

**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: **B1**

Wording for Agenda: Public Hearing to adopt Resolution 2018-03 approving the reallocation of 2015/2016, 2016/2017 & 2017/2018 State Cops Grant Spending.

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

For action by:

City Council

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**City Administrator
(Initials Required)**

 EH

Department Recommendation:

To reallocate the below listed Cops Grant Funding:

- 1) \$5,000 – Juvenile Diversion, 2015/2016 Fiscal Year
- 2) \$5,000 – Body Cameras, 2016/2017 Fiscal Year
- 3) \$5,000 – Community Mentoring Projects, 2016/2017 Fiscal Year
- 4) \$20,000 – Part Time Salaries, 2016/2017 Fiscal Year
- 5) \$10,000 – Computer Server Replacement Upgrade, 2017/2018 Fiscal Year

as follows:

- 1) \$5,000 – Technology / Equipment Upgrades, 2015/2016 Fiscal Year
- 2) \$10,000 – Technology / Equipment Upgrades, 2016/2017 Fiscal Year
- 3) \$20,000 – Contractual Services, 2016/2017 Fiscal Year
- 4) \$10,000 – Technology / Equipment Upgrades, 2017/2018 Fiscal Year

Summary/Background:

During the 2015/2016, 2016/2017 & 2017/2018 Fiscal Years Cops Grant Funding was received by the Exeter Police Department. Public hearings were held as required and the funds designated for expenditure in areas that were, at that time, identified as having the greatest Department need. A review of the remaining funds from each grant cycle was recently conducted and it was determined that funds still remained from each of those fiscal years. After discussion with staff, it was determined that reallocating those funds to different categories would be in the best interested of the Exeter Police Department and the City of Exeter.

Fiscal Impact:

None.

Prior Council/Board Actions:

Attachments: Resolution 2018-03

Recommended motion to be made by Council/Board: I move to adopt Resolution 2018-03 approving the reallocation of 2015/2016, 2016/2017 & 2017/2018 State Cops Grant Spending.

RESOLUTION NO. 2018-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER, CALIFORNIA
APPROVING THE REALLOCATION OF 2015/2016, 2016/2017 & 2017/2018 STATE COPS
GRANT SPENDING**

WHEREAS, The City of Exeter previously applied for and received COPS State Grant funding for the 2015/2016, 2016/2017 & 2017/2018 fiscal years, with public hearings being held to allocate the funds as follows:

- 1) \$5,000 – Juvenile Diversion, 2015/2016 Fiscal Year
- 2) \$5,000 – Body Cameras, 2016/2017 Fiscal Year
- 3) \$5,000 – Community Mentoring Projects, 2016/2017 Fiscal Year
- 4) \$20,000 – Part Time Salaries, 2016/2017 Fiscal Year;
- 5) \$10,000 – Computer Server Replacement Upgrade, 2017/2018 Fiscal Year, and

WHEREAS, it is now evident that these funds are not needed for the previously designated purposes and would be better utilized as follows:

- 1) \$5,000 – Technology / Equipment Upgrades, 2015/2016 Fiscal Year
- 2) \$10,000 – Technology / Equipment Upgrades, 2016/2017 Fiscal Year
- 3) \$20,000 – Contractual Services, 2016/2017 Fiscal Year;
- 4) \$10,000 – Technology / Equipment Upgrades, 2017/2018 Fiscal Year, and

WHEREAS, the City Council held a duly-noticed public hearing on February 27, 2018, requesting public input on the proposed use of said grant funds.

NOW, THEREFORE, BE IT RESOLVED, BY THE EXETER CITY COUNCIL THAT FUNDS FROM SAID COPS STATE GRANT BE UTILIZED AS RECOMMENDED BY THE CHIEF OF POLICE.

The foregoing resolution was adopted upon a motion of Council Member _____, and seconded by Council Member _____, and carried by the following vote at regular City Council meeting held on February 23, 2018.

AYES:
NOES:
ABSTAIN:
ABSENT:

Teresa Boyce, Mayor

ATTEST:

Shonna ONeal, City Clerk

**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: B2

Wording for Agenda: Authorize City staff to request proposals for the 2018 – Exeter Water Service Line Replacement Project.

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

Department Recommendation:

Authorize City staff to request proposals for the 2018 – Exeter Water Service Line Replacement Project.

For action by:

City Council

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**City Administrator
(Initials Required)**



Summary/Background:

At the City Council meeting of February 13, 2018, staff made a presentation to Council and discussed, among other things, an ongoing problem with water service line leaks in certain residential areas within the City. Staff shared that Exeter has a number of streets where almost every home on the block has required a water service line repair and, in some cases, lines have experienced reoccurring leaks and multiple repairs have been made to the same service line.

It was further explained that staff was exploring a water service line replacement project that would focus on the problematic areas of the City where crews have preformed multiple repairs.

Preliminary costs estimates have been prepared and staff is working quickly to finish the project design.

In an effort to fast-track this project, staff respectfully requests authorization to seek proposals for the construction and delivery of the aforementioned project. Once proposals are received and reviewed, staff will return to Council with a report and potential recommendation for action. The project is important to expedite in order to avoid or minimize water shut offs during the summer.

Fiscal Impact: This project is estimated to cost \$370,000: \$30,000 for design and \$340,000 for construction. The project will be paid for from available water funds.

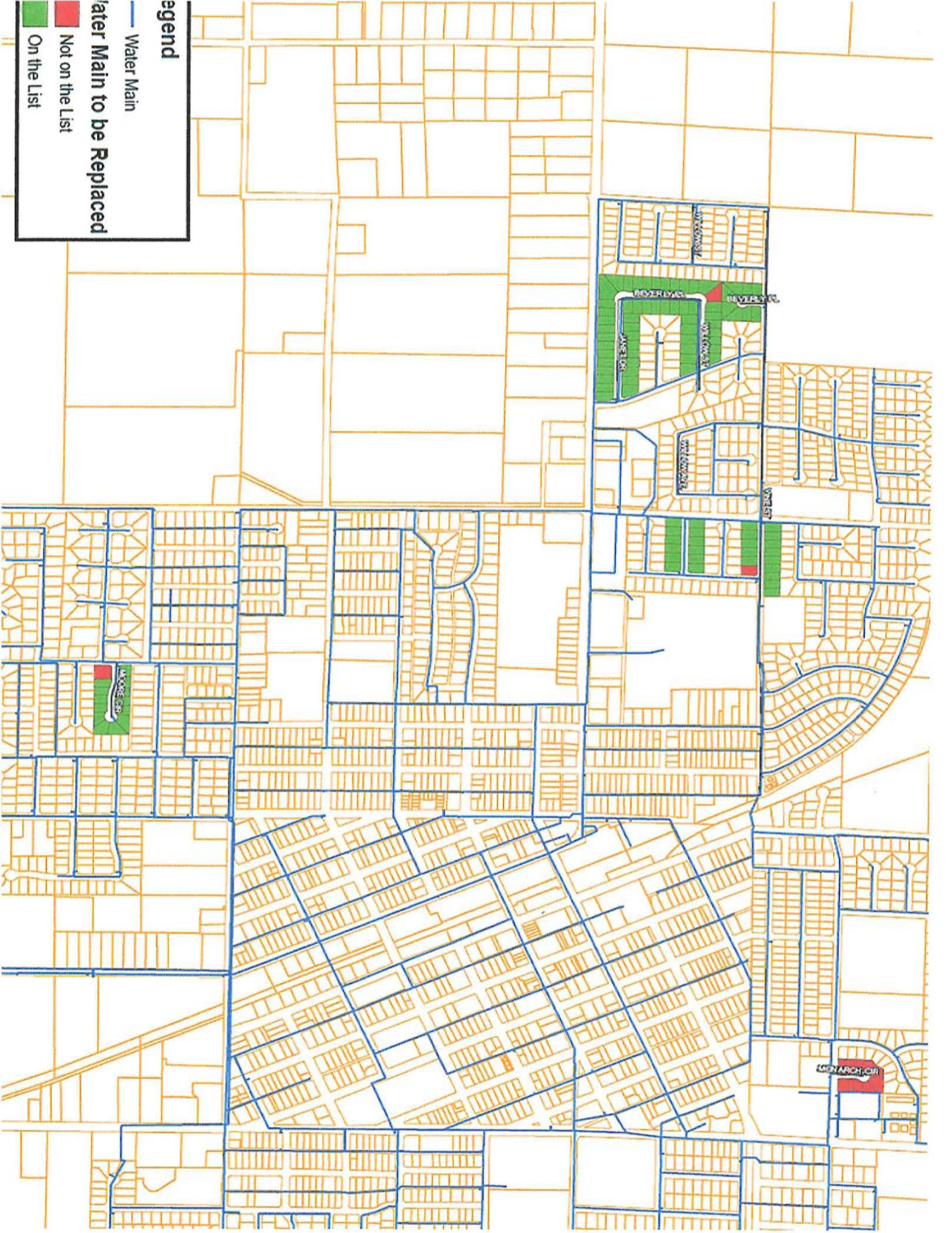
Prior Council/Board Actions: Staff presentation given on February 13, 2018.

Attachments: Map 1, Frequent Water Leak Streets

Recommended motion to be made by Council/Board: I move to authorize staff to advertise and request proposals for the 2018 – Exeter Water Service Line Replacement Project.

Legend

- Water Main
- Water Main to be Replaced**
- Not on the List
- On the List



**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: **B3**

Wording for Agenda: Approve the use of 4000 Kelvin degrees (4000k) LED lights in the City of Exeter as part of Southern California Edison Company's street light conversion, known as the LS -1 Option E Program.

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)**

EQ

Department Recommendation:

Most cities, including the City of Visalia, are using the 4000k LED light which is a much whiter light. The 3000k is a warmer light and will appear to be yellow, similar to the existing high pressure sodium lights. For that reason, staff recommends the use of the 4000k light for SCE's street light conversion project.

Summary/Background:

At the November 28, 2017 meeting, the Council authorized participation in Southern California Edison Company's street light conversion, known as the LS -1 Option E Program, where light fixtures are converted to Light Emitting Diodes (LED) at a reduced annual street light rate subsequent to the conversion and no upfront cost to the City of Exeter.

In preparation for the implementation of this project, the City of Exeter must choose a color temperature specification.

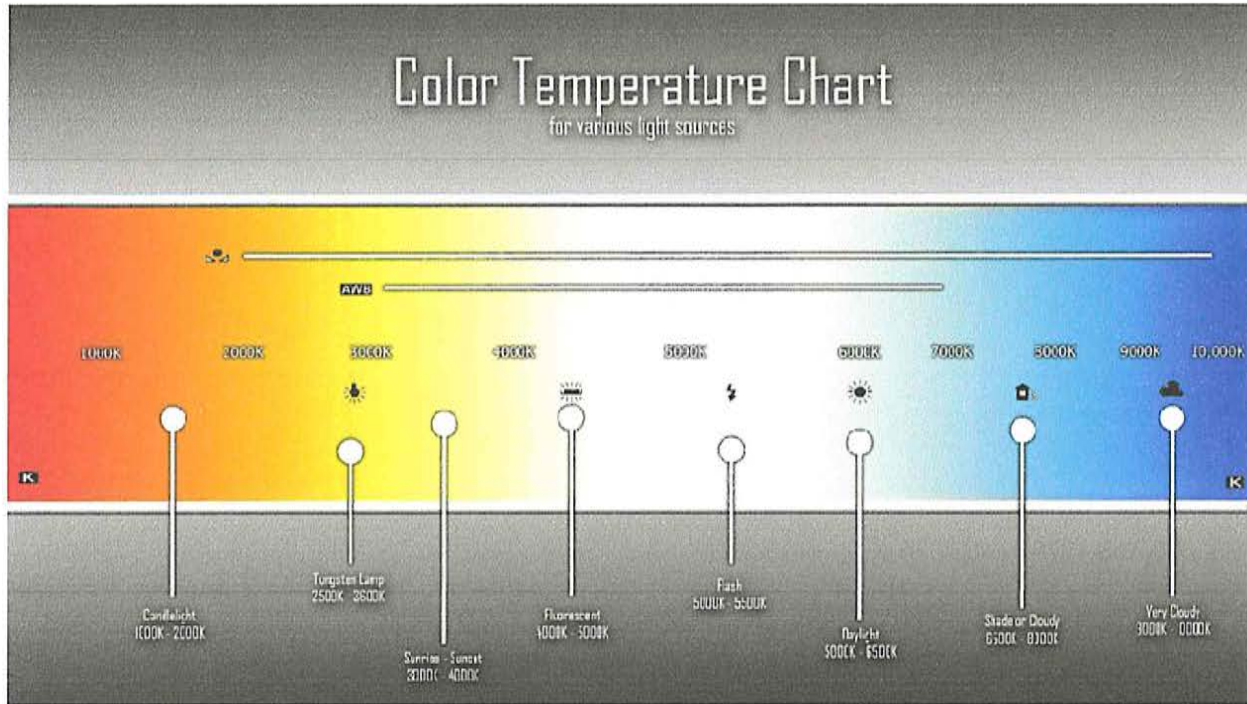
At present, Southern California Edison is using current generation General Electric (GE) Evolve LED street light fixtures for LED replacements under the LS-1 Option E program. GE LED fixtures allow for a choice between color temperatures of either 4000 Kelvin degrees (4000k) or 3000 Kelvin degrees (3000k) at the customer's discretion.

3000k color temperature lights are considered "warm white" and will have more yellow and amber tones that are consistent with today's existing High Pressure Sodium street lights.

4000k color temperature lights are between warm and cool on the spectrum and will provide a "whiter" appearing light.

Chart 1, Color Temperature Chart, below shows the color temperature scale for various light sources. As seen in this chart, the 4000k color temperature lights are mid-range and offer a "whiter" light appearing light without crossing into the bluer spectrum.

Chart 1, Color Temperature Chart



Fiscal Impact: As indicated in the November 28, 2017 staff report, there will be no immediate fiscal impact resulting from this project since there are no up-front fees. Once the conversion is completed the City is estimated to see a net savings of about \$1,736.00 annually during the twenty year payback period and then after the twenty year payback period the annual savings is estimated to increase to about \$9,916.16 Again, these savings estimates are provided by SCE based on currently available information and costs, but there is no guarantee of the savings going into the future.

Prior Council/Board Actions: At the November 28, 2017 meeting, the Council authorized participation in Southern California Edison Company's street light conversion, known as the LS - 1 Option E Program.

Attachments: None

Recommended motion to be made by Council/Board: I concur with staff's recommendation and move to authorize the use of 4000k LED light for SCE's street light conversion project within the City of Exeter.

**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: 2.08.060 **B4**

Wording for Agenda: Review of proposed process for administrative policies.

Submitting Department: Administration
Contact Name: Eric Frost
Phone Number: 592-4539
Email: eric@exetercityhall.com

Department Recommendation:

That Council the Council authorize the City Administrator to convert the current Employee Rules and Regulations into Administrative Rules.

Summary/Background:

The City Administrator in Exeter's municipal code is charged to do the following:

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.

In the past, the City has created an Employee Rules and Regulations Handbook to describe work rules in the City. The book was adopted by Council in 2012. Although this method works, a more streamlined method which would not require Council action is to issue such rules by an administrative policy method. The Police Department, uses such a method for its employees. This allows changes and amplification in rules on a more frequent basis because individual items are addressed individually and not all at once.

I am proposing using such a method for the City in general. These policies would not need Council action because the Council has already delegated this authority to the Administrator by way of the Municipal Code. However, because the Council adopted the current Employee Rules and Regulations, it is appropriate for the Council to overtly delegate a revision of such rules to the Administrator. The policies will be available in the City Administrator's office and in time on the web.

For action by:

City Council

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**City Administrator
(Initials Required)**

EF

It should be noted that whenever the working conditions are changed, the City has an obligation to meet with its affected bargaining units. This requirement will not change whether it is a revision of the current handbook or the proposed administrative policies. Further, items specifically called out in employee MOUs would govern the workplace regardless of the employee handbook or administrative rule.

Another rationale for the change is that sometimes laws change and specific rules need to be implemented such as the City needs a Heat Illness Prevention policy. When such changes occur, the law or regulation created by a higher authority governs. Many times, corrections of such nature could be done via a change in administrative rules that is more timely process to implement and a re-adoption of the Employee Rules and Regulations.

Attached is the first policy to be adopted outlining the process of implementing new policies. The process is very similar to a process adopted by the City of Tulare.

If the Council wanted to be more informed about changes in administrative policies, it could direct that whenever a change occurs, the Council also be informed of the change. In this manner, the Council could direct the Administrator to bring a specific item for Council discussion.

Fiscal Impact: Unknown

Prior Council/Board Actions: Council adopted revised Rules and Regulations in March of 2012.

Attachments: City of Exeter Administrative Policy 2018-01.

<p>Recommended motion to be made by Council/Board: I move to authorize the City Administrator to be authorized to revise the Employee Rules and Regulations by the proposed administrative policy as well as add other rules to effectively manage the City of Exeter.</p>

OFFICE OF THE CITY ADMINISTRATOR

Issued: February 28, 2018

Number: Administrative Policies & Procedures Policy 2018-01
Sections: 1-13
Effective Date: February 28, 2018

SUBJECT: PREPARATION AND ISSUANCE OF ADMINISTRATIVE POLICIES

1. PURPOSE. This Administrative Policy is to establish a system for the preparation and issuance of Administrative Policies & Procedures promulgated by the City Administrator by virtue of the powers and duties of the City Administrator for the City of Exeter.
2. AUTHORITY. The City Administrator is responsible for providing direction and general management of the day-to-day administrative operations for all city departments and staff, directly and through department heads, establishing effective organizational leadership through the development and implementation of policies and procedures.
3. APPLICATION. This Administrative Policy applies to all City of Exeter Departments and its employees.
4. DEFINITIONS:
 - 4.1 Administrative Policy. A formal statement of administrative policy, organization and procedure to be effective over an indefinite period of time for the following purposes: to secure compliance with Charter provisions, to secure uniform enforcement of ordinances, to execute Council policies, and for a thorough understanding and application of administrative policies in the conduct and management of administrative affairs of the City government.
5. POLICY. Administrative Policies & Procedures serve many useful and beneficial purposes; namely, to provide a comprehensive, written guidance for administrative actions, to achieve consistency and uniformity in the handling of administrative affairs, to improve internal communication and understanding, and to promote coordinated, efficient functioning of all Departments.
6. RESPONSIBILITIES:
 - 6.1. Department Heads shall be responsible for:
 - 6.1-1. Preparing drafts of Administrative Policies for subject areas for which they either exercise or share functional or technical supervision.
 - 6.1-2. Disseminating contents of approved Administrative Policies to, and securing compliance by, subordinates of the provisions, requirements or procedures contained therein.

- 6.3. The City Attorney in concert with the City Administrator and Personnel Department will review all proposed policies to ensure that they are not in conflict with any Federal, State or Local law and that any meet and consult/confer issues are addressed.
- 6.4. The City Clerk's Department shall be responsible for:
 - 6.4.1 Maintaining a record set of all Administrative Policies & Procedures issued both in hardcopy and electronic form to be maintained on the Common Drive to ensure access to the organization.
 - 6.4.2 Reviewing annually Administrative Policies & Procedures with the Department Head Group for the purpose of recommending improvements.
7. NUMBERING/TITLING SYSTEM. Administrative Policies & Procedures will be numbered with the two-digit year preceding the number of the policy (i.e. 18-01) and title of said policy will serve as its description (i.e. Legislative Guiding Principles & Priorities) numbers shall be assigned by the City Clerk's Office.
8. FORMAT OF ADMINISTRATIVE POLICIES. Administrative Policies will be issued according to the format described below:
 - 9.1 There will be a standard template form available that can be saved as a new document utilizing the "Save As" feature.
 - 9.2 Use of Common Section Headings. Each Administrative Policy & Procedure shall begin with a section entitled "PURPOSE". Other common section headings may be entitled: "HISTORY, AUTHORITY, REFERENCES, APPLICATION, DEFINITIONS, POLICY, RESPONSIBILITIES, DISTRIBUTION OF FORMS, CHRONOLOGICAL OUTLINE, and PROCEDURAL (flow) CHART". Section headings pertaining to other subject matter may proceed, be interspersed with, or follow these headings. Section or sub-section headings are not mandatory, but will be underlined when used. Common section headings will be used when appropriate.
 - 9.3 Exceptions to Format. When clarity of subject matter will be enhanced, deviations from the format may be permitted.
9. PREPARATION OF DRAFTS. Department Heads or key designated staff will prepare drafts of Administrative Policies as requested by the City Administrator. Drafts will be the Department Head's recommendation for the control, direction, and/or coordination of the subject matter involved.
10. COORDINATION AND REVIEW OF DRAFT POLICIES. Drafts of Administrative Policies & Procedures will be submitted to the City Administrator who may review with the Department Heads for their review and comments. The City Administrator may call staff meetings of the principal departments involved to clarify and resolve any matters concerning policies, organization, or procedure. Following review of drafts by Department Heads, the City Administrator's office will revise the drafts as appropriate and sign a final original and forward it to the City Clerk's Department for permanent retention and issuance via the shared common drive .

11. DISTRIBUTION OF ADMINISTRATIVE POLICIES & PROCEDURES. Administrative Policies & Procedures will be issued and be available for printing and viewing on the computer shared common drive . An email notification will be given any time a new/revised Administrative Policy is issued. It is recommended that each Department Head, all supervisory personnel, as well as principal administrative employees, or employees specifically affected, be informed about how to access and review the Administrative Policies & Procedures for their use. One manner of distribution may be through New Employee Orientation.

12. REVISIONS. Revisions to Administrative Policies & Procedures will be made as required. Revisions may be issued by amending paragraphs or by a complete revised policy. An index of current Administrative Policies & Procedures and revisions will be issued by the City Clerk's Department and will be available for viewing on the computer shared common drive .

13. CITYWIDE POLICIES & PROCEDURES. Policies of citywide effect, in particular, financial or legislative policies, or the like, will be taken to the City Council , as appropriate, for approval before implementation. At the discretion of the City Administrator, administrative policies & procedures, where appropriate, may be taken to the appropriate governing body for their consideration for ratification.

Date: February 28, 2018

Eric Frost, Interim City Administrator

**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: B5

Wording for Agenda: Authorize the City Administrator to execute an agreement with CGI Communications of Rochester, New York for production of 5 community videos in exchange for the right to advertise for 3 years and authorize the City Attorney to make minor conforming changes.

Submitting Department: Administration

Contact Name: Eric Frost

Phone Number: 592-4539

Email: eric@exetercityhall.com

Department Recommendation:

Approve a proposal from CGI Communications to provide 5 videos showcasing the City of Exeter in exchange for allowing CGI Communications to offer supporting advertising on the web page showcasing the videos.

Summary/Background:

CGI Communications is a partner with the National League of Cities and the US Conference of Mayors. This company partners with local governments to showcase their community, producing 5 high quality videos of 1 to 1.5 minutes in length at no cost to the City. One of the 5 videos must showcase local non-profits. The production time from script development to live website videos is about 12 weeks.

In exchange for producing the videos, the City agrees to allow CGI to place local advertising buttons around the videos for at least 3 years. These advertising buttons are paid for by the local advertisers. The City incurs no financial obligation for the production of the videos but agrees to allow CGI Communications to advertise.

CGI has some 3000 client cities in the United States. CGI's offices are located in Rochester, New York and much of their business is on the East Coast but the company is developing client relationships on the West Coast. Two cities in California who use this program are Montebello and Colton. Colton's videos are about to be released. Their websites do or will contain the video links at the bottom of their home webpage. Their links are:

<http://www.cityofmontebello.com/>

http://www.elocallink.tv/m/v/player.php?pid=Q1z6x7a3Q21&fp=cacolt16_wel_iwd# (Colton's videos)

Also, a link to the endorsement from US Conference of Mayors is found below:

<http://cgicompany.com/uscm/>

Here is a link to CGI Communications itself:

For action by:

City Council

Regular Session:

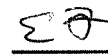
Consent Calendar

Regular Item

Public Hearing

Review:

**City Administrator
(Initials Required)**



<http://cgicompany.com/videos.php>

There agreement is a single page and Council will see a demonstration of the videos.

Fiscal Impact: Staff time to work with CGI Communications to develop the videos.

Prior Council/Board Actions:

Attachments: #1 Proposed CGI Contract
#2 Exeter Introduction Letter
#3 Video Production Timeline
#4 Frequently Asked Question Sheet

<p>Recommended motion to be made by Council/Board: I move that we authorize the City Administrator to execute an agreement with CGI Communications of Rochester, New York for production of 5 community videos in exchange for the right to advertise for 3 years and authorize the City Attorney to make minor conforming changes.</p>
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2018 Community Video Program

Name: Eric Frost
 Title: Interim City Administrator
 Address: 137 N. F Street, PO Box 237
 City, State, Zip: Exeter, CA 98221
 Phone: 559-592-4539
 Email: eric@exetercityhall.com
 Website: www.cityofexeter.com

This agreement is between CGI Communications, Inc. ("CGI") and the City of Exeter (the "City") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the www.cityofexeter.com homepage, including any alternate versions of that homepage.

During the term of this Agreement, CGI shall:

- Produce a total of 4 video chapters with subject matter that includes but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate
- Provide one Community Organizations chapter to promote charities, nonprofits and community development organizations
- Provide script writing and video content consultation
- Send a videographer to City locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide a final draft of Community Video Program content subject to City's approval (up to 3 sets of revisions allowed). CGI's request for approval of content or revision, including final draft, shall be deemed approved if no response is received by us within 30 days of request
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from City website, including any alternate versions of City's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.cityofexeter.com website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to City a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates

During the term of this Agreement, the City shall:

- Provide a letter of introduction for the program on City's letterhead
- Assist with the content and script for the Community Video Program
- Grant CGI the right to use City's name in connection with the preparation, production, and marketing of the Program
- Display the "Coming Soon" graphic link prominently on the www.cityofexeter.com homepage within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its www.cityofexeter.com homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the town will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program.

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. City warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this agreement.

The City of Exeter, CA

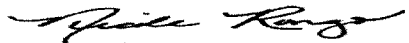
 Signature:

 Name (printed):

 Title:

 Date:

CGI Communications, Inc.



 Name (printed): Nicole Rongo

 Title: Vice President of Marketing and Acquisitions

 Date: February 21, 2018

DATE

Dear Valued Business Owner:

The City of Exeter is excited to announce a new partnership with CGI Communications, Inc. to create a series of professionally produced online videos to highlight everything our community offers residents, visitors, and business owners.

In addition to creating the videos, CGI is ensuring they are seen. Mobile devices have shifted the landscape of business, making it more important than ever to embrace technology as residents of Exeter are able to stream high quality video on every device. For many businesses, getting noticed online can be a challenge, however, **utilizing video dramatically improves visibility and drives more action to your website** than static pages; the demand for video climbing even higher for users on mobile devices.

With an easily viewable interface on the official city website, this video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and the businesses supporting the program. In addition, the city's official website will backlink to CGI's www.elocallink.tv, which hosts the Video Tour.

We are dedicated to highlighting the advantages of living and working in Exeter; advantages that include access to our wonderful business community; and we feel that this video program can be widely successful. We encourage you to consider participating in this city-wide program as it provides an exciting opportunity to showcase your business and utilize the power of video on your own websites and social media pages.

To learn more about sponsorship opportunities or to request an appointment please e-mail BrandonB@cgicomcommunications.com.

Best Regards,

Signatory
Title

Video Production

CGI highlights all aspects of your business with the distinct power of video. You know your business better than anyone, and we broadcast your message clearly and professionally.

We work with you to determine the content and present your vision, translated into an engaging tool you can share online with your customers and clients-to-be!

-  **1 WELCOME**
Your project's producer will greet you, introduce themselves and schedule a time where the details can be discussed.
-  **2 PRODUCTION MEETING**
Your producer will call at the agreed upon time to explain each step in detail and ensure the final video includes everything that is important to you. You will also set a shoot date during this meeting, defining a clear deadline for the project.
-  **3 SCRIPTING**
A professional writer will review the information gathered during the production meeting and create a voiceover script that meets all the requirements. You will have final say over the script that is used.
-  **4 STORYBOARD**
Taking the foundation created by the writer, the producer will create the visual guide to your video, listing all people, props, and locations needed as well as the guide for filming the day of the shoot.
-  **5 VIDEOGRAPHY**
The videographer will arrive at the scheduled time and direct the shoot, filming all necessary scenes for your video. The footage will then be sent to your editor, which may take a week or two.
-  **6 EDITING**
The editor will follow the storyboard and place the best footage into a sequence with the recorded voiceover script to create your video for you to review.
-  **7 APPROVAL**
Once all changes you may have are made, your producer will ask for your final approval of the video.
-  **8 ADD TO WEBSITE**
After the video is approved, our web support specialist will ensure the video is embedded into any websites required to display the video.



Frequently Asked Questions

- **Who is CGI Communications, Inc.?**
Formed in 1988, CGI Communications, Inc. is the leading provider of high-impact marketing solutions to communities and small businesses. CGI is one of Upstate New York's top growth companies, receiving multiple Top 100 Awards in the Greater Rochester Area.
- **Are there any hidden costs?**
No, there is never a point where your municipality will see an invoice for any services we provide.
- **What if no businesses sign up for sponsorship?**
Even if zero sponsors participate, your Community will still receive the program at no cost. There is no threshold or minimum sponsorship requirement.
- **How long is the production time line?**
The welcome video can be completed within a few weeks. The entire video production is typically about 12 -14 weeks, but can vary depending on what time of year filming is preferred.
- **What is the relationship between CGI and the United States Conference of Mayors and the National League of Cities?**
CGI works closely with the USCM and NLC to provide a myriad of digital marketing tools to showcase and promote individual municipalities nationwide. Our Community Showcase Program is an opportunity that both members and non-members can participate in.
- **Who fulfills the sponsorship element of the Community Video Program?**
CGI takes care of all sponsorship fulfillment, however if your community would like to recommend businesses to have the first right of refusal, we encourage and welcome you to do so.
- **Do we have a choice of what season we are filmed in?**
Absolutely! It is our goal to film municipalities in the season you feel best represents your community as a whole.
- **Do we need an Official Representative in our Welcome video?**
Absolutely not! It is your community's choice on whether or not you would like to have a civic leader represented in the welcome video.
- **Does our city have a choice in what type of establishments can participate in the sponsorship fulfillment?**
Of course! Your community has a say in the types of businesses that are featured. We simply need to know prior to the beginning of the sponsorship fulfillment campaign. For further information, please request CGI's Sponsor Policy.
- **Is there a special rate for non-profit organizations that want to get involved?**
We provide a Community Organizations chapter that creates an opportunity for local non-profits to garner exposure on our program at no-cost.



MEMO

Date: February 20, 2018
To: Eric Frost, City Administrator
Honorable Mayor and City Council Members
From: Lisa M. Wallis-Dutra, City Engineer
Subject: Project Updates
cc: Daymon Qualls, City of Exeter
Ron Wathen and Tom McCurdy, QK

Project No.: E180008/01

ACTIVE ITEMS:

Visalia Road Improvements (E150079): This is a Measure R project to widen Visalia Road from the west city limits to Orange Avenue. Improvements include median, sidewalk, street lighting, and traffic signal upgrades.

- *QK completed their review of the 95% plans submitted by Omni-Means and returned comments on March 28, 2017.*
- *On April 17, 2017, Omni-Means submitted exhibits of areas that do not meet ADA-compliance along Visalia Road for the City's review and comment. QK reviewed and provided comments to Omni-Means on May 9, 2017.*
- *Revised exhibits were submitted again on May 26, 2017 and more on June 15, 2017.*
- *QK's review has been put on hold until funding concerns are resolved. The project is now estimated to be approximately twice the original allocation.*
- *QK and City staff met with TCAG on October 3, 2017 to discuss project funding.*
- *Staff provided an update to Council at the October 24, 2017 City Council meeting. Council approved discussing the option of segmenting the project with TCAG for funding.*
- *QK has finalized funding estimates to complete the project. TCAG is scheduling a meeting in February 2018 to discuss possible funding solutions.*

Rocky Hill Drive Multi-Modal Concept Alternatives (E150086): This is a Measure R project to complete a Concept Alternatives Report for Rocky Hill Drive from Kaweah Drive (current State Route 65) to the approximate future alignment of State Route 65.

- *Concept alternatives were presented to Council at the September 22, 2015 City Council Meeting for discussion. Concept alternatives were presented again at the May 10, 2016 City Council Meeting. Staff received direction from Council on two alternatives to pursue further.*
- *Project has been on hold; however, it needs to begin again. QK and City staff need to coordinate discussions with business owners on Rocky Hill Drive, as well as on 1st, 2nd, and 3rd Streets.*
- *QK and City staff met on February 15, 2018 with TCAG, the County, and consultants for a kick-off meeting regarding the County portion of Rocky Hill Drive east of Spruce.*

Non-Motorized Corridor Study (150097): This is a Measure R project to prepare a feasibility study for a proposed shared use path along the railroad tracks between Visalia and Exeter.



- *On April 3, 2017, Genesee & Wyoming indicated they will send a request to their third-party outside reviewer, XORail, to initiate a formal review of the project. XORail requested a reimbursement agreement for TCAG's consideration and authorization to begin review.*
- *QK met with TCAG on May 4, 2017 and City of Visalia on May 5, 2017 to discuss the review process and reimbursement agreement. Both agencies were in favor of continuing the review process with the railroad and paying additional review fees. Agreements and application were submitted to the railroad.*
- *QK received comments from the railroad agency. QK met with TCAG and the City of Visalia on August 22, 2017 to review the comments received and discuss the next steps to finalize the project.*
- *TCAG indicated QK should finalize the report based on the comments received without further review from the railroad agency. QK completed the draft report and sent copies to the agencies on December 22, 2017.*
- *QK has received comments from Tulare County and the City of Visalia and is awaiting comments from other agencies to finalize the report.*

Belmont Bike Path Phase 1 (E150113): This is a CMAQ-funded project to construct a Class I Bike Path along the west side of Belmont Road just south of Visalia Road to Chestnut Avenue. The existing irrigation ditch will be piped and the bike path constructed on top.

- *Omni-Means submitted the request for construction authorization (E-76) to Caltrans on the July 28, 2017 deadline for funding obligation.*
- *The City was notified by Caltrans that although they did submit the project by the July 28, 2017 deadline, all funding had already been allocated.*
- *On October 10, 2017, Caltrans requested additional changes to the submittal for construction authorization. All revisions were made and documents resubmitted on October 11, 2017.*
- *Construction authorization was received from Caltrans on October 20, 2017.*
- *City Council authorized staff to bid the project. Bid opening was held on January 10, 2018. QK and City staff have reviewed the bids for completeness/responsiveness and determined the low bidder is Emmett's Excavation with a bid of \$1,279,083.35.*
- *The pipe specified for the project is no longer manufactured. The Consolidated People's Ditch Company must approve a change in product. QK has contacted them with all the requested information and is awaiting their approval.*
- *The City must also request proposals for Construction Management services. The City should have a Construction Management firm on board when construction begins.*
- *Due to the above outstanding items, the City has determined that the construction schedule will be postponed until the Fall 2018.*

Glaze Avenue Shoulder Stabilization (E150261.01): City received CMAQ funding for the construction of paved shoulders and Class II bike lanes on Glaze Avenue between Belmont Road and State Route 65.

- *Bid and contract award to Dunn's Inc. in the amount of \$312,810.00 was approved at the March 14, 2017 City Council meeting. The construction contracts have been executed.*
- *City Council approved hiring Provost & Pritchard (P&P) as the Construction Management firm for the project. Contract and task order have been executed.*
- *QK, P&P, and the Public Works Director met on July 17, 2017 to discuss the project and procedures for Construction Management.*
- *A pre-construction meeting was held with the Contractor on July 25, 2017.*
- *Contractor was issued a Notice to Proceed with an anticipated start date of August 28, 2017.*
- *QK completed the Award Package and submitted to Caltrans on August 10, 2017.*



- *Construction is complete. QK is awaiting final project close-out documents to be completed by P&P.*
- *No change.*

Sludge Drying Beds (E160125):

- *A work authorization for QK to complete the sludge drying bed projects was approved by City Council on April 12, 2016.*
- *QK researched lining options and found that soil cement lining appears to be the most feasible.*
- *Geotechnical report due to QK on March 10, 2017. Additional testing was required and the geotechnical was to be submitted to QK by April 5, 2017. QK received information from the geotechnical consultant needed for final design on April 7, 2017.*
- *QK has finalized plans and specifications based on the geotechnical report received. The City Attorney has reviewed and approved the specifications.*
- *Bid opening was held on May 30, 2017. Bush Engineering was the lowest responsive bidder. However, bids received were higher than anticipated. City staff reviewed budget options based on the bid received.*
- *Construction contract award was approved at the January 23, 2018 City Council meeting. Contracts and Notice of Award were submitted to the Contractor on February 6, 2018. Contracts have been received from the Contractor and forwarded to the City Attorney for signature. Construction is anticipated to begin in March or April 2018.*

Urban Water Management Plan (UWMP) (170120):

- *QK completed the draft UWMP and submitted to the City for review on July 14, 2017.*
- *QK met with City staff on September 20, 2017 to review the document and their comments.*
- *QK requested and received additional information from the City Planner which has been incorporated into the report. The report was sent to Exeter Irrigation District and Kaweah Delta Water Conservation District (KDWCD) for their input. KDWCD responded with no comments. QK still waiting on a response from Exeter Irrigation District.*
- *A public hearing is set for adoption of plan at the March 13, 2018 City Council meeting.*
- *No change.*

Yarber Tentative Parcel Map (TPM) (170163):

- *QK attended the Site Plan Review meeting to review the TPM with the applicant and City staff on May 18, 2017. Engineering comments were provided in a memorandum and marked on the TPM and submitted to the City Planner on May 19, 2017 for incorporation into comments provided to the applicant.*
- *No change.*

Argyles Site Plan Review (170164):

- *QK attended the Site Plan Review meeting to review the submitted plans with the applicant and City staff on May 18, 2017. Engineering comments were provided in a memorandum and marked on the plans and submitted to the City Planner on May 24, 2017 for incorporation into project conditions of approval.*
- *The applicant submitted grading plans for review on September 18, 2017. QK reviewed the plans and returned comments on September 29, 2017.*
- *At the applicant's request, QK and City staff met on site on November 9, 2017 to discuss previous comments provided.*



- *Revised improvement plans were submitted on November 22, 2017. QK reviewed and returned comments on December 19, 2017.*
- *Easement documents were submitted on December 6, 2017, but were incomplete. QK met with City staff at the project site on January 8, 2018 to discuss the easement issues. Comments were returned to the applicant's engineer on January 15, 2017.*
- ***QK received final, revised improvement plans for approval on February 15, 2018.***
- ***Easement documents were resubmitted and approved. Request for City Council acceptance of the easement is anticipated for the February 27, 2018 City Council meeting.***

Belmont Road Tantau Site Plan Review (170206):

- *QK attended the Site Plan Review meeting to review the submitted plans with the applicant and City staff on June 29, 2017. Engineering comments were provided in a memorandum and marked on the plans and submitted to the City Planner on June 30, 2017 for incorporation into project conditions of approval.*
- ***No change.***

Tooleville Water System (170208):

- *QK attended a meeting with the Tooleville Community Services District (CSD), State Office of Drinking Water, and City staff on June 22, 2017.*
- *QK met with City staff on July 12, 2017 to discuss follow up actions for possible connection of the Tooleville water system to the City's. QK to prepare a scope and fee for development of a water system master plan to determine current deficiencies and needs.*
- *QK requested additional information from the engineer for the Tooleville CSD to assist in preparing estimated costs. On September 19, 2017, QK again requested information which has now been received.*
- *QK calculated recommended rates and reviewed with the City Manager and Director of Public Works. City sent information to the State for their consideration.*
- ***A conference call with the State Water Board was held January 9, 2018 and it appears that the State is recommending approval of the base rate suggested by City staff. The State Water Board is to schedule a meeting with all stakeholders.***
- ***No change.***

Highway Safety Improvement Program (HSIP) CM Services (170214): This project is to complete pedestrian safety improvements along State Route 65 and around the high school.

- *Bid opening was held on January 17, 2017. Bid and contract award to JTZ Inc. (Todd Company) in the amount of \$312,696.24 was approved at the March 14, 2017 City Council meeting.*
- *Construction contracts have been executed.*
- *City Council approved hiring QK as the Construction Management firm for the project. Contract and task order were provided to QK for execution on June 15, 2017.*
- *QK held a pre-construction meeting with the Contractor and Public Works Director on July 12, 2017.*
- *QK submitted an encroachment permit extension to Caltrans which was approved through November 15, 2017.*
- ***Construction is approximately 95% complete. Signing and striping remained and was delayed due to roadway conditions. QK received notice that Caltrans will be overlaying and restriping SR 65. QK is working with Caltrans to coordinate these work efforts.***
- ***No change.***

**530 E. Walnut Site Plan Review (170263):**

- *QK received site plans for review on August 7, 2017 from the City Planner. Initial engineering requirements/comments were returned to the City Planner on August 11, 2017 for incorporation into comments provided to the applicant.*
- *No change.*

LeFever Grove (170282):

- *Met with P&P, the developer's engineer for the subdivision project. P&P requested information about the existing irrigation ditch. QK contacted CPDC and determined one customer is still served by the existing ditch. The irrigation ditch would have to be piped to continue the service.*
- *P&P submitted improvement plans to QK for review on February 15, 2018. QK is currently reviewing. QK also distributed to the City Planner and the Public Works Director for review.*

406 & 410 S. F Street (170332):

- *QK attended a site plan review meeting with the applicant and the City Planner on November 2, 2017. QK provided initial engineering requirements/comments to the City Planner on November 8, 2017 for incorporation into comments provided to the applicant.*
- *Improvement plans were submitted for review on January 5, 2018. QK reviewed and returned comments on January 29, 2018.*
- *QK is awaiting submittal of improvement plans for further review and approval.*
- *No change.*

Palm Street (170366):

- *QK submitted scope and fee on September 22, 2017 to complete the required design work for the reconstruction of Palm Street and received authorization on December 11, 2017.*
- *QK received the soils report on January 12, 2018.*
- *QK has completed the topographic survey, 50% Project Design Report (PDR), and conceptual design plans. The PDR and conceptual plans were reviewed with and approved by the Director of Public Works on February 2, 2018.*
- *QK is continuing with project design.*

Brent Baker Site Plan Review (170367):

- *QK attended a site plan review meeting with the applicant and the City Planner on December 21, 2017. QK provided initial engineering requirements/comments to the City Planner on December 22, 2017 for incorporation into comments provided to the applicant.*
- *QK is awaiting submittal of improvement plans for further review.*
- *No change.*

Development Review Process and Impact Fees:

- *QK met with the City Manager and Director of Public Works on October 18, 2016 to review and discuss the current development review process.*
- *QK is coordinating with the Director of Public Works and was directed by City Council at the November 22, 2016 City Council meeting to proceed with reviewing and reanalyzing the development impact fees.*
- *City to schedule meeting with staff, City Engineer, and City Planner to begin project.*
- *No change.*

**Water Master Plan Update (P170406):**

- *QK submitted scope and fee on October 18, 2017 to complete an update to the Water Master Plan. Waiting for authorization to proceed.*
- *QK submitted the proposal to State Water Board staff on December 19, 2017 for their consideration to fund the project.*
- *The State Water Board indicated the update could be funded as part of a grant application submitted for a specific project. This information was provided to City staff. City to complete the application and submit to the State for funding.*
- *No change.*

Water Service Line Replacement Project (P180076):

- *QK was contracted on February 15, 2018 to complete the construction documents, bidding, and construction management of a water service line replacement project in various neighborhoods throughout the City.*
- *QK has begun design of the project.*

LMWD/TMc

**EXETER CITY COUNCIL
FEBRUARY 13, 2018**

7:00 p.m. REGULAR SESSION

The Exeter City Council met in regular session on February 13, 2018, at 7:00 p.m., in the Council Chambers of City Hall, located at 137 North F Street in Exeter. Mayor Boyce called the meeting to order. Following the pledge of allegiance, Pastor Allen Whittenburg led the invocation. Roll call showed Gerdes, Petty, Sally, Waterman-Philpot, and Boyce present.

PUBLIC COMMENTS

Mayor Boyce opened public comment portion of the meeting.

Mike Germaine addressed the Council regarding the opening of the new drinking area for small dogs at the Bark Park.

Larry Harrington of Lamplighter Mercantile & Trading Company addressed the Council regarding the reasons behind the closing of his store. Kathleen Harrington addressed the Council to suggest the Council implement a license for signage of local businesses.

Receiving no further public comment, Mayor Boyce closed this portion of the meeting and proceeded with Scheduled Matters.

A- Special Presentations- None.

B. SCHEDULED MATTERS

B-1 Recap of Council's desires and concerns from their February 3, 2018 Workshop. Interim City Administrator Eric Frost provided a Power Point slide highlighting the Council's desires and concerns raised at the February 3, 2018 workshop for review and consideration. With no further discussion, no action was requested or taken.

B-2 Review of Water and Road Funds from June 30, 2016 audit. Finance Director Chris Tavarez provided a report for Council's review and consideration. Following brief discussion, no action was requested or taken.

B-3 Discussion regarding the current status of the City's water system and road conditions, and recommendations for improvements. Public Works Director Daymon Qualls provided a report for Council's review and consideration. Following discussion, no action was requested or taken.

C. CITY COUNCIL REPORTS AND INITIATIVES-

Council Member Sally commended the Police Department on their recent arrest. Council Member Gerdes commended the Police Department for increased police presence in the downtown area.

D. CITY MANAGER COMMENTS AND OTHER REPORTS-

Interim City Administrator Eric Frost commented on his presentation at a recent Kiwanis meeting.

E. CONSENT CALENDAR

1. Minutes, Meeting of January 23, 2018 and February 3, 2018
2. Payment of the Bills
3. Payroll: January 26, 2018
4. Approve appropriation of \$71,087.00 into expenditure account 107.441.074.000 and authorize Warren & Baerg Manufacturing, Inc. of Dinuba, CA to perform emergency repairs on the screw pumps at the Waste Water Treatment Plant.

**EXETER CITY COUNCIL
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5. Approve appropriation of \$142,000.00 into expenditure account 105.461.071.003, and authorize Ingram Equipment Co. of Visalia, CA to perform emergency repairs to Well E13-W.
6. Adopt Resolution 2018-02 Declaring two (2) Dial-a-Ride buses and spare parts inventory to be Surplus and Authorizing its Disposition to the City of Tulare in the amount of \$95,000.00.

Mayor Pro Tem Waterman-Philpot moved and Council Member Gerdes seconded a motion to adopt the Consent Calendar.

AYES: Waterman-Philpot, Gerdes, Sally, Petty, and Boyce

7:53 p.m. Prior to going into Closed Session, Council took a brief recess.

F. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION(S) –

1. Public Employment, pursuant to Government Code Section 54957
Classification: City Administrator

G. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION

No action was requested, or taken.

H. ADJOURNMENT

The meeting was adjourned at 8:43 p.m.

Shonna Oneal City Clerk

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Approved on 2/01/2018 for Payments Through 2/01/2018

Vendor Name	Description	Amount
AETNA HEALTH OF CALIFORNIA INC	FEB PREMIUMS	23,292.71
AMERIPRIDE SERVICES, INC.	1/23/18 UNIFORM SERVICE	733.81
ARROYO/ MARIE	DENTAL REIMB-ARROYO, M	740.00
ASI ADMINISTRATIVE SOLUTIONS	JAN CLAIM NOTIFICATION	106.81
AT&T	LIVE SCAN 1/19 - 2/18/18	374.55
B.S. & E. CO INC	REDI-MIX-5 SACK	180.09
BSK ASSOCIATES	DEC GROUND WATER MONITOR	4,159.90
C.L.E.A.	FEB 2018 LT DISABILITY	367.50
CCP INDUSTRIES INC.	GLOVES/REDI-REDI-RAGS	319.77
CITY OF EXETER	11/18 - 12/18/17 ASSESSM	1,659.43
CONDUENT INCORPORATED	PAYROLL WEBEX TRAINING	620.00
DAVID S. HUMERICKHOUSE, DDS	1/3/18 PHELPS, KEVIN	1,054.30
DEPT OF JUSTICE	DEC BLOOD ALCOHOL ANALYS	105.00
EMD NETWORKING SERVICES, INC.	JAN 2018 VOIP	1,246.98
FORD MOTOR CREDIT COMPANY	PRINCIPAL PAYMENT 53	6,132.75
FRONTIER CALIFORNIA INC.	3346/1-16 TO 2/15/18	1,002.46
GUTIERREZ/ MOISES/CATALINA	UB DEPOSIT REFUND	39.55
INTERSTATE BATTERIES DBA	C65-XHD BATTERY	662.01
JASJEET S MALLI D.D.S INC.	1/18/18 HERNANDEZ, XOCHI	494.00
KEY EVIDENCE LOCK & SAFE, INC.	REKEY CYLINDERS	344.27
KIMBALL-MIDWEST	LUBRICANT/UNDERCOAT	607.34
LAMRENCE TRACTOR CO	WEATHER STR/DOOR	876.51
LEAF CAPITAL FUNDING LLC	KYOCERA TA40021	87.51
LEAGUE OF CA CITIES	2018 MEMBERSHIP DUES	5,844.00
LESLAY & ASSOCIATES	BUSINESS CARDS-HALL/DURK	276.04
LOBATO/ JANE	CLAIM REIMB-113 WHITTIER	205.82
LYONS/ CLAY E	CLAIM REIMB-607 N ORANGE	314.24
MANN/ DYLAN	UB DEPOSIT REFUND	41.27
MICHAEL T BODENSTEINER	1/23/18 ONEAL, SHONNA	107.00
MOONLIGHT MAINTENANCE	JAN PD OFFICE CLEANING	1,757.00
NED E. SETTIMI, DDS, INC.	1/17/18 QUIROZ, PATRICK	241.50
OFFICE DEPOT	LAMINATOR/PEN/BINDER	91.53
ROMAN CATHOLIC BISHOP	1/12/18 ARROYO DONATION	36.00
SCOTT L HENRIKSEN, DDS	1/16/18 TAVAREZ, GABRIEL	35.00
SELECT BUSINESS SYSTEMS	TONER CARTRIDGE	314.65
SELF-HELP ENTERPRISES	DEC LOAN SERVICE- 194 LO	3,149.00
SOUTHERN CALIFORNIA EDISON	9240C/12-12 TO 1/24/18	21,746.27
SOUTHERN CALIFORNIA GAS CO.	0891/12-26 TO 1/24/18	901.19
STRAW HAT PIZZA	UB DEPOSIT REFUND	113.20
TAVAREZ/ CHRIS	VISION REIMB-TAVAREZ	529.92
TF TIRE AND SERVICE	FIREHAWK-HIGH SPEED BAL	392.08
TOWN & COUNTRY CAR WASH	DEC CAR WASH	5.00
TULARE COUNTY	DEC MAIL-DELIVQ/WTR	2,323.51
TULARE COUNTY SHERIFF'S DEPT	OCT-DEC DISPATCH SERVICE	19,789.75
VALLEY EXPETEC	JAN SERVICE AGREEMENT	4,675.17
VALLEY PACIFIC PETROLEUM	GUARDSMAN FM AW HYD 32	188.27
WADKINS/ JENNIFER	UB DEPOSIT REFUND	34.06

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Final Totals...

108,318.72

ACS/XEROX FINANCIAL SYSTEM
2/01/2018 15:25:02 Payments for Publication
TOTAL NUMBER OF RECORDS PRINTED 218

CITY OF EXETER
GU335R-V08.05 PAGE

Approved on 2/14/2018 for Payments Through 2/14/2018

Vendor Name	Description	Amount
AFLAC	JAN AFLAC PREMIUMS	2,948.60
ASI ADMINISTRATIVE SOLUTIONS	FEB ADMIN FEES	840.00
BROWN/ GERALD	CLAIM REIMB-107 SEQUOIA	350.94
CA POLICE CHIEFS ASSOCIATION	CPCA TRAINING-HALL, J	700.00
CALIFORNIA BUSINESS MACHINES	2/6 - 3/5/18 COPIER 4876	60.78
CARD MEMBER SERVICES	JAN DIRECTV-FIRE	657.53
CCP INDUSTRIES INC.	LRG CONSTRUCTION VESTS	326.51
CENTRAL CAL WATERWORKS, INC	FEB 2018 WWTIP	2,000.00
CITY OF EXETER	12/18 - 1/18/18 ASSESSME	660.58
COLLINS & SCHOETTLE	JAN PLANNING	1,579.50
CRAIGS AUTO PARTS	BRAKE ROTOR-07 CHEVY SUB	560.96
CULLIGAN	JAN PD WATER SERVICE	149.00
DEPT OF JUSTICE	JAN FINGERPRINTS	233.00
DEPT OF TRANSPORTATION	OCT-DEC SIGNALS/LIGHTING	250.09
EMD NETWORKING SERVICES, INC.	MAR MONTHLY BILLING	1,297.82
EMERSON/SHERI	PI INJURY	15,000.00
EMPLOYMENT DEVELOPMENT DEPT	OCT-DEC 2017	6,118.00
EPIC PRINT AND PROMO, INC.	BANNER-PATCHES FOR DATES	65.10
EWING IRRIGATION PRODUCTS INC	BEST DIMENSION 270G PREM	431.67
EXETER IRRIGATION & SUPPLY	4" SCHA0 PVC 90-DOG PARK	62.33
EXETER MERCANTILE CO.	BRK SHOE/DRUM/SLACK ADJU	1,963.53
EXETER MOTORS, INC.	ROTOR ASY/BRAKE KIT-E08	1,135.71
EXETER VETERANS	BASKETBALL PHOTOS	100.00
EXETER VETERINARY HOSPITAL	EXAM/KETAMINE FELINE	490.01
FOOTHILLS SUN-GAZETTE	NOTICE OF PH-2/14/18	90.00
FP MAILING SOLUTIONS	2/8-5/7/18 POSTAGE METER	109.91
FRESNO OXYGEN	STD LRG FOWS CYLS	91.19
FRONTIER CALIFORNIA INC.	5714/2-4 TO 3/3/18	83.20
FROST/ ERIC	PAD/MARKERS/LBL RND 3/4"	54.76
GERALD M. SCHNEIDER, DDS	12/11/17 GROOM, ERIN	687.50
GLOBAL WATER MANAGEMENT, INC.	JAN METER SERVICE-3,353	2,615.34
GOPHER GETTER	JAN GOPHER SERVICE	450.00
HALL/ JOHN	MEALS-HALL, JOHN	245.00
HULSEY/ NICKI	BILLING ERROR	14.75
INGRAM EQUIPMENT CO.	HYDRO JET PUMP/INSTALLAT	49,623.96
JACK GRIGGS INC	JAN 2018 GAS	6,166.07
KENT M. KAMGOE, PH.D.	PRE-EMPLOYMENT EVAL-HALL	300.00
MCCORMICK KABOT JENNER & LEW	JAN LEGAL SERVICES	6,273.05
MIDTOWN SPORTS, INC.	T-SHIRTS-BASKETBALL	2,279.05
MILLER & NARAHARA O.D.'S	1/23/18 MATLOCK, TERRI	294.40
PACIFIC CREST EQUINE	FINE NEEDLE ASPIRATE-MOU	22.60
PROSPERITY PEST CONTROL	PEST CONTROL @ PD	190.00
PROVOST & PRITCHARD	12/1-12/31/17 GLAZE AVE	2,227.50
QUAD KNOPE ENGINEERING	170366 PALM ST RECONSTRU	41,624.83
SAWYER/ RON & KERRIE	UB DEPOSIT REFUND	158.62
SCOTT I HENRIKSEN, DDS	1/23/18 TAVAREZ, GABRIEL	318.00
SIMMONS TIRE SERVICE	235/80R16 HERCULES POWER	467.82
SOUTHERN CALIFORNIA EDISON	9109A/1-10 TO 2/8/18	4,085.15

Approved on 2/14/2018 for Payments Through 2/14/2018

Vendor Name	Description	Amount
STANDARD INSURANCE CO.	FEB 2018 LIFE INSURANCE	1,626.12
SWRCB	GRADE 1 EXAM-BRASSFIELD	85.00
TOWN & COUNTRY CAR WASH	JAN CAR WASH	15.00
TRANSUNION RISK & ALTERNATIVE	JAN PERSON SEARCH	25.00
UNIVAR USA, INC.	WELL.#9 SOD HYPO	302.09
VALLEY EXPETEC	LAPTOPS	2,409.30
VALLEY GREEN LANDSCAPE	JAN LAWN SERVICE	4,850.00
VAST NETWORKS	FEB 2018 COMPUTER	500.00
VERIZON WIRELESS	12/29 - 1/28/18	1,277.94
ZIMMER/ DAVID	UB DEPOSIT REFUND	126.46

Final Totals... 167,671.27

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PERIOD 1 DATING 1/22/2018- 2/04/2018 CHECK DATE 2/09/2018
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
45346	288.00	CLOCEA	4	1 VENDOR STUB ONLY
45347	351.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
45348	365.77	FROST/ERIC	204	1 STUB ONLY
45349	1,927.40	ONEAL/SHONNA N	203	1 STUB ONLY
45350	1,279.14	HERNANDEZ/XOCHITL	306	1 STUB ONLY
45351	1,159.33	IBARRA/MARLENE	302	1 STUB ONLY
45352	3,266.86	TAVAREZ/CHRISTOPHER	309	1 STUB ONLY
45353	1,181.41	MATLOCK/TERRI	308	1 STUB ONLY
45354	280.36	SEE/EEKHONG	304	1 STUB ONLY
45355	315.84	CANALES/MICHAEL W	430	1 STUB ONLY
45356	1,160.37	CARRETERO/VANESSA	402	1 STUB ONLY
45357	1,442.69	CORREA/GABRIEL JR	436	1 STUB ONLY
45358	2,165.47	DURKEE/MARK	404	1 STUB ONLY
45359	2,236.01	PERNANDEZ/CESAR	434	1 STUB ONLY
45360	1,847.28	FRICK/JOCELYNN LEANN	433	1 STUB ONLY
45361	1,239.90	GARCIA/BRANDI L	407	1 STUB ONLY
45362	2,391.64	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
45363	1,878.67	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
45364	3,436.12	HALL/JOHN T	406	1 STUB ONLY
45365	1,605.73	HAYES/CURTIS W	437	1 STUB ONLY
45366	2,258.21	INGLEHART/BRETT A	411	1 STUB ONLY
45367	1,327.79	MACLEAN/JANET L	413	1 STUB ONLY
45368	2,047.29	SALINAS/ALEXANDER	419	1 STUB ONLY
45369	1,721.13	STARK/KYLE	421	1 STUB ONLY
45370	1,872.26	WALKER/PAUL	425	1 STUB ONLY
45371	2,314.66	YARBBER/ISABEL	422	1 STUB ONLY
45372	883.83	ALDRIDGE/GARY	618	1 STUB ONLY
45373	1,330.55	ARROYO/MARIE	623	1 STUB ONLY
45374	1,253.91	BRASSFIELD/TRAVIS	619	1 STUB ONLY
45375	1,959.89	ESPINOZA/DANIEL M	602	1 STUB ONLY
45376	1,303.42	HUGGINS/KYLE AARON	621	1 STUB ONLY
45377	2,753.15	QUALLS/DAYMON	607	1 STUB ONLY
45378	1,559.02	RAMIREZ/JUAN	608	1 STUB ONLY
45379	505.57	WHITTENBURG/ALLEN	612	1 STUB ONLY
45380	1,223.13	CARTER/AMY JO	502	1 STUB ONLY
45381	340.34	TAMOUZIAN/CLAYTON G	516	1 STUB ONLY
45382	1,089.26	WACHTER/LINDA S	517	1 STUB ONLY
45383	1,026.02	GOMEZ/RUBEN	546	1 STUB ONLY
45384	1,270.82	QUIROZ/PATRICK P	512	1 STUB ONLY
45385	1,101.05	MILLAN/MARCUS	622	1 STUB ONLY
45386	958.63	MILLER/JAMES	624	1 STUB ONLY

13

E4

CITY OF EXETER

PO BOX 237 - 137 N F STREET, EXETER 93221

Treasurer's Report December 2017

Bank of Sierra Beginning Balance as of December 1, 2017 \$ 527,078.84

Deposits

Matured Certificate of Deposits	\$ 594,000.00
#1300	\$ 6,590.70
#1301	\$ 49,664.46
#1302	\$ 102,809.19
#1303	\$ 257,165.75
#1304	\$ 84,830.29
Direct deposit #1305	\$ 1,200,434.42

TOTAL DEPOSITS \$ 2,295,494.81

Withdrawals

City Checks Processed	\$ 667,618.19
Payroll EFT	\$ 204,651.42
Payroll Checks	\$ 31,892.51
CalPERS Retirement costs	\$ 41,334.87
P/R Taxes	\$ 41,933.74
Def Comp	\$ 1,984.88
FSA disbursements	\$ 3,162.02
Bank Charges/Misc	\$ 49.95
Merch Services Billing/settlement wright	\$ 158.82
Chargebacks	\$ 2,792.38

TOTAL WITHDRAWALS \$ 995,578.78

Ending Bank Balance as of December 31, 2017 \$ 1,826,994.87

Undeposited cash on hand #1306 \$ 10,393.24

Bank of the Sierra ending balance w/ outstanding deposits \$ 1,837,388.11

Outstanding Checks

General	\$ 51,379.26
Payroll	\$ 1,334.42
	\$ 52,713.68

Adjusted Bank Balance as of December 31, 2017 (Non-Interest Bearing) \$ 1,784,674.43

Investments

US Savings	\$ 4,043.23
CDs	\$ 2,966,000.00
Government Agency Bond - Mat 08/03/18	\$ 249,402.38
Local Agency Investment Fund	\$ 1,013,908.98
Charles Schwab	\$ 0.23
	\$ 4,233,354.82

Total City Funds \$ 6,018,029.25

Prepared By Xochitl/Reviewed By CT

City of Exeter
Investments as of 12/31/2017

<u>Rate</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Principal Value</u>
<u>Certificates of Deposit</u>				
0.90%	1/16/2018	ENTERPRISE BANK #RFH4	Jan-13	\$ 248,000
2.05%	11/13/2018	BANK OF BARODA #47A5	Nov-13	\$ 247,000
2.00%	5/23/2019	GE CAPITAL RETAIL BANK #QZF7	May-14	\$ 247,000
2.05%	7/31/2019	AMERICAN EXPRESS #CAM2	Jul-14	\$ 247,000
1.90%	10/24/2019	GE CAPITAL BANK #T5F8	Oct-14	\$ 247,000
2.10%	11/19/2019	CAPITAL ONE BANK #0QX1	Nov-14	\$ 247,000
2.20%	12/10/2019	GOLDMAN SACHS #JEHO	Dec-14	\$ 247,000
2.10%	1/14/2020	CIT BANK #DAD4	Jan-15	\$ 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
			Total	<u>\$ 2,966,000</u>
1.88%				
<u>Money Market Funds</u>				
1.20%	Demand	Local Agency Fund	Various	\$ 1,013,909
	Demand	Charles Scwab	Various	<u>0</u>
				<u>\$ 1,013,909</u>
<u>Government Securities</u>				
1.16%	8/3/2018	Fico Strip Coupon	Jan-15	<u>249,402</u>
				<u>\$ 249,402</u>
			Total Investments	<u>\$ 4,229,311</u>

CITY OF EXETER

PO BOX 237 - 137 N F STREET, EXETER 93221

Treasurer's Report January 2018

Bank of Sierra Beginning Balance as of December 1, 2017		\$	1,826,994.87
<u>Deposits</u>			
	#1306	\$	10,393.24
	#1307	\$	238,750.26
	#1308	\$	118,323.35
	#1309	\$	27,592.28
	#1310	\$	33,440.05
	Direct deposit #1311	\$	322,955.26
TOTAL DEPOSITS		\$	751,454.44
<u>Withdrawals</u>			
	City Checks Processed	\$	777,798.56
	Payroll EFT	\$	157,199.65
	Payroll Checks	\$	8,936.25
	CalPERS Retirement costs	\$	36,945.75
	P/R Taxes	\$	51,235.37
	Def Comp	\$	3,368.68
	FSA disbursements	\$	2,489.36
	Bank Charges/Misc	\$	81.29
	Chargebacks	\$	63.23
TOTAL WITHDRAWALS		\$	1,038,118.14
<i>Ending Bank Balance as of January 31, 2018</i>		\$	1,540,331.17
	<i>Undeposited cash on hand #1312</i>	\$	51,102.34
Bank of the Sierra ending balance w/ outstanding deposits		\$	1,591,433.51
<u>Outstanding Checks</u>			
	General	\$	450,507.63
	Payroll	\$	998.68
		\$	451,506.31
Adjusted Bank Balance as of January 31, 2018 (Non-Interest Bearing)		\$	1,139,927.20
<u>Investments</u>			
	US Savings	\$	258,389.65
	CDs	\$	2,966,000.00
	Government Agency Bond - Mat 08/03/18	\$	249,753.17
	Local Agency Investment Fund	\$	1,016,987.17
	Charles Schwab	\$	0.23
		\$	4,491,130.22
Total City Funds		\$	5,631,057.42

Prepared By Xochitl/Reviewed By CT

City of Exeter
Investments as of 12/31/2017

<u>Rate</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Principal Value</u>
<u>Certificates of Deposit</u>				
0.90%	1/16/2018	ENTERPRISE BANK #RFH4	Jan-13	\$ 248,000
2.05%	11/13/2018	BANK OF BARODA #47A5	Nov-13	\$ 247,000
2.00%	5/23/2019	GE CAPITAL RETAIL BANK #QZF7	May-14	\$ 247,000
2.05%	7/31/2019	AMERICAN EXPRESS #CAM2	Jul-14	\$ 247,000
1.90%	10/24/2019	GE CAPITAL BANK #T5F8	Oct-14	\$ 247,000
2.10%	11/19/2019	CAPITAL ONE BANK #0QX1	Nov-14	\$ 247,000
2.20%	12/10/2019	GOLDMAN SACHS #JEHO	Dec-14	\$ 247,000
2.10%	1/14/2020	CIT BANK #DAD4	Jan-15	\$ 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
			Total	<u>\$ 2,966,000</u>
1.88%				
<u>Money Market Funds</u>				
1.20% Demand		Local Agency Fund	Various	\$ 1,016,987
	Demand	Charles Schwab	Various	<u>0</u>
				<u>\$ 1,016,987</u>
<u>Government Securities</u>				
1.16%	8/3/2018	Fico Strip Coupon	Jan-15	<u>249,753</u>
				<u>\$ 249,753</u>
			Total Investments	<u>\$ 4,232,740</u>

Office of the City Administrator

100 North C Street Exeter, CA 93221
Ph. #559-592-9244 Fax # 559-592-3346



City of Exeter



APPLICATION: REQUEST OF STREET CLOSURE

Name of Group or Person(s) requesting street closure: Blues
Contact Person for group: Lynne Tankersley
Contact information (address/phone number): Lynne Tankersley
592-1800

Date of Event: April 14 2018 9AM - 3PM

Type of event and details: Open Air Peddlers Market
Handmade items - old - Vintage

Location (street or streets) where event is to take place: 134 S "C" Street

Lynne Tankersley
Applicant's Signature

Date: 2/6/18

[Signature]
City Administrator Randy Groom

Approved/Denied: _____

**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: **E6**

Wording for Agenda: Approve street closure request for Rocky Hill to Pine to G Street from 8:00 a.m. to 12:00 p.m. on March 10, 2018 for the Rocky Hill Triathlon event.

Submitting Department: Administration
Contact Name: Interim City Administrator, Eric Frost
Phone Number: 592-
Email: eric@exetercityhall.com

Department Recommendation:
Approve the Street Closure Request.

Summary/Background:

On May 23, 2017, Charles Duby submitted a street closure request to approve the Rock Hill Triathlon event on a tentative date of March 11, 2018. The Council approved the event to move forward subject to final approval upon receipt of a traffic control plan at a future meeting to be placed on the Consent Calendar.

Mr. Duby has confirmed an event date of March 11, 2018 and submitted the traffic control plan (attached hereto). The traffic control plan has been reviewed and approved by the Public Works Director and Chief of Police as required under the Street Closure Policy. Mr. Duby has also submitted the insurance certificate naming the City of Exeter as Certificate Holder.

Staff recommends that Council approve the Street Closure Request.

Fiscal Impact:
None.

Prior Council/Board Actions: May 23, 2017: Tentative approve subject to traffic control plan and final approve.

Attachments: Rocky Hill Triathlon Traffic Control Plan

Recommended motion to be made by Council/Board: I move to approve the Street Closure Request for Rocky Hill to Pine to G Street from 8:00 a.m. to 12:00 p.m. on March 10, 2018 for the Rocky Hill Triathlon event.

For action by:
 City Council

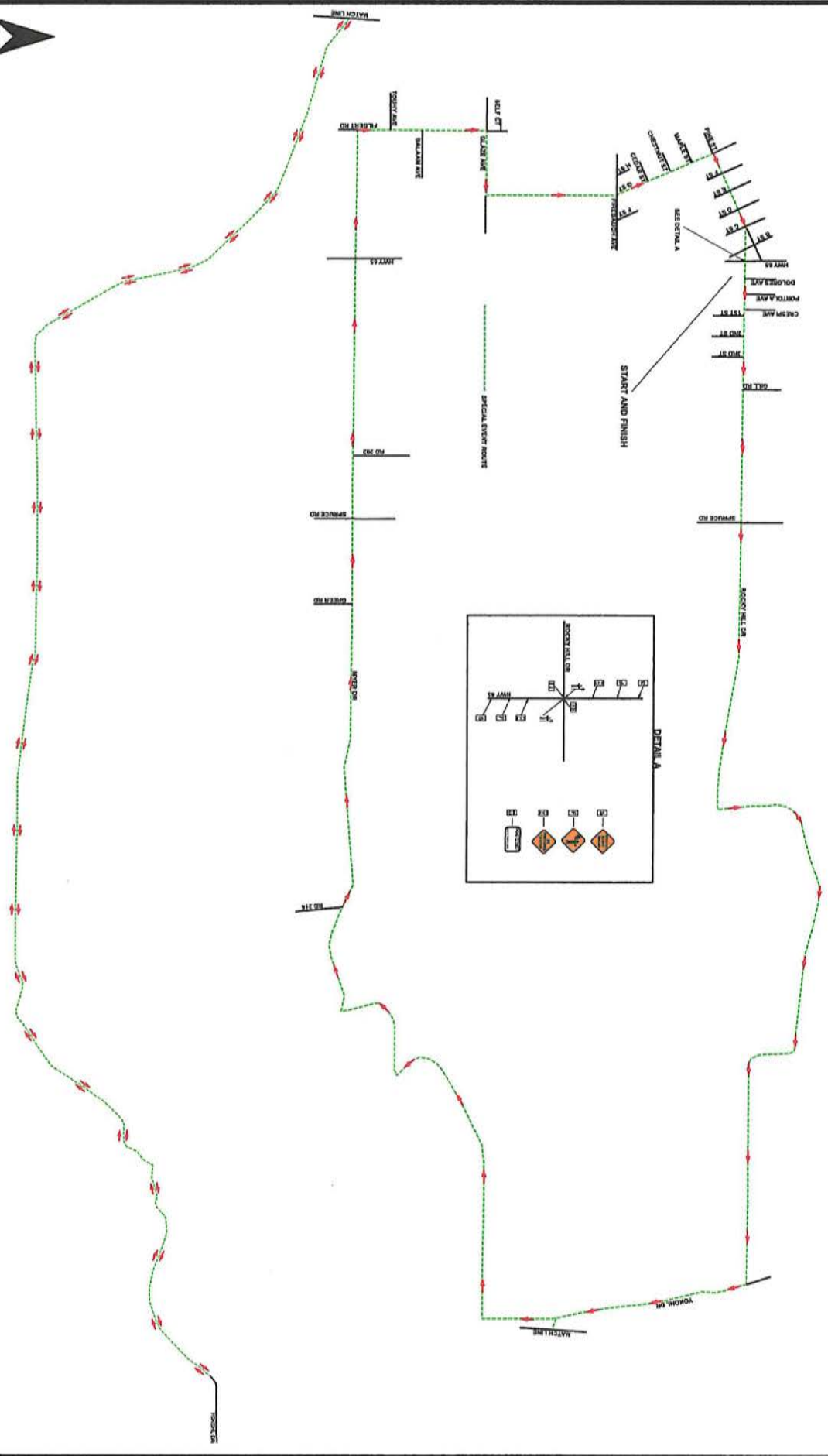
Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Review:

**City Administrator
(Initials Required)**



ROCKY HILL TRIATHLON



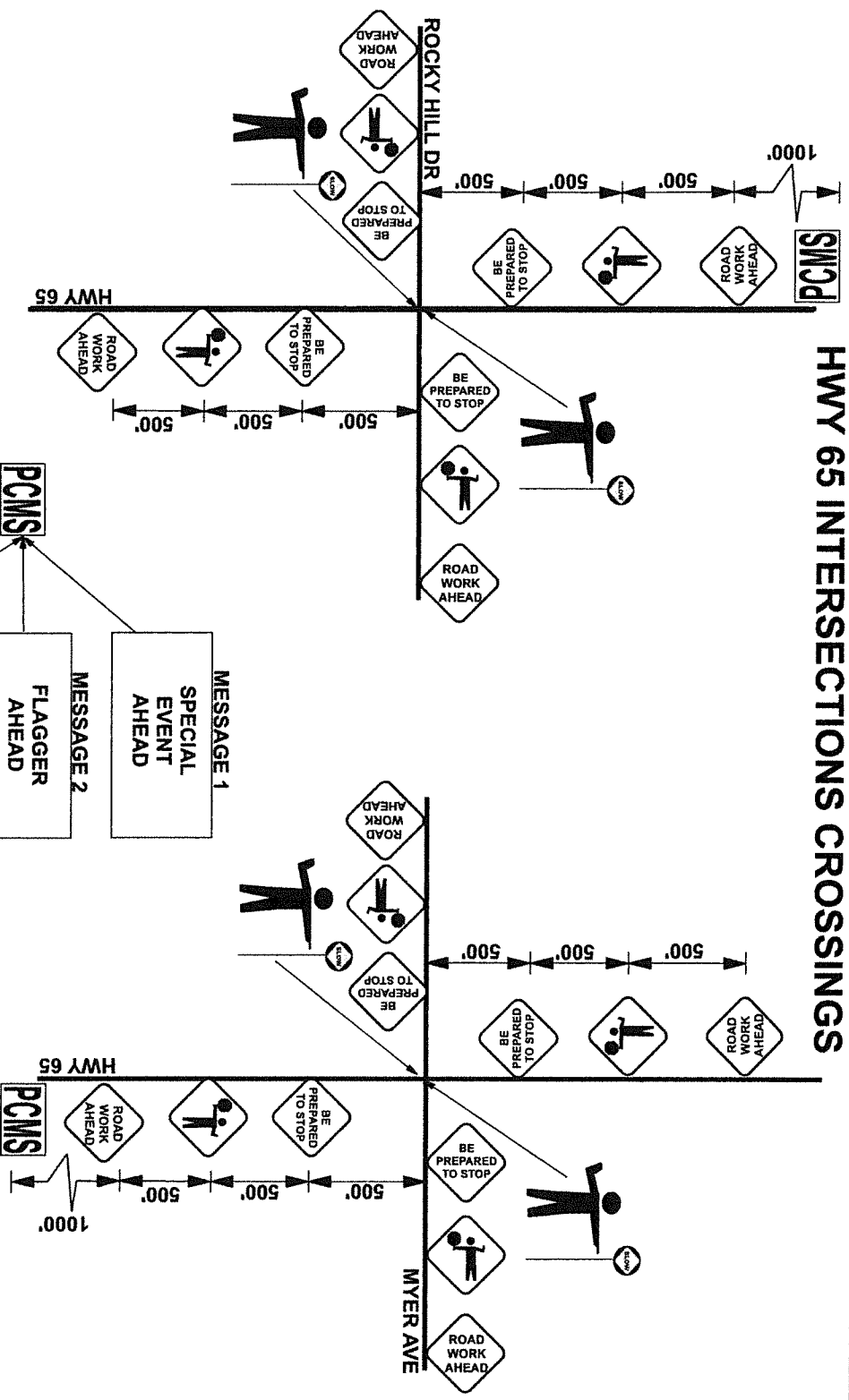
SEQUOIA ENTERPRISES - ROCKY HILL TRIATHLON - EXETER

KRC SAFETY CO. INC.
7821 W. SUNNYVIEW AVE
VISALIA, CA 93291
559 - 732 - 0393
email: joshh@krcsafety.com

ROCKY HILL TRIATHLON	TRAFFIC CONTROL: SPECIAL EVENT
CONTRACTOR: SEQUOIA ENTERPRISE, INC.	CONTACT #: CHARLES DUBY 559-592-9455
START DATE: TBD	HOURS: TBD
DRAWN BY: JOSH T	SCALE: N/A
	DURATION: TBD
	DATE SUBMITTED: 9.29.14

NOTE:
(1) IF KRC SAFETY CO INC IS NOT PERFORMING THE ACTUAL TRAFFIC CONTROL, THEN IT IS THE RESPONSIBILITY OF THE CONTRACTOR OR SUBCONTRACTOR TO ENSURE THAT PROPERLY TRAINED PERSONNEL MAINTAIN AND MAKE NEEDED FIELD ADJUSTMENTS FOR UTMOST VEHICULAR AND PEDESTRIAN SAFETY.
(2) SPACING OF ALL SIGNING AND DELINEATORS TO COMPLY WITH THE PROVISIONS OF THE CURRENT EDITION OF THE CALIFORNIA MUTCD.

HWY 65 INTERSECTIONS CROSSINGS



- MESSAGE 1
SPECIAL
EVENT
AHEAD
- MESSAGE 2
FLAGGER
AHEAD
- MESSAGE 3
BE
PREPARED
TO STOP

SPECIAL NOTE:
 FLAGGERS TO STOP TRAFFIC ON HWY 65 FOR
 SPECIAL EVENT RUNNER/BICYCLIST ONLY.

NOTE:
 (1) IF KRC SAFETY CO INC IS NOT PERFORMING THE ACTUAL TRAFFIC CONTROL,
 THEN IT IS THE RESPONSIBILITY OF THE CONTRACTOR OR SUBCONTRACTOR TO
 ENSURE THAT PROPERLY TRAINED PERSONNEL MAINTAIN AND MAKE
 NEEDED FIELD ADJUSTMENTS FOR UTMOST VEHICULAR AND PEDESTRIAN SAFETY.
 (2) SPACING OF ALL SIGNING AND DELINEATORS TO COMPLY WITH THE
 PROVISIONS OF THE CURRENT EDITION OF THE CALIFORNIA MUTCD.

TCP 2

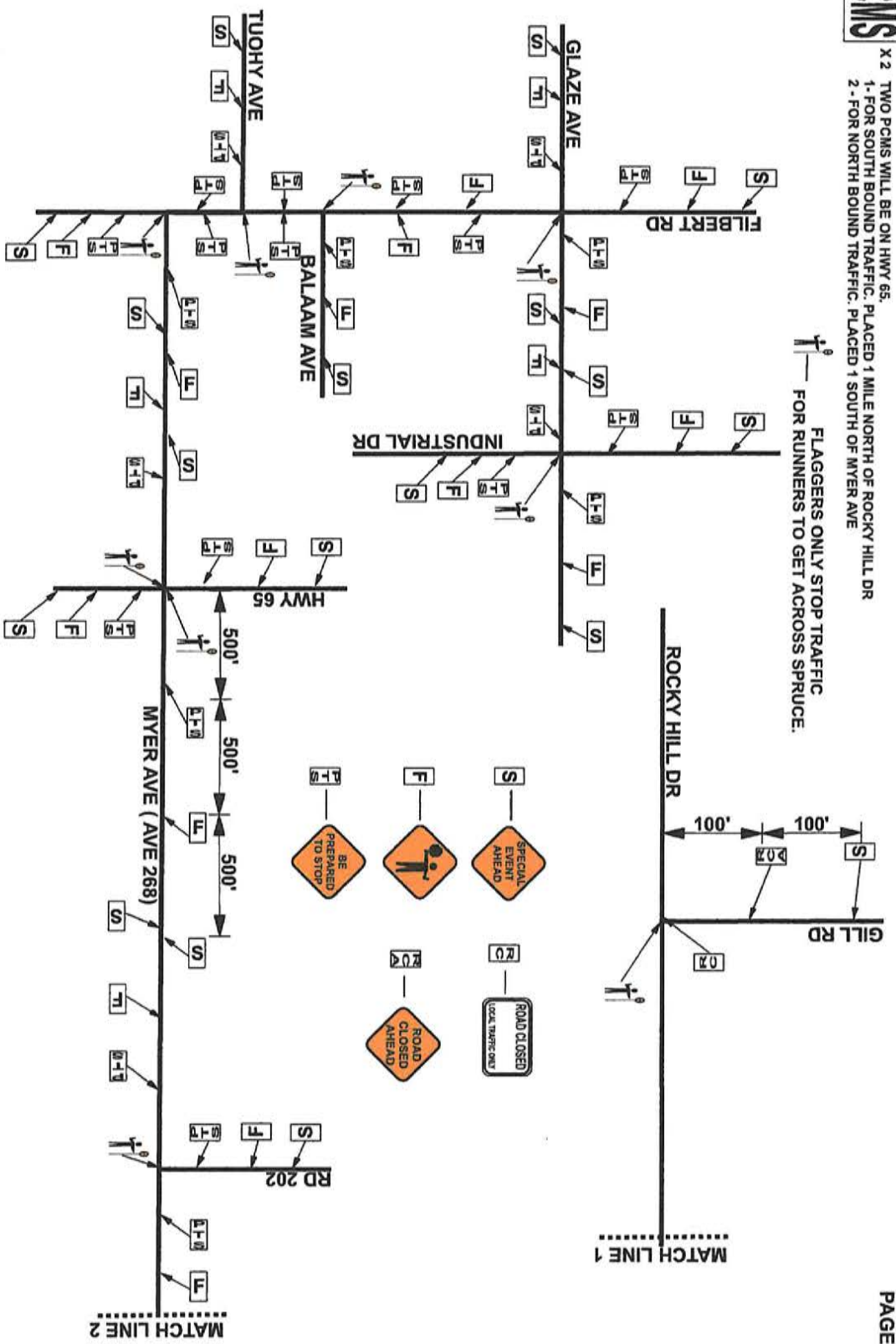
KRC SAFETY CO. INC.
 7821 W. SUNNYVIEW AVE
 VISALIA, CA 93291
 559 - 732 - 0393
 email: josh@krcsafety.com

SEQUOIA ENTERPRISES - ROCKY HILL TRIATHLON - EXETER	
ROCKY HILL TRIATHLON	TRAFFIC CONTROL: SPECIAL EVENT
CONTRACTOR: SEQUOIA ENTERPRISE, INC.	CONTACT #: CHARLES DUBY 559-592-9455
START DATE: TBD	DURATION: TBD
DRAWN BY: JOSH T	SCALE: N/A
	DATE SUBMITTED: 9.29.14



X 2 TWO PCMS WILL BE ON HWY 65,
 1- FOR SOUTH BOUND TRAFFIC. PLACED 1 MILE NORTH OF ROCKY HILL DR
 2- FOR NORTH BOUND TRAFFIC. PLACED 1 SOUTH OF MYER AVE

FOR RUNNERS TO GET ACROSS SPRUCE.
 FLAGGERS ONLY STOP TRAFFIC



TCP 1

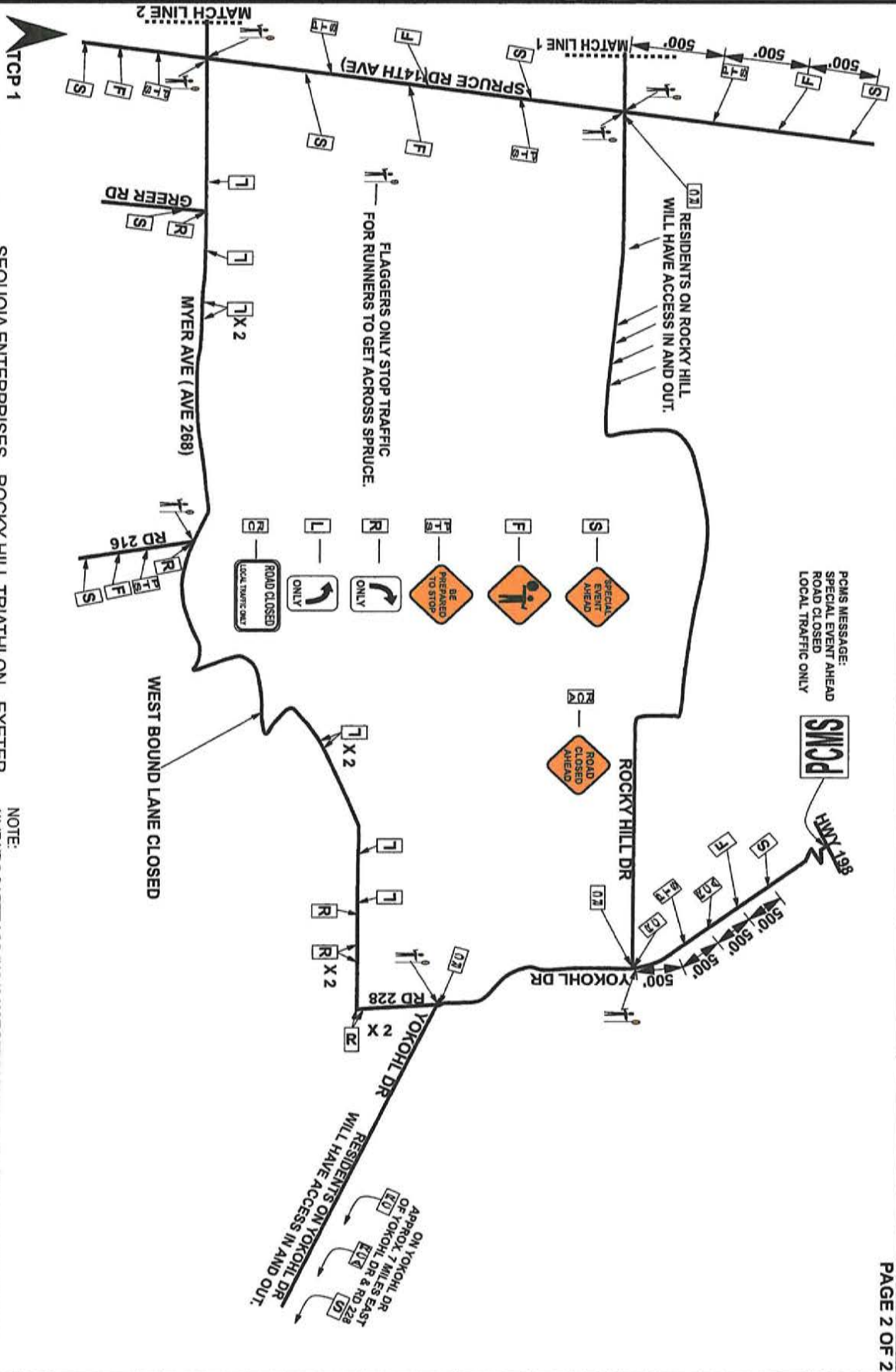
SEQUOIA ENTERPRISES - ROCKY HILL TRIATHLON - EXETER

KRC SAFETY CO. INC.
 7821 W. SUNNYVIEW AVE
 VISALIA, CA 93291
 559 - 732 - 0393
 email: josh@krcsafety.com

ROCKY HILL TRIATHLON	TRAFFIC CONTROL: SPECIAL EVENT
CONTRACTOR: SEQUOIA ENTERPRISE, INC.	CONTACT #: CHARLES DUBY 559-592-9455
START DATE: TBD	HOURS: TBD
DRAWN BY: JOSH T	SCALE: N/A
	DURATION: TBD
	DATE SUBMITTED: 9.29.14

NOTE:
 (1) IF KRC SAFETY CO INC IS NOT PERFORMING THE ACTUAL TRAFFIC CONTROL, THEN IT IS THE RESPONSIBILITY OF THE CONTRACTOR OR SUBCONTRACTOR TO ENSURE THAT PROPERLY TRAINED PERSONNEL MAINTAIN AND MAKE NEEDED FIELD ADJUSTMENTS FOR MOST VEHICULAR AND PEDESTRIAN SAFETY.
 (2) SPACING OF ALL SIGNING AND DELINEATORS TO COMPLY WITH THE PROVISIONS OF THE CURRENT EDITION OF THE CALIFORNIA MUTCD.

PCMS MESSAGE:
SPECIAL EVENT AHEAD
ROAD CLOSED
LOCAL TRAFFIC ONLY



FLAGGERS ONLY STOP TRAFFIC FOR RUNNERS TO GET ACROSS SPRUCE.

RESIDENTS ON ROCKY HILL WILL HAVE ACCESS IN AND OUT.

ON YOKOHL DR APPROX. 7 MILES EAST OF YOKOHL DR & RD 228
RESIDENTS ON YOKOHL DR WILL HAVE ACCESS IN AND OUT.

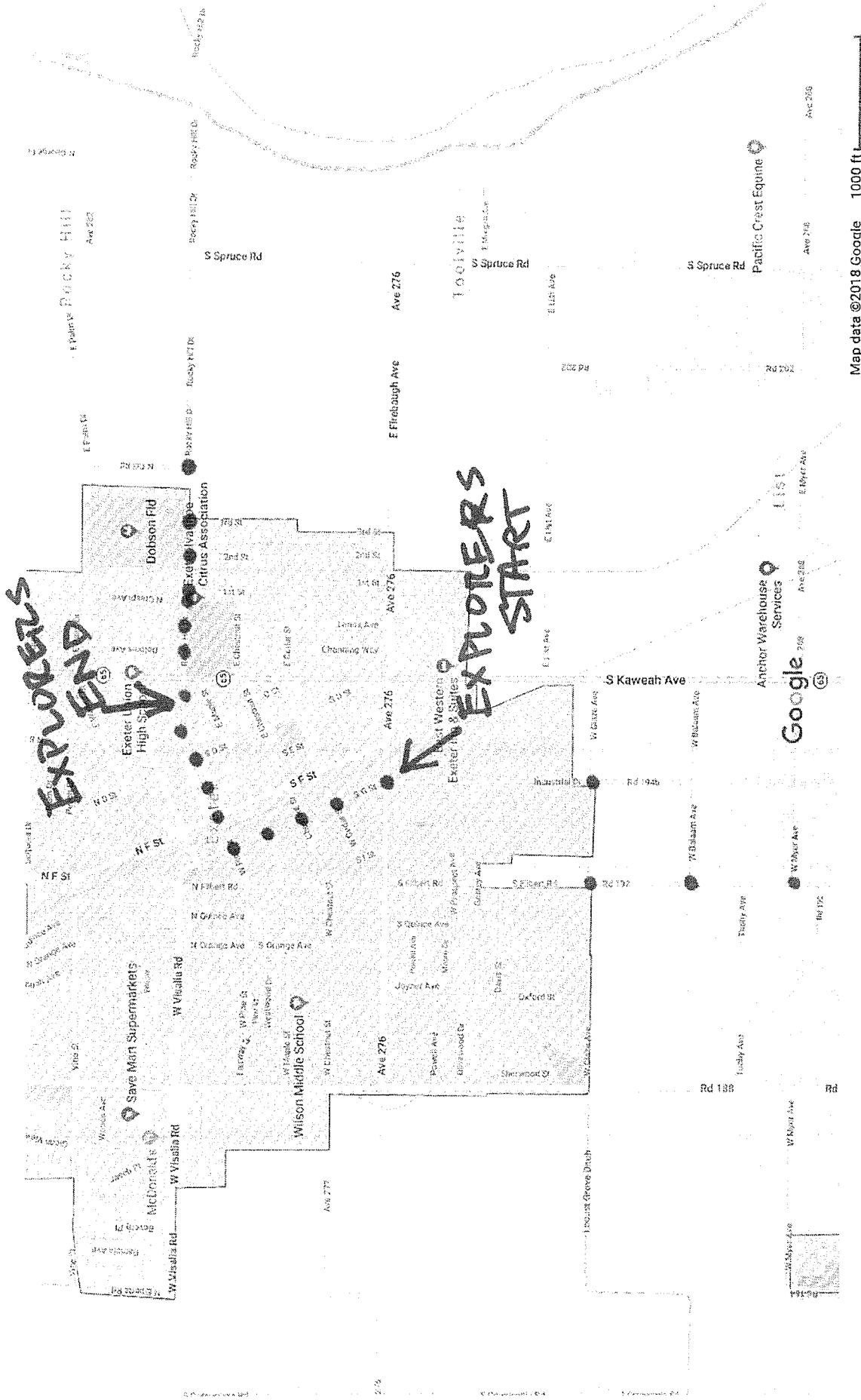
WEST BOUND LANE CLOSED

SEQUOIA ENTERPRISES - ROCKY HILL TRIATHLON - EXETER

<p>KRC SAFETY CO. INC. 7821 W. SUNNYVIEW AVE VISALIA, CA 93291 559 - 732 - 0393 email: josh@krcsafety.com</p>	
<p>ROCKY HILL TRIATHLON</p>	<p>TRAFFIC CONTROL: SPECIAL EVENT</p>
<p>CONTRACTOR: SEQUOIA ENTERPRISE, INC.</p>	<p>CONTACT #: CHARLES DUBY 559-592-9455</p>
<p>START DATE: TBD</p>	<p>HOURS: TBD</p>
<p>DRAWN BY: JOSH T</p>	<p>SCALE: N/A</p>
<p>DURATION: TBD</p>	<p>DATE SUBMITTED: 9.29.14</p>

NOTE:
(1) IF KRC SAFETY CO INC IS NOT PERFORMING THE ACTUAL TRAFFIC CONTROL, THEN IT IS THE RESPONSIBILITY OF THE CONTRACTOR OR SUBCONTRACTOR TO ENSURE THAT PROPERLY TRAINED PERSONNEL MAINTAIN AND MAKE NEEDED FIELD ADJUSTMENTS FOR UTMOST VEHICULAR AND PEDESTRIAN SAFETY.
(2) SPACING OF ALL SIGNING AND DELINEATORS TO COMPLY WITH THE PROVISIONS OF THE CURRENT EDITION OF THE CALIFORNIA MUTCD.

Google Maps Exeter



Map data ©2018 Google 1000 ft


**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: **E7**

Wording for Agenda: Adopt Resolution 2018-04 accepting a Grant of Easement from Joseph R. Argyle, for pedestrian purposes located along the easterly frontage of lots 56 and 57 of the Avery Subdivision, in the City of Exeter, and authorizing the Interim City Administrator to sign the Certificate of Acceptance.

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: 592-3318
Email: dqqualls@exetercityhall.com

For action by: <input checked="" type="checkbox"/> City Council
Regular Session: <input checked="" type="checkbox"/> Consent Calendar <input type="checkbox"/> Regular Item <input type="checkbox"/> Public Hearing
Review: City Administrator (Initials Required) 

Department Recommendation:

Staff recommends that the Exeter City Council adopt Resolution No. 2018-04, accepting a Grant of Easement from Joseph R. Argyle, for pedestrian purposes located along the easterly frontage of lots 56 and 57 of the Avery Subdivision, in the City of Exeter, authorizing the Interim City Administrator to sign the Certificate of Acceptance.

Summary/Background:

In accordance with the City Engineer's conditions of approval for the construction/remodel of a four (4) unit apartment complex located on Crespi Street, just south of E. Chestnut, the construction of an ADA compliant pedestrian pathway is required. A Grant of Easement from a portion of Assessor's Parcel Number 136-084-011 for this purpose has been executed and awaits recordation.

Acceptance of the real property conveyed by the Grant of Easement will provide the area required for the installation of an ADA compliant pedestrian path. A Certificate of Acceptance signed by the Interim City Administrator will need to be recorded along with the Grant of Easement.

Fiscal Impact: None

Prior Council/Board Actions: None

Attachments: Argyle, Grant of Easement documents

Recommended motion to be made by Council/Board: I move to adopt Resolution No. 2018-04, accepting a Grant of Easement from Joseph R. Argyle, for pedestrian purposes located along the easterly frontage of lots 56 and 57 of the Avery Subdivision, in the City of Exeter, and authorize the Interim City Administrator to sign the Certificate of Easement.

RESOLUTION NO. 2018-04

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER ACCEPTING A GRANT OF EASEMENT FROM JOSEPH R. ARGYLE, FOR PEDESTRIAN PURPOSES LOCATED ALONG THE EASTERLY FRONTAGE OF LOTS 56 AND 57 OF THE AVERY SUBDIVISION, IN THE CITY OF EXETER, AND AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO SIGN THE CERTIFICATE OF ACCEPTANCE.

At a regular meeting of the City Council of the City of Exeter, duly called and held on February 27, 2018, at 7:00P.M., it was moved by Council Member _____ and seconded by Council Member _____ and duly carried that the following resolution be adopted:

WHEREAS, the City of Exeter has requested, as a condition of approval for the construction/remodel of a four (4) unit apartment complex, an easement for pedestrian purposes along the easterly frontage of lots 56 and 57 of the Avery Subdivision, in the City of Exeter ; and

WHEREAS, it has been determined that the dimensions and location of the easement are more particularly describes in Exhibit "A" and depicted in Exhibit "B" of the Easement Deed, which is attached hereto and made a part of; and

WHEREAS, Joseph R. Argyle is agreeable to conveying a Grant of Easement for said pedestrian purposes; and

WHEREAS, said Easement Deed will be recorded by the County of Tulare,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Exeter hereby adopts Resolution No. 2018-04 accepting a Grant of Easement from Joseph R. Argyle, for pedestrian purposes located along the easterly frontage of lots 56 and 57 of the Avery Subdivision, in the City of Exeter, and authorizing the Interim City Administrator to sign the Certificate of Acceptance.

Passed and Adopted at a regular meeting of the City Council of the City of Exeter duly called and held on the 27th day of February, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR TERESA BOYCE

CITY CLERK SHONNA ONEAL

**Recording requested by and
Please mail instrument and tax statement to:**

City of Exeter
137 No. 'F' Street
Exeter CA 93221
Attn: City Clerk

**This instrument benefits City only. No fee required
per Government Code Section 6103**

GRANT OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX IS \$ EXEMPT PUBLIC ENTITY

- _____ unincorporated area : City of Exeter
Assessor's Parcel No. : 136-084-011
- computed on full value of interest or property conveyed, or
- computed on full value less value of liens or encumbrances remaining at time of sale, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, represents that, as the owner(s) of the herein-described real property,

JOSEPH R. ARGYLE, an unmarried man.

hereby GRANT(s) to the **CITY OF EXETER, A CALIFORNIA MUNICIPAL CORPORATION**, an easement for pedestrian/sidewalk purposes pursuant to Title 12 of the City of Exeter Code of Ordinances, over and across the real property in the City of Exeter, County of Tulare, State of California, described as follows:

SEE ATTACHED "EXHIBIT A" FOR LEGAL DESCRIPTION AND "EXHIBIT B" FOR PLAT AND INCORPORATED HEREIN BY REFERENCE

Grantor as the abutting landowner retains the responsibilities as set forth in Chapter 12.10 (and as thereafter may be amended) of the City of Exeter Code of Ordinances.

Signed this _____ day of _____, 20_____

Grantor Signature(s): _____
JOSEPH R. ARGYLE, an unmarried man.

CITY CLERK ACCEPTANCE

This is to certify that the interest in real property conveyed herein to the City of Exeter, a governmental agency, is hereby accepted by the undersigned, City Clerk, on behalf of the Council of the City of Exeter pursuant to authority conferred by Resolution of said Council, and the grantee consents to recordation thereof by its duly authorized officer.

In witness whereof I hereunto set my hand this _____ day of _____, 20_____.

City Clerk

EXHIBIT 'A'

THE WEST 6 FEET THEREOF, AND THE EAST 6.50 FEET OF THE FOLLOWING DESCRIBED PARCEL:

THAT PORTION OF THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 19 SOUTH, RANGE 26 EAST, MOUNT DIABLO BASE & MERIDIAN, IN THE COUNTY OF TULARE, STATE OF CALIFORNIA, AND THAT PORTION OF LOTS 56 AND 57 OF AVERY SUBDIVISION, IN THE CITY OF EXETER, COUNTY OF TULARE, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 19, PAGE(S) 6 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EAST LINE OF SAID LOT 57, 40 FEET SOUTH OF THE NORHTEAST CORNER OF SAID LOT:

THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 57 AND THE SOUTHERLY PROLONGATION THEREOF, WHICH LINE IS ALSO THE WEST LINE OF FIRST STREET AS CONVEYED TO THE CITY OF EXETER BY THE SANTA FE IMPROVEMENT COMPANY, A CORPORATION, BY DEED DATED DECEMBER 7, 1948 AND RECORDED DECEMBER 28, 1948 IN BOOK 1330 PAGE 594 OF OFFICIAL RECORDS, A DISTANCE OF 185 FEET, MORE OR LESS, TO THE NORTH LINE OF THAT CERTIAN PROPERTY CONVEYED TO CHARLES J. STANLEY AND GERTRUDE J. STANLEY, HUSBAND AND WIFE, BY AN UNRECORDED AGREEMENT DATED AUGUST 1, 1956;

THENCE WEST PARALLEL TO THE NORTH LINE OF SAID LOTS 56 AND 57, A DISTANCE OF 146.85 FEET, MORE OR LESS, TO A POINT IN THE EAST LINE OF CRESPI STREET, AS CONVEYED TO THE CITY OF EXETER BY DEED DATED JUNE 25, 1948 AND RECORDED JULY 16, 1948;

THENCE NORTH ALONG THE EAST LINE OF SAID CRESPI STREET, A DISTANCE OF 185 FEET, MORE OR LESS, TO A POINT 40 FEET SOUTH OF THE NORTH LINE OF SAID LOT 56;

THENCE EAST PARALLEL TO AND 40 FEET SOUTH OF THE NORTH LINES OF SAID LOTS 56 AND 57, A DISTANCE OF 146.85 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

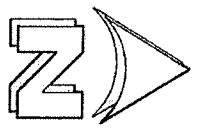
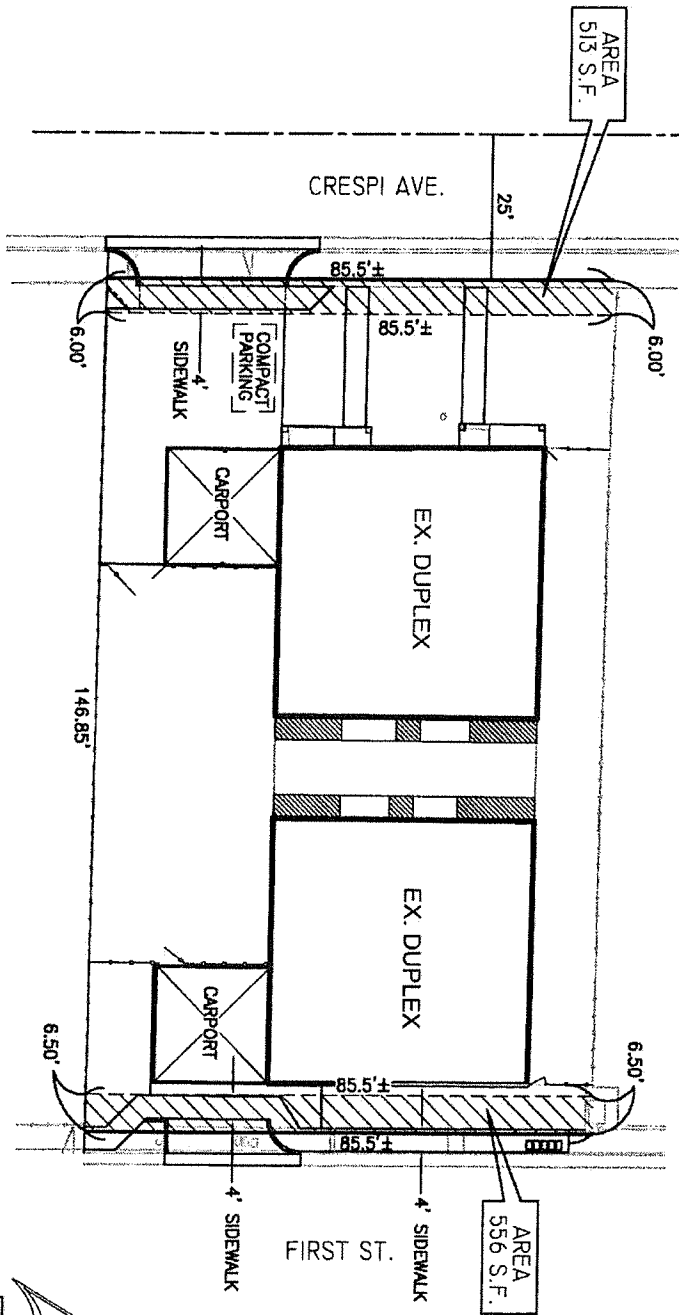


EXHIBIT "B"

FORESTER, WEBER & ASSOCIATES
 CIVIL ENGINEERS - LAND SURVEYORS

1620 WEST MINERAL KING AVENUE VISALIA, CALIFORNIA 93291
 PH (559) 732-0102, FAX (559) 732-8479

SCALE AS SHOWN
 DRAWN BY BM
 DATE 12-4-17

APPROVED BY DRF

JOB NO. 201-17

DRAWING NO. 1 OF 1

**City of Exeter
Agenda Item Transmittal**

Meeting Date: February 27, 2018

Agenda Item Number: E8

Wording for Agenda: Adopt Resolution 2018-05 adopting the City of Exeter's Conflict of Interest Code for designated employees, commissions and/or agencies and disclosure categories.

Submitting Department: Administration
Contact Name: Interim City Administrator, Eric Frost
City Clerk, Shonna Oneal
Phone Number: 592-9244
Email: eric@exetercityhall.com & soneal@exetercityhall.com

Department Recommendation:

Adopt Resolution 2018-05 adopting the City of Exeter's Conflict of Interest Code for designated categories.

Summary/Background:

The Political Reform Act requires every local government agency adopt a conflict of interest code that identifies all officials and employees within the agency who make governmental decisions based on the positions they hold. The individuals in designated positions must disclose their financial interests as specified in the agency's conflict of interest code.

The conflict of interest code must provide the following:

- Provide reasonable assurance that all foreseeable potential conflict of interest situations will be disclosed or prevented;
- Provide to each affected person a clear and specific statement of his or her duties under the conflict of interest code; and
- Adequately differentiate between designated employees with different powers and responsibilities.

The three components of a conflict of interest code are as follows:

1. **Incorporation Section** – This section designates where the Form 700s are filed and retained (i.e., the agency or the FPPC). This section also must reference Regulation 18730, which provides the rules for disqualification procedures, reporting financial interests, and references the current gift limit.
2. **List of Designated Positions** - The code must list all agency positions that involve the making or participation in making of decisions that "may foreseeably have a material effect on any financial interest." This covers agency members, officers and employees, and it may include volunteers on a committee if the members make or participate in making government decisions.

For action by:

City Council

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**City Administrator
(Initials Required)**

EF

3. **Detailed Disclosure Categories** - A disclosure category is a description of the types of financial interests officials in one or more job classifications must disclose on their Form 700s. The categories must be tailored to the financial interests affected, and must not require public officials to disclose private financial information that does not relate to their public employment.

In addition to adopting a conflict of interest code, the codes must be regularly updated to reflect the current structure of the agency and properly identifies all officials and employees who should be filing a Form 700. For local agencies, this review occurs in even-numbered years.

The attached proposed resolution is presented to the City Council for review and consideration as the code reviewing body. Staff recommends the City Council formally adopt the City of Exeter's Conflict of Interest Code as required by the Political Reform Act.

This item addresses Council's concerns regarding keeping policies up to date.

Fiscal Impact:

None.

Prior Council/Board Actions: None that could be located.

Attachments: Resolution 2018-05

<p>Recommended motion to be made by Council/Board: I move to adopt Resolution 2018-05 adopting the City of Exeter's Conflict of Interest Code for designated employees, commission and/or agencies and disclosure categories.</p>
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RESOLUTION 2018-05

A RESOLUTION OF THE CITY COUNCIL, CITY OF EXETER, ADOPTING CONFLICT OF INTEREST CODE FOR, DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

WHEREAS, pursuant to Government Code, Title 9 (Political Reform), Chapter 7 (Conflicts of Interest), Article 3 (87300- 87505), §87300 every agency shall adopt and promulgate a Conflict of Interest code pursuant to the provisions of this article, and incorporated herein by reference.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EXETER, AS FOLLOWS TO WIT:

SECTION 1. The Model Conflict of Interest Code of the Fair Political Practices Commission, provides for the filing of statements of economic interest and the review of same on a biennial basis.

SECTION 2. The City of Exeter's Conflict of Interest Code is hereby adopted that identifies all officials and employees within the agency who make governmental decisions based on the positions they hold, as more, as more specifically set forth in Exhibit A hereto attached.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

Teresa Boyce, Mayor

ATTEST:

Shonna Oneal, City Clerk

EXHIBIT A

CITY OF EXETER CONFLICT OF INTEREST CODE

Public Officials, Board, Commission, Committee Members, Consultants, and City Employees who have decision making authority or influence in recommendations for contracts for the purchase of goods and/or services are identified by the City of Exeter to complete and file a Form 700 as identified in the filer's list below.

To be used in conjunction with Disclosure Form 700 - Statement of Conflict of Interest

DISCLOSURE CATEGORIES FACT SHEET

CATEGORY 1 - (Schedule B) - (if ownership interest 10% or greater; if interest in real property is \$2,000 or more Schedule A-2) - (as it applies to your category Schedule C, Schedule D, and Schedule F)

Investment or interests in real property which is located in whole or in part within the City Limits of Exeter or within two miles of the City Limits, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than \$2,000.00.

(Interests in real property of an individual include a business entity's share of interest in the real property of any business entity or trust in which the designated employee or his or her spouse, or dependent children, own, directly, indirectly, or beneficially, a ten percent interest or greater.)

CATEGORY 2 - (Schedule A) - (if interest 10% or greater; if your pro rata share of the investment is \$2,000 or more Schedule A-2) - (if ownership is 10% or greater in a partnership or joint venture which owns rental property use Schedule A-1, Schedule A-2, and Schedule C) (as it applies to your category Schedule C, Schedule D, and Schedule F)

Investments in or income from any business entity which, within the last two years, has contracted, or in the future may foreseeably contract, with the City to provide services, supplies, materials or equipment to the City.

- (Investments Include:
1. Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership interest or other ownership interest;
 2. A pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse or dependent children, owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

(Investment does not include:

1. A time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other

debt instrument issued by any government or government agency;

2. Assets whose fair market value is less than \$2,000.00)

CATEGORY 3

Investments in or income from business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the City. Investments include interest described in Category 2.

CATEGORY 4

Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the City. Investments include interest described in Category 2.

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

City Clerk/Personnel Officer	1,2,3,4
*Consultants	1,2
Operations Manager	1,2,3,4
Police Chief	1,2,3,4
Police Lieutenant	2
Public Works Director	1,2,3,4
Recreation Supervisor	2

* Consultant categories limited to any individual working for the city under contract who makes final government decisions and/or performs substantially all the same duties for the city that would otherwise be performed by an individual holding a position otherwise named in the list of covered positions of the City of Tulare.

Mandatory Filers pursuant to Government Code, Title 9 (Political Reform), Chapter 7 (Conflicts of Interest), §87200 are as follows:

City Council	1,2,3,4
Planning Commissioners	1,2,3,4
City Manager	1,2,3,4
City Attorney	1,2,3,4
Finance Director/Treasurer	1,2,3,4