

**EXETER CITY COUNCIL ACTION MINUTES**  
**August 8, 2023**

**A closed session of the City Council, City of Exeter was held on Tuesday, August 8, 2023, at 6:30 p.m., in the Exeter City Council Chambers, 137 North F Street.**

**COUNCIL PRESENT:** Frankie Alves, Justin Mills, Barbara Sally, Jacob Johnson, and Vicki Riddle

**COUNCIL ABSENT:** None

**STAFF PRESENT:** Adam Ennis, Julia Lew, and Shonna Oneal

**A. CALL TO ORDER CLOSED SESSION**

Mayor Alves called the closed session to order at 6:30 p.m.

**B. PUBLIC COMMENTS REGARDING CLOSED SESSION MATTERS**

Mayor Alves requested those who wish to speak on matters listed on the Closed Session Agenda to do so at this time.

There were no public comments presented.

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

Mayor Alves adjourned to closed session at 6:30 p.m.

1. 54957(a) Threat to Public Services or Facilities
2. 54957(b) Public Employment Classification: Finance Director
3. 54957.6 Conference with Labor Negotiators  
Agency Negotiator: Adam Ennis  
Employee Group: Finance Director
4. 54956.95 Consideration of Liability Claim  
Claimants: Cari McCormick  
Claim Against: City of Exeter

**A regular session of the City Council, City of Exeter was held on Tuesday, August 8, 2023, at 7:03 p.m., in the Exeter City Council Chambers, 137 North F Street.**

**COUNCIL PRESENT:** Frankie Alves, Justin Mills, Barbara Sally, Jacob Johnson, and Vicki Riddle

**COUNCIL ABSENT:** None

**STAFF PRESENT:** Adam Ennis, Julia Lew, Daymon Qualls, Shonna Oneal, Christina Arias, Rene Miller, and Brett Inglehart

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

Mayor Alves called the regular session to order at 7:03 p.m. City Attorney Julia Lew reported on a motion made by Council Member Sally, seconded by Mayor Alves and unanimously carried to reject the claim submitted by Cari McCormick. There were no further actions reported.

**E. PLEDGE OF ALLEGIANCE AND INVOCATION**

The Pledge of Allegiance was given by Council Member Sally and an invocation was given by Public Works Director Daymon Qualls.

**F. PUBLIC COMMENTS:**

Troy Staib addressed the Council to pose questions for Council's consideration.

Dan Singer addressed the Council to express concerns with property tax for LLMAD.

Ron Carter addressed the Council to express concerns with various issues in the City.

Ron Mahler addressed the Council to express concerns for the fees associated with the LLMAD.

**ACTION MINUTES  
EXETER CITY COUNCIL  
PAGE 2, August 08, 2023**

Jeff Wilson addressed the Council and Staff to thank them for various issues addressed and to raise concerns about LLMAD and portable restrooms.

Tommy Blackmon addressed the Council to express concerns with LLMAD.

Louis Lawrence addressed the Council to express dissatisfaction with the Council.

Junior Villalpando addressed the Council to express concerns with the LLMAD.

**G. SPECIAL PRESENTATIONS (if any): None**

**H. CONSENT CALENDAR:**

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

- 1. Approve regular minutes of July 11, 2023**
- 2. Payment of Bills**
- 3. Payroll July 7, 2023 & July 21, 2023**
- 4. Treasurer's Report: October 2022**
- 5. Accept a list of three qualified contractors to perform repair and rehabilitation work on the City's water distribution and sanitary and storm sewer collection systems and authorize the City Administrator to execute an initial agreement with each contractor. The three contractors are RT Nelson Company of Visalia, CA, Lyles Utility Construction, LLC of Visalia, CA, and West Valley Construction of Campbell, CA.**

**I. INDIVIDUAL BUSINESS ITEMS:**

- 1. Discussion and consideration of City participation in the Tulare County Economic Development Corporation with an increased annual contribution of \$5,000 and provide direction to staff on whether to include the cost in upcoming budgets.** City Administrator Adam Ennis and Airica De Olivera of the TCEDC provided a report for Council's review and consideration. Council posed questions and Mr. Ennis, Ms. De Olivera, and City Attorney Julia Lew provided responses thereto. Troy Staib addressed the Council in opposition to the City's participation in the Tulare County Economic Development Corporation. Following discussion, it was moved by Mayor Alves, seconded by Council Member Riddle and carried 4-1 (Council Member Johnson voting no) to table the item to a future meeting and requested additional information from Ms. De Olivera and Staff.

**J. CITY COUNCIL ITEMS OF INTEREST**

Council discussed items of interest. Mayor Pro Tem Mills requested that a special meeting be scheduled to discuss LLMAD. It was the consensus of the Council to schedule the requested special meeting.

**K. CITY ADMINISTRATOR/DEPARTMENT COMMENTS**

City Administrator Adam Ennis provided a brief update on City related items. Public Works Director Daymon Qualls provided an update on public works projects. Mr. Ennis and Lieutenant Inglehart provided an update on the remodeling of the Police Station.

**L. ADJOURN REGULAR MEETING**

Mayor Alves adjourned the regular meeting at 9:29 p.m.

**M. RECONVENED CLOSED SESSION**

Mayor Alves called to reconvene closed session at 9:55 p.m.

**N. ADJOURN CLOSED SESSION**

Mayor Alves adjourned closed session at 10:42 p.m.

AVENU FINANCIAL SYSTEM  
8/03/2023 12:04:01

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 7/03/2023 for Payments Through 7/03/2023

Vendor Name	Description	Amount
LEAF CAPITAL FUNDING LLC	PD LEAF-JULY 2023	127.90
**	Final Totals...	127.90

AVENU FINANCIAL SYSTEM  
8/03/2023 12:42:42

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 7/05/2023 for Payments Through 7/05/2023

Vendor Name	Description	Amount
CALIFORNIA BUSINESS MACHINES	CH PD-MNTHLY SRVCE JULY	416.01
**	Final Totals...	416.01

AVENU FINANCIAL SYSTEM  
8/03/2023 12:48:11

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 7/07/2023 for Payments Through 7/07/2023

Vendor Name	Description	Amount
EMD NETWORKING SERVICES, INC.	MONTHLY BILLING FOR JUNE	599.00
**	Final Totals...	599.00

AVENU FINANCIAL SYSTEM  
8/03/2023 12:58:17

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 7/11/2023 for Payments Through 7/11/2023

Vendor Name	Description	Amount
CSG FORTE PAYMENTS INC.	MTHLY/CC PROC FEE JUNE	241.34
	Final Totals...	241.34

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AVENU FINANCIAL SYSTEM  
8/03/2023 12:53:25

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 7/18/2023 for Payments Through 7/18/2023

Vendor Name	Description	Amount
EMD NETWORKING SERVICES, INC.	NET CRE MTHLY BIL JULY	2,753.60
**	Final Totals...	2,753.60

Approved on 8/10/2023 for Payments Through 8/10/2023

Vendor Name	Description	Amount
ALTA LANGUAGE SERVICES INC	AIDE-IVR TEST SP	55.00
ANDERSON STRIPING & CONST.	LINCOLN SCHOOL ZONE	8,564.00
BUZZ KILL PEST CONTROL	JUL PD PEST CONTROL	89.00
CENTRAL CAL WATERWORKS, INC	CPO JULY 2023	17,682.46
CITY OF EXETER	6/18-7/18/2023 ASSE	3,466.01
CITY OF VISALIA	JULY 2023 ANIMAL SRVCE	12,633.34
CLAUDIA SAKAGUCHI	SUP COURSE-SAKAGUCHI	490.00
COLLEGE OF THE SEQUOIAS	PERISH SKILLS-VILLAREAL	1,140.00
COLLINS & SCHOETTLER	CITY PLANNING 7/2023	3,622.50
CRAIGS AUTO PARTS	DELO GREASE	971.29
CULLIGAN	FD SERV 7/1-7/31/2023	187.70
DELTA LIQUID ENERGY, ARRO AUTO	7/27/23 ALDRIDGE FUEL	84.11
ELIDA BRAVO	WATER DEP REIMB 07/2023	32.07
ELITE CORPORATE MEDICAL SERV	MED CLINIC FEES-60	2,820.00
EMD NETWORKING SERVICES, INC.	SUMM SCAN EMAIL-GAZETTE	1,012.50
EMPLOYER DRIVEN SOLUTIONS	SEPT 2023 CLAIMS	4,886.72
EWING IRRIGATION PRODUCTS INC	IRRITROL ELEC GLBE VLVE	143.09
EXETER IRRIGATION & SUPPLY	BARB TEE TORO-4MM	10.05
EXETER MERCANTILE CO.	MAXFIT PWR BIT SQ1 2PC	55.40
EXETER MOTORS, INC.	22 FORD F150 SUPER DTY	57,689.04
EXETER PLUMBING CO.	GLENNVIEW 3	1,130.00
FASTENAL COMPANY	INVERTED STRIPE WAND	744.41
FRESNO OXYGEN	STD LRG FOWS CYLS 7/31	134.37
GOLDSTROM/ NORM	JULY 2023 MILEAGE	378.44
GOVERNMENT REVENUE SOLUTIONS	JULY 2023 APP HOSTING	3,922.65
JACK GRIGGS INC	PD-AUG 2023 GAS	12,203.19
KAWEAH PUMP, INC.	ASCO 8210 VLVE 2 WAY	550.53
KRC SAFETY CO INC.	RED CURB PAINT 5 GAL	1,878.89
MATTHEW BRIDGES	WATER DEP REIMB 07/2023	83.13
MCGEE REFRIGERATION INC	ICE MACHINE	466.09
MID VALLEY DISPOSAL, LLC	JULY MID VALLEY	105,974.09
MOONLIGHT MAINTENANCE	DOBSON MTHLY SRVCE JULY	575.00
MOORE TWINING ASSOCIATES, INC	TSS [10 DAY]	983.00
NICHOLAS J CAHILL	JUL WATER DEP REIM	49.93
PACE SUPPLY CORP.	FORD-1/2 MIP X COMP	297.19
PRUDENTIAL OVERALL SUPPLY	PW-7/27/23 UNIFORM	261.43
QUAD KNOFF ENGINEERING	227019-SAN SEWER SYS EVA	1,983.35
ROBERT HALF INTERNATIONAL INC.	PHELPS TEMP 08/04/23	3,011.27
SCA OF CA, LLC	JULY REGEN AIR STREET	3,875.00
SEQUOIA APPAREL, INC	BANNERS	43.50
SIERRA SANITATION INC	SW RENTAL 7/26-8/22/23	383.05
SIMMONS TIRE SERVICE	245/55R18 GOODYEAR	298.43
SOUTHERN CALIFORNIA EDISON	4631-6/22-7/24/23	43,769.66
SOUTHERN CALIFORNIA GAS CO.	1600-6/26-7/26/23	187.02
STANDARD INSURANCE CO.	JULY 2023 LIFE INS	2,255.01
TELSTAR INSTRUMENTS INC	VEH/TOOLS/TEST EQUPT USE	911.00
UNIVAR SOLUTIONS USA INC	SOD HYPO 12.5% LQUDCLH	2,119.32
VALLEY GREEN LANDSCAPE	JULY CITY PARK	14,475.00



AVENU FINANCIAL SYSTEM  
8/11/2023 10:06:17

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 8/10/2023 for Payments Through 8/10/2023

Vendor Name	Description	Amount
VALLEY PACIFIC PETROLEUM	PC PURITY FG AW HYD FL	502.36
VAST NETWORKS	AUGUST 2023 COMP	1,500.00
VERIZON WIRELESS	PW-6/29-7/28/2023	266.07

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Final Totals... 320,846.66

AVENU FINANCIAL SYSTEM  
8/11/2023 10:03:32

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 8/10/2023 for Payments Through 8/10/2023

Vendor Name	Description	Amount
CRAIGS AUTO PARTS	@FY@ MTR OIL 5W20 SYNTH	1,637.60
EMD NETWORKING SERVICES, INC.	@FY@ SRVCE AIDE PHONE	202.50
GOLDSTROM/ NORM	@FY@ GOLDSTROM MILEAGE	176.20
GOVERNMENT REVENUE SOLUTIONS	@FY@ SUTA DSTRC TAX Q1	69.04
JACK GRIGGS INC	@FY@ PD-APRIL 2023 GAS	9,820.84
SOUTHERN CALIFORNIA GAS CO.	@FY@9143-06/08-07/10/23	4,166.38

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Final Totals... 16,072.56

AVENU FINANCIAL SYSTEM  
8/11/2023 10:21:58

Payments for Publication

CITY OF EXETER  
GL335R-V08.19 PAGE

Approved on 8/10/2023 for Payments Through 8/10/2023

Vendor Name	Description	Amount
GOLDSTROM/ NORM	JULY 2023 MILAGE	265.28
**	Final Totals...	265.28

PERIOD 1 DATING 7/17/2023- 7/30/2023 CHECK DATE 8/04/2023  
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ	
1381	63.69	CA STATE DISBURSEMENT UN	2	1	VENDOR CHECK
1382	83.03	COLEMAN/DEWAYNE	728	1	
1383	249.94	HUTCHESON/AVRIE	720	1	
1384	50.10	HUTCHESON/LUKE	723	1	
1385	50.10	MCFALL/BLAINE	722	1	
1386	470.81	MILLER/IVY	719	1	

TOTALS FOR CHECK FORM: CHEK			COUNTS
NEGOTIABLE CHECKS			
903.98	*EMPLOYEE CHECKS		5
63.69	*VENDOR CHECKS		1
0.00	*BANK CHECKS		0
967.67	**TOTAL NEGOTIABLE CHECKS		6
OTHER CHECKS			
0.00	*MANUAL CHECKS		0
0.00	*CANCELLED CHECKS		0
967.67	**TOTAL FOR CHECK FORM		
NON-NEGOTIABLE CHECKS			
0.00	*DIRECT DEPOSIT STUBS		0
0.00	*VENDOR DIR DEP STUBS		0

PERIOD 1 DATING 7/17/2023- 7/30/2023 CHECK DATE 8/04/2023  
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
51557	175.50	CLOCEA	4	1 VENDOR STUB ONLY
51558	650.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
51559	215.93	EXETER POLICE OFFICER AS	3A	1 VENDOR STUB ONLY
51560	2,135.70	ARIAS/CHRISTINA	730	1 STUB ONLY
51561	4,795.93	ENNIS/ADAM	206	1 STUB ONLY
51562	2,910.31	ONEAL/SHONNA N	203	1 STUB ONLY
51563	1,169.70	CARTER/AMY JO	502	1 STUB ONLY
51564	2,870.64	MILLER/CATHEY RENE	734	1 STUB ONLY
51565	492.43	SANCHEZ/CESILIA	307	1 STUB ONLY
51566	1,674.60	SANTOYO/AIDE G	710	1 STUB ONLY
51567	2,296.88	FRANCO/EEKHONG	304	1 STUB ONLY
51568	1,716.51	PHILLIPS/ZACHARY	705	1 STUB ONLY
51569	1,460.56	CARRETERO/VANESSA	402	1 STUB ONLY
51570	2,738.81	DURKEE/MARK	404	1 STUB ONLY
51571	936.34	FELIX/ESTEVAN	704	1 STUB ONLY
51572	355.25	FELIX/ESTEVAN	704	2 STUB ONLY
51573	2,349.45	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
51574	1,691.93	GONZALES/EVAN	725	1 STUB ONLY
51575	2,393.01	GRANT/AIMEE	738	1 STUB ONLY
51576	1,015.78	GRAY/DAIZY	717	1 STUB ONLY
51577	3,642.44	HALL/JOHN T	406	1 STUB ONLY
51578	2,362.65	HAYES/CURTIS W	437	1 STUB ONLY
51579	1,878.00	HIFNER/CHRISTOPHER	736	1 STUB ONLY
51580	2,772.33	INGLEHART/BRETT A	411	1 STUB ONLY
51581	1,953.30	LUJAN/JOSHUA	715	1 STUB ONLY
51582	2,171.56	MARX/CHRIS	706	1 STUB ONLY
51583	80.63	MORENO/MATTHEW	724	1 STUB ONLY
51584	1,551.13	ROCHA/CRISTINA	731	1 STUB ONLY
51585	1,663.64	SAKAGUCHI/CLAUDIA D	726	1 STUB ONLY
51586	1,638.34	SHIELDS/ZION	708	1 STUB ONLY
51587	1,740.31	VILLARREAL/ISIDRO	707	1 STUB ONLY
51588	1,635.91	WINTER/JARED	735	1 STUB ONLY
51589	3,431.54	YARBER/ISABEL	422	1 STUB ONLY
51590	1,265.39	ALDRIDGE/GARY	618	1 STUB ONLY
51591	1,457.71	ARROYO/MARIE	623	1 STUB ONLY
51592	1,812.39	ESPINOLA/DANIEL M	602	1 STUB ONLY
51593	601.41	GOLDSTROM/NORMAN	629	1 STUB ONLY
51594	1,652.86	HUGGINS/KYLE AARON	621	1 STUB ONLY
51595	3,062.28	QUALLS/DAYMON	607	1 STUB ONLY
51596	1,637.96	RAMIREZ/JUAN	608	1 STUB ONLY
51597	1,331.26	RIVERA/RYAN	733	1 STUB ONLY
51598	533.47	WENDT/EDDIE	626	1 STUB ONLY
51599	1,521.54	GARVER/ELIJAH	712	1 STUB ONLY
51600	1,781.56	MILLAN/MARCUS	622	1 STUB ONLY
51601	1,258.17	MILLER/JAMES	624	1 STUB ONLY
51602	394.93	MIRWALD/PHILIP	625	1 STUB ONLY
51603	2,346.43	PRIDEAUX/TRACI	448	1 STUB ONLY

# CITY OF EXETER TREASURER'S REPORT

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

For month ending

11/30/2022

## Checkings

<b>Beginning Balance as of November 1, 2022</b>	<b>\$ 761,675.27</b>
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<b>Deposits</b>		
October Bank Undeposited Cash in Transit	\$	40,561.74
Bank Deposit (Cash/Checks)	\$	485,545.79
September Unposted Direct Deposit	\$	(243.51)
Direct Deposit (Paymentus, Ipay, ACH Receipts)	\$	846,294.97

<b>Total deposits</b>	<b>\$ 1,372,158.99</b>
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<b>Withdrawals</b>		
City Checks Processed	\$	210,744.07
Manual Disbursements	\$	17,513.13
Payroll EFT	\$	156,424.14
Payroll Checks Processed	\$	1,955.13
CalPERS Retirement costs	\$	69,519.62
Payroll Taxes	\$	29,768.64
Deferred Comp	\$	1,189.76
FSA Disbursements	\$	1,431.14
Chargebacks	\$	1,123.88
State DCSS	\$	1,438.12
Bank Fees	\$	55.00
Mail Postage	\$	1,000.00

<b>Total withdrawals</b>	<b>\$ 492,162.63</b>
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<b>Book Audit Adjustments</b>	<b>\$ (81,183.51)</b>
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<b>Ending Bank Balance as of November 30, 2022</b>	<b>\$ 1,560,488.12</b>
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Deposit Posted in wrong Month	\$	(243.51)
Deposit in Transit	\$	22,254.38
	\$	1,582,498.99

<b>Outstanding Checks</b>		
General	\$	99,729.56
Payroll	\$	1,101.98
<b>Total outstanding checks</b>	<b>\$</b>	<b>100,831.54</b>

<b>Adjusted Bank Balance as of November 30, 2022</b>	<b>\$ 1,481,667.45</b>
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Prepared By:

  
Rene Miller

# CITY OF EXETER INVESTMENT REPORT

PO BOX 237 - 137 N F STREET, EXETER 93221 Phone: 559-592-3710

*For month ending*

**11/30/2022**

<b>Ending Cash Trial Balance</b>		<b>\$</b>	<b>15,197,253.51</b>
Disbursements		\$	(336,250.18)
Journal-Entries		\$	(95,316.89)
Manual-Disbursements		\$	(17,513.13)
Payroll		\$	(158,312.78)
Receipts		\$	810,312.43
Utilities		\$	542,415.32
Petty Cash		\$	1,100.00
Unrealized Gain/Loss		\$	(187,236.73)
<b>Reconciled Ending Cash Balance</b>		<b>\$</b>	<b>15,756,451.55</b>

Checkings		
Exeter PD Safekeeping		\$ 12,982.24
Exeter Demand City Checking		\$ 1,481,667.45

INVESTMENTS						
MONEY MARKET FUNDS	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	
	Local Agency Investment Fund		Various Demand	0.02210%	\$ 12,639,748.00	
	US Savings		Various Demand	0.00498%	\$ 317,290.57	
<b>Total:</b>					<b>\$ 12,957,038.57</b>	

TREASURY OBLIGATIONS	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	PRINCIPAL COST
US Treasury	US Treasury Obligations Bond	Oct-21	11/30/2026	1.080%	\$ 500,000.00	\$ 513,457.03
<b>Total:</b>					<b>\$ 500,000.00</b>	<b>\$ 513,457.03</b>

CERTIFICATE OF DEPOSIT	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	PRINCIPAL COST
CD	BMW Bank North America	Dec-20	12/18/2023	0.300%	\$ 249,000.00	\$ 249,000.00
CD	Ally Bank Utah	Apr-22	4/8/2024	2.000%	\$ 247,000.00	\$ 247,000.00
CD	Dundee Bank Omaha	Apr-22	4/8/2027	2.250%	\$ 247,000.00	\$ 247,000.00
CD	Merrick Bank	Apr-22	4/8/2027	0.400%	\$ 249,000.00	\$ 249,000.00
<b>Total:</b>					<b>\$ 992,000.00</b>	<b>\$ 992,000.00</b>

**Unrealized Gain/ (Loss) (187,236.73)**

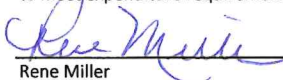
**Total Investments \$ 14,261,801.84**

**Total City Funds \$ 15,756,451.53**

**Ratio of Invested Funds/Available Funds 91%**

I verify that this investment portfolio is in conformity with all State laws and the City's Investment Policy which is approved annually by the City Council.

The Treasurer's cash management program provides sufficient liquidity to meet expenditure requirements for the next three months.

  
 Rene Miller

# CITY OF EXETER TREASURER'S REPORT

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

*For month ending*

**12/31/2022**

<b>CASH ON HAND</b>
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<b>Beginning Balance as of December 1, 2022</b>	<b>\$ 1,641,671.63</b>
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<b>Deposits</b>	November Bank Undeposited Cash in Transit	\$	22,254.38
	Bank Deposit (Cash/Checks)	\$	334,156.11
	October Unposted Direct Deposit in Transit	\$	(243.51)
	Direct Deposit (Paymentus, Ipay, ACH Receipts)	\$	1,883,397.05

<b>Total deposits</b>	<b>\$ 2,239,564.03</b>
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<b>Withdrawals</b>	City Checks Processed	\$	583,920.11
	Manual Disbursements	\$	12,109.33
	Payroll EFT	\$	168,575.98
	Payroll Checks Processed	\$	587.95
	CalPERS Retirement costs	\$	50,233.98
	Payroll Taxes	\$	30,662.50
	Deferred Comp	\$	1,189.76
	FSA Disbursements	\$	3,147.44
	Chargebacks	\$	344.67
	State DCSS	\$	1,553.50
	Bank Fees	\$	251.60
	Wire Transfer to LAIF	\$	2,000,000.00
	Bank Deposit Slips	\$	77.22
	<b>Total withdrawals</b>	<b>\$</b>	<b>2,852,654.04</b>

<b>Ending Bank Balance as of December 31, 2022</b>	<b>\$ 1,028,581.62</b>
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<b>Undeposited Cash on Hand</b>	<b>\$ 21,778.63</b>
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\$ 1,050,360.25

<b>Payment Received in December Bank Stmt Posted January</b>		\$	(1,655.15)
<b>Uncleared Audit Adjustments</b>		\$	(38,033.60)

<b>Outstanding Checks</b>	General	\$	407,602.84
	Payroll	\$	1,101.98
	<b>Total outstanding checks</b>	<b>\$</b>	<b>408,704.82</b>

<b>Adjusted Bank Balance as of December 31, 2022</b>	<b>\$ 601,966.68</b>
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Approved By:

  
Rene Miller



# CITY OF EXETER INVESTMENT REPORT

PO BOX 237 - 137 N F STREET, EXETER 93221 Phone: 559-592-3710

*For month ending*

12/31/2022

Ending Cash Trial Balance	\$	15,756,451.55
Disbursements	\$	(850,593.16)
Journal-Entries	\$	(17,236.01)
Manual-Disbursements	\$	(12,109.33)
Payroll	\$	(168,550.16)
Receipts	\$	1,734,105.32
Utilities	\$	503,008.81
<b>Reconciled Ending Cash Balance</b>	<b>\$</b>	<b>16,945,077.02</b>

INVESTMENTS		
Exeter Demand City Checking	\$	601,966.68
Exeter PD Safekeeping	\$	12,982.24
Exeter PD Safekeeping	\$	614,948.92
<b>Total:</b>	<b>\$</b>	<b>614,948.92</b>

MONEY MARKET FUNDS	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	
	Local Agency Investment Fund		Various Demand	0.02210%	\$	14,707,139.34
	US Savings		Various Demand	0.00498%	\$	318,225.72
	Charles Schwab		Various Demand		\$	0.23
	<b>Total:</b>				<b>\$</b>	<b>15,025,365.29</b>

TREASURY OBLIGATIONS	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	PRINCIPAL COST
US Treasury	US Treasury Obligations Bond	Oct-21	11/30/2026	1.080%	\$	513,457.03
	<b>Total:</b>				<b>\$</b>	<b>513,457.03</b>

CERTIFICATE OF DEPOSIT	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	PRINCIPAL COST
CD	BMW Bank North America	Dec-20	12/18/2023	0.300%	\$	249,000.00
CD	Ally Bank Utah	Apr-22	4/8/2024	2.000%	\$	247,000.00
CD	Dundee Bank Omaha	Apr-22	4/8/2027	2.250%	\$	247,000.00
CD	Merrick Bank	Apr-22	4/8/2027	0.400%	\$	249,000.00
	<b>Total:</b>			<b>1.01%</b>	<b>\$</b>	<b>992,000.00</b>

Unrealized Gain/ (Loss)	\$	(187,236.73)
<b>Total Investments</b>	<b>\$</b>	<b>16,330,128.56</b>
<b>Total City Funds</b>	<b>\$</b>	<b>16,945,077.48</b>
<b>Ratio of Invested Funds/Available Funds</b>		<b>96%</b>

I verify that this investment portfolio is in conformity with all State laws and the City's Investment Policy which is approved annually by the City Council.  
 The Treasurer's cash management program provides sufficient liquidity to meet expenditure requirements for the next three months.

  
 Rene Miller, Interim Finance Director

**City of Exeter  
Agenda Item Transmittal**

**Meeting Date:** August 22, 2023

**Agenda Item Number:** H5

**Wording for Agenda:** Accept the changes to Resolution 2023-23, a resolution certifying the process to place Special Assessments on the Tulare County secured property tax roll for Landscape and Lighting Maintenance Districts, due to mathematical and procedural errors.

**Submitting Department:** Engineering & Finance  
**Contact Name:** Spencer Supinger, City Engineer & Eekhong Franco, Financial Analyst  
**Phone Number:** (209) 723-2066 & (559) 592-3710  
**Email:** [Spencer.Supinger@qkinc.com](mailto:Spencer.Supinger@qkinc.com) & [efranco@exetercityhall.com](mailto: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 City Council accept the changes to Resolution 2023-23, a resolution certifying the process to place Special Assessments on the Tulare County secured property tax roll for Landscape and Lighting Maintenance Districts, due to mathematical and procedural errors.

**Summary/Background:**

In the City of Exeter, there are a total of twenty LLMADs. Funding for each LLMAD comes from special assessments that were approved by the property owners in each district at the time of the assessments and are included on the property owner's annual property tax bill. Updates to these assessments are completed each year through the Engineer's reports for each district.

Resolution 2023-23, a resolution certifying the process to place Special Assessments on the Tulare County secured property tax roll for Landscape and Lighting Maintenance Districts, needed to be modified by deleting the total assessment amount listed in the resolution due to mathematical and procedural errors.

One of the assessment amounts caused the per-parcel assessment to be an odd number. Since payment of the assessment is made in two payments per year, the assessment rate was adjusted slightly to result in an even assessment that is evenly divisible by two.

Yokohl Landing, a new subdivision currently under construction, had to be removed from the assessments for acceptance by the County. Unfortunately, the Local Agency Formation Commission (LAFCO) did not finish getting their submittal to the Board of Equalization so Yokohl Landing is not in the City's Tax Rate Area yet and won't be until next year. Therefore, Yokohl Landing had to be removed from the assessments. Fortunately, since the subdivision is just starting construction, there likely will not be much maintenance required before next year's assessments.

Due to these adjustments, the total assessment amount was removed from the resolution text. The paragraph of Resolution 2023-23 to be modified is as follows with the text to be removed shown as bold with strikeout text:

WHEREAS, there will be assessments on twenty existing Landscape & Lighting Districts Nos. 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; 98-01; and 23-01 ~~totaling \$84,953.24~~; and

**Fiscal Impact:** The correct total of assessments is \$85,214.22 compared to the \$84,953.24 listed in the resolution. This correction is minimal, but necessary to match the final approved Engineering Reports for each District.

**Prior Council/Board Actions:** Council approvals of Engineer's Reports in past years and adoption of Resolution 2023-23 at the July 11, 2023 Council meeting.

**Attachments:** Previously Adopted Resolution 2023-23, for reference.

<p><b>Recommended motion to be made by Council/Board:</b> I move to accept the changes made to Resolution 2023-23 as presented.</p>
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## **RESOLUTION 2023-23**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER CERTIFYING TO THE COUNTY OF TULARE THE VALIDITY OF THE LEGAL PROCESS USED TO PLACE DIRECT CHARGES (SPECIAL ASSESSMENTS) ON THE SECURED TAX ROLL**

**WHEREAS**, the notices and the required public hearings have been held for Landscape and Lighting District assessments to be included on the regular County property tax bill for property owners and

**WHEREAS**, Landscape and Lighting District assessment reports have been reviewed and certified by the City Engineer and complied with all laws pertaining to the levy of the special assessments to be collected; and

**WHEREAS**, the Landscape and Lighting Maintenance District special assessments are used for maintenance and operation of the improvements situated in the specific Maintenance District; and

**WHEREAS**, there will be assessments on twenty existing Landscape & Lighting Districts Nos. 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; 98-01; and 23-01 totaling \$84,953.24; and

**WHEREAS**, the City is placing the special assessments on the Tulare County secured property tax roll for collection; and

**WHEREAS**, the City has complied with all laws pertaining to the levy of the special assessments to be collected; and

**WHEREAS**, the monies collected are not in any way to be based on the assessed valuation of the properties involved and special assessments have been levied in accordance with a particular benefit to each parcel to be assessed; and

**WHEREAS**, the City agrees that it shall be solely liable and responsible, and will defend and hold the County of Tulare harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the City by the County; and

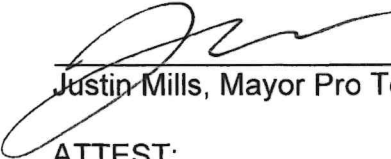
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Exeter that the list submitted with parcel numbers and amounts are certified as being correct, the Finance Director or City Clerk is hereby authorized to sign any documents required and directed to give the list to the Tulare County Auditor on behalf of the City for placement on the secured tax roll for collection:

1. Parcel and Assessment listing
2. Direct Charge (Special Assessment) Control Sheet

3. Direct Charge (Special Assessment) Change Authorization Sheet
4. Compliance Certification and Hold Harmless Statement

**PASSED AND ADOPTED THIS 11TH DAY OF JULY, 2023, BY THE FOLLOWING VOTE:**

**AYES:** Sally, Riddle, Johnson, and Mills  
**NOES:** N/A  
**ABSTAIN:** N/A  
**ABSENT:** Alves

  
Justin Mills, Mayor Pro Tem

ATTEST:

  
Christina Arias, Deputy City Clerk

**City of Exeter  
Agenda Item Transmittal**

**Meeting Date:** August 22, 2023

**Agenda Item Number:** H6

**Wording for Agenda:** Adopt Resolution 2023-24 to establish a minimum insurance threshold for Mobile Food Vendors as provided, pursuant to subsection 17.64.14(C)(3)(e) of the Exeter Municipal Code.

**Submitting Department:** Planning Department  
**Contact Name:** Greg Collins, City Planner, Tristan Suire, Assistant City Planner  
**Phone:** 559- 734-8737  
**Email:** [greg@weplancities.com](mailto:greg@weplancities.com), [tristan@weplancities.com](mailto:tristan@weplancities.com)

**For action by:**

City Council  
 Planning Comm.

**Regular Session:**

Consent Calendar  
 Regular Item  
 Public Hearing

**Review:**

**City Administrator  
(Initials Required)**



**Department Recommendation:**

Staff recommends that the City Council adopt Resolution 2023-24 to establish a minimum insurance threshold for prospective Mobile Food Vendor permit holders of one million dollars in per occurrence coverage and two million dollars in aggregate coverage.

**Summary:**

The City recently adopted a Mobile Food Vendor Ordinance that created a permitting pathway for individuals who desire to operate a mobile food vending operation, such as a food truck, within the City of Exeter. Currently, the ordinance as adopted does not require an applicant to provide business insurance of any kind. The intent of the amendment is to ensure that the Planning Department can enforce the requirement for insurance when prospective permit holders apply. The result would be a requirement for all applicants to submit proof of business insurance of one million dollars in per occurrence coverage and two million dollars in aggregate coverage prior to issuance of a Mobile Food Vendor Permit.

**Background and Discussion:**

The City staff initiated the Resolution to establish a minimum insurance threshold as a follow up to internal discussions on the implementation of the Mobile Food Vendor Ordinance. The proposed resolution will allow staff to require prospective mobile food vendor permit applicants to submit proof of insurance meeting a minimum limit of one million dollars in per occurrence coverage and two million dollars in aggregate coverage as part of the application process. The Mobile Food Vendor Ordinance adopted by the City Council in March of 2023 included language that allows City Council to set a minimum insurance threshold via Resolution. The City Council requested that staff bring a resolution setting a minimum insurance threshold after researching and seeking input from risk management consultants. The outcome of that was the determination that one million dollars in per occurrence coverage and two million dollars in aggregate coverage would be sufficient to cover the mobile food vendors in question.

During the City Council meeting held on February 28<sup>th</sup>, Council established that both the minimum insurance threshold discussed above, as well as hours of operation by zoning district, would be set by Resolution of the Council. While staff has determined a recommendation for the

reasonable minimum insurance threshold, we have been unable to make a determination regarding hours of operation. This is in large part because staff has not yet received a complete application for a mobile food vendor permit, therefore no new mobile food vendor operations are taking place under the ordinance. Once mobile food vendors are operating under the ordinance, staff will investigate the need to set hours of operation by zoning district, as well as any other necessary changes to the Ordinance in sufficient detail to bring any recommendations before Council.

**Conclusion:**

Staff recommends that the Exeter City Council adopt a resolution pursuant to subsection 17.64.14(C)(3)(e) of the Exeter Municipal Code to set a minimum threshold for the insurance coverage for mobile food vendors at one million dollars in per occurrence coverage and two million dollars in aggregate coverage.

**Facts:**

- Applicant: City of Exeter Planning Staff
- Location: The proposed resolution will impact all mobile food vendors, permitted to operate in non-residential zoning districts.
- Request: The staff is requesting that the City Council adopt a resolution setting a minimum threshold for the insurance coverage for mobile food vendors at one million dollars in per occurrence coverage and two million dollars in aggregate coverage.
- Design: The request by the applicant deals solely with the resolution to set a minimum insurance threshold, this action does not entail any development or alteration of existing design on any property located within the City of Exeter.
- Use: The only use impacted by this resolution is mobile food vendors as defined in subsection 17.64.14 (A)(1) of the Exeter Municipal Code.
- Site: The request by the applicant does not apply to a specific site, all non-residential properties are potentially impacted.
- Zone: The following zoning districts permit mobile food vendors: Professional Office, Neighborhood Commercial, Central Commercial, Service Commercial, Highway Commercial, Industrial, and Public Facilities districts.
- Gen. Plan: The operation of mobile food vendors is consistent with the General Plan
- Land Use: The land use varies, many properties in nonresidential districts are developed and used for commercial purposes.
- Infrastructure: Mobile Food Vendors are required to operate on sites with full public improvements (i.e., curb, gutter, sidewalk, access drive).
- Landscaping: No landscaping is required in association with Mobile Food Vendors.

CEQA: The proposed project is categorically exempt under the California Environmental Quality Act Cal. Code of Regs. Tit. 14, Section 15061(b)(3).

**Prior Council/Board Actions:** N/A

**Attachments:** Resolution 2023-24

**Recommended motion to be made by Council:** I move to adopt Resolution 2023-24 as presented.



## RESOLUTION 2023-24

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER ESTABLISHING A MINIMUM INSURANCE THRESHOLD FOR MOBILE FOOD VENDORS AS PROVIDED, PURSUANT TO SUBSECTION 17.64.14(C)(3)(e) OF THE EXETER MUNICIPAL CODE.**

**WHEREAS**, staff has requested that the City Council adopt a resolution setting a minimum threshold for the insurance coverage for prospective mobile food vendor permitholders, and

**WHEREAS**, subsection 17.64.14.(C)(3)(e) of the Exeter Municipal Code states that the City Council may set, by Resolution, a minimum amount of per occurrence and in aggregate insurance coverage, and

**WHEREAS**, staff contacted the City's contractual risk transfer manager with Sedgewick to identify a reasonable sum for the insurance minimums, they recommended one million dollars in per occurrence coverage and two million dollars in aggregate coverage, and

**WHEREAS**, The City Council of Exeter, California did, on August 22, 2023, hold a duly noticed regular meeting for review for a staff-initiated request to consider a resolution setting a minimum threshold for the insurance coverage for prospective mobile food vendor permitholders, and

**WHEREAS**, the adoption of this resolution will allow staff to require proof of insurance meeting the minimum threshold of one million dollars in per occurrence and two million dollars in aggregate coverage from mobile food vendor permit applicants as part of a complete application, and

**WHEREAS**, the Planning Department has prepared a staff report on the proposed resolution and determined that the project is categorically exempt under the California Environmental Quality Act (CEQA), Section 15061 (b)(3), the "Common Sense" exemption, and

**WHEREAS**, the City Council has reviewed the staff report, considered public testimony on said resolution, both for and against.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council, after considering all the evidence presented, determined the following findings were relevant in evaluating this Resolution.

1. The proposed resolution will not have an adverse impact on the health, safety, or welfare of the residents of Exeter.
2. The proposed resolution will not have an adverse impact on the environment.
3. That the proposed resolution will promote greater safety in the operation of mobile food vendors.
4. The minimum threshold for insurance of one million dollars in per occurrence and two million dollars in aggregate coverage is set for all prospective mobile food vendor permitholders.

**PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF AUGUST, 2023, BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Frankie Alves, Mayor

ATTEST:

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Christina Arias, Deputy City Clerk