



CITY OF HUGHSON  
**CITY COUNCIL MEETING**  
 CITY HALL COUNCIL CHAMBERS  
 7018 Pine Street, Hughson, CA

**AGENDA**  
**MONDAY, JULY 8, 2013 – 7:00 P.M.**

- CALL TO ORDER:** Mayor Matt Beekman
- ROLL CALL:** Mayor Matt Beekman  
 Mayor Pro Tem Jeramy Young  
 Councilmember Jill Silva  
 Councilmember George Carr  
 Councilmember Harold Hill
- FLAG SALUTE:** Mayor Matt Beekman
- INVOCATION:** Hughson Ministerial Association
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**1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):**

Members of the audience may address the City Council on any item of interest to the public pertaining to the City and may step to the podium, state their name and city of residence for the record (requirement of name and city of residence is optional) and make their presentation. Please limit presentations to five minutes. Since the City Council cannot take action on matters not on the agenda, unless the action is authorized by Section 54954.2 of the Government Code, items of concern, which are not urgent in nature can be resolved more expeditiously by completing and submitting to the City Clerk a "Citizen Request Form" which may be obtained from the City Clerk.

**2. PRESENTATIONS:** None.

**3. CONSENT CALENDAR:**

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Councilmember for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

3.1: Approval of the June 24, 2013 Regular Meeting Minutes.

3.2: Approval of the Warrants.

- 3.3 Approval of Resolution No. 2013-22 Setting the Appropriations Limit for Fiscal Year 2013-2014

**4. UNFINISHED BUSINESS:**

- 4.1: Discuss and Provide Direction to Staff Regarding the Hughson Goals and Objectives

**5. PUBLIC HEARING TO CONSIDER THE FOLLOWING:**

- 5.1: Consider the Introduction and waiving of the first reading of Ordinance No. 2013-03, An Ordinance of the City Council of the City of Hughson Amending Hughson Municipal Title 16 Subdivisions and Development By Amending Section 16.28.020, Street Design, and Adding Section 16.32.140 Community Facility Districts.

**6. NEW BUSINESS:**

- 6.1: Approval of Lease Agreement with the Mid Valley Publications (Hughson Chronicle) for Office Space at the City Hall Annex Building

**7. CORRESPONDENCE: None.**

**8. COMMENTS:**

- 8.1: Staff Reports and Comments: (Information Only – No Action)

**City Manager:**

**City Clerk:**

**Community Development Director:**

**Director of Finance:**

**Police Services:**

**City Attorney:**

- 8.2: Council Comments: (Information Only – No Action)

- 8.3: Mayor’s Comments: (Information Only – No Action)



**Notice Regarding Non-English Speakers:**

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Hughson City Council shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

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**General Information:** The Hughson City Council meets in the Council Chambers on the second and fourth Mondays of each month at 7:00 p.m., unless otherwise noticed.

**Council Agendas:** The City Council agenda is now available for public review at the City's website at [www.hughson.org](http://www.hughson.org) and City Clerk's Office, 7018 Pine Street, Hughson, California on the Friday, prior to the scheduled meeting. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.

**Questions:** Contact the City Clerk at (209) 883-4054.





## **CITY OF HUGHSON AGENDA ITEM NO. 3.1**

### **SECTION 3: CONSENT CALENDAR**

**Meeting Date:** July 8, 2013  
**Subject:** Approval of the June 24, 2013 City Council minutes  
**Presented By:** Dominique Spinale, Deputy City Clerk

**Approved By:** \_\_\_\_\_

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#### **Background:**

The minutes of the June 24, 2013 City Council meeting will be presented at the July 22, 2013 meeting.



## CITY OF HUGHSON AGENDA ITEM NO. 3.2

### SECTION 3: CONSENT CALENDAR

**Meeting Date:** July 8, 2013  
**Subject:** Approval of Warrant Register  
**Presented By:** Lisa Whiteside, Finance Manager

**Approved By:** \_\_\_\_\_

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#### **Background:**

The warrant register presented to the City Council is a listing of all expenditures paid from June 22, 2013 through July 2, 2013.

#### **Fiscal Impact:**

There are reductions in various funds for payment of expenses.

#### **Staff Recommendation:**

It is recommended that the City Council approve the Warrant Register as presented.

REPORT.: Jul 02 13 Tuesday  
 RUN....: Jul 02 13 Time: 12:08  
 Run By.: KATHY DAHLIN

City of Hughson  
 Cash Disbursement Detail Report  
 Check Listing for 06-13 Bank Account.: 0100

PAGE: 001  
 ID #: PY-DP  
 CTL.: HUG

Check Number	Check Date	Vendor Number	Name	Net Amount	-----Payment Information-----	
					Invoice #	Description
43995	6/25/2013	ABS00	ABS PRESORT	\$ 5,000.00	MP2013061	POSTAGE ADVANCE
43996	6/25/2013	ATT01	AT&T	\$ 1,599.99	B30621	PHONE
43997	6/25/2013	AVA00	AVAYA, INC	\$ 66.13	273261191	PHONE
				\$ 84.15	273261555	PHONE CITY HALL
			Check Total:	\$ 150.28		
43998	6/25/2013	EXP00	EXPRESS PERSONNEL SERVICE	\$ 1,195.20	12644696	EXTRA HELP WEEK ENDING 6/16/13
43999	6/25/2013	EZN00	EZ NETWORK SOLUTIONS	\$ 1,101.63	B30626	DESKTOP COMPUTER & ADOBE SOFT.
44000	6/25/2013	FAR03	FARMERS BROTHERS COFFEE	\$ 54.57	8310107SO	COFFEE
44001	6/25/2013	GEO01	GEOANALYTICAL LABORATORIE	\$ 30.00	Z3F1803	LAB TESTING
44002	6/25/2013	HUG34	VALLEY PARTS WAREHOUSE, I	\$ 5.52	92665	FUEL FILTER
				\$ 9.63	92763	PROPANE BOTTLE CRACK SEALING
			Check Total:	\$ 15.15		
44003	6/25/2013	LEA01	LEAGUE OF CALIF. CITIES	\$ 1,025.00	B30701	ANNUAL CONFERENCE
44004	6/25/2013	MBI00	MBI MIDSTATE BARRIER, INC	\$ 621.54	8208	NEW GUARD RAIL FOR TULLY RD BRIDGE
44005	6/25/2013	MIS01	MISSION UNIFORM SERVICE	\$ 70.95	480553037	UNIFORM SERVICE
				\$ 30.00	480553038	UNIFORM SERVICE
			Check Total:	\$ 100.95		
44006	6/25/2013	PUL01	PULIDO, MARIA	\$ 105.00	B30701	DAMAGE DEPOSITE REFUND HCSC 6/8/13
44007	6/25/2013	QUI03	QUICK N SAVE	\$ 25.04	B30626	FUEL
				\$ 83.97	B30627	FUEL
				\$ 20.05	B30628	FUEL
			Check Total:	\$ 129.06		
44008	6/25/2013	SEE01	SEEGER'S	\$ 236.78	0110579IN	SHUT OFF DOOR HANGERS
44009	6/25/2013	WAR00	WARDEN'S OFFICE	\$ 380.14	1790567-0	OFFICE SUPPLIES
44010	6/25/2013	WAS01	WASTE MANAGEMENT	\$ 235.69	325505421	CITY REFUSE
44011	6/25/2013	WIL01	CORBIN WILLITS SYSTEM	\$ 571.40	B306151	ENHANCEMENT & SERVICE FEES
			Cash Account Total:	\$ 12,552.38		
			Total Disbursements:	\$ 12,552.38		

REPORT.: Jul 02 13 Tuesday  
 RUN....: Jul 02 13 Time: 15:02  
 Run By.: KATHY DAHLIN

City of Hughson  
 Cash Disbursement Detail Report  
 Check Listing for 07-13 Bank Account.: 0100

PAGE: 001  
 ID #: PY-DP  
 CTL.: HUG

Check Number	Check Date	Vendor Number	Name	Net Amount	Payment Information	Invoice #	Description
44012	7/2/2013	EMP01	STATE OF CALIFORNIA	\$ 1,572.69		B30702	PAYROLL
44013	7/2/2013	HAR02	THE HARTFORD	\$ 579.66		B30702	DEFERRED COMPENSATION
44014	7/2/2013	PER01	P.E.R.S.	\$ 7,721.14		B30702	RETIREMENT
44015	7/2/2013	STA23	CalPERS SUPPLEMENTAL INCO	\$ 20.00		B30702	DEFERRED COMPENSATION
44016	7/2/2013	UNI07	UNITED WAY OF STANISLAUS	\$ 2.00		B30702	UNITED WAY
44017	7/2/2013	DEP09	DEPT. OF HEALTH SERVICES	\$ 70.00		B30702	T-1 LICENSE J.VELAZQUEZ
44018	7/2/2013	GEO01	GEOANALYTICAL LABORATORIE	\$ 442.50		ZEF1111	LAB TESTING WATER
				\$ 30.00		ZEF2503	LAB TESTING WATER
Check Total:				\$ 472.50			
44019	7/2/2013	MCC00	McCOY TRUCK TIRE SERVICE	\$ 325.25		467533	TIRES PW-11
44020	7/2/2013	PGE01	PG & E	\$ 212.26		B30702	UTILITIES
44021	7/2/2013	QUI03	QUICK N SAVE	\$ 216.86		1-3192	DIESEL
44022	7/2/2013	STA47	STANISLAUS COUNTY SHERIFF	\$ 2,088.78		1213-324	VEHICLE CHARGES 5/2013
44023	7/2/2013	SYN02	SYNAGRO WEST, LLC	\$ 7,721.04		30-102048	SLUDGE REMOVAL
44024	7/2/2013	TES00	TESCO CONTROLS, INC	\$ 2,908.70		0051908IN	UPGRADE SCADA & PLC
44025	7/2/2013	TID01	TURLOCK IRRIGATION DIST.	\$ 37,054.67		B30702	ELECTRIC
Cash Account Total:				\$ 60,965.55			
Total Disbursements:				\$ 60,965.55			



## **CITY OF HUGHSON AGENDA ITEM NO. 3.3**

### **SECTION 3: CONSENT CALENDAR**

**Meeting Date:** July 8, 2013  
**Subject:** Approval of Resolution No. 2013-22, Setting the Appropriations Limit for Fiscal Year 2013-2014  
**Presented By:** Margaret Souza, Finance Director  
**Approved By:** \_\_\_\_\_

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#### **Background:**

The Appropriations Limitation imposed by Propositions 4 and 11 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on the actual appropriations during the 1978-1979 base year established by Proposition 13 and is increased each year using the growth of population and inflation. The restricted revenue is defined as "proceeds of taxes." This means that even though an agency may collect a large amount of tax, it cannot appropriate more than the established limit. Problems can arise when there is a strong flow of tax revenue and the population and/or inflation figures remain constant (or go down). In this situation, an agency will be required to return the excess tax proceeds.

Annually, the City is required to prepare a Statement of Appropriations Limit in compliance with Section XIII B of the California Constitution and Section 7910 of the California Government Code. The attached and supporting documentation provides for this annual declaration.

The Appropriations Limit is the calculation combining per-capita personal income change and population growth. It restricts the ability to receive and appropriate proceeds of taxes. Exhibit "A" shows the calculation. This current Fiscal Year 2013-2014 Appropriations Limit has increased to \$2,612,593. The increase can be attributed to the 2.77% population growth and the 5.12% per capita personal income increase. By comparison, the Appropriations Limits in the prior fiscal years were as follows:

Three Year Appropriations Limit Level:

Fiscal Year 2010-2011	\$2,212,854
Fiscal Year 2011-2012	\$2,292,215
Fiscal Year 2012-2013	\$2,418,355

**Fiscal Impact:**

The City of Hughson's Appropriation Limit for Fiscal Year 2013-2014 is \$2,612,593. This is compared to the Appropriations Subject to Limit which is \$1,224,000 (the projected dollar of proceeds of taxes). Per the California Government Code, the City cannot spend more than \$2,612,593. Furthermore, the Appropriation Subject to Limit cannot exceed the Appropriation Limit.

**Staff Recommendation:**

Approve Resolution No. 2013-22 setting the Appropriations Limit for Fiscal Year 2013-2014.

**Exhibit A**  
**City of Hughson**  
**Appropriation Limit Calculation**

**Fiscal Year 2013-14**

The City of Hughson, in compliance with Article XIII-B of the California Constitution (Proposition 4) and Section 7910 of the California Government Code, hereby establishes the City of Hughson's Appropriation Limit for the Fiscal Year of 2013-14 to be:

Appropriation Limit Fiscal Year 2012-13	2,418,355
Calculation of Factor for Fiscal Year 2013-14	
Per Capita personal income percentage change: (% change of Per Capita Income - 5.12%)	1.0512
Percent change in population: (% change in population - 2.77%)	1.0277
Change Factor: 1.0512 x 1.0277	1.080318
<b>Appropriation Limit Fiscal Year 2013-14</b>	<b>2,612,593</b>
<b>Appropriations Subject to Limit</b>	<b>1,224,000</b>

**CITY OF HUGHSON**  
**CITY COUNCIL**  
**RESOLUTION NO. 2013-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON SETTING  
THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013-2014**

**WHEREAS**, annually, the City of Hughson is required to prepare a statement of appropriations limit in compliance with Section XIII B of the California Constitution and Section 7910 of the California Government Code; and

**WHEREAS**, new per capita personal income and population factors have been established for determining the City's appropriation limit.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City Hughson that:

1. Said appropriation limit for fiscal year 2013-2014 is \$2,612,593, and the total appropriations subject to limitation is \$1,224,000.
2. In the computation of such limitation, the price factor used is the percentage change in California per capita personal income over the prior year, or 5.12%.
3. In the computation of such limitation, the population factor used is the percentage change in the City of Hughson's population over the prior year, or 2.77%.

**PASSED AND ADOPTED** by the Hughson City Council at a regular meeting held on July 8, 2013, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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MATT BEEKMAN, Mayor

ATTEST:

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DOMINIQUE SPINALE, Deputy City Clerk

GOALS & OBJECTIVES UPDATE  
**September 24, 2012**

# Goals and Objectives

## Goal #1 - Land Use

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-going	Community Development Director	Update, maintain and review General Plan as required by State law.		X		Staff will continue to follow state law as it pertains to updating the General Plan.
2	On-going	Community Development Director	The General Plan will be the primary public policy guiding land use decisions.		X		9-24-12 - The General Plan Progress Report is being prepared and will be sent to the Housing and Community Development Department.
3	On-going	Community Development Director	The City will actively work with the Development Community and each project proponent to address issues of community; place and identity through the thoughtful placement of neighborhoods, open spaces, streets and land use in accordance with the Design Principals established within the adopted Design Expectations of the City		X		8-22-11 - In order to prepare for development in the downtown City staff has prepared Zoning Amendments and amendments to the Parking and setbacks to enable development in the infill properties of the downtown. This should be completed in September 2011. 2-27-12 The zoning and parking amendments needed for the downtown infill properties were completed. Also the City continues to follow the design guidelines for the building improvements. Most recently with Planning Commissions review and approval of improvements at the Hughson Hardware Building that will be completed in the next few months. 9-24-12- Staff presented formal Commercial Design Guidelines to the City Council which were approved on 9-10-12. Currently, city staff is working with a developer for a proposed project downtown as a result of the recent zoning and parking amendments.

# Goals and Objectives

## Goal #1 - Land Use

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
4	On-going	Community Development Director	Look at Development Impact Fees for Ag Mitigation		X		8-22-11 Staff has been reviewing the Mayor's group efforts to develop an Ag Preservation map. This map is being reviewed at the 8-22-11 meeting. Staff will continue to evaluate the City's options. 2-27-12 Staff presented an urban growth boundary map that was reviewed and approved by the City Council. Staff continues to monitor the countywide effort as well as explore other opportunities to preserve ag land in and around Hughson. 9-24-12 - Staff has developed an Ag Preservation Policy that will be presented to the Planning Commission in November 2012.
5	On-going	Community Development Director	Implement the City's Non-Motorized Plan. Ensure that our parks are connected by walking and bike paths.		X		4-11-11 Staff continues to look at ways implement the plan. One way is through the installation of curb, gutters, and sidewalks in areas without that infrastructure. This encourages pedestrian travel and makes it a safe route as well. Currently the City is pooling CMAQ funding that can be used for this effort. 8-22-11 Staff is currently finalizing the design and environmental work for the Pine Street curb, gutter, and sidewalk improvement project. Staff hopes to go out to construction in the Spring of 2012. The City partnered with the School district to submit a grant for Safe Routes to School Funds for curb, gutter, and sidewalk improvements for South 4th Street and 5th Street. 2-27-12 The Pine Street improvements will be going out to bid soon and construction is anticipated for late Spring/Early summer. The South 4th Street improvements should begin in Summer 2012. 9-24-12 - Pine Street curb, gutter, sidewalk and pavement improvements are currently underconstruction. The project should be completed in two weeks. Funds are still available for the South 4th Street curb, gutter, and sidewalk improvements and construction will take place in Spring 2013. Staff will present the Pine Street design to the Planning Commission in November 2012.

# Goals and Objectives

## Goal #2 - Economic Development

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-going	City Manager	The City will continue its partnership with the Stanislaus Alliance to expand the enterprise Zone and provide employment opportunities and enhance the tax base by encouraging compatible industrial, commercial, office and retail facilities to locate or expand to Hughson.		X		Staff has met with the Stanislaus Alliance and it is currently in the process of developing an economic development analysis for Hughson. 8-22-11 - The City has entered into an MOU with the Alliance to assist with the Business Incubator to be housed at in the Annex Building at 7012 Pine Street. They will assist us in setting up the incubator and will be providing business coaching out of that location. 2-27-12 - The City referred a potential business incubator client to the Alliance for its review in order to see if it would be a good fit for the incubator. Although this business didn't decide to be sited at the incubator it served as a good test case to prepare ourselves for other interested businesses. 9-24-12 - The City continues to partner with the Alliance and will be coordinating classes for local businesses in
2	On-going	City Manager	The City will use the Redevelopment Agency as the driving force to achieve economic growth, provide job opportunities and create a business climate conducive to private sector investment in Hughson.			X	This is a priority but staff has not moved forward on any new Redevelopment Agency project activity due to the possibility of the State elimination of this program. We will continue to monitor this. 8-22-11 - The state has passed AB 1x 26 and AB 1x 27 that either eliminates RDA or severely changes the amount of funding the agency has to work with. The CRA has filed a stay request with the California Supreme Court. The Supreme Court is anticipated to give a ruling in January 2012. 2-27-12 The Supreme Court upheld AB 1x26 and the Hughson Redevelopment Agency has been eliminated. The City has decided to become the Successor Agency to the RDA and will coordinate the close out of RDA activities and debt service payments. 9-24-12 City staff continues to monitor legislative changes and is filing updated Recognized Obligational Payment
3	Jul-12	City Manager and Community Development Director	Review Fee Structure for Residential, Commercial, and Industrial growth in order to keep Hughson competitive with other jurisdictions		X		The Community Development Director has begun to discuss this with the Planning Commission. 9-24-12 - A Developer Impact Fee Comparison was presented to the City Council on 3-12-12.
4	Jul-12	Community Development Director and Accounting Manager	Review how Hughson fees, licenses, utilities and other charges compare with other cities.		X		

## Goals and Objectives

### Goal #2 - Economic Development

#### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
5	Jul-12	City Manager and Community Development Director	Create an Economic Development Strategic Plan (EDSP) that focuses on Industrial, Commercial, and Agribusiness development.				The Economic Development Strategic Plan will be the critical document used to carry out items # 6, 7, 8, and 9 listed below. 2-27-12 An Economic Development Strategic Plan has been developed. It is intended to be a living document that will be modified over time. The City's recently formed Economic Development Committee will be reviewing this document and making recommendations for any updates and modifications.
6			The City will promote expansion of other economic sectors which are compatible with agriculture.		Part of EDSP		
7			The City of Hughson supports the preservation of farming, food processing , agricultural business services and the ongoing research and analysis of the agriculture industry in order to sustain it as a major economic engine and source of employment.				8-22-11 - The City continues to partner with the other Stanislaus County cities to discuss options and to develop a possible countywide Ag Preservation plan. 2-27-12 The City continues to stay in contact with other Stanislaus cities to assist in a coordinated ag preservation approach. Additionally, staff has been working with the planning commission to identify other tools and opportunities to preserve ag land.9-2412 - Staff has drafted an ag preservation policy that is being reviewed by the City Attorney. It is anticipated that this will go before the Planning Commission in November 2012. The City Council has also adopted urban growth boundaries to assist in this effort.
8			The City will work to establish a method for business attraction and business retention.				9-24-12 - Staff developed zoning, set-back, and parking amendments that provide more options for downtown development. These ammendments were approved by the City Council. Staff created a Shop Local utility bill insert listing Hughson businesses.

**Goals and Objectives**  
**Goal #2 - Economic Development**  
**Action Items:**

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
9			The City will consider business incentives for businesses which promote community goals.		Part of EDSP		
10			Develop a Branding Program for the City.				Consider "Small Community with a Big Heart". Promote the city.
11			Develop plan to attract more people to visit and shop in Hughson				One way to do this is to revitalize the Hughson Fruit and Nut Festival. Currently, staff is working with the Chamber to revitalize this event. 2-27-12 The City attended the first meeting for this year's Hughson Harvest Festival and will be actively engaged in the planning and carrying out of this event as it did in 2011. 9-24-12 - The City Manager continues to work with the Chamber of Commerce to assist with the Hughson Harvest Festival. This event helps bring hundreds of people into our community.
12			Create a business newsletter to generate interest in Hughson.				This will probably be an informational flyer that shares positive information on the City and community. Will be developed as part of the Economic Development Strategic Plan.
13	On-going	City Manager	Market positive aspects of City and Community on the City's website		X		8-22-11 - The City has made some modifications to the Home Page of the website and has used Facebook to increase awareness of the availability of Council Agenda's on the webpage. A long term goal is to recreate the City's web page into a more modern and user friendly format. 2-27-12 The City has created a new website with a new modern look. The new website allows for staff to make substantial edits and update information on a more regular basis. The City is in the process of developing a page listing the locations of vacant or available commercial and industrial properties. 9-24-12 - Staff created a Hughson Chamber of Commerce website. Work still needs to be done to create a page listing vacant and available commercial

**Goals and Objectives**  
**Goal #2 - Economic Development**  
**Action Items:**

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
14	On-going	City Manager	Meet with the property owners of land surrounding City to discuss growth		X		8-22-11 - During the course of attending various community meetings the City Manager has had the opportunity to meet some property owners. The goal is to be more proactive moving forward.9-24-12 - The City Manager through his involvement in the Hughson Chamber of Commerce has developed relationships with several property owners that own land surrounding the City.
15	On-going	City Manager	Reach out to and work with businesses in the City's Sphere of Influence		X		2-27-12 The City has met with prominent business owners Jim Duarte and Marie Asali. Both are now members of the City's Economic Development Committee. The City plans to meet with other businesses as well.
16	On-going	City Manager and Community Development Director	Make proactive efforts to attract a full-service grocery store to our community		X		8-22-11 - The Community Director has met with real estate professionals who have clients interested in a prospective parcel. In order to be prepared for these opportunities the CDD has proactively moved to modify the zoning requirements of our downtown area that help continue with the current look and feel of the existing buildings while also being flexible to allow infill development. The City Manager has also met with the property owner of the triangle at Hatch and Santa Fe.

**Goals and Objectives**  
**Goal #2 - Economic Development**  
**Action Items:**

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
17	On-going	Community Development Director	Review sign ordinances/code enforcement activities/and façade improvement program.		X		2-27-12 City staff reviewed the façade improvement program with the Economic Development Committee at its 1-23-12 meeting. The committee recommended that the loans for façade improvements be changed from a 4% loan to a no-interest loan. This will be presented to the City Council for its approval.
18	On-going	Community Development Director	Provide Information on Façade Improvement Program to businesses		X		9-24-12 - The Façade Improvement Program has been placed on the City's website.
19	On-going	City Manager and Community Development Director	Explore painting the Water Tower and looking into cell towers to assist with the costs.		X		9-24-12 - The Water Tower Paint Project has been completed using \$29,960 in Community Enhancement Funds. The Notice of Completion is on the City Council agenda for September 24, 2012.
20	On-going	City Manager	Develop Business Incubator with Agribusiness emphasis		X		Staff is working with the Alliance to gather information on this opportunity. The Alliance staff made a site visit in March and will be presenting their recommendations soon.8-22-11 - The Council has approved the use of the Annex Building at 7012 Pine Street as a Business Incubator. The City has entered into an MOU with the Alliance to assist in this effort. We are currently working with the Alliance to finalize the tenant lease agreements and other logistics. The City is also recruiting for individuals to apply to serve on the Economic Development Committee. 2-27-12 Staff worked with the Alliance to develop documents for potential Incubator tenants. The Alliance also assisted in the review of a potential tenant for the incubator the served as a great test case to better prepare us for future applicants.

**Goals and Objectives**  
**Goal #2 - Economic Development**  
**Action Items:**

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
21	On-going	City Manager and Community Development Director	Support efforts to revive Fruit/Nut Festival		X		Staff continues to attend meetings and will be participating in bringing this event back to Hughson. 8-22-11 - The City continues to participate in the efforts to bring back the Festival. The City is hoping to partner in the Hughson Harvest Festival event taking place on September 24th and 25th. 2-27-12 Staff participated heavily in 2011 Hughson Harvest Festival that was a tremendous success. Staff intends to be involved in the 2012 Hughson Harvest Festival as well. 9-24-12 City staff and members of the Council participated in the planning and coordination of the 2012 Harvest Festival.
22	On-going	City Manager and Community Development Director	Develop materials and proactively market the Arboretum and other local attractions to the public.		X		Staff will need to work with the Arboretum Board of Directors and other organizations to gather the necessary information for this effort. 9-24-12 - The Community Development Director is the Board Chair of the Arboretum. He has spent considerable time helping the Arboretum continue to move forward and build on its past successes.
23		Community, Chamber, and Local Businesses	Create a Farmer's Market.		X		City staff looks forward to being a facilitator in creating a Farmer's Market. In order for a Farmer's Market to be created will require the effort of community members, the Chamber, and local businesses. 8-22-11 - The Hughson Harvest Festival will have a farmer's market component. 9-24-12 - A Farmers Market has been held at the Harvest Festival the last 2 years (2011,2012).

**Goals and Objectives**  
**Goal #2 - Economic Development**  
**Action Items:**

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
24	Aug-11	City Manager	Provide information to businesses about the SCORE Program in Modesto		X		8-22-11 - Staff has looked at the SCORE website <a href="http://www.score556.org/">http://www.score556.org/</a> . The next step is to let our local businesses know what is available. Information can be linked to the City's Facebook page and website.
25	On-going	City Manager and Community Development Director	Encourage Industrial growth in incorporated cities and not in the County		X		

# Goals and Objectives

## Goal #3 - Transportation

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-going	Community Development Director	Recognize the need to address and incorporate a design for all modes of transportation.		X		Through StanCOG the City participates in the allocation of resources for transit services. Staff will continue to work with START and StanCOG to improve transit opportunities in Hughson. 9-24-12At its meeting of 9/18/12 the Planning Commission began review of a draft Hughson Street Design Manual for Living Streets. The document meets all State requirements for the Complete Streets program required for all jurisdictions upon the next Transportation Element update of their General Plan. The Manual address the design of streets for all modes of transportation.
2	On-going	Community Development Director	Encourage enhancement of an intra and inter city transit system.		X		Through StanCOG the City participates in the allocation of resources for transit services. Staff will continue to work with START and StanCOG to improve transit opportunities in Hughson.
3	On-going	Community Development Director	Access all available funds for the purpose of maintaining and improving existing streets.		X		Staff continues to partner with StanCOG and other jurisdictions to acquire funds for street projects. Recently staff has coordinated funding swaps with Waterford and Newman to accumulate adequate funds to do significant road maintenance and improvement projects. 8-22-11 - The City continues to look for additional funding. It recently acquired additional CMAQ funds to go toward the construciton of the Pine Street curb, gutter and sidewalk improvements. The City also is pursuing Safe Routes to School funding.2-27-12 Staff has been very involved with the dispersment of Local Transportation Funds through StanCOG. As a result the City should be receiving additional LTF funds in 2012.
4	On-going	Community Development Director	Plan for future public parking in the downtown area to encourage business activity.		X		Staff is currently working on a parkind ordinance modification that helps encourage the development of the vacant lots in the downtown areas.9-24-12 - on 9/25/11 an ordinance was adopted amending the parking requirements in the Downtown Commercial Zone to allow parcels to develop without on-site parking.

# Goals and Objectives

## Goal #3 - Transportation

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
5	On-going	City Manager and Community Development Director	Work with the County, StanCOG and other appropriate agencies to address, on a regional basis, the development of solutions to local traffic issues.		X		8-22-11 - The City has participated in the Regional Transportation Impact Fee meetings with the 9 cities and county to discuss was to have an equitable transportation impact fee. The City has also worked with StanCOG staff acquire additional CMAQ funds. 2-27-12 Staff has been in contact with Stanislaus County regarding the signalization and intersection improvements at Hatch Road and Santa Fe. The County is still working with the railroad on some issues and construction will more than likely be delayed until late summer 2012 at the earliest. If construction can't begin by late summer than it will need to wait until Spring 2013 due to winter weather conditions. 9-24-12 Stanislaus County continues to work with the railroad. Progress is very slow and it is looking like constructon on the Hatch Road and Santa Fe signalization improvement project wont begin until Spring 2013 at the earliest.

# Goals and Objectives

## Goal #4 - Public Safety

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-Going	City Manager and Police Chief	The City of Hughson will continue to provide a high level of police service to the community. The City will review annually the fiscal constraints facing the City in order to establish appropriate service levels.		X		8-22-11 - The City recently entered into a new contract with Stanislaus County for Law Enforcement Services. Great effort was taken to minimize costs while still providing adequate policing services to the community. 2-27-12 The Police Chief has been proactive in attending various community meetings over the last 6 months. Staff continues to evaluate the needs of the community and recently developed a Law Enforcement Action plan for the remainder of 2011/12 fiscal year to provide additional law enforcement activities to address increased incidents. 9-24-12 Chief Gharat continues to look for ways to provide adequate operational activities while being conscientious of the fiscal impacts to the City. He has also begun submitting activity reports to show how law enforcement activities are benefitting the community.
2	On-Going	City Manager	2+2 Fire District/City Committee		X		This committee has started to meet again. The next meeting is anticipated toward the end of April. 8-22-11 - The committee has met a couple of times and the meetings were productive. It has been a few months since the committee last met. Conflicts with member schedules during the summer months has made scheduling difficult. However, the City Manager and the Fire Chief have met a couple of times and continue to have open dialogue. 2-27-12 The Committee met in January 2012 and will meet again in March 2012. 9-24-12 The Fire District/City Committee continues to meet periodically. It is time to schedule another meeting.

# Goals and Objectives

## Goal #5 - Public Services

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-Going	City Manager	The use of technology will be encouraged to engage citizens more actively in public issues and to improve inter-agency communication.		X		Staff will continue to look for ways to improve its website. Some minor modifications have been made already to the home page. Also the City has created a Facebook page that will enable better dissemination of information to those who are connected through Facebook. We will continue to modify and make improvements to this application as well. 8-22-11 - Some modifications to the web page have been made. Additionally, the City is in the process of adding the ability to pay their utility bill online. We hope to have this ready in September 2011. 2-27-12 The City has developed a new website that provides a more modern look as well as greater capabilities for modification and change. Utility bill pay online is now available. Facebook continues to be a useful tool and some community members have started to use it to notify the city of issues such as street lights being out. 9-24-12 - The City has developed a City of Hughson Facebook page that it is using to announce events and other important information. Most recently it was used to remind residents to conserve water especially during the extreme heat periods. This page has 240
2	On-Going	City Manager and Community Development Director	Support recreation activities to provide access for all residents.		X		In these tough financial times the City is looking at ways to partner with the School District to provide additional recreation activities. We are trying to assist the district with the development of sports fields and also an open gym basketball program. These ideas are still in the infant stages but we look forward to exploring them in more detail. 8-22-11 - The City and District have been able to work together to establish an open-gym basketball program. This program has been very well attended. The City is also in the process of partnering with the Hughson Family Resource Center to partner on a Zumba exercise program at the Senior Community Center. 2-27-12 - The City continues to partner with the school district for high school sports field project. The City has set aside \$25,000 for a well and continues to meet with the district to help move this project forward.
3	Jul-12	Community Development Director	Review existing services & consider appropriate fees for providing these services.		X		Recent analyses of park development costs in new subdivisions has shown that the Park Development Development Impact Fee is not substantial enough to allow the construction of a fully developed park. This fee needs to be increased prior to any future annexations.

# Goals and Objectives

## Goal #5 - Public Services

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
4	Jul-12	City Manager and Community Development Director	Monitor the use of community enhancement fees.		X		Staff is preparing a proposal on this for the April 25, 2011 Council meeting. 8-22-11 - The Council did approve a spending plan for these funds. The improvements would include painting the water tower, a lighting improvement project on the bridges along Hatch, and funding for a well for sports fields at the High School.2-27-12 in 2012 the City intends to use portions of these funds to repaint the water tower, install lighting at the bridges at Euclid, 7th Street, and Tully Road.9-24-12- The water tower has been painted with two city logos and the husky paw. The lights are in at the bridges at Euclid, 7th Street, and Tully Road. Community enhancement fees are also being utilized to help with the High School Sports Fields improvements. The water connection for this project is currently underway and should be completed in the next few days. Additionally, vines will be planted along the block walls at Starn Park to eliminate space for graffiti vandals. This work should be completed either fall 2012 or spring 2013.

# Goals and Objectives

## Goal #5 - Public Services

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
5	On-Going	Community Development Director	Continue to provide for adequate treatment of wastewater by compliance with Federal and State regulations and adopt an allocation policy to ensure that future capacity is applied in a manner that is consistent with the General Plan.		X		The new wastewater treatment plant is scheduled to open in July 2011. 8-22-11 - The construction of the Waste Water Treatment Plant is winding down. There have been a couple of items that have caused the project to be extended but overall it is going well. Staff anticipates starting up the new plant in September 2011. 2-27-12 The wastewater treatment plant has been operational since September 2012 but construction of site improvements has been ongoing. Staff is presenting a notice of completion for the project for council's approval at the 2-27-12 council meeting. 9-24-12 - The Waste Water Treatment plant has been completed for several months now. A few minor warranty issues are being finalized but the plant has performed extremely well. There is plenty of sewer capacity for future growth but water system improvements are necessary before that additional capacity can be utilized.
6	On-Going	City Manager	Continue to monitor staffing and training levels to ensure that quality public services are provided.		X		We continue to look for opportunities for our staff members. Right now we are developing a cross training plan for our Public Works staff. 9-24-12 - The City Manager and Community Development Director continue to encourage public works staff to gain additional certifications. Recently a few members of the public works department took their Water Distribution certificate exams. The additional training and certifications help City crews gain greater knowledge and improved abilities to maintain and operate the City water system.
7	On-Going	City Manager	Explore grant opportunities, develop a tracking methodology and provide regular reporting to the City Council.		X		8-22-11 - The City has entered into an agreement with California Consulting for grant writing services. We have applied for a Safe Routes to School grant and have the goal of applying for 2 grants per month moving forward. 2-27-12 The City was awarded a \$100,000 grant for alternative fuel vehicles that will be used to purchase electric vehicles. Additional grant submittals are also underway. 9-24-12 -

# Goals and Objectives

## Goal #5 - Public Services

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
8	On-Going	Police Chief	Continue Community Activities (i.e. Neighborhood Watch, Kids Safety Places)		X		2-27-12 The Police Chief and City Manager have been engaged in the Community Capacity Building effort that is seeking grant funds for Neighborhood Watch efforts. Staff has also met with community members interested in becoming Neighborhood Watch Captains. The City also plans to participate in the National Night Out event on August 7, 2012. 9-24-12 - The National Night Out event held on August 7, 2012 was a huge success. There were five neighborhood parties and the Police Chief and City Manager had the opportunity to visit all of them. The food and company was excellent. We look forward to National Night Out 2013 that takes place on Tuesday, August 6, 2013.
9	On-Going	City Manager	Assessment of current IT needs and development of inventories and incremental policies that take advantage of technology.		X		The City has obtain a new IT consultant that has analyzed our system and is in the process of making our IT systems and computers more efficient. 9-24-12 The City Manager continues to work with its IT consultant EZ Networks to identify needed improvements to the City's overall network. The City is in the process of replacing an aging network server that will improve its ability to store information and the growing email traffic. A second phase of server upgrades will be needed in the not to distant future but that will coincide with the City's purchase of a new Finance Software system. It is anticipated that this will take place in FY 2013/14 or 2014/15.

# Goals and Objectives

## Goal #6 - Public Facilities

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-going	City Manager	Consider shared facilities, where appropriate, with other public and private entities.		X		Staff currently partners with County and Cities with the Animal Shelter. The City is also looking at ways to better utilize the Annex building for the communities benefit. There are also possible partnership opportunities with the School District. 8-22-11 - The City has partnered with the School District to provide a open gym basketball program at the Ross Gymnasium. The City is also working with the Hughson Family Resource Center to start a Zumba Exercise program at the Senior Community Center. 9-24-12 - The Zumba Exercise program continues to be a tremendous success. Classess are held Monday, Wednesday, and Friday at 8am in the Community Senior Center. Also the City has partnered with the School District to develop the new High School Sports Fields that should be completed and ready for use in Spring 2013.
2	On-going	Community Development Director	The City will develop a method to prioritize replacing existing infrastructure in accordance with the Master Plans adopted in accordance with the General Plan through the development and implementation of a Capital Improvement Plan.		X		9-24-12 - The Community Development Director continues to review the Capital Improvement needs of the City. Planned projects include the installation of curb, gutter and sidewalks on South Fourth Street and improvements to Tully Road between Whitmore and Santa Fe. The 4th Street work will take place in Spring 2013 while the work for Tully road that includes water, sewer, storm drain, and roadway improvements is anticipated in FY 2014/2015. The main obstacle for the Tully Road project is funding. As soon as we get the funding we will move forward on this project as it is one of the most notable deficiencies in town.
3	On-going	Community Development Director	Consider including in future park developments, the inclusion of features that reflect our agricultural heritage.		X		

# Goals and Objectives

## Goal #7 - Connectivity and Integration

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-Going	City Manager	City of Hughson recognizes that it must work with other organizations, public and private, to ensure coordinated delivery of services.		X		Working with Alliance, School District, Fire District, Chamber. 8-22-11 - The City continues to strengthen its relationships with the Alliance, School District and Fire District. Examples include the establishment of a Business Incubator, open-gym basketball program, assisting in the start up of the Hughson Harvest Festival. 9-24-12 - The City continues to strive to build relationships with its neighborhood partners. City staff is involved with the Chamber of Commerce, Hughson Harvest Festival, Arboretum, Hughson Family Resource Center.
2			The City Council will review and establish a policy designed to monitor and possibly influence proposed State and Federal legislation.				
3	Jul-12	City Council/City Manager	Maintain and monitor the Complaint Log		X		8-22-11 - Efforts were made to move this log into a proprietary system. It didn't work out as planned so the City will be moving back to maintaining a list in excel. This will allow easier use for city staff. 2-27-12 - Staff continues to pride itself on the quick handling of citizen complaints. However, it has not yet developed a centralized system to log and monitor those complaints. Staff will look into leveraging technology to help track citizen requests. 9-24-12 - City staff continues to use a paper complaint form system to receive and monitor complaints. These paper forms are routed to the appropriate party and when handled are signed and returned to the City Manager. In the future the City would like to convert this to a more electronic format that enables the City to better track the trends of the complaints. It appears that the highest frequency of complaints is simply notifying the city of a street light that has burnt out.

**Goals and Objectives**  
**Goal #7 - Connectivity and Integration**  
**Action Items:**

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
4	On-Going	City Manager	2 + 2 School District/ City Committee		X		This committee continues to meet. Meeting scheduled for April 11, 2011. 8-22-11 - The City continues to meet regularly. Last met on August 8, 2011. 9-24-12 - The City continues to meet on a quarterly basis with the School District. These meetings continue to be very productive. The last meeting was held in July 2012 and the next meeting will be held in October 2013.

**Goals and Objectives**  
**Goal #7 - Connectivity and Integration**  
**Action Items:**

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
5	On-Going	City Manager	Keep lines of communication between management and staff		X		
6	On-Going	City Manager	Improve advertisement and awareness of community activities. (Get the word out to the community.)		X		Monthly Newsletter, City of Hughson Facebook Page, and web page 9-24-12 The City web page has been completely revised and it allows more flexibility to post information about upcoming events. The City's facebook page has been developed and is proving to also be a valuable communication tool.
7			Provide staff with Educational and Knowledge based tools that they need.				
8	On-Going	City Manager	Look for additional opportunities to partner with other cities.		X		9-24-12 - The City currently partners with the City of Modesto for on-call planning services. The City has also reached out on occasion to discuss water and wastewater issues with other jurisdictions in the county. The Community Development Director has also worked on the countywide collaborative effort of developing the Integrated Regional Water Management Plan (IRWMP). This effort will help our region compete for future water grants.
9	On-Going	City Manager	Develop plan to best utilize the volunteerism that exists in the community. Examples include the Arboretum, Hughson Family Resource Center, Samaritans, Boy Scouts, Girl Scouts, 4H, FFA, and other non-profits and community organizations.		X		9-24-12 The City of Hughson has a wonderful community full of individuals willing to volunteer. The City worked diligently to facilitate the efforts of those willing to volunteer. For example, the City has help with the planning and coordination of LOVE Hughson events as well as volunteer efforts tied to the City Wide Clean up Day.

## Goals and Objectives

### Goal #7 - Connectivity and Integration

#### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
10	Sep-11	City Manager	Create a customer service / satisfaction survey.		X		
11	Sep-11	City Manager	Improve utilization of City Website		X		Some changes have been made. More are needed. 8-22-11 - The City has made some modifications to the home page and will be adding a utility bill pay feature in the coming months. The City is also pursuing a website redesign. 9-24-12 - The City website redesign has been completed.
12			Provide public with information via Reverse 911 service. (be careful not to over-utilize)		X		Additional research is needed to find out how this can be utilized.

# Goals and Objectives

## Goal #8 - Revenue Generation; Use Allocat

### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
1	On-Going	City Council	The City Council pledges to monitor all public funds to ensure appropriate expenditures.		X		8-22-11 - The City held a very thorough budget review process to develop the FY 2011-12 Preliminary Budget. The Final Budget will be presented in September and the Auditors have completed their preliminary field review already. We anticipate having a completed audit by the end of the calendar year. 2-27-12 The City has made great strides in monitoring its finances. It received an unqualified financial audit for FY 10-11 and passed a balanced FY 11-12 budget. Staff continues to monitor revenues so that mid-year changes can be made if necessary. 9-24-12 - The City closed out the FY 11/12 year with revenues exceeding expenditures. The preliminary work for the FY 11/12 audit has been completed. The City Auditor will be presenting its reports to the City in Winter 2012.
2	On-Going	City Manager	The City will maximize all potential revenue sources.		X		This will be reviewed annually during the budget process
3	Jun-11	City Manager and Finance Director	The City Council periodically through the budget process, shall establish a minimum general fund balance reserve to ensure the continued implementation of their goals and to ensure the continued delivery of public services.		X		8-22-11 - This was completed during the preliminary budget process.
4	On-Going		Seek out funding opportunities for City, Schools, and Public Safety (Fire and Ambulance)		X		8-22-11 - Staff partnered with the School District and Hughson Family Resource Center to apply for Safe Routes to School Funding. Staff will continue to pursue grant opportunities.

## Goals and Objectives

### Goal #8 - Revenue Generation; Use Allocat

#### Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
5	On-Going	City Manager	Continue working with other agencies to try to acquire funding for City projects		X		Staff has partnered with other cities to better leverage CMAQ and RSTP funds for City projects.
6	On-Going	City Manager	Seek new funding opportunities by contacting new agencies and organizations		X		Staff continues to look for these opportunities.
7	On-Going	Community Development Director	Seek more funding for parkland and possible community pool location.		X		9/10/12 The City Council authorized selling the 1/2 acre Fontana North passive park back to the developer in exchange for approximately \$112,000 which can now be used for other park needs
8	On-Going	City Manager	Try to find other revenue streams and work with other agencies for assistance		X		



## **CITY OF HUGHSON AGENDA ITEM NO. 4.1**

### **SECTION 4: UNFINISHED BUSINESS**

**Meeting Date:** July 8, 2013  
**Subject:** Discuss and Provide Direction to Staff Regarding the Hughson Goals and Objectives  
**Presented By:** Raul L. Mendez, City Manager  
**Approved By:** \_\_\_\_\_

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#### **Background:**

In November 2010, the City Council requested that a workshop be held so that it could discuss the development of appropriate goals and objectives.

The first meeting was held on December 11, 2010 and was attended by members of the City Council, Planning Commission, and Parks and Recreation Commission. City staff facilitated the meeting and together the Council and Commissioners developed a list of the City's strengths, weaknesses, opportunities, and threats (a SWOT analysis). Notes from this meeting were compiled and the list that was created was shared with all City employees. On January 19, 2011, the entire City work force gathered to review the list and provide input. Based on their input, other items were added to the list.

On January 29, 2011, a second meeting with members of the City Council, Planning Commission, and Parks and Recreation Commission was held. City staff presented a draft Goals and Objectives Matrix that incorporated the items from the list generated at the December 11, 2010 meeting as well as the items from the January 19, 2011 meeting with City staff.

Through a very interactive process, the group fine tuned the list and created a Goals and Objectives program that was divided up into eight core areas: 1) Land Use, 2) Economic Development, 3) Transportation, 4) Public Safety, 5) Public Services, 6) Public Facilities, 7) Connectivity and Integration, and 8) Revenue Generation. Attached to this document is most current version of the City's Goals and Objectives matrix which dates back to September 24, 2012 for reference.

This document is intended to be a guide for staff and the Council to help the City focus and track its progress on the listed goals. This is a fluid guide that is

changed over time as needed. This document was reviewed by the City Council on April 11, 2011, August 22, 2011, February 27, 2012 and September 24, 2012.

During the recent June 24, 2013 City Council meeting, the Mayor asked City staff to bring the Hughson Goals and Objectives back as an agenda item for discussion and direction. Upon researching the history of this important performance measure tool for the City, it appears appropriate to revisit the matrix that was developed cooperatively to ensure that the goals and objectives are still adequate and appropriate and to review City progress and status.

The City Council has historically involved its Planning Commission and Parks and Recreation Commission in comprehensive discussions and reviews of the Hughson Goals and Objectives. Consistent with past practice, it would be appropriate to include the Commissioners in this process again along with others that the Council may deem suitable. In the past, these sessions have taken place on a Saturday to ensure enough time is allotted to review the entire list, provide updates and status, and make any modifications necessary. City staff will need adequate time to schedule this session with all parties and to make necessary accommodations.

**Fiscal Impact:**

There are no significant fiscal impacts associated with this item outside of staff time and nominal costs necessary to schedule, hold and facilitate a work session to revisit the City of Hughson Goals and Objectives.

**Staff Recommendation:**

Discuss the City of Hughson Goals and Objectives Matrix and consider directing City staff to schedule a work session on a Saturday in August to review the City of Hughson Goals and Objectives for any necessary additions, modifications or deletions.



## CITY OF HUGHSON AGENDA ITEM NO. 5.1

### SECTION 5: PUBLIC HEARING

**Meeting Date:** July 8, 2013

**Subject:** Public Hearing to Consider Ordinance No. 2013-03, An Ordinance of the City Council of the City of Hughson Amending Hughson Municipal Code Title 16 Subdivisions and Development By Amending Section 16.28.020, Street Design, and Adding Section 16.32.140 Community Facility Districts

**Enclosures:** Hughson Municipal Code Title 16 Redlined to Show Amendments

**Presented By:** Thom Clark, Community Development Director

**Approved By:** \_\_\_\_\_

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#### **Background and Overview:**

At its special meeting of June 11, 2013, the Hughson Planning Commission took action to recommend to the City Council adoption of an ordinance to amend Hughson Municipal Code Title 16, Subdivision Ordinance. The purpose of the recommendation for amending the Subdivision Ordinance is two-fold. First, to incorporate specifically the recently adopted Design Manual for Living Streets so that it will be clear that all new subdivisions must incorporate the concepts and standards therein. Second, to require another cost recovery mechanism, which will allow the City to capture needed revenue to offset the cost of providing public services associated with the building of new homes.

#### **Cost Recovery:**

There are several sections in the code that require dedications, fees, and the formation of assessment districts to help off-set the impacts caused by new development. It is appropriate to review these various cost recovery mechanisms to ensure that new development can pay for itself

#### **Development Impact Fees:**

Pursuant to a U.S. Supreme Court case, *Dolan v City of Tigard, Oregon*, local governments may only condition development projects if the conditions have both an "essential nexus" with a legitimate stated interest as well as a requirement that the conditions must be based on the degree of impact a proposed development will

have locally. This landmark case basically limits the authority of local governments to compel property owners to make unrelated public improvements.

The City can and does require public improvements which are related to specific development projects. In the case of residential subdivisions, the developer must put in all of the infrastructure related to serving the new homes in the subdivision with certain exceptions. As an example, it is more economical to treat sewer discharges from a subdivision at a central plant, rather than each subdivision building its own wastewater treatment plant. In these types of cases, cities can charge, what are referred to as, Development Impact Fees (DIF). These fees are identified in California Government Code Section 66000 et seq., which also limits the fee exactions in accordance with *Dolan v Tigard*. Specifically, Section 66100 requires:

*(a) In any action establishing, increasing, or imposing a fee as a condition of approval of a development project by a local agency, the local agency shall do all of the following:*

*(1) Identify the purpose of the fee.*

*(2) Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in Section 65403 or 66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the public facilities for which the fee is charged.*

*(3) Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.*

*(4) Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.*

*(b) In any action imposing a fee as a condition of approval of a development project by a local agency, the local agency shall determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.*

Hughson's DIFs are intended to offset the cost of future capital improvements needed to serve the new development. The City currently collects the following DIFs:

1. Public Facility Fee
2. Storm Drain Fee
3. Sewer Fee
4. Water Fee
5. Street Fee
6. Parks Development Fee
7. Parks In-lieu Fee
8. Community Enhancement Fee

### Assessment Districts:

Assessment Districts are addressed under Section 16.32.130 (attached) of the Subdivision and Development portion of the Hughson Municipal Code. The section is very short, reading in its entirety:

*The subdivider shall either join an existing assessment district, if there is one adjacent to the parcel, or form a new one, as directed by the Planning Officer if none exists.*

The City of Hughson has two types of Assessment Districts, the Landscaping and Lighting Act of 1972 and the Benefit Assessment Act of 1982. The 1972 Act is set forth in Part 2 of Division 15 of the California Streets and Highways and the 1982 Act is contained in Part 1 of Division 2 of the California Government Code. Both of the Acts have limitations on what the districts can pay for through assessments.

Under both of these Acts, properties are assessed an annual fee for services such as street light energy costs, personnel, etc. The assessments are property related and are paid with other property related taxes. Assessments are subject to a Proposition 218 vote of property owners. Typically, the vote is taken after the subdivision has legally formed its lots and before the lots are sold. This ensures that the developer is the only land owner who will have a vote to form the districts in compliance with Proposition 218.

Hughson currently has 16 Landscape and Lighting Districts and 8 Benefit Assessment Districts. Some of the districts have cost of living adjustment provisions built in and some do not. Those that do not, often cannot cover the increased cost of living and therefore have a negative fund balance. City staff is currently developing a more detailed budget account for these funds. The City Council's Finance Committee has directed staff to look for operational efficiencies prior to consideration of a Proposition 218 vote to increase assessments on the tax rolls. A review of the current levels of service provided within these districts will also be conducted as part of this analysis.

### Community Facilities Districts:

Community Facilities Districts are authorized by the Mello-Roos Community Facilities Act of 1982. The term "Mello-Roos District" has suffered from bad connotations in the past and is used rarely in the vernacular today. Instead, Community Facilities Districts, or CFDs, is the term used to describe this local financing tool utilized by local governments to help pay for public works and public services.

CFDs are a special tax, not a special assessment. Because they require a vote to create the district, they are commonly formed while the subdivider still owns all the lots in a subdivision, similar to the process for forming Assessment Districts.

There are some limits to what a CFD can pay for but not as many limits as Assessment Districts or DIFs. CFDs can be used as an alternative method to finance certain public capital facilities and services. A subdivider can request that the district fold in capital costs for infrastructure in the subdivision as a means to avoid large capital outlay or bank loans at the beginning of a subdivision project. A CFD can also be used to pay for public services. The Act specifically authorizes collecting funds for police services, fire services, park maintenance, street maintenance, and storm water services. These are all services currently paid 100% by the City out of the General Fund. Water and wastewater utility services are currently paid for by utility user rates.

CFDs can also be used to issue bonds for infrastructure and facilities. School districts often use this financing tool to enhance State construction funding. A subdivision developer could use a CFD to finance upfront infrastructure costs as well, but if allowed, it would increase the tax bill to the ultimate homeowner significantly.

#### Sustainability:

The City currently requires new subdivisions to pay for Development Impact Fees and Assessment Districts which are intended to offset the municipal costs to build capital facilities and maintain certain facilities which are limited by assessment district law. While both of these tools help to offset costs of new development, they do not cover all costs to the municipality caused by the new subdivision. With local government finances in the shape they are today, allowing new residential subdivisions that do not cover all municipal costs places a burden on the General Fund. To be sustainable, the City needs to ensure new development pay for all current and future costs to maintain infrastructure and services of the new population created by the development.

Since the City's current fee structure and Assessment Districts cannot on their own achieve financial sustainability to off-set the costs of new development, another tool is needed that can help off-set these costs. Community Facilities Districts may be the way to bridge that financial gap.

Prior to initiating proceedings to establish a CFD, local governments must adopt local goals and policies concerning the use of CFDs as required by the Act. The recommended action would require new subdivisions to form CFDs as a condition of approval.

#### **Fiscal Impact:**

It is anticipated that requiring CFDs in new subdivisions will have a positive fiscal impact as new development occurs. Essentially, it will lessen the impact of development on the City's General Fund by creating another source of funding to pay for associated public infrastructure and services.

**Staff Recommendation:**

Introduce and waive the first reading of Ordinance No. 2013-03, An Ordinance of the City Council of the City of Hughson Amending Municipal Code Title 16, Subdivisions and Development, by Amending Section 16.28.020, Street Design, and Adding Section 16.32.140 Community Facilities Districts.

**CITY OF HUGHSON  
CITY COUNCIL  
ORDINANCE NO. 2013-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
HUGHSON, AMENDING HUGHSON MUNICIPAL CODE TITLE 16  
SUBDIVISIONS AND DEVELOPMENT BY AMENDING SECTION  
16.28.020, STREET DESIGN, AND ADDING SECTION 16.32.140  
COMMUNITY FACILITIES DISTRICTS**

---

**WHEREAS**, the State of California requires that all updates to municipal General Plan Transportation Elements incorporate a Complete Streets program; and,

**WHEREAS**, the City Council has adopted by Resolution No. 2013-16 the City of Hughson Design Manual for Living Streets; and,

**WHEREAS**, the Design Manual for Living Streets meets the requirements of a Complete Streets program; and,

**WHEREAS**, Hughson Municipal Code Section 16.28.020 anticipated that the City Council would adopt street design guidelines; and,

**WHEREAS**, to ensure implementation of the Design Manual for Living Streets and to prevent confusion in its application, Hughson Municipal Code Section 16.28.020 shall be amended to remove the phrase "...any applicable design guidelines..." and replace with the phrase "...the City of Hughson Design Manual for Living Streets..."; and,

**WHEREAS**, new residential subdivisions need to pay their full share of all municipal costs; and,

**WHEREAS**, currently available cost recovery tools do not allow for many municipal functions to have their costs off-set; and,

**WHEREAS**, Community Facility Districts may be used to recover a portion of such municipal costs such as police services, street maintenance, recreation programs, storm water services, and fire services; and,

**WHEREAS**, it is desirable that the requirement to form Community Facility Districts is included in the Subdivision Ordinance; and,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUGHSON  
DOES ORDAIN AS FOLLOWS:**

**Section 1** Section 16.28.020 of the Hughson Municipal Code is amended to read as follows:

**16.28.020 Street design.**

The location, width, and alignment of streets shall conform to the General Plan or Master Plans, any applicable specific plans, the City of Hughson Design Manual for Living Streets, and any standards established by the Planning Officer, except where alternative standards are approved by the City Council.

**Section 2** Section 16.32.140 of the Hughson Municipal Code is adopted to read in full as follows:

**16.32.140 Community facilities districts**

The subdivider shall either join an existing community facilities district, if there is one adjacent to the parcel, or form a new one, as directed by the Planning Officer if none exists. It is the intent of this section to recover all municipal costs created by the subdivision. Use of this section for subdivision infrastructure bonds is discouraged.

**Section 3** **Effective Date:** This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least fifteen (15) days prior to its effective date.

The foregoing Ordinance was introduced and the title thereof read at the regular meeting of the City Council of the City of Hughson held on \_\_\_\_\_, 2013, and by a unanimous vote of the Council members present, further reading was waived.

On motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, the foregoing Ordinance was passed by the City Council of the City of Hughson at a regular meeting held on \_\_\_\_\_, 2013, by the following votes:

**AYES:**

**NAYES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
MATT BEEKMAN, Mayor

ATTEST:

\_\_\_\_\_  
DOMINIQUE SPINALE, Deputy City Clerk

to all the requirements of law and the provisions of this chapter. The City Council shall, at the time of its action thereon, accept or reject any and all offers of dedication of streets and other easements.

**16.24.060 Appeals process.**

The appeals process for the decision of the City Council shall be as described in Hughson Municipal Code 16.04.120.

**16.24.070 Filing process.**

Upon the approval of any final map, the City Clerk shall forthwith submit the map to the Clerk of the county with instructions to the county recorder to record said map.

**Chapter 16.28**

**SUBDIVISION DESIGN STANDARDS**

Sections:

- 16.28.010 Parcel design.
- 16.28.020 Street design.
- 16.28.030 Trees and landscaping.
- 16.28.040 Energy conservation.

**16.28.010 Parcel design.**

Parcel design shall conform to the Zoning Code, the General Plan, any applicable specific plans, and any applicable design guidelines adopted by the City Council.

A. Minimum parcel dimensions shall be as specified in the Zoning Code for lots in the applicable zoning district.

B. Each parcel of land shall have the minimum lot frontage required by the Zoning Code on a public street, or a private street that provides a direct or indirect connection to a public street.

**16.28.020 Street design.**

The location, width, and alignment of streets shall conform to the General Plan or Master Plans, any applicable specific plans, ~~any applicable design guidelines adopted by the City Council~~ the City of Hughson Design Manual for Living Streets, and any standards established by the Planning Officer, except where alternative standards are approved by the City Council. Streets shall be designed for the most advantageous development of the area in which the subdivision lies and for high connectivity with surrounding areas. Specific requirements shall be as follows:

A. Private streets. New private streets shall be created only if they meet all of the following requirements:

1. The Planning Commission determines that a private street system will not be a substantial detriment to adjoining properties, or to the properties served by the private street system, and will not disrupt or prevent the establishment of an orderly circulation system in the vicinity of the subdivision;

2. The proposed private streets meet all applicable requirements for public streets;

3. The proposed private street is located on the premises of a commercial, industrial, or multi-family residential development;

4. The subdivider shall establish provisions, approved by the Planning Officer and City Attorney, for a homeowners' association or other organization to assume responsibility for the maintenance and ownership of private streets and their rights-of-way, including any trees and landscaping provided within street rights-of-way; and

5. The Planning Commission may require that a proposed private street be subject to an offer of dedication pursuant to Government Code Section 66477.2.

B. Street configuration. Street configuration shall be as follows:

1. Width. The width of local streets shall be the minimum necessary to carry the amount of anticipated traffic, allow for bicycle and pedestrian facilities, and allow sufficient emergency access.

2. Centerlines. The centerlines of streets that extend existing or planned streets shall continue the centerlines of the existing streets as far as practical, either in the same direction or by adjustment curves.

3. Alleys. Alleys may be provided in any subdivision where they provide rear access to parking, reduce the visual impact of garages, and where the City will not be required to provide ongoing maintenance. Maintenance shall be provided for pursuant to Section 16.28.020, A.4.

4. Grid. Streets shall be configured in a grid or modified grid pattern with varied block sizes and street lengths and shall provide multiple connections to arterial streets.

5. Cul-de-sacs. Cul-de-sac streets in residential subdivisions shall not exceed 600 feet in length and shall not serve more than 25 parcels. Cul-de-sacs shall be open at their end for pedestrian access whenever possible.

C. Ownership transfer or dedication. Private streets may be transferred or dedicated to the City only if sufficient funds are placed on deposit or repairs are made to ensure that the street meets the standards for streets set forth in this title, Hughson

Municipal Code Title 12, and any other applicable requirements.

**16.28.030 Trees and landscaping.**

Trees and landscaping shall be provided and preserved as follows:

A. No tree protected by Section 17.03.092 of Chapter 17 shall be removed, unless it is replaced under the provisions of that chapter.

B. Wherever a public or private street provides a sidewalk, street trees shall be provided within the street right-of-way.

C. The subdivider shall provide a master street tree and landscaping plan, which shall be consistent with the City's Street Tree Master Plan and any other relevant City specifications, as part of the subdivision improvement plans. The plant species, planting methods, and planting locations shall conform to the specifications in Section 17.03.092 of Chapter 17 and are subject to the approval of the Planning Officer.

D. The responsibility for planting street trees and landscaping and financing their maintenance shall be as follows:

1. The subdivider shall complete all street tree and landscape planting as part of the subdivision improvements.

2. If a subdivision includes any private streets, the subdivider shall provide a security, in a form approved by the City Attorney, guaranteeing the faithful performance of all irrigation and maintenance of trees and landscaping planted in private street rights-of-way. The amount of the security shall be equal to the cost of irrigation and maintenance for two years beyond occupancy of the final unit in the subdivision, as calculated by the subdivider and approved by the Planning Officer. The subdivider shall indicate the entity responsible for the irrigation and maintenance of trees and landscaping, which shall be identifiable to the City and made available for audit by the City.

**16.28.040 Energy conservation.**

A. The subdivider shall provide for future passive or natural heating or cooling opportunities in the subdivision, to the extent that this can be accomplished within a reasonable period of time, given economic, environmental, social, and technological constraints:

1. Examples of passive or natural heating opportunities in subdivision design include design of parcel size and configuration to permit orientation of a structure in an east-west alignment for southern exposure.

2. Examples of passive or natural cooling opportunities in subdivision design include design of parcel size and configuration to permit orientation of a structure to take advantage of shade or prevailing breezes.

B. In providing for future passive or natural heating or cooling opportunities in the design of a subdivision, consideration shall be given to local climate, site contours, configuration of the parcel to be divided and other design and improvement requirements. Provision of passive or natural heating or cooling opportunities shall not result in reducing allowable densities or the percentage of a parcel that may be occupied by a building or structure under applicable zoning regulations in effect at the time a tentative map or vesting tentative map is filed.

**Chapter 16.32**

**SUBDIVISION IMPROVEMENTS,  
DEDICATIONS, AND IN-LIEU FEES**

Sections:

16.32.010	Parkland.
16.32.020	School dedication.
16.32.030	Street dedication.
16.32.040	Reservations for other public uses.
16.32.050	Pedestrian and bicycle paths.
16.32.060	Local transit facilities.
16.32.070	Bridges and major thoroughfares.
16.32.080	Groundwater recharge.
16.32.090	Soil and geological hazard reports.
16.32.100	Monuments.
16.32.110	Grading and erosion control.
16.32.120	Improvement plans.
16.32.130	Assessment districts.
16.32.140	Community facilities districts

**16.32.010 Parkland.**

A. Purpose. This section is enacted pursuant to the authority granted by the Subdivision Map Act and the general police power of the City and is for the purpose of providing such additional park and recreational facilities and open space as appropriate pursuant to the General Plan of the City. The park and recreational facilities for which dedication of land and/or payment of a fee is required by this section are in accordance with the policies, principles, and standards for park and recreational facilities contained in the General Plan and any Parks Master Plan.

B. Definitions. For the purpose of this chapter, "park or recreational purposes" consists of land and facilities that fall into one of the park catego-

ries described in the Conservation and Open Space Element of the General Plan as well as those designed for recreational community gardening, which consists of the cultivation by persons other than, or in addition to, the owner of such land, of plant material not for sale.

C. Requirements. As a condition of approval of a tentative map, the subdivider shall dedicate land, pay a fee in lieu thereof, or both, at the option of the City Council, for park or recreational purposes at the time and according to the standards and formulas contained in this chapter. The land dedicated or the fees paid, or both, shall be used for community and neighborhood parks and recreational facilities in such a manner that the locations of such facilities bear a reasonable relationship to the use of these facilities by the future inhabitants of the subdivision generating such dedication or fees, or both.

D. Land dedication and fees for subdivisions of more than 50 dwelling units. Parkland shall be dedicated or fees paid in lieu of dedication for subdivisions of more than 50 dwelling units according to the following requirements:

1. Where a park or recreational facility has been designated in the General Plan or any Parks Master Plan and is to be located in whole or in part within the proposed subdivision and is reasonably related to serving the present and future needs of the residents of the subdivision, the subdivider shall dedicate land for park or recreational purposes according to the formula in subsection (G) of this subsection.

2. Where no park or recreational facility is designated in the General Plan or any Parks Master Plan to be located in whole or in part within the proposed subdivision to serve the immediate and future needs of the residents of the subdivision, the subdivider shall, according to the City Council's discretion, either dedicate land in the amount provided in subsection (G) of this section, or pay a fee in lieu of dedication as described in subsection (H) of this section. The subdivider may choose to purchase land outside of the subdivision if the land is acceptable to the City Council and meets all the requirements of this chapter.

3. When only a portion of the land to be subdivided is proposed in the General Plan as the site for a park or recreational facility, such portion shall be dedicated for park or recreational purposes as provided in subsection (G) of this section, and a fee computed pursuant to subsection (H) of this section shall be paid toward the costs of off-site improvements, which would otherwise have been required to be dedicated pursuant to subsection (G) of this section.

4. When a major part of a park or recreational site has already been acquired by the city and only a small portion of land is needed from the subdivision to complete the site, such portion shall be dedicated as provided in subsection (G) of this section, and a fee computed pursuant to subsection (H) of this section shall be paid for the improvement of the existing park or recreational facility or for the improvement of other neighborhood or community parks and recreational facilities reasonably related to serving the subdivision.

E. Land dedication and fees for subdivisions of 50 dwelling units or fewer. No dedication of land shall be required for proposed subdivisions containing 50 parcels or less, unless the subdivider submits more than one application for adjacent portions of the same parcel within a five year period, in which case they shall be required to dedicate land subject to subsection (G) of this section. Proposed subdivisions containing 50 parcels or less shall only be required to pay the fees required pursuant to subsection (H) of this section. However, nothing in this section shall prohibit the dedication and acceptance of land for park or recreational purposes in subdivisions of 50 or fewer dwelling units, where the subdivider proposes such dedication voluntarily and the land is acceptable to the Planning Officer as prescribed in subsection (G) of this section.

F. The subdivider shall, without credit, provide the following improvements:

1. Full street improvements and utility connections including, but not limited to, curbs, gutters, street paving, traffic-control devices, street trees, and sidewalks to land which is dedicated pursuant to this section;

2. Fencing along the property line of that portion of the subdivision contiguous to the dedicated land;

3. Improved drainage through the site; and

4. Other minimal improvements which the City Council determines to be essential to the acceptance of the land for park or recreational purposes.

G. Amount and type of land to be dedicated:

1. In accordance with Section 66477 of the Subdivision Map Act, the subdivider shall dedicate to the City 5 acres of parkland per 1,000 residents who will occupy land within the subdivision. This requirement is based on the results of the 2000 United States Census, which found that the City had 3,980 residents and 1,252 dwelling units, or an average of 3.17 persons per dwelling unit. In 2000, the City had 31.9 acres of parks and other recreational facilities, or 8 acres per 1,000 residents;

however, Section 66477 of the Subdivision Map Act restricts parkland dedication requirements to no more than 5 acres per 1,000 residents. The City will assume that the average number of persons per dwelling unit will be the same as that in the 2000 United States Census, unless the subdivider provides persuasive information to the contrary.

2. The land to be dedicated and improvements to be made pursuant to this section shall be approved by the Planning Officer. Land to be dedicated shall be suitable, in the opinion of the Planning Officer, in location, topography, environmental characteristics, and development potential as related to the intended use. The primary intent of this section shall be construed to provide the land for functional recreation units of local or neighborhood service, including, but not limited to, tot lots, play lots, playgrounds, neighborhood parks, playfields, community or district parks, and other specialized recreational facilities that may serve the family group and also senior citizen activities. Principal consideration shall be given to lands that offer:

- a. A variety of recreational potential for all age groups;
- b. Recreational opportunities within walking distance from residents' homes;
- c. Possibility for expansion or connection with schoolgrounds;
- d. Integration with hiking, riding and bicycle trails, natural stream reserves and other open space;
- e. Coordination with all other park systems;
- f. Access to at least one existing or proposed public street; and
- g. Access to local groundwater for irrigation of park landscaping.

3. Storm water basins will not count for park dedication purposes. However, storm water basins abutting park land is highly desirable.

H. Amount of fee in lieu of land dedication. When a fee is to be paid in lieu of land dedication, the amount of such fee shall be based upon the estimated fair market value at the time of final map approval of the land which would otherwise be required for dedication pursuant to subsection (G) of this section, plus 20 percent toward the costs of off-site improvements. Fees to be collected pursuant to this section shall be approved by the Planning Officer.

I. Determination of fair market value. The fair market value of land shall be determined by the City with a written appraisal prepared and signed by a qualified real estate appraiser acceptable to the City. The appraisal shall be made immediately pri-

or to the filing of the final map or the parcel map. The subdivider shall notify the City of the expected filing date at least six weeks prior to the filing of the final map or parcel map. If more than six months elapses between the preparation of the appraisal and the filing of the final map or parcel map, the City shall cause a new appraisal to be prepared. All costs associated with obtaining the appraisal and the reappraisal, if necessary, shall be borne by the subdivider. For the purposes of determining fair market value pursuant to this section, the appraiser shall consider, but not be limited to, the following:

1. Conditions of approval of the tentative map;
2. General plan and zoning requirements for the area;
3. Location and site characteristics of the property; and
4. Off-site and on-site improvements necessary to facilitate use of the property.

If the subdivider objects to the determined fair market value, he or she may appeal to the City Council.

J. Determination of land or fee. Whether the City Council accepts land dedication or elects to require the payment of a fee in lieu thereof, or a combination of both, shall be determined by consideration of the following:

1. Policies, standards, and principles for park and recreation facilities in the General Plan and any Parks Master Plan;
2. Topography, geology, access, and location of land in the subdivision available for dedication;
3. Size and shape of the subdivision and land available for dedication;
4. Feasibility of dedication;
5. Compatibility of dedication with the General Plan; and
6. Availability of previously acquired park property.

The determination of the City Council as to whether land shall be dedicated, or whether a fee shall be charged, or a combination thereof, shall be final and conclusive.

K. Credit for improvements and private open space. If the subdivider provides park or recreational improvements to the dedicated land, as approved by the City Council, the value of the improvements together with any equipment located thereon shall be a credit against the payment of fees or dedication of land required by this chapter.

No credit shall be given for private open space in any subdivision, except as provided in this subsection. Where private open space usable for active recreational purposes is provided for within a common interest development, as defined in Section 1351 of the Civil Code, partial credit, not to exceed 50 percent, shall be given for the value of such private open space against the amount of land required to be dedicated, or the amount of the fees imposed in lieu thereof, if the City Council finds and determines that it is in the public interest to do so and that all of the following standards are met:

1. Yards, court areas, setbacks, and other open areas required by the zoning and building ordinances and regulations shall not be included in the computation of such private open space.

2. Private park and recreational facilities shall be owned by a homeowners association which is composed of all property owners in the subdivision, is an incorporated nonprofit organization capable of dissolution only by a 100-percent affirmative vote of the membership, operates under recorded land agreements through which each lot owner in the neighborhood is automatically a member, and assesses each lot a charge for a proportionate share of expenses for maintaining the facilities.

3. Use of the private open space is restricted for park and recreation purposes by a recorded covenant which runs with the land in favor of the future owners of the property and which cannot be defeated or eliminated without the consent of the city or its successor.

4. The proposed private open space is reasonably adaptable for use for park or recreational purposes, taking into consideration such factors as size, shape, topography, geology, access, and location.

5. Facilities proposed for the open space are in substantial accordance with the provisions of the General Plan.

6. The open space for which credit is given is generally a minimum of three acres and provides all of the local park basic elements listed below, or a combination of such other recreational improvements that will meet the specific recreational needs of future residents of the area:

a. Recreational open spaces, which are generally defined as park areas for active recreational pursuits such as soccer, golf, baseball, softball, and football, and have at least one acre of maintained turf with less than five percent slope;

b. Court areas, which are generally defined as tennis courts, badminton courts, shuffleboard courts, or similar hard-surfaced areas espe-

cially designed and exclusively used for court games;

c. Recreational swimming areas, which are generally defined as fenced areas devoted primarily to swimming, diving, or both. They must also include decks, lawned area, bathhouses, or other facilities developed and used exclusively for swimming and diving, and consisting of no less than 15 square feet of water surface area for each three percent of the population of the subdivision with a minimum of 800 square feet of water surface area per pool, together with an adjacent deck and/or lawn area twice that of the pool; and

d. Recreational buildings and facilities designed and used primarily for the recreational needs of residents of the development.

The determination of the City Council as to whether credit shall be given and the amount of credit given shall be final and conclusive.

#### L. Procedure.

1. At the time of approval or conditional approval of the tentative map, the City Council shall determine whether land, in-lieu fees, or a combination of land and fees, shall be dedicated and/or paid by the subdivider. If the City Council requires payment of an in-lieu fee by the subdivider, it shall set the amount of land upon which the in-lieu fee shall be based at the time of final map or parcel map approval. If the City Council requires the dedication of land by the subdivider, it shall accept, accept subject to improvement, or reject any offer of dedication at the time of final map or parcel map approval.

2. At the time of the recording of the final map or parcel map, the subdivider shall dedicate the land and/or pay the fees as determined by the City Council. At the discretion of the City fees may be paid prior to issuance of any building permit for any structure in the subdivision.

3. Open space covenants, conditions, and restrictions for private park or recreational facilities shall be recorded concurrently with the final map or parcel map.

#### M. Disposition of fees.

1. Fees determined pursuant to subsection (H) to this section shall be paid to the city treasurer and shall be deposited into the subdivision park trust fund or its successor. Money in such fund, including accrued interest, shall be expended solely for the acquisition or development of park land or improvements related thereto, in accordance with this chapter.

2. Collected fees shall be committed within five years after payment thereof or the issuance of building permits on one-half of the lots created by the subdivision, whichever occurs later.

If such fees are not committed, they, without any deductions, shall be distributed and paid to the then record owners of the subdivision in the same proportion that the size of their lot bears to the total area of all lots in the subdivision.

3. The City Treasurer shall report to the City Council at least once annually on the income, expenditures, and status of the subdivision park trust fund.

N. Schedule of use. At the time of the approval of the final map or parcel map, the City shall develop a schedule specifying how, when, and where it will use the land or fees, or both, to develop or rehabilitate park or recreational facilities to serve the residents of the subdivision.

O. Exemptions. The provisions of this chapter shall not apply to any of the following:

1. Subdivisions which contain less than five parcels and are not used for residential purposes, provided a condition shall be placed on the approval of the parcel map for any such subdivision that if a building permit is requested for construction of a residential structure or structures on one or more of the parcels within four years, the fee otherwise due pursuant to this chapter shall be required to be paid by the owner of such parcel as a condition to the issuance of such permit.

2. Commercial or industrial subdivisions.

3. Condominium projects or stock cooperatives which consist of the subdivision of airspace in an existing apartment building which is more than five years old when no new dwelling units are added.

P. Access. All land offered for dedication to park or recreational purposes shall have access to at least one existing or proposed public street. This requirement may be waived by the City Council if it determines that public street access is unnecessary for the maintenance of the park or recreational area or use thereof by residents.

Q. Sale of dedicated land. If, during the time period between the dedication of land for park or recreational purposes and the commencement of first-stage development, circumstances arise which would indicate that another site would be more suitable for serving the subdivision and the neighborhood (such as receipt of a gift of additional parkland), the land may be sold upon the approval of the City Council with the resultant funds being used for the purchase or development of a more suitable site.

#### **16.32.020 School dedication.**

A. Purpose. Whenever there is consideration of an area for a public school site within a subdivi-

sion, the City shall notify the affected school districts and the State Department of Education, in writing, of the proposed site. The notification shall include the identification of any existing or proposed airport runways within the distance specified in Section 17215 of the Education Code.

B. Standards. As a condition of approval of a tentative or vesting tentative map, and as allowed by State law, a subdivider who develops or completes the development of one or more subdivisions within the elementary school districts serving said subdivision shall dedicate to the school district (in the manner specified in this section) such lands as the City Council deems necessary, for the purpose of constructing thereon schools necessary to assure the residents of the subdivision adequate public school service.

C. Consistency with General Plan. School sites offered for dedication in the general location shall conform to the policies in the General Plan or relevant specific plans and the requirements of the school district.

D. Timing. The requirement of dedication shall be imposed at the time of approval of the tentative or vesting tentative map. If, within 30 days after the requirement of dedication is imposed by the City, elementary school districts do not offer to enter into a binding commitment with the subdivider to accept the dedication, the requirement shall be automatically terminated. The required dedication may be made any time before, concurrently with, or up to 60 days after the filing of the final map on any portion of the subdivision.

E. Repayment of costs. The school district shall, if it accepts the dedication, repay to the subdivider or his or her successors the original cost to the subdivider of the dedicated land, plus a sum equal to the total of the following amounts:

1. The cost of any improvements to the dedicated lands since acquisition by the subdivider;

2. The taxes assessed against the dedicated land from the date of the school district's offer to enter into the binding commitment to accept the dedication; and

3. Any other costs incurred by the subdivider in maintenance of such dedicated land, including interest costs incurred on any loan covering such land.

F. Exception. The dedication requirements of this section shall not apply to a subdivider who has owned the land being subdivided for more than ten years prior to the filing of the tentative map.

#### **16.32.030 Street dedication.**

A. Purpose. In order to meet the City's transportation goals as described in the General Plan

Circulation Element, as a condition of approval of a map or the approval of any site development plan, the subdivider/developer shall dedicate or make an irrevocable offer of dedication of all parcels or land within the subdivision or site that are needed for streets and alleys.

B. Right-of-way. Street dedications shall include the full right-of-way required for the functional classification of roadway as described in the General Plan Circulation Element, Street Master Plan and Section 16.28.020 B.

C. Termination. Offers of dedication may be terminated as described in Section 66477.2 of the Subdivision Map Act.

#### **16.32.040 Reservations for other public uses.**

In addition to the dedications for specific public uses that this chapter requires, the subdivider shall reserve land within the subdivision for wells, fire stations, libraries, or other public uses, consistent with the General Plan, Master Plans and applicable specific plans, provided that:

A. Balance. The reserved area is of a size and shape that permits the balance of the property within which the reservation is located to develop in an orderly and efficient manner;

B. Feasibility of development. The amount of land reserved will not make development of the remaining land held by the subdivider economically infeasible; and

C. Consistency with General Plan. The reserved area shall conform to the General Plan, Master Plans or an applicable specific plan and shall be in such multiples of streets and parcels as to permit an efficient division of the reserved area in the event that it is not acquired within the prescribed period. In such an event, the subdivider shall make those changes that are necessary to permit the reserved area to be developed for the intended purpose, consistent with good subdividing practices.

#### **16.32.050 Pedestrian and bicycle paths.**

A. Dedication for bikeways and pedestrian trails. Whenever a subdivider is required to dedicate roadways to the public, a dedication of land may be required to provide bikeways and pedestrian paths for the use and safety of the residents of the subdivision, or to provide bikeways and pedestrian paths as shown in the Circulation Element of the General Plan, a bicycle or pedestrian master plan adopted pursuant to the General Plan, or an applicable specific plan.

B. Required functions. Bikeways and pedestrian paths may be required:

1. To connect a cul-de-sac with another street; or

2. To provide access to parks, schools or similar facilities, in which case the path shall be dedicated to and maintained by the agency served.

C. Required characteristics. The bikeways shall meet the requirements of the Circulation Element of the General Plan and any Bicycle Master Plan.

D. Termination. Rejected Offers of dedication may be terminated as described in Section 66477.2 of the Subdivision Map Act.

#### **16.32.060 Local transit facilities.**

A. Purpose. In order to provide adequate local transit facilities, whenever a subdivider is required to dedicate roadways to the public, a dedication of land shall be required for local transit facilities such as bus turnouts, benches, shelters, landing pads, and similar items that directly benefit the residents of the subdivision, as required by the Planning Officer and as described in the Circulation Element of the General Plan or an applicable specific plan.

B. In-lieu fees. Fees may be paid in lieu of dedication of land for the purposes of local transit in the case of subdivisions that consist of the subdivision of airspace in existing buildings into condominium projects, stock cooperatives, or community apartment projects.

C. Termination. Rejected offers of dedication may be terminated as described in Section 66477.2 of the Subdivision Map Act.

#### **16.32.070 Bridges and major thoroughfares.**

Pursuant to Section 66484 of the Subdivision Map Act, subdivider shall pay fees for purposes of defraying the actual or estimated cost of constructing bridges or other major thoroughfares. The City Council shall establish procedures and standards for determining the appropriate fees.

#### **16.32.080 Groundwater recharge.**

Pursuant to Section 66484.5 of the Subdivision Map Act, subdivider shall pay fees for purposes of constructing recharge facilities for the replenishment of the underground water supply in that area of benefit. The City Council shall establish procedures and standards for determining the appropriate fees.

#### **16.32.090 Soil and geological hazard reports.**

Soil and geological hazard reports shall be provided as follows for all subdivisions:

A. Soil reports.

1. Prior to the submission of a tentative map, the subdivider shall file a preliminary soil report with the Planning Officer. The report shall be prepared by a civil engineer who is registered by the State of California and shall be based upon adequate test borings or excavations in the subdivision. The preliminary soil report may be waived if the Planning Officer determines that, based on existing knowledge of the soil qualities of the subdivision, no preliminary analysis is necessary. The determination shall be in writing and shall be made part of the data accompanying the final map.

2. A qualified civil or geotechnical engineer who is registered by the State of California shall prepare a soil investigation of each parcel in the subdivision if the preliminary soil report indicates the presence of any of the following problems:

a. Critically expansive soils or other soil problems that, if not corrected, would lead to structural defects; or

b. Rocks or liquids containing deleterious chemicals that, if not corrected, could cause construction materials such as concrete, steel, and ductile or cast iron, to corrode or deteriorate.

3. The soil investigation shall recommend corrective action that is likely to prevent structural damage to each building proposed to be constructed in the area where the soil problem exists. The soil investigation shall be filed with the Planning Officer.

4. The City Engineer shall approve the soil investigation if he or she determines that the recommended corrective action is likely to prevent structural damage to each building to be constructed in the area where the soil problem exists. The subdivider may appeal the City Engineer's determination to the City Council, as provided in Section 16.04.120 of this chapter. Subsequent building permits shall be conditioned upon the incorporation of the recommended corrective action in the construction of each building.

B. Geological hazard reports.

1. Prior to the submission of a tentative map, the subdivider shall provide a geological hazard report if the subdivision includes land within a geologic hazard area, as identified in the General Plan or if the City Engineer determines that other geological conditions warrant the preparation of such a report. The report shall be prepared by a civil engineer who is registered by the State of California and shall be based upon appropriate field observations.

2. If the geological hazard report indicates the presence of a potential geological hazard

to life, health or property, a qualified civil or geotechnical engineer who is registered by the State of California shall prepare a geological mitigation plan that identifies corrective action for the potential hazard. The geological mitigation plan shall be filed with the City Engineer.

3. The City Engineer shall approve the mitigation plan if he or she determines that the recommended corrective action is likely to mitigate the potential hazard. The subdivider may appeal the City Engineer's determination to the City Council, as provided in Section 16.04.120 of this chapter. Subsequent building permits shall be conditioned upon the incorporation of the recommended corrective action in the construction of each building.

**16.32.100 Monuments.**

A. At the time of making the survey for the final map, the subdivider's engineer or surveyor shall set sufficient durable monuments to conform with the standards described in Section 8771 of the Business and Professions Code so that another engineer or surveyor may readily retrace the survey.

B. All monuments necessary to establish the exterior boundaries of the subdivision shall be set or referenced prior to recordation of the final map.

**16.32.110 Grading and erosion control.**

All grading in a subdivision shall comply with the requirements of Hughson Municipal Code 17.03.036 and any other ordinances or resolutions regulating the grading of land in the City.

**16.32.120 Improvement plans.**

Following approval of a tentative or vesting tentative map, and prior to the submission of any final map or parcel map therefor, the subdivider/developer shall have prepared and submitted complete sets of improved plans and cost estimates for any improvement(s) required. The approval of said plans by the Planning Officer shall be a prerequisite to the approval of the final map or parcel map by the City Council, and in the case of a site development only, shall be prerequisite to issuance of any building permit.

A. Application requirements. The improvement plans shall be prepared by or under the direction of a civil engineer licensed by the state and shall show the complete plans, profiles, and details for all streets and appurtenances, storm drainage, water systems and fire hydrants, sewers, utilities, grading and all other improvements proposed or necessary, on-site and off-site. They shall meet all the requirements deemed necessary by the Planning Officer.

B. Application review process.

1. Review and revisions. Upon receipt of a complete set of improvement plans, the Planning Officer shall expeditiously review the plans and return one set to the subdivider/developer's engineer with the required revisions, if any, marked thereon.

2. When the plans are found to be complete and satisfactory to the Planning Officer, the subdivider/developer shall submit three complete sets of prints and one complete set of transparent vellums thereof for use by the Planning Officer, and the prints shall at the time be accompanied by any additional number of complete sets of prints the subdivider/developer, his or her engineer and contractors may require, to be noted as approved by the City Engineer.

C. Approval by Planning Officer. Upon finding that all required revisions have been made; that all required fees have been paid; and that the plans conform to all applicable City ordinances, design review requirements, and conditions of approval of the tentative map, the Planning Officer shall approve the improvement plans:

1. The Planning Officer shall act within 60 days of receiving the preliminary improvement plans and calculations, except that at least 15 days shall be provided for processing any resubmitted improvement plan. The period of 60 days shall not include any days during which the improvement plan has been returned to the subdivider for corrections or has been subject to review by any party other than the City or a private entity contracted by the City.

2. The Planning Officer's approval of improvement plans shall not relieve the subdivider of responsibility for the design of the improvements and for any deficiencies in the improvements.

D. Permit required. The subdivider/developer shall not commence construction on any portion of improvements prior to the issuance of an encroachment permit and payment of construction inspection fees, and the City Public Works department shall be notified in advance of commencement of any portion of the work, as required by the City's Improvement Standards and Specifications or any other applicable City requirements.

E. Construction of improvements.

1. All construction methods and materials for improvements shall conform to the approved improvement plans, the requirements of the applicable construction permit, and any other applicable City requirements.

2. All construction of improvements is subject to inspection by the Planning Officer. The

subdivider shall notify the City Engineer before beginning the construction of any improvements as required by the City's Improvement Standards and Specifications or any other applicable City requirements. The City personnel shall have full access to the improvement work at all times during its construction.

F. Completion of improvements.

1. If a subdivider files a final subdivision map before all improvements are complete, the City Council and the subdivider shall enter into a subdivision improvement agreement as a condition precedent to approval of the final map. The subdivision improvement agreement shall be in a form approved by the City Attorney and subject to a fee established by resolution of the City Council, and it shall include all of the following:

a. A list of the improvements that have not been completed;

b. A schedule for completing the improvements; and

c. A requirement that the improvements be completed at the subdivider's expense.

2. If the subdivider fails to complete the improvements within the period of time required by the subdivision improvement agreement, the City Council may, by resolution, cause all required improvements to be completed, and the parties executing the security for improvements shall be firmly bound for all costs of completing the improvements.

G. Inspection of improvements.

1. Upon completion of the subdivision improvements, the subdivider shall apply in writing to the City Engineer for preliminary final inspection. The City Engineer shall conduct a preliminary final inspection and prepare a deficiency list, noting all additional work to be performed and deficiencies in existing work to be corrected. The City Engineer shall provide a copy of the deficiency list to the subdivider. If there are an excessive number of deficiencies or missing improvements, the City Engineer may choose to postpone the inspection.

2. After the subdivider has corrected all of the items on the deficiency list, the subdivider shall apply to the City Engineer for final inspection. The City Engineer shall conduct a final inspection and verify that the items on the deficiency list have been corrected. Upon so verifying, and after receiving as-built improvement plans, the City Engineer shall accept the improvements and issue a notice of completion to the subdivider.

3. The City Engineer's acceptance of improvements shall not relieve the subdivider of responsibility for correcting any deficiency that subsequently is discovered.

H. Security for improvements.

1. A security shall be furnished for all improvements shown in the improvement plan, in accordance with the requirements of Sections 66499 through 66499.10 of the Subdivision Map Act and as provided in this section.

2. The security shall be in a form approved by the City Attorney and shall be provided as specified in Sections 66499 through 66499.2 of the Subdivision Map Act.

3. The amount of the security shall be:

a. One hundred percent of the total estimated cost of the improvements as a performance security to guarantee the construction or installation of all improvements;

b. One hundred percent of the total estimated cost of the improvements as a material and labor security to guarantee payment to the subdivider's contractors, and to persons furnishing labor, materials, or equipment for the construction or installation of improvements; and

c. Ten percent of the total estimated cost of the improvements as a warranty security to guarantee the improvements against any defective work or labor done, or defective materials used, in the performance of the improvements, for the warranty period of one year following completion and acceptance of the improvements.

4. The estimate of improvement costs shall be prepared under the direction of and signed by a registered civil engineer licensed by the State of California, and shall be approved by the City Engineer. The estimate shall provide for the following:

a. Total construction costs, with labor costs calculated using the prevailing wage in the City;

b. Ten percent of the total construction cost for contingencies;

c. Increases for projected inflation based on total cost, computed to the estimated end of construction;

d. All utility installation costs, or a certification acceptable to the City Engineer, from the utility company that adequate security has been deposited to ensure installation; and

e. Costs and reasonable expenses and fees, including attorney's fees, incurred in enforcing the obligation secured.

5. The security shall be released in accordance with the requirements of Sections 66499.7 of the Government Code and as described below:

a. At such time that the subdivider believes that the obligation to perform the work for

which security was required is complete, the subdivider may notify the City Engineer in writing of the completed work, including a list of work completed. Upon receipt of the written notice, the City Engineer shall have 45 days to review and comment or approve the completion of the required work. If the City Engineer does not agree that all work has been completed in accordance with the plans and specifications for the improvements, he or she shall supply a list of all remaining work to be completed.

b. Within 45 days of receipt of the list of remaining work from the City Engineer, the subdivider may then provide cost estimates for all remaining work for review and approval by the City Engineer. Upon receipt of the cost estimates, the City Engineer shall then have 45 days to review, comment, and approve, modify, or disapprove those cost estimates. The City Engineer is not required to process a partial release more than once between the start of work and completion and acceptance of all work.

c. If the City Engineer approves the cost estimate for the remaining work and finds that the cost of the remaining work does not exceed 20 percent of the total original performance security, the public entity shall release all performance security except for security in an amount up to 200 percent of the cost estimate of the remaining work and any retention to secure guarantee and warranty of the work as set forth in Section 16.32.120.H.5.i.

d. Substitute bonds or other security may be used as a replacement for the performance security, subject to the approval of the City Engineer. If substitute bonds or other security is used as a replacement for the performance security released, the release shall not be effective unless and until the City Engineer receives and approves that form of replacement security.

e. A reduction in the performance security, authorized under this section, is not, and shall not be deemed to be, an acceptance by the City of the completed improvements.

f. The subdivider shall complete the works of improvement until all remaining items are accepted by the City Engineer.

g. Upon the completion of the improvements, the City Engineer shall issue a written statement of completion within 45 days.

h. Any remaining performance security shall be released within 60 days of the issuance of the written statement of completion.

i. The warranty security shall be released to the subdivider one year after completion of the work, or a final inspection indicating that the

work is acceptable to the City Engineer, or City Council resolution accepting the dedication, whichever is later.

**16.32.130 Assessment districts.**

The subdivider shall either join an existing assessment district, if there is one adjacent to the parcel, or form a new one, as directed by the Planning Officer if none exists.

**16.32.140 Community facilities districts**

The subdivider shall either join an existing community facilities district, if there is one adjacent to the parcel, or form a new one, as directed by the Planning Officer if none exists. It is the intent of this section to recover all municipal costs created by the subdivision. Use of this section for subdivision infrastructure bonds is discouraged.

C. Findings of sufficient services. In order ensure that the subject parcels have adequate services, the Planning Officer shall make one or more of the following findings as applicable:

1. The subject parcels are in compliance with Hughson Municipal Code Title 17.
2. The subject parcels are located within an existing assessment district or will join an existing assessment district that provides adequate services in accordance with Section 16.32.130.
3. The subject parcels have adequate services.
4. The property owners will participate in the formation of an assessment district that provides adequate services.

**16.36.030 Acceptance or rejection of filing.**

The documents submitted shall be reviewed by the Planning Officer and accepted for filing if all of the application requirements of Hughson Municipal Code 16.36.020 have been met.

**16.36.040 Approval or disapproval by Planning Officer.**

A. Approval or disapproval. The Planning Officer shall approve, conditionally approve, or deny the lot line adjustment based on whether the documents submitted meet the conditions set forth in this section. The Planning Officer may modify the lot line adjustment map as a condition of approval.

B. Expiration. A lot line adjustment approval shall be valid for one year from the date of approval and, if the adjustment parcels or lots are not a matter of record within that one-year period, the approval shall expire.

**16.36.050 Appeals process.**

The appeals process for the decision of the Planning Officer shall be as described in Hughson Municipal Code 16.04.120.

**16.36.060 Filing process.**

If the request for a lot line adjustment is approved by the Planning Officer, the applicant shall submit to the Planning Officer all of the information deemed necessary by the Planning Officer, as well as any applicable fees as shall be determined by the City Council.

**Chapter 16.36**

**LOT LINE ADJUSTMENTS**

Sections:

- 16.36.010 Purpose.
- 16.36.020 Application requirements.
- 16.36.030 Acceptance or rejection of filing.
- 16.36.040 Approval or disapproval by Planning Officer.
- 16.36.050 Appeals process.
- 16.36.060 Filing process.

**16.36.010 Purpose.**

The purpose of this chapter is to provide a process for the legal adjustment of property lines that do not create new parcels.

**16.36.020 Application requirements.**

A. Conditions. A request for a lot line adjustment may be filed when both of the following conditions are met:

1. The lot line adjustment will not alter the character of the surrounding neighborhood and will not be detrimental to the public welfare or the surrounding territory; and
2. The adjusted parcels or lots meet the lot frontage, zone area, setback, side yard, and all of the requirements of Hughson Municipal Code Title 17, as well as those of the General Plan and any applicable specific plans.

B. Submittal information. A request for a lot line adjustment shall be submitted to the Planning Officer on forms provided by the City and shall be accompanied by the information deemed necessary by the Planning Officer.

**Chapter 16.40**

**MERGERS BY DEED**

Sections:

- 16.40.010 Purpose.
- 16.40.020 Application requirements.
- 16.40.030 Application review process.
- 16.40.040 Approval or disapproval by Planning Officer.
- 16.40.050 Filing process.
- 16.40.060 Appeals process.

**16.40.010 Purpose.**

The purpose of this chapter, pursuant to Government Code Section 66499.20-3/4 and this chapter, is to provide a process for the merger of contiguous lots or parcels under common ownership without first reverting to acreage.

**16.40.020 Application requirements.**

A. Form required. An application for merger shall be on a form approved by the Planning Officer, shall include a legal description of the lots or parcels to be merged, a preliminary title report as to such lots or parcels, and a legal description, prepared according to law, of the resulting merged lots or parcels.

B. Fee. The application shall be subject to a fee as set forth by the City Council.

C. Owner's consent required. All persons owning an interest in the lots or parcels to be merged shall consent to the merger by executing an owner's certificate consenting to the merger. The owner's certificate shall be in a form approved by the Planning Officer.

D. Consistency with Zoning Code. No merger of lots or parcels already improved with one or more living units shall be approved pursuant to this section, unless the resulting single merged lot or parcel complies with the density requirements of Hughson Municipal Code Title 17. If the contiguous lots or parcels under common ownership are of sufficient area, the resulting merged lot or parcel must comply with the minimum parcel area and frontage requirements specified in Hughson Municipal Code Title 17. Otherwise, the resulting lot or parcel must comply as nearly as possible with those area and frontage requirements.

E. Findings of sufficient services. In order to ensure that the subject parcels have adequate services, the Planning Officer shall make one or more of the following findings as applicable:

1. The subject parcels are located within an existing assessment district or will join an existing assessment district that provides adequate services.
2. The subject parcels have adequate services.

3. The property owners will participate in the formation of an assessment district that provides adequate services.

**16.40.030 Application review process.**

A. Administrative action. Approval of a merger is an administrative action that is not subject to the CEQA Guidelines.

B. Review by other departments. The Planning Officer shall refer an application for merger to other affected City departments. These departments shall review the application and submit their comments in writing to the Planning Officer.

C. Modification of encumbrances. Prior to approval, all encumbrances, including bonded indebtedness, shall be modified to apply uniformly to each entire resulting lot or parcel, rather than to the portions of each resulting lot or parcel corresponding to the separate lots or parcels prior to the merger.

**16.40.040 Approval or disapproval by Planning Officer.**

The Planning Officer shall review the application for compliance with this article and shall review and consider any comments received from affected City departments. The Planning Officer shall then approve the application, if it complies with the requirements of this chapter. The Planning Officer shall give written notice of his or her action on the application by mail to the applicant and owners.

**16.40.050 Filing process.**

After final approval of an application, the City Clerk shall record a certificate of merger, including the owner's consent to merger, to evidence the merger of the lots or parcels. The certificate of merger shall be of a form approved by the City Clerk and may include a notation to the effect that:

A. Developable. Approval of the merger does not guarantee that the resulting lot or parcel is developable;

B. Sale. The individual lots or parcels which have been merged are not separately available for sale, lease, and/or financing purposes; and

C. Compliance. Development of a parcel resulting from merger pursuant to this section must be in compliance with any and all applicable State and City statutes, ordinances, and regulations.

**16.40.060 Appeals process.**

Any decision of the Planning Officer regarding a merger by deed may be appealed by the applicant as provided in Hughson Municipal Code 16.04.120.

## Chapter 16.44

### REVERSION TO ACREAGE

#### Sections:

- 16.44.010 Purpose.
- 16.44.020 Application requirements.
- 16.44.030 Approval or disapproval by Planning Officer.
- 16.44.040 Findings.
- 16.44.050 Filing process.

#### **16.44.010 Purpose.**

The purpose of this chapter is to provide a process for eliminating the subdivision of previously subdivided parcels and returning them to their original configuration.

#### **16.44.020 Application requirements.**

##### A. Initiation.

1. Petition by owners of record. Proceedings to revert subdivided property to acreage may be initiated by petition of all the owners of record of the property. The petition shall be in a form prescribed by the Planning Officer. The petition shall contain the information required by Section 66499.13 of the Government Code and such other information as required by the Planning Officer.

2. Petition by City Council resolution. The City Council, at the request of any person or on its own motion, may by resolution initiate proceedings to revert property to acreage. The City Council shall direct the Planning Officer to obtain the necessary information to initiate and conduct proceedings.

##### B. Petitioner shall file the following:

- 1. Evidence of title to the real property; and
- 2. Evidence of the consent of all of the owners of interest(s) in the property; or
- 3. Evidence that none of the improvements required to be made have been made within two years from the date the final map or parcel map was filed for record, or within the time allowed by agreement for completion of the improvements, whichever is later; or
- 4. Evidence that no lots shown on the final or parcel map have been sold within five years from the date such final or parcel map was filed for record;
- 5. A tentative map in the form prescribed by this title; and

6. A final map in the form prescribed by this title which delineates dedications that will not be vacated and dedications required as a condition to reversion.

C. Fees. Petitions to revert property to acreage shall be accompanied by a fee as set forth by City Council resolution. If the proceedings are initiated by the City Council, the person or persons who requested the City Council to initiate the proceedings shall pay the appropriate fee. Fees are not refundable.

#### **16.44.030 Approval or disapproval by Planning Officer.**

A. Review. The Planning Officer may approve a reversion to acreage only if he or she is able to make the findings in Hughson Municipal Code 16.44.040.

B. Conditions. The Planning Officer may require as conditions of the reversion:

- 1. That the owners dedicate or offer to dedicate streets or easements.
- 2. The retention of all or a portion of previously paid subdivision fees, deposits, or improvement securities, if the same are necessary to accomplish any of the provisions of this title.

#### **16.44.040 Findings.**

A. Dedications. Dedications or offers of dedication to be vacated or abandoned by the reversion to acreage are unnecessary for present or prospective public purposes; and

##### B. One of the following is true:

- 1. All owners of an interest in the real property within the subdivision have consented to reversion;
- 2. None of the improvements required to be made within two years from the date the final or parcel map was filed for record, or within the time allowed by agreement for completion of the improvements, whichever is later, have been completed; or
- 3. No lots shown on the final or parcel map were filed for record.

#### **16.44.050 Filing process.**

A. Return of fees. Except as provided in Hughson Municipal Code 16.44.020.C, upon filing of the final map for reversion to acreage with the county recorder, all unencumbered or unutilized fees and deposits shall be returned to the subdivider and all improvement securities shall be released by the Planning Officer, except those retained pursuant to Section 16.44.030.B.2 of this Code.

B. Map recordation. Reversion shall be effective upon the final map being filed for record by

the county recorder. Upon filing, all dedications and offers of dedication not shown on the final map for reversion shall be of no further force and effect.

### **Chapter 16.48**

#### **COST APPORTIONMENT**

Sections:

- 16.48.010 Purpose.
- 16.48.020 Application requirements.
- 16.48.030 Agreement.
- 16.48.040 Collection.
- 16.48.050 Time limit.

#### **16.48.010 Purpose.**

In the event that any subdivider is required under the provisions of this title to construct or pay for the construction of improvements which will in the future benefit other subdividers, the City may require such other subdividers to reimburse the original subdivider for a proportionate share of the cost of such improvement.

#### **16.48.020 Application requirements.**

The requirement for reimbursement shall be upon application of the original subdivider.

#### **16.48.030 Agreement.**

The reimbursement shall be specified by appropriate provisions in the subdivision or site development agreement, which shall provide that the reimbursement shall be paid by City.

#### **16.48.040 Collection.**

The reimbursement shall be made by the City to the original subdivider within 30 days of collection from such other subdivider, but the City shall in no event be liable for reimbursement to the original subdivider unless and until such reimbursement is collected from the other subdivider. In no event shall the City be liable for failure to make such collection.

#### **16.48.050 Time limit.**

No reimbursement agreement shall be valid for more than 10 years.

**16.52.010** If any provision of this title or the application of this title to any person or circumstance is held invalid, the remainder of this title or the application of a provision to other persons or circumstances shall not be affected.

### **Chapter 16.52**

#### **SEVERABILITY**



## **CITY OF HUGHSON AGENDA ITEM NO. 6:1**

### **SECTION 6: NEW BUSINESS**

**Meeting Date:** July 8, 2013  
**Subject:** Approval of Lease Agreement with the Mid Valley Publications (Hughson Chronicle) for Office Space at the City Hall Annex Building  
**Presented By:** Raul L. Mendez, City Manager  
**Approved By:** \_\_\_\_\_

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#### **Background:**

On June 24, 2013, the City Council discussed the Hughson Small Business Incubator Program created officially on July 25, 2011 and currently housed at the City Hall Annex Building. A business incubator is defined as “an organization designed to accelerate the growth and success of entrepreneurial companies through an array of business support resources and services that could include physical space, capital, coaching, common services and networking connections.”

As part of the discussion about the Small Business Incubator Program, the City Council reviewed briefly the program parameters and implementation since inception. It was stated that the Hughson Chamber of Commerce is currently the only tenant located at the City Hall Annex Building through a lease agreement executed on October 10, 2011. The Hughson Chamber of Commerce occupies the front desk area of the building as well as has access to all common areas. The Hughson Chamber of Commerce reimburses the City for associated utility expenses including water, sewer, garbage, phone and internet.

The Council also discussed a recent request received from the Mid Valley Publications (Hughson Chronicle) regarding relocation into the building. At the time of the meeting, Mid Valley Publications had just vacated from its current satellite location in downtown Hughson. Mid Valley Publications has its main office in Winton, California.

Established in 1964, Mid Valley Publications is an employee-owned group of seven weekly community newspapers in Merced and Stanislaus counties. With the Merced County Times, Atwater Times, Winton Times, Hilmar Times, Waterford

News, Hughson Chronicle, and Denair Dispatch, Mid Valley Publications is one of the longest standing publishers of local newspapers within these two counties.

Mid Valley Publication offers a variety of important services including providing relevant and positive news, community announcements, local and national display advertisement creations and publications, classified advertisements, legal notice publications, obituaries, and other important community events and announcements.

Mid Valley Publications previously occupied office space in the downtown area along Hughson Avenue. Due to fiscal constraints, it terminated its lease but has expressed to both the Hughson Chamber of Commerce and City staff a desire to stay in town for convenience to residents and businesses and to more effectively cover City happenings.

Per City Council direction, City staff met with representatives from Mid Valley Publications including the owner, sales manager and reporter to discuss a possible arrangement. During the course of the meeting, City staff discussed the concept of the Small Business Incubator Program, City Council direction to staff, and the City's desire to keep the local newspaper in town provided that reasonable agreement could be achieved regarding lease terms.

Because the City Hall Annex Building is a public facility, it was important to ensure an appropriate level of rent was determined either for payment or to be negotiated as a discount for the City's utilization of annual publication costs. On an annual basis, the City incurs approximately \$5,000 for publication of various legal notices and public announcements. In researching with the Stanislaus Economic Development and Workforce Alliance, it appears that rental rates in the downtown area of Stanislaus County ranges from \$.90 per square feet to \$1.25 per square feet monthly. This economic data coupled with the additional amenities offered within the Hughson Small Business Incubator Program were considered when negotiating a monthly rental rate.

The agreement allows the Mid Valley Publications to lease an office of the City Hall Annex Building as well as have access to all the common areas including the restrooms, conference room and hallways. The terms of this annual lease requires Mid Valley Publications to pay monthly rent of \$200. The term of the lease may be extended for additional periods upon the mutual written consent of both parties. The full agreement is included as Attachment A. The agreement includes as exhibits the Premises Map and the Rules and Regulations for the City of Hughson Small Business Incubator Program. Mid Valley Publications is aware that other business tenants, consistent with the parameters of the City's program, may occupy the City Hall Annex Building sometime in the near future.

**Fiscal Impact:**

It is anticipated that the lease agreement with Mid Valley Publications will generate revenue of \$2,400 annually. This rental revenue will be tracked accordingly in the event that the City Council wishes to designate it for future use for specific activities supporting the Hughson Small Business Incubator Program. Historically,

rental revenue received from the City Hall Annex Building helps to offset operational costs incurred during the fiscal year.

**Staff Recommendation:**

Approve the lease agreement with Mid Valley Publications (Hughson Chronicle) to occupy office space at the City Hall Annex Building at 7012 Pine Street and authorize the City Manager to execute the lease agreement.

**CITY OF HUGHSON  
MID VALLEY PUBLICATIONS LEASE**

This LEASE AGREEMENT ("Lease") is made and entered into as of July 8, 2013, by and between the City of Hughson, a municipal corporation of the State of California ("Lessor"), and the Mid Valley Publications ("Lessee").

**AGREEMENT**

1. Premises. Lessor hereby leases and lets to Lessee, and Lessee hereby takes and leases from Lessor, subject to the terms and conditions contained herein, the office (the "Premises") of that building located at 7012 Pine Street, Hughson, California (the "Building"), as outlined on the attached Exhibit "A."

1.1. Lessee is granted the right at all times during the Lease Term to the nonexclusive use of the main lobby of the Building, common corridors and hallways, stairwells, restrooms, kitchen, scheduled use of the conference room, and nonexclusive use of other public or common areas located in the Building. Lessor however, has the sole discretion to determine the manner in which those public and common areas are maintained and operated, and the use of those areas shall be subject to the Rules and Regulations, which may be amended at Lessor's sole discretion from time to time, attached hereto as Exhibit "B". Lessor shall enforce the Rules and Regulations in a consistent and nondiscriminatory manner regarding all tenants and occupants in the Building, including their respective officers, agents, employees, independent contractors, and invitees. Lessee shall comply with all such rules and regulations as published, revised, and promulgated. Lessee acknowledges that the Building is being used by the Lessor as part of a business incubator program and thus will have additional tenants occupying designated portions of the Building from time to time.

2. Term. The term of this Lease shall be an annual tenancy ("Term") scheduled to commence on July 9, 2013 (the "Commencement Date").

2.1. The term of this Lease may be extended for additional periods upon the mutual written consent of the parties.

3. Rent. Lessee shall pay monthly rent (the "Rent") in the amount of \$200 payable in advance on or before the tenth (10<sup>th</sup>) day of each consecutive calendar month. In the event Lessee shall fail to pay rent on the due date, a late charge of two percent (2%) of the monthly rent shall be added to the rental for each such late payment, and the same shall be treated as additional rent. All rent shall be paid by Lessee to Lessor at 7018 Pine Street, Hughson, California, or any other place or places that Lessor may from time to time designate by written notice given to Lessee. Rent for any partial month shall be prorated for that month based on a thirty (30) day month.

3.1. No security deposit is required for Lessee.

3.2. In no event will the Lessor accept any ownership interest in the Lessee or other business entity, nor take any interest in any property, whether real, personal, or intellectual, in lieu of rent.

4. Use. Lessee shall have the right to use the Premises solely for office purposes.

4.1. If during the Term of this Lease, or any extension hereof, the application of any statute, code or ordinance of any government, authority, agency, official or officer applicable to the Building or Premises shall make it impossible or not economical for Lessee to operate in the Premises in accordance with Paragraph 4, then Lessee or Lessor, at its option, may terminate this Lease, whereupon the Rent and all other charges payable hereunder by Lessee shall be prorated in accordance with Paragraph 3 as of such date of termination.

5. Subletting or Assignment. Lessee may not sublet or assign this Lease.

6. Lessor's Representations and Warranties. Lessor represents and warrants that:

6.1. Lessor shall maintain in good repair, reasonable wear and tear excepted, (a) all exterior glass, windows, doors and door locks in or about the Building; (b) structural elements of the Building; (c) mechanical, electrical, plumbing and fire/life safety systems serving the Building in general; (d) common areas; and (e) roof of the Building. Lessor will make such necessary repairs within a reasonable time after Lessor has notice of damage or the need for repair.

7. Lessee's Covenants. Lessee covenants and agrees it shall:

7.1. Pay rent when due without notice or demand;

7.2. Maintain the Premises in a clean, safe and good condition and return the Premises to Lessor at the Termination Date in accordance with Paragraph 10 hereof;

7.3. Comply with all statutes, codes, ordinances, rules and regulations applicable to the Premises;

7.4. Give Lessor prompt notice of any accident, damage, destruction, or occurrence affecting the Premises;

7.5. At its sole cost and expense, promptly perform all maintenance and repairs to the Premises that are not Lessor's express responsibility under Paragraph 6.1; and

7.6. Allow Lessor reasonable access to the Premises for inspection and necessary maintenance.

8. Insurance. Lessee, at its discretion, may purchase insurance for this Lease. Lessor recommends that Lessee purchase liability insurance to insure them against loss. Any insurance purchased by the Lessor covering the Premises or its contents will not provide any coverage for any property belonging to the Lessee. If the Lessee wishes such coverage for its property or for loss of Premises as a result of fire or other casualty, then Lessee will be solely responsible for purchasing same.

9. Cancellation. Notwithstanding the provisions set forth in Paragraphs 2 and 2.1 herein, Lessee and Lessor shall have the right to cancel this Lease upon giving sixty (60) days written notice of its intent to cancel to the other party.

10. Surrender. Upon the expiration or earlier termination of the Lease, Lessee shall surrender the Premises to Lessor in good order, condition, and repair, ordinary wear and tear excepted. Lessee shall, at its sole cost and expense, remove any and all of Lessee's furniture, furnishings, movable partitions and other fixtures, improvements or alterations approved by Lessor, and personal property. All fixtures and improvements not removed shall become the property of the Lessor.

11. Notice. All notice, demands, requests, consents, approvals, offers, statements, and other instruments or communications required or permitted to be given hereunder in writing shall be deemed to have been given when delivered or when mailed by first class mail, postage prepaid, addressed to Lessor or Lessee as follows

As to Lessor:           City of Hughson  
                                  Attention: City Manager  
                                  7018 Pine Street  
                                  P.O. Box 9  
                                  Hughson, California 95326

As to Lessee:           Mid Valley Publications  
                                  P.O. Box 65  
                                  Winton, California 95388

12. Amendments. This Lease may not be amended, modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purposes unless it is in writing and signed by the party against whom enforcement thereof is sought.

13. Severability. If any provision of the Lease or any application thereof shall be invalid or unenforceable, the remainder of the Lease and any other application of such provision shall not be affected thereby.

14. Governing Law. This lease shall be governed by and construed in accordance with the laws of the City of Hughson and the State of California.

15. Disclaimer. The City of Hughson covenants and agrees that it will not represent to any third party, including potential investors, that by virtue of making available facilities and providing services to the Lessee, City is in any way endorsing or has in any way approved or disapproved of the Lessee, its management, business plan, valuation or any other matter regarding the Lessee.

16. Indemnification. Lessee shall hold harmless and indemnify Lessor from and against any and all damage or claims that may arise during normal operation of Lessee's business, except loss or damage arising from any negligent act by Lessor, its agents or employees.

17. Waiver. Lessee waives any and all rights that it may have or assert to have to make any claim or file any legal action against the Lessor, its elected officials, directors, agents, officers, employees, or other representatives for any decision made or which City fails to make regarding the financial promise of the Lessee's business, its ability to be financially successfully or its right to terminate the Lease. This exemption from liability extends to any advice received by the Lessee from the Lessor or from third party consultants provided by the Lessee.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year set forth above.

**LESSOR:**

July 8, 2013  
\_\_\_\_\_  
Date

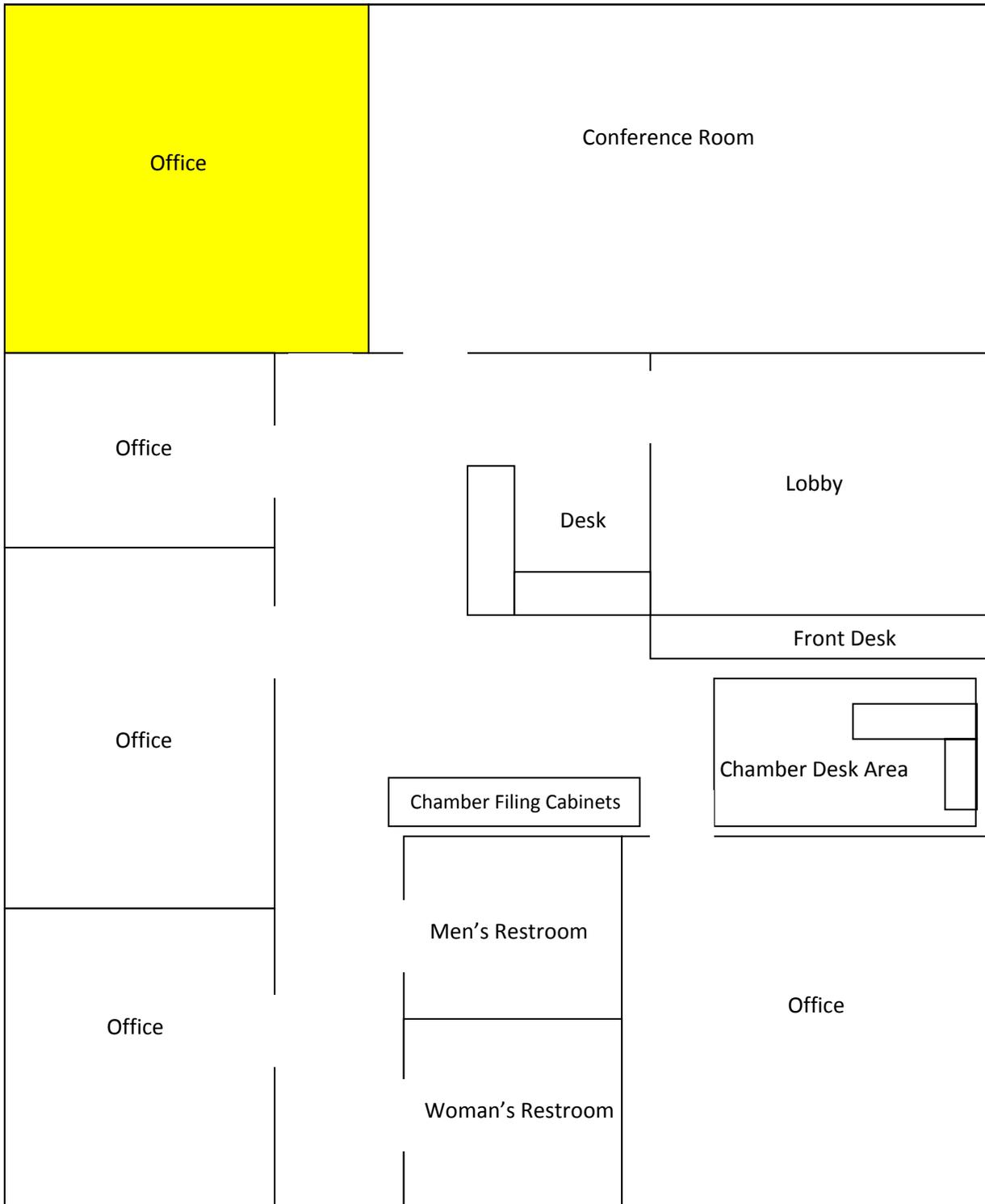
\_\_\_\_\_  
Raul L. Mendez, City Manager  
City of Hughson

**LESSEE:**

July 5, 2013  
\_\_\_\_\_  
Date

\_\_\_\_\_  
John Derby, Mid Valley Publications

**EXHIBIT "A"**  
**Premises Map**



**EXHIBIT "B"**  
**RULES AND REGULATIONS**  
**CITY OF HUGHSON SMALL BUSINESS INCUBATOR**

All terms not otherwise defined herein shall have the same meaning as set forth in the Lease.

1. Lessor shall provide Lessee with two keys for each exterior door lock. No additional locks shall be placed upon any doors of the premises by Lessee and Lessee agrees not to have any duplicate keys made nor have the locks changed without the consent of the Lessor.
2. Lessee, its invitees, guests, employees, or agents shall not disturb other occupants of the Building by making any undue or unseemly noise, or otherwise. Lessee shall not, without Lessor's written consent, install or operate in or upon the Premises any machine or machinery causing noise or vibration perceptible outside the Premises. All combustible material must be kept in OSHA approved containers.
3. Lessee shall not mark or drive nails or screws into the woodwork or walls, or paint or in any way deface the Building or any part thereof, or the Premises or any part thereof, or fixtures therein without consent of Lessor. The expense of remedying any breakage, damage or stoppage resulting from a violation of this rule shall be borne by Lessee.
4. Canvassing, soliciting and peddling in the Building are prohibited and each Lessee shall cooperate to prevent such activity. This is not to preclude industrial sales representatives. Lessor reserves all vending rights.
5. Lessee shall have the non-exclusive right, along with other lessees of the Building, to use the parking area located on the land upon which the building is located, except for portions of the parking area necessary for entrances, exits, driveways, walkways, loading, and unloading areas. Lessor shall have the authority at any time to designate portions of the parking area for exclusive use by certain tenants in the Building, or to regulate the use of the parking areas in general.
6. Lessor assumes no responsibility for and shall not be liable for any damages resulting from any error in regard to any identification of Lessee or its employees from admission to or exclusion from the Building.
7. The Lessor's responsibility for janitorial and other custodial services shall be limited to the exterior and common areas of the building, such as hallways, restrooms, etc. only if these areas are shared by other tenants. Otherwise the tenant shall be solely responsible for

8. Lessee shall exercise care and caution to insure that all water faucets, water apparatus are carefully and entirely shut off before Lessee or its employees leave the Building so as to prevent waste or damage. Lessee shall be responsible for any damage to the Premises or the Building so as to prevent waste or damage. Lessee shall be responsible for any damages to the Premises or the Building arising from Lessee's failure to observe this provision.
9. Lessor reserves the right to exclude or expel from the Building any person who, in the judgment of the Lessor is under the influence of alcohol or drugs, or someone who brings in or stores any drugs on the Premises, or who is in the judgment of Lessor, disturbing other Lessees or Lessor in any way or who shall in any manner do any act in violation of any city, state, or federal law or any of the rules and regulations of the Building.
10. Lessor shall not be responsible to Lessee for the non-observance or violation of any of these Rules and Regulations by any other tenant. Lessor reserves the right to make such other reasonable rules and regulations as may be necessary or appropriate, in Lessor's sole judgment, for the safety, care and cleanliness of the Building, and for the preservation of good order therein. Subsequent rules and regulations shall be binding upon the parties hereto the same as if inserted in this Lease at the time of execution.
11. Lessee agrees not to store any merchandise crates, goods, supplies or other materials of any kind outside the leased Premises without special permission. Lessee further agrees not to burn trash or other substances in or on the exterior of, the leased Premises.
12. The water and wash closets and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by Lessee who, or whose servants, employees, agents, visitors, or licensees, shall have caused the same.

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Mid Valley Publications

By: \_\_\_\_\_ DATE: July 5, 2013

TITLE: Owner



## **CITY OF HUGHSON AGENDA ITEM NO. 4.1**

### **SECTION 4: UNFINISHED BUSINESS**

**Meeting Date:** July 8, 2013  
**Subject:** Discuss and Provide Direction to Staff Regarding the Hughson Goals and Objectives  
**Presented By:** Raul L. Mendez, City Manager  
**Approved By:** \_\_\_\_\_

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#### **Background:**

In November 2010, the City Council requested that a workshop be held so that it could discuss the development of appropriate goals and objectives.

The first meeting was held on December 11, 2010 and was attended by members of the City Council, Planning Commission, and Parks and Recreation Commission. City staff facilitated the meeting and together the Council and Commissioners developed a list of the City's strengths, weaknesses, opportunities, and threats (a SWOT analysis). Notes from this meeting were compiled and the list that was created was shared with all City employees. On January 19, 2011, the entire City work force gathered to review the list and provide input. Based on their input, other items were added to the list.

On January 29, 2011, a second meeting with members of the City Council, Planning Commission, and Parks and Recreation Commission was held. City staff presented a draft Goals and Objectives Matrix that incorporated the items from the list generated at the December 11, 2010 meeting as well as the items from the January 19, 2011 meeting with City staff.

Through a very interactive process, the group fine tuned the list and created a Goals and Objectives program that was divided up into eight core areas: 1) Land Use, 2) Economic Development, 3) Transportation, 4) Public Safety, 5) Public Services, 6) Public Facilities, 7) Connectivity and Integration, and 8) Revenue Generation. Attached to this document is most current version of the City's Goals and Objectives matrix which dates back to September 24, 2012 for reference.

This document is intended to be a guide for staff and the Council to help the City focus and track its progress on the listed goals. This is a fluid guide that is

changed over time as needed. This document was reviewed by the City Council on April 11, 2011, August 22, 2011, February 27, 2012 and September 24, 2012.

During the recent June 24, 2013 City Council meeting, the Mayor asked City staff to bring the Hughson Goals and Objectives back as an agenda item for discussion and direction. Upon researching the history of this important performance measure tool for the City, it appears appropriate to revisit the matrix that was developed cooperatively to ensure that the goals and objectives are still adequate and appropriate and to review City progress and status.

The City Council has historically involved its Planning Commission and Parks and Recreation Commission in comprehensive discussions and reviews of the Hughson Goals and Objectives. Consistent with past practice, it would be appropriate to include the Commissioners in this process again along with others that the Council may deem suitable. In the past, these sessions have taken place on a Saturday to ensure enough time is allotted to review the entire list, provide updates and status, and make any modifications necessary. City staff will need adequate time to schedule this session with all parties and to make necessary accommodations.

**Fiscal Impact:**

There are no significant fiscal impacts associated with this item outside of staff time and nominal costs necessary to schedule, hold and facilitate a work session to revisit the City of Hughson Goals and Objectives.

**Staff Recommendation:**

Discuss the City of Hughson Goals and Objectives Matrix and consider directing City staff to schedule a work session on a Saturday in August to review the City of Hughson Goals and Objectives for any necessary additions, modifications or deletions.