in the Measure R Fund (131) with grant funding being provided to the City on a reimbursement basis.

Prior Council/Board Actions:

November 27, 2018 – Authorization from City Council to apply to Caltrans for a Sustainable Transportation Planning Grant

Attachments:

Resolution 2019-16

Table 1 Caltrans Sustainable Transportation Planning Grant Application Timeline

Recommended motion to be made by Council/Board: I move to adopt Resolution 2019-16 as presented and appropriate said funding in the Measure R Fund, for a project total of \$222,000 to prepare the "Complete Street with ADA Compliance and Active Transportation Safety Enhancement Plan".

RESOLUTION 2019-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER
TO AUTHORIZE THE CITY ADMINISTRATOR, OR HIS DESIGNEE, TO SIGN AN
AGREEMENT WITH CALTRANS TO RECEIVE FUNDING THROUGH THE
SUSTAINABLE COMMUNITIES GRANT PROGRAM TO CONDUCT A COMPLETE
STREETS WITH ADA COMPLIANCE AND ACTIVE TRANSPORTATION SAFETY
ENHANCEMENT PLAN FOR THE CITY OF EXETER**

WHEREAS, in 2018 Caltrans conducted a call for applications for FY 2019/2020 for Sustainable Communities Strategic Partnerships (SCS) grant funding; and

WHEREAS, The City of Exeter applied for the 2019/2020 SCS Grant funds to conduct a Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan; and

WHEREAS, the City of Exeter's application was selected by Caltrans to be awarded \$196,537 (SCS) with a local match of \$25,463 to be funded through Measure R with a project total of \$222,000; and

WHEREAS, the City Council wishes to enter into an agreement with Caltrans and to hire a qualified consultant to complete the "Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan" for the City of Exeter; and

WHEREAS, the City of Exeter will enter into an agreement with Caltrans to complete the "Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan" between October 1, 2019 through September 2021 with final invoice and closeout to be concluded by April 28, 2022; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Exeter that the City Administrator, or his designee, is authorized to execute an agreement or any other necessary documents with Caltrans to be awarded the \$196,537 SCS grant funds with a local match of \$25,463 to be funded through Measure R with a project total of \$222,000 to prepare the "Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan" for the City of Exeter.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2019

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

Attest:

City Clerk

4 B. Table 1

Caltrans Sustainable Transportation Planning Grant Application Timeline
Complete Streets With ADA Compliance and Active Transportation Safety Enhancement Plan

Project Title		City of Exeter 2020 Complete Streets With ADA Compliance and Active Transportation Safety Enhancement Plan												Grantee: City of Exeter												Deliverables																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
Task Number		Funding Source		Responsible Party	Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match	FY 2018/19 Federal Fiscal Year 2019/2020												Fiscal Year 2020/2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Exeter Administration Cost less than 5%
Project Cost
Consultant Contract
Exeter City Staff Assistance at 10%

\$9,500
\$212,500
\$191,250
\$21,250

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number: I1

Wording for Agenda: Appointment of Dave Hails to City Council District A position declared vacant at the May 14, 2019 Council meeting until the next general election in November 2020 and swearing in ceremony.

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

Department Recommendation:

Staff recommends that Council appoint Dave Hails to the City Council position that was declared vacant at the May 14, 2019 Council Meeting until the next general election in November 2020 and conduct his swearing in as a new City Council member.

Summary/Background:

Council Member Teresa Boyce resigned from her seat on the City Council effective May 1, 2019, leaving her Council position vacant. The seat was declared vacant and the selection of process to fill the seat was determined by Council at the May 14, 2019 meeting. Per Council direction, applications were solicited from individuals residing in District A from May 17, 2019 through May 31, 2019 in preparation for applicant interviews.

On June 11, 2019, the Council interviewed all four applicants that submitted applications during the solicitation period. Following interviews, the Council made a selection to appoint Dave Hails to fill the vacancy in District A until the next general election in November 2020. Following the November 2020 election, the individual elected would hold office until the unexpired balance of the original term of office (November 2022). Mr. Hails could consider running for the position in the November 2020 election if he desires to.

Fiscal Impact: Nothing beyond already budgeted items.

Prior Council/Board Actions: City Council position declared vacant and staff given direction on filling the vacancy at the May 14, 2019 Council meeting. Interviews were held for the four applicants on June 11, 2019 and Council selected Dave Hails to fill the vacancy in District A until November 2020.

Attachments: None

Recommended motion to be made by Council/Board: I move to appoint Dave Hails to the City Council District A position that was declared vacant at the May 14, 2019 Council Meeting until the next general election in November 2020.

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: June 25, 2019

Agenda Item Number: 12

Wording for Agenda: Review and consideration of Council representation on various Boards and Committees.

Submitting Department: Administration
Contact Name: Shonna Oneal, Adam Ennis
Phone Number: (559) 592-9244
Email: soneal@exetercityhall.com

Department Recommendation:

Staff recommends that the Council consider assignments to various Boards and Committees due to recent vacancy and appointment in District A.

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Summary/Background

On December 11, 2018, recently elected Council Members were sworn in and the Council reviewed and discussed City Council representation on various outside agency boards and committees. The Council made some adjustments in January 2019 due to schedule changes for one of the Boards. On May 1, 2019, Council Member Boyce announced her resignation from City Council. The Council declared the seat in District A vacant at the meeting held on May 14, 2019 and set the process to fill the vacancy. It is anticipated that the Council will appoint Dave Hails to City Council District A at the June 25, 2019 meeting. Due to the recent changes on Council, staff recommends the Council review the list of Boards and Committees to address the change in Council Members.

Fiscal Impact: None

Prior Council/Board Actions: Outside agency board and committee representation was discussed and approved by the Council on December 11, 2018 and January 22, 2019. Council Member Boyce resigned May 1, 2019 and an appointment to fill the vacancy is anticipated for the Council meeting to be held June 25, 2019.

Attachments: Currently approved Councilmember assignments to outside agency boards and committees.

Recommended motion to be made by Council/Board: I move to select the representatives for each Agency Board/Committee as discussed.

Exeter City Council



Assignments to Boards and Committees

(Revised January 2019)

Council of Cities (Third Wednesday at 3:00 p.m. in Visalia – every other month)

Primary Representative: Council Member Alves

Alternate Representative: Council Member Petty

Staff Representative: Adam Ennis

Chamber of Commerce Liaison (Third Thursday of each month at 4:00 p.m. in Exeter)

Mayor Teresa Boyce

San Joaquin Valley Air Pollution Control District – Special Selection Committee (As needed in Fresno)

Primary Representative: Councilmember Jeremy Petty

Alternate Representative: Public Works Director Daymon Qualls

Tulare County Economic Development Corporation – Board of Directors (Fourth Thursday of each month at 7:30 a.m. in Exeter)

Primary Representative: Council Member Boyce

Alternate Representative: Mayor Waterman-Philpot

Tulare County Association of Governments Board & Tulare County Transportation Agency (Third Monday of each month at 1:00 p.m. – Rotating locations within Tulare County)

Primary Representative: Council Member Petty

Alternate Representative: Council Member Alves

Greater Kaweah Sustainable Groundwater Agency – Rural Communities Committee (Last Monday each month at 1:30 p.m. in Farmersville)

Primary Representative: Mayor Pro Tem Barbara Sally

Alternate: Adam Ennis

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number:

13

Wording for Agenda: Approve and authorize the Mayor and City Administrator to execute an Addendum to Finance Director Chris Tavarez and Public Works Director Daymon Qualls's employment contracts providing for:

- 1) an extension of the contracts until June 30, 2020,
- 2) a 1% salary increase effective July 1, 2019 (Finance Director monthly compensation \$9,085 and Public Works Director monthly compensation \$8,441) and
- 3) ending dental/vision reimbursement program to begin dental/vision insurance policy on July 1, 2019.

Submitting Department: Administration

Contact Name: Adam Ennis, City Administrator
Shonna Oneal, Personnel Officer

Phone Number: 559-592-9244

Email: adam@exetercityhall.com
soneal@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends Council approve and authorize the Mayor and City Administrator to execute an Addendum to Finance Director Chris Tavarez and Public Works Director Daymon Qualls's employment contracts providing for 1) an extension of the contracts until June 30, 2020, 2) a 1% salary increase effective July 1, 2019 (Finance Director monthly compensation \$9,085 and Public Works Director monthly compensation \$8,441) and 3) ending dental/vision benefit program to begin dental/vision insurance on July 1, 2019 per the plan presented to the represented groups.

Summary/Background:

The current contract terms for Finance Director Chris Tavarez and Public Works Director Daymon Qualls ends June 30, 2019. Staff is recommending the extension of the terms of their current agreements until June 30, 2020 and two changes in the contract provisions. The first is to provide for a 1% salary increase effective July 1, 2019 to match the salary increase approved by the Council last year for the represented groups. This would set the Finance Director's monthly compensation at \$9,085 and the Public Works Director's monthly compensation at \$8,441. The second contract provision change is to provide for the ending of the current dental/vision benefit program administered by the City on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan approved by Council and presented to the represented groups. Except for the changes recommended above, all of the terms and conditions of the extended contracts would remain unchanged and in full force and effect.

Extending the contract terms for these two positions would align them with the represented groups negotiation schedule allowing any potential salary and benefits changes to be considered at the same time. The two proposed amendments to the current contract provisions

listed above have been approved by Council to be offered to the employees and the associated costs have been included in the 2019/20 budget.

Financial Impact: There is no additional cost for extending the contract terms and the two proposed amendments to the current contract terms listed above have been included in the 2019/20 budget.

Prior Council/Board Actions: 1.) Prior to June 26, 2018 department head employment terms were provided for in a department head Memorandum of Understanding. 2.) New individual contracts for the Finance Director and Public Works Director were entered into on June 26, 2018 and included a 1% increase effective July 1, 2018.

Attachments: Addendum No. 1 to Finance Director Employment Agreement
Addendum No. 1 to Public Works Director Employment Agreement

Recommended motion to be made by Council/Board: I move to approve and authorize the Mayor and City Administrator to execute an addendum to Finance Director Chris Tavaréz and Public Works Director Daymon Qualls's employment contracts providing for 1) an extension of the contracts until June 30, 2020, 2) a 1% salary increase effective July 1, 2019 (Finance Director monthly compensation \$9,085 and Public Works Director monthly compensation \$8,441) and 3) ending dental/vision reimbursement program to begin dental/vision insurance policy on July 1, 2019.

ADDENDUM NO. 1 TO FINANCE DIRECTOR EMPLOYMENT AGREEMENT DATED JUNE 26, 2018

This Addendum is to Finance Director Agreement dated 26TH of June, 2018 between Chris Tavaréz and the City of Exeter.

I. Background

- A. Prior to June 26, 2018 department head employment terms were provided for in a department head Memorandum of Understanding.
- B. A new individual contract for the Finance Director was entered into on June 26, 2018 including a 1% increase effective July 1, 2018;
- C. The Parties desire to amend the Contract on the terms and conditions set forth in this Addendum.
- D. This Addendum is the first amendment to the Contract dated June 26, 2018.
- E. References in this Addendum are to the Contract as previously approved

IN CONSIDERATION OF the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, hereby amend as follows:

- 1. **Term of Agreement:** This agreement shall be extended until June 30, 2020 (monthly compensation of \$9,085).
- 2. **Salary Increase:** Chris Tavaréz will be entitled to a 1% salary increase as approved by Council for the represented groups effective July 1, 2019.
- 3. **Dental/Vision Coverage:** The City shall end the current dental/vision benefit program on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan presented to the represented groups. This dental/vision benefit program will be reviewed by the City in the last quarter of each calendar year to determine how it compares to other options. Current employees opting out of the health insurance plan will be "grandfathered in" and will continue to be eligible to receive the new dental/vision insurance coverage. Future employees, hired on or after July 1, 2019, will only qualify for this dental/vision insurance coverage if they also participate in the health insurance coverage. All dental/vision costs incurred by the employee June 30, 2019 and before must be presented to the City for reimbursement prior to July 29, 2019 to receive reimbursement under the ended benefit program.

4. **NO OTHER CHANGES:** Except as otherwise expressly provided in this Addendum, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

Executed on this **25th DAY OF June, 2019** at Exeter, California.

CITY OF EXETER:

EMPLOYEE:

By: _____
Mary Waterman Philpot, Mayor

Chris Tavarez

Adam Ennis, City Administrator

* * * * *

ADDENDUM NO. 1 TO PUBLIC WORKS DIRECTOR EMPLOYMENT AGREEMENT DATED JUNE 26, 2018

This Addendum is to Public Works Director Agreement dated 26TH of June, 2018 between Daymon Qualls and the City of Exeter.

I. Background

- A. Several years prior to June 26, 2018 department head employment terms were provided for in a department head Memorandum of Understanding.
- B. A new individual contract for the Public Works Director was entered into on June 26, 2018 including a 1% increase effective July 1, 2018;
- C. The Parties desire to amend the Contract on the terms and conditions set forth in this Addendum.
- D. This Addendum is the first amendment to the Contract dated June 26, 2018.
- E. References in this Addendum are to the Contract as previously approved

IN CONSIDERATION OF the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, hereby amend as follows:

- 1. **Term of Agreement:** This agreement shall be extended until June 30, 2020 (monthly compensation \$8,441).
- 2. **Salary Increase:** Daymon Qualls will be entitled to a 1% salary increase as approved by Council for the represented groups effective July 1, 2019.
- 3. **Dental/Vision Coverage:** The City shall end the current dental/vision benefit program on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan presented to the represented groups. This dental/vision benefit program will be reviewed by the City in the last quarter of each calendar year to determine how it compares to other options. Current employees opting out of the health insurance plan will be "grandfathered in" and will continue to be eligible to receive the new dental/vision insurance coverage. Future employees, hired on or after July 1, 2019, will only qualify for this dental/vision insurance coverage if they also participate in the health insurance coverage. All dental/vision costs incurred by the employee June 30, 2019 and before must be presented to the City for reimbursement prior to July 29, 2019 to receive reimbursement under the ended benefit program.

4. **NO OTHER CHANGES:** Except as otherwise expressly provided in this Addendum, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

Executed on this **25th DAY OF June, 2019** at Exeter, California.

CITY OF EXETER:

EMPLOYEE:

By: _____
Mary Waterman Philpot, Mayor

Daymon Qualls

Adam Ennis, City Administrator

* * * * *

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number: 14

Wording for Agenda: Approve and authorize the Mayor to execute an Addendum to City Administrator Adam Ennis' employment contract providing for 1) a 1% salary increase effective July 1, 2019 (monthly compensation of \$13,309) and 2) ending dental/vision benefit reimbursement program to begin dental/vision insurance on July 1, 2019.

Submitting Department: Administration
Contact Name: Shonna Oneal, Personnel Officer
Phone Number: 559-592-9244
Email: soneal@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends Council approve and authorize the Mayor to execute an Addendum to City Administrator Adam Ennis' employment contract providing for 1) a 1% salary increase effective July 1, 2019 (monthly compensation of \$13,309) and 2) ending dental/vision reimbursement program to begin dental/vision insurance on July 1, 2019.

Summary/Background:

Staff is recommending two changes in the contract provisions. The first is to provide for a 1% salary increase effective July 1, 2019 to match the salary increase approved by the Council last year for the represented groups. This would set the City Administrator's monthly compensation at \$13,309. The second contract provision change is to provide for the ending of the current dental/vision benefit program administered by the City on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan approved by Council and presented to the represented groups. Except for the changes recommended above, all of the terms and conditions of the current contract would remain unchanged and in full force and effect.

The two proposed amendments to the current contract provisions listed above have been approved by Council to be offered to the employees and the associated costs have been included in the 2019/20 budget.

Financial Impact: The two proposed amendments to the current contract provisions listed above have been included in the 2019/20 budget.

Prior Council/Board Actions: An individual contract for the City Administrator was entered into on June 26, 2018.

Attachments: Addendum No. 1 to City Administrator Employment Agreement

Recommended motion to be made by Council/Board: I move to approve and authorize the Mayor to execute an Addendum to City Administrator Adam Ennis' employment contract providing for 1) a 1% salary increase effective July 1, 2019 (monthly compensation of \$13,309) and 2) ending dental/vision reimbursement program to begin dental/vision insurance coverage on July 1, 2019.

**ADDENDUM NO. 1 TO CITY ADMINISTRATOR EMPLOYMENT
AGREEMENT DATED JUNE 26, 2018**

This Addendum is to City Administrator Agreement dated 26TH of June, 2018 between Adam Ennis and the City of Exeter.

I. Background

- A. A contract for the City Administrator was entered into on June 26, 2018 including a 1% increase effective July 1, 2018;
- B. The Parties desire to amend the Contract on the terms and conditions set forth in this Addendum.
- C. This Addendum is the first amendment to the Contract dated June 26, 2018.
- D. References in this Addendum are to the Contract as previously approved

IN CONSIDERATION OF the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, hereby amend as follows:

- 1. **Salary Increase:** Adam Ennis will be entitled to a 1% salary increase as approved by Council for the represented groups effective July 1, 2019 (monthly compensation of \$13,309).
- 2. **Dental/Vision Coverage:** The City shall end the current dental/vision benefit program on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan presented to the represented groups. This dental/vision benefit program will be reviewed by the City in the last quarter of each calendar year to determine how it compares to other options. Current employees opting out of the health insurance plan will be "grandfathered in" and will continue to be eligible to receive the new dental/vision insurance coverage. Future employees, hired on or after July 1, 2019, will only qualify for this dental/vision insurance coverage if they also participate in the health insurance coverage. All dental/vision costs incurred by the employee June 30, 2019 and before must be presented to the City for reimbursement prior to July 29, 2019 to receive reimbursement under the ended benefit program.
- 3. **NO OTHER CHANGES:** Except as otherwise expressly provided in this Addendum, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

Executed on this **25th DAY OF June, 2019** at Exeter, California.

//
//

CITY OF EXETER:

EMPLOYEE:

By: _____
Mary Waterman Philpot, Mayor

Adam Ennis

ATTEST:

City Clerk and Clerk of the Council of
The City of Exeter

* * * * *

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number:

15

Wording for Agenda: Approve and authorize the Mayor and City Administrator to execute an Addendum to Police Chief John Hall's employment contract providing for:

- 1) a 1% salary increase effective July 1, 2019 (monthly compensation of \$10,105),
- 2) ending dental/vision benefit program to begin dental/vision insurance on July 1, 2019 and
- 3) correcting his vacation leave accrual to 23 days per year (15 -1/3 hours per month) based on his prior years of municipal service in accordance with his current contract language.

Submitting Department: Administration

Contact Name: Adam Ennis, City Administrator
Shonna Oneal, Personnel Officer

Phone Number: (559) 592-4359, (559) 592-9244

Email: adam@exetercityhall.com
soneal@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends Council approve and authorize the Mayor and City Administrator to execute an Addendum to Police Chief John Hall's employment contract providing for 1) a 1% salary increase effective July 1, 2019 (monthly compensation of \$10,105), 2) ending dental/vision benefit program to begin dental/vision insurance on July 1, 2019 per the plan presented to the represented groups and 3) correcting his vacation leave accrual to 23 days per year (15 -1/3 hours per month) based on his prior years of municipal service in accordance with his current contract language

Summary/Background:

Staff is recommending two changes in the contract provisions and one correction. The first is to provide for a 1% salary increase effective July 1, 2019 to match the salary increase approved by the Council last year for the represented groups. This would set the Police Chief's monthly compensation at \$10,105. The second contract provision change is to provide for the ending of the current dental/vision benefit program administered by the City on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan approved by Council and presented to the represented groups. The third provision change would be a correction to his current contract vacation leave accrual of 14-2/3 hours per month. In Police Chief John Hall's current contract the intent is stated to recognize his prior years of municipal service in determining the vacation leave accrual. Based on his 23 years of prior municipal service, his vacation leave accrual should have been at 15-1/3 hours per month based on the current vacation leave schedule for sworn personnel. Except for the changes and correction recommended above, all of the terms and conditions of the current contract would remain unchanged and in full force and effect.

The first two proposed amendments to the current contract provisions listed above have been approved by Council to be offered to the employees and the associated costs have been included in the 2019/20 budget. The third amendment is simply a correction to the contract.

Financial Impact: The first two proposed amendments to the current contract provisions listed above have been included in the 2019/20 budget. The third amendment does not have a direct budget impact.

Prior Council/Board Actions: 1.) The City of Exeter and John Hall entered into a contract dated January 9, 2018, for the purpose of employment; 2.) A new contract was entered into on June 26, 2018 including a 1% increase effective July 1, 2018; and 3.) Addendum No. 1 was approved on December 11, 2018.

Attachments: Addendum No. 2 to Police Chief Employment Agreement

Recommended motion to be made by Council/Board: I move to approve and authorize the Mayor and City Administrator to execute an Addendum to Police Chief John Hall's employment contract providing for 1) a 1% salary increase effective July 1, 2019 (monthly compensation of \$10,105), 2) ending dental/vision benefit program to begin dental/vision insurance on July 1, 2019 and 3) correcting vacation leave accrual to 23 days per year (15 -1/3 hours per month) based on his prior years of municipal service in accordance with his current contract language.

ADDENDUM NO. 2 TO POLICE CHIEF EMPLOYMENT AGREEMENT

This Addendum is to Police Chief Employment Agreement dated 26TH of June, 2018 between John Hall and the City of Exeter.

I. Background

- A. The City of Exeter and John Hall (the "Parties") entered into A contract (the "Contract") dated January 9, 2018, for the purpose of employment.
- B. A new contract was entered into on June 26, 2018 including a 1% increase effective July 1, 2018;
- C. Addendum No. 1 was approved on December 11, 2018 and remains in effect.
- D. The Parties desire to amend the Contract on the terms and conditions set forth in this Addendum.
- E. This Addendum is the second amendment to the Contract dated June 26, 2018.
- F. References in this Addendum are to the Contract as previously amended.

IN CONSIDERATION OF the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, hereby amend as follows:

- 1. **Salary Increase:** John Hall will be entitled to a 1% salary increase as approved by Council for the represented groups effective July 1, 2019 (monthly compensation of \$10,105).
- 2. **Dental/Vision Coverage:** The City shall end the current dental/vision benefit program on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan presented to the represented groups. This dental/vision benefit program will be reviewed by the City in the last quarter of each calendar year to determine how it compares to other options. Current employees opting out of the health insurance plan will be "grandfathered in" and will continue to be eligible to receive the new dental/vision insurance coverage. Future employees, hired on or after July 1, 2019, will only qualify for this dental/vision insurance coverage if they also participate in the health insurance coverage. All dental/vision costs incurred by the employee June 30, 2019 and before must be presented to the City for reimbursement prior to July 29, 2019 to receive reimbursement under the ended benefit program.
- 3. **NO OTHER CHANGES:** Except as otherwise expressly provided in this Addendum, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

Executed on this **25th DAY OF JUNE, 2019** at Exeter, California.

CITY OF EXETER:

EMPLOYEE:

By: _____
Mary Waterman-Philpot, Mayor

JOHN HALL

Adam Ennis, City Administrator

* * * * *

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number: 16

Wording for Agenda: Approve an amendment to the California League of City Employee Association (CLOCEA) and Exeter Police Officers Association (EPOA) Memorandums of Understanding (MOU) and authorize the same change to benefits for the unrepresented employees that ends dental/vision benefit program to begin dental/vision insurance on July 1, 2019.

Submitting Department: Administration
Contact Name: Adam Ennis, City Administrator
Phone Number: (559) 592-4359
Email: 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 Council Approve an amendment to the California League of City Employee Association (CLOCEA) and Exeter Police Officers Association (EPOA) Memorandums of Understanding and authorize the same change to benefits for the unrepresented employees that ends dental/vision benefit program to begin dental/vision insurance on July 1, 2019.

Summary/Background:

The CLOCEA and unrepresented employees have accepted and EPOA will meet Monday to consider an amendment to benefits that ends the current dental/vision benefit program administered by the City on June 30, 2019 and begin providing dental/vision insurance coverage through Principal (dental) and VSP (vision) on July 1, 2019 per the plan approved by Council and presented to the represented groups. Staff will advise Council of EPOA's decision at the Council meeting. In anticipation of approval, staff has included this item on the Agenda to timely make the transition, if that is the desire of the groups. Except for this one change recommended, all of the terms and conditions of the current MOUs and stated benefits would remain unchanged and in full force and effect.

The proposed amendment to the MOUs and stated benefit discussed above has been approved by Council to be offered to the employees and the associated costs have been included in the 2019/20 budget.

Financial Impact: The cost of the proposed amendment to the current MOUs and stated benefit discussed above has been included in the 2019/20 budget.

Prior Council/Board Actions: Prior approval of 2018/19 Memorandums of Understanding with CLOCEA and EPOA

Attachments: None

Recommended motion to be made by Council/Board: Approve an amendment to the California League of City Employee Association (CLOCEA) and Exeter Police Officers Association (EPOA) Memorandums of Understanding (MOU) and authorize the same change for the unrepresented employees that ends dental/vision benefit program to begin dental/vision insurance on July 1, 2019.

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number: 17

Wording for Agenda: Adopt Resolution 2019-17 approving budget amendments to the 2019/20 budget and adopt Resolution 2019-18 approving the 2019/20 fiscal year position allocation, 2019/20 salary schedule, and adding the classifications of City Clerk/Human Resources Manager and Financial Analyst.

Submitting Department: Finance
Contact Name: Chris Tavarez, Finance Director
Phone Number: 592-2755
Email: ctavarez@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 City Council adopt Resolution 2019-17 approving budget amendments to the 2019/20 budget and adopt Resolution 2019-18 approving the 2019/20 fiscal year position allocation, 2019/20 salary schedule, and adding the classifications of City Clerk/Human Resources Manager and Financial Analyst.

Summary:

Updates to the budget and salary schedule were presented at a Public Hearing on June 11, 2019. These budget amendments present a balanced General Fund budget for a second consecutive year thanks to past and current efforts by City Council and staff. Staff has analyzed and updated the budgeted revenues and expenditures for 2019/20 and believes these are achievable to meet the Council's financial policies. However, this balanced budget does exclude many items that will have to be addressed in upcoming budgets. While costs have risen, expenses have been reduced to the point that this budget is not able to fully fund items such as deferred capital projects, vehicle and equipment replacements, building maintenance, park maintenance, training and operating service needs.

Bringing the 2018/2019 and 2019/20 budgets into balance has provided the City with a better understanding and control of the budget that will allow the building of sustainable approaches to address the deferred items. With the reduction of operating costs eliminating items that will create serious future issues, staff's focus is currently directed towards the immediate goal of determining the revenue required in all funds to cover operating and capital costs which will insure continuation, and hopefully improvement of, current services. As always, staff will continue to seek cost savings anywhere possible.

Proposed Budget Amendments

Appropriations

Table 1 "2019/20 Budget Appropriation Update" shows the total amount of appropriations reflected in the 2019/20 budget amendment presented. Council may provide additional direction and input as part of this update which is recommended for Council's consideration and

approval. Council always has the ability to reshape the budget as it sees fit throughout the year at future Council meetings.

Table 1: 2019/20 Budget Appropriation Update

	Original 2019-20 Budget	Proposed 2019-20 Budget
General Fund	\$4,214,000	\$4,366,000
Road Funds	\$677,000	\$6,357,000
Housing Funds	\$40,000	\$40,000
Other Special Revenues	\$174,000	\$174,000
Water	\$1,654,000	\$1,843,000
Sewer	\$977,000	\$1,144,000
Solid Waste	\$1,132,000	\$1,137,000
Insurance	\$1,107,000	\$1,112,000
Total	\$9,976,000	\$16,173,000

Although there is an increase in projected revenue from the original budget for the General Fund, this is due primarily to increased projections in Sales Tax and Property Tax, Sales Tax can fluctuate significantly. Although some subsequent projections have been higher, staff has used a conservative sales tax projection which is approximately in the middle of the range initially presented by the City's sales tax consultant. Sales tax can be volatile because it is based on consumer spending and is susceptible to highs and lows in the economy. In addition, consumer spending is changing to less tangible items and more on-line shopping (e-commerce) and entertainment.

Legislation is beginning to be developed to protect local governments' sales tax revenues from online sales. The 2019/20 Sales Tax projection includes additional revenue due to the Wayfair ruling. The Wayfair ruling now requires out-of-state retailers to collect and remit use tax (sales tax) on sales that exceed \$100,000 in total or have 200 plus transactions to the state the product was delivered to. This change began April 1, 2019. Other related legislative efforts are ongoing.

Economic experts in the United States are not forecasting a recession to begin before the end of the 2019/20 fiscal year. Some economists suggest we are "overdue" for a downturn in the economy. Since 1954 (Post World War II) the average growth period between recessions has been five years. We are currently experiencing the 10th consecutive year of economic growth. City Staff has not accounted for a recession in future projections but suspects it will be inevitable. With a balance budget, it is important for the City to position itself to be able to potentially build up reserves from the 3% it had at the end of the 2017/18 fiscal year.

Road Funds account for the largest increase in the budget, this is due to the projected bid award for construction of two large road projects, Visalia Road from Jacobs Place to Orange Avenue and Palm Avenue from Filbert Avenue to Kaweah Avenue. Funding for these projects is possible due in large part to Measure R funding from a ½ cent sales tax for all of Tulare County as well as some federal and local funding. There are \$307,000 of restricted road funds proposed to be transferred in to the General Fund to offset Street Division costs and maintain the required General Fund contribution level of \$100,000.

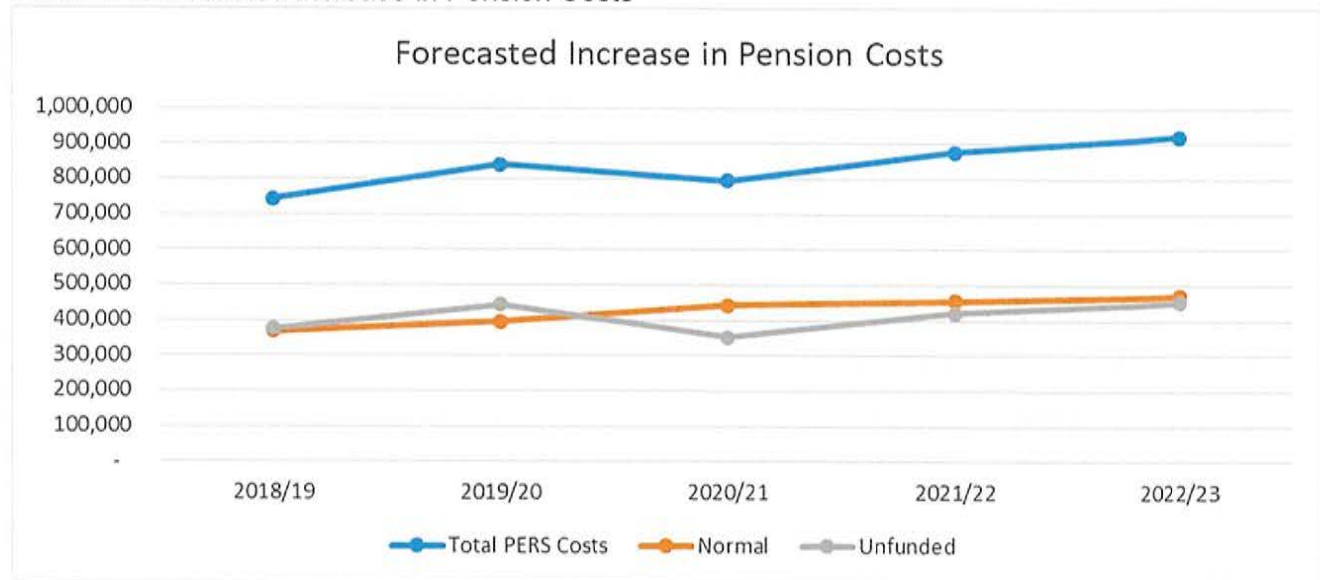
Contracted Services – The City now contracts with Visalia Animal Control Services and Shelter (One Animal Control Officer/Code Enforcement position not filled), in addition, park maintenance is now contracted instead of having two City employees do the work. By contracting out these services, the City has decreased costs for these essential services. This reflects in the proposed budget which was not reflected in the original 2019/20 budget.

Organizational Position Improvements

Ongoing Increase in employee costs and capital needs – The budget does consider increases in employee costs such as CalPers Unfunded Pension Liability and Health Care increases.

Table 3 – Forecasted Increase in Pension Costs shows the City will need to budget approximately \$50,000 more annually until 2023 at a minimum. In addition, it does include previously approved salary increases of 1% to all employee groups as well as three position reclassifications (reclassification of existing positions). However, there are no additional positions budgeted nor additional salary increases budgeted that may be needed to retain and provide adequate staffing for city services.

Table 3 – Forecasted Increase in Pension Costs



No new positions are recommended to be added to the City's budget. Staff does recommend some organizational improvements due to the inability to add positions and pressing organizational needs that are relatively minor cost increases.

Two new classifications are proposed, a City Clerk/Human Resources Manager and Financial Analyst. Staff anticipates that these positions will result in operating budget savings due to their increased concentration on insurance, risk and offsetting consultant costs. Due to offsetting costs staff anticipates a net zero impact to the General Fund for these two positions.

The City currently has a classification for a Maintenance Worker III. After a retirement of a long-time City employee at the Maintenance Worker III position, this position was backfilled at the Maintenance I level. Budgets since that time have not included a position count for a Maintenance Worker III classification. Staff recommends that a reclassification be considered of an existing Maintenance I position due to the relatively minimal cost for the organizational needs of increased supervision, safety and workload improvement that may lead to organizational savings, thus offsetting costs. The Maintenance Worker III classification results in an increase in costs of approximately \$10,000 allocated out to Enterprise Funds.

These position adjustments are budgeted in the proposed 2019/20 budget amendment. Internal recruitments would be considered for these positions, should they not be filled additional budget savings would occur and staff would consider filling them in the future.

- City Clerk/Human Resources Manager
 - Reclassification for organizational needs and increased scope of work
- Financial Analyst
 - Reclassification for organizational needs and increased scope of work
- Maintenance Worker III
 - Reclassification for organizational needs and increased scope of work

Immediate and Near-Term Needs

Despite increases to the budget in some funds, it is important to know there remains many deferred expenses (such as vehicle replacements, facility maintenance, training and other operating needs) and deferred capital needs due primarily to rising costs. Long term those needs may not continue to be deferred without serious consequences, additional revenues will need to be developed or cutting other expenses to make room for funding those needs will be necessary. Cutting additional expenses would be extremely difficult, as staff and resources are already struggling to provide current services so any further reductions will likely require a reduction in services provided.

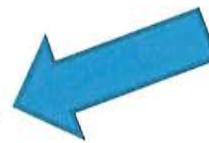
General Fund Capital Needs – Although a few capital needs have been integrated in the budget, there are additional needs that will need to be considered in the future. Staff will continue to analyze future needs and bring back these items at a future date to layout a proposed schedule for Council consideration for implementation.

- Police Vehicles - \$50,000 + each: Additional replacement vehicles will be needed to keep the fleet in good condition. It is anticipated at least 2 vehicles per year will be needed.
- Building Maintenance - \$75,000+/unknown: Deferred maintenance in the past few years due to budget restraints has created a growing need for building maintenance on City facilities. Staff will work on prioritizing and taking care of facility needs as the budget allows.
- Training – Has been reduced due to budget restraints
- Additional Police Supervision
- Additional Code enforcement Support

Table 2 - Enterprise Fund Summary shows the increase in capital expenditures is not sustainable in the future. The Water and Sewer Funds have capital expenditures and operating costs that current rates cannot support and are requiring the use of fund balances. In the Sanitation Fund, the franchise fees that the City collects have been adjusted to support the administrative costs to the fund for collection of payments and coordination of contract services provided.

Table 2 – Enterprise Fund Summary

Summary	Water	Sewer	Sanitation
Amounts in Thousands			
7/1/2019			
Balance	1,130	(115)	(179)
Revenues	1,681	1,104	1,106
Charges to other funds			
Transfers In			
Resources	1,681	1,104	1,106
Expenditures			
- Operations	(1,737)	(1,092)	(1,137)
- Capital	(106)	(51)	-
Transfers Out	-	-	-
Uses	(1,843)	(1,143)	(1,137)
Revenues Over/(Under)	(162)	(39)	(31)



Not sustainable

Enterprise Rates – City staff is in the process of a Revenue Requirement Analysis for Enterprise Funds to determine the rates needed to cover operating and capital needs. At this time the Water and Sewer funds have large infrastructure needs on the horizon and there are signs that the rates will not be adequate to cover future needs and operating costs.

Future items for Council to consider to improve the financial condition of the City

Unless the City is able to realize substantial additional savings or greater than expected rise in revenues, which is unlikely, City Council will need to consider additional revenue measures such as a Sales Tax and Enterprise rate increases in order to continue providing services for the City in the future. Services such as Recreation, Police and Streets will be at risk of reduction as current revenues are unable to outpace expenses especially with significant needs known such as:

Unbudgeted needs

- Vehicle replacement
- Police Radios - \$130,000
- Training
- Building Maintenance – To be determined
- Salary increases – To be determined
- Police Officer - \$100,000
- Police Sergeant or Corporal – To be determined
- Utility and Administrative Organizational Improvements– To be determined
- Code Enforcement

After master plans and rate studies are completed for the Enterprise Funds and rates adjusted, it will be appropriate to further assess the condition of the General Fund and look towards a possible Sales Tax Measure to be able to sustain and improve upon the level of services that the City has come to expect.

- Enterprise Rates Analysis – *In Process (2019 completion)*
- Sales Tax Measure – *Begin consideration summer 2019 and, if initiated, prepare for 2020 election by July 2020.*

Conclusion:

The City has a number of important planning projects to continue and complete in this next year, namely:

1. Water Master Plan - to address improvements to increase reliability and maintain water pressure
2. Enterprise Rates - to assure adequate capital investment
3. General Fund stability will be assessed after all the changes imposed on the General Fund have time to indicate if the revisions are adequate or not.
4. General Fund needs for police vehicles, building maintenance, police radios and training.
5. Sales Tax Measure – *Begin consideration summer 2019 and, if initiated, prepare for 2020 election by July 2020.*

Despite these challenges or possibly because of them, the City of Exeter has obtained a balanced budget while in pursuit of improving fiscal health.

Fiscal Impact: When adopted this budget amendment will provide a balanced and controlled budget to allow for the development of sustainable financial direction to the City.

Prior Council/Board Actions: May 28, 2019 – City Council was presented with a draft of the 2019/20 mid cycle budget amendments.

June 11, 2019 – Public Hearing for the 2019/20 proposed budget amendments was conducted.

Attachments:

Attachment 'A': 2019/20 Budget Amendment

Resolution 2019-17 Budget Amendment

Resolution 2019-18 2019/20 Position Allocation, 2019/20 Salary Schedule, and adding Classification of City Clerk/Human Resources Manager and Financial Analyst

Recommended motion to be made by Council/Board: I move to adopt Resolution 2019-17 and Resolution 2019-18 as presented.

RESOLUTION 2019-17

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER ADOPTING REVISED APPROPRIATION LEVELS FOR ALL FUNDS FOR FISCAL YEARS 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 11, 2019 on the proposed budget amendments for the City of Exeter for the 2019-20 fiscal year; 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 amendments for the 2019-20 fiscal year totaling \$16,173,000 be approved and replace the original budget appropriation.

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, approved, and adopted this 25th day of JUNE 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

City Clerk

BUDGET SUMMARY (Projected)

		Special Revenue Funds			Enterprises			Internal	Total
	General Fund	Roads	Housing	Other Special Revenues	Water	Sewer	Sanitation	Insurance	Budget
Summary									
Amounts in Thousands									
7/1/2019									
Balance	146	4,542	288	181	985	(255)	(104)	159	5,942
Revenues	4,059	5,300	168	183	1,681	1,104	1,106	125	13,726
Charges to other funds								1,007	1,007
Transfers In	307								307
Resources	4,366	5,300	168	183	1,681	1,104	1,106	1,132	15,040
Expenditures									
- Operations	(4,341)		(40)	(75)	(1,737)	(1,092)	(1,137)	(1,050)	(9,473)
- Capital	(25)	(6,075)	-	(90)	(106)	(51)	-	(10)	(6,357)
Transfers Out		(307)			-	-	-		(307)
Uses	(4,366)	(6,382)	(40)	(165)	(1,843)	(1,143)	(1,137)	(1,060)	(16,137)
Revenues Over/(Under)	0	(1,082)	128	18	(162)	(39)	(31)	72	(1,097)
6/30/2020									
Balance	146	3,460	416	199	823	(294)	(135)	231	4,845

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. The General Fund has no designated items or reservations against its fund balance.

Summary of Transfers

Summary of Transfers
All Amounts in Thousands

<u>Transferring Fund</u>		<u>Receiving Fund</u>	
<u>FY 2019/20</u>			
Gas Tax	115	General Fund	307
Measure R	85		
Transportation	<u>107</u>		
	307		

To fund qualified street expenditures in the General Fund. General Fund net expenditure for roads is \$100,000.

General Fund Summary
All Amounts in Thousands
2019/20

	FY 2019-20
General Fund Revenues	4,059
- Transfer In	<u>307</u>
Total Resources	<u><u>4,366</u></u>

Expenditures

Operations	
- Council	2
- Administrator	87
- Finance	77
- General Government	697
- Police	2,793
- Streets	382
- Recreation	144
- Parks	159
Capital	<u>25</u>
	<u><u>4,366</u></u>
Revenues Over/(under)	<u> </u>
Expenditures	<u>0</u>

Capital Project Summary
All Amounts in Thousands

	<u>General</u>						
	<u>Fund</u>	<u>Water</u>	<u>Sewer</u>	<u>COPS</u>	<u>Roads</u>	<u>Insurance</u>	<u>Total</u>
<u>Fiscal Year 2019/20</u>							
Pipeline Replacement		100					100
Sewer Lift Stations Reliability			50				50
Visalia Road					3,600		3,600
Palm Street Dig Out					2,150		2,150
Slurry Seal					200		200
Crack Seal					25		25
Equipment/Vehicles	25	6	1	90		10	132
Fiscal Year 2019/20 Total	25	106	51	90	5,975	10	6,257

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			-	-	-	1,250	1,250		2,500	
2 Tree Trimming				25,000	25,000				25,000	
3 Pipe Repair Clamps					-	2,000			2,000	
4 Cement Saw					-	3,000			3,000	
5 Police Vehicle Replacement		-			-			90,000	90,000	
6 Risk Mitigation	-				-	-	-	10,000	10,000	
Total	-	-	-	25,000	25,000	6,250	1,250	10,000	90,000	132,500

ROADS

Summary Projection

Amounts in Thousands	General	Roads					All Road
	Fund	Gas Tax	Measure R	Transportation	SBI	Total	Funds Resources
7/1/2019							-
Balance	-	260	963	993	64	4,542	4,542
<u>Revenues</u>	100	223	3,812	1,063	202	5,300	5,400
Transfers In	307					-	307
	407	223	3812	1063	202	5300	5,707
<u>Expenditures</u>							
Personnel/Op Cost	(269)					-	(269)
Street Materials	(113)					-	(113)
Street Lighting		(100)				(100)	(100)
Slurry Seal					(200)	(200)	(200)
Visalia Road			(3,600)			(3,600)	(3,600)
Palm Avenue			(1,000)	(1,150)		(2,150)	(2,150)
Crack Seal		(25)				(25)	(25)
Equipment/Capital	(25)					-	(25)
Transfers Out		(115)	(85)	(107)		(307)	(307)
	(407)	(240)	(4,685)	(1,257)	(200)	(6,382)	(6,789)
							-
<u>Revenues Over/(Under)</u>	(0)	(17)	(873)	(194)	2	(1,082)	(1,083)
7/1/2020							
Balance	(0)	243	90	799	66	3,460	3,459

CITY OF EXETER
2019/20 BUDGET AMENDMENT (PROPOSED)

ATTACHMENT 'A'

Revenue Summary – General Fund

City of Exeter General Fund		<u>Forecast</u> FY 19/20	<u>New Forecast</u> FY 19/20
104.300.001.000	CURRENT TAXES-SECURED	742,630	763,340
104.300.002.000	CURRENT TAXES-UNSECURED	46,360	46,580
104.300.002.005	ABX1 26 RESIDUAL	-	-
104.300.003.000	PRIOR YEARS TAXES-SECURED	-	-
104.300.004.000	PRIOR YEAR TAXES-UNSECURED	-	-
104.300.006.000	PROPERTY TAX INTEREST	420	420
104.300.007.000	PROPERTY TRANSFER 1430	31,200	23,000
104.300.008.000	SUPPLEMENTAL PROPERTY TAXE:	-	-
104.300.009.000	OTHER SERVICES LANDS & LIGHT	-	-
104.300.009.001	FIRE TAX	167,620	200,160
104.300.010.000	CRIME PREVENTION	-	-
104.300.011.000	PROP 172	70,540	71,951
104.300.013.000	TRAFFIC SAFETY	-	-
104.300.013.003	SLESF AB3229 LOCAL LAW ENFOR	-	-
104.300.014.000	ERAF S&U TAX 1312	-	-
104.301.001.000	SALES AND USE TAX	810,000	820,014
104.301.002.000	TRANSIENT LODGING TAX	96,900	96,900
104.301.003.000	FRANCHISE	140,450	143,260
104.301.004.000	PROPERTY TAX REAL 5380	-	3,470
104.301.005.000	UTILITY TAX	525,800	504,980
104.301.006.000	CHILD PASSENGER SEAT (3051)	-	-
104.301.007.000	BICYCLE SAFETY (3054)	-	-
104.301.008.000	AIRCRAFT 1450	-	-
104.302.001.000	BUSINESS LICENSE	41,200	41,200
104.302.002.000	BICYCLE LICENSE	-	-
104.302.003.000	DOG LICENSE	3,060	3,120
104.303.004.000	OTHER LICENSES & PERMITS	3,120	3,180
104.304.001.000	VEHICLE CODE FINES	14,360	12,610
104.304.002.000	OTHER COURT FINES	1,250	1,280
104.304.003.000	PARKING FINES	-	3,700
104.304.004.000	TRAFFIC SCHOOL	-	-
104.304.005.000	RED LIGHT VIOLATION (3011)	-	-
104.304.007.000	PUBLIC SAFETY FINES & FEES	26,800	26,800
104.304.008.000	PROOF OF CORRECTION	1,660	1,690
104.304.009.000	TOWING REVENUE	9,360	9,550
104.305.001.000	INVESTMENT EARNINGS	2,080	2,120
104.305.002.000	RENTS AND CONCESSIONS	6,450	6,580
104.305.005.001	TRANSFER IN ALLEY REPAIRS	14,460	-
104.305.007.000	RECREATION HOUSE RENT	5,200	5,200
104.305.010.000	PROCEEDS FROM SALE OF ASSET:	-	-
104.305.076.000	TRANSFER IN	-	-
104.306.002.000	STATE MOTOR VEHICLE IN LIEU	1,024,410	1,039,150
104.306.017.001	FEDERAL GRANT	-	-
104.306.017.002	POST REIMB TRAINING	-	2,000
104.306.017.003	OTHER GRANTS	-	-
104.307.001.000	ZONING AND SUBDIVISION FEE	6,870	7,830
104.307.002.000	RECREATION FEES	61,200	60,180
104.307.004.000	OTHER	26,010	26,530
104.307.004.002	OTHER REBATES/INCENTIVE PRO	-	-
104.307.004.005	OTHER STATE REIMBURSE HWY 6:	-	5,800
104.307.005.000	POLICE SERVICES	70,000	70,000
104.307.007.000	STREET SWEEPING, LEAF	56,610	56,610
Total Revenues:		4,006,020	4,059,205

REVENUES – ROAD FUNDS

ROAD FUNDS		Forecast <u>6/30/2020</u>
<u>GAS TAX</u>		
109.308.001.000	SECTION 2103	42,500
109.308.001.001	SB 1 LOAN REPAYMENT	-
109.308.002.000	GAS TAX OTHER DEDUCTION	-
109.308.003.000	SECTION 2106 GAS TAX	37,700
109.308.004.000	SECTION 2107 GAS TAX	77,200
109.308.005.000	SECTION 2107.5 GAS TAX	3,300
109.308.006.000	INVESTMENT EARNINGS	2,100
109.308.007.000	SECTION 2105 GAS TAX	60,200
	Fund Total	223,000
<u>MEASURE R</u>		
131.306.005.000	INVESTMENT EARNINGS	5,100
131.306.015.001	LOCAL	207,100
131.306.015.002	REGIONAL	3,600,000
131.306.016.000	OTHER REVENUE	-
	Fund Total	3,812,200
<u>Transportation - LTF</u>		
113.314.020.000	TRANSP-STREETS & ROADS 132	308,100
113.314.021.000	INVESTMENT EARNINGS	4,500
113.314.022.000	REIMBURSEMENT TRANSPORTA	-
113.314.023.000	STP and CMAQ REVENUE	750,000
	Fund Total	1,062,600
<u>SB1</u>		
136.305.001.000	INVESTMENT EARNINGS	-
136.308.001.006	ROAD MAINTENANCE REHAB	202,000
	Fund Total	202,000
ROAD FUNDS		<u>5,299,800</u>

ENTERPRISE FUNDS AND INTERNAL SERVICE FUNDS
ENTERPRISE FUNDS

		Forecast <u>6/30/2020</u>
<u>WATER</u>		
105.316.001.000	WATER USE FEE	1,487,526
105.316.002.000	WATER METER INSTALLATION	9,600
105.316.003.000	OVERAGE/SHORTAGE WATER D	-
105.316.004.000	FEES	53,300
105.316.005.000	INVESTMENT EARNINGS	17,600
105.316.006.000	WATER CAPITAL 1.00 FEE	42,400
105.316.007.000	WATER METER CAPITAL IMPRVI	68,200
105.316.010.000	MISCELLANEOUS REVENUE	2,700
	Fund Total	1,681,326
<u>SANITATION</u>		
106.317.001.000	REFUSE COLLECTION & DUMP C	1,084,770
106.317.005.000	INVESTMENT EARNINGS	-
106.317.006.000	OTHER REVENUE	20,400
	Fund Total	1,105,170
<u>SEWER</u>		
107.318.001.000	SEWER FEES ABD LEASES	1,089,200
107.318.002.000	SEWER CONNECTION FEES	-
107.318.003.000	SEWER CAPITAL IMPROVEMEN	10,900
107.318.005.000	INVESTMENT EARNINGS	3,400
107.318.006.000	OTHER REVENUE	500
	Fund Total	1,104,000
<u>INSURANCE</u>		
121.361.001.000	HEALTH INSURANCE	421,200
	EMPLOYEE HEALTH CONTRIBUT	124,800
121.361.002.000	WORKERS COMPENSATION	375,300
121.361.003.000	LTD, LIFE, DEPENDENT LIFE	35,100
121.361.005.000	LIABILITY, PROPERTY, AUTO	174,400
121.361.006.000	INVESTMENT EARNINGS	
121.361.009.000	REAL ESTATE LOAN PAYMENT	
121.361.010.000	OTHER- REFUNDS/REBATES	
	Fund Total	1,130,800

INTERNAL SERVICE FUND

INSURANCE

		Proposed 2019/2020	Original 2019/2020
121.551.001.000	SALARIES - REGULAR	51,500	30,600
121.551.004.000	DISABILITY INSURANCE	0	300
121.551.005.000	RETIREMENT AND LIFE INSUR	10,200	6,400
121.551.006.000	SOCIAL SECURITY MEDICARE	700	400
121.551.007.000	UNEMPLOYMENT INSURANCE	0	0
121.551.008.000	HEALTH INSURANCE	6,200	2,900
121.551.009.000	WORKERS COMP (SELF INS)	600	0
121.551.012.000	SPECIAL DEPT EXPENSE	10,000	0
121.551.023.000	INSURANCE	300	0
121.551.023.001	DISABILITY,LIFE,DEPENDENT	35,100	35,100
121.551.023.002	HEALTH INS &10000 LIFE	426,900	421,200
121.551.023.003	WORKERS COMPENSATION	349,141	375,300
121.551.023.004	LIABILITY INSURANCE	165,000	174,400
121.551.023.005	SELF FUND DENTAL/VISION	56,400	60,000
121.551.024.000	MEMBERSHIPS AND DUES	200	0
		<u>1,112,241</u>	<u>1,106,600</u>

WATER 105

		Proposed 2019/2020	Original 2019/2020
105.461.001.000	SALARIES - REGULAR	413,300	359,300
105.461.002.000	SALARIES - TEMPORARY	26,000	2,500
105.461.003.000	SALARIES - OVERTIME	7,000	6,600
105.461.004.000	DISABILITY INSURANCE	-	6,600
105.461.005.000	RETIREMENT AND LIFE INSUR	79,700	72,900
105.461.006.000	SOCIAL SECURITY-MEDICARE	6,000	5,200
105.461.007.000	UNEMPLOYMENT INSURANCE	-	
105.461.008.000	HEALTH INSURANCE	76,800	67,400
105.461.009.000	WORKERS COMP (SELF INS)	143,800	108,900
105.461.011.000	OFFICE EXPENSE	13,000	6,000
105.461.012.000	SPECIAL DEPARTMENT EXPENSE	300	
105.461.012.001	SUPPLIES - FN WELL TO HOME	50,000	48,000
105.461.012.002	WATER WELLS	75,000	80,000
105.461.012.003	METERS	30,000	35,000
105.461.012.004	FIRE HYDRANTS	0	16,000
105.461.012.005	PIPE MAINTENANCE	10,000	20,000
105.461.012.006	TRENCH REPAIR	0	7,500
105.461.013.000	OFFICE EQUIPMENT EXPENSE	1,700	1,000
105.461.014.000	UNIFORMS	3,200	2,700
105.461.016.000	TELEPHONE	11,000	1,950
105.461.017.000	UTILITIES	135,000	130,400
105.461.018.000	RENTS AND LEASES		
105.461.019.000	MAINT BLDGS, STRUCT & GRNDS	7,500	10,000
105.461.020.000	MAINT & OPERATION OF VEHICLE	20,000	18,000
105.461.021.000	PROFESSIONAL SERVICES	30,000	58,000
105.461.021.004	AUDIT	7,000	
105.461.022.000	CONTRACTUAL SERVICES	52,800	28,000
105.461.023.000	INSURANCE, BONDS & RETIREMEN	39,300	33,900
105.461.024.000	MEMBERSHIPS AND DUES	1,300	600
105.461.025.000	TRAVEL CONFERENCES & MEETING	800	1,500
105.461.026.000	TRAINING	600	1,000
105.461.033.000	PERSONNEL EXPENSES	700	1,700
105.461.060.000	BAD DEBT		
105.461.071.000	UPGRADES		
105.461.071.001	USDA LOAN PAYMENT WATER	102,363	220,000
105.461.071.002	DEBT INTEREST	263,717	65,500
105.461.071.003	WATER CAPITAL PROJECT		
105.461.071.004	DEBT PRINCIPAL	128,841	120,000
105.461.074.001	CAPITAL PROJECT ENGINEERING	0	30,000
		1,736,721	1,566,150

SEWER 107

		Proposed 2019/2020	Original 2019/2020
107.441.001.000	SALARIES - REGULAR	290,500	248,400
107.441.002.000	SALARIES - TEMPORARY	6,000	-
107.441.003.000	SALARIES - OVERTIME	-	-
107.441.004.000	DISABILITY INSURANCE	-	4,100
107.441.005.000	RETIREMENT AND LIFE INSUR	58,600	51,900
107.441.006.000	SOCIAL SECURITY-MEDICARE	4,200	3,600
107.441.007.000	UNEMPLOYMENT INSURANCE	-	-
107.441.008.000	HEALTH INSURANCE	50,300	42,500
107.441.009.000	WORKERS COMP (SELF INS)	94,400	63,100
107.441.011.000	OFFICE EXPENSE	9,200	4,000
107.441.012.000	SPECIAL DEPARTMENT EXPENSE		
107.441.012.001	MAIN PLANT	86,500	138,000
107.441.012.002	LIFT STATIONS	15,100	30,000
107.441.012.003	TOOLS	0	2,000
107.441.012.004	STORM DRAIN PUMPS	0	1,000
107.441.012.005	PIPE MAINTENANCE	5,200	20,000
107.441.012.006	TRENCH REPAIR	0	4,500
107.441.013.000	OFFICE EQUIPMENT EXPENSE	1,500	1,000
107.441.014.000	UNIFORMS	2,300	1,700
107.441.016.000	TELEPHONE	3,300	2,200
107.441.017.000	UTILITIES	92,000	65,400
107.441.018.000	RENTS AND LEASES		
107.441.019.000	MAINT BLDGS, STRUCT & GRNDS	20,000	10,000
107.441.020.000	MAINT & OPERATION OF VEHICLE	21,400	12,800
107.441.021.000	PROFESSIONAL & SPECIALIZED	20,000	28,000
107.441.021.004	AUDIT	5,700	
107.441.022.000	CONTRACTUAL SERVICES	46,000	30,000
107.441.023.000	INSURANCE, BONDS & RETIREMNT	26,500	23,700
107.441.024.000	MEMBERSHIPS AND DUES	800	700
107.441.025.000	TRAVEL CONFERENCES & MEETING	900	1,000
107.441.026.000	TRAINING	200	1,000
107.441.033.000	PERSONNEL EXPENSE	600	1,400
107.441.060.000	BAD DEBT		
107.441.071.000	UPGRADES	0	25,000
107.441.071.001	USDA LOAN PAYMENT	118,083	127,000
107.441.078.000	INTEREST EXPENSE	112,967	
		1,092,250	944,000

SANITATION 106

		Proposed 2019/2020	Original 2019/2020
106.451.001.000	SALARIES - REGULAR	46,200	41,700
106.451.002.000	SALARIES - TEMPORARY	3,500	
106.451.003.000	SALARIES - OVERTIME	2,500	
106.451.004.000	DISABILITY INSURANCE	-	700
106.451.005.000	RETIREMENT AND LIFE INSUR	9,300	9,000
106.451.006.000	SOCIAL SECURITY-MEDICARE	700	600
106.451.007.000	UNEMPLOYMENT INSURANCE		
106.451.008.000	HEALTH INSURANCE	7,400	6,700
106.451.009.000	WORKERS COMP (SELF INS)	13,300	11,300
106.451.011.000	OFFICE EXPENSE	7,800	4,000
106.451.012.000	SPECIAL DEPARTMENT EXPENSE	300	1,600
106.451.013.000	OFFICE EQUIPMENT EXPENSE		
106.451.014.000	CLOTHING AND PERSONAL EXPENS		
106.451.015.000	ADVERTISING		
106.451.016.000	TELEPHONE	300	240
106.451.017.000	UTILITIES	6,100	6,900
106.451.018.000	RENTS AND LEASES	-	-
106.451.019.000	MAINT OF BLDGS STRUCT & GRND	100	160
106.451.020.000	MAINT & OPERATION OF VEHICLE		
106.451.021.000	PROFESSIONAL	200	
106.451.021.004	AUDIT	4,600	
106.451.022.000	CONTRACTUAL SERVICES	886,912	886,912
106.451.022.001	MAINTENANCE CONTRACTS	5,500	12,000
106.451.023.000	INSURANCE, BONDS & RETIREMNT	21,700	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	0	10,000
106.451.033.000	PERSONNEL EXPENSE		
106.451.034.001	FRANCHISE GENERAL FUND	60,477	60,477
106.451.034.002	LEAF COLL/ST SWEEPING	60,477	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		
		1,137,367	1,132,467

GENERAL FUND

COUNCIL

		Proposed 2019/2020	Original 2019/2020
104.401.001.000	SALARIES REGULAR	1200	3240
104.401.006.000	SOCIAL SECURITY - MEDICARE	17	250
104.401.011.000	OFFICE EXPENSE	200	300
104.401.012.000	SPECIAL DEPT EXPENSE	500	1500
104.401.025.000	TRAVEL CONFERENCE & MEETINGS	0	1000
104.401.027.000	COUNCIL MEEINGS		
Total		1,917	6,290

GENERAL FUND

ADMINISTRATION

		Proposed 2019/2020	Original 2019/2020
104.402.001.000	SALARIES - REGULAR	62,900	76,500
104.402.004.000	DISABILITY INSURANCE	-	700
104.402.005.000	RETIREMENT AND LIFE INSUR	13,800	16,100
104.402.006.000	SOCIAL SECURITY-MEDICARE	900	1,100
104.402.007.000	UNEMPLOYMENT INSURANCE	-	
104.402.008.000	HEALTH INSURANCE	5,400	6,800
104.402.009.000	WORKERS COMP (SELF INS)	1,500	1,100
104.402.011.000	OFFICE EXPENSE	750	750
104.402.012.000	SPECIAL DEPARTMENT EXPENSE	400	830
104.402.016.000	TELEPHONE	300	300
104.402.020.000	MAINT & OPERATION OF VEHICLE	100	750
104.402.022.000	CONTRACTUAL SERVICES	-	-
104.402.024.000	MEMBERSHIPS AND DUES	-	750
104.402.025.000	TRAVEL CONFERENCES & MEETING	300	1,000
104.402.026.000	TRAINING	400	500
		<u>86,750</u>	<u>107,180</u>

GENERAL FUND

ADMINISTRATOR

		Proposed 2019/2020	Original 2019/2020
104.402.001.000	SALARIES - REGULAR	62,900	76,500
104.402.004.000	DISABILITY INSURANCE	-	700
104.402.005.000	RETIREMENT AND LIFE INSUR	13,800	16,100
104.402.006.000	SOCIAL SECURITY-MEDICARE	900	1,100
104.402.007.000	UNEMPLOYMENT INSURANCE	-	
104.402.008.000	HEALTH INSURANCE	5,400	6,800
104.402.009.000	WORKERS COMP (SELF INS)	1,500	1,100
104.402.011.000	OFFICE EXPENSE	750	750
104.402.012.000	SPECIAL DEPARTMENT EXPENSE	400	830
104.402.016.000	TELEPHONE	300	300
104.402.020.000	MAINT & OPERATION OF VEHICLE	100	750
104.402.022.000	CONTRACTUAL SERVICES	-	-
104.402.024.000	MEMBERSHIPS AND DUES	-	750
104.402.025.000	TRAVEL CONFERENCES & MEETING	300	1,000
104.402.026.000	TRAINING	400	500
		<u>86,750</u>	<u>107,180</u>

GENERAL FUND

FINANCE

		Proposed 2019/2020	Original 2019/2020
104.403.001.000	SALARIES - REGULAR	40,500	51,500
104.403.002.000	SALARIES-TEMPORARY	1,800	-
104.403.003.000	SALARIES - OVERTIME	-	-
104.403.004.000	DISABILITY INSURANCE	-	600
104.403.005.000	RETIREMENT AND LIFE INSUR	8,300	11,000
104.403.006.000	SOCIAL SECURITY-MEDICARE	600	700
104.403.007.000	UNEMPLOYMENT INSURANCE	-	-
104.403.008.000	HEALTH INSURANCE	4,800	5,900
104.403.009.000	WORKERS COMP (SELF INS)	1,400	1,100
104.403.011.000	OFFICE EXPENSE	1,000	1,000
104.403.011.001	FURNITURE	-	-
104.403.013.000	OFFICE EQUIPMENT EXPENSE	-	-
104.403.016.000	TELEPHONE	200	200
104.403.020.000	MAINT & OPERATION OF VEHICLE	-	200
104.403.022.000	CONTRACTUAL SERVICES	18,000	9,000
104.403.024.000	MEMBERSHIPS AND DUES	500	327
104.403.025.000	TRAVEL CONFERENCES & MEETING	200	100
104.403.026.000	TRAINING		
		77,300	81,627

GENERAL FUND

GENERAL GOVERNMENT

		Proposed 2019/2020	Original 2019/2020
104.404.001.000	SALARIES - REGULAR	53,100	89,300
104.404.002.000	SALARIES - TEMPORARY	-	-
104.404.003.000	SALARIES - OVERTIME	-	-
104.404.004.000	DISABILITY INSURANCE	-	1,100
104.404.005.000	RETIREMENT AND LIFE INSUR	9,300	19,300
104.404.006.000	SOCIAL SECURITY-MEDICARE	800	700
104.404.008.000	HEALTH INSURANCE	11,300	10,800
104.404.009.000	WORKERS COMP (SELF INS)	1,000	-
104.404.011.000	OFFICE EXPENSE	1,000	400
104.404.012.000	SPECIAL DEPARTMENT EXPENSE	1,000	1,000
104.404.013.000	OFFICE EQUIPMENT EXPENSE	0	0
104.404.015.001	ADVERTISING	3,000	3,500
104.404.015.002	ELECTIONS	0	0
104.404.016.000	TELEPHONE	800	800
104.404.017.000	UTILITIES	1,600	700
104.404.018.000	RENTS AND LEASES	100	0
104.404.019.000	MAINT OF BLDGS STRUCT & GRND	10,000	10,000
104.404.019.001	CITY HOUSE-RENTAL	0	0
104.404.019.002	CODE ENFORCEMENT	20,000	1,800
104.404.020.000	MAINT & OPERATION OF VEHICLE	0	0
104.404.021.000	PROFESSIONAL SERVICES	15,000	
104.404.021.001	ENGINEERING FEES	18,000	50,000
104.404.021.002	ATTORNEY FEES	60,000	84,300
104.404.021.003	BUILDING INSPECTION FEES	0	0
104.404.021.004	AUDITOR FEES	20,000	30,000
104.404.021.005	CODIFICATION OF ORDINANCES	1,000	1,500
104.404.021.006	PLANNING SERVICES	26,000	29,600
104.404.021.007	ECONOMIC DEVELOPMENT	2,000	2,000
104.404.022.000	CONTRACTUAL SERVICES	24,000	14,100
104.404.022.001	FIRE	280,000	152,000
104.404.022.002	ANIMAL CONTROL	76,000	30,000
104.404.022.003	ADMIN SERVICES TU CO	16,000	16,000
104.404.022.074	FIRE GRANT EQUIPMENT	0	0
104.404.023.000	INSURANCE BONDS & RETIREMENT	17,500	97,100
104.404.024.000	MEMBERSHIPS AND DUES	6,500	6,500
104.404.033.000	PERSONNEL EXPENSE	100	0
104.404.034.000	COMMUNITY CENTER	0	0
104.404.035.000	SETTLEMENT COSTS	0	0
104.404.050.000	DONATIONS	0	0
104.404.051.000	CHAMBER OF COMMERCE	2,000	2,000
104.404.052.000	CONTINGENCY	0	0
104.404.053.000	INVESTMENTS (LOSS)	0	0
104.404.073.000	CAPITAL OUTLAY	20,000	
104.404.073.002	GOVERNMENT BUILDINGS CAPITAL	0	0
104.404.075.000	OTHER USE OF FUNDS	0	0
104.404.075.001	TRANSFER-VEHICLE RESERVE	0	0
		697,100	654,500

GENERAL FUND

POLICE

		Proposed 2019/2020	Original 2019/2020
104.421.001.000	SALARIES - REGULAR	1,371,000	1,319,800
104.421.002.000	SALARIES-TEMPORARY	10,000	25,000
104.421.003.000	SALARIES-OVERTIME	50,000	50,000
104.421.004.000	DISABILITY INSURANCE	0	6,500
104.421.005.000	RETIREMENT AND LIFE INSUR	476,000	465,800
104.421.006.000	SOCIAL SECURITY-MEDICARE	19,900	21,000
104.421.007.000	UNEMPLOYMENT INSURANCE	0	
104.421.008.000	HEALTH INSURANCE	229,700	202,200
104.421.009.000	WORKERS COMP (SELF INS)	118,800	103,500
104.421.011.000	OFFICE EXPENSE	3,000	3,000
104.421.012.000	SPECIAL DEPARTMENT EXPENSE	15,000	23,000
104.421.012.001	K9 PROGRAM	3,000	5,000
104.421.012.002	SPECIAL PROGRAMS		
104.421.012.003	TRAFFIC COSTS		
104.421.013.000	OFFICE EQUIPMENT EXPENSE	4,000	5,000
104.421.014.000	CLOTHING AND PERSONAL EXP	5,000	5,000
104.421.016.000	TELEPHONE	23,000	18,000
104.421.017.000	UTILITIES	14,000	16,000
104.421.018.000	RENT FOR OFFICE SPACE		
104.421.019.000	MAINT BLDGS,STRUCT & GRNDS	10,000	14,000
104.421.020.000	MAINT & OPERATION OF VEHICLE	133,000	90,000
104.421.020.001	DIESEL FOR AMBULANCE	0	
104.421.022.000	CONTRACTUAL SERVICES	205,000	195,000
104.421.022.001	MAINTENANCE CONTRACTS		
104.421.022.002	LEASE PAYMENTS-UNITS		
104.421.023.000	INSURANCE BONDS & RETIREMENT	68,000	
104.421.024.000	MEMBERSHIPS AND DUES	1,000	1,500
104.421.025.000	TRAVEL CONFERENCES & MEETING	1,000	1,000
104.421.026.000	TRAINING	8,000	10,000
104.421.026.001	POST TRAINING	8,000	20,000
104.421.029.001	COMBAT AUTO THEFT PROGRAM		
104.421.033.000	PERSONNEL EXPENSE	2,000	5,000
104.421.034.000	RADIO EXPENSE	4,500	4,500
104.421.035.000	SAFETY EQUIPMENT	10,000	5,000
104.421.071.001	DEBT PRINCIPLE	0	
104.421.071.002	DEBT INTEREST	0	
		2,792,900	2,614,800

GENERAL FUND

STREETS

		Proposed 2019/2020	Original 2019/2020
104.431.001.000	SALARIES - REGULAR	160,900	100,200
104.431.002.000	SALARIES - TEMPORARY	34,000	14,000
104.431.003.000	SALARIES - OVERTIME	1,000	-
104.431.004.000	DISABILITY INSURANCE	-	1,900
104.431.005.000	RETIREMENT AND LIFE INSUR	17,600	20,700
104.431.006.000	SOCIAL SECURITY-MEDICARE	1,500	1,500
104.431.007.000	UNEMPLOYMENT INSURANCE	-	
104.431.008.000	HEALTH INSURANCE	17,500	19,400
104.431.009.000	WORKERS COMP (SELF INS)	36,800	44,700
104.431.011.000	OFFICE EXPENSE	500	1,000
104.431.012.000	SPECIAL DEPARTMENT EXPENSE	1000	500
104.431.013.000	OFFICE EQUIPMENT EXP	500	
104.431.014.000	CLOTHING & PERSONAL EXPENSE	1,700	2,000
104.431.016.000	TELEPHONE	2,200	1,950
104.431.017.000	UTILITIES	5,100	6,000
104.431.019.000	MAINT OF BLDGS,STRUCT & GRND	4,200	4,000
104.431.020.000	MAINT & OPERATION OF VEHICLE	30,000	30,000
104.431.021.000	PROFESSIONAL SERVICES	8,000	
104.431.022.000	CONTRACTUAL SERVICES	2,100	
104.431.023.000	INSURANCE, BONDS & RETIREM	6,700	
104.431.024.000	MEMBERSHIPS AND DUES	4,200	350
104.431.025.000	TRAVEL CONFERENCES & MEETING	400	750
104.431.026.000	TRAINING	200	500
104.431.028.000	LANDSCAPE PROJECT		
104.431.029.000	STREET MAINTENANCE	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	200	1,200
104.431.071.000	TCAG PROJECT		
104.431.071.003	CMAQ STREETS PROJECT		
104.431.072.000	PROPERTY IMPROVEMENTS		
104.431.073.000	ALLEY PROJECTS	26,000	26,000
104.431.073.001	PROPERTY IMPROVEMENTS		
		<u>382,300</u>	<u>301,650</u>

GENERAL FUND

RECREATION

		Proposed 2019/2020	Original 2019/2020
104.471.001.000	SALARIES - REGULAR	60,700	70,400
104.471.002.000	SALARIES - TEMPORARY	19,000	20,000
104.471.004.000	DISABILITY INSURANCE	-	1,500
104.471.005.000	RETIREMENT AND LIFE INSUR	12,400	16,700
104.471.006.000	SOCIAL SECURITY-MEDICARE	900	1,000
104.471.007.000	UNEMPLOYMENT INSURANCE	-	
104.471.008.000	HEALTH INSURANCE	14,500	15,700
104.471.009.000	WORKERS COMP (SELF INS)	3,000	1,500
104.471.011.000	OFFICE EXPENSE	900	1100
104.471.012.000	SPECIAL DEPARTMENT EXPENSE	18000	25000
104.471.015.000	ADVERTISING & PUBLICATIONS		
104.471.016.000	TELEPHONE	1200	1200
104.471.017.000	UTILITIES	10400	9000
104.471.020.000	MAINT & OPERATION OF VEHICLE	0	800
104.471.022.000	CONTRACTUAL SERVICES		
104.471.023.000	INSURANCE, BONDS & RETIR	3600	
104.471.024.000	MEMBERSHIPS AND DUES	0	0
104.471.025.000	TRAVEL CONFERENCES & MEETING	0	100
104.471.074.000	EQUIPMENT		
		144,600	164,000

GENERAL FUND

PARKS

		Proposed 2019/2020	Original 2019/2020
104.472.001.000	SALARIES - REGULAR	13,200	95,800
104.472.002.000	SALARIES - TEMPORARY	-	-
104.472.003.000	SALARIES - OVERTIME	-	-
104.472.004.000	DISABILITY INSURANCE	-	2,300
104.472.005.000	RETIREMENT AND LIFE INSUR	2,700	19,500
104.472.006.000	SOCIAL SECURITY-MEDICARE	200	1,400
104.472.008.000	HEALTH INSURANCE	3,000	23,800
104.472.009.000	WORKERS COMP (SELF INS)	6,200	40,100
104.472.012.000	SPECIAL DEPARTMENT EXPENSE	0	1,000
104.472.014.000	CLOTHING AND PERSONAL EXPENS	200	1,500
104.472.017.000	UTILITIES	7,500	6,650
104.472.018.000	LEASES AND PROPERTY TAXES		
104.472.019.000	MAINT OF BLDGS, STRUCT & GRN	110,000	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	500	15,000
104.472.023.000	INSURANCE, BONDS & RETIREM	5,400	
104.472.026.000	TRAINING	0	300
104.472.027.000	LANDSCAPE / LIGHTING		
104.472.033.000	PERSONNEL Expenses	0	500
104.472.073.000	PARK CAPITAL		
104.472.074.000	EQUIPMENT		
104.472.074.001	BARK PARK		
		158,900	240,350

RESOLUTION 2019-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER ADOPTING THE CITY'S 2019/20 FISCAL YEAR POSITION ALLOCATION AND FIXING THE RATE OF COMPENSATION OF REGULAR FULL-TIME EMPLOYEES, REGULAR PART-TIME EMPLOYEES, CITY COUNCIL MEMBERS, AND SEASONAL/TEMPORARY EMPLOYEES OF THE CITY OF EXETER AND ADDING THE CLASSIFICATIONS OF CITY CLERK/HUMAN RESOURCES MANAGER AND FINANCIAL ANALYST

WHEREAS, the position allocation establishes the authorized positions for the fiscal year;

WHEREAS, the City Council of the City of Exeter has considered on Tuesday, June 25, 2019, the adoption of an amendment to the City's 2019/20 Fiscal Year budget and position allocation and has appropriated all funds necessary to pay salaries as part of adopting the 2019/20 budget amendment; and

WHEREAS, the City Council previously approved changes to the compensation in the amount of 1% for all represented and unrepresented employees effective July 1, 2019. Positions earning minimum wage were adjusted in compliance with the California minimum wage as required by state law.

WHEREAS, the Council previously approved the additional classifications of City Clerk/Human Resources Manager and Financial Analyst effective July 1, 2019. The employee count was not altered by the additions of these classifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EXETER, does hereby resolve as follows:

SECTION 1. That the City's 2019/20 Fiscal Year Position Allocation contained in Exhibit "A", attached hereto and made a part hereof, is hereby approved and adopted stating the number of positions allocated;

SECTION 2. That the Citywide Salary and Pay Schedule contained in Exhibit "B", attached hereto and made a part hereof, is hereby approved and adopted fixing the rate of compensation of regular full-time employees, regular part-time employees, City Council members, and seasonal/temporary employees of the City of Exeter and includes the previously approved 1% salary increase for all represented and unrepresented employees, and an adjustment to minimum wage earners in compliance with the California minimum wage as required by State Law, and adding the classifications of City Clerk/Human Resources Manager and Financial Analyst is hereby adopted;

SECTION 3. That the City Administrator is required to bring any additions to the position allocation or any changes in any position's salary ranges to be made during the fiscal year to the City Council for further approval;

SECTION 4. That the City Administrator is authorized to make changes to job descriptions, including without limitation title changes that do not affect the positional role in the position allocation or the positional salary range; to make changes to job responsibilities that do not affect the position allocation or require approval as part of the collective bargaining process, and to re-allocate funding sources among divisions for any positions; and

SECTION 5. That the City Administrator, or his or her designee, is authorized to recruit and fill in anticipation of known upcoming vacancies to minimize periods where there are key unfilled positions even though employee counts temporarily exceed the authorized position count for a particular position; provided, however, that there will be no adjustment to the total divisional appropriations and all such costs must be covered by savings in other line items so that the total division budget remains unchanged.

Passed, approved, and adopted this 25th day of JUNE 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

City Clerk

Exhibit "A"

Personnel Allocations

General Fund																
General												General				
	Name	Dept	Pos	Admin	Fin	Government	Police	Streets	Rec.	Parks	Ins	Fund	Water	Sewer	Refuse	Total
1	Ennis	Adm	City Administrator	0.30				0.08			0.09	0.47	0.25	0.25	0.03	1.00
1	Oneal, S	Adm	Per. Offcr/City Clerk	0.15		0.20					0.25	0.60	0.25	0.15		1.00
												-				-
2	Arroyo, M	PW	Administrative Asst.					0.15				0.15	0.45	0.40		1.00
2	Aldridge, G	PW	Maintenance Worke					0.35				0.35	0.40	0.20	0.05	1.00
2	Espinola, D	PW	Operations Manager				0.10	0.20				0.30	0.40	0.25	0.05	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					0.10				0.10	0.75	0.15		1.00
2	Miller, J	PW	Maintenance Worke					0.10				0.10	0.75	0.15		1.00
2	Qualls, D	PW	Public Works Directc					0.30				0.30	0.35	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	Rabolan, C	PW	Maintenance Worke					0.15				0.15	0.43	0.42		1.00
2	Ramirez, J	PW	Maintenance Worke					0.50				0.50	0.45	0.05		1.00
												-				-
3	Tavarez, C	Fin	Finance Director		0.25			0.10			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 Assistant		0.15			0.10			0.05	0.30	0.30	0.30	0.10	1.00
3	Ibarra, M	Fin	Accounting Assistant			0.30						0.30	0.30	0.30	0.10	1.00
3	See, E	Fin	Accounting Assistant			0.30						0.30	0.30	0.30	0.10	1.00
3	Wachter, L	Rec	Recreation Supervisi			0.05			0.75	0.05	0.05	0.90	0.05	0.05		1.00
												-				-
4	Police Personnel						18.00					18.00				18.00
Total				0.45	0.40	0.95	18.30	2.38	1.40	0.30	0.52	24.70	6.45	4.23	0.62	36.00
				1.3%	1.1%	2.6%	50.8%	6.6%	3.9%	0.8%	1.4%	68.6%	17.9%	11.8%	1.7%	100.0%
<u>Police Personnel</u>																
	Chief		1													
	Lieutenant		1													
	Sargeant		3													
	Detective		2													
	Police Officer		10	(1 offset with EUSD funding, 1 funded out of COPS/TCOE grant funding)												
	Clerk Dispatcher		1													
	Sr. Clerk Dispatcher		1													
			19													

(1 offset with EUSD funding, 1 funded out of COPS/TCOE grant funding)

Exhibit "B"

Salary Schedule

Miscellaneous Classifications	Step A	Step B	Step C	Step D	Step E	Step PATTERN
FY 2019-20						
City Administrator	11,186	11,775	12,266	12,777	13,309	5,4,4,4
Finance Director	7,400	7,789	8,199	8,631	9,085	5
Community Services Director	6,739	7,094	7,467	7,860	8,274	5
Public Works Director	6,875	7,237	7,618	8,019	8,441	5
City Clerk/Human Resources Manager	6,198	6,524	6,867	7,228	7,609	5
Deputy City Clerk/Personnel Officer	5,114	5,384	5,667	5,965	6,279	5
Operations Manager	5,436	5,722	6,023	6,340	6,674	5
Chief Operator	4,596	4,838	5,093	5,361	5,643	5
Operator II, Water/Wastewater	4,168	4,388	4,619	4,862	5,118	5
Operator I, Water/Wastewater	3,955	4,163	4,383	4,613	4,856	5
Maintenance Person III	3,767	3,965	4,174	4,394	4,625	5
Maintenance Person II	3,456	3,638	3,829	4,031	4,243	5
Maintenance I	3,083	3,246	3,416	3,596	3,785	5
Mechanic II	3,757	3,955	4,163	4,382	4,613	5
Financial Analyst	5,114	5,384	5,667	5,965	6,279	5
Accounting Assistant	3,240	3,410	3,590	3,779	3,977	5
Administrative Assistant	3,240	3,410	3,590	3,779	3,977	5
Office Assistant	2,799	2,946	3,101	3,264	3,436	5
Senior Clerk Dispatcher	3,626	3,817	4,018	4,229	4,452	5
Clerk Dispatcher	3,195	3,363	3,540	3,727	3,923	5
Recreation Supervisor	3,626	3,817	4,018	4,229	4,452	5
Recreation Leader	2,799	2,946	3,101	3,264	3,436	5
Animal Control/Code Enforcement	3,152	3,318	3,493	3,677	3,870	5
All salaries shown are monthly amounts.						
Police Classifications						
Chief of Police	8,556	8,983	9,343	9,717	10,105	5,4,4,4
Lieutenant	7,177	7,536	7,837	8,151	8,477	5,4,4,4
Sergeant	5,691	5,976	6,274	6,588	6,918	5
Police Officer	4,459	4,682	4,916	5,162	5,420	5
E-Step Police Officer is the benchmark position upon which linked formulas are based.						

6/26/2018 Council Approved Salary Increase
Unrepresented Employees 1% effective 7/1/2019

7/24/18 Council Approved Salary Increase
CLOCEA Members 1% effective 7/1/2019

11/13/18 Council Approved Salary Increase
EPOA Members 1% effective 7/1/2019

6/25/19 Council Approved Salary Increase
City Administrator and Department Heads
1% effective 7/1/2019

Exhibit “B”

Part-Time and Temporary Employee Salary Schedule

	<u>2019</u>	<u>2020</u>
Recreation Worker	\$12.00	\$13.00
Staff Helper I	\$12.00	\$13.00
Staff Helper II	\$14.00	\$15.00
Police Reserve	\$19.00	\$19.00
Street Sweeper	\$20.36	\$20.36

***Includes California Minimum Wage Increases pursuant to State Law.**

CITY COUNCIL MEMBERS

Exeter City Council Member

***\$10.00 per meeting not to exceed four meetings in any calendar month pursuant to City of Exeter Municipal Code §2.04.030**

City of Exeter Agenda Item Transmittal

Meeting Date: June 25, 2019

Agenda Item Number: 18

Wording for Agenda: Authorize the piggyback of a contract that was competitively bid for street sweeping services and authorize the City Administrator to execute a one-year agreement for up to \$40,000, annually renewable up to two additional years, with Central Valley Sweeping of Visalia, CA for street sweeping services in the City of Exeter.

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:

Staff recommends that the City Council authorize piggyback a competitively bid contract for street sweeping services and authorize the City Administrator to execute a one-year agreement for up to \$40,000, annually renewable up to two additional years, with Central Valley Sweeping of Visalia, CA for street sweeping services in the City of Exeter.

Summary/Background:

Since initiating regularly scheduled street sweeping services, the City of Exeter has provided those services using its own equipment and personnel. Over the years, the sweeping frequency has been adjusted in response to rising maintenance and personnel costs and the quality of street sweeping provided due to equipment conditions. Currently, the City has one part-time hourly employee who operates the City owned street sweeper. This employee has given notice that he will be retiring in August of this year. There are significant costs that go into providing these services in house and the City must rely on one street sweeper that must be continually maintained and repaired to provide street sweeping service. This equipment is very expensive to purchase and maintain to provide quality street sweeping services.

With the impending retirement of the City of Exeter's part-time street sweeper operator, staff began looking at cost effective options for continuing the City's street sweeping service. Initially, staff contacted Central Valley Sweeping and requested an informal quote for street sweeping services. Central Valley Sweeping responded with a proposal that included weekly sweeping of the downtown area, and once-a-month sweeping of all residential areas. Staff then contacted the City of Visalia and requested information on their recent competitive bid process which resulted in Central Valley Sweeping being awarded their street sweeping contract (August 2017).

Staff determined that Central Valley Sweeping is offering the City of Exeter the same unit pricing that was bid to the City of Visalia during their competitive bid process, which was based on a much larger volume of work that aids in lowering the unit costs. For this reason, staff is recommending that City Council authorize the piggyback on the City of Visalia's competitively bid contract and authorize the City Administrator to execute an agreement with Central Valley Sweeping of Visalia, CA for street sweeping services in the City of Exeter. Piggybacking off

Visalia's competitive bid process will save a considerable amount of City staff time and ensure that the City receives the most competitive pricing for services.

Currently, the City provides street sweeping in its residential areas twice a month, and two times per week in the downtown area. Staff is proposing to transition to a once-a-month residential sweeping frequency, and a weekly downtown sweeping frequency. This will result in an approximate annual savings of \$16,000 to the General Fund. While less frequent than our current schedule, other cities have found that the once-a-month residential street sweeping frequency is adequate. In addition, Central Valley Sweeping specializes in street sweeping and has a strong record of customer satisfaction. Due to the volume of street sweeping they provide, Central Valley Sweeping is very experienced in cost effectively providing these services locally and maintaining an effective fleet of equipment to provide a high quality service. For these reasons, staff is recommending a similar level of service for the City of Exeter as Central Valley Sweeping provides to some of their other agencies. If, after a period of time, it's determined that the once-a-month residential sweeping schedule is not adequate, the contract for services with Central Valley Sweeping can be amended to increase the sweeping frequency as needed. The approximate cost for twice a month service would be \$18,000 more annually than the current cost.

Fiscal Impact: Contracting these services out and transitioning to once-a-month residential sweeping frequency, and a weekly downtown sweeping frequency will result in an approximate annual savings of \$16,000 to the General Fund.

Prior Council/Board Actions: None

Attachments: None

Recommended motion to be made by Council/Board: I move to piggyback on the competitively bid contract for street sweeping services and authorize the City Administrator to execute a one-year agreement of up to \$40,000, annually renewable up to two additional years, with Central Valley Sweeping of Visalia, CA for street sweeping services in the City of Exeter.
