



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

**AGENDA
MONDAY, JANUARY 12, 2015 – 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:

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:

- 2.1:** Certificate of Recognition to Elias Ruiz for Innovation, as Winner of the Stanislaus Innovation Challenge through his Feather Raft Entry and Act of Heroism, rescuing a man from possible drowning in the Tuolumne River.

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 Minutes of the Regular Meeting of December 8, 2014.
- 3.2: Approve the Warrants Register.
- 3.3: Adopt Resolution No. 2015-01, Renewing the Wastewater Discharge Permit for the Dairy Farmers of America Milk Processing Facility located at 2331 Tully Road and Authorizing the City Manager to Execute the Permit.
- 3.4: Approve the Revised City of Hughson Goals and Objectives.

4. UNFINISHED BUSINESS:

- 4.1: Authorize the City Manager to Execute the State of California-Natural Resources Agency Department of Parks and Recreation Grant Contract from the Land and Water Conservation Fund for the Seventh Street Acquisition Project on behalf of the City of Hughson, Inclusive of any Final Edits by the City Attorney, for the Purchase of 19.65 acres of Real Property owned by the Hughson Unified School District near the corner of Whitmore Avenue and Seventh Street upon Resolution of Outstanding Title Issues and Authorize the City Manager to provide Proper Notice with Findings to Appropriate Agencies and Parties since the Transaction Involves Land within an Agricultural Preserve.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.**6. NEW BUSINESS: NONE.****7. CORRESPONDENCE:**

- 7.1: Update of the Hatch Road and Santa Fe Avenue Signal Project.
- 7.2: 2+2 Committee Agenda with School District for January 12, 2015.
- 7.3: Parks and Recreation Commission Agenda for January 13, 2015.

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: NONE.

10. REPORT FROM CLOSED SESSION: NONE.

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:

January 13	▪ Parks & Recreation Commission Meeting, City Hall Chambers, 6:00 P.M.
January 17	▪ City Goals and Objectives Workshop, City Hall Council Chambers, 9:00 A.M.
January 19	▪ City Hall Closed - Dr. Martin Luther King Jr. Day
January 20	▪ Planning Commission Meeting, City Hall Council Chambers, 6:00 P.M.
January 26	▪ Econ Development Committee Meeting, City Hall Council Chambers, 5:30 P.M.
January 26	▪ City Council Meeting, City Hall Council Chambers, 7:00 P.M.
February 9	▪ City Council Meeting, City Hall Council Chambers, 7:00 P.M.
February 10	▪ Parks & Recreation Commission Meeting, City Hall Chambers, 6:00 P.M.
February 11	▪ 2+2 City/Fire Committee, Fire District Office, 5:30 P.M.
February 12	▪ City Hall Closed – Lincoln’s Birthday
February 16	▪ City Hall Closed – Washington’s Birthday
February 17	▪ Planning Commission Meeting, City Hall Council Chambers, 6:00 P.M.
February 23	▪ State of the City Address-Special Council Meeting, Samaritan Village, 6:00 P.M.

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.**

AFFIDAVIT OF POSTING

DATE: January 9, 2015 **TIME:** 5:00pm
NAME: Dominique Spinale- Romo **TITLE:** City Clerk

**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.

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.

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 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

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this Agenda will be made available at the City Clerk's counter at City Hall located at 7018 Pine Street, Hughson, CA.



CITY OF HUGHSON AGENDA ITEM NO. 3.1

SECTION 3: CONSENT CALENDAR

Meeting Date: January 12, 2015
Subject: Approval of the City Council Minutes
Presented By: Dominique Spinale-Romo, Assistant to the CM/City Clerk

Approved By: _____

Staff Recommendation:

Approve the Regular Meeting Minutes of December 8, 2014 session.

Background and Overview:

The draft minutes of the December 8, 2014 meetings are prepared for the Council's review.



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

**MINUTES
MONDAY, DECEMBER 8, 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 George Carr
Councilmember Harold Hill

Staff Present: Raul L. Mendez, City Manager
Daniel J. Schroeder, City Attorney
Jaylen French, Community Development Director
Margaret Souza, Finance Director
Dominique Spinale, Assistant to the City Manager/City Clerk
Lisa Whiteside, Finance Manager
Sam Rush, Public Works Superintendent

FLAG SALUTE: Mayor Matt Beekman

INVOCATION:

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

Dennis Wallace with the Hughson United Soccer League (HUSL) announced that HUSL officially filed tax-exempt under Section 501(c)(3) of the Internal Revenue Code, making them eligible to apply for specific grants and funding to assist in building and improving their soccer program.

2. PRESENTATIONS:

- 2.1:** Certificates of Recognition to Mark Borges, Zach Rose, Madelyn Vaca, and Kristen Voss, all of Hughson FFA, for earning 1ST Place in the National FFA Poultry Evaluation Career Development Event.

Mayor Beekman presented the Certificates of Recognition to Mark Borges, Zach Rose, Madelyn Vaca, and Kristen Voss, for earning 1st Place in the National FFA Poultry Evaluation Career Development Event.

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 Minutes of the Regular Meeting of November 24, 2014.
- 3.2:** Approve the Warrants Register.
- 3.3:** Approve the City Council Meeting Schedule for 2015.
- 3.4:** Approve the Professional Services Agreement with Willdan Engineering for contract City Engineering services and Authorize the Mayor to Execute the Professional Services Agreement with Willdan Engineering.
- 3.5:** Approve an Extension of the Lease between the City of Hughson and Michael Noeller for Approximately Twelve (12) Acres of City-owned Property Adjacent to the Waste Water Treatment Facility along Leedom Road to October 31, 2015 or Completion of the Harvest of the Fall 2015 Almond Crop, whichever occurs later, and Authorize the Mayor to Execute the Extension of the Lease between the City of Hughson and Michael Noeller.

Councilmember Carr pulled Consent Calendar Item 3.1.

SILVA/YOUNG 5-0 motion passes to approve Consent Calendar Items 3.2, 3.3, 3.4, and 3.5.

Councilmember Carr requested that the City Clerk make a correction to the Minutes under Councilmember Comments.

BEEKMAN/CARR 5-0 motion passes to approve Consent Calendar Item 3.1 as amended.

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.**6. NEW BUSINESS:**

6.1: Consider Resolution No. 2014-35, a Resolution of the City Council of the City of Hughson Declaring the Results of the Consolidated General Municipal Election held on November 4, 2014 and conduct the following:

6.1. a: City Clerk to administer the Oath of Office to newly re-elected Mayor, Matt Beekman, and newly re-elected Council Members George Carr and Harold "Bud" Hill.

6.1. b: Seating and Roll Call of new Hughson City Council:

Mayor Matt Beekman
Mayor Pro Tem Jeramy Young
Councilmember Jill Silva
Councilmember George Carr
Councilmember Harold "Bud" Hill

City Clerk Spinale declared the results of the General Municipal Election held on November 4, 2014 and administered the Oath of Office to the re-elected Mayor and Councilmembers. Upon seating the Mayor and Councilmembers, City Clerk Spinale introduced the Hughson City Council to the audience.

6.2: Conduct Nominations and Appoint a Mayor Pro Tem.

Mayor Beekman opened nominations for Mayor Pro Tem and nominated Councilmember Jeramy Young. No other nominations were made by the Council.

Mayor Beekman closed nominations. 5-0 motion passes to appoint Councilmember Young as Mayor Pro Tem.

RECESS CITY COUNCIL MEETING FOR LIGHT REFRESHMENTS - 7:25 P.M.

RECONVENE CITY COUNCIL MEETING - 7:45 P.M.

6.3: Review the 2014 City Council Boards and Committees Appointments Listing, Make Any Necessary Changes, and Approve the Appointments of Selected Council Members to Serve on the 2015 City Council Boards and Committees.

City Clerk Spinale presented this item to the Council for review. Mayor Beekman added Councilmember Hill as an Alternate to the Economic Development Committee.

BEEKMAN/HILL 5-0 motion passes to approve the 2015 City Council Boards and Committees as amended.

- 6.4:** Approve the Professional Services Agreement with Mintier Harnish Planning Consultants for the Preparation of the City of Hughson 5th Cycle Housing Element and Authorize the Mayor to Execute the Professional Services Agreement with Mintier Harnish.

Director French presented the Staff Report on this item.

BEEKMAN/CARR 5-0 motion passes to approve the Professional Services Agreement with Mintier Harnish Planning Consultants for the Preparation of the City of Hughson 5th Cycle Housing Element and Authorize the Mayor to Execute the Professional Services Agreement with Mintier Harnish.

- 6.5:** Accept the City of Hughson's Fiscal Year 2013-2014 Audit.

Director Souza presented the Staff Report on this item and reviewed the Audit with the Council. Mayor Beekman thanked staff for their work on the Audit. The Council directed Staff to continue looking into whether the City can pay off debt early to save on interest. Staff will continue to work on this.

HILL/CARR 5-0 motion passes to accept the City of Hughson's Fiscal Year 2013-2014 Audit.

7. CORRESPONDENCE:

- 7.1:** Update of the Hatch and Santa Fe Signal Project.
- 7.2:** Parks and Recreation Meeting Agenda for December 9, 2014.

8. COMMENTS:

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

City Manager:

City Manager Mendez provided a Quarterly Update on the Grant Program and updated the Council on the status of the city-wide income survey, the Christmas Festival, and then advised Council of the 2+2 Fire meeting on December 10, the Goals & Objectives Workshop tentatively scheduled for January 17, and the City Hall winter closure December 24 - January 2, 2015.

City Clerk:

Community Development Director:

Director of Finance:

Police Services:

City Attorney:

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

Councilmember Carr thanked Staff for their work and wished Happy Holidays to all.

Councilmember Silva updated Council on her attendance at the 2+2 School meeting and Budget & Finance meeting, then thanked Staff for their work and wished Happy Holidays to all.

Councilmember Hill updated the Council on his attendance at the Christmas Festival, and that he will attend the League of California Cities Dinner and 2+2 Fire meeting this month. He then thanked Staff for their work and wished Happy Holidays to all.

Mayor Pro Tem Young thanked Staff for their work and wished Happy Holidays to all. He also expressed his satisfaction with the City improving its relationship with the School District and Fire District.

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

Mayor Beekman updated the Council on his attendance at the LAFCO meeting and that he and the City Manager met with the Hughson Arboretum Board to touch base with them on their property.

Mayor Beekman wishes to schedule a State of the City Address for February, then advised the Council that since the City is moving forward with the 7th Street Park Acquisition, the City should begin looking into establishing a city-wide Community Facilities District to help pay for services, and that the new park definitely needs a community pool.

Mayor Beekman also advised that a LOVE Hughson Event is scheduled for April 18, 2015.

9. CLOSED SESSION TO DISCUSS THE FOLLOWING: NONE.

10. REPORT FROM CLOSED SESSION: NONE.

ADJOURNMENT:

BEEKMAN/HILL motion passes to adjourn the meeting at 8:12 P.M.

MATT BEEKMAN, Mayor

DOMINIQUE SPINALE-ROMO, City Clerk



CITY OF HUGHSON AGENDA ITEM NO. 3.2

SECTION 3: CONSENT CALENDAR

Meeting Date: January 12, 2015
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Lisa Whiteside, Finance Manager

Approved By: _____

Staff Recommendation:

Approve the Warrants Register as presented.

Background and Overview:

The warrants register presented to the City Council is a listing of all expenditures paid from December 12, 2014 through December 23, 2014.

Fiscal Impact:

There are reductions in various funds for payment of expenses.

REPORT.: Jan 06 15 Tuesday
 RUN....: Jan 06 15 Time: 08:36
 Run By.: KATHY DAHLIN

City of Hughson
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 0100

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

Check Number	Check Date	Vendor Number	Name	Net Amount	-----Payment Information-----	
					Invoice #	Description
44628	12/11/2014	\J001	JASSO, FIDEL	\$ (39.22)	000B40101u	Ck# 044628 Reversed
45908	12/8/2014	COS01	COSTCO WHOLESALE	\$ 576.45	078205002H	SUPPLIES FOR CITY HALL & CORP YARD
45909	12/15/2014	EMP01	STATE OF CALIFORNIA	\$ 1,290.20	B41215	PAYROLL
45910	12/15/2014	HAR02	THE HARTFORD	\$ 454.66	B41215	DEFERRED COMPENSATION
45911	12/15/2014	PER01	P.E.R.S.	\$ 8,425.51	B41215	RETIREMENT
45912	12/15/2014	STA23	CaIPERS SUPPLEMENTAL INCO	\$ 370.00	B41215	DEFERRED COMPENSATION
45913	12/15/2014	UNI07	UNITED WAY OF STANISLAUS	\$ 2.00	B41215	UNITED WAY
45914	12/16/2014	ADK00	ADKINS ELECTRIC	\$ 500.00	420	LIGHT TIMER STARN PARK
45915	12/16/2014	ATT01	AT&T	\$ 21.48	B41211	PHONE
45916	12/16/2014	ATT03	AT&T	\$ 15.35	B41210	PHONE
45917	12/16/2014	BRE01	W.H. BRESHEARS	\$ 122.40	2015-10	UNLEADED FUEL
45918	12/16/2014	CAL10	CALIFORNIA RURAL WATER	\$ 639.00	B41210	ANNUAL DUES FOR ALL EMPLOYESS
45919	12/16/2014	DON01	DON'S MOBILE GLASS	\$ 40.00	ITUR09879	WINDSHIELD REPAIR
45920	12/16/2014	EXP00	EXPRESS PERSONNEL SERVICE	\$ 917.84	150593267	EXTRA HELP 11/23/14
45921	12/16/2014	FAR03	FARMERS BROTHERS COFFEE	\$ 116.87	61221808	COFFEE
45922	12/16/2014	GEO01	GEOANALYTICAL LABORATORIE	\$ 30.00 \$ 55.00	A4K2501 A4K2502	DW WEEKLY WWTP TESTING
Check Total:				\$ 85.00		
45923	12/16/2014	GIB00	GIBBS MAINTENANCE CO	\$ 1,075.00	17125	JANITOR SERVICES - NOVEMBER 2014
45924	12/16/2014	HOM01	THE HOME DEPOT CRC	\$ 48.27	79539	BROOM, DOORSTOP, BRUSH, ETC
45925	12/16/2014	HUG08	CITY OF HUGHSON	\$ 1,942.29	B41210	LLD WATER SERVICE
45926	12/16/2014	HUG11	HUGHSON FARM SUPPLY	\$ 6.43 \$ 22.57 \$ 45.31	H118698 H119307 H120310	BLADE TAPE, DUCT TAPE, BULB RAIN GEAR
Check Total:				\$ 74.31		
45927	12/16/2014	HUG28	HUGHSON TIRE	\$ 430.00	533642	DUMP TRUCK TIRES
45928	12/16/2014	HUG34	VALLEY PARTS WAREHOUSE, I	\$ 91.01	134340	PAINT & SUPPLIES FOR WATER TANKS
				\$ 295.97	134880	SIDE MT TOOLBOX
				\$ 268.22	135057	SIDE STEP BAR P7
Check Total:				\$ 655.20		
45929	12/16/2014	LEG01	LEGAL SHIELD	\$ 51.80	B41210	LEGAL SVCS
45930	12/16/2014	MEN20	MENDEZ, RAUL	\$ 277.56	B41210	REIMB FOR EXPNESES FOR CODE ENF & FIN

45931	12/16/2014	OFF06	OFFICE TEAM	\$	388.08	41815730	EXTRA HELP 11/28
45932	12/16/2014	OPE01	OPERATING ENGINEERS LOCAL	\$	322.00	B41210	LOCAL UNION #3 DUES
45933	12/16/2014	REG00	REGIONAL GOVERNMENT SERVI	\$	512.49	4576	CONTRACTED SERVICES
45934	12/16/2014	SAN05	SAN JOAQUIN VALLEY	\$	479.00	N108780	15/16 ANNUAL PERMITS TO OPERATE
45935	12/16/2014	STA47	STANISLAUS COUNTY SHERIFF	\$	116,885.04	1415-082	LAW ENFORCEMENT & VEH REPLACEMENT FUND 10/14
45936	12/16/2014	TID01	TURLOCK IRRIGATION DIST.	\$	19.78	18048041	STATEMENT OF ASSESSMENT
				\$	353.66	18064008	STATEMENT OF ASSESSMENT
				\$	276.82	18064026	STATEMENT OF ASSESSMENT
			Check Total:	\$	650.26		
45937	12/16/2014	USA02	USA MOBILITY	\$	11.64	XO190776L	PAGER SERVICE
45938	12/16/2014	USA03	USA WASTE OF CALIFORNIA,	\$	18,747.46	B41215	REIMB OF OVERCHARGED GARBAGE FRANCHISE FEES
45939	12/16/2014	WAR00	WARDEN'S OFFICE	\$	249.68	B41210	OFFICE SUPPLIES
45940	12/16/2014	WILO5	WILLE ELECTRIC	\$	37.00	S16142131	ELECTRICAL EQUIP
				\$	519.95	S16218731	STREET LIGHT MATERIAL
			Check Total:	\$	556.95		
45941	12/19/2014	ABS00	ABS PRESORT	\$	695.62	96414	PRINTING OF UTILITY BILLS 12/14
45942	12/19/2014	AFL01	AFLAC	\$	1,000.68	878476	AFLAC
45943	12/19/2014	ARR00	ARROWHEAD MOUNTAIN SPRING	\$	10.16	14L002566	BOTTLED WATER
45944	12/19/2014	ATT01	AT&T	\$	2,737.36	B41219	PHONE
45945	12/19/2014	CCA02	CCAC	\$	90.00	618	2014 DUES-CITY CLERK
45946	12/19/2014	CLA03	CLARK'S PEST CONTROL	\$	102.00	16394722	PEST CONTROL
				\$	57.00	16418975	PEST CONTROL
			Check Total:	\$	159.00		
45947	12/19/2014	CSJ03	CSJVRMA	\$	23,401.00	2015-0731	14/15 3RD QTR DEPOSITS
45948	12/19/2014	EXP00	EXPRESS PERSONNEL SERVICE	\$	917.84	151217379	EXTRA HELP 12/7/14
45949	12/19/2014	HUG11	HUGHSON FARM SUPPLY	\$	16.13	H118569	RECEPT GFCI
				\$	53.87	H120076	COUPLINGS
				\$	83.14	H120344	MONARCH BOOTS
			Check Total:	\$	153.14		
45950	12/19/2014	HUG34	VALLEY PARTS WAREHOUSE, I	\$	14.01	136037	CONNECTORS
45951	12/19/2014	KUB00	KUBWATER RESOURCES, INC	\$	3,264.87	4451	POLYMER
45952	12/19/2014	MOD01	THE MODESTO BEE	\$	462.85	11152014	FINANCE DIRECTOR JOB
45953	12/19/2014	PAC05	PACIFIC PLAN REVIEW	\$	5,122.00	B41216	CONTRACT SRVCS PLANNING/B
45954	12/19/2014	QUI03	QUICK N SAVE	\$	230.99	1-3062	DIESEL
45955	12/19/2014	RAY05	RAYA, NEIL	\$	100.00	B41219	BACKFLOW WORKSHOP
45956	12/19/2014	RIC04	RICOH USA, INC	\$	1,340.15	93784528	COPIER LEASE
45957	12/19/2014	RIC06	TOM RICHARDS ELECTRIC	\$	125.00	3874	ELECTRICAL FOR BUSINESS INCENTIVE

45958	12/19/2014	SHR02	SHRED-IT CENTRAL CA	\$	129.34	940457625	SHREDDING SERVICE
45959	12/19/2014	STA47	STANISLAUS COUNTY SHERIFF	\$	97,747.22	1415-014	LAW ENFORCEMENT SVCS 7/20/14
				\$	74,435.47	1415-031	LAW ENFORCEMENT & VEHICLE REPL FUND 8/2014
			Check Total:	\$	172,182.69		
45960	12/19/2014	TES00	TESCO CONTROLS, INC	\$	1,827.70	0055591IN	WELL #6 ISSUES
45961	12/19/2014	TID01	TURLOCK IRRIGATION DIST.	\$	62.14	B41216	ELECTRIC SVCS CHRISTMAS PARADE
45962	12/19/2014	TOR04	JOE TORRES PLUMBING	\$	3,000.00	8782	PLUMBING FOR SANTA FE-BUSINESS INCENTIVE
45963	12/19/2014	TRA01	TRAVIOLI CONSTRUCTION, IN	\$	9,443.56	1469	CHANGE ORDER #1 WELL #6 IMPROVMENTS
45964	12/19/2014	\B004	BRADEN, RICHARD	\$	98.80	000B41201	MQ CUSTOMER REFUND FOR BRA0037
45965	12/19/2014	\K002	KIPER DEVELOPMENT,	\$	40.68	000B41201	MQ CUSTOMER REFUND FOR KIP0028
45966	12/19/2014	\R002	RUVALCABA, AMY / JOSLIN	\$	57.34	000B41201	MQ CUSTOMER REFUND FOR RUV0006
45967	12/19/2014	\W004	WEAVER, SONDRRA	\$	117.60	000B41201	MQ CUSTOMER REFUND FOR WEA0002
45968	12/22/2014	ABS00	ABS PRESORT	\$	5,000.00	20141218	POSTAGE ADVANCE
45969	12/22/2014	BNS00	BNSF RAILWAY COMPANY	\$	600.00	B41222	TULLY RD RECONSTRUCTION PROJECT
45970	12/22/2014	EMP01	STATE OF CALIFORNIA	\$	1,107.43	B41222	PAYROLL TAXES 12/31/14
45971	12/22/2014	ENV02	ENVIRONMENTAL SYSTEMS	\$	1,788.93	26997	STREET SWEEPING 11/14
45972	12/22/2014	HAR02	THE HARTFORD	\$	454.66	B41222	DEFERRED COMPENSATION
45973	12/22/2014	OFF06	OFFICE TEAM	\$	739.20	41873973	EXTRA HELP 12/5
				\$	739.20	41927120	EXTRA HELP 12/12
			Check Total:	\$	1,478.40		
45974	12/22/2014	PER01	P.E.R.S.	\$	8,393.53	B41222	RETIREMENT
45975	12/22/2014	PIT01	PITNEY BOWES	\$	513.38	DC14	POSTAGE MACHINE RENTAL
45976	12/22/2014	STA23	CalPERS SUPPLEMENTAL INCO	\$	370.00	B41222	DEFERRED COMPENSATION
45977	12/22/2014	TID01	TURLOCK IRRIGATION DIST.	\$	23,866.77	B41222	ELECTRIC
45978	12/22/2014	UNI07	UNITED WAY OF STANISLAUS	\$	2.00	B41222	UNITED WAY
45979	12/22/2014	BNS00	BNSF RAILWAY COMPANY	\$	600.00	C41222	TULLY RD RECONSTRUCTION PROJECT
45980	12/22/2014	PER02	CalPERS	\$	29,542.00	B41222	UNFUNDED LIABILITY INACTIVE RATE PLAN
45981	12/23/2014	ADV02	ADVANCED MECHANICAL & REF	\$	305.00	641213	BUSINESS INCENTIVE MAGNOLIA FARMHOUSE
				\$	1,575.00	641214	BUSINESS INCENTIVE FUNDS- MAGNOLIA FARMHOUSE
			Check Total:	\$	1,880.00		
45982	12/23/2014	FRA03	FRANTZ WHOLESALE NURSERY	\$	96.86	535160	BUSINESS INCENTIVE -MAGNOLIA FARMHOUSE
45983	12/23/2014	BET00	BETTENCOURT, KENDIS	\$	500.00	1	BUSINESS INCENTIVE- MAGNOLIA FARMHOUSE
			Cash Account Total:	\$	459,873.05		
			Total Disbursements:	\$	459,873.05		



CITY OF HUGHSON AGENDA ITEM NO. 3.3

SECTION 3: CONSENT CALENDAR

Meeting Date: January 12, 2015
Subject: Wastewater Discharge Permit Renewal for Dairy Farmers of America (DFA) Milk Processing Facility
Enclosures: Resolution No. 2015-01
Wastewater Discharge Permit No. 2015-01
Presented By: Jaylen French, Community Development Director

Approved By: _____

Staff Recommendation:

1. Adopt Resolution No. 2015-01, renewing the Wastewater Discharge Permit for the Dairy Farmers of America milk processing facility located at 2331 Tully Road
2. Authorize the City Manager to execute the Wastewater Discharge Permit.

Background:

Dairy Farmers of America (DFA) currently holds the only industrial Wastewater Discharge Permit in the City of Hughson. The current three-year permit expires on January 15, 2015. Staff has worked closely with DFA to ensure that the permit renewal both accommodates DFA's business needs and that discharge limits are within tolerances established by the State of California and can be accommodated by the City's Wastewater Treatment Plant (WWTP).

The Hughson DFA plant is a "balancing plant", meaning the overflow from other corporate plants is sent here for processing. Therefore, the quantity of product processed at the plant and its resultant waste discharge varies and fluctuates based on many factors.

Discussion:

In late 2011, the California Department of Public Health, Wastewater Permitting Division, prepared a discharge permit based on the performance of the City of Hughson's new WWTP. The limits of constituents in the State-issued discharge permit are, in most cases, directly related to what the City can allow DFA to discharge to the plant.

In 2012, City staff undertook a similar process to renew and update DFAs discharge permit. This was the first renewal since the development of the City's new WWTP. The new plant allowed DFA to forgo costly pre-treatment of their discharge, which at the time was estimated at \$50,000 per year.

The renewal of the discharge permit in 2012 was a more comprehensive renewal because it was the first permit after the opening of the WWTP. However, a few changes have been implemented for this renewal, which benefit the operations of DFA and which the WWTP, at this time, can readily accommodate.

Based on a request by DFA, the City—in this renewal—is increasing the maximum BOD (or biochemical oxygen demand) limit. This is a one-time limit, which addresses what are referred to as 'hot loads'. The maximum BOD limit in the prior permit was 800 mg/L and is being increased to 1,200 mg/L, a 50% increase in this permit. It has been expressed by DFA that their discharge operation will not change, meaning DFA will not begin discharging BOD closer to the new limit, but would simply like to avoid the administrative efforts required of exceeding the maximum BOD limit.

Neither in the past, nor in this permit renewal, is there a punitive consequence for exceeding the maximum BOD limit. Instead, the City is provided the opportunity to be notified of these occurrences. According to our Chief WWTP Operator, the WWTP can readily accommodate these one-time discharges with no change to the Plant's operation. However, greater overall or more frequent higher BOD discharges could mean additional costs to the City; therefore, the City will seek a surcharge to recoup additional costs associated with accommodating greater BOD loads based on the identified monthly average—650 mg/L.

A summary of the proposed major changes to the permit are as follows:

1. The Maximum BOD limit was increased from 800 mg/L to 1,200 mg/L.
 - a. The monthly average remains 650 mg/L.
2. Should DFA exceed the identified monthly BOD average for two consecutive months, a surcharge will be levied to cover the City's additional costs to accommodate the increased BOD levels. The surcharge is divided into three tiers as follows:
 - a. 651 and 700 mg/L = \$4.56 / lb. (on total mg/L above the average)
 - b. 701 to 800 mg/L = \$5.06 / lb. (on total mg/l above the average)
 - c. 801 mg/L and Above = \$6.06 / lb. (on total mg/l above the average).
 - i. The surcharge shall be re-evaluated each year to accommodate increases in materials and staffing cost.
3. All other parameters, including, Flow, Total Suspended Solids (TSS), pH, Oil and Grease, Chloride and electrical conductivity (EC), as well as monitoring and sampling details will remain the same.

For reference, a summary of the changes to the 2012 permit are included below.

1. The permit has been extended from a two-year permit term to a three-year term. (Amended on page 1.)
2. The average and maximum daily flows have been doubled. (Amended on page 2 under section I.1.)
3. Language has been added to temporarily grant DFA the double flow until they or some new user purchases the capacity. (Amended on page 2 and 3 under Section I.2.)
4. BOD, TSS, Oil and Grease, and Chloride limits have been increased to reflect the increased flows, as well as the more efficient treatment capabilities at the new WWTP. (Amended on page 2 under Section I.1.)
5. The upper pH limit was increased by one point at the request of DFA. We were not able to decrease the lower pH limit as requested because increase alkalinity degrades concrete pipes faster. (Amended on page 2 under Section I.1.)
6. The TDS limits have been removed and the related EC (electrical conductivity) limits have been increased in an effort to lower pretreatment costs for DFA. (Amended on page 2 under Section I.1.)

Fiscal Impact:

There is no direct fiscal impact to renewing the wastewater discharge permit or to the cost of Plant operations to accommodate amendments to the Permit. However, should DFA exceed the identified monthly BOD average over two consecutive months, a surcharge will be applied to ensure the City is recouping cost to accommodate the increased concentrations.

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2015-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON
RENEWING THE WASTEWATER DISCHARGE PERMIT FOR THE DAIRY
FARMERS OF AMERICA MILK PROCESSING PLANT AND AUTHORIZING
THE CITY MANAGER TO EXECUTE THE PERMIT**

WHEREAS, Dairy Farmers of America (DFA) currently holds the only industrial Wastewater Discharge Permit in the City; and

WHEREAS, the City of Hughson enters into and renews Wastewater Discharge Permits with DFA to manage the discharge to the Wastewater Treatment Plant; and

WHEREAS, the current Wastewater Discharge Permit is set to expire on January 15, 2015, and both parties desire that the permit renewal accommodates DFA's business needs and that discharge limits and are within tolerances established by the State and can be accommodated by the City's Wastewater Treatment Plant (WWTP); and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby renew the Wastewater Discharge Permit for the Dairy Farmers of America milk processing plant located at 2331 Tully Road and authorizes the City Manager to execute the permit attached hereto as Attachment A.

PASSED AND ADOPTED by the Hughson City Council at a regular meeting thereof held on January 12, 2015, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

MATT BEEKMAN, Mayor

ATTEST:

DOMINIQUE SPINALE ROMO, City Clerk

CITY OF HUGHSON
WASTEWATER DISCHARGE PERMIT

PERMIT NO. 15-01

COMPANY NAME: DAIRY FARMERS OF AMERICA, INC.

MAILING ADDRESS: POST OFFICE BOX 849, HUGHSON, CA. 95326

FACILITY ADDRESS: 2331 TULLY ROAD, HUGHSON, CA. 95326

The above industrial user is authorized to discharge industrial wastewater into the City of Hughson sewer system in compliance with the current City Code, any applicable provisions of Federal or State law or regulations, and in accordance with the discharge point(s), effluent limitations and all conditions set forth herein as Exhibit "A".

If you wish to appeal or challenge any condition imposed in this permit, a petition shall be filed in accordance with the requirements of Section 13.04.980 of the Hughson Municipal Code within 10 working days from the issued date of this permit.

Effective Date: January 16, 2015

Expiration Date: January 15, 2018

Issued Date: January 16, 2015

CITY OF HUGHSON

By: _____
Raul L. Mendez, City Manager

“EXHIBIT A”
CITY OF HUGHSON
WASTEWATER DISCHARGE PERMIT

PERMIT NO. 15-01

The Wastewater Discharge Permit No. 15-01 is subject to, without limitation, conditions and requirements as follows:

I. WASTEWATER DISCHARGE LIMITATIONS

1. Effluent Limitations. The Permittee shall comply at all times with the effluent limitations specified below. These values are not to be exceeded unless there is previous written approval by the City.

<u>Parameter</u>	<u>Monthly Average</u>	<u>Maximum</u>
Flow	300,000 gal/day* (0.3 mg/d)	500,000 gal/day (0.55 mg/d)
Biochemical Oxygen Demand (BOD)	650 mg/L (1,626 lbs/d)	1,200 mg/L (3,336 lbs/d)
Total Suspended Solids (TSS)	500 mg/L (626 lbs/d)	1,000 mg/L (4,170 lbs/d)
pH	6.5 – 9.6	6.5 - 9.6
OIL and GREASE	150 mg/L (375 lbs/d)	150 mg/L (626 lbs/d)
Chloride	450 mg/L (1,126 lbs/d)	550 mg/L (2,294 lbs/d)
EC	1,400 µmho/cm	1,800 µmho/cm

*Notwithstanding the heading of this column, this 300,000 gal/day average shall be an average over a 365 day period. For purposes of this Permit 15-01, the 365 day period shall be calculated to commence on January 16, 2015.

2. Capacity Usage. Based on historical usage, the discharger shall have the temporary right to discharge an average of 0.30 mgd and a maximum of 0.50 mgd to the WWTP at these discharge concentrations. Discharger has the permanent right to discharge an average of 0.15 mgd and a maximum of 0.25 mgd. The City shall allow the Permittee to use the available capacity (permanent and temporary) at normal user charge rates with the purchase of additional capacity until such time as there are other users willing to purchase this capacity. At that time, the Permittee shall either relinquish the capacity or purchase said capacity at the capacity cost at that time.

3. Surcharge for Exceeding Average BOD Limit. Should the Permittee exceed the identified BOD average for two consecutive months, a surcharge will be levied on the Permittee to cover

the City’s additional costs to accommodate the increased discharge concentrations. The surcharge is broken down into three tiers (ranges) as follows:

<u>Concentration</u>	<u>Surcharge</u>
651 to 700 mg/L	\$4.56 / lb. (on total mg/L above the average)
701 to 800 mg/L	\$5.06 / lb. (on total mg/L above the average)
801 mg/L and Above	\$6.06 / lb. (on total mg/L above the average)

The surcharge shall be re-evaluated each year to adjust for increases in materials and staffing costs.

II. MONITORING AND REPORTING REQUIREMENTS

1. Immediate Sampling. The Permittee shall take periodic samples utilizing monitoring equipment installed and operated by Permittee of the effluent from a location immediately upstream from the discharge sump of the Dairy Farmers of America industrial facility as indicated below. The samples shall be taken, handled and analyzed in accordance with Part 136 of Title 40 of the Code of Federal Regulations. Sampling and monitoring shall be commenced immediately upon issuance of this permit. An independent certified laboratory shall perform the analyses of the samples. The methodology, training of personnel and sampling procedures shall be submitted to the City in written form for review and approval prior to the first bi-monthly report. Any modifications of the approved methodology, training, or sampling procedures shall be implemented within fourteen (14) days after approval. All meters shall be inspected and calibrated at least once per calendar year, and the results of the inspection and calibration reported in writing to the City.

<u>Sample Parameter (mg/L)</u>	<u>Frequency</u>	<u>Sample Type</u>
Flow	Continuous	Meter
Biochemical Oxygen Demand (BOD)	Daily	Flow-weighted Composite
Total Dissolved Solids (TSS)	Weekly	Flow-Weighted Composite
EC	Continuous	Meter
Oil and Grease	Weekly	Flow-Weighted Composite
Chloride	Weekly	Flow-Weighted Composite

2. Additional Sampling. The Permittee shall take periodic samples utilizing monitoring equipment installed and operated by Permittee of the effluent from a location immediately upstream from the discharge sump of the Dairy Farmers of America industrial facility as indicated below. The samples shall be taken, handled and analyzed in accordance with Part 136 of Title 40 of the Code of Federal Regulations. Sampling and monitoring shall be commenced immediately upon issuance of this permit. An independent certified laboratory shall perform the analyses of the samples. The methodology, training of personnel and sampling procedures shall

be submitted to the City in written form for review and approval prior to commencement of sampling tests.

<u>Sample Parameter (mg/L)</u>	<u>Frequency</u>	<u>Sample Type</u>
pH	Continuous	Meter

3. Reporting. Monitoring results shall be summarized and reported bi-monthly (on the 15th and on the last day of each month) beginning February 15, 2015 to the City using the Industrial Self Monitoring Report Form provided by the City. In the event the above referenced reporting days fall on a weekend or holiday, the report shall be received at City Hall on the next following working day. The report shall indicate the nature and concentration of all pollutants in the effluent and the measured maximum and average daily flows. The report data shall also be delivered electronically in a format compatible with Microsoft Excel 2003, no later than the referenced dates. Flow measurements will show, for each reporting period, the total flow per day, and the average flow per day for the reporting period. BOD, TSS and TDS measurements will show the measurement for each day, and the average of each for the reporting period. The EC (continuous) will show the maximum measurement for each day, and the average for the reporting period. The EC (weekly), oil and grease, and chloride will show the measurement for each sample, and the average of the measurements for each for the reporting period. The pH measurement will show the daily maximum measurement, and the average of such measurements for the reporting period.

4. Exceedences. If discharges from Permittee exceed the discharge limitations set forth in Section I above, Permittee shall be subject to a civil penalty for each violation in the amounts specified in the Hughson Municipal Code, Section 13.04.985, as it is now or may be amended, payable 15 days from notification of the levy. If any compliance costs or fines imposed on City by the Regional Water Quality Control (“Regional Board”) or any other regulatory agency are directly attributable to Permittee’s violation of this permit, Permittee shall reimburse the City for such cost or fine within 15 days from written notification thereof. If, however, the negligent actions by the City in operating its Wastewater Treatment Plan are solely responsible for any resultant compliance costs or fines imposed by the Regional Board, Permittee shall not be responsible for any such fines or costs.

5. Reporting Violations. If the results of Permittee’s monitoring samples indicate that a violation of the permit has occurred, including any failure to sample, test, or report as required, the Permittee must inform the City of Hughson of the violation within 24 hours. A detailed written report shall be filed within five (5) days.

6. Accidental Discharge. The Permittee shall provide protection from accidental discharge of prohibited materials and wastes regulated by the City of Hughson Sewer Use Ordinance into the storm drainage or sanitary sewer system. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the Permittee’s expense. The Permittee shall notify the City of Hughson immediately upon the occurrence of an accidental discharge of substances into the storm drainage or sanitary sewer system and within five (5) days provide a detailed report to the City of Hughson. An Accidental Spill Prevention Program – Spill Contingency Plan consistent with the form provided by City shall be resubmitted to the City within sixty (60) days of the effective date of this permit. Permittee shall be responsible to make payment to City within 15 days of demand any and all costs incurred by City to address,

clean-up or remedy any accidental discharge of prohibited materials or wastes into the storm drainage or sanitary sewer system by Permittee.

7. Changes of wastewater. The Permittee shall notify the City prior to the introduction of new wastewater or pollutants or any reasonably anticipated change in the volume or characteristics of the wastewater being introduced into the City System from the user's industrial processes that may either decrease or increase any parameter, average or maximum, by more than ten percent (10%), or may approach an existing permit limit, or may introduce new constituents into the waste streams. Any such anticipated change shall be reported to the City Public Works Department by telephone to 209/883-4054. Formal written notification shall follow within thirty (30) days of such introduction.

8. Reporting Non-compliance. Any upset experienced by the Permittee of its pretreatment facility that places it in a temporary state of non-compliance with the wastewater discharge requirements shown in this permit, shall be reported to the City within 24 hours of first awareness of the start of the upset by telephone to the City Public Works Department at 209-883-4054. A detailed written report shall be filed within five (5) days.

9. City Monitoring. The City of Hughson may monitor flows and sample the sewer effluent for the effluent parameters listed in section I. above.

III. PRETREATMENT FACILITIES

If violations of effluent limitations occur, Permittee will be required to provide further pretreatment as provided by section 13.04.520 of the Hughson Municipal Code.

IV. SPECIAL CONDITIONS

1. Hazardous Material Business Plan. The Permittee shall submit within thirty (30) days of the effective date of this permit, a current Hazardous Material Business Plan to eliminate or minimize the accidental or sludge discharge of pollutants into the sewer system, which could have an effect on the City's Wastewater Treatment Plant, sewer lines and/or workers, or cause the City to violate its' NPDES permit.

2. Plant Limitations. The discharge limitations are based on the ability of the treatment plant to properly treat the waste and the sewer lines to handle the flow. The Permittee shall never exceed the quantities of this permit.

3. Prohibited Discharge. The Permittee shall not discharge, or cause, allow, or permit to be discharged into the Sanitary Sewer System, Storm Water Facilities, Public Right of Way, or any part thereof, any substance prohibited by the Hughson Municipal Code.

V. GENERAL TERMS

1. Right of Entry. The Permittee shall allow the City or its representatives, exhibiting proper credentials and identification, to enter upon the premises of the user, at all reasonable hours, for the purposes of inspection, sampling and maintenance of flow and sampling equipment. Reasonable hours in the context of inspection and sampling includes any time the Permittee is

operating any process which results in a process wastewater discharge to the City's sewage system.

2. Records Retention. All records that pertain to matters that are the subject of special orders or any other enforcement or litigation activities brought by the City or other enforcing body shall be retained and preserved by the Permittee until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired, but in no event less than three (3) years.

3. Confidential Information. Except for data determined to be confidential, all reports required by this permit shall be available for public inspection at City Hall.

4. No Dilution. Permittee shall not increase the use of potable or process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this permit or in the City Sewer Code.

5. Proper Disposal of Pretreatment Sludges and Other Wastes. The disposal of sludges and spent chemicals generated on site shall be done in accordance with Section 405 of the Clean Water Act and Subtitles C and D of the Resource Conservation and Recovery Act.

6. Signatory Requirements. All reports required by this permit shall be signed by a principal executive officer of Permittee, or his designee. The persons initially authorized to sign such reports shall be: John Crockett or Ralph Sartori. Permittee may change such designation at any time by written notice to City.

7. Duty to Comply. The Permittee must comply with all conditions of this permit. In addition to civil penalties as specified in Section II.3, failure to comply with the requirements of this permit may be grounds for administrative action or enforcement proceedings including civil or criminal penalties, injunctive relief and summary abatement and any other actions or remedies permitted by law including the City of Hughson Sewer Use Ordinance (Chapter 13.04 of the Hughson Municipal Code) and the City of Hughson Administrative Enforcement Ordinance (Chapter 1.17 of the Hughson Municipal Code).

8. Duty to Mitigate. The Permittee shall take all reasonable steps to minimize or correct any adverse impact to the public treatment plant or the environment resulting from noncompliance with this permit, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge.

9. Revocation of Permit. The permit issued to the Permittee by the City may be revoked if after inspection, monitoring or analysis it is determined that the discharge of wastewater to the sanitary sewer is in violation of Federal, State or local laws, ordinances or regulations or the conditions of this permit, or there has been a failure to pay fines, fees or penalties imposed by the City or any other regulatory agency or body or to provide immediate right of entry. Additionally, falsification or intentional misrepresentation of data or statements pertaining to the permit application or any other required reporting form shall be cause for permit revocation.

10. Severing of Sewer Service. The city maintains the right to immediately stop the sewer flow from Permittee if it is deemed necessary to protect the City property and personnel from immediate danger and/or to protect public health and safety. Reconnection will be made after it has been determined that the danger is no longer present.

11. Falsifying Information or Tampering with Monitoring Equipment. Knowingly making any false statement on any report or other document required by this permit or knowingly rendering any monitoring device or method inaccurate, may result in punishment under the criminal laws of the City, as well as being subjected to civil penalties and relief.

12. Term, Modification or Revision of the Permit

A. The effective date of this permit shall be the date of execution thereof by City. This permit is issued for a period from the effective date to January 15, 2010.

B. The terms and conditions of this permit may be subject to modification by the City at any time as limitations or requirements identified by the City's Sewer Use Ordinance or Ordinances are modified or other just cause exists.

C. This permit may also be modified to incorporate special conditions resulting from the issuance of a special order.

D. The terms and conditions may be modified as a result of EPA or other agency, state, or federal, or local, having jurisdiction, promulgating a new pretreatment standard.

E. Any permit modifications which result in new conditions in the permit shall include a time schedule for compliance.

13. Duty to Reapply: A minimum of sixty (60) days prior to the expiration of this permit, the Permittee must reapply for reissuance of the permit on a form provided by the City. The application shall include a Baseline Monitoring Report consistent with the form provided by City.

14. Severability: The provisions of this permit are severable, and if any provision of this permit or the application of any provision of this permit to any circumstance is held invalid, the application of such permit shall not be affected.

15. Property Rights: The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any invasion of personal rights, nor any infringement of Federal, State or local regulations.

16. Regional Water Quality Control Board. Should the City be unable to eliminate any violations cited in any Notice of Violation issued by the Regional Water Quality Control Board or to accomplish any monitoring required by the applicable state, federal or local agencies in a timely manner due to factors beyond its reasonable control, or should additional operational restrictions be imposed by the Regional Board or any other regulatory agency, the discharge of Permittee's wastewater to the Wastewater Treatment Plan may be curtailed until the restriction is lifted. It is expressly agreed by Permittee that the City shall not be liable for damages suffered by Permittee as a result of conditions imposed by the Regional Board or any other regulatory agency. This Section V.16 is not intended to, and does not, waive any rights, privileges, or immunities the City may have under applicable law, nor is it intended to, and it does not, imply that the City shall be liable for damages suffered by Permittee from any cause other than the causes specified herein.



CITY OF HUGHSON AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: January 12, 2015
Subject: Discussion and Approval of the Revised City of Hughson Goals and Objectives
Enclosure: City of Hughson Goals and Objectives Matrix
Presented By: Raul L. Mendez, City Manager
Approved By: _____

Staff Recommendation:

Discuss and approve the Revised City of Hughson Goals and Objectives.

Background/Overview:

On July 27, 2013, a City of Hughson Goals and Objectives Workshop was held involving the City Council, Planning Commission, Parks and Recreation Commission, City staff (including the Hughson Police Chief) and other local leaders to revisit current priorities and make modifications based on progress, accomplishments and new areas of focus.

City staff took the most recent version of the Goals and Objectives matrix at that time and facilitated a discussion to revisit and refocus the goals and objectives listed. By narrowing the focus, City staff could be more effective in pursuing City directives and initiatives. This strategic effort originated from a session held back in November 2010, where the City Council requested that a model be developed to help guide the City's efforts in various key public policy areas. Shortly thereafter, on December 11, 2010, City leaders and staff 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 29, 2011, a second meeting was held and City staff presented a draft Goals and Objectives Matrix that incorporated the items and discussion from past meetings.

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.

This matrix document serves as a dashboard for staff and the Council to help the City focus and track its progress on the listed goals. This is a fluid document that is updated over time as needed. This document was reviewed by the City Council on April 11, 2011, August 22, 2011, February 27, 2012, September 24, 2012, and most recently, during the City of Hughson Goals and Objectives Workshop held on July 27, 2013 and subsequent reviews on September 9, 2013, July 14, 2014 and November 10, 2014.

Revisiting and Refocusing the City's Goals and Objectives

During the recent City's Goals and Objectives review in the past fiscal year, the group spent considerable time reviewing the existing matrix, consolidating priorities, removing items that were complete or no longer applicable, and creating new areas of focus. Discussions ensued within each of the eight core areas, City staff reported on progress, and City leaders highlighted elements that were still critical moving forward.

Generally speaking, City leaders and staff recognized that this was an opportune time to refocus given that the fiscal condition of the organization was in better shape than prior years which provided opportunity to make significant progress in key areas in a measured approach. Signs of economic recovery also supported the notion that City forces could be more effective than in the past in moving forward on local initiatives and efforts. The group discussed continuing to utilize existing and new partnerships to make advance in certain areas.

The complete City of Hughson Goals and Objectives Matrix is provided as an enclosure for reference and has been updated accordingly since that last review in November 10, 2014. In summary, some of the main discussion points continue to be as follows:

- This City should develop Mission and Vision statements to guide the organization.
- Public safety efforts should continue to be strengthened through partnerships with the Stanislaus County Sheriff's Department and the Hughson Fire Protection District.
- Economic Development is still a priority and efforts should continue to attract and retain businesses and strengthen the local economy.
- Creating a business friendly local environment will be an emphasis.
- The City should revisit fee structures regularly to ensure that they are properly covering the cost of providing public services.
- Development of recreational facilities and program opportunities should continue to be supported through partnerships and external funding.
- Operational efficiencies should continue to be explored to ensure that the City resources are being effectively leveraged.
- The City will continue to meet its regulatory requirements as a municipality.

- Efforts should continue to adequately support and maintain City infrastructure (water system, waste water treatment facilities, roads, etc.).
- Civic participation and open government access should be promoted and efforts should be further developed.
- City will be fiscally responsible and provide adequate financial reporting to ensure that residents are well informed.

It is the intent of City staff to review the City of Hughson Goals and Objectives with the City Council quarterly (July, October, January and April). This review gets the process back on schedule and better prepares the Council and staff for the offsite retreat discussed during the November 10, 2014 regular meeting. City staff has worked with the City Council to schedule an offsite retreat as conducted in past years to do a more comprehensive and focused review of the City's Goals and Objectives. Additionally, the Mayor and City Manager have benchmarked the strategic planning model utilized by the City of Riverbank as a best practice and will share some of those elements at the retreat for discussion.

This retreat is scheduled for Saturday, January 17, 2015 and will provide an opportunity for the City Council and staff to review the Goals and Objectives and make modifications as necessary. Additionally, members of the Planning Commission, Economic Development Committee, and Parks and Recreation Commission will have an opportunity to participate in the discussion along with other partners that may be interested and members of the public. The announcement for the offsite retreat is attached for reference.

Fiscal Impact:

There are no significant fiscal impacts associated with this item. Costs associated with initiatives and efforts consistent with the revised City of Hughson's Goals and Objectives will be considered on a case by case basis and as brought forward to the City Council for consideration.

GOALS & OBJECTIVES UPDATE
December 30, 2014

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 zoning with downtown focus/emphasis and revitalization.		X		Staff has taken a fresh look at downtown. Reviewing neighboring cities form based codes and districts.
2	On-going	Community Development Director	The General Plan will be the primary public policy guiding land use decisions.		X		This is an annual report that is sent to H&CD and OPR prior to April. The General Plan is updated per State requirements (Government Code 65300). City staff was directed to work with City of Ceres and Stanislaus County to explore establishment of an Agricultural Buffer between both cities. City Manager discussed concept with counterpart and agreed to further explore in early 2015. Funding for Housing Element update was approved with the Fiscal Year 2014-2015 Adopted Budget. City staff has issued a Request for Proposals for technical assistance needed to complete the update. City Council approved professional service agreement with Mintier Harnish Planning Consultants on December 8, 2014 for the preparation of the City of Hughson 5th Cycle Housing Element.
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 adopted Design Expectations of the City.		X		City is actively reaching out to development community. Staff is also working with each individual entity in process to make sure expectations are met. Discussions have recently been held with Kiper Development (Fontana), Pacific Homes Land Entity, (Sterling Glen) and Floresheim Homes (Euclid). Community Development Director exploring specific plan option for City areas primed for economic development opportunities. Community Development Director also met recently with land use planner representing property owners near the northwest portion of the City (Hatch Road and Santa Fe) regarding possible development.

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		The City Council adopted the Farmland Preservation Program on January 28, 2013. The program requires preservation, through easements, of prime farmland at a 2:1 ratio for every acre converted to urban use. City staff to research associated measurement tools to gauge effectiveness. City of Hughson was recognized by the California Partnership for the San Joaquin Valley for their work in this area ("2014 Kudos Award").
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		Pine Street, South 4th Street, 5th Street and Fox Road curb, gutter, sidewalk and pavement improvement projects are complete. Next phase of 5th Street improvements was completed in August 2014. The City Council adopted the City of Hughson Design Manual for Living Streets on May 13, 2013. City is taking a new focus on Non-Motorized Plan. City recently submitted grant applications for Fox Road and Hatch Road for non-motorized projects (FY 2014-15 - FY 2017-18). Fox Road Pedestrian Project was approved for Active Transportation Program funding through local call for projects. Hatch Road Bike/Pedestrian Project was not recommended for Congestion Mitigation and Air Quality (CMAQ) funding during initial cycle. City submitted a funding application during the second CMAQ cycle for the Whitmore/Santa Fe Pedestrian Project in December 2014. Learning from the City's submission during the first round submission, the second application better met the goal of the program. Notification of projects funded anticipated in early 2015 through the Stanislaus Council of Governments.

Goals and Objectives

Goal #1 - Land Use

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
6	On-going	City Manager and Community Development Director	Seek Funding for Parkland and Pool			X	<p>Undeveloped school district property near corner of Whitmore and Seventh Street considered opportunity to site a future joint use parks facility. City of Hughson successfully applied for Land Water and Conservation Fund grant assistance from the State of California for the purchase of the 19.65 acres from the Hughson Unified School District. Property valued at \$685,000 and the LWCF would provide 50% funding with the remainder coming from the City's park in lieu and development funds. City staff has explored several options for development of project site and associated ongoing costs for discussion and consideration. City and District executed Memorandum of Understanding (May 2014) and subsequent Purchase Price Agreement (November 2014) for the sale/purchase of the property. Respective agency legal counsels have commenced initial escrow instructions. Amendment to Purchase Price Agreement was executed to allow additional time for District and City to complete necessary tasks. Closing date revised to April 27, 2015. LWCF Funding Agreement received by City and brought forward for City Council consideration. Contract confirmed start date and end date of grant performance period (September 3, 2014 - June 30, 2017). City staff will pursue LWCF grant for development of acquired property. Deadline for next cycle is February 3, 2015 and City staff is exploring eligibility and competitiveness of an application if submitted at this time.</p>

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 Program 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		The City has entered into an MOU with the Alliance to assist with the promoting the Hughson Business Incubator Center housed at in the City Hall Annex Building (current tenants: Hughson Chamber of Commerce and Hughson Chronicle). The City expanded its partnership with the Alliance to bring a Small Business Development Center consultant to the Business Incubator Center to market Hughson business assistance programs and provide other resources/trainings to existing/prospective businesses. SBDC consultant has assisted the City with marketing the business assistance programs, meeting with existing/prospective businesses to evaluate and develop business expansion/creation concepts and supporting local business ventures as needed. For Fiscal Year 2014-2015, City and Strategic Business Alliance will focus on informational presentations (marketing, recordkeeping, business plan, accounting, etc.) for current business and also marketing local economic development opportunities.
2	On-going	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		A Developer Impact Fee Comparison was presented to the City Council on March 12, 2012. As economic recovery continues may need to revisit fee structure. <i>City staff plans to revisit current fee structure in early 2015 (March/April) for discussion and direction.</i>

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

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
3	On-going	Community Development Director and Finance Manager	Review how Hughson fees, licenses, utilities and other charges compare with other cities.		X		In August 2013, the City Council authorized a professional services agreement with Bartle Wells and Associates for an updated water rate study. Bartle Wells provided a presentation on the water rate study to the Hughson City Council in early 2014 based on the Well #7 Replacement Project/State Revolving Loan Fund application that was ultimately funded by the California Department of Public Health. If approved by Council, Bartle Wells will assist with with a Proposition 218 rate increase once income survey is complete to determine if the City of Hughson is a disadvantaged community and the consolidation project for extending water service through an out of boundary connection to Cobles Corner and Country Villa is vetted. Proposition 218 rate increase should occur in early 2015 and will include an extensive public outreach component to provide opportunity for residents/business owners to learn about the City's strategy and approach for coming into compliance with State drinking water MCL requirements. Moving forward, staff will conduct comparison annually.
4		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. The Economic Development Strategic Plan was developed and approved by the City Council on September 26, 2011. It is intended to be a living document that will be modified over time. <i>The City's Economic Development Committee reviewed this EDSP plan in the fall of 2013 and will be revisited again in the fall during the current year.</i>
5			The City will promote expansion of other economic sectors which are compatible with agriculture.		P		

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

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
6			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.		Part of EDSP		The City Council adopted the Farmland Preservation Program on January 28, 2013. The program requires preservation, through easements, of prime farmland at a 2:1 ratio for every acre converted to urban use. City of Hughson was recognized by the California Partnership for the San Joaquin Valley for their work in this area ("2014 Kudos Award").
7			The City will work to establish a method for business attraction and business retention.		Part of		City staff developed zoning, set-back, and parking amendments that provide more options for downtown development. These amendments were approved by the City Council. City created a Shop Local utility bill insert listing Hughson businesses that is updated annually and sent out at the beginning of each fiscal year. The City has also been working with the Alliance to developed a brochure for the Hughson Business Assistance Programs that is used by both when having discussions with existing and prospective businesses. City of Hughson also provides information to the Alliance for incorporation to their marketing material at retail trade shows. The City of Hughson is also an active participant in the meetings of the Alliance Economic Development Practitioners monthly meetings to learn more about creative and effective business attraction and retention strategies.

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

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
8			The City will consider business incentives for businesses which promote community goals.		EDSP		Through the work of the Hughson Economic Development Committee, an expanded business assistance program was developed and approved by the Hughson City Council in the fall of 2013. The program allows for grant/loan funding for business development/expansion. A total of \$30,000 is approved annually for this program. The application received by the EDC from the Branding Iron Catering was forwarded to the Hughson City Council in June 2014 for approval that would bring back the Santa Fe Coffee (dba Perks Coffee) component. A loan of \$12,000 was approved for the purchase of necessary equipment and a grant of up to \$3,000 for necessary facility improvements. In the current fiscal year, assistance was approved in November 2014 to two additional business ventures--Magnolia Farmhouse Market (\$4,000 grant/\$4,000 loan) and Shami Dogs (\$3,000 grant/\$3,000 loan). Magnolia Farmhouse Market opened for business just prior to the December holiday and Perks Coffee and Shami Dogs are anticipated to be open in January/February of 2015.
9			Develop a Branding Program for the City.				Consider "Small Community with a Big Heart". City will work with the Stanislaus Business Alliance to develop a marketing program to promote Hughson. Program is anticipated to be unveiled in the spring of 2015.
10			Develop plan to attract more people to visit and shop in Hughson				The City Manager continues to work with the Chamber of Commerce to assist with the Hughson Fruit and Nut (formerly Harvest) and Christmas Festivals. These event helps bring hundreds of people into our community.
11			Create a business newsletter to generate interest in Hughson.				The Hughson Chamber of Commerce has developed a newsletter that shares positive information on the City to the community and business sector. The inaugural Hughson Chamber of Commerce newsletter was disseminated to the membership in June 2014.

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

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
12	On-going	City Manager	Market positive aspects of City and community on the City's website.		X		City website is functional and being used as an outreach tool for the community. City staff will continue to make information available that is of value to residents and local businesses. The City has begun the practice of developing Press Releases to share information regarding City programs, events and services. For the upcoming year, will better utilize City calendar to promote events that are scheduled throughout the year. <i>The Mayor and City Manager recently participated in interviews with California Edition showcasing the work by the City and partners on the Seventh Street Park Project. Additionally, a Press Release was issued at the end of the calendar year that highlighted the spirit of the community during the holiday season. The Turlock Journal, Ceres Courier and Hughson Chronicle all ran positive stories on Hughson work in the last year and the promising future ahead.</i>
13	On-going	City Manager	Meet with the property owners of land surrounding City to discuss growth.		X		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.
14	On-going	City Manager	Reach out to and work with businesses in the City's Sphere of Influence		X		The City is very involved in the Hughson Chamber of Commerce. Community Development Director has developed an outreach plan to meet with local businesses (commercial and retail) annually. During the summer of 2014, he and City Manager have held sessions with the Dairy Farmers of America, Valley Tool and Manufacturing, Grossi Manufacturing, the California Truss Company and Hughson Cold Storage. During the remainder of the fiscal year, will schedule similar meetings with other retail businesses beginning with those in the downtown.

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

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
15	On-going	City Manager and Community Development Director	Make proactive efforts to attract a full-service grocery store to our community		X		The City will continue to support local small grocery stores already in place. City staff met with representatives from Sav More to discuss the City's business assistance programs and plans to meet with others in the downtown in early 2015. It will support interests to bring a full-service grocery store to the area. The Community Development Director has initiated discussion with Pioneer Market and will be working with Stanislaus Business Alliance to provide market research data for consideration and future use in the upcoming months. City staff's discussions with Dollar General (through the Embree Group) about a viable site in Hughson have advanced and a location in downtown (near terminus of 4th Street) has been selected and being pursued. City Council approved proceeding with the process to vacate City parking lot to accommodate 9,100 square foot store. The Dollar General location as proposed will meet no setback requirement on Hughson Avenue to continue with current look and vision. <i>City staff working with Dollar General representatives on an acceptable preliminary site plan and layout.</i>
16	On-going	Community Development Director	Review sign ordinances and code enforcement activities.		X		City staff continues to evaluate existing ordinances and segments of the municipal code to support sustainability of local businesses. City Code Enforcement Program has been re-established and more proactive approach is being pursued to ensure compliance with Hughson Municipal Code.
17	On-going	City Manager	Develop Business Incubator with Agribusiness emphasis.		X		The City entered into an MOU with the Alliance to assist in this effort. Tenant lease agreements and other logistics are in place. The Hughson Chamber of Commerce and Hughson Chronicle have located to the Business Incubator. City staff working with the Alliance has developed marketing materials to promote opportunities to business sector. Interest has been expressed by several prospective businesses (tax preparation, bail bonds office, loan officer, insurance agency, export business, graphic designer) in the Business Incubator but none has materialized at this point. City efforts will continue to occupy the remaining offices with new businesses in the upcoming fiscal year.

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

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
18	On-going	City Manager and Community Development Director	Support efforts to revive Hughson Fruit and Nut (formerly Harvest)		X		City staff and members of the Council participating in the planning and coordination of the annual Hughson Fruit and Nut Festival. City has responsibility over waste management and police services during the two-day event. City staff participated as an exhibitor at this year's event which provided great opportunity to interact with attendees and discuss current City initiatives. City Council was also available at City booth to connect with residents and festival visitors. The Hughson Chamber of Commerce Board of Directors approved the name change for the festival in 2015.
19	On-going	City Manager and Community Development Director	Develop materials and proactively market the Arboretum and other local attractions to the public.		X		City staff will need to work with the Arboretum Board of Directors and other organizations to gather the necessary information for this effort. Further development of Arboretum contingent upon funding. Mayor, City Manager and Community Development Director have met with members of the Arboretum Board of Directors to discuss ways to partner to further develop elements of the property. Arboretum representatives discussed enhancing outreach efforts, installing necessary fencing and completing Arboretum markers. Site infrastructure needs (water, access, etc.) were also discussed briefly. City staff agreed to facilitate showcasing Arboretum at official grand opening of the Hughson Sports and Fitness Complex and to be active participant in their next Open Garden in the spring of 2015. City staff also invited Arboretum Board to be involved in the Love Hughson 2015 event to take advantage of volunteers for their pending improvement projects.
20	On-going	Community, Chamber, and Local Businesses	Create a Farmer's Market.		X		City staff has initiative research regarding creating a Farmer's Market. Discussions have been held with both the Hughson Economic Development Committee and the Hughson Chamber of Commerce and been well received. A Farmers Market is held at the Hughson Harvest Festival. A possible venue for a Farmers Market would be at the Marketplace Shopping Center. The City will continue to facilitate the discussion with the Chamber, local tenants at the Marketplace Shopping Center, and Farmer's Market vendors to determine if feasible. The Hughson Small Business Development Center has agreed to take a lead role in further advancing this initiative in 2015.

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	Encourage Industrial growth in incorporated cities and not in the County		X		City has established an urban growth boundary. In addition, have passed resolution opposing any new development in unincorporated area surrounding City limits. City will initiate discussion with the County to revisit this item and discuss any potential projects in the queue.

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 Hughson transit services. The City Council adopted the City of Hughson Design Manual for Living Streets on May 13, 2013. Emphasis needs to be placed on non-motorized modes of transportation. For Fiscal Years 2016-2017 and 2017-2018, the City of Hughson submitted (but not recommended for funding) a bike/pedestrian project along Hatch Road for Congestion Mitigation Air Quality (CMAQ) consideration (now a competitive process). This is a top priority per the City of Hughson Non-Motorized Transportation Plan (August 2008) and would provide a transportation option to residents and an amenity to the community and could catalyze the effort to improve the aesthetics of Hatch Road—one of the first impressions of the City. City submitted a project (Whitmore Avenue/Santa Fe Avenue Pedestrian) during the second cycle (December 2014) for grant funding (\$100,000) that better meets the CMAQ goals for emission reductions and cost-effectiveness. Project would improve pedestrian access to the Market Shopping Center.
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 Stanislaus Regional Transit (START) and StanCOG to improve transit opportunities in Hughson. In the past year, City staff participated in a StanCOG subcommittee to prepare the Request for Proposal (RFP) for the 2014 StanCOG Transit Systems Study and to look at the cost sharing model currently in place.

Goals and Objectives

Goal #3 - Transportation

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
3	On-going	City Manager and Community Development Director	Access all available funds for the purpose of maintaining and improving existing streets.		X		Partner with StanCOG and other jurisdictions to acquire funds for street projects. Recent CMAQ funds have gone towards road infill projects (Pine Street, 4th Street, 5th Street, Fox Road, etc). The City successfully pursued Active Transportation Program funding for a safe routes to school project along Fox Road (Fiscal Year 2014-15 & 2015-16). Staff has been very involved with the disbursement of Local Transportation Funds through StanCOG. The City Council adopted a utility trench cut fee and established a special street fund (effective April 25) for the monies collected. <i>City actively participated in the discussion regarding a 1/2 cent sales tax measure for transportation and expenditure plan in 2014 deferred to 2016 by the StanCOG Policy Board). Additional work by the County and partner cities on this initiative is anticipated in 2015.</i>
4	On-going	Community Development Director	Plan for future public parking in the downtown area to encourage business activity.		X		An ordinance was adopted amending the parking requirements in the Downtown Commercial Zone to allow parcels to develop without on-site parking. Through the Economic Development Committee, have discussed different strategies to strengthen the downtown core (vacancy, pocket parks, outdoor dinner, etc.). Economic Development Committee conducted a walking tour of the downtown.

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		Hughson participated in the Regional Transportation Impact Fee meetings with the cities and county to discuss an equitable transportation impact fee. Based on StanCOG Policy Board direction measure for 2014 was deferred to 2016. City historically looks to use of LTF, CMAQ, CDBG and outside funding to address local traffic issues through improvement projects . Stanislaus County signalization and intersection improvements at Hatch Road and Santa Fe are programmed for Fiscal Year 2014-2015. County Public Works provided an update on the project in October 2014 and committed to provided bimonthly reports to ensure that the traffic signalization project remains on task. Environmental work for the project (initial study and mitigated negative declaration) is underway. Design and right of way acquisition anticipated after environmental work is complete.

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	The City Council renewed its contract with Stanislaus County for Law Enforcement Services for three year period from Fiscal Year 2013-2014 to Fiscal Year 2015-2016. The Police Chief provides activity reports to show how law enforcement activities are benefitting the community on periodic basis along with annual report to the community. For the upcoming year, will work with Police Chief on the anticipated use of Supplemental Law Enforcement Services Funds to augment existing efforts-- including Code Enforcement Officer through new model. Mayor Pro Tem and City Manager met with Stanislaus County Sheriff and othe County personnel to discuss pending Police Chief retirement in March of 2015 and recruitment and transition plan. Lieutenant recruitment to be initiated in January 2015 by County. Hughson Police Chief selection process to commence shortly thereafter which will include interviews by diverse local panel to arrive at City recommendation for placement to the critical position.
2	On-going	City Manager and Police Chief	Continue Community Activities (i.e. Neighborhood Watch, Kids Safety Places)		X		The City Manager and Police Chief designee have been engaged in the Hughson Family Resource Center Community Capacity Building effort (Citizens for a Healthy Community). Through CCB, the City's Neighborhood Watch Program has remained in tact and culminated with the annual National Night Out celebration on August 5, 2014. Along with Hughson Fire Protection District, Pro Transport, Stanislaus Sheriff STARS and others, participated in a caravan that visited all eighteen (up from nine in the prior year) registered block parties promoting the NNO mission to "promote involvement in crime prevention activities, police-community partnerships, neighborhood camaraderie and a united front against criminal activity."

Goals and Objectives

Goal #4 - Public Safety

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
3	On-going	City Manager	2+2 Fire District/City Committee.		X		The Fire District/City Committee met every other month and have had very productive session to discuss current initiatives, coordination for local events and explore partnership opportunities. Examples include (1) the work by the City on its municipal water system, (2) coordination for National Night Out, Halloween Trunk or Treat and Christmas Festival, and (3) the Fire Command Vehicle Cost Project. The Hughson Fire Command Vehicle was jointly purchased by the City of Hughson and the Hughson Fire Protection District and is now available for local incidents. The City participated in Operation Santa Clause to pilot the "Light up the Town" program in partnership with the Hughson Family Resource Center/Citizens for a Healthy Community. The City has agreed to support the Fire District in its centennial celebration in June of 2015.

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 provide more efficient public services.		X		Utility bill pay online is now available. SeeClickFix 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, nuisance issues, graffiti, etc. REPORT ATTACHED.
2	On-going	City Manager and Community Development Director	Support recreation activities to provide access for all residents.		X		The City will work with local partners and groups in support of providing local recreational options for youth and adults. Councilmember Carr is the Council designee on the Hughson Sports and Fitness Complex Steering Committee. Phase I (completed) includes addition of three new soccer fields and one new softball field. Well No. 6 delivers and provide a non-potable water system at the high school sports fields. Phase II (pending upon funding availability) will include lighted parking lot, restrooms and snack bar, PAR fitness course and additional field development. The Hughson Sports and Fitness Complex was utilized by the Hughson United Soccer League during their inaugural season. City and School District executed extension to the LeBright Fields lease through April 1, 2017. Both are also proceeding forward with the sale/purchase of 19.65 acres for development of Seventh Street Park Project. The City Parks and Recreation Commission is back at full capacity and will assist with advancing key initiatives in this area. In addition to the Seventh Street Park Project, the Commission will be involved in the Starn Park Playground Replacement Project in the current year.

Goals and Objectives

Goal #5 - Public Services

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
3	On-going	Community Development Director	Review existing services & consider appropriate fees for providing these services.		X		City fee structures will be evaluated as needed to ensure sufficient to cover cost of services provided under legal authority. The City Council amended Title 16 Subdivisions in the Municipal Code to require formation of a Community Facilities District to provide funding for City services that are not being funded through other sources (use for subdivision infrastructure bonds prohibited).
4	On-going	City Manager and Community Development Director	Monitor the use of community enhancement fees.		X		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. The water tower paint project is complete, the anti-graffiti vines at Starn Park have been planted, some funds were used for the high school turf irrigation project, and city hall has been repainted. The Hughson City Council approved funding of approximately \$29,000 for the joint purchase of the Fire Command Vehicle for the Hughson Fire Protection District. <i>In the current year, other such uses include improvements to the downtown (flags, banners, electrical) and Starn Park parking area. The Community Development Director is also exploring possible use to establish a pilot program in the downtown for outdoor dining.</i>

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 wastewater treatment plant has been operational since September 2012 but construction of site improvements has been ongoing. There is adequate sewer capacity for future growth but water system improvements are necessary before that additional capacity can be utilized. Noeller farm lease for 12 acre City property adjacent to the wastewater treatment plant was extended by the City Council in December 2014 through October 31, 2015 or completion of the harvest of the fall 2015 almond crop, whichever occurs later. City staff was directed to bring the item back for further discussion and evaluation of possible options for future use of that property as well as other property adjacent to the lower ponds.
6	On-going	Community Development Director	Continue to support efforts for the planning and development of an Integrated Regional Water Management Plan (IRWMP) for the mutual benefit of Hughson, Modesto, Turlock and Ceres.		X		City by mutual cost-sharing agreement with other parties hired consultant (RMC Water and Environmental) to complete an Integrated Regional Water Management Plan (IRWMP) for the East Stanislaus IRWM region. Joint proposal (along with Modesto, Turlock and Ceres) prepared and submitted, based on IRWMP, for potential funding of listed projects. For the City of Hughson, submission includes next phase of the non potable water system improvements. In late 2014, the City of Hughson was notified that the joint proposal had not been funded by the State Department of Water Resources

Goals and Objectives

Goal #5 - Public Services

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
7	On-going	City Manager	Expand existing water conservation program and policies to incorporate education emphasis.		X		Explore model implemented in other areas (Fresno, Merced, Clovis) regarding water conservation measures including education of water needs of various trees, shrubs, gardens, etc. Gather information from CSU and UC farm advisors and make available for reference to the public. City staff has been very involved in countywide discussions regarding groundwater supply, drought conditions and water policy through the work of the Stanislaus County Water Advisory Committee, Technical Advisory Committee and Drought Taskforce gathering information on municipal practices and challenges. City Council adopted water conservation program by ordinance to codify measures in response to adopted State legislation. City's program included emergency restricts for drought conditions. City staff will participate in upcoming local events-Water Summit for January 16, 2015 and Regional Groundwater Workshop on February 5, 2015.
8	On-going	City Manager	Continue to monitor staffing and training levels to ensure that quality public services are provided.		X		Continue to look for opportunities for staff members. The City Manager and Community Development Director continue to encourage public works staff to gain additional certifications. The additional training and certifications help City crews gain greater knowledge and improved abilities to maintain and operate the City water system. Cross training will also continue amongst the administrative staff.

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		The City is part of the JPA with the County and other cities for the provision of Animal Services. The City, through the JPA, is contributing to the debt service for the new Animal Services Facility. The City has converted the Annex Building to the Business Incubator Center that now houses both the Hughson Chamber of Commerce and the Hughson Chronicle. There are also several shared facility partnerships in place with the Hughson Unified School District (open gym basketball program at the Ross Gymnasium, Lebright Fields, Sports and Fitness Complex). The City has worked with the Hughson Family Resource Center to establish community programs (recreation, meals, etc.) at the Senior Community Center and such efforts will continue. The City works with the United Samaritan Foundation, Sierra Vista Child and Family Services and Stanislaus County at the Third Street Center to ensure that community services are provided. City Manager will schedule a meeting in the upcoming quarter with these partners to discuss current model and future opportunities.
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		Continue review of the capital improvement needs of the City. Planned projects include the installation of curb, gutter and sidewalks on a variety of segments in the City. The work for Tully Road that includes water, sewer, storm drain, and roadway improvements is programmed for Fiscal Year 2014-2015 now that funding has been obligated. This years' budget also included funding for overlays on south 4th, south 5th, and Fox Road from Charles to 2nd. Phase I of the non-potable water system improvement project is complete and the next phase dependent on available funding. New City Engineer (Willdan Engineering) will work with City Manager and Community Development Director on evaluating and revising capital improvement plan. MCR Engineering will be retained for water engineering expertise and will complete work on updating water master plan documents for consistency with General Plan and pending Municipal Water System improvement project.

Goals and Objectives

Goal #6 - Public Facilities

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
3	On-going	Community Development Director	Consider including in future park developments, the inclusion of features that reflect our agricultural heritage.		X		Such standards are in place and subject to negotiation. Interest in assisting in further developing a school farm component as an educational component to local youth. Support of local FFA, 4H and other agricultural activities (County Fair) should continue to be a local emphasis. City extended for another year the existing farm lease with Noeller Farms for property near wastewater treatment facility (through end of 2015 Harvest season). As part of the Seventh Street park acquisition project, the Hughson Unified School District has an existing farm lease in place with Garcia Farms that incorporates a farming educational component with the Agriculture Department at Hughson High School. The current property is planted in alfalfa and the arrangement will need to be revisited once acquired (anticipated Spring 2015).
4	On-going	Community Development Director	Emphasize Surface Water Monitoring Procedures		X		Institute measures to monitor, protect, and enhance the water quality of city water sources in a manner pursuant and consistent with the Federal Clean Water Act. On November 26, 2012, the City Council directed City staff to send a letter to the Stanislaus Regional Water Authority that it was not interested in joining the Joint Powers Authority (JPA) at the time but requesting preference in the future if so desired based on past contributions to the effort. At a recent City Council meeting to discuss new water conservation measures, the Turlock Irrigation District addressed Council to inform the City that returning as a partner in the Regional Surface Water Management Project was still possible.

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 and cost-effective delivery of services.		X		The City continues to strengthen its relationships with the Alliance, School District and Fire District. Examples include the establishment of a business incubator, expansion of business assistance program, open-gym basketball program, development of park/recreational facilities, and Fire command vehicle purchase. The City continues to strive to build relationships with its community partners. City staff actively interacts with the Hughson Chamber of Commerce, Hughson Ministerial Association, Hughson Family Resource Center and local non profit organizations (Sierra Vista Child and Family Services, United Samaritan Found, Samaritan Village, etc). City also partners with Stanislaus County and other incorporate cities for the provision of public services (law enforcement, social, health, transit, etc). The City of Hughson was the recipient of the Southeast Stanislaus Family Resource Center Community Partnership of Promise Award for 2014.
2	On-going	City Manager	The City Council will review and establish a policy designed to monitor and possibly influence proposed State and Federal legislation.		X		Hughson Legislative Program was adopted in March 2014 and sets the parameters for the City's legislative advocacy efforts that supplement the work through the California League of Cities and California Local Agency Formation Commissions. Commencing Fiscal Year 2014-2015, City provides quarterly Legislative Update to the City Council to highlight activity in this area over the course of the year.
3	On-going	City Council/City Manager	Maintain and monitor the Complaint Log.		X		SeeClickFix is an application that is currently being used to manage this process. City Manager and City Clerk met with Chief Executive Office of SeeClickFix organization to discuss and evaluate effectiveness of tool. Discussed development of a customer services/satisfaction survey component. CEO made City staff aware of other elements of the application that are now available for use. SeeClickFix report of complaints/issues provided to the City Council quarterly along with Goals and Objectives. City staff in process of developing customer survey element for City website (anticipated to be functional by January 2015).

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		The City continues to meet on a quarterly basis with the School District. These meetings continue to be very productive for effective planning, coordination and communication. Recent items of work included a cost sharing model for the school resource officer (although not continued), grant application for park acquisition funds (Seventh Street Park) and safe routes to school (Fox Road), Lebright Fields lease extension, Hughson community event planning and other items for coordination (municipal water system, school sports fitness complex, etc.). During recent regular meeting, Committee discussed the Stanislaus County Employee Mentoring Program and exploring implementation of a similar program in Hughson. District Superintendent has initiated a discussion of this concept with his leadership team plans to bring back for further discussion. City staff attending a Mentoring Summit being hosted by Sierra Vista Children and Family Services and the Stanislaus County Office of Education on January 23, 2015 to further advance this concept and possible implementation locally.
5	On-going	City Manager	Maintain open communication with staff and encourage sharing of innovative ideas and process improvement suggestions.		X		Promote open door policy and culture for the organization (internal and external). Keep staff properly informed on organizational policies and procedures. Foster sharing and development of ideas amongst staff that may lead to efficiencies. Quarterly all staff meetings are held to maintain open channels of communication and dialogue. Employee appreciation program under development and will be brought back to City Council for consideration this fiscal year.

Goals and Objectives

Goal #7 - Connectivity and Integration

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
6	On-going	City Manager	Look for additional opportunities to partner with other cities.		X		The City in the past partnered with the City of Modesto for on-call advanced planning services. The City has also reached out on occasion to discuss water and wastewater issues with other jurisdictions in Stanislaus County. Also working with the City of Turlock on the administration/engineering work needed relative to Hughson's special assessment districts. Other examples of City partnerships are in the area of local transportation, road improvements, emergency dispatch, animals services, solid waste, CNG fueling, etc.
7	On-going	City Manager	Expand plan to best utilize the volunteerism that exists in the community. Work with partner agencies, non-profits and local organizations to continue to promote a spirit of cooperation and civic participation.		X		The City works diligently to facilitate the efforts of those willing to volunteer. For example, the City has helped with the planning and coordination of LOVE Hughson events as well as volunteer efforts tied to the City Wide Clean Up Day. Other local and grassroots efforts will be supported to strengthen the sense of community pride (Concerts in the Park, Halloween Tent, Trunk or Treat, National Night Out, Harvest Festival, Cultural Events, etc.). Development of an Hughson Employee Mentoring Program being explored by the City and School District. The City of Hughson is partnering with the Hughson Family Resource Center/Citizens for a Healthy Community to make Love Hughson 2015 (scheduled for April 18) a more organized and coordinated local event.

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

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
8	On-going	City Manager	Assessment of current IT needs and development of inventories and incremental policies that take advantage of technology.		X		The City Manager continues to work with its IT consultant EZ Networks to identify needed improvements to the City's overall network. Improvements made in the last year to improve surveillance and monitoring systems at City facilities and for critical systems (municipal water and waste water treatment). The City replaced an aging network server that will improve its ability to store information and the growing email traffic. <i>As part of the Fiscal Year 2014-2015 Adopted Budget, the City Council directed staff to accelerate the project to move towards a new Finance Management Software system. City staff has begun researching municipal financial management systems and associated costs and will bring the information back to the Budget and Finance Subcommittee during consideration of mid year budget adjustments.</i>
9	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		City will initiate measures to maximize use of email, newsletter, website, facebook, local media and other technology to expand public outreach efforts and more effectively engage residents on City Hall happenings and community events. During Fiscal Year 2013-2014, phase one improvements (audio) to the Council Chambers were completed. As part of the Fiscal Year 2014-2015 Adopted Budget, funding was allocated for phase two which includes installing video equipment, web stream capabilities, and enhanced agenda management tools to encourage open and transparent government access. <i>The Mayor and City Manager have initiated a discussion with CSU, Stanislaus (Communications Department) regarding an internship opportunity to provide support and assist the City expand efforts in this area with a focus on social media outlets.</i>

Goals and Objectives

Goal #8 - Revenue Generation and Use Allocation

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		The City institutes a thorough budget review process. Preliminary Budget adopted in May/June and Final Budget presented once the Auditors have completed their preliminary work. City staff monitors revenues so that mid-year changes can be made if necessary. Financial reporting process being evaluated for improvements to increase transparency. In December 2014, the City Council accepted the Fiscal Year 2013-2014 Financial Audit. The City Auditors (Moss, Levy and Harthem) gave the highest opinion that auditors can give-- "Unqualified." To strengthen its the City's fiscal position, staff was directed to more closely explore investment practices and the opportunity to reduce debt obligations.
2	On-going	City Manager	Explore grant opportunities, develop a tracking methodology and provide regular reporting to the City Council.		X		City Manager instituted an internal grant writing program utilizing existing staff and assistance from local colleges/interns . Grant applications prepared and submitted included Seventh Street Park Acquisition Project (Land Water and Conservation Fund), Fox Road Pedestrian Improvements (Active Transportation Program), City Park Recycling/Litter Program (Cal Recycle), Hatch Road Bicycle and Pedestrian Project (CMAQ), Non Potable Water System Improvement Phase II pending through the Intergrated Regional Water Management Plan and Whitmore Avenue/Santa Fe Pedestrian Project (CMAQ). Quarterly status report provided to City Council through the year. Grant opportunities being explored for Seventh Street Park Development Project and Starn Park Replacement Project.
3	On-Going	City Manager	The City will maximize all potential revenue sources (including funding for City, Schools and Public Safety).		X		This will be reviewed ongoing and annually during the budget process. As opportunities arise for additional generation (grants, partnerships, etc.) evaluation will be conducted and brought to the Council for consideration as appropriate.

Goals and Objectives

Goal #8 - Revenue Generation and Use Allocation

Action Items:

#	WHEN	WHO	WHAT	STATUS			COMMENTS
				DONE	ON TARGET	REV	
4	On-Going	City Manager	Continue working with other agencies to try to acquire funding for City projects		X		City has partnered with other cities to better leverage CDBG, CMAQ and RSTP funds for local projects. Efforts with other cities should continue in addition to working with County, State, Federal and other agencies and organizations. Although under new model, CMAQ funding moving forward will make available more funding through a competitive process, coordination with other cities to discuss timing of projects may still be possible.
5	On-Going	City Manager	Benchmark other agencies to identify additional revenue streams for local projects and needs.		X		City will continue to exchange and solicit information from other agencies (government, private, non-profit, etc. to identify creative funding strategies).
6	On-Going	City Manager	Strengthen fiscal condition of City's Benefit Assessment Districts and Landscaping and Lighting Districts.		X		City spent considerable time evaluating current assessment districts (BADs/LLDs). Through agreement with the City of Turlock Municipal Services Department, executed in April 2014, will ensure annual reports are accurate and then fiscal challenges with select few of the landscape and lighting districts are addressed. <i>City will continue discussion regarding implementing general benefit vs. special benefit methodology and to address maintenance of parks within specific districts.</i>



City of Hughson

Between Oct 01, 2014 and Dec 31, 2014

43 issues were opened

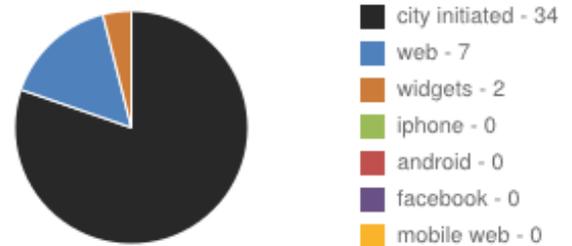
11 issues were acknowledged

48 issues were closed

The average time to acknowledge was 5.4 days.

The average time to close was 7.4 days.

Issues by Source



SERVICE REQUEST	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Other	18	2	17	0.1	4.9
Water	7	1	11	2.0	5.8
Streetlight	7	3	7	10.6	15.2
Traffic Concerns	4	2	4	8.3	8.0
Animal Control	3	1	3	5.8	3.4
Overgrown Grass/Weeds	2	1	4	1.9	14.8
Sewage	2	1	2	0.5	0.4

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City of Hughson (City of Hughson)	43	11	48	5.4	7.4



City Council

Mayor Matt Beekman

Mayor Pro Tem Jeramy Young

Councilmember Jill Silva

Councilmember George Carr

Councilmember Harold Hill

City of Hughson Goals and Objectives Workshop

Saturday, January 17, 2015 (9am to Noon)

Hughson City Hall

An Invitation,

The Mayor and City Council will be hosting a workshop to revisit the City of Hughson's goals and objectives. These were developed through a series of sessions back in 2010 and are reviewed quarterly by the City Council and City staff during regular meetings.

The goals and objectives are in the areas of Land Use, Economic Development, Transportation, Public Safety, Public Services, Public Facilities, Connectivity and Integration, and Revenue Generation.

City residents and local partners are invited to join the Mayor, City Council and City Administration for this open discussion and goal setting session.

Light refreshments will be provided.



Please RVSP by contacting
Dominique Spinale at Hughson
City Hall or at

dspinale@hughson.org

City of Hughson

7018 Pine Street
Post Office Box 9
Hughson, CA 95326
209.883.4054



CITY OF HUGHSON AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: January 12, 2015
Subject: Approval of State of California-Natural Resources Agency Department of Parks and Recreation Grant Contract from the Land and Water Conservation Fund for the Seventh Street Acquisition Project
Enclosures: Land and Water Conservation Fund Grant Contract Project Number 06-01771 Contract Number C8957012
Presented By: Raul L. Mendez, City Manager
Approved By: _____

Staff Recommendation:

1. Authorize the City Manager to execute the State of California-Natural Resources Agency Department of Parks and Recreation Grant Contract from the Land and Water Conservation Fund for the Seventh Street Acquisition Project on behalf of the City of Hughson, inclusive of any final edits by the City Attorney, for the purchase of 19.65 acres of real property owned by the Hughson Unified School District near the corner of Whitmore Avenue and Seventh Street upon resolution of outstanding title issues.
2. Authorize the City Manager to provide proper notice with findings to appropriate agencies and parties since the transaction involves land within an agricultural preserve.

Background and Overview:

On January 27, 2014, the Hughson City Council approved submitting a grant application to the Federal Land and Water Conservation Fund (LWCF) for a park acquisition project. The subject property consisted of 19.65 acres of real property owned by the Hughson Unified School District and located near the corner of Whitmore Avenue and Seventh Street.

The Land and Water Conservation Fund program required that an appraisal and independent review be conducted. The City and School District cooperatively shared in the cost of the appraisal performed by Way and Associates. The final appraisal estimated the proposed property value at \$685,000.

The grant provides 50% of the cost for property acquisition based on the appraised value and will not require the City to deplete a majority of its Parks

Project In-Lieu and Park Development Impact Fee funds and instead make them available for use during future development of the proposed park site.

On April 18, 2014, the California Department of Parks and Recreation sent a letter to the City of Hughson indicating that the Seventh Street Park Acquisition Project was being recommended for funding to the National Park Service (NPS) at the requested amount of \$342,500. In order to secure the funding, the City and the School District entered into a Memorandum of Understanding on May 15, 2014 indicating their intent to negotiate the purchase price and allow the public surplus property disposition process to be completed.

In September 2014, the Hughson Unified School District notified the City of Hughson that it had concluded its public surplus property disposition process for the subject property as required by the State of California Education Code. The School District indicated that it had received interest to purchase the surplus property from one party--the City of Hughson.

On October 13, 2014, the Hughson City Council directed City staff to proceed with the purchase of the subject property from the Hughson Unified School District and the park acquisition project consistent with the Land and Water Conservation Fund grant application. The City Attorney was directed to work the School District legal counsel to finalize the language in the purchase price agreement and the City Manager was authorized to execute the document. City and School District staff worked cooperatively to complete this necessary task and the item has been brought back to the City Council in near final form to allow for the review of the terms and conditions.

On November 25, 2014, the City Manager fully executed the Agreement for Purchase and Sale of Real Property and Initial Escrow Instructions. The School Superintendent took similar action on November 18, 2014. Shortly thereafter, respective legal counsels from both agencies commenced initial escrow instructions. In order to allow the Hughson Unified School District adequate time to provide documentation as specified in the Agreement, on December 19, 2014, an amendment was agreed that provided additional time for items such as delivery of diligence documentation (January 12, 2015), notification of any initial disapproved matters (February 12, 2015), inspection period (March 30, 2015) and closing date (April 27, 2015 or other date mutually agreed upon).

On December 23, 2014, the City of Hughson received the contract for the above reference project from the State of California-Natural Resources Agency Department of Parks and Recreation. Per the notice received, the National Park Service confirmed Federal approval on September 3, 2014—this date will act as the start date of the grant performance period shown on the enclosed contract. The City of Hughson was instructed to sign and return the contract within 30 days to the Office of Grants and Local Services. A copy will be returned to the City after it is signed by the State of California.

As part of the review of the Preliminary Title Report prepared by Old Republic Title Company, the City Attorney identified two encumbrances on the title parcel that could affect the transaction. The first is an easement over the entire parcel allowing

adjacent parcels a right to install ditches to convey agriculture water through the subject parcel dated August 20, 1907 in perpetuity. The second is that the title report references that the property has a Williamson Act-Land Conservation contract dated February 19, 1976. However, Stanislaus County has informed the City that the contract no longer is in effect. City staff is working with the Hughson Unified School District and State Agency to remove this item from the property's title prior to the closing of escrow. In addition, since the property is included within an agricultural preserve by County ordinance, the City should provide notice of its planned purchase in accordance with the notice provisions of the law finding that a primary consideration of the purchase of the land is not the lower cost of agricultural preserved land.

Per the requirements of the LWCF grant, a Deed Restriction, must be recorded prior to final payment with the Federal restriction that ensures that the property is used for public outdoor recreation consistent with Section 6(f)(3) of the LWCF Act and for in perpetuity.

Fiscal Impact:

As indicated in the Fiscal Year 2014-2015 Final Adopt Budget, the City anticipates having approximately \$918,000 available in two capital project (Park Development and Park In Lieu) funds at year-end. The City's portion of the acquisition cost is \$342,500, leaving approximately \$575,500 remaining.



DEPARTMENT OF PARKS AND RECREATION
P.O. Box 942896 • Sacramento, CA 94296-0001
916-653-7423

Lisa Ann L. Mangat, Acting Director

December 22, 2014

Raul Mendez
City Manager
City of Hughson
7018 Pine Street
Hughson, CA 95326

Re: Project Name: Seventh Street Park Acquisition
Program Name: Land and Water Conservation Fund (LWCF)
Competitive
Project Number: 06-01771
Contract Number: C8957012

Dear Raul Mendez,

Enclosed is a contract for the above-referenced project. The National Park Service (NPS) confirmed federal approval on September 3, 2014; this date will act as the start date of the grant performance period shown on the enclosed contract.

Please sign and return the contract within 30 days to the Office of Grants and Local Services (OGALS). We will return a copy after it is signed by the State. Please remember that your project must comply with all applicable state and federal laws and regulations including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and the laws and codes pertaining to individuals with disabilities.

Deed Restriction

A Deed Restriction must be recorded prior to final payment. This project's Deed Restriction document along with instructions will be included with the fully executed contract. The Deed Restriction provides notice of the LWCF grant requirements and must be recorded on the title to the property and submitted with the Grant Completion Packet. For more information, see pages 7, 18, and 35 in the LWCF Grant Administration Guide (Final Draft – October 18, 2013) located at http://www.parks.ca.gov/?Page_id=21360.

CITY OF HUGHSON

DEC 23 2014

RECEIVED

December 22, 2014
Page Two

If you have any questions, please contact me directly at (916) 651-7744 or email me at Melinda.Steinert@parks.ca.gov.

Sincerely,

A handwritten signature in cursive script that reads "Melinda Steinert".

Melinda Steinert
Project Officer

Enclosure(s)

State of California - Natural Resources Agency
Department of Parks and Recreation
GRANT CONTRACT
Land and Water Conservation Fund
Competitive

GRANTEE City of Hughson
 PROJECT TITLE SEVENTH STREET PARK ACQUISITION PROJECT NUMBER 06-01771

GRANT PERFORMANCE PERIOD is from September 03, 2014 thru June 30, 2017

The GRANTEE agrees to the terms and conditions of this contract, hereinafter referred to as AGREEMENT, and the State of California, acting through its Liaison Officer pursuant to the program named above, and agrees to fund the total State grant amount indicated below. The GRANTEE agrees to complete the GRANT SCOPE as defined in the GRANT SCOPE/Cost Estimate Form of the APPLICATION filed with the State of California referenced by the project number indicated above.

PROJECT DESCRIPTION:

Acquire approximately 20 acres to create the new 7th Street Park in the City of Hughson.

Total State Grant not to exceed \$342,500.00 (or 50% of the total project, whichever is less.)
 Rate of Reimbursement 50.00%

City of Hughson

 Grantee

The General and Special Provisions attached are made a part of and incorporated into the Contract.

By _____
 Typed or printed name of Authorized Representative

STATE OF CALIFORNIA
 DEPARTMENT OF PARKS AND RECREATION

 Signature of Authorized Representative

By _____

Address _____

Date _____

Title _____

Date _____

CERTIFICATION OF FUNDING

CONTRACT NO C8957012	AMENDMENT NO	CALSTARS VENDOR NO. 400000449500			PROJECT NO. 06-01771
AMOUNT ENCUMBERED BY THIS DOCUMENT \$342,500.00		FUND. Federal Trust Fund			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT		ITEM 3790-101-0890(2)	CHAPTER 25/14	STATUTE 14	FISCAL YEAR 2014/15
TOTAL AMOUNT ENCUMBERED TO DATE \$ 342,500.00		INDEX. 1091	OBJ. EXPEND 702	PCA. 68958	PROJECT / WORK PHASE 091012-00
T.B.A. NO.	I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.				
B.R.. NO.	ACCOUNTING OFFICER'S SIGNATURE				DATE.

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Land and Water Conservation Fund
Grant Contract Provisions

Part I - Definitions

- A. The term "NPS" or "Service" as used herein means the National Park Service, United States Department of the Interior.
- B. The term "Director" as used herein means the Director of the National Park Service, or any representative lawfully delegated the authority to act for such Director.
- C. The term "Manual" as used herein means the Land and Water Conservation Fund State Assistance Program Manual.
- D. The term "project" as used herein means a Land and Water Conservation Fund grant which is subject to the project agreement and/or its subsequent amendments.
- E. The term "State" as used herein means the State or Territory which is a party to the project agreement, and, where applicable, the political subdivision or public agency to which funds are to be transferred pursuant to this agreement. Wherever a term, condition, obligation, or requirement refers to the State, such term, condition, obligation, or requirement shall also apply to the recipient political subdivision or public agency, except where it is clear from the nature of the term, condition, obligation, or requirement that it is to apply solely to the State. For purposes of these provisions, the terms "State," "grantee," and "recipient" are deemed synonymous.
- F. The term "Secretary" as used herein means the Secretary of the Interior, or any representative lawfully delegated the authority to act for such Secretary.

Part II - Continuing Assurances

The parties to the project agreement specifically recognize that the Land and Water Conservation Fund project creates an obligation to maintain the property described in the project agreement and supporting application documentation consistent with the Land and Water Conservation Fund Act and the following requirements.

Further, it is the acknowledged intent of the parties hereto that recipients of assistance will use monies granted hereunder for the purposes of this program, and that assistance granted from the Fund will result in a net increase, commensurate at least with the Federal cost-share, in a participant's outdoor recreation.

It is intended by both parties hereto that assistance from the Fund will be added to, rather than replace or be substituted for, State and local outdoor recreation funds.

- A. The State agrees, as recipient of this assistance, that it will meet the following specific requirements and that it will further impose these requirements, and the terms of the project agreement, upon any political subdivision or public agency to which funds are transferred pursuant to the project agreement. The State also agrees that it shall be responsible for compliance with the terms of the project agreement by such a political subdivision or public agency and that failure by such political subdivision or public agency to so comply shall be deemed a failure by the State to comply with the terms of this agreement.

B. The State agrees that the property described in the project agreement and the NPS signed and dated project boundary map made part of that agreement is being acquired or developed with Land and Water Conservation Fund assistance, or is integral to such acquisition or development, and that, without the approval of the Secretary, it shall not be converted to other than public outdoor recreation use but shall be maintained in public outdoor recreation in perpetuity or for the term of the lease in the case of leased property. The Secretary shall approve such conversion only if it is found to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions deemed necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location pursuant to Title 36 Part 59.3 of the Code of Federal Regulations. This replacement land becomes subject to Section 6(f)(3) protection. The approval of a conversion shall be at the sole discretion of the Secretary, or his designee.

Prior to the completion of this project, the State and the Director may mutually alter the area described in the project agreement and the signed and dated project boundary map to provide the most satisfactory public outdoor recreation unit, except that acquired parcels are afforded Section 6(f)(3) protection as Fund reimbursement is provided.

In the event the NPS provides Land and Water Conservation Fund assistance for the acquisition and/or development of property with full knowledge that the project is subject to reversionary rights and outstanding interests, conversion of said property to other than public outdoor recreation uses as a result of such right or interest being exercised will occur. In receipt of this approval, the State agrees to notify the Service of the potential conversion as soon as possible and to seek approval of replacement property in accord with the conditions set forth in these provisions and program regulations. The provisions of this paragraph are also applicable to: leased properties acquired and/or developed with Fund assistance where such lease is terminated prior to its full term due to the existence of provisions in such lease known and agreed to by the Service; and properties subject to other outstanding rights and interests that may result in a conversion when known and agreed to by the Service.

C. The State agrees that the benefit to be derived by the United States from the full compliance by the State with the terms of this agreement is the preservation, protection, and the net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States, and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the United States by way of assistance under the terms of this agreement. The State agrees that payment by the State to the United States of an amount equal to the amount of assistance extended under this agreement by the United States would be inadequate compensation to the United States for any breach by the State of this agreement.

The State further agrees, therefore, that the appropriate remedy in the event of a breach by the State of this agreement shall be the specific performance of this agreement or the submission and approval of a conversion-of-use request as described in Section II.B above.

D. The State agrees to comply with the policies and procedures set forth in Manual. Provisions of said Manual are incorporated into and made a part of the project agreement.

E. The State agrees that the property and facilities described in the project agreement shall be operated and maintained as prescribed by Manual requirements and published post-completion compliance regulations (Title 36 Part 59 of the Code of Federal Regulations).

F. The State agrees that a permanent record shall be kept in the participant's public property records and available for public inspection to the effect that the property described in the scope of the project agreement, and the signed and dated project boundary map made part of that agreement, has been acquired or developed with Land and Water Conservation Fund assistance and that it cannot be converted to other than public outdoor recreation use without the written approval of the Secretary of the Interior.

G. Nondiscrimination

1. By signing the LWCF agreement, the State certifies that it will comply with all Federal laws relating to nondiscrimination as outlined in the Civil Rights Assurance appearing at Part III-I herein.

2. The State shall not discriminate against any person on the basis of residence, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence as set forth in the Manual.

Part III - Project Assurances

A. Applicable Federal Circulars

The State shall comply with applicable regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal funds for this federally assisted project, including:

- OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments;
- 43 CFR Part 12, Administrative and Audit Requirements and Cost Principles for Assistance Programs, Department of the Interior;
- A-87, Cost Principles for State, Local, and Indian Tribal Governments; and
- A-133, Audits of States, Local Governments, and Non-Profit Organizations.

B. Project Application

1. The Application for Federal Assistance bearing the same project number as the agreement and associated documents is by this reference made a part of the agreement.

2. The State possesses legal authority to apply for the grant, and to finance and construct the proposed facilities. A resolution, motion or similar action has been duly adopted or passed authorizing the filing of the application, including all understandings and assurances contained herein, and directing and authorizing the person identified as

the official representative of the State to act in connection with the application and to provide such additional information as may be required.

3. The State has the capability to finance the non-Federal share of the costs for the project. Sufficient funds will be available to assure effective operation and maintenance of the facilities acquired or developed by the project.

C. Project Execution

1. The project period shall begin with the date of approval of the project agreement or the effective date of a waiver of retroactivity and shall terminate at the end of the stated or amended project period unless the project is completed or terminated sooner in which event the project shall end on the date of completion or termination.

2. The State shall transfer to the project sponsor identified in the Application for Federal Assistance or the Description and Notification Form all funds granted hereunder except those reimbursed to the State to cover eligible administrative expenses.

3. The State will cause work on the project to be commenced within a reasonable time after receipt of notification that funds have been approved and assure that the project will be prosecuted to completion with reasonable diligence.

4. The State will require the facility to be designed to comply with the Architectural Barriers Act of 1968 (Public Law 90-480) and DOI Section 504 Regulations (43 CFR Part 17). The State will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

5. The State shall secure completion of the work in accordance with approved construction plans and specifications, and shall secure compliance with all applicable Federal, State, and local laws and regulations.

6. In the event the project covered by the project agreement, cannot be completed in accordance with the plans and specifications for the project; the State shall bring the project to a point of recreational usefulness agreed upon by the State and the Director or his designee.

7. The State will provide for and maintain competent and adequate architectural/engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the NPS may require.

8. The State will comply with the terms of Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), 94 Stat. 1894 (1970), and the applicable regulations and procedures implementing such Act for all real property acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the project agreement.

9. The State will comply with the provisions of: Executive Order 11988, relating to evaluation of flood hazards; Executive Order 11288, relating to the prevention, control, and abatement of water pollution, and Executive Order 11990 relating to the protection of wetlands.

10. The State will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available, as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes, for use in any area that has been identified as an area having special flood hazards by the Flood Insurance Administration of the Federal Emergency Management Agency. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

11. The State will assist the NPS in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archaeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to effects (see CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

12. The State will comply with "Minority Business Enterprises" and "Women's Business Enterprises" pursuant to Executive Orders 11625 and 12138 as follows:

- (1) Place minority and women business firms on bidder's mailing lists.
- (2) Solicit these firms whenever they are potential sources of supplies, equipment, construction, or services.
- (3) Where feasible, divide total requirements into smaller needs, and set delivery schedules that will encourage participation by these firms.
- (4) The Department of the Interior is committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness.

The National Park Service Regional Offices will work closely with the States to ensure full compliance and that grant recipients take affirmative action in placing a fair share of purchases with minority business firms.

13. The State will comply with the intergovernmental review requirements of Executive Order 12372.

D. Construction Contracted for by the State Shall Meet the Following Requirements:

1. Contracts for construction shall comply with the provisions of 43 CFR Part 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs, Department of the Interior).

2. No grant or contract may be awarded by any grantee, subgrantee or contractor of any grantee or subgrantee to any party which has been debarred or suspended under Executive Order 12549. By signing the LWCF agreement, the State certifies that it will comply with debarment and suspension provisions appearing at Part III-J herein.

E. Retention and Custodial Requirements for Records

1. Financial records, supporting documents, statistical records, and all other records pertinent to this grant shall be retained in accordance with 43 CFR Part 12 for a period of three years; except the records shall be retained beyond the three-year period if audit findings have not been resolved.
2. The retention period starts from the date of the final expenditure report for the project.
3. State and local governments are authorized to substitute copies in lieu of original records.
4. The Secretary of the Interior and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the State and local governments and their subgrantees which are pertinent to a specific project for the purpose of making audit, examination, excerpts and transcripts.

F. Project Termination

1. The Director may temporarily suspend Federal assistance under the project pending corrective action by the State or pending a decision to terminate the grant by the Service.
2. The State may unilaterally terminate the project at any time prior to the first payment on the project. After the initial payment, the project may be terminated, modified, or amended by the State only by mutual agreement.
3. The Director may terminate the project in whole, or in part, at any time before the date of completion, whenever it is determined that the grantee has failed to comply with the conditions of the grant. The Director will promptly notify the State in writing of the determination and the reasons for the termination, together with the effective date. Payments made to States or recoveries by the Service under projects terminated for cause shall be in accord with the legal rights and liabilities of the parties.
4. The Director or State may terminate grants in whole, or in part at any time before the date of completion, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The NPS may allow full credit to the State for the Federal share of the noncancelable obligations, properly incurred by the GRANTEE prior to termination.
5. Termination either for cause or for convenience requires that the project in question be brought to a state of recreational usefulness agreed upon by the State and the Director or that all funds provided by the National Park Service be returned.

G. Lobbying with Appropriated Funds

The State must certify, for the award of grants exceeding \$100,000 in Federal assistance, that no Federally appropriated funds have been paid or will be paid, by or

on behalf of the State, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding, extension, continuation, renewal, amendment, or modification of this grant. In compliance with Section 1352, title 31, U.S. Code, the State certifies, as follows:

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

H. Provision of a Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D), the State certifies, as follows:

The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of a grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The State must include with its application for assistance a specification of the site(s) for the performance of work to be done in connection with the grant.

I. Civil Rights Assurance

The State certifies that, as a condition to receiving any Federal assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the

applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United State shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears on the grant agreement and who is authorized to sign on behalf of the Applicant

J. Debarment and Suspension

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The State further agrees that it will include the clause "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" appearing below in any agreement entered into with lower tier participants in the implementation of this grant. Department of Interior Form 1954 (DI-1954) may be used for this purpose.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this application that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application.

K. Hold Harmless

The Grantee shall indemnify the State of California and its officer, agents and employees against and hold the same free and harmless from any and all claims, demands, damages, losses, costs, and/or expenses of liability due to, or arising out of, either in whole or in part, whether directly or indirectly, the organization, Development, construction, operation, or maintenance of the Project.

TWO PLUS TWO COMMITTEE MEETING

January 12, 2015

5:30 P.M.

CITY HALL

AGENDA

I. Call to Order

II. Members Present (Roll Call)

City: Jill Silva, Council Member District: Jim Hudelson, Board Member
 Jeramy Young, Council Member Rick Applegate, Board Member
 Raul Mendez, City Manager Brian Beck, Superintendent

Others Present: _____

III. Pledge of Allegiance

IV. Public Comment: This will be accepted prior to related agenda topics.

V. Approval of Agenda

Motion By: _____ Seconded by: _____

Action: _____ Ayes: _____ Noes: _____ Abstain: _____

VI. Approve December 8, 2014 Meeting Summary

Motion By: _____ Seconded by: _____

Action: _____ Ayes: _____ Noes: _____ Abstain: _____

VII. Selection of Chairperson

Motion By: _____ Seconded by: _____

Discussion: _____

Action: _____ Ayes: _____ Noes: _____ Abstain: _____

VIII. Review/Revision of 2+2 Committee Operating Procedures

IX. Report/Discussion Items

- A. Review/Clarification of City/District Roles
- B. Whitmore and 7th Street Property Sale/Acquisition Update
- C. Land and Water Conservation Fund (Park Development)
- D. Hughson Sports and Fitness Complex Update
- E. Open Gym Basketball Program Update
- F. Other

X. Next Meeting Date: April 13, 2015 (Annual Joint Meeting)

XI. Adjourn

Motion By: _____ Seconded by: _____

Discussion: _____

Action: _____ Ayes: _____ Noes: _____ Abstain: _____

TWO PLUS TWO COMMITTEE MEETING

December 8, 2014

5:30 P.M.

HUSD OFFICE

MEETING SUMMARY

I. Call to Order – 5:30pm

II. Members Present (Roll Call)

City: Jill Silva, Council Member District: Jim Hudelson, Board Member
 Jeramy Young, Council Member Rick Applegate, Board Member
 Raul Mendez, City Manager Brian Beck, Superintendent

Others Present: _____

III. Pledge of Allegiance

IV. Public Comment: This will be accepted prior to related agenda topics.

V. Approval of Agenda

Motion By: Young Seconded by: Beck

Action: Pass Ayes: 5 Noes: 0 Abstain: _____

VI. Approve September 8, 2014 Meeting Summary

Motion By: Beck Seconded by: Mendez

Action: Pass Ayes: 5 Noes: 0 Abstain: _____

VII. Report/Discussion Items

1. Member Term Rotation

a. The Committee discussed the term rotation per its operating procedures: "members shall be selected in a manner that will ensure that the term of office of both appointees will not expire in the same year." The City and School representatives indicated that the current members were scheduled to be appointed for the 2015 calendar year during their respective December regular meetings.

2. Stanislaus County Employee Mentor Program Presentation

a. Superintendent Beck indicated that he had discussed the mentor program concept with his leadership team (school principals) and that he would do additional follow-up. City Manager Mendez indicated that if there was support, the City and District could look to the next school year to initiate a program. For the current school year, the Superintendent and City Manager discussed the upcoming National Read Across America Day (March 2, 2015) as a way of gauging interest and building synergy.

X. Next Meeting Date: January 12, 2015

XI. Adjourn – 6:10pm

Motion By: Young Seconded by: Beck

Discussion: _____

Action: Ayes: 5 Noes: 0 Abstain: _____

TWO PLUS TWO COMMITTEE OPERATING PROCEDURES

ARTICLE I MISSION AND PURPOSE

The mission and purpose of the group is to work together to facilitate serving respective constituents in the most effective way possible. To achieve this goal clear and frequent communication shall be maintained in order to identify appropriate long and short term goals that are of mutual interest and promote effective and efficient planning to achieve these goals. (Note: See attached resolution.)

ARTICLE II COMMITTEE COMPOSITION

A. Membership and Term

The committee shall consist of two city council members and two HUSD board members and the CEO's of each organization. Each member shall be appointed to serve a term of two (2) years.

B. Formation

Each governing entity shall determine their methods of appointing their respective members, in such a fashion that will strive to ensure the term of office of both appointees will not expire in the same year.

C. Roles, Responsibilities, and Decision Making

1. Roles

Council members and board members shall endeavor to function in their respective member roles and focus on the areas described in the "Mission and Purpose" such as:

- Communication of ongoing goals and progress.
- Identifying long and short range goals of mutual benefit.
- CEOs will meet and dialog at least monthly in order to support ongoing communication between 2+2 meeting dates.

The task of detail and strategy development for attaining these goals shall be that of administrative team and staff subject to full board or council approval when appropriate.

Annually, at the beginning of the year, a review and/or clarification of city and district roles shall be conducted in order to ensure mutual understanding of areas of responsibility of each agency.

2. Responsibilities

a. Chairpersons

A chairperson shall be selected by lot at the first meeting and will alternate annually between the city and school district. It shall be the responsibility of the chairperson to conduct the meeting and to maintain agenda focus. The chairperson shall also work with their respective CEO to develop the agenda and to ensure that meeting follow-up items are addressed.

b. Members

Members shall attend all meetings, be familiar with agenda items and conduct themselves consistent with their respective council and board member roles and the mission and purpose of the 2+2 Committee.

3. Decision-making Process

a. The 2+2 Committee is not a decision making body in respect to actions of the city council or school board. The committee will discuss various topics within the scope of their mission and purpose and convey the results of the discussion to their respective bodies.

b. Decisions may be made in regard to meeting decisions such as approval of minutes, approval of agendas, and establishment of meeting calendars. These decisions shall be made by traditional means of motion, second, discussion and vote with a majority vote of those in attendance needed to pass an item.

ARTICLE III TERM ROTATION

A. Members shall be selected in a manner that will ensure that the term of office of both appointees will not expire in the same year.

ARTICLE IV AGENDA DEVELOPMENT, DISTRIBUTION AND POSTING

A. Development

The agenda shall be developed by the chairperson and their respective CEO. The two governing agency CEO's shall meet at least two weeks prior to the 2+2 committee meeting to develop draft agenda items for finalization by the chairperson and their CEO. During the meetings of the 2+2 committee, items may be identified for subsequent agenda placement.

Agendas shall also include a section for public comment.

B. Distribution

The agenda shall be provided to all 2+2 committee members at least 72 hours (3 days) prior to the meeting. It shall be the responsibility of the CEO of the chairperson governing agency to ensure provision of the agenda in accordance with this time frame.

C. Posting

Agendas shall be posted 72 hours (three days) in advance of the meeting in accordance with the Brown Act specifications and shall be posted in areas commonly used to post agenda items for city council meetings and board meetings. It shall be the responsibility of the CEO of each agency to ensure proper posting.

ARTICLE V REPORTING OF MEETING RESULTS AND APPROVAL

A. Reporting of Meeting Results

It shall be the responsibility of the CEO of the respective chairperson agency to create and distribute an unofficial meeting summary prior to the meeting. The CEO's of both organizations review and confer regarding meeting summaries prior to the distribution to all members. Any areas in question shall be either resolved or noted for committee review at the next meeting. This meeting summary shall be distributed to all members prior to the next meeting.

B. Approval of Meeting Summary

Meeting results summaries shall be approved at the subsequent 2+2 meeting.

ARTICLE VI MEETING CALENDAR AND ATTENDANCE REPORTS

A. Regular 2+2 Meetings: Meetings shall be conducted as follows unless modified by 2+2 Committee vote due to unique circumstances.

1. Frequency: 2+2 meetings shall typically be conducted as follows: (January, April, August and December) beginning January 2009.
2. Time and Date(s): Meetings shall be convened one and a half hours prior to the beginning of the city council meeting conducted on the second Monday of each month, unless other dates established by the committee.
3. Site: Meetings shall be rotated from the city hall to the district office unless otherwise agreed upon by 2+2 committee members and duly posted.

4. Rescheduled Meetings: If a meeting must be rescheduled it shall be done so at a time most convenient to facilitate attendance by all members. It shall be the responsibility of the chairperson and the respective CEO to complete this task.
5. During the December meeting an annual meeting calendar shall be established which shall include a full council and board meeting in the spring in March or April. Special meetings may be called by the committee.

B. Annual Meeting of Full Board and Council

1. Purpose:

- a. Report of committee activities and reports by both governing agencies in regard to current and future goals, and activities of mutual interest.
- b. Council and/or Board may request the CEO's and/or 2+2 committee to research and/or discuss areas of mutual interest within the scope of the mission and purpose of the 2+2 committee at subsequent 2+2 committee meetings.
- c. Annual meeting time and date: The annual meeting shall be conducted in the spring in March or April as determined by the calendar established by the 2+2 Committee in the December meeting.

C. Attendance Requirements for 2+2 Meetings

1. At least one council member and/or board member and both CEO's must be present in order to conduct a meeting. If this is not possible, the meeting shall be rescheduled or the agenda subsumed at the subsequent meeting.

ARTICLE VII

APPROVAL OF REVIEW AND REVISE OF OPERATIVE PROCEDURES

- A. Approval shall be by consensus by the 2+2 Committee. (Note: As per legal counsel recommendation, these may need review and approval by each full council and board.)
- B. Procedures shall be reviewed annually at the January meeting and shall be revised and approved in accordance with Article VII A. above.



CITY OF HUGHSON
PARKS & RECREATION COMMISSION MEETING
 CITY HALL COUNCIL CHAMBERS
 7018 Pine Street, Hughson, CA

AGENDA
TUESDAY, JANUARY 13, 2015 – 6:00 P.M.

CALL TO ORDER: Chair Billy Redding

ROLL CALL: Chair Billy Redding
 Commissioner Raymond Lopez
 Commissioner Matt House
 Commissioner Tamara Thomas
 Commissioner Hans Picinich

FLAG SALUTE: Chair Billy Redding

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

Members of the audience may address the Commission 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 Commission 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. NEW BUSINESS:

- 3.1:** Approve the Minutes of the August 12, 2014 Parks and Recreation Meeting. (Continued from the last meeting)
- 3.2:** Approve the Minutes of the December 9, 2014 Parks and Recreation Meeting.
- 3.3:** Review and Discuss Options Regarding Enacting and Enforcing a Smoke-Free Parks Policy in the City of Hughson.

4. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

5. INFORMATIONAL ITEMS:

- 5.1: City/School District Open Gym Program (Basketball) Details.
- 5.2: Park Development Grant Opportunity, California LWCF.
- 5.3 Starn Park Playground Update.
- 5.4 7th Street Community Park Update.

5. COMMENTS:

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

Community Development Director:

- 5.2: Commissioner Comments: (Information Only – No Action)

ADJOURNMENT:

WAIVER WARNING

If you challenge a decision/direction of the Commission 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:

January 19	▪ City Hall Closed - Dr. Martin Luther King Jr. Day
January 20	▪ Planning Commission Meeting, City Hall Council Chambers, 6:00 P.M.
January 26	▪ City Council Meeting, City Hall Council Chambers, 7:00 P.M.
February 9	▪ City Council Meeting, City Hall Council Chambers, 7:00 P.M.
February 10	▪ Parks & Recreation Commission Meeting, City Hall Chambers, 6:00 P.M.
February 17	▪ Planning Commission Meeting, City Hall Council Chambers, 6:00 P.M.
February 23	▪ City Council Meeting, City Hall Council Chambers, 7:00 P.M.

RULES FOR ADDRESSING THE COMMISSION

Members of the audience who wish to address the Commission 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 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: January 9, 2014 **TIME:** 3:00pm
NAME: Dominique Spinale-Romo **TITLE:** 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 Commission shall be in English and anyone wishing to address the Commission 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.

General Information: The Hughson Parks & Recreation Commission meets in the Council Chambers on the second Tuesday of each month at 6:00 p.m., unless otherwise noticed.

Commission Agendas: The Commission agenda is now available for public review at the City's website at 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