EXETER CITY COUNCIL
REGULAR MEETING AGENDA

October 27, 2026, 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, October 27, 2026, 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

B. PUBLIC COMMENTS REGARDING CLOSED SESSION MATTERS

Comments from the public are limited to items listed on the closed session matters (GC 54954.3a). Speakers will be allowed three (3) minutes. Please begin your comments by stating your name and providing your City of residence.

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

1. GC 54957.6 – Conference with Labor Negotiations
   Agency Negotiator: Jason Ridenour and Julia Lew
   Employee Groups: CLOCEA

2. GC 54956.9(d)(1) – Conference with Legal Counsel
   Re Existing Litigation
   City of Exeter v. Bumgarner, Tulare County Superior Court No. VCU323368
   City of Exeter v. Clark, et al., Tulare County Superior Court No. VCU292152

3. GC 54956.9 – Consideration of Liability Claims
   Claimant: Denise Monique Martinez, Antonia Griffith, and Mirna Cardenas Contreras etc.
   Claimed Against: Exeter Ambulance

7:00 p.m.

D. CALL TO ORDER REGULAR SESSION

E. INVOCATION

F. PLEDGE OF ALLEGIANCE

G. 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.

H. SPECIAL PRESENTATIONS

None.

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 October 13, 2026, Regular Meeting Minutes (pp. 5 – 8)
2. Approval of the Payment of Bills for October 1, 2026, and October 16, 2026 (pp. 9 – 19)
3. Approval of Payroll for the Period September 21, 2026, through October 4, 2026 (pp. 20 – 27)
4. Review and Acceptance of the Monthly Investment Transactions Report for September 2026 (pp. 28 – 30)
5. Approval of a Facility Use Request, Street Closure Request, and Facility Use Fee Waiver from the Exeter Chamber of Commerce for the Downtown Exeter Christmas Open House on December 3, 10, and 17, 2026 (pp. 31 – 41)
6. Authorization to Negotiate Contract for City Planning Services with Pritchard Consultant Group (P&P) (pp. 42 – 96)

7. Award of Contract for Website Redesign, Content Management System (CMS), Hosting, and Accessibility Compliance Services (RFP No. 2026-05) to Revize Government Websites (pp. 97 – 204)
8. Authorize the Purchase of One (1) SIR 4000 Ground Penetrating Radar System from Geophysical Survey Systems, Inc. (GSSI) for Non-Invasive Subsurface Investigation in the amount of $25,751.41 (pp. 205 – 210)
9. Receive and File the City Treasurer's Report for September 2026 (pp. 211 – 214)

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 Conduct Second Reading and Adoption of **Ordinance No. 722**, An Ordinance of the City Council of the City of Exeter Amending Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code Relating to Planning Commission Membership Requirements (pp. 215 – 220)
   Presented by Jason Ridenour, City Administrator

2. Consider Approval of **Resolution No. 2026-44**, A Resolution of the City Council of the City of Exeter, Adopting the 2026 Local Roadway Safety Plan and Authorizing Highway Safety Improvement Program Cycle 13 Applications (pp. 221 – 252)
   Presented by Javier Andrade, Contract City Engineer

K. CITY COUNCIL ITEMS OF INTEREST

L. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

M. 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 October 23, 2026, and online on the City of Exeter website.

_____
Francesca Nevarez, 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 100 N. C St., Exeter CA 93221 during normal business hours.

EXETER CITY COUNCIL
REGULAR MEETING AGENDA
ACTION MINUTES

October 13, 2026, 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

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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 PM.

B. PUBLIC COMMENTS REGARDING CLOSED SESSION MATTERS

No public comments were presented.

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

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

7:00 p.m.

D. CALL TO ORDER REGULAR SESSION

Mayor Johnson called the regular session to order at 07:00 p.m. City Attorney Lew noted for the record that there was no reportable action taken out of closed session.

E. INVOCATION

Led by Mayor Johnson.

F. PLEDGE OF ALLEGIANCE

Led by Chief Schimpf.

G. PUBLIC COMMENT

None presented.

H. SPECIAL PRESENTATIONS

None.

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 September 22, 2026, Regular Meeting Minutes (pp. 4-7)
2. Approval of the Payment of Bills for September 18, 2026, and October 02, 2026 (pp. 8-18)
3. Approval of Payroll for the Period September 07, 2026, through September 20, 2026 (pp. 19-26)
4. Authorize the Purchase of One (1) Six-Inch Diesel Trash Pump from Core & Main for Emergency and Temporary Pumping at the City's Wastewater Treatment Plant, Wastewater Lift Stations, and Storm Drain System Facilities, in an Amount Not to Exceed $20,936.51 (pp. 27-33)
5. Approval of a Lease with Exeter By Design for City-Owned Property located at 204 East Pine Street Exeter, California (pp. 34-48)

Approval of Consent Calendar							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
ALVES	RIDDLE	(4-0)	AYE	ABSENT	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. First Reading and Introduction of **Ordinance No. 722,** An Ordinance of the City Council of the City of Exeter, Amending Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code Relating to Planning Commission Membership Requirements (pp. 49-55)
   Presented by Jason Ridenour, City Administrator

   City Administrator provided a report for the Council and members of the public.

   Mayor opened the public hearing at 7:05 p.m. No public comments were presented. Mayor closed the public hearing at 7:05 p.m.

First Reading and Introduction of Ordinance No. 722, An Ordinance of the City Council of the City of Exeter, Amending Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code Relating to Planning Commission Membership Requirements							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
ALVES	RIDDLE	(4-0)	AYE	ABSENT	AYE	AYE	AYE

2. Consider Adoption of **Resolution No. 2026-42**, A Resolution of the City Council of the City of Exeter, Initiating Proceedings to Consolidate Citruscrest Assessment Districts 98-01 and 01-02 and Authorizing a Task Order with A&M Consulting Engineers (pp. 56-62)
   Presented by Jason Ridenour, City Administrator

   City Administrator provided a report for the Council and members of the public.

   Mayor opened the item up for public comment. No public comments were presented.

Adoption of Resolution No. 2026-42, A Resolution of the City Council of the City of Exeter, Initiating Proceedings to Consolidate Citruscrest Assessment Districts 98-01 and 01-02 and Authorizing a Task Order with A&M Consulting Engineers							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
JOHNSON	RIDDLE	(4-0)	AYE	ABSENT	AYE	AYE	AYE

3. Consider Approval of the FY 2026-27 Street Rehabilitation Project, Authorization for the City Engineer to Advertise the Project for Bids and Authorize the City Administrator to Execute a Task Order with A&M Consulting Engineers (pp. 68-77)
   Presented by Zachary Boudreaux, Public Works Director

   Public Works Director provided a report for the Council and members of the public.

   Mayor opened the item up for public comment. No public comments were presented.

Approval to Adopt the FY 2026-27 Street Rehabilitation Project, Authorization for the City Engineer to Advertise the Project for Bids and Authorize the City Administrator to Execute a Task Order with A&M Consulting Engineers							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
ALVES	JOHNSON	(4-0)	AYE	ABSENT	AYE	AYE	AYE

4. Consider Approval of **Resolution No. 2026-43**, A Resolution of the City Council of the City of Exeter Approving Water Supply Improvement Projects, CEQA exemptions, DWR Grant Agreement 4600015438 Amendment No. 4, and Engineering Task Orders (pp. 78-87)
   Presented by Javier Andrade, Contract City Engineer

City Engineer provided a report for the Council and members of the public.

Mayor opened the item up for public comment. No public comments were presented.

Approval to Adopt Resolution No. 2026-43, A Resolution of the City Council of the City of Exeter Approving Water Supply Improvement Projects, CEQA exemptions, DWR Grant Agreement 4600015438 Amendment No. 4, and Engineering Task Orders							
1st	2nd	Result	JONHSON	WILSON	ALVES	RIDDLE	LENTZ
ALVES	RIDDLE	(4-0)	AYE	ABSENT	AYE	AYE	AYE

K. CITY COUNCIL ITEMS OF INTEREST

Council Member Alves congratulated Avery Ramirez on being selected as Miss Exeter and thanked the Public Works Director and staff for promptly addressing a cleanup request. He also noted the positive turnout at the Fall Festival.

Council Member Riddle reported attending and enjoying the Miss Exeter Coronation. She thanked City Engineer Javier Andrade for his assistance with City projects and expressed appreciation to the Public Works Director and staff for their support of the Time Capsule event. She highlighted the event activities and historical significance. She also provided updates on recent Water Commission and Merchants Association meetings and noted E251's partnership with the Merchants Association and School District for an upcoming event.

Council Member Lentz reported attending the Fall Festival Parade and noted the positive turnout and success of the event.

Mayor Johnson reflected on Exeter's longstanding traditions and thanked Public Works staff for their prompt response in removing graffiti near his residence, noting that the matter was resolved the same day.

L. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

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

M. REGULAR MEETING ADJOURNMENT

Mayor adjourned the meeting at 7:55 p.m.

_____

Francesca Nevarez, City Clerk

Agenda Item Staff Report

Agenda Item Number: **I.2.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
October 27, 2026

Wording for Agenda:
Approval of the Payment of Bills for October 1, 2026, and October 16, 2026.

Submitting Department:
Finance

Contact Name:
Janie Rodriguez, Finance Director

Department Recommendation:
Staff recommends that the City Council approve the payment of bills in the following amounts.

- $22,218.43 dated October 1, 2026, for expenditures charged to FY 2026-2027
- $598,394.60 dated October 16, 2026, for expenditures charged to FY 2026-2027

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.

Background:
The payment of bills is 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: $620,613.03 dated October 1, 2026, and October 16, 2026
- Funding source: Various city departmental budgets
- Budget implications: All payments are within the approved Fiscal Year 2026-2027 budgets. 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 dated October 1, 2026
- Payments for Publication dated October 16, 2026

Recommended motion to be made by the City Council:

I move to approve the payment of bills in the amount of $620,613.03 dated October 1, 2026, and October 16, 2026.

Report Selection:

Run Group... 100126 Comment... CHECK RUN 09/01/2026 - 09/16/202026

Approval Date for Report..... 10 01 2026

Payments Through Date..... 09 16 2026

Cutoff Amount to be Used..... 0000000

RUN GROUP... 10 1126 COMMENT... 10/01/2026 CHECK RUN

DATA-JE-ID	DATA COMMENT
MD-10012026	CHECK RUN 09/01/2026 - 09/16/2026

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 9/1/2026 for Payments Through 9/16/2026

Vendor Name	Description	Amount
CARD MEMBER SERVICES	ARMORY SHELVES/TOTES-LOW	16,283.39
EMD NETWORKING SERVICES, INC.	SEP 2026 MONTHLY BILL	4,606.73
**		
EMD NETWORKING SERVICES, INC.	JUL 2026 VOIP	651.00
CSG FORTE PAYMENTS INC.	AUG CC PROCESS FEE	344.44
SIPTRUNK INC	SEP 2026 SIPTRUNK	204.97
LEAF CAPITAL FUNDING LLC	PD-AUG KYOCERA 3554C	127.90
	Final Totals...	22,218.43

TOTAL NUMBER OF RECORDS PRINTED 218

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
104	GENERAL FUND	9,400.18
105	WATER FUND	577.12
106	SANITATION FUND	4,620.52
107	SEWER FUND	4,319.75
141	MEASURE P	3,300.86
TOTAL ALL FUNDS		22,218.43

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	BANK OF THE SIERRA	22,218.43
TOTAL ALL BANKS		22,218.43

AVENU FINANCIAL SYSTEM CITY OF EXETER
10/16/2026 08:15:19 Payments for Publication GL050S-V08.23 COVERPAGE
GL335R

Report Selection:

Run Group... 101626 Comment... CHECK RUN 10/16/2026

Approval Date for Report..... 10 16 2026

Payments Through Date..... 10 16 2026

Cutoff Amount to be Used..... 0000000

RUN GROUP... 101626 COMMENT... CHECK RUN 10/16/2026

DATA-JE-ID	DATA COMMENT
D-10162026-630	CHECK RUN 10/16/2026

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 10/16/2026 for Payments Through 10/16/2026

Vendor Name	Description	Amount
A.R.E AUTO PARTS INC.	ENG11-TENSIONER HD	1,018.13
ALTA LANGUAGE SERVICES INC	OROZCO,R-IVR TEST SPANIS	116.00
BASIC	SEP 2026 COBRA FEES	100.02
BOUDREAUX/ ZACHARY	DISTRUB OP COURSE-MCCOOL	349.99
BSK ASSOCIATES	LEAD/COPPER RULE PACKAGE	3,423.75
CALIFORNIA TURF EQUIPMENT	2 BACKPACK BLOWER	1,196.23
CENTRAL VALLEY BUSINESS FORMS	AP LASER CHECKS	810.70
CIVICA LAW GROUP, APC	SEP 528 D ST CODE ENFORC	1,955.60
CONSOLIDATED ELECTRICAL DISTRI	DOBSON-3 PHASE COMPACT	956.03
COUNTY OF TULARE	2026 TAXES/PETERSON JAY	1,058.29
COZADAMS CLEANING LLC	SEP 2026 CLEANING SERVIC	910.00
CULLIGAN	SEP FD WTR SERVICE	217.35
DATA TICKET, INC	AUG CITATION PROCESSING	120.40
DEPT OF JUSTICE	SEP FINGERPRINTS-PD	548.00
DISTRIBUTOR OPERATIONS INC	C65-XHD BATTERY	341.02
DIVISION OF STATE ARCHITECT	JUL-SEP 26 $4 DSA FEE	46.40
ELITE CORPORATE MEDICAL SERV	AUG MEDICAL FEES-53	2,809.00
EXETER MERCANTILE CO.	ENG11-HOUSING/FAN ENG	2,468.16
EXETER MOTORS, INC.	E23-ROTOR ASY/BRAKE KIT	2,386.83
GUTIERREZ/ RALPH	CPO SEP 2026 WWTP	8,000.00
HAAKER EQUIP CO	BLADE-FAN	391.99
HPS WEST, INC	ALLEGRO CELLULAR PIT UNI	119,599.18
JACK GRIGGS INC	SEP 2026 GAS	17,859.54
JORGENSEN COMPANY	FIRE EXT ANN MAINT-PD	717.77
KAWEAH PUMP, INC.	ERMGNCY REP INSTA PUMP	9,050.72
KRC SAFETY CO INC.	ROAD CLOSED AHEAD SIGN	3,115.91
LANDMARK IRRIGATION INC	W12-SCH40 PVC TEE SLIP	409.56
LEAF CAPITAL FUNDING LLC	PD-OCT KYOCERA 3554C	605.11
MID VALLEY DISPOSAL, LLC	9/10/26 40Y REMOVAL	1,351.08
MINERAL KING PUBLISHING INC	9/30 PN-PH ORDIANCE 722	352.00
MULTI SERVICE TECHNOLOGY	MAGNETIC HANDHELD FOLDS	1,226.05
NEUMO RECORDS LLC	OCT 2026 APP HOSTING	4,531.91
PACE SUPPLY CORP.	REPAIR CLAMP	6,872.27
PENA'S DISPOSAL INC	PD SEP 2026 SHRED	261.86
PFEIFFER/ JEFFREY AND JEANETTE	SEP SQUIRREL EXTR-DOBSON	1,500.00
PROVOST & PRITCHARD	SEP 2026 TOOLEVILLE	307,590.02
QUAD KNOPF ENGINEERING	WATR & SEWR RATE ANALYSI	1,194.96
SAN JOAQUIN VALLEY APCD	26/27 PERMIT-1907 W MYER	674.00
SCA OF CA, LLC	SEP 2026 AIR ST SWEEPING	4,750.00
SERVIAM BY WRIGHT LLP	AUG 2026-333 PALM	983.50
SIMMONS TIRE SERVICE	E19-GY EAGLE TIRE	1,346.42
SOUTHERN CALIFORNIA EDISON	7269-9/1/26-9/30/26	9,091.80
SOUTHERN CALIFORNIA GAS CO.	7144-9/3/26-10/2/26	110.78
TELSTAR INSTRUMENTS	REPLACE ISOLATER/FLOAT	7,345.42
TOLBERT/ GAVIN	DWNTWN EXETER TREE PROJ	19,225.00
TRANSUNION RISK & ALTERNATIVE	SEP 2026 PEARSON SEARCH	100.00
ULINE	WD-40 12 CT/SAFETY READ	362.64
UNDERGROUND SERVICE ALERT OF	2026 MEMBERSHIP FEES	774.72

Approved on 10/16/2026 for Payments Through 10/16/2026

Vendor Name	Description	Amount
UNIVAR SOLUTIONS USA INC	SEP SOD HYPO 1907 W MYER	19,888.79
VAST NETWORKS	OCT 2026 FD INTERNET	2,500.00
VERIZON WIRELESS	PD-8/29/26-9/28/26	1,673.94
VOLLMER EXCAVATION, L.P.	15.86 TON OF COLD MIX	2,606.64
WARREN & BAERG MANUFACTURING	DEWATERING SCREW PRESS	20,797.22
WIZIX TECHONOLOGY GROUP INC	ADMIN 9/1-9/30/26 OVERAG	701.90
**	Final Totals...	598,394.60

TOTAL NUMBER OF RECORDS PRINTED 253

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
104	GENERAL FUND	47,017.12
105	WATER FUND	454,103.85
106	SANITATION FUND	1,599.21
107	SEWER FUND	64,726.16
109	GAS TAX FUND	9,091.80
113	TRANSPORTATION FUND	18,025.00
121	INSURANCE FUND	2,909.02
135	CASP	417.60 CR
141	MEASURE P	1,340.04
TOTAL ALL FUNDS		598,394.60

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	BANK OF THE SIERRA	598,394.60
TOTAL ALL BANKS		598,394.60

Agenda Item Staff Report

Agenda Item Number: **I.3.**

Meeting Date:
October 27, 2026

Wording for Agenda:
Approval of Payroll for the Period September 21, 2026, through October 4, 2026.

Submitting Department:
Finance

Contact Name:
Janie Rodriguez, Finance 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 approve payroll for the period September 21, 2026, to October 4, 2026, in the following amounts.

- $95,526.98 for September 21, 2026, through October 4, 2026, period with a check date of October 9, 2026.

Summary:
This item requests City Council approval of payroll expenditures incurred during the pay period of September 21, 2026, through October 4, 2026, 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: $95,526.98 (for September 21, 2026, through October 4, 2026, payroll period)
- Funding source: Approved departmental salary budgets

- Budget implications: Payroll is within the adopted Fiscal Year 2026-2027 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 of September 21, 2026, through October 4, 2026.

Recommended motion to be made by the City Council:

I move to approve payroll for the period September 21, 2026, through October 4, 2026, in the amount of $95,526.98.

PERIOD 1 DATING 9/21/2026-10/04/2026 CHECK DATE 10/09/2026
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ	
1922	63.69	CA STATE DISBURSEMENT UN	2	1	VENDOR CHECK
1923	55.41	JOHNSON/JACOB	739	1	
1924	140.46	MCALLISTER/JAYDIN JAMES	783	1	
1925	740.82	FIERRO/VINCENT ROBERT	794	1	
1926	1,601.78	MELLINGER/GRANT EDWARD	790	1	

TOTALS FOR CHECK FORM: CHEK

NEGOTIABLE CHECKS		COUNTS
2,538.47	*EMPLOYEE CHECKS	4
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
2,602.16	**TOTAL NEGOTIABLE CHECKS	5

OTHER CHECKS		
0.00	*MANUAL CHECKS	0
0.00	*CANCELLED CHECKS	0
2,602.16	**TOTAL FOR CHECK FORM	

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

PERIOD 1 DATING 9/21/2026-10/04/2026 CHECK DATE 10/09/2026
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ	
55329	175.50	CLOCEA	4	1	VENDOR STUB ONLY
55330	308.00	EXETER POLICE OFFICER AS	3	1	VENDOR STUB ONLY
55331	192.94	EXETER POLICE OFFICER AS	3A	1	VENDOR STUB ONLY
55332	2,249.36	ARIAS/CHRISTINA	730	1	STUB ONLY
55333	2,884.59	QUINTANA FRANCESCA N	742	1	STUB ONLY
55334	4,917.74	RIDENOUR/JASON CHARLES	763	1	STUB ONLY
55335	1,496.55	CARTER/AMY JO	502	1	STUB ONLY
55336	3,090.07	HERNANDEZ/XOCHITL	306	1	STUB ONLY
55337	1,581.21	RAMOS LEON/YOSENIA	776	1	STUB ONLY
55338	3,983.24	RODRIGUEZ/JANIE	786	1	STUB ONLY
55339	1,709.40	TOBIAS/ANTHONY JORDAN	746	1	STUB ONLY
55340	1,880.82	BROWN/ANDREW EUGENE	762	1	STUB ONLY
55341	2,204.08	BRYANT/EZRA JOSEPH	752	1	STUB ONLY
55342	1,598.29	CARRETERO/VANESSA	402	1	STUB ONLY
55343	2,355.12	DONLEY/COLLIN BRENT	788	1	STUB ONLY
55344	1,898.64	DUNAGAN/MATTHEW THOMAS	787	1	STUB ONLY
55345	2,340.77	GREEN GROVE/BRAYDEN TAY	767	1	STUB ONLY
55346	503.65	GRIMSLEY/RICK WAYNE	791	1	STUB ONLY
55347	3,263.07	HEINKS/RYAN DAVID	765	1	STUB ONLY
55348	1,702.93	HERNANDEZ/ANDY	780	1	STUB ONLY
55349	1,319.16	HILL/HANNAH GRACE	747	1	STUB ONLY
55350	1,782.41	LINARES/FRANCISCO JR	772	1	STUB ONLY
55351	2,514.49	MAGANA MARTINEZ JOEL	773	1	STUB ONLY
55352	3,695.78	MOORE/ROBERT HARRY	764	1	STUB ONLY
55353	2,057.59	MORALES/SKYLEENA ROSE	779	1	STUB ONLY
55354	4,141.14	SCHIMPF/ROBERT BRIAN	766	1	STUB ONLY
55355	2,351.87	VILLARREAL/ISIDRO	707	1	STUB ONLY
55356	2,426.23	ALDRIDGE/GARY	618	1	STUB ONLY
55357	3,886.45	BOUDREAUX/ZACHARY MICHA	756	1	STUB ONLY
55358	1,847.91	HUGGINS/KYLE AARON	621	1	STUB ONLY
55359	2,648.24	MILLAN/MARCUS	622	1	STUB ONLY
55360	1,125.10	WENDT/EDDIE	626	1	STUB ONLY
55361	74.14	ARIAS/KAYLA OLIVIA	774	1	STUB ONLY
55362	1,864.84	GARVER/ELIJAH	712	1	STUB ONLY
55363	374.57	MADRIGAL/GRACE EMMA	784	1	STUB ONLY
55364	1,477.78	RUIZ/JEREMIAH CHRISTOPH	793	1	STUB ONLY
55365	1,584.03	MCCOOL/JASPER JAX	785	1	STUB ONLY
55366	1,528.31	QUIROZ/PATRICK P	512	1	STUB ONLY
55367	2,381.16	RAMIREZ/GABRIEL GRACILI	761	1	STUB ONLY
55368	2,075.61	RAMIREZ/JUAN	608	1	STUB ONLY
55369	2,865.40	SHIELDS/ZION	708	1	STUB ONLY
55370	1,691.90	RIVERA/RYAN	733	1	STUB ONLY
55371	3,389.77	HIFNER/CHRISTOPHER	736	1	STUB ONLY
55372	794.21	RUBIO/IVAN	750	1	STUB ONLY
55373	1,250.86	CREECH/JACE W	777	1	STUB ONLY
55374	1,439.90	OROZCO MAQUEDA/RAFAEL	792	1	STUB ONLY

PERIOD 1 DATING 9/21/2026-10/04/2026 CHECK DATE 10/09/2026
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		
92,248.38	*DIRECT DEPOSIT STUBS	43
676.44	*VENDOR DIR DEP STUBS	3

PERIOD 1 DATING 9/21/2026-10/04/2026 CHECK DATE 10/09/2026

EMPLOYER CODE	FUND CODE	HOME TOTALS	WORKED TOTALS	WORKED DIR DEP
1	104	74,183.92	53,700.49	52,708.75
1	105	9,170.89	15,341.81	14,467.84
1	106	.00	1,174.22	1,174.22
1	107	.00	10,917.45	10,244.69
1	121	.00	2,278.89	2,278.89
1	137	2,865.40	2,865.40	2,865.40
1	141	8,566.64	8,508.59	8,508.59

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 1 DATING 9/21/2026-10/04/2026 CHECK DATE 10/09/2026

EMR CODE	FUND CODE	DEPT CODE		HOME TOTALS	FULL EMPLOYEE	PART COUNTS	TEMP	FEMALE
1	104	401	CITY COUNCIL	55.41		1		
1	104	402	ADMINISTRATION	10,051.69	3			2
1	104	403	FINANCE	11,860.47	5			4
1	104	421	POLICE	35,609.81	15		1	3
1	104	431	STREET	11,933.93	4	1		
1	104	471	RECREATION	2,454.01	1	3		2
1	104	472	PARKS	2,218.60	1	1		
1	105	461	WATER	9,170.89	5			
1	137	421	POLICE	2,865.40	1			
1	141	405	CODE ENFORCEMENT	1,691.90	1			
1	141	421	POLICE	3,389.77	1			
1	141	471	RECREATION LEADER	794.21	1			
1	141	472	PARKS	2,690.76	2			
	TOTAL			94,786.85	40	6	1	11

PERIOD 1 DATING 9/21/2026-10/04/2026 CHECK DATE 10/09/2026

EMPLOYER CODE	FUND CODE	HOME TOTALS	WORKED TOTALS	WORKED DIR DEP

GRAND TOTALS

NEGOTIABLE CHECKS

		COUNTS
2,538.47	*EMPLOYEE CHECKS	4
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
2,602.16	**TOTAL NEGOTIABLE CHECKS	5

OTHER CHECKS

0.00	*MANUAL CHECKS	0
0.00	*CANCELLED CHECKS	0
2,602.16	***GRAND TOTAL	

NON-NEGOTIABLE CHECKS

92,248.38	*DIRECT DEPOSIT STUBS	43
676.44	*VENDOR DIR DEP STUBS	3
92,924.82	**TOTAL NON-NEGOTIABLE CHECKS	46

NEGOTIABLE CHECKS/NON-NEGOTIABLE CHECKS

2,538.47	*EMPLOYEE CHECKS	4
63.69	*VENDOR CHECKS	1
0.00	*BANK CHECKS	0
92,248.38	*DIRECT DEPOSIT STUBS	43
676.44	*VENDOR DIR DEP STUBS	3
95,526.98	***TOTAL NEGOTIABLE & NON-NEGOT	51
0.00	*OTHER CHECKS	0
95,526.98	***TOTAL NEG, NON-NEG, OTHER CHECKS	
	TOTAL SEQ 1 FEMALES	11

Agenda Item Staff Report

Agenda Item Number: **I.4.**

Meeting Date:
October 27, 2026

Wording for Agenda:
Review and Acceptance of the Monthly Investment Transactions Report for September 2026.

Submitting Department:
Finance

Contact Name:
Janie Rodriguez, Finance 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 review and accept the Monthly Investment Transactions Report for September 2026

Summary/Background:
As required by California Government Code Section 53607 and the City's Statement of Investment Policy, the Finance Director/Treasurer will provide the City Council with a monthly report listing investment transactions, including investments purchased, sold, or that have reached maturity, along with any Local Agency Investment Fund (LAIF) transfers during the preceding month.

For the period of September 1 through September 30, 2026, the City transferred $996,000.00 from the Local Agency Investment Fund (LAIF) to fund the purchase of $1,000,000.00 par value of Federal Farm Credit Banks (FFCB) securities. The bond was purchased at a price of $995,860.00, plus $263.89 in accrued interest, for a total transaction amount of $996,123.89. The bond carries a coupon interest rate of 4.75%, provides a yield to maturity of approximately 4.90%, and matures on September 28, 2029. Accordingly, the September 2026 Monthly Investment Transactions Report reflects the LAIF transfer and the FFCB bond purchase.

This monthly report is in addition to the quarterly Treasurer's Report, which includes additional information required under Section XII.A, Periodic Reporting, of the City's Statement of

Investment Policy and submitted to the City Council within 45 days following the end of the quarter.

Fiscal Impact:

The City transferred $996,000 from LAIF to fund the purchase of a FFCB Bond. The total purchase transaction was $996,123.89, including accrued interest, and was funded through existing investment funds. There is no fiscal impact associated with this action, as the transaction involves existing City investment funds and does not require additional appropriation.

Prior City Council Actions:

The City Council routinely reviews and accepts the monthly investment transactions report as part of the standard financial reporting process.

Attachments:

- September 2026 Monthly Investment Transactions Report

Recommended motion to be made by the City Council:

I move to accept the Monthly Investment Transaction Report for September 2026.

CITY OF EXETER
Monthly Investment Transactions Report
September 1 to September 30, 2026

Account	**Trans. Date**	**September 2026**
Local Agency Investment Fund (LAIF)		
Beginning Balance		23,924,991.97
Transactions		
Transfer out	9/28/2029	(996,000.00)
Ending Balance		22,928,991.97

Account	**Trans. Date**	**August 2026**
U.S. Government and Government-Sponsored Securities		
Beginning Balance		1,161,292.53
Transactions		
Purchase Federal Farm Credit Bank (FFCB) Bond*	9/28/2029	995,860.00
Ending Balance		2,157,152.53

Account	**Trans. Date**	**August 2026**
Certificates of Deposit		
Beginning Balance		2,947,000.00
Transactions		
None		
Ending Balance		2,947,000.00

**An additional $263.89 was paid in accrued interest as part of the FFCB bond purchase. This amount is excluded from the securities balance reported above.*

Agenda Item Staff Report

Agenda Item Number: **I.5.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
October 27, 2026

Wording for Agenda:
Approval of a Facility Use Request, Street Closure Request, and Facility Use Fee Waiver from the Exeter Chamber of Commerce for the Downtown Exeter Christmas Open House on December 3, 10, and 17, 2026.

Submitting Department:
Administration

Contact Name:
Jason Ridenour, City Administrator

Department Recommendation:
Staff recommends that the City Council approve the Facility Use Request and Street Closure Request submitted by the Exeter Chamber of Commerce for the Downtown Exeter Christmas Open House on December 3, 10, and 17, 2026, including a waiver of the $177 facility use fee for Mixter Park, subject to the recommended conditions of approval.

Background & Summary:
The Exeter Chamber of Commerce is requesting the use of Mixter Park on December 3, 10, and 17, 2026, from 5:00 p.m. to 8:00 p.m. for its annual Downtown Exeter Christmas Open House, along with a waiver of the applicable facility use fee.

The Christmas Open House is a longstanding community tradition held on Thursday evenings in December leading up to Christmas. This free community event brings residents and visitors to downtown Exeter to enjoy holiday activities and support local shops, restaurants, and businesses.

In conjunction with the event, the Chamber has submitted a Street Closure Application requesting the temporary closure of three parking spaces along the west side E Street adjacent to Lash Doll as well as the closure of the parking stalls on the east side of E Street from East Pine Street to the public parking lot on December 3, 10, and 17, 2026, from 4:00 p.m. to 9:00 p.m. The requested closure will accommodate event-related activities including antique fire

engine rides downtown with passenger boarding along the curb at Mixter Park. The proposed closure times will allow ample time for set-up and cleanup before and after the event.

Additionally, the Chamber would like to provide downtown business owners with the opportunity to temporarily close parking spaces directly in front of their businesses to accommodate holiday displays, activities, or other event-related uses during the Christmas Open House. Participating businesses would be required to coordinate with the Chamber and City staff to ensure that any parking space closures comply with applicable safety and traffic control requirements.

The Chamber has also submitted an amplified sound permit application requesting the use of a microphone, speakers, and snow machine during the event.

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

1. **Insurance:** The event organizer shall provide a Certificate of Liability Insurance meeting the City's insurance requirements, including naming the City of Exeter as an additional insured, prior to the event.
2. **Amplified Sound:** Amplified sound shall be permitted only between 5:00 p.m. and 8:00 p.m. on the approved event dates, subject to approval of the amplified sound permit by the Chief of Police.
3. **Permits:** The event organizer and participating vendors shall obtain all applicable permits and approvals, including any required permits for food handling from the Tulare County Environmental Health Department.
4. **Parking Spaces:** The use of three parking spaces along the west side E Street adjacent to Lash Doll as well as the closure of the parking stalls on the east side of E Street from East Pine Street to the public parking lot. The designated area shall be maintained to ensure public safety and adequate access.
5. **Fee Waiver:** The approved fee waiver shall apply only to the facility use fee associated with the Exeter Chamber of Commerce's Downtown Exeter Christmas Open House and shall not extend to fees associated with other businesses, vendors, or agencies.

Fiscal Impact:

There will be minimal staff time associated with processing the facility use request and coordinating event activities.

The Exeter Chamber of Commerce is requesting a waiver of the applicable facility use fee in the amount of $177. *If approved, the City will forgo this revenue.*

Prior City Council Actions:

This is an annual event most recently approved on September 23, 2025.

Attachments:

- Facility Use Application
- Amplified Sound Permit Application
- Street Closure Request Application
- Fee Waiver Request

Recommended motion to be made by the City Council:

I move to approve the Facility Use Request and Street Closure Request submitted by the Exeter Chamber of Commerce for the Downtown Exeter Christmas Open House on December 3, 10, and 17, 2026, including the temporary closure of three parking spaces along the west side of E Street adjacent to Lash Doll, the parking spaces along the east side of E Street from East Pine Street to the public parking lot, and additional parking spaces directly in front of participating downtown businesses, subject to coordination with and approval by City staff, and approve a waiver of the $177 facility use fee for Mixter Park, subject to the recommended conditions of approval.

CITY OF EXETER
FACILITY USE APPLICATION

Application Date: 10/1/2026 **Facility/Park Requested:** Mixter Park

Date(s) Needed: Dec. 3, 10, 17 **Equipment Needed:** _____

Set-up Time: _____ **Departure Time:** _____

Event Start Time: 5:00 pm **Event End Time:** 8:00 pm

Name of Organization: Exeter Chamber of Commerce

Type of Event: Downtown Exeter Christmas Open House

Address: 101 W. Pine St., Exeter, CA 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. All facility users must comply with Tulare County Health Department regulations and any applicable City of Exeter requirements.
2. Users may utilize picnic benches, tables, or arbors owned by the City. Additional equipment and supplies must be provided by the applicant.
3. Nails, tacks, pins, or staples are not permitted on facility structures. Only masking tape or other approved materials may be used for decorations. All decorations must be removed at the conclusion of the event.
4. Driving or parking on grass areas is strictly prohibited unless authorized by the City.
5. After the event, users must collect all trash and place it in provided receptacles. The facility must be left clean and in its original condition.
6. Alcohol consumption is permitted only with prior City approval and in compliance with Chapter 5.08 of the Exeter Municipal Code. A separate Alcoholic Beverage Permit is required.

Insurance and Waivers:

- *General Liability Insurance:*
  - Commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than $2,000,000 per occurrence, general aggregate, and $2,000,000 products and completed operations. The policy shall include a per project or per location general aggregate endorsement. If a per project/location endorsement is not available, the limit for the general aggregate shall be doubled.
  - The policy shall allow and be endorsed as primary and not seek contribution from the City's coverage.
  - The policy(s) shall provide and be endorsed to include, the City, its officers, officials, employees, agents, and volunteers as additional insureds on ISO form CG 20 10 (or equivalent) for ongoing operations, and, for construction or service agreements, ISO form CG 20 37 (or equivalent) for completed operations.
  - Any failure to comply with reporting provisions of the policies by Applicant shall not affect coverage provided to the City.
  - Coverage shall state that Vendor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  - Coverage shall allow and be endorsed to include a waiver of subrogation in favor of the City and its officers, officials, employees, and agents.
  - When alcohol is served or sold, liquor liability coverage is required.

- *Workers' Compensation and Employers' Liability - Statutory*
  - Applicant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for all persons employed directly or indirectly by Applicant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than $1,000,000 each accident, $1,000,000 by disease-policy limit, and $1,000,000 by disease-each employee. No proprietor, partner, executive officer, or member shall be excluded. In the alternative, Applicant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code.

Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of City.

- The insurer, if insurance is provided, or Applicant, if a program of self-insurance is provided, shall allow, and be endorsed to waive all rights of subrogation against City and its officers, officials, employees, agents, and volunteers.
- The requirement to maintain Statutory Worker's Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Vendor does not have any employees.

- *Indemnity/Hold Harmless Agreement:*
  - The applicant agrees to indemnify, defend, and hold harmless the City of Exeter, its officers, employees, agents, and volunteers from any and all claims, damages, or liabilities arising out of facility use, except for those caused by the sole negligence or willful misconduct of the City.

I have read and agree to the above Facility Use Policy and requirements.

Applicant/Organization Name: Exeter Chamber of Commerce

Signature: [redacted]

Date: 10/1/2026

Phone Number 559.592.2919

Email: chamber@exeterchamber.com

This Section for City Staff Use Only:

Rental Fee: _____ **Date Paid:** _____

Cash or Check: _____ **Received by:** _____

Certificate of Insurance Received: _____ **Approved by:** _____

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 Shannon Schroth Phone No. 559-592-2919
Address 101 W. Pine St., Exeter, CA 93221

Name of Organization Exeter Chamber of Commerce Phone No. 559-592-2919
Address 101 W. Pine St., Exeter, CA 93221

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

Date of Event 12/3, 12/10, 12/17 Start Time 5:00pm End Time 8:00pm

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

Additional Information _____

I, Shannon Schroth, 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

10/1/2026
Date

[ ] Permit Denied
[ ] Permit Approved

_____
Chief of Police

(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.)

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: 12/3, 12/10, 12/17

Name of group requesting street closure: Exeter Chamber of Commerce
Name of contact person: _____ **Phone:** 559-592-2919
Mailing address: 101 W Pine St., Exeter, CA 93221 **Email :** kaila@exeterchamber.com

Alternate Contact Person: Kaila Coulson/Shannon Schroth **Phone** 559-592-2919
Mailing Address: Same as above **Phone:** chamber@exeterchamber.com

Type of event: Downtown Christmas Open House

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

Details of streets/parking lots/public right of way requesting to be closed: (*provide map or additional pages if necessary)*
(3) parking spaces on E St side of Lash Doll

Parking spaces next to Mixter Park - E St for Fire Truck Loading and Unloading

KC **I have been provided a copy of the City of Exeter *Street Closure Policy* and understand the provisions.**

KC **I have been provided a copy of the City of Exeter *Street Closure Application Attachment* for insurance/waiver requirements and COVID information and understand my responsibilities.**

KC **I understand my $50 application fee is nonrefundable and if my event needs to be rescheduled, I will not be required to pay a second application fee.**

Applicant Signature: [redacted] **Date** 10/21/2026

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 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.*

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: Kaila Coulson

Signature of Applicant: _ [redacted] Date: 10/21/2026

Primary Phone Number(s): 559-592-2919 Email: kaila@exeterchamber.com

EXETER CHAMBER OF COMMERCE CALIF

101 W. Pine St, Exeter, CA 93221
559-592-2919
www.ExeterChamber.com
chamber@exeterchamber.com

October 21, 2026

Dear City of Exeter,

We would like to thank you for your continued support of Exeter Chamber of Commerce and its endeavors. We are currently in the planning process of the Downtown Christmas Open House. The dates for this event are December 3rd, 10th, and 17th. As in the past, these annual event nights are free to the public, therefore we are requesting a fee waiver for the $177 facility use fee for Mixter Park. We thank you for your consideration and assistance in allowing us to continue these community events and traditions.

All the Best,

Kaila Coulson
Office Coordinator
Exeter Chamber of Commerce

Agenda Item Staff Report

Agenda Item Number: **I.6.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
October 27, 2026

Wording for Agenda:
Authorization to Negotiate Contract for City Planning Services with Pritchard Consultant Group (P&P).

Submitting Department:
Administration

Contact Name:
Jason Ridenour, City Administrator

Department Recommendation:
Staff recommend that the City Council authorize the City Administrator to negotiate a contract with Provost & Pritchard (P&P) for City Planning Services.

Background & Summary:
The City of Exeter has historically utilized a contract City Planner to perform the functions of a City Planning Division. City planning, often referred to as urban planning, consists of several elements including land use and zoning, long-range planning, housing, environmental review, development review, and code compliance. The City Planner is responsible for reviewing development applications to ensure conformity with the General Plan, Zoning Ordinance, and California Environmental Quality Act (CEQA). The City Planner also provides environmental compliance review on City projects. In addition to current planning tasks, the City Planner is responsible for providing recommendations on Zoning Ordinance and General Plan updates based on legislation and best practices to achieve the goals of the City Council as well as goals outlined in the General Plan.

On September 24, 2024, the City Council authorized the City Administrator to execute a three-year contract with Collins & Schoettler Planning Consultants. The City of Exeter contracted with Collins & Schoettler Planning Consultants for many years, since at least 2000. Collins & Schoettler Planning Consultants was acquired by 4 Creeks, Inc. in 2024. The most recent contract term was through June 30, 2026. At its July 28, 2026, meeting the City Council

authorized the extension of the contract through October 31, 2026, with the contract becoming month to month after October 31, 2026.

On August 3, 2026, the City of Exeter issued a request for proposals for City Planner services. By the proposal deadline, the City received six (6) responsive proposals from 4LEAF, Inc., 4Creeks Inc., EMC Planning Group, Inc., Provost and Pritchard Consultant Group (P&P), Quad Knopf, Inc. (QK), and Somos Group. Staff reviewed the proposals and conducted interviews with the top three firms, that included 4Creeks Inc., Provost and Pritchard Consultant Group (P&P), and Quad Knopf, Inc. (QK). All three of the firms interviewed identified qualified staff capable of providing City Planning services for the City. Based on the review of the submitted proposals and interviews, staff recommends that the City enter into negotiations with Provost and Pritchard Consultant Group (P&P) on a contract for City Planning services.

Provost and Pritchard Consultant Group (P&P) proposed Planning team has over 31 years of experience between the City Planner and Planning Lead positions with both individuals being American Institute of Certified Planners (AICP) certified. P&P currently provides City Planning and on call Planning services to several cities in the region.

Fiscal Impact:

There is no fiscal impact associated with this action. Authorization to negotiate does not commit the City to a contract or expenditure. Any future fiscal impact related to Contract City Planning services will be presented to City Council for approval when the proposed Agreement for Professional Services is brought forward.

Prior City Council Actions:

- September 24, 2024, the City Council approved prior contract for City Planning Services.
- July 28, 2026, the City Council authorized the City Administrator to execute a contract amendment with Collins & Schoettler Planning Consultants/4Creeks, Inc.
- July 28, 2026, the City Council authorized the issuance of Request for Proposals (RFP) No. 2026-04 City Planner Services.

Attachments:

- RFP No. 2026-04 for City Planner Services
- Provost and Pritchard Consultant Group (P&P) Proposal

Recommended motion to be made by the City Council:

I move to authorize the City Administrator to negotiate a contract with Pritchard Consultant Group (P&P) for City Planning Services for City Council Consideration at a future meeting.

CITY OF EXETER

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSAL (RFP) No. 2026-04
CITY PLANNER SERVICES

This RFP does not constitute a contract or commitment by the City of Exeter. The City reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most beneficial to the public interest.

RFP Number:	2026-04
Issue Date:	August 3, 2026
Proposal Due Date:	September 4, 2026, at 4:00 PM Pacific Time
Submission Method:	Email or hand-delivery to City Administration
Submit To:	Jason Ridenour, City Administrator City of Exeter, 100 N. C Street, Exeter, CA 93221, jridenour@exetercityhall.com
Questions Deadline:	August 14, 2026, at 5:00 PM Pacific Time
Questions Contact:	Jason Ridenour | jridenour@exetercityhall.com | (559) 592-4539

Section 1: Introduction and Background

The City of Exeter (the "City") invites qualified firms and individuals to submit proposals for professional City Planner Services.

The City of Exeter is a quintessential small-town America city with a vibrant downtown and active community. The City features thoughtful development with tree-lined streets, renowned historical murals, and 12 parks throughout the city. The City of Exeter reflects its motto of “Protecting, Preserving and Promoting Small Town America.” Exeter is located minutes from the Sequoia National Park within Tulare County approximately eight miles east of Visalia and two miles south of SR198 along SR65. The City was incorporated in 1911 and became a Charter City in 1998 with a current population of approximately 10,287 residents.

Planning and land use services are administered through the Administration Department. The City's General Plan was last updated in 2003. The planning area encompasses approximately 2.46 square miles and includes a mix of residential neighborhoods, a historic downtown, light industrial uses, and open space resources. The City values thoughtful land use planning and economic vitality.

Section 2: Scope of Work

The selected consultant ("City Planner") will serve as the City's primary planning professional. The scope of work includes, but is not limited to, the following:

2.1 Current Planning Services

- Review and process applications for discretionary permits, including conditional use permits (CUPs), variances, site plan reviews, and design reviews
- Prepare staff reports and environmental analysis for Planning Commission and City Council consideration
- Conduct public hearings and provide professional testimony before the Planning Commission, City Council, and other bodies
- Respond to public inquiries regarding zoning, land use, development standards, and permitting procedures
- Coordinate with Public Works, Engineering, County of Tulare Building and other City and County departments on development review

- Maintain and interpret the Municipal Code, Zoning Ordinance, and General Plan

2.2 Long-Range Planning Services

- Lead or assist with updates to the General Plan, Housing Element, and other General Plan elements as required by State law
- Prepare and maintain Specific Plans, Overlay Districts, and Corridor Studies as directed
- Administer CEQA compliance, including initial studies, Negative Declarations, MNDs, and EIRs
- Monitor and implement State housing law requirements, including SB 9, SB 10, ADU regulations, and annual Housing Element compliance reporting
- Develop code amendments to the Zoning Ordinance as needed

2.3 Administrative and Coordination Services

- Attend and participate in City Council and Planning Commission meetings as needed
- Assist in preparation of annual planning fee schedule
- Coordinate with regional, State, and federal agencies including TCAG, HCD, Caltrans, and others as applicable
- Provide on-call planning advisory services

Section 3: Minimum Qualifications

Proposals will only be considered from firms or individuals who meet the following minimum qualifications:

- A professional in urban planning (AICP certification strongly preferred) or related field
- Minimum of five (5) years of progressively responsible municipal planning experience in California
- Demonstrated experience serving as City Planner or Senior Planner for a California municipality
- Thorough knowledge of the California Government Code, California Environmental Quality Act (CEQA), Housing Element law, and applicable State planning requirements
- Experience appearing before Planning Commissions and City Councils
- Valid California driver's license and proof of automobile insurance

Section 4: Proposal Requirements

Proposals shall be submitted as a single PDF document and must include all of the following sections, clearly labeled:

4.1 Cover Letter

A brief cover letter signed by an authorized representative of the firm, expressing interest in the project and identifying the proposed Project Manager/City Planner who would be the primary point of contact.

4.2 Firm Overview and Qualifications

- Firm name, address, legal structure, and years in operation
- Overview of the firm's experience providing municipal planning services in California
- Number of professional staff and general description of the firm's planning practice areas

4.3 Key Personnel

Provide a resume and qualifications for each person proposed to provide services to the City, including:

- Name, title, and AICP certification status
- Education and professional licenses/certifications
- Summary of relevant experience, including municipal clients served
- Proposed role and estimated percentage of time dedicated to City of Exeter

4.4 Relevant Experience / References

Provide a minimum of three (3) references from California municipalities for whom similar services have been provided within the last five (5) years. For each reference, include:

- Agency name, contact person, title, phone number, and email address
- Description of services provided and approximate contract value
- Contract start and end dates

4.5 Proposed Approach

Describe the proposer's approach to performing the Scope of Work, including:

- How City Planner services would be delivered (on-site hours, remote work, response times)
- Approach to managing multiple concurrent permit applications and time-sensitive State mandates
- Experience and methodology for community engagement and public outreach
- Approach to working with elected and appointed officials and City staff

4.6 Fee Proposal

The fee proposal must be submitted must include:

- Proposed hourly billing rates
- Reimbursable expense policy (mileage, printing, subconsultants, etc.)

4.7 Insurance

The selected firm will be required to provide evidence of the following insurance coverage prior to contract execution:

- Commercial General Liability: $2,000,000 per occurrence, $4,000,000 general aggregate (per project or location), and $2,000,000 products and completed operations aggregate

- Professional Liability (Errors & Omissions): $2,000,000 per claim and in the aggregate
- Business Automobile Liability: $2,000,000 each accident
- Workers' Compensation as required by California law and Employer's Liability: $1,000,000 each accident or disease
- Cyber Liability: $2,000,000 per claim
- Crime Insurance: $1,000,000 per loss

The City of Exeter shall be named as an additional insured on all applicable policies

The comprehensive insurance requirements are included in the Contract Services Agreement, attached hereto and made a part hereof.

Section 5: Evaluation Criteria and Selection Process

Proposals will be evaluated by a selection committee on the following criteria:

Evaluation Criterion	Points
Qualifications and experience of key personnel (AICP, municipal planning experience)	25
Demonstrated experience serving comparable California cities	20
Proposed approach, methodology, and understanding of scope	20
References and past performance	15
Cost/fee proposal	20
TOTAL	**100**

The City reserves the right to conduct interviews with top-ranked proposers prior to final selection. The City may negotiate contract terms and fee structure with the highest-ranked proposer. If negotiations are unsuccessful, the City may proceed to the next-ranked proposer.

Section 6: Proposal Submission Instructions

Proposals must be received by the City no later than September 4, 2026 at 4:00 PM Pacific Time. Late proposals will not be accepted.

6.1 Submission Format

- Submit one (1) electronic copy (PDF) via email to jridenour@exetercityhall.com with the subject line: "RFP 2026-04 — City Planner Services — [Firm Name]"
- Electronic submittals shall not exceed 20 MB total. Larger files must be submitted via a secure file-sharing link included in the email.
- Hard copy submittals: if submitting in person or by mail, provide one (1) original and two (2) copies and an electronic copy on a USB drive in a sealed envelope labeled "RFP 2026-04 — City Planner Services — Do Not Open".

6.2 Questions and Clarifications

All questions regarding this RFP must be submitted in writing by email to jridenour@exetercityhall.com no later than August 14, 2026, at 5:00 PM Pacific Time. Questions and the City's written responses will be posted as an addendum on the City's website at

https://cityofexeter.ca.gov/bid-opportunities-and-requests-for-proposals/ . Verbal responses to questions are not binding.

6.3 Addenda

The City reserves the right to issue addenda to this RFP at any time prior to the proposal submission deadline. All registered proposers will be notified by email. It is the proposer's responsibility to check the City's website for any addenda. Proposals must acknowledge all issued addenda.

Section 7: Contract Terms and Conditions

The following terms and conditions apply to this RFP and any resulting contract:

- The contract term will be for an initial period of three (3) years, with up to two (2) one-year renewal options at the City's discretion, subject to satisfactory performance and appropriation of funds.
- The contract will be subject to the City's standard Professional Services Agreement, a copy of which is attached as Exhibit A. Proposers should identify any requested exceptions to the agreement terms in their proposal.
- This RFP and any resulting contract are subject to California Public Records Act (Government Code § 6250 et seq.) disclosure requirements.
- The City is not responsible for any costs incurred by proposers in responding to this RFP.
- All work products produced under any resulting contract shall be the property of the City of Exeter.
- The selected consultant shall not subcontract any portion of the work without prior written approval of the City Administrator.

Section 8: Anticipated Schedule (tentative)

Milestone	Target Date
RFP Issued	August 3, 2026
Questions Due	August 14, 2026, at 5:00 PM Pacific Time
Proposals Due	September 4, 2026, at 4:00 PM Pacific Time
Interviews (if conducted)	September 29-30, 2026
City Council Approval	October 13, 2026
Anticipated Contract Start Date	November 2, 2026

The City reserves the right to modify this schedule as necessary. Any changes will be communicated via addendum.

Section 9: City's Rights and Reservations

The City of Exeter reserves the following rights with respect to this RFP process:

- To reject any or all proposals at its sole discretion

- To waive any informalities or irregularities in proposals received
- To issue supplemental requests for information or revised RFPs
- To cancel this RFP at any time prior to contract execution
- To negotiate with any proposer or multiple proposers simultaneously
- To select a proposer based on the best interests of the City, which may not necessarily be the lowest-cost proposal
- To request additional information or clarification from any proposer without prior notice to other proposers

Section 10: Exhibits

The following exhibits are attached to and incorporated into this RFP:

- Exhibit A: City of Exeter Standard Professional Services Agreement
- Exhibit B: City of Exeter General Plan Land Use Map and Zoning Map

Proposer Acknowledgment

By submitting a proposal in response to this RFP, the proposer acknowledges and agrees to the following:

1. The proposer has read and understands all provisions of this RFP and any issued addenda.
2. The proposal is submitted in good faith and all information provided is accurate and complete.
3. The proposer understands that the City is not obligated to select any proposal or award any contract.
4. The proposer agrees to be bound by all terms and conditions set forth in this RFP if selected.

Authorized Signature	Date
Printed Name and Title	Firm Name
Address / Email / Phone	

— End of Request for Proposals —

C O N T R A C T

SERVICES AGREEMENT
FOR

CITY PLANNER SERVICES

This Agreement, entered into this [DAY[day of [MONTH 2026], by and between the City of Exeter, hereinafter referred to as the "CITY", and [COMPANY NAME] hereinafter referred to as the "PROVIDER".

W I T N E S S E T H

WHEREAS, the CITY is authorized and empowered to employ service providers in the performance of its duties and functions; and

WHEREAS, the CITY has the desire to secure certain services to assist in the preparation and completion of the items of work described as "Scope of Work" in Exhibit "A", and hereinafter referred to as the "SERVICES"; and

WHEREAS, the PROVIDER represents it is licensed, qualified and willing to provide such services pursuant to terms and conditions of this Agreement.

NOW, THEREFORE, CITY and PROVIDER agree as follows:

I. SERVICES TO BE PERFORMED BY THE PROVIDER

A. Authorized Scope of Work: The PROVIDER agrees to perform all work necessary to complete in a manner satisfactory to the CITY those tasks described and the cost identified in Exhibit "A" - Scope of Work

SERVICES.

II. TIME OF PERFORMANCE

The PROVIDER shall commence performance of this Agreement within [NUMBER] days of PROVIDER's Notice to Proceed following City Council approval of this Agreement and shall complete the work within the timeframes outlined in Exhibit "A", unless otherwise extended in writing by CITY, in its sole discretion.

If the PROVIDER fails to complete the SERVICES within the time specified, plus any extensions of time which may be granted, the CITY shall determine the percent of each work item completed and shall pay the PROVIDER on that basis.

PROVIDER shall not be responsible for delays which are due to causes beyond the PROVIDER's reasonable control. In the case of any such delay, the time of completion shall be extended accordingly in writing signed by both parties.

III. COMPENSATION

A. Total Compensation: For services performed pursuant to this Agreement, the CITY agrees to pay and the PROVIDER agrees to accept, as payment in full, a monthly sum not to exceed

B. ($_____). This amount shall constitute complete compensation, including document production and out-of-pocket expenses for all services for the work and SERVICES identified in Exhibit "A".

C. Payment of Compensation: The PROVIDER shall be compensated monthly no later than thirty (30) days following submission of a written, verified billing invoice to the CITY.

IV. AUTHORIZED REPRESENTATIVE

A. CITY: The City Administrator shall represent the CITY in all matters pertaining to the services to be rendered under this Agreement, except where approval of the City Council of the City of Exeter is specifically required.

B. PROVIDER: [COMPANY NAME] shall represent and act as principle for PROVIDER in all matters pertaining to the services to be rendered by it under this Agreement.

V. TERMINATION

The right to terminate this Agreement, with or without cause, may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Termination By Either Party Without Cause: The CITY or PROVIDER may terminate this Agreement at any time by giving written notice to the other of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

B. Termination of Agreement for Cause: The CITY may by written notice to the PROVIDER specifying the effective date thereof, at least thirty (30) days before the effective date of such termination, terminate the whole or any part of this Agreement in any of the following circumstances:

1. If the PROVIDER fails to perform the services called for by this Agreement within time(s) specified herein or any extension thereof; or

2. If the PROVIDER fails to make progress under this Agreement as to endanger performance of this Agreement in accordance with its terms, and does not correct such failure within a period of ten (10) days (or longer period as the CITY may authorize in writing) after receipt of notice from the CITY specifying such failure.

C. Post-Termination:

1. In the event the CITY terminates this Agreement with or without cause, the CITY may procure, upon such terms and such manner as it may determine appropriate, services similar to those terminated.

2. The PROVIDER shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the PROVIDER. Such causes include, but are not limited to, acts of God or of the public enemy, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather.

3. Should the Agreement be terminated with or without cause, the PROVIDER shall provide the CITY with all finished and unfinished documents, data, photographs, reports, access keys or badges, etc. related to the SERVICES.

4. Upon termination, with or without cause, PROVIDER will be compensated for the services satisfactorily completed to the date of termination according to compensation provisions contained herein. In no event, shall the total compensation paid PROVIDER exceed the total compensation agreed to herein.

5. If, after notice of termination of this Agreement, as provided for in this article, it is determined for any reason that the PROVIDER was not in default under the provisions of this article, then the rights and obligations of the parties shall be the same as if the Agreement was terminated without cause.

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6. Termination of this Agreement shall not terminate any obligation to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination activities.

VI. INTEREST OF OFFICIALS AND THE PROVIDER

A. No officer, member, or employee of the CITY who exercises any functions or responsibilities in the review or approval of this Agreement shall:

1. Participate in any decision relating to this Agreement which effects his personal interest or the interest of any corporation, partnership, or association in which he has, directly or indirectly, any interest; or

2. Have any interest, direct or indirect, in this Agreement or the proceeds thereof during his tenure or for one year thereafter.

B. The PROVIDER hereby covenants that he has, at the time of the execution of this Agreement, no interest, and that he shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. The PROVIDER further covenants that in the performance of this work, no person having any such interest shall be employed.

VII. NO PERSONNEL, AGENCY OR COMMISSION

The PROVIDER warrants, by execution of this Agreement, that no personnel agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies maintained by the PROVIDER for the purpose of securing business. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

VIII. SUBCONTRACTING

A. The PROVIDER shall not subcontract or otherwise assign any portion of the SERVICES to be performed under this Agreement without the prior written approval of the CITY.

B. In no event shall the PROVIDER subcontract services in excess of 50% of the contract amount, excluding specialized services. Specialized services are those items not ordinarily furnished by a PROVIDER performing the particular type of services.

IX. INDEPENDENT CONTRACTOR

In the performance of the services herein provided for, the PROVIDER shall be, and is, an independent contractor and is not an agent or employee of the CITY. The PROVIDER has and shall retain the right to exercise full control and supervision of all persons assisting the PROVIDER in the performance of said services hereunder. The PROVIDER shall be solely responsible for all matters relating to the payment of its employees including compliance with social security and income tax withholding and all other regulations governing such matters.

X. SPECIFICATIONS

All specifications, manuals, standards, etc., either attached to this Agreement or incorporated by reference, are binding as to the performance of the work specified in this Agreement unless they are changed by written amendment to this Agreement modified in writing to incorporate such changes.

XI. DOCUMENTS/DATA

A. Ownership of Documents: All original papers and documents, produced as a result of this Agreement, shall become the property of the CITY. In addition, CITY shall be provided with access and use of any other papers and documents consistent with the purpose and scope of services covered by this Agreement. Any additional copies, not otherwise provided for herein, shall be the responsibility of the CITY.

Documents, including drawings and specifications, prepared by PROVIDER pursuant to this Agreement, are not intended or represented to be suitable for reuse by CITY or others on extensions of the PROJECT or on any other project. Any use of the completed documents for other projects and any use of incomplete documents without the specific written authorization from PROVIDER will be at CITY's sole risk and without liability to PROVIDER. Further, any and all liability arising out of changes made to PROVIDER's deliverables under this Agreement by CITY or persons other than PROVIDER is waived as against PROVIDER, and the CITY assumes full responsibility for such changes unless the CITY has given PROVIDER prior notice and has received from PROVIDER written consent for such changes.

B. Publication: No report, information, or other data given or prepared or assembled by the PROVIDER pursuant to this Agreement, shall be made available to any individual or organization by the PROVIDER without the prior written approval of the CITY. Notwithstanding the foregoing, however, the PROVIDER shall not be required to protect or hold in confidence and confidential information which (1) is or becomes available to the public with the prior written consent of the CITY; (2) must be disclosed to comply with law; or (3) must be disclosed in connection with any legal proceedings.

C. Copyrights: The PROVIDER shall be free to copyright material developed under this Agreement with the provision that the CITY be given a nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the material for government or public purposes.

XII. INDEMNIFICATION AND INSURANCE

A. To the fullest extent permitted by law, PROVIDER 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 PROVIDER's negligence, recklessness or willful misconduct in its performance of its obligations under this agreement or out of the operations conducted by PROVIDER. In the event the City indemnitees are made party to any action, lawsuit, or other adversarial proceeding arising from PROVIDER's performance of this agreement, the PROVIDER 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.

B. As respects all acts or omissions which do not arise directly out of the performance of services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, PROVIDER agrees to indemnify, defend (at CITY's option), and hold harmless CITY, its elected and appointed officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with PROVIDER's (or PROVIDER's subcontractors, if any) performance or failure to perform, under the terms of this Agreement; except to the extent those which arise out of the sole negligence or willful misconduct of CITY.

C. Without limiting CITY's right to indemnification, it is agreed that PROVIDER shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage placed with insurances approved to do business in California with an AM Best Rating of A-;VII or higher as follows:

1. Workers Compensation and Employer's Liability: PROVIDER shall maintain Workers' Compensation Insurance as required by California statutes and Employer's Liability Insurance with limits of at least one million dollars ($1,000,000) each accident or disease. PROVIDER

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.

2. Commercial General Liability: PROVIDER 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, Four million Dollars ($4,000,000) general aggregate, and Two Million Dollars ($2,000,000) products and completed operations aggregate for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The general aggregate limit shall apply separately to this SERVICES/location or the general aggregate limit shall be doubled. PROVIDER'S general liability policies shall allow and be endorsed primary and shall not seek contribution from the CITY'S coverage and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. For construction services, an endorsement providing completed operations coverage for the additional insured using ISO form CG 20 37 (or equivalent) is also required. PROVIDER 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.

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

   Coverage shall state PROVIDER insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Business Automobile Liability: PROVIDER shall provide automobile liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than Two Million Dollars ($2,000,000) each accident. The policy shall provide and be endorsed that the City, its officers, officials, employees, agents, and volunteers are included or named as additional insureds. PROVIDER 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.

4. Professional Liability Insurance: Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount not less than Two Million Dollars ($2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required of this agreement.

5. Cyber Liability: Two Million Dollars ($2,000,000) per claim.

6. Crime Insurance: One Million Dollars ($1,000,000) per loss.

D. CITY'S Risk Manager is hereby authorized to modify the requirements set forth above in the event he/she determines that such reduction is in the CITY'S best interest.

E. Each insurance policy required by this Agreement shall contain the following clause:

   "This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the City Clerk, City of Exeter, 100 N. C Street, Exeter, CA 93221." If a carrier will not provide the required notice of cancellation, the PROVIDER shall provide written notice to the City of a cancellation no later than ten (10) business days before cancellation.

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F. The City of Exeter shall be named as an additional insured on all applicable policies. Any available insurance proceeds broader than, or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the additional insureds. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the PROVIDER.

G. Prior to commencing any work under this Agreement, PROVIDER shall deliver to CITY insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above. PROVIDER shall provide to CITY endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Said endorsements shall be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title. Should it be deemed necessary by CITY, it shall be PROVIDER's responsibility to see that CITY receives documentation acceptable to CITY which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company. CITY has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

H. Subcontractors: PROVIDER must enter into a written and executed contract agreement with each of its subcontractors that provide materials, services, or perform work for the PROVIDER under this Agreement. The contract agreement must contain a defense, indemnification and hold harmless provision in favor of the City and its officers, officials, employees, agents, and volunteers. The contract agreement shall also cause the subcontractor to comply with the insurance requirements required of the PROVIDER, including providing an additional insured endorsement for ongoing and, for construction work or services, for completed operations for equal risk level activities and operations as solely determined by the City. The City reserves the right to modify the insurance coverages and limits based on the nature of the risk or other special circumstances PROVIDER shall obtain certificates of insurance and policy endorsements from each of its subcontractors and provide a copy to City upon request.

I. In addition to any other remedies CITY may have if PROVIDER fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY may, at its sole option:

1. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; or

2. Order PROVIDER to stop work under this Agreement and/or withhold any payment(s) which become due to PROVIDER hereunder until PROVIDER demonstrates compliance with the requirements hereof; or

3. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies CITY may have and is not the exclusive remedy for PROVIDER's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which PROVIDER may be held responsible for payments of damages to persons or property resulting from PROVIDER's or its subcontractor's performance of the work covered under this Agreement.

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XIII. NON-DISCRIMINATION

PROVIDER and all subcontractors shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, sex, or any other classification protected by federal or state law, in the performance of this Agreement. Failure by the contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement.

XIV. MISCELLANEOUS PROVISIONS

A. Asbestos and Hazardous Materials: In providing its services hereunder, PROVIDER shall not be responsible for identification, handling, containment, abatement, or in any other respect, for any asbestos or hazardous material if such is present in connection with the SERVICES. In the event the CITY becomes aware of the presence of asbestos or hazardous material at the service location, CITY shall be responsible for complying with all applicable federal and state rules and regulations, and shall immediately notify PROVIDER, who shall then be entitled to cease any of its services that may be affected by such presence, without liability to PROVIDER arising therefrom.

B. Successors and Assigns: This Agreement shall be binding upon and shall inure to the benefit of any successors to or assigns of the parties.

C. Prohibition of Assignment: Neither the CITY nor PROVIDER shall assign, delegate or transfer their rights and duties in this Agreement without the written consent of the other party.

D. Dispute/Governing Law: Any dispute not resolvable by informal arbitration between the parties to this Agreement shall be adjudicated in a Court of Law under the laws of the State of California.

E. Notices: Notice shall be sufficient hereunder if personally served upon the City Clerk of the CITY or an officer or principal of the PROVIDER, or if sent via the United States Postal Service, postage prepaid, addressed as follows:

CITY OF EXETER	PROVIDER
100 N. C Street	Attention: [NAME]
Exeter, CA 93221	Phone: [NUMBER]
Attention: CITY ADMINISTRATOR	Email: [EMAIL]

F. Jurisdiction/Venue/Waiver Of Removal: This Agreement is entered into and is to be performed in Tulare County, California. This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. Any action brought to interpret or enforce this Agreement, or any of the terms or conditions hereof, shall be brought in Tulare County, California. The PROVIDER hereby expressly waives any right to remove any action to a county other than Tulare County as permitted pursuant to Section 394 of the California Code of Civil Procedure.

G. Integration/Modification: This Agreement and each of the exhibits referenced herein, which are incorporated by reference, represents the entire understanding of the CITY and the PROVIDER as to those matters contained herein. In case of conflict between any of the terms and conditions of this Agreement and any PROVIDER proposal or attachment, the terms and conditions of this Agreement shall control. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by the CITY and the PROVIDER.

H. Conflict With Law: If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said law, but the remainder of the Agreement shall be in full force and effect.

I. Attorney's Fees: In the event either party commences any action, arbitration or legal proceedings for the enforcement of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recovery of its attorney's fees and court costs incurred in the action brought thereon.

J. Construction: This Agreement is the product of negotiation and compromise on the part of each party and the parties agree, notwithstanding Civil Code Section 1654, that in the event of uncertainty the language will not be construed against the party causing the uncertainty to exist.

K. Authority: Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

L. Headings: Section headings are provided for organizational purposes only and do not in any manner affect the scope or intent of the provisions thereunder.

M. Firearms Prohibited: Guns may not be carried by contractors /vendors/PROVIDERs while working on City of Exeter premises without the expressed written approval of a City of Exeter Department Head, or an exemption in the contract. If a contractor/vendor/PROVIDER is caught carrying a gun, without City permission, their contract will be terminated.

IN WITNESS WHEREOF, this Agreement is executed on the day and year first above written.

CITY OF EXETER

_____
Jason Ridenour,, City Administrator

PROVIDER

_____
[NAME]

Approved as to Form

_____
Julia Lew, City Attorney

_____
Jason Ridenour, SERVICES Manager

Attachments:

Exhibit "A": Scope of Work and
Schedule of Fees for Services

DRAFT

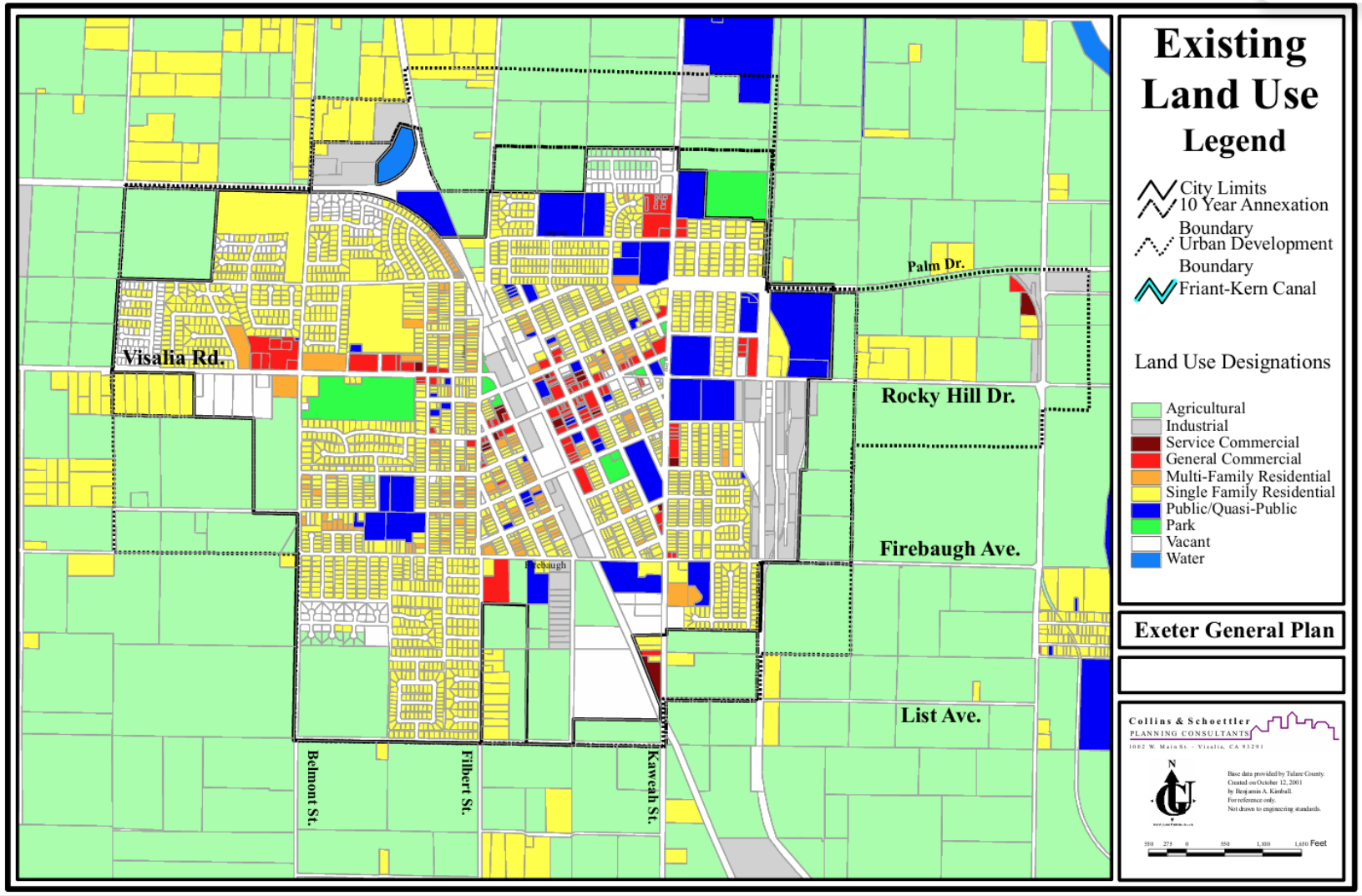
EXHIBIT ‘A’
SCOPE OF WORK AND SCHEDULE OF FEES FOR SERVICES

[DETERMINED UPON EXECUTION OF AGREEMENT]

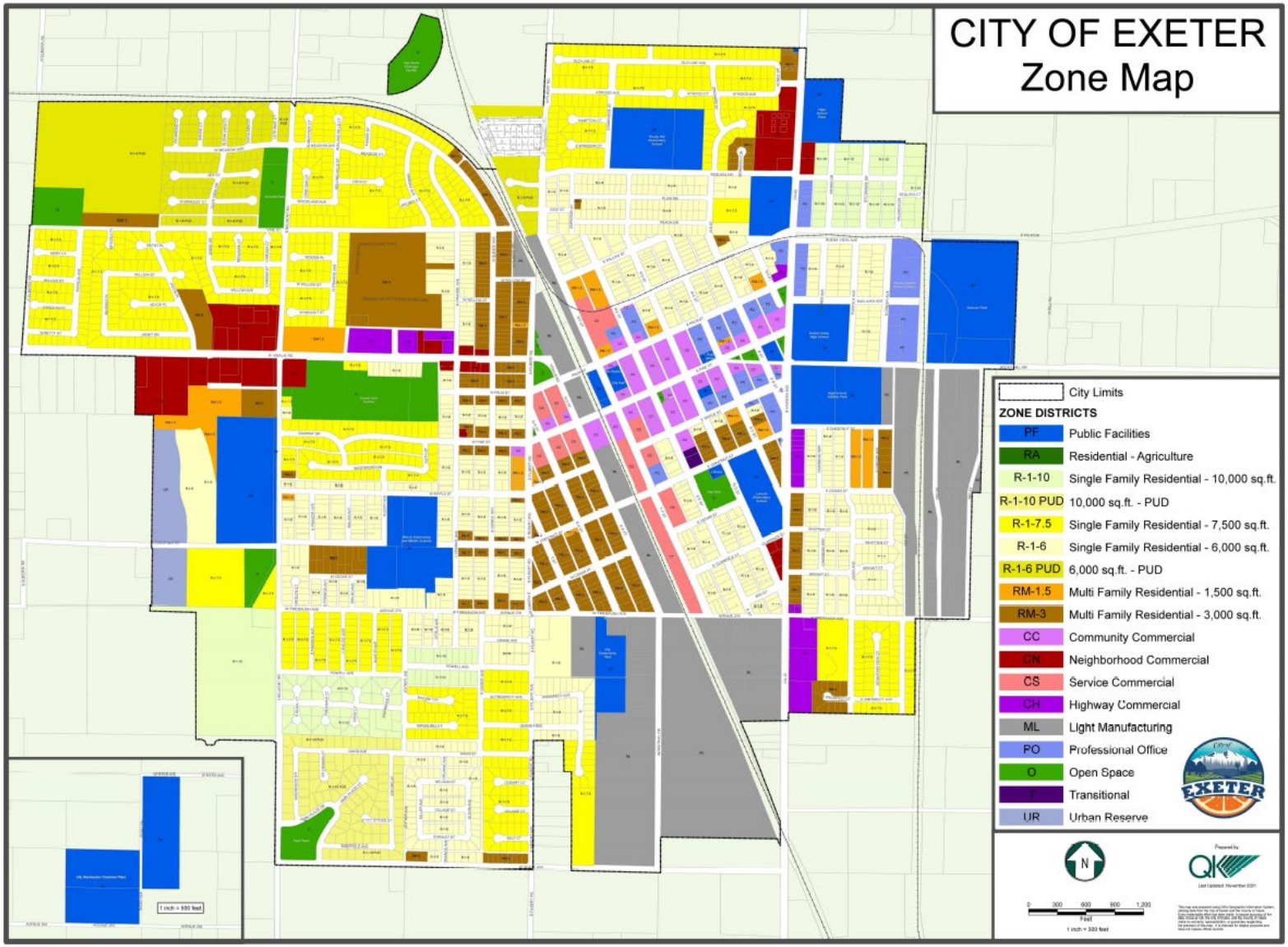
DRAFT

EXHIBIT 'B'

City of Exeter General Plan Land Use Map



Zoning Map


CITY OF EXETER
Zone Map
City Limits
ZONE DISTRICTS
PF Public Facilities
RA Residential - Agriculture
R-1-10 Single Family Residential - 10,000 sq.ft.
R-1-10 PUD 10,000 sq.ft. - PUD
R-1-7.5 Single Family Residential - 7,500 sq.ft.
R-1-6 Single Family Residential - 6,000 sq.ft.
R-1-6 PUD 6,000 sq.ft. - PUD
RM-1.5 Multi Family Residential - 1,500 sq.ft.
RM-3 Multi Family Residential - 3,000 sq.ft.
CC Community Commercial
CN Neighborhood Commercial
CS Service Commercial
CH Highway Commercial
ML Light Manufacturing
PO Professional Office
O Open Space
T Transitional
UR Urban Reserve
EXETER
N
Feet
1 inch = 300 feet

REQUEST FOR PROPOSAL

CITY OF EXETER
CITY PLANNER SERVICES

SEPTEMBER 4, 2026

PROVOST & PRITCHARD

www.provostandpritchard.com • (559) 636-1166

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PROVOST&PRITCHARD
CONSULTING GROUP

120 N Floral Street • Visalia, CA 93291 • (559) 636-1166
www.provostandpritchard.com

September 4, 2026
City of Exeter
Attn: Jason Ridenour, City Administrator
100 N. C Street
Exeter, CA 93221

RE: Request for Proposal (RFP) No. 2026-04 – City Planner Services

Dear Mr. Ridenour:

Provost & Pritchard Consulting Group (P&P/Provost & Pritchard) is pleased to submit our proposal to provide City Planner Services for the City of Exeter (City). We understand the City is seeking responsive and experienced planning professionals to serve as an extension of City staff and provide current planning, long-range planning, environmental review, and administrative and coordination services while serving in the role as City Planner.

Exeter's commitment to "Protecting, Preserving and Promoting Small Town America" calls for a planning approach that balances community character with thoughtful development and economic vitality. The City needs a planning team that can provide timely and practical guidance to staff, residents, businesses, and applicants while addressing evolving State requirements, advancing long-range planning initiatives, and presenting clear, defensible recommendations to the Planning Commission and City Council.

P&P brings extensive experience providing municipal planning services to communities throughout the Central Valley. Our planners support cities with entitlement processing, development review, staff reports, public hearings, zoning and subdivision ordinance updates, Housing Element implementation, annual reporting, California Environmental Quality Act (CEQA) compliance, interagency coordination, and special planning assignments. Our multidisciplinary structure also gives the City access to in-house environmental, engineering, Geographic Information Systems (GIS), surveying, and public outreach expertise as needs arise.

Jeff O'Neal will serve as Project Manager, City Planner, and the City's primary point of contact. Jeff has over two decades of municipal planning experience and has served in a variety of roles for other jurisdictions within the San Joaquin Valley, including City Planner for a number of jurisdictions, and is currently serving as Community Development Director for the City of Parlier. Jeff's experience demonstrates a deep understanding of not only the planning process and the priorities of small San Joaquin Valley jurisdictions, but also of the development process from application intake to building permit issuance. He will be supported by a team of experienced planning professionals with expertise in current planning, long-range planning, permit streamlining, Housing Element implementation, environmental review, and administrative coordination. Sara Allinder, AICP, will serve as Principal-in-Charge and provide executive oversight, quality assurance, and additional long-range planning support. Sara is an authorized signatory of Provost & Pritchard and may bind the firm to a contract with the City for the services sought in RFP No. 2026-04.

Our approach is built around accessibility, continuity, and practical implementation. Jeff will provide the City with a clear point of contact and accountability, while P&P's broader team will allow services to be scaled efficiently based on workload, deadlines, and the specialized needs of each assignment. We are committed to communicating clearly, coordinating closely with City staff and partner agencies, and delivering work products that support well-informed and timely decisions.

We appreciate the opportunity to submit our proposal and would welcome the opportunity to support the City of Exeter's mission in "Protecting, Preserving, and Promoting Small Town America."

The following individual will serve as the primary point of contact for this proposal:

Project Manager/City Planner:
Jeff O'Neal, AICP
455 W. Fir Ave, Clovis, CA 93611
(559) 449-2700
joneal@ppeng.com

Sincerely,



Jeff O'Neal, AICP
Project Manager/City Planner



Sara Allinder, AICP
Principal-in-Charge/Director of Planning Operations

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PROPOSER ACKNOWLEDGEMENT

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FIRM OVERVIEW AND QUALIFICATIONS

Firm Name: Provost & Pritchard Engineering Group, Inc. dba Provost & Pritchard Consulting Group

Local Office Address: 120 N Floral Street, Visalia, CA 93291

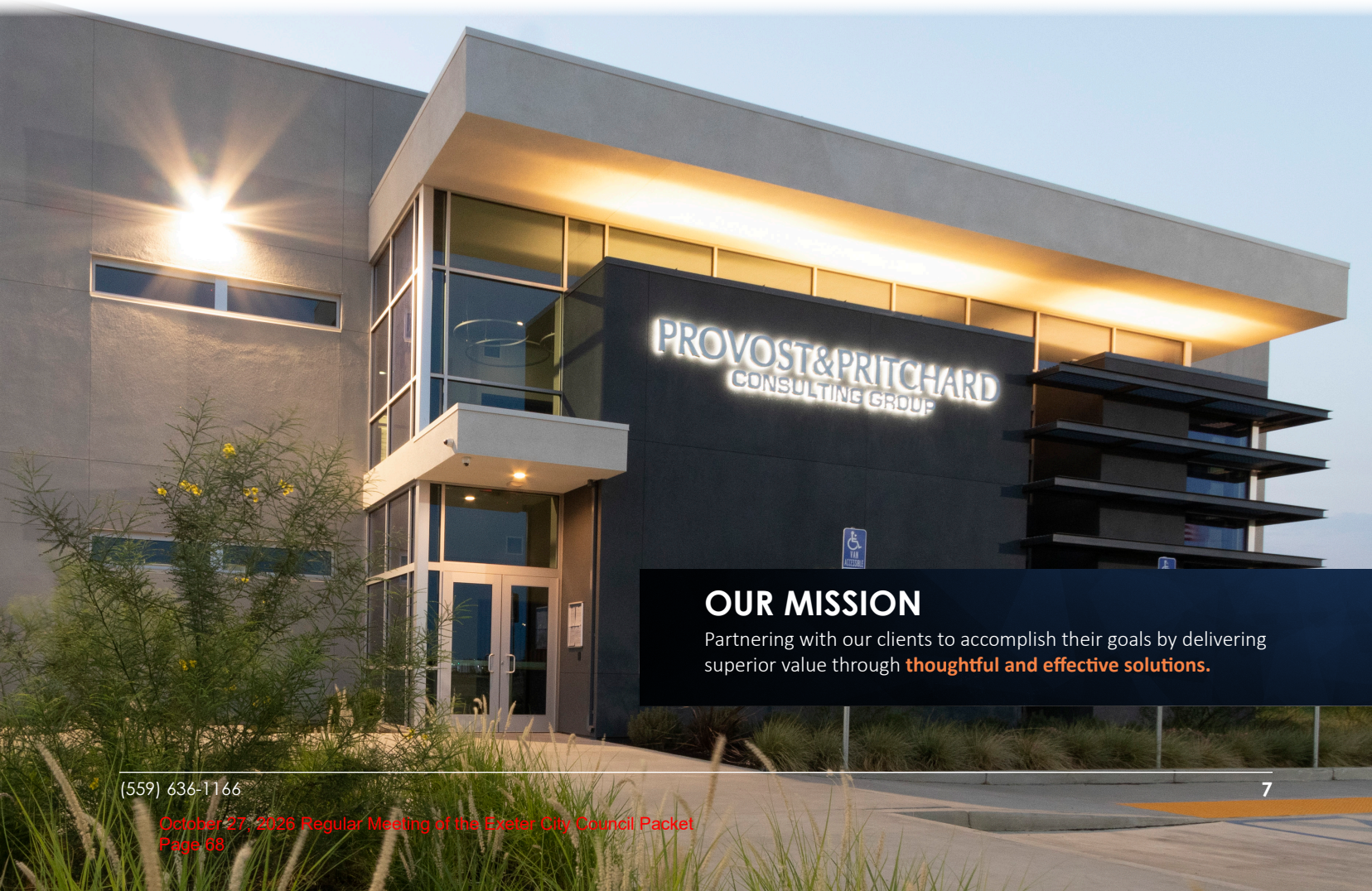
Local Office Phone: (559) 636-1166 | Fax: (559) 636-1177

Type of Organization: S Corporation

Provost & Pritchard is a California-based multidisciplinary consulting firm providing planning, environmental, engineering, surveying, GIS, construction management, hydrogeology, and related professional services to public agencies throughout California and the western United States. Founded in 1968, P&P has more than 58 years of experience supporting cities, counties, special districts, and public agencies with practical, locally grounded consulting services.

With an office in Visalia and headquarters in Clovis, our firm has extensive experience providing municipal planning services to local San Joaquin Valley communities, including day-to-day staff augmentation and specialized technical support. The firm's planning practice areas include entitlement processing, development review, preparation of staff reports, zoning and subdivision ordinance updates, policy planning, Housing Element implementation, environmental review, mapping, and other special projects.

With more than 330 professional staff, including 17 planning professionals, P&P has the resources to respond efficiently to both routine and complex municipal assignments. Our planning professionals work closely with in-house engineers, GIS specialists, biologists, surveyors, public outreach professionals, and graphic designers. This multidisciplinary structure gives the City access to a broad range of capabilities through a single consultant team and allows P&P to adjust its level of support as the City's needs and workload changes.



OUR MISSION

Partnering with our clients to accomplish their goals by delivering superior value through **thoughtful and effective solutions.**

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KEY PERSONNEL

Key personnel that will provide services to the City under RFP No. 2026-04 are described below. Full resumes of each of the individuals listed in this section are contained as an appendix item.



JEFF O'NEAL, AICP - PROJECT MANAGER, CITY PLANNER, AND PRIMARY CONTACT / ADMINISTRATIVE AND COORDINATION SERVICES LEAD

AMERICAN INSTITUTE OF CERTIFIED PLANNERS (AICP), #021890

B.A. Geography, California State University, Fresno

Jeff will serve as Project Manager, City Planner, and the primary contact for the City of Exeter. He has 25 years of public- and private-sector planning experience and is serving or has served as City Planner or contract City Planner for Dinuba, Mendota, Parlier, and Porterville. He is currently serving as the contract Community Development Director for the City of Parlier. His extensive municipal planning experience includes entitlement processing, development and environmental review, code interpretation, ordinance preparation, Housing Element implementation, annexations, interagency coordination, and presentations before Planning Commissions and City Councils. His understanding of the San Joaquin Valley's planning practices, development context, and planning priorities will enable him to anticipate the City's needs and provide practical, locally informed guidance. Jeff will oversee task authorization, day-to-day communication, staffing, schedules, budgets, and work products. He will coordinate closely with City staff, applicants, reviewing agencies, and the technical leads; provide planning advice and direction; and ensure assignments are completed accurately, efficiently, and in accordance with the City's priorities. As the Administrative and Coordination Services Lead, Jeff will advise on all work products developed by the long-range planning, current planning, and environmental planning leads. Jeff will also attend public hearings, project meetings, and will represent the City in coordinating with State and federal agencies.



SARA ALLINDER, AICP - PRINCIPAL-IN-CHARGE / LONG-RANGE PLANNING AND HOUSING ELEMENT IMPLEMENTATION LEAD

AMERICAN INSTITUTE OF CERTIFIED PLANNERS (AICP), #018445

Master of City and Regional Planning, Emphasis in Land Use Planning,
California Polytechnic State University, San Luis Obispo
B.A. Liberal Arts, Environmental Science, University of California, Riverside

Sara will provide executive guidance and quality assurance and quality control throughout the contract. She is authorized to negotiate on behalf of and contractually bind Provost & Pritchard Consulting Group. Sara has more than 25 years of experience in contract staffing, General Plan updates, zoning and subdivision ordinance updates, Housing Element updates and implementation, annexations, entitlement processing, and environmental review. She helps cities translate long-range policies and State requirements into practical tools for use by staff, applicants, Planning Commissions, and City Councils. Sara will provide strategic guidance and senior-level review for long-range planning initiatives, Housing Element implementation, permit streamlining and process improvement assignments, and other policy, housing, zoning, and implementation tasks.



WYATT CZESHINSKI, AICP – CURRENT PLANNING LEAD

AMERICAN INSTITUTE OF CERTIFIED PLANNERS (AICP), #36699

M.A. Public Administration: Urban Planning, Liberty University
B.A. Geography (Planning Concentration), University of Wisconsin-Parkside
B.A. Economics, University of Wisconsin-Parkside

Wyatt will serve as the Current Planning Lead and support Jeff as needed with Administration and Coordination Services. He has extensive experience supporting San Joaquin Valley municipalities, including serving as Assistant City Planner for the City of Fowler, City Planner for the City of Parlier, and providing contract planning services to the cities of Madera, Mendota, and Kingsburg. Wyatt's staff augmentation and current planning experience includes presentation of projects to both Planning Commissions and City Councils for the aforementioned jurisdictions. His experience aligns directly with the City's requested services and includes entitlement processing, completeness reviews, zoning consistency analyses, staff reports, resolutions, conditions of approval, CEQA documentation, Housing Element implementation, and public hearing support. Wyatt will support the technical execution of Exeter's current planning assignments, coordinate reviews with applicants, City staff, and outside agencies, respond to planning inquiries, and prepare clear, defensible hearing materials. He will work closely with Jeff as City Planner to maintain responsive communication and keep concurrent assignments on schedule.



DAWN MARPLE – ENVIRONMENTAL PLANNING SERVICES LEAD

B.S. City and Regional Planning, California Polytechnic State University, San Luis Obispo

Dawn will serve as the Environmental Planning Lead for the City of Exeter. She has extensive experience managing a variety of environmental documents, including complex environmental impact reports. Her specialty is navigating project needs to make sure deliverables meet the needs of the client while complying with CEQA, including coordination with reviewing agencies and management of technical subconsultants. Dawn has more than 23 years of experience supporting public agencies throughout the San Joaquin Valley. In addition to her work on environmental documents, Dawn serves as contract planning staff and works as an extension of city staff, including acting as City Planner for the City of Fowler and supporting planning assignments for other San Joaquin Valley communities. Her experience includes entitlement processing, applicant coordination, public counter support, staff reports, Planning Commission and City Council presentations, CEQA and NEPA documentation, General Plan implementation, and zoning review.

AVAILABILITY CHART

NAME	ROLE	% AVAILABLE FOR CITY OF EXETER [1]
Jeff O'Neal, AICP	Project Manager, City Planner, and Primary Contact / Administrative and Coordination Services Lead	20%
Sara Allinder, AICP	Principal-in-Charge / Long-Range Planning and Housing Element Implementation Lead	10-20%
Wyatt Czeshinski, AICP	Current Planning Lead	20%
Dawn Marple	Environmental Planning Services Lead	10%-20%

[1] Percentages based on number of hours we anticipate working on items under this contract on a 40-hour week basis. This percentage is flexible and will fluctuate based on the City's workload and specific project needs.

RELEVANT EXPERIENCE AND REFERENCES

P&P supports cities through ongoing contract planning assignments and task-specific planning services. In some communities, our planners serve as an extension of city staff for day-to-day planning functions. In others, we provide as-needed support for specific municipal planning, environmental planning, housing, code update, or special project assignments. P&P staff also have direct experience providing these services in Tulare County and nearby San Joaquin Valley communities, giving our team practical familiarity with the local development context and regional agency coordination needs. Several of the examples below include both on-call contract planning and task-specific support, which aligns with Exeter's need for flexible planning assistance based on workload, timing, and task-specific needs.

CONTRACT MUNICIPAL PLANNING SERVICES

CITY OF FOWLER – CONTRACT STAFFING PLANNING SERVICES

P&P serves as the Contract City Planner for the City of Fowler and largely functions as the City's Planning Department. P&P staff maintain a regular presence at City Hall two days per week to provide counter support, coordinate with City staff, and support the Community & Economic Development Department. Since 2016, P&P has processed entitlements and other planning-related applications, reviewed documents and submittals from outside agencies and consultants, and provided comments from the perspective of City staff. Since adoption of the City's 2040 General Plan in 2023, P&P has implemented General Plan policies, monitored progress, and prepared General Plan and Housing Element Annual Progress Reports. P&P works directly with the public, applicants, and City departments, and presents planning-related items to the Planning Commission, City Council, and Development Review Committee. Services also include preparation of ordinances, staff reports, resolutions, environmental documents, and grant writing support for planning and engineering projects.

Relevant Services: Current planning, environmental review, permit streamlining/customer service
Key Staff: Dawn Marple, Wyatt Czeshinski, Jeff O'Neal
Contract Start and End Dates: October 2016 – ongoing
Contract Value: $470,000

CITY OF PARLIER – CONTRACT STAFFING PLANNING SERVICES

P&P serves as the Contract Community Development Director for the City of Parlier and largely functions as the City's Planning Department. Since 2016, P&P has processed entitlements and other planning-related applications, reviewed documents and submittals from outside agencies and consultants, and provided comments from the perspective of City staff. P&P works directly with the public, applicants, and City departments, and presents planning-related items to the City Council. Services also include preparation of ordinances, staff reports, resolutions, and environmental documents.

Relevant Services: Current planning, environmental review, permit streamlining/customer service
Key Staff: Jeff O'Neal, Wyatt Czeshinski
Contract Start and End Dates: November 2016 – ongoing
Contract Value: $235,000

[1] Contract value is billed to date for fiscal year.

CITY OF PORTERVILLE – CONTRACT STAFFING AND ENVIRONMENTAL PLANNING SERVICES

P&P serves as Contract City Planner for the City of Porterville, providing quality control review, technical planning advice, application and submittal review, City Council and interdepartmental meeting support, and assistance with National Environmental Policy Act (NEPA) documentation for U.S. Department of Housing and Urban Development (HUD) projects. P&P participates in regular coordination meetings with City planning staff, provides direction on code and statutory requirements, reviews staff reports and resolutions, and supports more complex or controversial projects when additional senior planning assistance is needed.

P&P has also provided on-call environmental planning services to the City of Porterville since 2010 through task orders released by the City. Work has included CEQA and NEPA documentation for infrastructure projects such as basins, roads, pipelines, utilities, and parking lots. Services include coordination with City staff to understand project goals, deadlines, and complexities; preparation of biological surveys and reports; CEQA and NEPA notices; circulation of CEQA documents; and filing of notices and documents with the County Clerk.

Relevant Services: Current planning, environmental review
Key Staff: Jeff O'Neal
Contract Start and End Dates: January 2021 – Ongoing
Contract Value: $255,555

[2] Contract value is billed to date for fiscal year.

CITY OF MADERA – CONTRACT STAFFING PLANNING SERVICES

Since 2020, P&P has provided on-call planning and contract staffing support to the City of Madera as needed based on City workload and capacity. P&P primarily supports City staff with entitlement processing, helping relieve workload while maintaining consistency with City procedures and expectations. P&P has processed Site Plan Reviews, Conditional Use Permits (CUP), Tentative Maps, Rezones, General Plan Amendments, Annexations, and varying levels of CEQA analysis. Services include coordination with applicants during entitlement processing and preparation of staff reports, resolutions, and ordinances for Planning Commission and City Council consideration. P&P also attends Commission and Council meetings as needed to present items as a representative of City staff.

Relevant Services: Current planning, environmental review
Key Staff: Sara Allinder, Wyatt Czeshinski
Contract Start and End Dates: June 2020 – ongoing
Contract Value: $471,774

[3] Contract value is billed to date over the contract duration.

CITY OF KINGSBURG – CONTRACT STAFFING PLANNING SERVICES

P&P provides on-call planning services to the City of Kingsburg, including preparation of completeness letters, review of staff reports, review of preliminary applications for consistency with development standards and policies, and recommendations for project processing. P&P staff also attend Planning Commission and City Council hearings to support City staff as needed.

Relevant Services: Current planning, environmental review
Key Staff: Wyatt Czeshinski, Sara Allinder
Contract Start and End Dates: October 2024 – ongoing
Contract Value: $37,410

[4] Contract value is billed to date over the contract duration.

GENERAL PLAN AND HOUSING ELEMENTS

CITY OF FOWLER – COMPREHENSIVE GENERAL PLAN UPDATE AND ENVIRONMENTAL IMPACT REPORT

P&P prepared the City of Fowler's 2040 General Plan Update and associated Environmental Impact Report while also supporting the City from a staff perspective through its contract staffing role. The project included public workshops and engagement, coordination with residents, City staff, elected officials, review of State statutes, preparation of General Plan policy updates, buildout analysis, environmental review, and preparation of staff reports and resolutions for Planning Commission and City Council consideration. Through this effort, P&P established a growth management strategy that the City now implements through its General Plan, allowing the City to grow intentionally.

Relevant Services: Long-range planning, environmental review
Key Staff: Sara Allinder, Dawn Marple, Jeff O'Neal, Wyatt Czeshinski
Contract Start and End Dates: June 2017 – April 2023
Contract Value: $701,987

CITY OF KINGSBURG – FOCUSED GENERAL PLAN UPDATE

Adopted in February 2026, P&P prepared the City of Kingsburg's Focused General Plan Update, in order for the City's General Plan to meet new State legislative requirements related to health and safety, environmental justice, and other State-mandated planning topics. The updated General Plan also confirmed the community's vision for the future and created a more user-friendly planning document. Throughout this project, P&P staff worked closely with City staff and attended several public outreach events to engage the community during the planning process.

Relevant Services: Long-range planning
Key Staff: Sara Allinder
Contract Start and End Dates: January 2024 – March 2026
Contract Value: $260,000

CITY OF PORTERVILLE – PUBLIC HEALTH AND SAFETY ELEMENT UPDATE AND ENVIRONMENTAL JUSTICE ELEMENT

P&P updated the City of Porterville's General Plan for compliance with recent State legislation, including Senate Bill 379 and Senate Bill 1000 requirements related to climate adaptation and environmental justice. The work included a legislative compliance review, preparation of a vulnerability assessment, and a map-based analysis to support development of environmental justice policies. Through this effort, P&P translated evolving State requirements into focused General Plan updates and implementable policy tools for the City to use.

Relevant Services: Long-range planning
Key Staff: Sara Allinder
Contract Start and End Dates: August 2023 – September 2024
Contract Value: $119,848

FRESNO COUNCIL OF GOVERNMENTS – MULTI-JURISDICTIONAL HOUSING ELEMENT UPDATE

P&P provided project management services for the cities of Fowler, Parlier, and Mendota as part of a Multi-Jurisdictional Housing Element (MJHE) Update team. The MJHE was a regional update effort led by the Fresno Council of Governments in which 16 Fresno County jurisdictions participated. Regional goals and policies were developed and jointly adopted by all participating jurisdictions with local annexes prepared for and adopted by each jurisdiction individually. P&P worked directly with the jurisdictions and the California Department of Housing and Community Development (HCD) to draft local programs and actions for Fowler, Parlier, and Mendota; manage community engagement and public review; respond to comments; and support adoption and certification of the Housing Elements for these communities.

Relevant Services: Long-range planning, Housing Element implementation
Key Staff: Sara Allinder, Wyatt Czeshinski
Contract Start and End Dates: June 2022 – December 2024
Contract Value: $225,765

CITY OF KINGSBURG – 6TH CYCLE HOUSING ELEMENT AMENDMENT PROJECT

P&P worked on an amendment to the City of Kingsburg's adopted 6th Cycle Housing Element. The amendment was in response to public input regarding certain implementation programs included as part of the adopted Housing Element. Throughout the project, P&P worked closely with the City and HCD, incorporated public input received at public meetings, and amended the City's Housing Element in a manner that met State requirements while addressing public concerns.

Relevant Services: Long-range planning, Housing Element implementation
Key Staff: Wyatt Czeshinski, Sara Allinder
Contract Start and End Dates: April 2025 – December 2025
Contract Value: $45,000

ZONING CODE AND HOUSING PROGRAM IMPLEMENTATION

CITY OF PARLIER – COMPREHENSIVE ZONING AND SUBDIVISION ORDINANCE UPDATE

P&P is assisting the City of Parlier with a comprehensive update to its Zoning and Subdivision Ordinances. The update focuses on streamlining the development review process, clarifying standards and allowed uses, improving application and review procedures, and restructuring the ordinance into a more user-friendly document. The work also includes updates for consistency with recent housing legislation and the City's Housing Element programs and actions. P&P's work on these updates is aimed at modernizing local regulations while making them easier for staff, applicants, and the public to understand and apply.

Relevant Services: Long-range planning, Housing Element implementation
Key Staff: Jeff O'Neal, Sara Allinder, Wyatt Czeshinski
Contract Start and End Dates: November 2019 – May 2026
Contract Value: $147,000

CITY OF FOWLER – COMPREHENSIVE ZONING CODE UPDATE

P&P prepared a comprehensive update to the City's zoning code to modernize the code and align requirements with the recently adopted 2040 Fowler General Plan. The update focused on streamlining the development review process and ensuring compliance with recent housing legislation.

Relevant Services: Long-range planning, Housing Element implementation
Key Staff: Sara Allinder, Dawn Marple, Wyatt Czeshinski
Contract Start and End Dates: January 2020 – September 2024
Contract Value: $145,000

CITY OF MADERA – ZONING CODE AMENDMENTS FOR HOUSING PROGRAM IMPLEMENTATION

P&P worked with the City of Madera to update its zoning ordinance for consistency with State Housing Law, including an updated approach to Accessory Dwelling Unit (ADU) allowances. Updates were completed in a short timeframe to allow the City of Madera to maintain Housing Element certification. P&P prepared staff reports, resolutions, and ordinances for Planning Commission and City Council meetings and presented the item as a representative of City staff.

Relevant Services: Long-range planning, Housing Element implementation
Key Staff: Sara Allinder, Wyatt Czeshinski
Contract Start and End Dates: April 2020 – ongoing
Contract Value: $69,500

CITY OF MADERA – COMPREHENSIVE ZONING CODE UPDATE

Following the updates made to the City of Madera Zoning Code for Housing Program Implementation, P&P has continued to work with the City on a more comprehensive update to the Zoning Code to streamline development review procedures, identify clear requirements, and reorganize the document so it is easier to implement.

Relevant Services: Long-range planning
Key Staff: Sara Allinder, Wyatt Czeshinski
Contract Start and End Dates: April 2020 – ongoing
Contract Value: $90,000

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CLIENT REFERENCES

CITY OF MADERA

Will Tackett, Director of Community Development
(559) 661-5451 | wtackett@madera.gov
205 West 4th Street, Madera, CA 93637
Relevant Services: Current Planning, Environmental Review, Long-Range Planning, and Housing Element Implementation

CITY OF FOWLER

Matthew Flood, Community & Economic Development Director
(559) 834-3113 | mflood@ci.fowler.ca.us
128 South Fifth Street, Fowler, CA 93625
Relevant Services: Current Planning, Environmental Review, Permit Streamlining/ Customer Service, Long-Range Planning, and Housing Element Implementation

CITY OF PORTERVILLE

Luisa Zavala, Planning Manager
(559) 782-7499 | lzavala@ci.porterville.ca.us
291 N. Main Street, Porterville, CA 93257
Relevant Services: Current Planning, Environmental Review, and Long-Range Planning

CITY OF KINGSBURG

Holly Owen, Community Development Director
(209) 897-8333 | howen@cityofkingsburg-ca.gov
1401 Draper Street, Kingsburg, CA 93631
Relevant Services: Current Planning, Environmental Review, Long-Range Planning, and Housing Element Implementation

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PROPOSED APPROACH

Provost & Pritchard (P&P) will serve as an accessible, accountable extension of City staff, providing the day-to-day responsiveness of an in-house planning department with the added depth of a multidisciplinary consulting team. Our approach is tailored to Exeter's needs as a small, active community balancing development, housing requirements, economic vitality, and preservation of its established character.

Jeff O'Neal will serve as Project Manager, City Planner, and the City's primary point of contact. His demonstrated understanding of San Joaquin Valley planning practices, community priorities, and municipal operations will allow the team to begin work efficiently and provide recommendations that are practical for the City to implement. Jeff will be supported by Sara Allinder for long-range planning and Housing Element implementation, Wyatt Czeshinski for current planning, and by Dawn Marple for CEQA compliance, and other specialized assignments. This structure provides Exeter with clear accountability while ensuring the appropriate expertise is available for each task. Sara, Wyatt, and Dawn each have extensive experience in public hearing attendance and presentation, and are capable of providing public hearing support as needed.

P&P will function as the City's primary planning resource by:

- Responding to zoning, land use, development standard, and permitting questions
- Processing applications and coordinating development review
- Preparing environmental documentation, staff reports, findings, resolutions, ordinances, conditions of approval, notices, and hearing materials
- Attending applicant meetings, Planning Commission meetings, City Council meetings, and other proceedings as needed
- Coordinating with Public Works, Engineering, Building, Tulare County Association of Governments (TCAG), HCD, Caltrans, and other agencies
- Maintaining continuity across current planning, long-range planning, and administrative assignments

RESPONSIVE, FLEXIBLE DELIVERY OF CITY PLANNER SERVICES

P&P will provide City Planner services through primarily remote availability, with in-person attendance at meetings and hearings. Although it is anticipated that most work completed under the contract would be completed remotely, P&P's Visalia office provides local capacity for responsive in-person coordination when needed.

When reasonably feasible, urgent matters will receive same-business-day attention. Routine inquiries will generally be acknowledged within one business day, with a substantive response provided promptly based on the issue's complexity. When additional research or interdepartmental coordination is necessary, P&P will confirm the anticipated response date so City staff, applicants, and community members know what to expect.

MANAGEMENT OF CONCURRENT APPLICATIONS AND STATE MANDATES

P&P will maintain a proven tracking system for active permit applications, policy assignments, and statutory requirements. The system will identify the responsible planner, application status, outstanding information, review deadlines, hearing dates, and next action for each assignment.

Jeff will review priorities regularly with City staff based on statutory deadlines, hearing schedules, applicant dependencies, and community importance. Each application will have a designated lead planner responsible for advancing it from intake through final action. Early completeness review, concurrent departmental and agency coordination, and integration of CEQA requirements into the processing schedule will help reduce avoidable delays.

Time-sensitive State requirements—including Housing Element programs, Annual Progress Reports, zoning amendments, permit-streamlining legislation, and other planning and housing mandates—will be tracked on a compliance calendar. P&P will advise the City of required actions and deadlines and draw upon additional in-house resources when competing priorities require added capacity.



COMMUNITY ENGAGEMENT AND PUBLIC OUTREACH

For each Exeter assignment, P&P will tailor the outreach approach to the decision being made and the audiences affected. Methods may include stakeholder interviews, workshops, surveys, pop-up outreach at community events, and public hearings. Materials will explain technical issues in practical language and clearly identify legal requirements, technical constraints, and opportunities for meaningful public input. Comments will be documented and incorporated into recommendations, as appropriate.

COLLABORATION WITH OFFICIALS AND CITY STAFF

P&P will provide elected and appointed officials with objective analysis, clear options, and practical recommendations. A “no surprises” approach will keep the City Administrator and designated staff informed of emerging issues, schedule risks, applicant concerns, and matters requiring policy direction.

Before public meetings, P&P will coordinate with City staff to confirm recommendations, prepare clear and complete materials, and anticipate questions. At hearings and workshops, the team will present information clearly and provide neutral professional guidance while respecting the decision-making authority of the Planning Commission and City Council. Early coordination with City departments and outside agencies will also help identify infrastructure, access, utility, and implementation concerns before they become obstacles.

FEE SCHEDULE

The hourly rate for City Planner would be $185 for the initial contract term. All other P&P staff rates and reimbursable expenses would be based on P&P's 2026 Fee Schedule attached below. The rates outlined herein are effective for the period of January 1, 2026 through December 31, 2026. Such rates will be adjusted annually on January 1 of each subsequent year. Such adjustments shall me mutually agreed upon by the Client and Consultant and shall be reflective of then current market conditions.

STAFF TYPE	FEE RANGE
ENGINEERING	
Assistant Engineer	$128.00 – $156.00
Associate Engineer	$149.00 – $180.00
Senior Engineer	$188.00 – $225.00
Principal Engineer	$235.00 – $295.00
Associate Structural Engineer	$148.00 – $178.00
Senior Structural Engineer	$187.00 – $225.00
Principal Structural Engineer	$235.00 – $275.00
Assistant Electrical, I&C Engineer	$134.00 – $162.00
Associate Electrical, I&C Engineer	$170.00 – $200.00
Senior Electrical, I&C Engineer	$210.00 – $250.00
Principal Electrical, I&C Engineer	$260.00 – $300.00
SPECIALISTS	
Assistant Specialist	$107.00 – $127.00
Associate Specialist	$133.00 – $163.00
Senior Specialist	$170.00 – $208.00
Principal Specialist	$218.00 – $278.00
Assistant Biologist	$108.00 – $123.00
Associate Biologist	$128.00 – $155.00
Senior Biologist	$162.00 – $184.00
Principal Biologist	$192.00 – $232.00
Assistant Geologist/Hydrogeologist	$117.00 – $142.00
Associate Geologist/Hydrogeologist	$148.00 – $172.00
Senior Geologist/Hydrogeologist	$182.00 – $212.00
Principal Geologist/Hydrogeologist	$222.00 – $262.00
Principal Tunneling Consultant	$258.00 – $288.00
PLANNING	
Assistant Planner	$110.00 – $130.00
Associate Planner	$137.00 – $158.00
Senior Planner	$165.00 – $193.00
Principal Planner	$201.00 – $231.00

STAFF TYPE	FEE RANGE
TECHNICAL	
Assistant Technician	$96.00 – $113.00
Associate Technician	$120.00 – $144.00
Senior Technician	$150.00 – $178.00
CONSTRUCTION SERVICES	
Associate Construction Manager	$146.00 – $166.00
Senior Construction Manager	$173.00 – $197.00
Principal Construction Manager	$207.00 – $237.00
Construction Inspector (1)	$183.00 – $228.00
Construction Inspector OT (1)	$233.00 – $278.00
Construction Inspector Dbl OT (1)	$260.00 – $305.00
SUPPORT	
Administrative Assistant	$86.00 – $106.00
Project Administrator	$100.00 – $126.00
Senior Project Administrator	$134.00 – $216.00
Intern	$76.00 – $91.00
SURVEYING SERVICES	
Assistant Surveyor	$122.00 – $153.00
Licensed Surveyor	$173.00 – $213.00
1-Man Survey Crew	$215.00
1-Man Survey Crew (1)	$255.00
1-Man Survey Crew OT (1)	$280.00
2-Man Survey Crew	$335.00
2-Man Survey Crew (1)	$360.00
2-Man Survey Crew OT (1)	$380.00

(Field work not including survey equipment billed at individual standard rate plus vehicle as appropriate.)

(1) Prevailing wage rates shown for San Joaquin, Stanislaus, Merced, Madera, Fresno, Tulare, Kings, and Kern counties; other counties as quoted.

Additional Fees

Expert Witness/GIS Training:
As quoted.

Travel Time (for greater than one (1) hour from employee's base office):
$95/hour (unless the individual's rate is less)

Project Costs

Mileage: IRS value + 15%

Outside Consultants: Cost + 15%

Direct Costs: Cost + 15%

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INSURANCE REQUIREMENTS

P&P acknowledges the City's insurance requirements and, if selected, will provide evidence of the required coverage prior to contract execution. The City of Exeter will be named as an additional insured on all applicable policies.

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APPENDIX A
KEY PERSONNEL RESUMES

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Jeffrey O'Neal, AICP

Principal Planner

25 years of experience

Office Location: Clovis

PROVOST& PRITCHARD

EDUCATION

B.A. Geography, California State University, Fresno

REGISTRATION/CERTIFICATIONS

American Institute of Certified Planners #021890

AFFILIATIONS

American Planning Association (APA)

AREAS OF EXPERTISE

Municipal Planning

Environmental Compliance

Land Development Planning

LAFCo Procedures

Subdivision Map Act

PROFESSIONAL SUMMARY

Jeffrey O'Neal has more than 25 years of experience in the planning field. He currently serves as a Principal Planner focusing on municipal planning, environmental planning, and LAFCo processes. As a lifelong resident of the San Joaquin Valley, he has a vested interest in seeing that good planning practices and principles are a part of every project, and as a planner with both public and private sector experience, he understands the perspectives of developers and the local agencies they work with. He is an excellent communicator and an experienced project manager, working effectively to move projects forward while involving large groups of diverse interests. As part of his land use planning experience, Jeffrey has prepared, processed, and reviewed many documents of varying complexity pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). He has worked with Fresno, Kern, Madera, Tulare, Mariposa, and Colusa Local Agency Formation Commissions (LAFCo) on numerous occasions to facilitate annexations, annexation extensions, sphere of influence amendments, and municipal service reviews. He has been a member of the American Institute of Certified Planners since 2007. Jeffrey currently sits on the Board of Directors of the Central Section of the California Chapter of the American Planning Association as Legislation & Policy Coordinator.

RELEVANT EXPERIENCE

Ongoing Consulting Services, City of Porterville, Tulare County, California, Contract City Planner

Since 2021, Mr. O'Neal has served as the City Planner for Porterville on a contract basis. He currently has a standing weekly meeting with Planning staff to discuss new or ongoing projects, provide interpretations and direction about code and statutory provisions, and take on new tasks. Most weeks, the Planning Division conducts a Pre-Project Review Committee meeting and a Project Review Committee meeting, at which staff from all City departments convene to provide project comments and present those comments to project applicants. Mr. O'Neal participates in these regular meetings as well as standalone meetings with staff and developers regarding their projects. He advises staff on project processing and reviews staff reports, resolutions, and other attachments prior to their including in City Council agendas. He reviews all CEQA documents prepared by staff and consultants to help ensure compliance with environmental laws. For more complicated or controversial projects, he has a larger or primary role in document preparation and presents these projects to City Council. This has included projects such as the Laurelwood-Brookside (Lombardi) Subdivision, the Sierra Meadows 4 & 5 Project, and the Crestview Park Subdivision. He has assisted in the preparation of applications to the Tulare County Local Agency Formation Commission (LAFCo) and presented items to LAFCo to facilitate annexation. He advised the City regarding LAFCo processes for the Citrus Blossom project, which included preparation of a CEQA addendum and expansion of the City's sphere of influence. He has advised the city regarding numerous parcel maps and has sat in for the Zoning Administrator to lead the Parcel Map Committee at its public hearings. He has prepared and reviewed and edited numerous ordinance amendments and advised the

City on more obscure subjects such as cannabis permitting, alcoholic beverage licensing, accessory dwelling units, and urban lot splits. He has advised the City regarding its 6th-Cycle Housing Element and its Multi-Jurisdictional Local Hazard Mitigation Plan. He serves in an advisory role to the Community Development Director in matters related to the administration and interpretation of the Porterville Development Ordinance and State laws.

Ongoing Consulting Services, City of Mendota, Fresno County, California, Contract City Planner

Mr. O'Neal has been providing contract city planning services to the City of Mendota since 2008. These services have included reviewing and processing entitlement applications consistent with State planning and zoning law and applicable City codes, plans, and standards. His responsibilities have included providing front counter assistance to the public, coordinating with staff to implement the goals and policies of the General Plan, and preparing reports, resolutions, and ordinances for consideration by the Planning Commission and City Council. He attends meetings of the Commission and Council as needed to present items and respond to questions. He has prepared major ordinance updates affecting regulatory processes both as required by statutory changes as well as to expedite and simplify processing. Mr. O'Neal also assisted the City's consultants with preparation of the City's 2025 General Plan Update, adopted in 2009; the River Ranch Specific Plan, adopted in 2013; and the 5th-Cycle Fresno County Multi-Jurisdictional Housing Element, adopted in 2016. He is currently assisting the City with adoption of its 6th-Cycle Housing Element.

Ongoing Consulting Services, City of Parlier, Fresno County, California, Contract City Planner

Mr. O'Neal began serving as the City Planner for Parlier on a contract basis in November 2016. In December 2023, he was awarded a contract to serve as Community Development Director. His primary duties have included reviewing commercial, industrial, and residential development proposals; processing of tentative maps, parcel maps, and final maps; and review and updates to the City's development application process and fee structure. He has facilitated approval and operation of new national and local retailers and food service businesses and assisted the City Attorney with development of the City's cannabis control ordinance. He prepares or reviews all CEQA documents associated with public and private projects in the City. He is currently working with Community Development staff and other City consultants to streamline the City's development processes and fee structure. Mr. O'Neal attends meetings of the City Council to present project information and respond to questions that may arise regarding the City's development processes and related subjects.

Ongoing Consulting Services, City of Fowler, Fresno County, California, Contract City Planning

Since 2017, Mr. O'Neal has assisted the contract city planner for the City of Fowler as a special project consultant in matters related to subdivisions, application processing, environmental review, annexation, regulatory and statutory interpretation, and code enforcement. Projects have ranged from simple site plan review to major industrial development and annexation of newly mapped areas and school facilities.

City Planner, City of Dinuba, Tulare County, California

Mr. O'Neal was employed by the City of Dinuba from 2001-2004. This position required performing day-to-day planning services and providing front counter assistance to members of the public. Mr. O'Neal's responsibilities included processing land use applications and preparing ordinances, reports, and environmental documents. In addition, this required review of documents and submittals from other agencies and consultants and providing comments on the City's behalf. While employed at the City of Dinuba, Mr. O'Neal assisted in preparation of the Northwest Dinuba Specific Plan and prepared the City's 2004 Housing Element Update for certification by the California Department of Housing and Community Development. Mr. O'Neal assisted in the annexation of approximately 384 acres to the northwest of the City. This area included an existing subdivision that had been developed in Tulare County, and for which the City had proposed to install new water, wastewater, and lighting infrastructure, along with new sidewalks, curbs, and gutters. The proposal also required the expansion of the City's sphere of influence by approximately 160 acres and resulted in development of a new Tulare County LAFCo policy allowing minor sphere of influence amendments to proceed under certain circumstances without preparation of a new municipal service review. Project challenges included overcoming County residents' concerns about annexation as well as logistical hurdles related to annexation law and the Williamson Act.



Sara Allinder, AICP

Principal Planner

27 years of experience

Office Location: Clovis

PROVOST& PRITCHARD

EDUCATION

Master of City and Regional Planning, Emphasis in Land Use Planning, California Polytechnic State University, San Luis Obispo

B.A. Liberal Arts, Environmental Science, Minor Emphasis: English, University of California, Riverside

REGISTRATION/CERTIFICATIONS

American Institute of Certified Planners #018445

AFFILIATIONS

American Planning Association (APA)

AREAS OF EXPERTISE

Entitlement Applications

General Plans

Annexations

Contract Staffing

Subdivision Ordinances

Zoning Ordinances

Strategic Implementation Plans

Environmental Review

PROFESSIONAL SUMMARY

Sara Allinder has more than 27 years of professional experience, currently serving as Principal Planner. Throughout her career, she has actively participated in and led the development of multiple general plans and development code updates. Sara has also provided contract staffing services for numerous local planning agencies and understands how the policies and regulations outlined in general plans and zoning codes are implemented in day-to-day operations at the counter.

RELEVANT EXPERIENCE

General Plan Update, City of Fowler, Fresno County, California, Project Director

Ms. Allinder oversaw a comprehensive update to the City of Fowler's General Plan, which was the first comprehensive update to the City's General Plan in forty years. The update included expansion of the City's planning area by about 750 acres and addressed all recent legislative requirements for general plans, including environmental justice and climate adaptation. The General Plan was adopted in April 2023. A Program EIR was also prepared and certified for the adopted General Plan.

Zoning Ordinance Update, City of Fowler, Fresno County, California, Project Manager

Ms. Allinder managed a comprehensive update to the City of Fowler's Zoning Code. The update focused on streamlining the development review process and ensuring compliance with recent housing legislation and the City's Housing Element. One objective of the comprehensive update was to produce a Code that is better organized and easier to understand, which will in turn make it easier to design and propose projects consistent with the City's growth and development goals.

Contract Staffing, City of Madera, Madera County, California, Project Manager

Ms. Allinder provides staff support, primarily on current planning projects, for the City of Madera. Her duties include project management of various entitlement requests, preparation and review of project analyses, reports, and the associated environmental documents, and presentations to the Planning Commission. She also manages Provost & Pritchard staff planners assigned to work in the City of Madera providing both off-site contract staffing support.

Focused General Plan Update, City of Porterville, Tulare County, California, Project Manager

Ms. Allinder is managing an update to the City of Porterville General Plan. The project is focused on bringing the General Plan into compliance with recent State legislation, including climate adaptation and environmental justice. The effort includes preparing a vulnerability assessment as well as conducting a mapping analysis to evaluate access to opportunities or facilities

across the community, such as healthy food, parks, and public transit. The focused General Plan update will result in amendments to the existing Public Health and Safety element and the adoption of a new Environmental Justice element.

Zoning and Subdivision Ordinance Update, City of Parlier, Fresno County, California, Project Manager

Ms. Allinder is managing a comprehensive update to the City of Parlier's Zoning and Subdivision Ordinances. The update to the Zoning Ordinance will focus on streamlining the development review process and ensuring compliance with recent housing legislation and the City's Housing Element. One objective of the Zoning and Subdivision Ordinance updates is to produce regulations that are better organized and easier to understand, which will in turn make it easier to design and propose projects consistent with the City's growth and development goals.

Liberty Groves Specific Plan, County of Madera, Madera County, California, Planner

The Liberty Groves Specific Plan project is a proposed 1,344-acre master-planned, mixed-use community. Liberty Groves proposes a diverse mixture of residential, commercial, office/light industrial, recreational, and other necessary services and community amenities. Provost & Pritchard has been actively involved in the development of the project since 2009, beginning with an initial Environmental Site Assessment (ESA) and continuing through the completion of a Water Supply Assessment Report (WSA) and other related studies. Recently, Provost & Pritchard has been preparing an Area Plan and a Specific Plan, including the infrastructure master plans for water, wastewater, storm drainage, and roads. Tasks included a performance of a hydrologic analysis of three streams using HEC-HMS to determine 200-year flood peaks. The work also included a review of past hydrologic studies, and recommendations to improve the accuracy of peak flow estimates.

Zoning Ordinance Updates for Housing Element Compliance, City of Parlier, Fresno County, California, Project Manager

Ms. Allinder is coordinating required updates to the City of Parlier Zoning Ordinance for consistency with the Housing Element

Transit Station Specific Plan, Placeworks, County of Madera, Madera County, California, Project Manager

Ms. Allinder is providing technical support for the Madera Transit Station Specific Plan through review and analysis of water, wastewater, and storm drainage utilities in the area. The analysis will provide demand and service considerations for the preferred land use plan, including a water supply assessment that will be used to support the project's CEQA analysis.

General Plan Update, City of Modesto, Stanislaus County, California, Assistant Project Manager

Ms. Allinder is currently assisting with a comprehensive update to the City of Modesto's General Plan. This is the first comprehensive update to the City's General Plan in nearly twenty years. The outreach program implements an ambassador-focused outreach effort designed to engage all members of the community, including those that have not traditionally participated in the past. The update will address all recent legislative updates to the requirements for general plans as well as respond to issues identified during outreach. The General Plan Update effort is also being coordinated with the City of Modesto's Housing Plan and 6th Cycle Housing Element.

Safe Routes to School Master Plan, City of Mendota, Fresno County, California, Project Manager

The City of Mendota was awarded a Caltrans Active Transportation Program grant to prepare a Safe Routes to School Master Plan. The Plan identifies existing safety concerns through a review of collision data and outreach activities coordinated through the school district and with the community. A number of physical improvements and programs are recommended to address the identified concerns. The Plan not only guides the City in implementing future safe routes to school projects, it also positions the City to procure additional grant funding for transportation activities in Mendota. Ms. Allinder led the effort, which included design of the outreach effort, preparation of site audits for each school's site, and design of the implementation program for recommended improvements and programs.

General Plan Strategic Implementation Work Plan, County of Mariposa, Mariposa County, California, Assistant Project Manager

Ms. Allinder worked to identify and prioritize primary work tasks for the effective implementation of the existing General Plan. The work plan included the development of preliminary scopes of work for primary work tasks, including anticipated project duration, budget, level of community engagement, and level of CEQA review. The Mariposa County General Plan Strategic Implementation Work Plan received the APA Central Section Best Practice Award for 2018.



Wyatt Czeshinski, AICP

Senior Planner

6 years of experience

Office Location: Clovis

PROVOST& PRITCHARD

EDUCATION

M.A. Public Administration: Urban Planning, Liberty University

B.A. Geography (Planning Concentration), Minor Emphasis: Geographic Information Systems, University of Wisconsin-Parkside

B.A. Economics, University of Wisconsin-Parkside

AREAS OF EXPERTISE

Contract Staffing

Municipal Planning

Long-range Planning

CEQA/NEPA

CalEEMod Emissions Modeling

REGISTRATION/CERTIFICATIONS

American Institute of Certified Planners #36699

AFFILIATIONS

Association of Environmental Professionals

American Planning Association

Association of Environmental Professionals Central Valley Chapter Board Member (2023-present)

PROFESSIONAL SUMMARY

Wyatt Czeshinski has nearly six years of professional experience, currently serving as Senior Planner. He has experience in contract staffing through the preparation of municipal codes, processing of site plan reviews, use permits, and other land use entitlements, drafting of CEQA documents, updating of general plans, writing of staff reports, and drafting of resolutions and ordinances for various types of projects, including wastewater, agricultural, flood control, commercial, and residential projects.

RELEVANT EXPERIENCE

Contract Staff Planning, City of Fowler, Fresno County, California, Assistant City Planner

Mr. Czeshinski has worked closely with the City of Fowler Planning Department under a contract staff planner position, sitting in the City of Fowler once a week and serving as the Assistant City Planner. Mr. Czeshinski has worked on a various number of projects ranging from the processing of entitlements for subdivisions, apartment complexes, commercial developments, churches, gas stations, rezones, general plan amendments, parcel maps, and lot line adjustments as well as the drafting of CEQA documents for projects that required environmental analysis to be completed. Mr. Czeshinski has drafted a number of staff reports, resolutions, and ordinances for presentation before the City of Fowler Planning Commission and City Council.

Contract Staff Planning, City of Parlier, Fresno County, California, City Planner

Mr. Czeshinski has worked closely with the City of Parlier Planning Department as the contract City Planner, primarily in a supporting role to the Community Development Director. Mr. Czeshinski has worked on a various number of projects ranging from the processing of entitlements for subdivisions, restaurants, smoke shops, cannabis facilities, gas stations, tentative parcel maps, annexations, as well as the drafting of CEQA documents for projects that required environmental analysis to be completed. In addition, Mr. Czeshinski has drafted and presented a zoning text amendment to the Parlier City Council. He has also completed Annual Housing Progress Reports for the City that have required an update to the City's Housing Element. Mr. Czeshinski has drafted a number of staff reports, resolutions, and ordinances for presentation before the City of Parlier City Council.

Contract Staff Planning, City of Madera, Madera County, California, Contract Staff Planner

Mr. Czeshinski has worked closely with the City of Madera Planning Department under a contract staff planner position. Mr. Czeshinski has worked on a various number of projects ranging from the processing of entitlements for subdivisions, apartment complexes, restaurants, coffee shops, gas stations, rezones, general plan amendments and lot line adjustments as well as the drafting of CEQA documents for projects that required environmental analysis to be completed. Mr. Czeshinski has drafted a number of staff reports, resolutions, and condition of approval documents for presentation before the City of Madera Planning Commission and City Council.

Contract Staff Planning, City of Kingsburg, Fresno County, California, Contract Staff Planner

Mr. Czeshinski has worked closely with the City of Kingsburg Planning Department under a contract staff planner position. Mr. Czeshinski has worked several CEQA document for the City, as well as a zoning code update and an amendment to the City's adopted Housing Element.

Contract Staff Planning, City of Mendota, Fresno County, California, Contract Staff Planner

Mr. Czeshinski has worked closely with the City of Mendota Planning Department under a contract staff planner position. Mr. Czeshinski has worked on a various number of land use projects ranging from the processing of entitlements for cannabis facilities, and annexations and has presented these projects before the City's Planning Commission and City Council. Mr. Czeshinski has also completed an Annual Housing Progress Reports for the City.

6th Cycle Housing Element Update, City of Mendota, Fresno County, California, Writer

As a part of the Fresno County Multi-Jurisdictional Housing Element Update, Mr. Czeshinski served as the lead writer for the City of Mendota's 6th Cycle Housing Element. As a part of this effort, Mr. Czeshinski worked closely with the City of Mendota and stakeholders in the community, giving a presentation to a group of stakeholders in November of 2022. The 6th Cycle Housing Element process is currently underway and actively being worked on by Mr. Czeshinski. As a part of this project, Mr. Czeshinski has gained knowledge of the housing laws within the state.

Zoning Code Update, City of Fowler, Fresno County, California, Writer

City of Fowler is in the process of updating its zoning code and subdivision ordinance. The update will focus on streamlining the development review process and ensuring compliance with recent housing legislation and the City's Housing Element. One objective of the comprehensive update is to produce a Code that is better organized and easier to understand, which will in turn make it easier to design and propose projects consistent with the City's growth and development goals.

General Plan EIR, City of Fowler, Fresno County, California, Lead Writer

The City of Fowler adopted a new General Plan and EIR in April of 2023. As a part of this effort, Mr. Czeshinski served as the lead writer for the EIR, requiring research of the area and potential environmental impacts on a city-wide scale, including a variety of land uses. The Project required the development of a CEQA document on a programmatic level, considering all aspects within the City and its planned future development.

Development Code Update, City of Porterville, Tulare County, California, Writer

The City of Porterville is in the process of updating its development code. As a part of this effort, Mr. Czeshinski drafted a new version of the City's subdivision ordinance for review by the City of Porterville. Updating the City's subdivision ordinance will allow it to take a more streamlined approach to content within the City's development code and better align it with State law.

General Plan Update, City of Clovis, Fresno County, California, Reviewer

The City of Clovis has initiated an update to its General Plan. As part of this effort, Mr. Czeshinski worked with a team to prepare an Existing Conditions Report to review the City's existing water, wastewater, and storm drainage systems and identify key considerations for future development and buildout.

Flood Capture Basin, Sentinel Butte Mutual Water Company, Tulare County, California, Writer

Sentinel Butte Mutual Water Company proposed the expansion of an existing storm drainage basin near the City of Woodlake in eastern Tulare County. As a part of the environmental analysis of this action, Mr. Czeshinski provided an air quality analysis that would result in project construction and operational activities.



Dawn Marple

Principal Planner

23 years of experience

Office Location: Visalia

PROVOST& PRITCHARD

EDUCATION

B.S. City and Regional Planning, Minor Emphasis: Sustainable Environments, California Polytechnic State University, San Luis Obispo

AFFILIATIONS

American Planning Association (APA)

Association of Environmental Professionals (AEP)

AREAS OF EXPERTISE

CEQA/NEPA Documentation

Project Management

Environmental Compliance and Permitting

Entitlement Processing

California Department of Water Resources

Municipal Planning

General Plans

PROFESSIONAL SUMMARY

Dawn Marple has more than 23 years of professional experience, currently serving as Principal Planner. She has worked for and with multiple public agencies throughout the San Joaquin Valley. This includes the cities of Fowler, Tulare, Fresno, Visalia and Wasco and for the counties of Tulare, Kern, Kings and Fresno. Her experience includes preparing and reviewing all levels of environmental documents in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). In addition, she has extensive experience with general plan updates and entitlement processing. Dawn has a consistent history of providing quality service for her clients while completing projects on time and within budget.

RELEVANT EXPERIENCE

On-Call Planning Services, City of Fowler, Fresno County, California, Project Manager/Lead Planner

Since 2016, Ms. Marple is the acting as City Planner for the City of Fowler. This project involves being present at the City 1-2 days a week as well as reviewing documents and submittals from other agencies and consultants and providing comments from staff's perspective. Additionally, Ms. Marple is responsible for Planning Division staff presentations to the Planning Commission and City Council. The project also includes the preparation of ordinances, reports, and environmental documents as an extension of city staff.

On-Call Planning Services, City of Porterville, Tulare County, California, Project Manager/Lead Planner

Since 2007, the City of Porterville has utilized Provost & Pritchard as an extension of staff. Ms. Marple has completed entitlement processing for the City as well as environmental compliance documentation for various projects. Ms. Marple has been the Project Manager of this project since 2013.

On-Call Planning Services, City of Tulare, Tulare County, California, Planner

Ms. Marple acted as an extension of City staff for the City of Tulare's Community Development Department, which included the processing of entitlements and providing over-the-counter assistance to the public. She provided information and guidance on the Zoning Ordinance; General Plan; allowed uses; setback, height, and signage requirements; and applications and fees. Additionally, she reviewed applications for completeness. This project involved being on-site to assist the public with planning-related questions and processes a minimum of three days a week.

Consulting Services, City of Visalia, Tulare County, California, Project Manager

As an extension of City of Visalia's staff, Ms. Marple completed Level of Environmental Review Determinations, including flood maps and hazardous waste verification statements to facilitate acquisition of various properties by the City of Visalia's Housing and Economic Development Department.

East Side Regional Park and Recharge Basin, City of Visalia, Tulare County, California, Environmental Project Manager

Ms. Marple has led a team in the preparation of an EIR. The EIR's technical studies were prepared at a Federal level allowing for the City to seek grant funding from both state and Federal agencies. The EIR was prepared as part of the design of a regional park and recharge basin project for the City of Visalia. The project is situated on 280 acres of city-owned property on the eastside of Visalia. The scope of work included developing a master plan design for the park and public outreach meetings to gain feedback from the community. The EIR identified significant and unavoidable environmental impacts to agriculture and transportation.

Groundwater Recharge Basin, Tulare Irrigation District, Tulare County, California, Environmental Project Manager

As the environmental project manager, Ms. Marple directed and oversaw the completion of a joint NEPA Environmental Assessment/CEQA IS/MND for the construction and operation of an 80-acre groundwater recharge basin. The United States Bureau of Reclamation, as the funding agency, was the Federal Lead Agency, and Tulare Irrigation District was the local CEQA Lead Agency. The project would contribute to achieving the Water Management Goal of the San Joaquin River Restoration Program (SJRRP) Settlement Agreement by reducing, avoiding, or offsetting the quantity of expected water supply impacts to Friant Division long-term contractors. Ms. Marple worked diligently with Reclamation to ensure that the joint document analyzed the potential environmental impacts associated with the proposed action/project and that the Settling Parties of the SJRRP were satisfied with the environmental review. Several environmental commitments and mitigation measures were implemented to ensure that the project would not result in adverse impacts to the environment.

District In-Lieu Groundwater Recharge, Porterville Irrigation District, Tulare County, California, Environmental Project Manager

Ms. Marple is currently serving as the environmental project manager for the completion of a joint CEQA/NEPA document with the Porterville Irrigation District acting as the CEQA lead agency and the United States Bureau of Reclamation (USBR) acting as the NEPA lead agency. The District is proposing to build two new distribution facilities for distribution of currently allocated surface water supplies in areas within the District that currently do not have infrastructure to receive surface water deliveries. The project would also allow the District to capture additional wet-year water supplies, when available, and help offset water supply impacts caused by the San Joaquin River Restoration Settlement. Ms. Marple worked closely with USBR in satisfying the review of the San Joaquin River Restoration Program Implementing Agencies: USBR, the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, the California Department of Water Resources, and the California Department of Fish and Wildlife.

Environmental Compliance Documentation, Vesting Tentative Tract Map Nos. 6201 and 6235, City of Fresno, Fresno County, California, Project Manager

Ms. Marple acted as the Project Manager for the preparation of an IS/MND on behalf of the City of Fresno (City) to address the environmental effects of Rezone Application No. P19-00801, Annexation Application No. P19-00843, Planned Development Permit Application No. P19-00846, and Vesting Tentative Tract Map Nos. 6201 and 6235 pertaining to ±125 acres of property located on the east side of North Armstrong Avenue between East Clinton and East Olive Avenues in the City of Fresno, CA, Fresno County. The project impact addressed in the environmental document included traffic, air quality, biological and cultural resources.

Environmental Compliance Documentation, City of Tehachapi, Kern County, California, Project Manager

Ms. Marple prepared an Initial Study/Mitigated Negative Declaration (IS/MND) on behalf of the City of Tehachapi to address the environmental effects of The Address at Tehachapi - Planned Development Subdivision (Tentative Tract 7374/Planned Development No. 2019-02) pertaining to approximately 57 acres of property located at the northeast corner of Tucker Road and Highline road in the City of Tehachapi, CA, Kern County (Assessor's Parcel Numbers (APNs) 417-011-14 and 417-011-15). The Address at Tehachapi, LLC (Developer) proposed to construct 234 single-family residential lots.

Solar Photovoltaic Electrical Generation Facility, Confidential Client, Tulare County, California, Project Manager

Ms. Marple was responsible for creating a mitigated negative declaration (MND) and mitigation monitoring plan for a special use permit to allow the construction and operation of a 4-MW solar photovoltaic electrical generation facility on a 14.6-acre portion of 16-acre parcel located in the AE-20 Zone in Tulare County, southeast of Orosi.

APPENDIX C
PROPOSER ACKNOWLEDGMENT

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Proposer Acknowledgment

By submitting a proposal in response to this RFP, the proposer acknowledges and agrees to the following:

1. The proposer has read and understands all provisions of this RFP and any issued addenda.
2. The proposal is submitted in good faith and all information provided is accurate and complete.
3. The proposer understands that the City is not obligated to select any proposal or award any contract.
4. The proposer agrees to be bound by all terms and conditions set forth in this RFP if selected.

Authorized Signature 	Date August 24, 2026
Printed Name and Title Sara Allinder, Principal-in-Charge	Firm Name Provost & Pritchard Consulting Group
Address / Email / Phone 455 W. Fir Ave, Clovis, CA 93611 | sallinder@ppeng.com | (559) 449-2700	

— End of Request for Proposals —

Agenda Item Staff Report

Agenda Item Number: **I.7.**

For action by:
☒City Council

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

Review:
City Administrator
(Initials Required)

J.R.

Meeting Date:
October 27, 2026

Wording for Agenda:
Award of Contract for Website Redesign, Content Management System (CMS), Hosting, and Accessibility Compliance Services (RFP No. 2026-05) to Revize Government Websites.

Submitting Department:
Administration

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

Department Recommendation:
Staff recommends that the City Council:

- Award the contract for RFP No. 2026-05 to Revize Government Websites as the firm determined to provide the best overall value and solution for the City's website needs; and
- Authorize the City Administrator to negotiate and execute a Professional Services Agreement with Revize Government Websites, subject to final approval as to form by the City Attorney.

Background & Summary:
The City of Exeter's website serves as a primary communication tool for residents, businesses, visitors, and other members of the public, providing access to City Council agendas and minutes, public notices, employment opportunities, departmental information, forms, applications, and other essential municipal services. As the City's online communication needs continue to evolve, it is important that the website remain accessible, secure, user-friendly, and is to maintain.

On August 11, 2026, the City Council authorized staff to release Request for Proposals (RFP) No. 2026-05 for Website Redesign, Content Management System (CMS), Hosting, and Accessibility

Compliance Services, with an approved project budget of $30,000. The RFP was released on August 17, 2026, with proposals due September 18, 2026.

The purpose of the RFP was to identify a qualified firm to redesign and modernize the City's website, improve navigation and accessibility, enhance cybersecurity, and provide a user-friendly content management system that allows City staff to efficiently maintain website information. The scope of services also included content migration, secure hosting, ongoing maintenance, accessibility monitoring, staff training, and technical support.

The City received significant interest in the project, with a total of 33 proposals submitted in response to the RFP. Following the submission deadline, staff conducted a comprehensive review and evaluation of the proposals based on the criteria established in the RFP, including municipal website experience, website design and functionality, technical capabilities, accessibility compliance, project approach, training, and overall cost.

Based on the initial evaluation, staff narrowed the proposals to three finalists: CivicPlus, Revize, and Muniweb. Each firm was invited to participate in a demonstration of its proposed website platform and content management system. These demonstrations provided staff with an opportunity to evaluate the functionality and ease of use of each system, review available features and accessibility tools, and ask questions regarding implementation, training, and ongoing technical support.

Following the demonstrations and further consideration of each firm's proposal, staff determined that Revize offered the best overall solution for the City of Exeter, based on its combination of municipal website experience, functionality, user-friendly content management system, accessibility services, ongoing support, and competitive pricing.

Revize specializes in government website design and content management systems and has experience serving municipalities throughout the United States, including several California cities. Its proposed platform includes a modern, mobile-responsive website with improved navigation, search functionality, online forms, news and event modules, and other features intended to improve public access to City information and services.

Revize submitted a proposed one-time website design and implementation cost of $28,600, which falls within the City's approved $30,000 project budget. The firm's completed cost proposal also identifies annual recurring costs of $8,900 for hosting, software licensing, maintenance, technical support, and accessibility monitoring, subject to confirmation in the final agreement.

While each of the three finalists presented capable municipal website solutions, staff concluded that Revize provides the most favorable combination of services, functionality, support, and overall value for the City's needs and available resources.

For these reasons, staff recommends that the City Council award RFP No. 2026-05 to Revize Government Websites and authorize the City Administrator to negotiate and execute a Professional Services Agreement, subject to final approval as to form by the City Attorney.

Fiscal Impact:

The City Council previously authorized a project budget of $30,000 for the website redesign project. Revize submitted a proposed one-time website design and implementation cost of $28,600, which falls within the City's approved project budget. The implementation cost will be funded from the Measure P, Water and Sewer Funds.

The firm's completed cost proposal also identifies an annual recurring cost of $8,900 for website hosting, software licensing, maintenance, technical support, and accessibility monitoring. The proposal identifies a 4% annual cost escalation and an hourly rate of $175 for additional services outside the agreed scope. The annual recurring cost for FY 2027/28 will be funded from General Government, Water and Sewer operating budgets.

Any additional services or optional features not included in the approved scope would require separate authorization and funding, as applicable.

Prior City Council Actions:

August 11, 2026: The City Council authorized the release of RFP No. 2026-05 for Website Redesign, Content Management System (CMS), Hosting, and Accessibility Compliance Services, with a project budget of $30,000.

Attachments:

- RFP No. 2026-05
- Revize Proposal
- Revize Completed Appendices A and B
- DRAFT Agreement

Recommended motion to be made by the City Council:

I move to award RFP No. 2026-05 for Website Redesign, Content Management System (CMS), Hosting, and Accessibility Compliance Services to Revize Government Websites and authorize the City Administrator to negotiate and execute a Professional Services Agreement, subject to final approval as to form by the City Attorney and the approved project budget.

CITY OF EXETER

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSAL (RFP) NO. 2026-05

WEBSITE REDESIGN, CONTENT MANAGEMENT SYSTEM (CMS), HOSTING, AND ACCESSIBILITY COMPLIANCE SERVICES

1. Introduction:

The City of Exeter invites qualified firms to submit proposals for the design, development, implementation, hosting, maintenance, and ongoing support of a new municipal website. The selected vendor shall provide a modern, secure, mobile-responsive website that complies with current ADA accessibility requirements and industry best practices.

2. City Background:

The City of Exeter is a full-service municipality in Tulare County, California, serving a population of approximately 10,321 residents. The City's website is a primary communication tool for residents, businesses, and visitors.

3. Project Objectives:

- Modernize the City's website.
- Improve navigation and search.
- Meet WCAG 2.1 AA accessibility requirements.
- Provide an easy-to-use CMS.
- Migrate existing content.
- Improve cybersecurity.
- Provide ongoing hosting, maintenance, and support.

4. Scope of Services:

The selected consultant shall provide:

- Website discovery and planning
- Custom design
- Content migration
- Responsive/mobile design
- ADA accessibility review and monitoring
- Hosting
- Security updates
- Staff training
- Warranty and ongoing support
- Analytics
- Search functionality
- Emergency alert banner
- Calendar
- News module
- Online forms

- Staff directory
- Agenda and meeting integration
- Social media integration

5. Minimum Technical Requirements

- WCAG 2.1 Level AA compliant
- Secure cloud hosting
- SSL certificate
- Daily backups
- Role-based permissions
- Unlimited staff editors
- Unlimited webpages
- PDF accessibility tools
- Broken link monitoring
- Spanish translation capability
- 99.9% uptime SLA

6. Vendor Qualifications

Demonstrated experience with California municipal government websites, at least five comparable projects completed within the past five years, and three client references.

7. Proposal Contents

Include:

1. Cover Letter
2. Company Profile
3. Project Team
4. Relevant Experience
5. Technical Approach
6. Implementation Schedule
7. Training Plan
8. Support Plan
9. Cost Proposal
10. References

8. Evaluation Criteria

Evaluation Criteria	Maximum Points
Qualifications and Experience with Municipal Website Projects	20
Proposed Website Design, User Experience, and Functionality	20
Technical Capabilities, CMS Features, and Security	20
ADA Accessibility Compliance and Ongoing Accessibility Services	15
Project Approach, Implementation Schedule, and Training	10
Cost Proposal and Overall Value	15
Total Possible Points	**100**

9. Tentative Schedule

The City reserves the right to modify this schedule as necessary. Any changes will be communicated through an addendum to the Request for Proposals.

Milestone	Date
RFP Released	August 17, 2026
Deadline for Questions	August 28, 2026, by 5:00 p.m.
Responses to Questions Posted	September 4, 2026
Proposal Submission Deadline	September 18, 2026, by 4:00 p.m.
Proposal Evaluation Period	September 18 – September 25, 2026
Optional Vendor Interviews/Demonstrations	Week of September 28, 2026
City Council Consideration of Contract Award	October 13, 2026

Milestone	Date
Project Kickoff	October 2026
Target Website Launch	January – March 2027

10. Proposal Submission Requirements

Proposals must be received no later than **4:00 p.m. (Pacific Time) on Friday, September 18, 2026**.

The City will only accept proposals submitted electronically via email. Paper copies, fax submissions, or proposals delivered by any other method will not be accepted.

Proposals shall be submitted in PDF format and emailed to:

Francesca Nevarez
City Clerk/Human Resources Manager
City of Exeter
Email: **fquintana@exetercityhall.com**

The subject line of the email shall read:

"RFP No. 26-05 – Website Redesign, Content Management System (CMS), Hosting, and Accessibility Compliance Services"

It is the sole responsibility of the proposer to ensure that the proposal is received by the City prior to the stated deadline. Proposals received after the deadline, regardless of the reason, may be deemed non-responsive and may not be considered.

Proposers are encouraged to submit their proposals sufficiently in advance of the deadline to avoid transmission delays or technical issues. The City is not responsible for delayed, incomplete, corrupted, or undeliverable email transmissions.

Following the proposal deadline, the City will review submissions for completeness and responsiveness in accordance with the requirements of this RFP. The City reserves the right to request clarifications or additional information from proposers as part of the evaluation process.

11. Questions Regarding the RFP

All questions regarding this Request for Proposals shall be submitted in writing by email no later than **5:00 p.m. (Pacific Time) on Friday, August 28, 2026**.

Questions shall be directed to:

Francesca Nevarez
City Clerk/Human Resources Manager
Email: **fquintana@exetercityhall.com**

12. RFP Availability and Addenda

This Request for Proposals (RFP), together with all associated documents, exhibits, appendices, and any future addenda, will be available exclusively through the following locations:

- City of Exeter – Bid Opportunities and Requests for Proposals
- BidNet Direct – City of Exeter Procurement Portal

It is the responsibility of each prospective proposer to regularly monitor these websites for the issuance of addenda, updates, responses to questions, or other information related to this RFP. The City will not be responsible for notifying individual firms of changes or revisions issued through an addendum.

Only written addenda issued by the City of Exeter shall modify the requirements of this RFP. Oral statements, interpretations, or representations made by City staff or others shall not be binding.

13. Contract Terms and Conditions

The following terms and conditions apply to this Request for Proposals (RFP) and any resulting agreement:

- The selected proposer will be required to enter into the City of Exeter's standard Professional Services Agreement prior to the commencement of any work. A copy of the agreement is attached as **Appendix A**. Proposers shall identify any requested exceptions or proposed modifications to the agreement within their proposal.
- The term of the agreement, including any renewal or extension options, will be negotiated with the selected proposer and approved by the City Council as part of the contract award.
- The selected proposer shall maintain all insurance coverage required by the Professional Services Agreement throughout the duration of the contract.
- This RFP and any resulting agreement are subject to the California Public Records Act (Government Code section 7920.000 et seq.). Proposals submitted in response to this

RFP may become public records following the completion of the procurement process, except for information that is exempt from disclosure under applicable law.

- The City reserves the right to reject any or all proposals, waive any informalities or irregularities, request clarification of proposals, negotiate with one or more proposers, or cancel this RFP at any time if it is determined to be in the City's best interest.
- The City shall not be responsible for any costs incurred by proposers in the preparation, submission, presentation, or negotiation of proposals submitted in response to this RFP.
- Issuance of this RFP does not obligate the City to award a contract or expend any funds. Any contract resulting from this solicitation shall become effective only upon approval by the City Council and execution by all authorized parties.

14. Insurance

The selected firm will be required to provide evidence of the following insurance coverage prior to contract execution:

- Commercial General Liability: $1,000,000 per occurrence, $2,000,000 general aggregate (per project or location), and $1,000,000 products and completed operations aggregate
- Professional Liability (Errors & Omissions): $2,000,000 per claim and in the aggregate
- Business Automobile Liability: $1,000,000 each accident
- Workers' Compensation as required by California law and Employer’s Liability: $1,000,000 each accident or disease
- Cyber Liability: $2,000,000 per claim

The City of Exeter shall be named as an additional insured on all applicable policies

The comprehensive insurance requirements are included in the Contract Services Agreement, attached hereto and made a part hereof.

15. General Conditions

The City reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with the highest-ranked proposer, or cancel the solicitation at any time.

16: Appendices

The following appendices are attached to and incorporated into this Request for Proposals (RFP):

1. Appendix A: City of Exeter Standard Professional Services Agreement
2. Appendix B: Cost Proposal Form
3. Appendix C: Municipal Client References Form

C O N T R A C T

SERVICES AGREEMENT FOR
WEBSITE REDESIGN, CONTENT MANAGEMENT SYSTEM (CMS), HOSTING, AND ACCESSIBILITY COMPLIANCE SERVICES

This Agreement, entered into this [DAY[day of [MONTH 2026], by and between the City of Exeter, hereinafter referred to as the "CITY", and [COMPANY NAME] hereinafter referred to as the "PROVIDER".

W I T N E S S E T H

WHEREAS, the CITY is authorized and empowered to employ service providers in the performance of its duties and functions; and

WHEREAS, the CITY has the desire to secure certain services to assist in the preparation and completion of the items of work described as "Scope of Work" in Exhibit "A", and hereinafter referred to as the "SERVICES"; and

WHEREAS, the PROVIDER represents it is licensed, qualified and willing to provide such services pursuant to terms and conditions of this Agreement.

NOW, THEREFORE, CITY and PROVIDER agree as follows:

I. SERVICES TO BE PERFORMED BY THE PROVIDER

A. Authorized Scope of Work: The PROVIDER agrees to perform all work necessary to complete in a manner satisfactory to the CITY those tasks described and the cost identified in Exhibit "A" - Scope of Work

SERVICES.

II. TIME OF PERFORMANCE

The PROVIDER shall commence performance of this Agreement within [NUMBER] days of PROVIDER's Notice to Proceed following City Council approval of this Agreement and shall complete the work within the timeframes outlined in Exhibit "A", unless otherwise extended in writing by CITY, in its sole discretion.

If the PROVIDER fails to complete the SERVICES within the time specified, plus any extensions of time which may be granted, the CITY shall determine the percent of each work item completed and shall pay the PROVIDER on that basis.

PROVIDER shall not be responsible for delays which are due to causes beyond the PROVIDER's reasonable control. In the case of any such delay, the time of completion shall be extended accordingly in writing signed by both parties.

III. COMPENSATION

A. Total Compensation: For services performed pursuant to this Agreement, the CITY agrees to pay and the PROVIDER agrees to accept, as payment in full, a monthly sum not to exceed

B. ($_____). This amount shall constitute complete compensation, including document production and out-of-pocket expenses for all services for the work and SERVICES identified in Exhibit "A".

C. Payment of Compensation: The PROVIDER shall be compensated monthly no later than thirty (30) days following submission of a written, verified billing invoice to the CITY.

IV. AUTHORIZED REPRESENTATIVE

A. CITY: The City Administrator shall represent the CITY in all matters pertaining to the services to be rendered under this Agreement, except where approval of the City Council of the City of Exeter is specifically required.

B. PROVIDER: [COMPANY NAME] shall represent and act as principle for PROVIDER in all matters pertaining to the services to be rendered by it under this Agreement.

V. TERMINATION

The right to terminate this Agreement, with or without cause, may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Termination By Either Party Without Cause: The CITY or PROVIDER may terminate this Agreement at any time by giving written notice to the other of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

B. Termination of Agreement for Cause: The CITY may by written notice to the PROVIDER specifying the effective date thereof, at least thirty (30) days before the effective date of such termination, terminate the whole or any part of this Agreement in any of the following circumstances:

1. If the PROVIDER fails to perform the services called for by this Agreement within time(s) specified herein or any extension thereof; or

2. If the PROVIDER fails to make progress under this Agreement as to endanger performance of this Agreement in accordance with its terms, and does not correct such failure within a period of ten (10) days (or longer period as the CITY may authorize in writing) after receipt of notice from the CITY specifying such failure.

C. Post-Termination:

1. In the event the CITY terminates this Agreement with or without cause, the CITY may procure, upon such terms and such manner as it may determine appropriate, services similar to those terminated.

2. The PROVIDER shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the PROVIDER. Such causes include, but are not limited to, acts of God or of the public enemy, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather.

3. Should the Agreement be terminated with or without cause, the PROVIDER shall provide the CITY with all finished and unfinished documents, data, photographs, reports, access keys or badges, etc. related to the SERVICES.

4. Upon termination, with or without cause, PROVIDER will be compensated for the services satisfactorily completed to the date of termination according to compensation provisions contained herein. In no event, shall the total compensation paid PROVIDER exceed the total compensation agreed to herein.

5. If, after notice of termination of this Agreement, as provided for in this article, it is determined for any reason that the PROVIDER was not in default under the provisions of this article, then the rights and obligations of the parties shall be the same as if the Agreement was terminated without cause.

6. Termination of this Agreement shall not terminate any obligation to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination activities.

VI. INTEREST OF OFFICIALS AND THE PROVIDER

A. No officer, member, or employee of the CITY who exercises any functions or responsibilities in the review or approval of this Agreement shall:

1. Participate in any decision relating to this Agreement which effects his personal interest or the interest of any corporation, partnership, or association in which he has, directly or indirectly, any interest; or

2. Have any interest, direct or indirect, in this Agreement or the proceeds thereof during his tenure or for one year thereafter.

B. The PROVIDER hereby covenants that he has, at the time of the execution of this Agreement, no interest, and that he shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. The PROVIDER further covenants that in the performance of this work, no person having any such interest shall be employed.

VII. NO PERSONNEL, AGENCY OR COMMISSION

The PROVIDER warrants, by execution of this Agreement, that no personnel agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies maintained by the PROVIDER for the purpose of securing business. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

VIII. SUBCONTRACTING

A. The PROVIDER shall not subcontract or otherwise assign any portion of the SERVICES to be performed under this Agreement without the prior written approval of the CITY.

B. In no event shall the PROVIDER subcontract services in excess of 50% of the contract amount, excluding specialized services. Specialized services are those items not ordinarily furnished by a PROVIDER performing the particular type of services.

IX. INDEPENDENT CONTRACTOR

In the performance of the services herein provided for, the PROVIDER shall be, and is, an independent contractor and is not an agent or employee of the CITY. The PROVIDER has and shall retain the right to exercise full control and supervision of all persons assisting the PROVIDER in the performance of said services hereunder. The PROVIDER shall be solely responsible for all matters relating to the payment of its employees including compliance with social security and income tax withholding and all other regulations governing such matters.

X. SPECIFICATIONS

All specifications, manuals, standards, etc., either attached to this Agreement or incorporated by reference, are binding as to the performance of the work specified in this Agreement unless they are changed by written amendment to this Agreement modified in writing to incorporate such changes.

XI. DOCUMENTS/DATA

A. Ownership of Documents: All original papers and documents, produced as a result of this Agreement, shall become the property of the CITY. In addition, CITY shall be provided with access and use of any other papers and documents consistent with the purpose and scope of services covered by this Agreement. Any additional copies, not otherwise provided for herein, shall be the responsibility of the CITY.

Documents, including drawings and specifications, prepared by PROVIDER pursuant to this Agreement, are not intended or represented to be suitable for reuse by CITY or others on extensions of the PROJECT or on any other project. Any use of the completed documents for other projects and any use of incomplete documents without the specific written authorization from PROVIDER will be at CITY's sole risk and without liability to PROVIDER. Further, any and all liability arising out of changes made to PROVIDER's deliverables under this Agreement by CITY or persons other than PROVIDER is waived as against PROVIDER, and the CITY assumes full responsibility for such changes unless the CITY has given PROVIDER prior notice and has received from PROVIDER written consent for such changes.

B. Publication: No report, information, or other data given or prepared or assembled by the PROVIDER pursuant to this Agreement, shall be made available to any individual or organization by the PROVIDER without the prior written approval of the CITY. Notwithstanding the foregoing, however, the PROVIDER shall not be required to protect or hold in confidence and confidential information which (1) is or becomes available to the public with the prior written consent of the CITY; (2) must be disclosed to comply with law; or (3) must be disclosed in connection with any legal proceedings.

C. Copyrights: The PROVIDER shall be free to copyright material developed under this Agreement with the provision that the CITY be given a nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the material for government or public purposes.

XII. INDEMNIFICATION AND INSURANCE

A. To the fullest extent permitted by law, PROVIDER 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 PROVIDER's negligence, recklessness or willful misconduct in its performance of its obligations under this agreement or out of the operations conducted by PROVIDER. In the event the City indemnitees are made party to any action, lawsuit, or other adversarial proceeding arising from PROVIDER's performance of this agreement, the PROVIDER 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.

B. As respects all acts or omissions which do not arise directly out of the performance of services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, PROVIDER agrees to indemnify, defend (at CITY's option), and hold harmless CITY, its elected and appointed officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with PROVIDER's (or PROVIDER's subcontractors, if any) performance or failure to perform, under the terms of this Agreement; except to the extent those which arise out of the sole negligence or willful misconduct of CITY.

C. Without limiting CITY's right to indemnification, it is agreed that PROVIDER shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage placed with insurances approved to do business in California with an AM Best Rating of A-;VII or higher as follows:

1. Workers Compensation and Employer's Liability: PROVIDER shall maintain Workers' Compensation Insurance as required by California statutes and Employer's Liability Insurance with limits of at least one million dollars ($1,000,000) each accident or disease. PROVIDER 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.

2. Commercial General Liability: PROVIDER 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, Two Million Dollars ($2,000,000)

general aggregate, and One Million Dollars ($1,000,000) products and completed operations aggregate for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The general aggregate limit shall apply separately to this SERVICES/location or the general aggregate limit shall be doubled. PROVIDER'S general liability policies shall allow and be endorsed primary and shall not seek contribution from the CITY'S coverage and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. For construction services, an endorsement providing completed operations coverage for the additional insured using ISO form CG 20 37 (or equivalent) is also required. PROVIDER 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.

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

Coverage shall state PROVIDER insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Business Automobile Liability: PROVIDER shall provide automobile liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than One Million Dollars ($1,000,000) each accident. The policy shall provide and be endorsed that the City, its officers, officials, employees, agents, and volunteers are included or named as additional insureds. PROVIDER 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.

4. Professional Liability Insurance: Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount not less than Two Million Dollars ($2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required of this agreement.

5. Cyber Liability: Two Million Dollars ($2,000,000) per claim.

D. CITY'S Risk Manager is hereby authorized to modify the requirements set forth above in the event he/she determines that such reduction is in the CITY'S best interest.

E. Each insurance policy required by this Agreement shall contain the following clause:

"This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the City Clerk, City of Exeter, 100 N. C Street, Exeter, CA 93221." If a carrier will not provide the required notice of cancellation, the PROVIDER shall provide written notice to the City of a cancellation no later than ten (10) business days before cancellation.

F. The City of Exeter shall be named as an additional insured on all applicable policies. Any available insurance proceeds broader than, or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the additional insureds. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the PROVIDER.

G. Prior to commencing any work under this Agreement, PROVIDER shall deliver to CITY insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above. PROVIDER shall provide to CITY endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Said endorsements shall be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title. Should it be deemed necessary by CITY, it shall be PROVIDER's responsibility to see that CITY receives documentation acceptable to CITY which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company. CITY has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

H. Subcontractors: PROVIDER must enter into a written and executed contract agreement with each of its subcontractors that provide materials, services, or perform work for the PROVIDER under this Agreement. The contract agreement must contain a defense, indemnification and hold harmless provision in favor of the City and its officers, officials, employees, agents, and volunteers. The contract agreement shall also cause the subcontractor to comply with the insurance requirements required of the PROVIDER, including providing an additional insured endorsement for ongoing and, for construction work or services, for completed operations for equal risk level activities and operations as solely determined by the City. The City reserves the right to modify the insurance coverages and limits based on the nature of the risk or other special circumstances PROVIDER shall obtain certificates of insurance and policy endorsements from each of its subcontractors and provide a copy to City upon request.

I. In addition to any other remedies CITY may have if PROVIDER fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY may, at its sole option:

1. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; or

2. Order PROVIDER to stop work under this Agreement and/or withhold any payment(s) which become due to PROVIDER hereunder until PROVIDER demonstrates compliance with the requirements hereof; or

3. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies CITY may have and is not the exclusive remedy for PROVIDER's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which PROVIDER may be held responsible for payments of damages to persons or property resulting from PROVIDER's or its subcontractor's performance of the work covered under this Agreement.

XIII. NON-DISCRIMINATION

PROVIDER and all subcontractors shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, sex, or any other classification protected by federal or state law, in the performance of this Agreement. Failure by the contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement.

XIV. MISCELLANEOUS PROVISIONS

A. Asbestos and Hazardous Materials: In providing its services hereunder, PROVIDER shall not be responsible for identification, handling, containment, abatement, or in any other respect, for any asbestos or hazardous material if such is present in connection with the SERVICES. In the event the CITY becomes aware of the presence of asbestos or hazardous material at the service location, CITY

shall be responsible for complying with all applicable federal and state rules and regulations, and shall immediately notify PROVIDER, who shall then be entitled to cease any of its services that may be affected by such presence, without liability to PROVIDER arising therefrom.

B. Successors and Assigns: This Agreement shall be binding upon and shall inure to the benefit of any successors to or assigns of the parties.

C. Prohibition of Assignment: Neither the CITY nor PROVIDER shall assign, delegate or transfer their rights and duties in this Agreement without the written consent of the other party.

D. Dispute/Governing Law: Any dispute not resolvable by informal arbitration between the parties to this Agreement shall be adjudicated in a Court of Law under the laws of the State of California.

E. Notices: Notice shall be sufficient hereunder if personally served upon the City Clerk of the CITY or an officer or principal of the PROVIDER, or if sent via the United States Postal Service, postage prepaid, addressed as follows:

CITY OF EXETER	PROVIDER
100 N. C Street	Attention: [NAME]
Exeter, CA 93221	Phone: [NUMBER]
Attention: CITY CLERK	Email: [EMAIL]

F. Jurisdiction/Venue/Waiver Of Removal: This Agreement is entered into and is to be performed in Tulare County, California. This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. Any action brought to interpret or enforce this Agreement, or any of the terms or conditions hereof, shall be brought in Tulare County, California. The PROVIDER hereby expressly waives any right to remove any action to a county other than Tulare County as permitted pursuant to Section 394 of the California Code of Civil Procedure.

G. Integration/Modification: This Agreement and each of the exhibits referenced herein, which are incorporated by reference, represents the entire understanding of the CITY and the PROVIDER as to those matters contained herein. In case of conflict between any of the terms and conditions of this Agreement and any PROVIDER proposal or attachment, the terms and conditions of this Agreement shall control. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by the CITY and the PROVIDER.

H. Conflict With Law: If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said law, but the remainder of the Agreement shall be in full force and effect.

I. Attorney's Fees: In the event either party commences any action, arbitration or legal proceedings for the enforcement of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recovery of its attorney's fees and court costs incurred in the action brought thereon.

J. Construction: This Agreement is the product of negotiation and compromise on the part of each party and the parties agree, notwithstanding Civil Code Section 1654, that in the event of uncertainty the language will not be construed against the party causing the uncertainty to exist.

K. Authority: Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

L. Headings: Section headings are provided for organizational purposes only and do not in any manner affect the scope or intent of the provisions thereunder.

M. Firearms Prohibited: Guns may not be carried by contractors /vendors/PROVIDERs while working on City of Exeter premises without the expressed written approval of a City of Exeter Department Head, or an exemption in the contract. If a contractor/vendor/PROVIDER is caught carrying a gun, without City permission, their contract will be terminated.

IN WITNESS WHEREOF, this Agreement is executed on the day and year first above written.

CITY OF EXETER

_____
Jason Ridenour,, City Administrator

Approved as to Form

_____
Julia Lew, City Attorney

_____
Francesca Nevarez, SERVICES Manager

PROVIDER

_____
[NAME]

Attachments:

Exhibit “A”: Scope of Work and
Schedule of Fees for Services

EXHIBIT ‘A’
SCOPE OF WORK AND SCHEDULE OF FEES FOR SERVICES

APPENDIX 'B'
COST PROPOSAL FORM

Complete this Cost Proposal Form and include it with your proposal. All prices shall be stated in U.S. dollars and shall remain valid for a minimum of ninety (90) days following the proposal submission deadline.

Cost Item	Proposed Cost
One-Time Website Design & Implementation	$ _____
Website Discovery / Planning	$ _____
Content Migration	$ _____
CMS Configuration	$ _____
Staff Training	$ _____
ADA Accessibility Implementation	$ _____
Annual Website Hosting	$ _____
Annual Software Licensing	$ _____
Annual Maintenance & Technical Support	$ _____
Annual Accessibility Monitoring	$ _____
Optional Services (Itemize Separately)	$ _____
TOTAL ONE-TIME COST	$ _____
TOTAL ANNUAL RECURRING COST	$ _____

Additional Information

Hourly rate for additional services: _____

Annual cost escalation (if applicable): _____

Certification

I certify that the pricing contained in this Cost Proposal is true and correct and that I am authorized to submit this proposal on behalf of the firm.

Firm Name _____

Authorized Representative _____

Title _____

Signature _____

Date _____

APPENDIX 'C'
MUNICIPAL CLIENT REFERENCES FORM

Provide information for at least three (3) California municipal government clients for whom your firm has provided comparable website redesign, CMS, hosting, or accessibility services within the past five (5) years.

Reference 1

Agency Name	
Population Served	
Contract Amount	
Project Completion Date	
Contact Name	
Contact Title	
Phone Number	
Email Address	

Reference 2

Agency Name	
Population Served	
Contract Amount	
Project Completion Date	
Contact Name	
Contact Title	
Phone Number	
Email Address	

Reference 3

Agency Name	
Population Served	
Contract Amount	
Project Completion Date	
Contact Name	
Contact Title	
Phone Number	
Email Address	

Certification

I certify that the information provided above is true and complete.

Firm Name	_____
Authorized Representative	_____
Title	_____
Signature	_____
Date	_____

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A Website Proposal for

The City of Exeter, California



Proposal Prepared by:
Thomas J. Jean
Thomas.Jean@revize.com
Ph: 248-269-9263 x 8035
www.revize.com

February 11, 2026
Proposal valid for 90 days

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Revize California Clients!

• Arcadia, CA	• www.arcadiaca.gov
• Bishop, CA	• www.cityofbishop.ca.gov
• Buena Park, CA	• www.buenapark.com
• Hollister, CA	• www.hollister.ca.gov
• Huntington Beach, CA	• www.huntingtonbeachca.gov
• Pacific Grove, CA	• www.cityofpacificgrove.org
• Rancho Mirage, CA	• www.ranchomirageca.gov
• Roseville, CA	• www.roseville.ca.gov
• Redding, CA	• www.cityofredding.gov
• Redondo Beach, CA	• www.redondo.org
• San Carlos, CA	• www.cityofsancarlos.org
• San Dimas, CA	• www.sandimasca.gov
• San Marino, CA	• www.sanmarinoca.gov
• Stockton, CA	• www.stocktonca.gov
• Upland, CA	• www.uplandca.gov
• Williams, CA	• www.cityofwilliams.org
• And Many More!	

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Revize Clients!

- Des Moines, IA
- Eagle County, CO
- Glencoe, IL
- Golden, CO
- Hamilton County, OH
- Hilton Head Island, SC
- Largo, FL
- Olympia, WA
- Pasco County, FL
- St. Petersburg, FL
- Troy, MI
- And Many More!

- www.dsm.city
- www.eaglecounty.us
- www.villageofglencoe.org
- www.cityofgolden.gov
- www.hamiltoncountyohio.gov
- www.hiltonheadislandsc.gov
- www.largo.com
- www.olympiawa.gov
- www.pascocountyfl.net
- www.stpete.org
- www.troymi.gov

Cover Letter

Dear Website Selection Committee,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan we have launched hundreds of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- City of Largo, FL largo.com - Award Winner
- Eagle County, CO eaglecounty.us - Award Winner
- City of St. Petersburg, FL stpete.org
- City of Des Moines, IA dsm.city - Award Winner
- City of San Carlos, CA cityofsancarlos.org - Award Winner

"Revize Websites build engagement with your constituents."

---

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"revize websites build engagement with your residents"



We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community.

Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Thomas J. Jean
Program Manager

With over a decade experience building government websites

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government. Please contact me if you have any questions at all.

Sincerely,

Thomas J. Jean
Program Manager
Phone: **248-269-9263 x8035**
Email: **Thomas.Jean@revize.com**

3000+

CLIENTS

50M+

PAGES CREATED

1

POWERFUL & EASY TO USE CMS

Company Profile

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly.
In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us
With approximately 3,000 government websites launched nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family anwhd will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps
Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as:

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Tracker

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management. We also provide phone and email support during regular business hours.

Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!



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Company Overview

Founded	Headquarters	Phone	Website
1995	150 Kirts Blvd. Troy, MI 48084	248-269-9263	revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in government website design, which remains our specialty. We now boast more than 3,000 websites launched in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

> "The empowerment of people through simplified information management technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information



Did you know?
Revize has won national awards for our websites!

Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

- **Thomas Jean:** Program Manager
- **Alison Bieber:** Project Manager
- **Alex Parent:** Creative Arts Director/Web Designer
- **Samir Alley:** Chief Operations Officer
- **Denise Brazier:** Revize CMS Trainer
- **Jamie Phy:** Revize CMS Integrator/Backend Developer
- **Richard Opiniano:** HTML Developer
- **Joseph Nagrant:** VP Sales/Marketing
- **Derek Ortiz:** Chief Technology Officer
- **Akshaya Ray:** Chief Cloud Architect
- **Many More!**

Thomas Jean – Program Manager

As a program manager, Thomas has managed many award-winning website projects for our clients, including Des Moines, IA – Arcadia, CA – Largo, FL – Golden, CO – Pasco County, FL – Oswego County, NY – Dupage County, IL - Eagle County, CO - Kentwood, MI! Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a genuine subject matter expert when it comes to the inner workings of government. As a former Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- **Education:** BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- **Role on your website project:** Project Manager

Alison Bieber – Project Manager

Alison possesses an innate passion for innovation. Following a decade immersed in the Opera world, she shifted her focus towards entrepreneurship and technology. Playing a pivotal role in establishing the foundations of various initiatives within the non-profit and small business sectors, Alison brings a diverse and proven track record to the table.

- **Philosophy:** "Quality is not an act, it is a habit." - Aristotle
- **Education:** M.A. in Applied Linguistics with a concentration in Foreign Language Pedagogy, University of Massachusetts; B.M. in Vocal Performance, Boston Conservatory at Berklee.
- **Expertise:** Pedagogy, management, communication
- **Role on your website project:** Project Manager

Ray Akshaya – Chief Cloud Architect

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Chief Cloud Architect

Denise Brazier – Lead Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset

Samir Alley – Chief Operations Officer

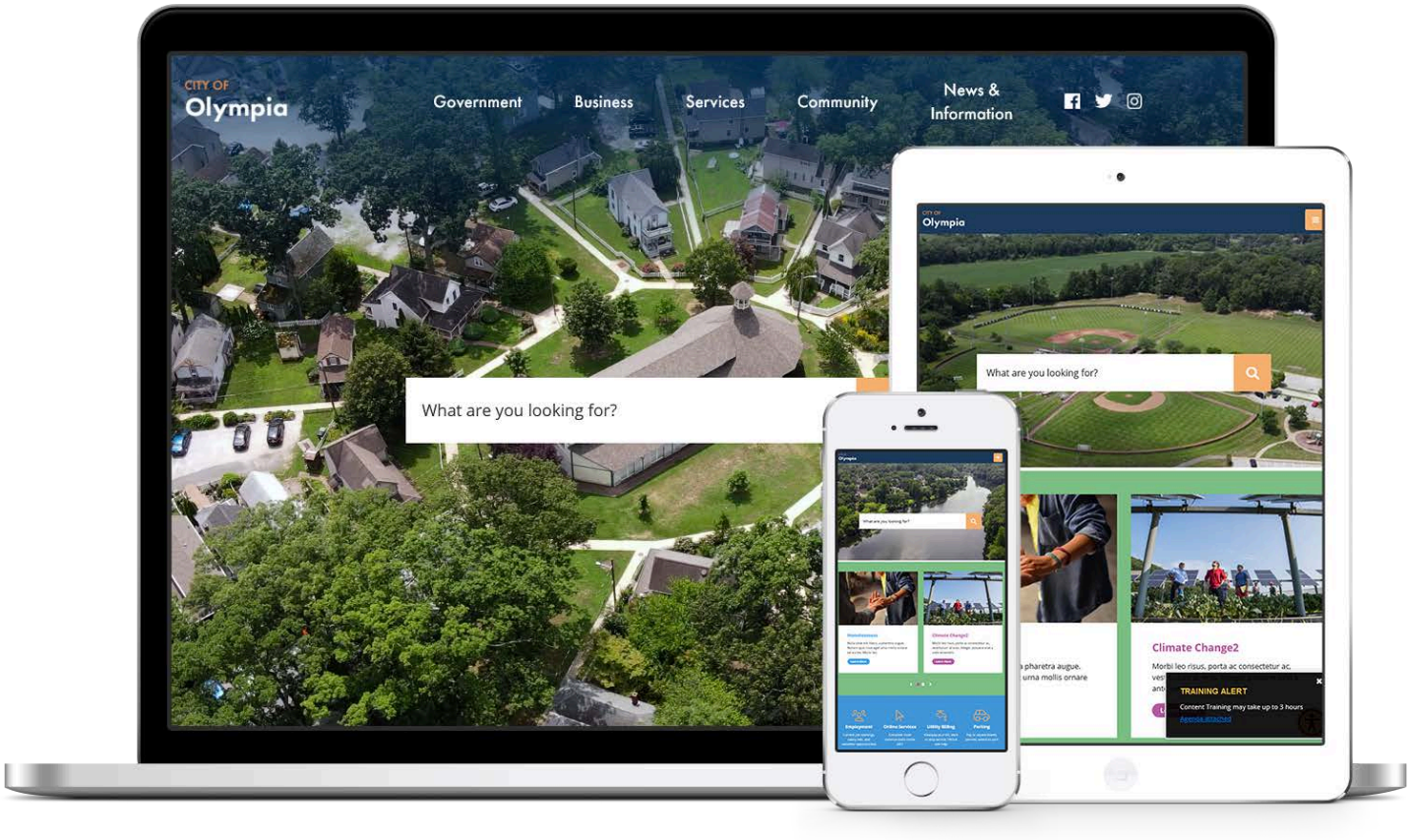
Samir brings more than a decade of experience leading municipal website design and development initiatives and has been directly involved in designing or deploying hundreds of government websites nationwide. Formerly with our creative driector and lead web designer, Samir now serves as Revize's Chief Operating Officer, where he applies his deep design, technical, and operational expertise to continuously improve the Revize platform, project delivery process, and overall client experience. His strong communication skills and ability to anticipate client needs help drive thoughtful innovation across the organization, ensuring Revize products and services remain efficient, intuitive, and aligned with evolving industry standards.

Relevant Experience

The City of Olympia, Washington

Olympiawa.gov

3CMA Savvy Award Winner

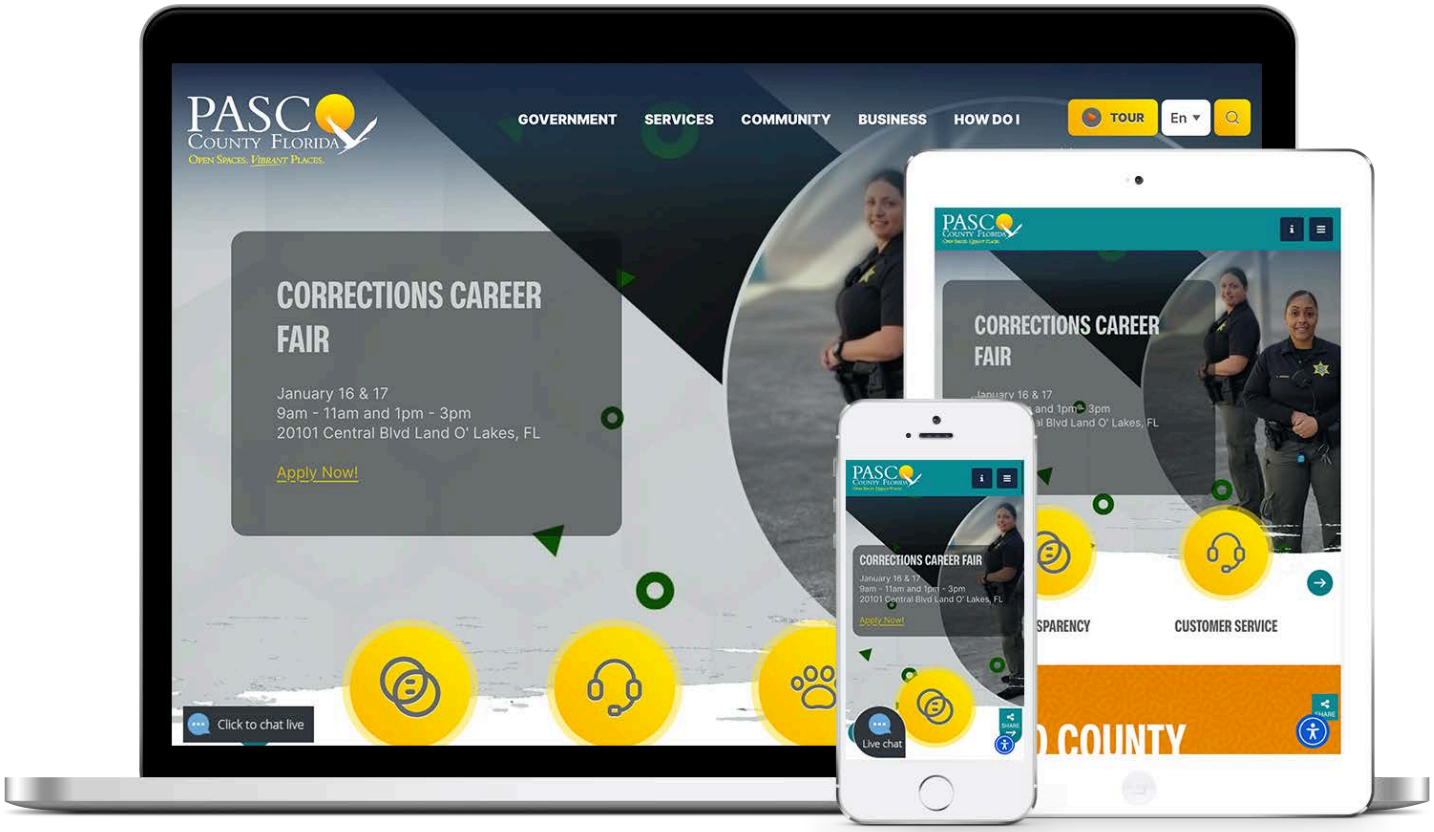


Details:

The City of Olympia, Washington's capital, provided an exceptional opportunity for Revize and the city's web team. Their website showcases an innovative homepage where users can seamlessly navigate through various trending topics, services, news, events, and more in a modern layout. We aimed to create not just visually stunning, but highly functional, site—one that stands out as among the most inspiring and practical in the United States. With distinctive design elements, including a curated "smart search" feature and interactive online forms, this website makes a compelling case for its title!

The City of Lake Forest, California

www.lakeforestca.gov



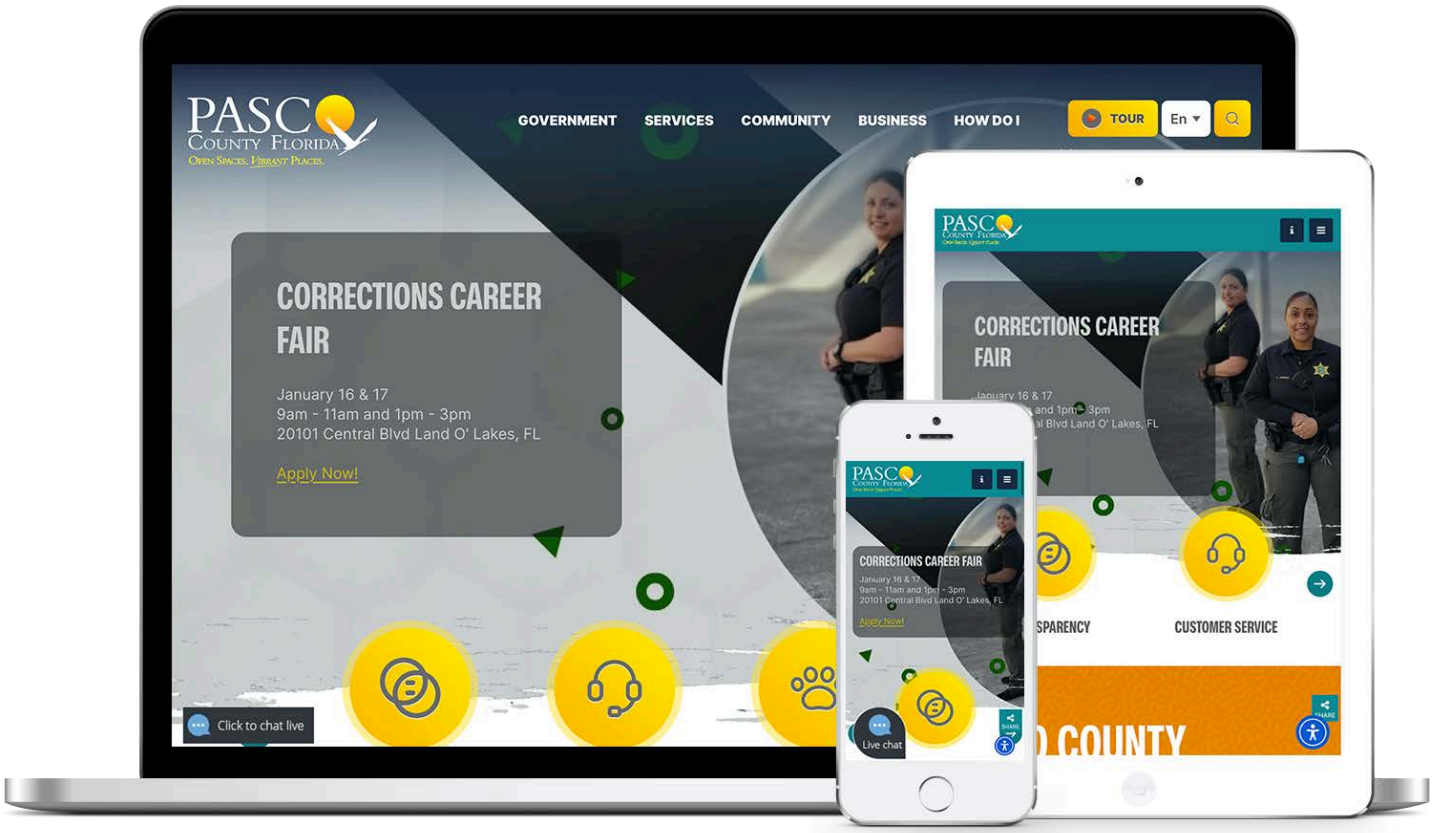
Details:

The City of Lake Forest partnered with Revize to deliver a modern, resident-focused website that reflects the community's commitment to exceptional public service, transparency, and quality of life. The redesigned website features a clean, sophisticated design, intuitive navigation, and streamlined access to City services, making it easier for residents, businesses, and visitors to find information and engage with local government.

Revize created a highly accessible, mobile-first digital experience that combines visual appeal with practical functionality. Enhanced service directories, improved department organization, and robust search capabilities help users quickly access the information they need from any device. The project's thoughtful user experience, modern design, and commitment to accessibility contributed to the website earning a prestigious Communicator Award of Excellence, recognizing outstanding achievement in digital communications and public sector website design.

Pasco County, Florida

www.pascocountyfl.net



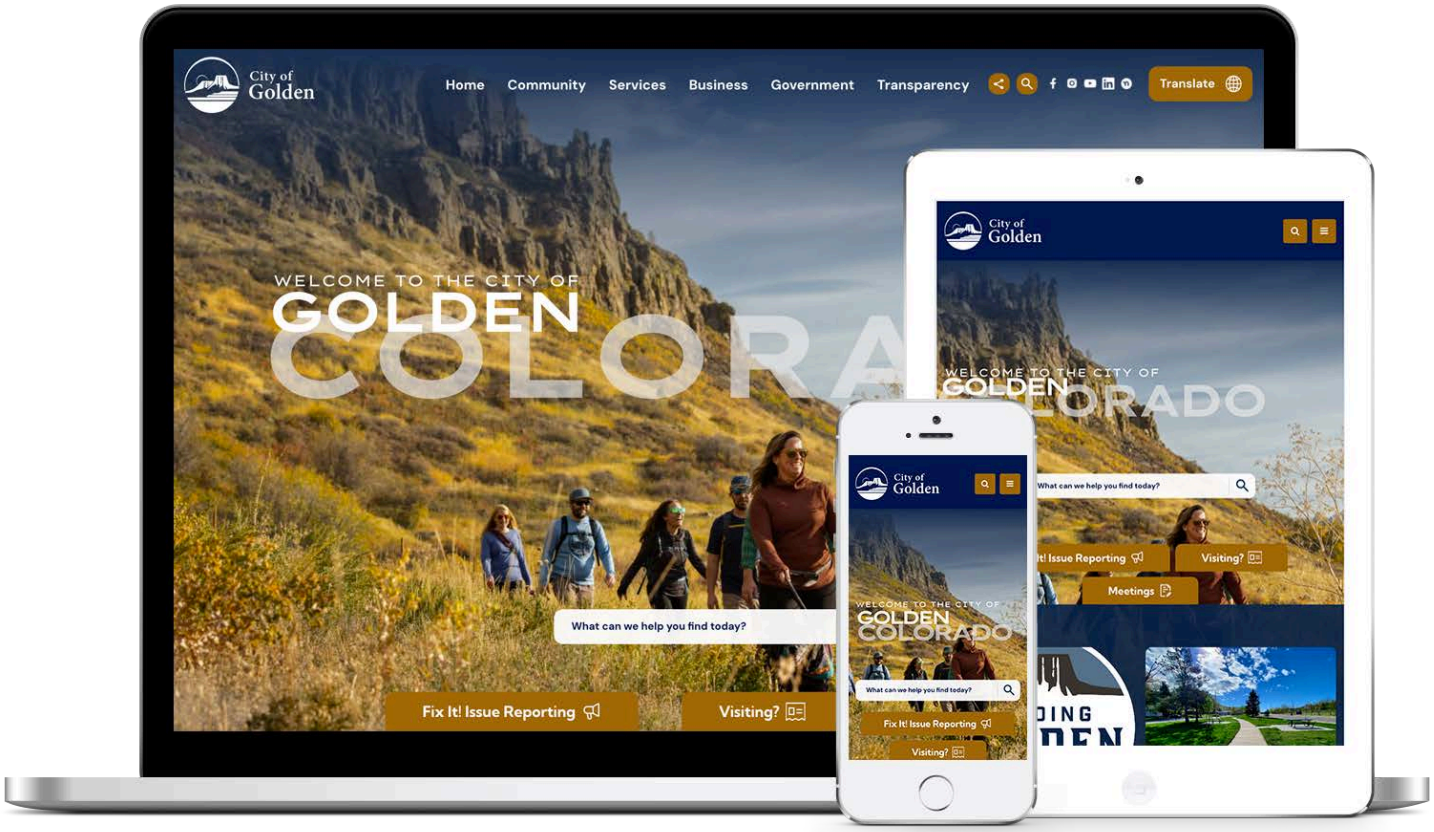
Details:

Pasco County, a Florida County of nearly 600,000 residents, came to Revize wanting the best website possible for their constituents and a true partnership with their website vendor. Having previously experience less than stellar service from another vendor, the county was ready for a quick change. Together, Revize and Pasco County launched this website, and an employee intranet in less than four months. This is a fantastic representation of the things Revize is able to accomplish with a motivated County like Pasco!

HORIZON INTERACTIVE AWARDS
GOLD WINNER

City of Golden, Colorado

www.cityofgolden.gov



Details:

The City of Golden, CO came to Revize for a website that was completely different. Coming from an outdated website, they wanted to work with a vendor that could turn their website into a site iconic in Colorado. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, and a resident focused navigation. This site improves the online experience for residents, business owners, and visitors!

HORIZON INTERACTIVE AWARDS
GOLD WINNER

La Plata County, Colorado

www.co.laplata.co.us



Details:

La Plata County CO wanted a design unlike any County out there. With this design we pushed the limit of what people think when they see a County website. They also needed the website to be accessible according to a new Colorado accessibility standard. In addition, this site features additional unique subsites and healthy level of scrolling. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the County's brand in a way that is unmatched in the industry!

City of St. Petersburg, FL

www.stpete.org

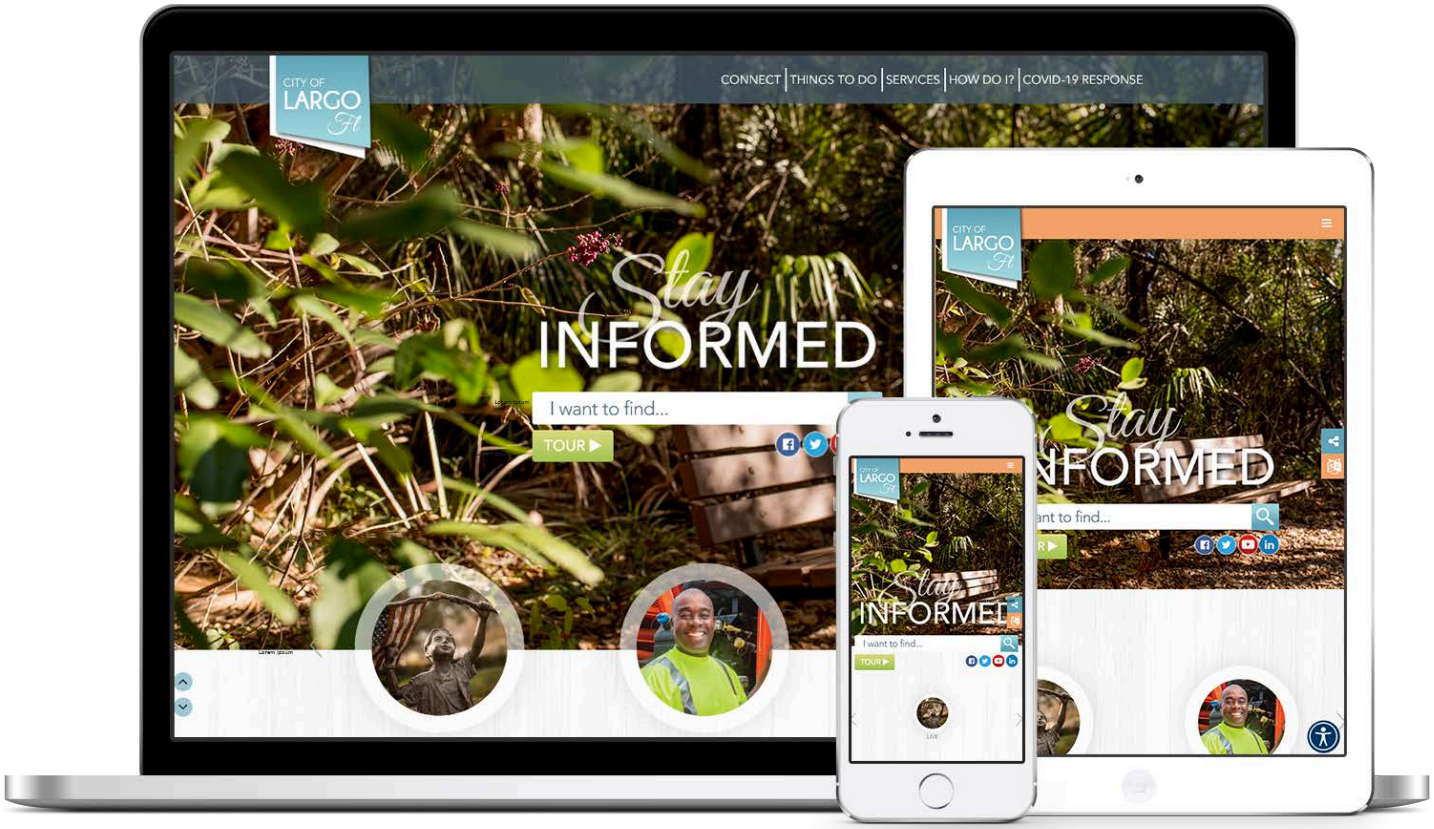


Details:

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also users the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

City of Largo, FL

www.largo.com



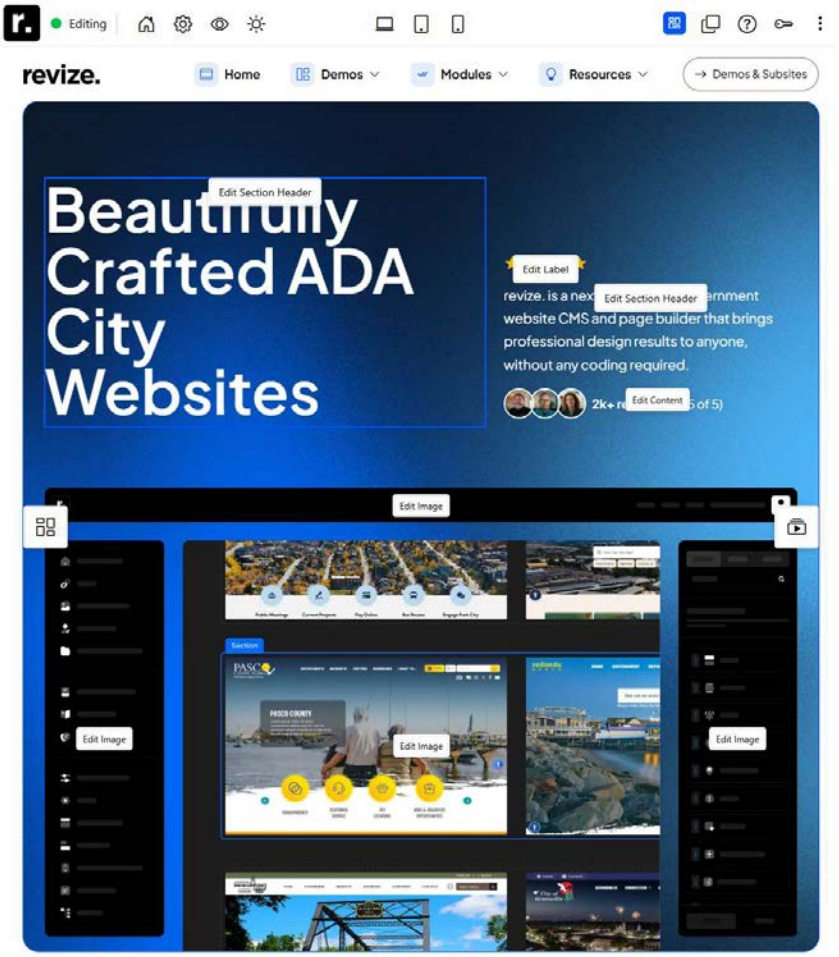
Details:

Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

Technical Approach

The Revize Government Content Management System (CMS)

The Revize Content Management System (CMS) is a government-focused website platform designed specifically to help municipalities, counties, and public agencies manage their digital presence efficiently and effectively. Unlike generic website platforms, Revize was built around the unique needs of local government, providing intuitive tools for managing content, documents, alerts, calendars, forms, agendas and minutes, staff directories, and other citizen-facing services. The platform empowers non-technical staff to update website content through a user-friendly interface while maintaining consistency, accessibility, and compliance across the organization.



With role-based permissions, workflow controls, and centralized content management tools, departments can easily keep information current without relying on technical expertise.

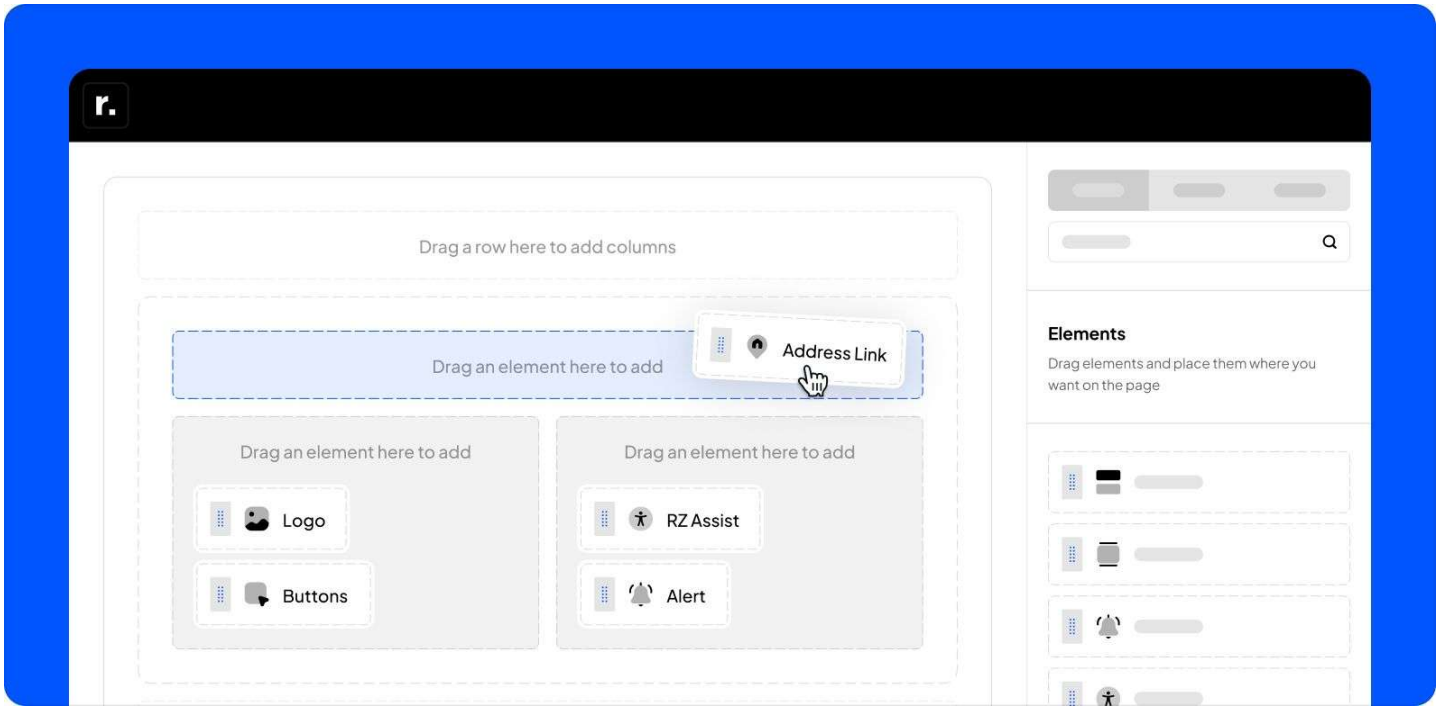
In addition to its ease of use, the Revize CMS provides a secure, scalable foundation for delivering modern digital government services. The platform features responsive design capabilities, built-in accessibility tools, powerful search functionality, document management features, and seamless integration with third-party municipal applications such as GIS mapping systems, online payment portals, citizen engagement tools, and public records platforms.

Backed by secure cloud hosting, ongoing support, regular software enhancements, and a dedicated team of government website professionals, the Revize CMS helps organizations improve transparency, increase citizen engagement, and deliver information and services more effectively.

The Next-Generation Revize CMS

A Modern "Headless" CMS Built for Government

The Revize CMS is a modern, headless platform designed specifically for the needs of local government. It combines powerful content management capabilities with an intuitive editing experience, giving municipalities the flexibility to create engaging digital experiences while making day-to-day website management simple for staff.



Revize CMS is defined by four key advantages:

- **Powerful features with an intuitive user experience**
- **The Revize Page Builder – Drag-and-drop page creation**
- **Built-in accessibility support**
- **AI-ready architecture**
- **Role-based editing experiences for every user**

Combined with modern architecture, robust governance tools, built-in accessibility capabilities, and AI-ready functionality, Revize CMS provides a powerful foundation for today's website and tomorrow's digital government services.

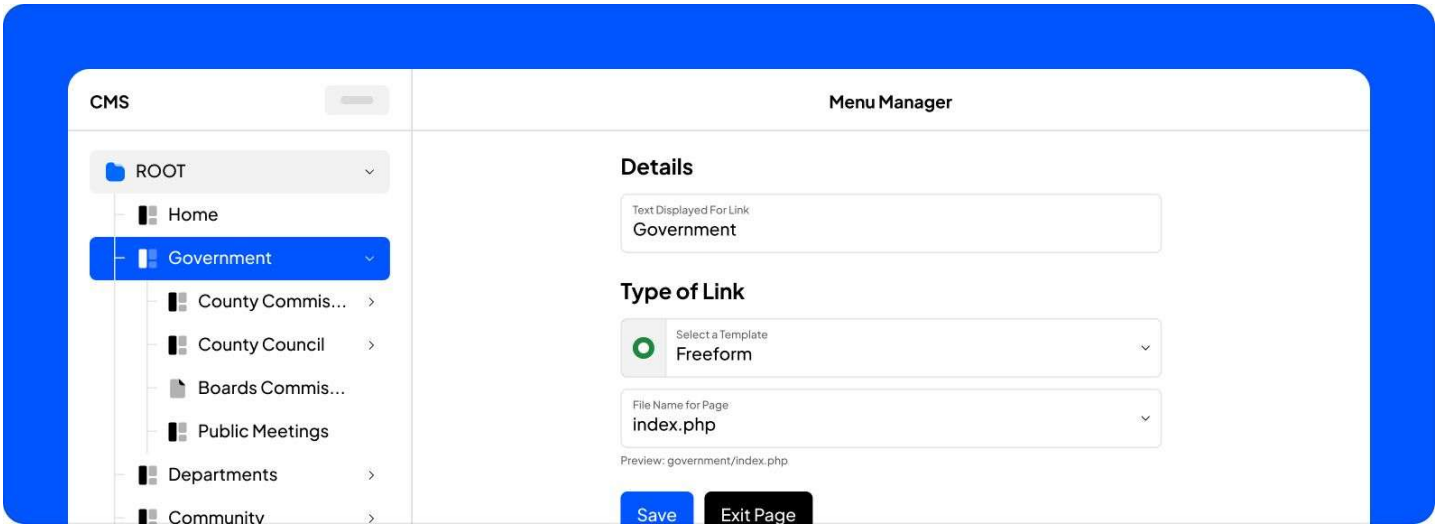
The Revize CMS Page Builder: Drag-and-Drop Page Creation

Flexibility Made Simple

Government websites serve a wide variety of audiences and purposes. The Revize CMS gives editors the flexibility to create a wide range of page types using intuitive drag-and-drop functionality and modular content blocks.

Editors can create:

- Department and service pages
- Landing and campaign pages
- News and announcement pages
- Event and program pages
- Microsite-style sections within the main website



Pages are built using configurable content blocks that can be arranged and reused in countless combinations. Editors can easily reposition sections, adjust layouts, add dynamic content, incorporate interactive elements, and manage responsive behavior—all without requiring technical expertise.

This flexibility allows departments to create engaging, modern content while maintaining consistency across the organization.

Built-In Accessibility Support

Accessibility is integrated directly into the content management process.

Accessibility capabilities include:

- Built-in accessibility checking
- Alt-text management for images
- Accessible content structures and heading controls
- Support for WCAG accessibility best practices

By bringing accessibility considerations into the content management process, Revize helps editors identify potential issues and make more informed content decisions before publishing. Accessibility is not treated as a separate technical task. It is incorporated into the tools and workflows staff use to manage the website every day.

Faster Editing & Publishing

Revize CMS was designed around real-world government workflows, making content updates fast and efficient. Editors can update content directly within page previews, reuse content sections, save drafts, and publish through streamlined approval processes.

Benefits include:

- More efficient content updates
- Reduced reliance on technical staff
- Increased participation across departments
- Improved accuracy and timeliness of information

A CMS Built for the Future of Government

Revize CMS brings together the capabilities municipalities need most: a powerful feature set, intuitive content management, flexible page design, accessibility support, strong governance, and AI-ready technology.

The result is a platform that gives every department the tools to contribute, gives administrators the control to govern, and gives the organization the flexibility to continually improve its digital presence.

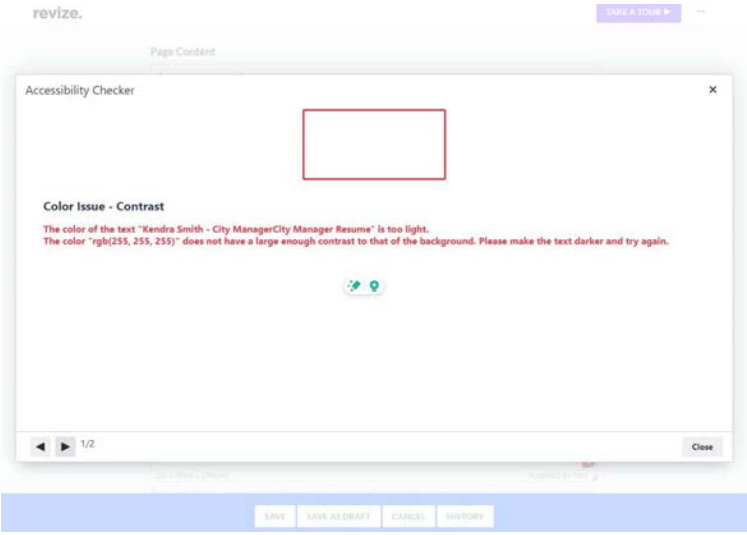
Powerful enough for the most demanding content teams. Simple enough for every website editor. Built for the future of local government.

Accessibility & Compliance

WCAG 2.1/2.2 Accessibility Compliance

Revize has launched more than 3,000 websites nationwide, with accessibility incorporated into both our platform and implementation process. Revize websites are designed to align with WCAG 2.1 AA, while actively incorporating WCAG 2.2 AA best practices as standards evolve using current industry-recognized approaches.

The Revize CMS includes built-in accessibility checking tools to help identify potential issues as content is added or updated. Together, these tools and practices support an ongoing, collaborative approach to accessibility between Revize and our clients.



Accessibility Strategy – During the Project

Revize will:

- Design custom visual mockups with WCAG 2.2 AA considerations in mind, including color contrast, typography, layout structure, and interactive elements.
- Build the site using ARIA labels, semantic HTML, and other WCAG best practices.
- Ensure keyboard navigability and screen reader compatibility.
- Include an accessibility checker in the Revize CMS editor.

While Revize provides the framework for compliance, the CLIENT is responsible for ensuring that content (e.g., PDFs, documents, images) is accessible before posting. Revize does offer PDF remediation services as an add-on for files that need to be made compliant.

Accessibility Strategy – After Go Live – WCAG Scan & Remediation Service

One of the elephants in the room when it comes to WCAG compliance as it relates to government websites – "Who will be fixing any future compliance issues with our website after go-live?"

Good news, Revize can take on that task for you. As an **optional service**, Revize can include our WCAG remediation service.

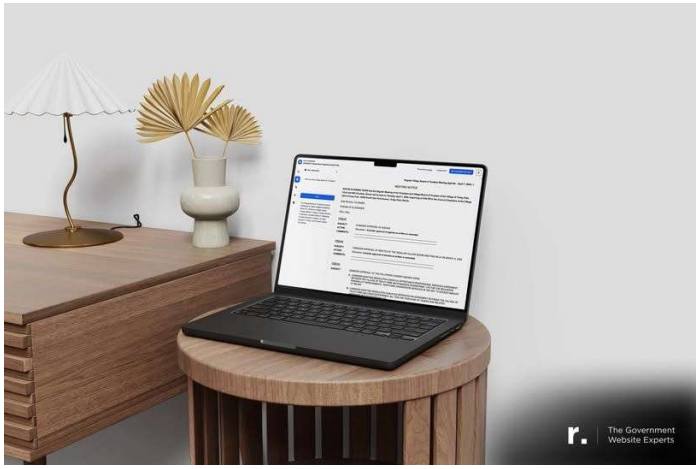
Accessibility compliance is an ongoing process, not a one-time task. To support long-term compliance, Revize offers an **optional WCAG Remediation Service** that includes:

- Two or four full-site scans per year to identify new accessibility issues.
- Detailed accessibility reports for staff awareness and recordkeeping.
- Up to 20 hours annually from a WCAG remediation specialist to resolve flagged issues.

This service provides ongoing monitoring and hands-on support so the website remains as accessible and compliant as possible long after launch.

RZ ClearDocs – PDF-to-HTML Accessibility Tool

RZ ClearDocs is a document accessibility solution built specifically for government websites and public sector use. It focuses on transforming PDFs and other uploaded documents into formats that are more accessible, usable, and compliant with modern accessibility standards. By addressing common barriers such as unreadable text, missing structure, and improper tagging, RZ ClearDocs helps ensure that residents can access critical public information without unnecessary friction.



RZ ClearDocs also enhances usability through built-in AI-powered features. Users can translate documents into multiple languages, download accessible versions on demand, and generate concise summaries of lengthy files. The tool also allows residents to ask questions about a document and receive immediate, context-aware responses, helping them quickly find the information they need without having to navigate complex or dense content.

RZ ClearDocs is designed to integrate seamlessly with existing content management workflows and document libraries. Rather than requiring staff to manually remediate each file or overhaul internal processes, it serves as an efficient, scalable solution within a broader accessibility strategy. By improving the accessibility of public-facing documents, municipalities can reduce compliance risk, increase transparency, and provide a more inclusive digital experience for all users.

RZ Assist – Website Accessibility Widget and Scan Tool

RZ Assist is an accessibility enhancement tool built specifically for government websites and public sector use. It provides a comprehensive set of user-controlled features that help residents access online content more easily, including visual adjustments, reading aids, and enhanced navigation tools. These features empower users to tailor their browsing experience to their individual needs, improving overall usability and inclusivity.

In addition to front-end user controls, RZ Assist Pro Plus includes a built-in site scanning tool paired with a secure backend dashboard. This tool regularly scans the website for suspected accessibility issues and flags potential areas of concern, such as missing alternative text, contrast challenges, or structural inconsistencies. The accompanying dashboard allows staff to review findings in a centralized interface, prioritize issues, and track remediation efforts over time.

RZ Assist Pro Plus is designed to integrate seamlessly with existing websites and does not require changes to current content publishing workflows. Rather than replacing proper accessible design and development practices, it functions as a practical support layer within a broader accessibility strategy, helping municipalities proactively monitor accessibility, improve transparency, and continuously enhance the digital experience for all users.

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Revize AI ChatBot & AI Search

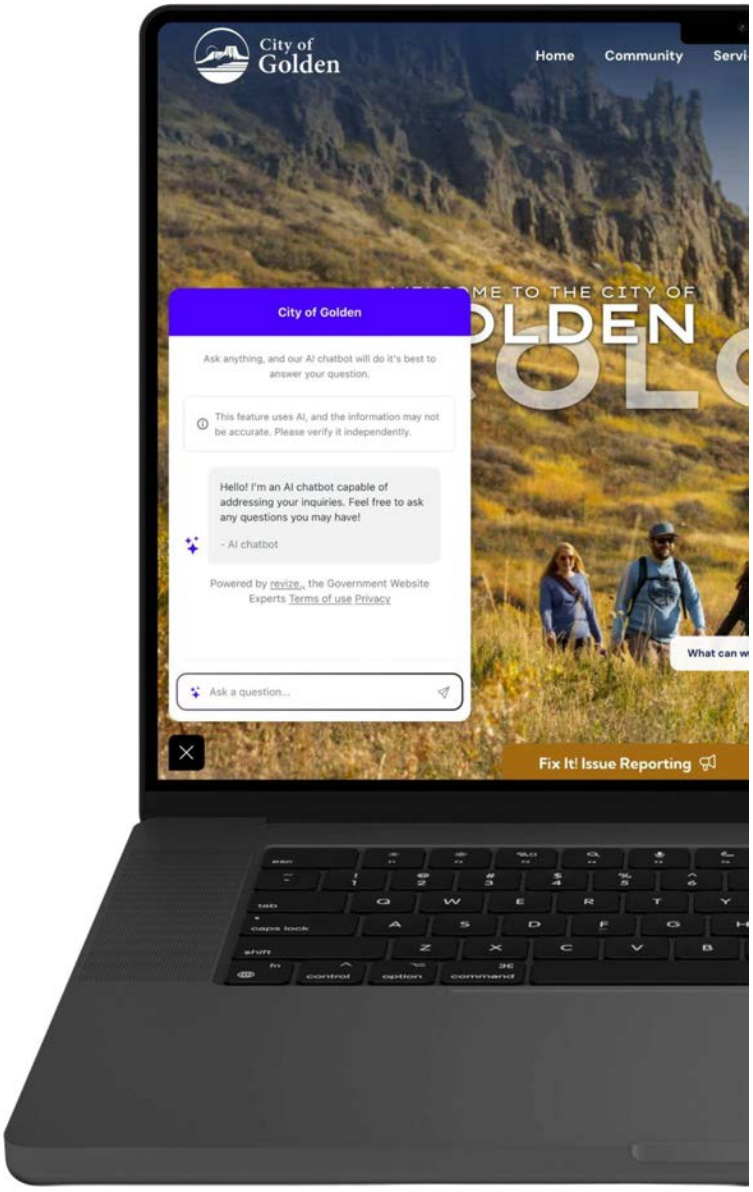
As part of Revize's fully integrated lineup of features, we are excited to introduce the latest in AI Chat technology.

The Revize ChatBot allows your visitors to instantly find answers to their questions – without the need to search, find, and read an entire webpage.

Users simply type in their question, and the Revize ChatBot provides a detailed response in seconds!

Unlike some third-party live chats that force admins to pre-populate content, the Revize ChatBot is quite different. It learns the content of your website and provides answers based on that content.

Admins can even configure the ChatBot to ignore certain content of your website and learn content of other websites.



Keep in mind, Revize developed this feature ourselves. Which means the maintenance, updates, tech support are all handled directly by Revize. No need to deal with another vendor.

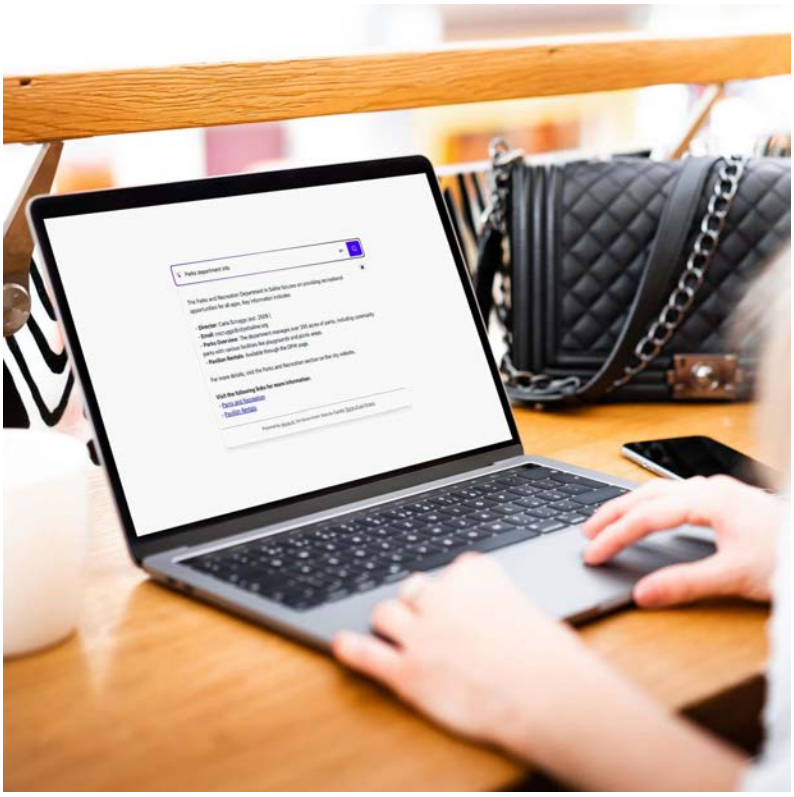
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Revize AI Search

A better search experience driven by AI

The Revize AI Search tool improves on traditional tools like Google/Bing by using natural language processing to deliver direct answers and personalized results, creating a faster, more intuitive user experience.

Smarter Search



Understands Conversational Messages

- Uses Natural Language Processing to provide context-based answers

Direct and Informed Answers

- Provides clear, concise responses instead of a long list of links

Self-Teaching

- No Setup Needed; our AI scans your full website and tracks new content

Personalized Results

Customized Recommendations

- Suggests content based on individual preferences and needs

Conversational Intelligence

- Gets smarter with each search, fine-tuning answers for better accuracy

Faster Search Experience

- Delivers tailored results by removing clutter to show relevant information

Included Features

The Following Applications & Features will be integrated into Your Website:
In addition to the Government Content Management System, which allows non-technical staff to easily create and update website content, Revize includes a suite of applications and features purpose-built for municipalities. These tools are outlined below and organized into five categories.

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- E-Notify with Text/Email Alert
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App

Citizen's Engagement Center Apps

- AI ChatBot & Search
- Citizen Connect (Community Blog)
- Citizen Request Center with Captcha
- Online Bill Pay
- Online Interactive Forms with Bookables (Public Records Request App)
- Public Service Request System
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- iCal Integration
- File/Image Manager
- Intranet
- Job Posting App
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- Secure Site Gateway
- Unique Login/Password for each Editor
- URL Redirect Setup
- User Roles and Permissions
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Alt-Tags
- Font Size Adjustment
- Language Translator
- Mobile and Tablet Preview while Editing
- Responsive Website Design (RWD)
- WCAG Accessibility

Citizen's Communication Center Apps

Document Center App



With the Document Center App, Revize helps clients save countless hours of employee time and resources. Using this module, you can create and archive the documents your site visitors require, like applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- without incurring printing or postage costs. Skip the hassle and save money with the Revize Document Center.

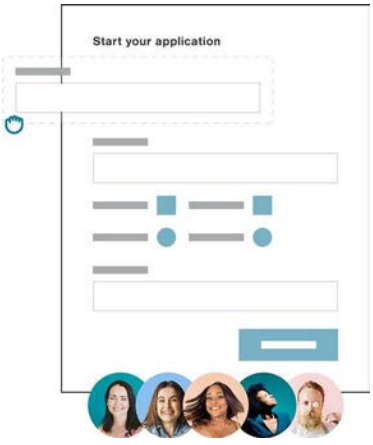


FAQ's

FAQs make it easier than ever for site visitors to find quick answers to common questions, significantly decreasing the number of calls coming into your switchboard daily. Within six weeks of a Revize website launch, our clients typically experience a significant decrease in daily phone calls. Support your community and relieve your employees with the FAQ App.

Job Posting

Revize's Job Posting App enables site visitors to view and apply for open positions virtually. Postings are removed automatically based on the job expiration date entered by HR personnel. Provide as much detail as you need, and link or upload any number of files describing the position. With the form-fill interface, new job openings can be posted in minutes by non-technical staff. Connect employers and employees with the online Job Posting App.





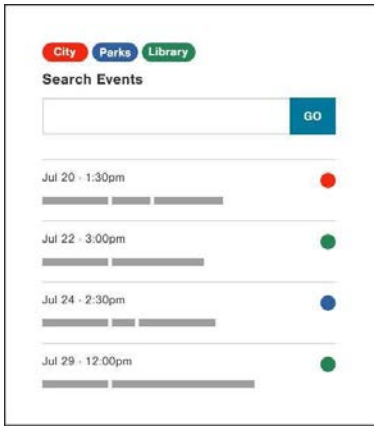
E-notify

The E-Notify App keeps site visitors informed. Web users can receive text and email notifications when a webpage changes. Many of our municipal clients include a notification option on their Meeting Minutes and Meeting Agendas pages so interested citizens can sign up for automatic updates on new postings.

Interactive Map

The user-friendly Revize CMS pairs perfectly with the Revize Interactive Map App, ensuring that the real world is as easily navigable as your website. Buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps interface highlighted with Pins.





Calendar App

The Master/Sub Calendar is a user-friendly tool that enhances usability and encourages the communication of events both internally and externally. It provides visibility and transparency for activities, meetings, and events with a visually appealing display and easy-to-find event contact information. The Calendar App is customizable to user preferences and boasts a Monthly, Daily, Weekly, or Listing View. Save time with the ability to insert recurring events; a perfect solution for repeating Board and Council meetings.

Notification Center

You can't control Mother Nature. However, you can protect your community from her wrath. By posting emergency notifications on your home page, another webpage, or throughout your site, this module allows your webmaster to accurately explain the situation and instruct members of your community on current protocol. In the wake of a natural disaster, the Notification Center is an essential tool to ensure safety and rehabilitation.

Bid Posting

Make sure your government agency is receiving the best possible vendor options for community projects with the Revize Bid Posting App. It provides a simple and convenient online method for vendors to see what your community is looking for and select the best bid choice for community projects. With options to specify the open and close dates for bid opportunities, our bid posting app makes it easy to automatically post and remove any bid from the website. Keep timelines, dates, and quotes open to the public and stay on top of projects and potential vendors.

Business Directory

Ideal for municipalities, chambers of commerce, or any membership organization, this module allows you to easily create and maintain a searchable directory for members and/or businesses within the website. Listings can easily be added, removed, and categorized by non-technical staff in a simple table interface.

News Center with Facebook Integration

The News Center is the news area on the homepage of your website. Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so interested citizens can sign up for automatic updates anytime there is a new posting. The News Center can integrate with Facebook so that news items are automatically posted to Facebook from the website, making life easier for your webmaster.

Online Interactive Forms

Using the Interactive Forms App, you can create -- from scratch -- an unlimited number of custom online forms on any page of your website. The beauty of the app lies in its simplicity. It enables site visitors to fill out and manage forms online in their browser without having to download or print documents. These forms can be used to have visitors contact you with questions, comments, and requests, give feedback, volunteer, sign up for various events, apply for permits, and so much more. Save your staff time and money by automating manual form processes with Revize Interactive Forms.

Quick Links

The Quick Links module empowers site visitors to navigate to their areas of interest, much like FAQs. Examples for users: “Where do I… Get Registered for Summer Camp.” “Where do I… Get a Marriage License.”

Sharing App

The Revize Sharing App provides a one-click drop-down to multiple social media and utility buttons. A common widget found on the web, it is intuitive and easy to use.

Sliding Feature Bar

This feature enhances the visual appeal of your website. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas to which you’d like to draw attention. For example, you may want to feature Parks & Rec; Landmarks and Tourist Attractions.

Translator

Revize integrates the Google Translator into your website template and translates from English to over 100 international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into and enables site visitors of all backgrounds to find the answers they seek. Promote inclusivity in your community with the Translator module.

Citizen's Engagement Center Apps

Public Service Request App

This app allows site visitors to submit requests online based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they can respond directly to the requests and users can track their requests to completion. Photo submission, automatic escalation, mobile app integration, and archived reporting make this one of our most powerful features!

Citizen Request Center

The Citizen request Center allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop-down menu, individuals can forward the request, idea, or comment to the party of interest. The item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop-down menu at any time. Captcha is integrated to ensure each request is genuine and not spam.

Public Records Request Tracker

The Public Records Request Tracker allows the public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and an automated response is generated with a unique tracking number. The system allows the full tracking, correspondence, and online handling of all public record requests. The record request form is flexible and customizable for every municipality.

Citizen Connect

The Citizen Connect App helps open the lines of communication between administrators and their constituency, increasing transparency and interaction. It is a blog that features the option for user feedback comments (comments can be moderated before being published to the website).

Facilities Reservation App

This app allows the display of conference rooms, parks, shelters, and their amenities to manage their availability. A website visitor can search for facilities by type available, review the amenities for each facility, and easily reserve the facility, including the option to pay for its use. Reduce the administrative workload and encourage community engagement with the Facilities Reservation App.

Online Bill Pay

Online Bill Pay enables clients to set up secure online payment processing for credit card transactions using Stripe. This integration can be used for utility and tax payments, purchasing items online, making donations to non-profit organizations, and more.

Rss Feed

The Revize CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

Staff Productivity Apps

Agenda Builder

With the cutting-edge Agenda Builder app, users can automate the assembly of meeting agendas and minutes, saving your webmasters time for more important tasks. The app allows you to easily create, edit, and manage agendas, adding notes to generate official meeting minutes with a single click. Track user access, assign unique roles for each board or commission, and monitor critical meeting data for future use. Controlled access and permissions ensure secure collaboration. Take control of your time by streamlining your meeting creation and management with the Agenda Builder.

Agenda Posting Center

Using this multifunctional app, you can upload agendas, meeting packets, meeting minutes, and more. All materials will be in one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access.

Image Manager

The Image Manager allows approved staff to upload images from their computer or network folders. The simple interface helps users upload new pictures and stores the uploaded pictures for reuse. Each department can create unique image folders and organize image libraries by department. Obsolete images can be deleted from the image library.

Intranet

Provides a Dynamic CMS-enabled area with secure login to build out an Intranet for employee-specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts, and many of the same modules used on the extranet. Support your employees and ensure their success with the Revize Intranet capabilities.

Link Checker

When a new link is created, the Revize system checks whether the URL (link) is valid. If not, an error message will be displayed. The useful Link Checker benefits the webmaster by double-checking bad links before they are saved and displayed on your website. It provides a second line of defense for your staff.

Menu Manager

The Menu Manager allows approved content editors to add or edit site-wide top navigation, and department or section-specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

Newsletter App

The system empowers non-technical staff to create attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include displaying bounced and successful emails to help validate email addresses. The application offers the ability to import contact lists, upload images, add groups, assign contact lists to those groups, and export lists.

Online Form Builder

The Online Form Builder provides a quick and easy alternative for users to communicate with you, offer valuable feedback, and complete tasks online. The forms can be used to have site visitors contact you with questions, comments, and requests, give feedback, volunteer, or sign up for various events, activities, and programs.

Web Content Archive

Your website history will never be a mystery, because all content edits for your site are archived on the Revize CMS database for reference and future use. Your webmasters can click the History button to view previous versions of a particular page or content blocked from your site.

Web Content Schedule

The Web Content Schedule feature eliminates the possibility of promoting dated or past events on your site after the event has passed. The guarantee that accurate information is displayed on your website ensures you will never undermine the perceived accuracy and currency of the site's content with your audience.

Audit Trail

This is a crucial administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active, and use the audit trail for data recovery, if necessary.

Auto Sitemap Tool

The Revize CMS provides this tool to generate a sitemap automatically. Whenever a new page is added or deleted from the system, the sitemap will republish to adapt the change. An up-to-date sitemap is critical to boost the ranking of your website on different search engines.

History Log

With the History Log, administrators can view all the archived versions of any web page and restore any old or archived page. It is a useful feature for referring to any archived legal documents or press releases.

Roles/Permission Setup

Our CMS uses a role-based authentication system in which you can add individual user accounts. Then, assign system roles like Editor, Developer, Administrator, Workflow Approvers, etc. Or, you can add roles for each department and assign department-specific roles to each user.

Secure Site Gateway

Provides a secure login area for either users of an intranet or users to access information unavailable to the general public. Once users are set-up with a secure login ID, they can manage their password changes as needed.

Website Statistics

Revize integrates Google's Web Analytics tool to track the number of site visits, website traffic sources, and more. Your website administrator can run various reports to collect important data on the usage of your website.

Workflows By Department

Workflows offers a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

Mobile Device and Accessibility Apps

Alt-Tags

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows visually impaired individuals to understand the content of the image. Alt tags are imperative for website accessibility and ADA compliance.

Font Size Adjustment

Provides the ability for users to change font size by clicking a button to reach their desired size. Helps those with impaired vision to easily read information on your website.

Responsive Web Design

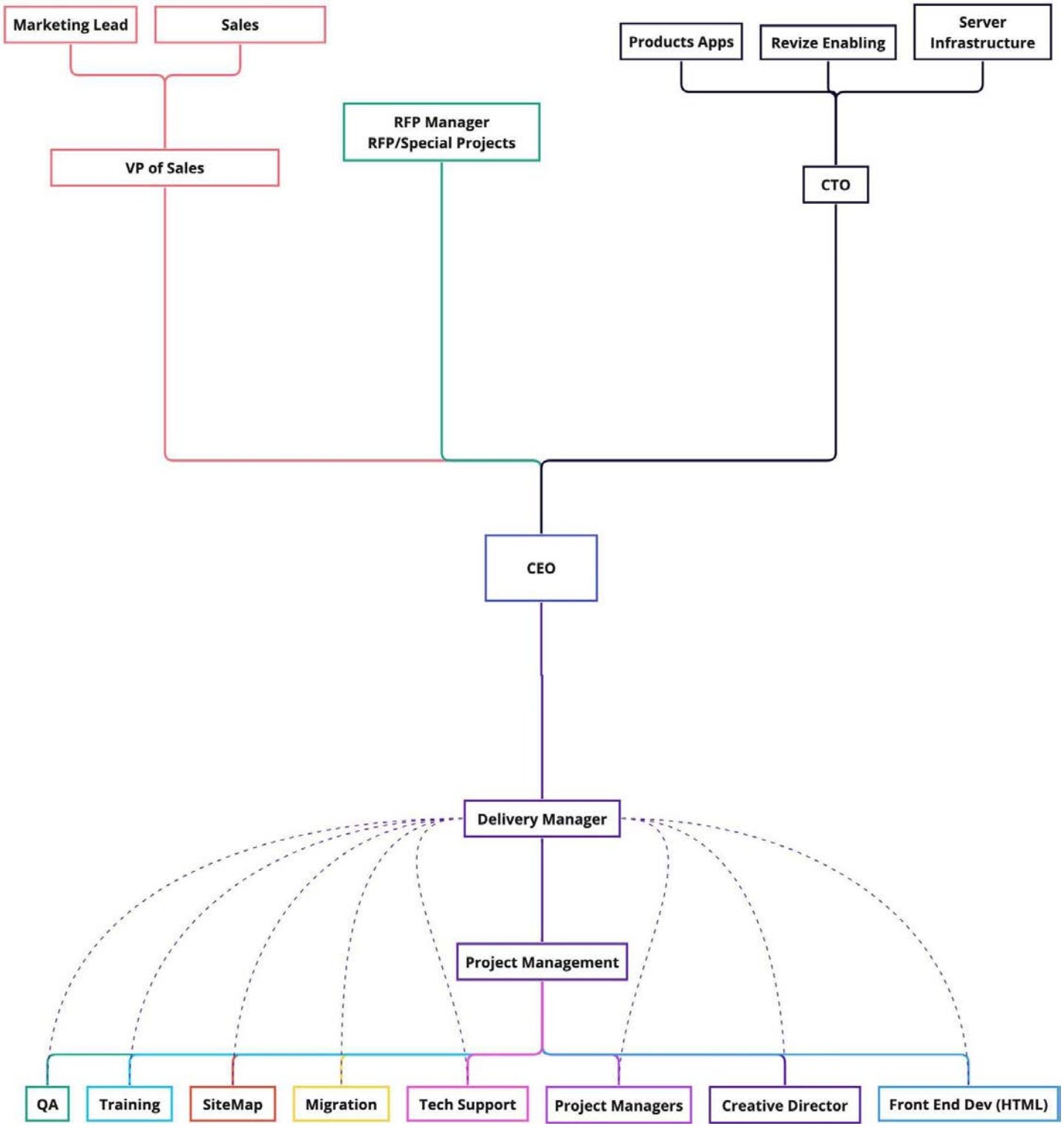
Revize uses pixel-rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smartphones, tablets, iPads, and iPhones. A must-have feature in a world of smartphones.

WCAG Compliance

Revize websites are designed to align with **WCAG 2.1 AA**, while actively incorporating **WCAG 2.2 AA** best practices as standards evolve. Accessibility is supported through ongoing platform enhancements and client tools.



Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials
You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!
The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

What sets Revize apart from other companies?
Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's cloud back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

"We Always Provide Knowledgeable, Friendly and Responsive Service!"

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

"The entire team has been extremely patient and helpful. Absolutely love that we can call for customer service/ help and be quickly connected to a knowledgeable person who can answer and solve any questions/issues. The customer service has been outstanding.

Prescott Valley, AZ

Christina Zangas, Communications Specialist

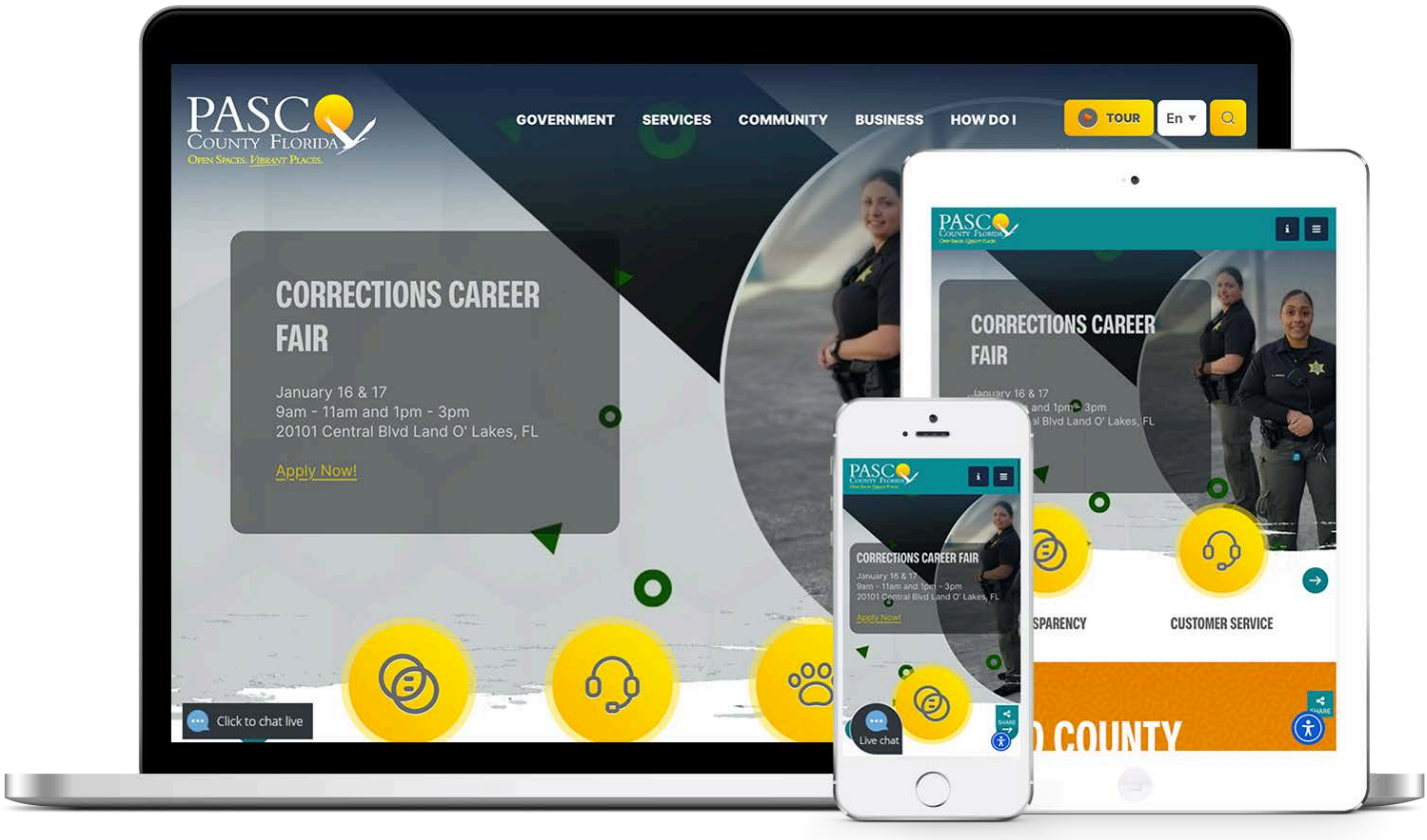


Awards & Accolades

"Revize has been incredible to work with. Their team delivered a beautiful, easy-to-use website that exceeded our expectations. What truly stands out is their outstanding customer service - responsive, knowledgeable, and always willing to go the extra mile."

- Bryan Shaw, Webmaster, Pasco County, FL

Horizon Interactive Award Winner



Project Approach

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

> We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry that’s 24/7 365 by the trained developers & technicians”



Implementation Schedule

Phase	Duration
Phase 1: Initial Setup & Kickoff Meeting	1 - 2 Week
Phase 2: Discovery & Design	6-8 Weeks
Phase 3A: Development	5-6 Weeks
Phase 3B: Sitemap Development	(Overlaps Phase 3A)
Phase 4: Content Migration	5-6 Weeks
Phase 5: Quality Assurance Testing	1-2 Weeks
Phase 6: Training/Go Live	2-4 Weeks
Go-Live (Average)	20-28 Weeks

Did you know?
The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Project Phases/Deliverables

Phase 1: Initial Setup & Kickoff

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

Following a review of the submitted information and an assessment of your needs, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

#1 Responsive Web Design and WCAG Compliance – Two of the most critical elements in modern government website development are Responsive Web Design (RWD) and WCAG accessibility compliance. Responsive design ensures the website automatically adapts and optimizes for any screen size, whether viewed on a computer, tablet, or mobile device, providing citizens with a seamless browsing experience across all platforms. Equally important, WCAG 2.1 Level AA compliance guarantees that all users, including those with disabilities, can access and navigate the site effectively. Together, these standards ensure the website is inclusive, user-friendly, and fully equipped to meet the expectations of today's diverse digital audience.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging visitors to reply to items directly. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks..

Over the past 20 years, revize has mastered the art of designing government websites.

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction: Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your** requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.

- **Main Menu Navigation & Home Page Wireframes**: Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.

Please Note:
The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

Did you know?
Revize will provide a 100% from scratch design with a satisfaction guarantee!

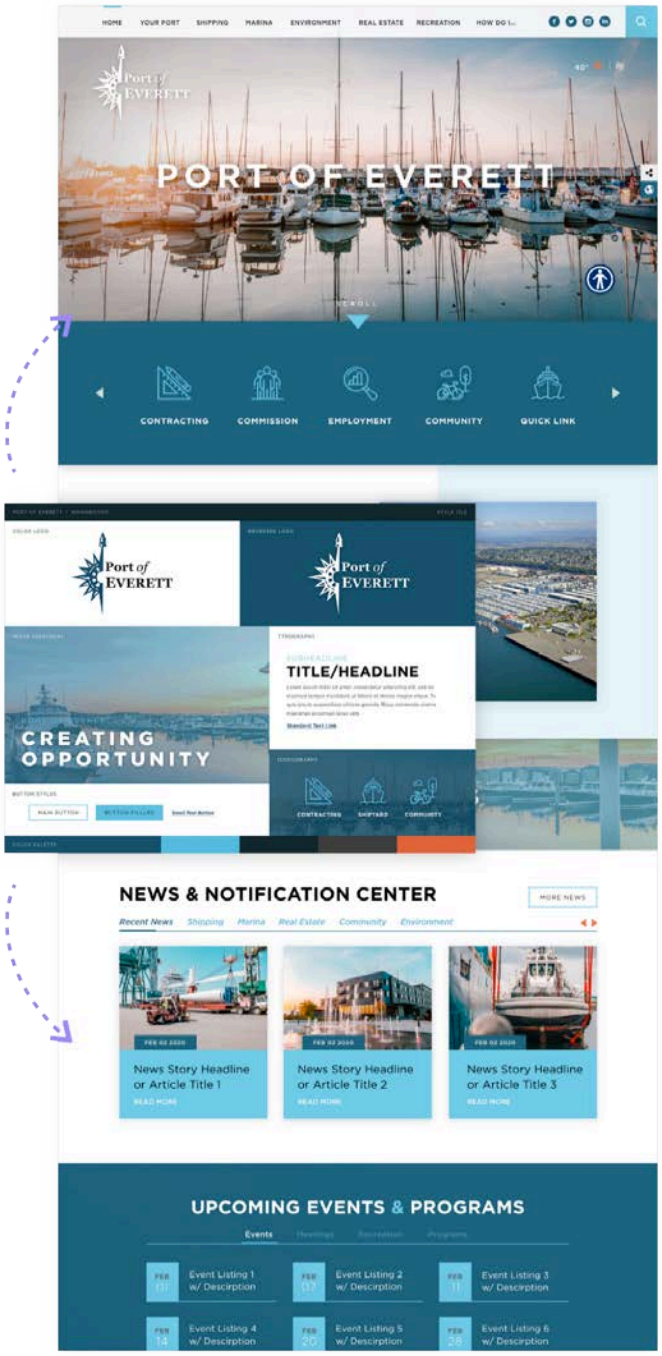
- **Page Layout and module placement**: We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Wire Frame to Concept

- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.



Phase 3A: Development

Using the Revize platform, the Revize development team will implement the approved designs directly within the revize CMS as fully functional, production-ready web pages. Pages are built using responsive HTML and CSS and integrated with Revize's dynamic components and structured modules so content can be edited and maintained natively within the CMS from day one.

All included functionality, including calendars, document centers, photo galleries, alerts, eNotify subscriptions, and other revize tools will be configured, tested, and enabled as part of a unified development phase. This approach ensures consistent styling, accessibility compliance, responsive behavior across devices, and seamless integration with revize's page builder and content management workflows.

Phase 3B: Sitemap Development

During this phase, Revize will develop a recommended sitemap outlining page structure, page names, navigation placement, and content locations for the new website. The sitemap may include notes regarding how existing content should be migrated, consolidated, archived, or excluded from migration to support usability and accessibility best practices. The client will have the opportunity to review the proposed sitemap, provide feedback, collaborate with Revize on revisions, and request changes as needed. Final sitemap approval is required before content migration activities begin in a later phase.

Phase 4: Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There is no limit to the number of pages you can create after CMS editor training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 5: Quality Assurance Testing & Custom Functionality

Quality Assurance Testing

During this phase, Revize conducts comprehensive quality assurance testing to verify that all pages align with the approved sitemap, structure, and content plan. Any issues identified are documented and addressed prior to website launch.

As the project progresses and the client is trained on the CMS in later phases, quality assurance becomes a collaborative, all-hands effort, allowing refinements and adjustments to continue through go-live within the agreed project scope to ensure accuracy and consistency.

This phase may overlap later phases and can extend beyond go live if required.

Custom Functionality

During the discovery process, Revize works with the client to identify any required custom features, enhancements, or modifications to existing functionality and outlines an agreed-upon plan for execution. In this phase, for projects that include approved custom functionality, Revize begins implementing and testing those customizations to ensure they integrate properly and function as intended. Depending on project needs, some customizations may continue through go-live, supporting a flexible and iterative approach that encourages innovation while maintaining project momentum.

Phase 6: Training and Go Live

Training Your Staff (in-person or web-based training)

Once the website is ready for client editing, authorized users will be able to update and revise content as needed using the Revize CMS. Revize will provide structured training on both administrative and content editor functions, enabling staff to confidently manage pages, documents, images, and other site features. Training is typically conducted virtually to maximize flexibility and attendance, though in-person training may be provided upon request.

Training materials are shared in advance to help participants prepare. With client approval, training sessions may be recorded for future reference. As the site approaches launch, Revize works closely with the client to support final adjustments and ensure readiness for go-live. Following launch, Revize's responsive support team remains available to answer questions, provide guidance, and offer refresher training as needed to support long-term success.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Training Plan

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions
- Bid Posting Center
- Job Posting Application
- RSS
- And more….

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Cloud backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage

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Support Plan

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Cloud backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



Did you know?
Revize updates your Content Management System an average of 4 times per year!

Maximum Response Times

- 1 hour for crisis issues
- 4–6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24/7/365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc…

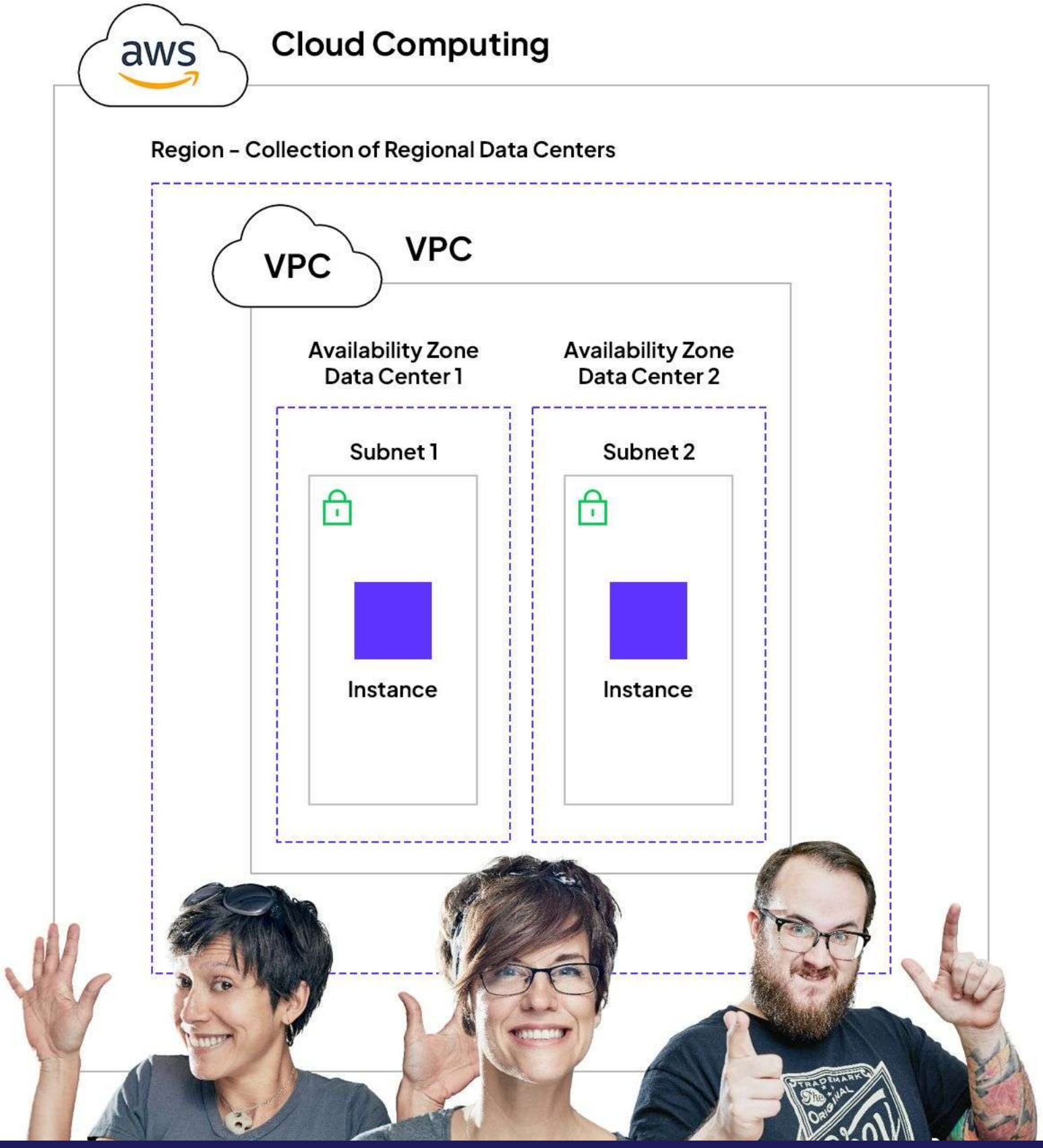
Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



Cloud Hosting, Disaster Recovery, & Security



Resilient Hosting:

Revize uses Amazon Web Services (AWS) Hosting Infrastructure that is offered in multiple Regions in the United States and around the World. Each Region is a separate geographic area completely isolated one from another. AWS Regions are connected to multiple Internet Service Providers (ISPs) and to a private global network backbone to offer lower cost and more consistent cross-region network latency when compared with the public internet.

A region has multiple, isolated locations known as Availability Zones (AZ). Availability Zones are inter-connected through low-latency links. A Virtual Private Center (VPC) spans across multiple availability zones.

Revize Web Sites are hosted on a Virtual Machine running Windows Server operating system with Internet Information Service (IIS) as a Web Server. Virtual Machine is an EC2 instance in AWS terms is hosted inside a VPC in an availability zone of a pre-selected region. A number of EC2 are provisioned in multiple locations across the United States inside a Virtual Private Center isolated from the Internet and the rest of Amazon Web Services infrastructure to offer faster access to the end-users and to minimize the impact of an outage, whether of a specific EC2 instance, an availability zone or an entire AWS region.

Disaster Recovery:

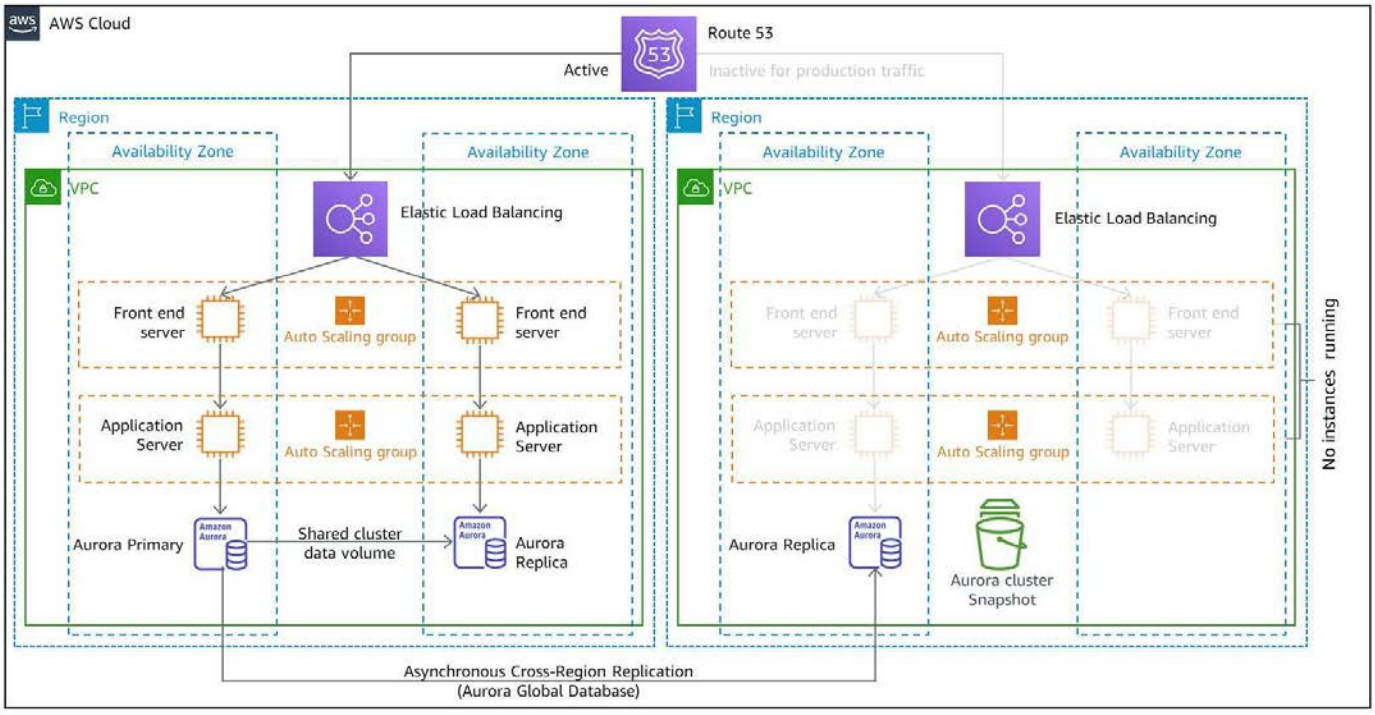
Windows Web Server virtual disk or EC2 Elastic Block Storage (EBS) is backed up on evry night at 10 PM EST. Additionally, the snapshots or virtual disk backups are subsequently automatically copied between regions to enable cross-region recovery capabilities.

Should a Web Site hosted by Revize and monitored in automated fashion become unavailable, another EC2 instance can be restarted. When that proves insufficient EC2 instance will be reprovisioned in the same availability zone, a different availability zone, or, in a different region using the latest snapshot in the matter of a couple of minutes.

The incoming request, from the Internet traffic, is bound to a static IP address or Elastic IP in AWS terms that leverages NAT to forward traffic to a running EC2 instance private IP address. In the case of an EC2 instance re-provisioned in the same region, whether in the same or a different availability zone, Elastic IP is re-assigned to the new EC2 instance.

Elastic IP is represented to the public internet using CName or A-Host domain name services entry. In case of an EC2 instance or an availability zone failure, no adjustment to domain name service is required. In the case of a regional, wide-spread AWS outage, an EC2 instance is reprovisioned in a different region, re-using the latest snapshot preserving the content as of the last automated backup. However, an Elastic IP is specific to the region and, therefore a change to CName or A-Host configuration is required to point to the disaster recovery regional Elastic IP.

Revize Disaster Recovery Infrastructure Diagram



Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Revize/AWS complies with SOC 1/ISAE 3402, SOC 2, SOC 3, FISMA, DIACAP, and FedRAMP, PCI DSS Level 1, ISO 9001, ISO 27001, ISO 27017, ISO 27018 and other programs. Revize is responsible for securing the content, access to the content on the web server, to snapshots, configurations and infrastructure as a whole.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatable with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
- Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers

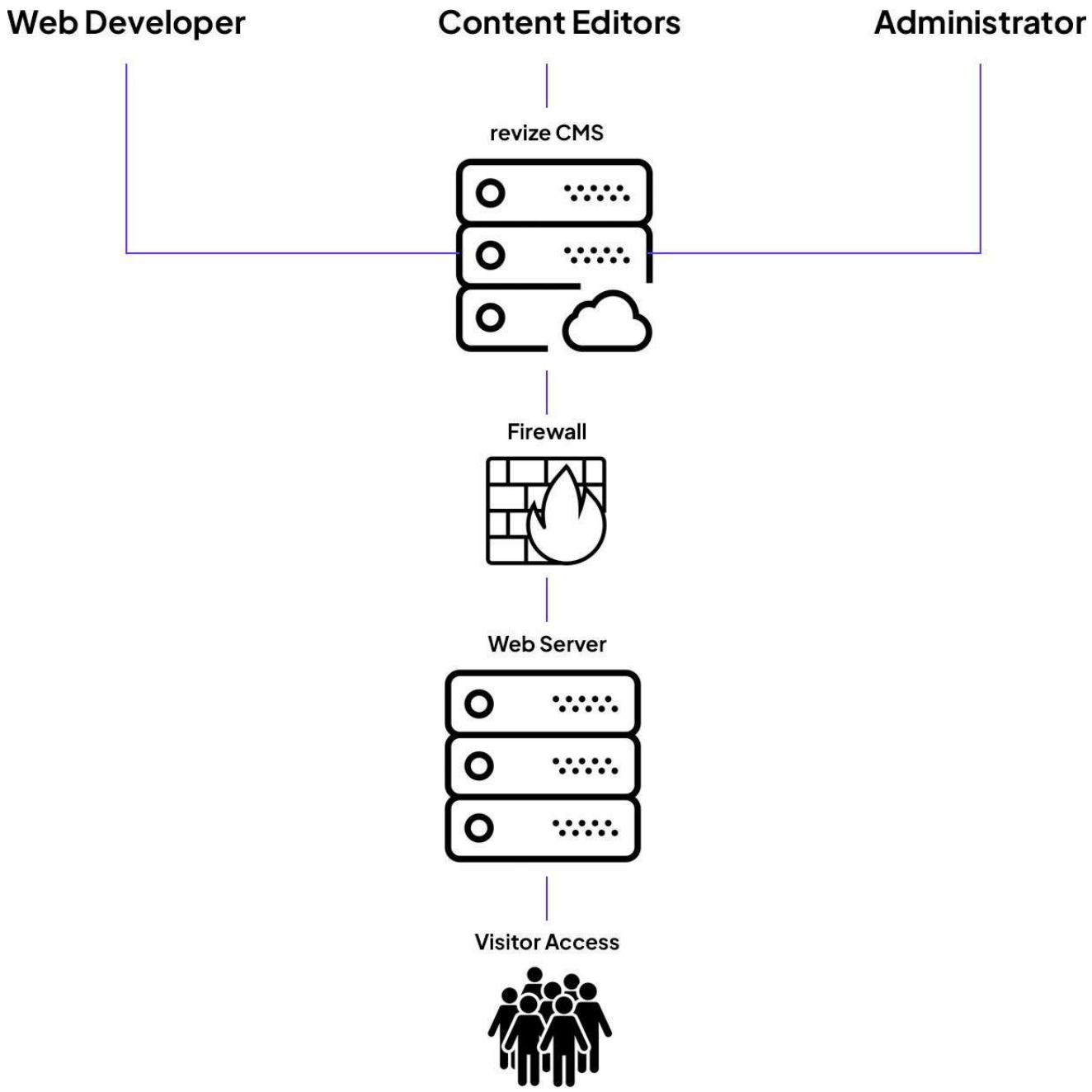
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Did you know?
Revize will host your website and CMS in at least two completely separate geographic locations!

Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



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Cost Proposal

Project Cost

Phase	Price
Phase 1: Kickoff Meeting and Discovery/Project Planning	
Phase 2: Design Mockups/Wireframes One (1) concept, unlimited rounds of changes for each of the following - Homepage & Inner Page	
Phase 3A & 3B: Development & Sitemap Development Convert mockups into Revize CMS enabled webpages and provide suggested sitemap	
Phase 4: QA Testing and WCAG 2.1/2.2 Review	
Phase 5: Content Migration Up to 300 webpages and 1,000 documents	
Phase 6: Revize CMS Content Editor Training & Go Live	

Total Project Cost $28,600.00

Annual Fee

Service	Total
Annual Tech Support, Revize CMS License and Hosting Fee: Unlimited tech support, Unlimited CMS users, up to 30GB website storage, 100GB monthly bandwidth	**$6,900.00**
RZ Clear Docs – PDF to HTML Convertor (Optional): Automatically creates accessible HTML alternatives for PDF documents	**$3,900.00**
Revize AI ChatBot & AI Search (Optional):	**$3,400.00**

Revize provides a free website redesign during year four of service!

Optional Add-Ons

Additional Features/Services

Product	Total
AI ChatBot (Annual Fee) With automatic retraining and backend admin access	$3,400.00
Annual WCAG Scan and Remediation Service (Annual Fee): Includes up to 2 scans per year with up to 10 remediation hours included	$3,000.00
RZ Assist Pro Plus – Accessibility Widget & Sitewide Scan Tool (Annual Fee)	$2,400.00
RZ ClearDocs (PDF to HTML Accessible Converter) – Annual Fee Automatically converts PDFs to an Accessible HTML version sitewide	$3,900.00
Revize Email Newsletter (Annual Fee) Up to 50,000 monthly sends	$2,900.00
Mobile App (Initial Investment) $3,400 Annual Fee Due Upon Go Live	$6,500.00
Logo Design Includes 3 concepts. Client picks one for up to 3 rounds of revisions	$5,500.00

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

Optional Payment Plan – Three Year Payment Breakdown – Interest Free

Year 1	**1/3rd of project costs + Annual Hosting, Support, Maintenance**
Year 2	**1/3rd of project costs + Annual Hosting, Support, Maintenance**
Year 3	**1/3rd of project costs + Annual Hosting, Support, Maintenance**
Year 4	**Annual Hosting, Support, Maintenance (Optional) Includes Free Redesign**

References

Client: City of Lake Forest, CA
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Website: www.fayettecountyga.gov

Client: City of Olympia, WA
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revize.

Thank you

For Considering revize



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www.revize.com

Disclaimer

Scope of Proposal: The information contained in this proposal is for general informational purposes only. The content of this proposal is subject to change without notice, and revize LLC reserves the right to modify, amend, or alter any part of the proposal at its sole discretion. The services, deliverables, timelines, and pricing outlined herein are estimates and are subject to further negotiation and final agreement.

APPENDIX 'B'
COST PROPOSAL FORM

Complete this Cost Proposal Form and include it with your proposal. All prices shall be stated in U.S. dollars and shall remain valid for a minimum of ninety (90) days following the proposal submission deadline.

Cost Item	Proposed Cost
One-Time Website Design & Implementation	$ 5,300
Website Discovery / Planning	$ 2,500
Content Migration	$ 4,700
CMS Configuration	$ 9,300
Staff Training	$ 2,900
ADA Accessibility Implementation	$ 3,900
Annual Website Hosting	$ 1,500
Annual Software Licensing	$ 2,900
Annual Maintenance & Technical Support	$ 2,500
Annual Accessibility Monitoring	$ 2,000
Optional Services (Itemize Separately)	$ Included on page 68 of Revize Proposal
TOTAL ONE-TIME COST	$ 28,600
TOTAL ANNUAL RECURRING COST	$ 8,900

Additional Information

Hourly rate for additional services: $175

Annual cost escalation (if applicable): 4%

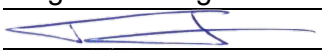
Certification

I certify that the pricing contained in this Cost Proposal is true and correct and that I am authorized to submit this proposal on behalf of the firm.

Firm Name Revize Government Websites

Authorized Representative Thomas Jean

Title Program Manager

Signature 

Date 9/18/2026

APPENDIX 'C'
MUNICIPAL CLIENT REFERENCES FORM

Provide information for at least three (3) California municipal government clients for whom your firm has provided comparable website redesign, CMS, hosting, or accessibility services within the past five (5) years.

Reference 1

Agency Name	Pasco County, FL
Population Served	600,000
Contract Amount	Est. $95,000
Project Completion Date	March 2025
Contact Name	Bryan Shaw
Contact Title	Webmaster
Phone Number	727.815.7177
Email Address	bshaw@mypasco.net

Reference 2

Agency Name	Hilton Head Island,SC
Population Served	37,661
Contract Amount	$53,900
Project Completion Date	April 2026
Contact Name	Rene Tuttle
Contact Title	Website Developer
Phone Number	843.341.4792
Email Address	renep@hiltonheadislandsc.gov

Reference 3

Agency Name	City of Golden, CO
Population Served	20,399
Contract Amount	est. $45,000
Project Completion Date	April 2025
Contact Name	Clarissa Cutrell
Contact Title	Digita Content Coordinator
Phone Number	303.384.8103
Email Address	ccutrell@cityofgolden.gov

Certification

I certify that the information provided above is true and complete.

Firm Name	Revize Government Websites
Authorized Representative	Thomas Jean
Title	Progam Manager
Signature	
Date	9/18/2026

C O N T R A C T

PROFESSIONAL SERVICES AGREEMENT
FOR
WEBSITE REDESIGN, CONTENT MANAGEMENT SYSTEM, HOSTING, AND ACCESSIBILITY COMPLIANCE SERVICES

This Agreement, entered into this _____ day of_____, 2026, by and between the City of Exeter, hereinafter referred to as the "CITY", and Revize Software Systems hereinafter referred to as the "CONSULTANT".

W I T N E S S E T H

WHEREAS, the CITY is authorized and empowered to employ consultants and specialists in the performance of its duties and functions; and

WHEREAS, the CITY has the desire to secure certain technical and professional services to assist in the preparation and completion of the items of work described as "Scope of Work" in Exhibit "A," and hereinafter referred to as the "SERVICES;" and

WHEREAS, the CONSULTANT represents it is licensed, qualified and willing to provide such services pursuant to terms and conditions of this Agreement.

NOW, THEREFORE, CITY and CONSULTANT agree as follows:

I. SERVICES TO BE PERFORMED BY THE CONSULTANT

A. Authorized Scope of Work: The CONSULTANT agrees to perform all work necessary to complete in a manner satisfactory to the CITY those tasks described and the cost identified in Exhibit "A" - Scope of Work.

B. Quality of Work: all work shall be performed to the highest professional standards.

SERVICES.

II. TIME OF PERFORMANCE

The CONSULTANT shall commence performance of this Agreement within ten (10) days of Consultant's Notice to Proceed following City Council approval of this Agreement and shall complete the work within the timeframes outlined in Exhibit "A", unless otherwise extended in writing by CITY, in its sole discretion.

If the CONSULTANT fails to complete the SERVICES within the time specified, plus any extensions of time which may be granted, the CITY shall determine the percent of each work item completed and shall pay the CONSULTANT on that basis.

CONSULTANT shall not be responsible for delays which are due to causes beyond the CONSULTANT's reasonable control. In the case of any such delay, the time of completion shall be extended accordingly in writing signed by both parties.

III. COMPENSATION

A. Total Compensation: For services performed pursuant to this Agreement, the CITY agrees to pay, and the CONSULTANT agrees to accept, as payment in full, a not to exceed amount of $28,600 for initial

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website design and implementation as well as $8,900 per year. A proposed four percent (4%) annual escalation shall not apply unless expressly agreed in the executed schedule of fees. This amount shall constitute complete compensation for all services for the work and SERVICES identified in Exhibit "A."

B. Payment of Compensation: The CONSULTANT shall be compensated no later than thirty (30) days following submission of a written, verified final billing invoice to the CITY.

IV. AUTHORIZED REPRESENTATIVE

A. CITY: The City Administrator shall represent the CITY in all matters pertaining to the services to be rendered under this Agreement, except where approval of the City Council of the City of Exeter is specifically required.

B. CONSULTANT: Jackie Kennedy shall represent and act as principle for CONSULTANT in all matters pertaining to the services to be rendered by it under this Agreement.

V. TERMINATION

The right to terminate this Agreement, with or without cause, may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Termination By Either Party Without Cause: The CITY or CONSULTANT may terminate this Agreement at any time by giving written notice to the other of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

B. Termination of Agreement for Cause: The CITY may by written notice to the CONSULTANT specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination, terminate the whole or any part of this Agreement in any of the following circumstances:

1. If the CONSULTANT fails to perform the services called for by this Agreement within time(s) specified herein or any extension thereof; or

2. If the CONSULTANT fails to make progress under this Agreement as to endanger performance of this Agreement in accordance with its terms, and does not correct such failure within a period of ten (10) days (or longer period as the CITY may authorize in writing) after receipt of notice from the CITY specifying such failure.

C. Post-Termination:

1. In the event the CITY terminates this Agreement with or without cause, the CITY may procure, upon such terms and such manner as it may determine appropriate, services similar to those terminated.

2. The CONSULTANT shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the CONSULTANT. Such causes include, but are not limited to, acts of God or of the public enemy, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather.

3. Should the Agreement be terminated with or without cause, the CONSULTANT shall provide the CITY with all finished and unfinished documents, data, photographs, reports, access keys or badges, etc. pursuant to the SERVICES.

4. Upon termination, with or without cause, CONSULTANT will be compensated for the services satisfactorily completed to the date of termination according to compensation provisions contained herein. In no event, shall the total compensation paid CONSULTANT exceed the total compensation agreed to herein.

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5. If, after notice of termination of this Agreement, as provided for in this article, it is determined for any reason that the CONSULTANT was not in default under the provisions of this article, then the rights and obligations of the parties shall be the same as if the Agreement was terminated without cause.

6. Termination of this Agreement shall not terminate any obligation to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination activities.

VI. INTEREST OF OFFICIALS AND THE CONSULTANT

A. No officer, member, or employee of the CITY who exercises any functions or responsibilities in the review or approval of this Agreement shall:

1. Participate in any decision relating to this Agreement which effects his personal interest or the interest of any corporation, partnership, or association in which he has, directly or indirectly, any interest; or

2. Have any interest, direct or indirect, in this Agreement or the proceeds thereof during his tenure or for one year thereafter.

B. The CONSULTANT hereby covenants that he has, at the time of the execution of this Agreement, no interest, and that he shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. The CONSULTANT further covenants that in the performance of this work, no person having any such interest shall be employed.

VII. NO PERSONNEL, AGENCY OR COMMISSION

The CONSULTANT warrants, by execution of this Agreement, that no personnel agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

VIII. SUBCONTRACTING

A. The CONSULTANT shall not subcontract or otherwise assign any portion of the SERVICES to be performed under this Agreement without the prior written approval of the CITY.

B. In no event shall the CONSULTANT subcontract services in excess of 50% of the contract amount, excluding specialized services. Specialized services are those items not ordinarily furnished by a consultant performing the particular type of services.

IX. INDEPENDENT CONTRACTOR

In the performance of the services herein provided for, the CONSULTANT shall be, and is, an independent contractor and is not an agent or employee of the CITY. The CONSULTANT has and shall retain the right to exercise full control and supervision of all persons assisting the CONSULTANT in the performance of said services hereunder. The CONSULTANT shall be solely responsible for all matters relating to the payment of its employees including compliance with social security and income tax withholding and all other regulations governing such matters.

X. SPECIFICATIONS

All specifications, manuals, standards, etc., either attached to this Agreement or incorporated by reference, are binding as to the performance of the work specified in this Agreement unless they are changed by written amendment to this Agreement modified in writing to incorporate such changes.

XI. CITY DATA

A. Type of Data: City Data includes: 1) the City's data that is collected, used, processed, stored, or generated as a result of the use of CONSULTANT's services; and 2) personally identifiable information (PII) collected, used, processed, stored, or generated as the result of the use of CONSULTANT's services, including without limitation, any information that identifies an individual, such as the individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother maiden name, email address, credit card information, or an individual's name in combination with any other of the elements listed herein. CITY will own all rights, including all intellectual property rights, in and to City Data to the extent allowable by law and any derivative works of City Data will remain the exclusive property of CITY.

The records prepared by CONSULTANT under the Scope of Services for this Agreement shall be the property of the CITY and may be used, modified, updated, and replaced in CITY's sole and absolute discretion. It is understood that these records are public records subject to inspection and copying under the California Public Records Act.

Notwithstanding the foregoing, the CITY acknowledges that CONSULTANT, has an intellectual property interest in the process, methods, and materials utilized to prepare the records for the CITY, and has acquired copyright protection of those interests. Accordingly, the CITY acknowledges that those records are intended solely and exclusively for the CITY's internal records management, and the CITY agrees not to market, advertise or exploit the records for commercial purposes. Nothing herein shall be deemed to grant directly or by implication, estoppel or otherwise, any right or license with respect to any processes, methods, or other intellectual property rights CONSULTANT may own or control prior to the date of this Agreement, and CONSULTANT, retains all right, title, and interests in and to such of its own process, methods, and other intellectual property rights.

B. Data Protection:

1. Protection of personal privacy and City Data shall be an integral part of the business activities of CONSULTANT to ensure there is no inappropriate or unauthorized access or use of City Data at any time. To that end, CONSULTANT shall safeguard the confidentiality, integrity, and availability of City Data and comply with the following conditions:

    a) CONSULTANT shall implement and maintain appropriate and administrative, technical, and organizational security measures to safeguard against unauthorized access, disclosure, of theft of City Data. Such security measures shall be in accordance with recognized industry practice.

    b) All City Data obtained by CONSULTANT in the performance of this Agreement shall become and remain property of the CITY.

    c) CONSULTANT shall not use any information collected in connection with the service issued form this proposal for any purpose other than fulfilling the service, without CITY's prior express written consent.

2. CONSULTANT is provided a limited non-exclusive license to use City Data solely for performing its obligations under the Agreement and not for CONSULTANT's own purposes or later use. CONSULTANT shall not access City Data, except i) in the course of data center operations, ii) in response to service or technical issues, iii) as required by the express terms of this Agreement, or iv) at CITY's written request. Unauthorized use of City Data by CONSULTANT or third parties is prohibited. For purposes of this requirement, the phrase

"unauthorized use" means the data mining or processing of data, stored, or transmitted by the service for unrelated commercial purposes, advertising or advertising-related purposes, or for any other purpose other than security or service delivery analysis that is not explicitly authorized.

C. Data Breach: In the event of any City Data security breach, act, error, omission, negligence, or misconduct that compromises or is suspected to compromise security, confidentiality, or integrity of City Data or the physical, technical, administrative, or organizational safeguards put in place by CONSULTANT that relate to the protection of the security, confidentiality, or integrity of City Data, CONSULANT shall notify the CITY as set forth in Section XII.C.5. below and comply with the provisions of California Civil Code Section 1798.82.

XII. INDEMNIFICATION AND INSURANCE

A. To the fullest extent permitted by law, CONSULTANT 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 CONSULTANT's negligence, recklessness or willful misconduct in its performance of its obligations under this agreement or out of the operations conducted by CONSULTANT, regardless of CITY's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the CITY. In the event the City indemnitees are made party to any action, lawsuit, or other adversarial proceeding arising from CONSULTANT's performance of this agreement, the CONSULTANT 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. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by law of the State of California and will survive termination or this Agreement.

B. As respects all acts or omissions which do not arise directly out of the performance of services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONSULTANT agrees to indemnify, defend (at CITY's option), and hold harmless CITY, its elected and appointed officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) performance or failure to perform, under the terms of this Agreement; except to the extent arising out of the sole negligence or willful misconduct of CITY. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by law of the State of California and will survive termination or this Agreement.

C. Without limiting CITY's right to indemnification, it is agreed that CONSULTANT shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage placed with insurances approved to do business in California with an AM Best Rating of A-;VII or higher as follows:

1. Workers Compensation and Employer's Liability: CONSULTANT shall maintain Workers' compensation insurance as required by California statutes and Employer's Liability Insurance with limits of at least one million dollars ($1,000,000) each accident or disease. CONSULTANT 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.

2. Professional Liability Insurance: CONSULTANT shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the services to be rendered in connection with this Agreement, in the minimum amount of five million dollars ($5,000,000) per claim and in the aggregate, and shall not be subject to a deductible or self-insured retention of greater than one hundred thousand dollars ($100,000). Any policy inception date, continuity date, or retroactive date must be before the effective date

of this AGREEMENT, and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement. Such insurance shall apply whether the claim arises out of the operations of CONSULTANT, its officers, employees, consultants, agents, or anyone else acting, directly or indirectly, on behalf of any of the foregoing. Such insurance shall be severable and, except as respects the limits of liability and self-insured retention, apply to each insured as if no other insureds exist. Such coverage shall provide thirty (30) calendar days' notice of intent to cancel or non-renew to CITY. Upon execution of an agreement and upon renewal of such coverage, CONSULTANT shall provide CITY with a certificate of insurance evidencing that such errors and omissions insurance has been obtained and is in full force and effect. In addition to the certificate of insurance and upon request by CITY, CONSULTANT shall provide CITY a certified copy of the insurance policy or policies.

3. Commercial Crime Policy: $1,000,000 to include comprehensive employee dishonesty, disappearance, theft, and forgery or alteration coverage in a form and issued by an insurance or bonding company or companies acceptable to CITY. Such insurance shall not have a deductible greater than $1,000 for any one (1) claim. Upon execution of this Agreement, CONSULTANT shall provide CITY with a certificate of insurance evidencing that such insurance has been obtained and is in full force and effect. Such coverage shall provide thirty (30) calendar days' notice of intent to cancel or non-renewal to CITY.

4. Commercial General Liability: CONSULTANT 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, Four million Dollars ($4,000,000) general aggregate, and Two Million Dollars ($2,000,000) products and completed operations aggregate for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The general aggregate limit shall apply separately to this SERVICES/location, or the general aggregate limit shall be doubled. CONSULTANT'S general liability policies shall allow and be endorsed primary and shall not seek contribution from the CITY'S coverage and be endorsed using Insurance Services Office form CG 20 10 or CG 20 26 (or equivalent) to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. For construction SERVICES, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent) is also required. CONSULTANT 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.

5. Cyber Liability: CONSULTANT must carry Cyber Liability Insurance with limits not less than one million dollars ($1,000,000) per claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by CONSULTANT in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, and trade dress; invasion of privacy violations; information theft; damage to or destruction of electronic information; release of private information; alteration of electronic information; extortion; and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, as well as credit monitoring expenses with limits sufficient to respond to these obligations. The policy shall provide that CITY, and its officers, officials, employees, and agents shall be additional insureds, and the policy shall be primary and non-contributory. CONSULTANT shall maintain processes and procedures relating to the protection of electronic data, including a suitable security and back-up system for all stored data and a written policy with respect to disaster recovery, physical and electronic data security and electronic data retention. Notification of Security Breach: In the event of any actual or reasonably suspected unauthorized access to, or disclosure of, PII ("Security Breach"), then CONSULTANT shall Notify CITY without undue delay and in no event later than ten (10) calendar days after becoming aware of the Security Breach and include in such notification a description of the

nature of the breach, including, where possible, the categories and approximate number of affected data subjects and records;

6. Business Automobile Liability: CONSULTANT shall provide automobile liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than Two Million Dollars ($2,000,000) each accident. If the CONSULTANT'S business/company does not own any automobiles, coverage for hired and non-owned autos shall be provided. CONSULTANT 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.

D. CITY'S Risk Manager is hereby authorized to reduce the requirements set forth above in the event he/she determines that such reduction is in the CITY'S best interest.

E. Each insurance policy required by this Agreement shall contain the following clause:

"This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the City Clerk, City of Exeter, 100 N. C Street, Exeter, CA 93221."

If a carrier will not provide the required notice of cancellation, the CONSULTANT shall provide written notice to the City of a cancellation no later than ten (10) business days before cancellation.

F. In addition, the commercial general liability and automobile liability policies required by this Agreement shall be endorsed to contain the following clauses:

"It is agreed that CONSULTANT'S policy of insurance is primary and any coverage maintained by the City of Exeter shall not contribute with CONSULTNAT'S insurance provided by this policy."

"The City of Exeter, its officers, agents, employees, representatives and volunteers are added as additional insureds as respects operations and activities of, or on behalf of the named insured, performed under contract with the City of Exeter."

G. Prior to commencing any work under this Agreement, CONSULTANT shall deliver to CITY insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above. CONSULTANT shall provide to CITY endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Said endorsements shall be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title. Should it be deemed necessary by CITY, it shall be CONSULTANT's responsibility to see that CITY receives documentation acceptable to CITY which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company. CITY has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

H. Any failure to comply with reporting provisions of the policies by CONSULTANT shall not affect coverage provided the CITY. Coverage shall state CONSULTANT insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

I. In addition to any other remedies CITY may have if CONSULTANT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY may, at its sole option:

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1. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; or

2. Order CONSULTANT to stop work under this Agreement and/or withhold any payment(s) which become due to CONSULTANT hereunder until CONSULTANT demonstrates compliance with the requirements hereof; or

3. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies CITY may have and is not the exclusive remedy for CONSULTANT's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which CONSULTANT may be held responsible for payments of damages to persons or property resulting from CONSULTANT's or its subcontractor's performance of the work covered under this Agreement.

J.

XIII. NON-DISCRIMINATION

CONSULTANT and all subcontractors shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, sex, or any other classification protected by federal or state law, in the performance of this Agreement. The CONSULTANT shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement.

XIV. MISCELLANEOUS PROVISIONS

A. Successors and Assigns: This Agreement shall be binding upon and shall inure to the benefit of any successors to or assigns of the parties.

B. Prohibition of Assignment: CITY has engaged CONSULTANT by virtue of the specialized expertise and reputation in the field of website design for government agencies. Consequently, all work shall be performed by CONSULTANT. CONSULTANT shall assign, delegate or transfer their rights and duties in this Agreement without the written consent of the other party.

C. Dispute/Governing Law: Any dispute not resolvable by informal arbitration between the parties to this Agreement shall be adjudicated in a Court of Law under the laws of the State of California.

D. Notices: Notice shall be sufficient hereunder if personally served upon the City Clerk of the CITY or an officer or principal of the CONSULTANT, or if sent via the United States Postal Service, postage prepaid, addressed as follows:

CITY OF EXETER
100 N. C Street
Exeter, CA 93221
Attention: City Clerk

CONSULTANT
Attention: Thomas Jean
Phone: (248)269-9263
Email: Thomas.Jean@revize.com

E. Jurisdiction/Venue/Waiver Of Removal: This Agreement is entered into and is to be performed in Tulare County, California. This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. Any action brought to interpret or enforce this Agreement, or any of the terms or conditions hereof, shall be brought in Tulare County, California. The CONSULTANT hereby expressly waives any right to remove any action to a county other than Tulare County as permitted pursuant to Section 394 of the California Code of Civil Procedure.

F. Integration/Modification: This Agreement and each of the exhibits referenced herein, which are incorporated by reference, represents the entire understanding of the CITY and the CONSULTANT as to those matters contained herein. In case of conflict between any of the terms and conditions of this Agreement and any CONSULTANT proposal or attachment, the terms and conditions of this Agreement shall control. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by the CITY and the CONSULTANT.

G. Conflict With Law: If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said law, but the remainder of the Agreement shall be in full force and effect.

H. Attorney's Fees: In the event either party commences any action, arbitration or legal proceedings for the enforcement of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recovery of its attorney's fees and court costs incurred in the action brought thereon.

I. Construction: This Agreement is the product of negotiation and compromise on the part of each party and the parties agree, notwithstanding Civil Code Section 1654, that in the event of uncertainty the language will not be construed against the party causing the uncertainty to exist.

J. Authority: Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

K. Headings: Section headings are provided for organizational purposes only and do not in any manner affect the scope or intent of the provisions thereunder.

L. Firearms Prohibited: Guns may not be carried by contractors /vendors/consultants while working on City of Exeter premises without the expressed written approval of a City of Exeter Department Head, or an exemption in the contract. If a contractor/vendor/consultant is caught carrying a gun, without City permission, their contract will be terminated.

M. Accounting Records: CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred, which records and documents shall be kept available at the CONSULTANT's California office during the contract period and thereafter for three years form the date of final payment. CONSULTANT shall provide the CITY access to such records for approval, funding, or auditing the project, during normal business hours upon reasonable notice, the reasonable cost of which shall be borne by the CITY.

N. Compliance with All Laws: CONSULTANT shall comply with all CITY, State, and Federal laws in the performance of its services.

IN WITNESS WHEREOF, this Agreement is executed on the day and year first above written.

CITY OF EXETER

_____

Jason Ridenour, City Administrator

Approved as to Form

_____

Julia Lew, City Attorney

CONSULTANT

_____

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_____

Francesca Nevarez, Risk Manager

_____

Francesca Nevarez, Services Manager

Attachments:

Exhibit “A”: Scope of Work and
Schedule of Fees for Professional Services

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Exhibit A: Scope of Work and Schedule of Fees for Professional Services

Cost Item	Proposed Cost
One-Time Website Design & Implementation	$ 5,300
Website Discovery / Planning	$ 2,500
Content Migration	$ 4,700
CMS Configuration	$ 9,300
Staff Training	$ 2,900
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Annual Website Hosting	$ 1,500
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Annual Maintenance & Technical Support	$ 2,500
Annual Accessibility Monitoring	$ 2,000
Optional Services (Itemize Separately)	$ Included on page 68 of Revize Proposal
TOTAL ONE-TIME COST	$ 28,600
TOTAL ANNUAL RECURRING COST	$ 8,900

Additional Information

Hourly rate for additional services: $175

Annual cost escalation (if applicable): 4%

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Agenda Item Staff Report

Agenda Item Number: **I.8.**

Meeting Date:
October 27, 2026

Wording for Agenda:
Authorize the Purchase of One (1) SIR 4000 Ground Penetrating Radar System from Geophysical Survey Systems, Inc. (GSSI) for Non-Invasive Subsurface Investigation in the amount of $25,751.41.

Submitting Department:
Public Works

Contact Name:
Zachary 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 the City Council approve the purchase of one (1) SIR 4000 Ground Penetrating Radar System from GSSI for non-invasive subsurface investigation in the amount of $25,751.41.

Summary:
Ground Penetrating Radar (GPR) is a technology used at the surface level along roadways, sidewalks, or other surfaces to give a glimpse into the subsurface conditions without excavating or demolition. Using GPR in roadways helps locate underground utilities with precision accuracy, aiding in the prevention of damage to unmarked utilities and assisting the operator in locating subsurface utility services being repaired or connected to. The Public Works Department staff views this as an invaluable asset not only for damage prevention but also for time savings when locating utilities without destruction of roadways or concrete.

On July 28, 2026, the City Council authorized the purchase of one (1) Pinpoint R Ground Penetrating Radar from Instrument Technology Corporation (ITC) in the amount of $20,522.04. In accordance with the adopted purchasing policy, staff had received three quotes, and ITC provided the lowest cost.

Following Council approval, staff was notified that ITC went out of business after the approval and was unable to fulfill the order. Staff is therefore returning to Council to request authorization to purchase from the next-lowest quote, provided by GSSI in the amount of $25,751.41. The GSSI system includes the SIR 4000 controller, a 400 MHz antenna, a four-wheel survey cart, control cable, and power supply, and meets the Department's needs for utility locating and subsurface investigation. The third quote, from Certified MTP, was the highest at $30,906.74. *If approved, this action will replace the purchase previously authorized from ITC.*

Background:

The Public Works Department maintains the City's underground utility network through preventive maintenance, localized repairs, rehabilitation, and capital improvement projects. Effective pavement preservation depends on identifying subsurface conditions before excavating to minimize impact to the asphalt, reduce asphalt patches, and save staff time. Impulse radar, or ground-penetrating radar (GPR), is a non-destructive testing method that evaluates subsurface conditions without the need for coring, excavation, or other intrusive techniques. The system operates by emitting short electromagnetic pulses through an antenna positioned at or near the pavement surface. When these pulses encounter boundaries between materials with different dielectric properties, part of the signal is reflected to a receiving antenna. These returned signals are then processed to identify layer interfaces, detect anomalies, and assess conditions such as variations in layer thickness, moisture intrusion, segregation, delamination, and voids. This information is especially valuable for municipal pavement management, as it supports decisions related to crack sealing, patching, overlay design, rehabilitation timing, and identifying areas that require further investigation. The Federal Highway Administration recognizes impulse response and radar-based methods as effective tools for evaluating pavement structural conditions and informing maintenance and rehabilitation strategies. Likewise, ASTM guidance on surface GPR highlights its use in subsurface investigations by detecting contrasts in material properties and converting signal travel time into depth estimates when propagation velocity is known or measured. A key advantage of impulse radar is its ability to collect continuous data quickly over long roadway segments without disrupting traffic. Unlike isolated test pits or core samples, GPR provides broader spatial coverage and can identify localized defects that may not be visible at the surface. This improved visibility allows staff to more precisely target repairs, reduce unnecessary excavation, and enhance the overall efficiency and cost-effectiveness of pavement preservation efforts.

This equipment will improve the City's ability to perform in-house subsurface assessments for both routine and project-based maintenance. In-house capability provides faster response times, greater scheduling flexibility, and the ability to collect data when field conditions are most favorable. It also reduces reliance on outside consultants for preliminary investigation and routine pavement characterization. The system will support preventive maintenance by allowing staff to identify issues before they become visible failures. Early detection of moisture-related deterioration, weak zones, or layer separation can extend pavement life and reduce lifecycle costs by enabling timely interventions such as crack sealing, localized repair of water

and sewer mains, or surface treatment. The equipment also improves staff safety and operational efficiency by limiting the need for exploratory excavation. By identifying buried infrastructure before ground disturbance occurs, the City can reduce the risk of damage to utilities, minimize service interruptions, avoid rework, and better coordinate maintenance activities with other infrastructure owners. Because the radar method is non-destructive, it can be deployed with less lane disruption and fewer labor-intensive investigation activities than conventional cut-and-test methods.

Fiscal Impact:

Total cost for the purchase of one (1) SIR 4000 Ground Penetrating Radar System from GSSI is $25,751.41, which is $5,229.37 more than the previously authorized purchase from ITC. Funding for this purchase is available in the Water and Sewer Funds, with the Water Fund contributing 57% ($14,678.30) and the Sewer Fund contributing 43% ($11,073.11) of the total cost, which is within the adopted budgeted amount of $28,000. Funding is appropriated in the adopted Fiscal Year 2026/27 Capital Improvement Program, Water Fund Account No. 105.461.080.056 and Sewer Fund Account No. 107.441.080.058.

Prior City Council Actions:

On July 28, 2026, the City Council authorized the purchase of one (1) Pinpoint R Ground Penetrating Radar from ITC in the amount of $20,522.04.

The purchase was not able to be completed due to ITC going out of business.

Attachments:

- Quote from GSSI
- Quote from ITC
- Quote from Certified MTP

Recommended motion to be made by the City Council:

I move to authorize the purchase of one (1) SIR 4000 Ground Penetrating Radar System from GSSI for non-invasive subsurface investigation in the amount of $25,751.41.

INSTRUMENT TECHNOLOGY CORPORATION

Equipment Sales • Service • Training

Serving Utilities & Contractors since 1995

P.O. Box 1944
Sebastopol, CA 95473-1944
800-519-1998 707-793-0673
Fax 707-793-0675
sales@instecorp.com

Quotation # 114839

Issue Date	Rep
6/9/2026	LW

Bill To:

City of Exeter
Marcus Millan
350 W. Firebaugh
Exeter, CA 93221

Ship To:

City of Exeter
Marcus Millan
350 W. Firebaugh
Exeter, CA 93221

THIS QUOTATION IS VALID UNTIL 220 DAYS AFTER ISSUE DATE

P.O. No.	Customer Contact	Fax	Cell	Phone Number
				559-702-3822

Item	Description	Ordered	U/M	Rate	Amount
imp-PINPOINTR-	Ground Penetrating Radar PinPointR Antenna and Cart Kit Includes: PinPointR Antenna CART for PinPointR ImpulseRadar Li-ion Battery 11,1V/8,7Ah 96,57Wh Battery charger LI-ION 3 cells w/ 3 cable set Android Acquisition/control software application * * This price includes a $1222 US government imposed tariff.	1	ea	17521.00	17,521.00T
Freight Chg	Freight Charge from manufacturer			475.00	475.00
PROV-SamsungTablet	Samsung Galaxy Tab ACTIVE5 Pro Enterprise Edition 6+128GB (Unlocked) Green	1	1	875.00	875.00T

Payment Terms:
Cash, Company Checks, Or Credit cards are accepted.
Returned items are subject to a 20% restocking fee.

Subtotal	$18,871.00
Sales Tax (8.975%)	$1,651.04
Total	**$20,522.04**

Purchase Approved by: _____
Date: ___/___/___

Quote Number	Q-05010
Expiration Date	8/9/2026
Created Date	7/10/2026
Prepared By	Johnny Stanard
Email	stanardj@geophysical.com

SALES QUOTE

Account Name	Exeter City	Ship To	350 West Firebaugh Avenue Exeter, California 93221 United States
Bill To	350 West Firebaugh Avenue Exeter, California 93221 United States	Terms of Payment	CIA-B
Contact Name	marcus millan	Terms of Sale	EXW Nashua, NH
Phone Email	15597023822 mmillan@exetercityhall.com	Ship Via	UPS GROUND

Shipping and Tax are estimated.

QTY	PART #	DESCRIPTION	UNIT PRICE		EXTENDED	Total Price
1.00	FGUS4000/50400S/654	System includes: SIR 4000 controller, Model 50400S (400 MHz) antenna, Model 654 4-wheel cart, 2.5m antenna control cable, UtilityScan Quick Start Guide, AC Power Supply	USD 23,000.00		USD 23,000.00	USD 23,000.00
1.00	FGSHIP	Estimated Shipping and Handling	USD 679.46		USD 679.46	USD 679.46

SubTotal	USD 23,679.46
Tax	USD 2,071.95
Total	USD 25,751.41

Acknowledgement

Please sign to acknowledge your acceptance of this order and of the GSSI Terms & Conditions associated with this order.
All prices are in United States Dollar ($USD).

Thank you for the opportunity to be of service.

Signature: Your PO#: Date:

If sold in the United States, the commodities, technology and software in this order are for sale and use in the United States and are governed by the Export Administraiton Regulations. Diversion contrary to U.S. law is prohibited.

If sold outside of the United States, the commodities, technology and software in this order were exported in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

Remit To:

Payments should be sent to:
Geophysical Survey Systems, Inc
40 Simon Street
Nashua, NH 03060-3075

Quote# From Certified MTP: Quote CMTPQ190345

July 13th 2026

Thank you for the opportunity to provide this quote. Please let us know if you have any questions by replying to this email.

Prepared for:
City Of Exeter
marcus millan
mmillan@exetercityhall.com
(559) 702-3822

Ship To:
350 W Firebaugh Ave
Exeter, California 93221

Terms: Credit Card
Quoted by: Ryan Morrison
Valid until: August 13th 2026
Created Date: July 13th 2026

Ship Time: Refer to Product on Website for Most Current Estimated Shipping Time

	Unit Price	Qty	Extended
 **Proceq GS8000 Ground Penetrating Radar (GPR) Mapping, Lite** V118.39355300	28,368.50	x 1	28,368.50

Subtotal	$	28,368.50
Shipping (Ground Shipping)		55.99
Tax		2,482.25
Total	***$***	***30,906.74***

Proceed To Checkout

- If you want to make changes to your quote please reply to this email with the requested changes and we'll get a revised quote sent asap.
- Pricing is subject to change at any time.
- We may add additional taxes in some states.
- Feel free to contact us at service@certifiedmtp.com or call us at 800-940-1928.

Certified MTP || PO Box 780898, Sebastian, FL 32978

Agenda Item Staff Report

Agenda Item Number: **I.9.**

Meeting Date:
October 27, 2026

Wording for Agenda:
Receive and File the City Treasurer's Report for September 2026.

Submitting Department:
Finance

Contact Name:
Janie Rodriguez, Finance 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 receive and file the City Treasurer's Report for September 2026.

Summary:
The September 2026 Treasurer's Report provides a summary of the City's banking activity, reconciles those balances to the City's general ledger, and identifies where City funds were invested as of September 30, 2026. The report reflects the City's investments in California Local Agency Investment Fund (LAIF), treasury notes, and other liquid investments held by US Bank Trust. All investments are managed in accordance with the City's investment policy and comply with the applicable provisions of California Government Code Section 53600 et seq. Based on the current investment portfolio and projected cash flow needs, the City has sufficient liquidity to meet its projected expenditure requirements for the next six months.

Background:
California Government Code requires local agencies to prepare and present periodic investment reports to their governing body. Accordingly, the Finance Department presents the Treasurer's Report to the City Council on a quarterly basis. The City invests excess City funds in the Local Agency Investment Fund (LAIF), treasury notes and certificates of deposit with various maturity dates. The rates on the treasury notes and CDs vary from 1.63% to 4.75% whereas the LAIF interest rate increased slightly from 3.94% in the prior quarter to 3.97% as of September 30, 2026.

In accordance with Governmental Accounting Standards, the City must report investments at fair value and recognize unrealized gains and losses in its general ledgers. Amortized cost is the accounting value of an investment, adjusted over time for any premiums or discounts paid at purchase. Fair value reflects an investment's current market value. LAIF's fair-value factor of 0.994484410 resulted in a fair value of $22,802,525.05, resulting in a total net unrealized loss for the City's investment portfolio of $167,548.95.

Although LAIF's interest rate increased slightly from 3.94% to 3.97%, resulting in slightly higher interest earnings for the City, interest rate and fair value measure two different things. The interest rate reflects investment earnings, while the fair-value adjustment reflects the market value of the investment portfolio compared to its amortized cost. LAIF values the investments held in its overall portfolio at market value. As of September 30, 2026, LAIF'S portfolio market value was below its amortized cost, resulting in an unrealized loss for the City's share of LAIF's portfolio. The unrealized loss is a valuation adjustment required for financial reporting purposes and does not reflect an actual cash loss or reduce the amount of cash available for operations.

Fiscal Impact:

There is no fiscal impact associated with this item.

Prior City Council Actions:

City Council receives and files Treasurer's Reports quarterly.

Attachments:

- Treasurer's Report for September 30, 2026

Recommended motion to be made by the City Council:

I move to receive and file the City Treasurer's Report for September 30, 2026.

CITY OF EXETER TREASURER'S REPORT

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

Quarter 1

		7/31/2026	8/31/2026	9/30/2026
CASH ON HAND				
Beginning Balance		**$ 1,616,045.97**	**$ 1,403,257.55**	**$ 2,347,502.47**
Deposits	Beginning Deposits In Transit	$ 16,411.10	$ 22,382.98	$ 35,023.61
	Bank Deposit (Cash/Checks)	$ 426,718.96	$ 447,379.08	$ 354,472.10
	LAIF to BOTS Transfer	$ 726,000.00	$ -	$ 996,000.00
	Direct Deposit (Paymentus, Ipay, ACH Receipts)	$ 794,754.82	$ 1,690,682.19	$ 840,570.92
	Total deposits	**$ 1,963,884.88**	**$ 2,160,444.25**	**$ 2,226,066.63**
Withdrawals	City Checks Processed	$ 1,092,937.29	$ 820,741.02	$ 1,236,357.37
	Manual Disbursements	$ 13,976.17	$ 42,366.40	$ 22,218.43
	Payroll EFT	$ 217,763.36	$ 242,901.04	$ 182,273.49
	Payroll Checks Processed	$ 10,244.15	$ 4,737.47	$ 18,726.77
	CalPERS Retirement costs	$ 785,100.95	$ 57,537.08	$ 86,174.54
	Payroll Taxes	$ 51,311.53	$ 44,550.82	$ 35,717.10
	FSA Disbursements	$ 1,533.39	$ 827.74	$ 497.80
	Chargebacks	$ 2,023.85	$ 140.38	$ 1,293.80
	State DCSS	$ 1,346.74	$ 2,020.11	$ 865.60
	Bank Fees	$ 110.00	$ 100.00	$ 135.00
	Water/Sewer Bond Payment	$ -	$ -	$ 203,075.00
	Transfer to LAIF	$ -	$ -	$ -
	Purchase FFCB Bond	$ -	$ -	$ 996,123.89
	USPS Postage	$ 325.87	$ 277.27	$ 321.42
	Total Withdrawals	**$ 2,176,673.30**	**$ 1,216,199.33**	**$ 2,783,780.21**
Ending Bank Balance		**$ 1,403,257.55**	**$ 2,347,502.47**	**$ 1,789,788.89**
	Undeposited Cash on Hand	$ 22,382.98	$ 35,023.61	$ 27,366.11
	Total Outstanding Deposits	**$ 22,382.98**	**$ 35,023.61**	**$ 27,366.11**
Outstanding Checks	General	$ 31,558.25	$ 654,445.16	$ 18,103.31
	Payroll	58,237.38	$ 17,287.53	$ 2,271.39
	Total outstanding checks	**$ 89,795.63**	**$ 671,732.69**	**$ 20,374.70**
Adjusted Bank Balance		**$ 1,335,844.90**	**$ 1,710,793.39**	**$ 1,796,780.30**

Prepared By: Xochitl Hernandez

Xochitl Hernandez, Finance Manager

Approved By:

Janie Rodriguez, Finance Director

CITY OF EXETER INVESTMENT REPORT

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

For quarter ending **9/30/2026**

Beginning Cash Balance	$ 29,741,112.27
Disbursements	(601,335.52)
Journal-Entries	(429,499.40)
Manual-Disbursements	(20,898.43)
Payroll	(186,849.72)
Receipts	552,299.18
Utilities	668,816.15
Reconciled Ending Cash Balance	$ 29,723,644.53

CASH AND CASH EQUIVALENTS		
Exeter PD Safekeeping		$ 12,982.24
Petty Cash		$ 1,100.00
Charles Schwab		$ 0.23
	Total:	**$ 14,082.47**

INVESTMENT POOL	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	
	Local Agency Investment Fund	Various	Demand	3.97000%	$ 22,928,991.97	
			Total:		**$ 22,928,991.97**	

MONEY MARKET DEPOSIT ACCOUNT	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	
	US Bank Trust Revenue Fund	Various	Demand	3.61000%	$ 47,186.20	
			Total:		**$ 47,186.20**	

TREASURY OBLIGATIONS/ GOVT SPONSORED ENTERPRISE OBLIGATIONS	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	PRINCIPAL COST
US Treasury	US Treasury Obligations Bond	Oct-21	11/30/2026	1.625%	$ 500,000	$ 513,457.03
Federal Agri Mtg	Federal Agri Mtg Corp M T N	Jul-26	6/24/2031	4.200%	$ 650,000	$ 647,835.50
Federal Farm Credit Bks	Federal Farm Credit Bks	Sep-26	9/28/2029	4.750%	$ 1,000,000	$ 995,860.00
	Unrealized Gain/Loss					$ (167,548.95)
				Total:	**$ 2,150,000**	**$ 1,989,603.58**

CERTIFICATES OF DEPOSIT	TITLE	PURCHASE DATE	MATURITY DATE	RATE	PAR VALUE	PRINCIPAL COST
CD	BNY Mellon NA INSTL CTF DEP	Mar-25	3/8/2027	4.100%	$ 244,000	$ 244,000
CD	Dundee Bank Omaha	Apr-22	4/8/2027	2.250%	$ 247,000	$ 247,000
CD	Lighthouse Fed Cr Un	Jun-26	6/30/2027	4.250%	$ 245,000	$ 245,000
CD	Alabama Credit Union	Feb-24	2/28/2028	4.350%	$ 249,000	$ 249,000
CD	Members Trust of SW FCU	Feb-24	2/28/2028	4.250%	$ 249,000	$ 249,000
CD	American Exp Natl Bank	Jan-26	3/6/2028	4.250%	$ 244,000	$ 244,000
CD	Valley National Bk Passaic N J	Mar-25	3/6/2028	4.250%	$ 244,000	$ 244,000
CD	Ally Bk Sandy Utah	Jul-26	7/3/2028	4.200%	$ 245,000	$ 245,000
CD	Morgan Stanley Bk	Jan-26	1/8/2029	3.700%	$ 245,000	$ 245,000
CD	Morgan Stanley Private Bk Natl	Jul-26	7/2/2029	4.300%	$ 245,000	$ 245,000
CD	BMW Bk North American SLC Utah	Jan-26	1/2/2030	3.800%	$ 245,000	$ 245,000
CD	State BK India New York NY	Jun-26	6/28/2030	4.350%	$ 245,000	$ 245,000
				4.00%	**$ 2,947,000**	**$ 2,947,000**

Total Investments	**$ 27,912,781.75**
Total Cash and Cash Equivalents	**$ 14,082.47**
Total City Funds	**$ 29,723,644.52**
Ratio of Invested Funds/Available Funds	**94%**

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

Xochitl Hernández, Finance Manager

Agenda Item Staff Report

Agenda Item Number: **J.1.**

Meeting Date:
October 27, 2026

Wording for Agenda:
Public Hearing to Conduct Second Reading and Adoption of Ordinance No. 722, An Ordinance of the City Council of the City of Exeter Amending Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code Relating to Planning Commission Membership Requirements.

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 recommends that the City Council conduct a public hearing and the second reading and adopt Ordinance No. 722, amending Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code to establish a geographic residency requirement for members of the Exeter Planning Commission.

Background & Summary:
On August 25, 2026, the City Council considered the upcoming January 2027 term expirations for two members of the Exeter Planning Commission and directed staff to return with options for establishing a geographic residency requirement for Planning Commission membership.

On September 8, 2026, the City Council considered various geographic boundary options and selected the City of Exeter Urban Development Boundary as the residency requirement for Planning Commission membership. The Council further directed that the current Planning Commissioner residing outside the selected boundary be permitted to complete their existing term, which expires in January 2029.

In accordance with Council's direction, Ordinance No. 722 was prepared to amend Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code. The ordinance requires Planning Commission members to reside within the City of Exeter Urban Development Boundary at the

time of appointment and throughout their term of office. The ordinance also includes a provision allowing the existing Planning Commissioner residing outside the boundary to complete his current term, subject to the conditions outlined in the ordinance.

On October 13, 2026, the City Council conducted the first reading and introduced Ordinance No. 722. The ordinance is now being presented for its second reading and consideration of adoption.

If adopted, Ordinance No. 722 will become effective thirty (30) days following adoption.

Prior City Council Actions:

August 25, 2026: The City Council considered the upcoming Planning Commission term expirations and directed staff to return with options for establishing a geographic residency requirement prior to soliciting applications for the upcoming terms.

September 8, 2026: The City Council selected the City of Exeter Urban Development Boundary as the geographic residency boundary for Planning Commission membership and directed staff to prepare an ordinance amending Chapter 2.16 of the Exeter Municipal Code. The Council further directed that the current Planning Commissioner residing outside the selected boundary be permitted to complete his existing term through January 2029.

October 13, 2026: The City Council conducted the first reading and introduced Ordinance No. 722, amending Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code relating to Planning Commission membership requirements.

Fiscal Impact:

There is no significant fiscal impact associated with adoption of the ordinance. Minor costs associated with publication and codification will be absorbed within the adopted budget.

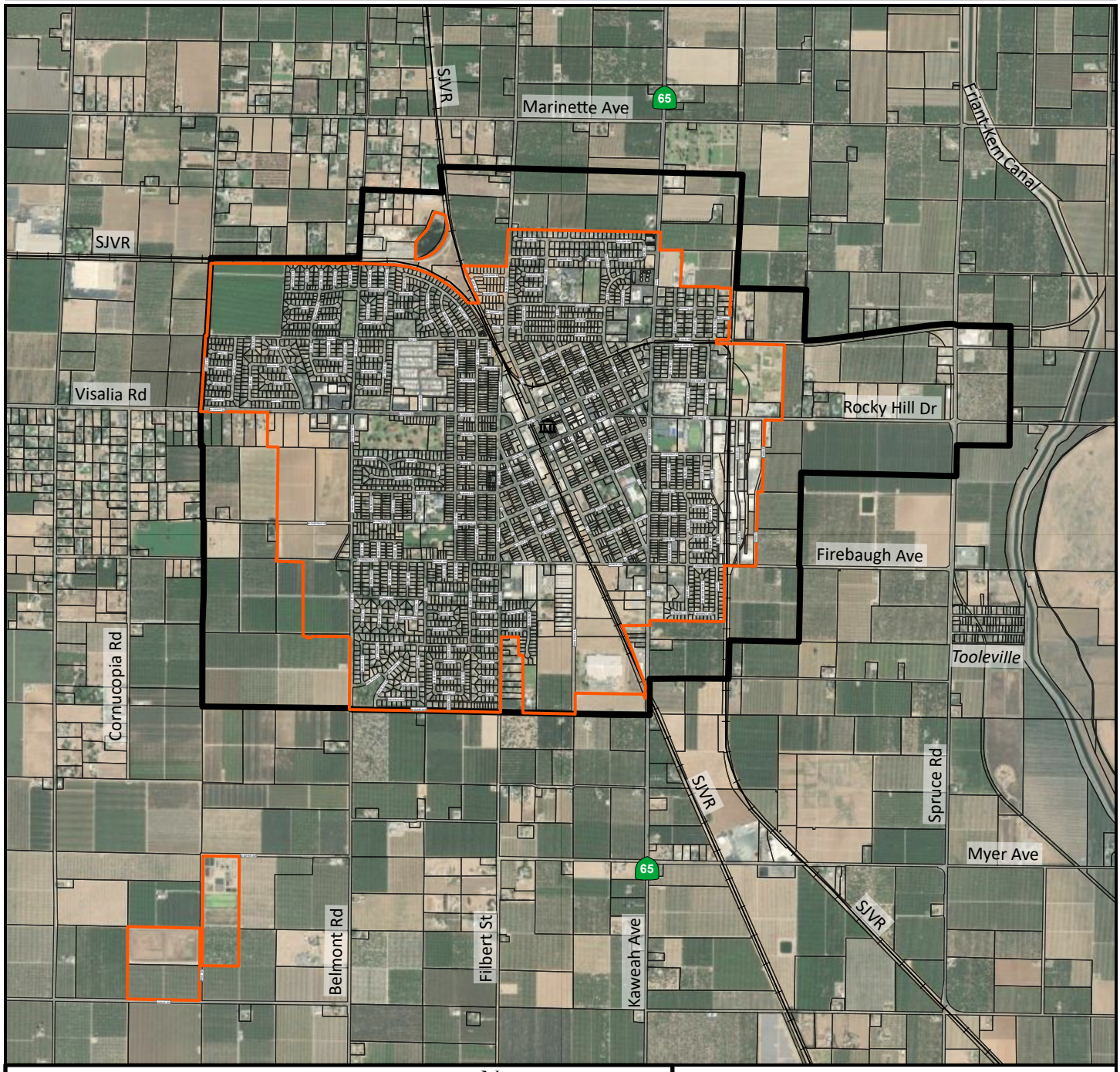
Attachments:

- Exeter City Limits and Urban Development Boundary Map
- Draft Ordinance No. 722 Amending Chapter 2.16 – Planning Commission Membership Requirements

Recommended motion to be made by the City Council:

I move to conduct the second reading, by title only, waive further reading, and adopt Ordinance No. 722, An Ordinance of the City Council of the City of Exeter Amending Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code Relating to Planning Commission Membership Requirements.

City of Exeter - Urban Development Boundary



Legend

- Urban Development Boundary
- City Limits
- Parcels
- Railroad (SJVR)
- City Hall

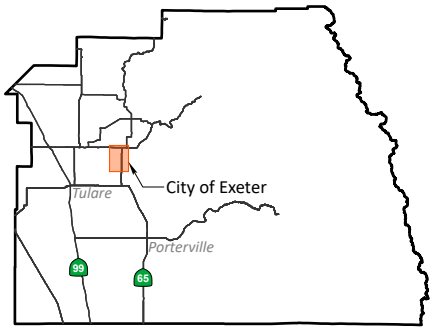
N

0 0.25 0.5 1

Miles

Scale: 1 inch = 0.5 Miles

Tulare County



Prepared by:

A & M CONSULTING ENGINEERS

September 3, 2026

Data maintained by: Tulare County LAFCO (2022), California Department of Transportation (Caltrans) (2020), Vantor (2026)

Coordinate System: NAD 1983 State Plane California IV FIPS 0404 (US Feet)

For Reference and Display Only

ORDINANCE NO. 722

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EXETER AMENDING SECTION 2.16.010 OF CHAPTER 2.16 OF THE EXETER MUNICIPAL CODE RELATING TO PLANNING COMMISSION MEMBERSHIP REQUIREMENTS

WHEREAS, Chapter 2.16 of the Exeter Municipal Code establishes the City of Exeter Planning Commission and provides for the appointment of five members by the Mayor with the approval of the City Council; and

WHEREAS, the Planning Commission serves an important role in reviewing land use, development, subdivision, zoning, and planning matters affecting the City of Exeter and surrounding areas; and

WHEREAS, the Exeter Municipal Code currently does not establish a geographic residency requirement for individuals appointed to serve on the Planning Commission; and

WHEREAS, on August 25, 2026, the City Council considered the upcoming expiration of two Planning Commission terms and directed staff to return with options for establishing a geographic residency requirement prior to soliciting applications for those terms; and

WHEREAS, the City Council desires to establish a geographic residency requirement to ensure that members of the Planning Commission have an appropriate connection to the Exeter community and the areas affected by the City's planning and land use decisions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EXETER DOES ORDAIN AS FOLLOWS:

SECTION 1. Amendment of Exeter Municipal Code Section 2.16.010.

Section 2.16.010 of Chapter 2.16 of the Exeter Municipal Code is hereby amended to read as follows:

2.16.010 Members—Appointment—and Qualifications

A. The planning commission shall consist of five members, all of whom shall be appointed by the mayor with the approval of the city council. All of the members shall be entitled to vote at meetings of the planning commission.

DRAFT

B. No person who is a city councilman shall be appointed as a member of the planning commission.

C. All members of the planning commission shall, at the time of appointment and throughout their term of office, reside within the City of Exeter Urban Development Boundary. A member who ceases to reside within the required geographic area shall no longer be eligible to serve as a member of the planning commission.

D. Notwithstanding subsection C, any member of the planning commission serving on the effective date of subsection C, whose residence is outside the City of Exeter Urban Development Boundary, and who continues to reside at the same residence as of the effective date of their appointment, may continue to serve for the remainder of the term expiring January 18, 2029, or until their successor is appointed. Any subsequent appointment or reappointment shall be subject to the residency requirements set forth in subsection C.

SECTION 2. CEQA.

The City Council finds that adoption of this Ordinance is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15378 because the Ordinance constitutes an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

SECTION 3. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. Effective Date.

This Ordinance shall take effect thirty (30) days following its adoption.

SECTION 5. Publication.

DRAFT

The City Clerk shall cause this Ordinance or a summary thereof to be published in accordance with applicable law.

PASSED AND ADOPTED by the City Council of the City of Exeter this [_____], 2026 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____

Jacob Johnson, Mayor

ATTEST:

_____

Francesca Nevarez, City Clerk

DRAFT

Agenda Item Staff Report

Agenda Item Number: J.2.

Meeting Date:
October 27, 2026

Wording for Agenda:
Consider Approval of Resolution No. 2026-44, A Resolution of the City Council of the City of Exeter, Adopting the 2026 Local Roadway Safety Plan and Authorizing Highway Safety Improvement Program Cycle 13 Applications.

Submitting Department:
City Engineering

Contact Name:
Javier Andrade, City Engineer

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 adopt Resolution No. 2026-44, adopting the City of Exeter Local Roadway Safety Plan 2026, authorizing submittal of Highway Safety Improvement Program (HSIP) Cycle 13 applications, committing the 10 percent local match, and authorizing the City Administrator, or designee, to execute the Local Roadway Safety Plan Certification, the applications and related agreements.

Summary/Background:
A Local Roadway Safety Plan (LRSP) identifies traffic safety problems on local roads and prioritizes proven countermeasures to address them. Caltrans requires an agency to have a completed LRSP, updated and validated at least every five years, in order to apply for Highway Safety Improvement Program (HSIP) funds, and recommends that the plan be adopted by the City Council (HSIP Cycle 13 Application Instructions, July 2026). The City Engineer prepared the attached plan following the Caltrans Local Roadway Safety Manual. It analyzes ten years of collision data, identifies five safety emphasis areas and 14 priority locations with countermeasures and planning-level costs, and will be updated at least every five years.

HSIP Cycle 13 applications are due November 2, 2026. Staff intends to apply under the Pedestrian Crossing Enhancements set-aside for the intersection of E Street and Pine Street, with high-visibility crosswalks, curb extensions, ADA curb ramps at a planning-level cost of approximately

$360,000 in 2026 dollars. The resolution authorizes applications under any HSIP category or set-aside for projects consistent with the plan.

Fiscal Impact:

There is no cost to adopt the Local Roadway Safety Plan. HSIP reimburses 90 percent of eligible project costs, with the City providing a 10 percent local match, approximately $36,000 for the E Street and Pine Street application. The local match for this project will be provided with Measure R funds. Each awarded project will return to the City Council for approval of the funding agreement.

Prior Council/Board Actions:

The City Council approved the Active Transportation Plan on October 22, 2024. No prior City Council action has been taken regarding the Local Roadway Safety Plan.

Attachments:

- Resolution No. 2026-44
- Exhibit A, City of Exeter Local Roadway Safety Plan 2026

Recommendation motion to be made by the City Council:

I move to adopt Resolution No. 2026-44, A Resolution of the City Council of the City of Exeter Adopting the 2026 Local Roadway Safety Plan and Authorizing Highway Safety Improvement Program Cycle 13 Applications.

RESOLUTION NO. 2026-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER ADOPTING THE 2026 LOCAL ROADWAY SAFETY PLAN AND AUTHORIZING HIGHWAY SAFETY IMPROVEMENT PROGRAM CYCLE 13 APPLICATIONS

WHEREAS, the California Department of Transportation (Caltrans) administers the Highway Safety Improvement Program (HSIP) for local agencies, which funds safety improvements on local roadways; and

WHEREAS, to apply for HSIP funds, an agency must have completed a Local Roadway Safety Plan (LRSP) or an equivalent plan that is updated and validated at least every five years, and Caltrans recommends that the plan be approved by the agency's governing body; and

WHEREAS, the City of Exeter Local Roadway Safety Plan 2026 (the Plan), prepared by the City Engineer following the Caltrans Local Roadway Safety Manual, analyzes ten years of collision data, identifies safety emphasis areas and priority locations, and recommends safety countermeasures; and

WHEREAS, Caltrans has issued the HSIP Cycle 13 call for projects, with applications due November 2, 2026, and the City intends to submit one or more applications for safety projects consistent with the Plan; and

WHEREAS, HSIP reimburses 90 percent of eligible project costs, and the City will provide the 10 percent local match from its local transportation funds; and

WHEREAS, adoption of the Plan and submittal of applications do not commit the City to construct any project, and each awarded project will be subject to further City Council action.

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

Section 1. The above recitals are true and correct and are incorporated into this Resolution.

Section 2. The City Council adopts the City of Exeter Local Roadway Safety Plan 2026, attached as Exhibit A.

Section 3. The City Council authorizes the submittal of one or more applications to HSIP Cycle 13, under any application category or funding set-aside for which the City is eligible, for safety projects consistent with the Plan.

Section 4. The City commits, for each project awarded, to provide the local share of 10 percent of the total project cost from the City's local transportation funds.

Section 5. The City Administrator, or designee, is authorized to execute the Local Roadway Safety Plan Certification, submit the applications and related documents, accept HSIP funds if awarded, and execute related agreements, subject to approval as to form by the City Attorney.

Section 6. The City Engineer, in collaboration with Public Works and the Exeter Police Department, shall maintain the Plan and update it at least every five years.

Section 7. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Exeter this 27th day of October 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Jacob Johnson, Mayor

ATTEST:

_____

Francesca Nevarez, City Clerk

CITY OF EXETER

Local Roadway Safety Plan

2026

A plan to eliminate traffic deaths and severe injuries on Exeter's roadways.

DRAFT

Prepared by

A&M CONSULTING ENGINEERS, INC.

October 2026

PLAN APPROVAL

By signing this Local Roadway Safety Plan, the engineer is attesting to the technical information and engineering data in this report, which are the basis for the local agency's recommendations, conclusions, and decisions.

Prepared by:

Javier Andrade, PE
City Engineer, City of Exeter
A&M Consulting Engineers, Inc.

Date: _____

Signed for Approval:

Jason Ridenour
City Administrator
City of Exeter

Date: _____

Statement of Protection of Data From Discovery and Admissions

23 U.S.C. §148(h)(4). Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for any purpose relating to this section, shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location identified or addressed in the reports, surveys, schedules, lists, or other data.

23 U.S.C. §409. Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential accident sites, hazardous roadway conditions, or railway-highway crossings, pursuant to sections 130, 144, and 148 of this title or for the purpose of developing any highway safety construction improvement project which may be implemented utilizing Federal-aid highway funds shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

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LIST OF ACRONYMS

Term	Definition
ATP	Active Transportation Program
CRF	Crash Reduction Factor
EUSD	Exeter Unified School District
F+SI / KSI	Fatal and severe injury (killed or seriously injured)
HM-4	Caltrans Highway Maintenance Safety Program
HSIP	Highway Safety Improvement Program
LRSM	Caltrans Local Roadway Safety Manual (Version 1.8, May 2026)
LRSP	Local Roadway Safety Plan
PCF	Primary Collision Factor
RRFB	Rectangular Rapid Flashing Beacon
SHSP	California Strategic Highway Safety Plan
SR	State Route
SS4A	Safe Streets and Roads for All
SWITRS	Statewide Integrated Traffic Records System
TCAG	Tulare County Association of Governments
TIMS	Transportation Injury Mapping System (UC Berkeley SafeTREC)

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1 INTRODUCTION

The City of Exeter is a small community of approximately 10,300 residents in eastern Tulare County, about two miles south of the State Route (SR) 198 and SR 65 junction. State Route 65 (Kaweah Avenue) runs north and south through the center of the City and carries regional and truck traffic past Exeter Union High School, Lincoln Elementary School, and Rocky Hill Elementary School. The City's local arterials, including Visalia Road, Palm Street, Belmont Road, and Firebaugh Avenue, connect residents to schools, parks, downtown businesses, and the regional roadway network.

A Local Roadway Safety Plan (LRSP) provides a framework for the City and its safety partners to identify, analyze, and prioritize roadway safety improvements on local roads. An LRSP is a living document that can be reviewed and updated to reflect changing local needs and priorities. Preparing an LRSP builds partnerships among City departments and partner agencies, produces a prioritized list of countermeasures that demonstrates a defined need, and supports the statewide Strategic Highway Safety Plan (SHSP). Caltrans requires an agency to have a completed LRSP, or an equivalent plan, that is updated and validated at least every five years in order to apply for local Highway Safety Improvement Program (HSIP) funds.

The purpose of the City of Exeter Local Roadway Safety Plan is to bring awareness to the traffic collisions occurring in the City, identify trends and patterns, highlight areas of concern, and propose effective countermeasures to reduce collisions and increase safety for all road users. This plan analyzes ten years of injury collision data (January 1, 2016 to December 31, 2025) from the Statewide Integrated Traffic Records System (SWITRS). A ten-year period was selected because Exeter is a small community and a larger data set gives a more representative picture of collision trends. The plan also draws on the safety findings, community input, and project recommendations already documented in the City's 2022 Complete Streets plan, 2024 Active Transportation Plan, the Tulare County Regional Active Transportation Plan, and the Caltrans SR 65 Multi-Modal Corridor Study.

Over the ten-year period, SWITRS records 51 injury collisions in Exeter, in which 64 people were injured. No traffic fatalities were recorded in this period; however, 5 collisions resulted in severe injuries, and 15 collisions (29%) involved a pedestrian or bicyclist. The last recorded traffic fatality in Exeter was a pedestrian killed at Kaweah Avenue (SR 65) and Chestnut Street in September 2009. For a small city, the share of collisions involving people walking and bicycling is high and is the leading concern of this plan.

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2 VISION & GOALS

The intent of the City of Exeter's LRSP is to create a safer transportation system by preventing traffic deaths and severe injuries while ensuring that everyone, including students walking and bicycling to school, can move around the City safely, equitably, and comfortably. To achieve this, the City will implement comprehensive strategies to address safety issues at high-risk intersections and road segments, and will work with Caltrans on safety improvements along SR 65.

This plan is grounded in the Safe System approach and the Vision Zero principle that while people make mistakes, roads, traffic control, and policies should be designed so that those mistakes do not result in death or serious injury. The plan is consistent with the Tulare County Regional Active Transportation Plan (approved February 26, 2026), which sets a regional objective of reducing pedestrian and bicycle fatalities and severe injuries to zero by 2040.

VISION

Safe, accessible, and comfortable roadways for everyone who walks, bikes, rides, and drives in Exeter.

GOAL

Zero traffic fatalities and zero severe injuries on Exeter's roadways by 2040.

Objectives and Performance Targets

The following objectives support the vision and goal. Each has a measure that can be tracked with SWITRS and City records, and a target that is reviewed at each annual progress report and five-year update. Baselines are the 2016 to 2025 SWITRS values reported in Section 6.

Objective	Performance Measure	Baseline (2016-2025)	Target
Eliminate fatal and severe injury collisions	Fatal and severe injury collisions (SWITRS)	0 fatal; 5 severe	Fewer than baseline in each five-year update period; zero by 2040
Protect people walking and bicycling	Pedestrian- and bicycle-involved injury collisions	15	Fewer than baseline in each update period; zero fatal or severe by 2040
Reduce speeding	Collisions with unsafe speed as the primary factor	13	Downward trend at each annual review
Reduce failure-to-yield collisions	Collisions with automobile right-of-way as the primary factor	13	Downward trend at each annual review
Deliver safety projects	Table 3 projects funded and constructed	0	Fund Table 3 Nos. 1 and 2 by 2028; report status to Council annually
Improve collision data	Years with complete SWITRS reporting	6 of 10 years	Complete reporting each year; reconcile with Police Department records by the next update

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3 SAFETY PARTNERS

Collaboration across departments and agencies is necessary to create a safe transportation environment. Safety partners are the agencies, departments, and organizations whose input and support are foundational to a successful LRSP. The Safety Leadership Team consists of the City bodies that create, execute, and manage safety projects, programs, and policies, and is responsible for developing, adopting, and carrying out this plan. The Stakeholder Team includes partner agencies and organizations that work alongside the City, providing support and assistance in developing and implementing the plan. The partners below are those who participated in or supported the City's recent active transportation and SR 65 safety planning efforts.

Partner	Team	Role in the Plan
Exeter City Council	Leadership	Adopts the plan, sets priorities, and approves projects and funding applications
City Administration and Public Works (Operations)	Leadership	Plan oversight; maintenance of signs, striping, and lighting; project delivery
City Engineer (A&M Consulting Engineers)	Leadership	Collision analysis, countermeasure selection, grant applications, plan updates
Exeter Police Department	Leadership	Collision reporting, enforcement, and education
Exeter Unified School District and school sites	Stakeholder	Safe Routes to School coordination, crossing guards, student outreach
Fire and emergency response services	Stakeholder	Emergency access review and response
Tulare County Association of Governments (TCAG)	Stakeholder	Regional ATP, Measure R, Street Story partnership
Caltrans District 6	Stakeholder	SR 65 corridor improvements, HM-4 program, encroachment approvals
Visalia Transit	Stakeholder	Transit stop access and safety (Routes 9A/9B)
Community organizations (Southern Sierra Cyclists, Exeter Kiwanis, Exeter Lions Club, Exeter Woman's Club) and residents	Stakeholder	Community input and outreach

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Public Outreach

Public outreach gathers the community's concerns about traffic safety, such as speeding, crossings, signs and signals, lighting, and pedestrian and bicycle safety, and helps confirm the high-risk locations found in the collision analysis. Exeter residents have provided extensive safety input in recent years, summarized below. This plan builds on that input, and the plan itself is presented for public review and comment at a regular meeting of the City Council.

Outreach Activity	Date	Key Safety Concerns Raised
Complete Streets plan community survey (bilingual, 146 respondents) and stakeholder interviews	Dec 2020 to Jan 2021	Better sidewalks and lighting (lighting most needed on Firebaugh Avenue, Visalia Road, and Belmont Road); safety around Exeter Union High School and Wilson Middle School; debris in bike lanes.
Caltrans walk assessment of SR 65	Sept 2021	Sidewalk gaps, wide lanes, inconsistent ADA facilities, and mid-day student crossings in front of the high school.
Street Story reports (UC Berkeley SafeTREC and TCAG), including an August 2023 push through EUSD to parents and students	2018 to 2026	Reports concentrated on Kaweah Avenue (SR 65). Unsafe speed and failure to yield were the most cited causes; poor lighting and missing sidewalks were the most cited hazards.
Caltrans SR 65 corridor community meetings	2023 to 2024	Strong support for complete streets on SR 65 and for safer school crossings.
SR 65 walk audit (City, Police Department, EUSD, Caltrans District 6, residents)	April 16, 2026	Missing sidewalks; speeds consistently above the limit; requests for pedestrian islands and crossing lights at San Juan Avenue and Whittier Street; conditions at C Street and Kaweah Avenue.
Kaweah Avenue safety survey (bilingual, 392 responses, one-third age 17 and under)	2026	Preferred treatments: pedestrian hybrid beacons, rectangular rapid flashing beacons (RRFBs), and raised crosswalks; reports of vehicles passing stopped vehicles at crosswalks; students struck at the Rocky Hill Drive signal.

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4 PROCESS

This plan follows the safety analysis process in the Caltrans Local Roadway Safety Manual (LRSM, Version 1.8, May 2026): identify safety issues, analyze the data quantitatively and qualitatively, select countermeasures, and prioritize projects. The steps used are summarized below.

1. **Data Collection.** Collect ten years (2016 to 2025) of injury collision data from SWITRS through TIMS; review collision findings already documented in City and regional plans; gather community input from surveys, walk audits, and Street Story.
2. **Data and Hotspot Analysis.** Identify collision trends and patterns by severity, type, primary collision factor (PCF), lighting, mode, and location; identify high-collision intersections and corridors; separate State Highway (SR 65) collisions from local road collisions; review roadway conditions using plan documentation and aerial imagery.
3. **Countermeasure Selection.** Match each identified safety issue with countermeasures from LRSM Appendix B whose "Where to use" guidance fits the location, considering availability, applicability, and quality of each countermeasure.
4. **Prioritize Safety Projects.** Prioritize locations based on collision severity, frequency, and pattern; exposure of vulnerable users such as school-age pedestrians; community concerns; and readiness for funding. Assign planning-level costs and target implementation dates.

Plan Development Timeline

Date	Milestone
2020 to 2024	Complete Streets plan, Caltrans SR 65 corridor study, and 2024 Active Transportation Plan document safety needs and community input
April to June 2026	SR 65 walk audit, Kaweah Avenue safety survey, and ATP Cycle 8 public meetings
September 2026	Candidate HSIP locations screened by safety deficiency
October 2026	SWITRS collision data (2016 to 2025) retrieved and analyzed; draft plan prepared with safety partners
October 27, 2026	Plan presented to the City Council for public review and adoption
Annually	Progress report to the City Council
By October 2031	Five-year plan update

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5 EXISTING EFFORTS

This section summarizes the existing plans and ongoing efforts that relate to roadway safety in Exeter. Reviewing these documents keeps the LRSP goals, objectives, and recommendations consistent with existing transportation planning work.

City of Exeter General Plan (2003)

The General Plan's policies call for a safe downtown environment where pedestrians, bicyclists, vehicular traffic, and parking work in harmony; safe routes to school with sidewalks on both sides of roadways leading to schools; coordination with railroads so that crossings are safe; and a City bike path plan.

Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan (2022)

This plan reviewed pedestrian and bicycle collisions from SWITRS and the Exeter Police Department and found that most occurred on Kaweah Avenue (SR 65) and that roughly half of the City's injury collisions occur near the high school. It identified nine high-priority improvement corridors (Visalia Road, Palm Street, Rocky Hill Drive, Firebaugh Avenue, Chestnut Street, Belmont Road, Filbert Road, Kaweah Avenue, and D Street) and five Safe Routes to School packages with itemized cost estimates, and set a goal of reducing bicycle- and pedestrian-related collisions per capita.

City of Exeter Active Transportation Plan (2024)

The 2024 Active Transportation Plan (presented to the City Council on October 22, 2024) analyzed Exeter Police Department collision data from 2019 to 2023: 270 collisions, of which 56 involved injuries and 214 involved property damage only, including 12 pedestrian and 6 bicycle collisions. It identified intersections and corridors of concern, including West Visalia Road, Palm Street, and the schools, and recommended 27 bicycle projects and 31 pedestrian corridor projects with costs. Its Goal 3 calls for reducing collisions involving bicyclists and pedestrians by providing safe infrastructure such as flashing beacons, bulb-outs, and protected intersections.

Tulare County Regional Active Transportation Plan (2026)

The TCAG Regional Active Transportation Plan, "2025 Walk 'n Bike Tulare County," approved February 26, 2026, is grounded in Vision Zero and sets an objective of zero pedestrian and bicycle fatalities and severe injuries by 2040. It identifies Firebaugh Avenue and Palm Street as Exeter's high-injury corridors and lists five Exeter projects (SR 65, Sequoia Drive, Chestnut Street, Rocky Hill Drive, and the Belmont Road Path Phase II).

Caltrans SR 65 Multi-Modal Corridor Study (2025)

Caltrans District 6, the City, and TCAG completed a corridor study of SR 65 through Exeter (February 2025). It found sidewalk gaps, no dedicated bikeways, and wide lanes contributing to high speeds, and developed alternatives including Class II or Class IV bikeways, curb extensions, a pedestrian refuge island at San Juan Avenue, closure or realignment of skewed side streets, and long-term roundabouts at Firebaugh Avenue and Sequoia Drive. Caltrans has also developed preliminary SR 65 improvements under its Highway Maintenance Safety (HM-4) program, including upgraded solar RRFBs, curb extensions, and a refuge island at San Juan Avenue, Sequoia Drive, Whittier and Clarence Streets, and Chestnut Street.

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Ongoing Planning and Implementation Efforts

In June 2026 the City applied for Active Transportation Program (ATP) Cycle 8 funding for "Kaweah Gateway: Exeter's Connected Safety Corridor," a $9.9 million project on SR 65 from Atkinson Way to Firebaugh Avenue that would add a Class I path, buffered bike lanes, sidewalk gap closures, crossing improvements, pedestrian lighting, and a three-year non-infrastructure safety education program, with $2.0 million of local Measure R funds committed. Existing safety features include the traffic signal and school crosswalk flashing beacons at Rocky Hill Drive and SR 65, RRFBs at Sequoia Drive and at Whittier and Clarence Streets on SR 65, and Exeter Police Department speed enforcement during school arrival and dismissal. The City continues to pursue State and Federal funding, including the ATP, HSIP, and Safe Streets and Roads for All (SS4A) programs, to implement permanent safety improvements.

Summary of Existing Efforts

Effort	Year	Status
General Plan	2003	In effect; Circulation Element policies support safe routes to school and crossings
Complete Streets with ADA Compliance and AT Safety Enhancement Plan	2022	In effect; corridor projects incorporated into Table 3
Active Transportation Plan	2024	In effect; bicycle and pedestrian projects incorporated into Table 3
Tulare County Regional Active Transportation Plan	2026	Approved February 26, 2026; Exeter high-injury corridors addressed in Emphasis Area 5
Caltrans SR 65 Multi-Modal Corridor Study	2025	Complete; next step is a Caltrans Project Initiation Document
Caltrans HM-4 SR 65 crossing improvements	2026	Preliminary design (April 2026)
ATP Cycle 8: Kaweah Gateway	2026	Application submitted June 2026; award pending
School-zone enforcement (Exeter Police Department)	Ongoing	Continuing during school arrival and dismissal

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6 DATA ANALYSIS & SUMMARY

This section summarizes the citywide collision analysis for January 1, 2016 to December 31, 2025. Collision data were obtained from SWITRS through the University of California, Berkeley Transportation Injury Mapping System (TIMS). SWITRS records collisions that result in an injury or fatality; property-damage-only collisions are not included.

51	64	5	15
injury collisions	people injured	severe injury collisions	pedestrian or bicycle collisions

City of Exeter, SWITRS injury collisions, January 1, 2016 to December 31, 2025. No traffic fatalities were recorded in this period.

Data limitation. SWITRS contains no Exeter collision records for 2016, 2017, 2022, or 2025, and only one record for 2024 (see Figure 1). This pattern most likely reflects Exeter Police Department reports that did not reach SWITRS in those years rather than an absence of collisions. For comparison, the Exeter Police Department reported 270 collisions from 2019 to 2023, including 56 injury collisions. The City will work with the Police Department to supplement the SWITRS record when this plan is updated. The findings below are based on the 51 injury collisions in SWITRS.

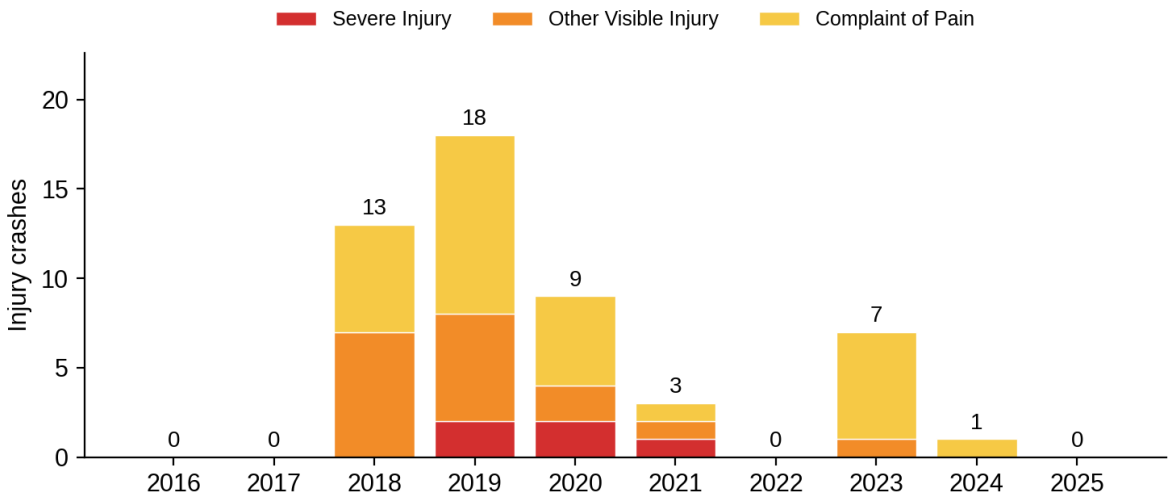
Table 1. Collision Summary, City of Exeter, 2016 to 2025

Measure (2016 to 2025)	Value	Measure (2016 to 2025)	Value
Injury collisions	51	Pedestrian-involved collisions	9 (18%)
People killed	0	Bicycle-involved collisions	6 (12%)
People injured	64	Collisions on SR 65 (State Highway)	11 (22%)
Severe injury collisions	5	Collisions in darkness	11 (22%)
Collisions at or near (within 250 ft of) an intersection	48 (94%)	Collisions 3:00 to 5:59 PM (peak period)	14 (27%)

Source: SWITRS via TIMS

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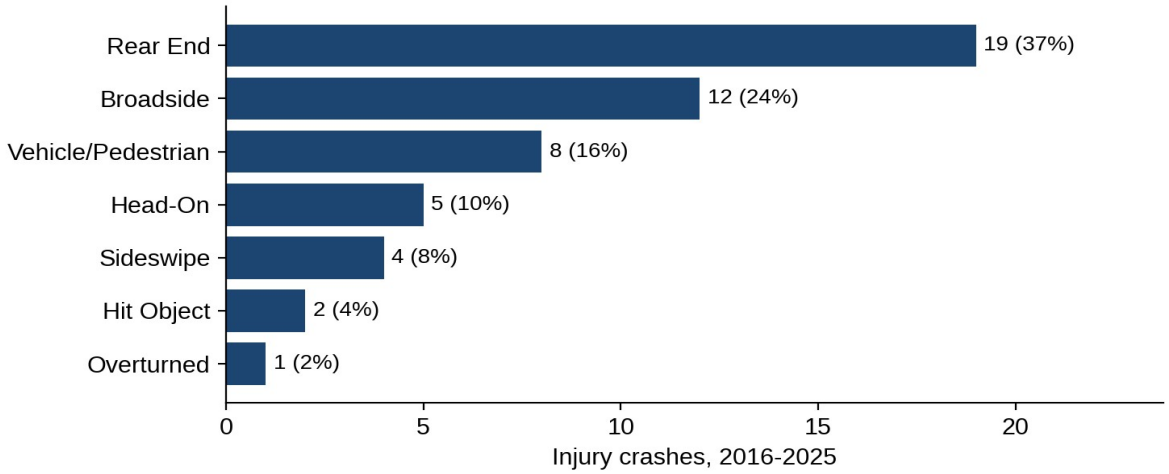
Figure 1. Injury Collisions by Year and Severity



Source: SWITRS via TIMS, 2016 to 2025. No records are available for 2016, 2017, 2022, and 2025.

The most common collision types are rear-end (19, 37%), broadside (12, 24%), and vehicle/pedestrian (8, 16%). The two leading primary collision factors are automobile right-of-way violations and unsafe speed, each cited in 13 collisions (25%), followed by improper turning (5). Nearly all collisions occurred at or near an intersection, which points to intersection control, visibility, and crossing treatments as the most effective engineering focus.

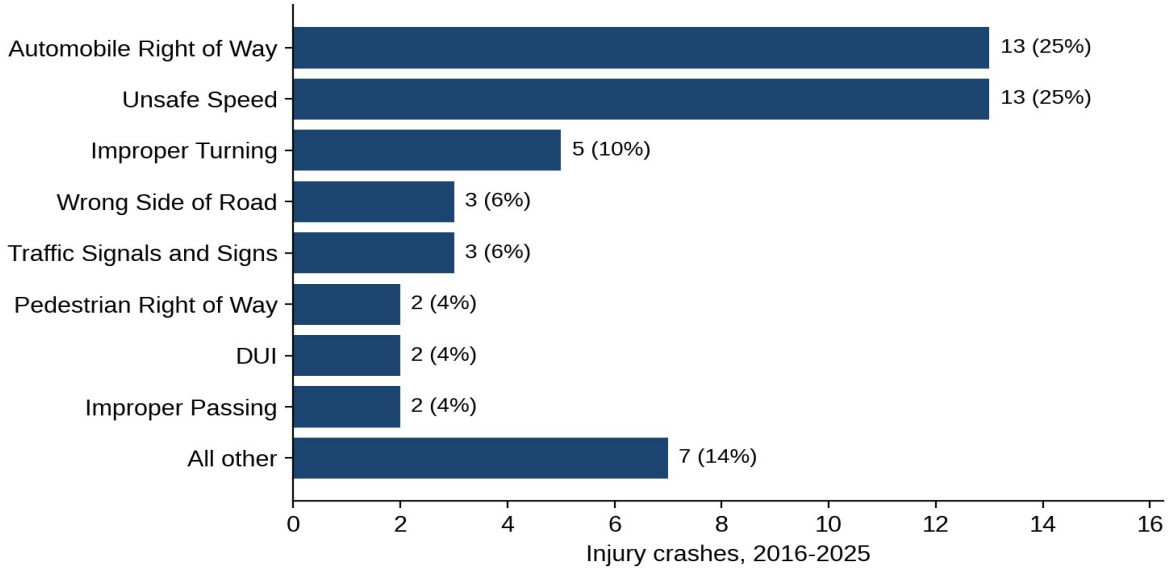
Figure 2. Injury Collisions by Type



Source: SWITRS via TIMS, 2016 to 2025.

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Figure 3. Injury Collisions by Primary Collision Factor



Source: SWITRS via TIMS, 2016 to 2025. One collision with no PCF stated is excluded.

Pedestrians and bicyclists are over-represented. Although they were involved in 15 of 51 collisions (29%), they account for 2 of the 5 severe injury collisions. Four of the eight vehicle/pedestrian collisions occurred in darkness. The most serious pedestrian collision in the period occurred on May 29, 2019, when two Exeter Union High School students were struck in the crosswalk at SR 65 and Sequoia Drive at midday; a second severe pedestrian injury occurred at Belmont Road and Firebaugh Avenue in December 2020.

State Route 65 (Kaweah Avenue) is the City's highest-collision corridor, with 13 collisions on or at the highway, including two of the five severe injury collisions and three pedestrian collisions. Because SR 65 is owned and operated by Caltrans, improvements on the highway are developed in partnership with Caltrans. On City streets, the highest-collision corridors are Visalia Road (11 collisions), Palm Street (10), and Belmont Road (10). Half of the Belmont Road collisions occurred at night.

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Table 2. High-Collision Intersections, 2016 to 2025

Intersection	Total	Severe	Ped / Bike	Night	Predominant Pattern
F Street & Palm Street	5	0	1 / 0	1	Broadside (3); automobile right-of-way (4)
Belmont Road & Visalia Road	4	0	0 / 0	1	Rear-end (2); unsafe speed (2)
Orange Avenue & Visalia Road	4	0	1 / 0	0	Broadside (2); pedestrian right-of-way (1)
Kaweah Avenue (SR 65) & Chestnut Street	3	1	0 / 0	0	Head-on (severe), rear-end, hit object
Kaweah Avenue (SR 65) & Firebaugh Avenue	3	0	1 / 0	1	Broadside, vehicle/pedestrian (unsafe speed), head-on
Kaweah Avenue (SR 65) & Pine Street	2	0	1 / 0	1	Vehicle/pedestrian (improper passing), rear-end
Kaweah Avenue (SR 65) & Palm Street	2	0	0 / 1	0	Broadside (bicycle), rear-end
Belmont Road & Fairway Drive	2	0	0 / 1	2	Rear-end (bicycle), head-on; both at night
Kaweah Avenue (SR 65) & Sequoia Drive	2	1	1 / 0	0	Vehicle/pedestrian (2 students, severe), rear-end

Collisions within 250 feet of the intersection. Source: SWITRS via TIMS.

Table 3. Collisions by Corridor, 2016 to 2025

Corridor	Total	Severe	Ped / Bike	Night	Notes
Kaweah Avenue (SR 65)	13	2	3 / 1	2	State highway (Caltrans)
Visalia Road	11	0	2 / 0	1	Signed truck route
Palm Street	10	0	1 / 2	2	TCAG high-injury corridor
Belmont Road	10	1	1 / 2	5	Half of collisions at night
Orange Avenue	8	0	2 / 0	2	
Firebaugh Avenue	6	0	1 / 0	1	TCAG high-injury corridor

Counts include collisions on the corridor and at its intersections (primary or secondary road). Source: SWITRS via TIMS.

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Table 4. Environmental and Behavioral Factors, 2016 to 2025

Factor	Collisions	Observation
Darkness (with or without street lights)	11 (22%)	Includes 4 of 8 vehicle/pedestrian collisions
Peak period, 3:00 to 5:59 PM	14 (27%)	Coincides with school dismissal and evening commute
Weekdays	43 (84%)	8 collisions on weekends
Clear weather and dry pavement	49 (96%) / 51 (100%)	Weather and pavement conditions are not a significant factor
Alcohol involved	2 (4%)	Includes 1 severe injury collision (2019)
Hit-and-run	3 (6%)	
Pedestrian crossing in crosswalk at intersection	4 of 9 ped	Others crossing outside a crosswalk (3) or not in the roadway (2)

Source: SWITRS via TIMS.

The Exeter Police Department collision map in the 2024 Active Transportation Plan adds pedestrian and bicycle collisions from 2019 to 2023 on West Visalia Road at Jacob Place, the golf course frontage, North Orange Avenue, North Belmont Road, and North Quince Avenue; at South Quince Avenue near Wilson Middle School; and at D Street and Clarence Avenue near Lincoln Elementary School. These locations are carried into the priority locations for each emphasis area in Section 7 and the countermeasures in Table 5.

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7 EMPHASIS AREAS

By analyzing the collision types, primary collision factors, locations, and community input, five emphasis areas were identified for the City. The SHSP incorporates the "5 E's" of traffic safety, which represent opportunities for the City to address each emphasis area:

1. **Education:** educate all road users on safe behaviors
2. **Enforcement:** enforce actions that reduce high-risk behaviors
3. **Engineering:** apply effective and proven countermeasures
4. **Emergency Response:** improve emergency response times and actions
5. **Emerging Technologies:** apply emerging technologies to roadways, vehicles, and users

The five emphasis areas for the City of Exeter are:

1. Pedestrian and Bicyclist Collisions, including Safe Routes to School
2. Intersection Right-of-Way (Broadside) Collisions
3. Speed-Related and Rear-End Collisions
4. State Route 65 (Kaweah Avenue) Corridor
5. High-Collision Corridors and Nighttime Visibility

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EA1 EMPHASIS AREA 1 Pedestrian and Bicyclist Collisions

Pedestrian and bicyclist collisions account for 15 of 51 injury collisions (29%) and 2 of the 5 severe injury collisions. Pedestrians struck at crossings on SR 65 and on West Visalia Road, school-age victims, and nighttime crashes are recurring themes in both the collision data and community input. Crossing safety near the City's five schools is a central part of this emphasis area.

GOAL Prevent pedestrian and bicyclist fatalities and severe injuries.

STRATEGIES

No.	Strategy	E	Lead	Potential Funding
EA1.1	**Increase crosswalk visibility.** Install high-visibility crosswalks, advance yield lines and signs, and RRFBs at uncontrolled crossings where pedestrians cross busy streets.	Engineering	City Engineer / Public Works	HSIP, ATP
EA1.2	**Shorten crossing distances.** Install curb extensions and pedestrian refuge islands to reduce exposure on wide or multilane crossings.	Engineering	City Engineer	HSIP, ATP
EA1.3	**Complete safe routes to school.** Install yellow high-visibility school crosswalks, school signs, and sidewalk gap closures on routes to Lincoln, Rocky Hill, Wilson, Exeter Union, and Kaweah schools.	Engineering / Education	City Engineer, EUSD	ATP, SRTS, Measure R
EA1.4	**Provide bicycle facilities.** Install Class II and buffered bike lanes on the City's bicycle network, starting with West Visalia Road, consistent with the 2024 Active Transportation Plan.	Engineering	City Engineer	HSIP, ATP, CMAQ
EA1.5	**Improve lighting at crossings.** where pedestrian collisions have occurred in darkness.	Engineering	Public Works	HSIP, Measure R
EA1.6	**Education and enforcement.** Continue school-zone enforcement and support pedestrian and bicycle safety education, including bicycle rodeos and the non-infrastructure program proposed in the City's ATP Cycle 8 application.	Education / Enforcement	Police Department, EUSD	ATP (non-infrastructure), OTS

PRIORITY LOCATIONS

1. West Visalia Road at Jacob Place and at North Orange Avenue
2. West Visalia Road, North Belmont Road to South Filbert Avenue (bicycle facility)
3. E Street and Pine Street (downtown)
4. F Street and Palm Street
5. Belmont Road and Firebaugh Avenue
6. Palm Street and Filbert Road
7. Orange Avenue and Chestnut Street, and Quince Avenue near Wilson Middle School
8. D Street and Clarence Avenue near Lincoln Elementary School
9. SR 65 at Sequoia Drive, Pine Street, and Firebaugh Avenue (with Caltrans)

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EA2 EMPHASIS AREA 2 Intersection Right-of-Way (Broadside) Collisions

Broadside collisions are the second most common collision type (12 collisions, 24%). Automobile right-of-way violations, in which a driver fails to yield to another vehicle, are tied for the leading primary collision factor (13 collisions) and caused 8 of the 12 broadside collisions. F Street and Palm Street, with three broadside collisions, is the City's highest-collision intersection.

GOAL Prevent broadside and failure-to-yield collisions at intersections.

STRATEGIES

No.	Strategy	E	Lead	Potential Funding
EA2.1	**Upgrade stop control signing and markings.** Install larger or additional stop signs, stop bars, and "STOP AHEAD" markings at stop-controlled intersections, applied systemically citywide.	Engineering	Public Works / City Engineer	HSIP, SB 1
EA2.2	**Improve sight distance.** at intersections by managing parking, landscaping, and other obstructions near the corners.	Engineering	Public Works	Local funds
EA2.3	**Evaluate intersection control.** at the highest-collision intersections, including all-way stop control where warranted.	Engineering	City Engineer	HSIP
EA2.4	**Educational campaign.** on yielding the right-of-way at stop-controlled intersections and crosswalks.	Education	Police Department	OTS

PRIORITY LOCATIONS

1. F Street and Palm Street
2. Orange Avenue and Visalia Road
3. Belmont Road and Visalia Road
4. Orange Avenue and Pine Street
5. Kaweah Avenue (SR 65) at Palm Street and Firebaugh Avenue (with Caltrans)

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EA3 EMPHASIS AREA 3 Speed-Related and Rear-End Collisions

Rear-end collisions are the most common collision type (19 collisions, 37%), and unsafe speed is tied for the leading primary collision factor (13 collisions). Unsafe speed was the primary factor in 9 of the 19 rear-end collisions and in two of the pedestrian collisions. Speeding was also the most frequent concern raised in Street Story reports and at the 2026 SR 65 walk audit.

GOAL Reduce vehicle speeds and speed-related collisions.

STRATEGIES

No.	Strategy	E	Lead	Potential Funding
EA3.1	**Speed management signing.** Install updated speed limit, advance warning, and dynamic speed feedback signs on corridors with speed-related collisions.	Engineering	Public Works	HSIP, OTS
EA3.2	**Traffic calming and roadway design.** Use lane narrowing, curb extensions, and other traffic calming on approaches to schools and downtown.	Engineering	City Engineer	ATP, HSIP
EA3.3	**Signal improvements.** where rear-end collisions cluster at signalized intersections, such as improved signal hardware, back-plates with retroreflective borders, and timing.	Engineering	City Engineer	HSIP
EA3.4	**Targeted enforcement and education.** on speeding and following too closely, in coordination with the Exeter Police Department.	Enforcement / Education	Police Department	OTS

PRIORITY LOCATIONS

1. Belmont Road and Visalia Road
2. Belmont Road, Visalia Road to Glaze Avenue
3. Palm Street, Kaweah Avenue to Belmont Road
4. Kaweah Avenue (SR 65) at Chestnut Street, Sequoia Drive, and Pine Street (with Caltrans)

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EA4 EMPHASIS AREA 4
State Route 65 (Kaweah Avenue) Corridor

SR 65 carries approximately 9,000 vehicles per day, about 13 percent of them trucks, through the center of Exeter past three schools. It recorded 13 collisions in the ten-year period, including two severe injury collisions and three pedestrian collisions, and is the focus of most community safety concerns. Because SR 65 is a State highway, the City will advance improvements in partnership with Caltrans District 6 through the HM-4 program, the SR 65 corridor study recommendations, and the City's ATP Cycle 8 application.

GOAL Eliminate fatal and severe injury collisions on SR 65 through Exeter.

STRATEGIES

No.	Strategy	E	Lead	Potential Funding
EA4.1	**Partner with Caltrans.** on HM-4 crossing upgrades (solar RRFBs, curb extensions, and a refuge island) at San Juan Avenue, Sequoia Drive, Whittier and Clarence Streets, and Chestnut Street.	Engineering	City Engineer, Caltrans D6	Caltrans HM-4
EA4.2	**Pursue complete streets improvements.** on SR 65 from Atkinson Way to Firebaugh Avenue, including sidewalk gap closures, bikeways, crossing enhancements, and pedestrian lighting.	Engineering	City Engineer, Caltrans D6	ATP, SHOPP, Measure R
EA4.3	**Evaluate long-term intersection control.** at Firebaugh Avenue and Sequoia Drive, including roundabouts identified in the Caltrans corridor study.	Engineering	Caltrans D6	SHOPP
EA4.4	**Support speed management.** on SR 65 through Caltrans, including speed feedback signs and enforcement during school periods.	Enforcement / Engineering	Police Department, Caltrans D6	OTS, SHOPP

PRIORITY LOCATIONS

1. SR 65 and Sequoia Drive
2. SR 65 and Chestnut Street
3. SR 65 and Firebaugh Avenue
4. SR 65 and San Juan Avenue
5. SR 65 and C Street / Cedar Street
6. SR 65, Atkinson Way to Firebaugh Avenue (corridor)

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EA5 EMPHASIS AREA 5 High-Collision Corridors and Nighttime Visibility

Collisions concentrate on a small number of City corridors: Visalia Road, Palm Street, Belmont Road, and Firebaugh Avenue. Palm Street and Firebaugh Avenue are identified as high-injury corridors in the Tulare County Regional ATP. 11 collisions (22%) occurred in darkness, including half of the Belmont Road collisions, and residents have consistently asked for better lighting on Firebaugh Avenue, Visalia Road, and Belmont Road. Corridor-wide, systemic treatments are an efficient way to address these locations.

GOAL Reduce collisions along high-collision corridors and collisions that occur in darkness.

STRATEGIES

No.	Strategy	E	Lead	Potential Funding
EA5.1	**Identify and rank high-collision locations every five years.** using updated SWITRS and Police Department data.	Evaluation	City Engineer	Local funds
EA5.2	**Install and maintain roadway and intersection lighting.** on corridors and at intersections with nighttime collisions.	Engineering	Public Works	HSIP, SB 1
EA5.3	**Maintain signs, striping, and markings,.** including retroreflectivity of signs and pavement markings.	Engineering	Public Works	SB 1, local funds
EA5.4	**Close sidewalk gaps.** on high-injury corridors, including Firebaugh Avenue and Palm Street.	Engineering	City Engineer	ATP, CDBG

PRIORITY LOCATIONS

1. Visalia Road, Elberta Road to Palm Street
2. Palm Street, G Street to B Street
3. Belmont Road, Visalia Road to Glaze Avenue
4. Firebaugh Avenue, Belmont Road to Kaweah Avenue

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8 EVALUATION & IMPLEMENTATION

After evaluating the collision types and contributing factors, countermeasures were identified to address the safety issues at each priority location. Table 5 lists the proposed countermeasures, using the countermeasure identification numbers and names in the Caltrans Local Roadway Safety Manual, Version 1.8 (May 2026), Appendix B, so that projects can move directly into HSIP and other safety funding applications. Planning-level costs are provided to help the City prioritize and secure State and Federal funding. Costs are in 2026 dollars and will be refined during project development. Locations on SR 65 are under Caltrans jurisdiction and are listed for coordination; costs for those locations are shown as funded or proposed through Caltrans programs and the City's ATP Cycle 8 application.

This LRSP is a dynamic document and will be updated at least every five years to incorporate the latest data and identify emerging collision trends. The City will continue to gather and analyze collision data to measure the effectiveness of this plan. The City Engineer, in collaboration with Public Works and the Exeter Police Department, will be responsible for updating this LRSP, tracking implementation of Table 5, and reporting progress to the City Council.

Table 5. Proposed Safety Countermeasures

No.	Location	Collisions 2016-2025	LRSM v1.8 Countermeasures	Description	Est. Year	Planning Cost
1	W Visalia Rd at Jacob Pl and at N Orange Ave	5	NS23PB Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features) NS24PB Install Rectangular Rapid Flashing Beacon (RRFB)	High-visibility crosswalks, advance yield lines and signs, RRFBs, and curb ramps at two uncontrolled crossings with pedestrian collisions.	2028	$250,000
2	W Visalia Rd, N Belmont Rd to S Filbert Ave	11 (corridor)	R33PB Install bike lanes	Buffered Class II bike lanes replacing the existing Class III route; bicycle collisions at Belmont and Quince.	2028	$160,000
3	E St & Pine St (downtown)	0	NS23PB Install/upgrade pedestrian crossing (with enhanced safety features) NS01NT Add intersection lighting	Decorative high-visibility crosswalks on all four legs, curb extensions, ADA curb ramps, lighted bollards where feasible, and intersection lighting at the all-way stop; community-identified crossing of concern.	2028	$360,000
4	F St & Palm St	5	NS08 Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs NS09 Upgrade intersection pavement markings NS01NT Add intersection lighting	Upgrade stop control signing and markings; high-visibility crosswalks; lighting review for nighttime pedestrian collision.	2027	$75,000
5	Belmont Rd & Visalia Rd	4	SI02 Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number SI03 Improve signal timing	Signal hardware and timing improvements to address rear-end and speed-related collisions (verify existing control).	2028	$150,000

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No.	Location	Collisions 2016-2025	LRSM v1.8 Countermeasures	Description	Est. Year	Planning Cost
6	Belmont Rd, Visalia Rd to Glaze Ave	10 (corridor)	R01NT Add segment lighting R22 Install/upgrade signs with new fluorescent sheeting	Segment lighting and upgraded warning and regulatory signs; half of corridor collisions at night.	2030	$350,000
7	Palm St, G St to B St (high-injury corridor)	10 (corridor)	NS23PB Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features) R35PB Install sidewalk/pathway	Enhanced crossings at F St and other uncontrolled crossings; close 540 feet of sidewalk gaps.	2030	$300,000
8	Firebaugh Ave, Belmont Rd to Kaweah Ave (high-injury corridor)	6 (corridor)	R35PB Install sidewalk/pathway R01NT Add segment lighting NS23PB Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features)	Close 2,130 feet of sidewalk gaps, add lighting, and enhance crossings at Belmont Rd and Filbert Rd; severe pedestrian collision at Belmont Rd (2020).	2031	$975,000
9	Orange Ave & Chestnut St; Quince Ave near Wilson Middle School	1	NS23PB Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features) NS24PB Install RRFB	Enhanced school crossings with advance yield markings and RRFB where warranted.	2029	$150,000
10	School crossings citywide (Lincoln ES, Rocky Hill ES, Wilson MS, Exeter Union HS, Kaweah HS)	1	NS22PB Install/upgrade pedestrian crossing at uncontrolled locations (signs and markings only)	Systemic yellow high-visibility school crosswalks and school signs, including D St & Clarence Ave and Rocky Hill Dr at Second and Third Streets.	2027	$100,000
11	Stop-controlled intersections citywide	Citywide	NS08 Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs NS09 Upgrade intersection pavement markings NS13 Improve sight distance to intersection (clear sight triangles)	Systemic signing, marking, and sight-distance upgrades to address the citywide broadside and right-of-way pattern.	2029	$250,000
12	SR 65 & Sequoia Dr (Caltrans)	2	NS21PB Install raised medians (refuge islands) NS24PB Install RRFB (upgrade) NS23PB Install/upgrade pedestrian crossing (enhanced; curb extensions)	HM-4 RRFB upgrade and curb extensions; refuge island; long-term roundabout evaluated in Caltrans study.	2027 (HM-4)	Caltrans HM-4 / ATP C8
13	SR 65 & Chestnut St (Caltrans)	3	NS24PB Install RRFB (upgrade) NS13 Improve sight distance to intersection	HM-4 RRFB upgrade; address skewed approaches and passing-on-the-right at crosswalk.	2027 (HM-4)	Caltrans HM-4
14	SR 65 & Firebaugh Ave (Caltrans)	3	NS23PB Install/upgrade pedestrian crossing (enhanced) NS24PB Install RRFB NS01NT Add intersection lighting	Marked crossing with RRFB and lighting (pre-dawn pedestrian collision, 2020); long-term roundabout evaluated in Caltrans study.	2028	ATP C8

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No.	Location	Collisions 2016-2025	LRSM v1.8 Countermeasures	Description	Est. Year	Planning Cost
15	SR 65, Atkinson Way to Firebaugh Ave (Caltrans)	13 (corridor)	R35PB Install sidewalk/pathway R34PB Install separated bike lanes R01NT Add segment lighting	Kaweah Gateway complete streets project: Class I path, buffered bike lanes, sidewalk gap closure, crossing improvements, pedestrian lighting.	2029	$9,895,000 (ATP C8 application)

Collision counts are SWITRS injury collisions, 2016 to 2025. Planning-level costs are in 2026 dollars, based on unit costs from the City's 2022 and 2024 plans and A&M planning estimates, and will be refined during project development. Locations 12 to 15 are on SR 65 and require Caltrans approval.

The planning-level cost of the City street countermeasures in Table 5 (locations 1 to 11) totals approximately $3,120,000. A more detailed engineer's cost estimate will be necessary prior to pursuing funding sources.

Implementation and Oversight

- **Oversight.** The Safety Leadership Team (City Administration, Public Works, City Engineer, and Police Department) will meet at least once a year to review collision data, project status, and strategy progress, and will invite stakeholder partners as needed.
- **Annual progress report.** The City Engineer will present a brief progress report to the City Council each year, covering the performance measures in Section 2 and the status of each Table 5 project.
- **Project tracking.** The City Engineer will maintain a tracking spreadsheet of Table 5 projects (funding source, phase, construction date) and of collisions at treated locations before and after construction, as recommended in the Local Roadway Safety Manual.
- **Leveraging other projects.** Planned maintenance, resurfacing, development, and capital projects will be reviewed for overlap with Table 5 locations so that low-cost safety countermeasures can be included.
- **Five-year update.** The plan will be updated and validated by October 2031, or sooner if collision trends change, so that the City remains eligible for HSIP funding.

Table 6. Performance Monitoring

Measure	Data Source	Frequency	Responsible
Fatal and severe injury collisions	SWITRS / TIMS	Annual	City Engineer
Pedestrian and bicycle injury collisions	SWITRS / TIMS	Annual	City Engineer
Collisions by primary factor (speed, right-of-way)	SWITRS / TIMS	Annual	City Engineer
Collision reporting completeness	Police Department records vs. SWITRS	Annual	Police Department
Table 5 projects funded and constructed	City project records	Annual	Public Works
Before-and-after collisions at treated locations	SWITRS / TIMS	Three years after construction	City Engineer

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9 FUNDING SOURCES

The following State, Federal, and local funding sources can be pursued to implement the countermeasures and strategies in this LRSP. The Safety Leadership Team should pursue funding first for the high-priority locations in Table 5 and for projects that address fatal and severe injury collision risk.

Program	Source	Supports Emphasis Areas
Highway Safety Improvement Program (HSIP)	Federal / State	1, 2, 3, 5
Active Transportation Program (ATP)	Federal / State	1, 4, 5
Safe Streets and Roads for All (SS4A)	Federal	All
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	Federal	1, 5
Surface Transportation Block Grant Program (STBG)	Federal	2, 3, 5
Office of Traffic Safety (OTS) grants	State	1, 2, 3 (education and enforcement)
Caltrans HM-4 Program and SHOPP	State	4
Road Maintenance and Rehabilitation Account (SB 1)	State	2, 5
Tulare County Measure R	Local	All
Community Development Block Grant (CDBG)	Federal	1, 5
Caltrans Sustainable Transportation Planning Grants	State	Plan updates and studies

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A APPENDIX A: COLLISION DATA, 2016 TO 2025

Fatal and severe injury collisions and pedestrian and bicycle collisions in SWITRS, City of Exeter, January 1, 2016 to December 31, 2025.

Date	Time	Location	SR 65	Severity	Mode	Type	PCF	Lighting
2018-05-25	11:35	Palm Av / Kaweah St	Yes	Other Visible Injury	Bicycle	Broadside	Wrong Side of Road	Daylight
2018-11-09	15:19	Filbert St / Firebaugh Av	No	Complaint of Pain	Pedestrian	Head-On	Pedestrian Violation	Daylight
2018-12-03	15:20	Rocky Hill Dr / B St	No	Other Visible Injury	Bicycle	Sideswipe	Wrong Side of Road	Daylight
2019-01-18	17:27	Rt 65 / Pine St (32 ft N)	Yes	Other Visible Injury	Pedestrian	Vehicle/Pedestrian	Improper Passing	Dark - Street Lights
2019-03-20	16:31	Visalia Rd / Orange St	No	Other Visible Injury	Pedestrian	Vehicle/Pedestrian	Pedestrian Right of Way	Daylight
2019-03-28	20:54	F St / Palm Av	No	Complaint of Pain	Pedestrian	Vehicle/Pedestrian	Unsafe Speed	Dark - Street Lights
2019-05-04	18:12	N F St / Willow Av (158 ft N)	No	Severe Injury	Vehicle	Rear End	DUI	Daylight
2019-05-29	12:05	Rt 65 / Sequoia	Yes	Severe Injury	Pedestrian	Vehicle/Pedestrian	Pedestrian Right of Way	Daylight
2019-07-14	23:00	Belmont / Edison Pole #4802703E (10 ft W)	No	Other Visible Injury	Bicycle	Broadside	Improper Turning	Dark - No Street Lights
2020-03-04	07:32	D St / Clarence Av	No	Other Visible Injury	Bicycle	Broadside	Traffic Signals and Signs	Daylight
2020-08-19	04:58	Kaweah St / Firebaugh Av (25 ft N)	Yes	Complaint of Pain	Pedestrian	Vehicle/Pedestrian	Unsafe Speed	Dark - Street Lights
2020-09-02	11:31	Visalia Rd / Jacob Pl (354 ft E)	No	Complaint of Pain	Pedestrian	Vehicle/Pedestrian	Improper Turning	Daylight
2020-09-12	22:50	Palm Av / Filbert St	No	Other Visible Injury	Bicycle	Vehicle/Pedestrian	Traffic Signals and Signs	Dark - Street Lights
2020-11-19	16:50	Kaweah St / Chestnut Av (205 ft S)	Yes	Severe Injury	Vehicle	Head-On	Unsafe Lane Change	Dusk/Dawn
2020-12-04	11:48	S Belmont / Firebaugh Av (90 ft N)	No	Severe Injury	Pedestrian	Vehicle/Pedestrian	Unsafe Lane Change	Daylight
2021-01-01	01:45	S Orange St / W Chestnut St	No	Other Visible Injury	Pedestrian	Hit Object	Unsafe Speed	Dark - Street Lights

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Date	Time	Location	SR 65	Severity	Mode	Type	PCF	Lighting
2021-04-19	15:47	North B St / Peach Dr	No	Severe Injury	Vehicle	Sideswipe	Improper Turning	Daylight
2023-11-25	00:56	Fairway Dr / Belmont	No	Complaint of Pain	Bicycle	Rear End	Unsafe Speed	Dark - Street Lights

Source: SWITRS via TIMS, retrieved October 6, 2026. Locations are as coded in SWITRS.

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