



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

**AGENDA**  
**MONDAY, FEBRUARY 10, 2014 – 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:**

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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: Approve the January 27, 2014 Regular Meeting Minutes.

3.2: Approve the Warrants Register.

**3.3:** Review and Approve the Treasurer's Report for October and November 2013.

**4. UNFINISHED BUSINESS:**

**4.1:** Accept the Progress Report on the City of Hughson Lighting and Landscaping Districts and Benefit Assessment Districts.

**5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.**

**6. NEW BUSINESS:**

**6.1:** Consider Approving the Advertising of the Position of City Treasurer.

**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)

**9. CLOSED SESSION TO DISCUSS THE FOLLOWING:**

**9.1: CONFERENCE WITH LABOR NEGOTIATOR pursuant to Government Code Section 54957.6.**

Agency Negotiator: Raul Mendez, City Manager

Employee Organizations: Operating Engineers Local No. 3  
(Skilled Trades, Professional and Technical)

Unrepresented Employees

**10. REPORT FROM CLOSED SESSION:**

**ADJOURNMENT:**

**WAIVER WARNING**

If you challenge a decision/direction of the City Council in court, you may be limited to raising only those issues you or someone else raised at a public hearing(s) described in this Agenda, or in written correspondence delivered to the City of Hughson at or prior to, the public hearing(s).

**UPCOMING EVENTS:**

<b>February 14</b>	▪ President Abraham Lincoln’s Birthday- Holiday- City Hall Closed
<b>February 17</b>	▪ President George Washington’s Birthday- Holiday- City Hall Closed
<b>February 18</b>	▪ Planning Commission Meeting, City Council Chambers, 6:00pm
<b>February 24</b>	▪ City Council Meeting, City Council Chambers, 7:00pm
<b>March 10</b>	▪ City Council Meeting, City Council Chambers, 7:00pm
<b>March 18</b>	▪ Planning Commission Meeting, City Council Chambers, 6:00pm
<b>March 24</b>	▪ City Council Meeting, City Council Chambers, 7:00pm

**RULES FOR ADDRESSING CITY COUNCIL**

Members of the audience who wish to address the City Council are requested to complete one of the forms located on the table at the entrance of the Council Chambers and submit it to the City Clerk. **Filling out the card is voluntary.**

**AMERICANS WITH DISABILITIES ACT/CALIFORNIA BROWN ACT  
NOTIFICATION FOR THE CITY OF HUGHSON**

This Agenda shall be made available upon request in alternative formats to persons with a disability; as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) and the Ralph M. Brown Act (California Government Code Section 54954.2).

**Disabled or Special needs Accommodation:** In compliance with the Americans with Disabilities Act, persons requesting a disability related modification or accommodation in order to participate in the meeting and/or if you need assistance to attend or participate in a City Council meeting, please contact the City Clerk’s office at (209) 883-4054. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring that reasonable accommodations are made to provide accessibility to the meeting.

**AFFIDAVIT OF POSTING**

**DATE:** February 7, 2014      **TIME:** 5:00pm  
**NAME:** Dominique Spinale      **TITLE:** Deputy City Clerk

**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:** February 10, 2014  
**Subject:** Approval of the City Council Minutes  
**Presented By:** Dominique Spinale, Deputy City Clerk

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

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### **Staff Recommendation:**

Approve the Regular Meeting Minutes of January 27, 2014 as presented.

### **Background and Overview:**

The Draft Minutes of the January 27, 2014 meetings are prepared for the City Council's review. The Draft Minutes of the Special Meeting of January 29, 2014 will be presented to the City Council at the February 24, 2014 meeting.



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

**MINUTES**  
**MONDAY, JANUARY 27, 2014 – 7:00 P.M.**

**CALL TO ORDER:** Mayor Matt Beekman

**ROLL CALL:**

**Present:** Mayor Matt Beekman  
Mayor Pro Tem Jeramy Young  
Councilmember Jill Silva  
Councilmember Harold Hill

**Absent:** Councilmember George Carr

**Staff Present:** Raul Mendez, City Manager  
Jim Duval, Interim Community Development Director  
Daniel J. Schroeder, City Attorney  
Darin Gharat, Chief of Police Services  
Dominique Spinale, Management Analyst/Deputy City Clerk  
Sam Rush, Public Works Superintendent

**FLAG SALUTE:** Mayor Matt Beekman

**INVOCATION:** Mayor Matt Beekman

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**1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):**

Hughson Library Branch Manager Heather Bailey updated the Council on the events scheduled for the month of February.

**2. PRESENTATIONS:**

**2.1:** An Unmet Transit Needs Assessment provided by the Stanislaus Council of Governments (StanCOG).

**Mike Costa, Associate Planner with StanCOG presented a PowerPoint presentation to the Council on the Unmet Transit Needs in Stanislaus County.**

**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: Approve the January 13, 2014 Regular Meeting Minutes.
- 3.2: Approve the Warrants Register.
- 3.3: Review and Approve the Treasurer's Report for September 2013.
- 3.4: Adopt Resolution No. 2014-02, Approving Application to the Federal Land and Water Conservation Fund for a Park Acquisition Project.
- 3.5: Approve the Lease Agreement between the Hughson Unified School District and the City of Hughson for the LeBright Fields Property and authorize the Mayor to Execute the Agreement.
- 3.6: Consider Resolution No. 2014-04, a resolution of the City Council of the City of Hughson awarding the Well No. 6 Improvements Project to Travioli Construction, Inc in the amount of \$237,068 and authorizing a 10% construction contingency and a 10% set-aside for construction testing and inspection.

**Councilmember Silva pulled Item 3.2 from the Consent Calendar for discussion.**

**HILL/SILVA 4-0 (CARR-Absent) motion passes to approve Items 3.1, 3.3, 3.4, 3.5, and 3.6 of the Consent Calendar as presented.**

**Councilmember Silva and Mayor Beekman discussed Item 3.2, a warrant disbursement related to costs covered by the City for the Employee Holiday Dinner in December. They recommended that Staff adopt an Employee Recognition Program add budget the costs related to it into the City's annual budget.**

**SILVA/BEEKMAN 4-0 (CARR-Absent) motion passes to approve Item 3.2.**

**4. UNFINISHED BUSINESS:**

- 4.1: Consider re-appointing Julie Strain, Karen Minyard, and Mark Fontana to the Hughson Planning Commission or provide direction to advertise the vacancies.

**BEEKMAN/SILVA 4-0 (CARR-Absent) motion passes to direct Staff to advertise the Planning Commission vacancies for 30 days and bring the results back to Council in March for further action and direction.**

- 4.2:** Accept the Progress Report on the City of Hughson Lighting and Landscaping Districts and Benefit Assessment Districts.

**City Manager Mendez provided a brief update to the Council on this item. No action was taken on this item.**

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

- 5.1:** Public Hearing to Consider Annexation of Property to the Fontana Ranch North Benefit Assessment District and Landscape and Lighting District and Adoption of Resolution No. 2014-03, Certifying the Annexation and Imposition of the Existing Assessment.

**City Manager Mendez and City Attorney Schroeder presented this item to Council. The City of Hughson has been working on incorporating two lots that were previously a park site in Fontana Ranch North, into the corresponding special assessment districts. The Public Hearing is the final step in the process.**

**Mayor Beekman opened the public hearing at 7:25 PM, and with no comments from the public, he closed the hearing at 7:25 PM.**

**SILVA/YOUNG 4-0 (CARR-Absent) motion passes to adopt Resolution No. 2014-03, Certifying the Annexation and Imposition of the Existing Assessment.**

**6. NEW BUSINESS: NONE.**

**7. CORRESPONDENCE: NONE.**

**8. COMMENTS:**

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

**City Manager:** City Manager Mendez updated the Council on the scheduling of a water rate analysis meeting on January 29, and that the City received their PTAF settlement from Stanislaus County.

**City Clerk:**

**Community Development Director:** Director Duval updated the Council on the status a potential project with the Dollar General Store and the 57 acres of undeveloped land at Santa Fe and Hatch Road.

**Director of Finance:**

**Police Services:** Chief Gharat advised the Council that the City of Hughson logo has been added to almost all of the police services vehicles, as Council requested.

**City Attorney:**

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

Mayor Pro Tem Young updated the Council on his attendance at the Alliance Board meeting, Economic Development Committee meeting, and the Veterans Recognition event at Samaritan Village. Mayor Pro Tem Young asked Staff to look into holding two Council Meetings a year at Samaritan Village so the residents are able to attend them.

Councilmember Hill updated the Council on his attendance at AB 1825 Sexual Harassment Training.

**8.3:** Mayor's Comments: (Information Only – No Action)

Mayor Beekman updated the Council at his attendance at the League of California Cities New Mayors and Council Members Conference and the StanCOG meeting. Mayor Beekman also asked Staff to have the Treasurer's Position on the next Agenda for Council action.

**9. CLOSED SESSION TO DISCUSS THE FOLLOWING: 7:40 PM**

**9.1:** CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
(Subdivision (a) of Section 54956.9)

Case Name: City of Bellflower et. al. vs. Ana Matosantos, Case  
Number: 34-2012-80001269, Superior Court of  
California, County of Sacramento.

**10. REPORT FROM CLOSED SESSION: 8:03 PM**

No reportable action was taken.

**ADJOURNMENT:**

**HILL/BEEKMAN motion passes approving to adjourn the meeting at 8:03 PM.**

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**MATT BEEKMAN, Mayor**

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**DOMINIQUE SPINALE, Deputy City Clerk**







## CITY OF HUGHSON AGENDA ITEM NO. 3.2

### SECTION 3: CONSENT CALENDAR

**Meeting Date:** February 10, 2014  
**Subject:** Approval of Warrants Register  
**Enclosures:** Warrant Register  
**Presented By:** Lisa Whiteside, Finance Manager

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

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#### **Staff Recommendation:**

Approve the Warrants Register as presented.

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

The warrant register presented to the City Council is a listing of all expenditures paid from January 27, 2013 through February 6, 2014.

#### **Fiscal Impact:**

There are reductions in various funds for payment of expenses.

REPORT.: Feb 03 14 Monday  
 RUN.....: Feb 03 14 Time: 11:58  
 Run By.: KATHY DAHLIN

City of Hughson  
 Cash Disbursement Detail Report  
 Check Listing for 01-14 Bank Account.: 0100

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

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Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
44740	1/24/2014	HOM01	THE HOME DEPOT CRC	\$ 1,573.91	B40124	DEPT SUPPLIES
44741	1/24/2014	PER01	P.E.R.S.	\$ 13,847.27	B40124	RETIREMENT
44742	1/24/2014	SER01	SERRATO, MARTHA	\$ 50.80	B40124	REIMB FOR MEETING EXP
44743	1/29/2014	HUG03	HUGHSON CHRONICLE	\$ 295.00	103710	CHRISTMAS AD TO RESIDENTS BY CITY COUNCIL
				\$ 104.48	103736	LEGAL #8326 HEARING WATER PLAN RWMP
				\$ 149.25	103737	LEGAL #8328 WELL #6 BID
				\$ 94.53	103738	LEGAL #8333 PUBLIC HEARING
				\$ 278.60	103795	LEGAL #8369 ARSENIC LEVELS
				\$ 159.20	103797	LEGAL #8368 FONTANA RANCH
				\$ 1,509.00	103828	EMPLOYMENT AD FOR COMM DEV DIRECTOR
			Check Total:	\$ 2,590.06		
44744	1/30/2014	ABS00	ABS PRESORT	\$ 875.18	91301	PRINTING OF JANUARY STMT W/ ARSENIC
44745	1/30/2014	BAR02	BARTLE WELLS ASSOCIATES,I	\$ 3,135.00	A443L1004	PROFESSIONAL SVCS
				\$ 1,750.38	A443L1005	PROFESSIONAL SVCS
			Check Total:	\$ 4,885.38		
44746	1/30/2014	BLU00	BLUE SHIELD	\$ 10,764.00	B40129	HEALTH PREM. 2/2014
44747	1/30/2014	CHA01	CHARTER COMMUNICATION	\$ 84.99	B40129	IP ADDRESS
44748	1/30/2014	CLA03	CLARK'S PEST CONTROL	\$ 102.00	15056527	PEST CONTROL
				\$ 57.00	15083580	PEST CONTROL
			Check Total:	\$ 159.00		
44749	1/30/2014	DEP08	DEPT. OF CONSERVATION	\$ 229.41	B40129	SMIP FEES
44750	1/30/2014	EME00	E&M ELECTRIC & MACHINERY,	\$ 6,692.38	254606	SCADA SYSTEM UPGRADE (WATER SYSTEM)
44751	1/30/2014	ENV02	ENVIRONMENTAL SYSTEMS	\$ 1,788.93	26756	STREET SWEEPING 1/14
44752	1/30/2014	EXP00	EXPRESS PERSONNEL SERVICE	\$ 1,985.99	B40130	WEEK ENDING 12/22, 12/29, 1/5, 1/12
44753	1/30/2014	EZN00	EZ NETWORK SOLUTIONS	\$ 316.07	27402	IT SERVICES
44754	1/30/2014	GAR14	GARTON TRACTOR	\$ 151.04	CT17229	REPAIR FOR KUBOTA TRACTOR
44755	1/30/2014	GEO00	GEORGE REED, INC	\$ 221.70	100053950	ASPHALT
44756	1/30/2014	HOM01	THE HOME DEPOT CRC	\$ 167.39	1020073	BLD MAINT
				\$ 62.68	1033562	BLD MAINT
				\$ (12.66)	1244766C	RETURN
				\$ 125.47	2015407	BLD MAINT
44756	1/30/2014	HOM01	THE HOME DEPOT CRC	\$ 8.03	2015439	BLD MAINT
				\$ 33.92	2593108	ELECTRICAL SUPPLIES WELL #8
				\$ 110.44	4011384	ELECTRICAL SUPPLIES
				\$ 92.64	4011600	MISC SCREWS/BRACKETS
				\$ 50.79	6012803	BLD MAINT
				\$ 65.18	6022763	BLD MAINT
				\$ 83.01	7022534	BLD MAINT
				\$ 38.42	8012383	BATHROOM REPAIRS
				\$ 215.89	9024833	REPAINT CONF ROOM
			Check Total:	\$ 1,041.20		

44757	1/30/2014	HUG34	VALLEY PARTS WAREHOUSE, I	\$ 6.20	110580	STREET STINSILS
				\$ 22.79	110930	AEROSOL PAINT
				\$ 13.05	111103	RUBBERIZED UNDEROAT
			Check Total:	\$ 42.04		
44758	1/30/2014	IND05	INDUSTRIAL ELECTRICAL CO	\$ 180.00	1048244	SERVICE CALL TULLY RD
				\$ (180.00)	1048244u	Ck# 044758 Reversed
			Check Total:	\$ -		
44759	1/30/2014	KUB00	KUBWATER RESOURCES, INC	\$ 1,632.43	3759	POLYMER
44760	1/30/2014	MCR01	MCR ENGINEERING, INC	\$ 1,690.00	9966	ENGINEERING WORK 12/2013
44761	1/30/2014	MOD16	MODESTO COLOR	\$ 250.48	M0105981	WHITE STREET PAINT
44762	1/30/2014	QUI03	QUICK N SAVE	\$ 65.32	1-0743	DIESEL
				\$ 121.51	1-1997	DIESEL
				\$ 142.10	1-8312	DIESEL
			Check Total:	\$ 328.93		
44763	1/30/2014	SEE01	SEEGER'S	\$ 96.86	0112408IN	BUSINESS CARDS
44764	1/30/2014	STA47	STANISLAUS COUNTY SHERIFF	\$ 48,065.12	1314-148	LAW ENFORCEMENT SVCS 12/13
				\$ 79,951.25	1413-152	LAW ENFORCEMENT SVCS - 1/14
			Check Total:	\$ 128,016.37		
44765	1/30/2014	VSP01	VISION SERVICE PLAN	\$ 377.94	B40129	MEDICAL INSURANCE WITHHELD
44766	1/30/2014	WAR00	WARDEN'S OFFICE	\$ 590.33	1814039-0	OFFICE SUPPLIES
				\$ 59.67	1814039-1	INK CARTRIDGE
			Check Total:	\$ 650.00		
44767	1/31/2014	EMP01	STATE OF CALIFORNIA	\$ 3,007.87	B40131	PAYROLL TAXES 1/31/14
44768	1/31/2014	HAR02	THE HARTFORD	\$ 504.66	B40131	DEFERRED COMPENSATION
44769	1/31/2014	PER01	P.E.R.S.	\$ 7,424.79	B40131	RETIREMENT
44770	1/31/2014	STA23	CaIPERS SUPPLEMENTAL INCO	\$ 182.50	B40131	DEFERRED COMPENSATION
44771	1/31/2014	UNI07	UNITED WAY OF STANISLAUS	\$ 2.00	B40131	UNITED WAY
44772	1/31/2014	USA03	USA WASTE OF CALIFORNIA	\$ 105,833.50	B40131	GARBAGE LESS FRANCHISE FEE (OCT-DEC)
			Cash Account Total:	\$ 297,297.68		
			Total Disbursements:	\$ 297,297.68		

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REPORT.: Feb 06 14 Thursday  
RUN....: Feb 06 14 Time: 16:49  
Run By.: KATHY DAHLIN

City of Hughson  
Cash Disbursement Detail Report  
Check Listing for 02-14 Bank Account.: 0100

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
44773	2/6/2014	ABE01	ABE'S PLUMBING	\$ 52.41	D18735	PLUMBING SUPPLIES
44774	2/6/2014	ATT02	AT&T MOBILITY	\$ 86.56	1272014	PHONE
44775	2/6/2014	ATT03	AT&T	\$ 4.66	5072075	PHONE
44776	2/6/2014	DEP09	DEPT. OF HEALTH SERVICES	\$ 60.00	B40206	T-2 CERT RENEWAL R.GREENFIELD
44777	2/6/2014	DON01	DON'S MOBILE GLASS	\$ 229.13	TUR058946	REPLACEMENT WINDOW2
44778	2/6/2014	EWI00	EWING IRRIGATION PRODUCTS	\$ 154.12	7455309	PVC MATERIAL
44779	2/6/2014	FAR03	FARMERS BROTHERS COFFEE	\$ 54.57	59532027	COFFEE
44780	2/6/2014	HUG11	HUGHSON FARM SUPPLY	\$ 43.80	01-1019	PVC LEBRIGHT
				\$ 100.83	01-1246	SUPPLIES FOR PARKS
				\$ 29.77	01-1326	PVC LEBRIGHT
			Check Total:	\$ 174.40		
44781	2/6/2014	IND07	INDUSTRIAL TOOL BOX	\$ 190.80	37378	CAUTION TAPE
				\$ 182.42	37409	STREET MARKING PAINT
			Check Total:	\$ 373.22		
44782	2/6/2014	MEN20	MENDEZ, RAUL	\$ 550.00	B40206	REIMB FOR 2014 NEW MAYOR'S ACADEMY M.BEEKMAN
44783	2/6/2014	MIS01	MISSION UNIFORM SERVICE	\$ 1,282.89	B40206	UNIFORM SERVICE DEC, JAN
44784	2/6/2014	MOD01	THE MODESTO BEE	\$ 326.50	TB7792122	AD COMM DEV DIRECTOR
44785	2/6/2014	NEU01	NEUMILLER & BEARDSLEE	\$ 1,901.75	260489	LEGAL SVCS
				\$ 440.00	260490	LEGAL FEES 12/13
			Check Total:	\$ 2,341.75		
44786	2/6/2014	PGE01	PG & E	\$ 896.09	B40206	UTILITIES JAN.2014
44787	2/6/2014	RAN01	RANDIK PAPER COMPANY	\$ 174.72	062204A	PARAMEDIC GLOVES
44788	2/6/2014	STA36	STANISLAUS FARM SUPPLY	\$ 49.62	1113123	GOPHER BAIT
44789	2/6/2014	STA47	STANISLAUS COUNTY SHERIFF	\$ 2,271.05	1314-159	VEHICLE CHARGES 12/13
44790	2/6/2014	TID01	TURLOCK IRRIGATION DIST.	\$ 33,007.18	B40206	ELECTRIC JAN. 2014
44791	2/6/2014	UNI12	UNIVERSITY POLICE DEPARTM	\$ 25.00	14-0429	LIVE SCAN FINGERPRINT
44792	2/6/2014	USA02	USA MOBILITY	\$ 11.64	X0190776B	PAGER SERVICE
44793	2/6/2014	USH00	US HEALTHWORKS MEDICAL	\$ 170.00	87173RSS	RSS ANNUAL FEE
				\$ 61.00	2427828CA	PROFESSIONAL SVCS
			Check Total:	\$ 231.00		
44794	2/6/2014	\C007	CASTRO, JUAN & VICTORIA	\$ 56.20	000B40201	MQ CUSTOMER REFUND FOR CAS0027
44795	2/6/2014	\P015	PENA, LISA & FRANK	\$ 164.28	000B40201	MQ CUSTOMER REFUND FOR PEN0006
44796	2/6/2014	\R008	RODRIGUEZ, ODILON & GUIL	\$ 240.56	000B40201	MQ CUSTOMER REFUND FOR ROD0016
44797	2/6/2014	\S013	SWEET PROPERTIES,	\$ 78.55	000B40201	MQ CUSTOMER REFUND FOR SWE0008
44798	2/6/2014	\W002	WOODS INVESTMENTS,	\$ 106.12	000B40201	MQ CUSTOMER REFUND FOR WOO0016
			Cash Account Total:	\$ 43,002.22		
			Total Disbursements:	\$ 43,002.22		



## CITY OF HUGHSON AGENDA ITEM NO. 3.3

### SECTION 3: CONSENT CALENDAR

**Meeting Date:** February 10, 2014  
**Presented By:** Lisa Whiteside, Finance Manager  
**Subject:** Approval of the Treasurer's Report – October/November 2013

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

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#### **Staff Recommendation:**

Review and approved the City of Hughson Treasurer's Report for October 2013/ November 2013.

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

Enclosed is the City of Hughson Treasurer's Report for October 2013/ November 2013. After review and evaluation of the report, City staff has researched funds with a significant deficit balance and submit the following detailed explanation:

##### *Redevelopment- Debt Service*

The Redevelopment Debt Service Fund currently has a negative balance of (\$41,475.63). This account is negative as we are waiting for the next allocation of tax increment revenue from the county. The expenditures and revenues are currently tracking as planned. This is simply a cash flow situation that will be resolved with the receipt of budgeted revenues from the county.

##### *Public Facilities Development Streets Fund*

The Public Facilities Development Streets Fund currently reflects a negative balance of (\$607,612.33). The deficit is a result of the Euclid Bridge Project, which was constructed in Fiscal Year 2006/2007, for approximately \$1.3 million. The project was completed in anticipation of funding from Developer Impact Fees collected from new development. Unfortunately, the housing market declined significantly and the new development never materialized. Once the economy strengthens and new building starts again, the City can recognize additional developer impact fees and reduce the deficit more quickly.

### *Water Developer Impact Fee Fund*

The Water Developer Impact Fee Fund currently reflects a negative balance of (\$561,469.93). After extensive review City staff discovered that the remaining deficit is attributable to settlement arrangements that were made in Fiscal Year 2008/2009 and Fiscal Year 2009/2010 for the Water Tank on Fox Road near Charles Street. During that period, the City paid out \$650,000 in settlements.

This account will be in a deficit position until additional development occurs and developer impact fees are collected to cover those costs.

### *Transportation Capital Project Fund*

The Transportation Capital Project Fund currently reflects a negative balance of (\$372,006.05). The City currently has 4<sup>th</sup> Street project that is complete and awaiting reimbursement from CMAQ and CDBG funds.

### **Fiscal Impact:**

As of November 2013, the total cash and investments balance for the City of Hughson was \$9,306,125.90 compared to November 2012; the total cash and investments balance was \$8,580,539.34.

**City of Hughson  
Treasurer's Report  
October 2013**

	<b>MONEY MARKET</b>	<b>GENERAL</b>	<b>REDEVELOPMENT**</b>	<b>TOTAL</b>
Bank Statement Totals	\$ 6,075,831.81	\$ 603,055.09	\$ 206,387.20	\$ 6,885,274.10
Adjustment-Direct Deposit Payroll	\$ -			\$ -
Outstanding Deposits +	\$ -		\$ -	\$ -
Outstanding Checks/transfers -	\$ (22,906.92)	\$ (133,730.92)	\$ -	\$ (156,637.84)
<b>ADJUSTED TOTAL</b>	<b>\$ 6,052,924.89</b>	<b>\$ 469,324.17</b>	<b>\$ 206,387.20</b>	<b>\$ 6,728,636.26</b>
Investments: Various				\$ 1,003,370.77
Multi-Bank WWTP				\$ 1,403,586.89
Investments: L.A.I.F.		\$ 39,252.09	\$ 39,127.26	\$ 78,379.35
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$ 9,213,973.27</b>

<b>Books - All Funds</b>	<b>October 2012</b>	<b>October 2013</b>
2 Water/Sewer Deposit	28,980.24	34,972.21
4 Sale of Vehicle	1,890.00	0.00
5 AB939 Source Reduction	277.83	0.00
7 Public Safety Augmentation	0.00	0.00
8 Vehicle Abatement	15,110.45	10,373.14
11 Traffic Congestion Fund	169,729.08	51,369.39
13 Redevelopment - Debt Service	239,380.01	-40,688.13
14 Redevelopment - Housing	-2,713.17	0.00
15 Redevelopment - Capital Projects	-362,118.21	0.00
17 Federal Officer Grant	6,620.00	6,620.00
18 Public Safety Realignment	0.00	17,871.85
19 Asset Forfeiture	1,660.43	6,995.43
25 Gas Tax 2106	24,241.33	1,312.45
30 Gas Tax 2107	8,034.93	7,860.27
31 Gas Tax 2105	23,661.25	798.64
35 Gas Tax 2107.5	14,672.14	9,172.14
40 General Fund	221,098.91	494,705.63
401 General Fund Contingency Reserve	670,361.54	671,775.89
43 Trench Cut	0.00	73,173.40
48 Senior Community Center	4,688.00	8,183.26
49 IT Reserve	28,158.54	46,579.29
50 U.S.F. Resource Com. Center	5,838.81	-2,292.39
51 Self-Insurance	97,073.49	87,032.49
52 CLEEP(California Law Enforcement E	0.00	0.00
53 SLESF (Supplemental Law Enforcem	189,630.13	77,754.28
54 Park Project	366,278.40	400,190.07
60 Sewer O & M	698,226.70	1,449,168.31
61 Sewer Fixed Asset Replacement	1,502,953.07	2,091,030.09
66 WWTP Expansion 2008	2,340,779.84	1,264,878.96
70 Local Transportation	126,383.98	147,268.09
71 Transportation	-388,441.25	-372,006.05
100/200 LLD's and BAD's	3,029.93	12,805.46
80 Water O & M	310,570.74	84,346.26
82 Water Fixed Asset Replacement	24,935.73	409,934.30
88 PW CDBG Street Project	-30,375.00	-57,224.24
80 Water Reserve-USDA GRANT	21,524.50	21,524.50
90 Garbage/Refuse	-67,768.65	-1,306.96
91 Misc. Grants	0.00	0.00
92 98-EDBG-605 Small Bus. Loans	93,585.12	93,585.12
94 96-EDBG-438 Grant	403.43	403.43
95 94-STBG-799 Grant	156,786.17	157,646.63
96 HOME Program Grant (FTHB)	35,762.19	35,041.19
97 96-STBG-1013 Grant	33,980.53	131,827.29
98 HOME Rehabilitation Fund	0.00	0.00
Developer Impact Fees ***	1,562,324.96	1,781,291.58
<b>TOTAL ALL FUNDS:</b>	<b>8,177,216.12</b>	<b>9,213,973.27</b>

I hereby certify that the investment activity for this reporting period conforms with the Investment Policy adopted by the Hughson City Council, and the California Government Code Section 53601. I also certify that there are adequate funds available to meet the City of Hughson's budgeted and actual expenditures for the next six months.

<b>Break Down of Impact Fees ***</b>		
10 Storm Drain	136,225.08	194,982.80
20 Community Enhancement	45,962.59	64,639.77
41 Public Facilities Development	1,559,020.44	1,494,268.35
42 Public Facilities Development-Streets	-711,532.33	-607,612.33
55 Parks DIF	195,688.36	267,148.54
62 Sewer Developer Impact Fees	912,875.59	929,334.38
81 Water Developer Impact Fees	-575,914.77	-561,469.93
<b>Break Down of Impact Fees ***</b>	<b>1,562,324.96</b>	<b>1,781,291.58</b>

Lisa Whiteside, Treasurer

Date

**City of Hughson  
Treasurer's Report  
November 2013**

	<b>MONEY MARKET</b>	<b>GENERAL</b>	<b>REDEVELOPMENT**</b>	<b>TOTAL</b>
Bank Statement Totals	\$ 5,440,614.04	\$ 1,276,154.41	\$ 206,387.20	\$ 6,923,155.65
Adjustment-Direct Deposit Payroll	\$ -			\$ -
Outstanding Deposits +	\$ 25,327.94	\$ -	\$ -	\$ 25,327.94
Outstanding Checks/transfers -	\$ (3,083.67)	\$ (132,196.88)	\$ -	\$ (135,280.55)
<b>ADJUSTED TOTAL</b>	<b>\$ 5,462,858.31</b>	<b>\$ 1,143,957.53</b>	<b>\$ 206,387.20</b>	<b>\$ 6,813,203.04</b>
Investments: Various				\$ 1,007,557.91
Multi-Bank WWTP				\$ 1,406,985.60
Investments: L.A.I.F.		\$ 39,127.26	\$ 39,252.09	\$ 78,379.35
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$ 9,306,125.90</b>

<u>Books - All Funds</u>	<u>November 2012</u>	<u>November 2013</u>
2 Water/Sewer Deposit	29,325.51	34,410.55
4 Sale of Vehicle	2,385.00	0.00
5 AB939 Source Reduction	277.83	0.00
7 Public Safety Augmentation	0.00	0.00
8 Vehicle Abatement	15,110.45	10,373.14
11 Traffic Congestion Fund	170,567.70	51,369.39
13 Redevelopment - Debt Service	236,774.29	-41,475.63
14 Redevelopment - Housing	-2,713.17	0.00
15 Redevelopment - Capital Projects	-362,118.21	0.00
17 Federal Officer Grant	6,620.00	6,620.00
18 Public Safety Realignment	0.00	17,871.85
19 Asset Forfeiture	1,660.43	6,995.43
25 Gas Tax 2106	26,905.75	1,312.45
30 Gas Tax 2107	11,294.30	6,071.34
31 Gas Tax 2105	26,423.88	-4,167.80
35 Gas Tax 2107.5	14,672.14	9,172.14
40 General Fund	298,065.88	386,894.12
401 General Fund Contingency Reserve	671,159.44	672,078.77
43 Trench Cut	0.00	75,173.40
48 Senior Community Center	4,939.37	8,224.63
49 IT Reserve	27,709.23	46,579.29
50 U.S.F. Resource Com. Center	5,226.02	-2,774.20
51 Self-Insurance	97,073.49	87,032.49
52 CLEEP(California Law Enforcement E	0.00	0.00
53 SLESF (Supplemental Law Enforcem	171,349.61	77,754.28
54 Park Project	366,714.37	400,370.50
60 Sewer O & M	788,034.43	1,608,942.01
61 Sewer Fixed Asset Replacement	1,504,741.97	2,089,160.90
66 WWTP Expansion 2008	2,462,631.08	1,264,878.96
70 Local Transportation	126,534.41	141,561.88
71 Transportation	-491,671.85	-372,006.05
100/200 LLD's and BAD's	16,073.31	1,338.29
80 Water O & M	170,140.25	142,822.76
82 Water Fixed Asset Replacement	178,525.33	410,118.70
88 PW CDBG Street Project	-78,516.00	-74,622.93
80 Water Reserve-USDA GRANT	-29,697.07	21,524.50
90 Garbage/Refuse	93,585.12	27,125.79
91 Misc. Grants	0.00	0.00
92 98-EDBG-605 Small Bus. Loans	93,585.12	93,585.12
94 96-EDBG-438 Grant	403.43	403.43
95 94-STBG-799 Grant	157,385.87	157,946.83
96 HOME Program Grant (FTHB)	35,041.19	35,041.19
97 96-STBG-1013 Grant	34,625.85	132,688.82
98 HOME Rehabilitation Fund	0.00	0.00
Developer Impact Fees ***	1,699,693.59	1,775,729.56
<b>TOTAL ALL FUNDS:</b>	<b>8,580,539.34</b>	<b>9,306,125.90</b>

I hereby certify that the investment activity for this reporting period conforms with the Investment Policy adopted by the Hughson City Council, and the California Government Code Section 53601. I also certify that there are adequate funds available to meet the City of Hughson's budgeted and actual expenditures for the next six months.

<b>Break Down of Impact Fees ***</b>		
10 Storm Drain	158,926.01	195,070.71
20 Community Enhancement	54,026.59	64,639.77
41 Public Facilities Development	1,585,305.12	1,488,078.97
42 Public Facilities Development-Streets	-678,724.33	-607,612.33
55 Parks DIF	202,979.99	267,268.99
62 Sewer Developer Impact Fees	913,962.15	929,753.38
81 Water Developer Impact Fees	-536,781.94	-561,469.93
<b>Break Down of Impact Fees ***</b>	<b>1,699,693.59</b>	<b>1,775,729.56</b>

Lisa Whiteside, Treasurer

Date



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

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

**Meeting Date:** February 10, 2014  
**Subject:** Progress Report on the City of Hughson Lighting and Landscaping Districts and Benefit Assessment Districts  
**Presented By:** Raul L. Mendez, City Manager  
**Approved By:** \_\_\_\_\_

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#### **Staff Recommendation:**

Accept the progress report on the City of Hughson Lighting and Landscaping Districts and Benefit Assessment Districts.

#### **Background:**

On August 12, 2013, the City Council held a public hearing to consider the annual review of special assessment districts for Fiscal Year 2013-2014. After the public hearing, the City adopted resolutions approving the annual report, confirming the assessment and ordering the levy for the City of Hughson Lighting and Landscaping Districts and Benefit Assessment Districts for Fiscal Year 2013-2014.

The City of Hughson ("City") utilizes special financing districts to provide various services and improvements to the property owners within the City. These are currently comprised of two types of assessments, Lighting and Landscaping Districts and Benefit Assessment Districts. Each Lighting and Landscaping District (LLD) was formed and the annual assessments are levied pursuant to the Lighting and Landscaping Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 Act"). Each Benefit Assessment District (BAD) was formed and the annual assessments are levied pursuant to the Benefit Assessment Act of 1982 (the "1982 Act"), Part 1 of Division 2 of the California Government Code.

During the August 12, 2013 public hearing and a subsequent special meeting held on September 16, 2013, the City Council expressed concerns regarding the condition of the City's special assessment districts. Specifically, those special assessment districts with low or negative reserve balances were discussed at length along with others with structural operating deficits. The Council directed

staff to develop a short term and long term strategy to strengthen the fiscal stability of each district.

During the September 23, 2013 regular meeting, the City Council had an opportunity to discuss concerns with NBS Local Government Solutions who had been working with the City of Hughson since 2005. At that meeting, information was shared by NBS Local Government Solutions regarding the preparation and work needed to develop the required Engineer's Report and the process for establishing the annual assessments. The dialogue focused on the Engineer's Reports not only establishing the appropriate assessment level as provided for by State law but also being an accurate depiction of the fiscal condition of each respective district. The City Manager indicated that the special assessment districts would be a priority moving forward and staff would work on a variety of improvement areas. Technical administrative and engineering support was also discussed and City staff was directed to explore other options including partnering with the County or a local municipality.

### **Progress Report:**

A progress report will be provided at each regular meeting until such time as the City Council directs otherwise. The following is a summary of the work done by staff on the City's special assessment districts since the last reporting.

Since the last reporting, the City of Turlock Municipal Services Department has provided some preliminary information for extending administrative/engineering services to the City of Hughson and its special assessment districts. A draft scope of service for administration/engineering has been developed based on Hughson's needs and generally include the following core services:

- Expert Resource
- Meetings and Schedule
- Review Existing Engineer's Reports
- Database Development
- Budget Review
- Assessment Computation and Rate Analysis
- Engineer's Report Preparation/Discussion
- Noticing and Resolution Coordination
- Levy Submittal
- Final Engineer's Report/Signature by Registered Professional Engineer

The City of Turlock has estimated that the cost per District will be approximately \$110.00--a very cost-effective proposal. This estimate does not include an initial setup cost for database development. The City of Turlock Information Technology

Department is formulating a cost proposal for the necessary software application. The City of Turlock is also able to provide optional services (based on an hourly rate) to Hughson associated with the formation of new special assessment districts. At an estimated cost of \$750, Turlock can provide the necessary technical and expert assistance for the formation of assessment districts in compliance with Proposition 218 Ballot Procedures.

Utility Efficiencies – Following the meeting with representatives from Pacific Gas and Electric Company (PG&E) to further discuss their LED Street Light Program (Turnkey Replacement Service), City staff has contacted the cities of Ceres and Riverbank to discuss their participation in the program. Ceres representatives indicated that they were generally pleased with the outcome of the program and had essentially retrofitted the entire city. Ceres was able to access an energy efficiency low interest loan from the State of California to cover a majority of the project costs. The City of Ceres was also able to secure a rebate from Turlock Irrigation District by moving to the LED technology and in the process moved to a lower rate for street lights. Ceres representatives shared that residents were very pleased with the quality of the LED lighting once installed. Although the anticipated savings was not achieved, Ceres representatives attributed that to an unanticipated increase in TID rates. Ceres' move to the LED technology helped mitigate the increase in cost. City staff is still awaiting a response from the City of Riverbank. City Public Works will compile additional streetlight data to submit to PG&E as they requested to complete their cost estimate. After the evaluation and estimate are complete, City staff will be better prepared to make a recommendation for Council consideration on the item.

Miscellaneous – As requested by Mayor Beekman, City staff has also been in contact with Chevron Energy Solutions to discuss some of their work in the City of Waterford. Chevron Energy Solutions has also been working with the Hughson Unified School District to conduct an efficiency audit. Chevron Energy Solutions presented some of its preliminary findings to the Hughson Unified School District Board at a recent regular meeting. The City's Interim Community Development Director is scheduled to meet with Chevron representatives in the upcoming week and will share relevant information with the City Council at a future meeting.

### **Fiscal Impact:**

The current Lighting and Landscaping Districts and Benefit Assessment Districts provide the City of Hughson with funding annually to provide specific services and improvements to properties within their respective approved boundaries. For Fiscal Year 2013-2014, annual assessments are expected to generate a total of \$199,295.42, an increase of 5% when compared to the prior fiscal year, for associated labor, administration, utilities, equipment, materials, and preparation of the annual Engineer's Report.

City staff is evaluating the Lighting and Landscaping Districts and Benefit Assessment Districts as part of the mid-year review. Findings will be shared with the City's Budget and Finance Subcommittee prior to coming to the full City

Council for presentation. The mid-year analysis will help indicate the condition of each special assessment district and how they are tracking in the current fiscal year. This information will be critical when formulating the respective budgets for Fiscal Year 2014-2015.



## **CITY OF HUGHSON AGENDA ITEM NO. 6.1 SECTION 6: NEW BUSINESS**

**Meeting Date:** February 10, 2014  
**Subject:** Approval to Advertise the Position of City Treasurer  
**Presented By:** Raul L. Mendez, City Manager

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

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### **Staff Recommendation:**

Approve advertising the position of City Treasurer.

### **Background:**

During the January 13, 2014 City Council regular meeting, City staff was directed to revisit the appointment process for the position of City Treasurer. The City Treasurer is a position appointed by the City Council, traditionally for a two-year term, whose primary duties are to review the City's investment practices and approve the monthly Treasurer's report. The position is currently held by the City's Finance Manager who was appointed on June 27, 2011 after a recruitment proved unsuccessful.

The City Treasurer is intended to provide another level of checks and balance to the City's financial practices. Out of necessity, in the past the City Treasurer position has been held by a member of the City's Finance Department although the Council has the flexibility to appoint an individual outside of the organization provided that some minimum requirements are met.

### **Recruitment for City Treasurer**

In order to identify potential candidates for appointment to the City Treasurer position, the traditional practice is to open up a recruitment. The recruitment would require identifying the essential functions, typical duties performed and education and experience preferred.

The essential function of the City Treasurer is to monitor and safeguard the City's cash and investments through oversight of City processes, reporting, and practices. The Treasurer ensures the City's financial viability and that proper

financial records and procedures are maintained in a clear, concise, and understandable manner.

The typical duties performed by the City Treasurer include but are not limited to the following:

- Review the Treasurer's Report of Cash on Deposit and Invested, prepared by the Finance Manager.
- Certify that total cash on deposit and invested as is reported on the Treasurer's Report of Cash on Deposit and Invested.
- Identify appropriate adjustments to the Treasurer's Report of Cash on Deposit and Invested and verify and sign the report.
- Attest, in the Treasurer's Report of Cash on Deposit and Invested, that the City has cash on hand for six months.
- Attend quarterly City Council, Finance Committee and/or other meetings when required to provide information on treasury or investment matters.
- Understand and follow the City's Statement of Investment Policy in his/her review.
- Works with the City Manager and Finance Manager on appropriate review of financial and investment matters, to include City Council agenda items.
- Recommends appropriate investment or financial matters when warranted to the City Manager and/or City Council.
- Works with the Finance Manager on presentation of financial information to ensure that material is clear, concise, and easily understandable for Council and residents in their review.

Graduation from a four year college and post-graduate work in accounting, financial or management processes is preferred but not required. Experience in an administrative position involving finance, investments, budgeting, or similar financial matters is ideal. The candidate should possess a combination of training and experience that provides the knowledge, skills, and abilities required to provide sound advice, recommendations, and conduct appropriate reviews of City financial records. The candidate should also possess the ability to learn, understand, interpret and apply applicable Federal, State and local laws and regulations pertaining to investments, finance and treasury items.

Provided that the City Council is interested in opening the City Treasurer recruitment, advertising the appointment opportunity is the first step. The position can be opened for a 30 day period and posted in the local newspapers, city website and other local sources. Potential applicants would be asked to submit an application and need to be available to be interviewed by the City Council in a regular meeting if so desired.

**Fiscal Impact:**

As established by City Council Resolution No. 87-28, the City Treasurer receives \$100 per month, in the form of a stipend, for performance of the required duties. These funds are included as part of the annual budget process.