

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number: C1

Wording for Agenda: Council discussion with 2020 Proposed Revenue Measure Advisory Committee (PRMAC) regarding findings of their review. Provide direction to staff on how to proceed with the revenue measure and, if continuing with a community survey now, authorize the City Administrator to execute an agreement with FM3 Research, with conforming language per the City Attorney, and appropriate \$28,250 from the General Fund (104).

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

For action by:

☒ City Council

Regular Session:

☒ Work Session
☐ Consent Calendar
☐ Regular Item
☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that the Council discuss and consider the PRMAC findings and direct staff on how to proceed with the revenue measure and, if continuing with a community survey now, authorize the City Administrator to execute an agreement with FM3 Research, with conforming language per the City Attorney, and appropriate \$28,250 from the General Fund (104).

Summary/Background:

At the January 28, 2020 meeting, Council established the 2020 Proposed Revenue Measure Advisory Committee (PRMAC) along with committee rules and procedures. The PRMAC was established to review information regarding potential details of a proposed revenue measure and provide recommendations to the Council. The Council formed the PRMAC with a group of seven members; Patricia Thompson (Co-Chairperson), Ted Macaulay (Co-Chairperson), Wes Grim, Alicia Handley, Bob Dickie, Jr., Sandy Blankenship and Jim Tyler.

The PRMAC reviewed staff presentations similar to those presented to Council, with some additional background information. The group received the presentations and had discussions at their meetings every Wednesday night beginning February 5, 2020 through March 4, 2020. On March 11, 2020 the PRMAC met and discussed their findings and developed their recommendations for the Council regarding proposed revenue measure details. A table representing the committee member's recommendations for the revenue measure details and comments are presented on Attachment A. This agenda item provides for the discussion between the Council and the PRMAC regarding their recommendations.

On December 10, 2019, Council approved a process and schedule for development of the proposed revenue measure based on the measure ballot being placed on the November 2020 election. Due to the current COVID-19 pandemic, Council discussion with the PRMAC was postponed to this date in an attempt to allow time for a clearer vision forward and to continue to meet deadlines for placement on the November 2020 election. Following Council discussion with the PRMAC, the next step of the approved process is for Council to consider staff and PRMAC input and direct staff on revenue measure draft details to be used in a professional community survey to determine any additional desires of the community. A scope of work and cost proposal (\$28,250) for the community survey is provided in Attachment B. Once the survey results are evaluated, final ballot language could be developed and, upon Council approval, submitted to the County to be placed on the ballot. To ballot a revenue measure on the November 2020 election, the Council would have to approve ballot language and its submission

to the County at a July 2020 Council meeting. To meet this deadline, the Council would need to direct staff to continue with the community survey at this time. Including the ballot measure with Council elections in November 2020 would cost approximately \$1,200.

Other options for placing a revenue measure on an election vary. A general revenue measure, which has been primarily discussed by the Council and the PRMAC, can only be placed on a general election along with City Council elections. This means that a general revenue measure would have to be placed on a November election in an even numbered year. If a general revenue measure is not placed on the November 2020 election the next opportunity would be November 2022. A special revenue measure could have more options for timing of placement on an election, but the cost would be significantly higher, somewhere between about \$15,000 and \$35,000 depending on the timing and type of election, based on current estimates.

During the development process the Council can decide at each stage whether to continue with the revenue measure or discontinue pursuit of the measure. If the revenue measure is placed on the ballot and passes staff would begin developing a budget and Capital Improvement Programs (CIP) based on the additional revenue for Council approval. The City would also have to complete California Department of Tax and Fee Administration Agreements. Measure revenue would begin being received in about 6 months after passage of the measure and ongoing Revenue Measure oversight, auditing and reporting of revenues/expenditures on a regular basis would also begin. If a revenue measure is passed it is recommended to add the revenue from the measure in a budget amendment at the first mid-year or mid-cycle budget review after revenue measure passage. These reviews occur approximately every six months and should allow time for adoption of an amendment prior to receiving the revenue. If necessary, a budget amendment can also be presented for Council approval at any time of Council's choosing.

If pursuit of the revenue measure is discontinued or the ballot measure fails, staff will review future anticipated revenue and costs versus services. Per City Financial Policy, staff would then bring options to the Council for balancing budgets by reducing and/or eliminating costs and/or services such as Recreation, Code Enforcement and Police to cover deferred needs that must be addressed. Based on Council direction staff would develop a balanced budget in future years that meets deferred needs for review and approval.

Fiscal Impact: Progressing to the community survey stage at this time would result in committing to a cost of \$28,250 for the survey and ballot language development. The fiscal impact of a Proposed Revenue Measure will be developed as the details of the measure are finalized by the Council.

Prior Council/Board Actions: Various previous Council discussions and direction on developing the Proposed Revenue Measure and staff presentations on City needs that could be funded by a revenue measure.

Attachments: Attachment A - Table of PRMAC Revenue Measure Detail
Recommendations
Attachment B – Community Survey Proposal from FM3 Research

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|---|
| <p>Recommended motion to be made by Council/Board: I move to provide direction to staff on how to proceed with the revenue measure and, if continuing with a community survey now, authorize the City Administrator to execute an agreement with FM3 Research, with conforming language per the City Attorney, and appropriate \$28,250 from the General Fund (104).</p> |
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CITY OF EXETER

PROPOSED REVENUE MEASURE ADVISORY COMMITTEE



1.) Is there a need for a measure? (check one)

| Yes | No |
|-----|----|
| X | |

2.) If pursued, what type of measure? (check one)

| General | Specific | Other |
|---------|----------|-------|
| X | | |

3.) If pursued, how much should it be for? (check one)

| .5% (\$450,000) | 1% (\$900,000) | Other |
|-----------------|----------------|------------------|
| | X | X 1.25, x - 1.25 |

4.) What are the top priorities for a proposed measure? (fill in all that apply)

| | Top Priority | Mid Priority | Low Priority | No Priority | Approximate % or \$ range |
|----------------------|--------------|--------------|--------------|-------------|------------------------------|
| Public Safety | X | X | | | 36.5, 40, 33, 40, 40, 30, 40 |
| Parks and Recreation | X | X | X | | 7.5, 5.5, 7, 3, 5, 5 |
| Code Enforcement | X | X | | | 7.5, 10, 8.3, 6, 7, 7.5, 5 |
| Streets | X | X | | | 44, 40, 38.9, 38, 38, 38 |
| Facilities | X | X | X | | 5, 5, 6.1, 4, 5, 9.5 |
| Fire | X | X | | | 5, 7, 7.7, 10 |

5.) If passed, should there be future additional committee oversight beyond City Council? (check one)

| Yes | No | Specific Recommendations? |
|-----|----|--|
| X | | Annual Review - Oversight; Only if the CC feels like it adds to the chance of the measure passing. (Financials are audited) (x2). How specifically does the City plan to educate and promote revenue to the citizens. How will I know what the funds will be used for and that they will be used on those items. Public documents and audit. No oversight necessary. Build confidence in the community and provide feedback. |

Additional Comments:

Highly encourage the hiring of an economic development staff member; or add these duties to an existing job title. A 2% increase in growth would add about \$80,000 in tax revenue annually. Currently, with 1% growth, I do not feel it is sustainable, so we need to invest money to grow the tax base. (x2)

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OPINION
RESEARCH
& STRATEGY

TO City of Exeter

FROM Dr. Richard Bernard
FM3 Research

RE: Scope of Work for 2020 City of Exeter Issues Survey

DATE February 6, 2020

Fairbank, Maslin, Maullin, Metz & Associates (FM3) is pleased to submit this short scope of work to conduct research assessing community attitudes in the City of Exeter.

PROPOSED RESEARCH SPECIFICATIONS AND ESTIMATED COSTS

Methodology Dual-mode survey, conducted online and via phone (landline and cell phone)

Contact Method Telephone calls + Email invitations + Text message invitations

Questionnaire 20 minutes

Types of Questions

- Assessing residents' perceptions of the City's direction;
- Determining residents' awareness of the City's need for additional funds to provide essential City services;
- Gauging residents' priorities for funding to maintain and/or improve City services and infrastructure; and
- Identifying residents' reasons why they might support or oppose additional funding for the maintenance and/or improvement of City services and infrastructure.

Sample 200 City of Exeter registered voters, with an approximate subsample of 142 voters likely to vote in the November 2020 General Election. If FM3 is able to complete additional interviews, the firm will include them in the final results at no cost. If FM3 obtains a sample of less than 200, it will reduce the cost of the survey accordingly.

Margin of Sampling Error ±6.9 percent in 95 out of 100 cases for a sample of 200 interviews
±8.2 percent in 95 out of 100 cases for a sample of 142 interviews

Language English and Spanish

Deliverables Following the completion of the survey, we will provide:

- A final questionnaire
- A complete analysis of survey results
- Online presentation to staff and/or City Councilmembers of the survey results

Costs FM3 is prepared to conduct the proposed research for **\$28,250**. This price is comprehensive, and includes all costs for questionnaire design, translation, sample acquisition, programming, email and texting invitations, survey hosting, telephone interviewing in English and Spanish, data entry and analysis, and reporting. If the City would like an in-person presentation, FM3 would be happy to bill travel at cost, if incurred.

FM3 can begin the research immediately. Depending on the responsiveness of the City to various inquiries during the questionnaire development process, the survey could be drafted and fielded with results available within 5-6 weeks. We look forward to working with you on this research; if you have any questions or if there is any further information we can provide, please do not hesitate to contact us. Thank you for your consideration and you may reach us as follows:

Dr. Richard Bernard, Partner
Fairbank, Maslin, Maullin, Metz & Associates (FM3)
12100 Wilshire Boulevard, Suite 350
Los Angeles, CA 90025
(310) 828-1183 (Office)
Bernard@FM3Research.com

EXETER CITY COUNCIL ACTION MINUTES
March 24, 2020

A closed session of the City Council, City of Exeter was held on Tuesday, March 24, 2020, at 6:30 p.m., via telephone conference and in the Exeter City Council Chambers, 137 North F Street, Exeter, California.

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

COUNCIL ABSENT: None

STAFF PRESENT: Adam Ennis, Julia Lew (Telephonically), Shonna Oneal (Telephonically)

A. CALL TO ORDER CLOSED SESSION

Mayor Waterman-Philpot called the closed session to order at 6:55 p.m.

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

There were no public comments presented.

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

Mayor Waterman-Philpot adjourned to closed session at 6:55 p.m.

1. 54956.9(d)(1) Conference with Legal Counsel re: Potential Initiation of litigation by the City: One (1) case

A regular session of the City Council, City of Exeter was held on Tuesday, March 24, 2020, at 7:00 p.m., via teleconference and in the Exeter City Council Chambers, 137 North F Street, Exeter, California

COUNCIL PRESENT TELEPHONICALLY: Mary Waterman-Philpot, Barbara Sally, Frankie Alves, Dave Hail, Jeremy Petty

COUNCIL ABSENT: None

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

STAFF ABSENT: None

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

Mayor Waterman-Philpot called the regular session to order at 7:05 p.m. City Attorney Julia Lew advised there were no reportable actions. There were no further actions reported.

E. PLEDGE OF ALLEGIANCE AND INVOCATION

An invocation was given by Public Works Director Daymon Qualls.

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. City Clerk Shonna Oneal reported no public comments were received via email.

ACTION MINUTES
EXETER CITY COUNCIL
Page 2, MARCH 24, 2020

H. CONSENT CALENDAR:

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

1. Approve minutes of March 10, 2020
2. Payment of the Bills
3. Payroll: March 6, 2020
4. Treasurer's Report: January 2020
5. Adopt Resolution 2020-07 Authorizing Access to Local, State and Federal Level Summary Criminal History Information for Employment Purposes; and Authorize the City Administrator to make minor confirming corrections to the Resolution as requested by the Department of Justice.
6. Accept Notice of Completion for the construction contract for Phase I of the City's Belmont Bike Path, Project CML-5195(017), with Emmett's Excavation, Inc., authorize the City Engineer to sign the Notice of Completion, and the City Clerk to file the Notice with the County Recorder's Office and approve an additional appropriation of \$351,515 in the Measure R Fund (131.497.029.001).

I. INDIVIDUAL BUSINESS ITEMS

1. **Adopt Resolution 2020-08 of the City of Exeter approving the placement agent agreement with Brandis Tallman, LLC and approving an updated Indenture for the 2020 Sewer Revenue Refunding Bonds and certain other matters.** Finance Director Chris Tavarez provided a brief report for Council's review and consideration and introduced Christian Sprunger from NHA Advisors and Rick Brandis of Brandis Tallum LLC. Mr. Brandis provided a PowerPoint presentation highlighting the current changes to market conditions and recommended a change in the approach due to increase volatility. Dan Bradshaw provided an update on details of Request for Proposal with rates. Mr. Sprunger introduced Eric from NHA Advisors who was also participating in the teleconference. Mr. Sprunger provided additional information for Council's review and consideration. Cyrus Torabi, Bond Counsel for the City, provided an explanation regarding the legal process and reviewed the documents necessary for the transaction. Following discussion, it was moved by Council Member Hails, seconded by Council Member Alves and unanimously carried to adopt Resolution 2020-08 as presented.
2. **Adopt Resolution 2020-09, a resolution approving the engineer's reports along with diagrams and assessments for eight (8) Landscape and Lighting Maintenance Assessment Districts (LLMAD) (Nos. 04-02; 05-02; 04-04; 06-01; 04-05; 08-01; 91-01a; and 91-01b) with district fund balances and annual revenues in deficit; and, adopt Resolution 2020-10, a resolution of intention to increase these deficit district's annual assessments for future fiscal years beginning fiscal year 2020-2021. Authorize staff to ballot property owners of these eight districts and preliminarily set the Proposition 218 Public Hearing date for May 19, 2020.** Financial Analyst Eekhong See provided a PowerPoint highlighting the Landscape and Lighting Maintenance Assessment Districts with deficit fund balances and proposed options for addressing the deficits. Finance Director Chris Tavarez provided additional information for Council's review and consideration. Following discussion, it was moved by Mayor Pro Tem Sally, seconded by Council Member Petty and unanimously carried to adopt Resolution 2020-09 and 2020-10 as presented and to authorize staff to proceed with balloting process of the 8 LLMADS with deficits and preliminary set the Proposition 218 public hearing date for May 19, 2020.
3. **Adopt Resolution 2020-11 approving the Bidder Responsibility Determination Appeal Procedure and affirm the Administration's authority to evaluate bidders in accordance with Municipal Code Sections 3.36.210 and 3.36.220.** City Administrator Adam Ennis provided a report for Council's review and consideration. City Attorney Julia Lew provided additional information for Council's review and consideration. Following discussion, it was moved by Council Member Hails, seconded by Council Member Alves and unanimously carried to adopt Resolution 2020-11 as presented.
4. **Discussion of COVID-19 status and Adoption of Resolution 2020-12 Proclaiming the Existence of a Local Emergency Due to the Novel Coronavirus (COVID-19).** City Administrator Adam Ennis provided a report for Council's review and consideration. Following discussion, it was moved by Council Member Alves, seconded by Mayor Pro Tem Sally and unanimously carried to adopt Resolution 2020-12 as presented.

**ACTION MINUTES
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J. CITY COUNCIL ITEMS OF INTEREST

Mayor Waterman-Philpot provided a brief update on recent calls regarding COVID-19

K. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

City Administrator Adam Ennis provided a brief update on COVID-19 and future upcoming meetings.

L. ADJOURN REGULAR MEETING

On a motion by Mayor Pro Tem Sally, seconded by Council Member Alves and unanimously carried the meeting was adjourned to May 19, 2020.

Shonna Oneal City Clerk

ACS/XEROX FINANCIAL SYSTEM CITY OF EXETER
3/19/2020 10:03:33 Payments for Publication GL335R-V08.14 PAGE

Approved on 3/16/2020 for Payments Through 3/16/2020

| Vendor Name | Description | Amount |
|----------------------|------------------------|----------|
| CARD MEMBER SERVICES | EXPEDIA-FLIGHT TICKETS | 6,803.07 |

** Final Totals... 6,803.07

Check Register

| BANK | VENDOR | CHECK# | DATE | AMOUNT |
|-------------------------|--------------------------|--------|----------|------------|
| BANK BANK OF THE SIERRA | | | | |
| 001548 | AAA QUALITY SERVICES | 80939 | 03/26/20 | 167.16 |
| 003703 | ADVENTIST HEALTH TULARE | 80940 | 03/26/20 | 3,121.00 |
| 003227 | AETNA HEALTH OF CALIFORN | 80941 | 03/26/20 | 23,747.39 |
| 000109 | AFLAC | 80942 | 03/26/20 | 3,163.34 |
| 000840 | AMERICAN WATER WORKS ASS | 80943 | 03/26/20 | 445.00 |
| 003768 | AVENU MUNISERVICES | 80944 | 03/26/20 | 594.14 |
| 003427 | BASIC | 80945 | 03/26/20 | 30.00 |
| 003437 | BUZZ KILL PEST CONTROL | 80946 | 03/26/20 | 163.00 |
| 001240 | C.L.E.A. | 80947 | 03/26/20 | 49.00 |
| 002835 | CALIFORNIA BUSINESS MACH | 80948 | 03/26/20 | 88.38 |
| 003646 | CENTRAL VALLEY SWEEPING | 80949 | 03/26/20 | 3,150.00 |
| 003393 | CHARTER COMMUNICATIONS | 80950 | 03/26/20 | 188.20 |
| 003769 | CITY PLUMBING | 80951 | 03/26/20 | 126.80 |
| 003767 | COSTA/ DESIREE | 80952 | 03/26/20 | 55.00 |
| 001595 | CSJVRMA | 80953 | 03/26/20 | 84,553.00 |
| 002030 | DASH MEDICAL GLOVES, INC | 80954 | 03/26/20 | 69.72 |
| 000222 | DEPT OF JUSTICE | 80955 | 03/26/20 | 615.00 |
| 001005 | DOWNTOWN GALLERY | 80956 | 03/26/20 | 1,034.40 |
| 002640 | EMD NETWORKING SERVICES, | 80957 | 03/26/20 | 1,831.58 |
| 002719 | EMMETTS EXCAVATION | 80958 | 03/26/20 | 148,440.14 |
| 001546 | EWING IRRIGATION PRODUCT | 80959 | 03/26/20 | 1,160.74 |
| 000121 | EXETER MERCANTILE CO. | 80960 | 03/26/20 | 17.23 |
| 003074 | FRONTIER CALIFORNIA INC. | 80961 | 03/26/20 | 657.39 |
| 003286 | GAR BENNETT LLC | 80962 | 03/26/20 | 278.00 |
| 003557 | GHD INC | 80963 | 03/26/20 | 9,405.36 |
| 003319 | GIEFER/ MICHAEL | 80964 | 03/26/20 | 53.40 |
| 001234 | GOPHER GETTER | 80965 | 03/26/20 | 450.00 |
| 002301 | H & P PUBLICATIONS | 80966 | 03/26/20 | 253.91 |
| 001839 | HIGH SIERRA LUMBER CO. | 80967 | 03/26/20 | 92.42 |
| 003674 | INFINITI WIRELESS, INC. | 80968 | 03/26/20 | 10,153.69 |
| 000237 | KIMBALL-MIDWEST | 80969 | 03/26/20 | 553.63 |
| 001654 | KRC SAFETY CO INC. | 80970 | 03/26/20 | 321.67 |
| 000300 | LEHIGH HANSON, CO. | 80971 | 03/26/20 | 420.76 |
| 000139 | MCCORMICK KABOT JENNER & | 80972 | 03/26/20 | 4,616.50 |
| 001952 | OASIS SECURITY SYSTEMS | 80973 | 03/26/20 | 105.00 |
| 001540 | OFFICE DEPOT | 80974 | 03/26/20 | 280.88 |
| 001549 | PRECISION SUPPLY, INC. | 80975 | 03/26/20 | 513.68 |
| 003662 | PRINCIPAL LIFE INSURANCE | 80976 | 03/26/20 | 4,477.10 |
| 003700 | PRUDENTIAL OVERALL SUPPL | 80977 | 03/26/20 | 206.36 |
| 000146 | QUAD KNOPF ENGINEERING | 80978 | 03/26/20 | 7,196.05 |
| 003391 | RAMS | 80979 | 03/26/20 | 4,880.00 |
| 003321 | SACRED HEART EXETER | 80980 | 03/26/20 | 36.00 |
| 003729 | SANDS/ YUTHA LEE | 80981 | 03/26/20 | 74.36 |
| 000204 | SELF-HELP ENTERPRISES | 80982 | 03/26/20 | 1,345.50 |
| 001924 | SHRED-IT USA LLC | 80983 | 03/26/20 | 122.42 |
| 000151 | SOUTHERN CALIFORNIA EDIS | 80984 | 03/26/20 | 5,668.80 |
| 001800 | TU CO ENVIRONMENTAL HEAL | 80985 | 03/26/20 | 250.00 |
| 002520 | TULARE COUNTY JAIL | 80986 | 03/26/20 | 906.19 |

Check Register

| BANK | VENDOR | CHECK# | DATE | AMOUNT | |
|-------------------------|-----------------------|--------|----------|------------|-----|
| BANK BANK OF THE SIERRA | | | | | |
| | 001641 UNIVAR USA INC | 80987 | 03/26/20 | 609.83 | |
| | 002055 VALLEY EXPETEC | 80988 | 03/26/20 | 6,707.40 | |
| | 003766 WALL/ DUSTIN | 80989 | 03/26/20 | 55.00 | |
| | 003576 4CREEKS, INC | 80990 | 03/26/20 | 3,240.23 | |
| | BANK OF THE SIERRA | | | 336,741.75 | *** |

Approved on 4/10/2020 for Payments Through 4/10/2020

| Vendor Name | Description | Amount |
|--------------------------------|--------------------------|------------|
| ALMANZA/ ANTONIO | UB DEPOSIT REFUND | 10.12 |
| AT&T | MAR LIVESCAN | 395.56 |
| B.S. & E. CO INC | REDI MIX/TRAILER ROTOMIX | 151.33 |
| BEEBE/ SONJA | UB DEPOSIT REFUND | 7.61 |
| BEEBLE/ CURTIS & LYNN | UB DEPOSIT REFUND | 42.06 |
| BREWER/ CHRISTOPHER D | FRAMES W/PHOTOS-MAYORS | 1,034.40 |
| BREWER/ VICTORIA | SOFTBALL REFUND-PEYTON | 110.00 |
| CALIFORNIA INDUSTRIAL RUBBER | 4" BLUE PVC DISCHARGE | 390.31 |
| CENTRAL CAL WATERWORKS, INC | APR 2020 WWTP | 6,233.33 |
| CENTRAL VALLEY BUSINESS FORMS | FINAL NOTICE DOOR HANGER | 264.01 |
| CENTRAL VALLEY SWEEPING LLC | JAN STREET SWEEPING SERV | 6,300.00 |
| CITY OF EXETER | 2/18-3/18/20 MUSEUM | 419.24 |
| CITY OF VISALIA | APR 2020 ANIMAL SERVICE | 6,316.67 |
| COLLINS & SCHOETTLER | MAR 2020 PLANNING | 4,580.00 |
| CRAIGS AUTO PARTS | RED GREASE PAIL | 1,773.09 |
| CRUZ/JOSIE | UB DEPOSIT REFUND | 88.16 |
| CULLIGAN | MAR PD WATER SERVICE | 165.75 |
| DELTA LIQUID ENERGY, ARRO AUTO | 1/24/20 MILLER PROPANE | 594.06 |
| ELITE CORPORATE MEDICAL SERV | MEDICAL CLINIC FEES-54 | 2,324.00 |
| EMD NETWORKING SERVICES, INC. | MAR 2020 VOIP | 1,420.24 |
| EMMETTS EXCAVATION | CMAQ BELMONT BIKE PATH | 148,440.14 |
| EWING IRRIGATION PRODUCTS INC | 4IN ADJ POP-UP SPRINKLER | 570.17 |
| EXETER CHAMBER OF COMMERCE | CC 19/20 QTR 3 DONATION | 140.00 |
| EXETER MERCANTILE CO. | SJV AIR POLLUTION CON DI | 13,921.83 |
| EXETER MOTORS, INC. | 2020 FORD EXPLORER XLT | 38,000.70 |
| EXETER PETTY CASH | USPS | 100.40 |
| EXPERIENCED GARDENER/THE | SYSTEMIC TREE CARE | 896.50 |
| FOODLINK FOR TULARE COUNTY | CC 19/20 QTR 3 DONATION | 40.00 |
| FOOTHILLS SUN-GAZETTE | PN- 8 DIST PUBLIC HEARIN | 192.50 |
| FRESNO OXYGEN | STD LRG FOWS CYLS/B ACET | 102.74 |
| FRONTIER CALIFORNIA INC. | 6682/3-22 TO 4/21/20 | 83.41 |
| GARCIA/ MARTINA | UB DEPOSIT REFUND | 80.66 |
| GHD INC | VISALIA RD IMPROVEMENT P | 2,803.65 |
| GIBSON/ DONALD | UB DEPOSIT REFUND | 80.20 |
| GOPHER GETTER | MAR GOPHER SERVICE | 450.00 |
| HEATHER MCCOY | VICTIM EXAM 12/15/19 | 2,400.00 |
| INTERSTATE BATTERIES, DBA | C65-XHD BATTERY | 138.87 |
| JACK GRIGGS INC | MAR 2020 GAS | 5,752.46 |
| JIMS STEEL SUPPLY, LLC | 2" GALV PIPE P.E 21' | 667.51 |
| KAWEAH LIFT INC | OIL/HYDRAULIC FLUID | 299.70 |
| KRC SAFETY CO INC. | ONE WAY SIGN 12X36-QTY 2 | 75.69 |
| LANDERS/ FAWNA | BASEBALL REFUND-CARSON | 110.00 |
| LEHIGH HANSON, CO. | 6.0 C+F15 1" 4P/FIBERM | 850.15 |
| LEMUS/ MAYRA | TBALL REFUND-AARON | 55.00 |
| MEDRANO/ YVONNE | UB DEPOSIT REFUND | 110.69 |
| MID VALLEY DISPOSAL, LLC | FEB MID VALLEY | 161,778.61 |
| MOONLIGHT MAINTENANCE | MAR RESTROOM CLEANI | 3,607.00 |
| MORRIS LEVIN & SON | PROOF CHAIN/GRAB HOOK | 131.28 |

Approved on 4/10/2020 for Payments Through 4/10/2020

| Vendor Name | Description | Amount |
|-------------------------------|--------------------------|-----------|
| OFFICE DEPOT | BATHROOM TISSUE | 117.43 |
| ORTEGA/ MARTA | BASEBALL REFUND-DIEGO | 55.00 |
| PRUDENTIAL OVERALL SUPPLY | 4/2/20 UNIFORM SERVICE | 206.36 |
| ROGACIANO/ REYNA & GABRIELA | UB DEPOSIT REFUND | 90.24 |
| SELF-HELP ENTERPRISES | LOAN PORTF-DEFFERRED/AMO | 1,325.25 |
| SILVER & WRIGHT LLP | FEB 320 PEACH | 3,705.20 |
| SOUTHERN CALIFORNIA EDISON | 9398A/8-23 TO 9/24/19 | 22,114.50 |
| SOUTHERN CALIFORNIA GAS CO. | 0493/2-26 TO 3/26/20 | 431.82 |
| TELSTAR INSTRUMENTS INC | INFLUENT PUMP NOT WORKIN | 631.00 |
| TF TIRE AND SERVICE | 14 EXPLORER-FIREHAWK GT | 1,145.45 |
| TULARE COUNTY AUDITORS OFFICE | LLMAD PARCEL OWNER REQUE | 66.00 |
| UNIVAR SOLUTIONS USA INC | WELL #13 SOD HYPO 12.5% | 254.10 |
| USA BLUEBOOK | BLUE-WHITE TUBE ASSEMBLY | 221.95 |
| VALLEY EXPETEC | APR LENOVO THINK PADS | 2,409.30 |
| VALLEY GREEN LANDSCAPE | MAR CITY PARK MAINTENANC | 9,276.00 |
| VAST NETWORKS | APR 2020 UTILITY SYSTEM | 1,000.00 |
| VERIZON WIRELESS | 2/29/20-3/28/20 | 1,310.22 |
| VOLLMER EXCAVATION, L.P. | COLD MIX-10 TONS | 1,368.12 |

**

Final Totals...

460,227.74

Approved on 4/13/2020 for Payments Through 4/13/2020

| Vendor Name | Description | Amount |
|----------------------|---------------------|----------|
| CARD MEMBER SERVICES | DOG WASTE ROLL BAGS | 3,890.33 |

**

Final Totals...

3,890.33

Approved on 4/23/2020 for Payments Through 4/23/2020

| Vendor Name | Description | Amount |
|--------------------------------|--------------------------|-----------|
| AAA QUALITY SERVICES | PORTA-POTTY RENTAL | 167.16 |
| ADVENTIST HEALTH TULARE | MAR 2020 LAB FEES | 4,788.00 |
| AETNA HEALTH OF CALIFORNIA INC | MAY PREMIUMS | 24,333.97 |
| AFLAC | APR AFLAC PREMIUMS | 3,163.34 |
| ALDRIDGE/ SHAWNA | BASEBALL REFUND-GUNNER | 55.00 |
| AMERICAN BUSINESS MACHINES | MF746CDW CANNON PRINTER | 1,145.15 |
| AUBINELLIOTT/ MELODIE | SOFTBALL REFUND-BRYTEN | 165.00 |
| BASIC | APR COBRA ADMIN FEE | 30.00 |
| BOOT BARN INC. | BOOTS-HUGGINS | 250.00 |
| CALIFORNIA BUSINESS MACHINES | PW-4/22/20-5/21/20 | 243.72 |
| CALIFORNIA INDUSTRIAL RUBBER | 4" BLUE PVC DISCHARGE | 341.40 |
| CHARLES TESTERMAN GENERAL | PAVING AREA ON FIREBAUGH | 1,000.00 |
| CHATTEN/ ELLY | BASEBALL REFUND-AVERY | 55.00 |
| CISNEROS/ VIANCA | TBALL REFUND-ARIANNA | 55.00 |
| DAWSON-MAULDIN LLC | ENTER MANHOLES-LIFT STAT | 2,200.00 |
| DEPT OF JUSTICE | MAR 2020 FINGERPRINTS | 259.00 |
| DEPT OF TRANSPORTATION | JAN-MAR 2020 SIGNAL/LIGH | 184.94 |
| DIVISION OF STATE ARCHITECT | JAN-MAR 2020 \$4 DSA FEE | 143.90 |
| EMD NETWORKING SERVICES, INC. | MAY MONTHLY BILLING | 1,403.26 |
| EXETER IRRIGATION & SUPPLY | VALVE BOX 12" RECTANGLE | 263.01 |
| EXETER MERCANTILE CO. | FUNNEL 1/2PT/PT2QT SET3 | 5.38 |
| EXETER MOTORS, INC. | E02-ROTOR ASY/BRAKE PAD | 1,003.53 |
| EXETER VETERANS | BASKETBALL PHOTOS | 100.00 |
| FERGUSON ENTERPRISES INC | LF 1 PE X PE COMP COUP | 5,035.45 |
| FRONTIER CALIFORNIA INC. | 5139/4-16 TO 5/15/20 | 655.96 |
| FUSION CLOUD SERVICES LLC | 3346/3-18/20 TO 4/17/20 | 227.46 |
| GEIVET/ DEANNA B | TBALL REFUND-RILEY | 55.00 |
| GUERRA/ CIANA | TBALL REFUND-MELANIE | 110.00 |
| HIGH SIERRA LUMBER CO. | 80 LB CONCRETE MIX | 226.87 |
| IBARRA/ AIDE | SOFTBALL REFUND-DEANIKA | 55.00 |
| JAMES A WOOD CONSTRUCTION INC | PHASE 1: INSPECTION/DATA | 3,000.00 |
| KAWEAH PUMP, INC. | AG3000 8" SEAMETRICS | 3,201.85 |
| KIMBALL-MIDWEST | WHEEL/TAPE/BRUSH | 217.00 |
| LEAF CAPITAL FUNDING LLC | CH-TA4002I KYOCERA 001 | 542.80 |
| MCCORMICK KABOT JENNER & LEW | MAR LEGAL SERVICES | 5,233.50 |
| OFFICE DEPOT | DESK CHAIR | 310.31 |
| PITTS/ BRENDA | SOFTBALL REFUND-BREANN | 55.00 |
| PRINCIPAL LIFE INSURANCE CO. | MAY PREMIUMS-36 MEMBERS | 4,850.04 |
| PROFORCE | GLK MAG G17G5 9MM 17RD | 329.72 |
| PRUDENTIAL OVERALL SUPPLY | 4/9/20 UNIFORM SERVICE | 266.83 |
| QUAD KNOPF ENGINEERING | E150086 RH DRIVE MULTI-M | 8,142.27 |
| REYNA/ ROGACIANO | UB DEPOSIT REFUND | 90.24 |
| ROMAN CATHOLIC BISHOP | 4/3/20 ARROYO DONATION | 36.00 |
| SAN JOAQUIN VALLEY APCD | 20/21 PERMIT-655 W VISAL | 290.00 |
| SEQUOIA DOOR, INC. | REKEY 2 LOCKS/DEADBOLT | 211.67 |
| SHAPE INC. | INDUSTRIAL LIFT STATION | 51,360.11 |
| SHRED-IT USA LLC | 3/16/20 SHREDDING AT CH | 334.79 |
| SIMMONS TIRE SERVICE | BACKHOE-FLAT/DM&M/CALL | 299.86 |

Approved on 4/23/2020 for Payments Through 4/23/2020

| Vendor Name | Description | Amount |
|----------------------------|--------------------------|----------|
| SOUTHERN CALIFORNIA EDISON | 9109A/3-11 TO 4/9/20 | 4,915.27 |
| STANDARD INSURANCE CO. | APR 2020 LIFE INSURANCE | 2,223.64 |
| SUBURBAN PIPE & STEEL | WELL 13-WELD TABS | 21.92 |
| TERRY/ PATTY | SOFTBALL REFUND-KAITLIN | 110.00 |
| TOLBERT/ GAVIN | GRIND TREE STUMP 6" BELO | 200.00 |
| TORRES/ EDDICA | TBALL REFUND-MICAH | 110.00 |
| TRANSPERFECT HOLDINGS LLC | TRANSLATION & PROOFREADI | 225.00 |
| TULARE COUNTY | FEB PRINT-FIELD PROPERTY | 407.14 |
| UNIVAR SOLUTIONS USA INC | 1906 W MYER-SOD HYPO 12. | 2,009.59 |
| US BANK N.A. | MAR CUSTODY CHARGES | 44.75 |
| VALLEY EXPETEC | MAY MONTHLY AGREEMENT | 4,477.29 |
| WEST VALLEY CONSTRUCTION | REPLACE 6" GATE VALVE | 1,403.30 |
| WILKENS/ ALICIA | BASEBALL REFUND-GATLIN,W | 55.00 |
| WILLIAMS/ SAMANTHA | TBALL REFUND-AXEL | 65.00 |
| ZIEBEL/ REBECCA | BASEBALL REFUND-KAYDEN | 55.00 |
| 4CREEKS, INC | BELMONT BIKE PATH | 6,511.84 |

**

Final Totals...

149,328.23

Approved on 4/27/2020 for Payments Through 4/27/2020

| Vendor Name | Description | Amount |
|-------------------------|----------------------|-----------|
| BANC OF AMERICA LEASING | PAYMENT 24 PRINCIPAL | 46,351.61 |

**

Final Totals...

46,351.61

Approved on 5/07/2020 for Payments Through 5/07/2020

| Vendor Name | Description | Amount |
|--------------------------------|--------------------------|----------|
| ACOSTA/ GABE | SOFTBALL REFUND-GIANNA | 220.00 |
| ANDRADE/ MARIA | UB DEPOSIT REFUND | 73.21 |
| ASPHALT COATING & SUPPLIES | ASPHALT EMULSION-500+GAL | 136.20 |
| BAKER/ KATHRINE | SOFTBALL REFUND-REAGAN | 65.00 |
| BARRERA/ JOE | UB DEPOSIT REFUND | 16.52 |
| BEAMES, KELSEY | BASEBALL REFUND-KOLLIN | 55.00 |
| GARDNER/ BECKY | TBALL REFUND-ELSIE | 55.00 |
| BEN-E-LECT INC. | MAY CLAIMS | 2,906.57 |
| BLASHAW/ DEREK | BASEBALL REFUND-JOSHUA | 55.00 |
| BOGAN, CARRIE | BASEBALL REFUND-COOPER | 110.00 |
| BUZZ KILL PEST CONTROL | PEST CONTROL @ PD | 163.00 |
| C.L.E.A. | MAY 2020 LT DISABILITY | 49.00 |
| CALIFORNIA DEPARTMENT OF TAX | 2019 USE FUEL TAX RETURN | 245.68 |
| CANNELLA/ NICK | BASEBALL REFUND-WESTON | 110.00 |
| CARRILLO/ INDIANA | TBALL REFUND-REYVIN | 55.00 |
| CENTRAL VALLEY SWEEPING LLC | APR STREET SWEEPING SERV | 3,150.00 |
| CERVANTES/ HEIDI | TBALL REFUND-ELLIE | 65.00 |
| CISNEROS/ RIANNA | TBALL REFUND-MALEAH | 55.00 |
| CITY OF EXETER | 3/18-4/18/20 ASSESSMENT | 437.62 |
| CLAR/ THOMAS R | BASEBALL REFUND-GARRETT | 110.00 |
| COLLINS & SCHOETTLER | APR 2020 PLANNING | 3,200.00 |
| CRAIGS AUTO PARTS | 3.5T LO-PRO SERV JACK | 1,272.35 |
| CRUZ/ ANGELICA | UB DEPOSIT REFUND | 80.66 |
| CULLIGAN | APR PD WATER SERVICE | 150.25 |
| DAWSON-MAULDIN LLC | PATCH/PAVE 715 S KAWEAH | 2,500.00 |
| DELGADILLO/ ARACELI | TBALL REFUND-JOSEPH | 55.00 |
| DELTA LIQUID ENERGY, ARRO AUTO | 4/7/20 ALDRIDGE PROPANE | 220.88 |
| EGGER/ ARELY | BASEBALL REFUND-LINCOLN | 110.00 |
| ELITE CORPORATE MEDICAL SERV | MEDICAL CLINIC FEES-54 | 1,269.00 |
| EMD NETWORKING SERVICES, INC. | APR 2020 VOIP | 1,005.08 |
| ENRIQUEZ/ ALEX | BASEBALL REFUND-ALEX | 55.00 |
| EWING IRRIGATION PRODUCTS INC | TORO LA HALF NOZZLE | 424.59 |
| EXETER MERCANTILE CO. | CHAIN PROOF 5/16" ZN 75' | 525.13 |
| EXETER MOTORS, INC. | E05-POWER TAKE OFF | 4,452.13 |
| FRANCHISE TAX BOARD | CALLOUT-FLOATS STAY ON | 662.50 |
| FRESNO OXYGEN | STD LRG FOWS CYLS/B ACET | 99.42 |
| FRONTIER CALIFORNIA INC. | 6682/4-22 TO 5/21/20 | 166.82 |
| FUSION CLOUD SERVICES LLC | 0966/4/18/20 TO 5/17/20 | 227.26 |
| GARCIA/ JERRY | TBALL REFUND-NINA | 55.00 |
| GARDNER/ MICHAEL | TBALL REFUND-STAYSEN | 55.00 |
| GARRISON/ KRISTINA | BASEBALL REFUND-WYATT | 110.00 |
| GHD INC | VISALIA RD IMPROVEMENT P | 3,537.50 |
| GIBBS/ SAMANTHA | TBALL REFUND-ELENA | 55.00 |
| GISLER/ MARCI | BASEBALL REFUND-CAYSON | 110.00 |
| GONZALEZ/ MAYRA | BASEBALL REFUND-MARIANO | 110.00 |
| GOPHER GETTER | APR GOPHER SERVICE | 450.00 |
| GOVERNMENT REVENUE SOLUTIONS | STAR SALES TAX-4TH QTR | 594.14 |
| GUNDERMAN/ RANDY | SOFTBALL REFUND-REESE | 55.00 |

Approved on 5/07/2020 for Payments Through 5/07/2020

| Vendor Name | Description | Amount |
|--------------------------------|--------------------------|-----------|
| HENRY/ NATE | SOFTBALL REFUND-KOLBY | 55.00 |
| HERNANDEZ/ CARMEN | BASEBALL REFUND-ROY | 55.00 |
| HERNANDEZ/ CIELO | SOFTBALL REFUND-ISABELLA | 65.00 |
| HOLT/ COURTINIE | TBALL REFUND-JAMES | 55.00 |
| HURTADO/ VERONICA | BASEBALL REFUND-GABRIEL | 110.00 |
| INGRAM DIGITAL ELECTRONICS CO. | CALLOUT-FLOATS STAY ON | 1,987.53 |
| INTERSTATE BATTERIES, DBA | C65-XHD BATTERY | 277.73 |
| JACK GRIGGS INC | APR 2020 GAS | 3,572.89 |
| KRC SAFETY CO INC. | NO RIGHT TURN SIGN | 457.27 |
| KUNKEL/ MARYKATE | TBALL REFUND-CHRISTOPHER | 55.00 |
| LA FLEUR/ SUMMER | TBALL REFUND-VERA | 65.00 |
| LANDEROS/ DANIEL | BASEBALL REFUND-STEVEN | 110.00 |
| LEACH/ CHELSEA | BASEBALL REFUND-ROWAN | 55.00 |
| LN CURTIS & SONS | E11-HURST EDRAULIC SERVI | 540.00 |
| LOVELL MARTINEZ/ JANNA | BASEBALL REFUND-MYLES | 110.00 |
| MARKS/ JODY | TBALL REFUND-TAYLOR | 55.00 |
| MAURITSON/ BLAKE | BASEBALL REFUND-WALKER | 55.00 |
| MEJIA/ CHRISTINA | BASEBALL REFUND-MARCUS | 65.00 |
| MERAZ/ DELENE | SOFTBALL REFUND-JULIA | 110.00 |
| MID VALLEY DISPOSAL, LLC | APR MID VALLEY | 83,245.86 |
| MOLES/ JAZMINE | BASEBALL REFUND-AUSTIN | 55.00 |
| MOONLIGHT MAINTENANCE | APR RESTROOM CLEANI | 3,382.00 |
| MORALES-ALVARADO/ FELIPE | UB DEPOSIT REFUND | 97.77 |
| NEWMAN/ CHARLOTTE RENEE | UB DEPOSIT REFUND | 116.21 |
| OLVERA/ ROBERTO | BASEBALL REFUND-DOMINIC | 55.00 |
| PRESSLEY & ASSOCIATES, INC. | SERVICES RENDERED NOV 1 | 20,786.00 |
| PRUDENTIAL OVERALL SUPPLY | 4/23/20 UNIFORM SERVICE | 266.83 |
| QUAD KNOPF ENGINEERING | 200130 COMPLETE STREETS | 38,770.27 |
| RAMIREZ/ SAMANTHA | BASEBALL REFUND-GAVIN | 165.00 |
| REEVES/ JESSICA | TBALL REFUND-MASON | 110.00 |
| RIPORTELLA/ JENNIFER | BASEBALL REFUND-ANTHONY | 55.00 |
| ROMERO/ ELISA | TBALL REFUND-HAILEY | 55.00 |
| ROTHENBERG/ STEVEN | UB DEPOSIT REFUND | 11.18 |
| SANDERS/ GEOFFREY | UB DEPOSIT REFUND | 8.44 |
| SANTILLAN/ CARLOS | BASEBALL REFUND-CARLOS | 55.00 |
| SELECT BUSINESS SYSTEMS | BLACK/YELLOW CARTRIDGE | 160.85 |
| SEQUOIA DOOR, INC. | REMOUNT SENSORS-4 DOORS | 295.00 |
| SERVIN/ YVETTE | BASEBALL REFUND-MICHAEL | 55.00 |
| SHARP/ NICK & JULIA | TBALL REFUND-JACE | 110.00 |
| SHROPSHIRE/ CHRISTINA | BASEBALL REFUND-JAMES | 55.00 |
| SIERRA SANITATION INC | STANDING SINK 4/30-5/26 | 144.78 |
| SILVER & WRIGHT LLP | MAR 320 PEACH | 5,601.80 |
| SOUTHERN CALIFORNIA EDISON | 9240C/3-25 TO 4/23/20 | 20,197.13 |
| SOUTHERN CALIFORNIA GAS CO. | 0493/3-26 TO 4/24/20 | 261.37 |
| STANDARD INSURANCE CO. | MAY 2020 LIFE INSURANCE | 2,277.18 |
| TAYLOR/ ALEXANDRIA | TBALL REFUND-CASON | 55.00 |
| TF TIRE AND SERVICE | 14 FORD EXPLORER-FIREHAW | 1,362.38 |
| TULARE COUNTY JAIL | ENGRAVED PLAQUE-FRICK, J | 40.41 |

Approved on 5/07/2020 for Payments Through 5/07/2020

| Vendor Name | Description | Amount |
|------------------------------|--------------------------|-----------|
| TULARE COUNTY SHERIFF'S DEPT | JAN-MAR 2020 DISPATCH | 21,768.75 |
| UNIVAR SOLUTIONS USA INC | WELL 9 SOD HYPO 12.5% | 1,067.19 |
| USA BLUEBOOK | MARKTIME ELAPSED METER | 430.35 |
| VALLEY GREEN LANDSCAPE | APR CITY PARK MAINTENANC | 9,316.00 |
| VALLEY UNIFORM CENTER | UNIFORM-HAMPTON, JUSTIN | 778.47 |
| VASQUEZ/ JOSE C | SOFTBALL REFUND-MELANNIE | 55.00 |
| VAST NETWORKS | MAY 2020 UTILITY SYSTEM | 1,000.00 |
| VIDANA/ MOLLY | BASEBALL REFUND-BRADY | 55.00 |
| VILLAGOMEZ/ GLADYS | TBALL REFUND-JACOB | 55.00 |
| VILLARREAL/ CASSIE | BASEBALL REFUND-ALBERT | 55.00 |
| VOLLMER EXCAVATION, L.P. | COLD MIX | 1,402.21 |
| WALLIS/ LONI | SOFTBALL REFUND-JULIA | 220.00 |
| WAYMIRE/ JAMIE | TBALL REFUND-WESTON | 55.00 |
| WILLIAMS/ AMANDA | SOFTBALL REFUND-BROOKLYN | 55.00 |
| WOLFE/ BRITTANY | TBALL REFUND-AINSLEY | 110.00 |
| ZAVALA/ DAISY | TBALL REFUND-VERONICA | 55.00 |
| ZUNIGA/ ELVIRA | SOFTBALL REFUND-VICTORIA | 55.00 |

**

Final Totals...

251,979.36

Approved on 5/12/2020 for Payments Through 5/12/2020

| Vendor Name | Description | Amount |
|----------------------|----------------------|----------|
| CARD MEMBER SERVICES | IACP 2020 CONFERENCE | 3,500.09 |
| Final Totals... | | 3,500.09 |

**

PAYROLL.....S BI-WEEKLY RUN-03/18/2020 10.54.30 PAGE 1
 CHECK FORM..CHEK CHECK REGISTER PR311R-V14.09 Paymate

PERIOD 2 DATING 3/02/2020- 3/15/2020 CHECK DATE 3/20/2020
 DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|-----------------|-----------------|------------------------------|------|----------------|
| 1030 | 63.69 | CA STATE DISBURSEMENT UN | 2 | 1 VENDOR CHECK |
| 1031 | 50.00 | TULARE CO SHERIFF'S OFFI | 9 | 1 VENDOR CHECK |
| 1032 | 2,353.35 | PHELPS/KEVIN M | 429 | 1 |
| 1033 | 212.67 | DAVIDSON/KAYTEE | 567 | 1 |
| 1034 | 282.26 | ENGLAND/QUINCEY | 566 | 1 |
| 1035 | 96.04 | GARVER/ELIJAH MORGAN | 507 | 1 |
| 1036 | 132.06 | HERNANDEZ/ETHAN | 568 | 1 |
| 1037 | 99.04 | MILLER/LYNCOLN | 569 | 1 |

TOTALS FOR CHECK FORM: CHEK

| NEGOTIABLE CHECKS | | COUNTS |
|-------------------|---------------------------|--------|
| 3,175.42 | *EMPLOYEE CHECKS | 6 |
| 113.69 | *VENDOR CHECKS | 2 |
| 0.00 | *BANK CHECKS | 0 |
| 3,289.11 | **TOTAL NEGOTIABLE CHECKS | 8 |

OTHER CHECKS

| | | |
|----------|------------------------|---|
| 0.00 | *MANUAL CHECKS | 0 |
| 0.00 | *CANCELLED CHECKS | 0 |
| 3,289.11 | **TOTAL FOR CHECK FORM | |

NON-NEGOTIABLE CHECKS

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

PERIOD 2 DATING 3/02/2020- 3/15/2020 CHECK DATE 3/20/2020
DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|-----------------|-----------------|------------------------------|------|--------------------|
| 47665 | 198.00 | CLOCEA | 4 | 1 VENDOR STUB ONLY |
| 47666 | 728.00 | EXETER POLICE OFFICER AS | 3 | 1 VENDOR STUB ONLY |
| 47667 | 219.66 | EXETER POLICE OFFICER AS | 3A | 1 VENDOR STUB ONLY |
| 47668 | 1,033.93 | BRITO/ELISHA | 403 | 1 STUB ONLY |
| 47669 | 4,432.35 | ENNIS/ADAM | 206 | 1 STUB ONLY |
| 47670 | 2,457.94 | ONEAL/SHONNA N | 203 | 1 STUB ONLY |
| 47671 | 1,257.89 | HERNANDEZ/XOCHITL | 306 | 1 STUB ONLY |
| 47672 | 1,414.72 | IBARRA/MARLENE | 302 | 1 STUB ONLY |
| 47673 | 3,307.74 | TAVAREZ/CHRISTOPHER | 309 | 1 STUB ONLY |
| 47674 | 1,655.91 | SEE/EEKHONG | 304 | 1 STUB ONLY |
| 47675 | 1,201.66 | CARRETERO/VANESSA | 402 | 1 STUB ONLY |
| 47676 | 1,763.92 | CORREA/GABRIEL JR | 436 | 1 STUB ONLY |
| 47677 | 1,602.93 | CULLUM/TRENT | 444 | 1 STUB ONLY |
| 47678 | 2,805.86 | DURKEE/MARK | 404 | 1 STUB ONLY |
| 47679 | 1,432.19 | ECHEVARRIA/TYLER J | 443 | 1 STUB ONLY |
| 47680 | 2,383.60 | FERNANDEZ/CESAR | 434 | 1 STUB ONLY |
| 47681 | 2,306.71 | FRICK/JOCELYNN LEANN | 433 | 1 STUB ONLY |
| 47682 | 2,513.90 | GIEFER/MICHAEL DAVID | 438 | 1 STUB ONLY |
| 47683 | 1,455.54 | GUZMAN/TIMOTHY CHARLES | 410 | 1 STUB ONLY |
| 47684 | 3,184.21 | HALL/JOHN T | 406 | 1 STUB ONLY |
| 47685 | 4,044.64 | INGLEHART/BRETT A | 411 | 1 STUB ONLY |
| 47686 | 1,831.10 | KNOX/MARK | 442 | 1 STUB ONLY |
| 47687 | 1,566.88 | SALINAS/ALEXANDER | 419 | 1 STUB ONLY |
| 47688 | 1,756.35 | WALKER/PAUL | 425 | 1 STUB ONLY |
| 47689 | 2,410.04 | YARBER/ISABEL | 422 | 1 STUB ONLY |
| 47690 | 1,193.11 | ALDRIDGE/GARY | 618 | 1 STUB ONLY |
| 47691 | 1,415.55 | ARROYO/MARIE | 623 | 1 STUB ONLY |
| 47692 | 1,018.77 | CABRERA/GUADALUPE | 628 | 1 STUB ONLY |
| 47693 | 1,844.68 | ESPINOLA/DANIEL M | 602 | 1 STUB ONLY |
| 47694 | 1,469.13 | HUGGINS/KYLE AARON | 621 | 1 STUB ONLY |
| 47695 | 2,832.97 | QUALLS/DAYMON | 607 | 1 STUB ONLY |
| 47696 | 1,638.71 | RAMIREZ/JUAN | 608 | 1 STUB ONLY |
| 47697 | 684.50 | WENDT/EDDIE | 626 | 1 STUB ONLY |
| 47698 | 1,255.92 | CARTER/AMY JO | 502 | 1 STUB ONLY |
| 47699 | 153.07 | MILLER/SKYLAR | 558 | 1 STUB ONLY |
| 47700 | 1,103.61 | WACHTER/LINDA S | 517 | 1 STUB ONLY |
| 47701 | 1,244.16 | MILLAN/MARCUS | 622 | 1 STUB ONLY |
| 47702 | 908.11 | MILLER/JAMES | 624 | 1 STUB ONLY |
| 47703 | 345.11 | MIRWALD/PHILIP | 625 | 1 STUB ONLY |
| 47704 | 1,184.32 | QUIROZ/PATRICK P | 512 | 1 STUB ONLY |
| 47705 | 1,524.72 | HAYES/CURTIS W | 437 | 1 STUB ONLY |

PERIOD 1 DATING 3/16/2020- 3/29/2020 CHECK DATE 4/03/2020
DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|-----------------|-----------------|------------------------------|------|----------------|
| 1038 | 63.69 | CA STATE DISBURSEMENT UN 2 | | 1 VENDOR CHECK |
| 1039 | 50.00 | TULARE CO SHERIFF'S OFFI 9 | | 1 VENDOR CHECK |
| 1040 | 27.70 | PETTY/JEREMY | 106 | 1 |
| 1041 | 277.07 | SANCHEZ/CESILIA | 307 | 1 |
| 1042 | 1,777.66 | PHELPS/KEVIN M | 429 | 1 |
| 1043 | 60.03 | DAVIDSON/KAYTEE | 567 | 1 |

| | | | |
|-----------------------------|---------------------------|--|--------|
| TOTALS FOR CHECK FORM: CHEK | | | |
| NEGOTIABLE CHECKS | | | COUNTS |
| 2,142.46 | *EMPLOYEE CHECKS | | 4 |
| 113.69 | *VENDOR CHECKS | | 2 |
| 0.00 | *BANK CHECKS | | 0 |
| 2,256.15 | **TOTAL NEGOTIABLE CHECKS | | 6 |

| | | | |
|--------------|------------------------|--|---|
| OTHER CHECKS | | | |
| 0.00 | *MANUAL CHECKS | | 0 |
| 0.00 | *CANCELLED CHECKS | | 0 |
| 2,256.15 | **TOTAL FOR CHECK FORM | | |

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

PERIOD 1 DATING 3/16/2020- 3/29/2020 CHECK DATE 4/03/2020
DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|-----------------|-----------------|------------------------------|------|--------------------|
| 47706 | 198.00 | CLOCEA | 4 | 1 VENDOR STUB ONLY |
| 47707 | 780.00 | EXETER POLICE OFFICER AS | 3 | 1 VENDOR STUB ONLY |
| 47708 | 235.35 | EXETER POLICE OFFICER AS | 3A | 1 VENDOR STUB ONLY |
| 47709 | 1,033.93 | BRITO/ELISHA | 403 | 1 STUB ONLY |
| 47710 | 4,432.35 | ENNIS/ADAM | 206 | 1 STUB ONLY |
| 47711 | 2,478.71 | ONEAL/SHONNA N | 203 | 1 STUB ONLY |
| 47712 | 1,257.89 | HERNANDEZ/XOCHITL | 306 | 1 STUB ONLY |
| 47713 | 1,414.72 | IBARRA/MARLENE | 302 | 1 STUB ONLY |
| 47714 | 3,302.49 | TAVAREZ/CHRISTOPHER | 309 | 1 STUB ONLY |
| 47715 | 1,676.68 | SEE/EEKHONG | 304 | 1 STUB ONLY |
| 47716 | 35.09 | CANALES/MICHAEL W | 430 | 1 STUB ONLY |
| 47717 | 1,196.41 | CARRETERO/VANESSA | 402 | 1 STUB ONLY |
| 47718 | 2,089.00 | CORREA/GABRIEL JR | 436 | 1 STUB ONLY |
| 47719 | 1,680.76 | CULLUM/TRENT | 444 | 1 STUB ONLY |
| 47720 | 2,234.16 | DURKEE/MARK | 404 | 1 STUB ONLY |
| 47721 | 1,472.82 | ECHEVARRIA/TYLER J | 443 | 1 STUB ONLY |
| 47722 | 2,281.65 | FERNANDEZ/CESAR | 434 | 1 STUB ONLY |
| 47723 | 2,211.46 | FRICK/JOCELYNN LEANN | 433 | 1 STUB ONLY |
| 47724 | 2,161.20 | GIEFER/MICHAEL DAVID | 438 | 1 STUB ONLY |
| 47725 | 1,375.29 | GUZMAN/TIMOTHY CHARLES | 410 | 1 STUB ONLY |
| 47726 | 3,184.21 | HALL/JOHN T | 406 | 1 STUB ONLY |
| 47727 | 1,307.03 | HAMPTON/JUSTIN | 446 | 1 STUB ONLY |
| 47728 | 2,564.99 | INGLEHART/BRETT A | 411 | 1 STUB ONLY |
| 47729 | 1,815.14 | KNOX/MARK | 442 | 1 STUB ONLY |
| 47730 | 1,580.67 | SALINAS/ALEXANDER | 419 | 1 STUB ONLY |
| 47731 | 1,751.10 | WALKER/PAUL | 425 | 1 STUB ONLY |
| 47732 | 2,404.79 | YARBER/ISABEL | 422 | 1 STUB ONLY |
| 47733 | 834.53 | ALDRIDGE/GARY | 618 | 1 STUB ONLY |
| 47734 | 1,410.30 | ARROYO/MARIE | 623 | 1 STUB ONLY |
| 47735 | 1,018.77 | CABRERA/GUADALUPE | 628 | 1 STUB ONLY |
| 47736 | 1,839.43 | ESPINOLA/DANIEL M | 602 | 1 STUB ONLY |
| 47737 | 1,469.13 | HUGGINS/KYLE AARON | 621 | 1 STUB ONLY |
| 47738 | 2,832.97 | QUALLS/DAYMON | 607 | 1 STUB ONLY |
| 47739 | 1,850.13 | RAMIREZ/JUAN | 608 | 1 STUB ONLY |
| 47740 | 391.14 | WENDT/EDDIE | 626 | 1 STUB ONLY |
| 47741 | 1,255.92 | CARTER/AMY JO | 502 | 1 STUB ONLY |
| 47742 | 1,103.61 | WACHTER/LINDA S | 517 | 1 STUB ONLY |
| 47743 | 1,118.55 | MILLAN/MARCUS | 622 | 1 STUB ONLY |
| 47744 | 908.11 | MILLER/JAMES | 624 | 1 STUB ONLY |
| 47745 | 823.04 | MIRWALD/PHILIP | 625 | 1 STUB ONLY |
| 47746 | 1,179.07 | QUIROZ/PATRICK P | 512 | 1 STUB ONLY |
| 47747 | 1,563.74 | HAYES/CURTIS W | 437 | 1 STUB ONLY |

PERIOD 2 DATING 3/30/2020- 4/12/2020 CHECK DATE 4/17/2020
DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|-----------------|-----------------|------------------------------|------|----------------|
| 1044 | 63.69 | CA STATE DISBURSEMENT UN 2 | | 1 VENDOR CHECK |
| 1045 | 50.00 | TULARE CO SHERIFF'S OFFI 9 | | 1 VENDOR CHECK |
| 1046 | 1,918.04 | PHELPS/KEVIN M | 429 | 1 |

| | | | |
|-----------------------------|---------------------------|--------|--|
| TOTALS FOR CHECK FORM: CHEK | | | |
| NEGOTIABLE CHECKS | | COUNTS | |
| 1,918.04 | *EMPLOYEE CHECKS | 1 | |
| 113.69 | *VENDOR CHECKS | 2 | |
| 0.00 | *BANK CHECKS | 0 | |
| 2,031.73 | **TOTAL NEGOTIABLE CHECKS | 3 | |

| | | | |
|--------------|------------------------|---|--|
| OTHER CHECKS | | | |
| 0.00 | *MANUAL CHECKS | 0 | |
| 0.00 | *CANCELLED CHECKS | 0 | |
| 2,031.73 | **TOTAL FOR CHECK FORM | | |

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

PERIOD 2 DATING 3/30/2020- 4/12/2020 CHECK DATE 4/17/2020
DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|-----------------|-----------------|------------------------------|------|--------------------|
| 47748 | 198.00 | CLOCEA | 4 | 1 VENDOR STUB ONLY |
| 47749 | 780.00 | EXETER POLICE OFFICER AS | 3 | 1 VENDOR STUB ONLY |
| 47750 | 235.35 | EXETER POLICE OFFICER AS | 3A | 1 VENDOR STUB ONLY |
| 47751 | 968.21 | BRITO/ELISHA | 403 | 1 STUB ONLY |
| 47752 | 4,432.35 | ENNIS/ADAM | 206 | 1 STUB ONLY |
| 47753 | 2,478.71 | ONEAL/SHONNA N | 203 | 1 STUB ONLY |
| 47754 | 1,257.89 | HERNANDEZ/XOCHITL | 306 | 1 STUB ONLY |
| 47755 | 1,383.26 | IBARRA/MARLENE | 302 | 1 STUB ONLY |
| 47756 | 3,307.74 | TAVAREZ/CHRISTOPHER | 309 | 1 STUB ONLY |
| 47757 | 1,676.68 | SEE/EEKHONG | 304 | 1 STUB ONLY |
| 47758 | 1,201.66 | CARRETERO/VANESSA | 402 | 1 STUB ONLY |
| 47759 | 1,514.10 | CORREA/GABRIEL JR | 436 | 1 STUB ONLY |
| 47760 | 1,650.72 | CULLUM/TRENT | 444 | 1 STUB ONLY |
| 47761 | 2,301.27 | DURKEE/MARK | 404 | 1 STUB ONLY |
| 47762 | 1,482.19 | ECHEVARRIA/TYLER J | 443 | 1 STUB ONLY |
| 47763 | 2,383.60 | FERNANDEZ/CESAR | 434 | 1 STUB ONLY |
| 47764 | 1,985.23 | FRICK/JOCELYNN LEANN | 433 | 1 STUB ONLY |
| 47765 | 2,174.93 | GIEFER/MICHAEL DAVID | 438 | 1 STUB ONLY |
| 47766 | 1,380.54 | GUZMAN/TIMOTHY CHARLES | 410 | 1 STUB ONLY |
| 47767 | 3,184.21 | HALL/JOHN T | 406 | 1 STUB ONLY |
| 47768 | 1,491.96 | HAMPTON/JUSTIN | 446 | 1 STUB ONLY |
| 47769 | 2,250.29 | INGLEHART/BRETT A | 411 | 1 STUB ONLY |
| 47770 | 1,815.14 | KNOX/MARK | 442 | 1 STUB ONLY |
| 47771 | 1,439.00 | SALINAS/ALEXANDER | 419 | 1 STUB ONLY |
| 47772 | 1,795.52 | WALKER/PAUL | 425 | 1 STUB ONLY |
| 47773 | 2,410.04 | YARBER/ISABEL | 422 | 1 STUB ONLY |
| 47774 | 1,081.62 | ALDRIDGE/GARY | 618 | 1 STUB ONLY |
| 47775 | 1,415.55 | ARROYO/MARIE | 623 | 1 STUB ONLY |
| 47776 | 1,018.77 | CABRERA/GUADALUPE | 628 | 1 STUB ONLY |
| 47777 | 1,844.68 | ESPINOLA/DANIEL M | 602 | 1 STUB ONLY |
| 47778 | 1,469.13 | HUGGINS/KYLE AARON | 621 | 1 STUB ONLY |
| 47779 | 2,757.57 | QUALLS/DAYMON | 607 | 1 STUB ONLY |
| 47780 | 1,501.37 | RAMIREZ/JUAN | 608 | 1 STUB ONLY |
| 47781 | 462.26 | WENDT/EDDIE | 626 | 1 STUB ONLY |
| 47782 | 1,255.92 | CARTER/AMY JO | 502 | 1 STUB ONLY |
| 47783 | 1,103.61 | WACHTER/LINDA S | 517 | 1 STUB ONLY |
| 47784 | 1,148.80 | MILLAN/MARCUS | 622 | 1 STUB ONLY |
| 47785 | 908.11 | MILLER/JAMES | 624 | 1 STUB ONLY |
| 47786 | 837.65 | MIRWALD/PHILIP | 625 | 1 STUB ONLY |
| 47787 | 1,184.32 | QUIROZ/PATRICK P | 512 | 1 STUB ONLY |
| 47788 | 1,524.72 | HAYES/CURTIS W | 437 | 1 STUB ONLY |

PERIOD 1 DATING 4/13/2020- 4/26/2020 CHECK DATE 5/01/2020
DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|-----------------|-----------------|------------------------------|------|----------------|
| 1047 | 63.69 | CA STATE DISBURSEMENT UN 2 | | 1 VENDOR CHECK |
| 1048 | 50.00 | TULARE CO SHERIFF'S OFFI 9 | | 1 VENDOR CHECK |
| 1049 | 1,855.54 | PHELPS/KEVIN M 429 | | 1 |

| | | | |
|-----------------------------|---------------------------|--------|--|
| TOTALS FOR CHECK FORM: CHEK | | | |
| NEGOTIABLE CHECKS | | COUNTS | |
| 1,855.54 | *EMPLOYEE CHECKS | 1 | |
| 113.69 | *VENDOR CHECKS | 2 | |
| 0.00 | *BANK CHECKS | 0 | |
| 1,969.23 | **TOTAL NEGOTIABLE CHECKS | 3 | |

| | | | |
|--------------|------------------------|---|--|
| OTHER CHECKS | | | |
| 0.00 | *MANUAL CHECKS | 0 | |
| 0.00 | *CANCELLED CHECKS | 0 | |
| 1,969.23 | **TOTAL FOR CHECK FORM | | |

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

PAYROLL.....S BI-WEEKLY RUN-04/30/2020 08.51.30 PAGE 2
 CHECK FORM..STUB CHECK REGISTER PR311R-V14.09 Paymate

PERIOD 1 DATING 4/13/2020- 4/26/2020 CHECK DATE 5/01/2020
 DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ | |
|-----------------|-----------------|------------------------------|------|--------------|------------------|
| 47789 | 198.00 | CLOCEA | 4 | 1 | VENDOR STUB ONLY |
| 47790 | 780.00 | EXETER POLICE OFFICER AS | 3 | 1 | VENDOR STUB ONLY |
| 47791 | 235.35 | EXETER POLICE OFFICER AS | 3A | 1 | VENDOR STUB ONLY |
| 47792 | 968.21 | BRITO/ELISHA | 403 | 1 | STUB ONLY |
| 47793 | 4,432.35 | ENNIS/ADAM | 206 | 1 | STUB ONLY |
| 47794 | 2,478.71 | ONEAL/SHONNA N | 203 | 1 | STUB ONLY |
| 47795 | 1,257.89 | HERNANDEZ/XOCHITL | 306 | 1 | STUB ONLY |
| 47796 | 1,383.26 | IBARRA/MARLENE | 302 | 1 | STUB ONLY |
| 47797 | 3,302.49 | TAVAREZ/CHRISTOPHER | 309 | 1 | STUB ONLY |
| 47798 | 1,676.68 | SEE/EKHONG | 304 | 1 | STUB ONLY |
| 47799 | 1,196.41 | CARRETERO/VANESSA | 402 | 1 | STUB ONLY |
| 47800 | 1,665.42 | CORREA/GABRIEL JR | 436 | 1 | STUB ONLY |
| 47801 | 1,571.91 | CULLUM/TRENT | 444 | 1 | STUB ONLY |
| 47802 | 2,234.16 | DURKEE/MARK | 404 | 1 | STUB ONLY |
| 47803 | 1,482.19 | ECHEVARRIA/TYLER J | 443 | 1 | STUB ONLY |
| 47804 | 2,388.98 | FERNANDEZ/CESAR | 434 | 1 | STUB ONLY |
| 47805 | 1,985.23 | FRICK/JOCELYNN LEANN | 433 | 1 | STUB ONLY |
| 47806 | 2,587.11 | GIEFER/MICHAEL DAVID | 438 | 1 | STUB ONLY |
| 47807 | 1,592.35 | GUZMAN/TIMOTHY CHARLES | 410 | 1 | STUB ONLY |
| 47808 | 3,184.21 | HALL/JOHN T | 406 | 1 | STUB ONLY |
| 47809 | 1,507.40 | HAMPTON/JUSTIN | 446 | 1 | STUB ONLY |
| 47810 | 2,709.54 | INGLEHART/BRETT A | 411 | 1 | STUB ONLY |
| 47811 | 1,815.14 | KNOX/MARK | 442 | 1 | STUB ONLY |
| 47812 | 1,597.76 | SALINAS/ALEXANDER | 419 | 1 | STUB ONLY |
| 47813 | 1,946.75 | WALKER/PAUL | 425 | 1 | STUB ONLY |
| 47814 | 2,404.79 | YARBER/ISABEL | 422 | 1 | STUB ONLY |
| 47815 | 834.53 | ALDRIDGE/GARY | 618 | 1 | STUB ONLY |
| 47816 | 1,410.30 | ARROYO/MARIE | 623 | 1 | STUB ONLY |
| 47817 | 1,018.77 | CABRERA/GUADALUPE | 628 | 1 | STUB ONLY |
| 47818 | 1,839.43 | ESPINOLA/DANIEL M | 602 | 1 | STUB ONLY |
| 47819 | 1,469.13 | HUGGINS/KYLE AARON | 621 | 1 | STUB ONLY |
| 47820 | 2,832.97 | QUALLS/DAYMON | 607 | 1 | STUB ONLY |
| 47821 | 1,405.08 | RAMIREZ/JUAN | 608 | 1 | STUB ONLY |
| 47822 | 551.16 | WENDT/EDDIE | 626 | 1 | STUB ONLY |
| 47823 | 1,255.92 | CARTER/AMY JO | 502 | 1 | STUB ONLY |
| 47824 | 1,103.61 | WACHTER/LINDA S | 517 | 1 | STUB ONLY |
| 47825 | 1,118.55 | MILLAN/MARCUS | 622 | 1 | STUB ONLY |
| 47826 | 1,100.73 | MILLER/JAMES | 624 | 1 | STUB ONLY |
| 47827 | 779.16 | MIRWALD/PHILIP | 625 | 1 | STUB ONLY |
| 47828 | 1,179.07 | QUIROZ/PATRICK P | 512 | 1 | STUB ONLY |
| 47829 | 1,897.29 | HAYES/CURTIS W | 437 | 1 | STUB ONLY |

CITY OF EXETER

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

Treasurer's Report February 2020

| | | | |
|---|--|-----------------|-----------------|
| Beginning Balance as of February 1, 2020 | | | \$ 1,118,232.27 |
| <u>Deposits</u> | | | |
| | wire Transfer | \$ 552,000.00 | |
| | #1443 | \$ 5,789.93 | |
| | #1444 | \$ 115,853.55 | |
| | #1445 | \$ 118,802.71 | |
| | #1446 | \$ 36,344.22 | |
| | Direct Deposit #1447 | \$ 261,681.11 | |
| | | | \$ 1,090,471.52 |
| TOTAL DEPOSITS | | | |
| <u>Withdrawals</u> | | | |
| | City Checks Processed | \$ 373,861.90 | |
| | Payroll EFT | \$ 136,298.24 | |
| | Payroll Checks | \$ 7,994.35 | |
| | CalPERS Retirement costs | \$ 43,287.47 | |
| | P/R Taxes | \$ 25,465.55 | |
| | Def Comp | \$ 1,785.40 | |
| | FSA Disbursements | \$ 1,968.61 | |
| | Bank Charges/Misc | \$ 114.90 | |
| | Chargebacks | \$ 224.20 | |
| | State DU | \$ 737.52 | |
| | Debit Correction | \$ 0.01 | |
| | Wire Transfer | \$ 552,000.00 | |
| | Endorsement Stamps | \$ 166.13 | |
| | Deposit Slips | \$ 181.77 | |
| TOTAL WITHDRAWALS | | | |
| | | | \$ 1,144,086.05 |
| Ending Bank Balance as of Feb 29, 2020 | | | \$ 1,064,617.74 |
| Undeposited cash on hand #1448 | | | \$ 10,978.25 |
| Bank of the Sierra ending balance | | | \$ 1,075,595.99 |
| <u>Outstanding Checks</u> | | | |
| | General | \$ 392,541.57 | |
| | Payroll | \$ 555.71 | |
| | | \$ - | |
| | | | \$ 393,097.28 |
| Adjusted Bank Balance as of February 29, 2020 | | | \$ 682,498.71 |
| <u>Investments</u> | | | |
| | US Savings | \$ 539,728.86 | |
| | Government Agency Bond | \$ 246,375.00 | |
| | CD's | \$ 1,730,000.00 | |
| | Local Agency Investment Fund | \$ 4,042,051.95 | |
| | Fair Market Value Adjustment gain/(loss) | \$ 11,199.80 | |
| | Charles Schwab | \$ 0.23 | |
| | | | \$ 6,569,355.84 |
| Total City Funds 2/29/2020 | | | \$ 7,251,854.55 |
| Ratio of Invested Funds/Available Funds | | | 91% |

City of Exeter
Treasurer's Report
Investments as of 2/29/2020

| <u>Rate</u> | <u>Maturity Date</u> | <u>Description</u> | <u>Purchase Date</u> | <u>Principal Value</u> |
|--------------------------------|----------------------|------------------------------|----------------------|------------------------|
| <u>Certificates of Deposit</u> | | | | |
| 1.75% | 6/30/2021 | WELLS FARGO #SAH48 | Dec-19 | \$ 249,000 |
| 1.70% | 1/21/2021 | GOLDMAN SACHS BANK USA | Jan-20 | \$ 245,000 |
| 1.35% | 6/10/2020 | MB FINANCIAL BANK #CRZ1 | Jun-16 | \$ 248,000 |
| 1.75% | 10/29/2021 | COMENITY CAPITAL #ASX5 | Oct-16 | \$ 249,000 |
| 1.75% | 11/2/2021 | DISCOVER BANK #2M39 | Nov-16 | \$ 247,000 |
| 2.40% | 11/15/2022 | CAPITAL ONE #RKEO | Nov-17 | \$ 247,000 |
| 3.00% | 8/9/2021 | ALLY BANK #GEE9 | Aug-18 | \$ 245,000 |
| 1.96% Average | | | | <u>\$ 1,730,000</u> |
| <u>Money Market Funds</u> | | | | |
| 1.91% Demand | | Local Agency Investment Fund | Various | \$ 4,042,052 |
| Demand | | US Savings | Various | \$ 539,729 |
| Demand | | Charles Schwab | Various | <u>\$ 0.23</u> |
| | | | | <u>\$ 4,581,781</u> |
| <u>Government Securities</u> | | | | |
| 1.88% | | Federal Home Loan Bank | | <u>246,375</u> |
| | | | | <u>\$ 246,375</u> |
| | | | Total Investments | <u>\$ 6,558,156</u> |

By - E. See/C. Tavaraz

CITY OF EXETER

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

Treasurer's Report March 2020

| | | | | |
|--|--|----|--------------|-----------------|
| Beginning Balance as of March 1, 2020 | | | | \$ 1,065,595.59 |
| <u>Deposits</u> | wire Transfer | \$ | 300,000.00 | |
| | #1448 | \$ | 10,978.25 | |
| | #1449 | \$ | 40,117.67 | |
| | #1450 | \$ | 133,997.93 | |
| | #1451 | \$ | 61,864.24 | |
| | #1452 | \$ | 30,678.64 | |
| | Direct Deposit #1453 | \$ | 418,905.19 | |
| | | | | \$ 996,541.92 |
| TOTAL DEPOSITS | City Checks Processed | \$ | 512,606.17 | |
| <u>Withdrawals</u> | Payroll EFT | \$ | 137,439.45 | |
| | Payroll Checks | \$ | 7,316.35 | |
| | CalPERS Retirement costs | \$ | 43,461.86 | |
| | P/R Taxes | \$ | 26,940.27 | |
| | Def Comp | \$ | 1,785.40 | |
| | FSA Disbursements | \$ | 4,393.00 | |
| | Bank Charges/Misc | \$ | 114.90 | |
| | Chargebacks | \$ | 150.20 | |
| | State DU | \$ | 737.52 | |
| | 2019 BOE Sales Tax | \$ | 761.00 | |
| | Wire Transfer | \$ | 300,000.00 | |
| | BOTS Credit Correction Error | \$ | 75.00 | |
| TOTAL WITHDRAWALS | | | | \$ 1,035,781.12 |
| | | | | \$ 1,026,356.39 |
| | | | | \$ 3,116.91 |
| Bank of the Sierra ending balance | | | | \$ 1,029,473.30 |
| <u>Outstanding Checks</u> | General | \$ | 318,738.04 | |
| | Payroll | \$ | 697.79 | |
| | | | | \$ 319,435.83 |
| | | | | \$ 710,037.47 |
| <u>Investments</u> | US Savings | \$ | 541,427.04 | |
| | Government Agency Bond | \$ | 246,375.00 | |
| | CD's | \$ | 1,730,000.00 | |
| | Local Agency Investment Fund | \$ | 4,042,051.95 | |
| | Fair Market Value Adjustment gain/(loss) | \$ | 11,199.80 | |
| | Charles Schwab | \$ | 0.23 | |
| Total City Funds 3/31/2020 | | | | \$ 6,571,054.02 |
| | | | | \$ 7,281,091.49 |
| | | | | 90% |

Ratio of Invested Funds/Available Funds

City of Exeter
Treasurer's Report
Investments as of 3/31/2020

| <u>Rate</u> | <u>Maturity Date</u> | <u>Description</u> | <u>Purchase Date</u> | <u>Principal Value</u> |
|--------------------------------|----------------------|------------------------------|----------------------|------------------------|
| <u>Certificates of Deposit</u> | | | | |
| 1.75% | 6/30/2021 | WELLS FARGO #5AH48 | Dec-19 | \$ 249,000 |
| 1.70% | 1/21/2021 | GOLDMAN SACHS BANK USA | Jan-20 | \$ 245,000 |
| 1.35% | 6/10/2020 | MB FINANCIAL BANK #CRZ1 | Jun-16 | \$ 248,000 |
| 1.75% | 10/29/2021 | COMENITY CAPITAL #ASX5 | Oct-16 | \$ 249,000 |
| 1.75% | 11/2/2021 | DISCOVER BANK #2M39 | Nov-16 | \$ 247,000 |
| 2.40% | 11/15/2022 | CAPITAL ONE #RKE0 | Nov-17 | \$ 247,000 |
| 3.00% | 8/9/2021 | ALLY BANK #GEE9 | Aug-18 | \$ 245,000 |
| 1.96% Average | | | | <u>\$ 1,730,000</u> |
| <u>Money Market Funds</u> | | | | |
| 1.79% Demand | | Local Agency Investment Fund | Various | \$ 4,042,052 |
| Demand | | US Savings | Various | \$ 541,427 |
| Demand | | Charles Schwab | Various | <u>\$ 0.23</u> |
| | | | | <u>\$ 4,583,479</u> |
| <u>Government Securities</u> | | | | |
| 1.88% | | Federal Home Loan Bank | | <u>246,375</u> |
| | | | | <u>\$ 246,375</u> |
| | | | Total Investments | <u>\$ 6,559,854</u> |

By - E. See/C. Tavaraz

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number: L5

Wording for Agenda: Adopt Resolution 2020-13 authorizing investment of monies in the Local Agency Investment Fund (LAIF) with the State of California State Treasurer and officers for the City of Exeter's investment account.

Submitting Department: Finance
Contact Name: Chris Tavarez, Finance Director
Phone Number: 559-592-2755
Email: ctavarez@exetercityhall.com

Department Recommendation:

Staff recommends the Council adopt Resolution 2020-13 authorizing investment of monies in the Local Agency Investment Fund (LAIF) with the State of California State Treasurer and officers for the City of Exeter's investment account.

Summary/Background:

The City maintains an investment account in LAIF administered by the State Treasurer. LAIF accounts are used by many municipalities to earn interest on any available funds as they pass through the City. The State Treasurer invests municipalities funds that are deposited in LAIF to earn as much interest as possible at a low risk appropriate for municipalities. It is common for the majority of municipalities available funds to be invested in LAIF accounts since they are structured and well suited for municipalities.

In order to move funds in and out of this account to other City accounts there must be authorized officers. Due to several staffing changes in the past few years and a change to the City's main checking account, it is prudent to update this resolution and re-identify positions that may make necessary cash moves in the event other authorized officers are unavailable and there is need for immediate liquidity or investment.

Primarily funds in the City's LAIF account are moved to or from the City's main checking account or on occasion to or from other investment grade accounts such as bonds or federal securities. The LAIF account can include funds from any City accounts in order to gain interest. Typically, the LAIF account will hold the majority of the City's available cash in order to accrue the most interest in a safe and reliable manner and provides the City quick cash liquidity for normal operations and capital projects as they should arise.

It is proposed that Council adopt the proposed resolution to update the authorized officer information on file with the State Treasurer so that in addition to the Finance Director/City Treasurer, the City Administrator and Financial Analyst have authority to move funds into and out of this account as investment and cash needs may necessitate.

Currently, the following staff is listed in the proposed resolution, this will also authorize their successors in their positions:

Chris Tavarez, Finance Director/ City Treasurer
Adam Ennis, City Administrator
Eekhong See, Financial Analyst

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Fiscal Impact: There is no fiscal impact to this action. This action allows the City to have sufficient personnel able to make cash available for City operations and investment.

Prior Council/Board Actions: Council approval of previous Resolution 2010-59 on June 22, 2010.

Attachments: Resolution 2020-13

| |
|--|
| <p>Recommended motion to be made by Council/Board: I move to adopt Resolution 2020-13 as presented.</p> |
|--|

RESOLUTION 2020-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AUTHORIZING
INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) AND
OFFICERS FOR THE CITY OF EXETER**

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City;

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the deposit and withdrawal of City monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following City officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Chris Tavarez
Name

Adam Ennis
Name

Eekhong See
Name

Finance Director/City Treasurer
Title

City Administrator
Title

Financial Analyst
Title

Signature

Signature

Signature

Section 2. This resolution shall remain in full force and effect until rescinded by City Council by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED, ADOPTED, AND A THIS 19th DAY OF MAY, 2020, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Mayor

City Clerk

**City of Exeter
Agenda Item Transmittal**

Meeting Date: May 19, 2020

Agenda Item Number:

L6

Wording for Agenda: Award and authorize the City Administrator to sign a contract with Asphalt Maintenance Company of Visalia, CA in the amount of \$63,267.32 for construction of the Completion of Exeter HSIP Project, HSIPL-5195(015), and approve an appropriation of \$65,000 from the Transportation fund (113).

Submitting Department: Engineering

Contact Name: Lisa Wallis-Dutra, PE, TE, PTOE, RSP
City Engineer

Phone Number: (559) 734-0440

Department Recommendation:

Staff recommends that Council approve this item as presented.

Summary/Background:

Staff is working to complete the remaining work for the HSIP project which began in 2017. Due to coordination issues with a Caltrans project, reduced project scope, addressing Disadvantaged Business Enterprise requirements with the Federal funding and scheduling issues, the City issued a contract termination for convenience with the original contractor and issued a request for bids to complete the remaining work under the title, Completion of the Exeter HSIP Project. The project consists of slurry seal and thermoplastic pavement marking on San Juan, Dolores, Portola, Rocky Hill and miscellaneous other locations. The project also includes, but is not limited to, red-curb striping on Kaweah and traffic control throughout the project area.

The City of Exeter advertised a Request for Bids for this project and a bid opening was held on May 6, 2020. Because no bids were received by the bid submission deadline, an addendum to the RFB was posted and the bid date was extended until May 11, 2020. As of the proposal submission deadline on May 11th, one bid in the amount of \$63,267.32 was received from Asphalt Maintenance Company of Visalia, CA.

The City Engineer's final Opinion of Probable Construction Cost was \$62,888.00, which includes a 10% contingency.

Asphalt Maintenance Company's bid proposal for this project has been reviewed by staff and all required information submitted has been determined to be complete and responsive.

Fiscal Impact: Remaining funds in the HSIP project allocation equals \$106,503, which are sufficient to cover the cost for the completion project. All project funding is provided by federal funds.

Prior Council/Board Actions: Numerous Council actions on file pertaining to preliminary engineering, PS&E, and right of way, and previous construction contract.

Attachments: Asphalt Maintenance Company's proposal

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Recommended motion to be made by Council/Board: I move to award and authorize the City Administrator to execute a contract with Asphalt Maintenance Company of Visalia, CA in the amount of \$63,267.32 for construction of the Completion of the Exeter HSIP Project HSIPL 5195(015), and approve an appropriation of \$65,000. from the Transportation fund (113).

PROPOSAL FORMS

City of Exeter COMPLETION OF HSIP PROJECT AT VARIOUS LOCATIONS No. HSIPL 5195(015)

TO THE CITY OF EXETER

The undersigned declares that he has carefully examined the location of the proposed work, that he has examined the plans and specifications and read the accompanying instructions to bidders and hereby proposes to do all the work required to complete the said work in accordance with said plans, specifications, and special provisions, for the unit price or lump sum set forth in the following schedule:

City of Exeter Completion of HSIP Project at Various Locations

| Item | Approx. Quantity | Units | Item Description With Prices Written in Words | Unit Price | Total Price |
|----------------|------------------|-------|---|----------------------------|--------------------|
| 1. | LS | LS | Mobilization and Demobilization @ <u>five thousand eight hundred forty</u> dollars per lump sum amount. | <u>\$5840.00</u> /LS | <u>\$5840.00</u> |
| 2. | LS | LS | Traffic Control @ <u>twelve thousand forty five</u> dollars per lump sum amount. | <u>\$12045.00</u> /LS | <u>\$12,045.00</u> |
| 3. | 2588 | SF | Type II Slurry Seal @ <u>fifteen thousand eight hundred ninety</u> <u>32/100</u> dollars per square foot. | <u>\$6.14</u> /SF | <u>\$15,890.32</u> |
| 4. | 938 | LF | Red paint Striping @ <u>two thousand six hundred fifty two</u> dollars per lineal foot. | <u>\$2,652.00</u> /LF | <u>\$2,652.00</u> |
| 5. | LS | LS | Thermoplastic Pavement Marking @ <u>twenty six thousand eight hundred forty</u> dollars per lump sum. | <u>\$26,840.00</u> /LS | <u>\$26,840.00</u> |
| TOTAL BASE BID | | | | <u>\$</u> <u>63,267.32</u> | |

Total amount of Base Bid (written in words) sixty three thousand two hundred sixty seven Dollars and thirty two Cents

City of Exeter
Completion of HSIP Project at Various Locations

Proposal Forms
PF-1

In case of discrepancy between words and figures, the words shall prevail; and in case of a discrepancy between unit prices and totals, the unit price shall prevail.

Bidder acknowledges receipt of the following addenda:

Addenda 1, 2, and 3

The undersigned further agrees that in case of default in executing the required contract, with necessary bonds, within fifteen (15) days, not including Sunday, after having received notice that the contract is ready for signature, the proceeds of the check or bond accompanying his bid shall become the property of the City of Exeter.

Licensed in accordance with an act providing for the registration of contractors, License No. 610610, Classifications C32, Expiration Date 1-31-2021.

Gregg Glick
Signature of Bidder

(if an individual, so state. If a firm or co-partnership, state the firm name and give the names of all individual co-partners composing the firm. If a corporation, state legal name of corporation, also names of president, secretary, treasurer and manager thereof.)

1641 E TULARE AVE
VISALIA CA 93292

Business Address

559-627-5373

Telephone

Dated: 5-8-2020

Gregg Glick - President/Vice President
MARY Glick - Secretary

SUBCONTRACTORS

Pursuant to the provisions of Sections 4100 EXCEPTING THEREFROM Seq., of the Public Contracts Code of the State of California, every bidder shall set forth the name and location of the place of business of each subcontractor who will perform work or labor in or about the construction of the work or improvement in an amount in excess of one-half (1/2) of one percent (1%) of the Bidder's total bid. If the bidder fails to specify a subcontractor for any portion of the work in excess of one half (1/2) of one percent (1%) of the Bidder's total bid, he agrees to perform that portion himself. The following is the required list of subcontractors:

BIDDER'S LIST OF SUBCONTRACTORS

(Use extra sheet if necessary)

Subcontractor

License / DIR Registration

TPT Pavement

LIC 687921

Markings

DIR 10000046338

3276 W. Sussex Way Fresno Ca 93722

KRC Safety

LIC 507950

7821 W. Sunnyview

DIR 1000004730

Visalia Ca 93291

5-8-2020

Date

Gregg Glink

(Contractor's Signature)

EXHIBIT 12-B BIDDER'S LIST OF SUBCONTRACTORS (DBE AND NON-DBE)

The bidder shall list all subcontractors (both DBE and non-DBE) in accordance with Title 49, Section 26.11 of the Code of Federal Regulations. This listing is required in addition to listing DBE Subcontractors elsewhere in the proposal. Photocopy this form for additional firms.

| Firm Name/ City, State, ZIP | Phone/ Fax | Annual Gross Receipts | Description of Portion of Work to be Performed | Local Agency Use Only (Certified DBE?) |
|---|------------------------|---|--|--|
| Name: 1st Paint Mkrp | Phone: 559-275 | <input checked="" type="checkbox"/> < \$1 million | STRIPING | <input type="checkbox"/> YES |
| Address: 324 Co. Rd. 1000 | Fax: 2879 | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City/State ZIP: Freemont, CA 93720 | | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.): |
| | | <input type="checkbox"/> > \$15 million | | |
| Name: | Phone: | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address: | Fax: | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City/State ZIP: | | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.): |
| | | <input type="checkbox"/> > \$15 million | | |
| Name: KRC Safety | Phone: 732-0393 | <input type="checkbox"/> < \$1 million | TRAFFIC CONTROL | <input type="checkbox"/> YES |
| Address: 1821 W. Sunnyview | Fax: | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City/State ZIP: VISALIA CA 93291 | | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.): |
| | | <input type="checkbox"/> > \$15 million | | |
| Name: | Phone: | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address: | Fax: | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City/State ZIP: | | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.): |
| | | <input type="checkbox"/> > \$15 million | | |

Distribution: 1) Original - Local Agency File

**NONCOLLUSION AFFIDAVIT TO BE EXECUTED
BY BIDDER AND SUBMITTED WITH BID**

Gregg Glick being first duly sworn, deposes and says that he or she is President of ASPHALT MAINTENANCE, the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference, with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or any member or agent thereof to effectuate a collusive or sham bid.

BIDDER'S BOND TO ACCOMPANY PROPOSAL

Known all men by these presents,

That we, Asphalt Maintenance Company of *, as principal and Travelers Casualty and Surety Company of America
As surety, are held and firmly bound into the City of Exeter in the sum of Ten Percent of Amount Bid
dollars, (\$ 10% Amount Bid), to be paid to the said City or its
certain attorney, its successors and assigns; for which payment, well and truly to be made, we bind
ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly
by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the certain proposal of the above
bounden Asphalt Maintenance Company of California for Completion of HSIP Project at Various Locations dated
May 6, 2020 is accepted by the City of Exeter and if the above bounded
Asphalt Maintenance Company of California, his heirs, executors, administrators, successors and assigns,
shall duly enter into and execute a contract for such construction, and shall execute and deliver the
two bonds described within fifteen days (not including Sunday) from the date of the mailing of a
notice to the above bounden Asphalt Maintenance Company of** by and from the said City of Exeter that
said contract is ready for execution, then this obligation shall become null and void; other wise it
shall be and remain in full force and virtue.

IN WITNESS WHEREOF, we hereunto set our hands and seals this 29th day of
April, 20 20.

Asphalt Maintenance Company of California

Gregg Black

Travelers Casualty and Surety Company of America

Joanette Blackwell McLeod
Joanette Blackwell McLeod, Attorney-in-Fact

*California

**California

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

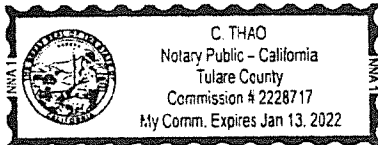
STATE OF CALIFORNIA

County of Tulare }

On April 29, 2020 before me, C. Thao, Notary Public,
Date Insert Name of Notary exactly as it appears on the official seal

personally appeared Joanette Blackwell McLeod

Name(s) of Signer(s)



Place Notary Seal Above

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

Description of Attached Document

Title or Type of Document: Bidder's Bond to Accompany Proposal

Document Date: April 29, 2020 Number of Pages: 1

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Joanette Blackwell McLeod

- ☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner ☐ Limited ☐ General
☒ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

RIGHT THUMBPRINT
OF SIGNER

Top of thumb here

Signer is Representing:

Travelers Casualty and Surety
Company of America

Signer's Name: _____

- ☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

RIGHT THUMBPRINT
OF SIGNER

Top of thumb here

Signer is Representing:



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Joanette Blackwell McLeod** of **VISALIA, California**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: _____

Robert L. Raney
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



Marie C. Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 29th day of April, 2020



Kevin E. Hughes
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.

The following additions, deletions, or modifications shall become part of the Contract Documents for this Project:

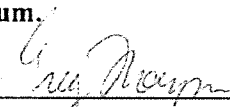
ADDENDUM NUMBER ONE

CLARIFICATIONS/REVISIONS TO THE PLANS AND CONTRACT DOCUMENTS

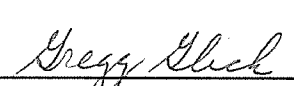
ITEM NO. 1: CLARIFICATION/REVISION:

- A. **DAVIS-BACON WAGE RATES:** The wage rates published with the Bid Documents (General Decision Number CA20200021, dated 03/13/2020) are the most current wage determinations for the project as of the date of this addendum.
- B. **CONTRACTOR LICENSE REQUIREMENTS:** The City will accept bids from contractors holding a valid Class A contractor's license from the State of California, or a combination of C licenses for contractor and subcontractors to cover the project scope of work.

NOTE: One copy of this Addendum shall be signed by the Bidder and must be submitted with the bid as acknowledgement of receipt of the acceptance of this Addendum.

Prepared by 
Greg Thompson, P.E.
QK

May 1, 2020
Date

Accepted by 
Bidder (signature)

May 1, 2020
Date

The following additions, deletions, or modifications shall become part of the Contract Documents for this Project:

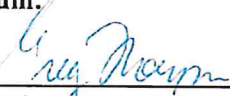
ADDENDUM NUMBER TWO

CLARIFICATIONS/REVISIONS TO THE PLANS AND CONTRACT DOCUMENTS

ITEM NO. 1: CLARIFICATION/REVISION:

- A. **Drawing Sheets PD1 and PD2:** The Keynote 4 is highlighted as part of the scope of work. The crosswalk across Dolores at San Juan is highlighted as part of the scope of work. See attached updated sheets PD1 and PD2.

NOTE: One copy of this Addendum shall be signed by the Bidder and must be submitted with the bid as acknowledgement of receipt of the acceptance of this Addendum.

Prepared by 
Greg Thompson, P.E.
QK

May 1, 2020
Date

Accepted by 
Bidder (signature)

May 2, 2020
Date

The following additions, deletions, or modifications shall become part of the Contract Documents for this Project:


ADDENDUM NUMBER THREE

CLARIFICATIONS/REVISIONS TO THE PLANS AND CONTRACT DOCUMENTS

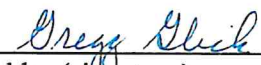
ITEM NO. 1: CLARIFICATION/REVISION:

- A. **BID EXTENSION:** Bid date is hereby EXTENDED to Monday, May 11, 2020 at 2:00 pm.

NOTE: One copy of this Addendum shall be signed by the Bidder and must be submitted with the bid as acknowledgement of receipt of the acceptance of this Addendum.

Prepared by 
Greg Thompson, P.E.
QK

May 6, 2020
Date

Accepted by 
Bidder (signature)

May 6, 2020
Date

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE

Certification regarding the performance of previous contracts or subcontracts subject to the Equal Opportunity Clause and the filing of required reports

PROJECT: City of Exeter
Completion of HSIP Project
Federal Project No. HSIPL-5195(015)

The bidder, Glick Corporation dba Asphalt Maintenance Company of Ca
proposed subcontractor, Gregg Glick,
hereby certifies that he has X, or has not , participated in a previous contract or subcontract subject to the Equal Opportunity Clause, as required by Executive Orders 10925, 11114, or 11246, and that, where required, he has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Glick Corporation dba Asphalt
Company Maintenance Company of Ca

By: Gregg Glick
President
Title

Date: 5-8-2020

NOTE: The above certification is required by the Equal Employment Opportunity regulations of the Secretary of Labor (41 CFR 60-1.7 (b)(1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the Equal Opportunity Clause. Contracts and subcontracts which are exempt from the Equal Opportunity Clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or less are exempt)

Currently Standard Form 100 (EEO-1) is the only report required by the Executive orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7 (b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor

Not Applicable

DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

| | | |
|--|---|--|
| 1. Type of Federal Action: <input type="checkbox"/> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance | 2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application b. initial award c. post-award | 3. Report Type: <input type="checkbox"/> a. initial b. material change For Material Change Only: year _____ quarter _____ date of last report _____ |
| 4. Name and Address of Reporting Entity <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known Congressional District, if known | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known | |
| 6. Federal Department/Agency: | 7. Federal Program Name/Description: CFDA Number, if applicable _____ | |
| 8. Federal Action Number, if known: | 9. Award Amount, if known: | |
| 10. a. Name and Address of Lobby Entity (If individual, last name, first name, MI) (attach Continuation Sheet(s) if necessary) | b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI) (attach Continuation Sheet(s) if necessary) | |
| 11. Amount of Payment (check all that apply) \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned | 13. Type of Payment (check all that apply) <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify _____ | |
| 12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____ | | |
| 14. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11: (attach Continuation Sheet(s) if necessary) | | |
| 15. Continuation Sheet(s) attached: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | | |
| Signature: <u>Gregg Glick</u> Print Name: <u>Gregg Glick</u> Title: <u>President</u> Telephone No.: <u>559-627-5373</u> Date: <u>5-8-2020</u> | | |
| Federal Use Only: Authorized for Local Reproduction Standard Form - LLL | | |

Standard Form LLL Rev. 09-12-97

EXHIBIT 15-G CONSTRUCTION CONTRACT DBE COMMITMENT

1. Local Agency: City Of Exeter 2. Contract DBE Goal: 14%
 3. Project Description: Pedestrian Improvements
 4. Project Location: Various
 5. Bidder's Name: Glick Corporation dba Asphalt Maintenance Company of Ca 6. Prime Certified DBE: ☐ 7. Bid Amount: \$ 63,267.32
 8. Total Dollar Amount for ALL Subcontractors: \$ 41,537.00 9. Total Number of ALL Subcontractors: 2

| 10. Bid Item Number | 11. Description of Work, Service, or Materials Supplied | 12. DBE Certification Number | 13. DBE Contact Information (Must be certified on the date bids are opened) | 14. DBE Dollar Amount |
|--|---|------------------------------|--|-----------------------|
| 2 | Traffic Control | 000447 | KRC Safety Inc | \$ 12,045.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Local Agency to Complete this Section upon Execution of Award | | | 15. TOTAL CLAIMED DBE PARTICIPATION | \$ 12,045.00 |
| 21. Local Agency Contract Number: _____ 22. Federal-Aid Project Number: _____ 23. Bid Opening Date: _____ 24. Contract Award Date: _____ 25. Award Amount: _____ | | | | 19 % |
| Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. 26. Local Agency Representative's Signature _____ 27. Date _____ 28. Local Agency Representative's Name _____ 29. Phone _____ 30. Local Agency Representative's Title _____ | | | IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Names of the First Tier DBE Subcontractors and their respective item(s) of work listed above must be consistent, where applicable with the names and items of the work in the "Subcontractor List" submitted with your bid. Written confirmation of each listed DBE is required. 16. Preparer's Signature <u>Gregg Glick</u> 17. Date <u>05/08/2020</u> Gregg Glick 559-627-5373 18. Preparer's Name 19. Phone President 20. Preparer's Title | |

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.
 3. Include additional copy with award package.

EXHIBIT 15-H: PROPOSER/CONTRACTOR GOOD FAITH EFFORTS

Cost Proposal Due Date _____ PE/CE

Federal-aid Project No(s). HSIPL 1595(015) Bid Opening Date 05/11/2020 **CON**

The City of Exeter (Agency Name) _____ established a Disadvantaged Business Enterprise (DBE) goal of 14 % for this contract. The information provided herein shows the required good faith efforts to meet or exceed the DBE contract goal.

Proposers or bidders submit the following information to document their good faith efforts within five (5) business days from cost proposal due date or bid opening. Proposers and bidders are recommended to submit the following information even if the Exhibit 10-O1: Consultant Proposal DBE Commitments or Exhibit 15-G: Construction Contract DBE Commitment indicate that the proposer or bidder has met the DBE goal. This form protects the proposer's or bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

The following items are listed in the Section entitled "Submission of DBE Commitment" of the Special Provisions, **please attach additional sheets as needed:**

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

| Publications | Dates of Advertisement |
|--------------|------------------------|
| | |
| | |
| | |

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

| Names of DBEs Solicited | Date of Initial Solicitation | Follow Up Methods and Dates |
|-------------------------|------------------------------|-----------------------------|
| KRC Safety Inc | 04/28/2020 | Email 04/28/2020 |
| | | Email 05/05/2020 |
| | | |
| | | |
| | | |
| | | |
| | | |

- C. The items of work made available to DBE firms including those unbundled contract work items into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation in order to meet or exceed the DBE contract goal.

| Items of Work | Proposer or Bidder Normally Performs Item (Y/N) | Breakdown of Items | Amount (\$) | Percentage Of Contract |
|-----------------|---|--------------------|--------------|------------------------|
| Traffic Control | Yes <input checked="" type="checkbox"/> | Traffic Control | \$ 12,045.00 | 19.00% |
| | Pick | | | 0.00% |
| | Pick | | | 0.00% |
| | Pick | | | 0.00% |

- D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of firms selected for the work above:

- E. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining information related to the plans, specifications and requirements for the work which was provided to DBEs:

- F. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining bonding, lines of credit or insurance, necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

- G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

| Name of Agency/Organization | Method/Date of Contact | Results |
|-----------------------------|------------------------|---------|
| | | |
| | | |
| | | |
| | | |
| | | |

- H. Any additional data to support a demonstration of good faith efforts:

No additional searching needed because we knew the 1 company we solicited was a participant.

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number:

L7

Wording for Agenda: Adopt Resolution 2020-14 authorizing the adoption of Caltrans Local Assistance Procedures Manual Chapter 10 for procurement of engineering and design related consultant services on federal and state funded transportation projects for the City of Exeter.

Submitting Department: Finance

Contact Name: Chris Tavarez, Finance Director

Phone Number: 559-592-2755

Email: ctavarez@exetercityhall.com

Department Recommendation:

Staff recommends that Council adopt Resolution 2020-14 authorizing the adoption of Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10 for procurement of engineering and design related consultant services on federal and state funded transportation projects for the City of Exeter.

Summary/Background:

From time to time the City receives funds from federal and state sources that are administered by Caltrans for City transportation projects. For some of those projects it is necessary to procure services of a consultant for engineering and design related services. In order to ensure compliance with applicable Federal and State laws and regulations, this action adopts Caltrans LAPM Chapter 10 as the City's policy and procedures for procurement of engineering and design related consultants for federal and state funded projects.

It is a requirement that subrecipients shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with Federal-Aid Highway Program funding. As part of that requirement subrecipients must adopt written policies and procedures prescribed by the awarding State Transportation Agency for the procurement, management, and administration of engineering and design related consultant services in accordance with applicable federal and state laws and regulations. Chapter 10 of the Caltrans LAPM satisfies this requirement.

In the past, the City has adhered to Caltrans LAPM for procurement processes for state and federal funded projects. This Resolution formally acknowledges the City's current practice and future commitment.

Fiscal Impact: There is no fiscal impact with this action, however, this does fulfill a requirement for the City to utilize federal and state transportation funds administered by Caltrans.

Prior Council/Board Actions: None

Attachments: Resolution 2020-14

Recommended motion to be made by Council/Board: I move to adopt Resolution 2020-14 as presented.

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



RESOLUTION 2020-14

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AUTHORIZING THE ADOPTION OF CALTRANS' LOCAL ASSISTANCE PROCEDURES MANUAL CHAPTER 10 FOR THE CITY OF EXETER

WHEREAS, the City Council of the City of Exeter, through the Department of Public Works, is responsible for the execution of State and Federally funded project(s); and

WHEREAS, per the provision of 23 CFR 172.5(b), subrecipients shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with Federal-Aid Highway Program funding as specified in 23 U.S.C. 106(g)(4)(A); and

WHEREAS, 23 CFR 172.5(b)(1) requires subrecipients to adopt written policies and procedures prescribed by the awarding State Transportation Agency for the procurement, management, and administration of engineering and design related consultant services in accordance with applicable Federal and State laws and regulations; and

WHEREAS, the State of California Department of Transportation (Caltrans) has developed the Local Assistance Procedures Manual (LAPM), Chapter 10, Consultant Selection which sets forth policies and procedures for procurement and management of contracts for engineering and design related consultant services contracts on federal and state funded transportation projects to ensure compliance with applicable Federal and State laws and regulations; and

WHEREAS, LAPM Chapter 10, Consultant Selection, describes the consultant selection and procurement process local agencies must follow to maintain eligibility for federal and state reimbursement; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Exeter ADOPTS Caltrans LAPM Ch.10, Consultant Selection Procedures, and any updates thereto, in the procurement of engineering and design related consultant services for state and federally funded projects.

The forgoing resolution was duly passed and adopted by the City of Exeter City Council at a regular meeting held on May 19, 2020, by the following vote:

PASSED, ADOPTED, AND APPROVED THIS 19TH DAY OF MAY, 2020, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mayor

ATTEST:

City Clerk

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number: L8

Wording for Agenda: Approval to issue permits to four (4) applicants including; Abundant Life Tabernacle, EUHS Music Boosters, Exeter Sportsman's Club 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. 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 Sportsman's Club | 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 19, 2020

Agenda Item Number: L9

Wording for Agenda: Award and authorize the City Administrator to sign a contract with 4 Creeks of Visalia, CA in the amount of \$190,715.99 for Construction Management/Resident Engineer services for the E. Palm Street Reconstruction Project, STPL-5195(022), and approve an appropriation of \$230,000 from Measure R Local funds (131).

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: (559) 592-3318
Email: dqualls@exetercityhall.com

Department Recommendation:

Staff recommends that Council award and authorize the City Administrator to sign this contract and approve the appropriation as presented.

Summary/Background:

The City of Exeter received Surface Transportation Program and will utilize Measure R Local funds in the amount of \$1,857,716.90 for the cost of construction and construction management for the E. Palm Street Reconstruction Project. The project consists of a full-depth reclamation of the existing pavement along E. Palm Street between State Route 65 and G Street. The project also includes, but is not limited to, asphalt grinding, construction of accessible ramps, curb, gutter, sidewalk, alley approaches; adjusting utilities to grade; signing, striping, and pavement marking modifications; and other miscellaneous improvements and appurtenances. There are no modifications planned to the railroad crossing between G and F Streets included in the scope of work.

As we move forward into the construction phase of the project the City must select and hire a qualified firm to be responsible for construction management services. Local public agencies must follow certain procedures and guidelines when administering the construction of federally funded projects such as the E. Palm Street Reconstruction Project. Construction management duties include monitoring the construction for contract document compliance, project schedule and delivery, requests for information, change orders, proper construction, certified payroll, dispute resolution, project acceptance, payments, and closing of the contract. Having appropriate construction management services is a requirement of Caltrans and is critical to the successful delivery of a project.

On April 15, 2020, staff advertised a request for proposals (RFP) for construction management services for the project. Proposals were due by May 7th. As of the deadline, three proposals were received from the following four firms:

4 Creeks – Visalia, CA
NV5 - Visalia, CA
SJ Construction Management – Merced, CA

For action by:

☒ City Council
☐ Redev. Agency
Bd.

Regular Session:

☒ Consent Calendar
☐ Regular Item
☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



All three proposals were reviewed and evaluated by the City's Selection Committee. Each proposal was scored on a zero to 100-point rating system. The scores for the evaluation criteria was then multiplied according to their assigned weight to arrive at a weighted score for each proposal. Table I, E. Palm Street Reconstruction Project Proposals, shows the scoring of the initial proposal evaluation:

Table I, E. Palm Street Reconstruction Project CM/RE Proposals

CITY OF EXETER
PALM STREET RECONSTRUCTION

| | SJ | 4CREEKS | NV5 |
|-------------|--------------|---------------------|--------------|
| 1 | 92 | 91 | 89 |
| 2 | 76 | 90 | 98 |
| 3 | 92 | 100 | 87 |
| AVERAGE | 86.67 | 93.67 | 91.33 |
| FINAL SCORE | <u>86.67</u> | <u>93.67</u> | <u>91.33</u> |

Based on the above scoring, it is staff's recommendation that the City proceed with negotiating an agreement with 4Creeks Engineering to provide construction management services for the E. Palm Street Reconstruction Project.

With this Council approval, the City Staff can begin negotiations with 4Creeks to obtain an executed agreement and the City can move forward into the construction phase of this project.

Fiscal Impact:

This project makes available \$750,000 federal funds from the Surface Transportation Program, \$671,000 in Measure R Local funds for construction (appropriated in separate action for construction) and an additional \$230,000 for construction management and City engineering costs for the E. Palm Street Reconstruction Project. The appropriations are to cover the total anticipated construction costs of \$1,626,716 included below (Table 3). The City has assumed in the past all costs would be covered by City funds; the inclusion of the federal funds helps to offset City street funds for other projects.

Table 3: Project Cost Summary

| | |
|---|----------------|
| Design, Environmental, Pre-Construction | \$211,000 |
| Construction Bid | \$1,291,819 |
| Construction Contingency (10%) | \$129,182 |
| Construction Management (15%) | \$190,715.99 |
| Construction Engineering (3%, City/QK) | \$35,000 |
| Total Estimated Costs | \$1,857,716.99 |

Prior Council/Board Actions: Numerous prior Council actions pertaining to funding, preliminary engineering, right of way and Plans, Specifications and Estimates (PS&E).

Attachments: None

Environmental Clearance: This project has been reviewed by Staff for environmental compliance and was found to be exempt under the California Environmental Quality Act (CEQA). Additionally, the State determined that this project has no significant impacts on the

environment as defined by the National Environmental Policy Act (NEPA) and, as such, is categorically excluded from the requirements to prepare an environmental assessment (EA) or environmental impact statement (EIS) under the National Environmental Policy Act.

Recommended motion to be made by Council/Board: I move to award and authorize the City Administrator to execute a contract with 4Creeks of Visalia, CA in the amount of \$190,715.99 for construction management/resident engineer services for the E. Palm Street Reconstruction Project, STPL-5195(022) and approve an appropriation of \$230,000 from fund 131 to cover the project's soft costs.

**City of Exeter
Agenda Item Transmittal**

Meeting Date: May 19, 2020

Agenda Item Number: L10

Wording for Agenda: Award and authorize the City Administrator to sign a contract with the lowest responsible bidder, AJ Excavation of Fresno, CA in the amount of \$1,291,819 for construction of the E. Palm Street Reconstruction Project, STPL-5195(022). Project construction is funded by federal Surface Transportation Program funds and Measure R Local funds and an appropriation of \$1,421,000 is needed from fund Measure R (131).

Submitting Department: Engineering
Contact Name: Lisa Wallis-Dutra, PE, TE, PTOE, RSP
City Engineer
Phone Number: (559) 734-0440

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that Council award and authorize the City Administrator to sign a construction contract and approve the appropriation for the E. Palm Street Reconstruction Project as presented.

Summary/Background:

The City of Exeter received Surface Transportation Program and Measure R funds in the amount of \$1,829,822.00 for the cost of construction and construction management for the E. Palm Street Reconstruction Project. The project consists of a full-depth reclamation of the existing pavement along E. Palm Street between State Route 65 and G Street. The project also includes, but is not limited to, asphalt grinding, construction of accessible ramps, curb, gutter, sidewalk, alley approaches; adjusting utilities to grade; signing, striping, and pavement marking modifications; and other miscellaneous improvements and appurtenances. There are no modifications planned to the railroad crossing between G and F Streets included in the scope of work.

The City of Exeter advertised the Request for Bids for this project and received eight construction bids on May 5, 2020. AJ Excavation of Fresno, CA submitted the apparent low bid of \$1,219,819.

The following is a summary of the bids that were received:

| | |
|---|----------------|
| AJ Excavation, Fresno, CA | \$1,291,819. |
| Agee, Clovis, CA | \$1,416,442. |
| MAC General Engineering, Inc, Porterville, CA | \$1,424,446. |
| Central Valley Asphalt, Lindsay, CA | \$1,608,234. |
| Bush Construction, Fresno, CA | \$1,619,759.20 |
| Avison Construction, Inc., Madera, CA | \$1,695,929. |
| American Paving Co., Fresno, CA | \$1,683,951.70 |
| Cal Valley Construction, Fresno, CA | \$1,846,835.50 |

The City Engineer's final Opinion of Probable Construction Cost was \$1,844,121.19, which includes a 10% contingency.

AJ Excavation's bid proposal for this project has been reviewed by staff and all required information submitted has been determined to be complete and responsive.

Fiscal Impact:

Makes available \$750,000 federal funds from the Surface Transportation Program and an additional \$671,000 in Measure R Local funds for construction for the E. Palm Street Reconstruction Project.

Prior Council/Board Actions: Numerous prior Council actions pertaining to funding, preliminary engineering, right of way and Plans, Specifications and Estimates (PS&E).

Attachments: Bid Summary Spreadsheet

Environmental Clearance: This project has been reviewed by Staff for environmental compliance and was found to be exempt under the California Environmental Quality Act (CEQA). Additionally, the State determined that this project has no significant impacts on the environment as defined by the National Environmental Policy Act (NEPA) and, as such, is categorically excluded from the requirements to prepare an environmental assessment (EA) or environmental impact statement (EIS) under the National Environmental Policy Act.

| |
|---|
| <p>Recommended motion to be made by Council/Board: I move to award and authorize the City Administrator to execute a contract with AJ Excavation of Fresno, CA in the amount of \$1,291,819 for construction of the E. Palm Street Reconstruction Project, STPL-5195(022) and approve an appropriation of \$1,421,000 in fund 131.</p> |
|---|

**City of Exeter
East Palm Street Reconstruction Project**

| NAME & ADDRESS OF BIDDER | | | AJ Excavation, Inc. 514 N Brawley Ave Fresno, CA 93706 | | Agee 1039 Hoblitt Ave Clovis, CA 93612 | | MAC General Engineering, Inc. PO Box 1748 Porterville, CA 93258 | | Central Valley Asphalt 23464 Road 196 Lindsay, CA 93247 | | Bush Construction 5825 E Harvard Ave Fresno, CA 93727 | | Avison Construction, Inc. 40434 Brickyard Dr. Madera, CA 93636 | | American Paving Co. PO Box 4348 Fresno, CA 93744 | | Cal Valley Construction 5125 N. Gates Ave., Ste. 102 Fresno, CA 93722 | | Engineer's Estimate | | |
|--------------------------|------------|------|--|-----------------|--|-----------------|---|-----------------|---|-----------------|---|-----------------|--|-----------------|--|-----------------|--|-----------------|---------------------|-----------------|---------------|
| Item | Approx Qty | Unit | Description | Unit Price | Total \$ | Unit Price | Total \$ | Unit Price | Total \$ | Unit Price | Total \$ | Unit Price | Total \$ | Unit Price | Total \$ | Unit Price | Total \$ | Unit Price | Total \$ | Unit Price | Total \$ |
| 1. | L.S. | L.S. | Mobilization & Demobilization | 11000 | \$ 11,000.00 | 70000 | \$ 70,000.00 | 17000 | \$ 17,000.00 | 23462 | \$ 23,462.00 | 75000 | \$ 75,000.00 | 75000 | \$ 75,000.00 | 30000 | \$ 30,000.00 | 95000 | \$ 95,000.00 | \$60,000.00 | \$60,000.00 |
| 2. | L.S. | L.S. | Prepare and Maintain Pedestrian and Traffic Control Plan(s) | 30000 | \$ 30,000.00 | 45000 | \$ 45,000.00 | 36000 | \$ 36,000.00 | 77260 | \$ 77,260.00 | 85871 | \$ 85,871.00 | 30000 | \$ 30,000.00 | 65000 | \$ 65,000.00 | 180000 | \$ 180,000.00 | \$50,000.00 | \$50,000.00 |
| 3. | L.S. | L.S. | Prepare, Implement and Maintain Storm Water Pollution Control Program | 5000 | \$ 5,000.00 | 5000 | \$ 5,000.00 | 9000 | \$ 9,000.00 | 9750 | \$ 9,750.00 | 30260 | \$ 30,260.00 | 2000 | \$ 2,000.00 | 5000 | \$ 5,000.00 | 50000 | \$ 50,000.00 | \$20,000.00 | \$20,000.00 |
| 4. | L.S. | L.S. | Furnish and Install Measure R Sign | 1500 | \$ 1,500.00 | 500 | \$ 500.00 | 500 | \$ 500.00 | 1000 | \$ 1,000.00 | 880 | \$ 880.00 | 500 | \$ 500.00 | 1500 | \$ 1,500.00 | 3600 | \$ 3,600.00 | \$2,000.00 | \$2,000.00 |
| 5. | L.S. | L.S. | Clearing, Grubbing & Demolition | 53000 | \$ 53,000.00 | 72000 | \$ 72,000.00 | 119000 | \$ 119,000.00 | 73622 | \$ 73,622.00 | 74000 | \$ 74,000.00 | 70000 | \$ 70,000.00 | 100000 | \$ 100,000.00 | 110000 | \$ 110,000.00 | \$40,000.00 | \$40,000.00 |
| 6. | L.S. | L.S. | Earthwork, Grading, and Compaction | 36000 | \$ 36,000.00 | 80000 | \$ 80,000.00 | 70000 | \$ 70,000.00 | 70800 | \$ 70,800.00 | 175000 | \$ 175,000.00 | 122000 | \$ 122,000.00 | 186000 | \$ 186,000.00 | 240000 | \$ 240,000.00 | \$15,000.00 | \$15,000.00 |
| 7. | L.S. | L.S. | Perform Fehde | 4000 | \$ 4,000.00 | 5000 | \$ 5,000.00 | 16000 | \$ 16,000.00 | 10300 | \$ 10,300.00 | 7000 | \$ 7,000.00 | 25000 | \$ 25,000.00 | 25000 | \$ 25,000.00 | 10000 | \$ 10,000.00 | \$10,000.00 | \$10,000.00 |
| 8. | 1016 | L.F. | Construct City C-1 Curb and Gutter | 51 | \$ 51,816.00 | 39 | \$ 39,624.00 | 34 | \$ 34,544.00 | 30 | \$ 30,480.00 | 3225 | \$ 32,766.00 | 46 | \$ 46,736.00 | 46.7 | \$ 47,417.20 | 30 | \$ 30,480.00 | \$30.00 | \$ 30,480.00 |
| 9. | 171 | L.F. | Construct Caltrans Std. Type A1-6 Curb | 38 | \$ 6,156.00 | 23 | \$ 3,762.00 | 20 | \$ 3,420.00 | 15 | \$ 2,384.00 | 15 | \$ 2,565.00 | 40 | \$ 6,840.00 | 24 | \$ 4,104.00 | 14 | \$ 2,384.00 | \$25.00 | \$ 4,275.00 |
| 10. | 208 | L.F. | Construct Caltrans Std. Type A1-8 Curb | 36 | \$ 7,488.00 | 24 | \$ 4,992.00 | 22 | \$ 4,576.00 | 17 | \$ 3,536.00 | 18 | \$ 3,744.00 | 41 | \$ 8,528.00 | 23 | \$ 4,784.00 | 17 | \$ 3,536.00 | \$28.00 | \$ 6,824.00 |
| 11. | 1 | E.A. | Construct Caltrans Case "A" Curb Ramp | 2500 | \$ 2,500.00 | 2540 | \$ 2,540.00 | 1700 | \$ 1,700.00 | 1400 | \$ 1,400.00 | 1905 | \$ 1,905.00 | 2900 | \$ 2,900.00 | 1000 | \$ 1,000.00 | 1400 | \$ 1,400.00 | \$1,500.00 | \$ 1,500.00 |
| 12. | 2 | E.A. | Construct Caltrans Case "B" Curb Ramp | 2200 | \$ 4,400.00 | 3000 | \$ 6,000.00 | 2000 | \$ 4,000.00 | 1785 | \$ 3,570.00 | 1920 | \$ 3,840.00 | 2900 | \$ 5,800.00 | 1900 | \$ 3,800.00 | 1785 | \$ 3,570.00 | \$1,700.00 | \$ 3,400.00 |
| 13. | 40 | E.A. | Construct Caltrans Case "G" Curb Ramp with Retaining Curb | 2100 | \$ 84,000.00 | 1500 | \$ 60,000.00 | 1100 | \$ 44,000.00 | 900 | \$ 36,000.00 | 967.5 | \$ 38,700.00 | 2400 | \$ 96,000.00 | 850 | \$ 34,000.00 | 900 | \$ 36,000.00 | \$1,500.00 | \$ 60,000.00 |
| 14. | 14 | E.A. | Construct Caltrans Case "G" Curb Ramp with Retaining Curb | 2100 | \$ 29,400.00 | 1530 | \$ 21,420.00 | 1200 | \$ 16,800.00 | 930 | \$ 13,020.00 | 1000 | \$ 14,000.00 | 2500 | \$ 35,000.00 | 800 | \$ 11,200.00 | 930 | \$ 13,020.00 | \$1,800.00 | \$ 25,200.00 |
| 15. | 42 | S.F. | Furnish and Install Detectable Warning Surface | 37 | \$ 1,554.00 | 51 | \$ 2,142.00 | 51 | \$ 2,142.00 | 45 | \$ 1,890.00 | 49 | \$ 2,058.00 | 30 | \$ 1,260.00 | 29 | \$ 1,218.00 | 45 | \$ 1,890.00 | \$ 50 | \$ 2,100.00 |
| 16. | 4879 | S.F. | Construct 4-inch Thick Concrete Sidewalk | 7 | \$ 34,153.00 | 6 | \$ 29,274.00 | 5 | \$ 24,395.00 | 4 | \$ 19,516.00 | 4.3 | \$ 20,979.70 | 9 | \$ 43,911.00 | 7.3 | \$ 35,616.70 | 4 | \$ 19,516.00 | 7 | \$ 34,153.00 |
| 17. | 2202 | S.F. | Construct 6-inch Thick Concrete Bus Pad | 7 | \$ 15,414.00 | 11 | \$ 24,222.00 | 8 | \$ 17,816.00 | 7 | \$ 15,414.00 | 7.5 | \$ 16,515.00 | 14 | \$ 30,828.00 | 11.7 | \$ 25,763.40 | 7 | \$ 15,414.00 | 11 | \$ 24,222.00 |
| 18. | 3 | E.A. | Construct City C-9 Alley Approach | 5000 | \$ 15,000.00 | 3800 | \$ 11,400.00 | 2300 | \$ 6,900.00 | 2090 | \$ 6,270.00 | 2250 | \$ 6,750.00 | 2000 | \$ 6,000.00 | 2400 | \$ 7,200.00 | 2090 | \$ 6,270.00 | 10000 | \$ 30,000.00 |
| 19. | 2 | E.A. | Adjust Existing Inlet to Grade Furnish and Install New Circular Grate | 1100 | \$ 2,200.00 | 3100 | \$ 6,200.00 | 1500 | \$ 3,000.00 | 3800 | \$ 7,600.00 | 4085 | \$ 8,170.00 | 4000 | \$ 8,000.00 | 3800 | \$ 7,600.00 | 3000 | \$ 6,000.00 | 3500 | \$ 7,000.00 |
| 20. | 8 | E.A. | Adjust Existing Inlet to Grade Furnish and Install New Rectangular Inlet Grate | 1100 | \$ 8,800.00 | 2200 | \$ 17,600.00 | 1200 | \$ 9,600.00 | 5150 | \$ 41,200.00 | 5375 | \$ 43,000.00 | 4000 | \$ 32,000.00 | 5000 | \$ 40,000.00 | 3000 | \$ 24,000.00 | 3000 | \$ 24,000.00 |
| 21. | 10 | E.A. | Adjust Existing Inlet to Grade and Construct New Curb Opening | 1100 | \$ 11,000.00 | 2900 | \$ 29,000.00 | 1300 | \$ 13,000.00 | 5150 | \$ 51,500.00 | 5375 | \$ 53,750.00 | 5000 | \$ 50,000.00 | 5000 | \$ 50,000.00 | 2800 | \$ 28,000.00 | 1500 | \$ 15,000.00 |
| 22. | 7032 | TONS | Furnish and Place Hot Mix Asphalt Concrete (Type B) | 77 | \$ 541,464.00 | 75 | \$ 527,400.00 | 81.5 | \$ 573,108.00 | 80 | \$ 562,560.00 | 81 | \$ 569,592.00 | 86 | \$ 604,752.00 | 94.7 | \$ 665,930.40 | 90 | \$ 632,880.00 | 125 | \$ 875,000.00 |
| 23. | 145400 | S.F. | Furnish and Place Full-Depth Reclamation with Concrete | 1.8 | \$ 261,774.00 | 1.7 | \$ 247,231.00 | 1.5 | \$ 218,145.00 | 2.6 | \$ 378,118.00 | 1.55 | \$ 225,416.50 | 1.8 | \$ 261,774.00 | 1.6 | \$ 232,688.00 | 1.35 | \$ 196,330.50 | 1.5 | \$ 218,145.00 |
| 24. | 19 | C.Y. | Furnish and Place Class 2 Aggregate Base | 100 | \$ 1,900.00 | 215 | \$ 4,085.00 | 400 | \$ 7,600.00 | 700 | \$ 13,300.00 | 223 | \$ 4,237.00 | 200 | \$ 3,800.00 | 400 | \$ 7,600.00 | 300 | \$ 5,700.00 | 125 | \$ 2,375.00 |
| 25. | L.S. | L.S. | Spring, Striping and Pavement Marking Modifications | 36000 | \$ 36,000.00 | 48500 | \$ 48,500.00 | 49000 | \$ 49,000.00 | 54552 | \$ 54,552.00 | 39700 | \$ 39,700.00 | 45000 | \$ 45,000.00 | 35500 | \$ 35,500.00 | 35485 | \$ 35,485.00 | 36800 | \$ 36,800.00 |
| 26. | 27 | E.A. | Adjust Water Valve Box to Grade | 550 | \$ 14,850.00 | 700 | \$ 18,900.00 | 1800 | \$ 48,600.00 | 1200 | \$ 32,400.00 | 1290 | \$ 34,830.00 | 1100 | \$ 29,700.00 | 1200 | \$ 32,400.00 | 1150 | \$ 31,050.00 | 800 | \$ 21,600.00 |
| 27. | 1 | E.A. | Adjust Water Meter Box to Grade | 550 | \$ 550.00 | 750 | \$ 750.00 | 1400 | \$ 1,400.00 | 1200 | \$ 1,200.00 | 1290 | \$ 1,290.00 | 1200 | \$ 1,200.00 | 1500 | \$ 1,500.00 | 3500 | \$ 3,500.00 | 800 | \$ 800.00 |
| 28. | 8 | E.A. | Adjust Storm Sewer Manhole to Grade | 550 | \$ 4,400.00 | 1100 | \$ 8,800.00 | 2800 | \$ 22,400.00 | 1650 | \$ 14,800.00 | 1935 | \$ 15,480.00 | 2000 | \$ 16,000.00 | 1800 | \$ 14,400.00 | 2400 | \$ 19,200.00 | 1200 | \$ 9,600.00 |
| 29. | 10 | E.A. | Adjust Storm Drain Manhole to Grade | 550 | \$ 5,500.00 | 1100 | \$ 11,000.00 | 2800 | \$ 28,000.00 | 1850 | \$ 18,500.00 | 1935 | \$ 19,350.00 | 2000 | \$ 20,000.00 | 1800 | \$ 18,000.00 | 2000 | \$ 20,000.00 | 1200 | \$ 12,000.00 |
| 30. | L.S. | L.S. | Repair Landscape and Irrigation In-kind | 5000 | \$ 5,000.00 | 7500 | \$ 7,500.00 | 5000 | \$ 5,000.00 | 18400 | \$ 18,400.00 | 10160 | \$ 10,160.00 | 10000 | \$ 10,000.00 | 5000 | \$ 5,000.00 | 10000 | \$ 10,000.00 | 20000 | \$ 20,000.00 |
| 31. | 6 | E.A. | Reconstruct Survey Monuments | 1000 | \$ 6,000.00 | 1100 | \$ 6,600.00 | 3000 | \$ 18,000.00 | 2400 | \$ 14,400.00 | 725 | \$ 4,350.00 | 900 | \$ 5,400.00 | 1200 | \$ 7,200.00 | 2100 | \$ 12,600.00 | 2000 | \$ 12,000.00 |
| | 1 | 10% | Contingencies | | | | | | | | | | | | | | | | \$ | \$ 167,617.40 | |
| TOTAL BID | | | | \$ 1,291,819.00 | | \$ 1,416,442.00 | | \$ 1,424,446.00 | | \$ 1,608,234.00 | | \$ 1,619,759.20 | | \$ 1,695,929.00 | | \$ 1,693,951.70 | | \$ 1,846,835.50 | | \$ 1,844,121.40 | |

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number:

L11

Wording for Agenda: Adopt Resolution 2020-15 requesting the Tulare County Board of Supervisors permit the County Registrar of Voters to render specified services to the City relating to the conduct of the general municipal election, November 3, 2020; and Adopt Resolution 2020-16 calling the General Municipal Election and requesting and consenting to consolidation of elections on November 3, 2020 and setting specifications of the election order.

Submitting Department: Administration

Contact Name: Shonna Oneal

Phone Number: 592-9244

Email: soneal@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

That the City Council Adopt Resolution 2020-15 requesting the Tulare County Board of Supervisors permit the County Registrar of Voters to render specified services to the City relating to the conduct of the general municipal election, November 3, 2020; and Adopt Resolution 2020-16 calling the General Municipal Election and requesting and consenting to consolidation of elections on November 3, 2020 and setting specifications of the election order.

Summary/Background:

The City of Exeter has historically consolidated its municipal election process with the Tulare County Registrar of Voters. To continue this process, the two proposed resolutions are required to be approved and submitted by July 1, 2020 to the Tulare County Registrar of Voters.

1. Proposed Resolution 2020-15 requests that the Tulare County Board of Supervisors permit the Tulare County Registrar of Voters to render specified services to the City of Exeter related to conducting the general municipal election November 3, 2020 and authorizes and directs the City Clerk to transmit certified copies of the resolution to the Board of Supervisors and County Registrar of Voters.
2. Proposed Resolution 2020-16 calls the general municipal election and requests and consents to the consolidation of the elections process and sets specifications of the elections order as referenced in the proposed resolution.

Due to requiring additional staffing and the extra costs associated with the City conducting its own election, staff recommends Council approve the proposed resolutions to consolidate the election for 2020.

Prior Council/Board Actions: Previous election consolidation actions taken by the City Council in election years.

Attachments: Resolution 2020-15 and Resolution 2020-16

Recommended motion to be made by Council/Board: Adopt Resolution 2020-15 and Adopt Resolution 2020-16 as presented.

RESOLUTION 2020-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER REQUESTING THE TULARE COUNTY BOARD OF SUPERVISORS PERMIT THE COUNTY REGISTRAR OF VOTERS TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF THE GENERAL MUNICIPAL ELECTION, NOVEMBER 3, 2020

WHEREAS, pursuant to the Elections Code, the governing body of any city may, by Resolution, request the Board of Supervisors of the county to permit the county elections official to render specified services to the city relating to the conduct of an election; and

WHEREAS, the City has ordered an election be held within the boundaries of the City on November 3, 2020;

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

1. The Board of Supervisors of Tulare County is hereby requested to permit the County Registrar of Voters to render services to the City relating to the conduct of the November 3, 2020, Municipal Election as follows:
 - a. Distribute and file nomination papers and candidate's statements for candidates for City offices.
 - b. Make all required publications.
 - c. Prepare, print and mail to the qualified electors of the City sample ballots and voter pamphlets.
 - d. Provide Vote by Mail ballots for said Municipal Election for use by the qualified electors who may be entitled to Vote by Mail ballots in the manner provided by law.
 - e. Order consolidation of precincts, appoint precinct boards, designate polling places and instruct election officers concerning their duties.
 - f. Conduct and canvass the returns of the election and certify the votes cast to the City of Exeter City Council candidates.
 - g. Receive and process Vote By Mail ballot voter applications.
 - h. Prepare, print and deliver to the polling places supplies, including the official ballots and a receipt for said supplies.
 - i. Recount votes, if requested, in accordance with state law.
 - j. Conduct the above election duties in accordance with the Voting Rights Act of 1975.
 - k. Perform all other pertinent services required to be performed for said election other than the requirements of the Fair Political Practices Commission; said Political Practices Commission requirements to be performed by the City Clerk.

2. The City Clerk is hereby authorized and directed to transmit certified copies of this Resolution to the Board of Supervisors and to the County Registrar of Voters.

PASSED, ADOPTED AND APPROVED this ____ day of May, 2020.

MAYOR MARY WATERMAN-PHILPOT

ATTEST:

STATE OF CALIFORNIA }
COUNTY OF TULARE }ss
CITY OF EXETER }

I, Shonna Oneal, City Clerk of the City of Exeter, certify the foregoing is the full and true Resolution 2020-XX passed and adopted by the Council of the City of Exeter, at a regular meeting held on the ____ day of May, 2020, by the following vote:

Ayes(s)_____

Noe(s)_____Absent/Abstention(s)_____.

Dated: May ___, 2020

SHONNA ONEAL, CITY CLERK

By: Shonna Oneal, City Clerk

RESOLUTION 2020-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER CALLING THE GENERAL MUNICIPAL ELECTION AND REQUESTING AND CONSENTING TO CONSOLIDATION OF ELECTIONS ON NOVEMBER 3, 2020; AND SETTING SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, the City Council has ordered a Municipal Election to be held on Tuesday, November 3, 2020, to fill certain municipal offices; and

WHEREAS, other elections may be held in whole or in part of the territory of the City, and it is to the advantage of the City to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10242 provides that the governing board shall determine the hours of opening and closing the polls; and

WHEREAS, Elections Code Section 10002 requires the city to reimburse the county in full for the services performed upon presentation of a bill to the city by the county elections official; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the governing body must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; and

WHEREAS, Election Code Section 12101 requires the publication of a notice of the election once in a newspaper of general circulation in the City: The Sun-Gazette

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Exeter that an election be held in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the 3rd day of November, 2020. The purpose of the election is to choose successors for the following offices:

District A City Council Member Dave Hails Two-year term November 2020-November 2022
District B City Council Member Barbara Sally Four-year term November 2020-November 2024
District E City Council Member Jeremy Petty Four-year term November 2020-November 2024
2. This City Council hereby requests and consents to the consolidation of this election with other elections, which may be held in whole or in part of the territory of the City, as provided in Elections Code 10400.
3. The City Council hereby designates the hours the polls are to be kept open shall be from 7:00 A.M. to 8:00 P.M.
4. The City will reimburse the County for the actual cost incurred in conducting the election upon receipt of a bill stating the amount due as determined by the elections official.
5. The City Council has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 200 words.
6. The City Council requests that the Registrar of Voters publish the Notice of Election in the following newspaper, which is a newspaper of general circulation that is regularly circulated in the City: The Sun-Gazette.

7. The City Council directs that a certified copy of this Resolution be forwarded to the County Registrar of Voters, and the Board of Supervisors of Tulare County.

PASSED, ADOPTED AND APPROVED this ____ day of May, 2020.

MAYOR MARY WATERMAN-PHILPOT

ATTEST:

STATE OF CALIFORNIA }
COUNTY OF TULARE }ss
CITY OF EXETER }

I, Shonna Oneal, City Clerk of the City of Exeter, certify the foregoing is the full and true Resolution 2020-XX passed and adopted by the Council of the City of Exeter, at a regular meeting held on the ____ day of May, 2020, by the following vote:

Ayes(s)_____

Noe(s)_____Absent/Abstention(s)_____.

Dated: May ____, 2020

SHONNA ONEAL, CITY CLERK

By: Shonna Oneal, City Clerk

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number:

L12

Wording for Agenda: Authorization for the City Administrator to execute an updated Memorandum of Understanding (MOU) between the City of Exeter and the Tulare-Kings County Regional Hazardous Materials Team led by the City of Visalia (Fire Department) for provision of hazardous materials incident response (Haz-Mat Response) at a reduced share of cost due to adding Kings County participating agencies to the program. The current annual cost to Exeter is \$1,261.54.

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)**



Department Recommendation:

Staff recommends that the Council authorize the City Administrator to execute an updated MOU between the City of Exeter and the Tulare-Kings County Regional Hazardous Materials Team led by the City of Visalia (Fire Department) for provision of hazardous materials incident response (Haz-Mat Response) at a reduced share of cost.

Summary:

The City of Exeter has participated in this program since 1995. Originally the program consisted of an agreement where the Visalia Fire Department would provide Haz-Mat Response services for the surrounding agencies and bill each agency for services provided per incident in their jurisdiction. The individual agencies would then be required to seek reimbursement from any parties potentially responsible for the incident.

The continual expense to maintain equipment and train staff to provide these services kept increasing over the years to the point where Visalia requested to re-negotiate the agreement asking the agencies participating in the program to assist annually with these expenses. In mid-2011, agreements were reached for the participating agencies to provide a proportionate share of financial support of the maintenance to provide the services, with the cost share adjusted annually based on the costs. In addition, this amendment also added a provision where the Visalia Fire Department would seek reimbursement from any parties potentially responsible for the incident and any costs that couldn't get reimbursed would be put into the program and proportionately shared by all the program participants.

This proposed version of the agreement essentially provides the same services with a proportionate cost share to participants but adds in three Kings County agencies to the team, thereby reducing the share of costs. The addition of the Kings County agencies drops Exeter's proportionate share from 2.34% of the costs to 1.7%

Staff remains of the opinion that this program provides inexpensive insurance and peace of mind, establishing an affordable insurance policy should a hazardous materials incident occur in the City of Exeter, and recommends approval of the revised MOU. Parties to this revised agreement may voluntarily terminate participation upon 180 days written notice to all other parties. The initial term of this agreement shall be for five years effective July 1, 2019 and

ending June 30, 2024 and the parties may mutually agree to extend this agreement for additional five-year terms. The City had already paid the reduced annual payment for 2019/2020 and the City of Visalia is now requesting an executed revised MOU.

Background:

In Tulare County the City of Visalia is the only fire department that maintains a fully-trained and fully-equipped hazardous materials response team – and they are committed to providing full hazardous materials emergency response in the area, provided that all agencies participating in the program continue to partner with them to cover the costs. Most (perhaps all) agencies agree that the cost to provide hazardous materials incident response is extreme, and the costs associated with sharing this resource make it significantly more affordable for each agency in a cost-sharing arrangement. In the case of Exeter, our share of the expense is a small fraction of the cost that would be incurred in a single response, were we to have to cover the full cost ourselves (responses can easily range from the tens of thousands of dollars to hundreds of thousands of dollars, depending upon the nature and size of the incident.)

Fiscal Impact: This has been an ongoing annual expense budgeted by the City and with the additional of program participants the annual cost to the City has dropped from 2.34% of the costs to 1.7%.

Prior Council/Board Actions: Council approval of initial agreement in 1995 and the amended agreement in 2011.

Attachments: Memorandum of Understanding between the participating agencies for The Tulare-Kings County Regional Hazardous Materials Team

| |
|---|
| <p>Recommended motion to be made by Council/Board: I move to authorize the City Administrator to execute an updated MOU between the City of Exeter and the Tulare-Kings County Regional Hazardous Materials Team led by the City of Visalia (Fire Department) for provision of hazardous materials incident response (Haz-Mat Response).</p> |
|---|

MEMORANDUM OF UNDERSTANDING BETWEEN

THE COUNTY OF KINGS

THE COUNTY OF TULARE

CITY OF DINUBA

CITY OF EXETER

CITY OF FARMERSVILLE

CITY OF HANFORD

CITY OF LEMOORE

CITY OF LINDSAY

CITY OF PORTERVILLE

CITY OF TULARE

CITY OF VISALIA

CITY OF WOODLAKE

FOR THE

TULARE-KINGS COUNTY REGIONAL
HAZARDOUS MATERIALS TEAM

INTRODUCTION

This Memorandum of Understanding ("MOU" or "Agreement") is entered into between Kings County, Tulare County, City of Dinuba, City of Exeter, City of Farmersville, City of Hanford, City of Lemoore, City of Lindsay, City of Porterville, City of Tulare, City of Visalia, and City of Woodlake (jointly referred to as "Parties"). The MOU is for the purpose of entering into a cooperative agreement between the agencies listed above to provide technical services at the scene of a hazardous materials incident within the operational areas of the participating agencies within Tulare County and Kings County. The agencies signing this Agreement have determined that a multi-agency regional team provides an efficient and cost-effective method to provide such services under the terms of this MOU.

By commitment of resources as described in this MOU, the agencies will develop the Tulare-Kings County Regional Hazardous Materials Team, ("Haz-Mat Team") which will serve to provide for response to incidents involving hazardous materials to the best of the participating agencies' collective abilities and capabilities. The Haz-Mat Team will be a resource that is on-call when needed for the participating agencies, if resources are available, and will not circumvent the requesting agency's statutory authority.

The City of Visalia, through the City of Visalia Fire Department ("VFD") will serve as the lead agency for the Haz-Mat Team. As the lead agency the VFD will be primarily responsible for housing the Haz-Mat Team equipment, schedule training on a regional basis, accounting for the Haz-Mat Team funding, cost recovery efforts as specified in this Agreement, assembling and scheduling the available personnel for each Haz-Mat Team response.

1. PURPOSE

This Agreement is to create and maintain a regional hazardous materials response team, as a supplement to existing mutual aid agreements, that will be composed of staff from participating agencies, as available, to provide first responder operational and technical services at the scene of hazardous materials incidents within the jurisdictional areas of the Parties.

To the extent that the Parties previously operated under cost sharing agreements with the City of Visalia for hazardous materials response, this agreement is intended to replace those prior cost sharing agreements.

2. NO SEPARATE ENTITY

The Parties agree that the purpose of this Agreement may be accomplished without creating a separate entity from the Parties. The Parties to this Agreement are hereby expressly stating that this Agreement does not and is not intended to create a separate joint powers agency or any other type of entity separate and apart from the Parties to this Agreement.

Parties agree that the employees of each respective participating local agency remain the employees of that participating local agency and this Agreement does not make the Parties responsible in any way for the employees of another participating local agency.

3. DUTIES OF PARTIES

The Parties to this Agreement hereby agree that each will undertake the following duties and responsibilities:

- A. Each Party shall take steps, to the extent its resources permit, to train and certify at least one person qualified to provide Hazardous Materials Technician services or four persons qualified to provide First Responder Operational decontamination services.
- B. Each Party, may, at its discretion, acquire and maintain material and supplies necessary to provide equipment and support Haz-Mat Team operations.
- C. Each Party shall contribute funds, or materials, as specified in Exhibit A to this Agreement in order to financially support the costs associated with equipping and maintaining the Haz-Mat Team. Each Party shall pay its required share on or before October 1, of each year, either in a lump sum or in a payment schedule arranged with the lead agency. Failure to pay shall be considered a breach of this Agreement.
- D. This Agreement is intended to state an agreement by participating agencies to cooperate in responding to hazardous materials incidents but each Party acknowledges that this Agreement does not negate or alter its obligation to respond to any such incident occurring within its jurisdictional boundaries.
- E. At the sole discretion of each participating agency, a Party under this Agreement may request the Haz-Mat Team respond to the scene of a hazardous material incident within the participating agency's jurisdiction.
- F. Under the direction of the jurisdiction having legal scene management authority and responsibility, the Haz-Mat Team shall have control of all matters pertaining to the containment and decontamination of a hazardous materials incident until relieved of responsibility by the requesting Party or by the legal scene manager.
- G. VFD as the designated lead agency, shall, at its discretion and based on operational requirements, request Parties send trained personnel as part of a Haz-Mat Team response. Parties shall not be required to respond to a request for resources if it does not have sufficient personnel or equipment to respond at the time the request is made.

- H. Except as agreed to under this Agreement, each Party agrees to be solely responsible for the costs of their personnel, resources administration, training, and emergency response within its respective jurisdiction.
- I. Parties agree that if the Haz-Mat Team responds to a jurisdiction that is not a Party to this Agreement, then the VFD, as the agent for the Haz-Mat Team, shall bill that jurisdiction the applicable cost recovery for the Haz-Mat Team response. Cost recovery to local agencies may be offset by any amount collected from the party responsible for causing the hazardous material incident, if any, under available statutory law for cost recovery. Cost recovery among Parties with personnel on the responding Haz-Mat Team will be based on the applicable cost rate for the respective personnel involved.

4. INDEMNIFICATION

The Parties to this Agreement recognize the statutory immunities stated in Government Code Sections 850 et seq., Health and Safety Code Section 25400 and 42 U.S.C. Section 9607(d)(2) from liability, claims, actions, costs damages or losses, including death or injury to any person and/or damage to property to each other and third parties for personal injury, including death, and property damage arising out of acts or omissions, including the active or passive negligence, which may occur while the respective departments of the Parties take action in response to hazardous material incidents under this Agreement. These immunities, or any other governmental immunity, that do not extend to liability for personal injury, including death, and property damage arising out of any act or omission of any party to this Agreement which act or omission is performed in a grossly negligent manner or to liability for any injury or damage which is a result of bad faith, gross negligence or intentional misconduct, as those terms are defined or used under the statutory immunities cited above are referred to herein as “gross negligence or intentional misconduct.”

When the statutory liability immunities cited above apply there shall be no obligation by any Party to this Agreement to indemnify any other Party pursuant to this section of the Agreement.

Where any liability, claims, actions costs, damages or losses of any kind, including death or injury to any person and/or damage to property, (referred to as “claims” herein) are asserted by any third party or Party to this Agreement to have arisen out of any action or omission of a Party to this agreement which act or omission is or alleged to have been gross negligence or intentional misconduct by such Party, the Party or Parties whose actions which are alleged to have been gross negligence or intentional misconduct shall hold harmless, defend and indemnify the other Parties to this Agreement from and against any liability, claims actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property alleged to have arisen out of gross negligence or intentional misconduct. This indemnification shall include claims or any such liability assignable to the indemnified Parties on the theory or basis of respondeat superior or agency. This indemnification obligation shall continue beyond the term of this Agreement

as to any acts or omissions occurring under this Agreement or any extension of this Agreement. Parties agree that if proportional liability is determined for incidents described in this paragraph, then each shall bear its proportionate cost of any claims respectively attributable based on the applicable facts and circumstances. Parties shall indemnify/hold harmless other Parties that may have been named or involved in the action for any costs or damages incurred in this paragraph its respective proportionate liability.

To the extent that the paragraphs above do not apply to any claims that any third party or entity asserts to have risen out of the activities or omissions, including active or passive negligence, of a Party whose employees or equipment were included in a response by the Haz-Mat Team under this Agreement, then the Party that has jurisdiction over the location of the incident and that requests the Haz-Mat Team shall hold harmless, assume the defense of, and indemnify the other Parties to this Agreement from and against such claims. This indemnification shall include claims or any such liability assignable to the indemnification parties on the theory or basis of respondeat superior or agency. This indemnification obligation shall continue beyond the term of the Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

In any instance where claims name multiple Parties, then the Party with the majority of the employees in the Haz-Mat Team that responded to the incident shall assume the lead in defense unless otherwise agreed to by the Parties.

Each Party shall notify the other participating agencies in writing of any claims, administrative actions, or legal actions with respect to any of the matters described in this indemnification provision within five (5) business days of becoming aware of a claim or action. The Parties shall cooperate in the defense of such actions brought by others with respect to the matters covered in this Agreement. Nothing set forth in this Agreement shall establish a standard of care for, or create any legal rights in, any person not a party to this Agreement.

The provisions of this indemnification clause are intended to be interpreted as broadly as permitted by applicable law. This provision shall survive the termination, expiration, or cancellation of this Agreement.

5. INSURANCE

It is understood and agreed that each Party does and shall maintain insurance policies or self-insurance programs to fund their respective potential liabilities, including potential liability arising out of their personnel responding to hazardous materials incidents and the ownership, maintenance, operation, and use of equipment or procedures used in responding to hazardous materials incidents. Each Party agrees that their respective insurance policies or self-insurance policies shall be modified as necessary to include reasonably foreseeable liability arising out of this Agreement.

Each Party is responsible for providing all required worker's compensation benefits and administering worker's compensation for its employees.

Each Party hereby grants to the other Parties and the other Parties' respective officers, officials, employees, and volunteers a waiver of any right to subrogation in regards to the activities referenced in this Agreement which any insurer of the waiving Party may acquire against the other Parties and/or other Parties' respective officers, officials, employees, and volunteers by virtue of the payment of any loss under insurance maintained by the waiving Party. Each Party shall obtain the endorsement(s) necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the waiving Party obtain and provides the required endorsement(s) to the other Parties.

6. COST RECOVERY AMONG PARTIES

Cost recovery fees will not be charged to Parties. The only type of cost recovery that will be undertaken when the Haz-Mat Team responds to an incident in the jurisdiction of a Party will be to seek reimbursement from those persons and entities responsible for the incident under applicable state or local laws permitting cost recovery. Participating Parties agree to cooperate with one another in cost recovery.

The City of Visalia shall coordinate and monitor cost recovery efforts. Each Party shall provide Visalia with the applicable cost recovery rates for its personnel that serve on the Haz-Mat Team. For purposes of cost recovery, the Parties shall designate City of Visalia, acting through the VFD, as their agent to seek cost recovery of personnel that responded as part of the Haz-Mat Team.

Within thirty days of a hazardous materials incident each Party shall provide VFD with a record of all costs of resources, personnel, and equipment, deployed to the hazardous materials incident.

City of Visalia, as the designated agent under this Agreement, shall collect through cost recovery efforts all amounts expended by the Parties under this Agreement. Each Party shall cooperate with VFD in collection efforts for incidents that occur within their respective jurisdictional boundaries. All cost recovery revenue shall be reimbursed to the Party that incurred the expense. All Parties agree to account for Haz-Mat Team expenses incurred by their respective agency in an account separate from other revenues and expenditures.

Parties agree that VFD, as the lead agency (and primary location for Haz-Mat Team equipment) shall establish an administrative per incident fee of \$300.00 that will be applied to reimburse VFD the administrative costs of assembling the specific personnel that will be responding to each specific hazardous material incident. This per incident fee will only apply when the VFD coordinates a response by the Haz-Mat to a request for assistance.

7. TERM

The initial term of this Agreement shall be for five years effective July 1, 2019 and ending June 30, 2024. The Parties may mutually agree to extend this Agreement for additional five-year terms.

8. TERMINATION

A Party to this Agreement may voluntarily terminate participation upon one hundred eighty (180) calendar days written notice to all other Parties.

Parties that are in breach of the terms of this Agreement shall be notified in writing and have ninety (90) calendar days from the date of such notice to comply with the terms of the Agreement or its participation will be terminated.

Upon the effective termination date, any required contributions under this Agreement that were paid in advance shall be prorated and potentially refunded based on the number of months during the applicable fiscal year that a Party is involved in this Agreement.

Notwithstanding a Party's withdrawal or termination, that Party may continue to receive cost recovery reimbursements as provided under this Agreement for costs incurred while the Party operated under this Agreement and provided personnel or equipment to a hazardous material incident prior to termination.

9. ADDITIONAL PARTIES

Parties agree that additional agencies may join this Agreement at any time. VFD shall notify the existing Parties in writing of any agencies that seek to be added to this Agreement. The notice by VFD shall include any draft cost adjustments to the contributory amounts required under this Agreement that will go into effect with the addition of the new Party. VFD shall reissue the section concerning notice and the revised schedule of costs based on the addition of a new Party and a copy of the signature page of the Agreement signed by the new Party. The additional agency shall be added as a Party to this Agreement unless an existing Party objects within thirty (30) calendar days of being notified of the addition. In case of an objection, all then-current Parties shall meet and decide by a majority vote of currently participating Parties whether to include the additional agency.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding of the Parties. With the exception of Section 9, allowing additional agencies to participate, and Exhibit A, allowing population data to be changed as census data is updated and annual costs to increase by a set amount per year; no changes, modifications, or alternations, shall be effective unless in writing and signed by all Parties.

11. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original, all of which together shall constitute one and the same instrument.

12. NOTICES

Any notice required to be given pursuant to this Agreement shall be in writing and sent first-class mail to the following addresses:

COUNTY OF KINGS

Clay Smith, Fire Chief
280 Campus Drive
Hanford, CA 93230

COUNTY OF TULARE

Tulare County Fire Department
835 S. Akers Street
Visalia, CA 93277

CITY OF DINUBA

Chad Thompson, Fire Chief
420 E. Tulare Street
Dinuba, CA 93230

CITY OF EXETER

Adam Ennis, City Administrator
100 N. C Street
Exeter, CA 93221

CITY OF FARMERSVILLE

City Manager
909 W. Visalia Road
Farmersville, CA 93223

CITY OF HANFORD

Eric Brotemarkle, Interim Fire Chief
350 W. Grangeville Avenue
Hanford, CA 93230

CITY OF LEMOORE

Fire Chief
711 W. Cinnamon Lane
Lemoore, CA 93245

CITY OF LINDSAY

Lindsay Department of Public Safety
185 N. Gale Hill Avenue
Lindsay, CA 93247

CITY OF TULARE

Luis Nevarez, Fire Chief
800 S. Blackstone Avenue
Tulare, CA 93230

CITY OF VISALIA

Dan Griswold, Fire Chief
420 N. Burke Street
Visalia, CA 93277

CITY OF WOODLAKE

Ramon Lara, City Administrator
350 N. Valencia Avenue
Woodlake, CA 93286

CITY OF PORTERVILLE

Dave LaPere, Fire Chief
40 W. Cleveland Avenue
Porterville, CA 93257

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective authorized officers. The signatories below are hereby affirming, under penalty of perjury, that they have the requisite authority from governing body of the agency they represent to sign this Agreement and bind the local agency that they represent to the terms of this Agreement.

[Signature pages follow]

COUNTY OF KINGS

By: _____
Chairperson, Board of Supervisors

ATTEST:

By: _____
Clerk, Board of Supervisors

Approved as to Form

By: _____
County Counsel

COUNTY OF TULARE

By: _____
Chairperson, Board of Supervisors

ATTEST:

By: _____
Clerk, Board of Supervisors

Approved as to Form

By: _____
County Counsel

CITY OF DINUBA

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF EXETER

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF FARMERSVILLE

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF HANFORD

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF LEMOORE

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF LINDSAY

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF PORTERVILLE

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF VISALIA

By: _____
City Manager

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

CITY OF WOODLAKE

By: _____
City Administrator

ATTEST:

By: _____
City Clerk

Approved as to Form

By: _____
City Attorney

Exhibit A
Cost sHARE Responsibility

The Parties agree that each agency shall be responsible for its respective share of costs to equip and maintain on an annual basis the Haz-Mat Team.

The Parties, by this Agreement have agreed that on an annual basis the Haz-Mat Team should be funded \$72,562.22, which amount shall increase annually at a rate of two percent (2%) unless a different amount is agreed upon in writing by all the Parties to this Agreement.

The Parties agree that their share of the annual cost share shall be based on the respective populations of each jurisdiction compared to the total overall population of all participating jurisdictions. As census data is updated then the Parties agree to update this section of this Agreement based on the most recent census data.

In consideration of the City of Hanford transferring ownership of the 2007 Pierce Hazardous Materials Unit to the City of Visalia for use by the Haz-Mat Team, the Parties agree that Hanford shall be credited as contributing \$100,240 or ten (10) years of payments, whichever occurs first. The City of Hanford annual contribution shall be first subtracted from this amount before any additional amounts are owed. VFD shall adopt an applicable cost recovery rate for this vehicle that shall be applied to cost recovery charges for the VFD as it will have the responsibility to maintain and operate the unit on behalf of the Haz-Mat Team. In case the City of Hanford terminates this Agreement prior to this credit ending, then the City of Visalia shall either return the 2007 Pierce Hazardous Materials Unit or pay the City of Hanford the outstanding balance of the credit listed in this paragraph to retain the vehicle.

| Agency | Population | Percentage | Cost Share |
|-------------------------------|------------|------------|-------------|
| Tulare County Fire Department | 144,741 | 22.9% | \$16,596.65 |
| Dinuba Fire Department | 25,328 | 4.0% | \$2,904.22 |
| Exeter Fire Department | 11,002 | 1.7% | \$1,261.54 |
| Farmersville Fire Department | 11,358 | 1.8% | \$1,302.36 |
| Hanford Fire Department | 58,105 | 9.2% | \$6,662.58 |
| Kings County Fire Department | 69,348 | 11.0% | \$7,951.75 |
| Lemoore Fire Department | 26,257 | 4.1% | \$3,010.75 |
| Visalia Fire Department | 138,207 | 21.8% | \$15,847.44 |
| Woodlake Fire Department | 7,891 | 1.2% | \$904.82 |
| Porterville Fire Department | 60,260 | 9.5% | \$6,909.68 |
| Lindsay Fire Department | 13,358 | 2.1% | \$1,531.69 |
| Tulare Fire Department | 66,967 | 10.6% | \$7,678.74 |
| TOTAL | 632,822 | 100.0% | \$72,562.22 |

* Note that if a city decides not to participate and terminates this agreement then they will be removed from the participating list and cause the applicable cost share of participating agencies to increase. If additional cities agree to participate, then the total population and corresponding share of costs will decrease.

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number: L13

Wording for Agenda: Adopt Resolution 2020-17 Directing the City Engineer to Prepare a Report on Assessment District Numbers 98-01; 97-01; 05-01; 04-01; 04-03; 03-01; 03-02; 01-01; 01-02; 00-01; 00-02; Adopt Resolution 2020-18 Intent to Levy and Collect Assessments on Assessment District Numbers 98-01; 97-01; 05-01; 04-01; 04-03; 03-01; 03-02; 01-01; 01-02; 00-01; 00-02; and set the Public Hearing for July 14, 2020.

Submitting Department: Finance
Contact Name: Eekhong See, Financial Analyst
Phone Number: 559-592-3710
Email: esee@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar
☐ Regular Item
☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

It is recommended that the City Council adopt a resolution directing the City Engineer to prepare a report on the eleven listed Landscape and Lighting Assessment Districts. It is also recommended the City Council adopt resolution of intent to levy and collect assessments on the landscape and lighting districts and set the public hearing for July 14, 2020 to have the report presented and assessments considered.

Summary/Background:

The purpose of landscaping and lighting districts is to provide maintenance to the turf areas, shrubs, trees, irrigation systems and walls within the common areas of subdivisions. The City of Exeter has formed nineteen of these assessment districts pursuant to the Landscaping & Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code).

The Director of Public Works typically utilizes the services of qualified landscape contractors to do the actual maintenance. This serves two (2) purposes; a) So that there is no undue burden on existing City crews and b) to easily track the actual costs for maintenance. This second item also makes it easier for the Finance to account for the costs on an annual basis. Staff has the cost projections for 2019-2020 and will be utilizing this information for the 2020-2021 assessment needs.

Each year the City Council request the City Engineer prepare a report of costs that will be levied on these existing assessment districts. Eight of the nineteen districts in deficit financial standing have been updated and presented to City Council and their property owners in separate action(s) so this item addresses the remaining eleven districts. Resolution 2020-17 formally requests the reports be prepared. Resolution 2020-18 establishes the City's intent to levy and collect assessments on the existing districts and sets a public hearing for the remaining eleven landscape and lighting districts for July 14, 2020. Further details regarding these eleven landscape and lighting districts are provided below:

- 97-01 Wildrose Estates No 2;
- 98-01 Citruscrest Estates No.1;
- 00-01 Glenn View Estates No.1;
- 00-02 Glenn View Estates No. 2;
- 01-01 Glenn View Estates No. 3;
- 01-02 Citruscrest Estates No. 2;

- 03-01 Glenn View Estates No.4;
- 03-02 Glenn View Estates No. 5;
- 04-01 Glenn View Estates No. 6;
- 04-03 Maple Place;
- 05-01 Blossom Estates;

These districts were formed upon approval, and as a part, of each subdivision's Final Maps, it is anticipated any assessment increases will be within property owner approval and that each lot within each subdivision would be assessed an amount equal to the projected costs for said maintenance for the 2020-2021 fiscal year. The other eight landscape districts that have already been noticed and balloted (due to larger assessment increases proposed than what the property owners had originally voted for) will be included with their approved assessments in the final report submitted to the County Tax Collector.

Each annual update reviews the costs from the previous year and adjusts the fees as may be necessary to cover costs for the upcoming year. The original formation resolutions included allowances for an annual adjustment based upon a CPI increase in conformance with Prop 218 per the City Attorney's recommendation.

Individual circumstances of each district will be taken into account and the assessments will be adjusted appropriately. The May 19th Council meeting kicks-off the annual 2020-2021 process for the remaining LLMADS needing annual review with the two resolutions described above.

The process would continue as follows:

1. At the May 19, 2020, Council meeting, Council adopts a resolution directing the City Engineer to prepare a report that includes an evaluation of each district, adopts a resolution of the intent to levy and collect assessments on the eleven listed districts and sets the date of the public hearing for these landscape and lighting districts for July 14, 2020.
2. A Public Hearing notice for July 14, 2020 is placed into the newspaper announcing the annual updates.
3. At the public hearing in July, the Council will consider the Engineer's Reports along with any testimony and, with Council concurrence, adopt two resolutions for each District. With these districts, the first resolution approves the Engineer's Report and the second one certifies the process to the County.
4. Subsequent to Council action, the City Staff then delivers the items to the County Assessor's office.
5. The adjusted assessments will then be added to the County's assessment rolls in August and the City would receive (from the County) monies from the two normal semi-annual property tax collections in December and April to pay the expense of providing the district maintenance activities.

Fiscal Impact: This action would lead to assessments increasing over last year's assessments of \$71,000 for maintenance of the districts. Without the assessments there would be no available funding for the district's maintenance and since these districts were formed for the benefit of the property owners within the subdivisions responsibility to fund the maintenance is incumbent upon those property owners.

RESOLUTION 2020-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER DIRECTING
CITY ENGINEER TO PREPARE A REPORT ON ASSESSMENT DISTRICT NOS. 98-
01; 97-01; 05-01; 04-01; 04-03; 03-01; 03-02; 01-01; 01-02; 00-01; 00-02**

WHEREAS, the City of Exeter has formed nineteen assessment districts pursuant to the Landscaping & Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code) for the purpose of the following improvements:

Maintenance of turf areas, shrubs, trees, irrigation systems and walls; and

WHEREAS, eight districts in deficit financial standing have been updated and presented to City Council and their property owners in separate action(s), with the eleven districts listed above remaining to have annual reports for 2020/2021 prepared; and

WHEREAS, the City Council needs to direct the City Engineer to prepare and file with the City Clerk a report in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does herewith direct and order the City Engineer to prepare and file with the City Clerk a report in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972 for the remaining 11 districts listed above.

**PASSED, ADOPTED, AND APPROVED THIS 19TH DAY OF MAY, 2020, BY
THE FOLLOWING VOTE:**

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR MARY WATERMAN-PHILPOT

ATTEST:

CITY CLERK SHONNA ONEAL

RESOLUTION 2020-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER OF
INTENT TO LEVY AND COLLECT ASSESSMENTS ON ASSESSMENT
DISTRICT NOS. 98-01; 97-01; 05-01; 04-01; 04-03; 03-01; 03-02; 01-01; 01-02; 00-
01; 00-02**

WHEREAS, the City of Exeter formed nineteen assessment districts pursuant to the Landscaping & Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code) for the purpose of the following improvements:

Maintenance of turf areas, shrubs, trees, irrigation systems and walls; and

WHEREAS, eight districts in deficit financial standing have been updated and presented to City Council and their property owners in separate action(s), with the eleven districts listed above remaining to set a public hear date to consider the intent to levy and collect assessments; and

WHEREAS, the City Council directed the City Engineer to prepare and file with the City Clerk a report in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972 for the remaining 11 districts listed above; and

WHEREAS, the City Council must conduct a public hearing to consider its intent to levy and collect assessments on said assessment districts.

NOW, THEREFORE, BE IT RESOLVED, that a public hearing shall be held on JULY 14, 2020, to consider the intent to levy and collect assessments on Assessment District Nos. 98-01; 97-01; 05-01; 04-01; 04-03; 03-01; 03-02; 01-01; 01-02; 00-01; 00-02.

**PASSED, ADOPTED, AND APPROVED THIS 19TH DAY OF MAY, 2020, BY
THE FOLLOWING VOTE:**

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR MARY WATERMAN-PHILPOT

ATTEST:

CITY CLERK SHONNA ONEAL

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number: M1

Wording for Agenda: **PUBLIC HEARING** to receive written protests and comments regarding proposed assessment increases and Automatic Benefit Assessment (ABA) increase allowances for fiscal year 2020/21 in the eight (8) Landscape and Lighting Maintenance Districts (LLMAD) (Nos. 04-02; 05-02; 04-04; 06-01; 04-05; 08-01; 91-01A; and 91-01B) with annual revenues and district fund balances in deficit and tabulate ballots and return prior to the conclusion of the meeting with ballot results; and direct staff to act based upon the result of the final ballot counts for each District by adopting Resolution 2020-19 to levy and collect assessment increases as proposed on the 2020/21 Property Tax Roll for Districts with approved ballots and to proceed with reducing level of maintenance in 60 days from this Public Hearing for Districts with failed ballots.

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☐ Regular Item

☒ Public Hearing

Review:

**City Administrator
(Initials Required)**



Submitting Department: Finance

Contact Name: Eekhong See, Financial Analyst

Phone Number: 559-592-3710

Email: esee@exetercityhall.com

Department Recommendation:

Staff recommends that City Council:

1. Conduct a Public Hearing to:
 - I. Receive and consider all comments or protests, if any, to the proposed assessment increases and Automatic Benefit Assessment (ABA) increase allowances for the deficit Landscape and Lighting Maintenance Districts (LLMAD), and
 - II. Call for any remaining submittals, changes, or withdrawal of ballots
2. Direct staff to open and tabulate ballots, and to return prior to the end of meeting with certified results.
3. At the end of meeting, receive ballot results and direct staff to take the following actions, based upon the ballot results in each district.
 - I. Adopt Resolution 2020-19, a resolution to levy and collect assessment increases as proposed on the 2020/21 Property Tax Roll for Districts with approved ballots and to proceed with reducing level of maintenance in 60 days from this Public Hearing for Districts with failed ballots.

Summary/Background:

In the City of Exeter, eight out of nineteen LLMADs are currently operating in an annual deficit and due to annual deficits in past years have also accrued a deficit fund balance. In past years adjustments to these districts were made in an effort to correct the deficiencies without requiring balloting for assessment increases. However, these eight districts continue to be in deficit in spite of those efforts. To continue current maintenance of the common areas encompassed in each of these Districts, the City Engineer's Report was updated to estimate the current maintenance costs and present the required assessments to cover those costs moving forward.

On March 24, 2020, City Council approved an updated City Engineer's report for these eight deficit LLMAD's including Orchard Estates (04-02), Park Place No.1 (04-04), Park Place No.2 (04-05), Country View Estates No. 3 (05-02), Country View Estates No. 3 (05-02), Rocky Hill Haciendas (06-01), Exeter Golf Estates (08-01), Country View Estates No.1/ Country View Estates No.2/ Awbrey Estates (91-01a), and Wildrose Estates No.1 (91-01b). The updated Engineer's Report determined that all eight LLMAD's listed above are operating in an annual deficit due to increased maintenance costs, with expenditures more than the total assessment collected. The past and current assessments have/are falling short of being able to sustain regular maintenance despite significant efforts by City staff to decrease expenditures. To address increasing costs over time an annual cost adjustment was previously established for all but two of the districts through an Automatic Benefit Assessment (ABA) increase allowance. Districts Nos. 91-01A and 91-01B are in need of an ABA increase allowance to allow for annual cost increases. Overall, the revenue to fully maintain these LLMAD's common areas are in need of a substantial increase. While City staff manages maintenance of the LLMAD's, the full financial responsibility is with the property owners.

As shown below in Table 1, a substantial increase is needed despite ongoing efforts to keep costs as low as possible. Projected district fund balance deficits at the end of fiscal year are estimated to increase \$26,820.27 from last fiscal year 2018/19 with an ending deficit balance of \$121,465.69. These LLMADs funds will require adjustments to begin eliminating the current annual deficits and deficit fund balances. This shortfall will need a General Fund loan in order to not have a negative cash balance, which cannot continue long term.

Table 1, City of Exeter LLMAD's District Balance Summary

| <u>District</u> | <u>Name</u> | Actual 2018/19 | 2018-19 Assessment | District Balance at 6/30/2019 | Projected District Balance at 6/30/2020 |
|-----------------|--|---------------------------|-------------------------------|--|--|
| 04-02 | Orchard Estates | \$ 4,301.76 | \$ 3,601.20 | \$ (6,773.48) | \$ (8,601.74) |
| 04-04 | Park Place No. 1 | \$ 4,245.11 | \$ 3,727.62 | \$ (11,285.90) | \$ (12,983.95) |
| 04-05 | Park Place No. 2 | \$ 5,853.82 | \$ 4,963.20 | \$ (22,974.46) | \$ (26,774.86) |
| 05-02 | Country View Estates No. 3 | \$ 1,422.96 | \$ 831.90 | \$ (9,357.02) | \$ (11,412.66) |
| 06-01 | Rocky Hill Haciendas | \$ 5,409.31 | \$ 2,473.38 | \$ (16,880.78) | \$ (18,370.70) |
| 08-01 | Exeter Golf Estates | \$ 4,516.26 | \$ 3,891.60 | \$ (3,238.48) | \$ (5,017.63) |
| 91-01a | Country View Estates No. 1/ Country View Estates No. 2/ Awbrey Estates | \$ 9,988.67 | \$ 5,890.56 | \$ (1,695.99) | \$ (10,523.13) |
| 91-01b | Wildrose Estates No. 1 | \$ 4,811.58 | \$ 2,345.20 | \$ (22,439.31) | \$ (27,781.01) |
| Totals | | \$40,549.47 | \$27,724.66 | \$ (94,645.42) | \$ (121,465.69) |

Table 2. City of Exeter Deficit LLMAD's Proposed Assessments

| District | Name | Parcel # | Current Assessment | Current Total Assessment | Parcel Need | Total Need | Parcel Increase |
|---------------|--|----------|--------------------|--------------------------|-------------|------------|-----------------|
| 04-02 | Orchard Estates | 30 | \$ 123.64 | \$ 3,709.24 | \$ 184 | \$ 5,538 | \$ 60.36 |
| 04-04 | Park Place No. 1 | 39 | \$ 98.45 | \$ 3,839.45 | \$ 142 | \$ 5,538 | \$ 43.54 |
| 04-05 | Park Place No. 2 | 66 | \$ 77.46 | \$ 5,112.10 | \$ 136 | \$ 8,913 | \$ 58.54 |
| 05-02 | Country View Estates No. 3 | 5 | \$ 171.37 | \$ 856.86 | \$ 582 | \$ 2,913 | \$410.63 |
| 06-01 | Rocky Hill Haciendas | 13 | \$ 195.97 | \$ 2,547.58 | \$ 310 | \$ 4,038 | \$114.03 |
| 08-01 | Exeter Golf Estates | 10 | \$ 400.83 | \$ 4,008.35 | \$ 578 | \$ 5,788 | \$177.17 |
| 91-01a | Country View Estates No. 1/ Country View Estates No. 2/ Awbrey Estates | 52 | \$ 113.28 | \$ 5,890.56 | \$ 284 | \$14,718 | \$170.72 |
| 91-01b | Wildrose Estates No. 1 | 44 | \$ 53.30 | \$ 2,345.20 | \$ 174 | \$ 7,687 | \$120.70 |
| Totals | | 259 | | | | | |

With City Council approval, City staff sent out public notice of this Public Hearing and mailed ballots on April 3, 2020 to 259 parcels within the eight LLMAD's to address the increasing costs and resulting deficits. The LLMAD's and the number of parcels balloted within each District are shown above in Table 2. The ballot mailing included information specific to the individual property owner's district and its financial condition, as well as an official ballot. An additional ballot was mailed out May 6, 2020 which provided updated information on how to provide public comment for the Public Hearing through updated electronic means due to COVID-19 social distancing guidelines. With the above noted assessment increases, as well as a standard ABA increase allowance of up to 10%, each district's annual deficits could be corrected, and the deficit fund balances would gradually resolve over time. It is estimated that it would take approximately 10 years for the assessment increase revenues to fully repay current fund deficits and maintain future fund balance.

The ABA increase allowance revises existing ABA increase allowances in the future for all districts (except 91-01A and 91-01B) from 3% to up to a 10% adjustment allowance. For districts 91-01A and 91-01B the up to 10% ABA increase allowance is new and needed to keep up with district cost increases. The amount of annual ABA increase implemented would only be that necessary to keep up with increasing costs. By having this ABA increase allowance for a district there are substantial savings realized by not needing to ballot for cost increases in the future. The balloting process could cost thousands of dollars, and that would be a significant financial impact to any district. Decreases to assessments do not require balloting. If approved, property owners have the opportunity at a minimum annually to formally protest any cost increases or bring up concerns on assessment at the annual June or July Public Hearing for LLMADs for inclusion on the property tax roll.

Ballot Process

The current ballot process is governed by the requirements of Proposition 218 (Prop 218), the "Right to Vote on Taxes Act." Prop 218 requires that creation of, additions to, or increases to a property-based assessment not previously agreed upon shall be subject to a ballot vote of all of the affected property owners. In accordance with the first step in following the proper procedure the City Council adopted the following resolutions on March 24, 2020; Resolution 2020-09, a resolution approving City Engineers Reports for the eight deficit LLMADs, and Resolution 2020-10, a resolution of intention to increase these deficit district's annual assessments for future fiscal years beginning fiscal year 2020/21.

With City Council adoption of Resolution 2020-10, ballots were mailed to property owners on April 3, 2020. During the required 45-day ballot period, an informational meeting was held on May 12, 2020 via ZOOM for members of the public to answer questions or express concerns regarding the process and their specific district. Ballots could be returned through mail or hand delivered to City Hall in person by the end of business on May 19, 2020 the day of the Public Hearing. During this public hearing property owners can address the City Council with any comments or protests prior to tabulating ballots. The Finance Department will accept any additional ballots, ballots changes, or ballot withdrawals up to the close of the Public Hearing. The balloting period ends at the close of this Public Hearing, with all ballots received being brought to City Council for consideration.

After public comments have been received, staff will open and tabulate the ballot votes and present the results to City Council prior to the end of this City Council meeting. Should the majority of the ballots cast for any balloted LLMAD approve the proposed assessment increase and changes, City Council may then approve the recommended changes for those district(s) and direct the increase to be added to the 2020/21 Property Tax Roll. In the event that a balloted LLMAD fails to approve their assessment increase, the LLMAD will not have enough funding available to support maintenance of the district at the current level of maintenance. Staff would then be directed to reduce the level of maintenance. Initially, water and landscaping services would be reduced in areas not impacting trees. If revenues are still not enough to cover maintenance costs all irrigation would need to be capped except for trees, as well as landscape maintenance reduced to weed control. The reduction of services would take effect 60 days from this Public Hearing date.

Fiscal Impact:

The above eight LLMADs each have annual deficits resulting in their funds in deficit standing which will continue to increase year after year without changes. Currently, projected district fund balance deficits at the end of fiscal year 2019/20 are estimated to increase \$26,820.27 from last fiscal year 2018/19 with an ending deficit balance of \$121,465.69. There are simply two options to correct the deficits described; 1) increase revenue to cover maintenance cost or 2) decrease expenditures by reducing current level of maintenance.

Subject to ballot results, if a majority of the property owners in each district vote to approve implementation of the assessment increase, and ABA increase allowances needed, the increase will eliminate the annual deficit and current maintenance can continue and eventually, resolve the current deficit fund balance in that district. If balloted district disapproves their assessment increase, the LLMAD will require a reduction of maintenance services to address the deficit fund balance in that district with the reduction of services taking effect 60 days from this Public Hearing date. Although City staff manages maintenance of the common areas in each LLMAD, the full financial responsibility is with the property owners.

Prior Council/Board Actions:

March 24, 2020: City Council adopted Resolution 2020-09, a Resolution approving the Engineers Reports for the eight LLMADs with district fund balances and annual revenues in deficit; and Resolution 2020-10, a Resolution of Intention to increase these deficit district's annual assessments for future fiscal years beginning fiscal year 2020/21. City Council authorized staff to proceed with the balloting process of the 8 LLMADs with deficits and set the Proposition 218 Public Hearing date for May 19, 2020.

Attachments:

- Attachment "A" – Resolution 2020-19, Resolution to levy and collect assessment increases as proposed on the 2020/21 Property Tax Roll for approved Districts and to proceed with reduced level of maintenance in 60 days from this Public Hearing on Districts with failed ballots.
- Attachment "B" – Summary of 8 Districts Balloted

| |
|--|
| <p>Recommended motion to be made by Council/Board: I move to adopt Resolution 2020-19 as presented.</p> |
|--|

RESOLUTION 2020-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER TO LEVY AND COLLECT ASSESSMENT INCREASES AS PROPOSED ON THE 2020/21 PROPERTY TAX ROLL FOR DISTRICTS APPROVING PROPOSED INCREASES AND TO PROCEED WITH REDUCED LEVEL OF MAINTENANCE IN 60 DAYS FROM THE PUBLIC HEARING DATE OF MAY 19, 2020 ON DISTRICTS WITH FAILED BALLOTS

WHEREAS: The City of Exeter has identified that the following Landscape and Lighting Assessment Districts are operating under deficient annual revenue and fund balances: 04-02, 04-04, 04-05, 05-02, 06-01, 08-01, 91-01A and 91-01B; and

WHEREAS: The City Engineer of the City of Exeter has updated the Engineer's Reports for each of these deficient districts to reflect current maintenance costs and revenue shortfalls, identifying the need to increase the annual assessments for each district to continue current maintenance; and

WHEREAS: copies of the Engineer's Reports have been filed with the City Clerk and the City Council has adopted Resolution No. 2020-09 approving the engineer's reports and confirming diagrams and assessments in support of proposed increases to the annual assessments; and

WHEREAS: as approved by Resolution 2020-10, the ballots were issued to all 259 parcels within the eight Landscape and Lighting Districts identified with deficient cash balances; and

WHEREAS: the notices and the required public hearings have been held for Landscape and Lighting District assessments for the deficit districts; and

WHEREAS: the ballots were tabulated and returned with certified ballot results; and

WHEREAS: the City Council proposes to levy and increase the assessment for the Landscape and Lighting Districts with majority vote approval of the proposed assessment increase pursuant to the provisions and authority under Streets & Highways Code, Section 22620 et seq., Government Code Section 53753 and Article XIID of the California Constitution; and

WHEREAS: the Landscape and Lighting Assessment District(s) with failed ballots to increase the assessments will have current level of maintenance reduced to adjust costs within their current assessment; and

IT IS NOW THEREFORE RESOLVED THAT:

1. The City Council hereby states its intention to levy and increase the annual assessments commencing in Fiscal Year 2020-2021 for the Landscape and Lighting Districts with approved ballots.
2. The City Council hereby states its intention to incorporate/modify up to a 10% ABA Increase Allowance for all of the Landscape and Lighting Districts with approved ballots.

3. The City Council hereby states its intention to reduce the level of maintenance for the Landscape and Lighting Districts with failed ballots.

PASSED, ADOPTED, AND APPROVED THIS 19TH DAY OF MAY, 2020, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

City Clerk

Attachment 'B'

| | District | Name | Parcel # | Actual 2018/19 | 2018-19 Assessment | Proposed reduction or increase percentage | District Balance at 6/30/2019 | Projected District Balance at 6/30/2020 | Current Assessment | Current Total Assessment | Parcel Need | Total Need | Parcel Increase |
|---|----------|--|----------|-------------------|-----------------------|--|-------------------------------------|---|-----------------------|--------------------------------|----------------|---------------|--------------------|
| 1 | 04-02 | Orchard Estates | 30 | \$ 4,301.76 | \$ 3,601.20 | \$ 108 | \$ (6,773.48) | \$ (8,601.74) | \$ 123.64 | \$ 3,709.24 | \$ 184 | \$ 5,538 | \$ 60.36 |
| 2 | 04-04 | Park Place No. 1 | 39 | \$ 4,245.11 | \$ 3,727.62 | \$ 112 | \$ (11,285.90) | \$ (12,983.95) | \$ 98.45 | \$ 3,839.45 | \$ 142 | \$ 5,538 | \$ 43.54 |
| 3 | 04-05 | Park Place No. 2 | 66 | \$ 5,853.82 | \$ 4,963.20 | \$ 149 | \$ (22,974.46) | \$ (26,774.86) | \$ 77.46 | \$ 5,112.10 | \$ 136 | \$ 8,913 | \$ 58.54 |
| 4 | 05-02 | Country View Estates No. 3 | 5 | \$ 1,422.96 | \$ 831.90 | \$ 25 | \$ (9,357.02) | \$ (11,412.66) | \$ 171.37 | \$ 856.86 | \$ 582 | \$ 2,913 | \$ 410.63 |
| 5 | 06-01 | Rocky Hill Haciendas | 13 | \$ 5,409.31 | \$ 2,473.38 | \$ 74 | \$ (16,880.78) | \$ (18,370.70) | \$ 195.97 | \$ 2,547.58 | \$ 310 | \$ 4,038 | \$ 114.03 |
| 6 | 08-01 | Exeter Golf Estates | 10 | \$ 4,516.26 | \$ 3,891.60 | \$ 117 | \$ (3,238.48) | \$ (5,017.63) | \$ 400.83 | \$ 4,008.35 | \$ 578 | \$ 5,788 | \$ 177.17 |
| 7 | 91-01a | Country View Estates No. 1/ Country View Estates No. 2/ Awbrey Estates | 52 | \$ 9,988.67 | \$ 5,890.56 | \$ 1,090 | \$ (1,695.99) | \$ (10,523.13) | \$ 113.28 | \$ 5,890.56 | \$ 284 | \$ 14,718 | \$ 170.72 |
| 8 | 91-01b | Wildrose Estates No. 1 | 44 | \$ 4,811.58 | \$ 2,345.20 | \$ 569 | \$ (22,439.31) | \$ (27,781.01) | \$ 53.30 | \$ 2,345.20 | \$ 174 | \$ 7,687 | \$ 120.70 |
| | | Totals | 259.00 | \$ 40,549.47 | \$ 27,724.66 | | \$ (94,645.42) | \$ (121,465.69) | | \$ 28,309.33 | | \$ 55,130 | |

*Intention to incorporate up to 10% (ABA)increase allowance

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number:

M2

Wording for Agenda: Administrative Hearing to Consider Confirmation of Nuisance Abatement Cost Recovery Amount and Special Assessment Approval for 541 West Maple Street, Exeter, CA 93221, APN 135-055-023-000.

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: (559) 592-3318
Email: dqualls@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that the City Council hold the administrative hearing and consider any comments or information provided by the owner/occupant and confirm the City's cost recovery amount and approve that amount for special assessment against the Nuisance Property pursuant to the California Government Code and the Exeter Municipal Code.

Summary/Background:

History of Code Enforcement

The Nuisance Property (541 West Maple Street) is a single-family residential structure that has been the subject of the City's code enforcement efforts since November 2019. The record owners of the Nuisance Property are Crystal Tripp and April Tripp ("Owners") pursuant to an Affidavit Re Real Property of Small Value (\$50,000 or Less) recorded on July 24, 2019. Jo Marie Farris currently occupies the Nuisance Property ("Occupant").

The Nuisance Property was brought to the attention of Code Enforcement in November 2019 after Adult Protective Services ("APS") notified the Exeter Police Department ("EPD") that trespassers occupying the Nuisance Property were abusing an 85-year-old woman residing at the Nuisance Property. On November 18, 2019, EPD Officer Esteban Lopez ("Officer Lopez") investigated the APS report. While on the Nuisance Property, Officer Lopez observed numerous dangerous, hazardous, and unsanitary conditions and reported his observations to City Code Enforcement.

On November 21, 2019, the City obtained an Inspection Warrant to enter, inspect, document, and photograph the violations of law on the Nuisance Property. On November 25, 2019, pursuant to the Inspection Warrant, the City conducted a multi-agency inspection of the interior and exterior of the Nuisance Property. During that inspection, officials from Fire, Code Enforcement, Public Works, Environmental Health, Animal Control, Resource Management Agency, and other government agencies identified the numerous continuing violations of law on the Nuisance Property.

The interior of the Nuisance Property was difficult to access and navigate as it was extremely unsanitary and completely cluttered with junk, trash, and debris. There were signs of hoarding, as the interior of the Nuisance Property was filled with stuffed animals, bins, bedding, medical devices, animal cages, and animal products. The tables, floors, and corners on the Nuisance

Property were filled with boxes, personal items, open food containers, and various miscellaneous items that made it very difficult for inspectors to traverse the interior of the Nuisance Property. The Nuisance Property also lacked the necessary smoke and carbon monoxide detectors. The accumulation of trash and debris also limited ingress and egress, blocked access to areas of the Nuisance Property, and posed a danger to the Occupant and first responders in the event of an emergency.

The elderly Occupant wore a small key on a lanyard around her neck to access a locked utility room that contained a small mini refrigerator that stored her food items—which City inspectors noted were spoiled and expired. The Occupant informed City inspectors that the refrigerator was locked away to prevent trespassers on the Nuisance Property from stealing her food.

The Nuisance Property was further blighted by several dogs and cats that roamed the Nuisance Property unsupervised and unmaintained. Animal feces and animal urine filled the walkways and polluted the Nuisance Property with an extremely odorous stench. Newspapers had been strewn about the floors in a failed attempt to soak up the animal urine and feces.

The exterior of the Nuisance Property was being utilized as a homeless encampment for trespassers and other persons with criminal backgrounds who resided in several makeshift tents with a plastic tarp roof in the backyard. Inside the tents, City inspectors were immediately swarmed by bugs and flies. They observed plastic chairs, discarded cigarette butts, mattresses with exposed spring coils, and other trash items. The trespassers also utilized an old trash can as a makeshift firepit to cook. There were also dangerous electrical connections created by the use of extension cords running from the main residence to the makeshift tents. The fire hazard on the Nuisance Property was exacerbated by the piles of discarded furniture, clothing, trash, and wooden materials that littered the Nuisance Property, as well as the storage of an inoperable vehicle. The Nuisance Property was also unmaintained with large patches of dirt, dead and dry vegetation, and deteriorated and dilapidated fencing.

The City identified numerous serious and dangerous violations of State and local laws, including violations of the California Health and Safety Code (“H&S”), the California Building Standards Code (“CBSC”), the California Building Code (“CBC”), and the Exeter Municipal Code (“EMC”).

After the conclusion of the inspection, the City issued a Notice of Correction and an Administrative Citation. Thereafter, the City worked with Owners to provide a reasonable time to rehabilitate the Nuisance Property and monitor and oversee the clean-up and other rehabilitation efforts to bring the Nuisance Property to compliance.

On March 2, 2020, City inspectors conducted a follow-up inspection of the Nuisance Property and observed improvements to the interior and exterior of the Nuisance Property. City inspectors determined that, although the Nuisance Property still harbored violations such as trash, junk, and debris, a significant amount had been remedied, and progress was being made toward remediation of the remaining violations. Likewise, the City deescalated its nuisance abatement action and now seeks to resolve this matter by recovering the nuisance abatement costs the City was forced to incur to motivate the clean-up, as authorized by the California Government Code and the EMC.

Statutory Cost Recovery Rights & Cost Recovery Amount

The City is entitled to reimbursement of its nuisance abatement enforcement costs through a special assessment on the Nuisance Property. Government Code section 38773.5 and EMC section 8.24.130 authorize the levying of a special assessment against the Nuisance Property for recovery of the City's and the public's nuisance abatement costs they were forced to incur due to the interested parties' failure to maintain and expeditiously rehabilitate the Nuisance Property. By statute, a special assessment becomes a personal obligation of the property

owner and a super-priority tax lien on the Nuisance Property. (Gov. Code, §§ 38773.5, 53935; Rev. & Tax. Code, § 2192.1; EMC, § 8.24.130.)

The City's unpaid abatement costs in this matter total **\$4,757.57**.

Explanation of Costs

The City's costs incurred in this matter include, but are not limited to: analysis of the severity of the violations; assessment of nuisance abatement options; consultation with City Prosecutors regarding legal process and options; preliminary assessment research; analysis of property detail report and Litigation Guaranty to identify all interested parties; analysis of recorded Affidavit Re Real Property of Small Value and attached documents to verify death of prior owner and transfer of property to current Owners; preparation of an inspection warrant packet; obtaining an inspection warrant from the court; preparing and filing of the Inspection Warrant Return; conducting multiple inspections of the Nuisance Property to identify and verify the full extent of the dangerous conditions and violations of law and confirmation of compliance; issuance of a notice of correction and administrative citation; communications with Owner to gain compliance; communication with several different agencies such as the Tulare County Fire Department, the Exeter Police Department, the Exeter Public Works Department, Exeter Code Enforcement, the Tulare County Resources Management Agency, the Tulare County Environmental Health Department, and the City Animal Control; strategizing the best course of action by reviewing reports and photographs; engaging in ongoing communications with interested parties; and protecting and securing the City's cost recovery rights.

The City prepared an inspection warrant application packet consisting of an application, a memorandum of points and authorities, a declaration by a City inspector, a proposed warrant, and a warrant return. The inspection warrant packet was submitted to the Court for approval. In executing the inspection warrant, the City coordinated with various agencies to ensure availability, attendance, and participation at the inspection. During the inspection, officials from the various agencies inspected, documented, and photographed the violations of law on the Nuisance Property. Upon completion of the inspection, the City prepared, filed, and submitted the warrant return to the court. The City then conducted a follow-up analysis regarding the scope and severity of the remaining violations, further monitoring of the Nuisance Property and the City's nuisance abatement and enforcement options in the event the interested parties failed to maintain the Nuisance Property. Upon completion of the second inspection of the Nuisance Property the City proceeded with this action to recover the public's nuisance abatement costs incurred.

For this cost recovery action, the City ordered and analyzed a Litigation Guaranty, and a recorded Affidavit Re Real Property of Small Value for the Nuisance Property to identify all interested parties, and prepared, mailed, and posted the Cost Recovery Invoice ("Invoice") informing all interested parties that the City seeks recovery of its costs incurred in this nuisance abatement action against the Nuisance Property. The Invoice listed the date, time, and place of this City Council Administrative Hearing and identified the amount the City seeks to confirm as a special assessment on the Nuisance Property.

All the costs incurred by the City in this nuisance abatement action were reasonable, and were solely necessitated by the interested parties' failure to maintain and expeditiously rehabilitate the Nuisance Property. Property owners and interested parties have a legal obligation to maintain their private property in compliance with the law, and to keep it safe such that it does not present a danger to the community. If the City is forced to invest public resources to pursue abatement of nuisances on private property, the public is entitled to recover those nuisance abatement and enforcement costs. Failure to recover those costs would double victimize the community by making the public pay for the enforcement action to alleviate the dangerous nuisance conditions to which the community was the victim, and would be tantamount to a gift of

public funds for the improvement of private property for the benefit of the uncooperative property owners.

Accordingly, the City hereby requests that the City Council confirm and approve the recovery of the City's nuisance abatement costs in this matter in the amount of **\$4,757.57** and approve the levying of that amount as a special assessment on the Nuisance Property.

Fiscal Impact: This action will reimburse the City for the public's costs incurred as a part of the City's nuisance abatement enforcement against the Nuisance Property. The recovery of nuisance abatement costs is critical to the City's long-term ability to protect the public from the development of dangerous conditions on private property, to protect the public's use and enjoyment of their property in the City, and to protect the safety, aesthetics, and property values of real property throughout the City. The City only pursues nuisance abatement enforcement actions as a last resort after the interested parties have been notified, given an opportunity to voluntarily cure the violations, and have proven uncooperative to the point of the public's detriment.

Prior Council Action: None

Attachments:

1. Nuisance Property Affidavit Re Real Property of Small Value (\$50,000 or Less) (2019).
2. Nuisance Property Cost Recovery Invoice.

| |
|---|
| <p>Recommended motion to be made by the Council: I move to confirm the nuisance abatement cost recovery amount of \$4,757.57 and to approve the levying of a Special Assessment for that amount on the nuisance property at 541 West Maple Street in order to recover the City's costs incurred abating the public nuisances on that parcel.</p> |
|---|



2019-0039812

Recorded
Official Records
County of
Tulare
ROLAND P. HILL
Clerk Recorder

REC FEE

45.00

RECORDING REQUESTED BY:

01:16PM 24-Jul-2019

NE
Page 1 of 9

AND WHEN RECORDED MAIL TO:

Crystal Tripp
541 W Maple St
Exter CA 93223

THIS SPACE FOR RECORDER'S USE ONLY

Effective January 1, 2018, California Government Code section 27388.1 (SB2 – Building Homes and Jobs Act) requires that documents accepted for recording at the Tulare County Recorder's Office be charged an additional seventy-five dollars (\$75) fee per title, unless exempted by statute.

- ☐ Document is subject to the imposition of documentary transfer tax and includes a declaration showing the amount of documentary transfer tax paid at the time of recording
- ☐ Exempt from fee per GC 27388.1 (a) (2); recorded concurrently "in connection with" a transfer subject to the imposition of documentary transfer tax"
- ☒ Exempt from fee per GC sec 27388.1 (a) (2); Document represents a transfer of real property that is a residential dwelling to an owner-occupier
- ☐ Exempt from fee per GC 27388.1 (a) (2); recorded concurrently "in connection with" a transfer of real property that is a residential dwelling to an owner-occupier"
- ☐ Exempt from fee per GC 27388.1 (a) (1); fee cap of \$225 reached"
- ☐ Exempt from the fee per GC 27388.1 (a) (1) Not related to real property

**THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
(ADDITIONAL RECORDING FEE APPLIES)**

DE-305

| ATTORNEY OR PARTY WITHOUT ATTORNEY (name, address, and State Bar number) After recording return to Crystal M. Tripp and April Tripp 541 W Maple St. Exeter, CA 93221 TEL NO (559) 730-1400 FAX NO (optional): E-MAIL ADDRESS (optional): ATTORNEY FOR (name) in pro Per | | | | | | | |
|---|--|-------|-----------|--------------------------|-------------------------------------|------------------------|-------------------------------------|
| SUPERIOR COURT OF CALIFORNIA, COUNTY OF Tulare STREET ADDRESS Mooney & Burrel MAILING ADDRESS County Civic Center CITY AND ZIP CODE Visalia, CA 93274 BRANCH NAME Visalia Division | | | | | | | |
| MATTER OF (name): Debra Lynn Tripp (aka) Debra Tripp <div style="text-align: right;">DECEDENT</div> | FOR RECORDER'S USE ONLY CASE NUMBER <div style="font-size: 1.2em; font-weight: bold;">049590</div> | | | | | | |
| <div style="text-align: center; border: 1px solid black; padding: 5px;"> AFFIDAVIT RE REAL PROPERTY OF SMALL VALUE (\$50,000 or Less) </div> | | | | | | | |
| <ol style="list-style-type: none"> 1. Decedent (name): Debra Lynn Tripp died on (date): 03/05/17 2. Decedent died at (city, state): Exeter, California 93221 3. At least six months have elapsed since the date of death of decedent as shown in the certified copy of decedent's death certificate attached to this affidavit. (Attach a certified copy of decedent's death certificate.) 4. a. <input checked="" type="checkbox"/> Decedent was domiciled in this county at the time of death. b. <input type="checkbox"/> Decedent was not domiciled in California at the time of death. Decedent died owning real property in this county. 5. a. The legal description and the Assessor's Parcel Number (APN) of decedent's real property claimed by the declarant(s) are provided on an attached page labeled Attachment 5a, "Legal Description." (Copy legal description exactly from deed or other legal instrument.) b. Decedent's interest in this real property is as follows (specify): Decedent, Debra Tripp holds a 100% interest in the property described in attachment 5a and more commonly known as 541 West Maple Street, Exeter, California 93221 with APN: 135-055-023 and more particularly described on Exhibit 5b attached hereto and made a part hereof as though set forth in full. 6. Each declarant is a successor of decedent (as defined in Probate Code section 13006) and a successor to decedent's interest in the real property described in item 5a, or signs this declaration on behalf of an entity that is a successor of decedent and to decedent's interest in the real property, and no other person or entity has a superior right, because each declarant or entity is: <ol style="list-style-type: none"> a. <input type="checkbox"/> (will) a beneficiary that succeeded to the property under decedent's will. (Attach a copy of the will.) b. <input checked="" type="checkbox"/> (no will) a person who succeeded to the property under Probate Code sections 6401 and 6402. 7. Names and addresses of each guardian or conservator of decedent's estate at date of death: <input checked="" type="checkbox"/> none <input type="checkbox"/> are as follows: <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Names</th> <th style="text-align: left; border-bottom: 1px solid black;">Addresses</th> </tr> </thead> <tbody> <tr> <td>Crystal Tripp (daughter)</td> <td>541 West Maple St, Exeter, CA 93221</td> </tr> <tr> <td>April Tripp (daughter)</td> <td>541 West Maple St, Exeter, CA 93221</td> </tr> </tbody> </table> | | Names | Addresses | Crystal Tripp (daughter) | 541 West Maple St, Exeter, CA 93221 | April Tripp (daughter) | 541 West Maple St, Exeter, CA 93221 |
| Names | Addresses | | | | | | |
| Crystal Tripp (daughter) | 541 West Maple St, Exeter, CA 93221 | | | | | | |
| April Tripp (daughter) | 541 West Maple St, Exeter, CA 93221 | | | | | | |
| ("You must mail for serve, per Prob. Code, § 1216) a copy of this affidavit and all attachments to each guardian or conservator listed above. You may use Judicial Council form POS-030 for a proof of mailing or form POS-020 for a proof of personal service.) | | | | | | | |
| 8. The gross value of decedent's interest in all real property located in California as shown by the attached Inventory and Appraisal—excluding the real property described in Probate Code section 13050 (property held in joint tenancy or as a life estate or other interest terminable upon decedent's death, property passing to decedent's spouse, property in a trust revocable by the decedent, etc.)—did not exceed \$50,000 as of the date of decedent's death. | | | | | | | |

Page 1 of 2

DE-305

| | |
|---|-------------|
| MATTER OF (Name): Debra Lynn Tripp (aka) Debra Tripp | CASE NUMBER |
| DECEDENT | |

9. An Inventory and Appraisal of all of decedent's interests in **real property** in California is attached. The appraisal was made by a probate referee appointed for the county in which the property is located. (You must prepare the Inventory on Judicial Council forms DE-160 and DE-161. You may select any probate referee appointed for the county for the appraisal. The California State Controller's Office has a list of all probate referees, shown by county on its website, and each court has a list of probate referees appointed for its county. Check with the probate referee you select or consult an attorney for help in preparing the Inventory.)
10. No proceeding is now being or has been conducted in California for administration of decedent's estate.
11. Funeral expenses, expenses of last illness, and all known unsecured debts of the decedent have been paid. (NOTE: You may be personally liable for decedent's unsecured debts up to the fair market value of the real property and any income you receive from it.)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

Crystal Tripp

Crystal Tripp
(TYPE OR PRINT NAME)



Crystal Tripp
(SIGNATURE OF DECLARANT)

Date:

April Tripp

April Tripp
(TYPE OR PRINT NAME)



April Tripp
(SIGNATURE OF DECLARANT)

☐ SIGNATURE OF ADDITIONAL DECLARANTS ATTACHED

* A declarant claiming on behalf of a trust or other entity should also state the name of the entity that is a beneficiary under the decedent's will, and declarant's capacity to sign on behalf of the entity (e.g., trustee, Chief Executive Officer, etc.).

NOTARY ACKNOWLEDGMENT (NOTE: No notary acknowledgment may be affixed as a rider (small strip) to this page. If additional notary acknowledgments are required, they must be attached as 8-1/2-by-11-inch pages.)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA, COUNTY OF (specify): Tulare

On (date): July 10, 2019

, before me (name and title): Sarah Elizabeth Fowler, Notary Public

personally appeared (name(s)): Crystal Tripp and April Tripp

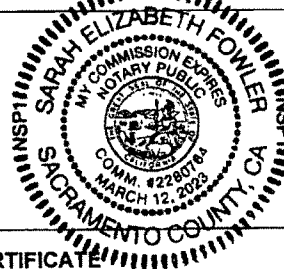
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the instrument in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(SIGNATURE OF NOTARY PUBLIC)

(NOTARY SEAL)



CLERK'S CERTIFICATE

I certify that the foregoing, including any attached notary acknowledgments and any attached legal description of the property (but excluding other attachments), is a true and correct copy of the original affidavit on file in my office. (Certified copies of this affidavit do not include the (1) death certificate, (2) will, or (3) inventory and appraisal. See Probate Code section 13202.)

Date: 7/24/19

Stephanie
Clerk, by

, Deputy

DE-305 (Rev July 1, 2015)

AFFIDAVIT RE REAL PROPERTY OF SMALL VALUE
(\$50,000 or Less)
(Probate—Decedents' Estates)

Page 2 of 2

Attachment 5A and 5B to Petition to Determine Succession to Real Property

**Real and Personal property owned by decedent, Debra Tripp (aka) Debra Lynn Tripp
passing to Petitioner's daughters, Crystal Tripp and April Tripp**

(decedent's only children and only living heirs)

REAL PROPERTY:

Attachment 5A

Decedent's Real Property: more particularly described as follows:
[541 West Maple, Exeter, CA 93221

APN: 245-131-005-000

Lot 2 of Tract No. 477, in the County of Tulare, State of California, as per
Map recorded in Book 25, Page 84 of Maps, Tulare County Records.

PERSONAL ITEMS:

2. Any and all personal items,
3. Any and all items in the home located at 541 West Maple, Exeter, CA 93221
Including but not limited to furniture, appliances, personal articles of clothing and
wearing apparel, art work, appliances, etc.

| STATE OF CALIFORNIA | | | | | | | | | | | |
|---|--|--|--|---------------------------|--|------------------|--|---------------|--|--|--|
| CERTIFICATION OF VITAL RECORD | | | | | | | | | | | |
| OFFICE OF VITAL RECORDS | | | | | | | | | | | |
| COUNTY OF TULARE | | | | | | | | | | | |
| TULARE, CALIFORNIA | | | | | | | | | | | |
| 3052017060228 | | | | CERTIFICATE OF DEATH | | | | 3201754000681 | | | |
| STATE FILE NUMBER | | | | LOCAL REGISTRATION NUMBER | | | | | | | |
| 1. NAME OF DECEDENT - FIRST (Given) | | | | 2. MIDDLE | | 3. LAST (Family) | | | | | |
| DEBRA | | | | LYN | | TRIPP | | | | | |
| 4. DATE OF BIRTH mm/dd/yyyy | | | | | | | | | | | |
| 04/29/1964 | | | | | | | | | | | |
| 5. AGE Yrs | | | | | | | | | | | |
| 52 | | | | | | | | | | | |
| 6. SEX | | | | | | | | | | | |
| F | | | | | | | | | | | |
| 7. DATE OF DEATH mm/dd/yyyy | | | | | | | | | | | |
| 03/05/2017 | | | | | | | | | | | |
| 8. HOUR (24 hours) | | | | | | | | | | | |
| 2048 | | | | | | | | | | | |
| 9. BIRTH STATE/FOREIGN COUNTRY | | | | | | | | | | | |
| CA | | | | | | | | | | | |
| 10. SECURITY NUMBER | | | | | | | | | | | |
| -7839 | | | | | | | | | | | |
| 11. EVER IN U.S. ARMED FORCES? | | | | | | | | | | | |
| NO | | | | | | | | | | | |
| 12. MARITAL STATUS (Specify as Date of Death) | | | | | | | | | | | |
| DIVORCED | | | | | | | | | | | |
| 13. EDUCATION - Highest Level (Degree) | | | | | | | | | | | |
| SOME COLLEGE | | | | | | | | | | | |
| 14. WAS DECEDENT HISPANIC/LATINO/SPANISH? (If yes, see worksheet on back) | | | | | | | | | | | |
| NO | | | | | | | | | | | |
| 15. DECEDENT'S RACE - Use top 5 races; may be listed (See worksheet on back) | | | | | | | | | | | |
| CAUCASIAN | | | | | | | | | | | |
| 16. USUAL OCCUPATION - type of work for most of life, DO NOT USE RETIRED | | | | | | | | | | | |
| PROVIDER | | | | | | | | | | | |
| 17. KIND OF BUSINESS OR INDUSTRY (e.g., grocery store, road construction, employment agency, etc.) | | | | | | | | | | | |
| HOME CARE | | | | | | | | | | | |
| 18. YEARS IN OCCUPATION | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 19. DECEDENT'S RESIDENCE (Street and number, or location) | | | | | | | | | | | |
| 541 WEST MAPLE STREET | | | | | | | | | | | |
| 20. CITY | | | | | | | | | | | |
| EXETER | | | | | | | | | | | |
| 21. COUNTY (FIVE DIGIT) | | | | | | | | | | | |
| TULARE | | | | | | | | | | | |
| 22. ZIP CODE | | | | | | | | | | | |
| 93221 | | | | | | | | | | | |
| 23. YEARS IN COUNTY | | | | | | | | | | | |
| 30 | | | | | | | | | | | |
| 24. STATE/FOREIGN COUNTRY | | | | | | | | | | | |
| CA | | | | | | | | | | | |
| 25. INFORMANT'S NAME, RELATIONSHIP | | | | | | | | | | | |
| CRYSTAL M. TRIPP, DAUGHTER | | | | | | | | | | | |
| 26. INFORMANT'S MAILING ADDRESS (Street and number, or rural route number, city or town, state and ZIP) | | | | | | | | | | | |
| 541 WEST MAPLE STREET, EXETER, CA 93221 | | | | | | | | | | | |
| 27. NAME OF SURVIVING SPOUSE/STEP - FIRST | | | | | | | | | | | |
| | | | | | | | | | | | |
| 28. MIDDLE | | | | | | | | | | | |
| | | | | | | | | | | | |
| 29. LAST (BIRTH NAME) | | | | | | | | | | | |
| | | | | | | | | | | | |
| 30. BIRTH STATE | | | | | | | | | | | |
| CA | | | | | | | | | | | |
| 31. NAME OF FATHER/PARENT - FIRST | | | | | | | | | | | |
| ROBERT | | | | | | | | | | | |
| 32. MIDDLE | | | | | | | | | | | |
| | | | | | | | | | | | |
| 33. LAST | | | | | | | | | | | |
| DUHART | | | | | | | | | | | |
| 34. BIRTH STATE | | | | | | | | | | | |
| CA | | | | | | | | | | | |
| 35. NAME OF MOTHER/PARENT - FIRST | | | | | | | | | | | |
| JO MARIE | | | | | | | | | | | |
| 36. MIDDLE | | | | | | | | | | | |
| | | | | | | | | | | | |
| 37. LAST (BIRTH NAME) | | | | | | | | | | | |
| EDMONDSON | | | | | | | | | | | |
| 38. BIRTH STATE | | | | | | | | | | | |
| OK | | | | | | | | | | | |
| 39. DISPOSITION DATE mm/dd/yyyy | | | | | | | | | | | |
| 03/23/2017 | | | | | | | | | | | |
| 40. PLACE OF FINAL DISPOSITION | | | | | | | | | | | |
| EXETER DISTRICT CEMETERY | | | | | | | | | | | |
| 719 EAST MARINETTE AVENUE, EXETER, CA 93221 | | | | | | | | | | | |
| 41. TYPE OF DISPOSITION | | | | | | | | | | | |
| CR/BU | | | | | | | | | | | |
| 42. SIGNATURE OF CORONER | | | | | | | | | | | |
| NOT EMBALMED | | | | | | | | | | | |
| 43. LICENSE NUMBER | | | | | | | | | | | |
| FD1058 | | | | | | | | | | | |
| 44. NAME OF FUNERAL ESTABLISHMENT | | | | | | | | | | | |
| EVANS MILLER GUINN EXETER CHAPEL | | | | | | | | | | | |
| 45. SIGNATURE OF LOCAL REGISTRAR | | | | | | | | | | | |
| KAREN HAUGHT, MD | | | | | | | | | | | |
| 46. DATE mm/dd/yyyy | | | | | | | | | | | |
| 03/22/2017 | | | | | | | | | | | |
| 47. PLACE OF DEATH | | | | | | | | | | | |
| KAWAHEH DELTA MEDICAL CENTER | | | | | | | | | | | |
| 48. FACILITY ADDRESS OR LOCATION WHERE FOUND (Street and number, or location) | | | | | | | | | | | |
| 400 WEST MINERAL KING | | | | | | | | | | | |
| 49. CITY | | | | | | | | | | | |
| VISALIA | | | | | | | | | | | |
| 50. CAUSE OF DEATH | | | | | | | | | | | |
| IMMEDIATE CAUSE: PERITONITIS | | | | | | | | | | | |
| PERFORATED COLON | | | | | | | | | | | |
| BOWEL OBSTRUCTION | | | | | | | | | | | |
| 111. OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH BUT NOT RESULTING IN THE UNDERLYING CAUSE GIVEN IN 107 | | | | | | | | | | | |
| CIRRHOSIS SECONDARY TO ALCOHOL | | | | | | | | | | | |
| 112. WAS OPERATION PERFORMED FOR ANY CONDITION IN ITEM 107 OR 111? (If yes, list type of operation and date) | | | | | | | | | | | |
| EXPLORATORY LAPAROTOMY, ABDOMINAL WASHOUT, ILEO-CECECTOMY 02/23/2017 | | | | | | | | | | | |
| 113. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE EACH OCCURRED AT THE HOUR, DATE, AND PLACE STATED FROM THE CAUSE STATED | | | | | | | | | | | |
| 114. SIGNATURE AND TITLE OF PHYSICIAN | | | | | | | | | | | |
| LELAND KEITH BEGGS M.D. | | | | | | | | | | | |
| 115. TYPE ATTENDING PHYSICIAN'S NAME, MAILING ADDRESS, ZIP CODE | | | | | | | | | | | |
| LELAND KEITH BEGGS M.D. | | | | | | | | | | | |
| 400 WEST MINERAL KING, VISALIA, CA 93291 | | | | | | | | | | | |
| 116. INJURED AT WORK? | | | | | | | | | | | |
| NO | | | | | | | | | | | |
| 117. INJURY DATE mm/dd/yyyy | | | | | | | | | | | |
| 03/07/2017 | | | | | | | | | | | |
| 118. INJURY HOUR (24 hours) | | | | | | | | | | | |
| | | | | | | | | | | | |
| 119. INJURY DATE mm/dd/yyyy | | | | | | | | | | | |
| | | | | | | | | | | | |
| 120. INJURY HOUR (24 hours) | | | | | | | | | | | |
| | | | | | | | | | | | |
| 121. PLACE OF INJURY (e.g., home, construction site, wooded area, etc.) | | | | | | | | | | | |
| | | | | | | | | | | | |
| 122. DESCRIBE HOW INJURY OCCURRED (Events which resulted in injury) | | | | | | | | | | | |
| | | | | | | | | | | | |
| 123. LOCATION OF INJURY (Street and number, or location, and city, and ZIP) | | | | | | | | | | | |
| | | | | | | | | | | | |
| 124. SIGNATURE OF CORONER / DEPUTY CORONER | | | | | | | | | | | |
| | | | | | | | | | | | |
| 125. DATE mm/dd/yyyy | | | | | | | | | | | |
| | | | | | | | | | | | |
| 126. TYPE NAME, TITLE OF CORONER / DEPUTY CORONER | | | | | | | | | | | |
| | | | | | | | | | | | |
| 127. STATE REGISTRAR | | | | | | | | | | | |
| | | | | | | | | | | | |
| 128. FAX AUTH. | | | | | | | | | | | |
| | | | | | | | | | | | |
| 129. CENSUS TRACT | | | | | | | | | | | |
| | | | | | | | | | | | |

CERTIFIED COPY OF VITAL RECORDS
STATE OF CALIFORNIA, COUNTY OF TULARE

This is a true and exact reproduction of the document officially registered and placed on file in the VITAL STATISTICS OFFICE, COUNTY OF TULARE HEALTH AND HUMAN SERVICE AGENCY.

DATE ISSUED MAR-27-2017

Karen Haught
Karen Haught, M.D., M.P.H., Tulare County Health Officer
Registrar of Vital Statistics

This copy is not valid unless prepared on an engraved border, displaying date, seal, and signature of the County Health Officer.
PENCO (Rev.) 5/2016

DE-160/GC-040

| | | |
|---|--|--|
| ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address) typed by Brazills Litigation Support LDA 028 (559) 687-9161 Crystal Tripp and April Tripp 541 W. Maple St. Exeter, CA 93221 (559) 730-1400 TELEPHONE NO.: (559) 623-5353 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name) in pro per | | FOR COURT USE ONLY CASE NUMBER: Date of Death of Decedent or of Appointment of Guardian or Conservator 03/05/17 |
| SUPERIOR COURT OF CALIFORNIA, COUNTY OF TULARE STREET ADDRESS Mooney & Burrel MAILING ADDRESS: County Civic Center CITY AND ZIP CODE Visalia, CA, 93219 BRANCH NAME: | | |
| ESTATE OF (Name): Debra Tripp aka Debra Lyn Tripp <input checked="" type="checkbox"/> DECEDENT <input type="checkbox"/> CONSERVATEE <input type="checkbox"/> MINOR | | |
| INVENTORY AND APPRAISAL <input type="checkbox"/> Partial No.: <input type="checkbox"/> Corrected <input checked="" type="checkbox"/> Final <input type="checkbox"/> Reappraisal for Sale <input type="checkbox"/> Supplemental <input type="checkbox"/> Property Tax Certificate | | |

APPRAISALS

1. Total appraisal by representative, guardian, or conservator (Attachment 1): \$ 0
2. Total appraisal by referee (Attachment 2): \$ 45,200
- TOTAL: \$ 45,200

DECLARATION OF REPRESENTATIVE, GUARDIAN, CONSERVATOR, OR SMALL ESTATE CLAIMANT

3. Attachments 1 and 2 together with all prior inventories filed contain a true statement of
☒ all ☐ a portion of the estate that has come to my knowledge or possession, including particularly all money and all just claims the estate has against me. I have truly, honestly, and impartially appraised to the best of my ability each item set forth in Attachment 1.
4. ☐ No probate referee is required ☐ by order of the court dated (specify):
5. **Property tax certificate.** I certify that the requirements of Revenue and Taxation Code section 480
- a. ☐ are not applicable because the decedent owned no real property in California at the time of death.
- b. ☒ have been satisfied by the filing of a change of ownership statement with the county recorder or assessor of each county in California in which the decedent owned property at the time of death.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

Crystal Tripp, April Tripp

(TYPE OR PRINT NAME; INCLUDE TITLE IF CORPORATE OFFICER)

Crystal Tripp / April Tripp
 (SIGNATURE)

STATEMENT ABOUT THE BOND

(Complete in all cases. Must be signed by attorney for fiduciary, or by fiduciary without an attorney.)

6. ☒ Bond is waived, or the sole fiduciary is a corporate fiduciary or an exempt government agency.
7. ☐ Bond filed in the amount of: \$ ☐ Sufficient ☐ Insufficient
8. ☐ Receipts for: \$ have been filed with the court for deposits in a blocked account at (specify institution and location):

Date:

Crystal Tripp April Tripp

(TYPE OR PRINT NAME)

Crystal Tripp April Tripp
 (SIGNATURE OF ATTORNEY OR PARTY WITHOUT ATTORNEY)

Form Adopted for Mandatory Use
 Judicial Council of California
 DE-160/GC-040 (Rev. January 1, 2007)

INVENTORY AND APPRAISAL

Page 1 of 2
 Probate Code, §§ 2610-2616, 8800-8980.
 Cal. Rules of Court, rule 7.501
 www.courtinfo.ca.gov

DE-160/GC-040

| | |
|---|-------------|
| ESTATE OF (Name): Debra Tripp <i>aka Debra Lyn Tripp</i> <input checked="" type="checkbox"/> DECEDENT <input type="checkbox"/> CONSERVATEE <input type="checkbox"/> MINOR | CASE NUMBER |
|---|-------------|

DECLARATION OF PROBATE REFEREE

9. I have truly, honestly, and impartially appraised to the best of my ability each item set forth in Attachment 2.
10. A true account of my commission and expenses actually and necessarily incurred pursuant to my appointment is:
- | | | |
|-----------------------|-----------|-----------|
| Statutory commission: | \$ | 75 |
| Expenses (specify): | \$ | 20 |
| TOTAL: | \$ | 95 |

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: February 19, 2019

Timothy J. Simon

(TYPE OR PRINT NAME)

Timothy J. Simon

(SIGNATURE OF REFEREE)

INSTRUCTIONS

(See Probate Code sections 2610-2616, 8801, 8804, 8852, 8905, 8960, 8961, and 8963 for additional instructions.)

- See Probate Code section 8850 for items to be included in the inventory.
- If the minor or conservatee is or has been during the guardianship or conservatorship confined in a state hospital under the jurisdiction of the State Department of Mental Health or the State Department of Developmental Services, mail a copy to the director of the appropriate department in Sacramento. (Prob. Code, § 2611.)
- The representative, guardian, conservator, or small estate claimant shall list on Attachment 1 and appraise as of the date of death of the decedent or the date of appointment of the guardian or conservator, at fair market value, moneys, currency, cash items, bank accounts and amounts on deposit with each financial institution (as defined in Probate Code section 40), and the proceeds of life and accident insurance policies and retirement plans payable upon death in lump sum amounts to the estate, except items whose fair market value is, in the opinion of the representative, an amount different from the ostensible value or specified amount.
- The representative, guardian, conservator, or small estate claimant shall list in Attachment 2 all other assets of the estate which shall be appraised by the referee.
- If joint tenancy and other assets are listed for appraisal purposes only and not as part of the probate estate, they must be separately listed on additional attachments and their value excluded from the total valuation of Attachments 1 and 2.
- Each attachment should conform to the format approved by the Judicial Council. (See *Inventory and Appraisal Attachment* (form DE-161/GC-041) and Cal. Rules of Court, rules 2.100—2.119.)

DE-161, GC-041

| | |
|--|--------------|
| ESTATE OF (name): Debra Tripp aka Debra Lyn Tripp | CASE NUMBER: |
|--|--------------|

**INVENTORY AND APPRAISAL
ATTACHMENT NO.: 1**

(In decedents' estates, attachments must conform to Probate Code section 8850(c) regarding community and separate property.)

Page: 1 of: 1 total pages.
(Add pages as required.)

| <u>Item No.</u> | <u>Description</u> | <u>Appraised value</u> |
|-----------------|--|------------------------|
| 1. | Educational Employee's Credit Union Account 11335445 3612 S. Mooney Blvd, Visalia, CA 93291 | \$ \$5.03 |
| 2. | Bank of the Sierra Account 415049080 90 North Main St., Porterville, CA 93256 | - \$69.93 |

| | |
|---|--------------------------------|
| ESTATE OF (name): Debra Tripp <i>a/k/a Debra Lyn Tripp</i> | DE-161, GC-041 CASE NUMBER: |
|---|--------------------------------|

**INVENTORY AND APPRAISAL
ATTACHMENT NO.: 2**

(In decedents' estates, attachments must conform to Probate Code section 8850(c) regarding community and separate property.)

Page: 1 of 1 total pages.
(Add pages as required.)

Item No. Description

Appraised value

- | | | |
|----|---|-----------|
| 1. | Family Home: 541 West Maple St. Exeter, CA 93221 More particularly described as follows: APN# 135-055-023-000 THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF TULARE, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS: Parcel 1: The East 50 feet of Lot 11, in Block 4 of Parkhurst and Firebaugh West Villa Addition, in the City of Exeter, County of Tulare, State of California, as shown on map filed Book 3, page 33 of Maps, in the office of the County Recorder of said County. Parcel 2: The East 50 feet of Lot "D" of Arabelle Addition No. 1, in the City of Exeter, County of Tulare, State of California, as shown on Map filed in Book 3, page 40 of Maps, in the County Recorder of said County. | \$ 45,000 |
| 2. | House Hold Furnishings | \$ 150 |
| 3. | Personal Jewelry | \$ 50 |



Code Enforcement

350 W. Firebaugh – PO Box 237, Exeter, CA 93221
Ph. #559-592-3318 Fax # 559-592-3516

CITY OF EXETER NUISANCE ABATEMENT COST RECOVERY INVOICE

DELIVERED VIA NUISANCE PROPERTY POSTING & FIRST-CLASS MAIL TO INTERESTED PARTIES

Service Date: March 25, 2020

Nuisance Property: 541 West Maple
Exeter, California 93221
APN 135-055-023-000

Abatement Costs: \$4,757.57

Council Hearing: May 19, 2020 at 7:00 p.m.
Exeter City Hall Council Chambers
137 North F Street
Exeter, California 93221

Payment Deadline: May 9, 2020 (45 days)

Payment Address: Exeter Public Works Department
350 West Firebaugh
Exeter, California 93221

Interested Parties: See attached SERVICE LIST

To All Interested Parties:

NOTICE IS HEREBY GIVEN that, pursuant the Exeter Municipal Code ("EMC") and the California Government Code, the City of Exeter ("City") hereby seeks to recover its fines, costs, expenses, fees, and attorneys' fees ("Abatement Costs") incurred as part of the City's nuisance abatement enforcement efforts against the parcel of real property located at 541 West Maple Street, Exeter, California 93221, APN 135-055-023-000 ("Nuisance Property").

The City's unpaid Abatement Costs in this matter total **\$4,757.57**. You must pay the balance owed to the City no later than the close-of-business on the 45th day after the mailing of



Code Enforcement

350 W. Firebaugh – PO Box 237, Exeter, CA 93221
Ph. #559-592-3318 Fax # 559-592-3516

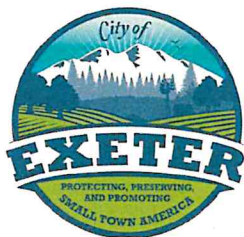
this Invoice. Payment must be made payable to the "City of Exeter" and must be remitted to City of Exeter, 350 West Firebaugh, Exeter, California 93221.

NOTICE IS FURTHER GIVEN that if the Abatement Costs are not paid in full as required by law, they will remain a personal obligation of the liable parties, but a lien or special assessment may also be recorded and charged against the Nuisance Property. As required by State law, notice is hereby given that the Nuisance Property may be sold after three years by the County of Tulare tax collector for unpaid delinquent assessments.

NOTICE IS FURTHER GIVEN that any party with a legal interest in the Nuisance Property may appear at the City Council hearing that has been scheduled for **May 19, 2020 at 7:00 p.m. at the Exeter City Hall Council Chambers located at 137 North F Street, Exeter, California 93221.** At the City Council hearing, any party with a legal interest in the Nuisance Property may contest the amount of these Abatement Costs. Failure to appear at the City Council hearing to contest the amount shall constitute a failure to exhaust your administrative remedies and a waiver of your right to dispute this Invoice and the Abatement Costs.

Questions regarding this Invoice may be directed to the City's Public Works Director, Daymon Qualls, at 559-592-3318.

Mr. Daymon Qualls
Public Works Director
CITY OF EXETER



Code Enforcement

350 W. Firebaugh – PO Box 237, Exeter, CA 93221
Ph. #559-592-3318 Fax # 559-592-3516

SERVICE LIST

Crystal Tripp
541 West Maple Street
Exeter, California 93221

April Tripp
541 West Maple Street
Exeter, California 93221

Crystal Tripp
791 N. Ventura Avenue
Farmersville, California 93223

Joann Farris
541 West Maple Street
Exeter, California 93221

Kings Mortgage Services, Inc.
3828 W. Caldwell Avenue
Visalia, California 93277

Wells Fargo Bank, NA
1 Home Campus
Des Moines, Iowa 50328

Kings Mortgage Services, Inc.
c/o MERS, Inc.
P.O. Box 2026
Flint, Michigan 48501-2026

Wells Fargo Bank, NA
MAC X9998-01P
P.O. Box 1629
Minneapolis, Minnesota 55440-9049

Kings Mortgage Services, Inc.
Attn: Pamela J. Raeber, *Agent for Service*
4244 West Mineral King Avenue
Visalia, California 93291

Wells Fargo Bank, NA
c/o Corporation Service Company – Lawyers
Incorporating Service
101 North Phillips Avenue
Sioux Falls, South Dakota 57104

County of Placer
Department of Child Support Services
P.O. Box 989067
West Sacramento, California 95798-9067

County of Placer
Department of Child Support Services
Attn: Troy Held, Director
1000 Sunset Blvd., Suite 200
Rocklin, California 95765-4794

Health & Human Services Agency
Attn: Lien Clerk
5957 South Mooney Blvd.
Visalia, California 93277

City of Exeter Agenda Item Transmittal

Date: May 19, 2020

Agenda Item Number: M3

Wording for Agenda: Presentation and discussion of Downtown Exeter Parking Study and potential ways to improve future Downtown parking.

Submitting Department: Planning Department
Contact Name: Greg Collins, City Planner
Phone: 734-8737
Email: greg@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 Council receive the Downtown Exeter Parking Study presentation, consider the potential ways to improve future Downtown parking and provide comments and direction to planning staff.

Summary/Background:

Many downtowns throughout the country are experiencing parking issues – inconvenient parking lot locations, high costs to park, not enough parking stalls, lack of handicapped stalls, or unsafe parking lots. Most cities want a downtown parking problem because it is somewhat a measurement of a downtown's success, however, there is a fine line between success and the frustration of drivers seeking a parking stall. This Study attempts to determine:

- Does Exeter have a downtown parking problem?
- What are some parking solutions the city could consider in order to avoid a future parking problem?
- How can the city implement these parking solutions?
- How would the city finance the implementation of these solutions?

The need for a Downtown Parking Study had previously been identified and a parking concern on a proposed office expansion in the downtown has risen. The office does not have enough land area to provide for all of its on-site parking requirement as per the Exeter Zoning Ordinance. Staff was directed to explore strategies that could be employed in the downtown so parking could be provided but not at the expense of curtailing downtown development. The attached Downtown Parking Study was developed and is presented with this item for the Council to provide input and direction to planning staff.

The Study Area encompassed approximately 40 acres bounded by Palm Street on the north, Maple Street on the south, the Southern Pacific Railroad on the west and B Street on the east. This area contains 10 blocks of the downtown with each block including private parking lots and in the case of Blocks 4, 7, and 8 City owned public parking lots also exist.

Overall peak occupancy for Saturday of all parking stalls in the Study Area was 32 percent. A breakdown of the parking occupancy was; public on-street occupancy at 24 percent, public off-street occupancy at 44 percent and private off-street occupancy at 13 percent. The public parking lots seemed to be the most popular areas to park probably because of their tree shade, signage, security, location, accessibility or a combination of these. Peak occupancy for

Thursday was 50 percent. Parking occupancy during peak hours was public on-street, 39 percent; public off-street parking, 76 percent; and private off-street, 65 percent.

A closer inspection of the parking data indicated that at peak hours on Thursday some blocks had an on-street occupancy approaching 80 percent. For example, a new coffee house on North E Street has created a parking demand that exceeds the norm. This parking condition is a good trend in that it portends that businesses in the downtown are attracting clients. Parking experts and literature indicates that parking availability is considered congested and inconvenient when on-street occupancy exceeds 85 percent and off-street occupancy exceeds 90 percent. On Thursday, overall occupancy during peak hours was only 50 percent and Saturday overall peak hours was only 32 percent. The analysis in the parking study clearly indicates that there is ample parking in the downtown area and specifically ample on-street parking

There are many tools that can be used to enhance the parking environment in the downtown such as modifying Zoning Code regulations to allow for applying parking credits. Developments could receive a credit for required parking spaces for allowing shared use of their private parking or using their private off-street parking as public off-street parking. A parking in-lieu program has already been established in the Zoning Ordinance. Establishing the parking in-lieu fee would provide an opportunity for a developer to pay for spaces they cannot provide on-site and those fees would then be used by the City to create more parking in the Downtown. Parking in lieu fee funds could be used to:

- Provide wayfinding signage in the downtown area and lighting.
- Restripe on-street parking from parallel to diagonal
- Plant trees in sidewalks where trees do not currently exist
- Purchase land for new public off-street parking lots

Based on the results of the parking study, the City could begin with a lower parking-in-lieu fee and implementing some of the easier and less costly parking projects now and ramp the fee up in future years to create funding for the more costly remaining options. This would also allow for developers planning projects to prepare if they want or need to use this program. Typical parking in-lieu fees for surrounding areas ranges from about \$1,500 to \$5,000 or more. Larger cities may have higher fees due to having to provide more expensive parking such as structures. Based on current cost estimates for the above potential uses staff would recommend beginning at a fee of \$1,500 per space and ramping the fee up about \$500 per year over the next five years. Staff plans to bring an item back to Council for developing and implementing a parking-in-lieu fee.

Environmental: The proposed project is categorically exempt under the California Environmental Quality Act.

Prior Council/Board Actions: None

Attachments: Downtown Exeter Parking Study

| |
|---|
| <p>Recommended motion to be made by Council/Board: I move to accept the Downtown Parking Study and provide direction to the planning staff as discussed, including direction for developing a parking in-lieu fee.</p> |
|---|

Draft

Downtown Exeter Parking Study

February 2020

Collins & Schoettler, Planning Consultants

Purpose

Many downtowns throughout the country are experiencing parking issues – inconvenient parking lot locations, too costly to park, not enough parking stalls, lack of handicapped stalls, or unsafe parking lots. Most cities want a downtown parking problem because it is somewhat a measurement of a downtown's success, however, there is a fine line between success and the frustration of drivers seeking a parking stall.

This Study attempts to determine:

- Does Exeter have a downtown parking problem?
- What are some parking solutions the city could consider in order to avoid a future parking problem?
- How can the city implement these parking solutions?
- How would the city finance the implementation of these solutions?

History

Exeter was established after the Pacific Improvement Company bought land from John Firebaugh in 1888, a local landowner. Exeter received its name from an early promoter of the improvement company, D.W. Parkhurst. He named the city Exeter after his home city of Exeter, England.

The original townsite encompassed 240 acres. The Downtown Parking Study encompasses approximately 40 acres of the original townsite. The Southern Pacific Railroad traversed the townsite in a northwest to southeast direction. The railroad depot was situated between Pine and Maple Streets on the east side of the railroad tracks. As was the case with many early railroad-sponsored towns, Exeter's first streets were laid out parallel with and perpendicular to the railroad tracks in a grid pattern.

In 1911, when Exeter incorporated, the city had already shifted the orientation of its newer streets to north/south and east/west alignments. This reorientation created numerous triangular-shaped blocks where the two street patterns joined. Today, many of these blocks are used either as park or church sites.

Exeter's land use patterns and appearance were forged by three seemingly unrelated forces - railroads, agriculture and building materials. Exeter's past, present and future land use patterns have been dictated by railroads. Exeter's first railroad, Southern Pacific (called the Stockton and Tulare Railroad), traversed the city in a northwest/southeast alignment. Constructed in the 1880s. This man-made feature essentially divided the

original townsite in half. In 1905, the Visalia Electric Railroad began operation. This railroad connected Exeter to the cities of Visalia and Woodlake. This line crossed the Southern Pacific near Walnut Avenue and headed northeast towards the foothills. The third railroad was constructed in 1914 by the Sante Fe Railroad Company. This line runs north/south and forms the eastern boundary of the city.

Oranges drive the economy in Exeter. This crop replaced Exeter's early crops, which included Emperor grapes, dry-land wheat and barley. First planted in 1896 by George Frost, the citrus industry today (oranges, lemons, grapefruit, tangerines) dominates Exeter's visual and economic landscape. Citrus is the dominate crop in the Exeter area. In terms of the economy, as goes the citrus industry so goes the Exeter economy. Sectors of the economy that are strongly dependent on the citrus industry include, trucking, packing, cold storage, spraying, irrigating, processing, and marketing.

Bricks and granite were building materials that were mined in the Exeter area. The Exeter brick yard produced brick that was used widely on buildings throughout Exeter and the Rocky Point Granite Quarry provided material for most of the curbs in the downtown as well as for many of its buildings.

Location

Exeter is located in Tulare County at the southern end of the San Joaquin Valley. It is bisected by State Route 65 (Kaweah Avenue), which runs north and south, and it is situated one and one-half miles south of State Route 198, a major east/west route in Tulare County that connects Highway 99 to Sequoia National Park. Exeter is located seven miles east of Visalia, the county seat of Tulare County.

Plan Area for Parking Study

The Study Area (see Exhibit A) encompasses approximately 40 acres, which is most of Exeter's downtown excluding the portion of the downtown that is located west of the Southern Pacific Railroad. The Study Area is bounded by Palm Street on the north, Maple Street on the south, the Southern Pacific Railroad on the west and B Street on the east. This area contains 10 blocks of the downtown. Within each block there are private parking lots and in the case of Blocks 4, 7, and 8 City owned public parking lots also exist. This area is dominated by retail, financial, and eating/drinking establishments. Other uses include offices (medical, insurance, government and financial), gyms, public parking lots and some vacant land.

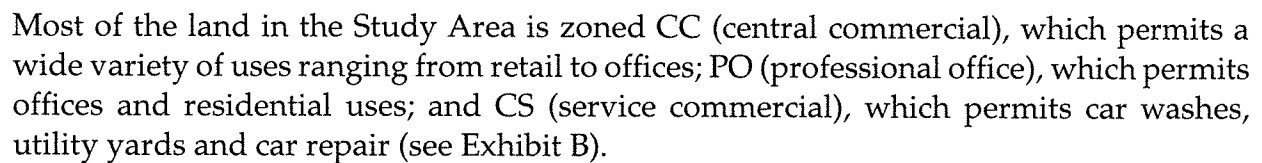


Exhibit B: Downtown Exeter Zoning



All streets in the Study Area permit on-street parking. Most parking in the Study Area is diagonal; some blocks contain parallel parking stalls. On-street parking is free as is parking in the Downtown's three City owned public parking lots. All streets in the Study Area have a curb to curb width of 60 feet.

Except for the two blocks that bound the Southern Pacific Railroad, all blocks in the Study Area contain city-maintained alleys, which are paved and contain vee gutters for drainage. Most of the Study Area's private parking lots are located along these alleys. Alleys in the Study Area are 20 feet wide.

Parking Supply Inventory

The inventory of parking stalls inside the Plan Area was conducted by driving down each street and alley inside the Study Area and counting each stall and assigning it to a particular category – public on-street, private off-street or City owned public off-street. In total, there were 810 parking spaces in the Plan Area. They fell into one of three categories.

1. Public on-street parking: 473 spaces or 58.4 percent of total parking spaces
2. Public off-street parking: 68 spaces or 8.4 percent of total parking spaces
3. Private off-street parking: 269 spaces or 33.2 percent of total parking spaces

Occupied parking spaces within the Study Area were counted during the hours of 9:00 am, 11:00 am, 1:00 pm, 3:00 pm and 5:00 pm on Saturday, February 8, 2020, and on Thursday, February 13, 2020.

Parking Supply Findings

A review of the parking inventory spreadsheets for Saturday, February 8, and Thursday, February 13, showed that peak parking space occupancy was at 11:00 am on Saturday and between the hours of 11:00 am and 1:00 pm on Thursday (see Tables 1 and 2).

| Table 1: (Parking Counts on Saturday, February 8) | | | | | | |
|---|--------------|-----|------|---------|---------|---------|
| BLOCKS | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
| BLOCK 1 | | | | | | |
| Lot 1 A | 17 | 0 | 2 | 3 | 0 | 0 |
| Lot 1 B | 5 | 0 | 1 | 1 | 0 | 0 |
| Lot 1 C | 8 | 1 | 1 | 0 | 0 | 0 |
| On-Street | 63 | 18 | 18 | 13 | 13 | 17 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 30 | | | | | |
| BLOCK 2 | | | | | | |
| Lot 2 A | 3 | 0 | 0 | 1 | 0 | 0 |
| Lot 2 B | 4 | 1 | 1 | 1 | 1 | 1 |
| Lot 2 C | 6 | 5 | 5 | 5 | 6 | 6 |
| On-Street | 54 | 19 | 19 | 19 | 17 | 19 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 13 | | | | | |
| BLOCK 3 | | | | | | |
| Lot 3 A | 20 | 0 | 3 | 3 | 3 | 3 |
| Lot 3 B | 4 | 0 | 0 | 0 | 0 | 0 |
| Lot 3 C | 2 | 0 | 0 | 1 | 0 | 0 |
| Lot 3 D | 2 | 0 | 0 | 0 | 0 | 0 |
| On-Street | 67 | 37 | 49 | 49 | 36 | 22 |
| Off-Street - public | NA | | | | | |

Table 1: (Parking Counts on Saturday, February 8)

| BLOCKS | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
|----------------------|---------------------|-----|------|---------|---------|---------|
| Off-Street - private | 28 | | | | | |
| BLOCK 4 | | | | | | |
| Lot 4 B | 4 | 1 | 1 | 3 | 3 | 3 |
| Lot 4 C | 3 | 0 | 0 | 0 | 0 | 0 |
| Lot 4 D | 4 | 2 | 2 | 1 | 2 | 1 |
| Lot 4 E | 18 | 8 | 3 | 0 | 0 | 0 |
| Lot 4 F | 4 | 0 | 0 | 0 | 0 | 0 |
| Lot 4 G | 6 | 0 | 0 | 0 | 0 | 0 |
| On-Street | 67 | 16 | 42 | 32 | 13 | 21 |
| Off-Street - public | 30 | 9 | 16 | 15 | 14 | 10 |
| Off-Street - private | 39 | | | | | |
| BLOCK 5 | TOTAL SPACES | | | | | |
| Lot 5 A | 12 | 0 | 0 | 2 | 0 | 0 |
| Lot 5 B | 8 | 0 | 0 | 0 | 0 | 0 |
| Lot 5 C | 7 | 1 | 0 | 0 | 0 | 0 |
| On-Street | 61 | 5 | 4 | 5 | 3 | 2 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 27 | | | | | |
| BLOCK 6 | | | | | | |
| Lot 6 A | 23 | 0 | 0 | 8 | 0 | 0 |
| Lot 6 B | 15 | 0 | 0 | 2 | 2 | 2 |
| Lot 6 C | 4 | 0 | 0 | 0 | 2 | 4 |
| Lot 6 D | 10 | 4 | 3 | 4 | 3 | 5 |
| Lot 6 E | 4 | 0 | 0 | 2 | 2 | 0 |
| Lot 6 F | 5 | 3 | 3 | 3 | 2 | 2 |
| On-Street | 62 | 9 | 17 | 12 | 13 | 11 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 61 | | | | | |
| BLOCK 7 | | | | | | |
| Lot 7 A | 21 | 4 | 3 | 2 | 1 | 2 |
| On-Street | 67 | 13 | 32 | 30 | 11 | 8 |
| Off-Street - public | 18 | 9 | 14 | 11 | 8 | 4 |
| Off-Street - private | 21 | | | | | |

Table 1: (Parking Counts on Saturday, February 8)

| BLOCKS | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
|--------------------------|--------------|-----|------|---------|---------|---------|
| BLOCK 8 | | | | | | |
| Lot 8 A | 6 | 0 | 0 | 0 | 0 | 0 |
| Lot 8 B | 2 | 0 | 1 | 1 | 1 | 1 |
| Lot 8 C | 26 | 7 | 6 | 5 | 4 | 4 |
| On-Street | 60 | 20 | 33 | 26 | 18 | 8 |
| Off-Street - public | 20 | 1 | 0 | 2 | 1 | 1 |
| Off-Street - private | 34 | | | | | |
| BLOCK 9 | | | | | | |
| On-Street | 29 | 0 | 3 | 2 | 1 | 6 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | NA | | | | | |
| BLOCK 10 | | | | | | |
| TOTAL SPACES | | | | | | |
| Lot 8 A | 6 | 0 | 0 | 0 | 0 | 0 |
| Lot 8 B | 10 | 0 | 0 | 0 | 0 | 0 |
| On-Street | 10 | 0 | 0 | 0 | 1 | 0 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 16 | | | | | |
| Total On-Street | 473 | | | | | |
| Total Off-Street Public | 68 | | | | | |
| Total Off-Street Private | 269 | | | | | |
| TOTAL | 810 | | | | | |

Table 2 (Parking Counts for Thursday February 13, 2020)

| BLOCKS | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
|---------------------|--------------|-----|------|---------|---------|---------|
| BLOCK 1 | | | | | | |
| Lot 1 A | 17 | 0 | 0 | 6 | 3 | 3 |
| Lot 1 B | 5 | 5 | 4 | 5 | 3 | 3 |
| Lot 1 C | 8 | 0 | 1 | 2 | 0 | 0 |
| On-Street | 63 | 16 | 16 | 13 | 7 | 11 |
| Off-Street - public | NA | | | | | |

Table 2 (Parking Counts for Thursday February 13, 2020)

| BLOCKS | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
|----------------------|---------------------|------------|-------------|----------------|----------------|----------------|
| Off-Street - private | 30 | | | | | |
| BLOCK 2 | | | | | | |
| Lot 2 A | 3 | 0 | 1 | 0 | 1 | 1 |
| Lot 2 B | 4 | 1 | 1 | 1 | 1 | 1 |
| Lot 2 C | 6 | 3 | 5 | 6 | 4 | 4 |
| On-Street | 54 | 39 | 35 | 32 | 34 | 33 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 13 | | | | | |
| BLOCK 3 | | | | | | |
| Lot 3 A | 20 | 6 | 9 | 10 | 9 | 8 |
| Lot 3 B | 4 | 0 | 0 | 0 | 0 | 0 |
| Lot 3 C | 2 | 0 | 1 | 1 | 1 | 1 |
| Lot 3 D | 2 | 0 | 0 | 0 | 0 | 0 |
| On-Street | 67 | 47 | 57 | 63 | 55 | 54 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 28 | | | | | |
| BLOCK 4 | | | | | | |
| Lot 4 B | 4 | 1 | 3 | 5 | 3 | 3 |
| Lot 4 C | 3 | 0 | 0 | 2 | 2 | 1 |
| Lot 4 D | 4 | 1 | 2 | 3 | 2 | 2 |
| Lot 4 E | 18 | 7 | 8 | 7 | 8 | 9 |
| Lot 4 F | 4 | 0 | 2 | 2 | 3 | 2 |
| Lot 4 G | 6 | 4 | 4 | 5 | 4 | 1 |
| On-Street | 67 | 28 | 39 | 37 | 31 | 32 |
| Off-Street - public | 30 | 15 | 22 | 21 | 23 | 19 |
| Off-Street - private | 39 | | | | | |
| BLOCK 5 | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
| Lot 5 A | 12 | 9 | 8 | 6 | 11 | 8 |
| Lot 5 B | 8 | 7 | 5 | 6 | 7 | 8 |
| Lot 5 C | 7 | 3 | 3 | 2 | 2 | 2 |
| On-Street | 61 | 9 | 10 | 10 | 6 | 8 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 27 | | | | | |
| BLOCK 6 | | | | | | |
| Lot 6 A | 23 | 10 | 7 | 11 | 8 | 6 |

Table 2 (Parking Counts for Thursday February 13, 2020)

| BLOCKS | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
|--------------------------|---------------------|------------|-------------|----------------|----------------|----------------|
| Lot 6 B | 15 | 3 | 2 | 4 | 4 | 4 |
| Lot 6 C | 4 | 0 | 0 | 0 | 4 | 4 |
| Lot 6 D | 10 | 7 | 7 | 6 | 5 | 1 |
| Lot 6 E | 4 | 0 | 1 | 1 | 1 | 1 |
| Lot 6 F | 5 | 5 | 5 | 4 | 2 | 2 |
| On-Street | 62 | 24 | 25 | 30 | 28 | 25 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 61 | | | | | |
| BLOCK 7 | | | | | | |
| Lot 7 A | 21 | 6 | 8 | 11 | 12 | 9 |
| On-Street | 67 | 42 | 47 | 37 | 46 | 39 |
| Off-Street - public | 18 | 14 | 17 | 12 | 8 | 6 |
| Off-Street - private | 21 | | | | | |
| BLOCK 8 | | | | | | |
| Lot 8 A | 6 | 0 | 1 | 0 | 0 | 0 |
| Lot 8 B | 2 | 2 | 3 | 4 | 3 | 3 |
| Lot 8 C | 26 | 8 | 12 | 9 | 9 | 11 |
| On-Street | 60 | 34 | 45 | 41 | 35 | 34 |
| Off-Street - public | 20 | 13 | 13 | 11 | 10 | 9 |
| Off-Street - private | 34 | | | | | |
| BLOCK 9 | | | | | | |
| On-Street | 29 | 2 | 5 | 10 | 7 | 11 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | NA | | | | | |
| BLOCK 10 | | | | | | |
| | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
| Lot 8 A | 6 | 2 | 2 | 0 | 0 | 0 |
| Lot 8 B | 10 | 0 | 0 | 0 | 0 | 0 |
| On-Street | 10 | 1 | 1 | 1 | 1 | 1 |
| Off-Street - public | NA | | | | | |
| Off-Street - private | 16 | | | | | |
| Total On-Street | 473 | | | | | |
| Total Off-Street Public | 68 | | | | | |
| Total Off-Street Private | 269 | | | | | |

| Table 2 (Parking Counts for Thursday February 13, 2020) | | | | | | |
|---|--------------|-----|------|---------|---------|---------|
| BLOCKS | TOTAL SPACES | 9am | 11am | 1:00 PM | 3:00 PM | 5:00 PM |
| TOTAL | 810 | | | | | |

Overall peak occupancy for Saturday of all parking stalls in the Study Area was 32 percent. Public on-street occupancy was 24 percent while public off-street occupancy was 44 percent (30 of the 68 public off-street spaces). Private off-street occupancy was 35 spaces out of the 269 private off-street spaces, or about 13 percent occupancy. The public parking lots seemed to be the most popular areas to park because of their accessibility. Signage, security, location or a combination of all three may be the reason for the higher occupancy of the public parking lots versus the other two parking categories.

Peak occupancy for Thursday was 50 percent, occurring between the hours of 11 am and 1 pm. Even during these peak hours, 405 parking spaces in the downtown were still available for parking. Parking occupancy during peak hours was public on-street, 39 percent occupied; public off-street parking, 76 percent occupied; and private off-street, 65 percent occupied.

A closer inspection of the parking data indicated that at peak hours on Thursday some blocks had an on-street occupancy approaching 80 percent. For example, a new coffee house on North E Street has created a parking demand that exceeds the norm. This parking condition is a good trend in that it portends that businesses in the downtown are attracting clients.

Parking experts and literature indicates that parking availability is considered congested and inconvenient when on-street occupancy exceeds 85 percent and off-street occupancy exceeds 90 percent. On Thursday, overall occupancy during peak hours, was only 50 percent; Saturday overall peak hours was only 32 percent.

Public off-street parking appears to be the most desirable category of parking in the downtown. This could be due to the location (accessibility) of these public parking lots but other amenities including, tree shade, signage or security, could also be factors resulting in the desirability of these public parking lots.

Parking Environment

Aside from setting land aside in the downtown for the parking of vehicles, which is deemed a benefit by the public especially when one is seeking a parking stall, it can have an adverse impact on the local environment. For example, an analysis of the parking numbers for Thursday showed an abundance of vacant public parking spaces

during the peak parking hours, well over 400 open stalls in the downtown area. A great number of those available spaces are public on-street parking spaces.

The abundance of impermeable paving (parking stalls) in the downtown contributes to what is known as the "urban heat island" effect. Anybody that has lived in the Valley can appreciate the difference between standing on an unshaded sidewalk when it is 102-degrees versus a sidewalk that is shaded by a tree. Studies show that by decreasing paved areas and increasing shading with trees the local ambient temperature can be lowered by as much as 7 degrees during the summer months.

Expansive impermeable asphalt surfaces can also increase stormwater runoff volumes. This increased runoff adds to capital costs of providing stormwater drainage systems and the maintenance of those systems. Also, impermeable surfaces reduce the recharging of the city's underlying aquifer because rainwater cannot penetrate impermeable surfaces.

The planting of trees along downtown sidewalks accomplishes three benefits – shading by trees reduces the "heat sink" impact caused by asphalt paving; trees reduce storm water runoff by catching and holding rainwater, and shaded parking stalls enhance the desirability of those stalls for parking.

Parking Strategies

There are many tools that can be used to enhance the parking environment in the downtown. The following is a listing of those tools and a short discussion about how each tool could be applied in the downtown. This discussion is generally specific to Exeter's downtown area. Parking management techniques that may be useful in downtown Exeter would not be appropriate in other cities such as downtown San Francisco, Visalia or even suburbs predominantly developed with strip commercial designs.

Zone code regulations. Exeter's zoning ordinance is typical of many cities throughout California. Zoning codes were amended to include parking regulations in California between 1950 and 1956, which were written to accommodate vehicle parking in strip commercial projects and shopping centers. These codes have been amended over time but generally speaking the original codes continue to determine parking requirements for new development, especially in the downtown which were designed to provide on-street parking rather than large parking lots that are more closely associated with strip commercial or shopping center developments. Current parking codes require off-street parking based on the development's building square footage and/or use, whether it is in a downtown or a shopping center.

Exeter's downtown is blessed with a grid pattern design, which accommodates significant amounts of on-street parking – mostly diagonal parking but some parallel parking. In addition, alleys bisect each downtown block. This provides opportunities for parking lots to be located just off the alleys often behind buildings that face the downtown streets.

To encourage redevelopment of old buildings in the downtown or construction of new buildings, some cities have reduced their parking standards for the downtown district. Cities have found that persons are willing to walk greater distances to access a land use that they intend to visit in the downtown. Further, during any day of the week, a single parking stall could be used by a variety of persons accessing a land use in the downtown – breakfast or banking in the morning, shopping or lunch in the afternoon, and dinner or a drink in the evening. This compares to a stand-alone commercial use outside the downtown where the parking stalls associated with this commercial use are devoted only to this use (e.g. Rite-Aid, dollar stores or a restaurant). For example, a stand-alone restaurant requires one parking stall for every four seats whereas a restaurant in a downtown may only require one stall for every eight seats because patrons may be using nearby parking stalls that remain open because the adjacent business is closed as in the case of a bank, a retail store or a coffee shop.

To accomplish a reduction in the parking standards in the downtown, a city can create an overlay district just for the downtown. This overlay zone would have a different set of parking standards than other parts of the city.

Shared Parking. Shared parking is a technique that is used to more efficiently utilize existing private parking lots. For example, bank parking lots are utilized during banking hours but are completely open after 5 pm and on weekends. A nearby microbrewery or restaurant could use the parking lot after 5 pm and on weekends. If shared parking agreements are reached then it is reasonable to reduce the off-street parking requirements for the business that operates after 5 pm.

Use private off-street parking as public off-street parking. The analysis of the parking data shows that public off-street parking is more highly sought after than private off-street parking. Therefore, if private developers are willing to offer their off-street parking for public use then they should be given credit for the increased efficiency. Credit would be in the form of a reduction in the parking requirement standard. This tool would require an agreement between the city and the property owner to resolve potential liability issues.

Waivers. Parking waivers are sometimes used to accommodate intensification of uses within existing buildings. In other words, when a building converts from retail use to a restaurant use additional parking is required by some codes. But since the building is already built and the site is already developed there's no place to put additional

parking. Therefore, waivers are used to accommodate the intensification of the use. Granting of waivers is often associated with a parking study that shows that there is available nearby parking that will support the parking demand resulting from the intensification of use.

Fortunately, in Exeter the parking code does not require additional parking when uses in the downtown are intensified (e.g. retail store to restaurant). Overtime uses come and go in a downtown. It is now generally recognized that cities should allow these uses to evolve organically and not discourage this evolution by demanding more parking when intensification occurs.

In-lieu fees. In some cases, it is advantageous for both the city and the private developer to pay an in-lieu parking fee instead of providing parking on-site. This is especially true when the site may not readily accommodate off-street parking and there is available public parking in the immediate area. The consultant believes that the use of in-lieu fees may have a beneficial use in downtown Exeter because it could provide a pool of funds that could be used to provide more parking opportunities in the downtown and also improve the parking environment with shade trees, wayfinding signage and permeable parking surfaces. More specifically, these funds could be used to purchase land in the downtown to be developed as a public parking lot, restripe on-street parking stalls from parallel to diagonal, or lease a private parking lot for long-term public parking.

The analysis of the parking study spreadsheets clearly indicates that there is ample parking in the downtown area and specifically ample on-street parking. Private lots, generally located off the alleys, are rather small – two to seven spaces. These lots only satisfy the parking needs of the buildings that backs onto these lots.

Payment of an in-lieu fee to relieve the development of its off-street parking requirements would allow for greater buildout of downtown lots – constructing to property lines or building up two or three stories. Proceeds from the fee should be used to make parking improvements to the downtown area, which will also benefit private development in a collective sense.

Downtown parking recommendations

Too often codes and policies are based upon hypothetical visions of what may occur in the distant future. What is important to the vitality of Exeter's downtown is the success of its businesses and the associated growth of its tax base.

There are two types of issues associated with downtown parking. The first issue is one of actual physical supply of parking spaces. The second issue is the problem of perception, as viewed in the minds of downtown merchants and customers. Each of

these issues should be reviewed every five years, and policies and ordinances should be updated accordingly.

1. Meet with the Chamber of Commerce to discuss the findings of the Survey. Determine if the Chamber perceives a parking problem - lack of convenient and available parking for their customers. If a perceived parking problem exists, recommend that employees park a block or two away from the more heavily utilized parking areas. The survey maps and data can be used to demonstrate how much available parking there really is in the immediate downtown area.

2. Utilize efficiencies of alley access when providing off-street parking for new development. For example, by using alleys for backup space these alley-loaded stalls only require 160 square feet of parking area versus 280 square feet for a stall in a shopping center.

3. Shared parking agreements between an existing development and a new development should be considered.

4. When off-street parking is developed as a result of new development give the developer credit for additional parking spaces if those spaces are allowed to be used by the public. In short, the public off-street parking spaces in Exeter are the most highly used of all the different parking categories (public on-street, public off-street, and private off-street). More efficient use of spaces means fewer total spaces needed and less asphalt in the downtown, which means a cooler environment in the summer.

5. Develop an in-lieu parking fee as provided for by the Exeter Zoning Ordinance, which reads as follows:

17.68.02 General Requirements

No building shall be constructed or use permitted unless off-street parking and loading spaces are provided in accordance with the provisions of this chapter unless otherwise exempted by this chapter.

When an existing use or building is enlarged and requires additional parking and loading under the provisions of this chapter, said improvements shall be provided on the subject site or the developer shall provide an in-lieu parking fee consistent with the provisions in this chapter.

In lieu parking fees could be used for a myriad of projects that could lead to more parking in the downtown as well as making some parking more desirable for patrons. A discussion of projects that could be financed by in lieu parking fees are detailed below. They are divided into short-term and long-term categories.

Short-term projects

- In lieu fees could be used to provide wayfinding signage in the downtown area and lighting. These improvements would make parking in the downtown safer and easier to find.
- In lieu fees could be used to restripe on-street parking from parallel to diagonal.
- In lieu parking fees could be used to plant trees in sidewalks where trees do not currently exist. This would provide future shade for these stalls making them more desirable for the public. Also, trees catch stormwater runoff and reduce stormwater runoff.

Long-term projects

- In lieu fees could be used to purchase land for new public off-street parking lots.

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number:

M4

Wording for Agenda: Receive Mid-Year 2019/2020 Budget Update with an additional \$32,059 appropriation to the General Fund and receive outlook on the 2020/2021 and 2021/2022 Two Year Budget providing feedback on the planning and preparation of the budget.

Submitting Department: Finance

Contact Name: Chris Tavaréz, Finance Director

Phone Number: 559-592-2755

Email: ctavarez@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that Council

- Receive Mid-Year 2019/2020 Budget Update and appropriate an additional \$32,059 to the General Fund for fiscal year 2019/2020
- Receive outlook on fiscal years 2020/2021 and 2021/2022 Two Year Budget and provide feedback on the planning and preparation of the budget.

Summary

Over the last couple of years, the Council has chosen to make some tough decisions based on options proposed by staff to significantly improve the City's financial foundation. These improvements were timely and will likely prove to be significant in the upcoming months and years. Although much has been accomplished some financial challenges remain along with upcoming challenges which will be hard to predict due to the COVID-19 pandemic in our midst. Along with these challenges there will be additional opportunities for future financial improvements when conditions improve. Staff will attempt to continue bringing the best information available to Council for financial decisions. However, the vision forward will probably be cloudy for some time due to future uncertainty with timing of current shelter-in-place orders, reopening, rebound of business activity, potential declines in sales, property and transient occupancy tax, and upcoming CalPERS unfunded liabilities, just to name a few. Staff plans to bring recommendations for a conservative financial approach to Council for the upcoming budget cycle due to these uncertainties while anticipating prudent financial "adjusting" by the Council throughout the upcoming budget cycle as the vision forward becomes clearer.

The two major components of the City's finances are the General Fund and the Enterprise Funds. The General Fund has seen improvements through gaining understanding and control of the budget. This has resulted in cost savings and coupled with some revenue increases, provided the opportunity for the Council to choose to increase fund reserves. In addition, the Council has also began evaluating a potential revenue measure to help continued funding for General Fund services and addressing overdue deferred expenses. Upon passage of a revenue measure it will typically take about 6 months to receive proceeds from a revenue measure. Since a measure has not balloted and passed, staff would not recommend including revenue measure proceeds in the budget at this time. If passed, they can easily be added in a future budget amendment.

The Enterprise Funds have also experienced significant financial improvement with rate increases already approved over the next four years. In addition, previous debt has been refinanced in both the Water and Sewer funds, releasing restricted funding to bring both funds back into positive financial territory quicker than with the rate increases alone. Rate increase

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.

The first three quarters of the current fiscal year were financially good but the last quarter revenue reductions will be severe due to the effects of the COVID-19 pandemic. Based on current expense estimates and revenue projections it is estimated that the City will end this fiscal year at a balance between expenses and revenue. The only midyear action recommended for the 2019/2020 Fiscal Year is:

- Appropriate an additional \$32,059 to the General Fund to cover anticipated expenditures which should be offset by anticipated revenues

The City has entered an unprecedented time in modern day history. COVID-19 has brought about an earlier than anticipated economic downturn across the globe including the City of Exeter. During this time, some cities throughout the State are looking at possible furloughs, workforce reductions or other significant cost cutting measures in order to maintain financial sustainability. There is a lot of financial uncertainty, there is no known easy fix to the crisis presented.

The City of Exeter has already been operating within a tight budget, deferring expenses, reducing expenses and increasing existing revenues where possible. There have been position reductions by contracting out services where possible such as Park maintenance or offsetting a Police Officer position with grant funding. Staff recommends to the Council that the City navigate through the current crisis and upcoming budget cycle retaining that tight and balanced budget in order to maintain financial sustainability and keep as much of the financial foundation in place as possible. Based on the best projections possible at this time, the City may be able to maintain a balanced budget through the next two-year budget cycle if the tight budget is maintained and current deferrals are continued. However, the deferrals will need to be addressed as soon as financially possible. The longer some of the items are deferred, such as street and facility maintenance, the more expensive they will become.

For the 2020/2021 and 2021/2022 Fiscal Year staff recommends the following principles be followed during the Two-Year Budget development:

- Continued deferral of
 - Street Maintenance
 - Code Enforcement Needs
 - Facility Maintenance
 - Equipment and vehicle needs
 - Police position needs
 - Reserve set aside
- No increase to expenditures unless new funding identified
- Items that can save money over time may be proposed

Should the City financial condition become worse than anticipated, or to move forward on deferred General Fund needs in the upcoming years, Council may consider the following reductions:

- Recreation
 - Code Enforcement
 - Police
- One of the biggest upcoming considerations for Council will involve moving forward with a proposed revenue measure to retain current General Fund service levels and move forward on addressing deferred General Fund needs. Due to the effects of the pandemic, timing of balloting for a revenue measure will be key.

In June, the Enterprise Funds will be presented with a forecasting Capital Improvement Program (CIP) for the first time, with projects being proposed based on funding becoming available due to the rate increases and the debt refunding.

Background:

Mid-Year 2019/2020 Budget Update

Since mid-March 2020 the City has entered an unprecedented period in our nation's history, which has led to stay at home orders and closing of 'non-essential' businesses in order to try and mitigate the spread of COVID-19. Beyond the harmful impacts to the health of certain individuals this has led to an historic detrimental impact to the nation's economy. The City is not immune to this impact and will certainly realize a significant impact to City businesses, residents and the City organization itself. Estimates of the financial damage due to COVID-19 are still unknown.

Staff expects there to be significant impact to the current fiscal year's 2019/2020 sales tax, transient occupancy tax and recreations fees. As of the time of this report, the City has incurred an estimated \$4,000-\$5,000 in increased expenditures due to COVID-19 for Personal Protection Equipment, increased sanitation services and social distancing signage. Due to unknowns remaining in this fiscal year, staff proposes a minimal additional General Fund (GF) appropriation of \$32,059 to cover projected 2019/2020 expenditures. Expenditures are projected to be within projected revenues of \$4,130,000 and \$307,000 in fund transfers, totaling \$4,437,000 (See Summary - Table 1).

It is difficult to forecast potential GF savings but if any should occur in fiscal year 2019/2020 it is recommended that savings goes towards increasing the City's GF Reserve due to future economic uncertainty. At the beginning of the fiscal year reserves were approximately 19% of 2019/2020 General Fund budgeted expenditures. The Council approved a minimum goal of 25% reserve for all operating funds.

Table 1 - General Fund (GF) 2019/2020 Budget Summary

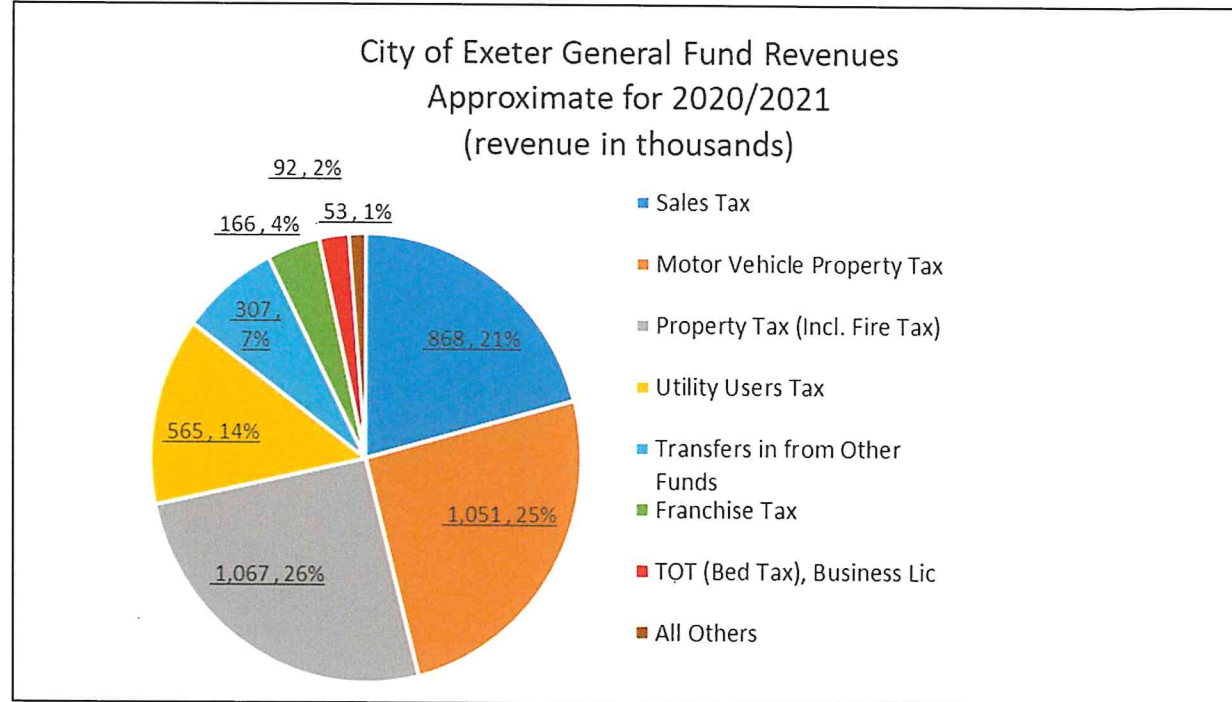
| | | |
|------------------------------------|----------------------|------------------------------|
| 2019/2020 Original Budget | - \$4,366,000 | |
| 2018/19 Budget Rollover | - \$12,441 | (Council approval 4/9/2019) |
| 2019/20 Budget Amendment | - \$26,500 | (Council approval 10/8/2019) |
| Additional Appropriation Requested | - \$32,059 | (recommended 5/19/2020) |
| Total GF Budget | - <u>\$4,437,000</u> | |

2020/2021 and 2021/2022 Budget Development and Projections

Several significant City revenues are projected to realize a negative impact due to COVID-19. Decreases are assumed from revenues generated from Sales Tax, Transient Occupancy Tax, Business Licenses and Recreation fees (due to cancelled or postponed events). Projections of revenue decreases due to this downturn in the economy due to COVID-19 range greatly in agencies across the State and Nation.

Albeit still early to see the true impact of the COVID-19 crisis, staff has developed some projections based on preliminary data from consultants and the CA League of Cities that shows Exeter's sales tax could decrease at least 15% from 2018/2019 and take nearly five years to recover to 2018/2019 levels. Other revenues could see a similar pattern. Over time, new projections will provide further guidance for future Council decisions. Property Taxes which are the largest source of City revenues are projected to stay steady for the budget period. It is possible there may be a decrease in the future, however, property tax adjustment lags behind impacts to the economy and it is too early to tell what might happen to them (Chart 1).

Chart 1: Preliminary Forecasted Fiscal Year 2020/2021 Revenues



Regardless of the impacts of COVID-19, City expenditures will continue to increase over time. Even without the recent negative impacts to the investment market, CalPERS costs to the City are increasing approximately \$50,000 annually over the next five years (Chart 2). For 2020/2021 the total costs are estimated to be \$765,000 and are projected to increase to just under \$1 million by 2025/2026. The current impacts of COVID-19 will further increase CalPERS costs in the future. Outside of CalPERS expected increases, regular operational costs are anticipated to increase which include contract agreements with vendors and contractors, salaries, health insurance, etc. Over the next five years without significant efforts to maintain a balanced budget, the City's reserve may be hit with operational needs and that is not financially sustainable (Chart 3).

With a General Fund budget in 2019/2020 of \$4.3 million (with a 19% reserve) and the City's Enterprise Funds (Water, Sewer, Sanitation) with revenues currently between \$1-\$1.6 million annually, careful decisions must be made in order to be prepared for financial uncertainty as well as moving forward to take care of critical needs of the City.

Chart 2: Forecasted Increase in CalPERS Costs to fiscal year 2025/2026

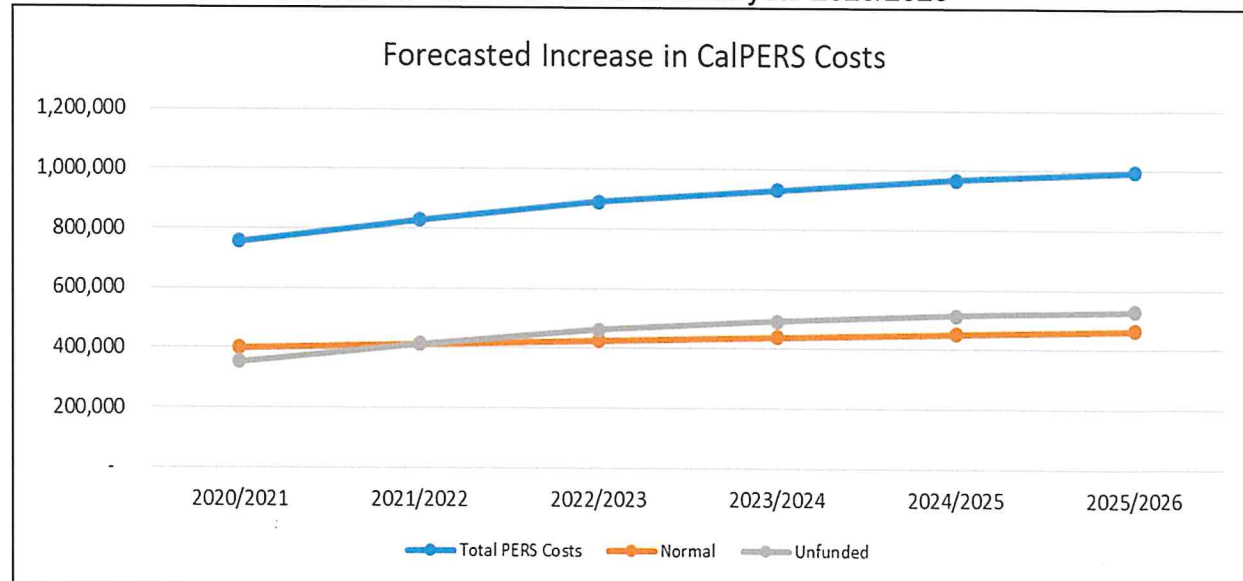
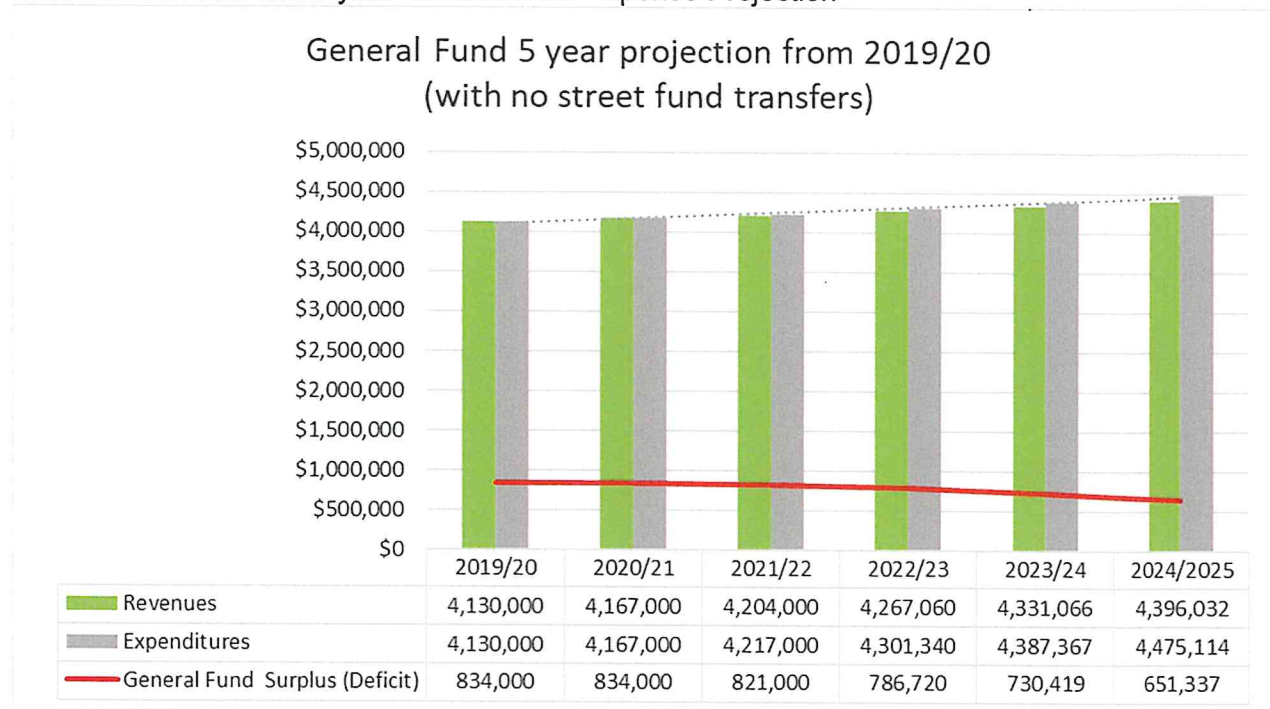


Chart 3: General Fund 5-year Revenue and Expense Projection



Over the past two years the City has made a tremendous effort to reduce costs and enhance revenues (where possible). The General Fund has realized savings from contracting out services and reducing staff such as in the Parks Division and Animal Control. With a retirement the Police Department has converted one administrative (non-sworn) position to ½ of a position with the other ½ in Administration (thus more costs allocated out to non-General Fund sources) and utilized some of the savings to pay for Officer In Charge special pay to help in covering supervising needs. And the Water and Sewer Funds have both refinanced their USDA debt in order to release restricted fund balances and realize ongoing savings.

These listed actions along with other actions have accumulated into significant steps to putting the City on firm financial footing. In one year (2018/2019) the City realized an increase in the General Fund's unrestricted fund balance from about 4% to 19% (Reserve). The City's Water and Sewer Enterprise Funds were approved to have service fee increases over the next four years (1 increase happened January 1, 2020), this was a critical action in making sure the City has the financial capability to administer efficient and well-functioning utility systems. Prior to the fee increases, water and sewer revenues were covering minimal day to day operational expenses and debt service with very little remaining for regular maintenance, replacement and capital projects.

In relation to the General Fund, Council authorized the formation of a Proposed Revenue Measure Advisory Committee which has finished meeting and will have recommendations for City Council at this or future meetings. Should the City Council approve to ballot a proposed revenue measure, there could be an increase to revenues which could provide the City the ability to maintain and/or improve services that residents and businesses have come to expect, specifically in General Fund activities such as Police, Fire, Streets, Code Enforcement and Parks and Recreation. Any additional funds a revenue measure may bring in are NOT INCLUDED in budget projections. In the next two budget years, should a revenue measure pass a budget amendment could be brought back to City Council for approval.

A Capital Improvement Plan (CIP) will be presented to City Council at the first meeting in June 2020 which will layout the City's plan to implement capital projects for all funds of the City. The General Fund will be limited in its ability to fund capital projects such as equipment, vehicles or facility needs due to ongoing cost increases and now the newly presented challenge of a

downturn in the economy due to COVID-19. The City's Water, Sewer and Transportation funds CIP will present the City's plan for capital projects in those areas for the next six years. There are many needs so the CIP will show the priority for projects to be implemented and list some of the City's deferred needs. Deferred needs are projects that the City recognizes need to be completed, however, will be delayed until funding is identified. Deferred needs may take many years to fund.

For the 2020/2021 and 2021/2022 Two Year Budget, staff does not recommend increases to the budget or additions to staff that cannot be paid for with offsetting increases or additions to revenue. Currently, there are no foreseen increases to either year budget besides regular expenditure cost increases for operation of city services. Staff will look at possible deferrals of training expenditures, maintenance of facilities and capital projects to provide City Council options for budget savings if needed to achieve a balanced budget.

Fiscal Impact: If approved, an additional appropriation of \$32,059 will raise the City's 2019/2020 General Fund Budget to \$4,437,000. This is within anticipated revenues for 2019/2020. Any savings or overage of revenues to expenditures is proposed to go to the General Fund unrestricted balance to increase the City's reserve capacity.

There is no action for 2020/2021 and 2021/2022 Two Year Budget recommended at this time. Budget drafts will be brought to Council at June's first Council meeting and final approval sought from City Council at June's second meeting.

Prior Council/Board Actions: Not applicable

Attachments: None

Recommended motion to be made by Council/Board: I move to approve an additional appropriation of \$32,059 to the General Fund for the 2019/2020 fiscal year.

(No further action is required; however, feedback is requested for the 2020/2021 and 2021/2022 Two Year Budget planning and preparation.)

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number: M5

Wording for Agenda: Adopt Resolution 2020-20 Ratifying Actions taken by the City Administrator during a Declared Local Emergency Due to the Novel Coronavirus (COVID-19) Pandemic.

Submitting Department: Administration

Contact Name: Adam Ennis

Phone Number: (559) 592-4539

Email: adam@exetercityhall.com

Department Recommendation:

Staff recommends that the City Council consider adoption of Resolution 2020-20 Ratifying Actions taken by the City Administrator during a Declared Local Emergency Due to the Novel Coronavirus (COVID-19) Pandemic.

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Summary/Background:

The novel coronavirus (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, with additional cases confirmed at Kaweah Delta Medical Center in Visalia. On March 13, 2020, Governor Newsom announced that California public health officials have determined that gatherings of more than 250 people should be postponed or canceled across the State at least until the end of March, with the gathering limitations guidance subsequently revised down to 50 and then 10 or less people. On March 19, 2020, Governor Newsom declared a statewide Shelter in Place. The City Council adopted Resolution 2020-12 declaring a local emergency on March 24, 2020.

Since the pandemic began affecting Tulare County, the City Administrator took the following administrative actions to address State, County and local emergency declarations, guidance and orders, ensure continuity of service to the community and safety of staff:

- Increased sanitation of City facilities;
- Closed City lobbies and encouraged electronic and phone transactions for residents conducting business with City departments;
- Postponed or cancelled City recreation programs;
- Limited access to City Park gathering areas such as play structures, arbors and gazebos;
- Suspended issuance of permits for special events;
- Suspended issuance of yard sale permits;
- Determined Essential and Non-Essential positions pursuant to County and State definitions for emergency responders;
- Allowed an alternate essential assignment for one full-time Non-Essential position and reduced hours of hourly Essential position; Adopted Family First Coronavirus Response Act Policy outlining the benefits for Emergency Paid Sick Leave and Expanded FMLA in accordance with the Family First Coronavirus Act signed by President Trump on March 18, 2020 and established a temporary Emergency Telecommuting Policy;

- Authorized a temporary Emergency Telecommuting Agreement for one Non-Essential employee to perform special projects from home;
- Authorized several temporary Emergency Telecommuting Agreements for continuity of service;
- Alternated staffing schedules to minimize potential for quarantines of entire departments being exposed to virus or being identified as contacts to ensure continuity of service;
- Modified Council meeting, planning commission and site plan review schedules and procedures to follow public gathering guidelines and continue conducting City business;
- On March 26, 2020, executed an Emergency Addendum to Memorandum of Understanding with California League of City Employee Association (CLOCEA) wherein Police Department Records Division, Records Supervisor and Office Assistant; and Public Works Department Maintenance I employees agreed to temporarily modify work schedules allowing workdays longer than 8 hours to occur without the payment of overtime, thereby ensuring continuity of service by separating staff where possible;
- On April 15, 2020, executed an Emergency Addendum to Memorandum of Understanding with California League of City Employee Association (CLOCEA) wherein Finance Department Accounting Assistants agreed to temporarily modify work schedules allowing workdays longer than 8 hours to occur without the payment of overtime, thereby ensuring continuity of service by separating staff where possible; and
- Evaluated a potential COVID-19 Relief Fund under the Family First Coronavirus Response Act Policy allowing employees who will reach their vacation accrual cap due to being unable to use their vacation leave through the pandemic a separate bank of 64 hours of leave to use by June 30, 2020, which would result in a net zero impact to the City's budget.

The above actions taken by the City Administrator are allowed under Exeter's Code of Ordinances Section 2.08.060, that state in pertinent part:

2.08.060 - Powers and duties.

The administrator shall be the administrative head of the government of the city under the direction and control of the city council except as otherwise provided in this chapter. He/she shall be responsible for the efficient administration of all the affairs of the city which are under his/her control. In addition to his/her general powers as administrative head, and not as a limitation thereon, it shall be his/her duty and he/she shall have the powers set forth in the following subsections:

B. Authority over Employees. It shall be the duty of the administrator, and he/she shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the city under his/her jurisdiction through their department heads.

The purpose of this resolution is to provide information and ratify those actions taken by the City Administrator during the Declared Local Emergency.

Fiscal Impact: There is no fiscal impact to the actions taken by the City Administrator except some minimal potential savings from overtime costs.

Prior Council/Board Actions: On February 26, 2018, the City Council authorized the City Administrator to adopt and implement administrative policy. On March 24, 2020, the City Council declared a local emergency due to the Novel Coronavirus (COVID-19) pandemic.

Attachment: Resolution 2020-20

Recommended motion to be made by Council/Board: I move to adopt Resolution 2020-20 as presented.

RESOLUTION 2020-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER RATIFYING ACTIONS TAKEN BY THE CITY ADMINISTRATOR DURING A DECLARED LOCAL EMERGENCY DUE TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC

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, continuing to infect and kill additional people, 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 additional confirmed cases and deaths in Tulare County; and

WHEREAS, various State and Federal authorities have recommended that gatherings of more than 10 people should be avoided until further notice; and

WHEREAS, on March 19, 2020, Governor Newsom declared a Shelter in Place; and

WHEREAS, COVID-19 therefore may 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, has and will continue to impose extraordinary requirements on and expenses to the City and continue to result in financial impacts to the City for some time; and

WHEREAS, the City Council declared a local emergency in the City of Exeter for the above described conditions related to COVID-19 on March 24, 2020; and

WHEREAS, 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; and ensure continuity of service to the community and safety of staff:

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

1. The following actions taken by the City Administrator during the COVID-19 pandemic and a local declared emergency are hereby ratified:

- Increased sanitation of City facilities

- Closed City lobbies and encouraged electronic and phone transactions for residents conducting business with City departments
- Postponed or cancelled City recreation programs
- Limited access to City Park gathering areas such as play structures, arbors and gazebos.
- Suspended issuance of permits for special events
- Suspended issuance of yard sale permits
- Determined Essential and Non-Essential positions pursuant to County and State definitions for emergency responders;
- Allowed an alternate essential assignment for one full-time Non-Essential position and reduced hours of hourly Essential position;
- Adopted Family First Coronavirus Response Act Policy outlining the benefits for Emergency Paid Sick Leave and Expanded FMLA in accordance with the Family First Coronavirus Act signed by President Trump on March 18, 2020 and established a temporary Emergency Telecommuting Policy;
- Authorized a temporary Emergency Telecommuting Agreement for one Non-Essential employee to perform special projects from home;
- Authorized several temporary Emergency Telecommuting Agreements for continuity of service;
- Alternated staffing schedules to minimize potential for quarantines of entire departments being exposed to virus or being identified as contacts to ensure continuity of service;
- Modified Council meeting, planning commission and site plan review schedules and procedures to follow public gathering guidelines and continue conducting City business;
- On March 26, 2020, executed an Emergency Addendum to Memorandum of Understanding with California League of City Employee Association (CLOCEA) wherein Police Department Records Division, Records Supervisor and Office Assistant; and Public Works Department Maintenance I employees agreed to temporarily modify work schedules allowing workdays longer than 8 hours to occur without the payment of overtime, thereby ensuring continuity of service by separating staff where possible;
- On April 15, 2020, executed an Emergency Addendum to Memorandum of Understanding with California League of City Employee Association (CLOCEA) wherein Finance Department Accounting Assistants agreed to temporarily modify work schedules allowing workdays longer than 8 hours to occur without the payment of overtime, thereby ensuring continuity of service by separating staff where possible; and
- Evaluated a potential COVID-19 Relief Fund under the Family First Coronavirus Response Act Policy allowing employees who will reach their vacation accrual cap due to being unable to use their vacation leave through the pandemic a separate bank of 64 hours of leave to use by June 30, 2020, which would result in a net zero impact to the City's budget.

PASSED, ADOPTED AND APPROVED this _____ day of May 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR

ATTEST:

CITY CLERK

City of Exeter Agenda Item Transmittal

Meeting Date: May 19, 2020

Agenda Item Number:

M6

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.

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



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 Service, the State and County. To date within Tulare County there have been 2,892 tests completed, 1,268 confirmed cases and 54 deaths. Over one-third of the cases in Tulare County have occurred at five skilled nursing facilities with nearly three-fourths of the deaths resulting from the skilled nursing home cases. There are currently 15 confirmed cases in Exeter.

In addition, many local businesses categorized as non-essential by County and State orders have been closed or at reduced services for many weeks resulting in loss of income and employee layoffs. This is and will have a significant impact on the local economy and the City revenues. In addition, the effects of this pandemic on the investment markets will have an impact on the economy, City revenues and future CalPERS unfunded liabilities.

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 and ensure continuity of service to the community and staff safety. The City has spent about \$4,000 to \$5,000 on sanitizing, personal protective equipment and preparation for social distancing measures in anticipation of reopening. 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 18th.

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: The potential future 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 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.

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).

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