

City of Exeter Agenda Item Transmittal

Meeting Date: September 25, 2018

Agenda Item Number: B1

Wording for Agenda: Approve a Street Closure Request for November 10, 2018 from 10:00 a.m. to 4:00 p.m. on North F Street from Pine to the southside of the fire station for chili cook-off event subject to conditions presented by staff.

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

For action by:
☒ City Council

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

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

That the City Council authorize a Street Closure Request for November 10, 2018 from 10:00 a.m. to 4:00 p.m. on North F Street from Pine to the southside of the fire station for the Chili Cook Off event subject to conditions presented by staff.

Summary/Background:

A Street Closure Request has been submitted by Badger Mountain House, Inc./The Stag Saloon for their annual Chili Cook Off event. The request is from 10:00 a.m. to 4:00 p.m. on North F Street between Pine and the southside of the fire station.

The applicant is in the process of obtaining the required signatures from business/property owners and tenants and has submitted the required Certificate of Liability Insurance for General Liability naming the City of Exeter as Certificate Holder and holding the City harmless from any liability during the event. These documents are required to be submitted prior to the event per policy and this approval will be subject to submittal of these items to the City in addition to the following terms and conditions:

1. A separate permit is required for a sound amplifying system, if one is desired;
2. Barricades must clearly identify street as being closed and prevent traffic from turning onto closed sections of roadway, yet must not interfere with vehicular traffic traveling on Pine and Palm. Furthermore, pedestrians must have a clear path of travel when crossing the street at these intersections that do not require them to enter onto the roadway of vehicle traffic; and
3. Applicant will be responsible for securing all traffic control devices and signage (including no parking signs), through KRC Safety or similar company. No parking signs must be posted 24 hours prior to the event to be enforceable.
4. Road closure shall not interfere with or impede in any way, emergency vehicles responding from or to the Fire Department.
5. All alcohol sales and consumption must remain inside licensed establishments. No alcohol will be allowed on the sidewalks, streets, parking lots, or participant booths. Participant booths are not allowed to sell alcohol.

6. Sponsoring organization must pay for two uniformed Exeter Police Officers to be present for the duration of the event (the proposed contract with fee is contained on the attached agreement).
7. Applicant will be responsible for providing their own refuse containers and coordinating with Mid Valley for pick up.
8. The public restrooms will be closed during this event. The applicant should arrange for porta potties.

Fiscal Impact: None

Prior Council/Board Actions: None

Attachments: Street Closure Request
Supplemental Law Enforcement Services Agreement

Recommended motion to be made by Council/Board: I move to approve the street closure request for November 10, 2018 from 10:00 a.m. to 4:00 p.m. on North F Street from Pine to the southside of the fire station for a chili cook off event subject to conditions presented by staff.

Office of the City Administrator

100 North C Street Exeter, CA 93221

Ph. #559-592-9244 Fax # 559-592-3346

City of Exeter



RECEIVED

SEP 07 2018

BY: _____

APPLICATION: REQUEST OF STREET CLOSURE

Name of Group or Person(s) requesting street closure: Badger Mountain House Inc / The Stag Saloon

Contact Person for group: Linda Guy

Contact information (address/phone number) 1145 N. Miller Park Visalia Ca 93291
Cell (559) 303-8768 WK (559) 592-7177

Date of Event: Saturday Nov 10, 2018 10:00am to 4:00pm

Type of event and details: Chili Cook-off, Tents to be set-up
behinds, The Stag, El Nino Mexican, Tangle Salon,
TCB Tanning & Shirts, Vallarta Restaurant, Hometown Emporium
See attached for addresses

Location (street or streets) where event is to take place: 115 E. Pine St., Exeter Ca
Between "E" Pine street and "E" Palm street.
on N "F" street

Deane Spence
Applicant's Signature

Date: 8/21/18

City Administrator Randy Groom

Approved/Denied: _____

bing maps

Notes



CITY OF EXETER POLICE DEPARTMENT

SUPPLEMENTAL LAW ENFORCEMENT SERVICES AGREEMENT

This Supplemental Law Enforcement Services Agreement is by and between the City of Exeter ("City") and the Badger Mountain House, Inc./The Stag Saloon ("Sponsors"), on September _____, 2018.

RECITALS

A. Pursuant to California Government Code 53069.8, the City is authorized to contract on behalf of the Chief of Police to provide supplemental law enforcement services to private entities including nonprofit organizations to assist in preserving the peace a special events or occurrences happening on an occasional basis.

B. Any Agreement for such services must provide for full reimbursement to the City of the actual costs of providing those services and must be only for law enforcement duties and not services authorized to be provided by a private patrol operator.

THEREFORE, in consideration of the licensing fee, the foregoing recitals and the covenants and conditions hereinafter set forth, and for other good and valuable consideration, the parties agree as follows:

1. The City shall provide the services on November 10, 2018 for the Chili Cookoff Event from 10 a.m. to 4 p.m. in the area of F Street between Palm and Pine, Exeter California. Said services shall be as follows: two uniformed police officers providing law enforcement services.

2. **Fees.** The Sponsors shall pay to the City \$720.00, the actual costs of providing the supplemental law enforcement services.

3. **Indemnification.**

A. To the fullest extent permitted by law, the Sponsors shall hold harmless, release, indemnify and defend City of Exeter, its officers, directors, agents, employees, agents and assigns, from and against any and all claims, liabilities, damages, losses, injury, costs, and expenses, including but not necessarily limited to amounts paid in satisfaction of judgments, compromises, and settlements, fines, penalties, attorneys' fees and costs, and expenses of investigating or defending against any claim or alleged claims of any nature whatsoever, known or unknown, liquidated or unliquidated, that are incurred by the City of Exeter and arise out of any act or omission of the Sponsors or any of its employees, agents, volunteers, event attendees, or anyone acting under the Sponsors's direction or control or on its behalf, during, in connection with, or incident to or arising out of the performance of this Agreement or any of the activities in connection therewith. The provisions of this section shall survive the expiration or termination of this Agreement.

B. It is the intent of the parties that the Sponsors will indemnify, defend and hold harmless, as set forth in subsection A above, of this Section 7, regardless of the existence or

degree of fault or negligence, whether active or passive, sole or concurrent, on the part of the City of Exeter or of anyone acting under its direction or control or on its behalf.

C. This indemnity and hold harmless provision, insofar as it may be adjudged to be against public policy, shall be unenforceable and void only to the minimum extent necessary so that the remaining terms of this indemnity and hold harmless provision may be within public policy and enforceable.

8. **Insurance.**

A. The Sponsors shall purchase and maintain, at its sole cost and expense, during the entire term of this Agreement, a policy of comprehensive general liability insurance with a combined single limit of no less than Two Million Dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage.

B. All insurance shall (i) name the City of Exeter, its elected and appointed officials, officers, employees and agents as additional insureds; and (ii) be primary with respect to any insurance or self-insurance programs maintained by the City of Exeter; and (iii) contain standard cross-liability provisions.

C. The Sponsors shall furnish properly executed certificates of insurance to the City of Exeter prior to entering into this Agreement.

9. **Compliance with Laws.** The Sponsors shall comply with all applicable federal, state and local laws, ordinances, codes or regulations.

10. **Applicable law and Venue.** The validity, performance, construction and interpretation of this Agreement and all disputes hereunder shall be governed by the laws of the State of California. This Agreement is entered into and to be performed in Tulare County, California.

11. **Attorneys' Fees and Costs.** If any legal action at law or in equity, or any arbitration proceeding, is brought for interpretation or enforcement of this Agreement or any part hereof, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and other costs incurred in that action or proceeding, in addition to any other relief to which it may be entitled.

12. **Entire Agreement.** This Agreement, together with any and all Exhibits and Agreements attached hereof, constitutes the sole and entire Agreement between the City and the Sponsors regarding the subject matter hereof. No oral statements, representations, or prior written materials shall be of any force or effect, except as they may be specifically set forth herein.

13. **Interpretation.** Neither party shall be deemed the drafter of this Agreement, and no court shall construe this Agreement or any provision hereof against either party as drafter.

14. **Ability to Enter Into Agreement.** Each signatory represents that he/she is fully authorized to enter into the terms and conditions of this Agreement and to legally bind the party

on whose behalf the signature is proffered. Each party had caused this Agreement to be executed by its respective duly authorized representative.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the date first written above.

CITY OF EXETER

By: _____

BADGE MOUNTAIN HOUSE, INC/THE STAG SALOON (SPONSORS)

By: _____

City of Exeter Agenda Item Transmittal

Meeting Date: September 25, 2018

Agenda Item Number: B2

Wording for Agenda: Award and authorize the City Administrator to sign a contract with Noe's Tree Service of Farmersville, CA in the amount of \$15,300.00 for safety pruning of various trees located at City Park and Joyner Park.

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

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that the City Council award and authorize the City Administrator to sign a contract with Noe's Tree Service of Farmersville, CA in the amount of \$15,300.00 for described work.

Summary/Background:

Due to general fund budgetary constraints, tree trimming at the City's parks has been very limited in recent years. Over the past several months, there have been numerous fallen limbs from various species of trees at City Park. The large Himalayan Cedartree at Joyner Park has also lost limbs on more than one occasion.

To investigate the re-occurring limb breakage, City staff contacted Halsey's Tree Service and requested a comprehensive certified arborist's evaluation of the trees at City Park and Joyner Park. The arborist's report concluded that several trees are in need of safety pruning with a focus on weight reduction. Additionally, three (3) large Mulberry trees at City Park were identified as needing to be removed due to trunk rotting.

Proposals for this project were obtained from the following tree trimming companies:

Noe's Tree Service	\$16,900.00
J & R Tree Service	\$24,925.00
West Coast Arborists	\$30,000.00 (not to exceed)
Halsey's Tree Service	\$32,480.00

With limited available City funds for this project, staff has reviewed the arborist's evaluation report to identify those trees that pose a potential public safety risk. Due to the potential public safety hazard posed by the trees identified for removal, and in an effort to reduce the project cost, public works crews proceeded with the removal of the three (3) identified Mulberry trees at City Park, utilizing in-house resources. City staff again reached out to the list of contractors and received verbal confirmation of any changes to their proposals based on city crews performing the tree removal work. The contractor's revised quotes were:

Noe's Tree Service	\$15,300.00
J & R Tree Service	\$21,625.00
Halsey's Tree Service	\$29,580.00

West Coast Arborist \$30,000.00 (not to exceed)

With the City crews performing the tree removal, the contractor cost savings is about \$1,600 for the low quote, which will keep us well within the available funding limits.

It should also be noted that the contract award will be contingent upon the contractor being able to produce the required insurance certificates and meet the project schedule so that the trees at City Park will be addressed prior to the Fall Festival, which is October 13th.

In the event that the low bidder, Noe's Tree Service, is unable to meet the insurance requirements and project schedule, the contract scope would be reduced to stay in budget and the contract awarded to the next lowest bidder, J & R Tree Service, from Visalia, CA. City staff would complete any work removed from J & R Tree Service's scope.

Fiscal Impact: This project will be paid for with the following budgeted funds:

Risk" fund - \$10,000.00

Parks Department (tree trimming fund) - \$9,500.00

Prior Council/Board Actions: None

Attachments: None

Recommended motion to be made by Council/Board: I move to award and authorize the City Administrator to sign a contract with Noe's Tree Service of Farmersville, CA in the amount of \$15,300.00 for safety pruning of various trees located at City Park and Joyner Park. In the event that the low bidder, Noe's Tree Service, is unable to meet the insurance requirements or project schedule, the contract will be awarded to the next lowest bidder, J & R Tree Service, from Visalia, CA and the scope adjusted to stay within budget.

City of Exeter Agenda Item Transmittal

Meeting Date: September 25, 2018

Agenda Item Number:

B3

Wording for Agenda: Consideration to adopt Resolution 2018-28 authorizing the City Administrator, or his or her designee, to recruit, and possibly fill, positions in preparation for scheduled vacancies or contract filling of positions due to extended leaves to minimize periods where there are key unfilled positions, even though employee counts temporarily exceed the authorized position count for a particular position.

Submitting Department: Administration

Contact Name: Adam Ennis

Phone Number: (559) 592-4539

Email: adam@exetercityhall.com

For action by:

☒ City Council

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that Council adopt Resolution 2018-28 authorizing the City Administrator, or his/her designee, to recruit, and possibly fill, positions in preparation for scheduled vacancies or contract filling for extended leaves to minimize periods where there are key unfilled positions, even though employee counts temporarily exceed the authorized position count for a particular position.

Summary/Background:

Each year the City Council authorizes a specific number of positions for each Department within the City when approving the budget for the fiscal year. These full time, permanent positions are essential to performing the requisite duties for each Department as they provide essential services to our community. The number of these positions are set to avoid over-hiring and stay within the financial limitations of the city budget.

Periodically situations arise where a full time, permanent position is filled but the employee is unable to perform the duties associated with that position due to a variety of circumstances or they have given notice to the City of leaving their position for retirement or other positions. While two specific examples of these type of situations are described below, it should be noted that there are a variety of other circumstances where these situations may also occur.

One such situation is where an employee sustains an injury or illness that prevents the employee from working and returning to work for an extended period of several months or more.

Another example is where an employee is in the process of separating from the city for a retirement. The retirement may be service related or non-service related. It is not uncommon for the retirement process from application to approval, to last for several months or more.

As indicated in the examples previously provided, the time to resolve some situations can become quite extended. During this time the employee's position remains filled, however the employee is unable to perform their basic job duties or, if leaving the City, do not have anyone to train and/or hand duties off to, thus the employee's respective Department is forced to operate short-handed. This can result in a loss of services to the community, as well as an increased work load being placed on the remaining employees.

The process by which new employees are hired can take several weeks or even months. For example, when the police department hires a new employee, that employee goes through an extensive screening process. Once the employee is interviewed and the decision is made to proceed, a background investigation must be completed. This background investigation can take anywhere from three to eight weeks. Afterwards, the candidate must then undergo a physical evaluation and a psychological screening. This process can add an additional two to three weeks. If the candidate is successful in passing everything up to this point, and a job offer is made, a minimum of two additional weeks will transpire for the employee to give his/her current employer proper notice. At this point, we have already reached between seven weeks on the short end, and as many as thirteen weeks on the long end, before the candidate even starts with the police department. Once hired the new employee may require between six weeks (lateral officers) to sixteen weeks (academy graduates) before he/she can actually fill a shift assignment for staffing. As can be seen, several months can transpire before a new employee will be able to actually fill a staffing position.

When situations as those previously described or similar are identified, allowing the City Administrator to begin the process to fill an upcoming vacancy or contractually hire an employee to temporarily fill vacant positions would be of tremendous benefit. An employee could be hired on a contractual basis to fill the vacancy. The contract would specifically state that it is valid only for the period of time during which the permanent employee is unavailable for work. Should the permanent employee return to work, the contractual employee's employment becomes terminated and the permanent employee returns to their position.

Fiscal Impact:

The fiscal impact on the City of Exeter will be minimal. Typically, for an extended absence the City would see a salary savings while the employee would be on short and/or long-term disability insurance and/or unpaid leave. For an employee leaving the City, the backfill employee could be handed off duties from the current employee saving time in training and getting up to speed with only a few days of overlap. Each potential backfill instance would be individually evaluated to determine the best approach and process to use and to determine effects on the department budget. If a backfill instance has a potential effect on the budget, staff would bring the backfill to Council for consideration with potential options.

Prior Council/Board Actions: None.

Attachments: Resolution 2018-28

Recommended motion to be made by Council/Board: I move to adopt Resolution 2018-28 as presented.

RESOLUTION NO. 2018-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER, CALIFORNIA
AUTHORIZING THE CITY ADMINISTRATOR TO HIRE PERSONNEL IN EXCESS OF
AUTHORIZED POSITIONS**

WHEREAS, the number of authorized positions within city Departments are set each year by the City Council through the approved budget; and,

WHEREAS, the City Council recognizes circumstance may arise where a position is considered filled yet the employee in that position is unavailable to perform the requisite job duties or is scheduled to leave City employment; and,

WHEREAS, the City Council recognizes the need to periodically recruit, and possibly fill, positions in preparation for scheduled vacancies or contract fill positions due to extended leaves even though employee counts temporarily exceed the authorized position count for a particular position so that continuous and excellent service is provided to the community.

NOW, THEREFORE, BE IT RESOLVED, BY THE EXETER CITY COUNCIL THAT THE CITY ADMINISTRATOR OR HIS/HER DESIGNEE, IS AUHORIZED TO RECRUIT, AND POSSIBLY FILL, POSITIONS IN PREPARATION FOR SCHEDULED VACANCIES OR CONTRACT FILLING OF POSITIONS DUE TO EXTENDED LEAVES TO MINIMIZE PERIODS WHERE THERE ARE KEY UNFILLED POSITIONS, EVEN THOUGH EMPLOYEE COUNTS TEMPORARILY EXCEED THE AUTHORIZED POSITION COUNT FOR A PARTICULAR POSITION.

The foregoing resolution was adopted upon a motion of Council Member _____, and seconded by Council Member _____, and carried by the following vote at the City Council meeting held on September 25, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

Teresa Boyce, Mayor

ATTEST:

Shonna Oneal, City Clerk

City of Exeter Agenda Item Transmittal

Meeting Date: September 25, 2018

Agenda Item Number: B4

Wording for Agenda: Consideration to adopt Resolution 2018-29 requiring the use of City provided accounts for the electronic transmittal of communications to and from Council Members to streamline and secure City related communication by using City provided services only to transmit communication.

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

Department Recommendation:

Staff recommends that Council adopt Resolution 2018-29 requiring the use of City provided accounts for the electronic transmittal of communication to and from Council Members to streamline secure communication by using City provided services only to transmit communication.

Summary/Background:

There is a significant amount of communication that occurs between Council members and City staff throughout the year. The communication that occurs can be a mixture of confidential and non-confidential communication produced in accordance with Brown Act requirements. For example, confidential communication can include items such as communication with the City Attorney or closed session staff reports that address property or employee negotiations, which should not be disclosed other than the reporting of final actions of the closed session items. The remaining non-confidential communication would be the bulk of the communication that occurs.

Each of these types of communication bring their own potential issues when using non-city provided services for transmitting communication. With confidential communication it is simpler to understand the issue since a non-city provided communication system may not have adequate security and could result in accidental disclosure of or intentional hacking to retrieve confidential communication. However, non-confidential communications transmitted with non-city provided services have their own potential issues also. This communication can result in difficulties responding to Public Records Act (PRA) requests, as required by the City of San Jose vs. Superior Court of Santa Clara County case which determined that agency business communication on private devices is a public record. If these communications are on a server not provided by or paid for by the City, retrieval of communication or information to respond to a PRA requests can become difficult and cause the City to not meet legally required PRA request response times.

For these reasons staff is requesting that Council use only City provided services for transmitting City communication and allow staff to get Council member devices set up to retrieve communication through the City provided services.

For action by:
X City Council

Regular Session:
 Consent Calendar
X Regular Item
 Public Hearing

Review:

**City Administrator
(Initials Required)**



Fiscal Impact: Minor costs possibly from having the City's contract IT company set-up City emails on Council member devices.

Prior Council/Board Actions: None

Attachments: Resolution 2018-29

Recommended motion to be made by Council/Board: I move to adopt Resolution 2018-29 as presented.
--

RESOLUTION 2018-29
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER
REQUIRING THE USE OF CITY PROVIDED ACCOUNTS FOR THE ELECTRONIC TRANSMITTAL
OF COMMUNICATIONS TO AND FROM COUNCIL MEMBERS

WHEREAS, electronic written communications, such as e-mails and texts, occur between Council members and City staff and constituents throughout the year;

WHEREAS, the communication that occurs can be a mixture of confidential and non-confidential communication produced in accordance with Brown Act requirements, some of which would be subject to disclosure in accordance with the California Public Records Act (hereinafter the "Act"), and some of which would be exempt from disclosure under the Act;

WHEREAS, under California law, electronic communications on officials' private devices and accounts that pertain to city business are subject to disclosure pursuant to the Act unless otherwise exempt;

WHEREAS, confidential exempt communications under the Act on private devices and accounts are susceptible to inadvertent disclosure or security breaches, for which the City would have severely limited ability to control or mitigate; and

WHEREAS, use of private devices and accounts by officials for city business creates difficulties in responding to public records requests, particularly when the request can be for records pertaining to officials who no longer hold an office with the City;

NOW, THEREFORE, the City Council of the City of Exeter, California, does hereby resolve, declare, determine, and order as follows:

SECTION 1. The City Council Members of the City of Exeter shall only use their devices with city-owned accounts or services for transmitting or receiving electronic written communications.

SECTION 2. The City Council hereby authorizes staff to set up each Council Member's device with city accounts so that electronic communications related to city business can be sent and received through the city-provided services.

PASSED, APPROVED, AND ADOPTED this 25th day of September, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mayor

ATTEST:

City Clerk



MEMO

Date: September 18, 2018

To: Adam Ennis, City Administrator
Honorable Mayor and City Council Members

From: Lisa M. Wallis-Dutra, City Engineer

Subject: Project Updates

cc: Daymon Qualls, City of Exeter
Shonna Oneal, 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 finalized funding estimates to complete the project and met with City and TCAG staff on February 27, 2018 to discuss the funding shortfall and possible solution. QK then contacted Omni-Means and requested estimates from them to separate the project into two phases.*
- *The first phase of the project is from west of Belmont Road (including the bus stop) to Orange Avenue. Costs for this phase were still over the available budget. Additional Highway Infrastructure Program funding was approved for this phase of the project at the August 20, 2018 TCAG Board meeting. Use of this funding 'federalizes' the project. The NEPA document will need to be revalidated, a right of way certificate will be required, and funding will need to be programmed in the FTIP.*
- *The design consultant is working to provide a revised scope of work and fee to complete the project with the new requirements.*
- *No change.*

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.*
- *QK has completed conceptual layouts and will work with the City to contact the businesses along Rocky Hill Drive.*
- *No change.*

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.*
- *City Council approved advertising for Request for Proposals for Construction Management services for the project at the April 10, 2018 City Council meeting.*
- *City Council awarded the construction contract to the low bidder, Emmett's Excavation at the April 10, 2018 City Council meeting.*
- *The pipe specified for the project is no longer manufactured. The Consolidated Peoples Ditch Company (CPDC) must approve a change in product. Their Board meeting for approval of the change in pipe is scheduled for April 19, 2018.*
- *QK has continued to contact the Ditch Company for a response on approval of the change in pipe but has not received a response. QK was able to reach CPDC on July 10, 2018. They have approved the pipe that has been specified. CPDC indicated they should be completed with watering and construction of the project could begin around August 5, 2018. Availability to work in the CPDC facility is between August 5, 2018 until approximately November 15, 2018.*
- *The City met with the Contractor and the Consolidated Peoples Ditch Company on August 22, 2018 to discuss the project schedule. The pipe material is not available until January 2, 2019. Construction contracts were executed, and the Contractor was placed on suspension until construction can begin when materials are received.*
- *The City requested proposals for a firm to complete Construction Management Services needed for the project. Proposals were due on August 16, 2018. Only one firm submitted. After further discussion with Caltrans, the City has chosen to advertise for proposals a second time. Proposals are due October 4, 2018. Once a firm is selected, a request will be made for City Council approval. Contracts must be approved and executed prior the anticipated construction start date of January 2019.*

**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 fully executed.*
- *The preconstruction meeting was held on March 6, 2018 and construction began the week of March 12, 2018.*
- *Project is in construction.*
- *Construction has been completed. QK and City staff completed a final inspection with the Contractor on July 6, 2018. All items have been completed successfully.*
- *City Council approved the Notice of Completion at the September 11, 2018 City Council meeting. The Notice has been signed by the City Engineer. The City Clerk filed the Notice with the County Clerk's office.*

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.*
- *Improvement plans were submitted to QK by the applicant's engineer. Plans were forwarded to the City Planner for review. Both City Planner and City Engineer review comments were returned on June 18, 2018.*
- *QK is awaiting submittal of revised improvement plans for further review.*
- *The applicant's engineer has called QK and requested a meeting for September 19, 2018 to discuss the improvements required for the development.*

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 and weather. QK received notice that Caltrans will be overlaying and restriping SR 65.
- Caltrans has agreed to complete the remaining striping on SR 65. QK is currently coordinating the striping off SR 65 with the Contractor.
- **Contractor is working to replace their signing and striping subcontractor who has declined to complete the work. The subcontractor was a DBE; therefore, another DBE must be used, or a good faith effort made to find a DBE. QK is working with the Contractor to find a replacement for the signing and striping subcontractor acceptable to Caltrans.**
- **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 also distributed to the City Planner and the Public Works Director for review.
- The first plan check of the improvement plans was completed the week of March 5, 2018. QK met with the design engineer on March 14, 2018 to review plan check comments.
- QK again met with the applicant and design engineer on April 11, 2018 regarding the roadway alignment and conditions of approval. QK met with the City staff on April 12, 2018 to discuss the applicant's concerns.
- QK is waiting for the design engineer to resubmit revised plans for further review.
- The applicant's engineer contacted QK on June 18, 2018 to review drainage requirements. Their engineer indicated improvements plans should be submitted for review within a week.
- **QK received improvement plans for review on August 14, 2018. Plans were forwarded to the City Planner and the Public Works Director for comment. As requested, QK met with City staff on September 11, 2018 to review the development and the improvements plans. QK is waiting to receive all comments before returning to the applicant.**
- **The applicant's engineer has requested a meeting with the City Engineer and City Planner to discuss the alignment of Elberta Road. The meeting is tentatively scheduled for September 26, 2018.**

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.
- Improvements plans were resubmitted for review; however, previous comments had not been incorporated. The applicant picked up the plans on March 6, 2018.
- Improvement plans were resubmitted, and final approval was provided on May 3, 2018.
- The applicant must obtain an encroachment permit for construction within the public right of way before proceeding.
- **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 submitted 60% improvement plans to the City for review on March 27, 2018.*
- *QK completed 90% plans, specifications, and cost estimates and met with the Public Works Director on April 20, 2018 to review the project. It was agreed that the project should be revised to a full reconstruction.*
- *On June 18, 2018, QK completed additional topographic survey needed for the revised scope of work approved by the City. QK continuing with project design.*
- *The Caltrans overlay project near Palm Street has been completed. QK completed the additional field survey on August 14, 2018 needed for the SR 65/Palm Street intersection to update the information after completion of the Caltrans project.*
- *QK is continuing with final 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.*

Water Service Line Replacement Project (180072):

- *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 begun design and a working draft of the contract documents and plans were provided to Public Works on March 2, 2018. Project plans and bid documents were finalized.*
- *The project advertised for construction bidding on March 14, 2018. Bid opening was held on March 30, 2018.*
- *City Council approved awarding the construction contract to the low bidder, RTC Construction, in the amount of \$315,526.00, at the April 10, 2018 City Council meeting.*
- *QK sent the Notice of Award and contracts to the Contractor for execution. Contracts were returned and fully executed by the City on May 14, 2018.*
- *A pre-construction meeting was held on May 24, 2018. Notice to Proceed was issued for June 7, 2018. The project has a 60-calendar day time limit from Notice to Proceed.*
- *Contractor began noticing residents on June 20, 2018 for start of construction.*
- *Contractor determined at start of construction that the underground infrastructure was not the material as anticipated. QK worked with City staff to determine various options based upon existing conditions.*
- *As of September 17, 2018, the Contractor completed 99 connections with new service lines, except trench resurfacing. Completion of construction is anticipated by mid-October 2018.*

**444 N. F Street SPR (180126):**

- *QK received site plans for review on March 14, 2018. QK attended a site plan review meeting with the applicant and the City Planner on March 15, 2018. QK provided initial engineering requirements/comments to the City Planner on March 15, 2018 for incorporation into comments provided to the applicant.*
- *Project applicant submitted improvement plans for the first review on April 6, 2018. Review comments were returned on April 10, 2018.*
- *Project applicant resubmitted improvements plans on April 17, 2018. The City Engineer reviewed and approved the plans on April 18, 2018.*
- *The applicant must obtain an encroachment permit for construction within the public right of way before proceeding.*
- ***Applicant has already opened business but has not completed the required improvements.***
- ***No change.***

F Street Tashjian Warehouse (180163):

- *QK received site plans for review on March 30, 2018. QK attended the site plan review meeting on April 12, 2018 and discussed the engineering comments with the applicant. Changes to the site plan are needed prior to further engineering review.*
- *QK is awaiting submittal of improvement plans for further review.*
- ***No change.***

Water Master Plan Update (180276):

- *A work authorization for QK to complete the Water Master Plan was fully executed on June 28, 2018.*
- *QK has begun gathering historical data, collecting as-built plans, etc. to be used.*
- *A project kick-off meeting was held with City staff on July 24, 2018.*
- *On August 2, 2018, QK conducted a field visit and meeting with Dan Espinola to review existing well site conditions and pressure readings.*
- ***The City is currently acquiring fire flow test results and pressure readings throughout the City to be utilized in the hydraulic model. Results are anticipated from the City on September 19, 2018.***

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.*
- ***QK met with the City staff on July 12, 2018 and discussed. QK to provide typical engineering costs for various types of projects.***

LMWD/TMc

**EXETER CITY COUNCIL
SEPTEMBER 11, 2018**

7:00 p.m. REGULAR SESSION

The Exeter City Council met in regular session on September 11, 2018, at 7:00 p.m., in the Council Chambers of City Hall, located at 137 North F Street in Exeter. Council Member Gerdes called the meeting to order. Following the pledge of allegiance, Joel Luckemeyer led the invocation. Roll call showed Petty, Sally and Gerdes present and Waterman-Philpot and Boyce absent.

PUBLIC COMMENTS

Council Member Gerdes opened public comment portion of the meeting. Receiving no public comment, Council Member Gerdes closed this portion of the meeting and proceeded with the Consent calendar.

A- Special Presentations- None

B. SCHEDULED MATTERS

- B-1 Consider a proposal from the City of Visalia to provide Animal Control Services and Shelter services for the City of Exeter at an annual cost of \$75,800 and authorize the City Administrator to execute an agreement with the City of Visalia to provide Animal Control Services and Shelter services for the City of Exeter at an annual cost of \$75,8000 subject to minor clarifying changes acceptable to the City Attorney.** Finance Director Chris Tavarez provided a PowerPoint presentation for Council's review and consideration. City Administrator Adam Ennis provided additional information regarding the services performed by Public Works. City of Visalia Deputy City Manager Mario Cifuentes answered questions posed by Council. Chief Hall answered additional questions posed by Council. Following discussion it was moved by Council Member Petty, seconded by Council Member Sally and carried 3-0 (Mayor Pro Tem Waterman-Philpot and Mayor Boyce absent) to authorize the City Administrator to execute an agreement with the City of Visalia to provide Animal Control Services and Shelter services for the City of Exeter at an annual cost of \$75,800 subject to minor clarifying changes acceptable to the City Attorney.

AYES: Petty, Sally, and Gerdes

ABSENT: Waterman-Philpot, Boyce

- B-2 Authorize the Chief of Police to execute an agreement and authorize the Exeter Police Department to partner with the Tulare County Office of Education to participate in the Tobacco Law Enforcement Grant Program and accept Proposition 56 grant funding of up to \$155,182 annually to be applied towards a police officer position, with the primary duties of education and enforcement pertaining to tobacco use by minors and authorize the Exeter Police Department to fill a vacant, unfunded peace officer position in the Police Department to be funded with the TUPE grant funding and supplemented by COPS Grant funding.** Chief Hall provided a report for Council's review and consideration. Following discussion it was moved by Council Member Petty, seconded by Council Member Sally and carried 3-0 (Mayor Pro Tem Waterman-Philpot and Mayor Boyce absent) to authorize the Chief to execute an agreement and partner with the Tulare County Office of Education to participate in the Tobacco Law Enforcement Grant Program and accept funding in conjunction with this program and fill a vacant, unfunded peace officer position in the Police Department to be funded with the TUPE grant funding and supplemented by COPS Grant funding.

AYES: Petty, Sally, and Gerdes

ABSENT: Waterman-Philpot, Boyce

- B-3 Consider a request from the Exeter Baseball Boosters to approve watering exceptions to the ordinance for establishment of grass at the Lions Stadium baseball field associated with a proposed project funded by the Exeter Baseball Boosters. Their request also includes an exception to the ordinance for ongoing watering and additional City maintenance after turf establishment to keep the installed turf in an improved condition.** City Administrator Adam Ennis provided a report for Council's review and consideration. Ben Weldon, Exeter Baseball Boosters, addressed the Council to provide

**EXETER CITY COUNCIL
PAGE 2, SEPTEMBER 11, 2018**

additional information regarding the Exeter Baseball Boosters' request and clarified they are not requesting increased maintenance by the City. Chief Hall addressed the Council regarding a series of vandalism and damage to City facilities over the summer that affected the fields. Kevin Kirkman addressed Council regarding the source of funding for the maintenance of the fields. Public Works Director Daymon Qualls commented on the maintenance of the fields. Following discussion it was moved by Council Member Sally, seconded by Council Member Petty and carried 3-0 (Mayor Pro Tem Waterman-Philpot and Mayor Boyce absent) to grant the watering exception for the establishment of the grass at Dobson Field.

AYES: Sally, Petty, and Gerdes

ABSENT: Waterman-Philpot, Boyce

- B-4 Appoint a representative, and an alternate, to the Rural Communities Committee of the Greater Kaweah Groundwater Sustainability Agency.** City Administrator Adam Ennis provided a report for Council's review and consideration. Following discussion it was moved by Council Member Gerdes, seconded by Council Member Petty and carried 3-0 (Mayor Pro Tem Waterman-Philpot and Mayor Boyce absent) to appoint Barbara Sally as the representative and Adam Ennis as an alternate to the Rural Communities Committee of the Greater Kaweah Groundwater Sustainability Agency.

C. CITY COUNCIL REPORTS AND INITIATIVES-

Barbara Sally reported on her attendance at the 9-11 Remembrance event and her upcoming Council of Cities meeting.

D. CITY MANAGER COMMENTS AND OTHER REPORTS-

City Administrator Adam Ennis reported on recent events he attended and advised Chief Hall and Officer Hayes would be receiving an award.

E. CONSENT CALENDAR

It was moved by Council Member Petty, seconded by Council Member Sally and carried 3-0 (Mayor Pro Tem Waterman-Philpot and Mayor Boyce absent) to approve the Consent Calendar as presented.

1. **Minutes, Meeting of August 28, 2018**
2. **Payment of the Bills**
3. **Payroll: August 24, 2018**
4. **Authorize the City Administrator to execute a 3-year agreement with Conduent Enterprise Solutions, LLC for application hosting and technology services to support the City's Financial Software System at an annual cost of \$34,592 for the first year with cost index increases up to 3.5% in the future with the option for two more 1-year extensions.**
5. **Acceptance of Notice of Completion for the Sludge Drying Beds Project completed by Bush Engineering at a final total cost of \$311,352.86. Authorize the City Engineer to sign the Notice of Completion and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder's Office.**

8:06 p.m. Prior to going into Closed Session, Council took a brief recess.

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

1. Conference with Labor Negotiator pursuant to Government Code Section 54957.6
Agency Negotiator: Adam Ennis, City Administrator
Employee Groups: Exeter Police Officers Association

G. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION

8:19 p.m. Council returned to open session from closed session. No action was requested or taken.

H. ADJOURNMENT

The meeting was adjourned at 8:19 p.m.

Shonna Oneal City Clerk

E2

ACS/XEROX FINANCIAL SYSTEM CITY OF EXETER
 9/14/2018 11:28:56 Payments for Publication GL335R-V08.08 PAGE

Approved on 9/14/2018 for Payments Through 9/14/2018

Vendor Name	Description	Amount
ALI AGAHI	9/5/18 QUALLS, JOANNA	175.00
AMERIPRIDE SERVICES, INC.	8/28/18 UNIFORM SERVICE	641.02
ASPHALT COATING & SUPPLIES	5 GAL RED CURB PAINT	421.73
AT&T	AUG LIVESCAN	399.22
B.S. & B. CO INC	REDI-MIX/TRAILER	174.34
BOOT BARN INC.	BOOTS-MILLAN	1,242.42
C & H FENCE & PATIO, INC	FENCING ENCLOSURE EW-6	2,443.00
CALIFORNIA BUSINESS MACHINES	9/6/18-10/5/18 TA 40021	31.16
CALIFORNIA PUBLIC EMPLOYEES	GASB 68 REPORTS & SCHEDU	1,400.00
CARD MEMBER SERVICES	STORAGE SHED WELL#6	6,001.05
CCP INDUSTRIES INC.	DEGREASER DISHWASHER TAB	160.99
CENTRAL CAL WATERWORKS, INC	SEPT 2018 WWTP	5,000.00
CHARTER COMMUNICATIONS	MEDIA SERVICE-SPECTRUM	79.03
CITY OF TULARE	SEPT 2018 ANIMAL SHELTER	10,390.00
COLLINS & SCHOETTLER	AUG 2018 PLANNING	1,320.00
CONSOLIDATED ELECTRICAL DISTRI	GALV STEEL/TAPE-WELL #6	95.53
CRAIGS AUTO PARTS	AIR FILTER/QT 5W30-QUALL	402.06
CULLIGAN	AUG PD WATER SERVICE	161.00
DELTA LIQUID ENERGY, ARRO AUTO	8/23/18 ALDRIDGE PROPANE	488.80
ELITE CORPORATE MEDICAL SERV	MEDICAL CLINIC FEE-50 ME	1,175.00
EMD NETWORKING SERVICES, INC.	AUG 2018 VOIP	2,397.53
EWING IRRIGATION PRODUCTS INC	NODE 200 HUNTER BATTERY	347.11
EXETER MERCANTILE CO.	1/2 HYDRAULIC HOSE	419.76
EXETER MOTORS, INC.	COMPRESSOR ASY-11	1,623.36
EXETER VETERINARY HOSPITAL	OFFICE EXAM/EUTHANASIA	217.30
FERGUSON ENTERPRISES INC	3/4"-1" COPPER SHUT OFF	1,049.12
FRESNO OXYGEN	STD LRG FOWS CYLINDER	88.25
FRICK/ JOCELYNN	MEAL REIMB-PERISHABLE SK	45.00
FRONTIER CALIFORNIA INC.	5714/9-4 TO 10/3/18	83.41
FROST/ ERIC	MILEAGE	37.50
GARDNER/ KAYLA	UB DEPOSIT REFUND	63.28
GOPHER GETTER	AUG GOPHER SERVICE	450.00
GUZMAN/ TIM	MEAL REIMB-CRISIS INTERV	200.00
HAMPTON/ KELLENE	UB DEPOSIT REFUND	20.94
HIGH SIERRA LUMBER CO.	2X4X16 DF SB-SIDEWALK RE	32.63
INGLEHART/BRETT	MEAL REIMB-PERISHABLE SK	45.00
INTERSTATE BATTERIES, DBA	2 C65-XHD BATTERY	432.76
JACK GRIGGS INC	AUG 2018 GAS	6,620.42
JASJEET S MALLI D.D.S INC.	8/18/18 MILLAN, JULIAN	472.00
JENSEN/ TIM	UB DEPOSIT REFUND	80.81
JUBIEN ESMAILI KHORRAMDEL	PLUMBER SEWER INSPECTION	200.00
KELLY-MOORE PAINT COMPANY, INC	PAINT-WELL #6 PIPING	113.90
KIMBALL-MIDWEST	DRILL SET/DRILL BIT	985.87
LOGAN/ KATHY & SHELDON	UB DEPOSIT REFUND	74.77
MAHONY/ LORI	UB DEPOSIT REFUND	46.98
MCCORMICK KABOT JENNER & LEW	AUG LEGAL SERVICES	1,562.50
MICHAEL G SMITH	EMERG SEWER REPAIR-CH	7,000.00
MID VALLEY DISPOSAL, LLC	AUG MID VALLEY	75,270.13

Approved on 9/14/2018 for Payments Through 9/14/2018

Vendor Name	Description	Amount
MILLER & NARAHARA O.D.'S	8/24/18 BRASSFIELD, TRAV	632.00
MOORE TWINING ASSOCIATES, INC	504.1 DBCP ONLY (10 DAY)	3,089.00
MORRIS LEVIN & SON	TRC341 3/4" CONDUIT COUP	27.52
OFFICE DEPOT	PAPER-CH & PW	65.08
PACIFIC CREST EQUINE	SA EXAM/RX-KING	55.55
PPG ARCHITECTURAL FINISHES	PAINT-PZ SHIDE EXT LX FL	573.03
QUAD KNOPF ENGINEERING	180276 EXETER WTR MASTER	48,078.12
RECTOR/ ELAINE & MICHAEL	UB DEPOSIT REFUND	43.18
REEVES/ BRECK	UB DEPOSIT REFUND	126.46
RIVERA/ IVAN	UB DEPOSIT REFUND	55.10
SCOTT/ JENNIFER	UB DEPOSIT REFUND	88.92
SOUTHERN CALIFORNIA EDISON	5935/8-8 TO 9/7/18	455.30
SOUTHERN CALIFORNIA GAS CO.	7144/8-1 TO 9/1/18	427.78
STEWART LASER DESIGNS	WOOD NAME PLATES-CHAMBER	43.10
TF TIRE AND SERVICE	FS FS561 LRG TU STR	1,460.41
TRANSUNION RISK & ALTERNATIVE	AUG PERSON SEARCH	25.00
TULARE COUNTY FIRE DEPT.	@FY@ 17/18 FIRE SERVICES	67,059.40
UNIVAR USA, INC.	WELL #11 SOD HYPO	924.46
US BANK N.A.	AUG CUSTODY CHARGES	101.00
USA BLUEBOOK	EYE/FACE WASH/SHOWER HEA	387.13
VALLEY EXPETEC	SEPT SERVICE AGREEMENT	6,760.04
VALLEY GREEN LANDSCAPE	AUG CITY PARK MAINTENACE	10,976.00
VAST NETWORKS	SEPT 2018 COMPUTER	500.00
VERIZON WIRELESS	7/29 - 8/28/18	1,243.43
VIVEROS/ RODIMIRO	UB DEPOSIT REFUND	41.56
VOLLMER EXCAVATION, L.P.	TRANSFER FILL SAND	380.90
WELCH/ DAVID & STEPHANIE	UB DEPOSIT REFUND	33.63
WENDT/ EDDIE	MILEAGE-TCAG MEETING	14.98

** Final Totals... 278,049.76

ACS/XEROX FINANCIAL SYSTEM

9/14/2018 11:28:56

Payments for Publication

CITY OF EXETER

GL335R-V08.08 PAGE

TOTAL NUMBER OF RECORDS PRINTED

386

E3

PAYROLL.....S BI-WEEKLY RUN-09/06/2018 12.07.04 PAGE 1
 CHECK FORM..CHEK CHECK REGISTER PR311R-V14.08 Paymate

PERIOD 1 DATING 8/20/2018- 9/02/2018 CHECK DATE 9/07/2018
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
43143	63.69	CA STATE DISBURSEMENT UN	2	1 VENDOR CHECK
43144	1,249.70	BILLUPS/DELBERT R	501	1
43145	115.44	MALCHAR/RICHARD	424	1
43146	1,601.11	PHELPS/KEVIN M	429	1
43147	115.44	ROMERO/JOSE	428	1
43148	25.39	KANE/SAMANTHA	550	1

TOTALS FOR CHECK FORM: CHEK		COUNTS
NEGOTIABLE CHECKS		
3,107.08	*EMPLOYEE CHECKS	5
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
3,170.77	**TOTAL NEGOTIABLE CHECKS	6

OTHER CHECKS		
0.00	*MANUAL CHECKS	0
0.00	*CANCELLED CHECKS	0
3,170.77	**TOTAL FOR CHECK FORM	

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

PAYROLL.....S BI-WEEKLY RUN-09/06/2018 12.07.04 PAGE 2
CHECK FORM...STUB CHECK REGISTER PR311R-V14.08 Paymate

PERIOD 1 DATING 8/20/2018- 9/02/2018 CHECK DATE 9/07/2018
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
45989	270.00	CLOCEA	4	1 VENDOR STUB ONLY
45990	324.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
45991	4,430.70	ENNIS/ADAM	206	1 STUB ONLY
45992	222.75	FROST/ERIC	204	1 STUB ONLY
45993	2,141.95	ONEAL/SHONNA N	203	1 STUB ONLY
45994	342.16	ALDRIDGE/SHAWNA	305	1 STUB ONLY
45995	1,185.19	HERNANDEZ/XOCHITL	306	1 STUB ONLY
45996	1,268.33	IBARRA/MARLENE	302	1 STUB ONLY
45997	3,295.25	TAVAREZ/CHRISTOPHER	309	1 STUB ONLY
45998	1,314.28	SEE/EEKHONG	304	1 STUB ONLY
45999	2,605.23	ALMANZAR/JASMIN	441	1 STUB ONLY
46000	115.44	CANALES/MICHAEL W	430	1 STUB ONLY
46001	1,115.63	CARRETERO/VANESSA	402	1 STUB ONLY
46002	1,668.31	CORREA/GABRIEL JR	436	1 STUB ONLY
46003	1,943.60	DURKEE/MARK	404	1 STUB ONLY
46004	2,345.59	FERNANDEZ/CESAR	434	1 STUB ONLY
46005	1,857.74	FRICK/JOCELYNN LEANN	433	1 STUB ONLY
46006	2,072.00	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
46007	2,131.91	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
46008	3,063.31	HALL/JOHN T	406	1 STUB ONLY
46009	1,595.46	HAYES/CURTIS W	437	1 STUB ONLY
46010	2,586.44	INGLEHART/BRETT A	411	1 STUB ONLY
46011	1,301.53	MACLEAN/JANET L	413	1 STUB ONLY
46012	1,986.81	SALINAS/ALEXANDER	419	1 STUB ONLY
46013	2,238.50	STARK/KYLE	421	1 STUB ONLY
46014	1,808.29	WALKER/PAUL	425	1 STUB ONLY
46015	2,310.90	YARBER/ISABEL	422	1 STUB ONLY
46016	818.37	ALDRIDGE/GARY	618	1 STUB ONLY
46017	1,342.30	ARROYO/MARIE	623	1 STUB ONLY
46018	1,280.12	BRASSFIELD/TRAVIS	619	1 STUB ONLY
46019	1,977.93	ESPINOLA/DANIEL M	602	1 STUB ONLY
46020	1,315.85	HUGGINS/KYLE AARON	621	1 STUB ONLY
46021	2,796.25	QUALLS/DAYMON	607	1 STUB ONLY
46022	203.06	QUALLS/DAYMON	607	2 STUB ONLY
46023	1,567.73	RAMIREZ/JUAN	608	1 STUB ONLY
46024	387.35	WENDT/EDDIE	626	1 STUB ONLY
46025	505.57	WHITTENBURG/ALLEN	612	1 STUB ONLY
46026	1,211.36	CARTER/AMY JO	502	1 STUB ONLY
46027	810.38	WACHTER/LINDA S	517	1 STUB ONLY
46028	1,130.85	MILLAN/MARCUS	622	1 STUB ONLY
46029	1,200.11	MILLER/JAMES	624	1 STUB ONLY
46030	765.96	MIRWALD/PHILIP	625	1 STUB ONLY
46031	1,285.76	QUIROZ/PATRICK P	512	1 STUB ONLY
46032	2,109.43	KNOX/MARK	442	1 STUB ONLY

City of Exeter Agenda Item Transmittal

Meeting Date: September 25, 2018

Agenda Item Number: E4

Wording for Agenda: Authorize the City Administrator to execute a corrected Substitution of Trustee and Deed of Reconveyance for the property located at 501 W. Chestnut, Exeter, California.

Submitting Department: Administration

Contact Name: Adam Ennis

Phone Number: 592-4539

Email: adam@exetercityhall.com

Department Recommendation:

Staff recommends that Council authorize the City Administrator to execute the corrected Substitution of Trustee and Deed of Reconveyance as presented.

Summary/Background:

Self-Help Enterprises works in cooperation with Valley cities and counties to operate homebuyer assistance programs. The programs are designed to provide the additional financing necessary to keep a first mortgage payment affordable to first-time homebuyers. They also offer services to defer payment loans to qualified homeowners for essential health and safety repairs typically to include roofing, plumbing, electrical, heating/cooling, etc. On October 13, 1989, a Short Form Deed of Trust for one of these programs was recorded by Self-Help Enterprises naming the City of Exeter as the beneficiary of said trust for the property located at 501 W. Chestnut, Exeter, California

On February 7, 2008, a Substitution of Trustee and Deed of Reconveyance was recorded signifying the payment had been received in full, from the homeowner for the program used at the above stated property. Recently, the City was contacted by Tiffany Investigations to advise that the Substitution of Trustee and Deed of Reconveyance recorded on February 7, 2008 contained the escrow number instead of the recorder's instrument number. Therefore, a request was made for the City to prepare a corrected and executed document.

The City has prepared a corrected Substitution of Trustee and Deed of Reconveyance document and is requesting authorization from Council for the City Administrator to execute same for recording.

Fiscal Impact: No fiscal impacts noted.

Prior Council/Board Actions: None

Attachments: Corrected Substitution of Trustee and Deed of Reconveyance

Recommended motion to be made by Council/Board: I move to authorize the City Administrator to execute the corrected Substitution of Trustee and Deed of Reconveyance for the property located at 501 W. Chestnut, Exeter, California.

For action by:

☒ City Council

Regular Session:

☒ Consent Calendar

☐ Regular Item

☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



RECORDING REQUESTED BY:

JULIA M. LEW

AND WHEN RECORDED MAIL TO:

McCormick Kabot Jenner & Lew, APC
4010 S. Demaree Street
Visalia, CA 93277

**SUBSTITUTION OF TRUSTEE AND
DEED OF RECONVEYANCE**

CITY OF EXETER, undersigned present beneficiary, as the owner and holder of the note secured by that certain Short Form Deed of Trust, dated October 4, 1989, made by Claudia E. Foskey and Kathryn J. Stetson, acquiring title as Claudia E. Divine, a widow, as to a life estate, and Kathryn J. La Munyon, a single woman, as her separate property, as to the remainder, as Trustors, to Tulare County Escrow Company, as original Trustee, for CITY OF EXETER, as Beneficiary, which Short Form Deed of Trust was recorded October 13, 1989, as Document Number 59236, in the Official Records of Tulare County, California, hereby appoints and substitutes CITY OF EXETER, as Trustee in lieu of the Trustee, Tulare County Escrow, therein.

As such duly appointed and substituted Trustee, CITY OF EXETER, hereby accepts said appointment as Trustee under the above Short Form Deed of Trust, and as successor Trustee, and pursuant to the request of said owner and holder and in accordance with the provisions of said Short Form Deed of Trust, does hereby RECONVEY WITHOUT WARRANTY, TO THE PERSON, PERSONS, OR ENTITY LEGALLY ENTITLED THERETO, all the estate, title, and interest now held by said Trustee under said Short Form Deed of Trust in and to that property situated in Tulare County, State of California, as is described as follows:

Lot 9 in Block 1 of the Arabelle Addition, to the City of Exeter, in the City of Exeter, as per Map recorded in Book 3, Page 40 of Maps in the office of the County Recorder of Tulare County.
APN: 135-063-009

Wherever the text of this document so requires, the singular includes the plural.

IN WITNESS WHEREOF, the owner and holder above named, and CITY OF EXETER, as successor Trustee, has caused this instrument to be executed, each in its respective interest.

Date: _____

Date: _____

Beneficiary: CITY OF
EXETER, by ADAM ENNIS,
City Administrator.

Successor Trustee: CITY OF
EXETER, by ADAM ENNIS,
City Administrator.

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

STATE OF CALIFORNIA)

: ss.

COUNTY OF TULARE)

On _____, 2018 before me, _____,
Notary Public, personally appeared _____, who
proved to me on the basis of satisfactory evidence to be the person(s)
whose name(s) are subscribed to the within instrument and acknowledged
to me that he/she/they executed the same in his/her/their authorized
capacity, and that by his/her/their signature on the instrument the
person, or the entity upon behalf of which the person acted, executed
the instrument.

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

WITNESS my hand and official seal.

Signature

City of Exeter Agenda Item Transmittal

Meeting Date: September 25, 2018

Agenda Item Number: E5

Wording for Agenda: Approve a Street Closure Request for October 13, 2018 from 9:00 a.m. to 3:00 p.m. on North C Street from Pine to Maple for a Fall Peddler's Market subject to conditions presented by staff.

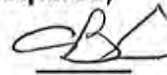
Submitting Department: Administration
Contact Name: Adam Ennis
Phone Number: 592-4539
Email: adam@exetercityhall.com

For action by:
☒ City Council

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

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

That the City Council authorize a Street Closure Request for October 13, 2018 from 9:00 a.m. to 3:00 p.m. on North C Street from Pine to Maple for a Fall Peddler's Market subject to conditions presented by staff.

Summary/Background:

A Street Closure Request has been submitted by Lynne Tankersley of the Blues House of Vintage for an outdoor Fall Peddlers Market to happen during the Fall Festival events. The request is from 9:00 a.m. to 3:00 p.m. on North C Street between Pine and Maple for a variety of vendors.

The applicant is in the process of obtaining the required signatures from business owners and required Certificate of Liability Insurance for General Liability naming the City of Exeter as Certificate Holder and holding the City harmless from any liability during the event. These documents are required to be submitted per policy and this approval will be subject to submittal of these items to the City prior to the event in addition to the following terms and conditions:

1. A separate permit is required for a sound amplifying system, if one is desired;
2. Barricades must clearly identify street as being closed and prevent traffic from turning onto closed sections of roadway, yet must not interfere with vehicular traffic traveling on Pine and Maple. Furthermore, pedestrians must have a clear path of travel when crossing the street at these intersections that do not require them to enter onto the roadway of vehicle traffic; and
3. Applicant will be responsible for securing all traffic control devices and signage (including no parking signs), through KRC Safety or similar company. No parking signs must be posted 24 hours prior to the event to be enforceable.

Fiscal Impact: None

Prior Council/Board Actions: None

Attachments: Street Closure Request

Recommended motion to be made by Council/Board: I move to approve the street closure request for October 13, 2018 from 9:00 a.m. to 3:00 p.m. on North C Street from Pine to Maple for a Fall Peddler's Market subject to conditions presented by staff.

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 House of Vintage

Contact Person for group: Lynne Tankersley

Contact information (address/phone number) 134 S "C" St
EXETER Ca 799-2272

Date of Event: Oct 13 2018 9:00am-3:00pm.

Type of event and details: Fall Peddlers Market

9AM - 3 PM

A variety of Vendors

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

Lynne Tankersley
Applicant's Signature

Date: 9/11/18

City Administrator Randy Groom

Approved/Denied: _____

City of Exeter Agenda Item Transmittal

Meeting Date: September 25, 2018

Agenda Item Number: E6

Wording for Agenda: Approve a Street Closure Request for October 10, 2018 from 4:00 p.m. to 7:30 p.m. on South E Street from Pine to the Wildflower Parking Lot for Family Fun Night, and on October 13, 2018 from 8:00 a.m. to 5:30 p.m. on South E Street from Chestnut to Palm and South D Street from Chestnut to Cedar for Fall Festival events subject to conditions presented by staff.

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

For action by:

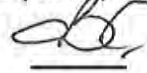
☒ City Council

Regular Session:

☒ Consent Calendar
☐ Regular Item
☐ Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

That the City Council authorize a Street Closure Request for October 10, 2018 from 4:00 p.m. to 7:30 p.m. on South E Street from Pine to the Wildflower Parking Lot for Family Fun Night, and on October 13, 2018 from 8:00 a.m. to 5:30 p.m. on South E Street from Chestnut to Palm and South D Street from Chestnut to Cedar for Fall Festival events subject to conditions presented by staff.

Summary/Background:

The Chamber of Commerce is preparing for their 105th Annual Exeter Fall Festival from October 8-13, 2018. The week will begin with the coronation of Miss Exeter on Monday; Family Fun Night downtown on Wednesday; and a Mixer hosted by Bank of Sierra on Thursday. On Saturday, October 13, 2018, there will be a 10k run and pancake breakfast, a parade, car show, live entertainment and vendors.

The street closures submitted for the Chamber of Commerce event are for the Family Fun Night on October 10, 2018 from 4:00 p.m. to 7:30 p.m. and the events scheduled for Saturday, October 13, 2018 from 8:00 a.m. to 5:30 p.m..

The Chamber of Commerce has submitted the Certificate of Liability Insurance for General Liability and Auto Liability naming the City of Exeter as Certificate Holder and holding the City harmless from any liability during the event. These documents are required to be submitted per policy and this approval will be subject to submittal of these items to the City prior to the event in addition to the following terms and conditions:

1. A separate permit is required for a sound amplifying system, if one is desired;
2. Barricades must clearly identify street as being closed and prevent traffic from turning onto closed sections of roadway, yet must not interfere with vehicular traffic traveling on Palm, Pine, or Maple. Furthermore, pedestrians must have a clear path of travel when crossing the street at these intersections that do not require them to enter onto the roadway of vehicle traffic; and

Fiscal Impact: None

Prior Council/Board Actions: None

Attachments: Street Closure Requests

Recommended motion to be made by Council/Board: I move to approve the street closure request for October 10, 2018 from 4:00 p.m. to 7:30 p.m. on South E Street from Pine to the Wildflower Parking Lot for Family Fun Night, and on October 13, 2018 from 8:00 a.m. to 5:30 p.m. on South E Street from Chestnut to Palm and South D Street from Chestnut to Cedar for Fall Festival events subject to conditions presented by staff.



August 20, 2018

Mr. Adam Ennis
City of Exeter
PO Box 237
Exeter, CA 93221

Dear Mr. Ennis,

The Chamber of Commerce is getting ready to Celebrate the 105th Annual Exeter Fall Festival, "Join our Small Town's Big Fall Fun" October 8-13, 2018. The Chamber is excited to announce that "Scarecrows are returning to Exeter" and will be displayed at businesses for the entire month of October. The winning scarecrows will be determined by a panel of judges and by popular vote and announced at the November 8th Chamber Mixer, hosted by Exeter Hobbies.

The week begins with the coronation of Miss Exeter on Monday; Family Fun Night downtown on Wednesday; Mixer hosted by Bank of the Sierra on Thursday. The activities in the park will be on Saturday, beginning with the 10K run and pancake breakfast; parade, car show, live entertainment and vendors concluding at 4:00 p.m. Entertainment will feature the classic rock sounds of "Run 4 Cover". The 12th annual car show will run 11 a.m. – 2 p.m. along E Street.

I respectfully ask that this request be placed on the agenda for the September 11, 2018 City Council meeting.

With the many festival activities we are requesting permission to close the following streets:

- Wednesday, October 10, Family Fun Night, E Street at Pine to the Wildflower Café.
- Saturday, October 13, South E Street from Chestnut to Palm, this will be for the car show. Pine Street, Chestnut and Palm will remain open to traffic.
- Saturday, October 13, South D Street from Chestnut to Cedar. We are planning to have several inflatables, petting zoo and other activities for children. We are asking to have the street remain closed after 10K Run.
- The parade route will remain the same heading east on Pine beginning at Filbert, turning south on D Street to Chestnut heading west and dispersing at F Street. A required parade permit will be secured from the Exeter Police Department.

I will be present to answer any questions from City Staff or Council Members.

The Chamber Board would like to invite Council Members and City Staff to attend the Miss Exeter Coronation Dinner, Monday, October 8th, 6 pm at Faith Tabernacle, 515 S. Filbert. Tickets are available at the Chamber office, \$25 each or \$200 for a reserved table of 8.

This Exeter tradition successfully continues because of the many volunteers along with the cooperation and support from the City of Exeter.

Sincerely,

Sandy Blankenship
Executive Director

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: Exeter Chamber of Commerce

Contact Person for group: Sandy Blankenship

Contact information (address/phone number) 101 W Pine St Exeter
559-592-2919 or 559-786-3833 (cell)

Date of Event: October 10, 2018 5-7 pm

Type of event and details: Family Fun Night -
Businesses and organizations have carnival games
for children throughout downtown.
Petting zoo, remote control cars and other activities

Location (street or streets) where event is to take place: South E Street
from Pine to wildflower parking lot.

Sandy Blankenship
Applicant's Signature

Date: 8-20-18

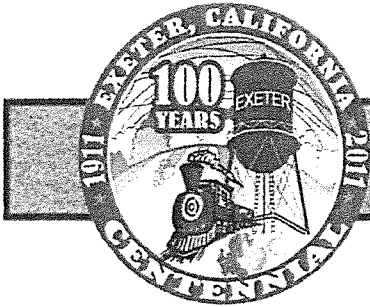
City Administrator Randy Groom

Approved/Denied: _____

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: Exeter Chamber of Commerce

Contact Person for group: Sandy Blankenship

Contact information (address/phone number) 101 W. Pine St. Exeter
559-592-2919 or 559-786-3833 (cell)

Date of Event: October 13, 2018

Type of event and details: See attached letter

Location (street or streets) where event is to take place: See attached letter

Sandy Blankenship
Applicant's Signature

Date: 8-20-18

City Administrator Randy Groom

Approved/Denied: _____