

**EXETER CITY COUNCIL ACTION MINUTES
July 14, 2020**

A closed session of the City Council, City of Exeter was held on Tuesday, July 14, 2020, at 6:30 p.m., via Zoom and in the Exeter City Council Chambers, 137 North F Street, Exeter, California.

COUNCIL PRESENT: Mary Waterman-Philpot, Barbara Sally, Frankie Alves, Dave Hails

COUNCIL ABSENT: None

STAFF PRESENT: Adam Ennis, Julia Lew, Shonna Oneal

A. CALL TO ORDER CLOSED SESSION

Mayor Waterman called the work session to order at 6:33 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.

No public comments were presented.

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

Mayor Waterman-Philpot adjourned to Closed Session at 6:33 p.m.

1. 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, July 14, 2020, at 7:00 p.m., via Zoom and in the Exeter City Council Chambers, 137 North F Street, Exeter, California

COUNCIL PRESENT: Mary Waterman-Philpot, Barbara Sally, Frankie Alves, Dave Hails

COUNCIL ABSENT: None

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

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. City Attorney Julia Lew advised there were no reportable actions.

E. PLEDGE OF ALLEGIANCE AND INVOCATION

The pledge of allegiance was given by Council Member Mayor Pro Tem Sally and an invocation was given by Pastor David Welch.

F. SPECIAL PRESENTATIONS (if any): None

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.

No public comments were presented.

H. CONSENT CALENDAR:

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

- 1. Approve minutes of June 23, 2020**
- 2. Payment of the Bills**
- 3. Payroll: June 26, 2020**
- 4. Treasurer's Report: May 2020**
- 5. Approve a one year extension of the California League of City Employee Association (CLOCEA) and Exeter Police Officers Association (EPOA) Memorandums of Understanding (MOU), change the Christmas Eve Holiday in the MOU's from ½ day to 1 day (based on an 8-hour day) and authorize the City Administrator to make the following optional benefits available to these employee groups as they are developed:**
 - 1) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 2) option to participate in Roth 457 deferred compensation program (with no City contribution).**

I. INDIVIDUAL BUSINESS ITEMS

- 1. Public Hearing Intent to levy and collect assessments of \$79,561.96 on nineteen existing Landscape and Lighting Maintenance Assessment Districts (LLMAD) 00-01; 00-02; 01-01; 01-02; 03-01; 03-02; 04-01; 04-02; 04-03; 04-04; 04-05; 05-01; 05-02; 06-01; 08-01; 91-01A; 91-01B; 97-01; and 98-01; and Adopt Resolution 2020-30 certifying the process to place this Special Assessment and \$106,589.68 on Code Enforcement Nuisance Abatements on the Tulare County secured property tax roll – Financial Analyst Eekhong See provided a PowerPoint highlighting the landscape and lighting maintenance assessment and code enforcement nuisance abatements for Council's review and consideration. Mayor Waterman-Philpot opened the public hearing at 7:11 p.m., receiving no public comment, closed the public hearing at 7:11 p.m. Following no discussion, it was moved by Council Member Hails, seconded by Council Member Alves and unanimously carried to adopt Resolution 2020-30 as presented.**
- 2. Receive presentation on proposed Disc Golf Course Project at Unger Park (with potential future expansion to other parks) to be designed, installed and maintained by the Rocky Hill Triathlon and provide any comments and direction to the Rocky Hill Triathlon and City staff regarding the proposed project.** City Administrator Adam Ennis introduced the item and Charles Duby and Dave Nielsen of the Rocky Hill Triathlon Committee. Mr. Duby and Mr. Nielsen provided the Council with a layout for a proposed disc golf course at Unger Park and requested feedback about the design and implementation. Following brief discussion, it was moved by Council Member Alves, seconded by Mayor Pro Tem Sally and unanimously carried to direct staff to work with the Rocky Hill Triathlon Committee to start the project.
- 3. Public Hearing to consider adoption of Resolution 2020-31 that would adopt the City's five-year Permanent Local Housing Allocation (PLHA) Plan for an affordable housing project to be located in the City of Farmersville and administered by Self-Help Enterprises or Tulare County, authorize the submittal of the application/plan for funding and adopt Resolution 2020-32 authorize the City Administrator to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the PLHA grant awarded.** Finance Director Chris Tavarez introduced the item and Betsy McGovern-Garcia of Self-Help Enterprises. Mayor Waterman-Philpot declared a conflict, recused and excused herself because a potential beneficiary of the action contracts with her for professional services. Ms. McGovern-Garcia provided a brief PowerPoint presentation highlighting the application/plan for funding for the proposed project. Mayor Pro Tem Sally opened the public hearing at 7:13 p.m., receiving no public comment, closed the public hearing at 7:13 p.m. The Council posed questions and City Administrator Adam Ennis and City Attorney Julia Lew provided responses thereto. Following discussion, it was moved by Council Member Hails, seconded by Council Member Alves and carried 3-0 (Mayor Waterman-Philpot recused) to adopt Resolution 2020-31 and Resolution 2020-32 as presented.

4. **Adopt Resolution 2020-33 approving Measure R Expenditure Plan Amendment Five (5).** City Administrator Adam Ennis provided a report for Council's review and consideration. Following brief discussion, it was moved by Council Member Hails, seconded by Council Member Alves and unanimously carried to adopt Resolution 2020-33 as presented.
5. **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.** City Administrator Adam Ennis provided a report for Council's review and consideration. Following discussion, it was moved by Mayor Pro Tem Sally, seconded by Council Member Hails and unanimously carried to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19).
6. **Second reading and adoption of Ordinance #692 amending Ordinance No. 246 of the Exeter Zoning Ordinance relating to the Reclassification of Real Property in Exeter from the CS (Service Commercial) to the RM-1.5 (Multi-Family Residential, one Unit per 1,500 Square Feet) Zone District, ready by title only and waiving further reading.** Mayor Waterman-Philpot gave second reading of Ordinance #692. It was moved by Mayor Pro Tem Sally, seconded by Council Member Alves and unanimously carried to give second reading and adopt Ordinance #692 amending Ordinance No. 246 of the Exeter Zoning Ordinance relating to the Reclassification of Real Property in Exeter from the CS (Service Commercial) to the RM-1.5 (Multi-Family Residential, one Unit per 1,500 Square Feet) Zone District, ready by title only and waiving further reading.
7. **Second reading and adoption of Ordinance #693 amending Exeter's Municipal Code, Title 17: Zoning, ready by title only and waiving further reading.** Mayor Waterman-Philpot gave second reading of Ordinance #693. It was moved by Council Member Alves, seconded by Council Member Hails and unanimously carried to give second reading and adopt Ordinance #693 amending Exeter's Municipal Code, Title 17: Zoning, ready by title only and waiving further reading.
8. **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, 2021, 2) roll over of unused 2019/2020 executive leave, available until 12/31/2020 with no cash out, and authorize the City Administrator to develop the following benefits through Administrative Policies or Rules and Regulations modifications that would be made available to Mr. Tavarez and Mr. Qualls as they are developed: 3) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 4) option to participate in Roth 457 deferred compensation program (with no City contribution), 5) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, and 6) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).** City Administrator Adam Ennis provided a report for Council's review and consideration. Following brief discussion, it was moved by Mayor Pro Tem Sally, seconded by Council Member Hails and unanimously carried to 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, 2021, 2) roll over of unused 2019/2020 executive leave, available until 12/31/2020 with no cash out, and authorize the City Administrator to develop the following benefits through Administrative Policies or Rules and Regulations modifications that would be made available to Mr. Tavarez and Mr. Qualls as they are developed: 3) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 4) option to participate in Roth 457 deferred compensation program (with no City contribution), 5) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, and 6) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).

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9. **Approve and authorize the Mayor and City Administrator to execute an Addendum to Police Chief John Hall's employment contract providing for 1) transition of deferred compensation contribution to salary, adjusted for no extra cost to City representing a change in salary from \$10,105 per month to \$10,652 per month, 2) roll over of unused 2019/2020 executive leave, available until 12/31/2020 with no cash out, and authorize the City Administrator to develop the following benefits through Administrative Policies or Rules and Regulations modifications that would be made available to Chief Hall as they are developed: 3) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 4) option to participate in Roth 457 deferred compensation program (with no City contribution), 5) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, 6) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).** City Administrator Adam Ennis provided a report for Council's review and consideration. Following brief discussion, it was moved by Council Member Hails, seconded by Council Member Alves and unanimously carried to approve and authorize the Mayor and City Administrator to execute an Addendum to Police Chief John Hall's employment contract providing for 1) transition of deferred compensation contribution to salary, adjusted for no extra cost to City representing a change in salary from \$10,105 per month to \$10,652 per month, 2) roll over of unused 2019/2020 executive leave, available until 12/31/2020 with no cash out, and authorize the City Administrator to develop the following benefits through Administrative Policies or Rules and Regulations modifications that would be made available to Chief Hall as they are developed: 3) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 4) option to participate in Roth 457 deferred compensation program (with no City contribution), 5) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, 6) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).
10. **Authorize the City Administrator Adam Ennis to participate in the following benefits through Administrative Policies or Rules and Regulations modifications that are being made available to all management staff as they are developed: 1) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 2) option to participate in Roth 457 deferred compensation program, 3) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, 4) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).** Mayor Waterman-Philpot introduced the item. Following brief discussion, it was moved by Mayor Pro Tem Sally, seconded by Council Member Hails and unanimously carried to authorize the City Administrator Adam Ennis to participate in the following benefits through Administrative Policies or Rules and Regulations modifications that are being made available to all management staff as they are developed 1) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost; 2) option to participate in Roth 457 deferred compensation program, 3) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, and 4) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).
11. **Authorization for the following benefits to be provided to the "middle management group" consisting of the City Clerk/Human Resources Manager, Operations Manager, Financial Analyst and Police Lieutenant positions and authorize the City Administrator to develop the benefits through Administrative Policies or Rules and Regulations modifications that would be made available to the middle management group as they are developed: 1) roll over of unused 2019/2020 executive leave, available until 12/31/2020 with no cash out, 2) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 3) option to participate in Roth 457 deferred compensation program (with no City contribution), 4) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, 5) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).** City Administrator Adam Ennis introduced the item. Following brief discussion, it was moved by Council Member Hails, seconded by Council Member Alves and unanimously carried to authorize the City Administrator to develop the benefits through Administrative Policies or Rules and Regulations modifications that would be made available to the middle management group as they are developed: 1) roll over of unused 2019/2020 executive leave, available until 12/31/2020 with no cash out, 2) option to continue primary health insurance coverage (currently Aetna) into retirement at employee's cost, 3) option to participate in Roth 457 deferred compensation program (with no City contribution), 4) participation in a roll-up time program for exempt employees to allow additional schedule flexibility, 5) convert Christmas Eve Holiday from ½ day to 1 day (based on an 8-hour day).

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12. **Adopt Resolution 2020-34 approving the City's 2020/2021 Salary Schedule for all Regular and Part-time employees, City Council Members, and Seasonal/Temporary employees and adding the classification of Crew Leader.** Finance Director Chris Tavarez provided a report for Council's review and consideration. Following brief discussion, it was moved by Mayor Pro Tem Sally, seconded by Council Member Alves and unanimously carried to adopt Resolution 2020-34 as presented.

J. CITY COUNCIL ITEMS OF INTEREST

Council provided updates on recent meetings attended.

K. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

City Administrator Adam Ennis provided a brief update on ongoing City projects.

L. ADJOURN REGULAR MEETING

Mayor Mary Waterman-Waterman adjourned the regular meeting at 8:15 p.m.

Shonna Oneal City Clerk