

City of Exeter Agenda Item Transmittal

Meeting Date: May 11, 2021

Agenda Item Number: F

Wording for Agenda: Appointment and swearing in of Steve Garver to the vacant City Council District D seat for the remaining term ending at the next general election in November 2022.

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

For action by:
 City Council

Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that Council confirm their selection and appoint and swear in Steve Garver to City Council vacant position for District D for the remaining term ending at the next general election in November 2022.

Summary/Background:

On March 23, 2021, Council declared the vacancy for District D and directed staff to solicit applications for appointment to the vacancy. Three applications, from Steve Garver, Vickie Riddle and Alicia Handley, were received by the application deadline of April 7, 2021. The three applications were reviewed by the Council at the April 13, 2021 Council meeting.

On April 27, 2021, the Council interviewed all three applicants that submitted applications during the solicitation period. Following interviews, the Council made a selection to appoint Steve Garver to fill the vacancy in District D until the next general election in November 2022. Mr. Garver could consider running for the position in the November 2022 election for the new 4-year term if he desires to.

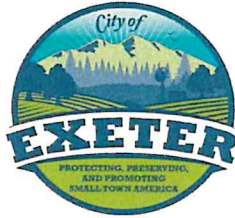
Fiscal Impact: Nothing beyond already budgeted items.

Prior Council/Board Actions: Declaration of District D Vacancy at the March 23, 2021 Council meeting and direction to staff to advertise for applications for review at the April 13, 2021 Council meeting. At the April 13, 2021 meeting Council reviewed the three applications received. On April 27, 2021 Council conducted interviews of the three applicants and selected Steve Garver to fill the vacancy.

Attachments: None

Recommended motion to be made by Council/Board: I move to appoint Steve Garver to the vacant City Council District D position for the remaining term ending at the next general election in November 2022.

City of Exeter, California



Proclamation

National Public Works Week

May 16 - 22, 2021

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Exeter; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens in the City of Exeter to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association,

BE IT NOW THEREFORE RESOLVED, I, Barbara Sally, Mayor of the City of Exeter, do hereby designate the week May 16 – 22, 2021 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Dated: May 11, 2021

*Barbara Sally
Mayor*

Approved on 4/20/2021 for Payments Through 4/20/2021

Vendor Name	Description	Amount
CARD MEMBER SERVICES	LAW ENFORCEMENT REG FEE	8,778.89
	Visa Credit Card April Purchases (more detail on file)	
	Final Totals...	8,778.89

**

Approved on 4/20/2021 for Payments Through 4/20/2021

Vendor Name	Description	Amount
PRODUCTIVITY PLUS ACCOUNT	20IN BAR/ RAPID CHAIN	451.03
	Exeter Merch. Account Purchases	
**	Final Totals...	451.03

Approved on 4/22/2021 for Payments Through 4/22/2021

Vendor Name	Description	Amount
A.J. EXCAVATION INC	E PALM ST RECONST PROJ	73,245.24
AAA QUALITY SERVICES	04/11-05/08/21 POTTY REN	105.30
ADVENTIST HEALTH TULARE	MARCH LAB FEES	630.00
AMERICAN BUSINESS MACHINES	CH-735 01/13-04/12/21	188.56
AT&T	MAR LIVESCAN	451.73
BASIC	APR COBRA ADMIN FEE	30.00
BUZZ KILL PEST CONTROL	APR PEST CONTROL PD	163.00
CAIRNS/ THOMAS M & MARY T	TON 1.5" & 3/4" ROCK	617.98
CALIFORNIA BUSINESS MACHINES	PW-4/22-05/21/21 BASE	80.18
CHARTER COMMUNICATIONS	04/06-05/05/21 MEDIA SVC	79.82
CITY OF FRESNO POLICE DEPT	RANGE FEE ECHEVARRIA	115.00
CITY OF VISALIA	APR 2021 ANIMAL SVC FEE	6,316.67
COLANTUONO, HIGHSMITH &	MAR 2021 UUT COLLECTION	35.22
DEPT OF JUSTICE	MAR BLOOD ALCOHOL ANALYS	35.00
ECHEVARRIA, TYLER	MEALS/FIREARMS COURSE	75.00
EMD NETWORKING SERVICES, INC.	MAY MONTHLY BILLING	1,851.91
EXETER CHAMBER OF COMMERCE	CC 20/21 QTR 3 DONATION	80.00
EXETER IRRIGATION & SUPPLY	2" SCH80 PVC MALE ADAPTE	256.27
FRESNO CITY COLLEGE	FCC FEE ECHEVARRIA	153.00
FRIENDS OF RESIDENTIAL EXETER	CC 20/21 QTR 3 DONATION	30.00
FRONTIER CALIFORNIA INC.	5714-04/03-05/03/21	84.17
GALLS PARENT HOLDINGS LLC	STINGER DS LED	923.50
GOVERNMENT REVENUE SOLUTIONS	STAR SALES TAX-4TH QTR	606.03
JACK GRIGGS INC	MAR 2021 GAS	7,426.90
LAWRENCE TRACTOR CO	CARBURETOR	566.08
LEAF CAPITAL FUNDING LLC	PW KYOCERA TA2552CI 02	104.89
LUIS' NURSERY	2.5 PLANTER MIX	204.18
MCCORMICK KABOT JENNER & LEW	MAR LEGAL SVC	9,571.00
MORALES/ DANIEL	UB DEPOSIT REFUND	120.00
NICHOLS/ FREDERIC ANDRES	SB90 COST REIMB PREP S	1,000.00
PENA'S DISPOSAL INC	SHREDDING SERVICES	77.98
PRIDEAUX/ TRACI	MEALS/ TRAINING	30.00
PRINCIPAL LIFE INSURANCE CO.	MAY PREMIUMS-31 MEMBERS	4,245.89
PROFORCE	MAG 556 BLK(30)	443.50
PRUDENTIAL OVERALL SUPPLY	04/15/21 UNIFORM SVC	206.64
QUAD KNOPF ENGINEERING	200130 COMPLETE STREETS	14,755.75
ROBERT HALF INTERNATIONAL INC.	WKEND-04/09/21 LOURDES	756.90
ROMAN CATHOLIC BISHOP	4/16/21 ARROYO DONATION	18.00
SAN JOAQUIN VALLEY APCD	20/21 AIR TOXIC-BLMT&G	1,793.00
SILVER & WRIGHT LLP	MAR 1026 MAPLE	3,140.98
SOUTHERN CALIFORNIA EDISON	9398B 02/01-04/01/21	16,802.17
SOUTHERN CALIFORNIA GAS CO.	7144-03/01-04/01/21	71.16
STATE WATER RESOURCES CONTROL	EDUCATION REIMB-MILLAN	45.00
T-MOBILE USA INC	MOBILE SVC 2/21-3/20/21	183.31
TOWN & COUNTRY CAR WASH	MAR CAR WASH	19.00
TRANSUNION RISK & ALTERNATIVE	MAR PERSON SEARCH	75.00
TULARE COUNTY	FEB-MAIL DELINQ/WATER	2,739.04
TULARE COUNTY JAIL	ENGRAVED 8X10 PIANO PLAQ	40.41

Approved on 4/22/2021 for Payments Through 4/22/2021

Vendor Name	Description	Amount
UNIVAR SOLUTIONS USA INC	WELL 6 SOD HYPO 12.5%	1,317.07
VALLEY EXPETEC	MAY MONTHLY AGREEMENT	4,477.29
VALLEY PACIFIC PETROLEUM	PC PURITY FG AW HYD FLD	412.30
VERIZON WIRELESS	03/01-03/28/21 IPAD	228.06
VISALIA TIMES DELTA	ACCOUNTING ASSIST RECRUI	208.34
VOLLMER EXCAVATION, L.P.	TRANSFER COLD MIX	3,768.55
WARREN & BAERG MANUFACTURING	WWTP EMER PUMP REPAIR	5,347.34
WELL REHABILITATION SERVICES	WELL 13 REPAIR & REHAB	75,946.00
YARBS GRADING AND PAVING, INC.	VISA RD IMP PROJECT	452,251.80
4CREEKS, INC	CM VISALIA RD IMP PROJEC	81,209.68

**

Final Totals... 775,756.79

Approved on 4/22/2021 for Payments Through 4/22/2021

Vendor Name	Description	Amount
VALLEY EXPETEC	APR LENOVO THINK PAD	2,409.30
	Police Dept Laptop Lease Agreement	
**	Final Totals...	2,409.30

PERIOD 3 DATING 4/12/2021- 4/25/2021 CHECK DATE 4/30/2021
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
1146	63.69	CA STATE DISBURSEMENT UN 2		1 VENDOR CHECK
1147	50.00	TULARE CO SHERIFF'S OFFI 9		1 VENDOR CHECK
1148	1,609.85	PHELPS/KEVIN M	429	1

TOTALS FOR CHECK FORM: CHEK

NEGOTIABLE CHECKS	COUNTS
1,609.85 *EMPLOYEE CHECKS	1
113.69 *VENDOR CHECKS	2
0.00 *BANK CHECKS	0
1,723.54 **TOTAL NEGOTIABLE CHECKS	3

OTHER CHECKS

0.00 *MANUAL CHECKS	0
0.00 *CANCELLED CHECKS	0
1,723.54 **TOTAL FOR CHECK FORM	

NON-NEGOTIABLE CHECKS

0.00 *DIRECT DEPOSIT STUBS	0
0.00 *VENDOR DIR DEP STUBS	0

PERIOD 3 DATING 4/12/2021- 4/25/2021 CHECK DATE 4/30/2021
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
48883	144.00	CLOCEA	4	1 VENDOR STUB ONLY
48884	676.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
48885	203.97	EXETER POLICE OFFICER AS	3A	1 VENDOR STUB ONLY
48886	4,442.18	ENNIS/ADAM	206	1 STUB ONLY
48887	2,602.02	ONEAL/SHONNA N	203	1 STUB ONLY
48888	1,237.78	CARTER/AMY JO	502	1 STUB ONLY
48889	1,325.28	HERNANDEZ/XOCHITL	306	1 STUB ONLY
48890	320.59	SANCHEZ/CESILIA	307	1 STUB ONLY
48891	1,786.42	TAVAREZ/CHRISTOPHER	309	1 STUB ONLY
48892	12,225.34	TAVAREZ/CHRISTOPHER	309	2 STUB ONLY
48893	2,226.42	FRANCO/EEKHONG	304	1 STUB ONLY
48894	1,536.51	CARRETERO/VANESSA	402	1 STUB ONLY
48895	2,352.16	CORREA/GABRIEL JR	436	1 STUB ONLY
48896	1,513.49	CULLUM/TRENT	444	1 STUB ONLY
48897	2,337.19	DURKEE/MARK	404	1 STUB ONLY
48898	1,392.91	ECHEVARRIA/TYLER J	443	1 STUB ONLY
48899	2,480.90	FERNANDEZ/CESAR	434	1 STUB ONLY
48900	2,444.52	FRICK/JOCELYNN LEANN	433	1 STUB ONLY
48901	2,224.86	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
48902	1,591.16	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
48903	3,258.09	HALL/JOHN T	406	1 STUB ONLY
48904	1,509.55	HAMPTON/JUSTIN	446	1 STUB ONLY
48905	2,475.02	INGLEHART/BRETT A	411	1 STUB ONLY
48906	526.13	MACLEAN/JANET L	413	1 STUB ONLY
48907	1,844.62	PRIDEAUX/TRACI	448	1 STUB ONLY
48908	2,406.50	YARBER/ISABEL	422	1 STUB ONLY
48909	954.07	ALDRIDGE/GARY	618	1 STUB ONLY
48910	1,395.13	ARROYO/MARIE	623	1 STUB ONLY
48911	1,573.52	BRASSFIELD/TRAVIS	619	1 STUB ONLY
48912	1,848.99	ESPINOLA/DANIEL M	602	1 STUB ONLY
48913	84.46	GOLDSTROM/NORMAN	629	1 STUB ONLY
48914	1,547.58	HUGGINS/KYLE AARON	621	1 STUB ONLY
48915	2,836.01	QUALLS/DAYMON	607	1 STUB ONLY
48916	1,501.00	RAMIREZ/JUAN	608	1 STUB ONLY
48917	640.05	WENDT/EDDIE	626	1 STUB ONLY
48918	1,141.66	MILLAN/MARCUS	622	1 STUB ONLY
48919	970.97	MILLER/JAMES	624	1 STUB ONLY
48920	735.82	MIRWALD/PHILIP	625	1 STUB ONLY
48921	1,184.32	QUIROZ/PATRICK P	512	1 STUB ONLY
48922	1,622.73	HAYES/CURTIS W	437	1 STUB ONLY

**City of Exeter
Agenda Item Transmittal**

Meeting Date: May 11, 2021

Agenda Item Number: 14

Wording for Agenda: Authorize the purchase of twenty-two Automated External Defibrillator (AED) devices from the AED Superstore, in the amount of \$23,297.99.

Submitting Department: Police
Contact Name: Chief Hall
Phone Number: 592-3103 ext. 2001
Email: jhall@exeterpd.com

Department Recommendation:
That City Council authorize Department Staff to purchase twenty-two Automated External Defibrillator (AED) devices from the AED Superstore, in the amount of \$23,297.99.

Summary/Background:

An Automated External Defibrillator (AED) is a portable automatic device used to restore normal heart rhythm to patients in cardiac arrest. It is applied outside the body, automatically analyzes the patient's heart rhythm, and advises the rescuer whether a shock is needed to restore a normal heartbeat. If the heart is in ventricular fibrillation, the microprocessor recommends a defibrillating shock. The shock is delivered by adhesive electrode pads, through the victim's chest wall, and into the heart.

As a part of the ongoing training program of the Exeter Police Department, all employees are trained in the proper use of the AED in emergency situations. Unfortunately, the Department currently only has three AED's in its inventory, one of which is maintained at the Police Department. This leaves only two units which are in the field at any given time.

It is not uncommon for members of the Exeter Police Department to arrive on scene of an emergency medical situation well ahead of fire and ambulance personnel. This is typically due to the fact our Officers remain primarily in the field and are not responding from a station, thus a much quicker response time is achieved. With only two AED's available to be in the field, it is quite possible that the initial responding Officers may not have this highly valuable resource.

An evaluation of AED needs identified the purchase of twenty-two units would be appropriate. This amount of AED's would allow for a unit to be placed in each of the Department's vehicles, and to keep one maintained at the Police Department. The units currently in service would be kept for training and as spares should they be needed.

Several vendors were contacted and pricing obtained for the purchase of twenty-two AED's with the following results: Heartsmart - \$29,502.00, American AED - \$28,050.00, Cardio Partners - \$28,710, and Allied 100 (AED Superstore) - \$23,297.99. It is recommended that this equipment purchase be made through Allied 100 (AED Superstore) as their cost is significantly less than the other vendors.

For action by:
 City Council

Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Review:

**City Administrator
(Initials Required)**



With the placement of an AED in each Department vehicle, Officers in the field will have a highly valuable resource with which they can help to better provide emergency medical services to our community.

Fiscal Impact:

The Department operating budget is continuously monitored throughout the year. As we approach the end of the 2020/2021 Fiscal Year, it was noted that through continued fiscal prudence, sufficient funding for this purchase is available in the current Department budget, without the need for any additional allocations.

Prior Council/Board Actions: None

Attachments: Copy of the quotes from Allied 100 (AED Superstore), Heartsmart, American AED, and Cardio Partners.

<p>Recommended motion to be made by Council/Board: I move to authorize the purchase of twenty-two Automated External Defibrillator (AED) devices from the AED Superstore in the amount of \$23,297.99.</p>




SHOPPING CART

22 x "Philips HeartStart OnSite Complete AED Package" have been added to your cart.

[Continue Shopping](#)



[PROCEED TO CHECKOUT](#)

Product	Price	Quantity	Total
 <p>Philips HeartStart OnSite Complete AED Package</p> <p>Carrying Case Options: FREE Carrying Case</p> <p>Choose Type of Wall Cabinet: Standard - No Alarm</p> <p>Do You Need Infant / Child Pads?: No, I Do Not Need Infant / Child Pads</p>	\$1,275.00	22	\$28,050.00

[Apply Coupon](#)

[Update Cart](#)


Cart Totals

Subtotal	\$28,050.00
Shipping	Free Shipping
Tax	\$0.00
Total	\$28,050.00



[PROCEED TO CHECKOUT](#)

SHOPPING CART

Item	Price	Qty	Subtotal
 Philips HeartStart OnSite Home AED Package	\$1,305.00	<input type="text" value="22"/>	\$28,710.00

Summary

Subtotal	\$28,710.00
Order Total	\$28,710.00
Apply Discount Code	▼

[Proceed to Checkout](#)

[Edit](#) [Remove item](#)

[< Continue Shopping](#)

[Clear Shopping Cart](#)

[Update Shopping Cart](#)

866-283-5104

FAQs Sign in Create Account

Search by Part Number, Product, or Brand



Free Shipping on all orders above \$99



AEDS AED ACCESSORIES RESCUE PRODUCTS CPR TRAINING TRAINING PRODUCTS PERSONAL PROTECTION AED MANAGEMENT REQUEST QUOTE COUPONS

Nitrile Gloves are in stock! Shop Now

Home > Shopping Cart

Shopping Cart

ITEMS



Philips HeartStart OnSite AED Package- M5066A
Carrying Case Option: Standard Carrying Case - \$66.00
[X Delete](#)

PRICE	QTY	Total	ORDER SUMMARY
\$1,341.00	22	\$29,502.00	SUBTOTAL \$29,502.00
			*Tax Exempt forms can be found in checkout
	Update		TOTAL \$29,502.00
Subtotal (22 items): \$29,502.00		Proceed to Checkout	

Apply Coupon

Free Gift!

One FREE Heartsmart keychain has been added to your order!

Calculate Shipping



QUOTE



1800 US Hwy 51 N
 Woodruff, WI 54568
 Phone: 800-691-6459
 Fax: 800-996-0972

CUST ID	DATE	QUOTE #
463158	4/28/2021	229842

PREPARED FOR:	559-671-0531
John Hall Exeter Police Department 100 N C Street Exeter CA 93221	

SHIP TO	559-671-0531
John Hall Exeter Police Department 100 N C Street Exeter CA 93221	

Shipped via: Standard	Fax Number:	Reference:
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Item	Description	Quantity	Current Price	Your Price	Total
M5066A-CC	Philips HeartStart HS1 OnSite w/Standard Carry Case. Includes: - M5066A: Philips HeartStart OnSite AED - 8 Year Warranty - SMART Pads Cartridge (Adult) - 4 Year Battery Pack - Operator's Instruction Manual - Quick Reference Card - Responder® Semi-Rigid Carry Case - Responder® Premium AED/CPR Pack - AED Check Inspection Tag - AED Window/Wall Decal	22	\$1,275.00	\$982.83	\$21,622.26

Subtotal	\$21,622.26
Shipping	FREE
Sales Tax	\$1,675.73
Estimate Total	\$23,297.99

**Estimate valid for 30 days from above date.
 All items listed above are covered under our 30 Day Money Back Guarantee!**

PROUD SUPPLIER TO THE US GOVERNMENT
 GSA/VA Contract Number: V797D-50533
 Contract Expiration Date: 02/14/2021
 DUNS #: 121 306 984
 CAGE Code: 3DHR2
 FEIN/TIN: 27-0005083
 Business Size Classification: Large

City of Exeter Agenda Item Transmittal

Meeting Date: May 11, 2020

Agenda Item Number: 15

Wording for Agenda: Approval to issue permits to four (4) applicants including; Abundant Life Tabernacle, EUHS Music Boosters, Exeter Outdoors Association, Inc. and Exeter Wrestling Boosters for the sale of Safe and Sane Fireworks contingent upon compliance with required booth clearances, appropriate documentation, proper on-site storage, compliance with all City Municipal Code requirements, and any County or State guidance and orders in place during the time of sales.

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 Council approve issuance of permits as presented to four (4) applicants to sell safe and sane fireworks.

Summary/Background:

The City received four (4) applications for a permit to sell safe and sane fireworks within the City prior to the deadline of March 15, 2021. Based on the Exeter Municipal Code and the current city population, up to seven permits can be issued this year so all applications received were considered without the need for a drawing.

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

Organization Name	Booth Location
1. Abundant Life Tabernacle	1121 W. Visalia Rd.
2. EUHS Music Boosters	505 Rocky Hill Drive
3. Exeter Outdoors Association, Inc.	324 N. Kaweah Ave.
4. Exeter Wrestling Boosters	426 N. Kaweah Ave.

The proposed sites for each of the above booth locations have been inspected and conditionally approved with the stipulation of required clearances as defined by chapter 8.36, section 8.36.120 of the Exeter Municipal Code. Permit holders must also comply with all County and State guidance and orders in place during the time of sales.

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

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

Attachments: None

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

**City of Exeter
Agenda Item Transmittal**

Meeting Date: May 11, 2021

Agenda Item Number: 16

Wording for Agenda: Discussion of COVID-19 status and review the need to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for another 60 days.

Submitting Department: Administration
Contact Name: Adam Ennis
Phone Number: (559) 592-4539
Email: adam@exetercityhall.com

Department Recommendation: Staff recommends that the City Council receive a COVID-19 status update and continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for another 60 days.

Summary:

On March 24, 2020 the Council adopted Resolution 2020-12 proclaiming the existence of a local emergency due to the Novel Coronavirus (COVID-19) subsequent to emergencies being declared by the United States Department of Public Health and Human Services and the State and County Health officials. Recently, Tulare County reports that there have been about 500,000+ tests completed, 49,500 confirmed cases and 840 deaths. About 25% of the deaths resulted from skilled nursing home cases. There have been about 1,050 confirmed cases in Exeter. Vaccines have become increasingly available and distribution and vaccination of residents based on tiers mandated by the State has been a major thrust of the Tulare County Health and Human Services Agency. There have been approximately 153,000 vaccinations (with at least one dose) in Tulare County. Since the vaccinations have ramped up the rate of number of positive cases (about 250), hospitalizations (about 70% ICU capacity) and deaths have dropped significantly. It is anticipated that over the next several months vaccinations will have been made available to most residents that desire vaccination.

In addition to the medical impacts listed above, many local businesses categorized as non-essential by County and State orders were closed or at reduced services for many weeks resulting in loss of income and employee layoffs. In addition, bars, personal care salons, gyms and restaurants are limited on capacities or to options like take-out and delivery options in an attempt to minimize spread of the virus. This is and will have an impact on the local economy and City revenues. In addition, effects of this pandemic are likely on investment markets and the economy, City revenues and future CalPERS unfunded liabilities.

The City has developed and distributed a no cost encroachment permit process and conditions for use of the public right-of-way along business frontages to assist in continuing and maximizing business operations as much as possible. Additional options to assist local businesses through this pandemic are currently being discussed with the Chamber of Commerce and local businesses and community groups. The City recently received almost \$300,000 of Community Development Block Grant funding that was just advertised to assist Exeter businesses with their expenses while getting through the pandemic. The City will continue to assist where possible on any potential options that could benefit local businesses. In addition, several programs have been developed through the County and State using CARES

For action by:

City Council

Regular Session:

Consent Calendar
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 Public Hearing

Review:

**City Administrator
(Initials Required)**

OBS.

ACT funding to financially assist businesses. The American Rescue Plan Act was recently approved, which could provide future additional funding opportunities. The City of Exeter is slated to receive up to \$1,973,571. Cities are currently awaiting the guidelines for use of this funding to determine specific details of when and how the funding can be used.

Preparing for, responding to, mitigating, and recovering from the spread of COVID-19 has and will continue to require the City to divert resources from normal day-to-day operations and impose extraordinary requirements on and expenses to the City. Since the pandemic began affecting Tulare County and the declaration of a local emergency, the City Administrator took administrative actions to address State, County and local emergency declarations, guidance and orders to ensure continuity of service to the community and staff safety.

The City Police Department lobby was closed during the first few weeks of the Stay-At-Home order but has been opened since then. Staff has prepared City lobbies to meet current orders and guidance and in late August 2020 reopened the City Hall lobby between 10 a.m. to 2 p.m. and Public Works lobby from 7am to 3pm, both Monday through Friday. Reopening these lobbies required that policies be prepared, modifications made to the facilities and staff trained. So far, the City has spent about \$50,000 on sanitizing, personal protective equipment, technology for virtual meetings and retrofitting City facilities for social distancing measures in order to reopen. In addition, the annual revenues from recreation programs has decreased upwards of \$110,000 through the 2019/2020 and 2020/2021 fiscal years.

Staff recommends continuing the state of emergency established by Resolution 2020-12 since additional future requirements, needs and costs are likely and the potential for future reimbursement exists that could depend on an emergency declaration being in place. If the declaration is continued it must be reviewed again in 60 days, which would have to occur by July 10, 2021.

Background:

COVID-19 is a respiratory disease which the Centers for Disease Control and Prevention (CDC) considers to be a very serious public health threat with outcomes ranging from mild to severe sickness and death. On March 4, 2020, Governor Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the state. On March 12, 2020, Tulare County declared an emergency due to the confirmed case of COVID-19 at Sierra View Medical Center in the City of Porterville.

Fiscal Impact: At this point the City has spent about \$50,000 on sanitizing, personal protective equipment, technology for virtual meetings and retrofitting City facilities for social distancing measures in order to reopen. In addition, the annual revenues from recreation programs has decreased upwards of \$110,000 over two fiscal years.

The potential future financial impacts of this virus are unknown at this time but could vary depending on the level of resources, and associated costs, that are required to be expended by the City and the effect on future revenues due to impacts on the local economy. The total potential for assistance to the City and community from State and Federal resources for these impacts are still unknown at this time and their availability could be dependent on whether a City declaration of emergency is in place or not.

The City has received all four total disbursements of CARES ACT funding through the State for costs incurred to meet orders and guidance. The total CARES ACT funding received by the City is about \$136,000 and staff developed and provided the required documentation to the State justifying the City receiving these disbursements. Staff submitted about \$40,000 of the expenses mentioned above and about \$96,000 for "Preservation of Essential City Services for Residents", which is defined by the CARES ACT primarily as public safety services through the pandemic, for the total of about \$136,000 available. The State should be reviewing, or has

reviewed, the justifications to confirm the City's eligibility to receive the funding. The American Rescue Plan Act was recently approved which could provide future additional funding opportunities for remaining and future expenses. The City of Exeter is slated to receive up to \$1,973,571. Cities are currently awaiting the guidelines for use of this funding to determine specific details of when and how the funding can be used.

Prior Council/Board Actions: On March 24, 2020 the Council adopted Resolution 2020-12 proclaiming the existence of a local emergency due to the novel coronavirus (COVID-19).

On May 19, July 14, September 8, November 2, December 8, 2020 and January 26 and March 23, 2021 Council approved to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for an additional 60 days.

Attachments: RESOLUTION 2020-12 - A Resolution Of The City Council Of The City Of Exeter Proclaiming The Existence Of A Local Emergency

<p>Recommended motion to be made by Council/Board: I move to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for another 60 days.</p>
--

RESOLUTION 2020-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease which the Centers of Disease Control and Prevention (CDC) consider to be a very serious public health threat with outcomes ranging from mild to severe sickness and death; and

WHEREAS, COVID-19 is easily transmissible from person to person and has spread globally to over 118 countries, infected more than 125,000, and killed more than 4,000 as of March 11, 2020 per the World Health Organization (WHO); and

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services declared a public emergency for COVID-19 beginning on January 27, 2020; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID -19 in the State; and

WHEREAS, on March 11, 2020, WHO made the assessment that COVID-19 can be characterized as a pandemic; and

WHEREAS, on March 12, 2020, Tulare County declared an emergency due to the confirmed case of COVID-19 at Sierra View Medical Center in the City of Porterville, thus enabling Tulare County to take extraordinary measures, and since that date there have been 2 more confirmed cases at Kaweah Delta Medical Center in the City of Visalia;

WHEREAS, between the dates of March 13, 2020 and March 17, 2020, various State and Federal authorities have recommended that gatherings of more than 250, 50, or even 10 people should be avoided at least until the end of March; and

WHEREAS, COVID-19 therefore will continue to cause conditions of peril to the health, safety, and welfare of person and property in the City of Exeter; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 requires the City to divert resources from normal day-to-day operations, and has and will continue to impose extraordinary requirements on and expenses to the City; and

WHEREAS, the City Council here finds that the above described conditions related to the COVID-19 outbreak does warrant and necessitate the proclamation of the existence of a local emergency in the City of Exeter;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND DECLARED by the City Council of the City of Exeter;

1. A local emergency is hereby proclaimed to exist throughout the City of Exeter.
2. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Exeter.
3. As required by law, the City Council shall review the need to continue the state of emergency at least once every sixty (60) days until this Resolution is terminated.

PASSED, ADOPTED AND APPROVED this 24th day of March 2020 by the following vote:

AYES: Alves; Sally; Hails; Petty; and Waterman-Philpot

NOS: N/A

ABSTAIN: N/A

ABSENT: N/A


MAYOR

ATTEST:



CITY CLERK

**City of Exeter
Agenda Item Transmittal**

Meeting Date: May 11, 2021

Agenda Item Number: 17

Wording for Agenda: Adopt Resolution 2021-09 authorizing Tulare County Association of Governments, acting as the Service Authority, to extend the imposition of a one-dollar (\$1) registration fee to fund the abandoned vehicle abatement program within both the incorporated and unincorporated areas of Tulare County for a 10-year increment with a new sunset date of April 30, 2032.

Submitting Department: Administration
Contact Name: Adam Ennis
Phone Number: (559) 592-4539
Email: adam@exetercityhall.com

For action by:
 City Council

Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Review:

**City Administrator
(Initials Required)**

AE

Department Recommendation:

Staff recommends that the Council adopt Resolution 2021-09 as presented.

Summary/Background:

In 1991, the Tulare County Association of Governments (TCAG) was established as the Service Authority for the county's Abandoned Vehicle Abatement (AVA) program through the adoption of a Joint Powers Agreement between Tulare County and the county cities. The AVA program is funded by a \$1.00 service fee collected by the Department of Motor Vehicles at the time of registration of vehicles. Funds are distributed to the cities and Tulare County each quarter based on population and the number of vehicles abated by each agency.

Exeter has been a part of the Abandoned Vehicle Abatement (AVA) Program and has historically received approximately \$4,000 to \$4,500 annually from this program based on the population portion of the disbursement. Exeter has not been submitting an annual count of abandoned vehicle abatements for this program since it appears that some ordinance changes may be needed in connection with abatement of abandoned vehicles. With continued development of Exeter's Code Enforcement Program, staff anticipates bringing ordinance changes to the Council to further develop the City's ability to provide for cost effective Code Enforcement, including the necessary ordinance changes that would allow increased participation in the AVA program.

Sections 9250.7 and 22710 of the Vehicle Code provided that collection of the fee would terminate not later than ten years from the date the fee was initially collected. Legislation allowing the extension of this sunset date (SB 106) was passed in August 2001. This bill authorizes the extension of the fee collection in increments of up to 10 years each if the County Board of Supervisors (by a 2/3rds vote) and a majority of the cities having a majority of the incorporated population within the county adopt resolutions providing for the extension of the fee. In accordance with this provision, the current sunset date for Tulare County is April 30, 2022. TCAG staff has been advised that resolutions would need to be received by the DMV no later than August 1, 2021 to prevent a break in funding for another ten-year period.

Fiscal Impact: This would continue approximately \$4,000 to \$4,500 in annual revenue from the County's Abandoned Vehicle Abatement (AVA) program and could provide an additional \$1,000 to \$1,500 per qualifying abated abandoned vehicle in the future. This funding could assist in supporting the continuing effort for providing Code Enforcement services to the community.

Prior Council/Board Actions: Previous agreements and resolutions for extensions.

Attachments: Resolution 2021-09

<p>Recommended motion to be made by Council/Board: I move to adopt Resolution 2021-09 as presented.</p>
--

RESOLUTION 2021-09

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AUTHORIZING TULARE COUNTY ASSOCIATION OF GOVERNMENTS, ACTING AS THE SERVICE AUTHORITY, TO EXTEND THE IMPOSITION OF A ONE-DOLLAR (\$1) REGISTRATION FEE TO FUND THE ABANDONED VEHICLE ABATEMENT PROGRAM WITHIN BOTH THE INCORPORATED AND UNINCORPORATED AREAS OF TULARE COUNTY FOR A 10 YEAR INCREMENT WITH A NEW SUNSET DATE OF APRIL 30, 2032

WHEREAS, California Vehicle Code section 22710 authorizes the establishment of a Service Authority for the abatement of abandoned vehicles and for the imposition of a one dollar (\$1) vehicle registration fee to fund an abandoned vehicle abatement program established by such Service Authority; and

WHEREAS, the Tulare County Board of Supervisors and the majority of the cities within the County having the majority of the incorporated population have previously concurred in the establishment of a Service Authority; and

WHEREAS, the County and the Cities had previously, on September 25, 1991, entered into a joint exercise of powers agreement creating the Tulare County Service Authority for the Abatement of Abandoned Vehicles ("the Authority") and designating the Tulare County Association of Governments as the Authority; and

WHEREAS, California Vehicle Code section 9250.7 had previously provided that the fee imposed by a Service Authority shall remain in effect only for a period of 10 years from the date the actual collection of the fee commenced; and

WHEREAS, collection of the fee for the Authority commenced May 1, 1992, was re-authorized through April 30, 2002 and April 30, 2012 and will sunset on April 30, 2022; and

WHEREAS, California Vehicle Code section 9250.7 was amended in August 2001 by Senate Bill 106 which provides that the fee may be extended in increments of up to 10 years each if the Board of Supervisors of the county, by a two-thirds vote, and a majority of the cities having a majority of the incorporated population within the county adopt resolutions providing for the extension of the fee; and

WHEREAS, the City of Exeter recognizes that it is desirable to extend the collection of the service fee for abatement of abandoned vehicles in both the incorporated and unincorporated areas of Tulare County.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Exeter, State of California, that the Tulare County Association of Governments, acting as the Authority, be authorized to extend the imposition of a one-dollar (\$1) registration fee to fund the abandoned vehicle abatement program within both the incorporated and unincorporated areas of Tulare County for a 10 year increment with a new sunset date of April 30, 2032.

Passed, approved, and adopted this 11th day of May, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mayor

Attest:

City Clerk

**City of Exeter
Agenda Item Transmittal**

Meeting Date: May 11, 2021

Agenda Item Number: J1

Wording for Agenda: Review and discussion to select and update City Council representation on outside Agency Boards and Committees.

Submitting Department: Administration
Contact Name: Shonna Oneal, City Clerk
Adam Ennis, City Administrator
Phone Number: 559-592-9244
Email: soneal@exetercityhall.com
adam@exetercityhall.com

For action by:
 City Council

Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Review:
**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends the Council review and consider selections and update representation on the outside Agency Boards and Committees list.

Summary:

On March 15, 2021, Council Member Waterman-Philpot resigned from the Exeter City Council. The Council decided to fill the vacancy by appointment and solicited applications from interested parties who reside in District D to fill the vacancy. On April 27, 2021, the Council appointed Mr. Steve Garver to the Exeter City Council District D to serve the remaining term through November 2022. Due to the vacancy created on the Exeter City Council's outside Agency Boards and Committees, staff recommends the Council review the assignments for consideration to fill vacancies, or to make any other changes Council determines is necessary.

Background:

Every two years following elections, or more often if necessary, the Council reviews and discusses City Council representation on various outside Agency Boards and Committees. A list of the current outside Agency Board and Committee assignments are attached hereto. Specific information regarding meeting dates, times and locations are mentioned on the attachment. City staff will notify the Boards and Committees of changes, if any, in representation. The City Council representative will be added to the email distribution list of the applicable Boards and Committees to be notified of meetings and to receive agenda materials.

Financial Impact: None.

Prior Council/Board Actions: Previous appointments to outside Agency Boards and Committees.

Attachments: Current Outside Agency Board and Committee assignments list

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 December 2020)

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

Primary Representative: Mayor Pro Tem Alves

Alternate Representative: Mayor Sally

Staff Representative: City Administrator Adam Ennis

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

Council Member Mills

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

Primary Representative: Council Member Hails

Alternate Representative: Public Works Director Daymon Qualls

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: Mayor Pro Tem Alves

Alternate Representative: Council Member Hails

Tulare County Regional Transit Agency Board – (Third Monday of each month at 3:00 p.m. – Tulare County Board of Supervisors Chambers or Via Zoom)

Primary Representative: Vacant

Alternate Representative: Council Member Hails

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

Primary Representative: Mayor Sally

Alternate: City Administrator Adam Ennis

City of Exeter Agenda Item Transmittal

Meeting Date: May 11, 2021

Agenda Item Number: J2

Wording for Agenda: Consideration of pursuing funding and development of a transit center on City owned property on the southwest corner of Palm and F Streets.

Submitting Department: Administration
Contact Name: Adam Ennis
Phone Number: (559) 592-4539
Email: adam@exetercityhall.com

Department Recommendation:
Staff recommends that the Council consider pursuing funding and development of a transit center on City owned property on the southwest corner of Palm and F Streets.

Summary/Background:

For many years, the Council has considered developing the City owned property on the southwest corner of Palm and F Streets into parking lot/bus stop. Most recently at their 2019 workshop, the Council discussed how this development could benefit the City and fit into the overall vision and mission. Staff discussed this potential development with the Tulare County Association of Governments (TCAG) and potential funding sources. At the time, the Tulare County Regional Transit Agency (TCRTA) was being analyzed and developed and TCAG advised that this project should be advanced once the TCRTA was formed.

In recent discussions with TCAG regarding this development they have indicated that the City could begin developing this project since transit money seems to be available and the TCRTA is formed and beginning to develop the organization. As previously discussed with Council development of this property could consist of parking, a bus stop, a couple of recreational vehicle (RV) spaces with utility hookups for rent, the ability for Visalia's Sequoia Shuttle to pick up and drop off passengers for rides to the National Parks and a future location for a light rail loading and unloading dock. The location and these amenities would allow for quick, easy, walkable access to the downtown area and the ability to access surrounding areas and the National Parks through transit services, which would support tourism in Exeter.

Staff would recommend beginning with seeking funding, through TCAG, to hire a consultant to develop a plan concept for Council approval and design of the project. Once designed the City could then seek construction funding for the project, again probably through TCAG.

Fiscal Impact: Only minor staff time at this stage.

Prior Council/Board Actions: Discussion of the potential development at the February 2, 2019 Council Workshop.

Attachments: None

Recommended motion to be made by Council/Board: I move to direct staff to pursue funding to hire a consultant for development of a plan concept for Council approval and design of a transit center on City owned property on the southwest corner of Palm and F Streets.

For action by:

City Council

Regular Session:

Consent Calendar
 Regular Item
 Public Hearing

Review:

**City Administrator
(Initials Required)**



City of Exeter Agenda Item Transmittal

Meeting Date: May 11, 2021

Agenda Item Number: J3

Wording for Agenda: Public Hearing to adopt Resolution 2021-10 for a 2021/2022 Budget amendment for the City of Exeter, ratify a 2021/2022 Salary Schedule and adding the classification of Community Services Officer, and move the Business Improvement Program Fund balance of approximately \$630,000 to the General Fund as a "Committed" Fund Balance for a minimum of three years.

Submitting Department: Administration/Finance
Contact Name: Adam Ennis, City Administrator
Eekhong Franco, Financial Analyst
Phone Number: 559-592-4539
Email: adam@exetercityhall.com, efranco@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 conduct the following for a 2021/2022 budget amendment:

- Review the draft 2021/2022 budget amendment, which;
 - o Includes a Measure P Fund Budget for operation transfers and capital
 - o Includes an updated Salary Schedule
- Conduct a Public Hearing
- Direct staff to:
 - o Move General Fund savings to reserve (if it occurs) or bring back to City Council for special project approval
 - o Move the Business Improvement Program Fund (110) of approximately \$630,000 to the General Fund as a "Committed" Fund Balance for a minimum of three years.

Summary

City Council has adopted financial policies as outlined below that have helped lead the City towards stronger financial health.

1. Pass a Balanced Budget
2. Build Budget Reserve to a minimum 25% of expenditures (all operating funds)
3. Use one-time and unexpected revenues to build reserves or for capital or special projects
4. Enterprise Rates should be set to recover operating costs
5. Investment Policy will keep cash liquid and safe
6. Debt Management, debt will be used sparingly
7. Annual Audit, annual financial audit will be conducted timely

Over the last several years, the City of Exeter has operated within a tight budget, working to defer and reduce expenses and increase existing revenues where possible. Some positions in the City have been reduced by contracting out services where possible (Public Works) or offset with grant funding (Police). Due to these past and ongoing efforts, the City of Exeter is poised to get through the current pandemic crisis retaining a balanced budget and maintaining the financial position gained over the past several years.

The Enterprise Funds have experienced significant financial improvement with rate increases implemented and approved to continue over the next three years. In addition, previous United States Department of Agriculture debt has been refinanced in both the Water and Sewer funds, reducing the cost of the loans and releasing restricted funding to bring both funds back into positive financial territory quicker than with the rate increases alone. The water fund has recently come into positive territory and the sewer fund is poised to be in positive territory by the end of the calendar year. There are no changes proposed in this budget amendment to the original budget since previous project specific amendments that Council has approved throughout 2020/2021 have already taken into account necessary changes. Rate increases also occurred in the Sanitation Fund, which will also bring that fund back in the black over the next few years. While improvement in the Enterprise funds will take several years to come to full fruition, they are headed down the road to financial recovery.

Table 1 “Proposed Appropriations” shows the total amount of appropriations reflected in the budget amendment presented. The total value shown in the table is based on the non-rounded individual fund values and varies by \$1,000 from the sum of the rounded fund values shown in this table. Council may provide additional direction and input in addition to holding a public hearing on the budget. If approved, the budget amendment presented today will be effective as of July 1, 2021 for the fiscal year 2021/2022. Council always has the ability to reshape the budget as it sees fit throughout the year.

Table 1 – Proposed Appropriations

<u>Funds</u>	<u>FY 2021-2022</u>
General Fund	\$4,861,000
Measure P	682,000
Road Funds	4,283,000
Housing Funds	272,000
Other Sp. Revenues	216,000
Water Fund	2,917,000
Sewer Fund	1,539,000
Sanitation	1,211,000
Insurance	<u>1,204,000</u>
Total	\$17,184,000

Thanks to the passage of Measure P by voters in November 2020, the City now has additional funding available to begin addressing deferred needs for essential and desired services wanted by voters. Measure P has \$682,000 in the budget for 2021/2022 that is projected to satisfy the initial operational costs and capital projects as approved in the Expenditure Plan. Since this is a sales tax based revenue source, the revenue can fluctuate with the economy. There will be a reserve built up in the first couple of years that will help to ensure that sufficient funding is in place for potential cost increases in some capital projects, unexpected cost increases, potential revenue decreases and needs.

The City has a special revenue fund, the Business Improvement Program (BIP) Fund that currently has \$636,000 in fund balance. This fund has been inactive for many years while outstanding loan payments have been collected. Staff has done significant research and outreach to agencies, such as Housing and Urban Development, CalTrans and Housing and Community Development (HCD), to determine if there are any restrictions to this funding and/or if there is a claim to this funding by an outside agency. After several discussions with HCD and much research, no outside agency restriction has been identified to this funding. Staff suspects this fund has remaining funds from past General Fund transfers to this program. Due to the inactivity of this program (currently has one outstanding loan to a bankrupt company of about

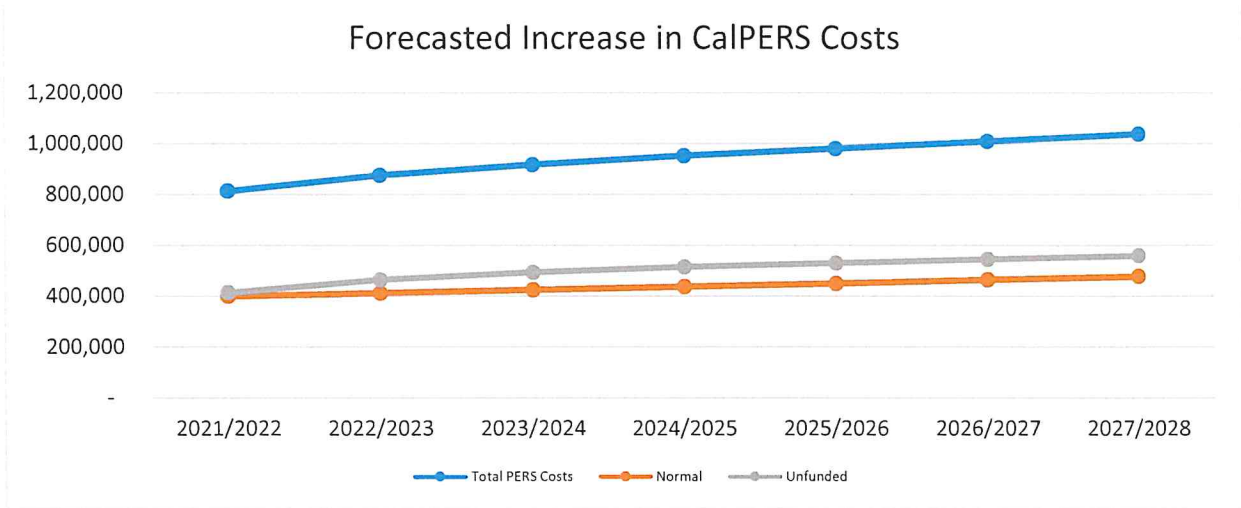
\$30,000), staff recommends that Council move this funding from the BIP Fund to the General Fund as a “Committed Fund Balance” for a minimum period of three years. During this time staff will continue to research and correspond with potential oversight agencies in which this funding may have a restriction or claim. In addition, this time frame should allow a sufficient amount of time to pass for an outside agency to submit a claim or restriction for the monies if any were to have one. Upon the end of three years at July 1, 2024 City Council may choose to put this funding into the General Fund’s “Unrestricted” fund balance for reserves or use at Council’s discretion.

Background:

The City has been able to navigate through the pandemic with far fewer negative impacts than some other cities throughout the State. However, the City was not immune, as it had to lay off the Recreation Division in September of 2020 and revenues from some sources did decline. The budget amendment recognizes the revamp of Recreation Programs; however, time and planning will be required in order to start up programs as staffing will need to be reestablished.

Regardless of the impacts of COVID-19, City expenditures will continue to increase over time. The investment market is weak, CalPERS costs to the City are set to increase approximately \$40,000 annually over the next five years due to the previous recession (Chart 2). For 2021/2022 the total costs are estimated to be \$800,000 and are projected to increase to over \$1 million by 2026/2027 (average of about \$40,000 annual increase), this is before any impact that the pandemic (and investment market) may cause. Outside of CalPERS expected increases, regular operational costs are anticipated to increase which include contract agreements with vendors and contractors, salaries, health insurance, and worker’s compensation, liability and property insurance (17% overall increase next year), etc. Since negotiations have not been completed there are no salary increases in this budget amendment, however, the budget can be amended by City Council as needed based on the results of negotiations.

Chart 2: Forecasted Increase in CalPERS Costs to fiscal year 2027/2028



It is recommended that the budget remain balanced and financially prepared for future unknowns. In considering the budget amendment it is important to keep in mind that the General Fund budget in 2019/2020 was \$4.3 million with a 19% reserve and the City’s Enterprise Funds (Water, Sewer, Sanitation) revenues currently range between \$1.1 and \$1.7 million annually with little to no reserves, though continuing to increase over the next three years.

It is anticipated that even with the City’s General Fund budget increasing \$0.3 million to approximately \$4.8 million the reserve is estimated to reach approximately 35%. This would surpass the minimum Council goal of 25%. It is recommended to retain a higher amount in

reserve than the current minimum 25%, especially through the remainder of the pandemic. Council should also consider increasing the minimum General Fund Reserve goal and/or operating at a level of potentially up to 50% (similar to the majority of other California cities), which is considered by the State Auditor's Office as a "Low Risk" factor for handling financial emergencies.

In December 2019, the City's Water and Sewer Enterprise Funds were approved to have annual service fee increases over five years (January 1, 2020 through 2024), this was a critical action in making sure the City has the financial capability to administer efficient and reliable utility systems in the future.

For the 2021/2022 Budget Amendment, staff has not included increases from the previous budget unless necessary to keep up with anticipated contract and operating costs or due to the receipt of additional revenues planned to cover the costs, such as Measure P. There are no salary increases included in the draft budget amendment at this time. The salary schedule adds the classification of Community Services Officer and sets the monthly pay range at \$3,262-\$4,452.

Fiscal Impact: Should this amendment be approved; this balanced budget should allow for continued financial sustainability for the City.

Prior Council/Board Actions:

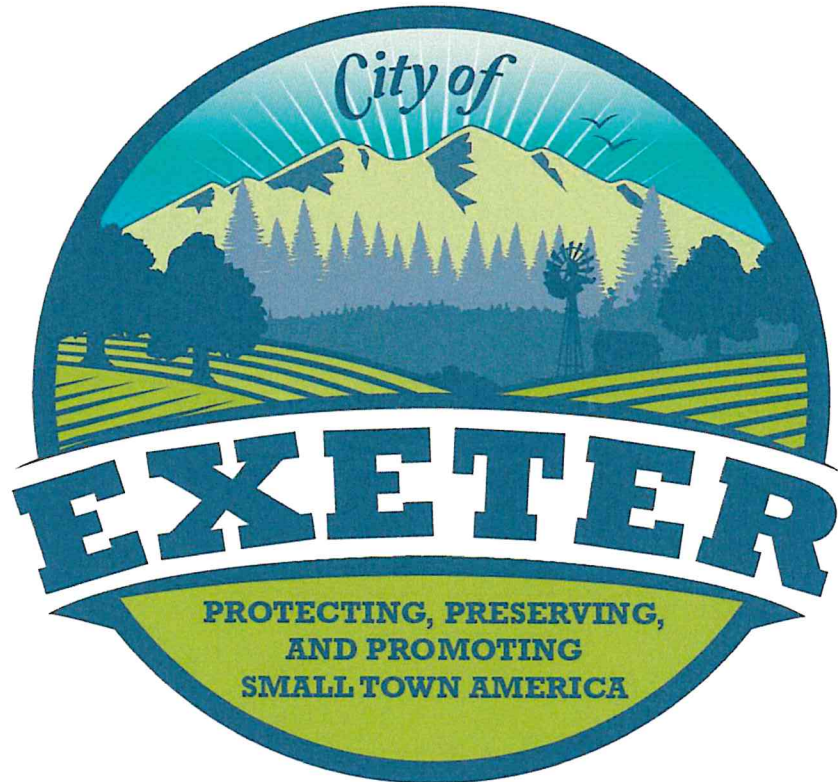
March 23, 2021 – City Council approved a 2020/2021 mid-year budget update.

Attachments:

Attachment '1' - 2021/2022 Draft Budget Amendment Document

Attachment '2' - Resolution 2021-10

<p>Recommended motion to be made by Council/Board: I move to adopt Resolution 2021-10 as presented.</p>
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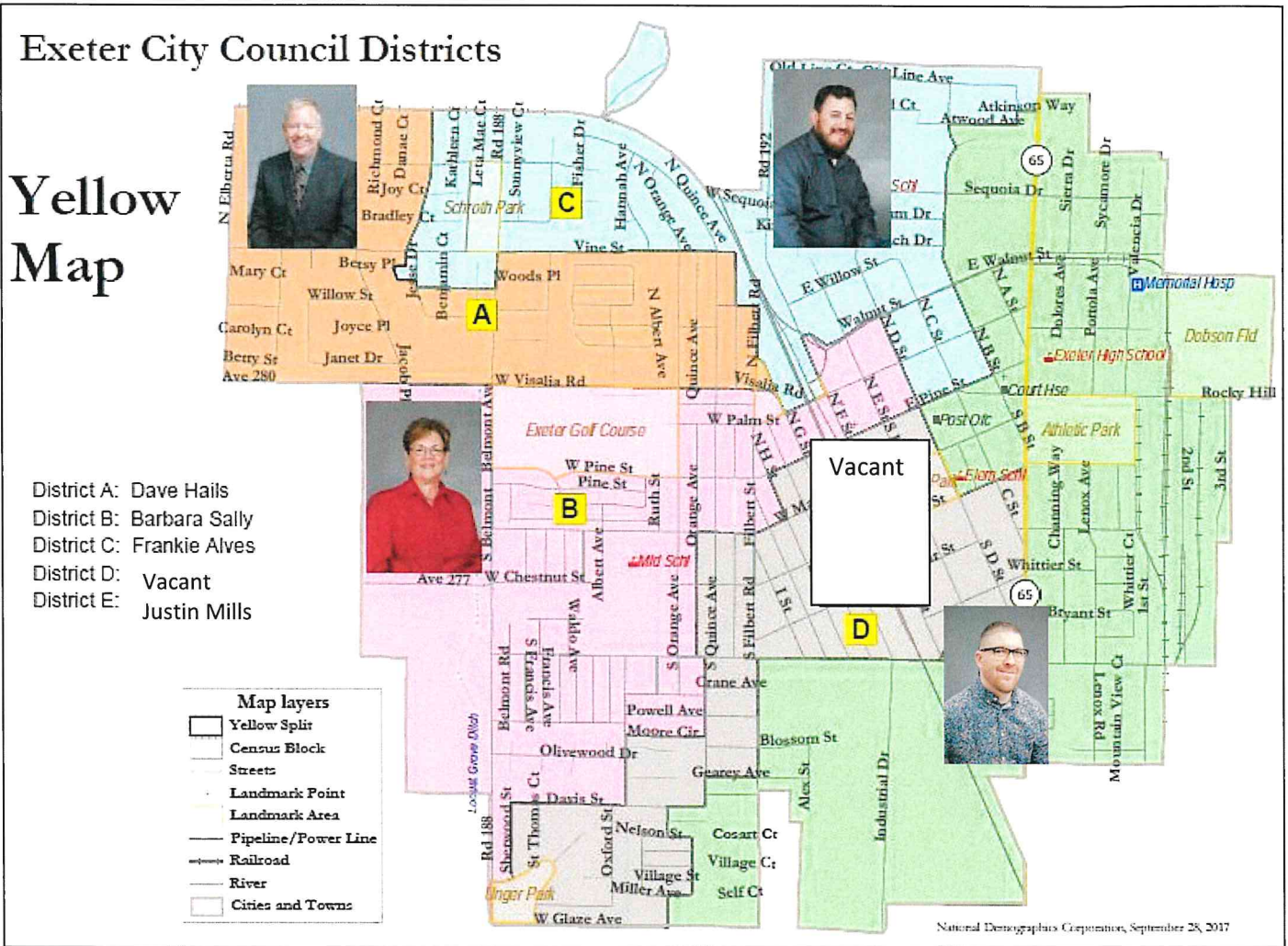


Budget Amendment

FY 2021-22

(attachment to original budget document)

Exeter, California



Exeter City Council

April 19, 2021

City Council: Mayor Barbara Sally
 Mayor Pro Tem Frankie Alves
 Vacant
 Dave Hails
 Justin Mills

City Administrator – Adam Ennis

Finance Director/Treasurer – Vacant

Chief of Police – John Hall

City Clerk/Human Resources Manager – Shonna Oneal

Director of Public Works - Daymon Qualls

City Organizational Chart

April 19, 2021

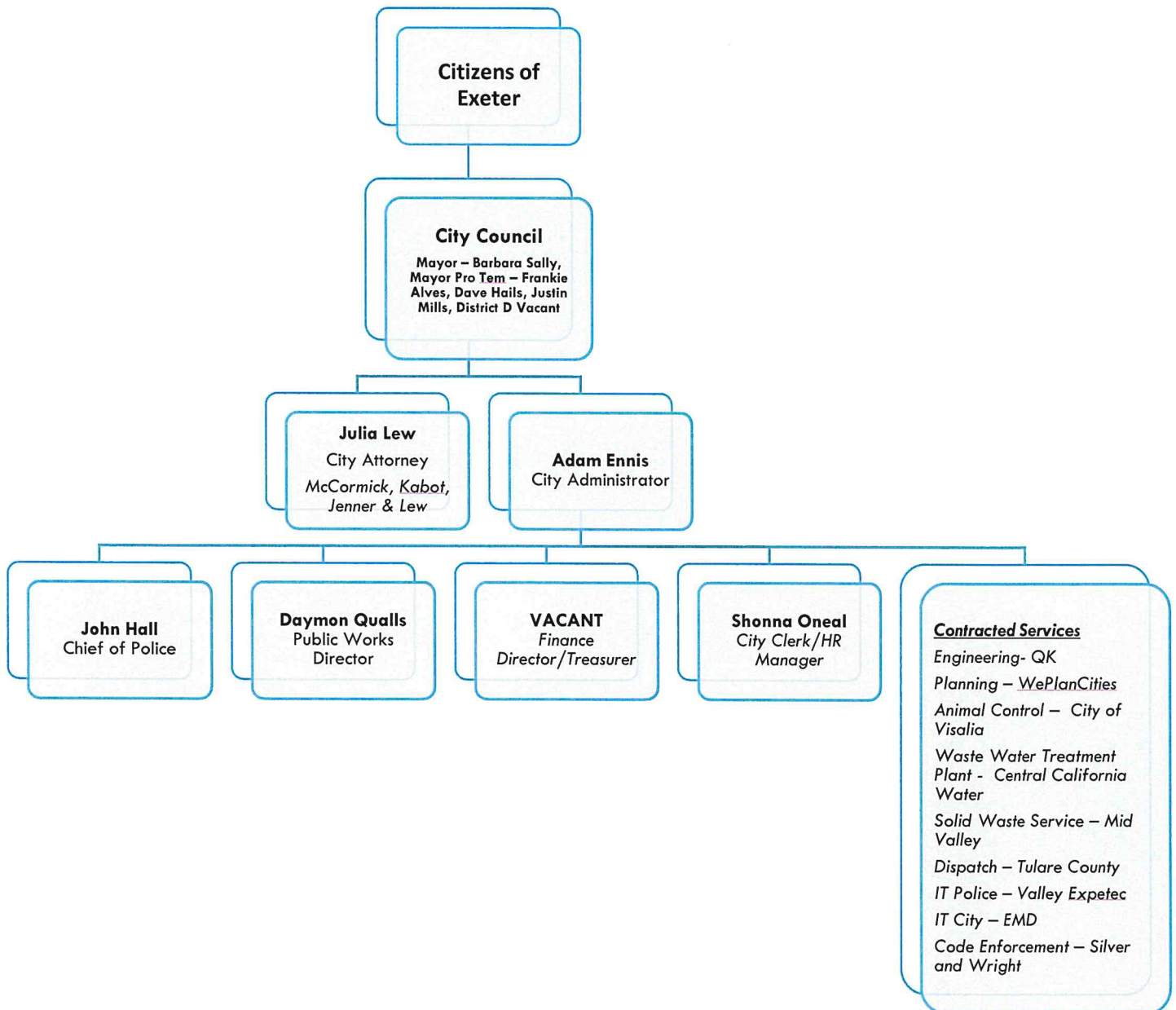


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 General Government

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 Recreation

 Parks

 Measure P

 Water (no change from original)

 Sewer (no change from original)

 Sanitation (no change from original)

 Road Funds (no change from original)

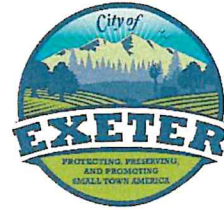
 Housing Funds (no change from original)

 Other Special Revenue Funds (no change from original)

Supplemental Information

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May 11, 2021

Mayor and City Council:

We are pleased to bring this budget amendment to the Council for consideration of needed adjustments and inclusion of Measure P for the first full year. The budget sheets attached herein are intended to update and replace their counterpart sheets/sections, or for new components such as the Measure P Fund add to the 2021-2022 budget as adopted by City Council on June 23, 2020. The amended sheets attached are for only the fiscal year 2021-2022. All other aspects of the original budget document for fiscal years 2020-2021 and 2021-2022 remain as originally adopted or otherwise amended by City Council in separate action.

Sincerely,

Adam Ennis
City Administrator

Summary of Transfers

Summary of Transfers			
All Amounts in Thousands			
<u>FY 2021/2022</u>			
Gas Tax	138	General Fund	564
Transportation	200		
Measure P	<u>226</u>		
	564		
<p>To fund qualified street expenditures in the General Fund. General Fund net expenditure for roads must be at least \$100,000.</p> <p>Measure P funds a Police Officer, Sergeant (reclass) and Lieutenant (reclass) and other Expenditure Plan approved operational needs.</p>			

Fund Summaries

2021/2022 Estimated Fund Summaries

Summary	General Fund	Capital Fund	Special Revenue Funds			Enterprises			Internal	Total
		Measure P	Roads	Housing	Other Special Revenues	Water	Sewer	Sanitation	Insurance	Budget
Amounts in Thousands										
7/1/2021										
Balance	1,386	16	2,294	352	1,277	767	76	(45)	131	6,255
Revenues	4,437	851	2,900	111	187	2,385	1,681	1,225	120	13,897
Charges to other funds									1,085	1,085
Transfers In	564									564
Resources	5,001	851	2,900	111	187	2,385	1,681	1,225	1,205	15,546
Expenditures										
- Operations	(4,816)		(111)	(272)	(96)	(1,767)	(1,170)	(1,211)	(1,204)	(10,646)
- Capital	(45)	(456)	(3,834)	-	(120)	(1,150)	(369)	-	-	(5,974)
Transfers Out		(226)	(338)			-	-	-		(564)
Uses	(4,861)	(682)	(4,283)	(272)	(216)	(2,917)	(1,539)	(1,211)	(1,204)	(17,184)
<i>Revenues Over/(Under)</i>	140	169	(1,383)	(161)	(29)	(532)	142	14	1	(1,638)
6/30/2022										
Balance	1,527	185	911	191	1,249	235	218	(31)	133	4,617

General Fund Income Statement and Revenues

General Fund Summary		
All Amounts in Thousands		
FY 2021/2022		
	Original	Amended
	FY 2021-22	FY 2021-22
General Fund Revenues	4,204	4,437
- Transfer In	319	564
Total Resources	4,523	5,001
Expenditures		
Operations		
- Council	2	5
- Administrator	94	95
- Finance	81	85
- General Government	749	895
- Police	2,855	2,972
- Streets	419	438
- Recreation	155	145
- Parks	168	180
Capital	-	45
	-	-
	4,523	4,861
Reserves	-	140
Revenues Over/(under)		
Expenditures	-	0

Revenue Summary – General Fund (2021-2022 amended)

City of Exeter General Fund		FY 18/19	Audited FY 19/20	Adj	Amended FY 20/21	Amended FY 21/22
104.300.001.000	CURRENT TAXES-SECURED	803,853	825,013	0.1%	843,791	844,200
104.300.002.000	CURRENT TAXES-UNSECURED	47,307	49,337	0.0%	49,038	49,000
104.300.002.005	ABX1 26 RESIDUAL	-	-	2.0%	-	-
104.300.003.000	PRIOR YEARS TAXES-SECURED	14,959	14,954	2.0%	15,300	15,600
104.300.004.000	PRIOR YEAR TAXES-UNSECURED	714	830	2.0%	800	800
104.300.006.000	PROPERTY TAX INTEREST	3,625	3,330	0.0%	3,000	3,000
104.300.007.000	PROPERTY TRANSFER 1430	20,749	24,924	0.0%	21,000	21,000
104.300.008.000	SUPPLEMENTAL PROPERTY TAXES	14,921	16,287	0.0%	16,300	16,300
104.300.009.000	OTHER SERVICES LANDS & LIGHT	-	-	0.0%	-	-
104.300.009.001	FIRE TAX	219,611	258,894	0.0%	225,394	225,394
104.300.010.000	CRIME PREVENTION	7	25	2.0%	-	-
104.300.011.000	PROP 172	88,791	88,663	2.2%	92,000	100,500
104.300.013.000	TRAFFIC SAFETY	-	-	2.0%	-	-
104.300.013.003	SLETF AB3229 LOCAL LAW ENFOR	-	-	0.0%	-	-
104.300.014.000	ERAF S&U TAX 1312	-	-	2.0%	-	-
104.301.001.000	SALES AND USE TAX	856,069	867,978	2.2%	744,000	841,000
104.301.002.000	TRANSIENT LODGING TAX	114,550	100,036	0.0%	91,600	108,500
104.301.003.000	FRANCHISE	162,572	181,989	2.0%	185,600	189,300
104.301.004.000	PROPERTY TAX REAL 5380	6,992	6,799	2.0%	6,545	6,700
104.301.005.000	UTILITY TAX	564,546	583,866	0.0%	583,900	583,900
104.301.006.000	CHILD PASSENGER SEAT (3051)	79	99	2.0%	100	100
104.301.007.000	BICYCLE SAFETY (3054)	-	3	2.0%	-	-
104.301.008.000	AIRCRAFT 1450	-	688	2.0%	-	-
104.302.001.000	BUSINESS LICENSE	56,805	50,363	1.0%	50,900	51,400
104.302.002.000	BICYCLE LICENSE	-	-	2.0%	-	-
104.302.003.000	DOG LICENSE	2,335	4,370	2.0%	4,500	4,600
104.303.004.000	OTHER LICENSES & PERMITS	7,492	5,790	2.0%	6,003	6,100
104.304.001.000	VEHICLE CODE FINES	12,684	16,241	2.0%	12,900	13,200
104.304.002.000	OTHER COURT FINES	775	575	2.0%	600	600
104.304.003.000	PARKING FINES	8,755	8,748	2.0%	7,953	8,100
104.304.004.000	TRAFFIC SCHOOL	1	-	2.0%	-	-
104.304.005.000	RED LIGHT VIOLATION (3011)	144	472	2.0%	-	-
104.304.007.000	PUBLIC SAFETY FINES & FEES	24,053	26,233	0.0%	26,200	26,200
104.304.008.000	PROOF OF CORRECTION	170	215	2.0%	200	200
104.304.009.000	TOWING REVENUE	10,426	14,919	2.0%	-	-
104.305.001.000	INVESTMENT EARNINGS	25,610	40,580	2.0%	2,200	2,200
104.305.002.000	RENTS AND CONCESSIONS	35,140	33,295	2.0%	6,700	6,800
104.305.003.000	SALE OF PROPERTY	7,537	17,549	-	-	-
104.305.005.001	TRANSFER IN ALLEY REPAIRS	0	-	2.0%	-	-
104.305.007.000	RECREATION HOUSE RENT	6,000	6,000	0.0%	6,000	-
104.305.010.000	PROCEEDS FROM SALE OF ASSETS	-	-	2.0%	-	-
104.305.076.000	TRANSFER IN	-	-	2.0%	-	-
104.306.002.000	STATE MOTOR VEHICLE IN LIEU	1,008,882	1,050,696	0.0%	1,095,194	1,095,200
104.306.006.000	VEHICLE LICENSE FEE EXCESS	5,361	8,708	2.0%	5,000	5,100
104.306.008.000	CNG FUEL REIMBURSEMENT	-	(634)	2.0%	-	-
104.306.010.000	TULARE COUNTY	-	-	2.0%	-	-
104.306.016.000	STATE MANDATED REIMBURSE	-	-	2.0%	-	2,000
104.306.017.001	FEDERAL GRANT	-	19,190	2.0%	-	-
104.306.017.002	POST REIMB TRAINING	3,110	9,455	0.0%	6,200	6,200
104.306.017.003	OTHER GRANTS	12,441	-	2.0%	-	-
104.306.017.004	COMBAT AUTO THIEF PROGRAM	-	-	2.0%	-	-
104.306.017.005	JAG RECOVERY GRANT	-	-	2.0%	-	-
104.306.017.006	AB109 MITIGATION	-	-	2.0%	-	-
104.306.017.007	COVID RELIEF	-	-	0.0%	136,189	-
104.306.018.001	FIRE EQUIP DONATION	-	-	2.0%	-	-
104.306.019.000	FIRE ENGINE CALL OUT REIMBUR	-	-	2.0%	-	-
104.307.001.000	ZONING AND SUBDIVISION FEE	10,525	7,450	2.0%	8,000	8,200
104.307.002.000	RECREATION FEES	57,632	23,075	0.0%	-	28,500
104.307.004.000	OTHER	48,194	507	2.0%	500	500
104.307.004.001	OTHER - DONATIONS	845	5,363	2.0%	-	-
104.307.004.002	OTHER REBATES/INCENTIVE PROG	206	81	2.0%	-	-
104.307.004.003	OTHER CURB/SIDWALK/GUTTER	99	125	2.0%	-	-
104.307.004.005	OTHER STATE REIMBURSE HWY 65	5,888	5,888	2.0%	5,900	5,900
104.307.004.006	OTHER-ABATEMENT	70,803	4,601	-	30,000	30,000
104.307.005.000	POLICE SERVICES	70,000	70,988	0.0%	70,000	70,000
104.307.005.001	JUVENILE DIVERSION PR	-	-	2.0%	-	-
104.307.006.008	INVESTMENT ACTIVITY	-	-	2.0%	-	-
104.307.007.000	STREET SWEEPING, LEAF	57,442	61,480	2.0%	59,000	60,750
Total Revenues:		4,468,700	4,516,036		4,418,507	4,437,044

Departmental Budgets

City Council 104.401

Budget

		2022 Amended
<i>Council</i>		
104.401.001.000	SALARIES REGULAR	1,200
104.401.006.000	SOCIAL SECURITY - MEDICARE	20
104.401.011.000	OFFICE EXPENSE	200
104.401.012.000	SPECIAL DEPT EXPENSE	3,500
104.401.025.000	TRAVEL CONFERENCE & MEETINGS	500
104.401.027.000	COUNCIL MEEINGS	
Total		5,420

Budget Highlights

This is an amendment to the original 2021-2022 budget detail. The most significant change is \$3,500 in 'Special Dept Expense' for estimated consultant costs for district election analysis.

City Administration 104.402

Budget

		2022 Amended
<u>Administration</u>		
104.402.001.000	SALARIES - REGULAR	64,300
104.402.004.000	DISABILITY INSURANCE	-
104.402.005.000	RETIREMENT AND LIFE INSUR	16,900
104.402.006.000	SOCIAL SECURITY-MEDICARE	900
104.402.007.000	UNEMPLOYMENT INSURANCE	-
104.402.008.000	HEALTH INSURANCE	8,300
104.402.009.000	WORKERS COMP (SELF INS)	1,700
104.402.011.000	OFFICE EXPENSE	1,000
104.402.012.000	SPECIAL DEPARTMENT EXPENSE	200
104.402.016.000	TELEPHONE	280
104.402.020.000	MAINT & OPERATION OF VEHICLE	100
104.402.022.000	CONTRACTUAL SERVICES	-
104.402.024.000	MEMBERSHIPS AND DUES	250
104.402.025.000	TRAVEL CONFERENCES & MEETING	500
104.402.026.000	TRAINING	400
		94,830

Budget Highlights

This is an amendment to the original 2021-2022 budget detail

Finance 104.403

Assigned Personnel

Finance Director –	1
Financial Analyst -	1
Accounting Assistants -	2
Office Assistant (Temporary)	1
Staff Assistant II (hourly)	1

Budget

		2022 Amended
<i>Finance</i>		
104.403.001.000	SALARIES - REGULAR	43,100
104.403.002.000	SALARIES-TEMPORARY	1,800
104.403.003.000	SALARIES - OVERTIME	-
104.403.004.000	DISABILITY INSURANCE	-
104.403.005.000	RETIREMENT AND LIFE INSUR	10,200
104.403.006.000	SOCIAL SECURITY-MEDICARE	600
104.403.007.000	UNEMPLOYMENT INSURANCE	-
104.403.008.000	HEALTH INSURANCE	5,600
104.403.009.000	WORKERS COMP (SELF INS)	1,400
104.403.011.000	OFFICE EXPENSE	3,000
104.403.011.001	FURNITURE	-
104.403.013.000	OFFICE EQUIPMENT EXPENSE	-
104.403.016.000	TELEPHONE	240
104.403.020.000	MAINT & OPERATION OF VEHICLE	-
104.403.022.000	CONTRACTUAL SERVICES	18,000
104.403.024.000	MEMBERSHIPS AND DUES	370
104.403.025.000	TRAVEL CONFERENCES & MEETING	400
104.403.026.000	TRAINING	255
		<u>84,965</u>

Budget Highlights

This is an amendment to the original 2021-2022 budget detail. Personnel costs are allocated to the General Government Division, Internal Service Funds as well as Enterprise Funds for their share of costs.

City of Exeter Budget Amendment 2021-2022

General Government 104.404
Budget

		2022 Amended
<i>General Government</i>		
104.404.001.000	SALARIES - REGULAR	117,500
104.404.002.000	SALARIES - TEMPORARY	-
104.404.003.000	SALARIES - OVERTIME	1,100
104.404.004.000	DISABILITY INSURANCE	-
104.404.005.000	RETIREMENT AND LIFE INSUR	23,600
104.404.006.000	SOCIAL SECURITY-MEDICARE	1,700
104.404.008.000	HEALTH INSURANCE	30,600
104.404.009.000	WORKERS COMP (SELF INS)	2,400
104.404.011.000	OFFICE EXPENSE	2,500
104.404.012.000	SPECIAL DEPARTMENT EXPENSE	2,000
104.404.013.000	OFFICE EQUIPMENT EXPENSE	500
104.404.015.001	ADVERTISING	4,500
104.404.015.002	ELECTIONS	0
104.404.016.000	TELEPHONE	840
104.404.017.000	UTILITIES	1,800
104.404.018.000	RENTS AND LEASES	60
104.404.019.000	MAINT OF BLDGS STRUCT & GRND	7,038
104.404.019.001	CITY HOUSE-RENTAL	0
104.404.019.002	CODE ENFORCEMENT	65,000
104.404.020.000	MAINT & OPERATION OF VEHICLE	0
104.404.021.000	PROFESSIONAL SERVICES	40,000
104.404.021.001	ENGINEERING FEES	30,000
104.404.021.002	ATTORNEY FEES	50,000
104.404.021.003	BUILDING INSPECTION FEES	0
104.404.021.004	AUDITOR FEES	25,000
104.404.021.005	CODIFICATION OF ORDINANCES	1,000
104.404.021.006	PLANNING SERVICES	37,000
104.404.021.007	ECONOMIC DEVELOPMENT	-
104.404.022.000	CONTRACTUAL SERVICES	27,000
104.404.022.001	FIRE	290,000
104.404.022.002	ANIMAL CONTROL	76,000
104.404.022.003	ADMIN SERVICES TU CO	27,000
104.404.022.074	FIRE GRANT EQUIPMENT	0
104.404.023.000	INSURANCE BONDS & RETIREMENT	21,300
104.404.024.000	MEMBERSHIPS AND DUES	3,500
104.404.033.000	PERSONNEL EXPENSE	1,150
104.404.034.000	COMMUNITY CENTER	0
104.404.035.000	SETTLEMENT COSTS	0
104.404.050.000	DONATIONS	0
104.404.051.000	CHAMBER OF COMMERCE	4,000
104.404.052.000	CONTINGENCY	0
104.404.053.000	INVESTMENTS (LOSS)	0
104.404.073.000	CAPITAL OUTLAY	0
104.404.073.002	GOVERNMENT BUILDINGS CAPITAL	0
104.404.074.000	EQUIPMENT	0
104.404.074.003	CNG STATION	0
104.404.075.000	OTHER USE OF FUNDS	0
104.404.075.001	TRANSFER-VEHICLE RESERVE	0
		894,088

Budget Highlights

This is an amendment to the original 2021-2022 budget detail. The significant change in this division is the addition of a Community Services Officer (for Code Enforcement and supplementing Police Administration) is now funded here along with and additional \$5,000 of operational expenses (019.002) offset by a Measure P Transfer of funding.

Police 104.421

Budget

		2022 Amended
<i>Police</i>		
104.421.001.000	SALARIES - REGULAR	1,412,700
104.421.002.000	SALARIES-TEMPORARY	20,000
104.421.003.000	SALARIES-OVERTIME	80,000
104.421.004.000	DISABILITY INSURANCE	600
104.421.005.000	RETIREMENT AND LIFE INSUR	428,500
104.421.006.000	SOCIAL SECURITY-MEDICARE	20,500
104.421.008.000	HEALTH INSURANCE	268,300
104.421.009.000	WORKERS COMP (SELF INS)	107,400
104.421.011.000	OFFICE EXPENSE	5,000
104.421.012.000	SPECIAL DEPARTMENT EXPENSE	20,000
104.421.012.001	K9 PROGRAM	3,000
104.421.012.002	SPECIAL PROGRAMS	0
104.421.012.003	TRAFFIC COSTS	0
104.421.013.000	OFFICE EQUIPMENT EXPENSE	6,000
104.421.014.000	CLOTHING AND PERSONAL EXP	5,500
104.421.016.000	TELEPHONE	25,500
104.421.017.000	UTILITIES	14,500
104.421.019.000	MAINT BLDGS,STRUCT & GRNDS	23,600
104.421.020.000	MAINT & OPERATION OF VEHICLE	133,000
104.421.022.000	CONTRACTUAL SERVICES	235,000
104.421.022.001	MAINTENANCE CONTRACTS	
104.421.022.002	LEASE PAYMENTS-UNITS	
104.421.023.000	INSURANCE BONDS & RETIRE	116,600
104.421.024.000	MEMBERSHIPS AND DUES	1,200
104.421.025.000	TRAVEL CONFERENCES & MEETING	1,200
104.421.026.000	TRAINING	17,000
104.421.026.001	POST TRAINING	6,200
104.421.029.001	COMBAT AUTO THEFT PROGRAM	
104.421.033.000	PERSONNEL EXPENSE	4,500
104.421.034.000	RADIO EXPENSE	4,500
104.421.035.000	SAFETY EQUIPMENT	12,000
104.421.071.001	DEBT PRINCIPLE	0
104.421.071.002	DEBT INTEREST	0
104.421.074.000	EQUIPMENT	0
		<u>2,972,300</u>

Budget Highlights

This is an amendment to the original 2021-2022 budget detail. The significant change in this amendment is the funding of a police officer and reclassification of two officer positions to a Sergeant and Lieutenant, these additions are offset by a Measure P Transfer of funding.

Streets 104.431

Budget

		2022 Amended
<u>Streets</u>		
104.431.001.000	SALARIES - REGULAR	163,700
104.431.002.000	SALARIES - TEMPORARY	45,000
104.431.003.000	SALARIES - OVERTIME	1,000
104.431.004.000	DISABILITY INSURANCE	-
104.431.005.000	RETIREMENT AND LIFE INSUR	37,200
104.431.006.000	SOCIAL SECURITY-MEDICARE	2,400
104.431.007.000	UNEMPLOYMENT INSURANCE	-
104.431.008.000	HEALTH INSURANCE	33,100
104.431.009.000	WORKERS COMP (SELF INS)	25,200
104.431.011.000	OFFICE EXPENSE	500
104.431.012.000	SPECIAL DEPARTMENT EXPENSE	1000
104.431.013.000	OFFICE EQUIPMENT EXP	500
104.431.014.000	CLOTHING & PERSONAL EXPENSE	1,700
104.431.016.000	TELEPHONE	4,300
104.431.017.000	UTILITIES	5,100
104.431.019.000	MAINT OF BLDGS,STRUCT & GRND	4,200
104.431.020.000	MAINT & OPERATION OF VEHICLE	16,000
104.431.021.000	PROFESSIONAL SERVICES	8,000
104.431.022.000	CONTRACTUAL SERVICES	40,000
104.431.023.000	INSURANCE, BONDS & RETIREM	19,200
104.431.024.000	MEMBERSHIPS AND DUES	3,000
104.431.025.000	TRAVEL CONFERENCES & MEETING	400
104.431.026.000	TRAINING	300
104.431.028.000	LANDSCAPE PROJECT	
104.431.029.000	STREET MAINTENANCE	25,100
104.431.033.000	PERSONNEL EXPENSES	1,000
104.431.071.000	TCAG PROJECT	
104.431.071.003	CMAQ STREETS PROJECT	
104.431.072.000	PROPERTY IMPROVEMENTS	
104.431.073.001	PROPERTY IMPROVEMENTS	
104.431.073.000	ALLEY PROJECTS	0
104.431.074.000	EQUIPMENT	
		437,900

Budget Highlights

This is an amendment to the original 2021-2022 budget detail.

Recreation 104.471

Budget

			2022 Amended
Recreation			
104.471.001.000	SALARIES - REGULAR		48,100
104.471.002.000	SALARIES - TEMPORARY		35,000
104.471.004.000	DISABILITY INSURANCE		-
104.471.005.000	RETIREMENT AND LIFE INSUR		12,300
104.471.006.000	SOCIAL SECURITY-MEDICARE		700
104.471.007.000	UNEMPLOYMENT INSURANCE		-
104.471.008.000	HEALTH INSURANCE		11,800
104.471.009.000	WORKERS COMP (SELF INS)		1,800
104.471.011.000	OFFICE EXPENSE		1,300
104.471.012.000	SPECIAL DEPARTMENT EXPENSE		18,000
104.471.015.000	ADVERTISING & PUBLICATIONS		-
104.471.016.000	TELEPHONE		1,200
104.471.017.000	UTILITIES		10,400
104.471.020.000	MAINT & OPERATION OF VEHICLE		-
104.471.022.000	CONTRACTUAL SERVICES		-
104.471.023.000	INSURANCE, BONDS & RETIR		5,300
104.471.024.000	MEMBERSHIPS AND DUES		-
104.471.025.000	TRAVEL CONFERENCES & MEETING		100
104.471.074.000	EQUIPMENT		0
			<u>146,000</u>

Budget Highlights

This is an amendment to the original 2021-2022 budget detail. The Recreation Division was laid off about September 2020, this division will need staffing restarted. There is a budget in place for one full time employee and a full time equivalent in hourly employee salaries for employees to work in programs that are restarted. There are many supplies for programs currently on hand so the main expense will be staffing and time needed to plan the restart of programs.

Parks 104.472

Budget

		2022 Amended
<u>Recreation</u>		
<u>Parks</u>		
104.472.001.000	SALARIES - REGULAR	9,100
104.472.002.000	SALARIES - TEMPORARY	-
104.472.003.000	SALARIES - OVERTIME	-
104.472.004.000	DISABILITY INSURANCE	-
104.472.005.000	RETIREMENT AND LIFE INSUR	2,500
104.472.006.000	SOCIAL SECURITY-MEDICARE	100
104.472.008.000	HEALTH INSURANCE	2,800
104.472.009.000	WORKERS COMP (SELF INS)	2,100
104.472.012.000	SPECIAL DEPARTMENT EXPENSE	0
104.472.014.000	CLOTHING AND PERSONAL EXPENS	600
104.472.017.000	UTILITIES	7,500
104.472.018.000	LEASES AND PROPERTY TAXES	0
104.472.019.000	MAINT OF BLDGS, STRUCT & GRN	130,000
104.472.019.001	TREE TRIMMING	15,000
104.472.019.002	EQUIP/TOOLS	0
104.472.020.000	MAINT & OPERATION OF VEHICLE	3,000
104.472.023.000	INSURANCE, BONDS & RETIREM	7,600
104.472.026.000	TRAINING	0
104.472.027.000	LANDSCAPE / LIGHTING	0
104.472.033.000	PERSONNEL Expenses	0
104.472.073.000	PARK CAPITAL	0
104.472.074.000	EQUIPMENT	0
104.472.074.001	BARK PARK	0
		180,300

Budget Highlights

This is an amendment to the original 2021-2022 budget detail. The significant change in this division is increasing the tree trimming budget to take care of necessary maintenance at the City's Parks.

Misc. – Other Special Revenue Funds

<u>CASp (Certified Access Specialist program)</u>		<u>2021</u>
135.000.022.000	Professional services	\$7,500
<u>COPS</u>		
	Police Vehicle (2)	
137.421.074.049	Replacements	\$120,000

(to include in Capital Improvement Program in future years)

Donations

138.421.012.000	Donor directed purchases	\$10,000
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Landscape and Lighting Maintenance Assessment Districts (LLMAD)

140.000.022.000	Professional services	\$79,000
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Business Improvement Program Fund (110)

This fund has approximately a \$636,000 Fund Balance which has been restricted for a Special Purpose for many years with no active program in place and one outstanding loan. This shall be moved to the General Fund as a “Committed Fund Balance” (pending an outside agency’s claim to this funding) until 7/1/2024 at which time it may be unrestricted as Council desires.

Measure P

Budget

2021

141 MEASURE P

141.404.075.000	XFER OUT TO OTHER FUND (GEN GOVT)	\$70,300
141.421.075.000	XFER OUT TO OTHER FUND (POLICE)	\$155,900
	Total	\$226,200

(reflected in Transfer Summary)

This Capital Project Fund receives monies from the Measure P 1 cent Transactions and Use Tax (Ordinance 694) approved by voters of City of Exeter in November of 2020. The operating budget line items are to cover the costs of a Community Services Officer (including Code Enforcement) part of the General Government Division and to cover the costs of a Police Officer and reclassification of two officer positions (formerly Officer In Charge special pays) to a Sergeant and Lieutenant position in the Police Department. In addition, all projects are listed in the Capital Improvement Program Budget Sheet for Measure P for fiscal year 2021-2022 as approved by the Measure P Expenditure Plan.

Salary Schedule (as of 5/1/2021)

Miscellaneous Classifications	Step A	Step B	Step C	Step D	Step E	Step PATTERN
FY 2021-2022						
City Administrator	11,186	11,775	12,265	12,776	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	7,229	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*
Crew Leader	3,767	3,965	4,174	4,394	4,625	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*
Office/Police Records Assistant	2,996	3,146	3,303	3,468	3,642	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*
Community Services Officer	3,626	3,817	4,018	4,229	4,452	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	9,018	9,469	9,848	10,242	10,652	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.						

Hourly Position Salary Schedule
By Calendar Year

Hourly Pay Ranges

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Recreation Assistant	\$13.00	\$14.00	\$15.00
Sport Official	\$13.00	\$14.00	\$15.00
Maintenance	\$13.00	\$14.00	\$15.00
Office/Administrative I	\$13.00	\$14.00	\$15.00
Office/Administrative II	\$15.00	\$16.00	\$17.00
Police Reserve	\$19.00	\$19.00	\$25.00

Personnel Allocations

Personnel Allocation
Apr-21

												General Fund								
												General				General				
Name	Dept	Pos	Cc	Admin	Fin	Government	Police	Streets	Rec.	Parks	Ins	Fund	Water	Sewer	Refuse	Total				
Ennis	Adm	Admin		0.30	-	-	-	0.08	-	-	0.09	0.47	0.25	0.25	0.03	1.00				
Vacant	Adm	Office		-	-	0.20	-	-	-	-	0.05	0.25	0.13	0.13	-	0.50				
Oneal, S	Adm	Per. Offcr		0.15	-	0.20	-	-	-	-	0.25	0.60	0.25	0.15	-	1.00				
Vacant	PD	CS/Code		-	-	1.00	-	-	-	-	-	1.00	-	-	-	1.00				
Arroyo, MPW	M1			-	-	-	-	0.15	-	-	-	0.15	0.45	0.40	-	1.00				
Aldridge, PW	PW			-	-	-	-	0.35	-	-	-	0.35	0.40	0.20	0.05	1.00				
Espinola, IPW	Op Mgr			-	-	-	0.10	0.20	-	-	-	0.30	0.40	0.25	0.05	1.00				
Huggins, kPW	Mech			-	-	-	0.20	0.20	-	-	-	0.40	0.30	0.30	-	1.00				
Millian, MPW	M1			-	-	-	-	0.10	-	-	-	0.10	0.75	0.15	-	1.00				
Miller, J	PW	M1		-	-	-	-	0.10	-	-	-	0.10	0.75	0.15	-	1.00				
Qualls, D	PW	PW Dir		-	-	-	-	0.30	-	-	-	0.30	0.35	0.25	0.10	1.00				
Quiroz, p	PW	M1		-	-	-	-	0.05	-	0.20	-	0.25	0.38	0.38	-	1.00				
Brassfield	PW	M1		-	-	-	-	0.15	-	-	-	0.15	0.43	0.42	-	1.00				
Ramirez, PW	M1			-	-	-	-	0.50	-	-	-	0.50	0.45	0.05	-	1.00				
Tavarez	Fin	Fin Dir		-	0.25	-	-	0.10	-	-	0.08	0.43	0.27	0.26	0.04	1.00				
Carter, A	Rec	Office Ass		-	-	0.20	-	-	0.05	-	-	0.25	0.30	0.30	0.15	1.00				
Franco	Fin	AA		-	0.15	-	-	0.10	-	-	0.05	0.30	0.30	0.30	0.10	1.00				
Vacant	Fin	AA		-	-	0.30	-	-	-	-	-	0.30	0.30	0.30	0.10	1.00				
Hernande	Fin	AA		-	-	0.30	-	-	-	-	-	0.30	0.30	0.30	0.10	1.00				
Vacant	Rec	Rec Sup		-	-	0.05	-	-	0.85	-	-	0.90	0.05	0.05	-	1.00				
Police Personnel				-	-	-	18.50	-	-	-	-	18.50				18.50				
Total				0.45	0.40	2.25	18.80	2.38	0.90	0.20	0.52	25.90	6.80	4.58	0.72	38.00				
				1.2%	1.1%	5.9%	49.5%	6.3%	2.4%	0.5%	1.4%	68.2%	17.9%	12.1%	1.9%	100.0%				

Police Personnel

Chief	1	
Lieutenant	2	1 - offset w/ Measure P (Officer vs. Lt.)
Sergeant	4	1 - offset w/ Measure P (Officer vs. Sgt.)
Detective	2	
Police Officer	8	(Includes 1 EUSD funding offset in General Fund and 1 offset with Measure P)
Office Assistant	0.5	
Sr. Clerk Dispatcher	1	
	18.5	

RESOLUTION 2021-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AMENDING THE BUDGET FOR FISCAL YEAR 2021/2022, RATIFYING THE FISCAL YEAR 2021/2022 SALARY SCHEDULE FOR ALL REGULAR AND PART-TIME EMPLOYEES, CITY COUNCIL MEMBERS, AND SEASONAL/TEMPORARY EMPLOYEES, ADDING THE CLASSIFICATION OF COMMUNITY SERVICES OFFICER, AND TRANSFERRING THE BUSINESS IMPROVEMENT FUND TO THE GENERAL FUND AS A COMMITTED FUND BALANCE FOR A MINIMUM OF THREE YEARS

WHEREAS, the City of Exeter City Council held a public hearing on May 11, 2021 on a budget amendment for the City of Exeter for the 2021-22 fiscal year; and,

WHEREAS, an updated Salary Schedule and Personnel Cost Allocation is hereby adopted as shown in the 2021-22 Budget Amendment Document and adds the classification of Community Services Officer and sets the rate of monthly pay range at \$3,626-\$4,452; and,

WHEREAS, City Council authorizes the Business Improvement Program Fund Balance to be moved to the General Fund as a "Committed Fund Balance" which at the end of three years (at 7/1/2024) unless otherwise found to be restricted by an outside agency shall be moved to the General Fund's "Unrestricted Fund Balance"; 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.

WHEREAS, the approval of an amendment to the Capital Improvement Program for 2021-22 and in concept out to 2025-26, as part of the multi-year budget is necessary to include the Measure P Fund.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Exeter that the budget for the 2021-22 fiscal year totaling \$17,184,000 for all funds be approved as reflected in the 2021-22 budget amendment document.

SECTION 1. That the Citywide Salary and Pay Schedule contained in Attachment "A" 2021/2022 Salary Schedule, attached hereto and made a part hereof, is hereby approved 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 adds the classification of Community Services Officer setting the rate of monthly pay range at \$3,626-\$4,452;

SECTION 2. 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 3. 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 4. 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.

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.

BE IT FURTHER RESOLVED by the City Council of the City of Exeter that any currently active capital projects and operating funds that do not meet the criteria to be encumbered or designated, be re-appropriated.

Passed, approved, and adopted this 11th day of MAY 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mayor

ATTEST:

City Clerk

RESOLUTION 2021-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AMENDING THE BUDGET FOR FISCAL YEAR 2021/2022, RATIFYING THE FISCAL YEAR 2021/2022 SALARY SCHEDULE FOR ALL REGULAR AND PART-TIME EMPLOYEES, CITY COUNCIL MEMBERS, AND SEASONAL/TEMPORARY EMPLOYEES, ADDING THE CLASSIFICATION OF COMMUNITY SERVICES OFFICER, AND TRANSFERRING THE BUSINESS IMPROVEMENT FUND TO THE GENERAL FUND AS A COMMITTED FUND BALANCE FOR A MINIMUM OF THREE YEARS

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Passed, approved, and adopted this 11th day of MAY 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mayor

ATTEST:

City Clerk