EXETER CITY COUNCIL
REGULAR MEETING AGENDA

September 23, 2025, 7:00 PM
City Hall, 137 North F Street
Exeter, California 93221

Mayor
Jacob Johnson
Mayor Pro Tem
Jeff Wilson
Council Members
Vicki Riddle
Frankie Alves
Bobby Lentz

Notice is hereby given that the Exeter City Council will hold a Regular Meeting on Tuesday, September 23, 2025, at 7:00 p.m. in person at Exeter City Hall located at 137 N. F St. in Exeter California, 93221.

Staff Reports related to items on the agenda are available on the City's website at https://cityofexeter.ca.gov/ and available for viewing at City Hall.

7:00 p.m.

A. CALL TO ORDER REGULAR SESSION

B. INVOCATION
Presented by Mayor Johnson

C. PLEDGE OF ALLEGIANCE

D. PUBLIC COMMENTS
This is the time for citizens to comment on subject matters that are not on the agenda that are within the jurisdiction of the Exeter City Council. In compliance with public meeting laws, Council cannot discuss topics that are not included on the published agenda. This is also the time for citizens to comment on items listed on the Consent Calendar or to request an item from the Consent Calendar be pulled for discussion purposes. Public comments related to all pulled Consent Calendar Items and all Individual Business or Public Hearing Items that are listed on this agenda will be heard at the time that item is discussed or at a time the Public Hearing is opened for comment.

In fairness to all who wish to speak tonight, comments shall be limited to five (5) minutes for each individual, ten (10) minutes for an individual representing a group, and thirty (30) minutes overall for the entire public comment period, unless otherwise indicated by the Mayor. Although not required, speakers are asked to begin their comments by stating their name and city of residence.

E. SPECIAL PRESENTATIONS

1. Oath of Office for Police Officers Magana Martinez, Linares, and Shields (pp. 4 – 6)
   Presented by Mayor Johnson

F. CONSENT CALENDAR

Items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

1. Approval of September 9, 2025, Regular Meeting Minutes (pp. 7 – 10)
2. Approval of the Payment of Bills for September 5, 2025. (pp. 11 – 17)
3. Approval of Payroll in the Amount of $86,334.46 for the Period of August 11, 2025, to August 24, 2025, with a Check Date of August 29, 2025. (pp. 18 – 25)
4. Approval of a Temporary Street Closure Request from the Exeter Boys and Girls Club of the Sequoias Including a Waiver of the $103 Street Closure Fee for Harvest Festival on October 16, 2025 (pp. 26 – 34)
5. Approval of a Facility Use Request from the Exeter Chamber of Commerce Including a Fee Waiver of $322.00 for the Downtown Exeter Christmas Open House to be held Weekly in December 2025 (pp. 35 – 41)
6. Authorize City Administrator to Execute an Agreement with GoGov for a Citizen Request Management Software Solution (pp. 42 – 53)
7. Authorize City Administrator to Execute an Agreement with Gavin Tolbert's Tree Service for Tree Trimming Services in the Glenn View Estates Landscaping and Lighting Maintenance Assessment District (LLMAD) (pp. 54 – 59)
8. Authorization to Release Request for Proposal (RFP) for Classification and Compensation Survey (pp. 60 – 89)

G. INDIVIDUAL BUSINESS ITEMS

Comments related to Individual Business and Public Hearing Items are limited to three (3) minutes per speaker, for a maximum of 30 minutes per item. The Mayor may reasonably limit or extend the public comment period to preserve the Council's interest in conducting efficient, orderly meetings.

1. Public Hearing to Consider Adoption of **Resolution No. 2025-41**, A Resolution of the City Council of the City of Exeter, Approving the Closeout of the City's 21 Community Development Block Grant (CDBG-PL-30007) and Accepting the Sanitary Sewer and Wastewater Treatment Plan Master Plan (pp. 90 – 163)
   Presented by Rene Miller, Finance Manager

2. Annual Public Meeting In Consideration of Renewal of Ordinance No. 703 per the requirements of Assembly Bill 481, 1) allow public comment and questions concerning the annual report and the funding, acquisition and use of the equipment, 2) review and renew EPD Policy 706 – Military Equipment, 3) review the AB 481 Military Equipment

Annual Report 2024, and 4) by opting to not modify or rescind it, renew Ordinance No. 703 (pp. 164 – 187)
Presented by Rob Schimpf, Chief of Police

3. Site Distance Analysis for the Intersection of Pine Street and B Street and the Palm Street Striping Modification Analysis at the intersection of Palm Street and G Street (pp. 188 – 193)
   Presented by Kevin Gross, Contract City Engineer

4. Consider Adoption of **Resolution No. 2025-40**, A Resolution of the City Council of the City of Exeter Approving the City of Exeter Guidelines for Community Project & Beautification Coordinators (pp. 194 - 204)
   Presented by Jason Ridenour, City Administrator

H. CITY COUNCIL ITEMS OF INTEREST

I. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

J. REGULAR MEETING ADJOURNMENT

State of California)
County of Tulare) ss.
City of Exeter)

I declare under penalty of perjury that I am employed by the City of Exeter, in the Administrator's Office; and that I posted this Agenda on the bulletin board outside of City Hall 137 N. F St. Exeter CA 93221 on September 19, 2025 and online on the City of Exeter website.

_____
Francesca Quintana, City Clerk

In compliance with the Americans with Disabilities Act, and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the City Clerk (559)592-9244. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet. (28 CFR 35.102-35. 104 ADA Title II).

Materials related to an item on this Agenda submitted to the legislative body after distribution of the agenda packet are available for public inspection at City of Exeter, Administration Office 314 W. Firebaugh, Exeter CA 93221 during normal business hours.

Oath of Office

I, Joel Magana Martinez, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

_____
Joel Magana Martinez, Police Officer

State of California)
County of Tulare) ss.
City of Exeter)

Subscribed and sworn before me this 23rd of September 2025.

_____
Francesca Quintana, City Clerk

Oath of Office

I, Francisco Linares, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

_____

Francisco Linares, Police Officer

State of California)
County of Tulare) ss.
City of Exeter)

Subscribed and sworn before me this 23rd of September 2025.

_____

Francesca Quintana, City Clerk

Oath of Office

I, Zion Shields do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

_____
Zion Shields, Police Officer

State of California)
County of Tulare) ss.
City of Exeter)

Subscribed and sworn before me this 23rd of September 2025.

_____
Francesca Quintana, City Clerk

EXETER CITY COUNCIL
REGULAR MEETING AGENDA
ACTION MINUTES

September 9, 2025, 6:30 PM
City Hall, 137 North F Street
Exeter, California 93221

Mayor
Jacob Johnson
Mayor Pro Tem
Jeff Wilson
Council Members
Vicki Riddle
Frankie Alves
Bobby Lentz

Notice is hereby given that the Exeter City Council will hold a Regular Meeting on Tuesday, September 9, 2025, at 6:30 p.m. in person at Exeter City Hall located at 137 N. F St. in Exeter California, 93221.

Staff Reports related to items on the agenda are available on the City's website at https://cityofexeter.ca.gov/ and available for viewing at City Hall.

6:30 p.m.

A. CALL TO ORDER CLOSED SESSION

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

B. PUBLIC COMMENTS REGARDING CLOSED SESSION MATTERS

No public comments presented.

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

1. 54956.9(d)(2) Conference with Legal Counsel
   Re: Significant Exposure to Litigation – One (1) Case: Facts Not Known to Potential Plaintiff

2. 54956.9(d)(1) Conference with Legal Counsel
   Re: Existing Litigation – Two (2) Cases:
   City of Exeter v. Sandra Kay Bumgarner, et al., Tulare County Superior Court No. VCU323368
   City of Exeter v. Lillian Elieen Dignan, et al., Tulare County Superior Court No. VCU315971

7:00 p.m.

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

Mayor called the regular session to order at 7:05 p.m. City Attorney reported that there were no reportable actions out of closed session.

E. INVOCATION

Presented by Mayor Johnson.

F. PLEDGE OF ALLEGIANCE

Led by Council Member Riddle.

G. PUBLIC COMMENTS

Public comment from William Stimple. Stimple voiced his concerns regarding the consition of Brickyard basin and requested action.

H. SPECIAL PRESENTATIONS

1. Proclamation in Honor of Constitution Week (p.5)
   Presented by Mayor Johnson

I. CONSENT CALENDAR

Items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

1. Approval of August 26, 2025, Regular Meeting Minutes (pp. 6 - 10)
2. Approval of the Payment of Bills for August 22, 2025. (pp. 11 – 16)
3. Approval of Payroll in the Amount of $87,764.77 for the Period of July 28, 2025, through August 10, 2025, with a Check Date of August 15, 2025. (pp. 17 – 24)
4. Approval of City Council Member Requested Item to Consider Several Items to Celebrate 250 Years of American Independence (pp. 25 – 26)
5. Ratification of Compliance Agreement Related to Property Located at 313 S. C St. Exeter CA 93221 (APN 135-142-005-000) (pp. 27 – 34)
6. Approval of the Installation of a Temporary Sign Advertising the Fall Festival at CACHE (pp. 35 – 36)

City Council pulled item I.4. from the consent calendar to be discussed and voted upon by a separate motion.

Approval of Consent Calendar, with ITEM I.4. Removed from the Consent Calendar							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
ALVES	RIDDLE	(5-0)	AYE	AYE	AYE	AYE	AYE

J. INDIVIDUAL BUSINESS ITEMS

Comments related to Individual Business and Public Hearing Items are limited to three (3) minutes per speaker, for a maximum of 30 minutes per item. The Mayor may reasonably limit or extend the public comment period to preserve the Council's interest in conducting efficient, orderly meetings.

1. Public Hearing to Consider Adoption of **Resolution No. 2025-37**, A Resolution of the City Council of the City of Exeter, Adopting the City of Exeter Parks Master Plan Incorporating Comments Received (pp. 37 – 230)
   Presented by Christine Chavez and Steve Brandt, Quad Knopf

Mayor opened the public hearing at 7:24 p.m.

Public comment from Emily Brown. Brown thanked Council Member Riddle for her work on the project and voiced her support for the adoption of the plan.

Mayor closed the public hearing at 7:26 p.m.

Approval of Item J.1							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
WILSON	RIDDLE	(5-0)	AYE	AYE	AYE	AYE	AYE

2. Consider Adoption of **Resolution No. 2025-38**, A Resolution of the City Council of the City of Exeter, Approving the City of Exeter Donations and Charitable Gifts Policy (pp. 231 – 241)
   Presented by Jason Ridenour, City Administrator

Mayor opened the item up for public comment.

No public comment was presented.

Approval of Item J.2.							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
JOHNSON	ALVES	(5-0)	AYE	AYE	AYE	AYE	AYE

3. Consider Adoption of **Resolution No. 2025-39** A Resolution of the City of Exeter, Designating Through Streets within the City of Exeter Pursuant to Section 10.04.090 of the Exeter Municipal Code (pp. 242 – 246)
   Presented by Kevin Gross, Contract City Engineer

Mayor opened the item up for public comment.

No public comment was presented.

Approval of Item J.3							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
WILSON	RIDDLE	(5-0)	AYE	AYE	AYE	AYE	AYE

Council discussed consent calendar Item I.4. and no action was taken on the item.

K. CITY COUNCIL ITEMS OF INTEREST

Council Member Alves announced the 9/11 Anniversary event at the Fire Station, scheduled for 5:30 p.m. and encouraged folks to attend.

Mayor Pro Tem Wilson apologized for being unable to attend the Water Board meeting and will be attending the next one.

Council Member Riddle announced the 9/11 Anniversary event at the Fire Station, scheduled for 5:30 p.m. and encouraged folks to attend. Riddle also shared that the High School Band will perform at the 9/11 event. Riddle shared that she'd like to see wayfinding signage in the near future. She also thanked Christine Chavez for her work on the Parks Master Plan.

Council Member Lentz had no report.

Mayor Johnson announced his attendance at the Women's Club 100th Celebration and expressed that he is looking forward to the upcoming 9/11 event and encouraged folks to attend.

L. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

City Administrator, Public Works Director, Chief of Police, City Attorney and City Clerk/Human Resources Manager provided comments.

M. REGULAR MEETING ADJOURNMENT

Mayor adjourned the meeting at 8:18 p.m.

_____

Francesca Quintana, City Clerk

Agenda Item Staff Report

Agenda Item Number: **F.2.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
September 23, 2025

Wording for Agenda:
Approval of the Payment of Bills for September 5, 2025.

Submitting Department:
Finance

Contact Name:
Xochitl Hernandez, Finance Manager

Department Recommendation:
Staff recommends that the City Council approve the payment of bills in the amount of $897,598.24 dated September 5, 2025.

Summary:
The Finance Department has reviewed and compiled invoices and expenses for city operations for approval by the City Council, which are summarized and attached to this report. This action authorizes the disbursement of funds for routine and approved expenditures necessary to continue city services.

Background:
The payment of bills is a recurring action presented to the City Council to ensure transparency and fiscal oversight of city expenditures. The item reflects payments made for various city services, supplies, utilities, and obligations incurred in the normal course of business. All bills have been reviewed by the Finance Department and are within budgeted appropriations.

Fiscal Impact:
- Total amount: $897,598.24
- Funding sources: Various city departmental budgets
- Budget implications: All payments are within the approved Fiscal Year 2025–2026 budget. No additional appropriations are necessary.

Prior City Council Actions:

The City Council routinely approves payment of bills during regular meetings. This item is part of the standard financial reporting and authorization process.

Attachments:

- Payments for Publication Report dated September 5, 2025.

Recommended motion to be made by the City Council:

I move to approve the payment of bills in the amount of $897,598.24 dated September 5, 2025.

AVENU FINANCIAL SYSTEM CITY OF EXETER
09/05/2025 13:24:12 Payments for Publication GL050S-V08.22 COVERPAGE
GL335R

Report Selection:

Run Group... 090525 Comment... CHECK RUN 9/5/25

Approval Date for Report..... 09 05 2025

Payments Through Date..... 09 05 2025

Cutoff Amount to be Used..... 0000000

RUN GROUP... 090525 COMMENT... CHECK RUN 9/5/25

DATA-JE-ID	DATA COMMENT
D-09052025-044	CHECK RUN 9/5/25

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01		LASERHP4	Y	S	6	066	10			

Approved on 9/05/2025 for Payments Through 9/05/2025

Vendor Name	Description	Amount
ARZOLA/ EUFEMIA	UB DEPOSIT REFUND	7.36
BAUMGARDNER/ JUDY	UB DEPOSIT REFUND	71.25
BEATWEAR INC.	GROVE, B - UNIFORM	340.93
BLUE SHIELD OF CALIFORNIA	09/01/25 - 09/30/25	40,558.48
BOOT BARN INC.	WLVRNE BOOTS- RIVERA	750.00
CAL APPAREL INC	SOCCER YOUTH TSHIRT	16.80
CENTRAL CAL WATERWORKS, INC	CPO SEPT 2025 WWTP	17,682.46
CITY OF EXETER	7/18-8/18/25 ORCHARD	3,658.15
CITY OF VISALIA	SEP 2025 ANIMAL SERVICE	18,563.03
CONSOLIDATED ELECTRICAL DISTRI	WIRE,STEEL-FOUNTN MIX PA	1,107.92
CORRAL/ JOAN MORFIN	UB DEPOSIT REFUND	43.56
COUNTY OF TULARE	JUL PRINT MONTHLY BILL	16,098.69
CULLIGAN	AUG FD WTR SERVICE	271.35
DEPT OF JUSTICE	JUL FINGERPRINTS	397.00
EBM DESIGN GROUP INC	PD REMODEL CONSTR ADMINI	1,775.00
ESPINOLA/DANIEL	ANNUAL BOOT REIMB-WORK W	250.00
FRESNO OXYGEN	STD LRG FOWS CYLS	154.87
FRONTIER CALIFORNIA INC.	5139- 8/14-9/13/25	765.84
GERARD/ DARLENE	UB DEPOSIT REFUND	180.00
GOVERNMENT REVENUE SOLUTIONS	JUL 2025 APP HOSTING	7,129.54
INTERSTATE BATTERIES	C65-XHD	603.65
KRC SAFETY CO INC.	RD CLSED SIGNS	6,893.55
LARMAN/ BREANNA	UB DEPOSIT REFUND	12.87
LEMUS/ PRESTON EASLEY	UB DEPOSIT REFUND	14.25
MCGRATH RENTCORP & SUBSIDIARIE	8/23-9/21/25 PD RENT	1,310.96
MID VALLEY DISPOSAL, LLC	AUG 2025 MID VALLEY	122,211.92
MOONLIGHT MAINTENANCE	AUG DOB FIELD CLEANING	4,893.72
PACE SUPPLY CORP.	TYPE K SOFT COPPER PIPE	4,380.24
PORTERVILLE CITRUS INC	REFUND-SCE UUT FY 24	12,515.60
PRINCIPAL LIFE INSURANCE CO.	SEP PREMIUM - 31	4,129.82
QUAD KNOPF ENGINEERING	LAND SRVEY@ LIFT STATION	29,717.01
SAECHAO/ ISABELLA	UB DEPOSIT REFUND	50.41
SCA OF CA, LLC	AUG 2025 AIR ST SWEEPING	5,000.00
SIERRA SANITATION, INC	8/14-9/10/25 100 N C ST	2,105.00
SOUTHERN CALIFORNIA EDISON	9143- 7/11/25 - 8/10/25	59,028.45
SOUTHERN CALIFORNIA GAS CO.	1600- 7/25/25 - 8/26/25	250.18
STANDARD EMULSIONS INC	TACK OIL EMULSIONS	213.35
STANDARD INSURANCE CO.	SEP 2025 LIFE INSURANCE	2,281.32
STAPLES, INC.	CANON COLORED INK	608.40
SUNBELT RENTALS, INC.	PUMP RENTAL FOR WWTP	4,414.61
T-MOBILE	7/21/25 - 8/20/25 GPS	230.68
TELSTAR INSTRUMENTS	EMERGNCY REPA FLOAT-WWTP	5,706.00
TULARE COUNTY FIRE DEPT.	FY 24/25 FIRE SERVICE	508,831.68
UNIFIRST CORPORATION	8/5/25 UNIFORM CLEANING	635.21
UNIVAR SOLUTIONS USA INC	AUG SOD HYPO 1906 MYER	6,016.63
USA BLUEBOOK	120V 20' CORD-MIXTER PRK	700.47
VALLEY PACIFIC PETROLEUM	PC PURITY FG AW HYD FLD	1,988.93
VAST NETWORKS	SEPT 2025 UTILITY	2,500.00

Approved on 9/05/2025 for Payments Through 9/05/2025

Vendor Name	Description	Amount
WECO INDUSTRIES LLC	MANHOLE HOOK WITH T	531.10

** Final Totals... 897,598.24

AVENU FINANCIAL SYSTEM CITY OF EXETER
9/05/2025 13:24:12 Payments for Publication GL335R-V08.22 PAGE

TOTAL NUMBER OF RECORDS PRINTED 276

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
104	GENERAL FUND	561,482.32
105	WATER FUND	60,947.49
106	SANITATION FUND	125,269.42
107	SEWER FUND	61,171.24
109	GAS TAX FUND	8,995.63
121	INSURANCE FUND	46,969.62
131	MEASURE R	3,096.05
140	LANDSCAPE AND LIGHTING DISTR	8,610.37
141	MEASURE P	21,056.10
TOTAL ALL FUNDS		897,598.24

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	BANK OF THE SIERRA	897,598.24
TOTAL ALL BANKS		897,598.24

Agenda Item Staff Report

Agenda Item Number: **F.3.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
September 23, 2025

Wording for Agenda:
Approval of Payroll in the Amount of $86,334.46 for the Period of August 11, 2025, to August 24, 2025, with a Check Date of August 29, 2025.

Submitting Department:
Finance

Contact Name:
Xochitl Hernandez, Finance Manager

Department Recommendation:
Staff recommends that the City Council approve payroll in the amount of $87,764.77 for the pay period of August 11, 2025, to August 24, 2025, with a Check Date of August 29, 2025.

Summary:
This item requests City Council approval of payroll expenditures incurred during the pay period of August 11, 2025, to August 24, 2025. Timely approval ensures the city remains compliant with labor obligations and continues uninterrupted compensation to employees.

Background:
The City of Exeter processes payroll on a biweekly basis. City Council approval is required for each payroll cycle as part of the city's fiscal oversight procedures. The current payroll covers all regular full-time, part-time, and temporary employees for the specified pay period.

Fiscal Impact:
- Total payroll amount: $86,334.46
- Funding source: Approved departmental salary budgets
- Budget implications: Payroll is within the adopted Fiscal Year 2025-2026 budget; no additional funds are required.

Prior City Council Actions:

Payroll approval is a standing item brought to the City Council regularly to ensure accountability and continuity of operations.

Attachments:

- Payroll Register for the period August 11, 2025, to August 24, 2025.

Recommended motion to be made by the City Council:

I move to approve payroll in the amount of $86,334.46 for the pay period of August 11, 2025, to August 24, 2025, with a Check Date of August 29, 2025.

PERIOD 3 DATING 8/11/2025- 8/24/2025 CHECK DATE 8/29/2025
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ	
1746	63.69	CA STATE DISBURSEMENT UN	2	1	VENDOR CHECK

TOTALS FOR CHECK FORM: CHEK

NEGOTIABLE CHECKS		COUNTS
0.00	*EMPLOYEE CHECKS	0
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
63.69	**TOTAL NEGOTIABLE CHECKS	1

OTHER CHECKS		
0.00	*MANUAL CHECKS	0
0.00	*CANCELLED CHECKS	0
63.69	**TOTAL FOR CHECK FORM	

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

PERIOD 3 DATING 8/11/2025- 8/24/2025 CHECK DATE 8/29/2025
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ	
53992	175.50	CLOCEA	4	1	VENDOR STUB ONLY
53993	224.00	EXETER POLICE OFFICER AS	3	1	VENDOR STUB ONLY
53994	145.36	EXETER POLICE OFFICER AS	3A	1	VENDOR STUB ONLY
53995	2,233.75	ARIAS/CHRISTINA	730	1	STUB ONLY
53996	2,689.53	QUINTANA FRANCESCA N	742	1	STUB ONLY
53997	4,722.16	RIDENOUR/JASON CHARLES	763	1	STUB ONLY
53998	1,497.87	CARTER/AMY JO	502	1	STUB ONLY
53999	19.40	FRANCO/EEKHONG	304	1	STUB ONLY
54000	2,954.39	HERNANDEZ/XOCHITL	306	1	STUB ONLY
54001	1,821.97	MILLER/CATHEY RENE	734	1	STUB ONLY
54002	1,793.61	TOBIAS/ANTHONY JORDAN	746	1	STUB ONLY
54003	411.42	VEGA/ASHLEY MAKAYLA	753	1	STUB ONLY
54004	2,265.92	BROWN/ANDREW EUGENE	762	1	STUB ONLY
54005	2,218.51	BRYANT/EZRA JOSEPH	752	1	STUB ONLY
54006	1,705.32	CARRETERO/VANESSA	402	1	STUB ONLY
54007	3,080.71	GIEFER/MICHAEL DAVID	438	1	STUB ONLY
54008	3,392.69	GREEN GROVE/BRAYDEN TAY	767	1	STUB ONLY
54009	3,195.11	HEINKS/RYAN DAVID	765	1	STUB ONLY
54010	1,316.67	HILL/HANNAH GRACE	747	1	STUB ONLY
54011	3,544.65	MOORE/ROBERT HARRY	764	1	STUB ONLY
54012	2,360.58	PRIDEAUX/TRACI	448	1	STUB ONLY
54013	3,574.38	ROBLES JR/EVERARDO	744	1	STUB ONLY
54014	4,750.46	SCHIMPF/ROBERT BRIAN	766	1	STUB ONLY
54015	2,715.53	VILLARREAL/ISIDRO	707	1	STUB ONLY
54016	3,097.99	YARBER/ISABEL	422	1	STUB ONLY
54017	1,679.29	ALDRIDGE/GARY	618	1	STUB ONLY
54018	3,537.41	BOUDREAUX/ZACHARY MICHA	756	1	STUB ONLY
54019	2,166.17	ESPINOLA/DANIEL M	602	1	STUB ONLY
54020	250.30	GOLDSTROM/NORMAN	629	1	STUB ONLY
54021	1,840.08	HUGGINS/KYLE AARON	621	1	STUB ONLY
54022	1,434.12	RIVERA/RYAN	733	1	STUB ONLY
54023	1,030.31	WENDT/EDDIE	626	1	STUB ONLY
54024	182.85	ALANIZ/WYATT BLAIN	757	1	STUB ONLY
54025	205.71	BARSS/TYLER ANN	758	1	STUB ONLY
54026	1,761.50	GARVER/ELIJAH	712	1	STUB ONLY
54027	1,804.50	ARROYO/MARIE	623	1	STUB ONLY
54028	2,356.01	MILLAN/MARCUS	622	1	STUB ONLY
54029	1,533.56	QUIROZ/PATRICK P	512	1	STUB ONLY
54030	1,623.70	RAMIREZ/GABRIEL GRACILI	761	1	STUB ONLY
54031	2,238.74	RAMIREZ/JUAN	608	1	STUB ONLY
54032	1,535.89	CARRASCO/MICHAEL	759	1	STUB ONLY
54033	3,924.60	HIFNER/CHRISTOPHER	736	1	STUB ONLY
54034	1,258.55	O'SHAUGHNESSY/BRIDGET E	751	1	STUB ONLY

PERIOD 3 DATING 8/11/2025- 8/24/2025 CHECK DATE 8/29/2025
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ

TOTALS FOR CHECK FORM: STUB

NEGOTIABLE CHECKS		COUNTS
0.00	*EMPLOYEE CHECKS	0
0.00	*VENDOR CHECKS	0
0.00	*BANK CHECKS	0
0.00	**TOTAL NEGOTIABLE CHECKS	0

OTHER CHECKS		
0.00	*MANUAL CHECKS	0
0.00	*CANCELLED CHECKS	0
0.00	**TOTAL FOR CHECK FORM	

NON-NEGOTIABLE CHECKS		
85,725.91	*DIRECT DEPOSIT STUBS	40
544.86	*VENDOR DIR DEP STUBS	3

PERIOD 3 DATING 8/11/2025- 8/24/2025 CHECK DATE 8/29/2025

EMPLOYER CODE	FUND CODE	HOME TOTALS	WORKED TOTALS	WORKED DIR DEP
1	104	69,450.36	51,227.45	51,227.45
1	105	9,556.51	14,037.24	14,037.24
1	106	.00	1,022.38	1,022.38
1	107	.00	10,707.77	10,707.77
1	121	.00	1,996.14	1,996.14
1	141	6,719.04	6,734.93	6,734.93

NOTE--"HOME TOTALS" CHECK AMOUNT CAN BE RECONCILED TO THE FIGURES OF THE FOLLOWING REPORTS:

#1 CALCULATION TOTALS BY HOME FUND (NET PAY + REIMB. EXP.)
#2 PAYROLL REGISTER (CHECK AMOUNT)

NOTE--"WORKED TOTALS" CHECK AMOUNT CAN BE RECONCILED TO THE FIGURES OF THE FOLLOWING REPORTS:

#1 CALCULATION TOTALS BY FUND WORKED (NET PAY + REIMB. EXP.)
#2 LABOR DISTRIBUTION (NET PAY + REIMB. EXP.)

PERIOD 3 DATING 8/11/2025- 8/24/2025 CHECK DATE 8/29/2025

EMR CODE	FUND CODE	DEPT CODE		HOME TOTALS	FULL EMPLOYEE	PART COUNTS	TEMP	FEMALE
1	104	402	ADMINISTRATION	9,645.44	3			2
1	104	403	FINANCE	8,498.66	4	1	1	5
1	104	421	POLICE	37,218.52	13			4
1	104	431	STREET	11,937.68	5	2		
1	104	471	RECREATION	2,150.06	1	2		1
1	105	461	WATER	9,556.51	5			1
1	141	405	COMM SERVICE OFFICER	1,535.89	1			
1	141	421	POLICE	3,924.60	1			
1	141	471	RECREATION LEADER	1,258.55	1			1
	TOTAL			85,725.91	34	5	1	14

PERIOD 3 DATING 8/11/2025- 8/24/2025 CHECK DATE 8/29/2025

EMPLOYER CODE	FUND CODE	HOME TOTALS	WORKED TOTALS	WORKED DIR DEP

GRAND TOTALS

NEGOTIABLE CHECKS

		COUNTS
0.00	*EMPLOYEE CHECKS	0
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
63.69	**TOTAL NEGOTIABLE CHECKS	1

OTHER CHECKS

0.00	*MANUAL CHECKS	0
0.00	*CANCELLED CHECKS	0
63.69	***GRAND TOTAL	

NON-NEGOTIABLE CHECKS

85,725.91	*DIRECT DEPOSIT STUBS	40
544.86	*VENDOR DIR DEP STUBS	3
86,270.77	**TOTAL NON-NEGOTIABLE CHECKS	43

NEGOTIABLE CHECKS/NON-NEGOTIABLE CHECKS

0.00	*EMPLOYEE CHECKS	0
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
85,725.91	*DIRECT DEPOSIT STUBS	40
544.86	*VENDOR DIR DEP STUBS	3
86,334.46	***TOTAL NEGOTIABLE & NON-NEGOT	44
0.00	*OTHER CHECKS	0
86,334.46	***TOTAL NEG, NON-NEG, OTHER CHECKS	
	TOTAL SEQ 1 FEMALES	14

Agenda Item Staff Report

Agenda Item Number: **F.4.**

Meeting Date:
September 23, 2025

Wording for Agenda:
Approval of a Temporary Street Closure Request from the Exeter Boys and Girls Club of the Sequoias Including a Waiver of the $103 Street Closure Fee for Harvest Festival on October 16, 2025.

Submitting Department:
Public Works

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Contact Name:
Marie Arroyo, Senior Administrative Assistant

Department Recommendation:
Staff recommends the City Council approve a temporary street closure request from the Exeter Boys and Girls Club of the Sequoias including a waiver of the $103 street closure fee, subject to conditions of approval.

Summary/Background:
The Exeter Boys & Girls Club of the Sequoias is a 501(c)(3) organization and is hosting their annual Harvest Festival on October 16, 2025. To facilitate the event, they have requested a temporary street closure of C St. between Pine St. and Maple St. between the hours of 4:00 p.m. and 9:00 p.m. This annual event is free for the public to attend and consists of fun family activities including games, vendors, food and music.

Due to the event's growing popularity, the organizers are requesting a street closure to accommodate additional vendors, along with a waiver of the $103 street closure fee. If approved, staff will coordinate with the group to ensure all conditions of approval are satisfied prior to the event date.

Conditions of Approval:
Approval of the event is subject to the following conditions:

1. **Insurance**: The event organizer must provide a Certificate of Liability Insurance naming the City of Exeter as an additional insured with the required limits prior to the event.
2. **Street Closure:** City staff will post street closure notices. City Staff will place and remove all barricades.
3. **Public Safety:** Exeter Police Department may modify or adjust closures as needed for public safety.
4. **Amplified Sound:** Amplified sound is allowed only between 5:00 p.m. and 8:00 p.m. consistent with the approved sound permit.
5. **Alcohol Regulations:** This is an alcohol-free event.
6. **Permits and Fees:** Event hosts are responsible for obtaining all required permits for food handling and vendors if applicable.
7. **Fee Waivers:** Approved fee waiver applies only for street closure fees and does not apply to fees associated with other agencies including food handling permits with Tulare County Health Department.

Fiscal Impact:

The total estimated permit fee associated with the event is $103.00, as outlined below:

- Street Closure Fee: $103.00

If approved, *the city will forgo this revenue.*

Prior City Council Actions:

None associated with this action.

Attachments:

- Street Closure Application
- Steet Closure Signatures
- Street Closure Map
- Amplified Sound Permit
- Fee Waiver Request

Recommended motion to be made by the City Council:

I move to approve a temporary street closure request from the Exeter Boys and Girls Club of the Sequoias including a waiver of the $103 street closure fee.

City of Exeter Street Closure Application

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

Date of Event: 10/16/2025

Name of group requesting street closure: Exeter Boys & Girls Club of the Sequoias
Name of contact person: Alfredo Alvarado **Phone:** 559-791-8712
Mailing address: 360 E Pine Exeter, CA 93221 **Email :** alfredo.alvarado@bgcsequoias.org

Alternate Contact Person: Renee Brisson **Phone** 559-372-9499
Mailing Address: 215 W Tulare Ave Visalia, CA 93277 **Phone:** renee.brisson@bgcsequoias.org

Type of event: Harvest Festival

Time of closure: 4:00pm **until** 9:00pm

Details of streets/parking lots/public right of way requesting to be closed: ***(provide map or additional pages if necessary)***

paye attached

_____ **I understand my $103 application fee is nonrefundable however, if the event is rescheduled due to inclement weather or other unforeseen reasons, I will not be required to pay a second application fee.**

X **I understand I am responsible for obtaining signatures from all locations that will be affected by the closure.**

X **I understand all terms and conditions including the need for liability insurance will be required.**

Applicant Signature: [redacted] **Date** 9/11/25

Office use: **********
Fee paid _____

Public Works Director _____ Chief of Police _____

Council Approval: _____

STREET CLOSURE APPLICATION ATTACHMENT

INSURANCE & WAIVERS

General Liability Insurance: *The undersigned shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01 in an amount not less than one million dollars ($1,000,000) per occurrence for bodily injury, personal injury, and property damage including without limitation, blanket contractual liability. If a general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. The Undersigned's general liability policies shall be primary and shall not seek contribution from the City's coverage, and shall be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. When alcohol is being served or sold at any permitted facility, it is mandatory that the General Liability Policy include Liquor Liability Coverage.*

Any failure to comply with reporting provisions of the policies by the Undersigned shall not affect coverage provided the City.

Workers' Compensation: *Organizations with employees shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars ($1,000,000). Undersigned shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.*

Indemnity/Hold Harmless Agreement: *Undersigned shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Undersigned's performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Undersigned's performance of this agreement, the Undersigned shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.*

Communicable Disease Waiver and Release: *The coronavirus ("COVID-19") has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend face coverings and social distancing. The City of Exeter cannot guarantee that you will not become infected with COVID-19. Further, attending this facility for a program or activity could increase your risk of contracting COVID-19. By signing this agreement, participant acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that he/she may be exposed to or infected by COVID-19 while attending this facility and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Participant understands that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of himself/herself and others, including, but not limited to, City of Exeter employees, volunteers, and program participants and their families. Participant voluntarily agrees to assume all of the foregoing risks and accept sole responsibility for any injury to himself/herself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that he/she may experience or incur in connection with attendance at the facility. Participant hereby releases, covenants not to sue, discharges, and holds harmless the City of Exeter, its employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Participant understands and agrees that this release, to the fullest extent permitted by law, includes any claims based on the actions, omissions, or negligence of the City of Exeter, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attending a facility program or activity.*

I have read the Street Closure Request Application Attachment and do hereby certify that I have been duly authorized by the organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated.

Print Name of Applicant: Alfredo Alvarado

Signature of Applicant: [redacted] Date: 9/11/25

Primary Phone Number(s): 559-592-2711 Email: alfredo.alvarado@bgcsequoias.org

City of Exeter

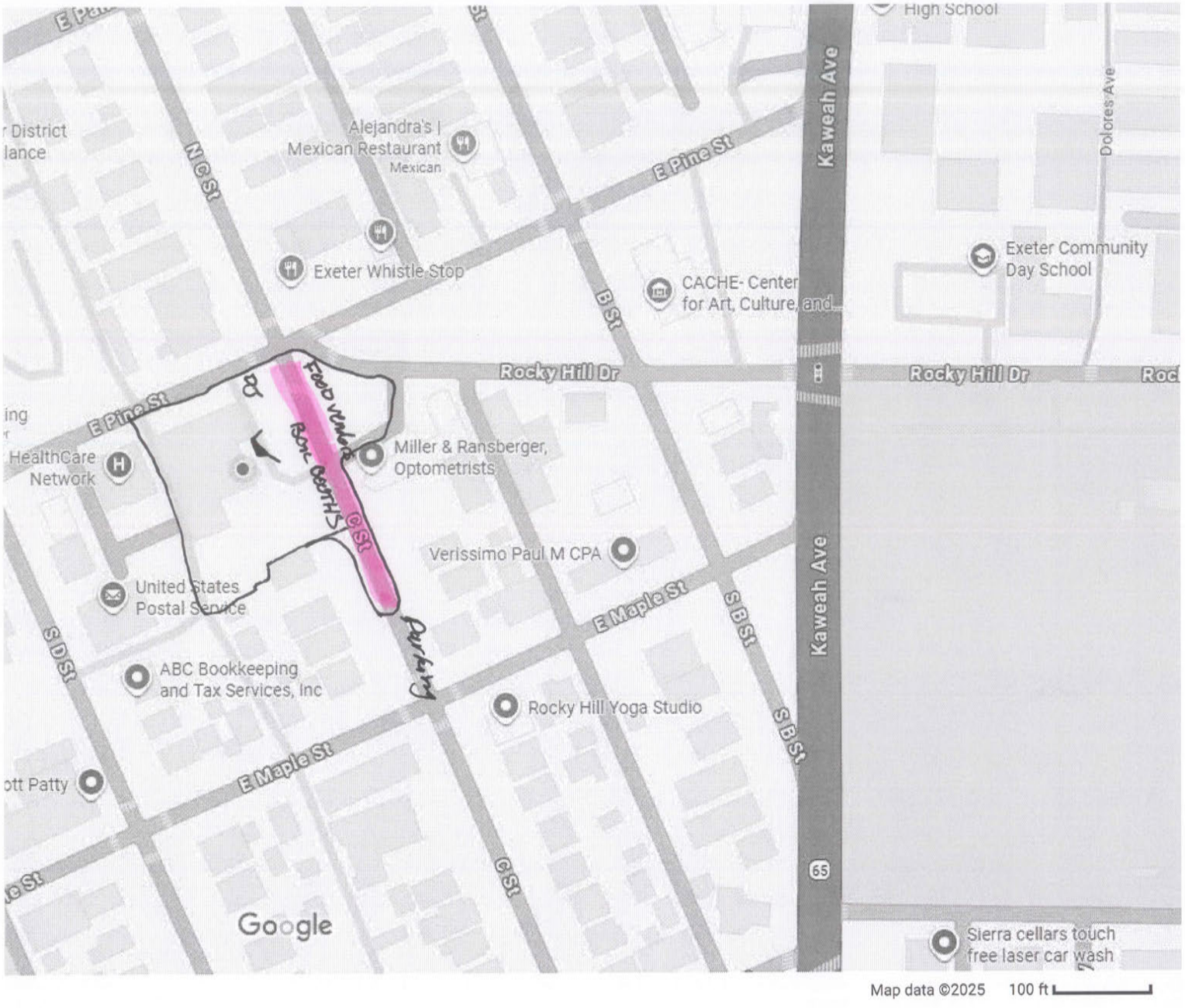
100 North C Street
Exeter, CA 93221
Ph. #559-592-3103 Fax # 559-592-3346

Special Event Street Closure Authorization

Exeter Boys and Girls Club is requesting a street closure to include

On Thursday October 16, 2025, between the hours of 4pm and 9pm for their annual Harvest Festival. Locations listed below will be affected by this closure.

Address	Agree	Oppose	Business Name	Signature	Phone
400 E Pine St.	X		Miller & Ransberg	[redacted]	[redacted]
400 Rocky Hill Dr.	X		NAPA Auto		
1475 C St	X		Home		
1513 C St	X		~~Home~~		
1546 C St	X		Home		
1494 C St	X		Home		


High School
Kaweah Ave
Dolores Ave
District
lance
N C St
Alejandra's |
Mexican Restaurant
Mexican
E Pine St
Exeter Whistle Stop
CACHE- Center
for Art, Culture, and...
Exeter Community
Day School
B St
Rocky Hill Dr
Rocky Hill Dr
Roc
ing
E Pine St
HealthCare
Network
Miller & Ransberger,
Optometrists
Food Vendor
Booths
C St
Verissimo Paul M CPA
United States
Postal Service
E Maple St
S B St
S D St
ABC Bookkeeping
and Tax Services, Inc
Parking
Rocky Hill Yoga Studio
ott Patty
E Maple St
C St
65
Google
Sierra cellars touch
free laser car wash
Map data ©2025
100 ft

City of Exeter

100 North C Street
Exeter, CA 93221
Ph. #559-592-3103 Fax # 559-592-3346

Title 5, Chapter 5.48 –
Sound-Amplifying Systems, Meetings, Assemblies, Parades & Processions

Application for assemblies and parades on public streets, sidewalks and parks, also the use of sound amplifying equipment, within the City of Exeter. This application must be filed within ten (10) days nor more than sixty (60) days prior to the date of the assembly, parade or meeting.

A copy of this permit must be at the operating premises of the amplifying equipment for which this permit is issued.

Name of Applicant Alfredo Alvarado Phone No. 559-592-2711

Address 360 E Pine Exeter, ca 93221

Name of Organization Boys and Girls Club of the Sequoias Phone No. 559-592--4074

Address 215 W Tulare Ave Visalia, CA 93277

Type of Event Harvest Festival Location of Event Exeter Boys and Girls Club

Date of Event 10/16/2025 Start Time 5:00pm End Time 8:00pm

Type of equipment to be used Radio Station Jam'n 101.3

Additional Information _____

I, Alfredo Alvarado, HEREBY AGREE TO ABIDE BY ALL PROVISIONS SET FORTH IN CITY ORDINANCE 5.48 AND ALL OTHER APPLICABLE ORDINANCES OF THE CITY OF EXETER.

[redacted]
Applicant Signature

9/11/2025
Date

CHIEF ROB SCHIMPF
Chief of Police

[ ] Permit Denied
[ ] Permit Approved

(THIS OUTSIDE AMPLIFIER PERMIT HAS BEEN APPROVED, HOWEVER, WE URGE YOU TO REMAIN CONSIDERATE OF THE GENERAL PEACE AND ORDER OF THE NEIGHBORS IN THE AREA. FAILURE TO ABIDE BY THESE REGULATIONS CAN RESULT IN REVOCATION OF THE PERMIT.)

BOYS & GIRLS CLUBS
OF THE SEQUOIAS

Dear City of Exeter Representative,

On behalf of Boys & Girls Club of the Sequoias, a nonprofit organization proudly serving the children and families of Exeter, I am respectfully requesting a waiver of the $103 fee. As a nonprofit, our mission is to provide meaningful programs and opportunities that benefit the youth of our community, and your support makes it possible for us to continue this important work.

We sincerely appreciate your consideration of this request and your commitment to supporting organizations that directly serve the children of Exeter.

Thank you very much for your time and support.

Sincerely,

Freddy Alvarado

Exeter Unit Director

360 E Pine St. Exeter, CA 93221

O: 559-592-2711

C: 559-791-8712

alfredo.alvarado@bgcsequoias.org

www.bgcsequoias.org

Agenda Item Staff Report

Agenda Item Number:	**F.5.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
September 23, 2025

Wording for Agenda:
Approval of a Facility Use Request from the Exeter Chamber of Commerce Including a Fee Waiver of $322.00 for the Downtown Exeter Christmas Open House to be held weekly in December 2025.

Submitting Department:
Public Works

Contact Name:
Marie Arroyo, Senior Administrative Assistant

Department Recommendation:
Staff recommends that the City Council approve a Facility Use request from the Exeter Chamber of Commerce including a Fee Waiver of $322.00 for the Downtown Exeter Christmas Open House to be held weekly in December 2025.

Summary:
The Exeter Chamber of Commerce is requesting the use of Mixter Park on December 4th, 11th and 18th, 2025 between the hours of 5:00 p.m. and 8:00 p.m. to highlight the downtown Christmas Open House and a fee waiver in the amount of $322.00 which includes the facility use and encroachment permit fees. The Chamber of Commerce has also requested the use of 10 parking spaces on E St. adjacent to Mixter Park, which will be issued through the standard encroachment permit process, for the safe loading and unloading of passengers on the antique firetruck.

Conditions of Approval:
Approval of the event is subject to the following conditions:

1. **Insurance**: The event organizer must provide a Certificate of Liability Insurance naming the City of Exeter as an additional insured with the required limits prior to the event.
2. **Public Safety:** Exeter Police Department may modify as needed for public safety.
3. **Amplified Sound:** Amplified sound is allowed only between 5:00 p.m. and 8:00 p.m. consistent with the approved sound permit.

4. **Permits and Fees:** Event hosts are responsible for obtaining all required permits for food handling from Tulare County Health Department.
5. **Fee Waivers:** Approved fee waiver applies only for the Exeter Chamber of Commerce special event and encroachment permit and does not apply to fees associated with other businesses or agencies.

Background:

Following a lengthy annual tradition, the Exeter Chamber of Commerce along with many community partners will host a weekly Christmas Downtown Open House each Thursday night in December leading up to Christmas. This free event creates a beautiful atmosphere drawing hundreds of people to Exeter for shopping and patronizing the restaurants.

Fiscal Impact:

There is minimal staff time involved with processing items for this item.

Fee waiver request:

Special Event Permit Fee	$171.00
Encroachment Permit Fee	$151.00
	$322.00

If approved, the city will *forgo this revenue*.

Prior City Council Actions:

This is an annual event most recently approved in 2024.

Attachments:

- Facility Use Application
- Approved Amplified Sound Permit
- Fee Waiver Request

Recommended motion to be made by the City Council:

I move to approve a Facility Use Request from the Exeter Chamber of Commerce including a fee waiver of $322.00 for the Downtown Exeter Christmas Open House to be held weekly in December 2025.

FACILITY USE APPLICATION

Application Date: Sept 10, 2025

Facility Requested: Mixter Park Date(s) Needed: Dec. 4, 11, 18th

Reason for Use: Downtown Exeter Christmas Open House

Equipment Needed: _____

Set up time: _____ Departure time: _____

Event start time: 5:00 pm Event end time: 8pm

Name of Organization: Exeter Chamber of Commerce

Address: 101 W. Pine St.

City: Exeter State: CA Zip: 93221

FACILITY USE POLICY

The following rules and regulations will be **STRICTLY** adhered to and enforced. Any infraction thereof shall be grounds for the immediate termination of the activity.

1. **The Undersigned must comply with Tulare County Health Department's COVID-19 guidelines and restrictions. Any event being held at or on City Facilities must first receive approval from the Tulare County Health Department. Proof of approval must be provided to City at time of application.**

2. Users may utilize picnic benches and arbor owned by the City of Exeter and administered by the Exeter Community Services Division. Users must furnish additional equipment as needed. Table settings, kitchen utensils, etc. must be provided by the applicant. All tabletop and benches must be wiped clean and returned to its original place.
3. Nails, thumbtacks, pins, etc. **ARE NOT** allowed on the arbor structure or lights. **ONLY MASKING TAPE MAY BE USED TO ATTACH DECORATIONS TO THE FACILITY.** All decorations must be removed at the conclusion of the event.
4. **Driving on grass at City Facilities is strictly prohibited.**
5. After event has ended, users MUST pick up all trash in and around the activity and deposit into the trash containers provided.
6. **REPAIR COSTS: DAMAGES TO ANY STRUCTURE, EQUIPMENT OR GROUNDS ARE THE RESPONSIBILITY OF THE GROUP AND/OR INDIVIDUAL SIGNING FOR THE USE OF THE FACILITY. A PORTION OF, OR THE TOTAL DEPOSIT, MAY BE RETAINED FOR THE REPAIRS, CUSTODIAL OR REPLACEMENT PURPOSES. THE APPLICANT WILL BE BILLED FOR DAMAGES OVER THE AMOUNT OF THE DEPOSIT. A DEPOSIT OF $100 WILL BE REQUIRED.**
7. Groups consuming **ALCOHOLIC BEVERAGES** MUST CONFORM TO THE RULES AND REGULATIONS AS SET FORTH in Chapter 5.08 of the Exeter Municipal Code and **MUST APPLY FOR AN ALCOHOLIC BEVERAGE PERMIT** through the Exeter Parks and Recreation Department, at least five (5) working days in advance.

INSURANCE & WAIVERS

General Liability Insurance: *The undersigned shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01 in an amount not less than two million dollars ($2,000,000) per occurrence for bodily injury, personal injury, and property damage including without limitation, blanket contractual liability. If a general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. The Undersigned's general liability policies shall be primary and shall not seek contribution from the City's coverage and shall be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. When alcohol is being served or sold at any permitted facility, it is mandatory that the General Liability Policy include Liquor Liability Coverage.*

Any failure to comply with reporting provisions of the policies by the Undersigned shall not affect coverage provided the City.

Workers' Compensation: *Organizations with employees shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars ($1,000,000). Undersigned shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.*

Indemnity/Hold Harmless Agreement: *Undersigned shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and*

costs of litigation ("claims"), arising out of the Undersigned's performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Undersigned's performance of this agreement, the Undersigned shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

Communicable Disease Waiver and Release: *The coronavirus ("COVID-19") has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend face coverings and social distancing. The City of Exeter cannot guarantee that you will not become infected with COVID-19. Further, attending this facility for a program or activity could increase your risk of contracting COVID-19. By signing this agreement, participant acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that he/she may be exposed to or infected by COVID-19 while attending this facility and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Participant understands that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of himself/herself and others, including, but not limited to, City of Exeter employees, volunteers, and program participants and their families. Participant voluntarily agrees to assume all of the foregoing risks and accept sole responsibility for any injury to himself/herself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that he/she may experience or incur in connection with attendance at the facility. Participant hereby releases, covenants not to sue, discharges, and holds harmless the City of Exeter, its employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Participant understands and agrees that this release, to the fullest extent permitted by law, includes any claims based on the actions, omissions, or negligence of the City of Exeter, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attending a facility program or activity.*

I have read the Facility Use Policy and do hereby certify that I have been duly authorized by the above-named organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set for the herein and that we agree to observe all rules and procedures as stated.

Print Name of Applicant: Megan Veit

Signature of Applicant: [redacted] Date: 9/10/25

Primary Phone Number(s): [redacted] Email: [redacted]

Approved by:

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

For City Use Only: Rental Fee:_____ Deposit Fee:_____ Date Paid:_____
Cash or Check:_____ Initials:_____ Cert. Of Ins. Received, if required:_____

City of Exeter

100 North C Street
Exeter, CA 93221
Ph. #559-592-3103 Fax # 559-592-3346

Title 5, Chapter 5.48 –
Sound-Amplifying Systems, Meetings, Assemblies, Parades & Processions

Application for assemblies and parades on public streets, sidewalks and parks, also the use of sound amplifying equipment, within the City of Exeter. This application must be filed within ten (10) days nor more than sixty (60) days prior to the date of the assembly, parade or meeting.

A copy of this permit must be at the operating premises of the amplifying equipment for which this permit is issued.

Name of Applicant Megan Veit Phone No. [redacted]
Address 101 W. Pine St. Exeter

Name of Organization Exeter Chamber of Comm. Phone No. 559-592-2919
Address 101 W. Pine St. Exeter

Type of Event Community Christmas Location of Event Mixter Park/Downtown

Date of Event Dec 4,11,18 Start Time 5:00 pm End Time 8:00 pm

Type of equipment to be used microphone, speaker, snow machine

Additional Information _____

I, Megan Veit, HEREBY AGREE TO ABIDE BY ALL PROVISIONS SET FORTH IN CITY ORDINANCE 5.48 AND ALL OTHER APPLICABLE ORDINANCES OF THE CITY OF EXETER.

[redacted]
Applicant Signature

9/10/25
Date

CHIEF ROB SCHIMPF
Chief of Police

[ ] Permit Denied
[ ] Permit Approved

(THIS OUTSIDE AMPLIFIER PERMIT HAS BEEN APPROVED, HOWEVER, WE URGE YOU TO REMAIN CONSIDERATE OF THE GENERAL PEACE AND ORDER OF THE NEIGHBORS IN THE AREA. FAILURE TO ABIDE BY THESE REGULATIONS CAN RESULT IN REVOCATION OF THE PERMIT.)

THE
EXETER
CHAMBER OF COMMERCE
EST. 1921

Creating a strong local economy
Promoting the community
Building business relationships



Sept 17, 2025

Dear City of Exeter,

We want to thank you for your continued support of the Exeter Chamber of Commerce and its endeavors. We would like to request a fee waiver in the amount of $322 ($151.00 – encroachment permit; 171.00 - special event permit) for the Christmas Open House as this is a free community event.

We would once again like to thank you for your assistance in continuing these town traditions.

All the best,

Megan Veit

Megan Veit
Exeter Chamber of Commerce
Director

Agenda Item Staff Report

Agenda Item Number:	**F.6.**

Meeting Date:
September 23, 2025

Wording for Agenda:
Authorize City Administrator to Execute an Agreement with GoGov for a Citizen Request Management Software Solution.

Submitting Department:
Public Works

Contact Name:
Zachary Boudreaux, Director of Public Works

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Department Recommendation:
Staff recommends that the City Council authorize the City Administrator to enter into an annual contract with GoGov for a Citizen Request Management software to track complaints, code enforcement, and work orders across the City of Exeter.

Background:
The City Council's goals and objectives established on June 24, 2025, and affirmed on August 12, 2025, include the establishment of standard procedures and a system (software solution) for staff to receive and process Public Works and Code Enforcement concerns from the community. The CRM software provided by GoGov is intended to provide a web and application-based solution for the community to be able to submit concerns for the Public Works Department and Code Enforcement as well as formalize the processing of concerns reported by the community.

The City of Exeter does not currently have a software system to manage and track citizen service requests, code enforcement cases, and departmental work orders. Staff obtained quotes and participated in demonstrations provided by three vendors and determined GoGov to be the best fit for the City's needs due to its cost structure, service offerings, and proven use in other municipalities. GoGov also recently contracted with the County of Tulare, which offers the potential of some cross agency integration opportunities. GoGov's CRM software provides a centralized portal for residents and staff, enabling more efficient resolution of issues, enhanced communication, and robust reporting capabilities.

The quotes obtained include:

- CivicPlus (SeeClickFix 311 CRM): $7,947.95 annually.
- GoGov CRM: $9,600 annually, with no implementation cost.
- Granicus CRM: $15,167.25 annually, plus a $5,617.50 implementation cost.

Though not the lowest cost quote, GoGov based on the demonstrations provided by the above referenced companies, Staff feel that GoGov is the most user friendly option for both the public and staff. Based on cost, features, and support, staff recommend contracting with GoGov.

Fiscal Impact:

There is a $9,600.00 yearly charge for use of the platform which includes unlimited users. There are no implementation costs so the City pays the initial yearly fee of $9,600.00 up front. Per the agreement GoGov reserves the right to increase the annual fees by up to 3% on the anniversary date of each annual term. Staff recommend sourcing this cost from Code Enforcement, Streets, Water and Sewer funds as the service requests will pertain to those departments.

Prior City Council Actions:

City Council established goals and objectives on June 24, 2025, and affirmed the goals and objectives on August 12, 2025, which included the establishment of standard procedures and a system (software solution) for staff to receive and process Public Works and Code Enforcement concerns from the community.

Attachments:

- Civic Plus Quote
- Granicus Quote
- GoGov Quote

Recommended motion to be made by the City Council:

I move to authorize the City Administrator to execute an agreement with GoGov for a Citizen Request Management Software.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-106627-1
Date: 8/21/2025 3:04 PM
Expires On: 9/30/2025

Client:
City of Exeter, CA

Bill To:
EXETER, CALIFORNIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Hector Ortega		hector.ortega@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	SeeClickFix 311 CRM Request	Unlimited gov user licenses for service request and constituent management tool to intake resident submission. Assign requests internally, resolve issues and measure request performance.

Total Investment - Initial Term	USD 7,947.95
Annual Recurring Services (Subject to Uplift)	USD 7,947.95

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	70% invoiced at signing and 30% invoiced 6 months from signing or completion of implementation of Services if earlier

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-106627-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____

_____
Mailing Address: (If different from above)

_____

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

Zachary Boudreaux

From: Kyle Connors <kyle.connors@granicus.com>
Sent: Monday, September 8, 2025 10:36 AM
To: Zachary Boudreaux
Subject: Granicus Oneview Pricing
Attachments: Product Sheet- govService OneView.pdf

You don't often get email from kyle.connors@granicus.com. Learn why this is important

Hey Zach,

Thanks again for your time.

After the call we were able to determine pricing for the platform we have that meets the needs you described.

Annually the platform is approximately $15,167.25 with a one time set up fee of $5,617.50.

If the pricing is within what you were expecting and you would like to have a demo Jess and I can at: 11am PT 9/16 or 9/17.

Have a great day,

Kyle M. Connors
Account Manager
C:8643658450| E:kyle.connors@granicus.com



City of Exeter, CA

Citizen Request Management (CRM)

September 8, 2025

Prepared By:

Kevin Strauss

(631) 861-5812

Kevin@gogovapps.com

Prepared For:

Zach Boudreaux

Public Works Director

zboudreaux@exetercityhall.com

Subscriptions & Services

Description	Amount
GORequest Citizen Request Management (CRM) – Unlimited Subscription	**$9,600** /year
Services: $0	**Annually: $9,600**

Order Details

Primary Contact			
Contact Name:		**Phone:**	
Title:		**Email:**	

Billing Information			
Contact Name:		**Phone:**	
PO #: (Optional)		**Email:**	

Contract Term Information	
Initial Subscription Period:	12 months starting:

Terms & Conditions

The following terms are the latest version of the GOGov Master Terms & Conditions that is maintained and updated. No part of these terms may be modified other than the "Special Terms & Exceptions" section.

1. **Ownership & License:** GOGov, Inc. (dba "GOGov") owns all intellectual property in the software products listed in the Subscription and Services section (collectively "Software" or "Subscription Services") in the Order Form. Customer shall not modify, adapt, translate, rent, lease or otherwise attempt to discover the Software source code. The following terms and conditions (this "Agreement") will be effective as of the date of last signature of the Order Form ("Effective Date") and will be governed by the laws in force in the State of New York.

2. **Software License.** The Software subscription and the accompanying files, software updates, lists and documentation are licensed, not sold, to you. You may use the Software if you maintain your annual subscription.

3. **Continued Services**

3.1 *Hosting*. GOGov agrees to maintain Customer data in a secure datacenter and is committed to providing 99.5% uptime and availability. GOGov will perform nightly backups of your hosted data to an alternate physical location.

3.2 *Ownership of Data*. All hosted data specific to Customer is owned by the Customer. Within thirty (30) calendar days following termination of this Agreement, the Customer can request and GOGov will provide a complete copy of Customer's data without additional charge through a downloadable zip file provided the customer is current on payments.

4. **Payment Terms & Fees**

4.1 *Subscription Term and Termination*. The initial Subscription Term of this Agreement begins on Effective Date (last signature) and will continue to the end of the Initial Subscription Period listed in the Order Form. At the end of the initial Subscription Term, Customer's subscription and this Agreement will renew for an additional twelve (12) month term and for subsequent twelve (12) month periods thereafter. Quotes for budgeting purposes will be sent 6 months prior to subscription renewal. Invoices are sent approximately 60 days prior to subscription renewal. To cancel this agreement, Customer should submit written notice to GOGov at Billing@GOGovApps.com not less than sixty (60) calendar days prior to the end of the then-current Term. GOGov reserves the right to increase the annual fees by 7% on the anniversary date of each annual term.

4.2 *Payment Terms*. Initial payment is due at the beginning of the subscription term. Each subsequent annual billing will be due on the anniversary date of the initial term. Payment Terms are **NET 30** Days from the invoice date.

4.3 *Taxes & Obligations*. Customer agrees to pay the amounts specified in the Order, which are non-cancelable and non-refundable, based on services purchased, not usage. Fees do not include any applicable taxes (e.g. sales, VAT, or withholding). For non-tax-exempt customers, Customer is responsible for paying all Taxes associated with its purchases hereunder and may be invoiced separately by GOGov.

4.4 *Convenience Fees*. For GOGov products that manage credit card processing, GOGov will add a Convenience Fee of $3.00 plus 3% per transaction to offset the costs of online processing.

4.5 *Voice & SMS*. For customers using Voice and SMS services only. Customer must purchase a minimum of 10,000 credits per year to keep the Voice & SMS subscription active. Credits are non-refundable but will carry forward as long as the subscription remains active. Each SMS message uses 1-credt for each segment (160 characters) sent or received. Voice services use 1-credit per minute of outbound or inbound calls, except for calls to Alaska (907 area code) which cost 7-credits per minute (credit costs are subject to change). Upon cancellation of the Voice & SMS subscription any unused credits are forfeit and the leased Phone Number will be released and no longer available. Customer must abide by all federal and state laws and regulations for SMS & Voice calling usage including following a proper opt-in process (gogovapps.com/terms#sms).

5. **Limitation of Liability.** GOGov will, at all times during the Agreement, maintain appropriate insurance coverage. In no event will GOGov's cumulative liability for any general, incidental, special, compensatory, or punitive damages whatsoever suffered by Customer or any other person or entity exceed 50% of the annual contract value at the point in time when the circumstances came about to such claim(s) of liability, even if GOGov or its agents have been advised of the possibility of such damages.

6. **Updating of Terms.** Upon each renewal of this Agreement, the latest Master Terms & Conditions that GOGov has published within the software ninety (90) days prior to the renewal date shall replace these terms. Any Special Terms & Exceptions listed in the original document shall carryover to the renewal terms. We reserve the right to change our Master Terms & Conditions at any time. If the changes are material, GOGov will advise the Customer by email or posting a notice on the site before changes go into effect. If the Customer does not agree to the new terms, Customer may contact Support@GOGovApps.com to have objections considered.

7. **Other Provisions**

7.1 *Other Public Agency Orders.* Other public agencies may utilize the terms and conditions established by this Agreement if agreeable to all parties. Customer does not accept any responsibility or involvement in the purchase orders or contracts issues by other public agencies.

7.2 *Alternate Terms Disclaimed.* The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.

8. **Special Terms & Exceptions.** None.

This Order Form is entered into between Customer and GOGov. Customer accepts and agrees to adhere to the Terms and Conditions with this order form, will be referenced as the "Agreement." This Agreement between Customer and GOGov, which Customer hereby acknowledges and accepts, constitutes the entire agreement between GOGov and Customer governing the Services referenced above. Customer represents that its signatory below has the authority to bind Customer to the terms of this Agreement.

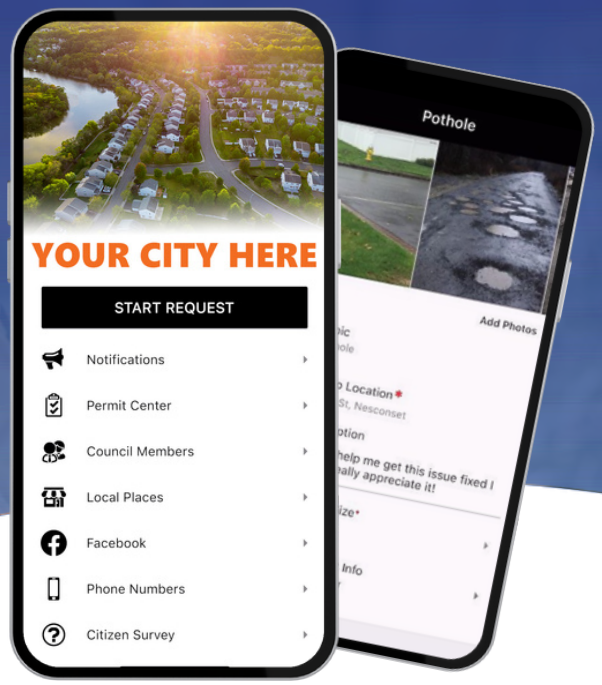
GOGov, Inc.	**City of Exeter, CA**
Sign:	**Sign:**
Name: Daryl Blowes	**Name:**
Title: CEO	**Title:**
Date:	**Date:**

Additional Customer Signatures (Optional)

Sign:	**Sign:**
Name:	**Name:**
Title:	**Title:**
Date:	**Date:**

GOGov

Citizen Requests Management



450+ customers
2m+ citizens engaged
7m+ issues resolved

Benefits for Citizen Requests Management

Service Request Tracking

Centralize & organize citizen requests.

Branded Mobile App

Provide your citizens with a mobile front door.

Reporting & Analytics

Make intelligent data-driven decisions.

All of Your Service Requests In One Spot

- ✓ Pot Hole
- ✓ Garbage
- ✓ Open Records
- ✓ Graffiti
- ✓ Sidewalk Repair
- ✓ Facilities Management
- ✓ Tall Grass
- ✓ Broken Street Light
- ✓ And More...

Get Started Today!

Citizen Benefits

Branded Mobile App
One place to access all notifications and important information directly from your local municipality.

Service Portal
Allow for easy request submission & 24/7 access to services and information.

Progress Updates
Citizens can check the status of their issues at their convenience. Real-time push notifications & alerts proactively keep them up to date.

Manager Benefits

Escalations & SLAs
Define SLAs to ensure that your staff is meeting standards. If they are not, escalations can alert management, allowing their attention to be focused where it is needed most.

Enhanced Reporting
Measure a single department or agency-wide; elected officials will be stunned by the amount of detail you can provide about their district.

Customer Satisfaction
Collect valuable feedback that citizens give about their experience.

Staff Benefits

Manage & Route Requests
Requests are automatically routed to the correct department & staff for resolution. Visualize all issues on a map for day planning and trends.

Assign & Track Work
Work crews can access their assignments in the field, update their progress, track labor & material costs.

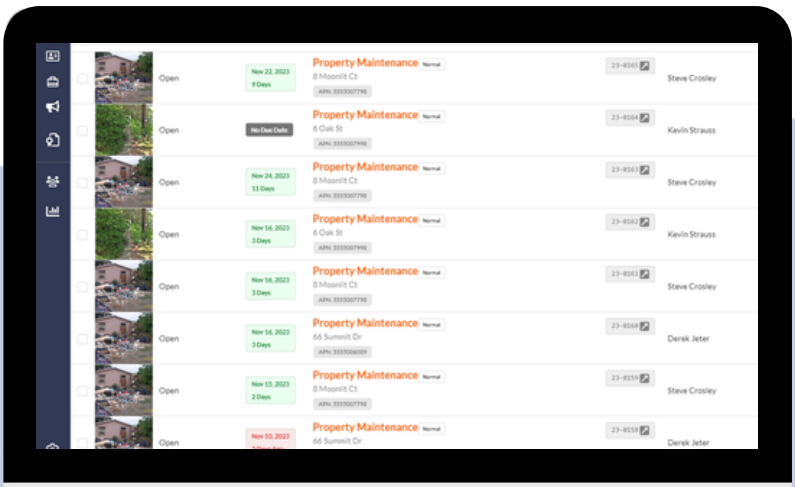
GIS & Work Order Integration
Pull parcel and map information into tickets. Two-way sync with various work order systems.

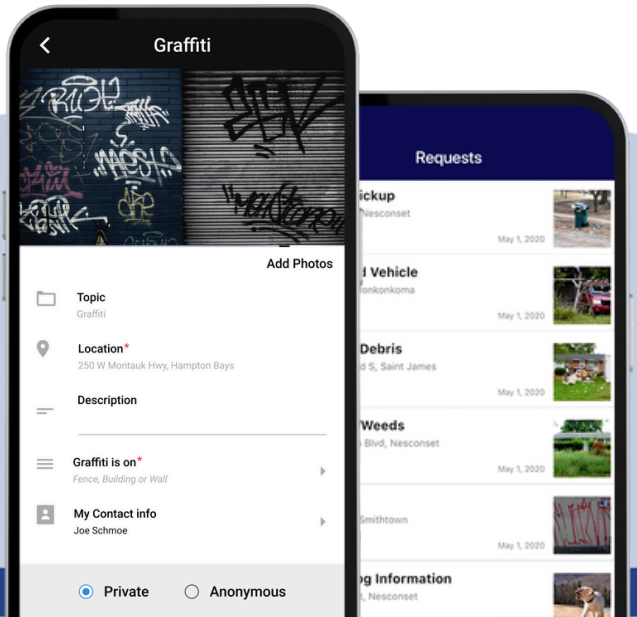
Support & Training

All-Inclusive Training & Support
We provide unlimited access to a dedicated trainer as well as unlimited access to our support team via phone, web and email.

Ongoing Training & Support
Continuous assistance to adapt to changes, train new staff, and maintain performance.

Performance & Reliability
Dependable products with world-class infrastructure for uninterrupted service availability.





Agenda Item Staff Report

Agenda Item Number: **F.7.**

Meeting Date:
September 23, 2025

Wording for Agenda:
Authorize City Administrator to Execute an Agreement with Gavin Tolbert's Tree Service for Tree Trimming Services in the Glenn View Estates Landscaping and Lighting Maintenance Assessment District (LLMAD).

Submitting Department:
Public Works

Contact Name:
Zach Boudreaux, Public Works Director

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Department Recommendation:
Staff recommends that the City Council grant the City Administrator authorization to execute an agreement with Gavin Tolbert's Tree Service for Tree Trimming Services in the Glenn View Estates Landscaping and Lighting Maintenance Assessment District (LLMAD).

Summary/Background:
Tree trimming within the Glenn View Estates LLMAD is needed periodically to maintain safe clearance over sidewalks, curbs, and roadways and to maintain the aesthetics of the district. City Staff identified the need for tree trimming services in the Glenn View LLMAD and solicited quotes in accordance with the City's Purchasing Policy for tree trimming services within the Glenn View Estates LLMAD. Work includes trimming trees along N. Belmont Ave., Meadow Ave. (North and South), Glen View Dr., and Vine St. within the district. Schroth Park and private property are excluded.

Quotes were received from Gavin Tolbert's Tree Service, MAG Tree Service, and Gonzales Tree Service. The quotes are summarized below.

- Gavin Tolbert's Tree Service: $17,520
- MAG Tree Service: $28,300
- Gonzales Tree Service: $24,000

After evaluating all quotes received, staff recommends entering into an agreement with Gavin Tolbert's Tree Service who provided the lowest quote in the amount of 17,520.

Fiscal Impact:

The recommended contract amount is $17,520. Funding for the tree trimming project will be sourced from the Glenn View Estates LLMAD special projects fund. There are funds available for the project in the Glenn View Estates LLMAD account.

Prior City Council Actions:

The City Council has previously authorized tree trimming contracts for the Glenn View LLMAD in prior fiscal years. This action continues routine maintenance of district landscaping assets.

Attachments:

- Tolbert's Tree Service Quote
- MAG Tree Service Quote
- Gonzales Tree Service Quote
- Project Map

Recommended motion to be made by the City Council:

I move to authorize the City Administrator to execute an agreement with Gavin Tolbert's Tree Service for Tree Trimming Services in the Glenn View Estates Landscaping and Lighting Maintenance Assessment District (LLMAD) in the amount of $17,520.

Gavin Tolbert's Tree Service

19149 Echo Drive
Woodlake, CA 93286
(559) 750-8729
gavintolbertstreeservice@gmail.com
gavintolbertstreeservice.com

Estimate

ADDRESS
Public Works Department
P.O. Box 237
Exeter
CA
93221

ESTIMATE 1023
DATE 09/03/2025

DESCRIPTION	AMOUNT
Tree trimming within Glen View Estates Lighting & Landscaping District. Work limited to landscape strips adjacent to sidewalks and curbs. Excludes Schroth Park, south side of Vine St, and all private property:	0.00
N. Belmont (west side only): 6 trees	3,840.00
Meadow (north side): 18 trees	4,320.00
Meadow (south side): 15 trees	3,600.00
Glen View Dr (east & west sides): 12 trees	1,920.00
Vine St (north side, starting at 1119 Vine): 16 trees	3,840.00

TOTAL **$17,520.00**

Accepted By

Accepted Date

Please review us on Yelp, Google, and FaceBook!

Thank you for your business!

MAG Tree Service
Lic. #1117406
18334 ave 304 Visalia Ca 93292
Phone: 559-972-8265
Email: Miguel805g@gmail.com
JOB LOCATION:City Of Exeter

ESTIMATE

Description	Quantity	Unit Price	Line
Full Trim up Trees on N Belmont	6	$650	$3,900
Full Trim up Trees on Meadow	33	$400	$13,200
Full Trim up Trees on Glen view Dr	12	$400	$4,800
Full Trim up Trees on N side of Vine St	16	$400	$6,400
			Total cost: $28,300

Thank you for your business!

GONZALEZ PRO TREE SERVICE LIC1108631
30724 Rd 52
Visalia Ca, 93291

LIC #1108631

Cell. (831) 383-0998 (559) 318-0760

CITY OF EXETER
Schroth Park
Exeter CA,93221

ESTIMATE

Estimate # 09042025-1

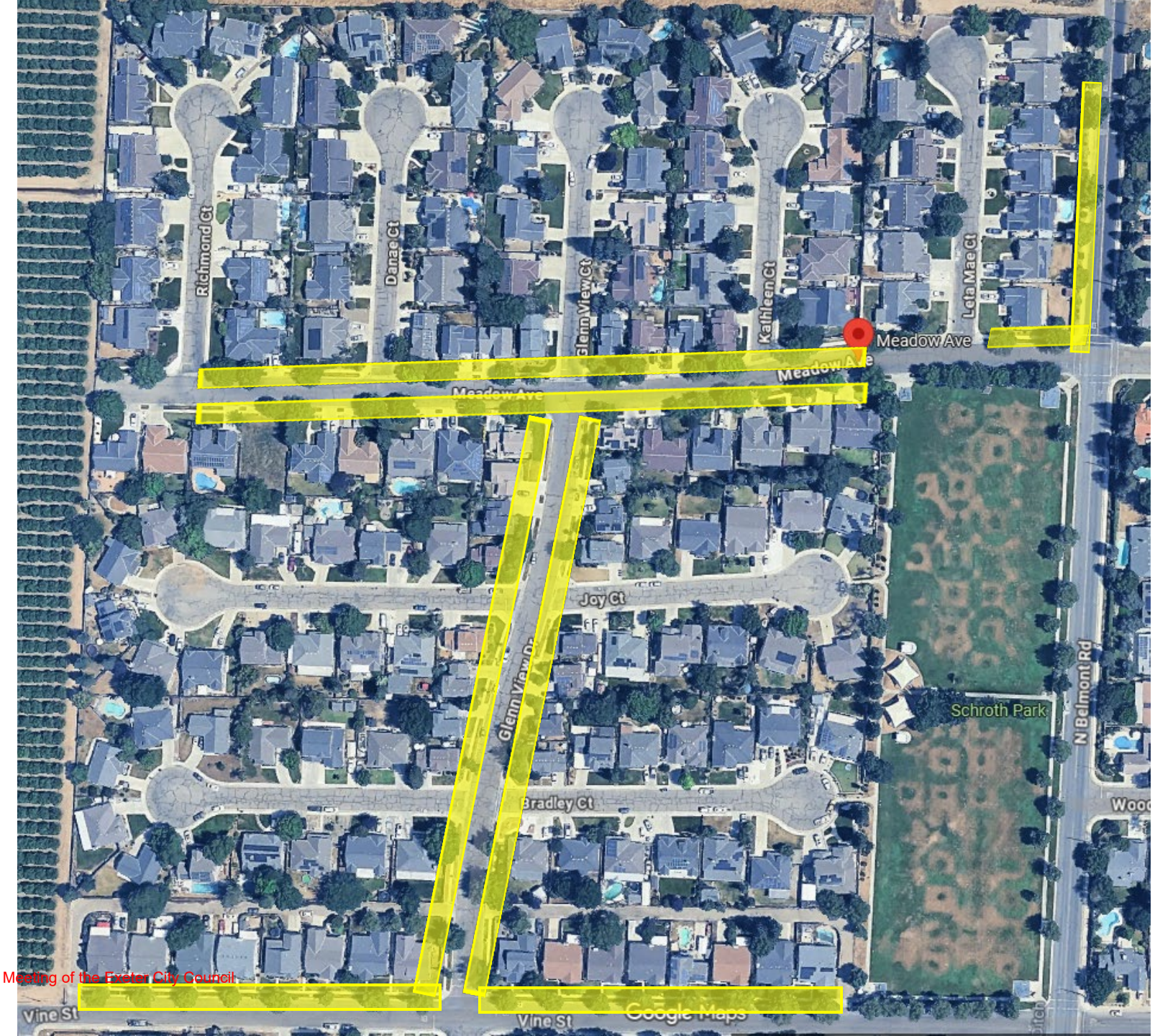
Estimate Date 09/04/2025

Item	Description	Unit Price	Quantity	Amount
Service	Sycamore Trees (Trimming) North Belmont Railroads Tracks	500.00	4.00	2,000.00
Service	Sycamore Trees (Trimming) Corner of Meadow and Vermont	400.00	2.00	800.00
Service	China Pistachios Trees (Trimming) North Side Meadows	400.00	18.00	7,200.00
Service	China Pistachio Trees (Trimming) South Side Meadow	400.00	15.00	6,000.00
Service	Red Oak Trees (Trimming) Along Glen View Drive	400.00	4.00	1,600.00
Service	Red Oak Trees (Trimming) Along Glen View Drive	200.00	5.00	1,000.00
Service	Sycamore Trees (Trimming) Starting at 1119 Vine to 1411 Vine St	400.00	16.00	6,400.00
Discount	Special Discount	-1000.00	1.00	-1,000.00

NOTES: If you have any questions, please feel free to call me (831)383-0998 or (559)318-0760 Thank You!

Subtotal	25,000.00
- Discount	1,000.00
Total	24,000.00
Amount Paid	0.00
Estimate	$24,000.00

Glenn View Estates LLMAD
Tree Trimming Map



N
W E
S

Agenda Item Staff Report

Agenda Item Number: **F.8.**

Meeting Date:
September 23, 2025

Wording for Agenda:
Authorization to Release Request for Proposal (RFP) for Classification and Compensation Survey.

Submitting Department:
Administration

Contact Name:
Francesca Quintana, City Clerk/Human Resources Manager

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Department Recommendation:
Staff recommends that the City Council, in accordance with Article 29 of the Memorandum of Understanding (MOU) between the City of Exeter and the California League of City Employees Association (CLOCEA) authorize the release of a Request for Proposal (RFP) for a Classification and Compensation Survey.

Summary:
In accordance with Article 29 of the MOU with CLOCEA, the City is required to conduct a citywide classification and compensation survey in 2025, with a goal of completion by March 1, 2026. Staff is requesting City Council authorization to release a Request for Proposals (RFP) to retain a consultant to conduct the survey.

Conducting a comprehensive citywide survey will allow the City to:

- Obtain compensation data of comparable agencies
- Provide City Council with updated, accurate compensation information
- Facilitate preliminary discussions with CLOCEA prior to MOU negotiations

Staff will provide quarterly updates on the status of the survey to CLOCEA as required and present the completed survey to City Council and the union bargaining groups for informational purposes only.

Staff is seeking authorization to release the RFP to procure a qualified consultant. Once proposals are received, they will be brought back to City Council for final approval.

Evaluation Criteria: Proposals will be judged based on:

1. Experience and qualifications of the firm and assigned personnel.
2. Approach and methodology for conducting the survey.
3. Demonstrated understanding of the project requirements.
4. Cost-effectiveness of the proposal.
5. References and past performance on similar projects.

Background:

In accordance with Article 29 of the Memorandum of Understanding (MOU) between the City of Exeter and the California League of City Employees Association (CLOCEA), the City is required to commission a citywide classification and compensation survey in 2025, with a goal of completion on or before March 1, 2026. The current MOU term is from July 1, 2024, through June 30, 2026.

Article 29 of the CLOCEA MOU states:

"The City will commission a Citywide classification and compensation survey in 2025 with the goal of completion of the survey on or before March 1, 2026. If completed during the term of this agreement and prior to the next round of successor MOU bargaining, the survey will be presented to City Council and CLOCEA for informational purposes only, and the parties agree to engage in preliminary discussions regarding the survey before starting actual meeting and conferring on the successor MOU. Additionally, during the term of this agreement, the City will update CLOCEA on a quarterly basis of the status of the survey."

Fiscal Impact:

The action requested tonight has a nominal cost associated with the drafting and noticing of the request for proposals. The results of the RFP will be brought before the City Council at a future date that will outline the cost, appropriation of funds, and the recommended funding source.

Prior City Council Actions:

Approval of Resolution No. 2024-30 approving the MOU with CLOCEA on November 12, 2024.

Attachments:

- CLOCEA MOU
- Draft RFP

Recommended motion to be made by the City Council:

I move to authorize staff to release a Request for Proposal (RFP) for Classification and Compensation Survey.

RESOLUTION 2024-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BY AND BETWEEN THE CITY OF EXETER AND THE CALIFORNIA LEAGUE OF CITY EMPLOYEES ASSOCIATIONS (CLOCEA) FOR THE TERM JULY 01, 2024, TO JUNE 30, 2026

WHEREAS, the City of Exeter ("City") and the California League of City Employees Associations ("CLOCEA") have met and conferred in good faith regarding wages, benefits, and other terms and conditions of employment pursuant to the Meyers-Milias-Brown Act (MMBA); and

WHEREAS, the City and CLOCEA have reached a tentative agreement, and CLOCEA has ratified the tentative agreement on a successor Memorandum of Understanding (MOU) outlining the terms and conditions of employment for the members of CLOCEA; and

WHEREAS, the City Council of the City of Exeter has reviewed the terms and conditions of the MOU and finds that they are in the best interest of the City and its employees.

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

1. Approval of Memorandum of Understanding: The City Council hereby approves the Memorandum of Understanding between the City of Exeter and the California League of City Employees Associations, attached hereto as Exhibit "A" and incorporated herein by this reference.
2. Authorization to Execute: The City Administrator is hereby authorized and directed to execute the Memorandum of Understanding on behalf of the City of Exeter.
3. Implementation: The City Administrator and/or their designee is authorized to take all actions necessary to implement the provisions of the Memorandum of Understanding, including but not limited to, the payment of wages and benefits set forth therein.
4. Effective Date: This Resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted upon a motion of Council Member MILLS, and seconded by Council Member SALLY, and carried by the following vote at the City Council meeting held on November 12, 2024.

PASSED, APPROVED AND ADOPTED this 12th day of November 2024.
AYES: MILLS, SALLY, RIDDLE, JOHNSON, ALVES
NOES: Ø
ABSTAIN: Ø
ABSENT: Ø

Frankie Alves, Mayor

ATTEST:

Francesca Quintana, City Clerk

Memorandum of Understanding
By and Between the City of Exeter and The California League of City Employees Associations (CLOCEA)

July 01, 2024 – June 30, 2026

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Article 1 – Recognition

The City of Exeter (hereinafter referred to as "City") recognizes the California League of City Employees Associations (also known as CLOCEA and hereinafter referred to as "Union") as the exclusive representative for all of the Service and Maintenance employees holding any of the classification titles at the City of Exeter listed in Appendix A of this Memorandum of Understanding (herein after referred to as "MOU").

Article 2 – City Authority

The City shall retain all legal exclusive City rights with respect to matters of general legislative or managerial policy, which includes: the right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment; direct employees; take disciplinary action; relieve its employees from duty because of lack of work or funds or other legitimate reasons; maintain the efficiency of city operations; determine the methods, means, and personnel by which City operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise full and complete control and discretion over its organization and the technology of work performed.

The City acknowledges that recent court decisions have imposed limitations on City's absolute right to take unilateral steps in circumstances of financial emergencies. In the event the City faces an emergency which may require modification of a term or condition of employment, City agrees to proceed to notify the union and meet and confer or meet and consult, as is legally required, in an effort to work to achieve a mutually agreeable accommodation and resolution consistent with applicable law.

Article 3 – Employee Rights

Employees shall enjoy all employment rights provided by State and Federal statutes and applicable law. Further, the City shall have as a primary goal the protection and furtherance of these rights. Employees covered by this agreement may expect no deliberate violations of their employment rights, and timely corrective responses to legitimate grievances.

Article 4 – Waiver of Concerted Activity

The Union and its members, officers, and other representatives agree that they will not cause or condone any strike, slow down, or "sick-out" during the term of this agreement.

Article 5 – Purpose and Application

This Memorandum of Understanding is entered into pursuant to the Myers-Milias-Brown Act, California Government Code Sections 3500 through 3511. It is intended to promote and provide harmonious relations, cooperation, and understanding between the City and employees covered herein, to provide an orderly and equitable means of resolving any misunderstandings or differences which may arise under the Memorandum, and to set forth the understanding of the parties reached as a result of good- faith bargaining.

Where this Memorandum of Understanding contains an article pertaining to a specific topic also contained in the City of Exeter Employee Rules & Regulations, the Article in this document shall apply and shall in effect replace the section of the Rules & Regulations.

Where provisions of this Memorandum of Understanding conflict or contradict provisions in the City of Exeter Employee Rules & Regulations, this document shall have precedent over the Rules & Regulations for those employees herein represented.

Where this Memorandum of Understanding is silent as to matters already addressed in the City of Exeter Employee Rules & Regulations, that document shall be the guiding source and authority.

Article 6 – Non-Discrimination

The parties agree to protect the rights of all employees to join and participate in the activities of CLOCEA or to have CLOCEA represent them in their employment relations with the City. It is further agreed that nothing herein shall prohibit an employee from representing himself/herself individually or appearing on his/her own behalf with the City, except as regards contract negotiations. No employee shall be intimidated, coerced, restrained, or discriminated against because of the exercise of these rights. The provisions of this Memorandum of Understanding shall be applied equally to all employees covered hereby without discrimination because of race, color, sex, age, national origin, or political or religious affiliations.

Article 7 – Maintenance of Benefits

The provisions of all existing ordinances, resolutions, and policies of the City pertaining to the employment relationship, and which are within the scope of bargaining, shall remain in full force and effect, except as modified by this agreement, or as modified during the term of the agreement through the process of "meet and confer" where mutual agreement is reached.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding unless made and executed in writing by all parties hereto and, if required, approved and implemented by the City Council.

Article 8 – Term of Agreement

This agreement shall run from July 01, 2024, through June 30, 2026.

Article 9 - Wages, Standard Work Week, Pay Period, and Pay Day

Effective the first full pay period including August 12, 2024, the City of Exeter shall grant a 4.0% base wage increase for the positions covered by this MOU.

Effective the first full pay period including July 01, 2025, the City of Exeter shall grant a 4.0% base wage increase for the positions covered by this MOU.

Eligible employees shall be granted merit step increases as appropriate during the term of this agreement.

The standard definition of FLSA workweek for City of Exeter employees shall be as follows:

- Employees shall work forty (40) hours in a standard workweek which shall begin at 12:00 a.m. on Monday and run through 11:59 p.m. on the following Sunday. *For purposes of calculating weekly overtime, the appointing authority shall have the discretion to designate an alternative workweek for a particular position where doing so will result in the overtime workweek aligning with the work schedule for that position. The appointing authority may also designate alternate workweeks based on operational needs.*

- The appointing authority shall fix the scheduled hours of work with due regard for the convenience of the public, this Memorandum of Understanding, and the laws of the State of California and the City of Exeter.

Pay periods are currently two weeks in length, beginning on Monday and running through the second Sunday following.

Employees are paid for the prior pay period on the first Friday following the pay period.

Article 10 – Overtime and Compensatory Time Provisions

It is the policy of the City of Exeter that overtime worked be kept to the minimum consistent with the protection of life, property, and the efficient operation of the department and activities of the City.

Overtime is defined as hours actually worked in excess of those regularly scheduled for the given day/week - hours actually worked in excess of eight (8) hours per day or forty (40) hours per work week. For the purposes of this article, vacation leave hours taken are considered hours worked. Sick leave hours taken are not considered hours worked.
Except as otherwise provided, work performed within the definition of overtime shall be compensated at a rate of 1.5 times the regular rate of pay, or as compensatory time banked at a rate of 1.5 times the hours worked. Overtime shall be recorded on City timecards (automated or manual) to the nearest minute (within the technical constraints of the system.)
As a standard, overtime shall be paid to the employee as payroll.

The employee will be paid straight time or overtime as appropriate. If the employee wishes to be paid

comp time, they will so note that information on their time card. Compensatory time may be accrued to a cap of eighty (80) hours.

- Special Circumstances - Call Back Minimum

If an employee is called back in to work after the completion of their regular shift the City agrees to provide for a minimum call back time of two (2) hours. If the time actually worked is less than two (2) hours, the timecard shall reflect time worked as two (2) hours (the minimum.) If the time actually worked is greater than two (2) hours, the timecard shall reflect the time actually worked to the nearest minute. If the employee completes the assigned work and returns home, but is called back out within the original 2-hour window of time, that additional work shall be completed as part of the original call back. If the employee returns home and is called back after the original 2-hour window of time has expired, that call shall generate a new 2-hour minimum, with all the same provisions as stated above.

All hours compensated under the above call back provisions shall be at time-and-one-half (overtime) rate.

Public Works employees shall respond to callout only when directed to do so by the Public Works Director, his designee, or the City Administrator. The Public Works Director shall designate, when appropriate, an employee to authorize callout of Public Works employees. Any such individual so designated - if not already in a supervisorial/management position - shall be appropriately temporarily reclassified and/or compensated for working out of class in providing such administrative duties. Urgent alarms/emergencies at the Wastewater Treatment Plant, City water tower, or City water wells will be exempt from this authorization requirement.

- Special Circumstances - Standby Compensation and Overtime Calculation

City of Exeter employees may be eligible to receive "standby" compensation. Those employees who are requested to remain on standby over a weekend or other designated period shall be compensated as established by this Agreement. Currently this standby compensation is thirty dollars ($30.00) per day and shall remain so through the term of this agreement. Employees on "standby" status agree to remain within a twenty (20) minute response time to the city of Exeter and shall refrain from consuming alcohol during the standby time.

An employee receiving standby compensation may not necessarily be called in or called back to work that day, and the employee retains the standby compensation regardless of whether or not they are called. Employees are required to indicate actual standby time worked by submitting a hard copy timesheet with a punch card.

Article 11 – Payroll Deductions for Union Dues

It is understood and agreed that the Union (CLOCEA) has the right to payroll deduction of dues, service fees, and insurance premiums upon written authorization by the affected City employee. Such deductions shall be made bi-weekly to coincide with the City's payroll cycle and shall be forwarded to the Union.

Article 12 – Retirement Benefit

The City of Exeter participates in the CalPERS retirement program. Members represented by this MOU participate in the CalPERS local government employee "3% at Age 60" plan if they meet the criteria of "classic" CalPERS members, as defined by the Public Employee Pension Reform Act and related changes established by CalPERS in response to this legislation. "New" CalPERS members represented by this MOU receive an alternative benefit plan as mandated by CalPERS (2% at Age 62) with employee contributions also mandated at half of the normal cost rate rounded to the nearest quarter of one percent. (The effects of the Public Employees Pension Reform Act are essentially that plan premiums are less costly because "new" CalPERS members receive a diminished retirement benefit plan as compared to "classic" members.)

The City of Exeter has, to this point, been responsible for payment of the full employer contribution to the plan. Effective as soon as operationally feasible (on or immediately after July 1, 2015) the Employees have requested, and been approved, to contribute 3.0% of the EMPLOYER contribution to the plan. In exchange, each salary step shall be increased 3.0% to mitigate the net impact (there are some additional costs to the City that result from this action.) "Classic" employees are already responsible for payment of the full employee contribution of 8.0%.

All employees are responsible for understanding their specific CalPERS benefit, and should consult the City's Personnel Officer for any clarifications.

Except as modified by this MOU, retirement benefits shall remain in place as previously established, with no other changes during the term of this agreement in regard to employee contribution amounts or percentages unless mandated by legislation.

Early retirement, with reduced benefits, is available to an employee as provided by the CalPERS benefit plan.

Employees contemplating retirement are strongly urged to contact CalPERS directly to estimate retirement benefits and plan accordingly.

Article 13 – Health Benefits

In agreement with CLOCEA, the health insurance carrier was changed from AETNA to Blue Shield at the end of November 2020 to continue providing a wide network of health care providers. The Health Reimbursement Arrangement (HRA) with Employer Driven Insurance Services (EDIS), formerly BEN+ LECT, was continued to keep the benefit level to the employees the same after the health carrier change. This health benefit program will be reviewed by the City in the last quarter of the calendar year to determine how it compares to other options.

The City will provide a dental/vision insurance coverage through Principal for dental and Vision benefits per the plan presented to CLOCEA. This dental/vision benefit program will be reviewed by the City in the last quarter of each calendar year to determine how it compares to other options. Current employees opting out of the health insurance plan will be "grandfathered in" and will continue to be eligible to receive the new dental/vision insurance coverage. Future employees, hired on or after July 1, 2019, will only qualify for this dental/vision insurance coverage if they also participate in the health insurance coverage

In the course of negotiations, the City noted that the concept of a "cap" on City contributions to future medical benefit programs may be introduced. That discussion will occur at such time as plan changes are contemplated.

For CLOCEA members and their families who participate in the City's health plan, the City will pay the monthly fee for the employee and all covered family members to go to the Elite Wellness Health Clinic located at 315 S Johnson St, in Visalia, CA. CLOCEA members who opt out of the City's health plan may participate in this benefit at the member's cost. The City will get this setup and will notify employees as soon as this benefit is available.

Article 14 - Sick Leave & Personal Leave

All regular employees, upon completion of thirty (30) calendar days of continuous service, shall be eligible to utilize sick leave with pay.

Sick leave is currently accumulated at a rate of 8.00 hours per month (approximately 3.692 hours per bi- weekly pay period.)Sick leave accrual begins on the first day of employment.

Sick leave may be taken (deducted from the accrued sick leave bank) in increments of one-quarter hour (¼ hour,½ hour, full hour) matching the time spent away from work due to illness or injury.

Sick leave accrual, as of the effective date of this agreement, will not be capped/limited for Employees in this bargaining unit.

If an employee is off work on bona fide use of sick time and such time includes a recognized City holiday, the holiday will be taken as such and hours for that day will not be deducted from the employee's sick leave bank.

If an employee becomes ill or injured during his/her approved vacation leave, those hours which he/she was ill or injured may, if requested by the employee and approved by the supervisor, be charged as sick leave provided that sufficient sick leave is available and the request is made and approved during the pay period in which the illness or injury was in effect.

Sick leave may be used as needed and approved to the point of full depletion, at which time the employee will no longer receive pay for time off work due to illness or injury {see also other sections that may apply such as those regarding disability.) If sick leave has been fully depleted and an illness or injury persists, vacation time may be requested by the employee.

Upon full depletion of accumulated sick leave, compensatory time, and vacation time, in regard to an illness or injury, an employee may- upon the recommendation of the employee's Department Head - be placed on medical leave of absence without pay for a period not to exceed sixty {60) days. If the employee is granted such unpaid leave, and at the end of this period is unable to return to work, he/she must request an extension of unpaid medical leave which will be subject to the approval of the City Administrator. Unpaid medical leave of absence is a discretionary leave, subject to the approval of the City based upon individual circumstances. If extended unpaid medical leave is granted, the employee must notify the City of his/her intent and ability to return to work each thirty (30) days. If a request for unpaid medical leave is denied, and all sick leave, compensatory time, and vacation time have been fully

depleted, the employee's service with the City may be considered terminated.

The City reserves the right to require an employee to request of a medical professional a certification of illness or physical incapacity when that employee has been absent from work for three (3) consecutive days in a work week. Such certification must be presented or transmitted to the City prior to the fourth day of absence in the work week.

In the event the affected employee did not see a medical practitioner, he/she may be required to sign a written affidavit confirming the dates and reasons for absence, and be put on notice that any future such absences (3 or more days or 24 hours) will require a written certification from a medical practitioner.

For the purposes of this section, a physician/medical practitioner includes a chiropractor licensed by the State of California.

If written certification is provided, it should be forwarded to the City's Personnel Officer.

Upon separation from City employment, the employee will be paid as indicated for unused sick time hours remaining in his/her accumulated sick leave bank at the employee's current base rate of pay:

Years of Service	**Percentage of Balance to be Paid**
0 to less than 5	Not eligible
5 to less than 10	15%
10 to less than 15	20%
15 to less than 20	25%
20 to less than 30	30%
30 or more	50%

A retiring employee should consider at the time of retirement the opportunity to convert all, or a portion, of unused sick leave into service credit as part of the City's contract with CalPERS.

- Other Uses of Sick Leave:

Each year, employees may use up to four (4) leave days from their paid sick leave bank as personal leave days. This is not a separate leave accrual, but an alternative allowed use of accumulated sick leave, for personal reasons other than illness or injury. To use sick leave as personal leave in this manner, employees must request and receive approval from their supervisor in advance..

For employees who have accumulated more than 400 hours of sick leave, additional personal leave days may be taken as follows:

400 – 599 hours of accumulated sick leave - Five (5) total personal leave days available

600 – 799 hours of accumulated sick leave - Six (6) total personal leave days available

800 hours or more of accumulated sick leave – Seven (7) total personal leave days available

Leave of absence for maternity leave will be covered under the previous sections of this article and the Personnel Rules and Regulations and pursuant to State Law. Maternity leave shall be considered a valid medical reason and appropriate use of accumulated sick leave. An expectant employee may work until she has a written request from her physician at which time she may utilize accumulated sick leave for absence from work. The employee may continue on sick leave until the doctor gives written permission to return to work or until leave benefits are exhausted as provided above and in the Personnel Rules and Regulations.

Article 15 – Vacation Leave, Accrual Schedule, and Cap

All regular full-time employees, upon the completion of six months of continuous service, shall be eligible to utilize vacation leave.

Vacation leave shall be accrued and credited at regular intervals by all regular employees who are on a pay status.

Employees covered by this agreement shall accrue vacation days according to the following schedule:

Completed Years of Service	Annual Accrual	Monthly Accrual
0 to less than 3	12 days	8 hours
3 to less than 5	13 days	8 2/3 hours
5 to less than 7	14 days	9 1/3 hours
7 to less than 9	15 days	10 hours
9 to less than 11	16 days	10 2/3 hours
11 to less than 13	17 days	11 1/3 hours
13 to less than 15	18 days	12 hours
15 to less than 17	19 days	12 2/3 hours
17 to less than 20	20 days	13 1/3 hours
20 and above	21 days	14 hours

The maximum number of vacation hours that a covered employee may accrue shall be 300 hours.

Prior approval of use of all vacation time is required by the supervisor or department head. Requests for vacation time of one continuous week or longer shall be submitted no less than one (1) month in advance and acted upon by the City within two (2) weeks of receipt. Priority in approving vacation requests shall be based first on date of receipt of the request and then on seniority. Requests for vacation time of less than one (1) week in length may be requested at least three (3) days in advance and will be timely process by the City.

At no time will an employee be permitted to work for the City during his/her vacation and receive double compensation.

When a recognized holiday falls within an employee's approved vacation period, for which he/she would have otherwise been excused from work, that day shall not be charged as a day of vacation.

If an employee becomes ill or injured during his/her approved vacation leave, those hours which he/she was ill or injured may, if requested by the employee and approved by the supervisor, be charged

as sick leave provided that sufficient sick leave is available and the request is made and approved during the pay period in which the illness or injury was in effect.
Payment for accrued vacation upon termination shall be at the employee's current base rate of pay.

Article 16 – Vacation Redemption

Employees may elect to receive cash in lieu of up to eighty (40) hours of vacation leave accrual each calendar year, subject to the terms and conditions in this section.

To receive cash in lieu of vacation leave accrual, an employee must submit an irrevocable written election form no later than December 31st of the calendar year prior to the calendar year in which the employee wishes to receive cash in lieu of leave. To be eligible, the employee must as of the December 31 deadline have at least one-hundred (100) hours of vacation leave accrued, and must have taken at least forty (40) hours of vacation leave during the previous year.

The cash in lieu will be payable in the last pay period of November the following calendar year. Only leave hours already accrued in the calendar year for which an election is made may be cashed out. Cash-outs for leave hours accrued in a prior calendar year are not allowed. If an employee for any reason would not have accrued the full amount elected for cash-out during the current year, the cash-out amount will be reduced accordingly.

Article 17 – Workers Compensation

All employees who are absent from work by reason of a work-related injury or illness shall be covered as allowed by Workers Compensation. During the time the employee is in pay status while absent from work by reason of injury or illness covered by Workers Compensation, he/she shall continue to accrue sick leave and vacation benefits as though he/she were not on a leave of absence, but shall not receive credit for holidays.

Article 18 – Disability Coverage

The City will replace its practice of paying short-term disability directly with an insurance policy. The City will pay for the policy and the benefit level, 2/3 of pay for benefits payable after 30 days for up to 6 months, will remain the same. The current system for short term disability will remain until the disability insurance policy can be put into place.

The City shall provide long-term disability benefits for each regular employee, provided and administered by a third-party provider.

Long-term disability benefits activate after six (6) months away from work due to a physician-confirmed disability resulting from a personal illness or personal injury. Within the six (6) month waiting period the following timeline may be helpful as a reference:

- An employee sustains a personal injury or suffers from a personal illness;
- The employee consults with their physician, and their physician determines that the illness/injury is sufficiently serious as to cause them to be away from work for an extended period of time;

- The employee provides the City Personnel Officer with written documentation from the employee's physician describing the nature of the situation, the estimated time that the employee will need to be off work, and if applicable, the estimated date at which the employee may be able to return to work under a light duty work situation;
- The employee utilizes accrued sick leave and/or vacation time for the first thirty (30) days (during which time they continue to accrue sick leave/vacation, receive credit for holidays, pay into CalPERS retirement, etc.);
- On day thirty-one (31) of the absence, the City short term disability insurance policy and the benefit level, 2/3 of pay for benefits payable after 30 days for up to 6 months, begins;
- During this six-month period, the employee no longer accrues sick leave or vacation and is not paid for holidays. During this six-month period the employee is responsible for continuing to make their employee contribution toward health benefits and any usual union dues. The City continues to pay Long Term Disability premiums and Life Insurance premiums;
- During the six-month period, any remaining sick leave or vacation leave can be used to fill in the 1/3 gap in salary;
- If, after the six-month period, the employee is unable to return to work due to the illness/injury, a determination is made as to the course that is followed next;
- If the employee goes onto long-term disability, the Standard policy coverage takes over from the City and the employee continues to receive two-thirds (2/3) of their salary, up to a maximum of $5000.00 per month.
- Employees must apply for all applicable benefits as listed above and should work with the Personnel Officer to accomplish this.

Miscellaneous Notes:

- Additional short-term disability benefits are made available to City of Exeter employees on a voluntary basis through one or more outside providers, with varying benefits and costs depending upon what is chosen by the employee. This coverage is optional and voluntary, and all costs are borne by the employee. These voluntary benefit plans may or may not cover the first thirty (30) days of illness/injury - each plan must be evaluated individually by the employee.Voluntary benefit plans may or may not coordinate with workers compensation, and the employee is encouraged to ask their provider about coordination of benefits.
- Sick leave donation may be available to an employee to bridge a gap in disability coverage, but that coverage should not be assumed by the employee.
- The employee should work closely with the City of Exeter Personnel Officer regarding continuation of health benefits during the various phases of disability, as circumstances may vary.
- The City of Exeter's disability benefits plan has only a 30-day waiting period, in contrast to the 90-day waiting periods found in many other plans.
- It is important to note that if an employee works any time during an illness/injury, the clock is "reset" and all timelines begin fresh when the employee ceases any work hours.

Light Duty:

The City of Exeter recognizes its legal obligations under applicable State and Federal law to pursue the appropriate procedures to attempt to make reasonable accommodations for employees whose work restrictions prohibit them from performing all of their usual and customary duties.

Article 19 – Other Leaves of Absence

- Absence Without Leave

Absence from work without approved leave shall be considered to be without pay. Absence without leave for more than three (3) consecutive days shall be grounds for termination of employment.

- Jury Duty/Court Appearance

Regular full-time employees subpoenaed for jury duty shall be granted a leave of absence with pay from their assigned duties until released by the court, provided the employee remits to the City all fees received for such duties (other than mileage or subsistence allowance) upon receipt of funds by the employee.

Employees shall provide the City a copy of the subpoena prior to serving jury duty. Employees not required to report for jury service until after 10:00 a.m. shall report to their usual work site at the regularly scheduled time and shall be released from work with sufficient time to prepare and report for jury duty. If the employee is serving jury duty at a Tulare County court, and is released from jury duty prior to 2:00 p.m., they shall report back to work and complete their work day. Each employee who reports for jury duty will submit to their supervisor a copy of a time-stamped document provided by the court showing dismissal date/time.

The City cannot control break times or lunch periods while jury duty is served - those shall be at the discretion of the court.

Regular full-time employees who are subpoenaed to appear as witnesses on behalf of the State of California or any of its agencies will be granted a leave of absence with pay from their assigned duties until released. The employee shall remit all fees received for such appearances to the City upon receipt. Compensation for mileage or subsistence allowance shall not be considered a fee and may be retained by the employee.

Subpoenas for appearance in court on a civil matter unrelated to the employee's City duties, or on a criminal matter unrelated to the employee's City employment, will be accommodated, but appropriate compensatory time or vacation time must be taken by the employee during all absence from work.

- Leave for Attendance at Industrial Accident Commission Hearing or Related Physical Examination

Employees who have been injured in the course and scope of their employment with the City and who are required, as a result of such injury, to be absent from duty to take physical examinations required by the City's Workers Compensation insurer or the Industrial Accident Commission or to attend hearings related thereto, may be granted leave with pay for such absences by the City Administrator, when he/she determines such absences are appropriate and in the best interests of the City, and if the employee is in pay status at the time of the scheduled examination or hearing.

Article 20 - Holidays

The following are designated as official City of Exeter holidays:

January 1 (New Years Day)

New Years Day is observed on January 1. If that date falls on a Saturday, the preceding Friday will be deemed to be that holiday for the purposes of this section. If that date falls on a Sunday, the following Monday will be deemed to be that holiday for the purposes of this section. Observed in 2019 on Tuesday January pt and in 2020 on Wednesday January 1st.

Third (3rd) Monday in January (Martin Luther King, Jr.'s Birthday)

Third (3rd) Monday in February (George Washington's Birthday)

Last Monday in May (Memorial Day)

July 4 (Independence Day) - Observed in 2018 and 2019 on July 4th.

First (1st) Monday in September (Labor Day)

November 11 (Veteran's Day) Observed on November 12 in 2018 and on November 11th in 2019.

Fourth (4th) Thursday and Friday in November (Thanksgiving)

December 24 (Christmas Eve Day)

Christmas Eve Day (December 24) shall be on the day prior to Christmas. If the day off for Christmas occurs on a Monday, the previous Friday will be the day observed. If Christmas is "deemed" to be on Friday then the day occurs on the preceding Thursday.

December 25 (Christmas Day)

Christmas is observed on December 25. If that date falls on a Saturday, the preceding Friday will be deemed to be that holiday for the purposes of this section. If that date falls on a Sunday, the following Monday will be deemed to be that holiday for the purposes of this section.

December 31 (New Years Eve)

New Years Eve (December 31) shall be a 4-hour work day on the day prior to New Years Day. If, as noted above, the day off for New Years Day occurs on a Monday, the previous Friday will be the 4-hour work day observed. If New Years Day is "deemed" to be on Friday then the 4-hour day occurs on the preceding Thursday.

Employee Birthday (defined)

Each employee shall be granted one (1) paid day off for his/her birthday. The day off must be taken within seven (7) calendar days before and seven (7) days after the employee's actual birthday. If the day is not requested and taken within this time, it is

lost and not otherwise compensated. The specific date to be taken must be approved by the employee's supervisor, but shall not be unreasonably withheld within the designated period.

This benefit shall not be construed as an official holiday.

Article 21- Uniforms/Uniform Allowance and Boot Allowance

Designated employees in the Public Works and Community Services departments shall be provided uniforms at no cost to the employee. The employee shall not wear the uniforms for other than job-related purposes. An employee will have to pay for replacement of, loss, or careless damages to the uniform.

For each member of this group serving in a field assignment, who has been actively working their regularly assigned shift for the preceding six months, or is a new hire, or is returning to their regular work schedule after an extended absence, the City shall provide a boot allowance of $250.00 per fiscal year to those employees requiring such footwear. This allowance is not retroactive - it applies to the current fiscal year at the time it is requested. The employee may purchase appropriate boots/shoes from one of the following authorized vendors:

- Boot Barn
- Lehigh Outfitters
- Redwing
- Morris Levin
- Tractor Supply

Any boot or shoe purchased must be certified as" ASTM F2413-05 PT Class 75 Protective Toe" compliant. The employee may request to purchase boots from another vendor by submitting a written request to the Department Head, said request must be approved by the Department Head prior to purchase The City shall provide to the employee upon request, and employee shall acquire, appropriate purchase documentation prior to employee making a purchase. If the desired footwear exceeds $250.00 in cost, the employee will be responsible for paying the difference at the time of purchase. Employee shall present the purchased shoes/boots to management to confirm the appropriateness before use. If the selected work boots do not exceed $250.00, the employee may at their discretion elect to purchase work stockings from the same vendor, and at the same time as the boot purchase, up to a total combined amount of $250.00 for boots/shoes and work stockings.

Article 22 - Educational Reimbursement

Educational reimbursement will be provided up to a maximum of $750.00 per fiscal/school year. Employees wishing to pursue such reimbursement may request City funds when registering for the course(s) or after completion of the course(s). Employees shall submit a written request, with appropriate backup documentation, to their Department Head for processing. The Department Head will review the request for completeness and forward to the Personnel Officer within a calendar week for processing.

If the employee requests funds at the time of registration, they must submit documentation of the name, location, and cost of the course(s). The employee must also submit proof of successful completion of the course with a passing grade upon completion. If the employee fails to complete the course(s) or does not complete the course(s) with a passing grade, the employee must return the funds to the City of Exeter.

The City reserves the right to deduct any such amount due the City from the employee's payroll or next special check.

If the employee requests reimbursement for a course(s) after completion, they must submit documentation of the name, location, and cost along with evidence of successful completion of the course(s) with a passing grade. Payment for, or reimbursement for, standalone tests, related to a course or related to pertinent job skills, will be allowed for no more than two attempts to successfully pass the test per fiscal year. If an employee attempts multiple times to pass a test, unsuccessfully, but is eventually successful, the City shall allow use of these funds to reimburse the employee for the expense of the final successful attempt.
Special licensing may be required for specific job classifications- particularly in the areas of water distribution, wastewater collection, and wastewater treatment. Should such licensing be required, the City shall bear the licensing fees. Fees related to optional training or licensing will be paid by the city or reimbursable within the provisions of this Article, but expenses such as travel and lodging for optional training, licensing, certification, or testing will only be allowed if budgeted in the department's training budget and approved by the Department Head.

Special drivers license classification may also be required for certain job classifications. The additional expense of such licensing, above and beyond the expense for typical automobile licensing, shall be paid by the city or reimbursed to the employee by the City.

Article 23 - Bi-Lingual Pay

Qualified and designated employees shall be granted a bi-lingual pay allowance of $23.08 paid bi-weekly. Employees in these designated positions must satisfactorily pass the City's established bi-lingual exam process.Qualification and designation shall be approved by the City Administrator.

Article 24 - Retention Pay

Retention Pay shall be available to all CLOCEA employees. CLOCEA employees shall receive retention pay based on complete years of continuous City of Exeter full-time employment/service as a percentage of base wages as follows: 2.5% at each of 6, 10, and 15 years (up to a maximum of 7.5%).

Article 25 - Safety Program and Training for Animal Handling

The City of Exeter has established policies, procedures, and practices to encourage a safe work environment and safe work practices. The City shall provide an appropriate form for, and communication to employees on how to report, potentially unsafe conditions.

City of Exeter employees who have among their primary responsibilities specific job duties involving animal control or animal handling will have those duties contained within their job descriptions and will already possess, or be provided by the City of Exeter, appropriate training in handling such situations. If trained City employees are not on duty, or are otherwise unavailable for response to a call involving a dangerous/vicious animal, the City will request assistance from a suitable animal control officer from another jurisdiction or agency. Public Works and/or Community Services employees who are likely to encounter dead/injured animals during the course of their normal duties will be provided appropriate training as part of the City's routine safety training program.

Article 26 - Random Drug Testing

The City of Exeter shall adopt a legally sound and operationally appropriate process for random drug testing of employees in specified job classifications (as determined and defined by law.)

Article 27 -Time for Union Business

Two designated Union Stewards shall be released two (2) hours per month for Union business.

Union members shall be released one (1) hour, on a day prior to or during negotiations, to be agreed upon by the City and Union, for discussion of negotiations proposals. This hour shall be considered and recorded as time worked on that date. Other meeting times involving Union members shall occur during non work hours and employees shall not be compensated.

Article 28 - Disciplinary Proceedings

If discipline is to be imposed, an employee may informally provide information to their department head if they disagree with the level of discipline. However, if a formal Skelly conference is requested, someone other than their department head will act as the Skelly Officer.

Article 29 – Classification and Compensation Survey

The City will commission a Citywide classification and compensation survey in 2025 with the goal of completion of the survey on or before March 01, 2026. If completed during the term of this agreement and prior to the next round of successor MOU bargaining, the survey will be presented to City Council and CLOCEA for informational purposes only, and the parties agree to engage in preliminary discussions regarding the survey before starting actual meeting and conferring on the successor MOU. Additionally, during the term of this agreement, the City will update CLOCEA on a quarterly basis of the status of the survey.

Article 30 - Severability

If the effect of any provision of this Agreement shall be held to be invalid by any Court of competent jurisdiction, the remainder of the Agreement shall not be affected, and the parties shall meet and confer for the sole purpose of arriving at a mutually satisfactory replacement provision.

Article 31 - Enactment

It is agreed that the foregoing shall be submitted to both the City Council of the City of Exeter by the City Administrator or his representative, and to the Union membership by its representative Committee, for consideration and approval.

Executed this 13th day of November 2024

FOR THE CITY OF EXETER

Adam Ennis, City Administrator

FOR CLOCEA

Marcus Millan, Steward/President

Mike Cosenza, CLOCEA

ATTEST

Francesca Quintana, City Clerk

Appendix A

Covered Full-Time Classifications

Accounting Assistant

Administrative Assistant

Animal Control/Code Enforcement

Chief Operator

Clerk Dispatcher

Community Services Officer

Crew Leader

Maintenance Technician

Mechanic II

Maintenance Worker

Skilled Maintenance Worker

Operator I Water/Wastewater

Operator II Water/Wastewater

Records Clerk

Office Assistant

Recreation Leader

Recreation Coordinator

Recreation Supervisor

Senior Clerk Dispatcher

Senior Administrative Assistant

CITY OF EXETER REQUEST FOR PROPOSALS (RFP)

Citywide Classification and Compensation Survey

RFP No.: 2025-XX

Issue Date: October 1, 2025

Proposal Due Date: October 31, 2025, at 5:00 PM

DRAFT

Contact Information:

Francesca Quintana, City Clerk/Human Resources Manager

fquintana@exetercityhall.com

(559)592-9244

I. INTRODUCTION

The City of Exeter is seeking proposals from qualified consulting firms to conduct a comprehensive citywide classification and compensation survey. This survey will encompass all full-time City positions.

The goal of this survey is to ensure competitive, equitable, and consistent compensation across the City's workforce. The survey is expected to be completed on or before March 1, 2026.

II. SCOPE OF WORK

The selected consultant will be responsible for:

1. Job Analysis and Classification Review
    - Review and analyze current job descriptions for all full-time City positions.
    - Conduct interviews or surveys with employees and supervisors to gather information on job duties and responsibilities.
    - Evaluate current classification structure for clarity, internal equity, and market alignment.
2. Market Compensation Survey
    - Identify appropriate comparable agencies and benchmark positions.
    - Collect and analyze salary and benefit data to determine market competitiveness.
    - Evaluate compensation trends and make recommendations for adjustments.
3. Internal Equity Analysis
    - Analyze internal pay relationships to identify inequities or inconsistencies.
    - Recommend adjustments to maintain fair and equitable compensation practices.
4. Final Report and Presentation
    - Prepare a detailed report of findings, analyses, and recommendations.
    - Present the final report to City Council and CLOCEA for informational purposes.
    - Provide interim updates to CLOCEA on a quarterly basis, as required by the MOU.

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III. PROPOSAL REQUIREMENTS

Proposals must include:

1. Cover Letter
    - Introduction of the firm and its qualifications.
    - Statement of understanding of project requirements.
2. Firm Qualifications
    - Overview of experience conducting classification and compensation studies for public agencies.
    - Resumes of key personnel assigned to the project.
3. Project Approach and Methodology
    - Detailed description of the approach to the survey.
    - Proposed timeline and project milestones.
4. References
    - Minimum of three (3) public sector references for similar projects.
5. Cost Proposal
    - Detailed breakdown of fees for each phase of the project.
    - Total not-to-exceed cost for the project.

IV. PROPOSAL EVALUATION

Proposals will be reviewed and scored based on:

1. Experience and qualifications of the firm and personnel.
2. Methodology and understanding of the project.
3. Demonstrated experience with public sector classification and compensation surveys.
4. Cost-effectiveness and clarity of proposal.
5. Quality of references and past performance.

Staff will bring the proposals and evaluation results back to City Council for final approval of the selected consultant.

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V. TIMELINE

Milestone	Recommended Date	Notes
RFP Issued	October 1, 2025	Official release date of RFP
Deadline for Questions/ Clarifications	October 15, 2025	Two weeks after issuance; allows vendors to submit written questions
Responses to Questions Posted	October 22, 2025	One week after question deadline; ensures all vendors receive answers
Proposal Due Date	October 31, 2025	Four weeks from issuance; sufficient time for thorough proposals
Proposal Evaluation Period	November 1 – November 7, 2025	One-week period for staff review and scoring
City Council Review & Consultant Selection	November or early December 2025	Present evaluation results and staff recommendation to Council for final approval
Contract Execution / Notice to Proceed	Early December, 2025	Allows consultant to begin work before the end of the calendar year
Survey Completion Goal	March 1, 2026	Consistent with CLOCEA MOU requirement

VI. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically (PDF format) to the contact listed below by ***5:00 PM on October 31, 2025***.

Submission Contact: Francesca Quintana, City Clerk/Human Resources Manager

fquintana@exetercityhall.com

Late submissions will not be considered.

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VII. TERMS AND CONDITIONS

- The City reserves the right to reject any or all proposals.
- All submitted materials become property of the City of Exeter.
- The selected consultant will enter into a standard City professional services agreement.
- The City is not responsible for any costs incurred in preparing proposals.

VIII. ATTACHMENTS

Attachment A: Current Salary Schedule and Personnel Allocation

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CITY OF EXETER FY2025-2026 SALARY SCHEDULE

Effective: July 1, 2025

MISCELLANEIOUS CLASSIFICATIONS	BU	STEP A	STEP B	STEP C	STEP D	STEP E	PATTERN
City Administrator	Unrep	13,060	13,713	14,262	14,832	15,426	5,4,4,4,
Finance Director	Unrep	9,051	9,503	9,978	10,477	11,001	5*
Public Works Director	Unrep	8,548	8,975	9,424	9,895	10,390	5*
Community Services Director	Unrep	7,811	8,201	8,611	9,042	9,494	5*
City Clerk/Human Resources Manager	Unrep	7,184	7,543	7,920	8,316	8,732	5*
Operations Manager	Unrep	6,364	6,682	7,016	7,367	7,735	5*
Deputy City Clerk/Personnel Officer	Unrep	6,007	6,308	6,623	6,954	7,302	5*
Finance Manager	Unrep	6,332	6,649	6,981	7,330	7,697	5*
Chief Operator	CLOCEA	5,327	5,594	5,873	6,167	6,475	5*
Operator II, Water/Wastewater	CLOCEA	4,831	5,072	5,326	5,592	5,872	5*
Operator I, Water/Wastewater	CLOCEA	4,584	4,814	5,054	5,307	5,572	5*
Crew Leader	CLOCEA	4,410	4,631	4,863	5,106	5,361	5*
Mechanic II	CLOCEA	4,398	4,618	4,849	5,092	5,346	5*
Senior Clerk Dispatcher	CLOCEA	4,246	4,458	4,681	4,915	5,161	5*
Recreation Supervisor	CLOCEA	4,203	4,413	4,634	4,865	5,109	5*
Community Services Officer	CLOCEA	4,203	4,413	4,634	4,865	5,109	5*
Maintenance Technician	CLOCEA	4,148	4,355	4,573	4,802	5,042	5*
Skilled Maintenance Worker	CLOCEA	3,792	3,982	4,181	4,390	4,609	5*
Accounting Assistant	CLOCEA	3,755	3,943	4,140	4,347	4,564	5*
Administrative Assistant	CLOCEA	3,792	3,982	4,181	4,390	4,609	5*
Senior Administrative Assistant	CLOCEA	4,246	4,458	4,681	4,915	5,161	5*
Recreation Coordinator	CLOCEA	3,792	3,982	4,181	4,390	4,609	5*
Records Clerk	CLOCEA	3,703	3,889	4,083	4,287	4,501	5*
Animal Control/Code Enforcement	CLOCEA	3,654	3,837	4,028	4,230	4,441	5*
Maintenance I	CLOCEA	3,610	3,790	3,980	4,179	4,388	5*
Office Assistant	CLOCEA	3,276	3,440	3,612	3,793	3,982	5*
Recreation Leader	CLOCEA	3,276	3,440	3,612	3,793	3,982	5*

POLICE CLASSIFICATIONS	BU						PATTERN
Chief of Police	Unrep	11,089	11,644	12,226	12,837	13,479	*5
Lieutenant	Unrep	8,318	8,734	9,171	9,629	10,111	*5
Sergeant	EPOA	6,564	6,892	7,237	7,598	7,978	*5
Police Officer	EPOA	5,143	5,400	5,670	5,953	6,251	*5
Police Officer Trainee	CLOCEA	4,885	5,129	5,386	5,655	5,938	*5
E-Step Police Officer is the benchmark position upon which linked formulas are based.							

***All salaries shown are monthly amounts.*

HOURLY EMPLOYEE SALARY SCHEDULE	Effective 1/1/2020	Effective 1/1/2021	Effective 1/1/2022	Effective 1/1/2023	Effective 1/1/2024	Effective 7/1/2024	Effective 1/1/25
Recreation Assistant	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Recreation Leader	N/A	18.00	18.00	18.00	18.00	18.00	18.00
Sport Official	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Maintenance	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Office/ Administrative I	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Office/ Administrative II	15.00	16.00	17.00	17.00	17.00	17.00	17.00
Police Reserve	19.00	19.00	25.00	25.00	25.00	26.00	26.00
Special Projects and Training Coordinator				53.93	53.93	56.09	56.09

CITY COUNCIL MEMBERS
Exeter City Council Member
*$10.00 per meeting not to exceed four meetings in any calendar month pursuant to City of Exeter Municipal Code §2.04.030

CITY OF EXETER
FY2024/2025 & 2025/2026 PERSONNEL ALLOCATION

			GENERAL FUND							NON-GENERAL FUNDS						
FTE	Dept	CLASSIFICATION	Admin	Fin	General Government	Police	Streets	Rec.	Parks	General Fund	Ins	Meas P	Water	Sewer	Refuse	Non GF Fund	Total
1	Admin	City Administrator	0.30				0.08			0.38	0.09		0.25	0.28		0.62	1.00
1	Admin	Personnel Officer/City Clerk	0.15		0.20					0.35	0.25		0.25	0.15		0.65	1.00
1	Admin	City Clerk/ HR Manager	0.15		0.20					0.35	0.25		0.25	0.15		0.65	1.00
										-						-	-
1	PW	Maintenance Technician					0.15			0.15			0.43	0.42		0.85	1.00
1	PW	Administrative Assistant					0.15			0.15			0.45	0.40		0.85	1.00
1	PW	Operations Manager				0.10	0.20			0.30			0.40	0.25	0.05	0.70	1.00
1	PW	Mechanic II				0.20	0.20			0.40			0.30	0.30		0.60	1.00
1	PW	Crew Leader					0.05		0.20	0.25			0.37	0.38		0.75	1.00
1	PW	Skilled Maintenance Worker					0.35			0.35			0.40	0.20	0.05	0.65	1.00
1	PW	PW Director					0.30			0.30			0.35	0.25	0.10	0.70	1.00
1	PW	Maintenance I					0.10			0.10			0.75	0.15		0.90	1.00
1	PW	Skilled Maintenance Worker					0.10			0.10			0.75	0.15		0.90	1.00
1	PW	Maintenance Technician					0.50			0.50			0.45	0.05		0.50	1.00
										-						-	-
1	Finance	Office Assistant			0.10					0.10			0.40	0.35	0.15	0.90	1.00
1	Finance	Finance Manager		0.15			0.10			0.25	0.05		0.30	0.35	0.05	0.75	1.00
1	Finance	Finance Director		0.25			0.10			0.35	0.08		0.27	0.30		0.65	1.00
1	Finance	Accounting Assistant			0.30					0.30			0.32	0.32	0.08	0.72	1.02
1	Finance	Accounting Assistant			0.30					0.30			0.32	0.32	0.08	0.72	1.02
1	Rec	Recreation Coordinator						0.95		0.95	0.05					0.05	1.00
1	Rec	Recreation Leader										1.00				1.00	1.00
										-						-	-
1	Code Enf	Community Services Officer								-		1.00				1.00	1.00
20	PD	Police Poisitons				19.00				19.00		1.00				1.00	20.00
										-						-	-
41		TOTAL:	0.60	0.40	1.10	19.30	2.38	0.95	0.20	24.93	0.77	3.00	7.01	4.77	0.56	16.11	41.04
		Funding Allocation %	1.5%	1.0%	2.7%	47.0%	5.8%	2.3%	0.5%	60.7%	1.9%	7.3%	17.1%	11.6%	1.4%	39.3%	100.0%

Police Personnel	
Chief	1
Lieutenant	2
Sergeant	4
Detective	3
Police Officer	6
Police Officer Trainee	1
School Resource Officer	1
Records Clerk	1
Sr. Clerk Dispatcher	1
	20

Note on Police Officer Allocation
*1 FTE offset w/Measure P Fund)

Agenda Item Staff Report

Agenda Item Number: G.1.

Meeting Date:
September 23, 2025

Wording for Agenda:
Public Hearing to Consider Adoption of Resolution No. 2025-41, A Resolution of the City Council of the City of Exeter, Approving the Closeout of the City's 21 Community Development Block Grant (CDBG-PL-30007) and Accepting the Sanitary Sewer and Wastewater Treatment Plan Master Plan.

Submitting Department:
Public Works and Finance

Contact Name:
Rene Miller, Finance Manager

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Department Recommendation:
Staff recommends that the City Council hold a public hearing to consider adoption of Resolution No. 2025-41, a Resolution of the City Council of the City of Exeter, approving the closeout of the City's 21 Community Development Block Grant (CDBG-PL-30007) and accepting the Sanitary Sewer and Wastewater Treatment Plan Master Plan.

Summary:
The Sanitary Sewer and Wastewater Treatment Plan Master Plan (attached to this report) was accepted by the City Council at a prior meeting on January 23, 2024, and the closeout of the City's 21 Community Development Block Grant (CDBG-PL-30007) on March 11, 2025, however earlier this month, the City was notified by the State that additional requirements needed to be met as a part of the closeout process for the project and requested that the City of Exeter hold another public hearing to closeout the project.

Therefore, city staff has duly noticed the public hearing and brings this item back to the City Council for formal action. If approved, Staff will complete all documents associated with the closeout and submit it to the State.

Background:

In 2022, the Council approved QK to perform a Sanitary Sewer Master Plan. Later that year, the finance director was able to obtain a CDBG Planning Grant. Since the work had already begun prior to finalizing the CDBG Grant, the City could only utilize $48,469.59 of the $250,000 grant awarded. The report was an update to the Sanitary Sewer Master Plan prepared in 1974.

The updated Master Plan includes a complete system-wide hydraulic analysis. Sanitary sewer flow was allocated using an equivalent dwelling unit analysis and a diurnal pattern to analyze peak flow in the system. The collection system flow was incorporated into a hydraulic model to evaluate the City's sanitary sewer collection system. The hydraulic model was developed using existing plans, Geographic Information System (GIS), QK Survey information, and field observation. The hydraulic model confirmed the City's collection system is adequately sized and operating sufficiently. The few collection system issues observed by City staff are the result of operational issues at three lift stations, two of which are City-owned and operated and the third is privately owned and operated by the property owner.

The Wastewater Treatment Plant (WWTP) was thoroughly analyzed to determine areas of improvement. Several components of WWTP require improvements to allow the plant to operate at its designed capacity. The required improvement projects for both the WWTP and collection system were developed and assigned costs as part of a Capital Improvement Program. The Capital Improvement Program includes project priorities based on the following categories:

- Near-term – Facility requirements needed to resolve existing operational issues within the next five years.
- Mid-term – Facility requirements needed to resolve minor operational issues of existing developed areas.
- Long-term – Facility requirements needed to provide collection and treatment facilities to areas of future development.

As part of the updated Sanitary Sewer Master Plan, the following Capital Improvement Program costs, by priority, have been developed:

Near-term	$6,060,450
Mid-term (20% increase)	$1,448,940
Long-term (25% increase)	$38,566,157
Total Costs	$46,075,500

The City of Exeter's Sanitary Sewer Master Plan provides staff the information to evaluate the existing fund reserves and developer impact fees to implement the Capital Improvement Program. These capital costs will be included in the fee study that is to be performed this fiscal year.

Fiscal Impact:
Tonight's action has no associated additional fiscal impact.

Prior City Council Actions:
The Sanitary Sewer and Wastewater Treatment Plan Master Plan was accepted by the City Council at a prior meeting on January 23, 2024. The closeout of the City's 21 Community Development Block Grant (CDBG-PL-30007) was also approved at a prior meeting on March 11, 2025.

Attachments:
- January 23, 2024, Agenda Item
- March 11, 2025, Agenda Item
- Draft Master Plan
- Resolution No. 2025-41

Recommended motion to be made by the City Council:
I move to adopt Resolution No. 2025-41, a Resolution of the City Council of the City of Exeter, approving the closeout of the City's 21 Community Development Block Grant (CDBG-PL-30007) and accepting the Sanitary Sewer and Wastewater Treatment Plan Master Plan.

City of Exeter
Agenda Item Transmittal

Meeting Date: January 23, 2024

Agenda Item Number: I2

Wording for Agenda: Receive an overview of the City's sanitary sewer system, provide Council comments, and accept the updated Sanitary Sewer Master Plan for the City of Exeter.

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

For action by:
_X_ City Council

Regular Session:
___ Consent Calendar
_X_ Regular Item
___ Public Hearing

Review:

City Administrator (Initials Required)

Department Recommendation:
Staff recommends that Council receive an overview of the City's sanitary sewer system, provide Council comments, and accept the updated Sanitary Sewer Master Plan for the City of Exeter.

Summary/Background:
At the City Council meeting of March 22, 2022, the Council authorized the City Administrator to execute an Extra Work Authorization with the City's contract City Engineer firm – QK, in an amount not to exceed $105,000 to update the City's Sanitary Sewer Master Plan. Since that time, QK has been performing research, collecting, and calculating all of the required data to provide the City with a Capital Improvement Program to identify improvement projects for existing issues and new development within the City's Sphere of Influence. This report is an update to the Sanitary Sewer Master Plan prepared in 1974.

The updated Master Plan includes a complete system-wide hydraulic analysis. Sanitary sewer flow was allocated using an equivalent dwelling unit analysis and a diurnal pattern to analyze peak flow in the system. The collection system flow was incorporated into a hydraulic model to evaluate the City's sanitary sewer collection system. The hydraulic model was developed using existing plans, Geographic Information System (GIS), QK Survey information, and field observation. The hydraulic model confirmed the City's collection system is adequately sized and operating sufficiently. The few collection system issues observed by City staff are the result of operational issues at three lift stations, two of which are City-owned and operated and the third is privately owned and operated by the property owner.

The Wastewater Treatment Plant (WWTP) was thoroughly analyzed to determine areas of improvement. Several components of the WWTP require improvements to allow the plant to operate at its designed capacity. The required improvement projects for both the WWTP and collection system were developed and assigned costs as part of a Capital Improvement Program. The Capital Improvement Program includes project priorities based on the following categories:

- Near-term – Facility requirements needed to resolve existing operational issues within the next five years.

- Mid-term – Facility requirements needed to resolve minor operational

issues of existing developed areas.

- Long-term – Facility requirements needed to provide collection and treatment facilities to areas of future development.

As part of the updated Sanitary Sewer Master Plan, the following Capital Improvement Program costs, by priority, have been developed:

Near-term	$6,060,450
Mid-term (20% increase)	$1,448,940
Long-term (25% increase)	$38,566,157
Total Costs	$46,075,500

It is recommended the City Council adopt this report as the City of Exeter's Sanitary Sewer Master Plan and during the budget process evaluate the existing fund reserves and developer impact fees to implement the Capital Improvement Program.

Fiscal Impact: The Sanitary Sewer Master Plan Update is being paid for by housing funding through Self Help and the State.

Prior Council/Board Actions: March 22, 2022 - The Council authorized the City Administrator to execute an Extra Work Authorization with the City's contract City Engineer firm – QK, in an amount not to exceed $105,000 to update the City's Sanitary Sewer Master Plan.

Attachments: Draft Sanitary Sewer Master Plan

Environmental Clearance: Not applicable for this project.

Recommended motion to be made by Council/Board: I move to accept the updated Sanitary Sewer Master Plan for the City of Exeter as presented.

City of Exeter
Agenda Item Transmittal

Meeting Date: March 11, 2025

Agenda Item Number: J.1.

Wording for Agenda: Public Hearing and approval for the Close-Out of the 21-CDBG (Community Development Block Grant)-PL-30007 Wastewater Master Plan Grant.

Submitting Department: Finance Department
Contact Name: Rene Miller, Hourly Finance Manager
Phone Number: (559)592-1004
Email: rmiller@exetercityhall.com

For action by:
☒City Council

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

Review:

City Administrator (Initials Required)

Department Recommendation:

Conduct a Public Hearing to receive public comment and approve the close-out of the 21-CDBG (Community Development Block Grant)-PL-30007 Wastewater Master Plan Grant.

Summary/Background:

In 2021, the City applied for and was awarded up to $250,000 in CDBG funding through the California Department of Housing and Community Development (HCD). This grant was a Planning and Technical Assistance Grant. With this grant, the City retained Quad Knopf Engineering to look at the present wastewater infrastructure and treatment plant so as to report current needs and repairs as well as future needs and maintenance. When funding permits, Staff will use this report to design wastewater maintenance plans and capital projects that address the issues and recommendations presented in the masterplan.

At this time:

	Budget	Total Expenses	Disencumbered Funds
Total Implementation:	$250,000	$ 48,469.59	$201,530.41

The City has filed all the necessary reports except for the closing documents which cannot be filed until the public hearing for completed Sewer Masterplan has been accepted by the Council and the Closing Resolution approved. At this time, the City will disencumber the remaining funds totaling $201,530.41*. Since this grant funding was competed for the remaining funds could not be used for other projects.

Fiscal Impact:

No fiscal impact with this action.

Prior Council/Board Actions: March 22, 2022, Council approved a contract with Quad Knopf not to exceed $105,000 to prepare a Wastewater masterplan. On January 23, 2024, the City's Updated Sanitary Sewer Master Plan was accepted.

Attachments:

None.

Recommended motion to be made by Council: I move to receive public comment and approve the Close-Out of the 21-CDBG (Community Development Block Grant)-PL-30007 Sewer Masterplan.

CITY OF EXETER

SANITARY SEWER MASTER PLAN



NOVEMBER 2023

SANITARY SEWER MASTER PLAN

Prepared for:

City of Exeter
100 North C Street
Exeter, CA 93221
Contact Person: Daymon Qualls, Director of Public Works
Phone: (559) 592-3318

Consultant:

2816 Park Avenue
Merced, CA 95348
Contact: Martin Querin
Phone: (559) 733-0440
Fax: (559) 733-7821

November 2023

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Project #220130

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SECTION 1 - EXECUTIVE SUMMARY

The City of Exeter Sanitary Sewer Master Plan was prepared to provide the City with a Capital Improvement Program to identify improvement projects for existing issues and new development within the City's Sphere of Influence. This report is an update to the Sewer Water Master Plan prepared in 1974.

The Master Plan includes a complete system-wide hydraulic analysis. Sanitary sewer flow was allocated using an equivalent dwelling unit analysis and a diurnal pattern to analyze peak flow in the system. The collection system flow was incorporated into a hydraulic model to evaluate the City's sanitary sewer collection system. The hydraulic model was developed using existing plans, Geographic Information System (GIS), QK Survey information, and field observation. The hydraulic model confirmed the City's collection system is adequately sized and operating sufficiently. The few collection system issues observed by the City are the result of operational issues at three lift stations, two of which are City-owned and operated and the third is privately owned and operated by the property owner. The Wastewater Treatment Plant (WWTP) was thoroughly analyzed to determine areas of improvement. Several components of the WWTP require improvements to allow the plant to operate at its designed capacity. The required improvement projects for both the WWTP and collection system were developed and assigned costs as part of a Capital Improvement Program. The Capital Improvement Program includes project priorities based on the following categories:

- Near-term – Facility requirements needed to resolve existing operational issues within the next five years.
- Mid-term – Facility requirements needed to resolve minor operational issues of existing developed areas.
- Long-term – Facility requirements needed to provide collection and treatment facilities to areas of future development.

The following Capital Improvement Program costs, by priority, have been developed:

Near-term	$6,060,450
Mid-term (20% increase)	$1,448,940
Long-term (25% increase)	$38,566,157
Total Costs	$46,075,500

The hydraulic model developed as part of this Master Plan is dynamic and should be updated to reflect any changes that would affect the City's collection and treatment system. It is recommended the City Council adopt this report as the City of Exeter's Sanitary Sewer Master Plan and evaluate the existing fund reserves and developer impact fees to implement the Capital Improvement Program.

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SECTION 2 - INTRODUCTION

2.1 - Background

The City of Exeter (City) is in Tulare County in the southeastern portion of the San Joaquin Valley. It is bisected by State Route 65, which runs north and south, and is situated approximately one and one-half miles south of State Route 198. The City's wastewater system consists of the following elements:

1. Seven lift stations.
2. An underground collection system, totaling over 190,000 linear feet of pipe.
3. A WWTP with a design capacity of 1.94 million gallons per day (MGD).

2.2 - Authorization

The City Council of the City of Exeter authorized the preparation of this report to serve as a guide for a Sanitary Sewer Master Plan, to recommend priorities for system replacement and improvements both within the collection system and at the City's wastewater treatment plant, and to provide criteria for developers and the City in the design of additions to the system.

2.3 - Scope

The intent of this report is to develop a Master Plan to guide the City of Exeter in making future decisions on areas of need within the City's sanitary sewer collection and treatment systems and make recommendations for capital improvement projects to address those needs. The Master Plan will address both areas of existing deficiencies and propose facilities for future development within the City's Sphere of Influence (SOI). In order to make recommendations on the proposed improvement projects, the following analyses were performed:

1. Prepare an inventory of existing wastewater facilities and determine if existing design and conditions are adequate for the planned duration and growth of the planning period.
2. Evaluate and predict future growth within the City's Sphere of Influence and its effects on the wastewater collection and treatment facilities.
3. Develop an existing and future conditions hydraulic model to evaluate the existing wastewater collection system and proposed wastewater improvements.

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SECTION 3 - STUDY AREA

The Exeter General Plan identifies a 20-year planning boundary in which urban development is expected to occur over the plan period. However, due to Exeter's slower-than-expected growth rate, the planning boundary established by the 2020 General Plan was not expanded for the purpose of this Master Plan. Local Agency Formation Commission (LAFCo) has adopted a Sphere of Influence for Exeter that is very similar in location to the 20-year planning boundary. City staff has determined the Sphere of Influence is appropriate for the Study Area of this project. Figure 3-1 defines the Study Area boundary.

Exeter is located in the San Joaquin Valley near the foothills of the Sierra Nevada. The climate is clear, hot, and arid in the summer, and the winter is cold and partly cloudy. Temperatures range from a high of 100 degrees Fahrenheit in the summer months to a low of 40 degrees Fahrenheit in the winter. The average annual precipitation in Exeter is approximately 13 inches of rain, with the highest precipitation rate occurring in March.

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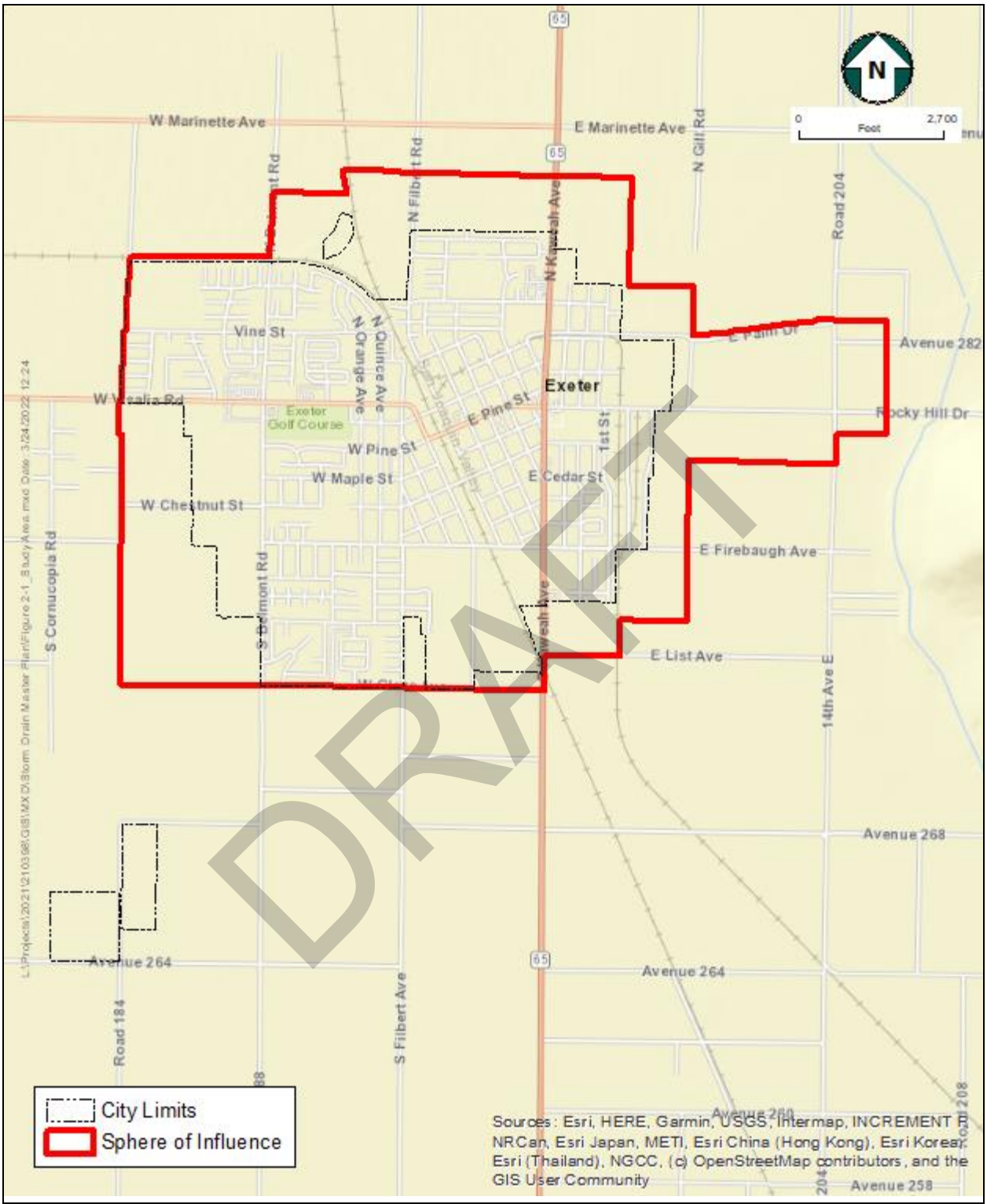


Figure 3-1
Study Area

SECTION 4 - ENGINEERING AND PLANNING CRITERIA

4.1 - Collection System

4.1.1 - SANITARY FLOW

A tributary area analysis was performed for the City's sewer shed area, shown in Figure 4-1. The land use of each sewer shed was used to allocate the number of dwellings and equivalent dwelling units (EDUs). Land use was determined using the Map of Exeter Zone Districts Updated 2021, shown in Figure 4-2, and Google Earth information for existing conditions. Sanitary flow for future development was determined using the land use based on the Exeter General Plan shown in Figure 4-3. EDUs are a standardized unit that equates non-residential properties to a specific number of dwellings. Each dwelling is then allocated a sanitary flow rate. EDUs were allocated to each non-residential property according to the conversions summarized in Table 4-1.

Table 4-1
Non-Residential EDU Assignments

Property Type	EDUs	Unit
Food Service Establishment	3.0	Each
Church	2.0	Each
Hotel/Motel	0.38	Per Room
High School	1.0	Per 24 Students
Middle School	1.0	Per 40 Students
Elementary School	1.0	Per 50 Students
Office/Commercial Building	2.0	Each
Retail	2.0	Each
Industrial	2.0	Each
Gas Station	2.0	Each
Trailer Space	0.5	Per Space
Multi-Family Building	0.67	Per Residence

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The flow rate for each EDU was determined based on the average daily flow rate recorded at the WWTP of 750,000 gallons per day (gpd). The tributary analysis yielded a total of 3,967 EDUs at 189 gpd.

Future sanitary sewer flow rates were determined based on future development land use with a gpd/acre coefficient. The coefficients were established by the City of Visalia as a result of their 1994 flow monitoring program. Tulare County does not have a set standard for future development flow coefficients. Residential coefficients were increased by 25 percent for this study to reflect the change in zoning requirements that allows an increased number of dwellings allowable per acre. The majority of the future development area is zoned as "Urban Reserve." For this analysis, areas zoned "Urban Reserve" were analyzed as "Medium-Density Residential." The coefficients for each land use are summarized in Table 4-2.

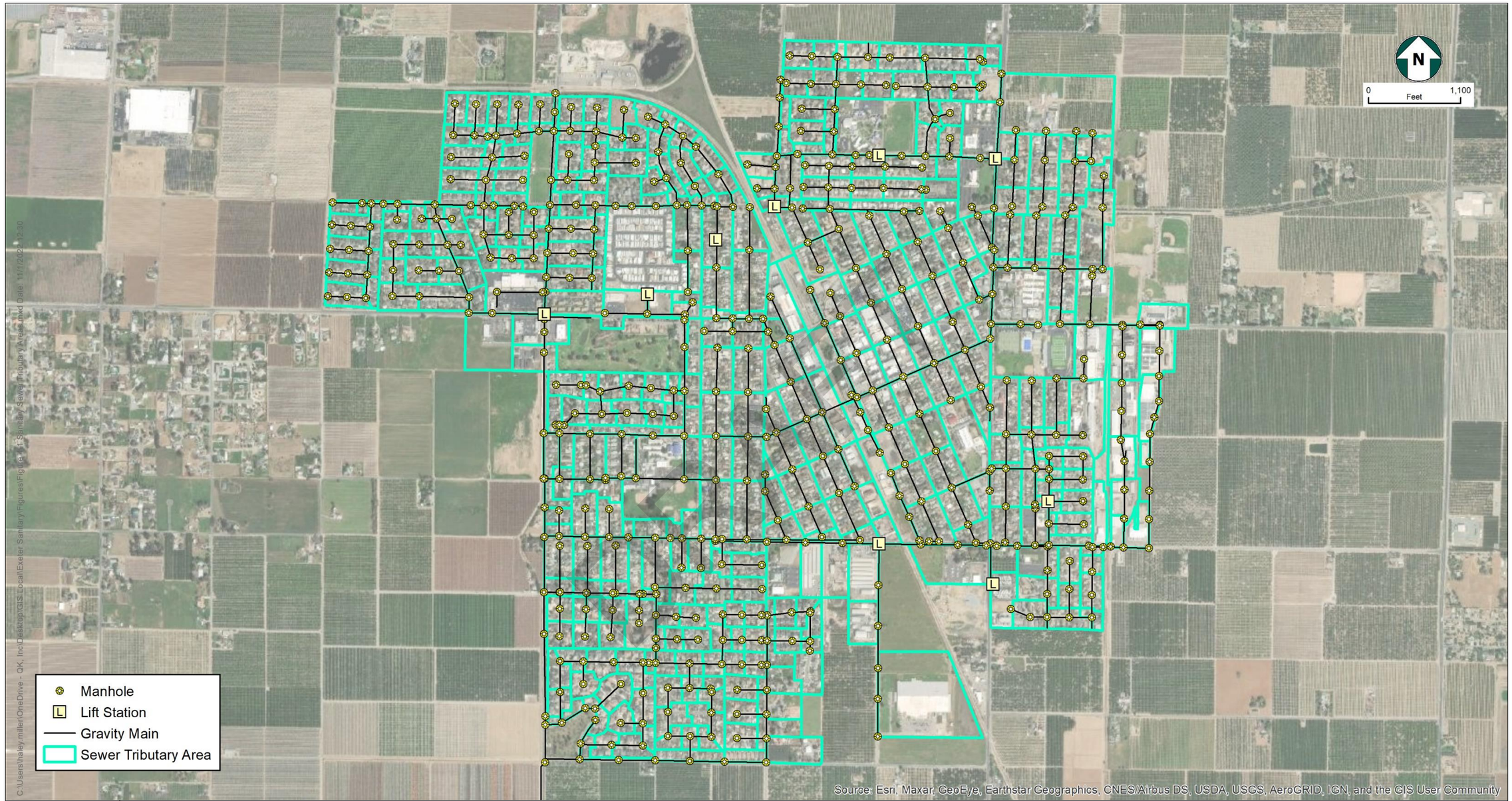


Figure 4-1
City of Exeter Sanitary Sewer Tributary Areas

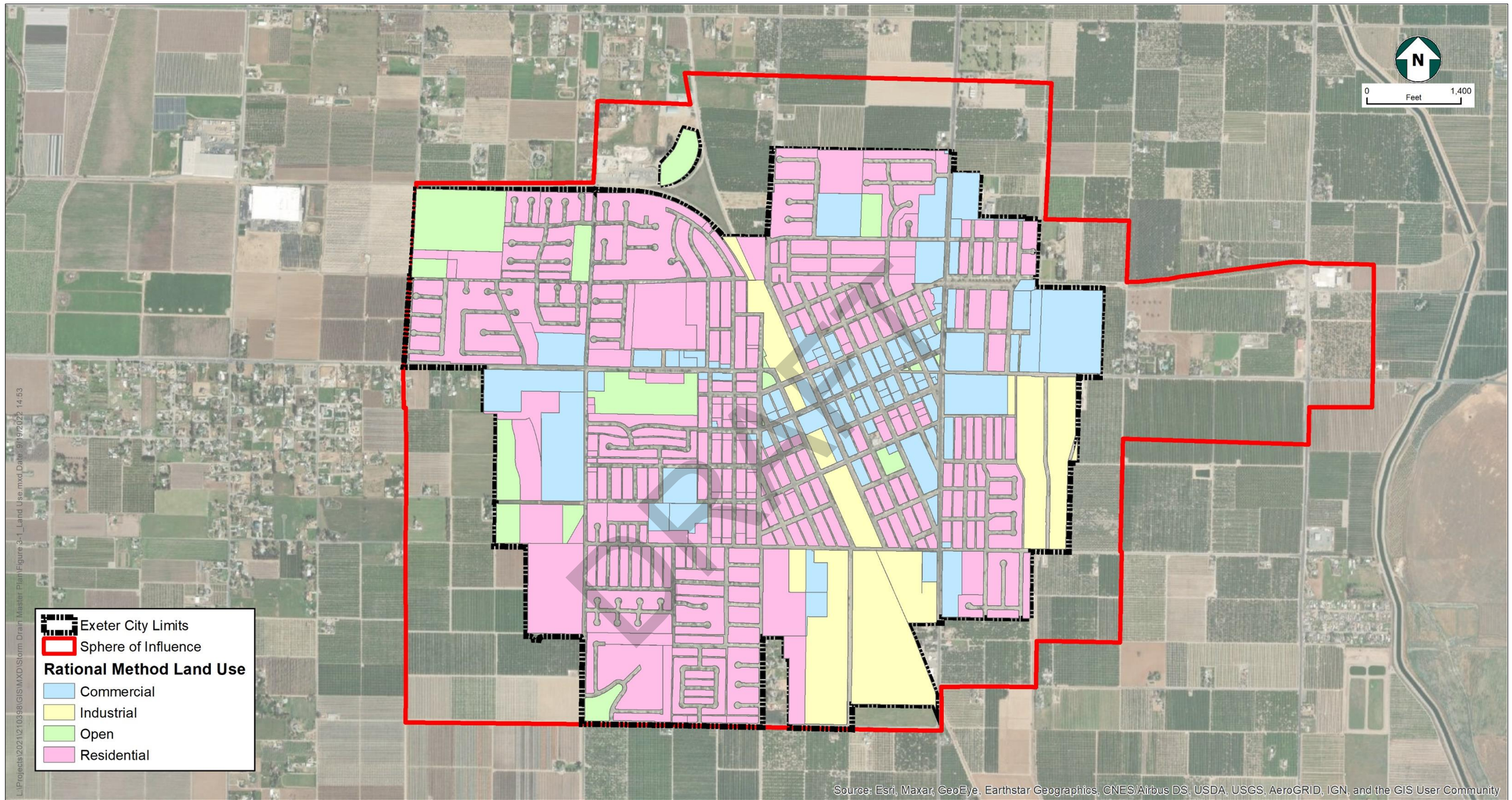


Figure 4-2
City of Exeter Existing Land Use

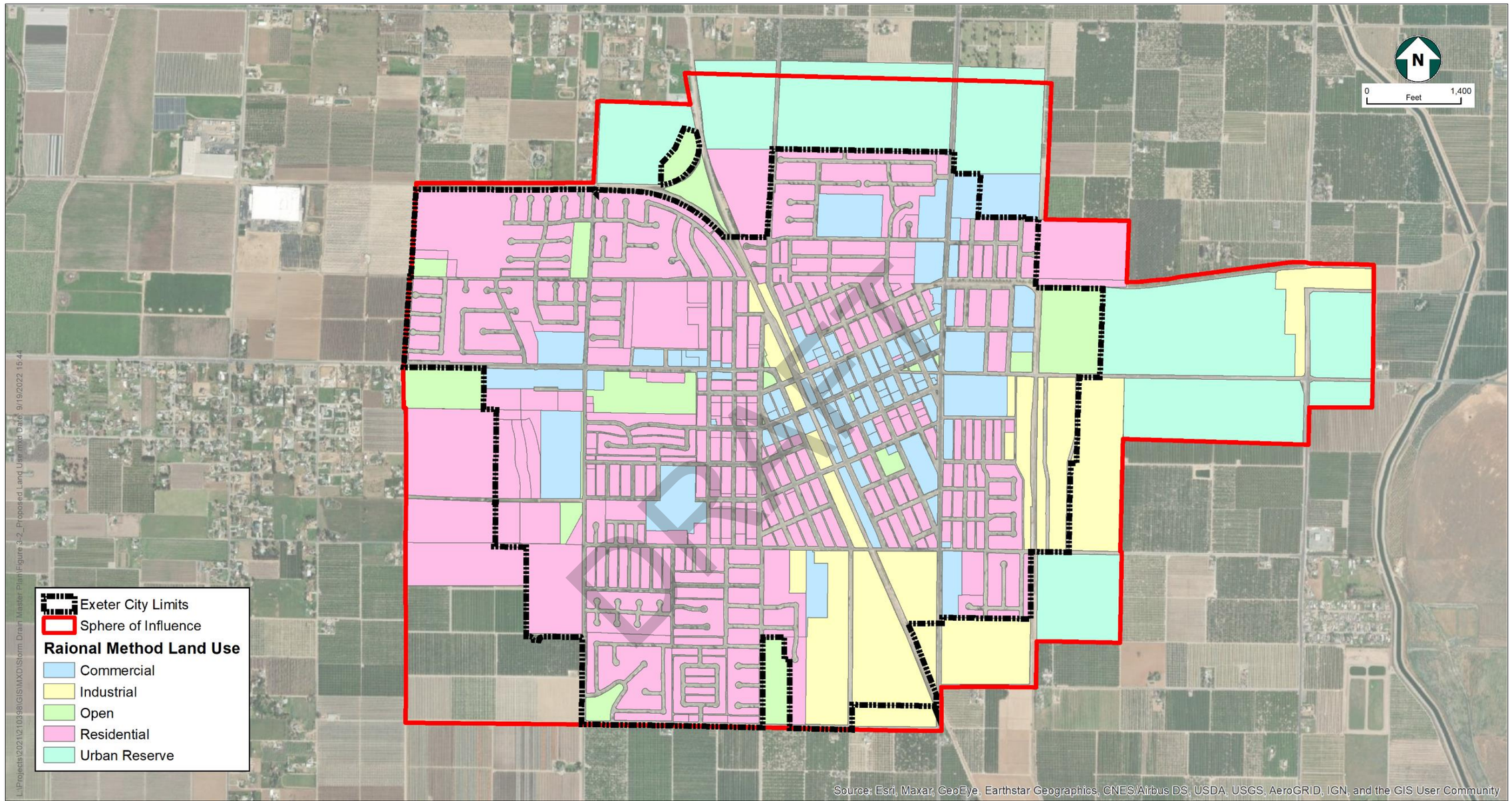


Figure 4-3
City of Exeter General Plan Land Use

Table 4-2
Existing Sanitary Sewer Gravity Mains

Land Use	Flow Coefficient (gpd/acre)
Rural Residential	625
Low-Density Residential	1,250
Medium-Density Residential	2,250
High-Density Residential	3,125
Commercial	1,000
Light Industrial	1,100
Heavy Industrial	1,900

Peaking Factor

The design flow was implemented into the model using a typical sanitary residential diurnal pattern. A diurnal pattern is a normalized daily flow pattern that reflects the fluctuations in sanitary sewer flow throughout the day. The existing conditions' diurnal pattern has a peaking factor of 1.5, slightly larger than the average peak experienced at the WWTP of 1.37. The diurnal time pattern was adjusted for future development flow to include a peaking factor of 1.8 for a more conservative analysis.

4.1.2 - HYDRAULICS

Sanitary Sewer Design Standards were established based on Exeter's City Standards and Tulare County's Ordinance No. 2925, which established permit requirements, standards, and specifications for sanitary sewer systems. Ordinance No. 2925 can be found in Appendix A. Manning's n coefficients range from 0.011 to 0.017 for typical sanitary sewer gravity mains. A Manning's n coefficient of 0.013 was used for this study based on the average pipe age and material.

Hydraulic Model

A hydraulic model was developed to analyze the existing sanitary sewer collection system's capacity compared to the required design parameters. The model was created in PCSWMM, an advanced modeling software that operates on the same engine as the free EPA SWMM 5 software. The model was built using GIS, plan drawings, survey information, and field observation. Exeter's entire sanitary sewer collection system is included in the model.

The existing conditions model was analyzed to determine if there were any areas of surcharging or flooding. New sanitary sewer gravity mains were designed in accordance with the depth of flow versus diameter requirements of Ordinance No. 2925 and with a minimum diameter of eight inches. The depth of flow requirements is summarized in Table 4-3.

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Table 4-3
Depth of Flow versus Diameter of Pipe

Diameter	Percent Full
6" to 18"	50%
21" and Over	67%

Minimum slopes were implemented for the future development model based on the criteria summarized in Table 4-4.

Table 4-4
Minimum Slope

Diameter (in.)	Minimum Slope
8	0.004
10	0.0028
12	0.0022
15	0.0016
18	0.0012
24	0.0008
30	0.00058
36	0.00046

4.1.3 - LIFT STATIONS

The lift stations were evaluated to determine if they have the capacity to convey the peak daily flow with one pump offline for redundancy. Lift stations that could not convey the peak flow with one pump offline were considered deficient.

4.2 - Wastewater Treatment Plant

The City's WWTP was evaluated based on existing issues reported by the operating staff, the ability to accommodate existing and future flow as designed per as-builts from the plant's upgrade in 1999-2000, and limitations and guidelines laid out in the plant's waste discharge requirements from the Regional Water Quality Control Board.

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SECTION 5 - EXISTING COLLECTION SYSTEM AND WASTEWATER TREATMENT PLANT

5.1 - General System Description

The entire area within the city limits is served by the sanitary sewer collection system. The system collects both domestic and industrial sanitary flow and transports the flow for treatment at the City's WWTP. The existing system and WWTP location are shown in Figure 5-1.

5.2 - Collection System

The collection system consists of 190,824 lineal feet of City-owned sewers. An overall system figure can be found in Appendix B. The majority of the older sanitary sewer pipes are vitrified clay. Old piping has mortar joints, and new piping has rubber ring-type joints. The main network of the collection system was installed between 1940 and 1973. The depths of the sewer range from a minimum of four feet to a maximum of seven feet with an average depth of approximately 5.5 feet. There are a total of seven lift stations throughout the collection system. Each of the City-owned lift stations has two Flygt 3085 3 HP pumps or equal and a wet well depth of approximately 16–25 feet. The lift stations' pump capacities were determined using the pump curve found in Appendix C.

There are three areas in which the sanitary collection system accepts stormwater flow. The three locations are as follows:

1. 901 1st Street: The floor drains discharge into the sewer main on Rocky Hill.
2. 301 G Street: The floor and parking lot drains flow to the manhole at the intersection of G Street and West Palm Street. The eight-inch sewer gravity main runs southeast on G Street toward Pine Street.
3. 701 Industrial Drive: The floor drains and outside drains flow to the Industrial Drive eight-inch sewer gravity main that runs north on Industrial Drive tributary to the Industrial Lift Station on Firebaugh Avenue.

The existing system is comprised of the following major elements:

Table 5-1
Existing Sanitary Sewer Gravity Mains

Diameter	Length (feet)
6"	67,546
8"	100,846
10"	5,044
12"	3,842
14"	4,467
15"	1,895
24"	681
30"	7,578
Total	**191,899**

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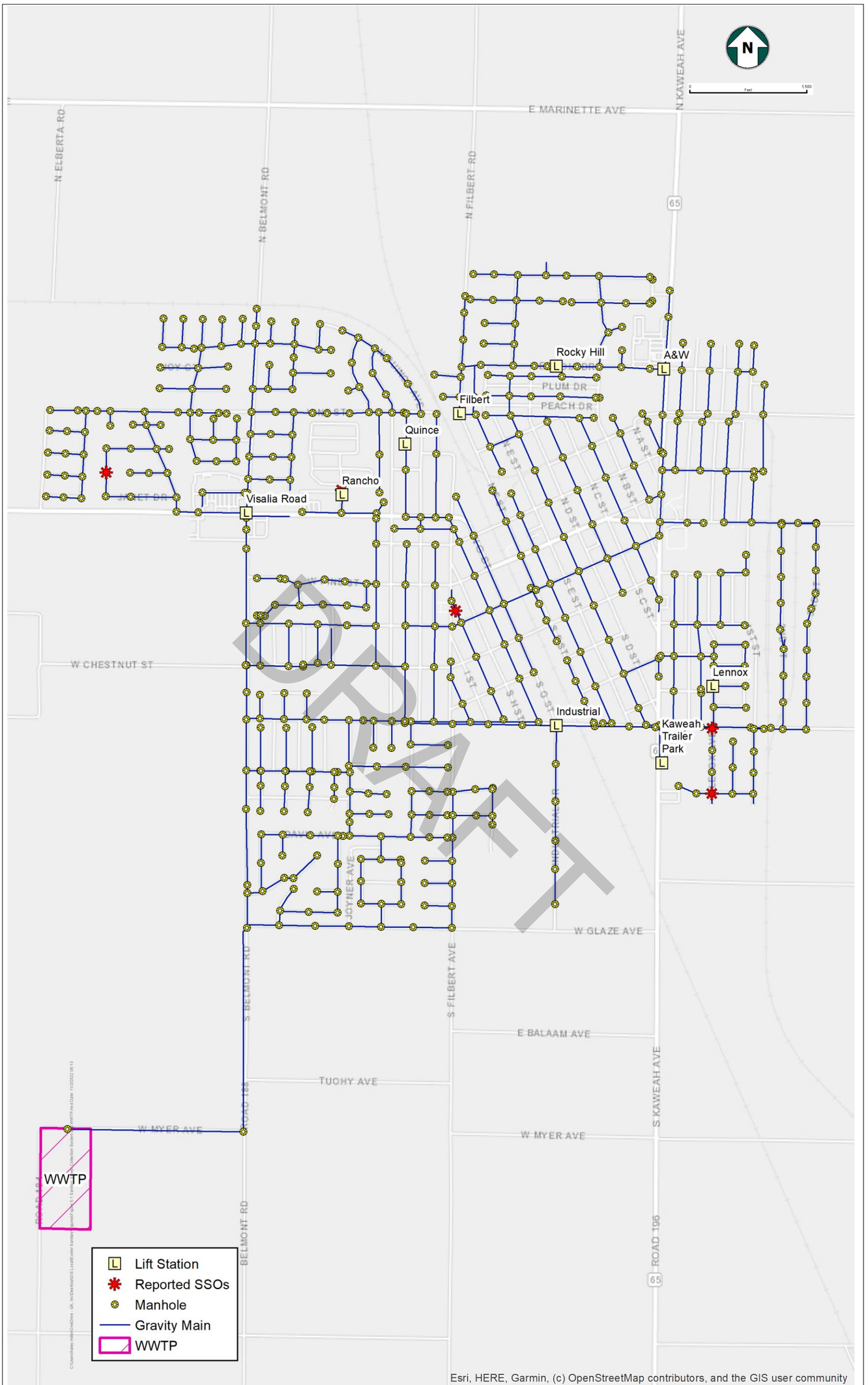


Figure 5-1
City of Exeter Sanitary Sewer Collection System

Table 5-2
City-owned Sanitary Lift Stations

Name	Capacity* (gpm)
Quince	330
Visalia Road	242
Industrial	242
Filbert	330
Rocky Hill	340
A&W	330
Lenox	330

*Capacity with one pump offline.

5.2.1 - Existing Lift Station Capacities

Each lift station was evaluated based on the required capacity to accommodate the peak flow tributary to the station with one pump offline. Each lift station's required capacity was determined based on the flow generated in the model. Required capacity should be confirmed by flow monitoring or other means prior to the design of any improvements. The pump manufacturer recommends the pump operate with less than 30 starts per hour. Table 5-3 summarizes the lift station capacity evaluations.

Table 5-3
City-owned Lift Station Capacity Evaluations

Name	Required Capacity (gpm)	Capacity (gpm)	Startups per Hour	Capacity?
Quince	16	330	2	Yes
Visalia Road	200	242	17	Yes
Industrial	28	242	3	Yes
Filbert	1.0	330	<1	Yes
Rocky Hill	33	340	5	Yes
A&W	52	330	2	Yes
Lenox	8	330	<1	Yes

5.2.2 - Reported Sanitary Sewer Overflows

There have been eight reported sanitary sewer overflows (SSOs) since 2010. SSO volumes did not exceed 5,000 gallons. Five of the eight SSOs were the result of pump station operational issues at the Rancho Lift Station, which is not a City-owned station. Two of the SSOs appear to be a result of pump station operation issues at the Industrial Lift Station. Issues with the Industrial Lift Station have been observed by City staff, and details are included in Section 5.3.2. The SSO locations are displayed in Figure 5-1.

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5.2.3 - Existing Observed Issues

Gravity Mains

There has been no observed flooding or surcharging within the gravity mains of the collection system.

Sanitary sewer televising showed damage to the sewer line running through Brick House Park beneath the Verizon utility vault at the southern edge of the park. The damage could potentially affect water quality at the well if not addressed.

There is approximately 510 LF of 6-inch gravity main that passes through residential properties on Peach Drive and Plum Drive. Accessing the pipe and the manholes for maintenance has proven difficult historically. The City would benefit from the relocation of this main into the City Right-Of-Way.

Lift Stations

There have been several observed issues with a couple of City-owned lift stations throughout the system. The Quince Lift Station's pumps frequently clog. Due to the nature of the wet well manhole and pump configuration, the pump is very difficult to pull and clean. During clogging events, the pumps will stop working completely and pose a danger to the surrounding homes. The A&W Lift Station pump stands on its feet in the wet well and frequently falls over at high flow, disrupting normal operation. The Quince, Lenox, and A&W lift stations all utilize soft blue discharge hoses and lack permanent discharge mechanisms.

5.2.4 - Hydraulic Model Results

Existing Conditions Model

The existing conditions model shows some minor surcharging in the collection system; however, there were no areas that came within three feet of the manhole rim elevation except for a single manhole at the intersection of Lenox Avenue and North Bryant Court. The manhole is the discharge of the Lenox Lift Station and is only 3.15 feet deep, according to as-builts. The model shows the downstream six inches is not adequately sized to convey the peak flow from the lift station so there is flooding at the manhole. However, there have been no observed overflows in this area.

The model shows the 14-inch discharge main to the WWTP is over capacity for the existing sewer flow. The pipe remains surcharged from the outlet at the WWTP upstream to the intersection of Glaze Avenue and Belmont Avenue.

Future Development Model

Future development sanitary sewer flow was analyzed to be conveyed by the existing collection system. Therefore, major sewer improvements to the existing system were

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implemented to accommodate the flow. The improvements to the existing collection system are summarized in Section 6.1.

5.3 - Wastewater Treatment Plant

5.3.1 - Existing Capacities and Flow

The existing WWTP was upgraded in 1999–2000 to accommodate a design capacity of 1.94 million gallons per day. With the existing deficiencies, the actual capacity at the plant is closer to 1.0 million gallons per day, with the limiting factor being Oxidation Ditch No. 1 being inoperable. Typical daily flow at the plant ranges from 600,000 to 750,000 gallons per day, allowing the plant to sufficiently treat existing flow.

The WWTP treatment process begins with the influent entering the headworks, which contains a mechanical bar screen that acts as the primary screening and debris removal process. From there, the influent flows to one of two oxidation ditches which serve as the primary treatment for removing biodegradable organics. The flow then moves to the Mixed Liquor Lift Station, which serves primarily to remove biochemical oxygen demand from the activated sludge and to move the flow to one of three secondary sedimentation basins where solids will settle out of the flow. Flow from the basin will go to one of three effluent lagoons. Return-activated sludge/waste-activated sludge (RAS/WAS) pump stations will take sludge from the basins to one of eight sludge handling facilities. This process is detailed in the WWTP process flow diagram in Figure 5-2. Table 5-4 below details the WWTP's components and their sizes or capacities.

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Table 5-4
WWTP Existing System Capacities

Component	Existing Capacity or Volume
Headworks/Bar Screen	4 MGD
Influent Pump Station	5.34 MGD
Oxidation Ditch No. 1	1 MGD
Oxidation Ditch No. 2	1 MGD
Mixed Liquor Lift Station	5.34 MGD
Secondary Sedimentation Basin No. 1	22,364 cu. ft.
Secondary Sedimentation Basin No. 2	30,216 cu. ft.
Secondary Sedimentation Basin No. 3	10,178 cu. ft.
Sludge Drying Beds (8 total)	159,500 sq. ft.
Effluent Lagoon No. 1	42 ac-ft
Effluent Lagoon No. 2	42 ac-ft
Effluent Lagoon No. 3	40 ac-ft

5.3.2 - Existing Issues

The City's existing WWTP faces several deficiencies that affect day-to-day operation and treatment. Some of these deficiencies involve critical components and reduce the plant's

designed maximum capacity; others do not directly affect performance but involve timely or costly maintenance and labor. These issues were largely determined from onsite inspection of the WWTP by QK staff and discussions with the staff operating the plant. From this inspection and discussion, the most prominent issues at the WWTP were determined as follows:

1. Scum pumps in both clarifiers are inoperable and need replacement.
2. Lack of SCADA or modern monitoring/operation setup.
3. Spray system in clarifiers needs replacement.
4. Inability to empty Oxidation Ditch No. 2 into Oxidation Ditch No. 1; Oxidation Ditch No. 1 inoperable.
5. Pumps on site are at a constant speed/not on VFD, running constantly.

6. Screw Pump lead/lag wiring and evaluation

For the purposes of phasing and estimating the costs of these improvements, several of the issues were combined into similar projects. Replacing the scum pumps, and VFD upgrades were combined into one project, "Pump Replacement/VFD Upgrade." The screw pumps at the WWTP are currently not wired to operate automatically in a lead-lag manner; the WWTP operators are manually operating the pumps. This item was also included in the "Pump Replacement/VFD Upgrade" project. Lack of SCADA, spray system in clarifiers needing replacement, and no automatic sampling equipment were combined into "SCADA Implementation."

Figure 5-2 shows the process flow of the existing wastewater treatment plant and how some of the inoperable components limit the existing treatment capacity.

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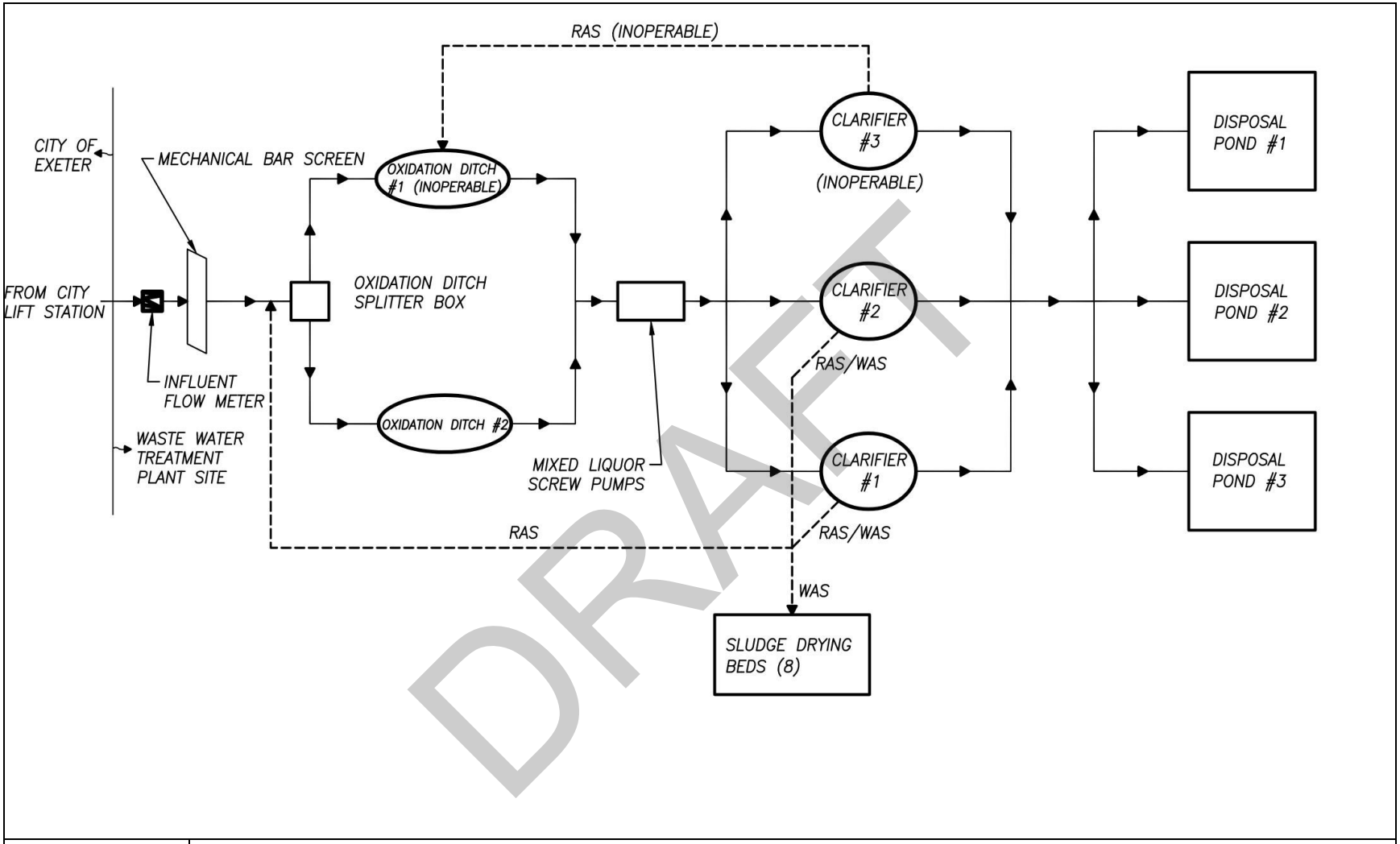


Figure 5-2

City of Exeter Wastewater Treatment Plant Flow Diagram

SECTION 6 - PROPOSED FACILITIES

The proposed Master Plan facilities are differentiated between the collection system and the WWTP. Proposed improvements for the existing system were developed based on observed issues by the City and capacity issues discovered in the hydraulic model. For areas of new development, Exeter General Plan Land Use designations were used for hydraulic design. The areas designated as Urban Reserve were assumed to be Medium-Density Residential for the purpose of this study.

All proposed sanitary sewer gravity main slopes were assumed based on the existing slope for sewer replacements and the minimum slope of new development. Proposed improvements were categorized into three time-related priorities: near-term, mid-term, and long-term. Near-term projects are facility requirements needed to resolve existing issues; mid-term projects are facility requirements needed to resolve minor issues that do not directly affect operations at this time; and long-term projects are facility requirements needed to provide collection and treatment to areas of future development. Table 6-1 summarizes the proposed Master Plan improvements detailed in the following sections. Proposed collection system facilities are shown in Figures 6-1 through 6-8, and an overall figure can be found in Appendix D.

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Table 6-1
Proposed Master Plan Improvements

Collections or WWTP	Priority	Improvement
Collections	Near-term	Quince Lift Station Improvements
Collections	Near-term	A&W Lift Station Improvements
Collections	Near-Term	Lenox Lift Station Improvements
Collections	Near-term	Peach and Plum St Manhole Install
Collections	Near-term	Brick House Park Sewer Relocation
Collections	Mid-term	Collection System Discharge Upsizing
Collections	Mid-term	E Chestnut Street Storm Drain
Collections	Mid-term	W Palm Street Storm Drain
Collections	Mid-term	Industrial Drive Storm Drain
Collections	Long-term	N Elberta Road Sewer
Collections	Long-term	N Belmont Road Sewer
Collections	Long-term	N Filbert Road Sewer
Collections	Long-term	Palm Drive Sewer
Collections	Long-term	N Spruce Road Sewer
Collections	Long-term	Rocky Hill Drive Sewer
Collections	Long-term	E Firebaugh Avenue Sewer
Collections	Long-term	S Kaweah Avenue Sewer
Collections	Long-term	West Sewer Area
Collections	Long-term	F Street Upsizing
Collections	Long-term	Maple Street Upsizing
Collections	Long-term	Alley East of Orange Avenue Upsizing
Collections	Long-term	3rd Street Upsizing
Collections	Long-term	1st Street Upsizing
Collections	Long-term	East Prospect Avenue Upsizing
Collections	Long-term	Lenox Avenue Upsizing
Collections	Long-term	Firebaugh Avenue Upsizing
Collections	Long-term	Visalia Lift Station Pump Replacement
Collections	Long-term	Proposed South Lift Station
Collections	Long-term	Proposed East Lift Station
Collections	Long-term	Proposed West Lift Station
WWTP	Near-term	Pump Replacement at WWTP
WWTP	Near-term	SCADA Implementation
WWTP	Mid-term	Oxidation Ditch No. 1 Repair/Connection
WWTP	Long-term	Additional Oxidation Ditch Capacity
WWTP	Long-term	Additional Sludge Drying Bed Capacity
WWTP	Long-term	Additional Effluent Lagoon Capacity

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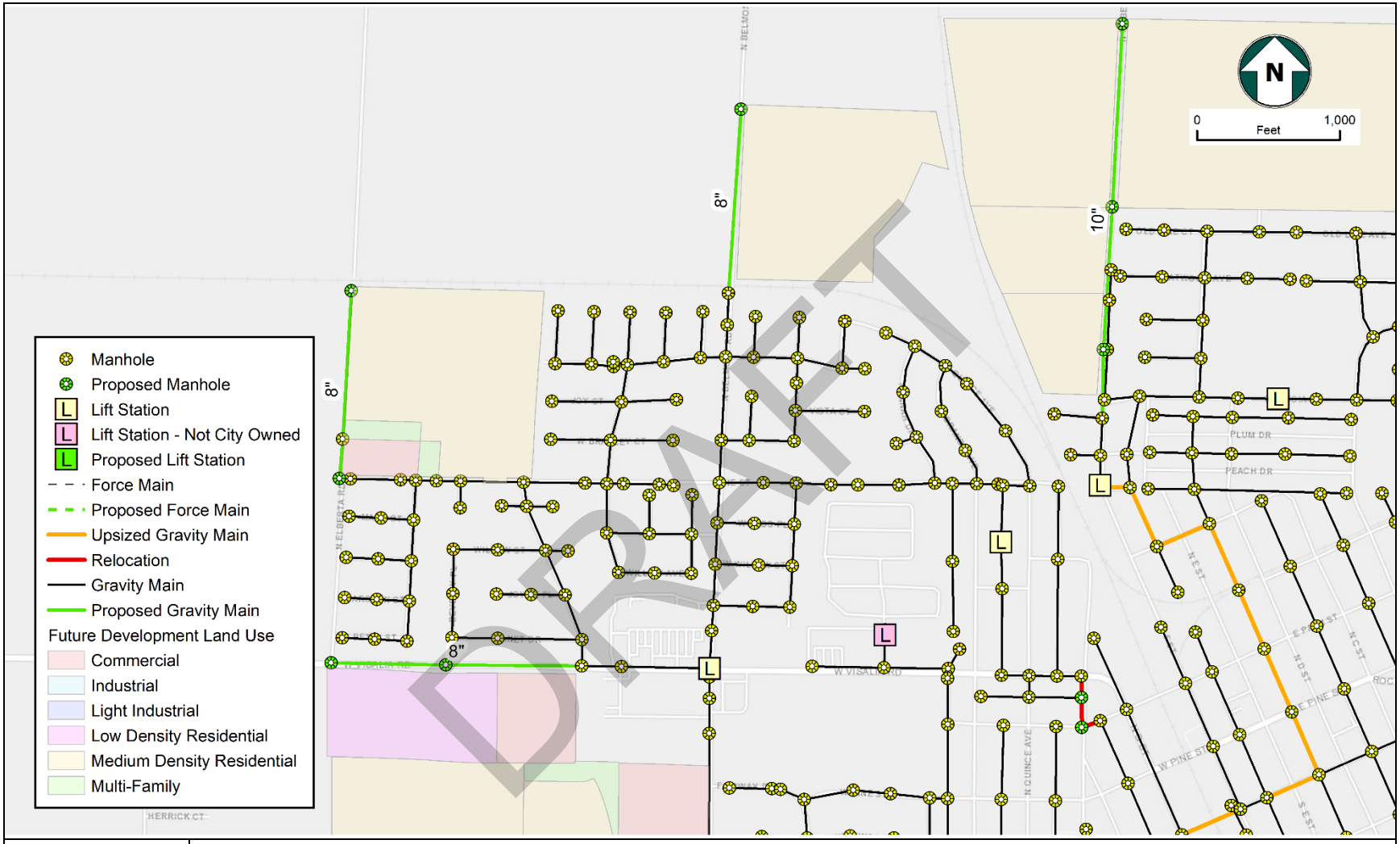
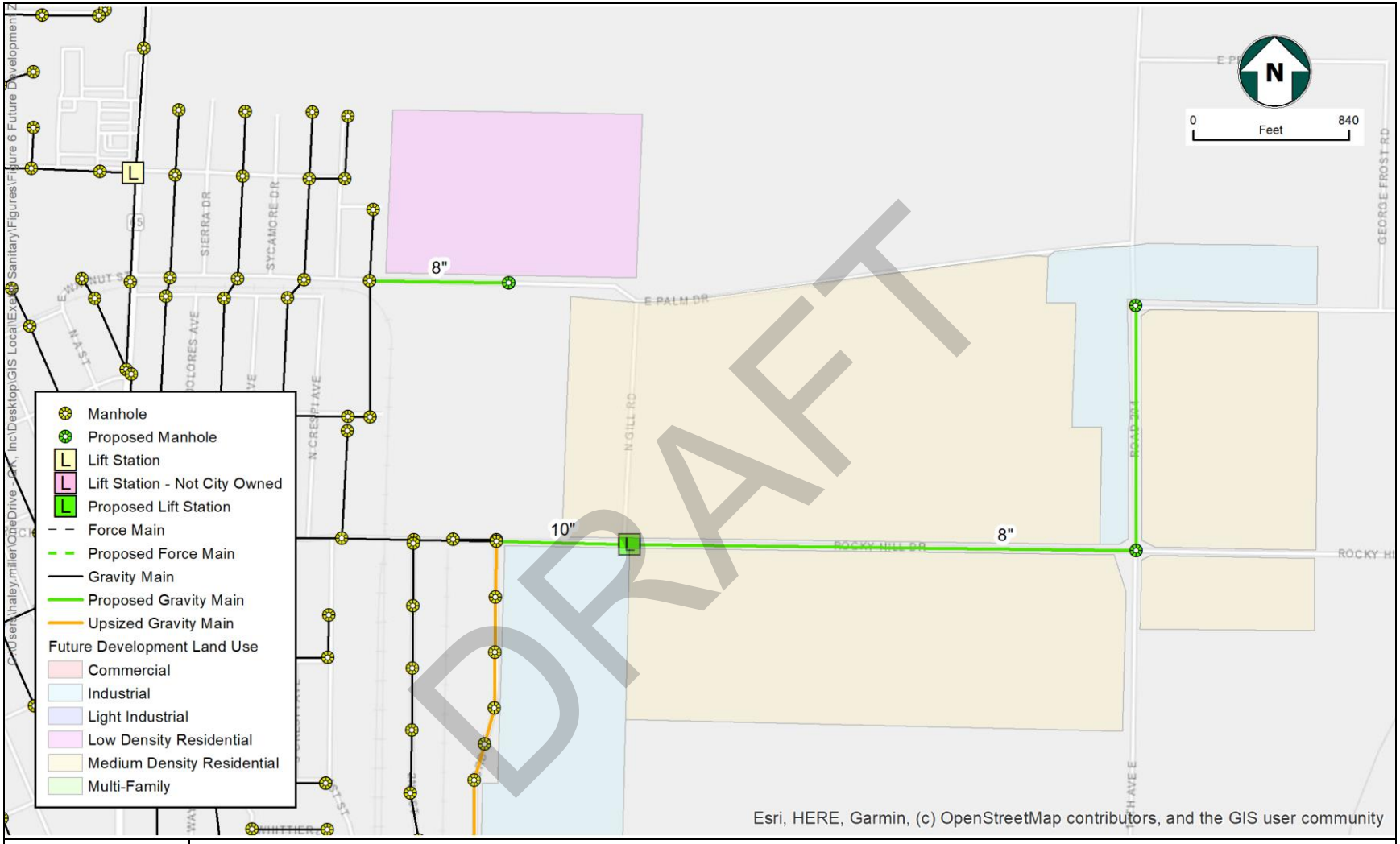


Figure 6-1

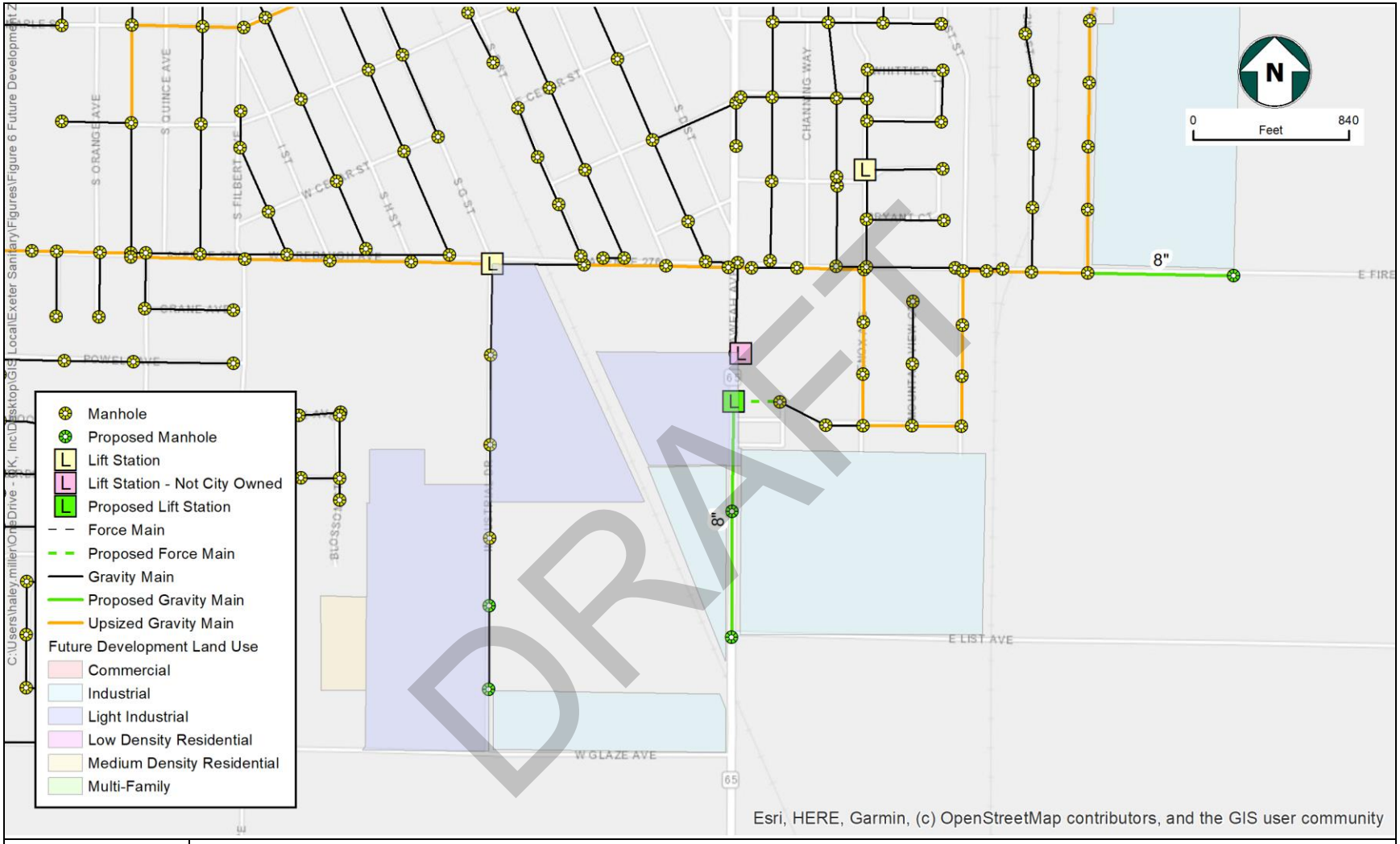
Future Development Master Plan Improvements - North



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Figure 6-2

Future Development Master Plan Improvements - East



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Figure 6-3

Future Development Master Plan Improvements - South

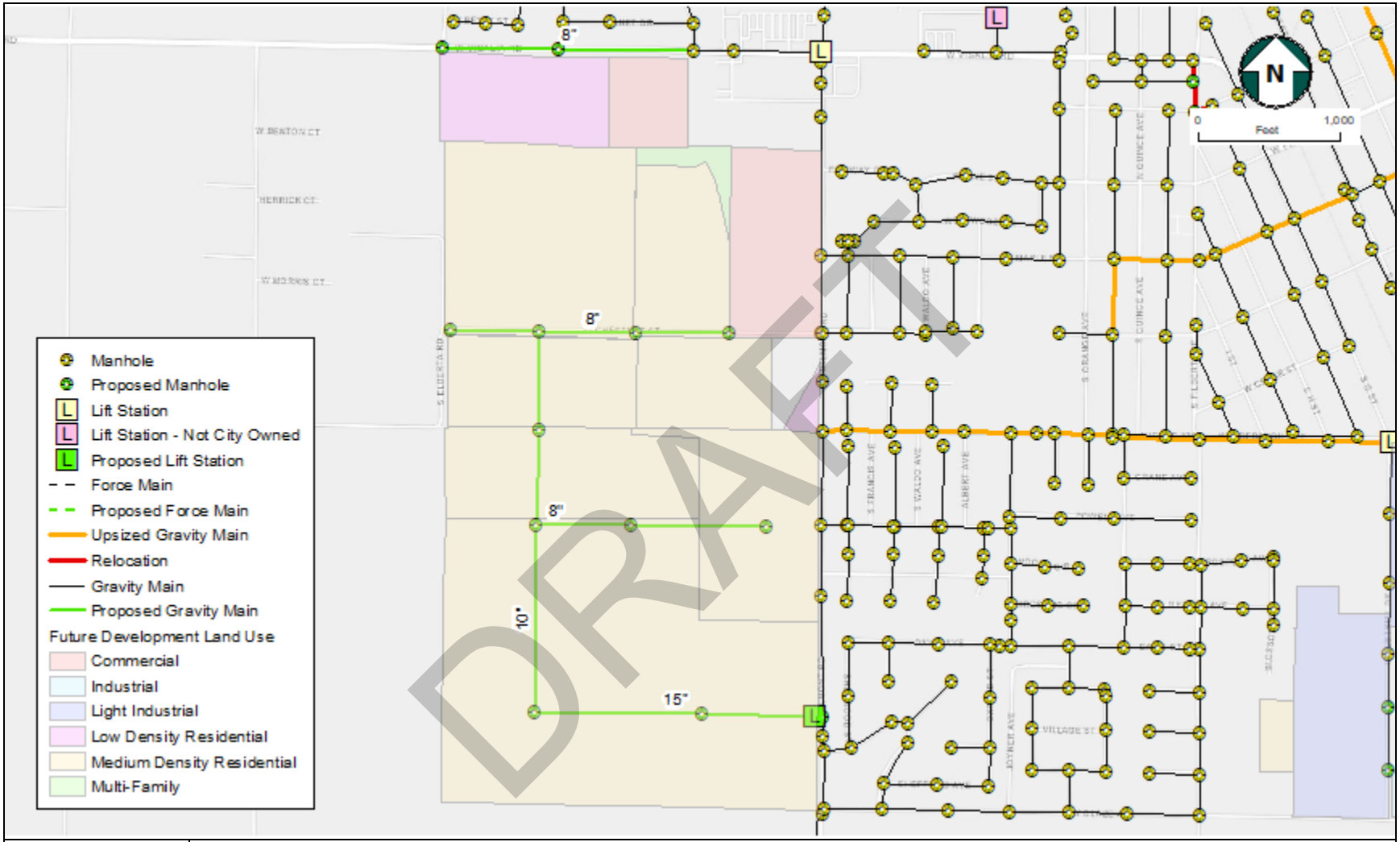


Figure 6-4

Future Development Master Plan Improvements - West

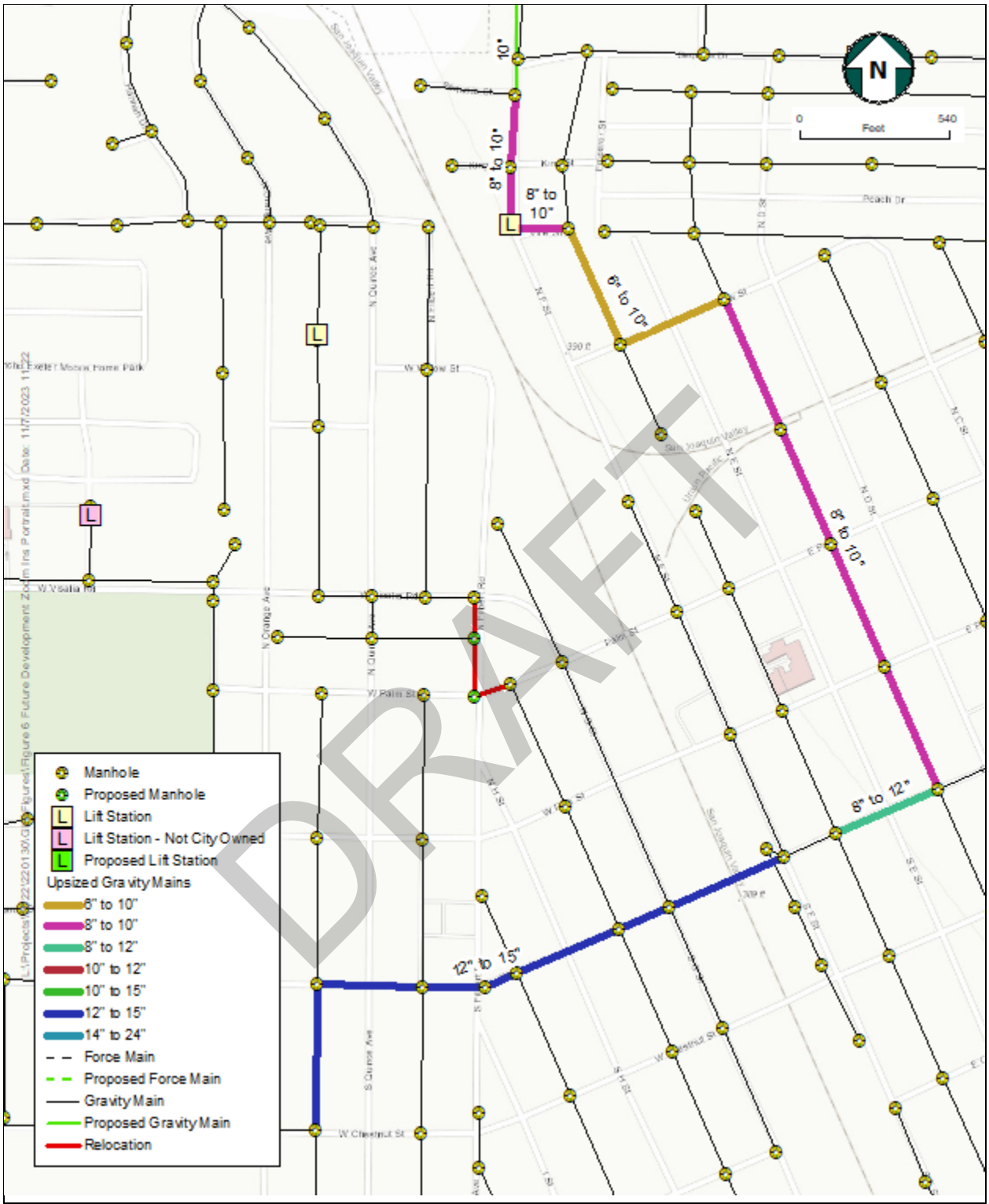


Figure 6-5
Existing City Limits Master Plan Improvements

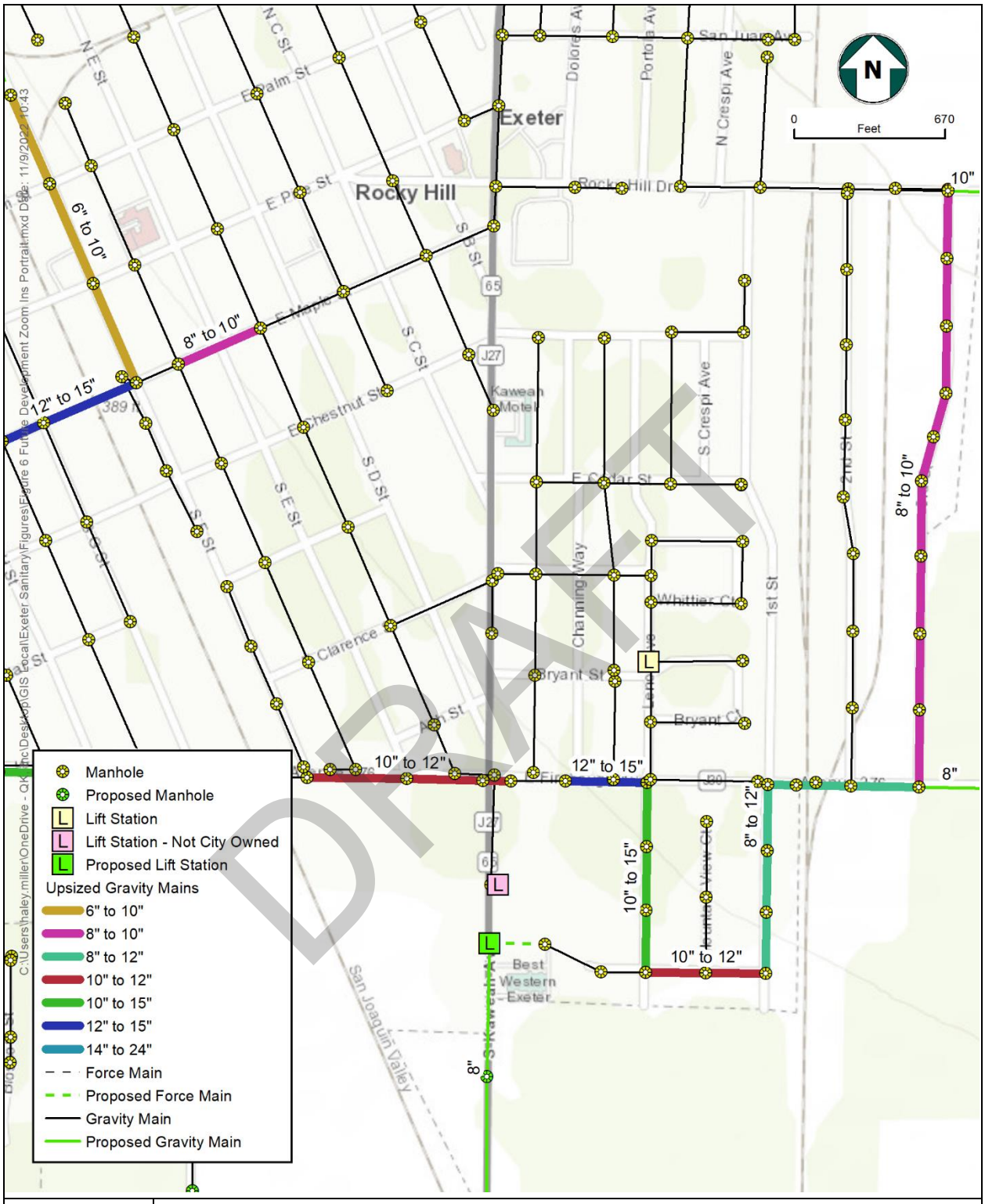


Figure 6-6
Existing City Limits Master Plan Improvements

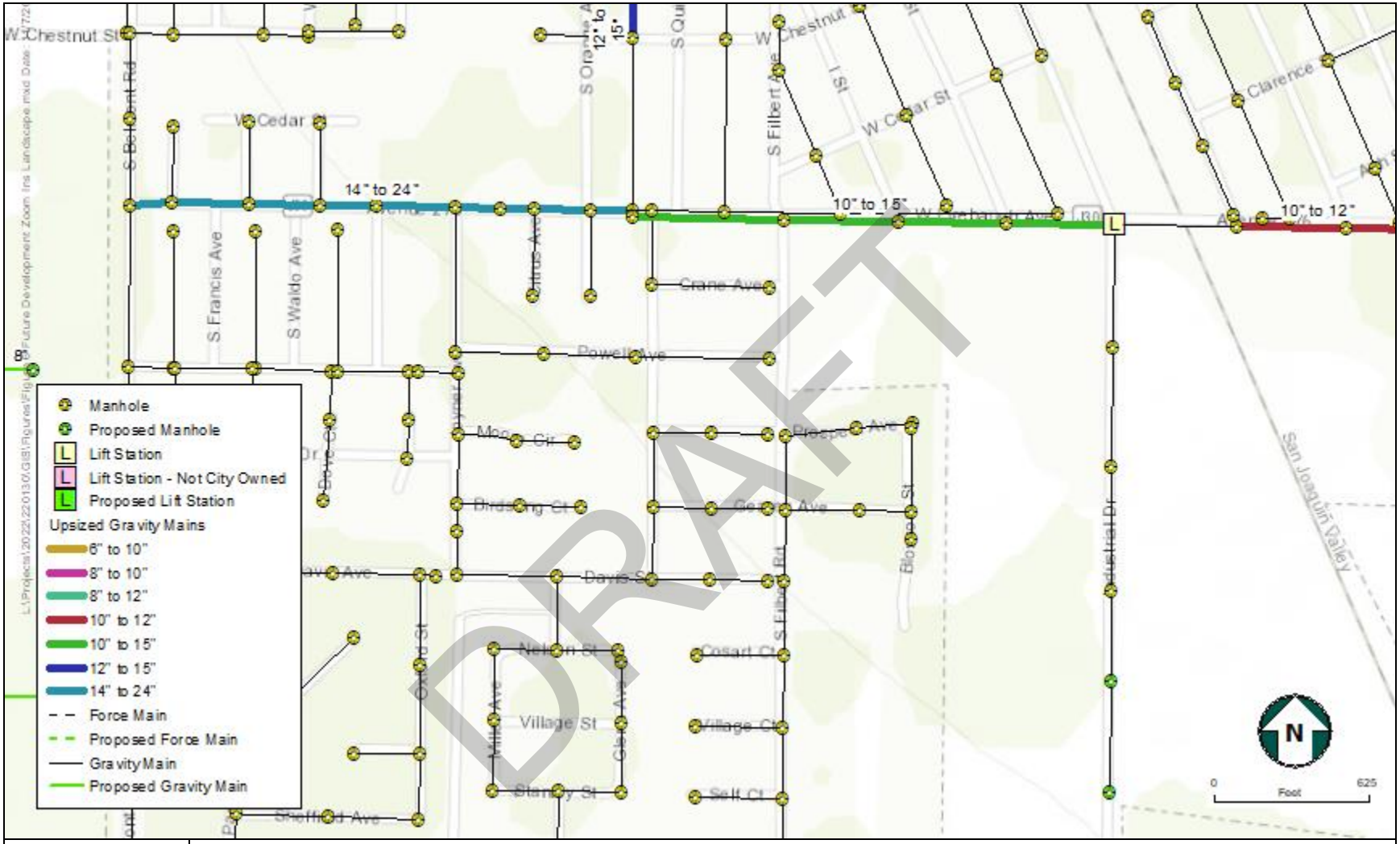


Figure 6-7

Existing City Limits Master Plan Improvements

6.1 - Collection System

There were very few observed issues in the collection system that require improvements. A relocation is proposed to repair the damaged sewer line running through Brick House Park. The proposed 8-inch gravity main relocation will run from the existing manhole on W Visalia Rd and N Filbert Rd and continue South on N Filbert Rd to W Palm Street. The pipe will then continue East on W Palm Street and discharge to the existing manhole between N Filbert Rd and N G St. This proposed relocation consists of 465 LF of 8-inch sewer.

To improve maintenance access to the Peach and Plum Street sewers it is proposed to replace the four clean outs located along Emperor Street and N B St with manholes. The manholes will allow for easier access for the vacuum truck to perform regular maintenance on the 6-inch sewer lines located within private property.

6.1.1 - Combined Sewer Separation

There are three existing combined sewer areas within the collection system. Sewer separation is proposed as part of this Master Plan and Table 6-4 summarizes the required improvements for separation. The floor drains from 901 1st Street currently discharge into the 6-inch sewer main along E Chestnut Street. Separation will require 1,135 LF of 12-inch storm drain running west along E Chestnut Street where the proposed storm drain will discharge to the Storm Drain Master Plan proposed 18-inch storm drain at the intersection of S Kaweah Avenue.

The floor and parking lot drains from the 301 G Street outlet to the sewer manhole at W Palm Street and N G Street. Separation will require 435 LF of 12-inch storm drain running northeast along W Palm Street where it will discharge to the existing storm drain manhole at the intersection of E Palm Street and N F Street.

The floor and outside drains from 701 Industrial Drive discharge to the sewer manhole on Industrial Drive. Separation will require 215 LF of 18-inch storm drain running north on Industrial Drive where it will discharge to the existing storm drain on Industrial Drive.

6.1.2 - Future Development Areas

The Sphere of Influence includes future development areas in all directions around the existing system. Proposed collection system improvements and facilities were analyzed in five separate areas for clarity. The areas include north, south, east, and west of the existing developed area and within existing developed city limits.

North

In the northwest area along North Elberta Road between the railroad and Vine Street, 1,395 LF of eight-inch sewer running south is proposed to accommodate approximately 41 acres

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of the future development flow. The proposed sewer outlets to the existing eight-inch sewer on Vine Street just east of the intersection of North Elberta Road and Vine Street.

Approximately 33 acres of additional new development is proposed north of the railroad on North Belmont Road. The proposed 8-inch sewer is approximately 1,290 LF and outlets to an existing 8-inch sewer flowing south on North Belmont Road just south of the railroad. Just to the east is an additional approximately 132 acres of future development that drains to a proposed 2,767 LF of 10-inch sanitary sewer running south on North Filbert Road from approximately 690 LF south of West Marinette Avenue to the existing manhole at the intersection at W Sequoia Drive. The north improvements are displayed in Figure 6-1.

East

Northeast of the City along Palm Drive, a 750 LF 8-inch sewer flowing west is proposed to convey approximately 28 acres of future development flow. The sewer outlets to the existing sewer system at a manhole east of the intersection of Palm Drive and Valencia Drive.

A large area of approximately 200 acres of new development is proposed east of the City. A proposed 4,055 LF eight-inch sanitary sewer will run from the intersection of North Spruce Road and Wirht Avenue south on North Spruce Road to accommodate the flow. The proposed sewer then turns west on Rocky Hill Drive, where it outlets to a proposed lift station at the intersection of North Gill Road. The proposed lift station will accommodate a peak flow of 140 gpm. The lift station will outlet to a proposed neighboring manhole where flow will continue through a proposed 710 LF 10-inch gravity sewer flowing west. The 10-inch sewer will outlet to the existing system at the intersection of Rocky Hill Drive and 3rd Street. The east improvements are displayed in Figure 6-2.

South

Southeast of the City, there is 43 acres of proposed industrial new development. A 790 LF eight-inch sewer main is proposed to accommodate the flow from this area. The sewer main will run west along East Firebaugh Avenue where it outlets to the existing system at the intersection of 3rd Street.

South of the City, there is approximately 44 acres of proposed new development. A 1,275 LF eight-inch sewer main running north on South Kaweah Avenue is proposed to convey the flow. The proposed sewer outlet to a proposed lift station is west of East Prospect Avenue. The lift station will be designed to accommodate a peak flow of 95 gpm. The lift station will discharge to a proposed 76 LF force main that outlets to the existing system just west of East Prospect Avenue. The south improvements are displayed in Figure 6-3.

West

West of the City contains the most extensive proposed sewer system. The proposed sewer will accommodate 275 acres of new development area and include approximately 4,925 LF

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of 8 inches, 1,310 LF of 10 inches, and 1,975 LF of 15 inches. The proposed 15-inch drains to a proposed lift station on Belmont Road, north of Park Place Drive. The lift station will be sized to accommodate a peak flow of 742 gpm and discharge to the existing system on Belmont Road.

Just north of the 275 acres is an additional 25 acres of proposed new development. The mix of residential and commercial areas will be conveyed by a proposed 1,755 LF eight-inch sewer on West Visalia Road. The sewer flows west from North Elberta Road to Jacobs Place, where it discharges to the existing system. The west improvements are displayed in Figure 6-4.

Future Development Upsizing Within Existing City Limits

In order to accommodate the future development flow, many improvements to the existing system are required. Table 6-2 summarizes the proposed upsizing of the gravity mains within the system, and Table 6-3 summarizes the proposed lift station improvements. The upsized mains are displayed in Figures 6-5 and 6-6. Of note, these improvements are development dependent, i.e. the lift station capacity upgrades are only needed to accommodate future flows and not existing infrastructure issues.

Table 6-2
Proposed Existing System Upsizing Requirements

Street	Length (LF)	Existing Size	Proposed Size
Alley East of F Street	455 LF	6”	10”
E Willow Street	402 LF	6”	10”
Alley East of E Street	1,918	8”	10”
Alley South of King Street	208 LF	8”	10”
N Filbert Road	469 LF	8”	10”
Maple Street	400 LF	8”	12”
Maple Street	1,777	12”	15”
Alley East of Orange Avenue	527 LF	12”	15”
3rd Street	2,660 LF	8”	10”
1st Street	838 LF	8”	12”
East Prospect Avenue	534 LF	10”	12”
Lenox Avenue	843 LF	10”	15”
Firebaugh Avenue	363 LF	12”	15”
Firebaugh Avenue	906 LF	10”	12”
Firebaugh Avenue	1,966 LF	10”	15”
Firebaugh Avenue	2,036 LF	14”	24”

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Table 6-3
Proposed Existing System Lift Station Improvements

Lift Station	Existing Capacity (gpm)	Future Development Capacity (gpm)
Industrial	242	745
Visalia	242	440
Filbert	330	350

Table 6-4
Proposed Sewer Separation Improvements

Street	Length of Storm Drain (LF)	Proposed Size
E Chestnut Street	1,135 LF	12”
W Palm Street	435 LF	12”
Industrial Drive	215 LF	24”

6.2 - Wastewater Treatment Plant

Total future flow to the WWTP was projected at 2.55 million gallons per day based on the EDU and land use calculations in Section 4 of this report. This projected 2.55 MGD exceeds the plant’s existing design capacity of 1.94 MGD. The future flow also then exceeds the permitted capacity of the WWTP, which matches the design capacity. In the long term, the City will either need to pursue a permit change for additional treatment capacity and make improvements to the existing WWTP facility or obtain a secondary permit and construct a new additional WWTP to meet the 0.61 MGD deficit. State requirements also dictate that connections past 80% of the existing WWTP capacity necessitate the start of design and expansion of the WWTP. Therefore, for the purposes of this report, the improvements needed for the WWTP are treated as needing to start when the plant reaches 1.55 MGD average flow, and the improvements would need to take the treatment capacity to 3.20 MGD. As there are portions of the existing WWTP that could meet the 3.20 MGD future flow, improving the existing WWTP to meet the flow is a more cost-effective option. The limiting treatment processes were identified, and the additional capacities needed to meet the future flow are shown in Table 6-4. The City owns a parcel to the south of the existing WWTP which has sufficient acreage to support the needed improvements. A mockup of the needed improvements was overlaid on this parcel in Figure 6-7 below.

As identified below in Table 6-5, the City requires 3 additional drying beds of capacity to account for the future sewer generated. However, the City has two partially constructed drying beds that are not currently in use. In 2016 the City endeavored to line all the existing drying beds as required under the City’s WDR but was only able to line two of the four

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existing beds. Lining the final two existing beds would improve existing operations at the WWTP and accommodate some of the needed future capacity.

Table 6-5
Proposed Existing System Upsizing Requirements

Process	Existing Capacity	Needed Capacity	Improvement
Sludge Drying Bed	1,952 lb/day	2,928 lb/day	Construct 3 additional drying beds
Oxidation Ditch	2.0 MGD	3.20 MGD	Construct 1 additional Oxidation Ditch
Effluent Lagoon	124 AC/ft	186	Construct 1 additional Effluent Lagoon

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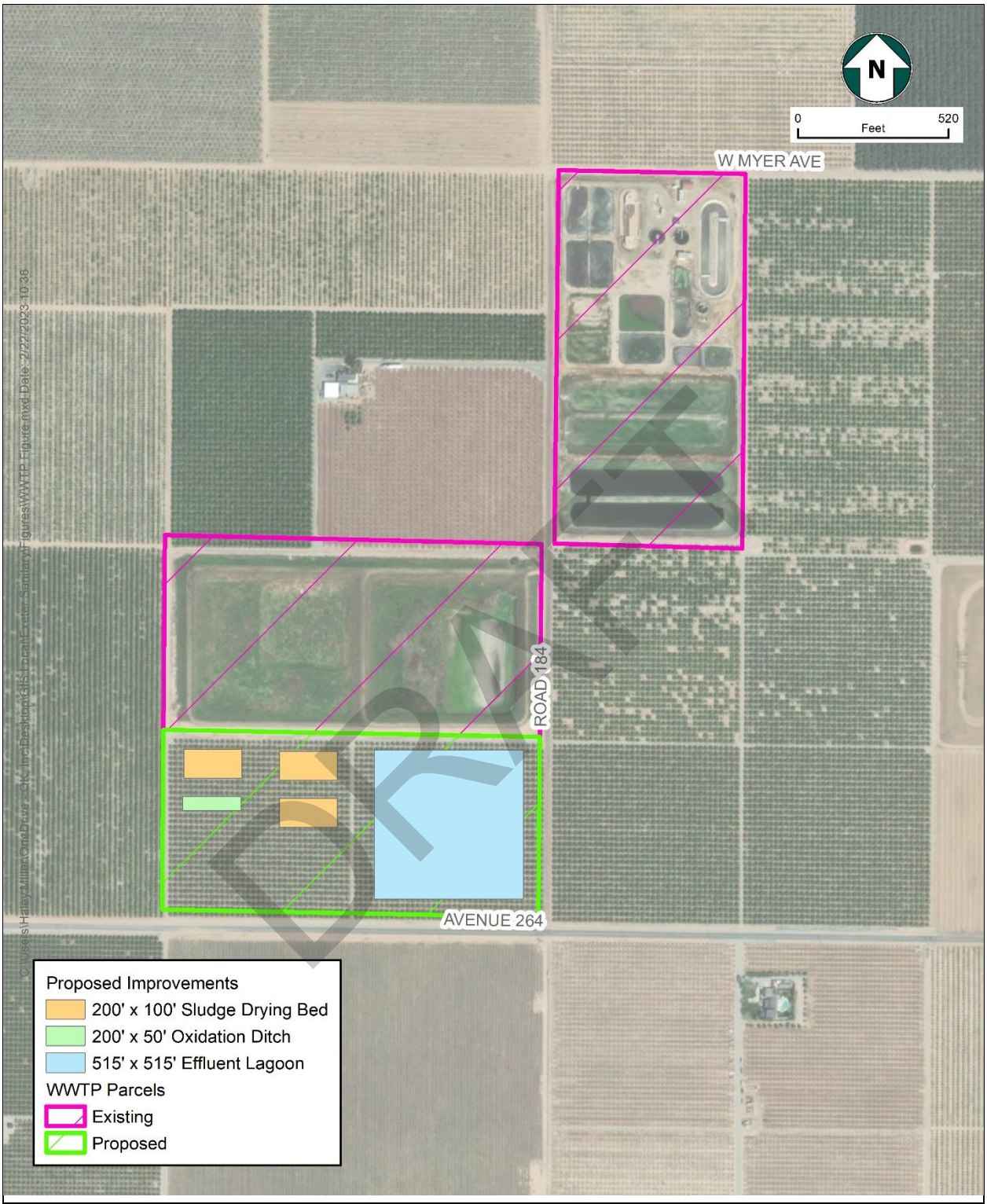


Figure 6-7
WWTP Master Plan Potential Improvements

SECTION 7 - CAPITAL IMPROVEMENT PROGRAM

The development of a Master Plan for the City's sanitary sewer system depends on the priority of each proposed facility and the funding required for construction. Therefore, a Capital Improvements Program was developed to prioritize the proposed improvements and their respective costs. The Capital Improvement Program is outlined in Table 7-1.

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Table 7-1
Capital Improvement Program

Improvement Name	Improvement Type	Alignment	Limits	Pipeline Improvements: Existing Diameter (Inches)	Pipeline Improvements: New/ Replace/ Repair	Pipeline Improvements: New Size/ Diameter (Inches)	Infrastructure Costs: Length (Feet) Capacity	Infrastructure Costs: Unit Cost ($/Unit)	Capital Improvement Cost	Construction Management Cost (10% CIC)	Soft Costs (Engineering, Survey, Administration, Environmental, and Legal Fees) (25% CIC)	Contingency (30% CIC)	Project Total	Suggested Cost Allocation: Existing Users	Suggested Cost Allocation: Future Users
Near-term Improvements															
Quince Lift Station Improvements	Pump Replacement	Alley – Quince and Orange Ave	-	-	Replace	-	-	-	$1,500,000	$150,000	$375,000	$450,000	$2,475,000	100%	-
A&W Lift Station Improvements	Pump Replacement	Sequoia Drive	Kaweah Ave	-	Replace	-	-	-	$750,000	$75,000	$187,500	$225,000	$1,237,500	100%	-
Lenox Lift Station Improvements	Pump Replacement	Lenox Ave	Bryant St	-	Replace	-	-	-	$150,000	$15,000	$37,500	$45,000	$247,500	100%	
Peach and Plum Drive Manhole Install	Manhole Install	Peach and Plum Drive	N B St and Emperor St	-	Replace	-	-	$12,000	$48,000	$4,800	$12,000	$14,400	$79,200	100%	
SCADA Implementation	Electrical	WWTP	-	-	New	-	-	-	$1,225,000	$122,500	$306,250	$367,500	$2,021,250	100%	-
								Subtotal	**$3,673,000**	**$367,300**	**$918,250**	**$1,101,900**	**$6,060,450**		
Mid-term Improvements															
E Chestnut Street Storm Drain	Sewer Separation	E Chestnut Street	1st St to S Kaweah Ave	-	New	12"	1,135	$325	$368,875	$36,888	$92,219	$110,663	$608,644	100%	-
W Palm Street Storm Drain	Sewer Separation	W Palm Street	N G Street to N F Street	-	New	12"	435	$325	$141,375	$14,138	$35,344	$42,413	$233,269	100%	-
Industrial Drive Storm Drain	Sewer Separation	Industrial Drive	-	-	New	24"	215	$402.50	$86,538	$8,654	$21,634	$25,961	$142,787	100%	-
Repair and Connect Oxidation Ditch No. 1	Treatment	WWTP	-	-	Repair	-	-	-	$135,000	$13,500	$33,750	$40,500	$222,750	10%	90%
								Subtotal	**$731,788**	**$73,180**	**$182,947**	**$219,537**	**$1,207,450**		
								20% Increased Subtotal	**$878,145**	**$87,816**	**$219,536**	**$263,444**	**$1,448,940**		

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				Pipeline Improvements		Infrastructure Costs					Soft Costs (Engineering, Survey, Administration, Environmental, and Legal Fees)			Suggested Cost Allocation	
Improvement Name	Improvement Type	Alignment	Limits	Existing Diameter (Inches)	New/ Replace/ Repair	New Size/ Diameter (Inches)	Length (Feet) Capacity	Unit Cost ($/Unit)	Capital Improvement Cost	Construction Management Cost (10% CIC)		Contingency (30% CIC)	Project Total	Existing Users	Future Users
Long-term Improvements															
N Elberta Rd Sewer	Sewer	N Elberta Rd	Railroad to Vine St	-	New	8	1,395	$275	$383,625	$38,363	$95,906	$115,088	$632,981	-	100%
N Belmont Rd Sewer	Sewer	N Belmont Rd	N of Railroad to Railroad	-	New	8	1,290	$275	$354,750	$35,475	$88,688	$106,425	$585,338	-	100%
N Filbert Rd Sewer	Sewer	N Filbert Rd	S of Marinette Ave to W Sequoia Dr	-	New	10	2,767	$300	$830,100	$83,010	$207,525	$249,030	$1,369,665	-	100%
Palm Drive Sewer	Sewer	Palm Drive	E of Valencia Dr	-	New	8	750	$275	$206,250	$20,625	$51,563	$61,875	$340,313	-	100%
N Spruce Rd Sewer	Sewer	N Spruce Rd	Wirht Ave to Rocky Hill Dr	-	New	8	1,320	$275	$363,000	$36,300	$90,750	$108,900	$598,950	-	100%
Rocky Hill Drive Sewer	Sewer	Rocky Hill Dr	N Spruce Rd to N Gill Road	-	New	8	2,735	$275	$752,125	$75,213	$188,031	$225,638	$1,241,006	-	100%
Rocky Hill Drive Sewer	Sewer	Rocky Hill Dr	N Gill Rd to 3rd Street	-	New	10	710	$300	$213,000	$21,300	$53,250	$63,900	$351,450	-	100%
E Firebaugh Ave	Sewer	E Firebaugh Ave	N Gill Rd to 3rd Street	-	New	8	790	$275	$217,250	$21,725	$54,313	$65,175	$358,463	-	100%
S Kaweah Ave Sewer	Sewer	S Kaweah Ave	E List Ave to W of Prospect Ave	-	New	8	1,275	$275	$350,625	$35,063	$87,656	$105,188	$578,531	-	100%
West Sewer Area 1	Sewer	-	-	-	New	8	4,925	$275	$1,354,375	$135,438	$338,594	$406,313	$2,234,719	-	100%
West Sewer Area 2	Sewer	-	-	-	New	10	1,310	$300	$393,000	$39,300	$98,250	$117,900	$648,450	-	100%
West Sewer Area 3	Sewer	-	-	-	New	15	1,975	$350	$691,250	$69,125	$172,813	$207,375	$1,140,563	-	100%
Alley East of F St Upsizing	Sewer	Alley E of F St	Alley S of King St to E Willow St	6	Replace	10	455	$300	$136,500	$13,650	$34,125	$40,950	$225,225	-	100%
E Willow St Upsizing	Sewer	E Willow St	Alley E of F St to Alley E of E St	6	Replace	10	402	$300	$120,600	$12,060	$30,150	$36,180	$198,990	-	100%
Alley E of E St Upsizing	Sewer	Alley E of E St	E Willow St to Maple St	8	Replace	10	1,918	$300	$575,400	$57,540	$143,850	$172,620	$949,410	-	100%
Alley South of King St Upsizing	Sewer	Alley S of King St	N Filbert Rd to Alley E of F St	8	Replace	10	208	$300	$62,400	$6,240	$15,600	$18,720	$102,960	-	100%
N Filbert Rd Upsizing	Sewer	N Filbert Rd	S of Sequoia Dr to Alley S of King St	8	Replace	10	469	$300	$1,407,000	$140,700	$351,750	$422,100	$2,321,550	-	100%
Maple Street Upsizing	Sewer	Maple Street	Alley E of E St to Alley E of F St	8	Replace	12	400	$325	$130,000	$13,000	$32,500	$39,000	$214,500	-	100%
Maple Street Upsizing	Sewer	Maple Street	F Street to Alley E of Orange Ave	12	Replace	15	1,777	$350	$621,950	$62,195	$155,488	$186,585	$1,026,218	-	100%
Alley E of Orange Ave Upsizing	Sewer	Alley	W Maple St to Chestnut St	12	Replace	15	527	$350	$184,450	$18,445	$46,113	$55,335	$304,343	-	100%
3rd Street Upsizing	Sewer	3rd Street	Rocky Hill Dr to Firebaugh Ave	8	Replace	10	2,660	$300	$798,000	$79,800	$199,500	$239,400	$1,316,700	-	100%
1st Street Upsizing	Sewer	1st Street	Firebaugh Ave to Prospect Ave	8	Replace	12	838	$325	$272,350	$27,235	$68,088	$81,705	$449,378	-	100%
E Prospect Ave Upsizing	Sewer	E Prospect Ave	1st St to Lenox Ave	10	Replace	12	534	$325	$173,550	$17,355	$43,388	$52,065	$286,358	-	100%
Lenox Ave Upsizing	Sewer	Lenox Ave	Prospect Ave to Firebaugh Ave	10	Replace	15	1,966	$350	$688,100	$68,810	$172,025	$206,430	$1,135,365	-	100%

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Improvement Name	Improvement Type	Alignment	Limits	Pipeline Improvements: Existing Diameter (Inches)	Pipeline Improvements: New/ Replace/ Repair	Pipeline Improvements: New Size/ Diameter (Inches)	Infrastructure Costs: Length (Feet) Capacity	Infrastructure Costs: Unit Cost ($/Unit)	Capital Improvement Cost	Construction Management Cost (10% CIC)	Soft Costs (Engineering, Survey, Administration, Environmental, and Legal Fees) (25% CIC)	Contingency (30% CIC)	Project Total	Suggested Cost Allocation: Existing Users	Suggested Cost Allocation: Future Users
Firebaugh Ave Upsizing	Sewer	Firebaugh Ave	Lenox Ave to Channing Way	12	Replace	15	363	$350	$127,050	$12,705	$31,763	$38,115	$209,633	-	100%
Firebaugh Ave Upsizing	Sewer	Firebaugh Ave	Kaweah Ave to F St	10	Replace	12	906	$325	$294,450	$29,445	$73,613	$88,335	$485,843	-	100%
Firebaugh Ave Upsizing	Sewer	Firebaugh Ave	Industrial Dr to Alley E of Orange Ave	10	Replace	15	1,966	$350	$688,100	$68,810	$172,025	$206,430	$1,135,365	-	100%
Firebaugh Ave Upsizing	Sewer	Firebaugh Ave	Alley E of Orange Ave to Belmont Rd	14	Replace	24	2,036	$402.50	$819,490	$81,949	$204,873	$245,847	$1,352,159	-	100%
Industrial Lift Station Improvements	Pump Replacement	Industrial Drive	-	242 gpm	Replace	745 gpm	-	-	$50,000	$5,000	$12,500	$15,000	$82,500	-	100%
Visalia Lift Station Improvements	Pump Replacement	Visalia Road	-	242 gpm	Replace	440 gpm	-	-	$50,000	$5,000	$12,500	$15,000	$82,500	-	100%
Filbert Road Lift Station Improvements	Pump Replacement	N Filbert Road	-	330 gpm	Replace	350 gpm	-	-	$50,000	$5,000	$12,500	$15,000	$82,500	-	100%
Proposed South Lift Station	Lift Station	Kaweah Avenue	W of Prospect Ave	-	New	95 gpm	-	-	$750,000	$75,000	$187,500	$225,000	$1,237,500	-	100%
	Force Main			-	New	4	250	-							
Proposed East Lift Station	Lift Station	N Gill Road	Rocky Hill Drive	-	New	140 gpm	-	-	$750,000	$75,000	$187,500	$225,000	$1,237,500	-	100%
	Force Main			-	New	4	25	$200							
Proposed West Lift Station	Lift Station	Belmont Road	N of Park Place Drive	-	New	745 gpm	-	-	$1,000,000	$100,000	$250,000	$300,000	$1,650,000	-	100%
	Force Main				New	8	25	$300							
Additional Oxidation Ditch Capacity	Treatment	WWTP	-	-	New	-	-	-	$1,525,000	$152,500	$381,250	$457,500	$2,516,250	-	100%
Additional Effluent Lagoon	Treatment	WWTP	-	-	New	-	-	-	$700,000	$70,000	$175,000	$210,000	$1,155,000	-	100%
WWTP Pump Replacement	Pump Replacement	WWTP	-	-	Replace	-	-	-	$165,000	$16,500	$41,250	$49,500	$272,250	100%	-
Additional Sludge Drying Beds	Treatment	WWTP	-	-	New	-	-	-	$450,000	$45,000	$112,500	$135,000	$742,500	-	100%
								Subtotal	**$18,698,740**	**$1,869,876**	**$4,674,690**	**$5,609,624**	**$30,852,926**		
								25% Increased Subtotal	**$23,373,425**	**$2,337,345**	**$5,843,362**	**$7,012,030**	**$38,566,157**		

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SECTION 8 - CONCLUSIONS AND RECOMMENDATIONS

The majority of the City of Exeter's sanitary sewer collection system is adequately sized and operating sufficiently. The only current issues observed by City staff are the operational issues at three of the lift stations (Quince, A&W, and Lenox). It is advised that the near-term improvements to mitigate the issues are accomplished as soon as possible to avoid SSOs. The City is estimated to grow to approximately 19,056 residents in 2040, necessitating additions to the existing sanitary sewer system. The City's wastewater treatment plant is currently more than adequately sized to accommodate existing flows. There are a number of improvements and modernizations needed at the WWTP to both accommodate future flow and continue to serve existing flow. The Capital Improvement Program developed as part of this Master Plan outlines the proposed improvements to mitigate existing issues and accommodate new development improvements within the Sphere of Influence boundary for both the collection system and WWTP.

The hydraulic model created as a part of this Master Plan was calibrated based on the flow observed at the WWTP. Therefore, the design flow for the recommended improvements in the collection system should be further analyzed and confirmed prior to design. An up-to-date hydraulic model can be used as a decision-making tool for future improvements that may or may not be a part of this Master Plan. The hydraulic model is dynamic and should be updated as improvement projects are completed. The model should also be updated if there are significant changes in land use and/or sewer flow to reflect existing conditions.

It is recommended that the City Council adopt this report as the City of Exeter's "Sanitary Sewer Master Plan." To implement the Capital Improvement Plan projects, it is recommended City County evaluate the existing reserves and development impact fees to determine the funds available.

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APPENDIX A

ORDINANCE NO. 2925

AN ORDINANCE REGULATING THE USAGE OF THE PUBLIC SEWER SYSTEM OF THE CITY OF EXETER

SECTION 1. DEFINITIONS. Unless the context specifically indicates otherwise, the meaning of terms used in this article shall be as follows:

(a) "B.O.D." (biochemical oxygen demand), shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in 5 days at 20 degrees C., expressed in parts per million of weight.

(b) "Building sewer" or "house lateral" shall mean connecting piping between the building and the public sanitary sewer.

(c) "City Engineer" shall mean the City Engineer of the City of Exeter or his authorized deputy, agent or representative.

(d) "Commercial garbage grinder" shall mean a mechanical unit for pulverizing large quantities of wastes by commercial users.

(e) "Garbage" shall mean solid wastes from the preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

(f) "Industrial wastes" shall mean liquid wastes from industrial processes as distinct from sanitary sewage.

(g) "Natural outlet" shall mean any outlet into a water course, pond, ditch, lake or other body of surface or ground water.

(h) "Person" shall mean any individual, firm, company, association, society, corporation or group.

(i) "ph" shall mean the logarithm of the reciprocal by weight of the hydrogen ions in grams per liter of solution.

(j) "Properly shredded garbage" shall mean the wastes from the preparation, cooking and dispensing of food that has been shredded to such a degree that all particles will be carried freely under the flow of conditions normally prevailing in public sewers, with no particle greater than three-eights inch in any dimension.

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(k) "ppm" shall mean parts per million.

(l) "Public sanitary sewer" shall mean a sanitary sewer directly controlled by the City of Exeter.

(m) "Sanitary sewage" shall mean any and all waste substances, liquids or solids associated with human habitation, but excluding storm, surface and ground waters and industrial wastes.

(n) "Sanitary sewer" shall mean a sewer to which sanitary sewage is admitted and to which storm, surface and ground waters are not intentionally admitted.

(o) "Sewage Treatment Plant" shall mean the City of Exeter sewage treatment facilities.

(p) "Sewer" shall mean a pipe or conduit for carrying sewage.

(q) "Storm sewer" or "storm drain" shall mean a sewer which carries storm and surface waters and drainage, but excludes sanitary sewage and polluted industrial wastes.

(r) "Suspended Solids" shall mean solids that either float on the surface of or are in suspension in water, sewage, or other liquids; and which are removable by laboratory filtering.

(s) "Trunk line" shall mean a main sewer line to which two or more collection lines are connected and which serves the primary purpose of transporting sewage from collection lines to the treatment plant.

(t) "Water course" shall mean a channel in which a flow of water occurs either continuously or intermittently.

(u) "Water softener" shall mean a unit using the ion exchange process requiring sodium chloride to regenerate the exchange bed.

SECTION 2. PURPOSE OF ORDINANCE. The City of Exeter is responsible for operating and maintaining the sanitary sewer system and sewage treatment facilities for said City. Wastewaters discharged to this system eventually reach the surface or underground waters of the State of California.

Regulation of these wastes through physical inspection of disposal facilities and chemical testing is necessary to:

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(a) Protect the facilities from damage by deleterious wastes.

(b) Protect the treatment processes.

(c) Protect the operating and maintenance personnel.

(d) Preserve capacity in the sanitary sewer system for sanitary wastes and appropriate industrial wastes.

(e) Insure the safety and welfare of the public.

(f) Prevent contamination, pollution and nuisance, and protect the established beneficial uses of receiving waters as required by the California Regional Water Quality Control Board, Central Valley Region.

(g) Conserve a reclaimable resource (water reclamation).

SECTION 3. PERMITS

(a) Connection to public sanitary sewers. No unauthorized person shall uncover, make any connection with or any opening to, use, alter or disturb a public sanitary sewer or appurtenance thereof without first obtaining a written permit from the City Engineers.

(b) Industrial wastes discharges. Any person proposing to discharge industrial wastes into the City sanitary sewer system shall first obtain a permit to do so from the City Engineer. Such permit shall be known as an "Industrial Waste Permit". Application for such permit shall be made in writing to the City Engineer and shall contain the following information:

(1) Name and address of applicant.

(2) Location of connection or proposed connection with sanitary sewer system.

(3) Estimated gallonage of wastes proposed to be discharged and statement as to approximate time of discharging same, together with information as to peak loads, and such other similar data as the City Engineer may require.

(4) Statement of the character of the waste proposed to be discharged, including such detail in connection therewith as the City Engineer may require, including proposed pretreatment facilities, if any, and chemical and biological constituency of the discharge.

(c) Existing discharges and/or connections. No person shall be permitted to maintain or use any facility or connection to the City sanitary sewer system which is in violation of this Ordinance, and any such facility or connection in existence at the time of the effective date of this Ordinance shall be immediately corrected or disconnected from the City sanitary sewer system.

SECTION 4. REGULATIONS ON DISCHARGES TO SEWERS

(a) Prohibitions. No person shall discharge, deposit or throw, or cause, allow, or permit to be discharged into any public sewer or plumbing fixture

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connected to the sewer, any substance tending to obstruct or injure the sewage system or cause a nuisance; or which will in any manner interfere with the proper repair or maintenance of the sewage system, or will in any way render it difficult for any workmen to operate or repair the sewage system.

(b) Limitations. No person shall discharge or cause to be discharged, any of the following described waters or wastes to any public sewer:

(1) Any liquid or vapor having a temperature higher than 150 degrees F.

(2) Any waters or wastes which contain more than 50 milligrams per liter of fat, oil or grease that is petroleum ether soluble.

(3) Any gasoline, benzene, naptha, fuel oil or other inflammable or explosive liquid, solid or gas, or any visible floatable oil.

(4) Any garbage that has not been properly shredded.

(5) Any ashes, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, wood, or any other solid, or viscous substance capable of causing obstructions to the flow in sewers or other interference with the proper operation of the sewage system.

(6) Any waters or wastes having a ph lower than 5.0 or higher than 9.0 or having any other corrosive characteristic capable of causing damage or hazard to structures, equipment or personnel of the sewage system.

(7) Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals or create any hazard in the sewage system.

(8) Any noxious or malodorous gas or substance capable of creating a public nuisance.

(9) Any storm water from private, or public, properties.

(10) Any single-pass cooling water (the blowdown or bleedoff from cooling towers may be discharged if it does not exceed one-third of the makeup water).

(11) Any constituent such as mercury, DDT, ether chlorinated hydrocarbon, or other substances that enter food webs or biological systems.

(12) Any liquid with suspended solids exceeding 1,000 milligrams per liter.

(13) Any discharge with concentrations of hexavalent chromium exceeding 5 milligrams per liter, cyanide (as Cn) exceeding 2 milligrams per liter, copper (as Cu) exceeding 5 milligrams per liter, or zinc (as Zn) exceeding 10 milligrams per liter.

(14) Any slugs, as measured by flow rate, of waters or wastes in excess of 300% of the average 24 hour flow rate.

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(15) Any radioactive isotopes.

(16) Any materials which would, in the opinion of the City Engineer, cuase the discharge from the City's sewage treatment plant to violate the requirements of current or adopted waste discharge requirements for said plant imposed by the California Regional Water Quality Control Board, central Valley Region.

(17) Any water added for the purpose of diluting wastes which would otherwise exceed applicable maximum concentration limitations.

(18) Any wastes containing over 0.1 milligrams per liter of dissolved sulfides.

(19) Any waste containing substances that may precipitate, solidify or become viscous at temperatures between 50 and 100 degrees F.

(20) Any waste producing excessive discoloration of wastewater or treatment plant effluent.

(21) Any garbage or waste that is not ground sufficiently to pass through a 3/8 inch screen.

(c) Grease, oil, and sand interceptors. Grease, oil and sand interceptors shall be provided when, in the opinion of the City Engineer, they are necessary for the proper handling of liquid wastes, sand, and/or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City Engineer, and shall be so located as to be readily and easily accessible for cleaning and inspection.

Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers which when bolted in place, shall be gas tight and water tight.

When installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

(d) Pretreatment. The admission into the public sanitary sewers of any waters or wastes having characteristics exceeding the following limits shall be subject to the review and approval of the City Engineer and where necessary in the opinion of the City Engineer, the owner shall provide at his own expense such preliminary treatment as may be necessary to reduce the objectionable characteristics to within the allowable limits:

(1) 5-day B.O.D. of 350 parts per million by weight.
(2) Suspended solids content of 350 parts per million by weight.
(3) Grease content of 200 parts per million by weight.

Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the

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approval of the City Engineer and no construction of such familities shall be commenced until said approval is obtained in writing.

Upon determination by the City Engineer that waste of unusual strength or character can safely, efficiently, and without damage to the system, be handled by the sewage system, an agreement or arrangement between the City and the person causing such waste may be entered into, the City to be reimbursed for the additional cost of treating such waste.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

(e) Control manholes; measurements and analyses. When required by the City Engineer, the owner of any property served by a building sewer carrying wastes of unusual strength, character or volume shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be constructed in accordance with plans approved by the City Engineer. The manhole shall be installed by the owner at his expense; and shall be maintained by him so as to be safe and accessible at all times.

All measurements, test and analysis of the characteristics of water and wastes to which reference is made in this section shall be determined in accordance with "Standard Method for the Examination of Water and Sewage", American Public Health Association and Federation of Sewage Works Association, latest edition, and shall be determined at the control manhole provided or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sanitary sewer to the point at which the building sewer is connected.

SECTION 5. INSPECTION. The City hereby reserves the right to inspect any sewer lateral, pretreatment device, or industrial process that discharges wastewater directly or indirectly to the City's sewer system and/or to inspect premises to determine the existence and/or location of any illegal connections or discharges to said sewer system.

In cases of continued non-compliance with this ordinance, the City Engineer shall recommend to the City Council that, after noticed public hearing, the non-complying connection or discharge be disconnected from the City's sewer system.

No person shall discharge or cause to be discharged to a sewer, either directly or indirectly, any waste that creates a stoppage, plugging,

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breakage, any reduction in sewer capacity or any other damage to sewers or sewage treatment facilities of the City. Any excessive sewer or sewage treatment maintenance expenses or any other expenses attributable thereto will be charged to the offending discharger by the City.

Any refusal to pay excessive maintenance expenses duly authorized by the City Engineer shall constitute a non-compliance of this Ordinance.

SECTION 6. INDUSTRIAL WASTE PERMIT PROCEDURES.

(a) Initial permit. After having filed the information required for an industrial waste permit under Section 3 of this ordinance, the following procedures shall govern issuance of the permit by the City Engineer:

(1) The permit may require pretreatment of industrial wastewaters before discharge, restriction of peak flow discharges, discharge of certain wastewaters only to specified sewers of the City, relocation of point of discharge, prohibition of discharge of certain wastewater components, restriction of discharge to certain hours of the day, payment of additional charges to defray increased costs of the City created by the wastewater discharge and such other conditions as may be required to effectuate the purpose of this ordinance.

(b) Transfer of permit. No permit for industrial wastewater discharge is transferable without the prior written consent of the City Engineer.

(c) Amendment of permit; compliance with provisions thereof. No person shall discharge industrial wastewaters in excess of the quantity or quality limitations set by the permit for industrial wastewater discharge. Any person desiring to discharge wastewaters or use facilities which are not in conformance with the industrial wastewater permit should apply to the City for an amended permit.

(d) Changes in permit. The City may change the restrictions or conditions of a permit for industrial wastewater discharge from time to time as circumstances may require. The City shall allow an industrial discharger a reasonable period of time to comply with any changes in the industrial wastewater permit required by the City.

(e) Suspension of permit. The City Engineer may suspend a permit for industrial wastewater discharge for a period of not to exceed 45 days when such suspension is necessary in order to stop a discharge which presents an imminent hazard to the public health, safety or welfare, to the local environment or to the City's sewerage system.

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Any discharger notified of a suspension of his industrial wastewater permit shall immediately cease and desist the discharge of all industrial wastewater to the sewerage system. In the event of a failure of the discharger to comply voluntarily with the suspension order, the City Engineer shall take such steps as are reasonably necessary to insure comp;iance.

Any suspended discharger may file with the City Engineer a request for Council hearing in which event the Council shall meet within 14 days of the receipt by the City Engineer of such request. The Council shall hold a hearing on the suspension and shall either confirm or revoke the action of the City Engineer. Reasonable notice of the hearing shall be given to the suspended discharger. At this hearing the suspended discharger may appear personally or through counsel, cross-examine witnesses, and present evidence in his own behalf.

In the event that the Council fails to meet within the time set forth above or fails to make a determination within a reasonable time after the close of the hearing, the order of suspension shall be stayed until a determination is made either confirming or revoking the action of the City Engineer.

The City Engineer shall reinstate the industrial wastewater permit upon proof of satisfactory compliance with all discharge requirements of the City.

(f) Revocation of permit. The City Council may revoke a permit for industrial wastewater discharge upon a finding that the discharger has violated any provision of this ordinance. No revocation shall be ordered until a hearing on the question has been held by the Council. At this hearing, the discharger may appear personally or through counsel, cross-examine witnesses and present evidence in his own behalf. Notice of the hearing shall be given to the discharger at least fifteen days prior to the date of hearing.

Any discharger whose industrial wastewater permit has been revoked shall immediately stop all discharge of any liquid carried wastes covered by the permit to any City sewer. The City Engineer may disconnect or permanently block from such public sewer the industrial connection sewer of any discharger whose permit has been revoked if such action is necessary to insure compliance with the order of revocation.

Before any further discharge of industrial wastewater may be made by the discharger, he must apply for a new industrial wastewater permit, pay all charges that would be required upon initial application together with all delinquent fees, charges and penalties and such other sums as the discharger may owe to the City. Costs incurred by the City in revoking the permit and disconnecting the industrial connection sewer shall be paid for by the discharger before issuance of a new permit.

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SECTION 7. HOSPITAL WASTES. Hospitals, clinics, offices of medical doctors, and convalescent homes:

(a) May discharge, through a grinder installation with inlet size and design features suitable for its intended use and so constructed that all particles pass through a maximum 3/8 inch opening, wastes of the following categories:

(1) Wet organic kitchen wastes from food preparation and disposal but excluding all paper and plastic items.
(2) Disposable hypodermic needles, syringes and associated articles following their use.
(3) Infectious wastes, defined as:

i. Laboratory and surgical operating room wastes except as excluded in (b)(2) below.
ii. Wastes from outpatient areas and emergency rooms similar to those included in (a) above.
iii. Equipment, instruments, utensils and other materials of a disposable nature that may harbor or transmit pathogenic organisms and that are used in the rooms of patients having a suspected or diagnosed communicable disease which by the nature of the disease is required to be isolated by public health agencies.

(b) Shall not discharge to the sewer by any means:

(1) Solid wastes generated in the rooms of patients who are not isolated because of a suspected or diagnosed communicable disease.
(2) Recognizable portions of the human anatomy.
(3) Wastes excluded by other provisions of this ordinance except as specifically permitted in (a) above.
(4) All solid wastes not included in (a) above.

Nothing in this section shall be construed to limit the authority of the Health Officer of Tulare County to define wastes as being infectious and, with the concurrence of the City Engineer, to require that they be discharged to the sewer.

SECTION 8. AVAILABILITY OF CITY'S FACILITIES. If sewerage capacity is not available, the City may require the industrial wastewater discharger to restrict his discharge until sufficient capacity can be made available. When requested, the City will advise persons desiring to locate new facilities as to the areas where industrial wastewater of their proposed quantity and quality can be received by available sewerage facilities. The City may refuse service to persons locating facilities in areas where their proposed quantity or quality of industrial wastewater is unacceptable in the available treatment facility.

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SECTION 9. PROTECTION FROM DAMAGE. No unauthorized person shall maliciously, willfully, or negligently damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the municipal sewage system.

SECTION 10. ESTABLISHMENT AND COLLECTION OF FEES. Rates and compensation to be charged and collected by the City for service rendered, connections made to the system, and fees for additional construction and plant enlargement, shall from time to time hereafter be established by such resolution to that effect of the City Council.

SECTION 11. EXISTING AGREEMENTS. Any existing agreements between the City and local industries will remain in force until their expiration or at such time as the ownership changes, at which time new agreements will be made.

SECTION 12. VIOLATION AND PENALTY. Any person found to be violating any provision of this ordinance, shall be served by the City with a written notice stating the nature of the violation and providing a time for the satisfactory correction thereof. The offender shall within the period of time stated in such notice permanently cease all violation and shall become liable to the City for any expense, loss or damage occasioned by the City by reason of such violation.

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SEWER

DESIGN STANDARDS

OUTLINE

A. Location

B. Size of Pipe

C. Depth

D. Grades

E. Manholes

F. Type of Pipe

G. House Connections

1. Location
2. Length
3. Grades & Depth
4. Materials

H. Installation

1. General
2. Backfill & compaction

I. Pump Stations

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A. Location of Sewers

1. Sewers serving both sides of street.
Sewers constructed to serve both sides of a street shall be constructed five feet off the centerline of the street where possible. Where a street is situated on a curve the sewer shall be constructed where possible on tangents rather than along the centerline of the street. Horizontal curves of a minimum radius of 150 feet may be used in conjunction with tangents if the number of manholes can be reduced thereby. No reverse or compound curves may be used between manholes and not more than one curve shall be used between manholes. Manholes shall be located in the paved area and shall not be placed between the curb and the property line nor within five feet of a gutter line.

2. Sewers serving one side of street.
Sewers constructed to serve only one side of a street shall be located in the street five feet outside of the gutter line, where possible.

3. Sewers in alleys.
Sewers constructed in alleys shall be located in the center of the alley, except where center gutters are used. Sewers shall in no case be located closer than four feet from the property line.

4. Sewers in easements.
In order to avoid difficulty experienced in maintaining sewers located in easements, every effort within reason shall be used to locate sewers in streets or alleys even though a greater depth is required. (Unusual conditions may arise where it will be necessary to deviate from this practice.) Easements for construction of sewers shall not be less than ten feet in width.

B. Size of Sewers

1. General
Sewers shall be designated to accomodate any future tributary drainage area in addition to the area involved in each project. The capacity of the sewer pipe shall be as determined by Manning's formula. A coefficient of roughness "n" of .013 shall be used in the above formula. Sewers shall be designed to flow at ½ full for 8" diameter and at 2/3 full for all sizes 10" or greater in diameter.

2. Quantity of flow.
The following flow coefficients shall be used for the zones specified.

Zone	Flow in C.F.S. per acre
R-1	.002
R-2	.004
R-3	.008

All others are to be determined by the City Engineer in each case.

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3. Minimum size.
The minimum size of any public sewer shall be 8", except in cul-de-sacs of 150 feet or less sewer length or where special conditions warrant modification thereof by the City Engineer.

C. Depth of Sewers

Mainline sewers shall have not less than 2½ feet of cover unless standard concrete reinforcement is provided, in which case the minimum cover may be reduced to one foot with approval of the City Engineer.

D. Grades

The minimum grades shall be sufficient to maintain 1.75 feet per second velocity at design flow. For the pipe sizes most often used, the minimum grades are as follows:

8" pipe	.0030 feet/foot slope
10" pipe	.0024
12" pipe	.0019
15" pipe	.0014

No vertical curves will be permitted.

E. Manholes

1. Spacing.
Manholes shall be constructed, in accord with the City's standard plans, at all grade changes, at all changes in horizontal alignment except when horizontal curves are used, at all changes in pipe size, at termini of all lines, at all junctions or intersections of sewers, and in every case no further apart than every 500 feet.

2. Grade Changes.
Grade changes through manholes shall be noted on the plans by noting both elevations at the center of the manhole, unless pipe grade is to continued through the manhole, and shall be based upon the following:

a.) Straight Through Manholes.
The drop through a manhole shall be the sum of .10 feet plus ½ of the difference between pipe sizes measured in feet. Where the slope of the pipes exceeds .024 feet per foot the pipe grade shall be continued through the manhole plus the hereinbefore mentioned difference in pipe size. The maximum drop shall be .60 feet.

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b.) Bends in Manhole.

The drop around bends in manholes shall be the sum of .20 feet plus ½ of the difference in pipe sizes measured in feet, except where available grades require reduction to a minimum of .1 foot drop, plus pipe size differential. The maximum drop shall be 1.0 feet.

Where the slope of the pipes exceed .05 per foot, the pipe grade shall be continued through the manhole and shall be added to the hereinbefore described difference in pipe size to determine the total drop through the manhole.

F. Type of Pipe

1. Gravity

Pipe shall be compression joint bell and spigot extra strength clay pipe.

2. Force Mains

Pipe shall be Class 150 Cast Iron, or may be Class 150 Cement Bonded Asbestos pipe only where specific approval is granted by the City Engineer for same.

3. Siphons

Pipe shall be Class 150 Cast Iron pipe or shall be concrete encased extra strength V.C.P.

G. House Connections

1. Locations.

House connections shall be installed to serve each individual property at the time of sewer main construction and shall be installed to serve each developable parcel where full development has not yet occurred in accord with zoning restrictions. House connections may be eliminated, and Y's only installed at the same spacings, where sewers are installed in easements instead of in streets, or where sewer installations are being made at City cost. House connections shall be run to, or Y's shall be installed for, the lowest front corner of each undeveloped parcel, and/or to serve existing developments on developed parcels. Where house connections or Y's are not joined to a house sewer, and before backfilling the trenches, the exact locations shall be noted by the project engineer, and marked with a metal pin set flush with and in the top of the curb, or a stamped "S" in the top of curb.

2. Lengths.

All house connections shall be run to curb lines or to proposed curb lines in streets not yet permanently improved, and shall be run to property lines in subdivisions or parcel map land divisions.

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3. Grades and Depths.

Maximum grades for house sewers, conditional upon main line depths and necessary depth at curb line, shall be obtained. Y's may be laid flat where grade is a problem.

Absolute minimum cover for house sewers shall be 18" at the curb line, except where specifically approved otherwise by the City Engineer, and shall be at least 3 feet where main sewer grades permit.

Y branches and house connections constructed for future use shall be closed at the outer end with a V.C.P. or plastic cap.

4. Materials.

House connections shall be constructed of clay pipe or cast iron pipe and shall be 4 inches in diameter unless otherwise specified in the plans or Special Specifications. House connections shall be constructed on a straight line and grade from the point where they join the 1/8 bend at the main line sewer to the property line.

Wherever the cover of a lateral to the pavement or ground surface is less than 18", Class 150 cast iron pipe shall be used.

H. Installation Methods

1. General

Pipe shall be installed in conformity with Standard Recommended Practice for Installing Vitrified Clay Pipe, A.S.T.M. C-12-72, except that shaped, tamped, earth bedding may be used in lieu of the specified Class A, B, or C bedding.

2. Backfill and Compaction

a.) Backfill

Backfill shall be so placed that the pipe will not be displaced or damaged. Backfilling to a depth of one (1) foot over the top of the pipe shall be placed by hand and made with sound earth, sand or gravel approved by the City Engineer. The remainder of the backfill may be placed using power equipment and may include waste, lumpy material, originating on the job, provided that such material is not larger than four (4) inches in any dimension and is not placed nearer than one (1) foot from the finished surface. Any material which is unsuitable for backfill in the opinion of the City Engineer shall be removed from the site, and suitable backfill material shall be brought to the site and used in the fill at the Contractor's expense.

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b.) Compaction

Backfill material shall be compacted in the following manner. The backfill shall be placed and compacted in horizontal layers not exceeding 18" to 48" in depth, dependent upon compaction obtainable with the compacting methods used. Backfill material shall be moistened or allowed to dry, if necessary, to obtain optimum moisture content. At least 42" of cover shall be placed over V.C.P. before compacting with Hydro-hammer or methods produring similar impact loadings shall be begun.

No large stones will be permitted in the backfill in the last foot below pavement base grade. Flooding or water-jetting will not be permitted, except when authorized by the City Engineer, and when done under the conditions and in the manner described hereinafter.

If excavation is in sandy soil, or if the contractor elects to furnish sandy or granular material for backfill and the surrounding soil is such that it will not soften or swell when saturated, and where no danger exists to retaining walls or abutments from hydrostatic pressure, flooding or jetting may be permitted when authorized by the City Engineer. Flooding (ponding) must be performed in two (2) foot lifts, with each layer thoroughly settled by rodding. Dikes or dams shall be built across the ditch, if necessary, to prevent the water from washing down the trench. Jetting may be used on lifts not to exceed ten (10) feet; jets must be sunk to the top of the pipe. Backfill to a depth of one (1) foot over the top of the pipe may be compacted by flooding without prior approval of the City Engineer. Compaction of backfill involving tamping or impact backfill in excess of one (1) foot over the top of the pipe shall not be done within 24 hours after jointing of pipe unless specified on the plans or authorized or approved by the City Engineer.

Regardless of the method of compaction used, a relative compaction of not less than 90% as determined by comparison of the dry weight per unit volume of the backfill material in place with the maximum dry weight per unit volume of the material compacted in accordance with standard test ASTM Designation D698-42T or AASHO Method T-99 latest revision, must be obtained.

c.) Concrete Reinforcement

Where the top of the sewer pipe is less than 30 inches of the finished roadway surface or where specified on the plans, the pipe shall be reinforced by pouring Class "B" concrete around the sides and to a height of 3 inches above the top of the pipe. The width of the concrete reinforcement shall be at least 6 inches greater than the outside diameter of the pipe, 3 inches on each side of the pipe.

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I. Pump Stations

All pump stations shall be dual-pump installations, shall be installed outside the traveled way or sidewalk area of any right-of-way, and shall be designed for maximum ease of maintenance. The subdivider's engineer shall review proposed pump station design concepts with the City Engineer prior to initiation of design, and final design thereof shall be approved by the City Engineer.

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APPENDIX B

CITY OF EXETER SANITARY COLLECTION SYSTEM

City of Exeter Sanitary Sewer Collection System

WWTP

Manhole
Lift Station
Lift Station - Not City Owned

Gravity Main Size
6"
8"
10"
12"
14"
15"
24"
30"

N

0 400 800
Feet

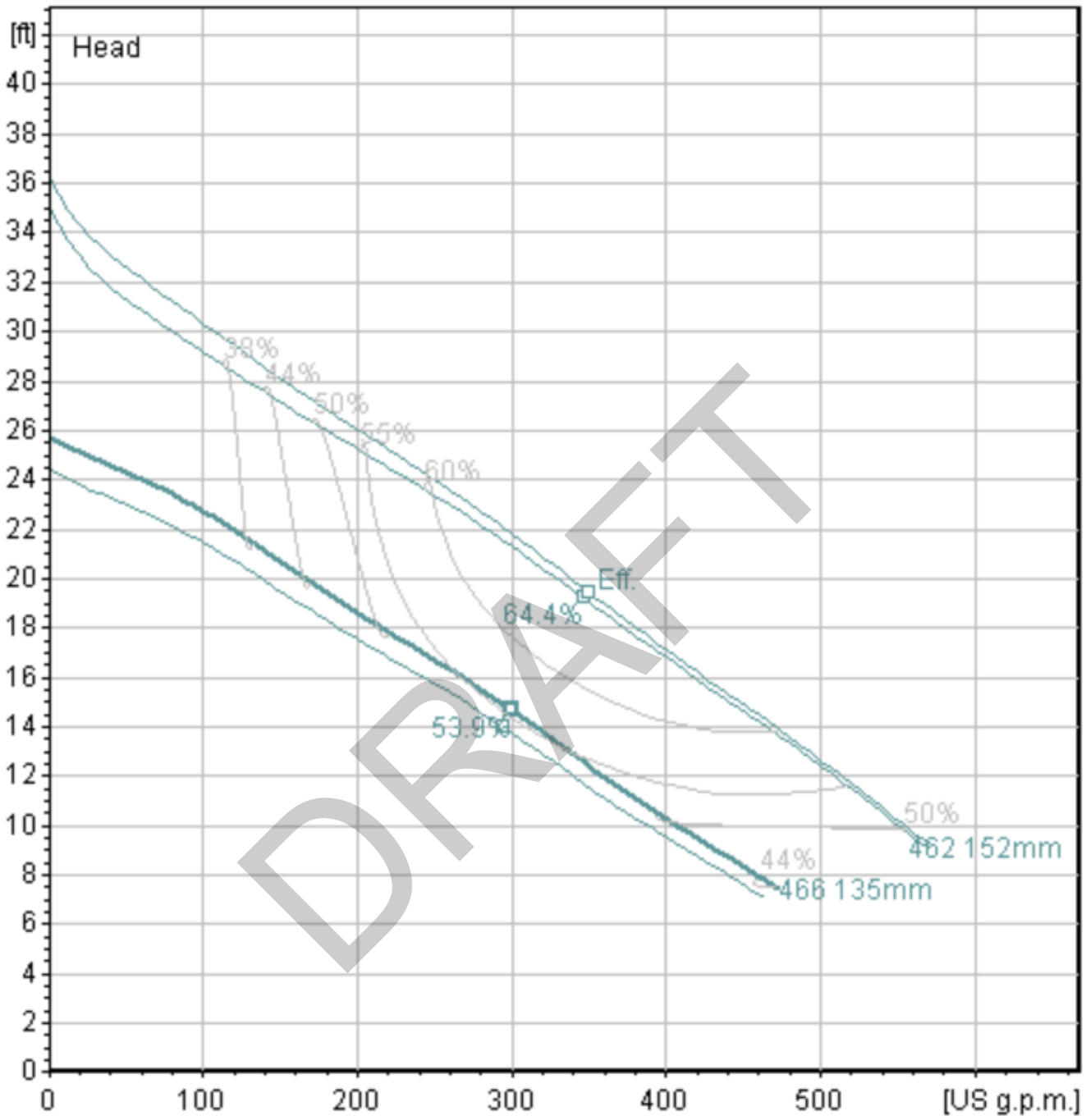
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APPENDIX C

SANITARY LIFT STATION PUMP CURVE

N 3085 MT 3 phase 4 poles 60hz US



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APPENDIX D

CITY OF EXETER MASTER PLAN IMPROVEMENTS

City of Exeter Sanitary Sewer Master Plan Improvements

- Lift Station
- Lift Station - Not City Owned
- Proposed Lift Station
- Manhole
- Proposed Manhole
- Gravity Main
- Proposed Gravity Main
- Upsized Gravity Main
- Relocation
- Force Main
- Proposed Force Main
- Sphere of Influence

N

0 750 1,500
Feet

WWTP

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Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

RESOLUTION NO. 2025-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER, APPROVING THE CLOSEOUT OF THE CITY'S 21 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-PL-30007) AND ACCEPTING THE SANITARY SEWER AND WASTEWATER TREATMENT PLAN MASTER PLAN

WHEREAS, the City of Exeter applied for and was awarded Community Development Block Grant (CDBG) Planning Grant No. CDBG-PL-30007 to update the Sanitary Sewer and Wastewater Treatment Plant Master Plan; and

WHEREAS, the City Council accepted the Sanitary Sewer and Wastewater Treatment Plant Master Plan at its regular meeting of September 23, 2025; and

WHEREAS, the City Council also approved the closeout of CDBG Planning Grant No. CDBG-PL-30007 at its regular meeting of September 23, 2025; and

WHEREAS, the City of Exeter has complied with all noticing requirements and held a public hearing on September 23, 2025, providing the public an opportunity to comment on the grant closeout and the Master Plan; and

WHEREAS, the Sanitary Sewer and Wastewater Treatment Plant Master Plan provides updated analysis of the City's sewer collection system and treatment facilities, identifies capital improvement needs, and establishes priorities for near-term, mid-term, and long-term infrastructure planning.

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

1. The City Council hereby approves the closeout of Community Development Block Grant (CDBG-PL-30007).
2. The City Council hereby formally accepts the Sanitary Sewer and Wastewater Treatment Plant Master Plan.
3. The City Council authorizes City staff to complete all necessary documentation and to submit final closeout materials to the California Department of Housing and Community Development as well as authorizes the City Administrator to execute all documents thereto.

PASSED AND ADOPTED by the City Council of the City of Exeter this 23rd day of September 2025 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____

Jacob Johnson, Mayor

ATTEST:

_____

Francesca Quintana, City Clerk

Agenda Item Staff Report

Agenda Item Number: **G.2.**

Meeting Date:
September 23, 2025

Wording for Agenda:
Annual Public Meeting In Consideration of Renewal of Ordinance No. 703 per the requirements of Assembly Bill 481, 1) allow public comment and questions concerning the annual report and the funding, acquisition and use of the equipment, 2) review and renew EPD Policy 706 – Military Equipment, 3) review the AB 481 Military Equipment Annual Report 2024, and 4) by opting to not modify or rescind it, renew Ordinance No. 703.

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Submitting Department:
Police

Contact Name:
Rob Schimpf, Chief of Police

Department Recommendation:
Staff recommends that the City Council, per the requirements of Assembly Bill 481:

1. Allow public comment and questions concerning the annual report and the funding, acquisition and use of the equipment;
2. Review and renew EPD Policy 706 – Military Equipment (Attachment 1);
3. Review the AB 481 Military Equipment Annual Report 2024 (Attachment 2); and
4. Renew Ordinance No. 703 (Attachment 3)

Summary/Background:
On September 30, 2021, Governor Newsom signed a series of police reform bills, including Assembly Bill 481 (AB 481), which stated that the public has a right to know and participate in the decision-making processes related to the funding, acquisition, or use of military equipment by State or local government officials in an effort to increase transparency, accountability, and oversight. AB 481 called for local agencies to give strong consideration to the public's welfare, safety, civil rights, civil liberties, and public input. The legislation required that local law

enforcement agencies, which seek to continue the use of military equipment acquired prior to January 1, 2022, accomplish the following, which have been completed:

1. Draft a military equipment funding, acquisition, and use policy that describes each piece of military equipment and the authorized uses for each piece of equipment (Attachment 1);

2. Seek approval of the policy from their governing body by ordinance for the continued use of existing military equipment before acquiring new military equipment or seeking funds for equipment purposes; and

3. Make publicly available any proposed or final military equipment use policy, for as long as the military equipment is available for use, on the agency's website.

In addition to the above requirements, AB 481 also required, at least annually, that the law enforcement agency shall:

1. Prepare an annual military equipment report with at least one "well-publicized and conveniently located community-engagement meeting" to allow for public discussion of the report; and

2. Present the policy for review, renewal, and approval at a Regular Meeting of the governing body. During this review, the governing body shall consider the Annual Report and determine whether each type of military equipment has complied with specified standards for approval.

The Exeter Police Department's 2024 AB 481, Military Equipment Annual Report (Attachment 2) is being presented to satisfy the annual requirement.

AB 481 Definition of Military Equipment:
AB 481 defines "military equipment" as follows and differentiates the equipment by category:

- **Category 1:** Unmanned, remotely piloted, powered aerial or ground vehicles.
- **Category 2:** Mine-resistant, ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
- **Category 3:** High-mobility multi-purpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.
- **Category 4:** Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- **Category 5:** Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

- **Category 6:** Weaponized aircraft, vessels, or vehicles of any kind.
- **Category 7:** Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.
- **Category 8:** Firearms of .50-caliber or greater. However, standard-issue shotguns are specifically excluded from this subdivision.
- **Category 9:** Ammunition of .50-caliber or greater. However, standard-issue shotgun ammunition is specifically excluded from this subdivision.
- **Category 10:** Specialized firearms and ammunition of less than .50-caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard-issue service weapons and ammunition of less than .50-caliber that are issued to officers, agents, or employees of a law enforcement agency or a State agency.
- **Category 11:** Any firearm or firearm accessory that is designed to launch explosive projectiles.
- **Category 12:** "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.
- **Category 13:** Taser Shockwave, microwave weapons, water cannons, and the Long-Range Acoustic Device (LRAD).
- **Category 14:** The following projectile launch platforms and their associated munitions: 40-millimeter projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.
- **Category 15:** Any other equipment as determined by a governing body or a state agency to require additional oversight.

AB 481 does not prohibit law enforcement from obtaining and using the above equipment; rather, it creates a public process for obtaining approval of these types of equipment and their authorized uses. The Exeter Police Department (EPD) possesses equipment in three (3) of the fifteen (15) categories listed. See Attachment 2 for full descriptions.

Current EPD Equipment Meeting Military Equipment Designation:
The EPD continues to carefully assess what equipment is needed to protect the public and officers when resolving critical incidents, such as active shooter response, apprehending violent offenders, hostage rescue, and barricaded subjects, among others. Certain equipment is also beneficial in providing information and creating cover, distance, and time that help to improve the decision-making process during critical incidents. This allows responding officers to take in and evaluate the totality of the circumstances, which results in increased safety and reduced risk for everyone involved.

In general, all the equipment listed in the report is highly specific in its use and are not typically used day-to-day. Items below may be used a few times a year, and their deployment requires departmental notifications. More information about the frequency of use for various types of equipment is provided in Attachment 2.

The EPD's operating procedures and training program instruct staff in the proper use of this equipment.

Current Policies and Procedures for Equipment Purchase and Use:
EPD adheres to the City's budget process and its purchasing policies and procedures when procuring its equipment.

The use of equipment is governed by EPD Policy No. 300, Use of Force and De-escalation Policy, Policy No. 303, Control Devices and Techniques, and EPD Policy 706 Military Equipment. In addition, the State of California Commission on Peace Officer Standards and Training (POST) establishes operational guidelines and training recommendations for certain equipment and tactics, and compliance with these guidelines is managed by the department's designated subject matter experts.

All EPD policies and procedures that govern safe-handling, storage, and qualification related to specified equipment remain in effect.

Fiscal Impact:
The acquisition of new or replacement equipment or items meeting the reporting requirements of AB 481 are funded from the Police Department budget in accordance with the AB 481 Policy and the approval of the City Council.

The AB 481 Military Equipment Annual Report (Attachment 2) has no direct fiscal impact.

Prior City Council Actions:
At the June 14, 2022, Exeter City Council meeting, Council passed, approved, and adopted Ordinance 703 regarding the police acquisition and use of "military equipment."

Attachments:
- Attachment 1 – EPD Policy 706 – Military Equipment
- Attachment 2 – AB 481 Military Equipment Annual Report 2024
- Attachment 3 – Exeter City Ordinance No. 703

Recommended motion to be made by the City Council:
I move to, per the requirements of Assembly Bill 481 that council approve Exeter Police Department Policy 706 – Military Equipment (Attachment 1) and by opting to not modify or rescind it, renew Ordinance No. 703.

Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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706.2 POLICY

It is the policy of the Exeter Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as liaison to the governing body for matters related to the requirements of this policy.

(b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Exeter Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

(g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

[Insert attachment here]

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

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(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

706.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

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Exeter Police Department Military Equipment Inventory

Equipment Type: 40MM Launcher and Rounds
Description: 40MM Launchers are utilized by department personnel as a less lethal tool to launch impact rounds.
Quantity: (1) Armor Holdings less lethal Launcher
Capabilities: The Armor Holdings 40MM Launcher is a single shot tactical launcher that features a synthetic fixed stock and EOTech sights. It will fire standard 40mm less lethal ammunition.
Expected Service Life: 25 Years
Manufacturers Description: Armor holdings was purchased by Safariland and is no longer manufactured. Comparable items description: Manufactured exclusively for Defense Technology, is a tactical single shot launcher, and will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. The Picatinny Rail Mounting System will accept a wide array of enhanced optics/sighting systems.
Purpose and Authorized uses: To limit the escalation of conflict where deployment of lethal force is prohibited or undesirable. Situations for use of the less lethal weapon systems may include, but are not limited to: 1. Self-destructive, dangerous and/or combative individuals. 2. Riot/crowd control and civil unrest incidents. 3. Circumstances where a tactical advantage can be obtained. 4. Potentially vicious animals. 5. Training exercises or approved demonstrations.
Fiscal Impact: No Annual Maintenance
Legal and Procedural Rules: It is the policy of the department to utilize the 40MM only for official law enforcement purposes, and pursuant to State and Federal law, including those regarding the use of force.
Required Training: Sworn members utilizing 40MM less lethal impact rounds shall be trained in their use by POST certified less lethal instructor.
Compliance Mechanisms: Operational use supervised by department field supervisors and governed by department policy 303 – Control Devices and Techniques.

Exeter Police Department Military Equipment Inventory

Equipment Type: Less Lethal Shotguns
Description: The less lethal shotgun is used to deploy the less lethal 12-gauge beanbag round.
Quantity: (4) Remington Model 870 less lethal pump-action shotguns.
Capabilities: The Remington 870 less lethal shotgun is used to deploy the less lethal 12-gauge beanbag round up to a distance of 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of de-escalation.
Expected Service Life: 15 Years
Manufacturers Description: The Remington Model 870 is a pump-action shotgun, widely used by the public for shooting sports, hunting and self-defense, as well as by law enforcement and military organizations worldwide.
Purpose and Authorized uses: To limit the escalation of conflict where deployment of lethal force is prohibited or undesirable. Situations for use of the less lethal weapon systems may include, but are not limited to: 1. Self-destructive, dangerous and/or combative individuals. 2. Riot/crowd control and civil unrest incidents. 3. Circumstances where a tactical advantage can be obtained. 4. Potentially vicious animals. 5. Training exercises or approved demonstrations.
Fiscal Impact: No Annual Maintenance
Legal and Procedural Rules: It is the policy of the Department to utilize Remington Model 870 less lethal pump-action shotguns only for official law enforcement purposes, and pursuant to State and Federal law, including those regarding the use of force.
Required Training: Sworn members utilizing Remington Model 870 less lethal pump-action shotguns shall be trained in their use by POST certified less lethal instructor.
Compliance Mechanisms: Operational use supervised by department field supervisors and governed by department policy 303 – Control Devices and Techniques.

Exeter Police Department Military Equipment Inventory

Equipment Type: Humvee - High Mobility Multipurpose Wheeled Vehicle (HMMWV)
Description: Commercially manufactured 4 wheeled military vehicle utilized for law enforcement purposes.
Quantity: (3) AM General Humvees
Capabilities: A Humvee is an armored vehicle built to transport soldiers and payloads across any terrain.
Expected Service Life: 15 Years
Manufacturers Description: The Humvee (HMMWV) is a lightweight, diesel-powered, four-wheel-drive tactical vehicle.
Purpose and Authorized uses: To provide for the safe transport, security, and rescue of agency personnel and citizens in high-risk incidents. To be used in response to critical incidents to enhance officer and community safety, improve scene containment and stabilization, and assist in resolving critical incidents.
Fiscal Impact: Less than $500 per vehicle annually.
Legal and Procedural Rules: It is the policy of the Department to utilize the AM General Humvees only for official law enforcement purposes, and pursuant to State and Federal law.
Required Training: All driver/operators shall attend formalized instruction and be trained in vehicle operations and practical driving instruction.
Compliance Mechanisms: Operational use supervised by department field supervisors and governed by department Policy 704 – Vehicle Use

Exeter Police Department Military Equipment Inventory

Equipment Type: Patrol Rifles
Description: Guns that are fired from shoulder level, having a long spirally grooved barrel intended to make bullets spin and thereby have greater accuracy over a long distance.
Quantity: (20) AR-15/M4 Colt Rifles (3) SMG Colt Rifle
Capabilities: Precision shooting at greater distances than offered by the issued handgun.
Expected Service Life: 15 Years
Manufacturers Description: The AR-15/M4 is a lightweight, magazine-fed, gas-operated semiautomatic rifle. The SMG is a lightweight, magazine-fed, gas-operated selectable semiautomatic/automatic rifle.
Purpose and Authorized uses: To be used as a precision weapon to address a threat with precision and/or greater distances than a handgun, if present and feasible.
Fiscal Impact: No Annual Maintenance, cost of ammunition
Legal and Procedural Rules: It is the policy of the Department to utilize the M4 and SMG Colt Rifles only for official law enforcement purposes, and pursuant to State and Federal law, including those regarding the use of force.
Required Training: Prior to using a rifle, officers must be certified by POST instructors in the operation of the rifle. Additionally, all members that operate any rifle are required to attend quarterly range training and pass range qualifications once a year. (These standards are the minimum and the department provides training in excess of these requirements.)
Compliance Mechanisms: Operational use supervised by department field supervisors and governed by department Policy 306-Firearms.

ATTACHMENT 2

Executive Summary

On September 30, 2021, Governor Newsom approved Assembly Bill 481 requiring California law enforcement agencies to obtain approval of a Military Equipment Use Policy by their applicable governing body (City Council) prior to taking certain actions related to the funding, acquisition, or use of controlled equipment.

Assembly Bill 481 allows the governing body to approve the funding, acquisition, and use of controlled equipment ("Military Equipment") within its jurisdiction if the equipment meets specified standards. The Controlled Equipment Use Policy and an Annual Controlled Equipment Use Report is subject to annual review to affirm the criteria outlined in Assembly Bill 481 have been met.

The format of this report was crafted in a manner that conforms to the statutorily required annual report pursuant to California Government Code section 7072(a) to include the following information:

1) A summary of the military equipment uses and purposes;
2) A summary of any complaints or concerns concerning the military equipment;
3) The results of any internal audits, information on any violations, and actions taken in response;
4) The total annual cost for each type of equipment;
5) The quantity possessed of each type of equipment;
6) The intent to acquire additional equipment and quantity sought.

Unless otherwise noted the funds for equipment, staff costs, training costs, or costs for the use of the equipment, is form the approved existing budget. Tuition costs for outside training courses, even if included in the existing budget, will be noted in the total annual outside training cost section.

The Exeter Police Department recognizes the public's ongoing interest in how controlled equipment is used to protect our community and is committed to maintaining our community's trust in providing professional and responsive police services. As such, the Exeter Police Department has authored the following comprehensive Annual Controlled Equipment Use Report to remain transparent with our community and in accordance with annual reporting requirements set forth by applicable California Law.

ATTACHMENT 2

Controlled Equipment Categories

Assembly Bill 481 created Government Code 7070 which designated 15 categories of items deemed "military" or more accurately defined as controlled equipment.

- **Category 1:** Unmanned, remotely piloted, powered aerial or ground vehicles.
- **Category 2:** Mine-resistant, ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
- **Category 3:** High-mobility multi-purpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.
- **Category 4:** Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- **Category 5:** Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- **Category 6:** Weaponized aircraft, vessels, or vehicles of any kind.
- **Category 7:** Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.
- **Category 8:** Firearms of .50-caliber or greater. However, standard-issue shotguns are specifically excluded from this subdivision.
- **Category 9:** Ammunition of .50-caliber or greater. However, standard-issue shotgun ammunition is specifically excluded from this subdivision.
- **Category 10:** Specialized firearms and ammunition of less than .50-caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard-issue service weapons and ammunition of less than .50-caliber that are issued to officers, agents, or employees of a law enforcement agency or a State agency.
- **Category 11:** Any firearm or firearm accessory that is designed to launch explosive projectiles.
- **Category 12:** "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.

ATTACHMENT 2

- **Category 13:** Taser Shockwave, microwave weapons, water cannons, and the Long-Range Acoustic Device (LRAD).

- **Category 14:** The following projectile launch platforms and their associated munitions: 40-millimeter projectile launchers, “bean bag,” rubber bullet, and specialty impact munition (SIM) weapons.

- **Category 15:** Any other equipment as determined by a governing body or a state agency to require additional oversight.

ATTACHMENT 2

High-mobility multi-purpose wheeled vehicles (HMMWV), commonly referred to as Humvees
(Category 3)

a. **Description, quantity, capabilities, and purchase cost:**
   AM General HMMWV
   Quantity: 3
   The Humvee is a lightweight, diesel powered, four wheel drive tactical vehicle that is commercially manufactured.
b. **Purpose:**
   To provide safe transport, security, and rescue of agency personnel and citizens in high-risk incidents. To be used in response to critical incidents to enhance officer and community safety, improve scene containment and stabilization, and assist in resolving critical incidents.
c. **Authorized Use:**
   The use of these vehicles must be authorized by a Lieutenant or higher, based on the specific circumstances of the incident. All applicable EPD Policies remain in effect, to include, but not limited to, EPD Policy 704 – Vehicle Use.
d. **Expected Lifespan**:
   15 years

Use Reporting 2024
In 2024, the Humvees were not utilized. Prior to 2024, the Humvees have only been utilized for community events.

Summary of Complaints or Concerns 2024:
No complaints or concerns received.

Internal Audits/Violations 2024:
No Violations

Total Annual Cost 2024:
Less than $500 per vehicle annually for maintenance.

ATTACHMENT 2

Specialized Firearms and Ammunition
(Category 10)

a. **Description, quantity, capabilities, and purchase cost:**
The Colt AR-15/M4 is a lightweight, magazine fed, gas operated semi-automatic rifle capable of accurately stopping an armed suspect at various distances to include those that exceed the capabilities of a service pistol. The .223/5.56 cartridge is used as a lethal option designed to stop a violent encounter. The projectile is capable of penetrating soft body armor being worn by armed subjects.
Quantity: 23

b. **Purpose:**
To be used as precision weapons to address a threat with more precision and/or greater distances that a handgun, if present and feasible.

c. **Authorized Use:**
Only sworn personnel that are POST certified are authorized to use a rifle. All other EPD Policies remain in effect, to include, but not limited to, EPD Policy 300 – Use of Force and EPD Policy 306 – Firearms.

d. **Expected Lifespan**:
15 years

Use Reporting 2024
The rifles were used during range qualifications and training. The rifles were also deployed during patrol operations per policy but were not discharged.

Summary of Complaints or Concerns 2024:
No complaints or concerns received.

Internal Audits/Violations 2024:
No Violations

Total Annual Cost 2024:
Annual maintenance cost is less than $50 per rifle.

Intended Acquisition in 2024:
The Exeter Police Department will be exploring the possibility of purchasing additional rifles and accessories to enhance their usefulness in the field.

ATTACHMENT 2

Projectile Launch Platforms and Associated Munitions
(Category 14)

a. **Description, quantity, capabilities, and purchase cost:**
   1. The Armor Holdings, 40MM less-lethal launcher is a single shot launcher that allows an officer to assess after every round of spent munitions. The launcher does not have an expiration and will need to be serviced or replaced when the launcher fails or breaks.
      Quantity: 1
   2. The Remington Model 870 12 Gauge shotgun, is a pump action shotgun used to deploy less-lethal 12 Gauge bean bag rounds up to a distance of 75 feet. The range of the system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of de-escalation.
      Quantity: 4

b. **Purpose:**
   To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. **Authorized Use:**
   Only sworn personnel that have completed Department training are authorized to use the launcher. All other EPD Policies remain in effect, to include, but not limited to, EPD Policy 300 – Use of Force.

d. **Expected Lifespan**:
   25 years

Use Reporting 2024
The launcher was not used in 2024.

Summary of Complaints or Concerns 2024:
No complaints or concerns received.

Internal Audits/Violations 2024:
No Violations

Total Annual Cost 2024:
None.

Intended Acquisition in 2024:
The Exeter Police Department intends to purchase training ammunition and send personnel to updated training.

ORDINANCE 703

AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EXETER REGARDING POLICE ACQUISITION AND USE OF "MILITARY EQUIPMENT"

WHEREAS, California Assembly Bill 481, codified at Government Code Sections 7070 through 7075 requires the Exeter Police Department to obtain approval from the City Council, via adoption by ordinance, of its "military equipment" use policy, prior to funding, acquiring, or using "military equipment";

WHEREAS, items defined as "military equipment" under AB 481 have been tested in the field and are used to enhance citizen and officer safety and as a component of overall best practices for law enforcement agencies through the country;

WHEREAS, the City Council finds that the "military equipment" is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety;

WHEREAS, the City Council finds that the proposed "military equipment" use policy will safeguard the public's welfare, safety, civil rights, and civil liberties;

WHEREAS, under the policy made effective via this ordinance, any purchasing of the equipment shall be reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety;

WHEREAS, the City Council finds that prior "military equipment" use complied with the Police Department's Military Equipment Use Policy that was in effect at the time, or if prior uses did not comply with the accompanying Military Equipment Use Policy, corrective action was been taken to remedy nonconforming uses and ensure future compliance; and

WHEREAS, as a precondition to funding, acquisition or use of "military equipment," the City has followed the approval procedures required by AB 481, including the posting of the proposed policy at least 30 days prior to final adoption of this ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EXETER HEREBY ORDAINS as follows:

SECTION 1. Name of Ordinance. This Ordinance shall be known as the Military Equipment Use Ordinance.

SECTION 2. Definitions

A. "Military Equipment" includes all of the following (Per CA Gov. Code §7070):

1. Unmanned, remotely piloted, powered aerial or ground vehicles.
2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
3. High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.

4. Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
6. Weaponized aircraft, vessels, or vehicles of any kind.
7. Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.
8. Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.
9. Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.
10. Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.
11. Any firearm or firearm accessory that is designed to launch explosive projectiles.
12. "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.
13. Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).
14. The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munitions (SIM) weapons.
15. Any other equipment as determined by a governing body or a state agency to require additional oversight.
16. Notwithstanding paragraphs (1) through (15), "Military Equipment" does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

B. "City" means any department, agency, bureau, and/or subordinate division of the City of Exeter.

C. “Police Department” means any division, section, bureau, employee, volunteer and/or contractor of the Exeter Police Department.

D. “City Council” means the governing body that is the Exeter City Council.

E. “Military Equipment Use Policy” means a publicly released, written document that includes, at a minimum, all of the following:
   1. A description of each type of Military Equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the Military Equipment.
   2. The purposes and authorized uses for which the law enforcement agency or the state agency proposes to use each type of Military Equipment.
   3. The fiscal impact of each type of Military Equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.
   4. The legal and procedural rules that govern each authorized use.

5. The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any officer, agent, or employee of the law enforcement agency or the state agency is allowed to use each specific type of Military Equipment to ensure the full protection of the public's welfare, safety, civil rights, and civil liberties and full adherence to the Military Equipment use policy.
6. The mechanisms to ensure compliance with the Military Equipment use policy, including which independent persons or entities have oversight authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.
7. For a law enforcement agency, the procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of Military Equipment, and how the law enforcement agency will ensure that each complaint, concern, or question receives a response in a timely manner.

F. "Certain Circumstances / Exigent Circumstances" means the Exeter Police Department works closely with local, county, state, and federal partners. In certain and/or exigent circumstances, and with the approval of the Chief of Police or designee, military equipment may be deployed from outside entities to promote the safety and security of community members. If the Police Department acquires, borrows, or uses military equipment in exigent circumstances, it will provide written notification of the acquisition or use to the City Council within 30 days following the commencement of such exigent circumstance, unless such information is confidential or privileged under local, state or federal law. Exigency means a law enforcement agency's good faith belief that an emergency involving the danger of, or imminent threat of death or serious physical injury to any person is occurring, has occurred, or is about to occur.

G. "State agency" means the law enforcement division of every state office, officer, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.

H. "Type" means each item that shares the same manufacturer model number.

SECTION 3. Military Equipment Use Policy and Requirements.

A. The Military Equipment Use Policy is attached to this Ordinance as Exhibit "A."

B. The Exeter Police Department is required to obtain approval of the City Council, by this ordinance adopting the Military Equipment Use Policy (MEUP) at a regular meeting of the City Council held pursuant to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), prior to engaging in any of the following:
   1. Requesting Military Equipment made available pursuant to Section 2576a of Title 10 of the United States Code.
   2. Seeking funds for Military Equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
   3. Acquiring Military Equipment either permanently or temporarily, including by borrowing or leasing.

4. Collaborating with another law enforcement agency in the deployment or other use of Military Equipment within the territorial jurisdiction of the City of Exeter.
5. Using any new or existing Military Equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this Ordinance.
6. Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of, Military Equipment.
7. Acquiring Military Equipment through any means not provided by this section.

C. If seeking to continue the use of any Military Equipment that was acquired prior to January 1, 2022, no later than May 1, 2022, the Exeter Police Department shall have commenced a City Council approval process in accordance with this section. The City Council did so on April 26, 2022. If the City Council does not approve the continuing use of Military Equipment, including by adoption pursuant to a Military Equipment Use Policy submitted pursuant to this code, within 180 days of submission of the proposed Military Equipment Use Policy to City Council, the Exeter Police Department shall cease its use of the Military Equipment until it receives the approval of City Council in accordance with this code.

D. In seeking the approval of City Council, the Exeter Police Department shall have submitted a proposed Military Equipment Use Policy to City Council and shall have made those documents available on the Police Department's internet website at least 30 days prior to any public hearing concerning the Military Equipment at issue.

E. The City Council shall have considered a proposed Military Equipment Use policy as an agenda item for an open session of a regular meeting and provided for public comment in accordance with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5).

F. The City Council shall have only approved a Military Equipment Use Policy pursuant to this Ordinance if it determines all of the following:

1. The Military Equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The proposed Military Equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
3. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
4. Prior Military Equipment use complied with the Military Equipment Use Policy that was in effect at the time, or if prior uses did not comply with the accompanying Military Equipment Use Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

G. In order to facilitate public participation, any proposed or final Military Equipment Use Policy shall be made publicly available on the internet website of the Police Department for as long as the Military Equipment is available for use.

H. The City Council shall review this Ordinance (and any other ordinance, if applicable) that it has adopted approving the funding, acquisition, or use of Military Equipment at least

annually and vote on whether to renew the ordinance at a regular meeting held pursuant to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5).

SECTION 4. Use in Exigent Circumstances

A. Notwithstanding the provisions of this Ordinance, the Police Department may acquire, borrow and/or use Military Equipment in certain and/or Exigent Circumstances without following the requirements of this code.

B. If the Police Department acquires, borrows, and/or uses Military Equipment in Exigent Circumstances, in accordance with this section, it must take all of the following actions:

1. Provide written notice of that acquisition or use to the City Council within 30 days following the commencement of such Exigent Circumstance, unless such information is confidential or privileged under local, state or federal law.
2. If it is anticipated that the use will continue beyond the Exigent Circumstance, submit a proposed amended Military Equipment Use Policy to the City Council within 90 days following the borrowing, acquisition and/or use, and receive approval, as applicable, from the City Council.
3. Include the Military Equipment in the Police Department's next annual Military Equipment Report.

SECTION 5. Reports on the Use of Military Equipment

A. The Police Department shall submit to City Council an annual Military Equipment Report for each type of Military Equipment approved by the City Council within one year of approval, and annually thereafter for as long as the Military Equipment is available for use.

B. The Police Department shall also make each annual Military Equipment Report required by this section publicly available on its internet website for as long as the Military Equipment is available for use.

C. The annual Military Equipment Report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of Military Equipment:

1. A summary of how the Military Equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the Military Equipment.
3. The results of any internal audits, any information about violations of the Military Equipment Use Policy, and any actions taken in response.
4. The total annual cost for each type of Military Equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the Military Equipment in the calendar year following submission of the annual Military Equipment Report.

5. The quantity possessed for each type of Military Equipment.
6. If the law enforcement agency intends to acquire additional Military Equipment in the next year, the quantity sought for each type of Military Equipment.

D. Within 30 days of submitting and publicly releasing an annual Military Equipment Report pursuant to this section, the Police Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual Military Equipment report and the law enforcement agency's funding, acquisition, or use of Military Equipment.

E. The City Council shall determine, based on the annual Military Equipment Report submitted pursuant to this section, whether each type of Military Equipment identified in that report has complied with the standards for approval set forth in this code and the Military Equipment Use Policy. If the City Council determines that a type of Military Equipment identified in that annual Military Equipment Report has not complied with the standards for approval, the City Council shall either disapprove a renewal of the authorization for that type of Military Equipment or require modifications to the Military Equipment Use Policy in a manner that will resolve the lack of compliance.

SECTION 6. Enforcement.

A. Remedies for Violations of this Ordinance
   1. This Ordinance does not provide a private right of action upon any person or entity to seek injunctive relief against the City or any employee unless that person or entity has first provided written notice to the City Administrator by serving the City Clerk, regarding the specific alleged violations of this Ordinance.
   2. If a specific alleged violation is not remedied within 90 days of that written notice, a person or entity may seek injunctive relief in a court of competent jurisdiction.
   3. If the alleged violation is substantiated and subsequently cured, a notice shall be posted in a conspicuous manner on the City's website that describes, to the extent permissible by law, the corrective measures taken to address the violation.
   4. If it is shown that the violation is the result of arbitrary or capricious action by the City or an employee or agent thereof in his or her official capacity, the prevailing complainant in an action for relief may collect from the City reasonable attorney's fees in an amount not to exceed $15,000 if they are personally obligated to pay such fees.

SECTION 7. Whistleblower Protections. All provisions of Exeter's employee and work place policies related to protections of whistleblowers and protection from illegal retaliation, and including any updates or replacements thereto, shall apply.

SECTION 8. Severability.

A. If any section, subsection, sentence, clause, phrase, or word of this Ordinance, or any application thereof to any person or circumstance, is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions or applications of this Ordinance.

B. The City Council hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, phrase, and word not declared invalid or unconstitutional without regard to whether any other portion of this Ordinance or application thereof would be subsequently declared invalid or unconstitutional.

SECTION 9. Effective Date. The foregoing ordinance shall take effect thirty (30) days from the date of the passage hereof. Prior to the expiration of fifteen (15) days from the enactment hereof a certified copy of this ordinance shall be posted in the office of the City Clerk pursuant to Government Code section 36933(c)(1) and a summary shall be published once in the Exeter Recorder, a newspaper printed and published in the City of Exeter, State of California, together with the names of the Council members voting for and against the same.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2022.

AYES: Alves; Mills; Carver; and Sally
NOES: na
ABSTAIN: na
ABSENT: na

Barbara Sally
Mayor

ATTEST:

Mary Rocha
City Clerk

Agenda Item Staff Report

Agenda Item Number: **G.3.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
September 23, 2025

Wording for Agenda:
Site Distance Analysis for the Intersection of Pine Street and B Street and the Palm Street Striping Modification Analysis at the intersection of Palm Street and G Street.

Submitting Department:
Public Works

Contact Name:
Kevin Gross, Contract City Engineer

Department Recommendation:
Staff recommend that the City Council review and provide direction on the "Site Distance Analysis" for the intersection of Pine Street and B Street and the "Palm Street Striping Modification" Analysis at the intersection of Palm Street and G Street.

Summary/Background:
One of the responsibilities of the City Engineer is to evaluate and respond to traffic issues within the city. Traffic flow is an important factor in designing optimum conditions, but other factors such as safety and maintenance must also be considered. This staff report identifies two areas of concern that were brought to the City Engineer's attention that needed to be evaluated. The intersections of Pine Street & B Street and Palm Street & G Street have been evaluated in an effort to improve safety and maintenance in the City.

Pine Street & B Street (Site Distance Analysis):
"Sight Distance" is the length of roadway ahead that is visible to a driver, allowing them to safely perceive and react to potential hazards like stationary objects or conflicting traffic. It's a critical geometric design factor that ensures drivers have enough time and distance to take necessary actions, such as braking or maneuvering, to avoid accidents.

As shown in the attached exhibits, the site distance standard for a 25-mph roadway is 155 ft.

1. **B Street to Pine Street (South bound):** The current site distance ranges from 72 ft – 82 ft. This is roughly half of the required site distance per Caltrans Standards.
2. **B Street to Pine Street (North bound):** The current site distance ranges from 64 ft – 76 ft. This is under half of the required site distance per Caltrans Standards.

Creating a site distance to the Caltrans Standard of 155ft is not realistic at each corner due to the 14 parking stalls that would need to be removed. It is recommended that a maximum of 2 parking stalls per corner (8 total) be considered to be stripped out to increase the site distance range from 100 ft - 155 ft, significantly improving site distance and safety in the intersection.

Palm Street & G Street (Striping Modifications):
The existing condition of the stop-controlled intersection of Palm Street and G Street has undesirable issues from large truck traffic. The issue is that there is a stop sign between the right turn lane and through lane of Palm Street heading west into the intersection with G Street that causes trucks to often contact the stop sign during their right turn maneuver onto G Street, damaging city property and the truck trailers.

As shown in the attached "Truck Turn Exhibit" staff recommends the modification of the current striping of the intersection. The modifications are noted below:

- Modification of the center line of Palm Street and G Street to allow additional width for truck traffic.
- Extend the Class II bake lane east of the intersection to the railroad tracks.
- Remove the existing stop sign in the road and replace it with a high visibility stop sign at the northeast corner of Palm Street and G Street.
- Add restrictive hatching of the existing right hand turn lane.

Council direction and approval of the proposed traffic alterations will authorize staff to proceed with implementation at the appropriate time in the near future.

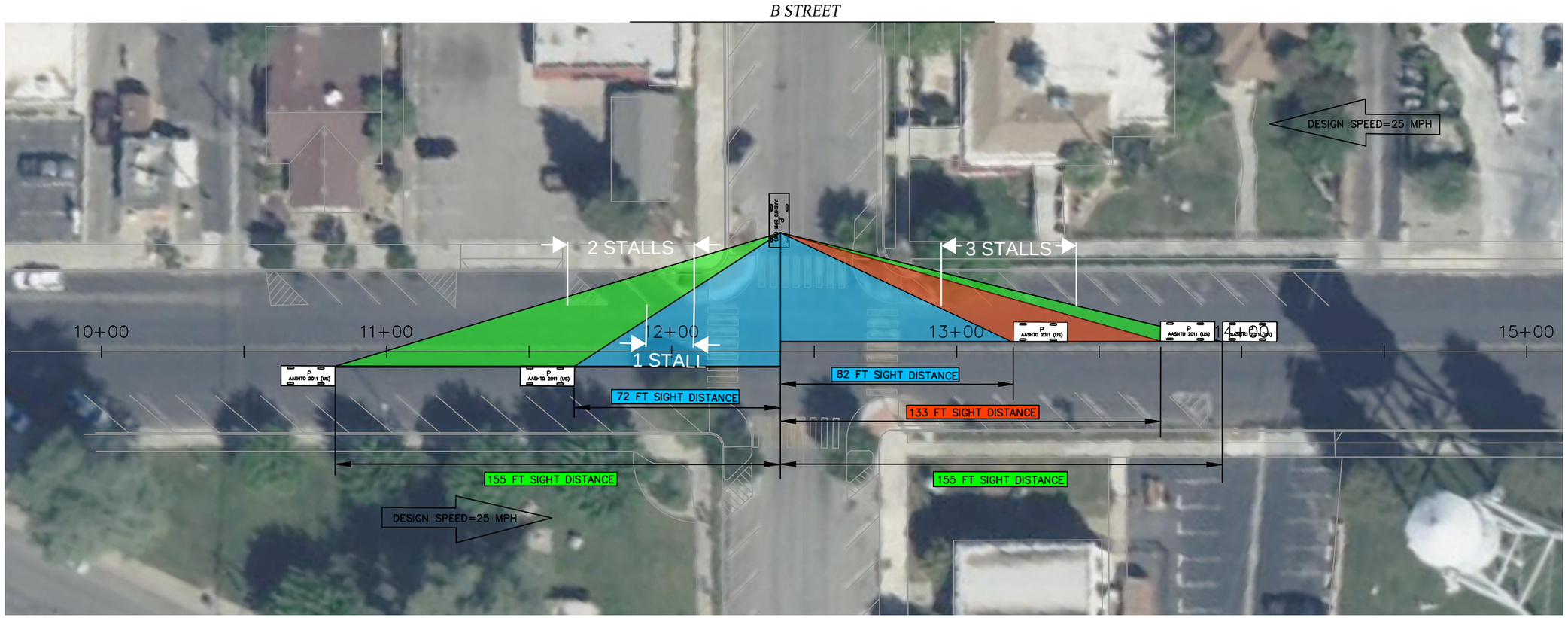
Fiscal Impact:
The installation of a new stop sign, modifying striping and parking removal will have minor fiscal impact.

Prior City Council Actions:
None associated with this action.

Attachments:
- Site Distance Exhibit 1 - Pine Street and B Street (Southbound)
- Site Distance Exhibit 2 - Pine Street and B Street (Northbound)
- Striping Modifications Exhibit - Palm Street and G Street

Recommended motion to be made by the City Council:

No motion is required with this item. Consensus from the Council on whether to move forward with the recommended changes is recommended.



PINE STREET

STA 10+85 - 13+95

LEGEND

EXISTING SITE DISTANCE

SITE DISTANCE (REMOVE 2 STALLS)

DESIGN STANDARD SITE DISTANCE

NOTES

DESIGN SPEED = 25 MPH
MINIMUM STOPPING SIGHT DISTANCE = 155'

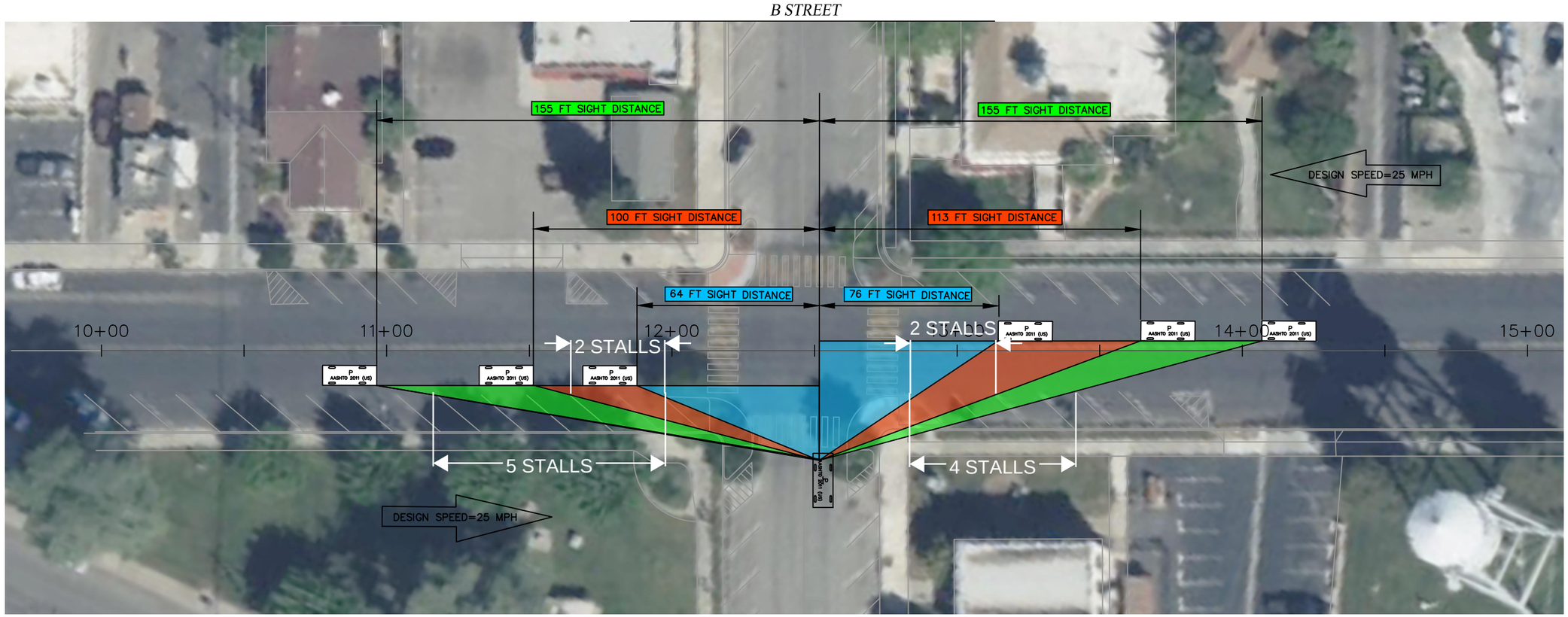
PROJECT NO.: 250087
DRAWN BY: KG
QA/QC BY: GP
SCALE: NTS
SHEET NO.: 1 OF 2

PINE STREET SITE DISTANCE STUDY

SITE TRIANGLE EXHIBIT

901 EAST MAIN STREET
VISALIA, CA 93292
TEL: (559) 733-0440
WWW.QKINC.COM

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PINE STREET

STA 10+95 - 14+05

LEGEND

EXISTING SITE DISTANCE

SITE DISTANCE (REMOVE 2 STALLS)

DESIGN STANDARD SITE DISTANCE

NOTES

DESIGN SPEED = 25 MPH
MINIMUM STOPPING SIGHT DISTANCE = 155'

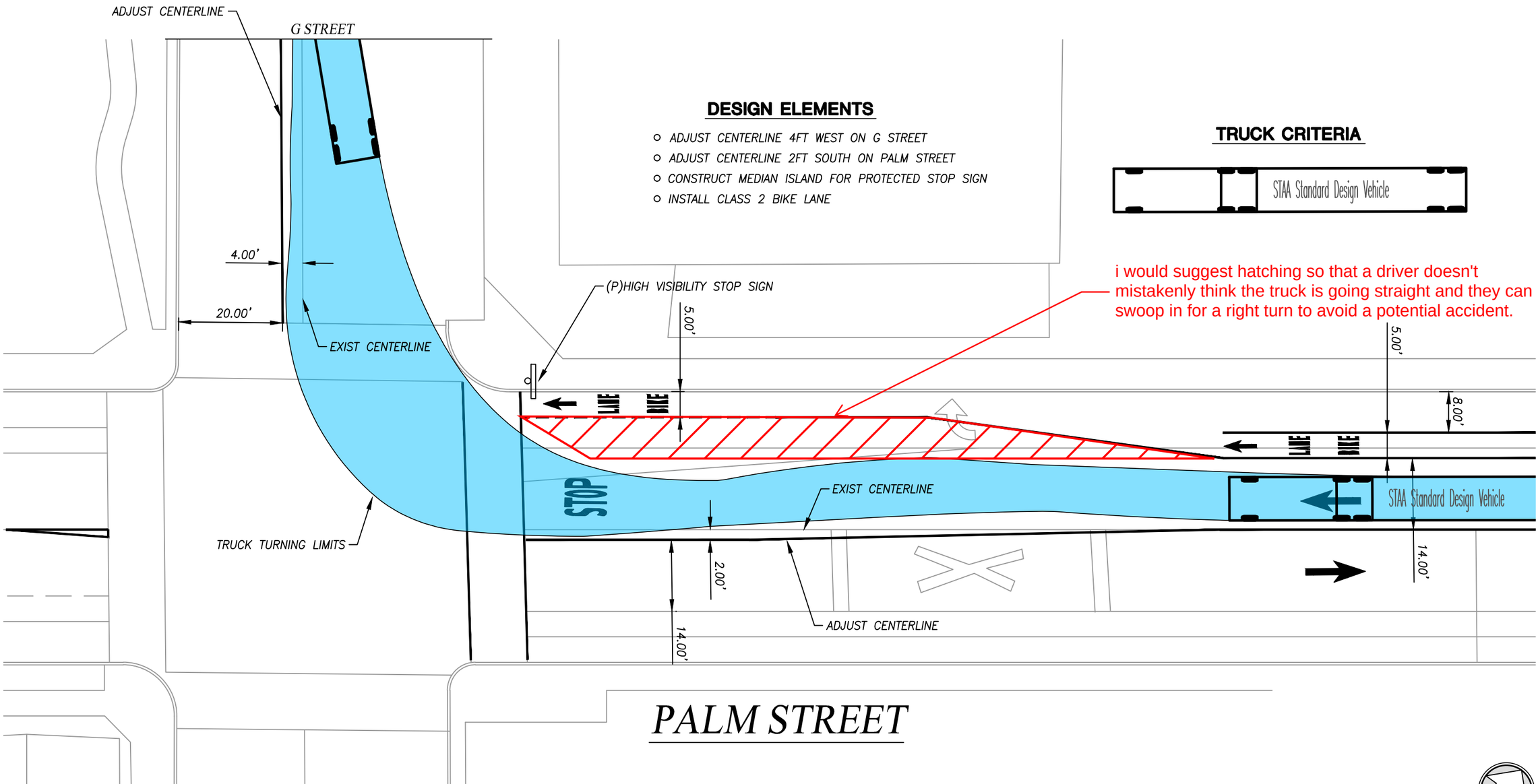
N

PROJECT NO.: 250087
DRAWN BY: KG
QA/QC BY: GP
SCALE: NTS
SHEET NO.: 2 OF 2

PINE STREET SITE DISTANCE STUDY

SITE TRIANGLE EXHIBIT

QK
901 EAST MAIN STREET
VISALIA, CA 93292
TEL: (559) 733-0440
WWW.QKINC.COM
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DESIGN ELEMENTS

- ADJUST CENTERLINE 4FT WEST ON G STREET
- ADJUST CENTERLINE 2FT SOUTH ON PALM STREET
- CONSTRUCT MEDIAN ISLAND FOR PROTECTED STOP SIGN
- INSTALL CLASS 2 BIKE LANE

TRUCK CRITERIA

i would suggest hatching so that a driver doesn't mistakenly think the truck is going straight and they can swoop in for a right turn to avoid a potential accident.

PROJECT NO.:	250087
DRAWN BY:	KG
QA/QC BY:	GP
SCALE:	NTS
SHEET NO.:	1 OF 1

PALM STREET STRIPING
TRUCK TURN EXHIBIT

QK
901 EAST MAIN STREET
VISALIA, CA 93292
TEL: (559) 733-0440
WWW.QKINC.COM
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Agenda Item Staff Report

Agenda Item Number: **G.4.**

Meeting Date:
September 23, 2025

Wording for Agenda:
Consider Adoption of Resolution No. 2025-40, A Resolution of the City Council of the City of Exeter Approving the City of Exeter Guidelines for Community Project & Beautification Coordinators.

Submitting Department:
Administration

Contact Name:
Jason Ridenour, City Administrator

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Department Recommendation:
Staff respectfully recommends that the City Council adopt Resolution No. 2025-40, A Resolution of the City Council of the City of Exeter, approving the City of Exeter Guidelines for Community Cleanup & Project Assistance Coordinators, which establish a standardized framework for coordinating community volunteer efforts related to City cleanup and improvement projects.

Summary/Background:
The City of Exeter frequently partners with community groups, organizations, and volunteers who wish to contribute to local cleanup, beautification, and assistance projects. These activities provide meaningful benefits to the City, including improved public spaces, enhanced community pride, and reduced demand on City resources.

Currently, there is no formal policy in place to guide the coordination of such volunteer efforts. To address this, staff has prepared the City of Exeter Guidelines for Community Cleanup & Project Assistance Coordinators The guidelines provide:

- A clear process for volunteer groups to coordinate with the City.
- Requirements for advance scheduling, City approval, and staff point of contact.
- Use of standardized forms including Volunteer Service Agreement and Release, Cleanup Project Request form and Event Sign-In Sheets.

- Guidelines for cleanup activities, community beautification projects, and other City-approved assistance efforts.

These guidelines ensure that community-driven projects are conducted safely, legally, and in alignment with City priorities while continuing to encourage resident participation and pride in Exeter.

Fiscal Impact:

There is no significant fiscal impact associated with the adoption of these guidelines. Minimal staff time will be required for coordination and recordkeeping. Project-specific costs (such as materials or debris disposal) will be evaluated on a case-by-case basis depending on available City resources.

Prior City Council Actions:

None associated with this action.

Attachments:

- Resolution No. 2025-40
- City of Exeter Guidelines for Community Cleanup & Project Assistance Coordinators

Recommended motion to be made by the City Council:

I move to adopt Resolution No. 2025-40, A Resolution of the City Council of the City of Exeter Approving the City of Exeter Guidelines for Community Cleanup & Project Assistance Coordinators.

RESOLUTION NO. 2025-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER APPROVING THE CITY OF EXETER GUIDELINES FOR COMMUNITY & BEAUTIFICATION PROJECT COORDINATORS

WHEREAS, the City of Exeter values the contributions of community members and volunteer groups who dedicate time and effort to beautification, maintenance, and cleanup projects throughout the City; and

WHEREAS, the City Council finds it important to establish clear procedures to ensure such events are well-coordinated, conducted safely, and supported with appropriate City oversight; and

WHEREAS, the adoption of formal guidelines for Community Project & Beautification Coordinators will provide consistent direction for volunteer groups, reduce liability risks, and promote effective partnerships between volunteers and City staff; and

WHEREAS, the guidelines include standardized forms such as volunteer liability releases, guardian release forms, and sign-in sheets to ensure accountability and recordkeeping; and

WHEREAS, this program excludes hazardous waste collection and disposal coupon systems, focusing instead on community-driven cleanup, beautification, and assistance projects within the City of Exeter;

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

1. The City of Exeter Guidelines for Community Project & Beautification Coordinators, attached hereto as Exhibit "A," are hereby adopted.
2. City staff are directed to implement the program and make the guidelines available to community members, volunteer groups, and organizations coordinating cleanup or project assistance events.
3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Exeter this 23rd day of September 2025 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jacob Johnson, Mayor

ATTEST:

_____
Francesca Quintana, City Clerk

City of Exeter

Guidelines for Community Project & Beautification Coordinators

Approval by City Council: Resolution 2025-40

Date Approved: September 23, 2025

Purpose

The City of Exeter welcomes and encourages the participation of residents, businesses, schools, and community organizations with improvement projects, community cleanup, and beautification projects that benefit City-owned property and public spaces. These guidelines establish a consistent framework for coordinating such efforts to ensure safety, accountability, and alignment with City objectives.

Scope

These guidelines apply to all community volunteer projects conducted on City property or under City coordination, including but not limited to:

- Park and street cleanups.
- Trash and litter collection.
- Painting, landscaping, or beautification projects.
- Small maintenance or assistance efforts coordinated with Public Works.

Exclusions: Hazardous waste collection events and disposal coupon programs are not included in these guidelines, as those services are not offered by the City of Exeter.

Coordinator Responsibilities

Each volunteer group must designate a Project Coordinator to serve as the main contact with the City. The Coordinator is responsible for:

1. Submitting the request to the City for review and approval at least 30 days in advance of the proposed project.
2. Completing and signing all required City forms, including liability releases.
3. Coordinating with the assigned City staff liaison on project logistics, safety requirements, and supply needs.
4. Ensuring all participants sign in and complete the required release forms prior to participating.
5. Returning completed forms and attendance sheets to the City after the event.

City Responsibilities

The City of Exeter will:

- Review and approve proposed projects based on feasibility, safety, and alignment with City priorities.
- Designate a staff liaison for approved projects.
- Provide reasonable support such as trash pickup after events, access to disposal containers, and limited supplies (as available).

- Retain all signed liability releases and records for City files.

Safety Guidelines

All volunteers must comply with the following safety standards:

- Wear appropriate clothing, gloves, and protective gear.
- Use caution around streets, vehicles, and equipment.
- Report hazardous or unsafe conditions immediately to the Coordinator or City staff.
- Volunteers under age 18 must have a parent/guardian release on file before participating.
- Alcohol, drugs, and firearms are prohibited at volunteer events.

Required Forms

The following forms must be completed and returned to the City for every cleanup/project:

1. Volunteer Services Agreement and Release – required for all participants (if under 18 parental consent required).
2. Event Sign-In Sheet – to be completed at the event by all volunteers.
3. Project Request Form – to be submitted by the Coordinator for City approval prior to the event.

All forms are attached as part of this Exhibit.

Acknowledgement

By signing the Cleanup/Project Request Form, the Coordinator acknowledges that they have read and agree to follow these guidelines and will ensure compliance by all participants.

City of Exeter Community Project and Beautification
Volunteer Services Agreement and Release

Confidentiality Agreement: I respect the confidentiality of City information, and will discuss or give official information only as directed by a City supervisor. No confidential information will be provided to the public without specific authority from the appropriate City staff.

Photo Release: I give the City of Exeter, free of compensation, unlimited permission to use, publish, and republish, in any media now in existence or that may later be developed, for any lawful purpose as it may determine, information and reproductions of my likeness and my voice related to any aspect of my volunteer service for the City. I hereby waive my right to first review the use of my likeness or voice before any use or publication.

Reference Verification and Background Checks: The information I have provided in this application will only be used for volunteer application purposes. I understand that as a volunteer I will not be paid for my services. I authorize reference and employment verification as necessary for specific positions that I have volunteered to perform. I understand that I may be asked to complete one or all of the following for specific positions that I have volunteered to perform: fingerprinting, photographing, criminal background checks, Department of Motor Vehicles checks, TB test, and signed waiver from my doctor. Volunteers assigned to the Police Department may be required to provide additional reference and background information.

Permission to Seek Medical Treatment: In the event of an emergency, I hereby give the City of Exeter permission to seek medical attention for myself or my child, if volunteer applicant is less than 18-years-old. I authorize qualified physicians to render medical treatment or care that they may deem necessary for me or my child in case of illness or accident in the course of performing volunteer activities or services for the City of Exeter.

Insurance Information and Liability Release: I understand that there are some risks and that I may be injured in the course of performing volunteer activities or services for the City of Exeter. I understand that the City's policy is to cover volunteers as "employees" of the City for sole purpose of California Workers' Compensation benefits. I also understand that under Workers' Compensation laws, Workers' Compensation benefits will be the sole and exclusive remedy in the event I am injured while performing these volunteer activities and services. I further understand and agree that I will only be entitled to medical expenses under the City's Workers' Compensation. I will not be entitled to any other Workers' Compensation benefits which may include, but are not limited to, permanent or temporary loss of use damages, replacement income or vocational rehabilitation benefits.

I agree that I will observe, comply, and abide by, all of the rules and regulations of the City at all times that I am performing volunteer services on behalf of the City. Additionally, I agree that I will comply with the reasonable orders and directives given to me by responsible City employees. In the event that I do not agree or wish to comply with any reasonable order or directive given to me by any City employee or have any concern regarding my services or orders or directives given to me, I agree that I will bring the matter to the

attention of a City supervisor. I further agree that I will not misuse City property or attempt to profit from, or exploit others, or misuse my capacity as a volunteer with the City to gain any unfair advantage from the City, any business or organization having business or dealings with the City, or any member of the public that I may serve as a volunteer of the City.

With the exception of Workers' Compensation benefits as set out above, I hereby agree that I, my heirs, guardians, legal representatives and assigns will not make a claim against or file an action against the City of Exeter or their respective departments, officials, officers, agents, employees, or volunteers (hereinafter referred to as 'RELEASEES"), for injury or damage arising out of, related to, or connected with, my participation in the volunteer activities or services, from any cause whatsoever, including but not limited to RELEASEES' sole, active, or passive negligent acts or omissions. In addition, I hereby RELEASE and DISCHARGE the RELEASEES from all actions, claims, and demands of any nature that I, my heirs, guardians, legal representatives or assigns now have or may hereafter have for injury or damage arising out of, related to, or connected with, my participation in these volunteer activities or services, from any cause whatsoever, including but not limited to RELEASEES' sole, active, or passive negligent acts or omissions.

By my signature below, I signify that I have read, understand, and voluntarily agree to be bound by each of the terms stated above.

Signature _____

Date_____

If under 18, parental consent is required. I, _____, give permission for my child, _____, to participate in volunteer work with the City of Exeter Volunteer Program.

Signature _____

Date_____

The City of Exeter will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the City of such special needs at the time of application. City of Exeter is an Equal Opportunity Employer.

Event Sign-In Form

Name	Phone/Email	Signature	Time In/Out

Project Request Form

Requested By: _____

Organization (if applicable): _____

Phone/Email: _____

Proposed Location: _____

Proposed Date/Time: _____

Description of Project: _____

_____

City Staff Approval: _____ Date: _____