

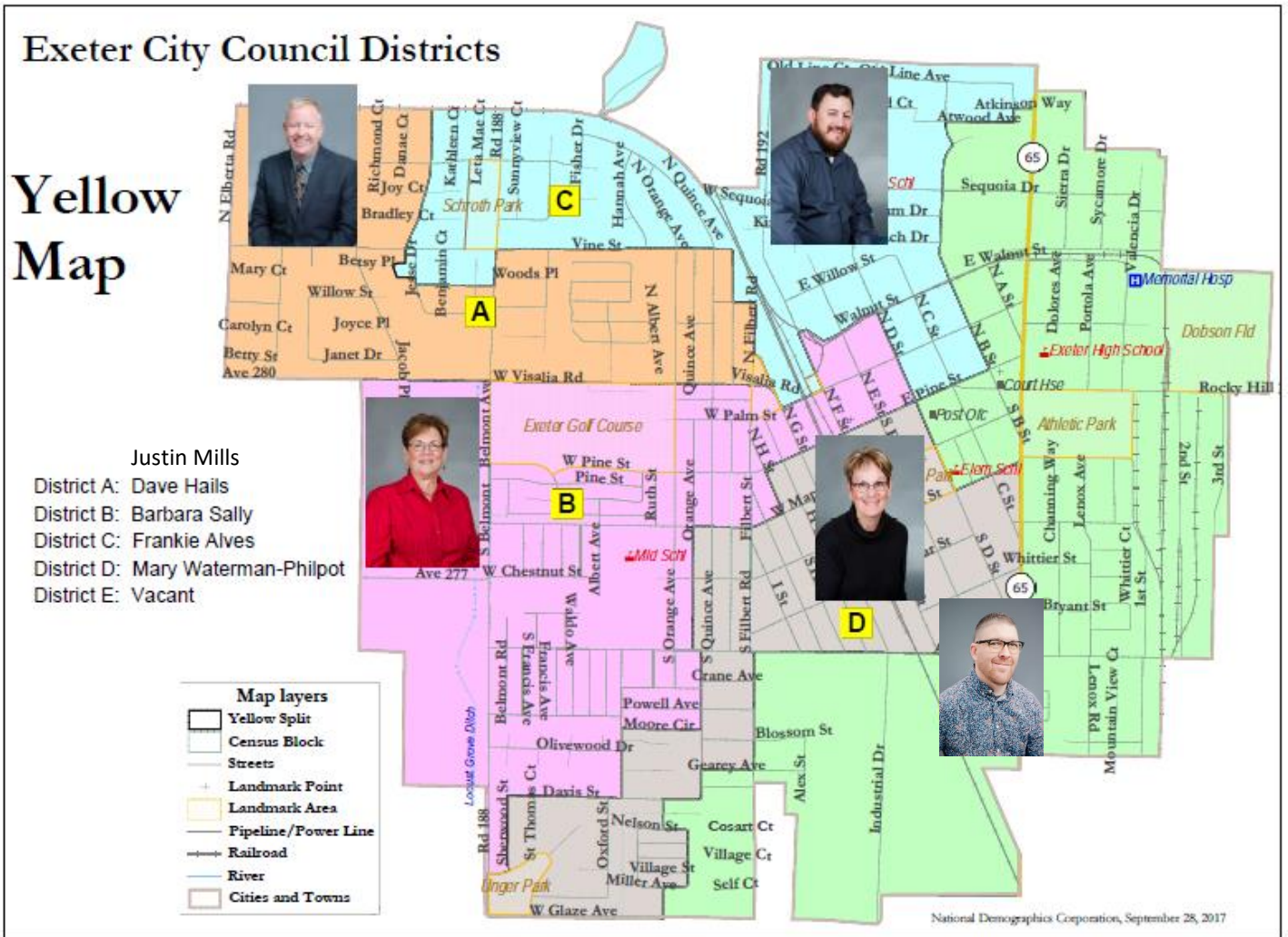


Budget Amendment

FY 2020-21

(attachment to original budget document)

Exeter, California



Exeter City Council

March 1, 2021

City Council: Mayor Barbara Sally
 Mayor Pro Tem Frankie Alves
 Mary Waterman-Philpot
 Dave Hails
 Justin Mills

City Administrator – Adam Ennis

Finance Director/Treasurer - Chris Tavarez

Chief of Police – John Hall

City Clerk/Human Resources Manager – Shonna Oneal

Director of Public Works - Daymon Qualls

City Organizational Chart

March 1, 2021

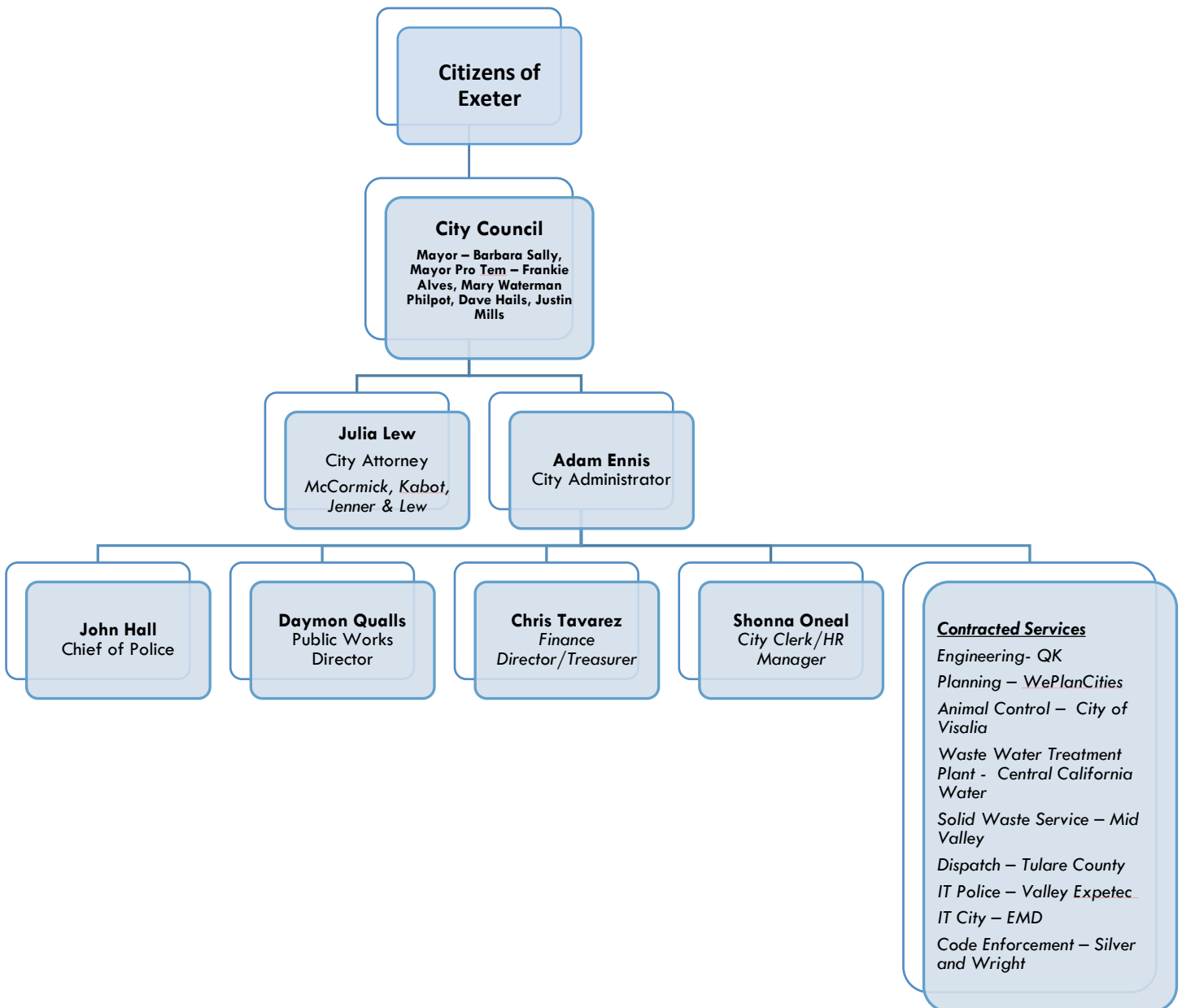


Table of Contents 4

Budget Amendment Memo 5

Summary of Transfers. 6

Fund Summaries. 7

 - Revenues

Departmental Budgets. 9

 City Council

 City Administration

 Finance

 General Government

 Police

 Streets

 Recreation

 Parks

 Measure P

 Water (no change from original)

 Sewer (no change from original)

 Sanitation (no change from original)

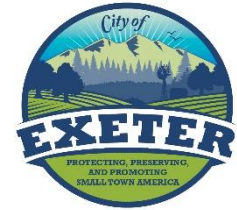
 Road Funds (no change from original)

 Housing Funds (no change from original)

 Other Special Revenue Funds (no change from original)

Supplemental Information

Personnel Allocations. 18



March 23, 2021

Mayor and City Council:

The budget sheets attached herein are intended to update and replace their counterpart sheets/sections 2020-2021 budgeted numbers in the original budget document as adopted by City Council on June 23, 2020. The amended sheets attached are for only the fiscal year 2020-2021. 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,

A handwritten signature in blue ink, appearing to read "Chris Tavaréz".

Chris Tavaréz
Finance Director

Summary of Transfers

Summary of Transfers						
All Amounts in Thousands						
<u>Transferring Fund</u>			<u>Receiving Fund</u>			
<u>FY 2020/2021</u>						
Gas Tax		121	General Fund			321
Measure R		-				
Transportation		200				
		<u>321</u>				
To fund qualified street expenditures in the General Fund. General Fund net expenditure for roads is \$100,000.						

Fund Summaries

General Fund Income Statement and Revenues

General Fund Summary			
All Amounts in Thousands			
FY 2020/21			
		Original	Amended
		FY 2020-21	FY 2020-21
General Fund Revenues		4,167	4,419
- Transfer In		307	321
Total Resources		4,474	4,739
Expenditures			
Operations			
- Council		2	2
- Administrator		92	93
- Finance		80	81
- General Government		769	896
- Police		2,773	2,782
- Streets		407	421
- Recreation		148	33
- Parks		158	155
Capital		45	45
		-	-
		4,474	4,507
Reserves		-	232
Revenues Over/(under)			
Expenditures		4,474	4,739

Departmental Budgets

City Council 104.401

Budget

		2021 (amended)
<u>Council</u>		
104.401.001.000	SALARIES REGULAR	1,200
104.401.006.000	SOCIAL SECURITY - MEDICARE	17
104.401.011.000	OFFICE EXPENSE	200
104.401.012.000	SPECIAL DEPT EXPENSE	500
104.401.025.000	TRAVEL CONFERENCE & MEETINGS	500
104.401.027.000	COUNCIL MEEINGS	
	Total	2,417

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

City Administration 104.402

Budget

		2021 (amended)
<u>Administration</u>		
104.402.001.000	SALARIES - REGULAR	65,000
104.402.004.000	DISABILITY INSURANCE	
104.402.005.000	RETIREMENT AND LIFE INSUR	15,700
104.402.006.000	SOCIAL SECURITY-MEDICARE	900
104.402.007.000	UNEMPLOYMENT INSURANCE	-
104.402.008.000	HEALTH INSURANCE	7,000
104.402.009.000	WORKERS COMP (SELF INS)	1,600
104.402.011.000	OFFICE EXPENSE	750
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
		92,680

Budget Highlights

This is an amendment to the original 2020-2021 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

		2021 (amended)
<u>Finance</u>		
104.403.001.000	SALARIES - REGULAR	41,500
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	9,400
104.403.006.000	SOCIAL SECURITY-MEDICARE	600
104.403.007.000	UNEMPLOYMENT INSURANCE	-
104.403.008.000	HEALTH INSURANCE	4,600
104.403.009.000	WORKERS COMP (SELF INS)	1,400
104.403.011.000	OFFICE EXPENSE	1,950
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
		80,515

Budget Highlights

This is an amendment to the original 2020-2021 budget detail. An Office Assistant has been temporarily assigned due to layoffs in the Recreation Division to the Department to assist in processing of customer payments, utility service coordination and general administrative and clerical tasks (see Recreation Division and Personnel Allocation).

General Government 104.404
Budget

		2021 (amended)
General Government		
104.404.001.000	SALARIES - REGULAR	58,100
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	11,500
104.404.006.000	SOCIAL SECURITY-MEDICARE	800
104.404.008.000	HEALTH INSURANCE	13,900
104.404.009.000	WORKERS COMP (SELF INS)	1,300
104.404.011.000	OFFICE EXPENSE	2,000
104.404.012.000	SPECIAL DEPARTMENT EXPENSE	1,000
104.404.013.000	OFFICE EQUIPMENT EXPENSE	500
104.404.015.001	ADVERTISING	3,000
104.404.015.002	ELECTIONS	26,000
104.404.016.000	TELEPHONE	840
104.404.017.000	UTILITIES	1,750
104.404.018.000	RENTS AND LEASES	60
104.404.019.000	MAINT OF BLDGS STRUCT & GRND	6,556
104.404.019.001	CITY HOUSE-RENTAL	-
104.404.019.002	CODE ENFORCEMENT	60,000
104.404.020.000	MAINT & OPERATION OF VEHICLE	-
104.404.021.000	PROFESSIONAL SERVICES	100,000
104.404.021.001	ENGINEERING FEES	24,000
104.404.021.002	ATTORNEY FEES	60,000
104.404.021.003	BUILDING INSPECTION FEES	-
104.404.021.004	AUDITOR FEES	21,000
104.404.021.005	CODIFICATION OF ORDINANCES	1,000
104.404.021.006	PLANNING SERVICES	36,000
104.404.021.007	ECONOMIC DEVELOPMENT	-
104.404.022.000	CONTRACTUAL SERVICES	26,000
104.404.022.001	FIRE	290,000
104.404.022.002	ANIMAL CONTROL	76,000
104.404.022.003	ADMIN SERVICES TU CO	26,600
104.404.022.074	FIRE GRANT EQUIPMENT	-
104.404.023.000	INSURANCE BONDS & RETIREMENT	15,100
104.404.024.000	MEMBERSHIPS AND DUES	3,500
104.404.033.000	PERSONNEL EXPENSE	1,150
104.404.034.000	COMMUNITY CENTER	-
104.404.035.000	SETTLEMENT COSTS	-
104.404.050.000	DONATIONS	-
104.404.051.000	CHAMBER OF COMMERCE	4,000
104.404.052.000	CONTINGENCY	-
104.404.053.000	INVESTMENTS (LOSS)	-
104.404.073.000	CAPITAL OUTLAY	-
104.404.073.002	GOVERNMENT BUILDINGS CAPITAL	-
104.404.074.000	EQUIPMENT	23,000
104.404.074.003	CNG STATION	-
104.404.075.000	OTHER USE OF FUNDS	-
104.404.075.001	TRANSFER-VEHICLE RESERVE	-
		895,756

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Police 104.421
Budget

		2021 (amended)
<i>Police</i>		
104.421.001.000	SALARIES - REGULAR	1,367,700
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	389,800
104.421.006.000	SOCIAL SECURITY-MEDICARE	19,800
104.421.008.000	HEALTH INSURANCE	223,900
104.421.009.000	WORKERS COMP (SELF INS)	106,300
104.421.011.000	OFFICE EXPENSE	3,000
104.421.012.000	SPECIAL DEPARTMENT EXPENSE	19,000
104.421.012.001	K9 PROGRAM	3,000
104.421.012.002	SPECIAL PROGRAMS	
104.421.012.003	TRAFFIC COSTS	
104.421.013.000	OFFICE EQUIPMENT EXPENSE	6,000
104.421.014.000	CLOTHING AND PERSONAL EXP	5,500
104.421.016.000	TELEPHONE	25,000
104.421.017.000	UTILITIES	14,000
104.421.019.000	MAINT BLDGS,STRUCT & GRNDS	11,000
104.421.020.000	MAINT & OPERATION OF VEHICLE	133,000
104.421.022.000	CONTRACTUAL SERVICES	225,000
104.421.022.001	MAINTENANCE CONTRACTS	
104.421.022.002	LEASE PAYMENTS-UNITS	
104.421.023.000	INSURANCE BONDS & RETIREMENT	82,800
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	-
104.421.074.000	EQUIPMENT	-
		2,782,000

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Streets 104.431
Budget

		2021 (amended)
<u>Streets</u>		
104.431.001.000	SALARIES - REGULAR	160,900
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	34,800
104.431.006.000	SOCIAL SECURITY-MEDICARE	2,300
104.431.007.000	UNEMPLOYMENT INSURANCE	-
104.431.008.000	HEALTH INSURANCE	27,600
104.431.009.000	WORKERS COMP (SELF INS)	25,000
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	5,000
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	13,700
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
104.431.029.001	MEASURE R STREET PROJECT	
104.431.029.002	PROP 1B STREETS & ROADS IMPR	
104.431.033.000	PERSONNEL EXPENSES	600
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	-
		420,900

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Recreation 104.471

Budget

		2021 (amended)
<u>Recreation</u>		
104.471.001.000	SALARIES - REGULAR	2,165
104.471.002.000	SALARIES - TEMPORARY	-
104.471.004.000	DISABILITY INSURANCE	-
104.471.005.000	RETIREMENT AND LIFE INSUR	13,243
104.471.006.000	SOCIAL SECURITY-MEDICARE	31
104.471.007.000	UNEMPLOYMENT INSURANCE	-
104.471.008.000	HEALTH INSURANCE	-
104.471.009.000	WORKERS COMP (SELF INS)	-
104.471.011.000	OFFICE EXPENSE	-
104.471.012.000	SPECIAL DEPARTMENT EXPENSE	6,054
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	-
104.471.024.000	MEMBERSHIPS AND DUES	-
104.471.025.000	TRAVEL CONFERENCES & MEETING	-
104.471.074.000	EQUIPMENT	-
		33,093

Budget Highlights

This is an amendment to the original 2020-2021 budget detail. The Recreation Division was laid off in early 2020-2021 and the reduction in expenses reflects the layoff of two full time employees. One has been temporarily reassigned to Finance and allocated to multiple funds (see personnel allocation).

Parks 104.472

Budget

		2021 (amended)
<i>Parks</i>		
104.472.001.000	SALARIES - REGULAR	13,400
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	2,400
104.472.006.000	SOCIAL SECURITY-MEDICARE	100
104.472.008.000	HEALTH INSURANCE	2,300
104.472.009.000	WORKERS COMP (SELF INS)	2,100
104.472.012.000	SPECIAL DEPARTMENT EXPENSE	-
104.472.014.000	CLOTHING AND PERSONAL EXPENS	600
104.472.017.000	UTILITIES	7,500
104.472.018.000	LEASES AND PROPERTY TAXES	
104.472.019.000	MAINT OF BLDGS, STRUCT & GRN	113,000
104.472.019.001	TREE TRIMMING	5,000
104.472.019.002	EQUIP/TOOLS	
104.472.020.000	MAINT & OPERATION OF VEHICLE	3,000
104.472.023.000	INSURANCE, BONDS & RETIREM	5,400
104.472.026.000	TRAINING	-
104.472.027.000	LANDSCAPE / LIGHTING	
104.472.033.000	PERSONNEL Expenses	-
104.472.073.000	PARK CAPITAL	
104.472.074.000	EQUIPMENT	
104.472.074.001	BARK PARK	-
		154,800

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Measure P

Budget

2021

141.404.012.000	SPECIAL DEPT EXP.	\$30,000
141.404.074.045	CS/CODE EQUIP.	\$10,000
141.404.074.044	CS/CODE VEHICLE	\$50,000
141.404.073.047	POLICE/ADM BLDG.	\$106,700
		\$196,700
	TOTAL	

Personnel Allocations

Personnel Allocation				General Fund											General Fund				Total
2020				Admin	Fin	General Government	Police	Streets	Rec.	Parks	Ins	General Fund	Water	Sewer	Refuse	Total			
	Name	Dept	Pos																
1	Ennis	Adm	City Administrator	0.30				0.08			0.09	0.47	0.25	0.25	0.03	1.00			
1	Vacant	Adm	Office Assistant	0.15		0.20					0.25	0.60	0.25	0.15		1.00			
1	Oneal, S	Adm	HR/City Clerk	0.15		0.20					0.25	0.60	0.25	0.15		1.00			
2	Arroyo, M	PW	Administrative Asst.					0.15				0.15	0.45	0.40		1.00			
2	Aldridge, G	PW	Maintenance Worke					0.35				0.35	0.40	0.20	0.05	1.00			
2	Espinola, D	PW	Operations Manager				0.10	0.20				0.30	0.40	0.25	0.05	1.00			
2	Huggins, K	PW	Mechanic				0.20	0.20				0.40	0.30	0.30		1.00			
2	Millian, M	PW	Maintenance Worke					0.10				0.10	0.75	0.15		1.00			
2	Miller, J	PW	Maintenance Worke					0.10				0.10	0.75	0.15		1.00			
2	Qualls, D	PW	Public Works Directc					0.30				0.30	0.35	0.25	0.10	1.00			
2	Quiroz, P	PW	Maintenance Worke					0.05		0.20		0.25	0.38	0.38		1.00			
2	Brassfield	PW	Maintenance Worke					0.15				0.15	0.43	0.42		1.00			
2	Ramirez	PW	Maintenance Worke					0.50				0.50	0.45	0.05		1.00			
3	Tavarez, C	Fin	Finance Director	0.25				0.10			0.08	0.43	0.27	0.26	0.04	1.00			
3	Carter, A	Rec	Office Assistant (Ter			0.15						0.15	0.35	0.35	0.15	1.00			
3	Franco, E	Fin	Financial Analyst	0.15				0.10			0.05	0.30	0.30	0.30	0.10	1.00			
3	Vacant	Fin	Accounting Assistant			0.30						0.30	0.30	0.30	0.10	1.00			
3	Hernandez, X	Fin	Accounting Assistant			0.30						0.30	0.30	0.30	0.10	1.00			
3	Vacant	Rec	Recreation Superviso			0.05			0.85			0.90	0.05	0.05		1.00			
4	Police Personnel						18.50					18.50				18.50			
	Total			0.60	0.40	1.20	18.80	2.38	0.85	0.20	0.72	25.15	6.98	4.66	0.72	37.50			
				1.6%	1.1%	3.2%	50.1%	6.3%	2.3%	0.5%	1.9%	67.1%	18.6%	12.4%	1.9%	100.0%			
	Police Personnel																		
	Chief		1																
	Lieutenant		1																
	Sargeant		3																
	Detective		2																
	Police Officer		10			(1 offset w TCOE/COPS funds)													
	Office Assistant (1/2)		0.5																
	Sr. Clerk Dispatcher		1																
			18.5																